

EX.020.304 – VERIFYING EXPENSE REPORTS IN MASS

<p>Purpose</p>	<ul style="list-style-type: none"> • To search whether receipts have been received for Expense Reports. • To identify how to flag an Expense Report as 'Receipts Received.'
<p>Description</p>	<p>The Georgia Statewide Travel Regulations require that receipts be submitted for select travel expenses (meal costs being the main exception).</p> <p>Your institution may have specific guidelines about</p> <ul style="list-style-type: none"> • the format of receipts submitted • which receipts are required in addition to those specified in the travel regulations, and • who is required to review those receipts. <p>Receipt submission must occur outside of the PeopleSoft system. Your institution administrators decide how receipts are verified at your school.</p> <p>There are two methods which can be used to verify Expense Report receipts depending on the Business requirements and processes of your institution. You can use either method, or a combination of the two.</p> <p>Option 1: Receipts can be verified "On-line" by any Expenses Approver. This means that as an approver is performing an approval action on an expense report, he/she can select a checkbox that confirms that the receipts have been verified.</p> <p>Option 2: Receipts can be verified "in Mass" by any Core Application user with the appropriate security access. This method may be most convenient if an individual at your institution is tasked with verifying a large volume of receipts against the corresponding Expense Reports. This employee can record that the receipts have been verified, yet not perform any type of approval action. This method is covered in this topic.</p> <p>Regardless of which method is used, an expense report can still be completely approved and paid without the verify receipts checkbox being enabled.</p>

	<ul style="list-style-type: none"> - Georgia Statewide Travel Regulations require that receipts be submitted for select travel expenses. - Receipts can be verified "On-line" by any Expenses Approver. - Receipts can be verified "in Mass" by any Core Application user with the appropriate security access. - Regardless of which method is used, an expense report can still be completely approved and paid without the verify receipts checkbox being enabled.
Security Role	BOR_EX_PROCESSING
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to verify expense reports in mass.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu link.
3.	Click the Travel and Expenses link.
4.	Click the Process Expenses link.
5.	Click the Verify Receipts link.
6.	Click the Match Receipts to Expenses link.
7.	Expense Administrators can input specific criteria on this page, or search for all Expense Reports.
8.	Click the Search button.
9.	Navigate to the bottom of the page.
10.	Notice the Receipts Received column for each transaction. <ul style="list-style-type: none"> • "N" = Receipts not verified • "Y" = Receipts have been verified

Step	Action
11.	If the Receipts were verified, there is a corresponding date in the Received Date column which indicates the day that the receipts were verified.
12.	Click an entry in the Report Description column.
13.	Verify the paper receipts received properly support the charges listed on the Expense Report.
14.	When satisfied that adequate documentation was received from the Traveler, click the Receipts Received checkbox.
15.	Navigate to the bottom of the page.
16.	Click the Save button.
17.	Click the OK button.
18.	Navigate to the bottom of the page.
19.	Click the Return to Search button.
20.	Refresh the page to view the change.
21.	Press Delete to delete the Report ID from the Search criteria section.
22.	Click the Search button.
23.	The Report ID should now have a Receipts Received status of “ Y ” for the receipts just verified.