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Training Guide – Travel & Expenses  
Correcting Paid Expense Reports  
When Prepaid Issues Exist

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State of Kansas

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# Travel & Expenses

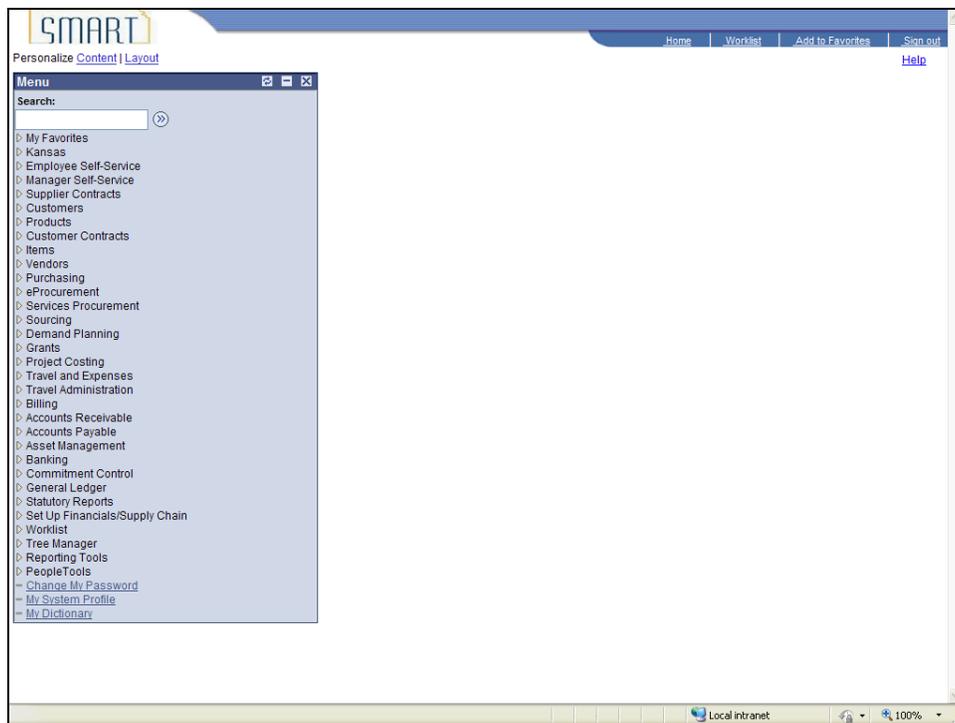
## Correcting Paid Expense Reports When Prepaid Issues Exist

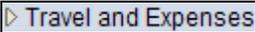
### Procedure

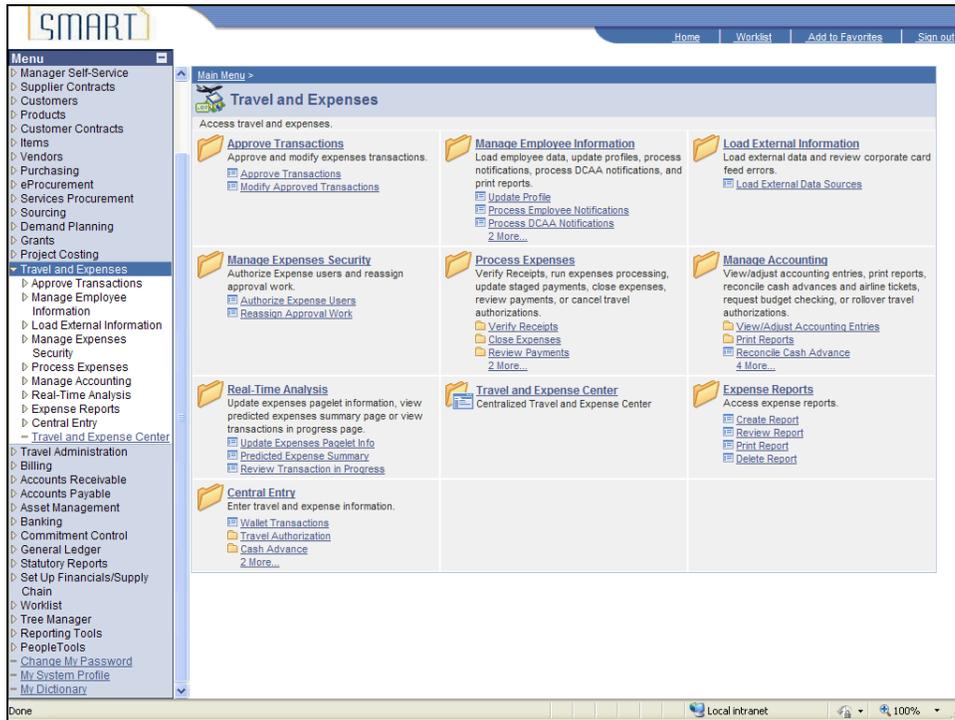
Begin this process after receiving notice from the Office of Management Analysis and Standards of a prepaid issue with a paid expense report.

