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| Security Role | **BOR\_EX\_AUD\_EXP\_TRANS\_INQ, BOR\_EX\_EMPLOY\_DATA, BOR\_EX\_MANAGER** |
| Responsibility/Role |  |
| File Name |  |
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| Status |  |

## EX.060.300 - Viewing Expense Report Journal Entries

#### Trigger:

#### Concept

This topic demonstrates how to view expense report journal entries. The Journal Generator process (see GL.030.001) is the final step required to process accounting entries. When the Journal Generator process is run, it extracts accounting entries from the accounting entry tables to generate the actual journal entries for editing and posting.

Specifically for Expenses, the journal generator process assigns Journal ID numbers to the expense transactions, which are waiting in the Expense tables.

**Topic Objectives:**

Upon completion of this topic, you will be able to:

- Identify the purpose of the Journal Generator.

- List the additional pages you can view from the Expense Report Journal Entries page.

- View expense report journal entries.

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| Assumptions |
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| Dependencies/Constraints |
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#### Additional Information

#### Procedure

For this topic, we will review expense report journal entries that were created from the Journal Generator process.

| Step | Action |
| --- | --- |
|  | Click the **Travel and Expenses** link. |
|  | Click the **Process Expenses** link. |
|  | Click the **Review Payments** link. |
|  | Click the **Journal Entries** link. |
|  | Click the **Look up Business Unit** button. |
|  | Select your **Business Unit** ID from the provided list. |
|  | If you are searching for a particular journal, you can enter your search criteria in the empty fields.  At a minimum, the **Business Unit** field and the **Ledger** field must be populated before searching. |
|  | Click the **Look up Ledger** button. |
|  | The Search returns all ledgers for your institution. Most often for expenses, you will use the **ACTUALS** ledger. |
|  | Click the **ACTUALS** entry in the **Ledger** column. |
|  | Click the **Search** button. |
|  | 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. |
|  | Click an entry in the **Journal Date** column to view the details of this journal. |
|  | The **Journal Entries** page can be viewed more easily if you close the menu pagelet.  Click the **Collapse (Ctrl+Y) Menu** button. |
|  | 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. |
|  | Click the **horizontal** scrollbar to navigate to the right side of the page to view the entire entry. |
|  | View the details on this portion of the page. |
|  | 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. |
|  | Click the **View Related Links** button which is located near the **Acctg Date** column in the J**ournal Entry Detail** section. |
|  | There are three additional pages you can access from this link:  **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. |
|  | Congratulations. You have just completed the **Viewing Expense Report Journal Entries** topic. Below is a summary of the key concepts of this topic:  - The Journal Generator process is the final step required to process accounting entries. When the Journal Generator is run, it extracts accounting entries from the accounting entry tables to generate the actual journal entries for editing and posting.  - For Expenses, the journal generator process assigns Journal ID numbers to the expense transactions, which are waiting in the Expense tables.  - From the Expense Report Journal Entries page, you can also view the Transaction Detail page, the Exchange Rate Detail page, and the Journal Line Inquiry page.  **End of Procedure.** |