

Oracle / PeopleSoft Expense Training

Revised on 07/01/2017

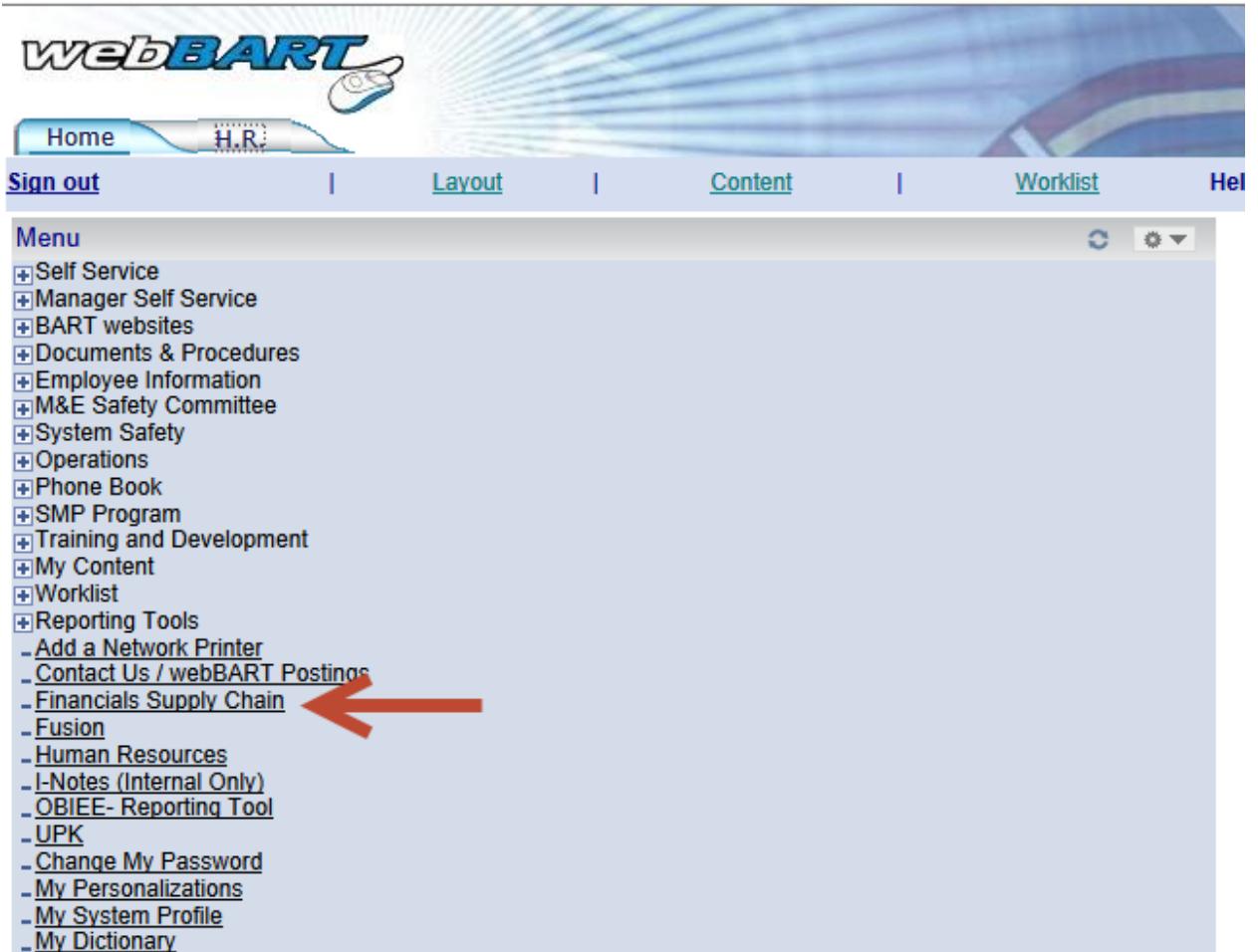
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Logging into Oracle / PeopleSoft Financials

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 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: Put receipts in order of the Expense Check List and consolidate receipts into one pdf file. Attach the scanned file to the on-line Expense Report transaction.

Step 3: Submit the on-line expense report for on-line approval.

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 chart field 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

The screenshot shows the Oracle BART Main Menu interface. At the top left, there is a 'Favorites' dropdown and a 'Main Menu' dropdown. Below these is a 'Search Menu:' input field with a search icon. A dropdown menu is open, listing the following items:


- Employee Self-Service
- Manager Self-Service
- Supplier Contracts
- Suppliers
- Procurement Contracts
- Purchasing
- eProcurement
- Services Procurement
- Travel and Expenses
- Billing
- Accounts Receivable
- Accounts Payable
- Asset Management
- Cash Management
- Deal Management
- Commitment Control
- General Ledger
- Real Time Bottom Line
- Set Up Financials/Supply Chain
- Enterprise Components
- Worklist
- Reporting Tools
- PeopleTools
- BART Custom Reports
- VPT Home Page
- Change My Password
- My Preferences
- My System Profile
- My Dictionary
- My Feeds

The 'Travel and Expenses' item is highlighted in the dropdown menu. To the right of the main menu, there are three small screenshots of the Oracle interface, each showing a different view of the system. The first screenshot shows the 'Oracle' logo and a list of items. The second screenshot shows a 'Oracle' logo and a list of items. The third screenshot shows a 'Oracle' logo and a list of items.