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

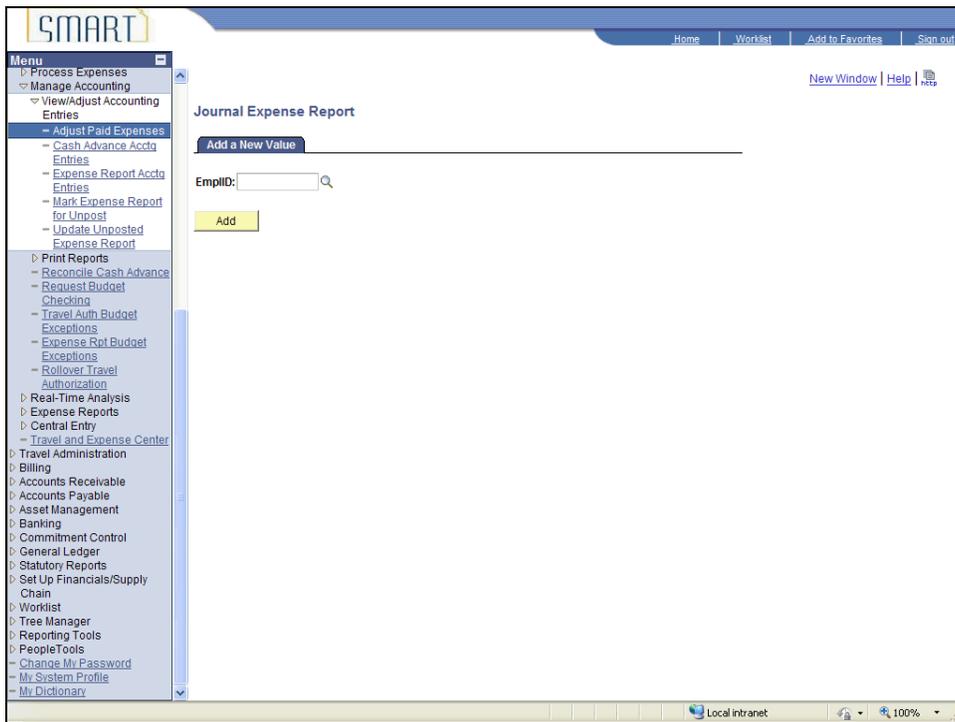
- The original **Expense Report ID** of the problem line(s).
- To review the original documentation for the associated travel expense.
- The **State of Kansas Employee or Non-Employee ID Number** of the affected employee.



