

Oracle / PeopleSoft Expense Training

Revised on 01/12/2015

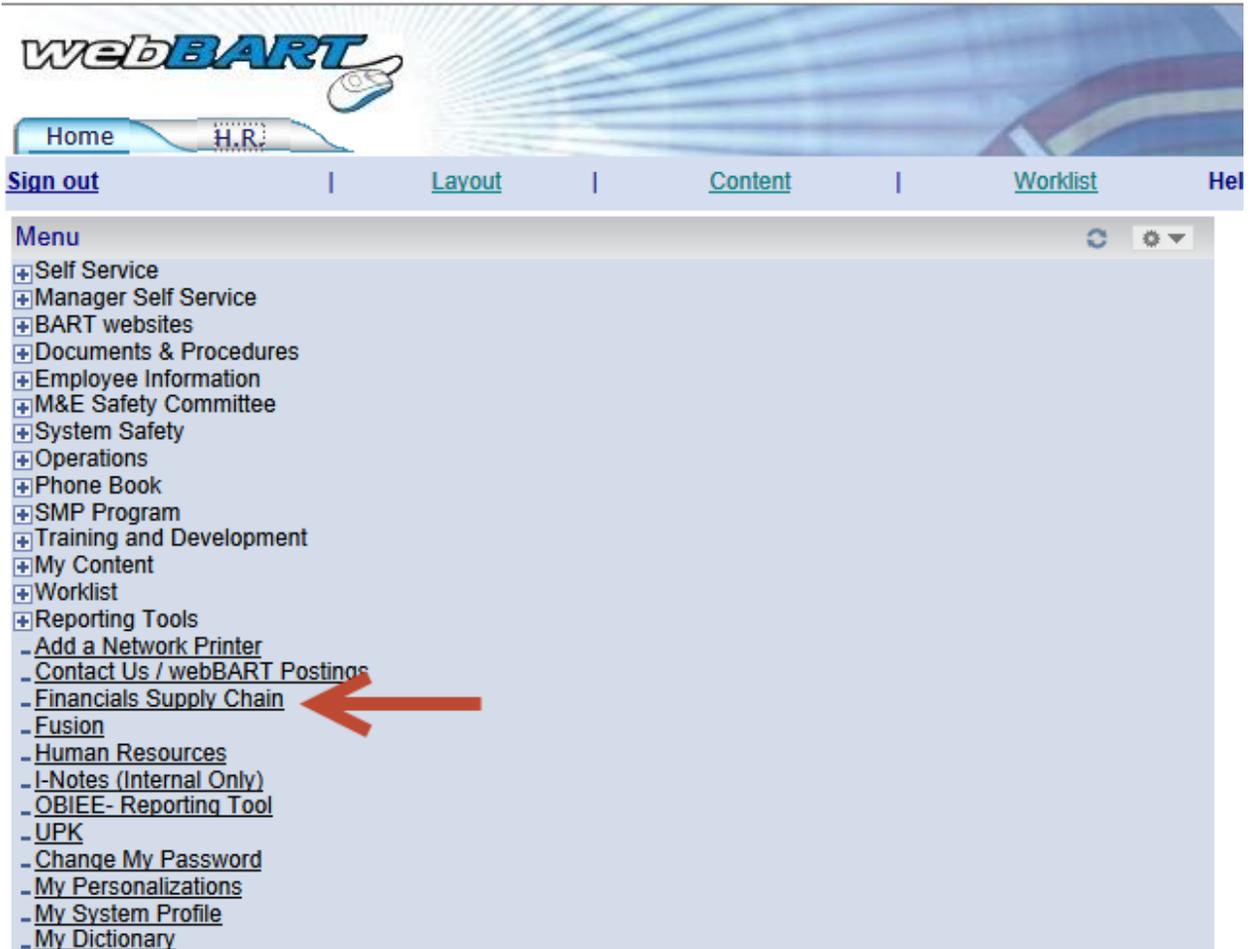
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Logging into Oracle / PeopleSoft Financials

In order to create an on-line expense report using self service you must first log into the Financials system.

1. Log into Webbart –
URL - <https://pa-prd.adm.bart.gov/psp/BRPP90/?cmd=login&languageCd=ENG>
2. Click on Financials Supply Chain



Note: Clicking on the Financials Supply Chain link should take you into the Financials system without requiring another UserID and Password. If you are prompted to enter another User ID/Password you do not have the proper security access to Financials. You need to send an email as follows:

To: "IT HR Security Request".

Subject: Expense Security

Message: Please unlock my Financials account and add the role "BRT_EX_EXPENSE_USER".

Introduction to the Expense Module

The Expense Module is used to capture expenses to reimburse employees and directors for the following business related items:

- Travel Related Expenses
- Non-travel business related expenses such as Office Supplies and Employee Reimbursement items. Employee Reimbursement items are established by a collective bargaining Contract and may include Uniforms and safety shoes.
- Petty Cash Reimbursement – Petty Cash Custodians utilize the on-line Expense Report functionality in order to replenish petty cash funds. Replenishment is required at the end of each Fiscal Year, and it can also be replenished as needed.
- Educational Assistance: Employee Relations will enter the Expense Report for the Employee seeking this type of reimbursement.

Overview of Expense Process

The Expense Report is entered with the following steps:

Step 1: Create and Save the Expense Report using Self Service navigation.

Step 2: Print the Expense Report. Manual signatures are not required on the printed expense report. The printed Expense Report will become the cover sheet to your receipts.

Step 3: Scan the printed Expense Report and receipt documentation as one file

Step 4: Attach the scanned file to the on-line Expense Report transaction.

Step 5: Submit the on-line expense report for on-line approval.

Step 6: Send the Expense Package including the printed expense report and original Receipts to Accounts Payable LKS-22.

The system will run the budget check process every hour. Expense Reports must be budget checked before an approver may approve. Expense Approvers do have the ability to run the budget check process if they need to expedite the report.

Accounts Payable will process the Expense Report after receiving the original receipts. You can view the status of your Expense Report on-line.

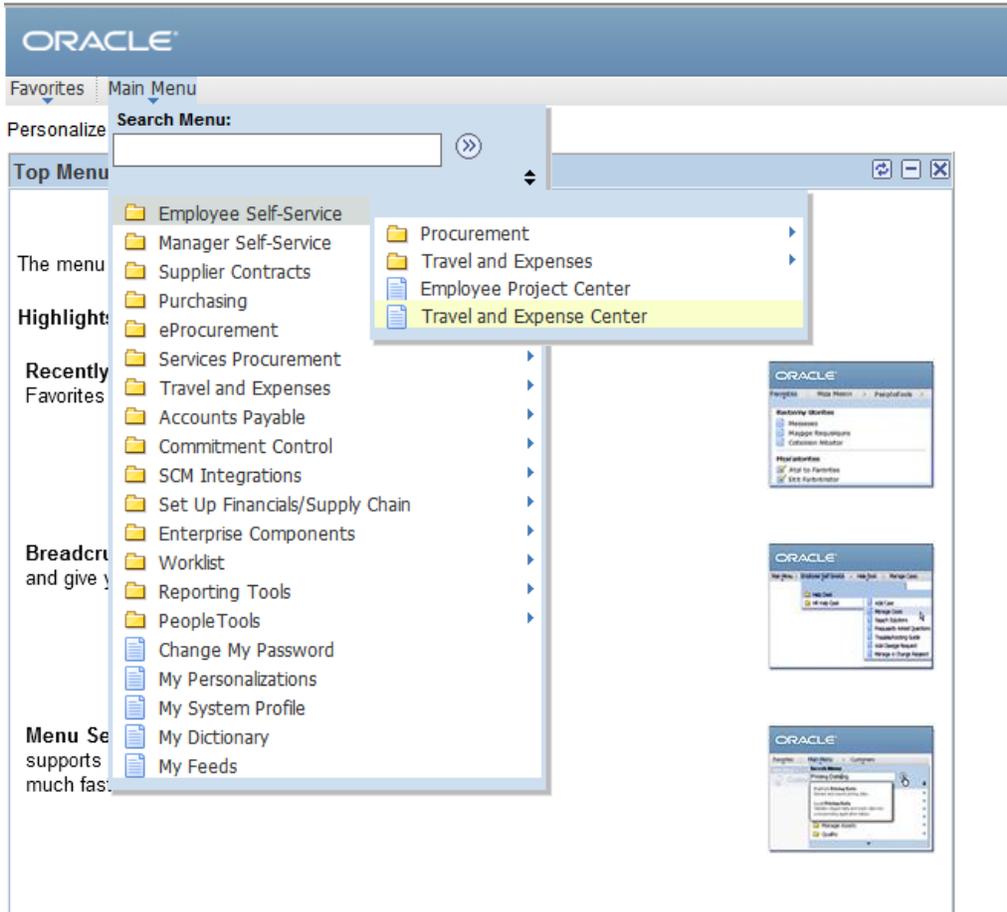
Create an Expense Report

Create an Expense Report

In this exercise you will learn how to [Create an Expense Report](#).

Before you begin you will need to obtain chartfield information (fund, account, department, PC Business Unit, Project ID, Activity) from your Financial Project Analyst or Budget Coordinator of your department.

