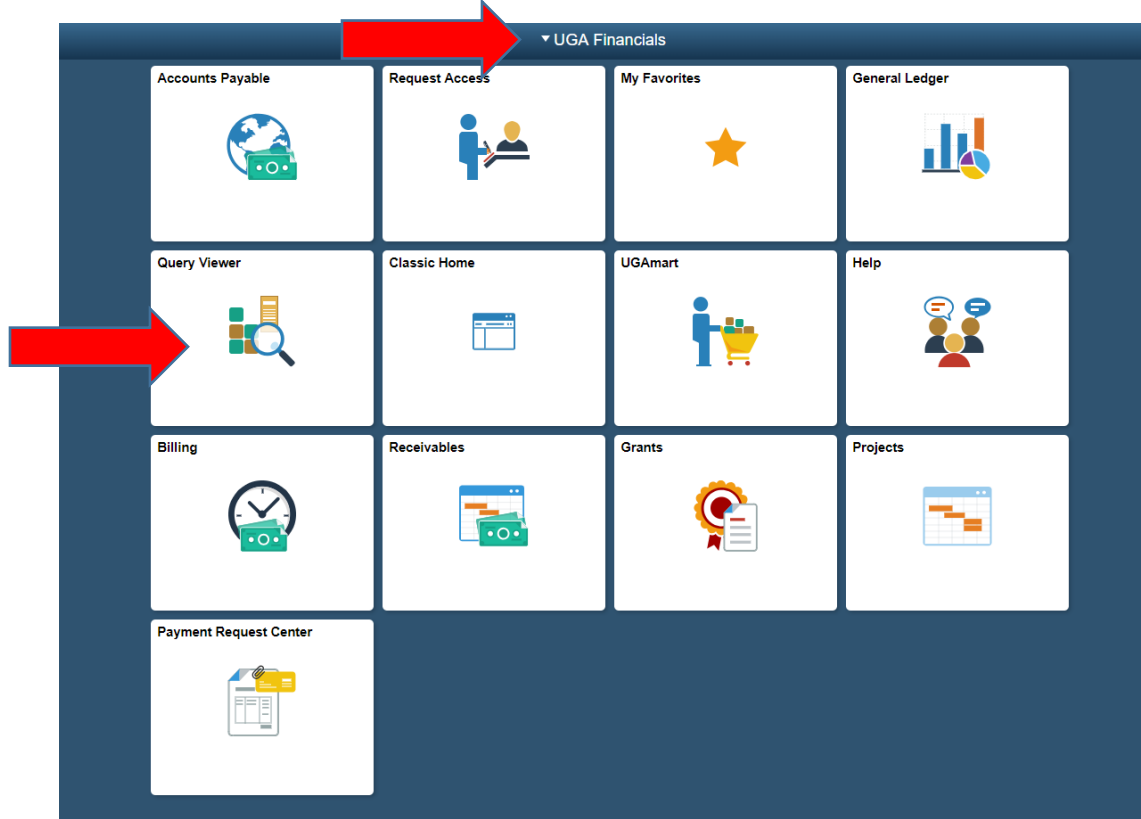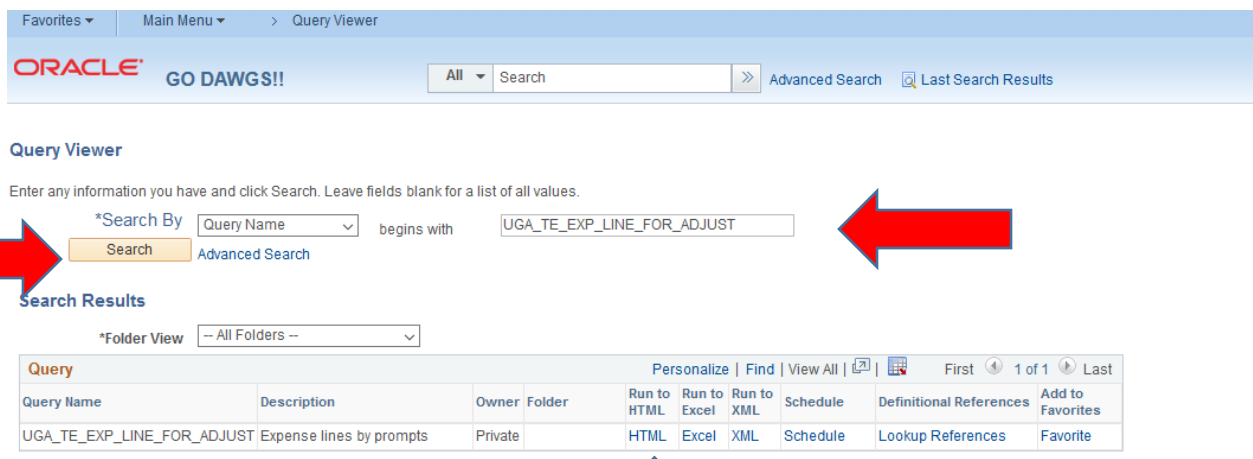# Instructions for running the UGA_TE_EXP_LINE_FOR_ADJUST query

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*.

<u>Step 3</u> – Enter the Report ID of the Expense Report you would like to adjust and then click **View Results**.

UGA_TE_EXP_LINE_FOR_ADJUST - Expense lines by prompts

Dept (% Wildcard) %
Report ID 0100014013
ID

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (6 kb)

View All

	Line Status	Report ID	Business Purpose	Total Amount	Name	Empl ID	Line	Expense Type	Account	Account Des
1	Paid	0100014013	Out-of-State Travel	1106.150			1	D-Meals Out of State Deprt/Rtn	641130	Travel-Employee-Mea
2	Paid	0100014013	Out-of-State Travel	1106.150			2	D-Meals Out of State Full Day	641130	Travel-Employee-Mea
3	Paid	0100014013	Out-of-State Travel	1106.150			3	D-Meals Out of State Deprt/Rtn	641130	Travel-Employee-Mea
4	Paid	0100014013	Out-of-State Travel	1106.150			4	D-Misc Exp Domestic Travel	641150	Travel-Employee-Mis
5	Paid	0100014013	Out-of-State Travel	1106.150			5	D-Air Travel	641120	Travel-Employee-Air
6	Paid	0100014013	Out-of-State Travel	1106.150			6	D-Lodging	641140	Travel-Employee-Lod
7	Paid	0100014013	Out-of-State Travel	1106.150			7	D-Lodging	641140	Travel-Employee-Lod
8	Paid	0100014013	Out-of-State Travel	1106.150			8	D-Misc Exp Domestic Travel	641150	Travel-Employee-Mis
9	Paid	0100014013	Out-of-State Travel	1106.150			9	D-Misc Exp Domestic Travel	641150	Travel-Employee-Mis

Step 4 – Click **Export Spreadsheet** to export the lines of this report to Excel.

UGA_TE_EXP_LINE_FOR_ADJUST - Expense lines by prompts

Dept (% Wildcard) %
Report ID 0100014013
ID

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (6 kb)

View All

	Line Status	Report ID	usiness Purpose	Total Amount	Name	Empl ID	Line	
1	Paid	0100014013	t-of-State Travel	1106.150			1	D-M
2	Paid	0100014013	Out-of-State Travel	1106.150			2	D-M
3	Paid	0100014013	Out-of-State Travel	1106.150			3	D-M
4	Paid	0100014013	Out-of-State Travel	1106.150			4	D-M

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.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Expense lines b	9											
2	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 Deprt/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 Deprt/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
12													
13													
14													
15													