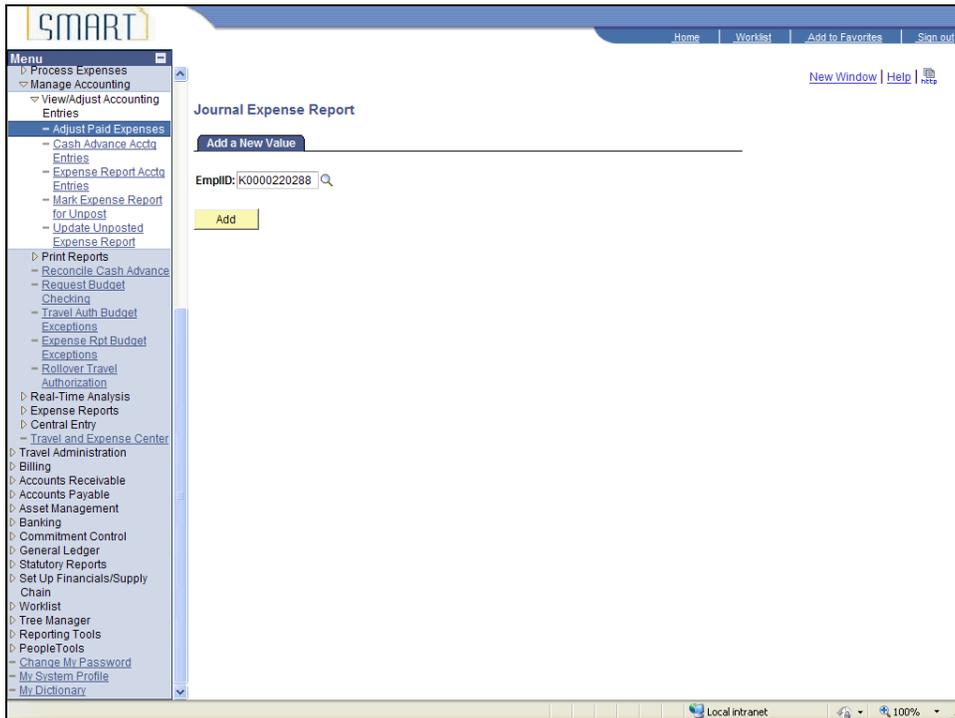
| Step | Action  |
|------|---|
| 1.   | From SMART's home page, go to the <b>Travel and Expenses</b> module.<br><br>Click the <b>Travel and Expenses</b> link.<br> |

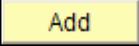


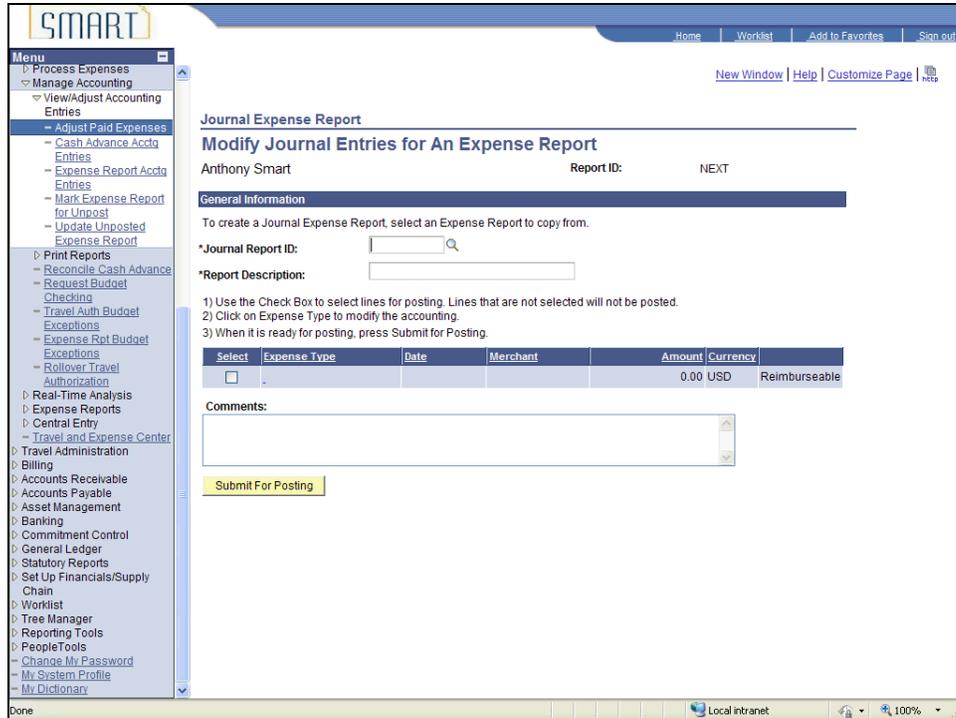
| Step | Action   |
|------|--|
| 2.   | SMART opens the <b>Travel and Expenses</b> menu.<br><br>Click the <b>Manage Accounting</b> link.<br><u><a href="#">Manage Accounting</a></u>                         |
| 3.   | SMART opens the <b>Manage Accounting</b> menu.<br><br>Click the <b>View/Adjust Accounting Entries</b> link.<br><u><a href="#">View/Adjust Accounting Entries</a></u> |
| 4.   | SMART opens the <b>Adjust Accounting Entries</b> menu.<br><br>Click the <b>Adjust Paid Expenses</b> link.<br><u><a href="#">Adjust Paid Expenses</a></u>             |



