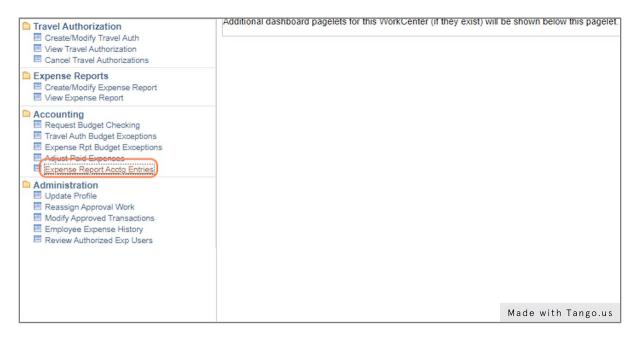
Review ER Accounting Entries

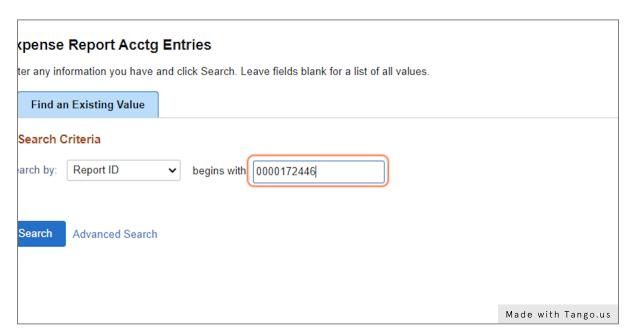
You can review ER accounting entries through this method any time after the ER has been paid. If changes need to be made to the accounting entries, please follow instructions for Journal Expense Reports.

1. Go to Travel Admin WorkCenter.

2. Click on Expense Report Acctg Entries.

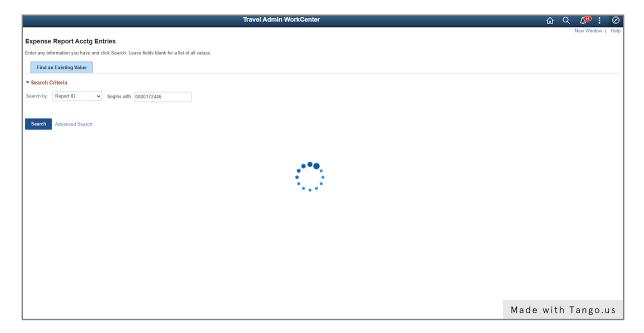


3. Enter or search for the ER you want to review.



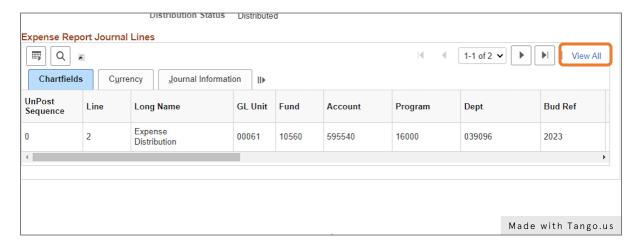
4. Click Search.

If you searched for an ER instead of entering the ER number, click on any of the blue links in the row containing the correct ER to review the ER Accounting Entries information.



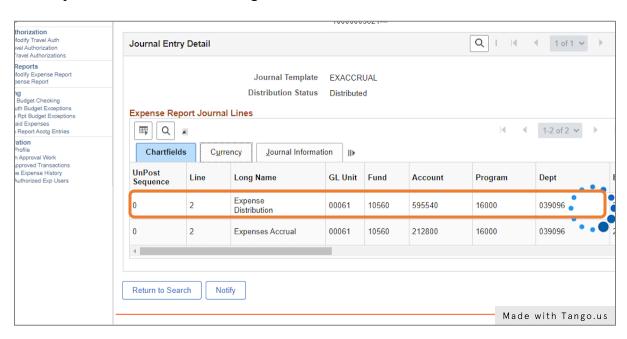
5. Click View All in the Expense Report Journal Lines section of the page to view all of the lines.

Look for the lines with Expense Distribution in the Long Name field. These lines correspond to what was entered on the ER.

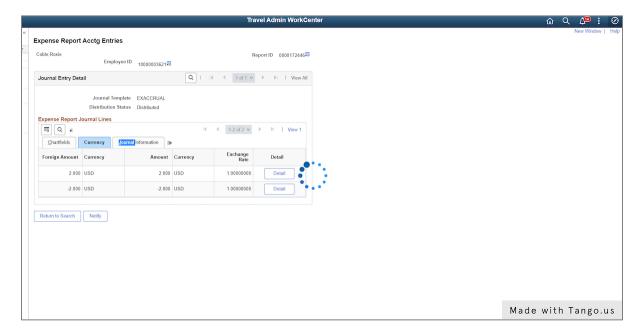


6. The Chartfields tab displays the chartfields entered on the ER.

The number in the Line column indicates the line on the ER. Don't forget to look for the lines with Expense Distribution in the Long Name column.



7. Click the Currency tab to see the amount for each line on the ER.



8. Click the Journal Information tab to see the general ledger information for the ER accounting entry.

The GL information will appear after the process has completed to generate the journals. If the tab is blank, the process has not yet completed. Click Return to Search if you want to search for accounting entries for another ER.