Navigation: Main Menu > Employee Self Service > Travel and Expense Center > Expense Report > Create



Travel and Expense Center

 **Travel and Expense Center**

Employee Travel and Expense Center



Expense Report

Create, modify, print, view or delete an Expense Report

- [Create](#)
- [Modify](#)
- [Print](#)
- [2 More...](#)

Select Create



Cash Advance

Create, modify, print, view and delete a Cash Advance.

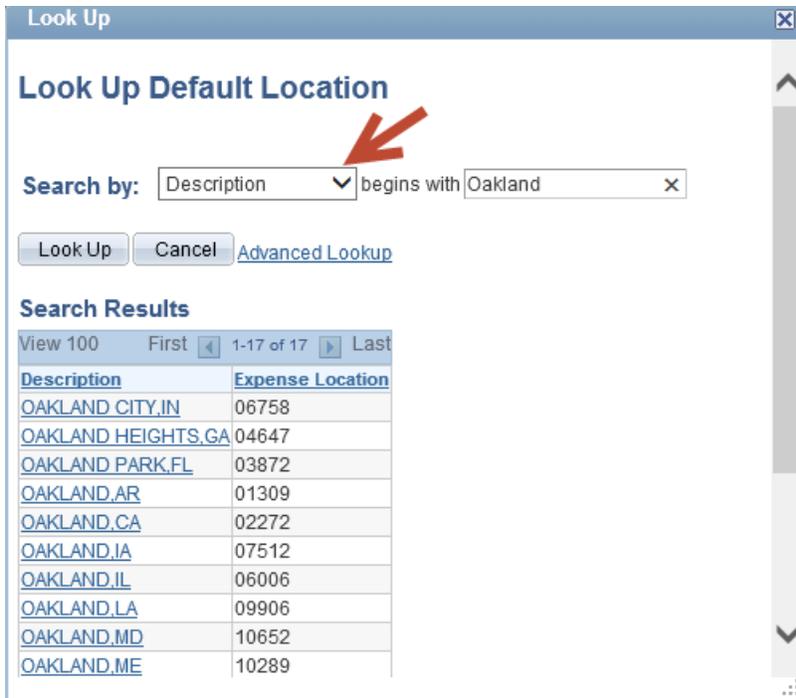
- [Create](#)
- [Modify](#)
- [Print](#)
- [2 More...](#)



Profiles and Preferences

Manage your personal, organizational and financial details for travel and expense reporting.

- [Review/Edit Profile](#)



Charging your Expense Report

You will need to obtain charge information from your project Financial Analyst or Budget Coordinator of your department.

Note: All expense reports are charged to GL Business Unit BARTD including expenses for CCJPA.

Operating Expenses:

The required chartfields for operating include the GL Business Unit, Account, Fund, and Department.

Note: Board of Directors and Board Appointed Officials have one additional Chartfield that will default from their profile.

GL Business Unit: BARTD

Account: The system will default the account code based on the Expense Type that is selected in the report. In general, you should not change the account.

Fund Code: 0030.

Department: The department will default from your User Profile. You should review what is being charged to ensure the system is defaulting the correct value.

Origin DIR – (for Board of Directors) and BAO (for Board Appointed Officials)

Operating Workflow:

1. Cost Center Manager
Email Notification to Level 1 Approver (usually the Budget Coordinator)
2. AP Staff –
3. AP Manager

Capital Expenses:

The required chartfields for Capital include the GL Business Unit, Account, Fund, Department, PC Business Unit, Project ID, and Activity.

Note: Board of Directors and Board Appointed Officials have one additional Chartfield that will default from their profile.

GL Business Unit: BARTD

Account: Submitter of the Expense Report should replace the default account with the Capital Account on the Account Detail page. Account Code is not available for editing in the Accounting Defaults page. All Capital Accounts begin with 69. You should check with your Project Financial Analyst or Project Manager for the correct account information.

Fund Code: 9000

Department: The department will default from your User Profile. You should review what is being charged to ensure the system is defaulting the correct value.

PC Business Unit: BARTD

Project ID: Obtain the Project ID from your Project Manager or Financial Analyst. You must be a team member of the project in order to charge against it.

Activity: Obtain the Activity code from your Project Manager or Financial Analyst. You must be a team member of the activity in order to charge against it.

Origin DIR – For Board of Directors and BAO for Board Appointed Officials

Capital Workflow

1. Financial Analyst (Defined in the Project Team)
2. Project Manager (Defined in the Project Team)
3. Grant Compliance Analyst (Defined in the Project Team)
4. AP Staff –
5. AP Manager

Workflow Tip: The system will not allow you to be an approver of your own Expense Report or an approver if you are the submitter of the expense report. The system will replace your approval with Expense Report persons supervisor.

Favorites | Main Menu > Employee Self-Service

Create Expense Report

Expense Report Entry

Andrea Ravas NEXT

Quick Start:

Click on the Accounting Defaults to enter Chartfields

Note: Enter Chartfields before entering Expense Types.

General Information

*Description:

*Business Purpose:

Default Location:

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) **More Options:**

Details Personalize | Find | View All | | First 1-4 of 4 Last

*Overview

Select	*Expense Type	*Expense Date	*Amount	*Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	<input type="text"/>	<input type="button" value="+"/>					
<input type="checkbox"/>	<input type="text"/>	<input type="button" value="+"/>					
<input type="checkbox"/>	<input type="text"/>	<input type="button" value="+"/>					
<input type="checkbox"/>	<input type="text"/>	<input type="button" value="+"/>					

Totals

Employee Expenses:	0.00 USD	Due Employee:	0.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

[Definition of Totals](#)

 [Expense Report Project Summary](#) [Printable View](#) [Attach Files](#)

Create Expense Report

Accounting Defaults

Andrea Ravas

Report ID:

Accounting Summary

%	*GL Unit	Fund	Dept	Class	Product	Origin	Bud Ref	PC Bus Unit	Project	Activity
100.00	BARTI	0030	0201121							

[Add ChartField Line](#) [Load Defaults](#) [User Defaults](#)

[OK](#)

Click OK

This is an example of charging operating. For capital charges change fund 9000 and enter PC Business Unit, Project ID, and Activity ID

Chartfields default from your User Profile. The Account is automatically applied based on the Expense Type. In general, this should not be changed for operating. The account does not appear in Accounting Defaults.

Create Expense Report

Expense Report Entry

Andrea Ravas

[User Defaults](#)

Report ID:

NEXT

General Information

*Description: APTA
*Business Purpose: CONFERENCE-APTA
Default Location: SAN DIEGO, CA
Comment: 02/1/14 - 02/07/14 San Diego APTA conference
Reference:

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) [More Options:](#) [GO](#)

Details

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	*Detail
<input type="checkbox"/>	DUES / MEMBERSHIP	02/05/2014	32.95	USD	CHECK TO EMPI	INTERNAL	*Detail

[Copy Selected](#) [Delete Selected](#) [Check For Errors](#) [New Expense](#) [Add](#)

Totals

Cash Advances Applied: 0.00 USD

[Save For Later](#) [Submit](#) [Expense Report Project Summary](#) [Printable View](#) [Attach Files](#)

Expense Type: Select an expense type to add an expense item.

Date: Enter the date the expense occurred.

Note: Future expenses cannot be entered.

Notes about Expense Types:

- **TVL-** All travel related expenses begin with TVL
- **Miles:** The number of miles are entered in the detail page.
- **NON TVL-BUSINESS MEALS** - This is used for non-travel business meals.
- **Per Diem:** Select TVL – PER DIEM DAILY. The system will default \$0.00; however, the system will calculate the per diem rate when you click the Refresh button on the detail page. Select TVL – PER DIEM DEDUCT when you want to reduce the per diem. The credit will be entered as a negative number (e.g. -\$12.00) A reason is also required for credits. (e.g. lunch was included with conference)

Non travel business expenses: Use **NON-TRAVEL-MISC EXP** for non-travel related business expenses that do not have their own expense type.

Create Expense Report

Expense Report Entry

Andrea Ravas

[User Defaults](#)

Report ID:

NEXT

General Information

*Description: APTA
 *Business Purpose: CONFERENCE-APTA
 Comment: 02/1/14 - 02/07/14 San Diego APTA conference
 Reference:
 Default Location: SAN DIEGO, CA

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options:

Details Personalize | Find | View All | First | 1.4 of 4 | Last

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Bill
<input type="checkbox"/>	DUES / MEMBERSHIP	02/05/2014	32.95	USD	CHECK TO EMP	INTERNAL
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

Click on the Detail Link

• Billing Type: Internal

Totals

Employee Expenses: 0.00 USD Due E 0.00 USD
 Non-Reimbursable Expenses: 0.00 USD Due P 0.00 USD
 Prepaid Expenses: 0.00 USD

Amount: Enter the amount of the expense. (see note 1)

• **Payment Type:**
Check to Employee is selected when the Employee is entitled to receive reimbursement for the expensed item.
Prepayment made to the Vendor is selected when an expensed item has already been paid to the Vendor from BART's Accounts Payable Module. (See Note 2)

Note 1: Expenses disables the **Amount** field. If you click the **Detail** hyperlink to add the missing required fields. Each **Expense** type requires different values. All required fields will have an * next to the field name.