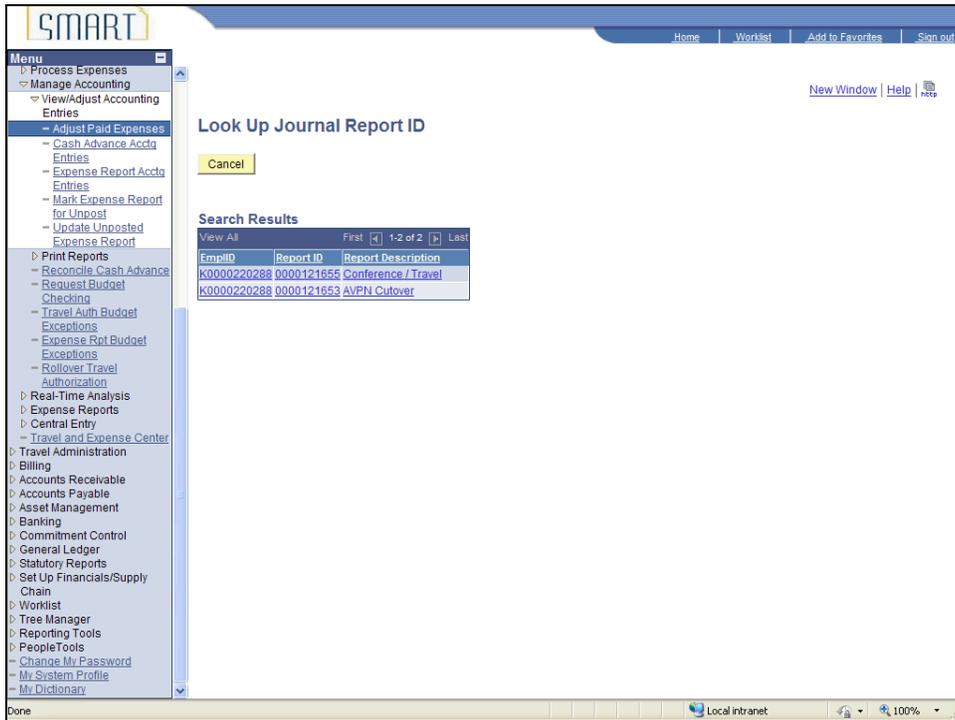
| Step | Action  |
|------|---|
| 5.   | SMART opens the <b>Journal Expense Report</b> page.<br><br>Click in the <b>EmpID</b> field.<br><input data-bbox="337 1045 513 1087" type="text"/> |



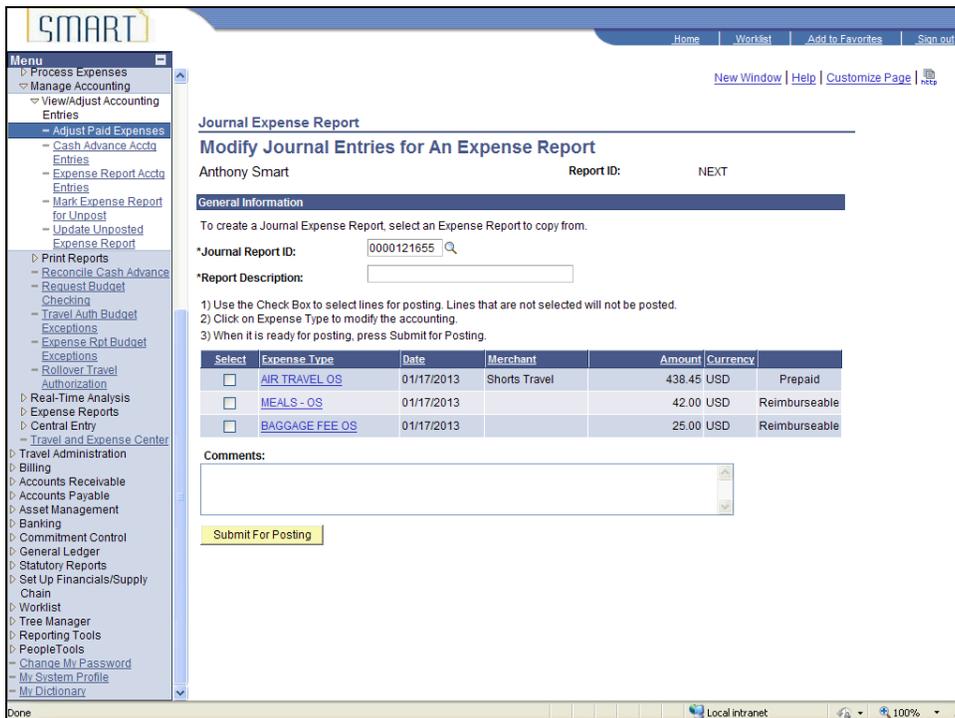
| Step | Action  |
|------|---|
| 6.   | <p>Enter the <b>Employee ID</b> number of the employee whose travel is associated with the prepaid issue.</p> <p>Enter the desired information into the <b>EmplID</b> field. For this simulation, enter "<b>K0000220288</b>".</p> |
| 7.   | <p>Click the <b>Add</b> button.</p>    |



