

# Viewing or Modifying ER Accounting Details

**Purpose:** Use this document as a reference for viewing or modifying accounting details in an expense report.

**Audience:** Finance or Business Office staff

 You must have at least one of these local college managed security roles:


- ZZ PeopleSoft User

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

## Viewing or Modifying ER Accounting Details

**Navigation:** Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

1. The **Expense Report** search page displays.
2. Select the **Find an Existing Value** tab.
3. Enter **Search Criteria** to identify your expense report:
  - Report ID.
  - Report Description.
  - Name.
  - Empl ID.
  - Creation Date.
4. Select **Search**.
5. The **Modify Expense Report** page displays. Use it to make changes to expense reports that have not been submitted, or that have been returned for correction.
6. Select the **Expand Section** icon(s) next to the line item to review/modify the Accounting Details. Use the scroll bar to view and/or modify the entire ChartString.

 Expand the line items to expose the expense details. Optional to utilize the **Expand All** and **Collapse All** links to view/hide all expense lines.

**Modify Expense Report** Save for Later Summary and Subm

Noelle Smith

\*Business Purpose: Conference  
 \*Report Description: Fall ABC Conference  
 Reference:

Report: 000049249 Pending  
 Default Location: Everett  
 Attachments

Actions: ...Choose an Action GO

**Expenses** Expand All Collapse All Add: My Wallet (0) Quick-Fill

Total: 123.91 USD

\*Date: 08/01/2023  
 \*Expense Type: Registration  
 \*Description: Fall ABC Conference registration fee  
 \*Payment Type: Employee  
 \*Amount: 25.00  
 \*Currency: USD

218 characters remaining  
 Receipt Split  
 Attendees

☒ Default Rate  
☐ Non-Reimbursable  
☐ No Receipt

\*Exchange Rate: 1.00000000  
 Base Currency Amount: 25.00 USD

**Accounting Details**

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Approp	Dept	Class	State Purpose
25.00	WA290	25.00 USD	1.00000000	001	101	11000	081	N	

08/01/2023 Transportation Mileage  
 \*Mileage round trip from Olympia to Everett  
 \*Amount: 98.91  
 \*Currency: USD

212 characters remaining

Expand All Collapse All Total: 123.91 USD

7. To add a new Chartfield row, scroll to the right of the row, then select the **Add a New Row** **[+]** icon.

**Accounting Details**

Amount	Program	Subsidiary	Affiliate	Fund Affil	Oper Unit Affil
25.00					

+ -

8. The new Chartfield row displays. Review/update it.
9. To continue working on the expense report at another time, select **Save for Later**. To submit it for approval, select **Summary and Submit**.

## Modify Expense Report

[Save for Later](#) | [Summary and Submit](#)

Noelle Smith ?

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\*Business Purpose Conference

\*Report Description Fall ABC Conference

Reference

Report 0000049249 Pending

Default Location Everett

Attachments

Actions Choose an Action GO

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**Expenses** ?

Expand All | Collapse All
Add: My Wallet (0) | Quick-Fill

Total 123.91 USD

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\*Date 08/01/2023

\*Expense Type Registration

\*Description Fall ABC Conference registration fee

218 characters remaining

Receipt Split

Attendees

\*Payment Type Employee

☒ Default Rate

☐ Non-Reimbursable

☐ No Receipt

\*Amount 25.00

\*Currency USD

\*Exchange Rate 1.00000000

Base Currency Amount 25.00 USD

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Accounting Details ?

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Approp	Dept	Class	State Purpose
20.00	WA290	20.00	USD	1.00000000	001	101	11000	081	N
5.00	WA290	5.00	USD	1.00000000	149		30019	061	N

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08/01/2023

Transportation Mileage

\*Mileage round trip from Olympia to Everett

212 characters remaining

Employee

98.91 USD

Expand All | Collapse All
Total 123.91 USD

10. Process complete.

## Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

## Video Tutorial Via Panopto

View the external link to [Viewing or Modifying ER Accounting Details](#). This link will open in a new tab/window.