# EX.080.103 – PLACING AN EXPENSE REPORT ON HOLD

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| **Purpose** | • Identify the purpose of placing an expense report on hold.<br>• Identify what the employee see when one of their expense reports are placed on hold.<br>• Place an expense report on hold via the Worklist. |
| **Description** | There are three methods which can be used to review and approve expenses transactions: Email Notification, Worklist, and the Summary Approval page. For additional information, see EX.020.300 - Understanding Approval Methods.<br><br>Each of these methods provides the approver with the same set of options: Approve, Deny, Send Back, and Hold. The main difference is the navigation used to reach these approval options.<br><br>It may be helpful to place an expense report on hold if an approver needs additional information before deciding on it. Placing an expense report on hold changes the status from “Submitted for Approval” to “Approvals in Process,” because an approval action has been taken on the transaction. After an item has been placed on hold, it will continue to show in an approver’s Worklist so that the approver can make a future decision (send back, deny, or approve).<br><br>Additionally, when an approver places an expense report on hold, it updates the status to “On Hold” in the Action section of the expense report. If the initiating employee (or others with access) wanted to check on the status of the expense report, they would be able to see that the transaction was put on hold by a specific approver.<br><br>• By putting an expense report on hold, the approver can have additional time to gather more information to decide if necessary.<br>• The initiating employee sees that their expense report has a status of “Approval in Process” when it has been placed on hold.<br>• An expense report placed on hold will remain in the approver’s Worklist, with the updated status of “On Hold.” |

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| **Security Role** | **BOR_EX_APPROVAL** |
| **Dependencies/ Constraints** | None |
| **Additional Information** | None |

## Procedure

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

| Step | Action |
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| 1. | Click the **NavBar** icon. |
| 2. | Click the **Menu** link. |
| 3. | Click the **Worklist** link. |
| 4. | User 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 your 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 on an item in the Link column. The following naming convention is used:<br><br>• TAApproval - Travel Authorizations<br>• ERApproval - Expense Reports<br>• CAApproval - Cash Advances |
| 7. | Click an Expense Report 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. | Navigate to the bottom of the page. |
| 10. | If the user's institution uses encumbrance accounting for Expense Reports, a transaction is required to be budget checked before it can be approved. A transaction is **NOT** required to be budget checked if it is to be Sent Back, Denied, or Placed on Hold. Thus, it is okay to proceed with placing the transaction **On Hold** if the Budget Status is "**Not Chk'd**". |

| Step | Action |
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| 11. | To see the Details of the Expense Report you can click the **Expense Report Detail** link. |
| 12. | Click the **Hold** button to place the expense report on hold. |
| 13. | Click the **OK** button. |
| 14. | Click the **Worklist** link. |
| 15. | Notice that your Expense Report continues to be displayed in the Worklist after it has been placed "**On Hold**". |
| 16. | Click the same Expense Report entry in the **Link** column to verify the **On Hold** status. |
| 17. | Navigate to the bottom of the page. |
| 18. | Notice that the text "**On Hold**" appears in the Action column of the Expense Report. |