| Step | Action  |
|------|---|
| 8.   | <p>SMART opens the <b>Modify Journal Entries for an Expense Report</b> page.</p> <p>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.</p> <p>Click the <b>Journal Report ID</b> button.</p>  |



| Step | Action  |
|------|---|
| 9.   | <p>SMART opens the <b>Look Up Journal Report ID</b> page. This page lists all the Report IDs for the employee you selected. In this simulation, there are two report ID's.</p> <p>Click the <b>0000121655</b> link.</p> <p><a href="#">0000121655</a></p> |



| Step | Action   |
|------|--|
| 10.  | <p>SMART returns to the <b>Modify Journal Entries for an Expense Report</b> page. The Expense Types for this Expense Report are listed on different lines.</p> <p>The Expense Type - Air Travel OS is showing "Prepaid". However, the payment type was not a prepaid payment type.</p> <p>Click the <b>AIR TRAVEL OS</b> link.</p> <p><a href="#">AIR TRAVEL OS</a></p>  |
| 11.  | <p>SMART opens the <b>Accounting Detail</b> page. This page shows all accounting lines associated with the prepaid lines. When reviewing this page, keep these three key items in mind:</p> <ul style="list-style-type: none"> <li>• The first line for each accounting line will be the expense report line as originally processed. It cannot be edited.</li> <li>• The second line will be a reversing entry that will be pre-populated. You will edit this line.</li> <li>• Multiple accounting lines may need to be corrected for a single prepaid line; these must be corrected individually.</li> </ul> |
| 12.  | <p>You must scroll to the right to see all the fields you will correct.</p> <p>Click the bottom scrollbar.</p>   |

**SMART**

Home | Worklist | Add to Favorites | Sign out

Menu

- Process Expenses
- Manage Accounting
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    - Adjust Paid Expenses
      - Cash Advance Acctg Entries
      - Expense Report Acctg Entries
      - Mark Expense Report for Unpost
      - Update Unposted Expense Report
- Print Reports
  - Reconcile Cash Advance
  - Request Budget
  - Travel Auth Budget Exceptions
  - Expense Rpt Budget Exceptions
  - Rollover Travel Authorization
  - Real-Time Analysis
  - Expense Reports
  - Central Entry
  - Travel and Expense Center
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- Statutory Reports
- Set Up Financials/Supply Chain
- Worklist
- Tree Manager
- Reporting Tools
- PeopleTools
- Change My Password
- My System Profile
- My Dictionary

Journal Expense Report

**Accounting Detail**

Anthony Smart Report ID: NEXT

A reversing entry has been automatically created for each distribution, from the original expense report. The adjusting entries (i.e. amount greater than zero) may have any of their accounting values modified. All of the distribution amounts added together must equal zero for this expense line.