Note 2: Prepayments usually apply to travel related expenses; for example, an Employee travels for a conference. The conference fee was paid from BART Accounts Payable directly to the Vendor. The traveler is reimbursed for the travel costs to the conference and also captures the conference fee on the Expense Report. The conference fee is not reimbursed to the employee. It is captured as a prepayment to Vendor.

Note 3: When prepayment was made to the Vendor via the Go Card, please attach a copy of the relevant Go Card Tracking Log with your Expense Report.

Create Expense Report

Expense Detail for DUES / MEMBERSHIPS (Line 1)

Andrea Ravas

Report ID:

NEXT

About This Expense

*Expense Date: 02/05/2014

*Payment Type: CHECK TO EMPLOYEE No Receipt

*Billing Type: INTERNAL Non-Reimbursable

*Merchant (Choose One)

 Preferred:

 Non-preferred: APTA

*Description: membership

*Amount Spent: 32.95

*Currency: USD

*Exchange Rate: 1.00000000

Default Rate

Reimbursement Amt: 32.95 USD

Exception Comments

Location Amount:

No Receipt:

[Accounting Detail](#)

[Receipt Split](#)

[Return to Expense Report](#)

In the **Expense Detail - About This Expense** section the fields will vary depending on the Expense Type that is *selected*. The required fields will have a * next to it.

- **Ticket Number:** Enter the appropriate Ticket Number. This is required for Airfare Expense Types.
- **Miles:** Enter the miles to be driven for reimbursement and click Calc Mileage.
- **Description:** Enter the appropriate description.
- **Number of Nights:** Enter the number of nights for hotel lodging. This field is required for Lodging Expense Types.
- **Merchant:**
 - Preferred:** Leave blank
 - Non-preferred:** Enter the business name in the Non Preferred field for most expense types. For **Petty Cash:** Enter the recipient of the petty cash.
- **Description:** Enter a brief description of the expensed item.

- **Exception Comments:** Enter an applicable.
- **Per Diem:** On the detail page validate the Location, and click on the button Refresh Per Diem Amounts. The system will populate the per diem amount for you.
- Lodging:** Enter the lump sum for lodging. You will enter the number of nights on the detail page.

Create Expense Report

Expense Detail for DUES / MEMBERSHIPS (Line 1)

Andrea Ravas

Report ID:

NEXT

About This Expense

*Expense Date: 02/05/2014 

*Payment Type: CHECK TO EMPLOYEE  No Receipt

*Billing Type: INTERNAL  Non-Reimbursable

*Merchant (Choose One)

 Preferred: 

 Non-preferred: APTA

*Description: membership  

*Amount Spent: 32.95

*Currency: 

*Exchange Rate: 

Click on Accounting Detail to view Chartfields at the line detail level.

Note: Chartfields originally entered in Accounting Defaults can be overridden on this page.

Reimburse

Exception

Location Amount:

No Receipt:

[Accounting Detail](#)
[Receipt Split](#)

[Return to Expense Report](#)

Create Expense Report

Accounting Detail

Andrea Ravas

Report ID:

NEXT

This is the accounting detail for expense type DUES / MEMBERSHIPS with a transaction date of 2014-02-05 in the amount of 32.95 USD. If changes are made inadvertently, you may reset the default accounting values by hitting the 'Restore Defaults' button.

Estimated Tax:
Total Distribution:

Click OK to return

Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Class	Bud Ref	Product
32.95	BARTD	32.95 USD	1.00000000	607010	0030	0201121		

Create Expense Report

Expense Detail for DUES / MEMBERSHIPS (Line 1)

Andrea Ravas

Report ID:

NEXT

About This Expense

*Expense Date:	02/05/2014	<input type="checkbox"/> No Receipt
*Payment Type:	CHECK TO EMPLOYEE	<input type="checkbox"/> Non-Reimbursable
*Billing Type:	INTERNAL	
*Merchant (Choose One)		
Preferred:		
Non-preferred:	APTA	
*Description:	membership	
*Amount Spent:	32.95	
*Currency:	USD	
*Exchange Rate:	1.00000000	
	<input checked="" type="checkbox"/> Default Rate	
Reimbursement Amt:	32.95 USD	

Exception Comments

Location Amount:	<input type="text"/>
No Receipt:	<input type="text"/>

[Accounting Detail](#)

[Receipt Split](#)

[Check Expense For Errors](#)

[Return to Expense Report](#)



Create Expense Report

Expense Report Entry

Andrea Ravas

[User Defaults](#)

Report ID:

NEXT

General Information

*Description: Comment:

*Business Purpose: Reference:

Default Location:

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options:

Details [Personalize](#) | [Find](#) | [View All](#) | | [First](#) | 1-4 of 4 | [Last](#)

*Overview

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type			
<input type="checkbox"/>	DUES / MEMBERSHIP	02/05/2014	32.95	USD	CHECK TO EMPI	INTERNAL	*Detail		
	<input type="text"/>								
	<input type="text"/>								
	<input type="text"/>								

Totals

Em	32.95 USD	Due Employee:	32.95 USD
No	0.00 USD	Due Vendor:	0.00 USD
Pr	0.00 USD		
Em	0.00 USD		
Ve	0.00 USD		
Cash Adv	0.00 USD		
Applied:	0.00 USD		

[Definition of Totals](#)

[Expense Report Project Summary](#)
[Printable View](#)
[Attach Files](#)

[Return to Travel and Expense Center](#)

Click Save for Later.

Saving your document allows you to print the Expense Report. It is required by AP.

Note: Clicking the submit button will put the Expense Report into the approval process. No corrections can be made after this is done. It is recommended to save your expense report first.

Print Expense Report.

If you have just saved your expense report you can click on Printable View.

Navigation: Employee Self Service > Travel and Expense Center > Modify – Your expense report will exist in this navigation only if the status of the expense report is pending

Navigation: Employee Self Service > Travel and Expense Center > View – Your expense report will appear in this navigation regardless of the Expense Report’s status.

The screenshot shows the 'Expense Report Entry' page for user Andrea Ravas. The Report ID is 000006834. The 'General Information' section includes: Description: APTA, Business Purpose: CONFERENCE-APTA, Comment: 2/1/14 - 2/07/14 - San Diego APTA Conference, and Default Location: SAN DIEGO, CA. The 'Details' table shows one expense entry: DUES / MEMBERSHII for 02/01/2014, amount 32.95 USD, payment type CHECK TO EMP, and billing type INTERNAL. The 'Totals' section shows Employee Expenses of 32.95 USD. At the bottom, there are buttons for 'Save For Later', 'Submit', and a 'Printable View' link.

Expense Report Number

Click Printable View link to print your Expense Report

Print from your browser. Instructions will vary based on your browser. After you have printed you can close the browser window to return to your expense report.

Add Attachments to Expense Report

If you are in your expense report click on the Attach Files link. Otherwise you can follow the navigation as defined.

Navigation: Employee Self Service > Travel and Expense Center > Modify – Your expense report will only appear in this navigation if the status of the expense report has a pending status.

Navigation: Employee Self Service > Travel and Expense Center > View – Your expense report will exist in this navigation regardless of the status.

You will need to scan and attach the printed expense report and receipts to your expense report.

Favorites | Main Menu > Employee Self-Service

Expense Report

Expense Report Entry

Andrea Ravas [User Defaults](#) Report ID: 0000006834

General Information

*Description: APTA Comment: 2/1/14 - 2/07/14 - San Diego APTA Conference

*Business Purpose: CONFERENCE-APTA Reference:

Status: Pending Last Updated: 08/11/2014 By:

Default Location: SAN DIEGO, CA Last Updated: 08/11/2014 By:

Post State: Not Applied

Accounting Defaults [Apply Cash Advance\(s\)](#) More Options:

Details Personalize | Find | View All | First 1 of 1 Last

*Overview

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	DUES / MEMBERSHII	02/01/2014 <input type="text"/>	32.95	USD	CHECK TO EMP	INTERNAL	<input type="button" value="Detail"/> <input type="button" value="E"/> <input type="button" value="+"/>

Totals

Employee Expenses:	32.95 USD	Due Employee:	32.95 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

[Definition of Totals](#)

[Expense Report Project Summary](#) [Printable View](#) [Attach Files](#)

Click Attach Files

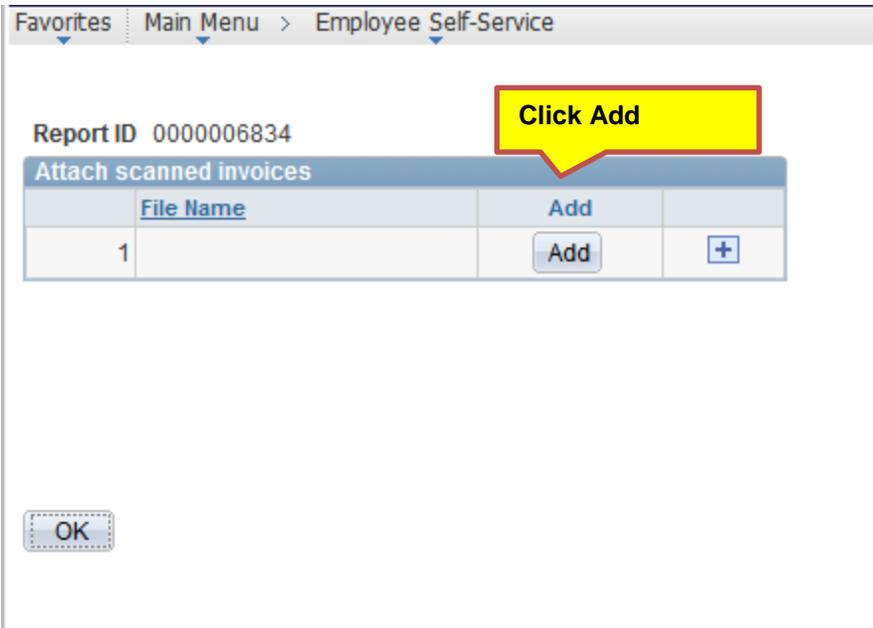
Favorites Main Menu > Employee Self-Service

