



NDUS Core Technology Services

Financial Systems

Travel and Expense Approver User Guide

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Approve Expense Report

Login at: <https://adminsyst.edu/psp/hefp/?cmd=login>

Before starting, please verify that you have the appropriate security access to approve expense reports.

Expense reports route to the employee's Supervisor, the Expense Manager(s) for the funding used, and the Prepay Auditor(s). As such, supervisors, Expense Managers and Prepay Auditors are all considered approvers. Additional approval stops may be included depending on your campuses workflow setup.

The Approval Workflow Engine (AWE) is responsible for sending out email notifications to approvers indicating there are expense reports to approve. The AWE replaces paper expense voucher routing to various approvers.

An expense report has been submitted that requires your action:

Employee ID:
Employee Name:
Submission Date: 2017-02-23
Report Description: PeopleSoft Training
Report ID: 0000001492
Business Purpose: Training
Total Amount: 115.00 USD
Reimbursement Amount: 115.00 USD

You can navigate directly to the approval page by clicking the link below:

https://adminsyst.edu/psp/hefd/EMPLOYEE/ERP/c/APPROVE_EXPENSE_TRANSACTIONS_EX_SHEET_APPR.GBL?Action=U&SHEET_ID=0000001492&LINE_NBR=2

Once the expense report is submitted for approval, the expense report is put into a batch for budget checking. The batch budget checking process runs every 15 minutes starting at 7:05am and runs Monday through Friday.

The expense report cannot be approved until the **Budget Status** is Valid.

1. Navigation: **Expense WorkCenter > Links > Approval > Approve Transactions**
2. Click the **Description** or **Transaction ID** link to navigate to the **Approve Expense Report - Expense Summary** page.
3. Use the **Actions** list in the upper right hand corner to view additional information about this expense report. (**Optional step**).
 - a. **Adjustment Cash Advance**: Select to access the Request Cash Advance page or the View Cash Advance page.
 - b. **View Exception Comments**: Select to view the View Exception Comments page.
 - c. **Export to Excel**: Select to export to the expense report information to excel.

- d. **User Defaults:** Select to view the User Defaults for the employee
4. Select the **Receipts Received** check box to indicate that appropriate receipts are attached.
 5. Review **Expense Line Items**.
 - a. If there are exceptions for an **Expense Type** line, an icon appears to the left of the line. Exceptions include possible duplicated reimbursement requests and amounts exceeding the standard reimbursement rates
 - i. Click the **Exceptions** icon to access the **View Exception Comments** page and review as needed.
 - ii. Click the **Return to Expense Report** link.
 - b. Click the **Expense Details** link to access the **Approve Expense Report – Expense Details** page to view details about the expense transaction lines.
 - i. Click the **Expand Lines** link to expand the Expense Type lines.
 - ii. Verify the details of the expense, including **Date, Start Time, End Time, Originating Location, Location, and Amount, and Total**.
 - iii. Click the **Accounting Details** link to access the **Accounting Detail** page to view, add, or modify accounting details for expense transaction lines.
 - iv. If there are any changes made to the Accounting Details for the funding and/or amount, the expense report will need to be re-budget checked. There is a **Budget Options** link in the upper left corner of the page where it can be ran manually OR it can be sent back to employee for the change(s)...this is the recommended method.
 - v. Click **OK** to return to the **Expense Detail** page.

- vi. Click the **Per Diem Deductions** link on *meal expense types* to verify the correct **Deduction Flags** are checked based on the **Start Time** and **End Time**.

Click the **Summary and Approve** link in the upper right hand corner to return to the **Approve Expense Report – Expense Details** page.

- 6. Select the **Receipts Verified** check box if the receipt for the expense transaction matches the expense line item amount.
 - a. The Receipts Verified check box will only be editable for the *Expense Manager* and *Prepay Auditor*.

7. Informational Sections

- a. The **Totals** section displays a summary of requested reimbursements for the current expense report.

Approve Expense Report - Expense Summary Expense Details

Business Purpose Training Report 0000001492 Submitted for Approval

Approve Expense Report - Expense Details Summary and Approve

Angela O'Leary Actions ...Choose an Action GO

Business Purpose Training Report 0000001492 Submitted for Approval
 Description PeopleSoft Training Created 02/23/2017
 Reference Last Updated 02/23/2017 USD
 Budget Status Valid Budget Options Budget Checking completed. Report is ready for Approval/Posting.