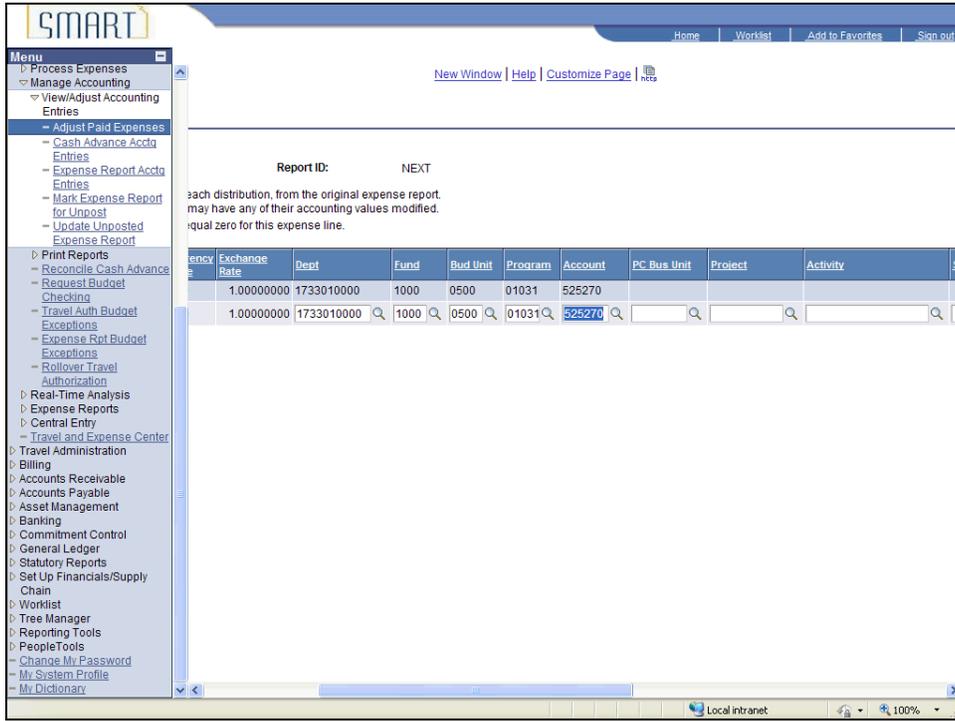
| Amount  | NGL Unit | Monetary Amount | Currency Code | Exchange Rate | Dept       | Fund | Bud Unit | Program | Account | PC Bus. It |
|---------|----------|-----------------|---------------|---------------|------------|------|----------|---------|---------|------------|
| -438.45 | 17300    | -438.45         | USD           | 1.00000000    | 1733010000 | 1000 | 0500     | 01031   | 525270  |            |
| 438.45  | 17300    | 438.45          | USD           | 1.00000000    | 1733010000 | 1000 | 0500     | 01031   | 525270  |            |

Add Add additional adjusting entries.