Report ID 000006834

Attach scanned invoices

	File Name	Add	
1		Add	+

OK

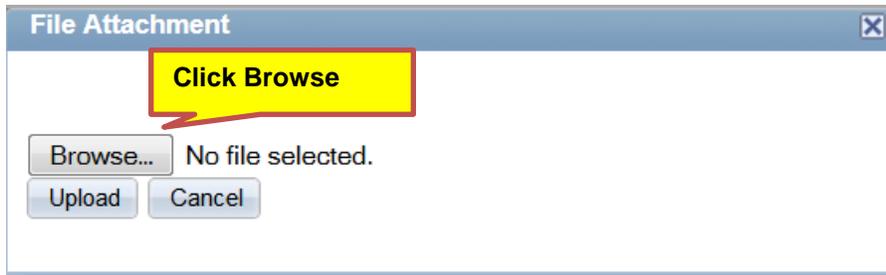


File Attachment

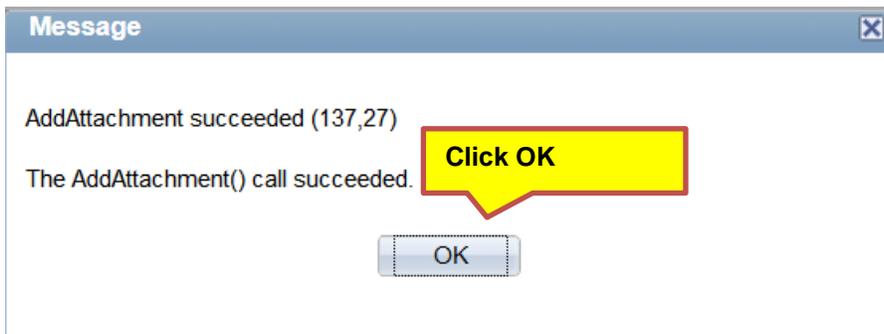
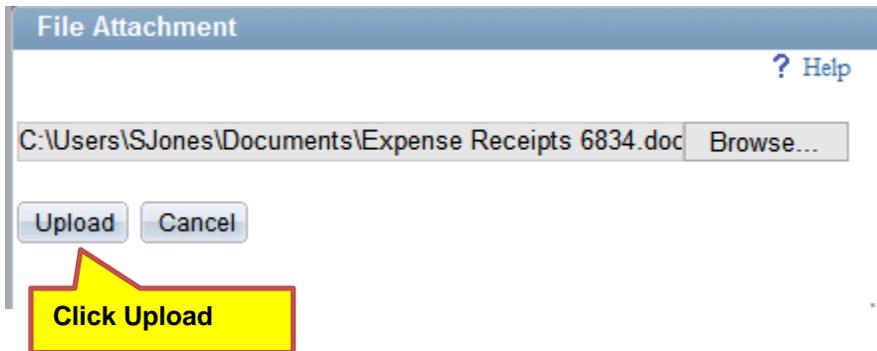
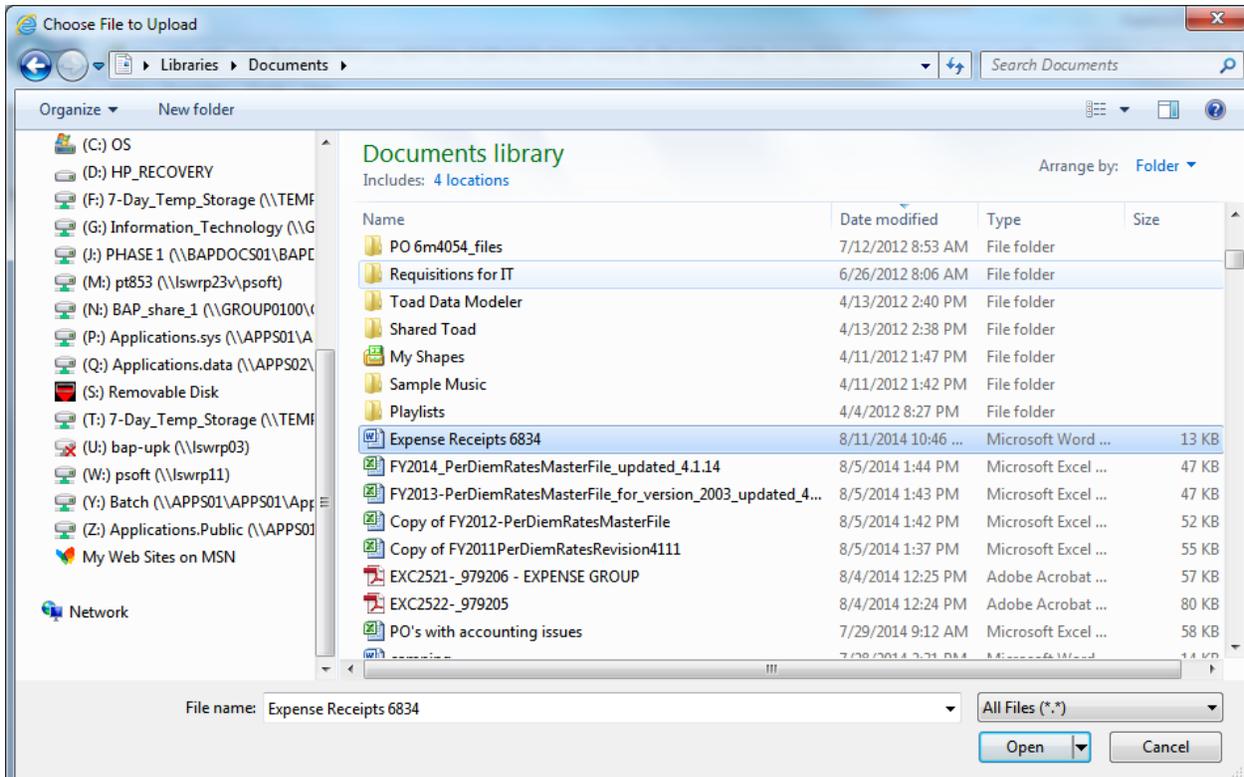
Click Browse

Browse... No file selected.

Upload Cancel



Select your file from the appropriate directory by double clicking. Next Click the Upload button.



Report ID 0000006834

Attach scanned invoices

	<u>File Name</u>	Add	Delete	View	
1	Expense_Receipts_6834.docx	Add	Delete	View	+

Click OK

OK

 Return to Search

 Notify

Submit the Expense Report

If you are in the expense report already you can click on the Submit button. Otherwise, the navigation is defined below:

Navigation: Employee Self Service > Travel and Expense Center > Modify – Your expense report will only appear in this navigation if the status of the expense report has a pending status.

Once the Expense Report is submitted it is in the approval process. No corrections to the Expense Report can be made unless the Approver sends it back to you. You may provide attachments after the Expense Report is submitted.

Note: The budget check process must run before the Approver can send it back.

Favorites | Main Menu > Employee Self-Service

Expense Report

Expense Report Entry

Andrea Ravas [User Defaults](#) Report ID: 000006834

General Information

*Description: APTA Comment: 2/1/14 - 2/07/14 - San Diego APTA Conference
*Business Purpose: CONFERENCE-APTA
Status: Pending Reference:
Default Location: SAN DIEGO,CA Last Updated: 08/11/2014 By: [Redacted]
Post State: Not Applied

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options: [Dropdown] [GO](#)

Details Personalize | Find | View All | [Grid Icon] First 1 of 1 Last

*Overview [Grid Icon]

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type		
<input type="checkbox"/>	DUES / MEMBERSHIP	02/01/2014	32.95	USD	CHECK TO EMP	INTERNAL	Detail	[Magnifying Glass] [Plus]

[Copy Selected](#) [Delete Selected](#) [Check For Errors](#) [New Expense](#) [Dropdown] [Add](#)

Totals

Employee Expenses:	32.95 USD	Due Employee:	32.95 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:			
Vendor Credits:			
Cash Advances Applied:			

[Definition of Totals](#) [Update Totals](#)

[Save For Later](#) [Submit](#) [Expense Report Project Summary](#) [Printable View](#) [Attach Files](#)

Click Submit

Expense Report

Submit Confirmation

Andrea Ravas

Report ID:

0000006834

Expense Report Totals

Employee Expenses:	32.95 USD	Due Employee:	32.95 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD	Definition of Totals	
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

Click OK

to submit, or click Cancel to return to the expense report without submitting.

