EX.020.300 – UNDERSTANDING APPROVAL METHODS

Purpose	• Identify the three methods for reviewing and approving expense transactions. • Identify what Workflow accomplishes when an employee submits an expense transaction. • Identify how an approver can process multiple transactions at one time.
Description	This topic details the various approval methods available for expense transactions. There are three methods which can be used to review and approve expenses transactions: Email Notification, Worklist, and the Summary Approval page. Each of these methods provides the approver with the same set of options: Approve, Deny, Send Back, Hold, and Budget Check. The main difference is the navigation used to reach these approval options. Through the Summary Approvals page, an approver can process multiple transactions at one time.
Security Role	**BOR_EX_APPROVAL**
Dependencies/ Constraints	None
Additional Information	None

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Procedure

Below are step by step instructions on how to access each approval method, as well as explain the details for each method. Following this, users will approve two expense transactions through the Summary Approval page.

Step	Action
1.	**Email Notification:** When an employee submits an expense transaction, Workflow routes the transaction based on approver assignments to the next appropriate approver. In addition to the transaction now appearing in the approver's queue, the system generates an email to the appropriate approver indicating that there is a transaction awaiting his/her approval.
2.	When the approver logs in to his/her institutional e-mail address (or the email address that has been established for Expenses Workflow (see business process EX.010.013), there will be a message informing the manager that a transaction requires his/her attention.
3.	At the bottom of the email, a link is available. If the manager is currently logged in to the Expenses module, clicking this link will directly open the awaiting transaction in the application. If the manager is not logged in to the application, clicking this link will open a new window with the Peoplesoft log-in page.
4.	Click the link at the bottom of the email.
5.	If a user already logged in to the Expenses module, clicking the email link will cause the transaction to display in the Peoplesoft application. The approver can now review and take the appropriate approval action on the transaction: Approve, Send Back, Hold, Deny. The transaction can also be budget checked, if needed.
6.	**Worklist:** The Worklist can be accessed either by clicking the Worklist link in the left navigation bar, or by clicking the Worklist link in the top right corner of the page.
7.	Click the **NavBar** icon.
8.	Click the **Menu** icon.
9.	Click the **Worklist** link.

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Step	Action
10.	You can view **Worklist** details by clicking the **Detail View** link. Particularly, this will display the exact time each report was submitted (rather than just the date).
11.	You can customize the way your Worklist appears by clicking the **Customize** button.
12.	Transactions which need your attention are displayed in the Worklist and can be selected by clicking on an item in the Link column. The following naming convention is used: TAApproval - Travel Authorizations ERApproval - Expense Reports CAApproval - Cash Advances
13.	When you click on an entry in the **Link** column, a transaction is displayed and you can review the report for accuracy and compliance to your institution's set rules and regulations. Your approval options will be Approve, Send Back, Hold and Deny. The transaction may also be budget checked from this page, if needed.
14.	**Summary Approvals:** The Summary Approvals page is accessed through the **Manager Self-Service** link. By using the Summary Approvals page, an approver can process multiple transactions at one time. Click the **Manager Self-Service** link.
15.	Click the **Approve Transactions** link.
16.	Click the **Approve Transactions** link.
17.	There are seven tabs across the top of this menu which can limit your scope if you wish to focus on a particular type of transaction. **Overview, Expense Reports**, Time Reports (not used), Time Adjustments (not used), **Travel Authorizations, Cash Advances,** and **Errors.**
18.	You can change the sort order of transactions and view them sequentially in the new order.

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Step	Action
19.	There are five main actions that can be completed on this page. This page can be thought of as "one stop shopping". **Approve, Reviewed, Send Back, Hold**, and **Budget Check**. **TIP:** Although **Budget Check** is available on this page, it is not recommended that you run this function for multiple transactions at once.
20.	There is a select checkbox next to each transaction which allows you to select multiple transactions (by enabling the checkbox for each line, and then perform one function (such as Send Back) for all selected transactions.
21.	There is also a **Select All** button which will enable the checkbox for all transactions.
22.	The convenience of using the summary approval page should not interfere with your responsibility to carefully review each transaction before performing an approval action.
23.	To review the details of a transaction, click on an entry in the **Description** column.
24.	Click an entry in the **Description** column.
25.	When the transaction is displayed, you can review the details of the report to determine the appropriate action (e.g. approve, send back, deny, etc).
26.	Click the **vertical** scrollbar to navigate to the bottom of the page.
27.	For Expense Reports and Travel Authorizations, there is a **Detail** button in the bottom right corner of the page which, if clicked, will display further details for the transaction. There are three options at the bottom of the page that you may select from. **Return to Approval List, Next in List** and **Previous in List.** If you wish to look at transaction details without returning to the main menu, the **Next in List** and **Previous in List** links will function as forward and back buttons.
28.	Click the **Return to Approval List** link.
29.	For this example, you will select two transactions to approve simultaneously. Assume that each of these reports have a **Valid** budget check status, if applicable, and that you have reviewed the details for each of these reports and that the transactions are in compliance with your institution's set rules and regulations.
30.	Click the **Select** checkbox next to the first report you wish to approve.

Step	Action
31.	Click the **Select** checkbox next to the second report you wish to approve.
32.	Click the **Approve** button.
33.	You are asked to provide an **Approval Confirmation** before the action is performed. Double check the type and number of transactions that you are approving before clicking the **OK** button.
34.	Click the **OK** button.
35.	Those items you approved have been routed to the next approver level and will no longer appear in your **Summary Approvals** page.