

Instructions to complete Expense Report Adjustment Template

The Expense Report Adjustment Form is used to request a chartstring adjustment to paid Expense Reports in the UGA Financial Management System.

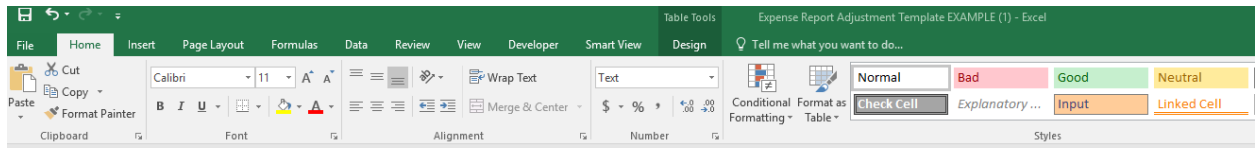
Expense Report Adjustments require ALL lines of an expense report to be credited and debited, (regardless of whether a change is being requested for each line on the expense).

Step 1 – Run the UGA_TE_EXP_LINE_FOR_ADJUST query in the Query Viewer of UGA Financial Management See instruction for running this query:

<https://uga.teamdynamix.com/TDClient/3109/FandA/Shared/FileOpen?AttachmentID=39b50567-46b4-494c-a957-2e3132dbaca4&ItemID=52820&ItemComponent=47&IsInline=0>

Sample Excel Export of the UGA_TE_EXP_LINE_FOR_ADJUST query.

Line	Line Status	Report ID	Business Purpose	Total Amount	Name	Empl ID	Line	Expense Type	Account	Account Description	Bud Ref	Fund	Prog
3	Paid	0100014013	Out-of-State Travel	1106.150			1	D-Meals Out of State Dept/Rtn	641130	Travel-Employee-Meals	2019	20200	1110
4	Paid	0100014013	Out-of-State Travel	1106.150			2	D-Meals Out of State Full Day	641130	Travel-Employee-Meals	2019	20200	1110
5	Paid	0100014013	Out-of-State Travel	1106.150			3	D-Meals Out of State Dept/Rtn	641130	Travel-Employee-Meals	2019	20200	1110
6	Paid	0100014013	Out-of-State Travel	1106.150			4	D-Misc Exp Domestic Travel	641150	Travel-Employee-Miscellaneous	2019	20200	1110
7	Paid	0100014013	Out-of-State Travel	1106.150			5	D-Air Travel	641120	Travel-Employee-Air Travel	2019	20200	1110
8	Paid	0100014013	Out-of-State Travel	1106.150			6	D-Lodging	641140	Travel-Employee-Lodging	2019	20200	1110
9	Paid	0100014013	Out-of-State Travel	1106.150			7	D-Lodging	641140	Travel-Employee-Lodging	2019	20200	1110
10	Paid	0100014013	Out-of-State Travel	1106.150			8	D-Misc Exp Domestic Travel	641150	Travel-Employee-Miscellaneous	2019	20200	1110
11	Paid	0100014013	Out-of-State Travel	1106.150			9	D-Misc Exp Domestic Travel	641150	Travel-Employee-Miscellaneous	2019	20200	1110



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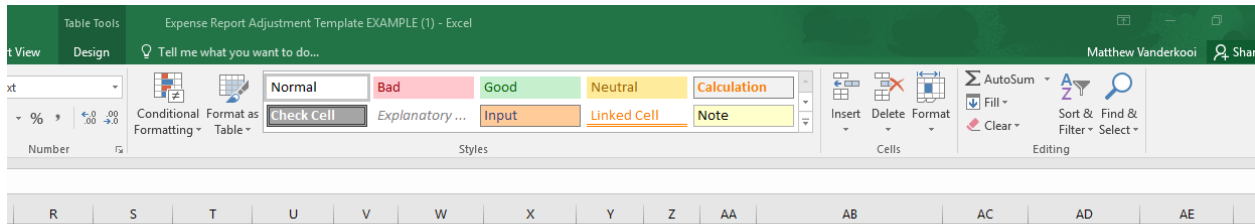
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
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- Directions:**
- (1) Ref. UGA Financial Management, Query Viewer, Query Name: UGA_TE_EXP_LINE_FOR_ADJUST for data necessary to complete **Paid Expense Information- All Fields R**
 - ***All lines on per report ID should be listed. Each line on a report will be credited and debited (regardless of whether changes will be made).
 - (2) Insert the chartstrings for the adjustment in **columns U-AE**.
 - ***If no adjustments are needed on a particular line, mark "No Changes" in a cell in **columns U-AE**