On the left side of the page, there are several sections of text:

- Top Menu Features:** The menu is not...
- Highlights:** The menu is not...
- Recently Used:** Favorites menu...
- Breadcrumbs:** path and give subfolders.
- Menu Search:** supports type much faster.

[Favorites](#) | [Main Menu](#) > [Employee Self-Service](#) > [Travel and Expense Center](#)



Travel and Expense Center
Travel and Expense Center
 Employee Travel and Expense Center

<p>Expense Reports Create, modify, print, view or delete an Expense Report</p> <ul style="list-style-type: none"> Create/Modify Print View Delete 	<p>Cash Advances Create, modify, print, view or delete</p> <ul style="list-style-type: none"> View Delete
<p>Print Reports Print any one of your expense transactions.</p> <ul style="list-style-type: none"> Expense Report Bar Code Receipt Form 	<p>Profiles and Preferences Manage your personal, organizational</p>
<p>Other Expense Functions View contents in My Wallet, create your own template, or modify an existing template.</p>	

Select Create/Modify

Select a purpose from a predefined list. This field is required because tax laws require a business purpose for business expenses.

Create Expense Report [Save for Later](#) | [Summary and Submit](#)

*Business Purpose: CONFERENCE-APTA
 *Report Description: APTA
 Reference:

Default Location: SAN DIEGO, CA
 Attachments:

Quick Start: Populate From

Expenses Expand All | Collapse All | Add: |

*Date: | *Expense Type:

Total 0.00 USD

Enter a brief description to identify the Expense

1. To Search click the lookup. (see next screen print)
 2. Change the Search by to Description.
 Or Type in the City / State

Petty Cash Tip:

Enter PETTY CASH REIMBURSEMENT when creating an expense report for petty cash reimbursement.

Look Up Default Location Help

SetID: BARTD

Expense Location: begins with

Description: begins with

Search Results

View 100 First 1-17 of 17 Last

Expense Location	Description
06758	OAKLAND CITY,IN
04647	OAKLAND HEIGHTS,GA
03872	OAKLAND PARK,FL
01309	OAKLAND,AR
02272	OAKLAND,CA
07512	OAKLAND,IA
06006	OAKLAND,IL
09906	OAKLAND,LA
10652	OAKLAND,MD
10289	OAKLAND,ME
12413	OAKLAND,MN
13099	OAKLAND,MS
15117	OAKLAND,NE
15948	OAKLAND,NJ
20325	OAKLAND,OR
21181	OAKLAND,PA

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.

The screenshot shows the 'Create Expense Report' form. At the top, there are fields for '*Business Purpose' (CONFERENCE-APTA), '*Report Description' (APTA), and a 'Reference' field. Below this is the 'Expenses' section with a table. The table has columns for '*Date', '*Expense Type', '*Description', '*Payment Type', '*Amount', and '*Currency'. The first row shows a date of 06/01/2017, expense type 'DUES/MEMBERSHIPS', description 'Membership Fee', payment type 'CHECK TO EMPLOYEE', and amount 32.95 USD. Callout boxes provide instructions: 'Date: Enter the date the expense occurred.', 'Note: Future expenses cannot be entered.', 'Expense Type: Select an expense type to add an expense item.', and 'Description: Enter a brief description for the expense type'.

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 Save for Later | Home | Summary and Submit

*Business Purpose: CONFERENCE-APTA
 *Report Description: APTA
 Reference: _____

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

Expenses Total: 32.95 USD

Expand All | Collapse All | Add: My Wallet (0) | Quick-Fill

*Date	*Expense Type	*Description	*Payment Type	Amount	*Currency
06/01/2017	DUES / MEMBERSHIPS	*Membership Fee 240 characters remaining	CHECK TO EMPLOYEE	32.95	USD

*Billing Type: INTERNAL
 *Merchant: Preferred
 *Exchange Rate: 1.00000000

• **Billing Type:**

• **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 on this page for some expense types. You must 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.

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 Save for Later | Home | Summary and Submit

*Business Purpose: CONFERENCE-APTA Default Location: SAN DIEGO, CA

*Report Description: APTA [Attachments](#)

Reference:

Actions: ...Choose an Action GO

Expenses Total: 32.95 USD

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

*Date: 06/01/2017 *Expense Type: DUES / MEMBERSHIPS

*Description: Membership Fee *Payment Type: CHECK TO EMPLOYEE

240 characters remaining *Amount: 32.95 *Currency: USD

*Billing Type: INTERNAL Default Rate *Exchange Rate: 1.00000000

*Merchant: Preferred Non-Preferred Non-Reimbursable Base Currency Amount: 32.95 USD

APT A Membership

Accounting Defaults **You can override the Accounting Defaults here**

Chartfields	Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fun	Dept	Class	Product	Origin
	32.95	BARTD	32.95 USD		1.00000000	0030	607010	0504464		

Expand All | Collapse All Total: 32.95 USD

Click Save for Later.

