

EX.060.300 – VIEWING EXPENSE REPORT JOURNAL ENTRIES

Purpose	<ul style="list-style-type: none"> • To identify the purpose of the Journal Generator. • To list the additional pages you can view from the Expense Report Journal Entries page. • To view expense report journal entries.
Description	<p>The Journal Generator process is the final step required to process accounting entries. When the Journal Generator process runs, it extracts accounting entries from the accounting entry tables to generate the actual journal entries for editing and posting. For additional information, see GL.030.001 – Running Journal Generator.</p> <p>Specifically for Expenses, the journal generator process assigns Journal ID numbers to the expense transactions, which are waiting in the Expense tables.</p>
Security Role	BOR_EX_AUD_EXP_TRANS_INQ, BOR_EX_EMPLOY_DATA, BOR_EX_MANAGER
Dependencies/Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to view expense report journal entries.

Step	Action
1.	Click the NavBar icon.
2.	Click the menu link.
3.	Click the Travel and Expenses link.
4.	Click the Process Expenses link.
5.	Click the Review Payments link.
6.	Click the Journal Entries link
7.	Click the Look up Business Unit button.
8.	Select your Business Unit ID from the provided list.
9.	<p>If you are searching for a particular journal, you can enter your search criteria in the empty fields.</p> <p>At a minimum, the Business Unit field and the Ledger field must be populated before searching.</p>
10.	Click the Look up Ledger button.
11.	The Search returns all ledgers for your institution. Most often for expenses, you will use the ACTUALS ledger.
12.	Click the ACTUALS entry in the Ledger column.
13.	Click the Search button.
14.	If the Journal Generator process has been run, you will see a number of entries which begin with a Journal ID of "EX" for Expenses.
15.	Click an entry in the Journal Date column to view the details of this journal.
16.	<p>The Journal Entries page can be viewed more easily if you close the menu pagelet.</p> <p>Click the Collapse (Ctrl+Y) Menu button.</p>
17.	The page may still be too lengthy to view all in one screen shot. View the details on this portion of the page before scrolling to the right.
18.	Navigate to the right side of the page to view the entire entry.
19.	View the details on this portion of the page.
20.	You can click the GL Journal link to access the Journal Lines page, where you can view all journal lines for the Journal ID. Journal lines are summarized according to the configuration of your journal generator template for Expenses.

Step	Action
21.	Click the View Related Links button which is located near the Acctg Date column in the Journal Entry Detail section.
22.	<p>There are three additional pages you can access from this link:</p> <ul style="list-style-type: none"> • Transaction Detail: Click to access the Expense Report - Expense Report Detail page or the Cash Advance - View Cash Advance page. • Exchange Rate Detail: Click to access the Exchange Rate Detail page. • Journal Line Inquiry: Click to access the Review Journal Status - Journal Lines page.