OK

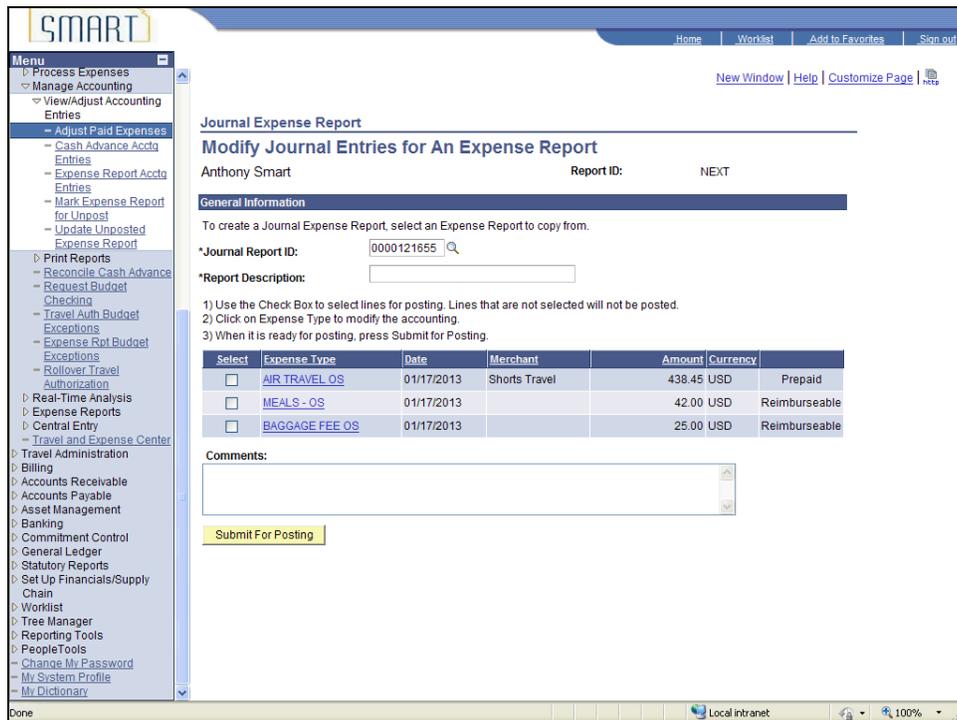
Local intranet 100%

| Step | Action  |
|------|---|
| 13.  | First, you must correct the entry in the <b>Account</b> field. For this simulation, the correct account for this line is <b>140300</b> .<br><br><div style="border: 1px solid black; padding: 2px; display: inline-block;">525270</div> |

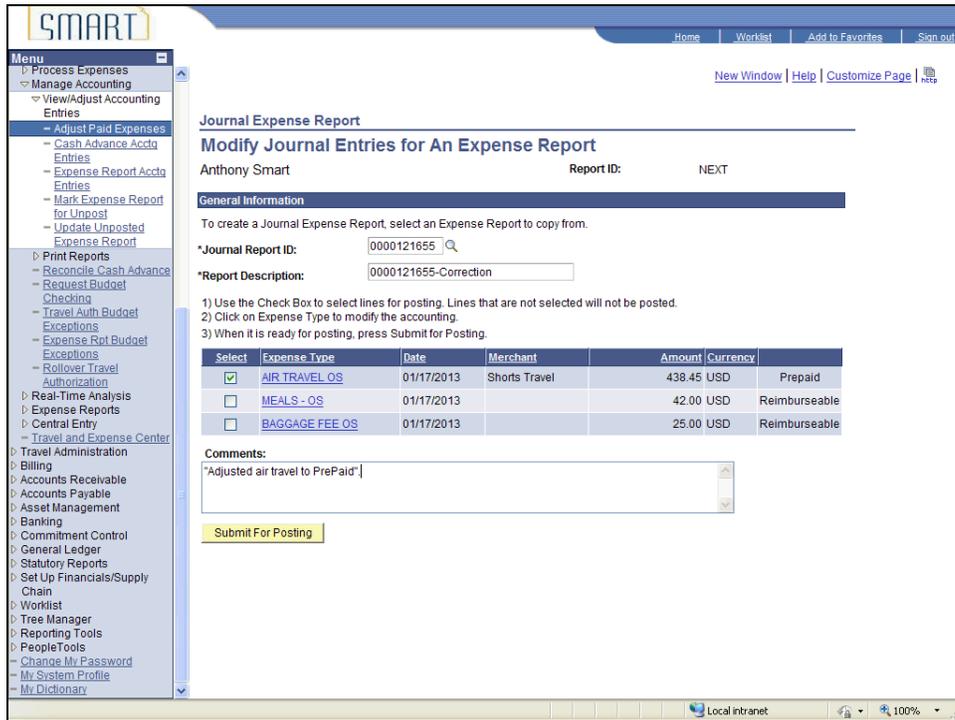


| Step | Action   |
|------|--|
| 14.  | Enter the desired information into the <b>Account</b> field. For this simulation, enter " <b>140300</b> ".   |
| 15.  | With the <b>Account</b> corrected, double-check the monetary amounts. Scroll back to review the <b>Monetary Amount</b> field.<br><br>Click the bottom scrollbar. |





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



| Step | Action   |
|------|--|
| 21.  | <p>You are now ready to post the journal that will make the adjustments.</p> <p>Click the <b>Submit For Posting</b> button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Submit For Posting</div>  |
| 22.  | <p>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).</p>  |
| 23.  | <p>If you have more expense reports to complete journals for, simply click on the "<b>Adjust Paid Entries</b>" link in the left-hand navigation menu to search for the next EmplID.</p>  |
| 24.  | <p><b>OPTIONAL STEPS:</b></p> <ul style="list-style-type: none"> <li>• Navigate to <b>Travel and Expenses Center&gt;Expense Report&gt;View</b>.</li> <li>• Search for the employee's State of Kansas ID Number.</li> <li>• Review the new report ID(s) created from the adjustments you just completed.</li> </ul> |
| 25.  | <p><b>AWESOME!</b></p> <p>You have just corrected a paid expense report with prepaid expense issues.<br/><b>End of Procedure.</b></p>  |