ENTERING TRAVEL & EXPENSE CORRECTIONS
QUICK FACTS SHEET

Department Use: For use by departments in the completion of a journal entry to correct a transaction from a travel & expense (T&E) report (Journal Entry ID that starts with "EX"). Starting May 1, 2023, any corrections being submitted for travel & expense reports must be done via a journal entry/journal import and not through the PeopleSoft Finance travel & expense module. If the entry is ten or more lines, consider a journal import.

Allowable Corrections: Any correction needed to transfer T&E expenses due to the expense being unallowable on the original funding source will be allowed. An example would be T&E expenses that were coded to a G&C project ID that are found to be unallowable and need to be transferred to an alternate funding source. Exceptions to the allowable corrections rule can be granted by the UND Controller's office. Email und.journalimports@und.edu to request approval.

Step 1: Log into the UND Finance Reports website using your NDUS user ID and password to log in. Click on the "Travel & Expense – Transactions FY2023" report to open it. In the opened report, click the "Enable Editing" button.

Step 2: To insert a filter into the spreadsheet, select any cell within the range, select Data > Filter, select the column heading arrow, select the filter criteria and select OK to show the transactions that need to be corrected.

Step 3: Go to File > Print. Then in the printer settings select the following:
- Printer: Adobe PDF
- Settings:
    - Landscape Orientation
    - Fit Sheet on One Page
- Save the file, this will be attached to the journal entry as the journal entry backup.

Step 4: Log into PeopleSoft Finance and use the navigator to access the general ledger, GL Workcenter.

Step 5: Select "Create/Update Journal Entries."

Step 6: Key in the journal ID and the journal date.
- The journal ID must be the same journal ID that is listed in column A of the "Travel & Expense – Transactions FY2023" file that was printed in step 3. One correcting journal entry must be submitted for each individual journal ID that needs to be corrected.
- The journal date should not be backdated, unless asked to do so by central finance or at fiscal year-end. The current date will auto-populate and should be used in most instances.

Step 7: Click "Add" (Enter information only in the fields listed in the following steps).

Step 8: Enter a journal description.
- The journal description should be "To reclassify an expense initially recorded through the PS FIN T&E sub-ledger." This journal description flows to the general ledger reports.
- If a department wishes to add additional details regarding the need for the entry, those details can be added as an attachment to the journal.

Step 9: Enter a journal class of EXC. This journal class is used to correct travel & expense transactions.

Step 10: Add backup to the journal using the attachments link. The required backup for every T&E correction is the report that was printed in Step 3 above. If the journal entry is being entered to move a T&E charge to or from a sponsored project, the Cost Transfer Explanation & Justification Form is also required to be attached. A department may also add correspondence to support the journal (optional).

Step 11: Select the lines tab and key in the appropriate chartfields.

- Required fields: Unit (UND01), Account, Fund, Dept, Amount (enter credits as negative numbers).
- If a project number is used, the PC Bus Unit (UND01), Project, Activity (1), and An Type must be completed.
- In the Journal Line Description field, put the T&E report ID of the report that is being corrected. The T&E Report ID is column H in the "Travel & Expense – Transactions FY2023" report.
- Ensure that debits and credits equal before moving on.

Step 12: Select Save. The journal will be picked up for budget check and journal chartfield check in the system automated process. Once the journal has passed these checks, it will begin routing for approval.

- The approval workflow for the journal will be:
  - Department Approver(s)
  - G&C Officer Approver (if applicable)
  - P&PS Approver

Step 13: To check the status of a journal, navigate to the general ledger, GL Workcenter and select "find an existing value." Key in the business unit of UND01 as well as the journal id and navigate to the approval tab.