OK Cancel

To view the approvers in the workflow path click return to search

View Expense Report

Expense Report Detail

Andrea Ravas

[User Defaults](#)

Report ID:

000006834

General Information

Description:	APTA	Comment:	2/1/14 - 2/07/14 - San Diego APTA Conference
Business Purpose:	CONFERENCE-APTA	Reference:	
Status:	Pending	Last Updated:	08/11/2014 By: [Redacted]
Default Location:	SAN DIEGO,CA		
Post State:	Not Applied		

Accounting Defaults

More Options:

Details

Personalize | Find | View All | First 1 of 1 Last

	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
DUES / MEMBERSHIPS	02/01/2014	32.95	USD	CHECK TO EMPLOYEE	INTERNAL	Detail

Totals

Employee Expenses:	32.95 USD	Due Employee:	32.95 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
	0.00 USD		
	0.00 USD		

Click Return to Search

[Definition of Totals](#)

[Expense Report Project Summary](#)

[Printable View](#)

[Attach Files](#)

Expense Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Search by: Report ID begins with 0000006834

Search [Advanced Search](#)

Search Results

View All First 1 of 1 Last

Report ID	Report Description	Name	Empl ID	Report Status	Creation Date
0000006834	APTA	Ravas, Andrea L		In Process	08/11/2014

Select Expense Report

View Expense Report

Expense Report Detail

Andrea Ravas [User Defaults](#) Report ID: 0000006834

General Information

Description:	APTA	Comment:	2/1/14 - 2/07/14 - San Diego APTA Conference ----
Business Purpose:	CONFERENCE-APTA	Reference:	
Status:	Submitted for Approval	Last Updated:	08/12/2014 By: [Redacted]
Default Location:	SAN DIEGO,CA		
Post State:	Not Applied		

Accounting Defaults

More Options: [Dropdown]

Details

Personalize | Find | View All | First | 1 of 1 | Last

*Overview

	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type		
DUES / MEMBERSHIPS	02/01/2014	32.95	USD	CHECK TO EMPLOYEE	INTERNAL	Detail	

Totals

Employee Expenses:	32.95	USD	Due Employee:	32.95	USD
Non-Reimbursable Expenses:	0.00	USD	Due Vendor:	0.00	USD
Prepaid Expenses:	0.00	USD			
Employee Credits:	0.00	USD			
Vendor Credits:	0.00	USD			
Cash Advances Applied:	0.00	USD			

[Definition of Totals](#)

[Expense Report Project Summary](#)

[Printable View](#)

[Attach Files](#)

Pending Actions

Personalize | Find | First | 1-3 of 3 | Last

Profile	Name	Action	Date/Time
Cost Center or Department Mgr	Burrows, Matthew		
Accounts Payable Staff	Henderson, Clyde C		
AP Manager	Li, Linda M		

Action History

Personalize | Find | First | 1 of 1 | Last

Profile	Name	Action	Date/Time
	Aramandla, Sarat C	Submitted	08/12/2014 12:48:25PM

[Return to Expense Report](#)

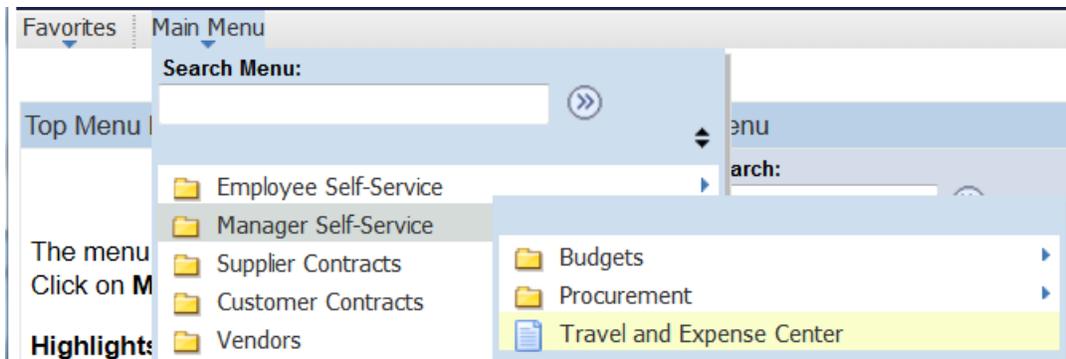
Approve an Expense Report

The Expense Report will appear in the approver's on-line approval queue when it is pending their approval. The approver will only be allowed to approve the transaction after it has been budget checked. You can review the budget check status in the approval queue.

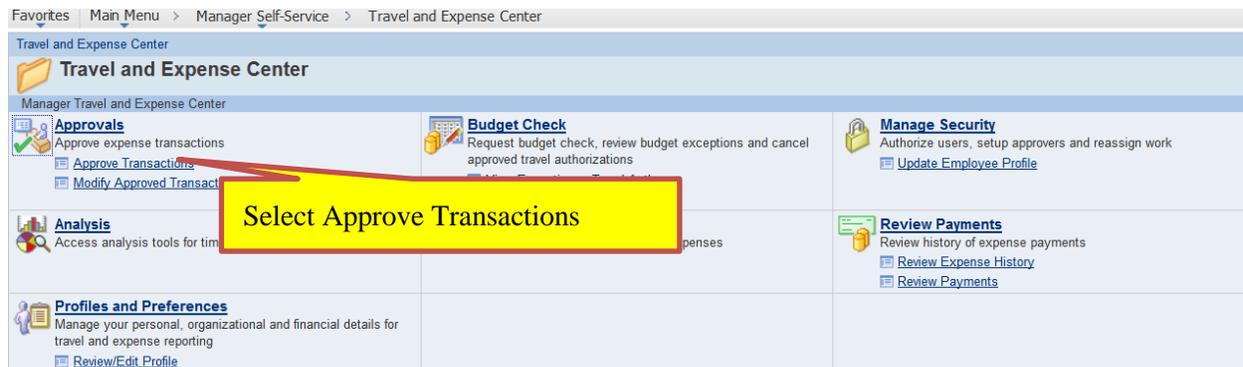
Note: Budget Check is required again if the Expense Report is changed during approval.

Review Budget Status

Navigation: Main Menu > Manager Self-Service > Travel and Expense Center



Navigation Cont. Approvals > Approve Transactions



Favorites | Main Menu > Travel and Expenses > Approve Transactions > Approve Transactions New Window

Overview | Expense Reports | Time Reports | Time Adjustments | Travel Authorizations | Cash Advances | Errors

Search Pending Transactions

Change Sort Order

Select All Clear All

Select	Urgency	Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status
<input type="checkbox"/>	●	Expense Report	66.00	USD	Guerin, Paul V		Travel Expenses	0000005949	03/24/2014	Submitted for Ap

Select All Clear All

Comments

[Return to Approval List](#)
[Employee Expense History](#)
[Return to Travel and Expense Center](#)

[Overview](#) | [Expense Reports](#) | [Time Reports](#) | [Time Adjustments](#) | [Travel Authorizations](#) | [Cash Advances](#) | [Errors](#)

Select Expense Report Tab

Favorites | Main Menu > Travel and Expenses > Approve Transactions > Approve Transactions New Window

Overview | Expense Reports | Time Reports | Time Adjustments | Travel Authorizations | Cash Advances | Errors

Search Pending Transactions

Change Sort Order

Select All Clear All

Select	Urgency	Total Amount	Curr	Budget Status	Name	Employee ID	Description	Transaction ID	Date Submitted	Status
<input type="checkbox"/>	●	66.00	USD	Not Budget Checked	Guerin, Paul V		Travel Expenses	0000005949	03/24/2014	Submitted fo

Select All Clear All

Comments

[Overview](#) | [Expense Reports](#) | [Time Reports](#) | [Time Adjustments](#) | [Travel A](#)

Review Budget Status. The Status should be Valid

Budget Check an Expense Report

To budget check an expense report select it and then click on the budget check button. This process will also be automatically run every two hours.

Favorites | Main Menu > Travel and Expenses > Approve Transactions > Approve Transactions New Window

Overview | Expense Reports | Time Reports | Time Adjustments | Travel Authorizations | Cash Advances | Errors

Search Pending Transactions

Change Sort Order

Select All Clear All

Select	Urgency	Total Amount	Curr	Budget Status	Name	Employee ID	Description	Transaction ID	Date Submitted	Status
<input checked="" type="checkbox"/>	●	66.00	USD	Not Budget Checked	Guerin, Paul V		Travel Expenses	0000005949	03/24/2014	Submitted fo

Select All Clear All

Comments

[Overview](#) | [Expense Reports](#) | [Time Reports](#) | [Time Adjustments](#) | [Travel Authorizations](#) | [Cash Advances](#) | [Errors](#)

Select

Click to Budget Check

Approve Transactions

Approval Action Confirmation

March 24, 2014 12:54 PM PDT

Approval Transaction Selected

Expense Reports:	1
Time Reports:	0
Time Adjustments:	0
Travel Authorizations:	0
Cash Advances:	0
<hr/>	
Total Transactions:	1

These transactions will be Budget Checked
Transactions may not be available immediately if budget checking has not completed.

Click OK

The Expense Report will disappear from the approvers queue while the budget check process is running. It will return to the queue when the process is complete.

