Instructions for running the UGA_TE_EXP_LINE_FOR_ADJUST query

Step 1 – Log into UGA Financial Management (financials.onesource.uga.edu) and click the Query Viewer Tile in UGA Financials.

Step 2 – In the search box, enter the query title, UGA_TE_EXP_LINE_FOR_ADJUST and click Search. Next click HTML under Run to HTML.
Step 3 – Enter the Report ID of the Expense Report you would like to adjust and then click **View Results**.

Step 4 – Click **Export Spreadsheet** to export the lines of this report to Excel.
Step 5 – Use data from spreadsheet to complete the **Paid Expense Information** section of the Expense Report Adjustment Template. The letter of the column heading relates to the UGA_TE_EXP_LINE_FOR_ADJUST export spreadsheet. Example: Employee Name is column E on the export and corresponds to Letter E on the employee name section of the template.