

Training Guide – Travel & Expenses

Correcting Paid Expense Reports When Prepaid Issues Exist

State of Kansas

Table of Contents

Travel & Expenses	. 1
Correcting Paid Expense Reports When Prepaid Issues Exist	1

Travel & Expenses

Correcting Paid Expense Reports When Prepaid Issues Exist

Procedure

Begin this process after receiving notice from the Office of Management Analysis and Standards of a prepaid issue with a paid expense report.

To proceed with this process, for each issue, you will need:

- The original Expense Report ID of the problem line(s).
- To review the original documentation for the associated travel expense.
- The State of Kansas Employee or Non-Employee ID Number of the affected employee.



Step	Action
1.	From SMART's home page, go to the Travel and Expenses module. Click the Travel and Expenses link.



Step	Action
2.	SMART opens the Travel and Expenses menu.
	Click the Manage Accounting link. Manage Accounting
3.	SMART opens the Manage Accounting menu.
	Click the View/Adjust Accounting Entries link. View/Adjust Accounting Entries
4.	SMART opens the Adjust Accounting Entries menu.
	Click the Adjust Paid Expenses link. Adjust Paid Expenses

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Step	Action
5.	SMART opens the Journal Expense Report page.
	Click in the EmpIID field.

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Step	Action						
6.	nter the Employee ID number of the employee whose travel is associated with the repaid issue.						
	Enter the desired information into the EmpIID field. For this simulation, enter "K0000220288".						
7.	Click the Add button.						

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Step	Action
8.	SMART opens the Modify Journal Entries for an Expense Report page.
	If you know the Expense Report ID number, you can enter it here. You can also look up all Expense Report ID numbers associated with the employee by using the look-up button.
	Click the Journal Report ID button.

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Step	Action
9.	SMART opens the Look Up Journal Report ID page. This page lists all the Report IDs for the employee you selected. In this simulation, there are two report ID's.
	Click the 0000121655 link.

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Step	Action
10.	SMART returns to the Modify Journal Entries for an Expense Report page. The Expense Types for this Expense Report are listed on different lines.
	The Expense Type - Air Travel OS is showing "Prepaid". However, the payment type was not a prepaid payment type.
	Click the AIR TRAVEL OS link. AIR TRAVEL OS
11.	SMART opens the Accounting Detail page. This page shows all accounting lines associated with the prepaid lines. When reviewing this page, keep these three key items in mind:
	 The first line for each accounting line will be the expense report line as originally processed. It cannot be edited.
	 The second line will be a reversing entry that will be pre-populated. You will edit this line.
	 Multiple accounting lines may need to be corrected for a single prepaid line; these must be corrected individually.
12.	You must scroll to the right to see all the fields you will correct.
	Click the bottom scrollbar.

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Step	Action
13.	First, you must correct the entry in the Account field. For this simulation, the correct account for this line is 140300 .
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Step	Action
14.	Enter the desired information into the Account field. For this simulation, enter "140300".
15.	With the Account corrected, double-check the monetary amounts. Scroll back to review the Monetary Amount field. Click the bottom scrollbar.

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Step	Action
16.	Verify that the Amount field equals MONETARY_AMOUNT field for each line. This allows you to keep track of which lines you have corrected.
	Repeat the steps you just completed for all prepaid lines to be corrected.
	Click the OK button.

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Step	Action
17.	Click in the Report Description field.
18.	Make a note of the Journal Report ID and note that you corrected it. Enter the desired information into the Report Description field. For this simulation, enter "0000121655-Correction".
19.	Click the check box for the line(s) that were corrected. For this simulation, click the select button beside Expense Type - AIR TRAVEL OS . Click the Select button.
20.	Add any comments necessary, according to your agency's policies or practices. Enter the desired information into the Comments field. For this simulation, enter "Adjusted AIR TRAVEL OS to PrePaid".

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Step	Action
21.	You are now ready to post the journal that will make the adjustments.
	Click the Submit For Posting button. Submit For Posting
22.	SMART will run the Budget Check process. The budget check process runs hourly. Once the batch process is complete, the Journal Report ID, Report Description, and Comments will appear grayed out (unavailable for editing).
23.	If you have more expense reports to complete journals for, simply click on the "Adjust Paid Entries" link in the left-hand navigation menu to search for the next EmpIID.
24.	OPTIONAL STEPS:
	Navigate to Travel and Expenses Center>Expense Report>View.
	Search for the employee's State of Kansas ID Number.
	 Review the new report ID(s) created from the adjustments you just completed.
25.	AWESOME!
	You have just corrected a paid expense report with prepaid expense issues. End of Procedure.