Expenses Risk Details View Analytics Notes Attachments

Expand Lines | Collapse Lines | Expand All | Collapse All Total 115.00 USD

Receipt Information

Receipts Received

*Date	*Expense Type	Description	*Amount	*Currency	Approve																						
02/20/2017	Meals In State	Meals - Lunch Provided 232 characters remaining	24.50	USD	<input type="checkbox"/> Receipt Required <input type="checkbox"/> Receipt Verified <input checked="" type="checkbox"/> Default Rate <input type="checkbox"/> Non-Reimbursable <input type="checkbox"/> No Receipt																						
Payment Type Employee Paid		Exchange Rate 1.00000000	24.50	USD	<input checked="" type="checkbox"/> Per Diem Deductions																						
Billing Type General		Base Currency Amount	24.50	USD																							
Originating Location GRAND FORKS																											
Location FARGO																											
Start Time (HH:MI) 6:00AM		End Time (HH:MI) 6:00PM																									
Accounting Details																											
<table border="1"> <thead> <tr> <th>Amount</th> <th>*GL Unit</th> <th>Monetary Amount</th> <th>Currency Code</th> <th>Exchange Rate</th> <th>Account</th> <th>Fund</th> <th>Dept</th> <th>Program</th> <th>Class</th> <th>PC Bus Unit</th> </tr> </thead> <tbody> <tr> <td>24.50</td> <td>SITS1</td> <td>24.50</td> <td>USD</td> <td>1.00000000</td> <td>521020</td> <td>20001</td> <td>0052</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Program	Class	PC Bus Unit	24.50	SITS1	24.50	USD	1.00000000	521020	20001	0052			
Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Program	Class	PC Bus Unit																	
24.50	SITS1	24.50	USD	1.00000000	521020	20001	0052																				
02/20/2017	Lodging In State	Lodging for one night 233 characters remaining	90.50	USD	<input checked="" type="checkbox"/> Receipt Required <input type="checkbox"/> Receipt Verified																						

Expand Lines | Collapse Lines | Expand All | Collapse All Total 115.00 USD

- b. The **Approval History** section displays the names of the approvers, auditors, and other defined approvers who need to review and approve the expense report. If Pooled is displayed, more than one approver/auditor needs to review and approve the expense report.
 - c. The **Action** section displays the transaction submittal and approval activities that have occurred, as well as the approver's name, date and their role.
 - d. Use the **Comments** field to enter information regarding the expense report, such as why you denied the expense report or an expense transaction line. If you enter comments and send the expense report back to the employee, Expenses displays your comments when the employee modifies the expense report; however, the system does not display comments to the employee in the view mode. After employees resubmit expense reports, Expenses displays comment history only to all approvers.
8. Approver Actions, if an approver does not have privileges to an action, the button is hidden.
- a. Click **Approve** to approve the expense report.
 - i. If more than one approver is required, the status changes to *Approvals in Process* until the last authorized approver approves the expense report for payment. This action/final approval changes the status to *Approved for Payment* and the expense report is ready for payment processing. Remember, the expense report must have a **Valid Budget Status** before it can be approved.
 - ii. Once the expense report is approved for payment, the employee receives an email stating that the expense report has been approved.
 - 1. If the expense report was entered and submitted by a delegate, both the employee and delegate will receive the email.
 - b. Click **Send Back** to send the expense report to the employee for correction or revision. This action changes the status to Pending. *Note - this process does take a while to process and may even time out at one point.* If you send the expense report back to the employee, you must also provide an explanation in the **Comments** field.
 - i. The employee requesting reimbursement receives an email that the transaction was sent back for revisions.
 - c. Click **Hold** to place the expense report on hold.

- i. There is NO notification to the employee. The expense report remains in the approvers list until further action is taken.
 - d. Click **Deny** to deny the entire expense report. Contact the central accounting office before an expense report is denied. This action changes the status to Denied. If you deny the expense report, the system requires an explanation in the **Comments** field. The system does not route denied expense transactions to subsequent approvers and the employee cannot resubmit it.
 - i. The employee requesting reimbursement receives an email that the transaction was denied.
- 9. Use the **Submit Confirmation** page to review a summary of the expense report and to confirm the submission.
 - a. Click **OK** to Confirm the Approval action

Approve Expense Report - Expense Summary

[Expense Details](#)

Actions ...Choose an Action GO

Business Purpose Training **Report** 0000001492 Submitted for Approval
Description PeopleSoft Training **Created** 02/23/2017
Reference **Last Updated** 02/23/2017
Budget Status Valid **Budget Options** Budget Checking completed. Report is ready for Approval/Posting.

Totals ? ⚠ Risk Details 📊 View Analytics 💬 Notes 📎 Attachments

Employee Expenses (2 Lines)	115.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee 115.00 USD **Amount Due to Supplier** 0.00 USD

Approval History



Action	Role	Name	Date/Time
Submitted	Employee		02/23/2017 8:53:16AM

Comments

Approve Send Back Hold Deny

Receipt Information

Receipts Received

Expense Line ?

[Expense Details](#)

Expense Line Items								Personalize	Find	🔍	📄
Date	Expense Type	Description	Reimburse Amt	Currency		Receipt Verified	Receipt Required	Approve			
02/20/2017	Meals In State	Meals - Lunch Provided	24.50	USD	📎	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
02/20/2017	Lodging In State	Lodging for one night	90.50	USD	📎	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			

[Return to Approval List](#)

[Previous in List](#)