Favorites Main Menu > Travel and Expenses > Approve Transactions > Approve Transactions New Window

Overview Expense Reports Time Reports Time Adjustments Travel Authorizations Cash Advances Errors

Search Pending Transactions
Change Sort Order

Select All Clear All

Select	Urgency	Total Amount	Curr	Budget Status	Name	Role
<input type="checkbox"/>		0.000				

Select All Clear All

Comments

Click Refresh List

Favorites | Main Menu > Travel and Expenses > Approve Transactions > Approve Transactions New Window

Overview | Expense Reports | Time Reports | Time Adjustments | Travel Authorizations | Cash Advances | Errors

Search Pending Transactions

Change Sort Order

Select All Clear All

Transactions to Approve										
Select	Urgency	Total Amount	Curr	Budget Status	Name	Employee ID	Description	Transaction ID	Date Submitted	Status
<input type="checkbox"/>	●	66.00	USD	Valid	Guerin,Paul V		Travel Expenses	0000005949	03/24/2014	Submitted fo

Select All Clear All

Comments

Overview | Expense Reports | Time Reports | Time Adjustments | Travel Authorizations | Cash Advances | Errors

Favorites | Main Menu > Travel and Expenses > Approve Transactions > Approve Transactions New Window

Overview | Expense Reports | Time Reports | Time Adjustments | Travel Authorizations | Cash Advances | Errors

Search Pending Transactions

Change Sort Order

Select All Clear All

Transactions to Approve										
Select	Urgency	Total Amount	Curr	Budget Status	Name	Employee ID	Description	Transaction ID	Date Submitted	Status
<input checked="" type="checkbox"/>	●	66.00	USD	Valid	Guerin,Paul V		Travel Expenses	0000005949	03/24/2014	Submitted fo

Select All Clear All

Comments

Select Expense Report

Click on the Transaction ID to Review

Making Corrections to Expense Report :

An Expense Report Approver may not add more lines to an Expense Report. They may only delete lines, remove the approval, or change the dollar amount. Approvers should use the Send Back Expense Report button to return the Expense Report to the Expense User. The Expense User will be able to Modify the Expense Report and add lines if necessary.

The Expense User will receive an email and will be able to view the Approver's Comments using the following navigation

Navigation to for the Expense User to View Expense Report: Main Menu > Employee Self Service > Travel and Expense Center >

Expense Report > View

Favorites | Main Menu > Employee Self-Service

Paul Guerin [User Defaults](#) Report ID: 000005949

Sent Back For Revision By: Wong, Franklin P **Add -\$12 Per Diem Credit. Lunch was provided at conference**

General Information

Description: Travel Expenses Comment:

Business Purpose: TRAVEL-GENERAL Reference:

Status: Pending Last Updated: 03/24/2014 By:

Default Location: SAN DIEGO, CA

Post State: Not Applied

Accounting Defaults More Options: GO

Details [Personalize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

*Overview

	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
TVL-PER DIEM DAILY	03/24/2014	66.00	USD	CHECK TO EMPLOYEE	INTERNAL	Detail <input type="text"/>

Totals

Employee Expenses:	66.00 USD	Due Employee:	66.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

[Definition of Totals](#)

[Expense Report Project Summary](#) [Printable View](#) [Attach Files](#)

Action History [Personalize](#) | [Find](#) | First 1-2 of 2 Last

Profile	Name	Action	Date/Time
	Sarah Castro	Submitted	03/24/2014 12:25:38PM
Project Financial Analyst	Wong, Franklin P	Sent Back For Revision	03/24/2014 1:03:31PM

[Return to Expense Report](#)

Modify Expense Report

Navigation to for the Expense User to Modify the Expense Report: Main Menu > Employee Self Service > Travel and Expense Center >

Expense Report > Modify

Expense Report

Expense Report Entry

Paul Guerin

[User Defaults](#)

Report ID:

000005949

Sent Back For Revision

By: Wong, Franklin P

[Add Lodging](#)

General Information

*Description: Travel Expenses **Comment:**

*Business Purpose: TRAVEL-GENERAL **Reference:**

Status: Pending **Last Updated:** 03/24/2014 By:

Default Location: SAN DIEGO, CA **Post State:** Not Applied

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) **More Options:**

Details [Personalize](#) | [Find](#) | [View All](#) | | | 1-2 of 2 |

*Overview

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type		
<input type="checkbox"/>	TVL-PER DIEM DAILY	03/24/2014 <input type="button" value="Bt"/>	66.00	USD	CHECK TO EMPI	INTERNAL	Detail	<input type="button" value="Search"/> <input type="button" value="Add"/>
<input type="checkbox"/>	TVL-DEDUCT PER DI	03/24/2014 <input type="button" value="Bt"/>	-12.00	USD	CHECK TO EMPI	INTERNAL	Detail	<input type="button" value="Search"/> <input type="button" value="Add"/>

Totals

Employee Expenses:	66.00 USD	Due Employee:	54.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	12.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

[Definition of Totals](#)

[Expense Report Project Summary](#) [Printable View](#) [Attach Files](#)

Action History [Personalize](#) | [Find](#) | | | 1-4 of 4 |

Profile	Name	Action	Date/Time

Make all necessary updates and resubmit to route the Expense Report through the Approval Path. After you submit for approval click Return to Search and reopen the same expense report. You will be able to view the changed approval routings.

Corrections During Expense Approval

Favorites | Main Menu > Travel and Expenses > Approve Transactions > Approve Transactions

Overview | Expense Reports | Time Reports | Time Adjustments | Travel Authorizations | Cash Advances | Errors

Search Pending Transactions

Change Sort Order

Select All Clear All

Select	Total Amount	Curr	Budget Status	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input type="checkbox"/>	454.00	USD	Valid	Guerin, Paul V		Travel Expenses	0000005949	03/24/2014	Submitted for Approval	Project Financial Analyst

Select All Clear All

Comments

Overview | Expense Reports | Time Reports | Time Adjustments | Travel Authorizations | Cash Advances | Errors

Click on the Expense Report ID to review Expense Report.

Approve Expense Report

Expense Report Summary

Paul Guerin [User Defaults](#) **Report ID:** 0000005949

General Information

*Report Description: Travel Expenses **Reference:** **Employee Base:** Office

*Business Purpose: TRAVEL-GENERAL **Comment:**

Report Status: Submitted for Approval

Default Location: SAN DIEGO, CA

*Accounting Date: 03/24/2014 **Created On:** 03/24/2014 **By:**

Accounting Template: STANDARD **Last Updated:** 03/24/2014 **By:**

Urgency: ●

[Risk Details](#)

[Accounting Defaults](#) **More Options:**

[Apply Cash Advance\(s\)](#)

You can deny individual expenses and still approve or send back the overall report.

Expense Line Items Personalize | Find | |

Expense Type	Date	PC Business Unit	Project	Activity	Reimburse Amt	Currency	Approve
TVL-PER DIEM DAILY	03/24/2014	BARTD	40FA000	PENGR	66.00	USD	<input checked="" type="checkbox"/> <input type="button" value="-"/>
TVL-DEDUCT PER DIEM	03/24/2014	BARTD	40FA000	PENGR	-12.00	USD	<input checked="" type="checkbox"/> <input type="button" value="-"/>
TVL-LODGING	03/24/2014	BARTD	40FA000	PENGR	400.00	USD	<input checked="" type="checkbox"/> <input type="button" value="-"/>

Click on the Expense Type to make a change to the price

Expense Report

Employee Expenses:	454.00	USD	Due Employee:	454.00	USD
Non-Reimbursable:	0.00	USD	Due Vendor:	0.00	USD
Prepaid Expenses:	0.00	USD	Definition of Totals		
Employee Credits:	12.00	USD			
Vendor Credits:	0.00	USD			
Cash Advances Applied:	0.00	USD			

Approve Expense Report

Expense Detail for TVL-LODGING (Line 3)

Paul Guerin

Report ID:

0000005949

About This Expense

*Expense Date: 03/24/2014 

*Payment Type: CHECK TO EMPLOYEE No Receipt

*Billing Type: INTERNAL Non-Reimbursable

*Number of Nights: 1

Location: SAN DIEGO, CA 

Description: 2 Nights 

*Amount Spent: 400.00

*Currency: USD 

*Exchange Rate: 1.00000000 
 Default Rate

Reimbursement Amt: 400.00

Make the appropriate correction. In this example, the Approver will reduce the price to \$375.00

Exception Comments

Location Amount:

No Receipt:

- [Accounting Detail](#)
- [Receipt Split](#)
- [Itemize Hotel Bill](#)

Approve Expense

Check Expense For Errors

Previous Expense

[Return to Expense Report](#)

Click link to save

Cash Advances Applied: 0.00 USD

Pending Actions			
Profile	Name	Action	Date/Time
Project Financial Analyst	Wong, Franklin P		
Project Manager	Presley, Susan J		
Grant Compliance Analyst	Lee, Janice Y		
Accounts Payable Staff	Crossley, Mary P		
AP Manager	Li, Linda M		

Action History				
Profile	Name	Action	Date/Time	Comments
		Submitted	03/24/2014 12:25:38PM	
Project Financial Analyst	Wong, Franklin P	Sent Back For		
	Guerin, Paul V	Resubmitted		
Project Financial Analyst	Wong, Franklin P	Sent Back For		
	Guerin, Paul V	Resubmitted		

Scroll down the page until you can view the approval actions. Click Save Changes

Comments

Budget Status: Not Budget Checked **Budget Checking is required before the Expense Report can be Approved. Please click on the Budget Options hyperlink.**

Approve Send Back Hold Deny Save Changes

[Expense Report Detail](#)

[Return to Approval List](#)

Approve Expense Report

Save Confirmation

Paul Guerin

Report ID:

000005949

Expense Report Totals

Employee Expenses:	441.00 USD	Due Employee:	429.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD	Definition of Totals	
Employee Credits:	12.00 USD		
V	0.00 USD		
C	0.00 USD		

Click OK



Report and any changes made will be saved.

