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**State of Kansas**

**Expenses – Add a Journal Expense Report**

***Statewide Management, Accounting and Reporting Tool***

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| **Date Created:** | **06/03/2014** |
| **Last Updated Date:** | 07/24/2020 |
| **Version:** | 2.0 |
| **Overview:** | A journal expense report/J-ER should be added in the Expenses/EX module to correct chartfields on an expense report/ER in **Paid** status.  A J-ER cannot be used to correct the amount paid on an ER. However, the total amount can be redistributed between distribution lines. The total of all distribution lines must equal $0.00.  A J-ER creates **EXACCRUAL** accounting entries only. The accounting entries are recorded in the EX module when the J-ER is submitted for posting. The accounting entries will post to the General Ledger module/GL during nightly batch.  Once a J-ER is submitted for posting, the status is **Paid** even though no payment is actually created. No approvals are required for the J-ER to post.  **Add a J-ER only to correct an original ER.**  **Do not add a J-ER to correct an incorrect J-ER.**  To correct an incorrect J-ER:   * If the J-ER did not affect any accounting (e.g. the J-ER accounting entries show each line with the same debit and credit chartfields):   *Note: This often happens because the J-ER was submitted for posting before any corrections were made on the J-ER.*  Add a journal in GL. The journal should make the correction that should have been made on the J-ER. Add cash lines to the journal only if correcting the fund and/or budget unit.   * If the J-ER did affect accounting (e.g. the J-ER accounting entries show at least one line with different debit and credit chartfields):   Mark the J-ER for close to reverse the incorrect J-ER **EXACCRUAL** accounting entries; **EXCLOSE** accounting entries will post to GL during nightly batch. If you need assistance closing the incorrect J-ER, submit a ManageEngine/Service Desk ticket.  Add a journal in GL. The journal should make the correction that should have been made on the J-ER. Only add cash lines to the journal if the fund and/or budget unit are corrected.  See General Ledger job aids titled **Online Journal Entries Training Guide** and **General Ledger & Journals Overview Training Guide** on SMART Web for additional detail. |
| **Overview:**  (cont’d) | This job aid replaces the following job aids which have been removed from SMART Web:   * Creating a Journal Expense Report * Creating Journal Expense Reports – Training Guide |
| **Security:** | Role: Only individuals with the following role can add a J-ER:   * Agency T&E Maintainer (KAP\_Agy\_T\_E\_Maintainer)   BU: Agencies can only add J-ERs for employees of their agency business unit.  If the employee transfers to another State agency, the prior agency is unable to add a J-ER for the employee. If the employee does not transfer to another State agency, the agency is able to add a J-ER for the employee. |
| **Navigation:** | There are two navigation paths, either path can be used:   * Expenses > EX Accounting > Create Journal Expense Report * Expenses > Expense Reports > Create Journal Expense Report | |

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| **1** | To add a J-ER, enter the employee ID associated to the ER requiring correction, click **Add**. | **Add a J-ER only to correct an original ER—do not add a J-ER to correct an incorrect J-ER.** See the text box in the **Overview** section above for additional detail to correct an incorrect J-ER. |
| **2** | Click the look-up icon and select the ER requiring correction. | Only ERs in **Paid** status show in the search results.  J-ERs in Paid status will also show in the search results but you should not add a J-ER to correct an incorrect J-ER.  ERs that have already had a J-ER added will not show in the search results. |
| **3** | Enter a description. The description should include the **Journal Report ID** (this is the same ER just selected)and wording such as **Changing…** or **Correcting…**. |  |
| **4** | Select the check box for the ER line requiring correction. Click the **Expense Type** link for the line selected.  For multiple ER lines requiring correction, multiple check boxes may be selected. |  |
| **5** | On the editable line, which shows as a debit/positive amount, correct the chartfield values as needed and click **OK**.  For multiple ER lines requiring correction, click the next **Expense Type** link requiring correction and repeat step 5. | A reversing entry which shows as a credit/negative amount is automatically created for the expense line selected from the ER being corrected. This line cannot be corrected—it is non-editable.    Additional funding lines may be added. **However, cash lines should not be added to a J-ER.** Adding cash lines to a J-ER may create incorrect accounting entries in GL. All J-ERs are reviewed by the Office of Accounts and Reports/OAR to ensure the accounting entries are correct in GL. |
| **6** | Enter any notes (optional) and click **Submit For Posting**. | Once a J-ER is submitted for posting, no additional corrections can be made.  **Click “Submit For Posting” only once**,otherwise multiple J-ERs may be added**.** Sometimes it may take a few minutes for the J-ER to process. To determine if a J-ER has processed, see step 7.    Submitting the J-ER for posting will generate a **Report ID** for the J-ER. The **Report ID** will be like that of a regular ER. |
| **7** | Confirm the J-ER processed and is correct. | Navigate to Expenses > Expense Reports > View.  Search for the J-ER as you would a regular ER. The J-ER can be searched for using any of the search criteria options, including the J-ER **Report ID**:    When viewing a J-ER, it appears similar to a regular ER, but a J-ER is in **Paid** status and does not show any **Approval History**.  If the J-ER is incorrect, add a journal in GL to make the correction that should have been made on the J-ER. Only add cash lines to the journal if the fund and/or budget unit are corrected.  See General Ledger job aids titled **Online Journal Entries Training Guide** and **General Ledger & Journals Overview Training Guide** on SMART Web for additional detail. |