

EX.080.100 – APPROVING AN EXPENSE REPORT

Purpose	<ul style="list-style-type: none"> Identify the methods for reviewing and approving expense reports. Identify the required budget checking status needed in order for an Expense Report to be approved. Approve an Expense Report via the Worklist.
Description	<p>There are three methods which can be used to review and approve expenses transactions: Email Notification, Worklist, and the Summary Approval page. For more information, see EX.020.300 - Understanding Approval Methods.</p> <p>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.</p> <p>Expense Reports must have a Valid budget status before they can be approved at any level. If changes are made to a transaction, and/or the transaction has not previously been budget checked, an approver will need to on-line budget check the transaction before it can be approved (or wait for the nightly batch budget check process to run). For additional information, see EX.030.013 – Budget Checking Expense Transaction Overview.</p>
Security Role	BOR_EX_APPROVAL
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to approve an Expense Report.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu link
3.	Click the Worklist link.
4.	Users 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).
5.	Users can customize the way their Worklist appears by clicking the Customize button.
6.	Transactions which need the user's attention are displayed in the Worklist and can be selected by clicking an item in the Link column. The following naming convention is used: <ul style="list-style-type: none"> • TAApapproval - Travel Authorizations • ERApapproval - Expense Reports • CAApproval - Cash Advances
7.	Click an Expense Report (ERApproval) entry in the Link column.
8.	The Expense Report Summary page will appear and should be reviewed by the approver for accuracy and compliance to the institution's set rules and regulations.
9.	Make a note of the Report ID the user is reviewing. Users may need to use this number later in this business process in the event that they have a budget checking exception.
10.	Click the vertical scrollbar to navigate to the bottom of the page.
11.	Users can review the details of the report by clicking on the Expense Report Detail link in the bottom right corner of the page.
12.	A transaction is required to be budget checked before it can be approved. Note: <i>The Budget Status (whether or not a transaction has been successfully budget checked) can be viewed near the bottom of the page below the comments section. The Budget Status must display "Valid" before the transaction can be approved. The Approve button is grayed out until the Budget Status displays "Valid".</i>

Step	Action
13.	<p>This budget checking process can happen one of two ways:</p> <p>Nightly Batch - If a traveler submits a travel authorization or expense report and the Department Manager does not take any action on that day, the transaction will be automatically budget checked during the nightly batch process.</p> <p>Example: Traveler "A" submits a travel authorization at 2 pm. The Departmental Manager "B" is on leave and does not review the transaction until 10 am the following day. In this example, "B" will not need to budget check the transaction because it was automatically performed the night before. When "B" selects the transaction for approval, the Budget Status should already display Valid.</p> <p>Online - if a traveler submits a travel authorization or expense report and the Department Manager wants to review the transaction the same day, the traveler will need to manually budget check this item because the nightly batch process has not yet run.</p> <p>For additional information, see EX.030.012 – Budget Checking Expense Transaction Overview.</p>
14.	<p>If a transaction already has a Valid budget status and you need to make a change to the amount or to the chartfield, the transaction will need to be re-budget checked before it can be approved.</p>
15.	<p>For this example, we will on-line budget check the transaction so we can approve it without delay.</p>
16.	<p>To perform Online Budget Checking, click the Budget Options link.</p>
17.	<p>Click the Budget Check button.</p> <p>This process may take several minutes to complete. You do not need to manually refresh the page.</p>
18.	<p>Decision: Select from the options listed below.</p> <ul style="list-style-type: none"> • Is the budget status Valid? Go to step Error! Reference source not found. on page 3 • Is there a Warning or Error message? Go to step Error! Reference source not found. on page 4

Step	Action
19.	<p>If the process runs successfully without warnings or errors, users will see Valid Budget Check on this page.</p> <p>Also, the commitment control information for the transaction will be populated.</p>
20.	Click the OK button to return to the transaction.
21.	Click the vertical scrollbar to navigate to the bottom of the page.
22.	Notice that the Budget Status is now Valid , and that the Approve button is now available for selection.
23.	Click the Approve button.
24.	Click the OK button.
25.	End of Procedure. Remaining steps apply to other paths.
26.	<p>Users may receive Warnings or Error messages if there are problems with the chartfield or various other issues. Each institution should decide how to best handle resolving these types of issues.</p> <p>If a user is receiving a Warning message, the transaction still receives a Valid budget check status and is eligible to be approved. If a user receives an Error message, the transaction cannot proceed without modification.</p>
27.	Click the OK button to acknowledge the message.
28.	<p>Users have the option either to review the exception, or to return to the previous page.</p> <p>For this example, we will review the exception.</p>
29.	Click the Yes button.
30.	<p>Users are transferred to a page which lists all Expense Report budget exceptions for the institution.</p> <p>For privacy reasons, a user must know a specific Report ID number (or Commitment Control Tran ID number). Users cannot select or identify exceptions by name or employee ID.</p>
31.	If applicable, click the vertical scrollbar to navigate to the bottom of the list.
32.	<p>The Expense Report the user was reviewing was ID 0000300033.</p> <p>Click this entry in the Report ID column.</p>
33.	<p>View the user's exception reason.</p> <p>Note: <i>The Exception for this transaction ID is that No Budget Exists.</i></p>

Step	Action
34.	To view the chartfield that was used on this transaction, click the magnifying glass near the beginning of this line.
35.	This page displays the Chartfield that was used on this transaction.
36.	Click the OK button to return to the previous page.
37.	<p>If a user is responsible for resolving budget checking exceptions, the user will need to act on resolving this issue.</p> <p>If it is not the user's responsibility to resolve the budget checking exception, the user should review this transaction later to see if the budget checking exception has been resolved.</p>
38.	If a user needs to review an expense report budget checking exception later, follow the instructions in business process EX.030.015.
39.	Click the Return to Search button.
40.	Click the Worklist link to continue reviewing any transactions that await the user's approval.