You can approve, deny, send back, or hold this report at a later time.

OK Cancel

Note: Changing the Expense Report will reset the Budget Check status back to unchecked. You will need to run the budget check process again or wait until the batch process runs before taking any further approval actions.

Overview | Expense Reports | Time Reports | Time Adjustments | Travel Authorizations | Cash Advances | Errors

Search Pending Transactions

Change Sort Order

Select All Clear All

Transactions to Approve

Select	Total Amount	Curr	Budget Status	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input type="checkbox"/>	429.00	USD	Not Budget Checked	Guerin, Paul V		Travel Expenses	000005949	03/24/2014	Approvals in Process	Project Financial Analyst

Select All Clear All

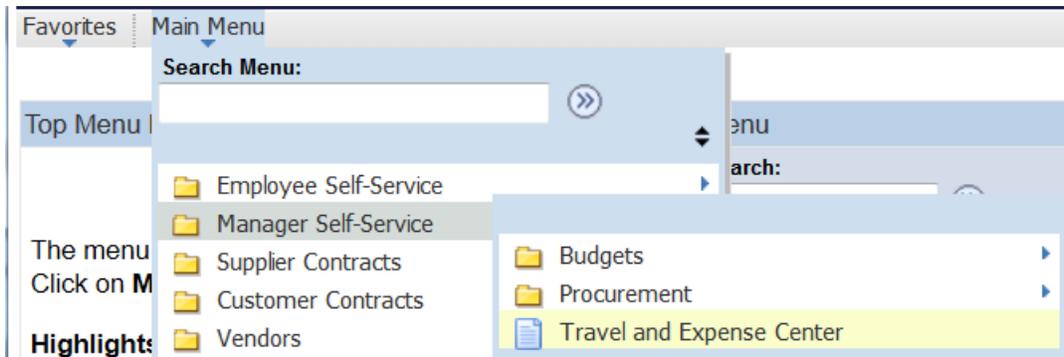
Comments

Approve Expense Report

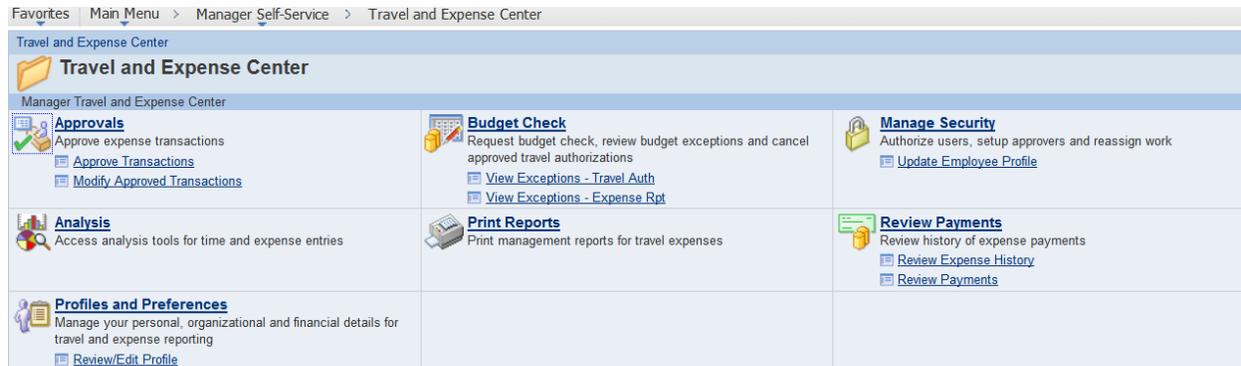
Expense Reports can be approved on the Summary page or within the individual transaction.

Note: Budget Check must be valid in order to approve an Expense Report.

Navigation: Main Menu > Manager Self-Service > Travel and Expense Center



Navigation Cont. Approvals > Approve Transactions



Summary Approval

Select Transaction.

Favorites | Main Menu > Travel and Expenses > Approve Transactions > Approve Transactions

Overview | Expense Reports | Time Reports | Time Adjustments | Travel Authorizations | Cash Advances | Errors

Search Pending Transactions

Change Sort Order

Select All Clear All

Select	Urgency	Transaction Type	Amount	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input checked="" type="checkbox"/>	●	Expense Report	429.00 USD	Guerin, Paul V	Travel Expenses	0000005949	03/24/2014	Approvals in Process	Project Financial Analyst

Select All Clear All

Comments

[Return to Approval List](#)
[Employee Expense History](#)

Overview | Expense Reports | Time Reports | Time Adjustments | Travel Authorizations | Cash Advances | Errors

Click Approve

Favorites | Main Menu > Travel and Expenses > Approve Transactions > Approve Transactions

Approve Transactions

Approval Action Confirmation

March 24, 2014 01:43 PM PDT

Approval Transaction Selected

Expense Reports:	1
Time Reports:	0
Time Adjustments:	0
Travel Authorizations:	0
Cash Advances:	0

Total Transactions: 1

Click OK

These transactions will be Approved

Individual Transaction Approval & Viewing Attached Receipts

Favorites | Main Menu > Travel and Expenses > Approve Transactions > Approve Transactions

Overview | Expense Reports | Time Reports | Time Adjustments | Travel Authorizations | Cash Advances | Errors

Search Pending Transactions

Change Sort Order

Select All Clear All

Transactions to Approve

Select	Urgency	Transaction Type	Total	Unit	Name	Employee ID	Description	Submitted
<input checked="" type="checkbox"/>	●	Expense Report	429.00	USD	Guerin, Paul V		Travel Expenses	0000005949 03/24/2014

Select All Clear All

Comments

[Return to Approval List](#)
[Employee Expense History](#)

Overview | [Expense Reports](#) | [Time Reports](#) | [Time Adjustments](#) | [Travel Authorizations](#) | [Cash Advances](#) | [Errors](#)

Click on Transaction

Pending Actions Personalize | Find | First 1.5 of 5 Last

Profile	Name	Action	Date/Time
Project Financial Analyst	Wong, Franklin P		
Project Manager	Presley, Susan J		
Grant Compliance Analyst	Lee, Janice Y		
Accounts Payable Staff	Crossley, Mary P		
AP Manager	Li, Linda M		

Action History Personalize | Find | First 1.5 of 5 Last

Profile	Name	Action	Date/Time	Comments
		Submitted	03/24/2014 12:25:38PM	
Project Financial Analyst	Wong, Franklin P	Sent Back For Revision	03/24/2014 1:03:31PM	
	Guerin, Paul V	Resubmitted	03/24/2014 1:13:14PM	
Project Financial Analyst	Wong, Franklin P	Sent Back For Revision	03/24/2014 1:22:10PM	
	Paul V	Resubmitted	03/24/2014 1:25:50PM	

Comments

Budget Status: Budget Checking completed. Report is ready for Approval

[Expense Report Detail](#)

[Return to Approval List](#)

Scroll down until you can view approval actions. Click Approve.

To View attached receipt documentation click on link.

General Information

*Description: Travel Expenses Click View

*Business Purpose: TRAVEL-GENERAL

Status: Approvals in Process

Default Location: SAN DIEGO, CA

Post State: Not Applied

*Accounting Date: 03/24/2014

Accounting Template: STANDARD

Reference:

Last Updated: 03/24/2014 By:

Accounting Defaults More Options:

Details Personalize | Find | View All | First 1-3 of 3 Last

*Overview

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	TVL-PER DIEM DAILY	03/24/2014	66.00	USD	CHECK TO EMPL	INTERNAL	Detail <input type="button" value="+"/>
<input type="checkbox"/>	TVL-DEDUCT PER DIE	03/24/2014	-12.00	USD	CHECK TO EMPL	INTERNAL	Detail <input type="button" value="+"/>
<input type="checkbox"/>	TVL-LODGING	03/24/2014	375.00	USD	CHECK TO EMPL	INTERNAL	Detail <input type="button" value="+"/>

Totals

Employee Expenses:	441.00 USD	Due Employee:	0.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	12.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

[Expense Report Summary](#) [Attach Files](#)