Expense Reports to be adjusted:

Paid Expense Information (1)													
B	C	D	E	F	G	H	I	J	K	L	M	N	O
Report ID:	Business Purpose	Total Amount	Name	Empl ID	Line	Expense Type	Account	Account Description	Bud Ref	Fund	Program	Dept	Class
0100014013	Out-of-State Travel	1106.15			1	D-Meals Out of S	641130	Travel-Employ	2019	20200	11100	14002001	67011
0100014013	Out-of-State Travel	1106.15			2	D-Meals Out of S	641130	Travel-Employ	2019	20200	11100	14002001	67011
0100014013	Out-of-State Travel	1106.15			3	D-Meals Out of S	641130	Travel-Employ	2019	20200	11100	14002001	67011
0100014013	Out-of-State Travel	1106.15			4	D-Misc Exp Dome	641150	Travel-Employ	2019	20200	11100	14002001	67011
0100014013	Out-of-State Travel	1106.15			5	D-Air Travel	641120	Travel-Employ	2019	20200	11100	14002001	67011
0100014013	Out-of-State Travel	1106.15			6	D-Lodging	641140	Travel-Employ	2019	20200	11100	14002001	67011
0100014013	Out-of-State Travel	1106.15			7	D-Lodging	641140	Travel-Employ	2019	20200	11100	14002001	67011
0100014013	Out-of-State Travel	1106.15			8	D-Misc Exp Dome	641150	Travel-Employ	2019	20200	11100	14002001	67011
0100014013	Out-of-State Travel	1106.15			8	D-Misc Exp Dome	641150	Travel-Employ	2019	20200	11100	14002001	67011
0100014013	Out-of-State Travel	1106.15			9	D-Misc Exp Dome	641150	Travel-Employ	2019	20200	11100	14002001	67011
0100014013	Out-of-State Travel	1106.15			9	D-Misc Exp Dome	641150	Travel-Employ	2019	20200	11100	14002001	67011

Sample Completed Expense Report Adjustment Template – View 2



			Adjustment Requested										
S	T	U	Bud Ref	Fund	Program	Dept	Class	Oper Unit	PC Bus Unit	Project	Activity	Chartfield1	Amount
		40.50	2019	10000	13110	14002001	11200					GMOAMAIN	40.500
		54.00	2019	10000	13110	14002001	11200					GMOAMAIN	54.000
		40.50	2019	10000	13110	14002001	11200					GMOAMAIN	40.500
		28.55	2019	10000	13110	14002001	11200					GMOAMAIN	28.550
		622.40	No Changes										
		115.00	2019	10000	13110	14002001	11200					GMOAMAIN	115.000
		115.00	2019	10000	13110	14002001	11200					GMOAMAIN	115.000
		45.10	2019	10000	13110	14002001	11200					GMOAMAIN	5.100
		45.10	2019	10500	14200	14002001	11800					GMOAMAIN	40.000
		45.10	2019	10000	13110	14002001	11200					GMOAMAIN	5.100
		45.10	2019	10500	14200	14002001	11800					GMOAMAIN	40.000

Sample Completed Expense Report Adjustment Template – View 3

In this sample:

- Line 5 does not require a change so you would note “No Changes”.
***Note- as previously mentioned, the new report produced by this adjustment will still credit and debit the same chartstring with no changes for line 5.
- Lines 8 and 9 are both being split between two chartstrings. When splitting a line, the two rows must equal the amount on of the original line. (40 + 5.1 equal the original amount of 45.1 on each respective line).

Adjustment Requested												
U	Line	Bud Ref:	Fund:	Program:	Dept:	Class:	Oper Unit:	PC Bus Unit:	Project:	Activity:	Chartfield1:	Amount:
	40.50	2019	10000	13110	14002001	11200					GMOAMAIN	40.500
	54.00	2019	10000	13110	14002001	11200					GMOAMAIN	54.000
	40.50	2019	10000	13110	14002001	11200					GMOAMAIN	40.500
	28.55	2019	10000	13110	14002001	11200					GMOAMAIN	28.550
	622.40	No Changes										
	115.00	2019	10000	13110	14002001	11200					GMOAMAIN	115.000
	115.00	2019	10000	13110	14002001	11200					GMOAMAIN	115.000
	45.10	2019	10000	13110	14002001	11200					GMOAMAIN	5.100
	45.10	2019	10500	14200	14002001	11800						40.000
	45.10	2019	10000	13110	14002001	11200					GMOAMAIN	5.100
	45.10	2019	10500	14200	14002001	11800						40.000