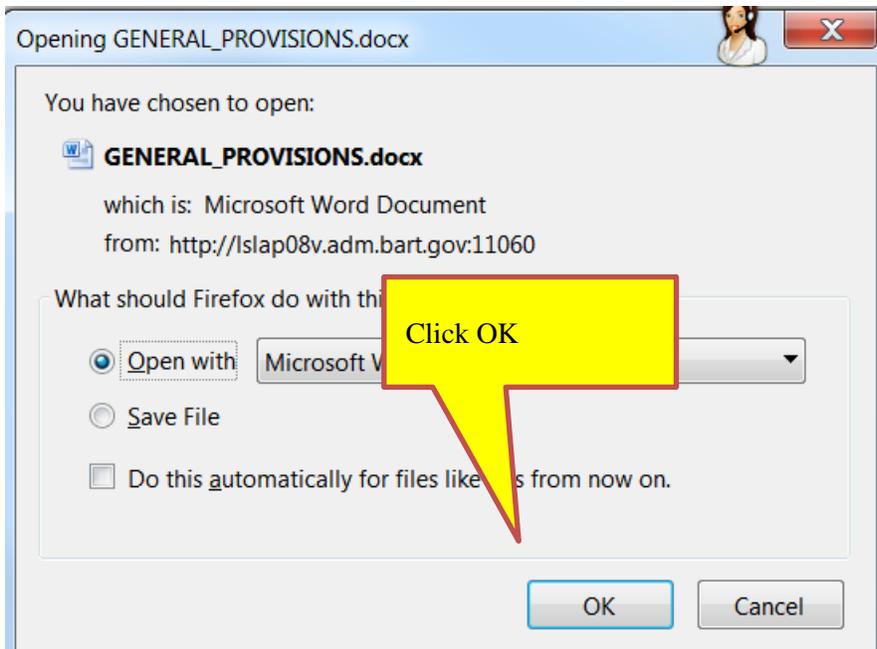
Pending Actions Personalize | Find | First 1.5 of 5 Last

Profile	Name	Action	Date/Time

Report ID 0000005949

Attach scanned invoices

File Name	Delete	View		
1 GENERAL_PROVISIONS.docx	<input type="button" value="Delete"/>	<input type="button" value="View"/>	<input type="button" value="+"/>	<input type="button" value="-"/>



Closing the newly created browser window will return you to the Expense Report

Favorites Main Menu > Travel and Expenses > Approve Transactions > Approve Transactions

Report ID 0000005949

Attach scanned invoices					
File Name	Delete	View			
1 GENERAL_PROVISIONS.docx	Delete	View	+	-	

Click OK

OK

Approve Expense Report

Expense Report Detail

Paul Guerin [User Defaults](#) Report ID: 000005949

General Information

*Description: Comment:

*Business Purpose:

Status: Approvals in Process Reference:

Default Location: Last Updated: 03/24/2014 By:

Post State: Not Applied

*Accounting Date:

Accounting Template:

Accounting Defaults [Apply Cash Advance\(s\)](#) More Options:

Details Personalize | Find | View All | First 1-3 of 3 Last

*Overview

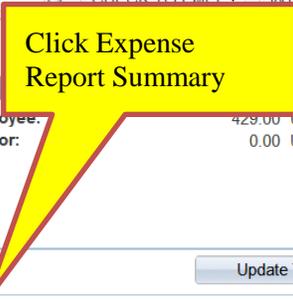
Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	TVL-PER DIEM DAILY	03/24/2014	66.00	USD	CHECK TO EMPL	INTERNAL	Detail <input type="button" value="+"/>
<input type="checkbox"/>	TVL-DEDUCT PER DIE	03/24/2014	-12.00	USD	CHECK TO EMPL	INTERNAL	Detail <input type="button" value="+"/>
<input type="checkbox"/>	TVL-LODGING	03/24/2014	375.00	USD	CHECK TO EMPL	INTERNAL	Detail <input type="button" value="+"/>

Totals

Employee Expenses:	441.00 USD	Due Employee:	429.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	12.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

[Definition of Totals](#)

[Expense Report Summary](#) [Attach Files](#)



Cash Advances Applied: 0.00 USD

Pending Actions Personalize | Find | First 1-5 of 5 Last

Profile	Name	Action	Date/Time
Project Financial Analyst	Wong, Franklin P		
Project Manager	Presley, Susan J		
Grant Compliance Analyst	Lee, Janice Y		
Accounts Payable Staff	Crossley, Mary P		
AP Manager	Li, Linda M		

Action History Personalize | Find | First 1-5 of 5 Last

Profile	Name	Action	Date/Time	Comments
		Submitted	03/24/2014 12:25:38PM	
Project Financial Analyst	Wong, Franklin P	Sent Back For Revision	03/24/2014 1:03:31PM	
		Submitted	03/24/2014 1:13:14PM	
Project Financial Analyst		Back For Revision	03/24/2014 1:22:10PM	
		Submitted	03/24/2014 1:25:50PM	

Scroll down until you can view the Approval Action buttons. Click Approve.

Comments

Budget Status: [Budget Options](#) **Budget Checking completed. Report is ready for Approval/Posting.**

[Expense Report Detail](#)

[Return to Approval List](#)

Approve Expense Report

Submit Confirmation

Paul Guerin

Report ID:

000005949

Expense Report Totals			
Employee Expenses:	441.00 USD	Due Employee:	429.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		Definition of Totals
Employee Advances:	12.00 USD		
Vendor Advances:	0.00 USD		
Cash Advances:	0.00 USD		

Click OK

This report will be approved.

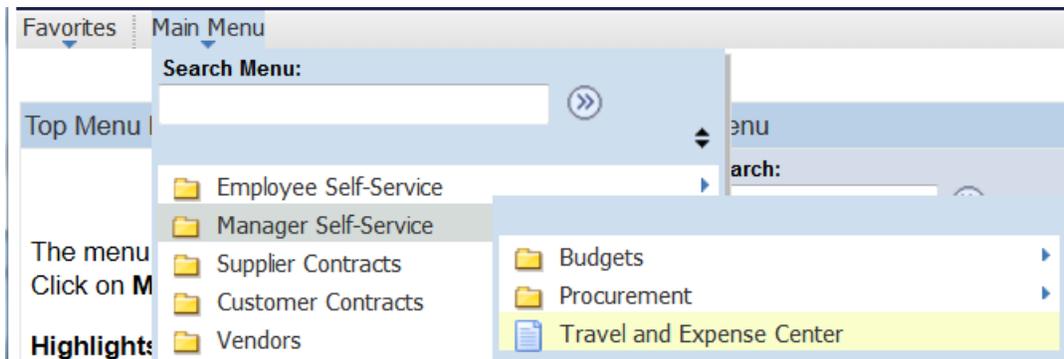
OK Cancel

Deny Expense Report

Expense must be denied within the individual transaction.

Note: Budget Check must be valid in order to take the Deny action for an Expense Report.

Navigation: Main Menu > Manager Self-Service > Travel and Expense Center



Navigation Cont. Approvals > Approve Transactions

Favorites | Main Menu > Manager Self-Service > Travel and Expense Center

Travel and Expense Center

Manager Travel and Expense Center

Approvals
Approve expense transactions

- Approve Transactions
- Modify Approved Transactions

Budget Check
Request budget check, review budget exceptions and cancel approved travel authorizations

- View Exceptions - Travel Auth
- View Exceptions - Expense Rpt

Manage Security
Authorize users, setup approvers and reassign work

- Update Employee Profile

Analysis
Access analysis tools for time and expense entries

Print Reports
Print management reports for travel expenses

Review Payments
Review history of expense payments

- Review Expense History
- Review Payments

Overview | Expense Reports | Time Reports | Time Adjustments | Travel Authorizations | Cash Advances | Errors

Search Pending Approvals

Change Sort Order

Select All Clear All

Transaction ID	Urgency	Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input checked="" type="checkbox"/>	●	Expense Report	429.00	USD	Guerin,Paul V	[REDACTED]	Travel Expenses	0000005949	03/24/2014	Approvals in Process	Project Financial Analyst

Select All Clear All

Comments

[Return to Approval List](#)
[Employee Expense History](#)

Overview | [Expense Reports](#) | [Time Reports](#) | [Time Adjustments](#) | [Travel Authorizations](#) | [Cash Advances](#) | [Errors](#)

Select Expense Report

Click on Expense Report.

Favorites | Main Menu > Travel and Expenses > Approve Transactions > Approve Transactions

Cash Advances Applied: 0.00 USD

Pending Actions

Profile	Name
Project Financial Analyst	Wong, Franklin P
Project Manager	Presley, Susan J
Grant Compliance Analyst	Lee, Janice Y
Accounts Payable Staff	Crossley, Mary P
AP Manager	Li, Linda M

Scroll down to view approval buttons.

Action History

Profile	Name	Action	Date/Time	Comments
			03/24/2014 12:25:38PM	
Project Financial Analyst	Wong, Franklin P	For Revision	03/24/2014 1:03:31PM	
	Guerin, Paul		03/24/2014 1:13:14PM	
Project Financial Analyst	Wong, Franklin P	Sent Back For Revision		
	Guerin, Paul	Resubmitted		

Comments are required when denying an Expense Report

Click Deny. This will terminate the Expense Report and it may not be reactivated.

Comments

Travel is not allowed against capital funds

Budget Status: Valid **Budget Checking completed. Report is ready for approval/Posting.**

Approve Send Back Hold Deny Save Changes

[Expense Report Detail](#)

[Return to Approval List](#)

Favorites | Main Menu > Travel and Expenses > Approve Transactions > Approve Transactions

Approve Expense Report

Submit Confirmation

Report ID: 0000005949

Totals	
Due Employee:	441.00 USD
Due Vendor:	429.00 USD
Due Employee:	0.00 USD
Employee Credits:	12.00 USD
Vendor Credits:	0.00 USD
Cash Advances Applied:	0.00 USD

Due Employee: 0.00 USD
Due Vendor: 0.00 USD
[Definition of Totals](#)

This entire report will be denied.
 None of the expenses will be reimbursed.

OK Cancel

Click OK