Create Expense Report

Save for Later | Home | Summary and Submit

*Business Purpose CONFERENCE-APTA
*Report Description APTA
Reference

Default Location SAN DIEGO, CA
Attachments

Actions Choose an Action GO

Expenses

Expand All | Collapse All Add: My Wallet (0) Quick-Fill

Total 32.95 USD

*Date 06/01/2017 *Expense Type DUES / MEMBERSHIPS *Description Membership Fee 240 characters remaining *Payment Type CHECK TO EMPLOYEE *Amount 32.95 *Currency USD
*Billing Type INTERNAL *Merchant Preferred Non-Preferred APTA Membership *Exchange Rate 1.00000000 Base Currency Amount 32.95 USD
Accounting Details
Chartfields

Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Account	Dept	Class	Product	Origin
32.95	BARTD	32.95 USD		1.00000000	0030	607010	0504464			

Expand All | Collapse All

Total 32.95 USD

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.

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.

Modify Expense Report

Save Later | Summary and Submit

Business Purpose: CONFERENCE-APTA

Report Description: APTA

Reference: [Search]

Report: 0000012721 Pending

Default Location: [Search]

Attachments

Expense Report Number

Attachments Link

Expenses

Expand All | Collapse All | Add: My Wallet (0) | Quick-Fill

Total: 32.95 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
06/01/2017	DUES / MEMBERSHIPS	Membership Fee 240 characters remaining	CHECK TO EMPLOYEE	32.95	USD

*Billing Type: INTERNAL

*Merchant: Preferred (selected) / Non-Preferred

PMP organization

*Exchange Rate: 1.00000000

*Exchange Rate: 1.00000000

Base Currency Amount: 32.95 USD

Accounting Details

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Account	Dept	Class	Product	Origin
32.95	BARTD	32.95 USD	1.00000000	0030	607010	0504464				

Expand All | Collapse All

Total: 32.95 USD

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.

Modify Expense Report Save for Later | Home | Summary and Submit

Report 0000012712 Pending

Default Location SAN DIEGO,CA

[Attachments](#)

Click Attachments link

Expenses Expand All | Collapse All Add: My Wallet (0) | Quick-Fill Total 32.95 USD

*Date 06/01/2017 *Expense Type DUES / MEMBERSHIPS *Description Membership Fee *Payment Type CHECK TO EMPLOYEE *Amount 32.95 *Currency USD

*Billing Type INTERNAL *Merchant Preferred Non-Preferred *Exchange Rate 1.00000000

*Accounting Details

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Account	Dept	Class	Product	Origin
32.95	BARTD	32.95 USD	1.00000000	0030	607010	0504464				

Expand All | Collapse All Total 32.95 USD

Expense Report Attachments Help

Report ID 0000012721

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

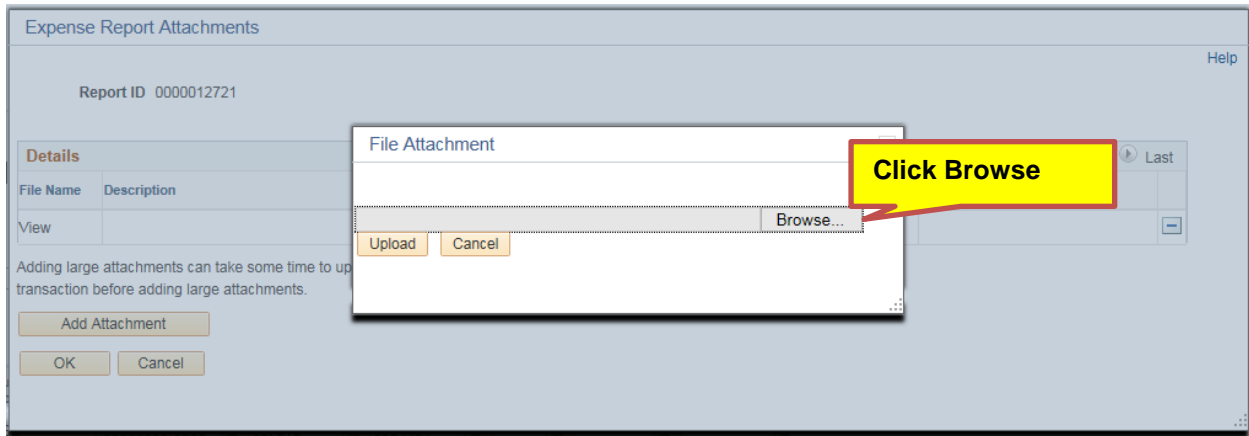
File Name	Description	User	Date/Time Stamp
View			

Adding large attachments can take some time to upload, therefore transaction before adding large attachments.

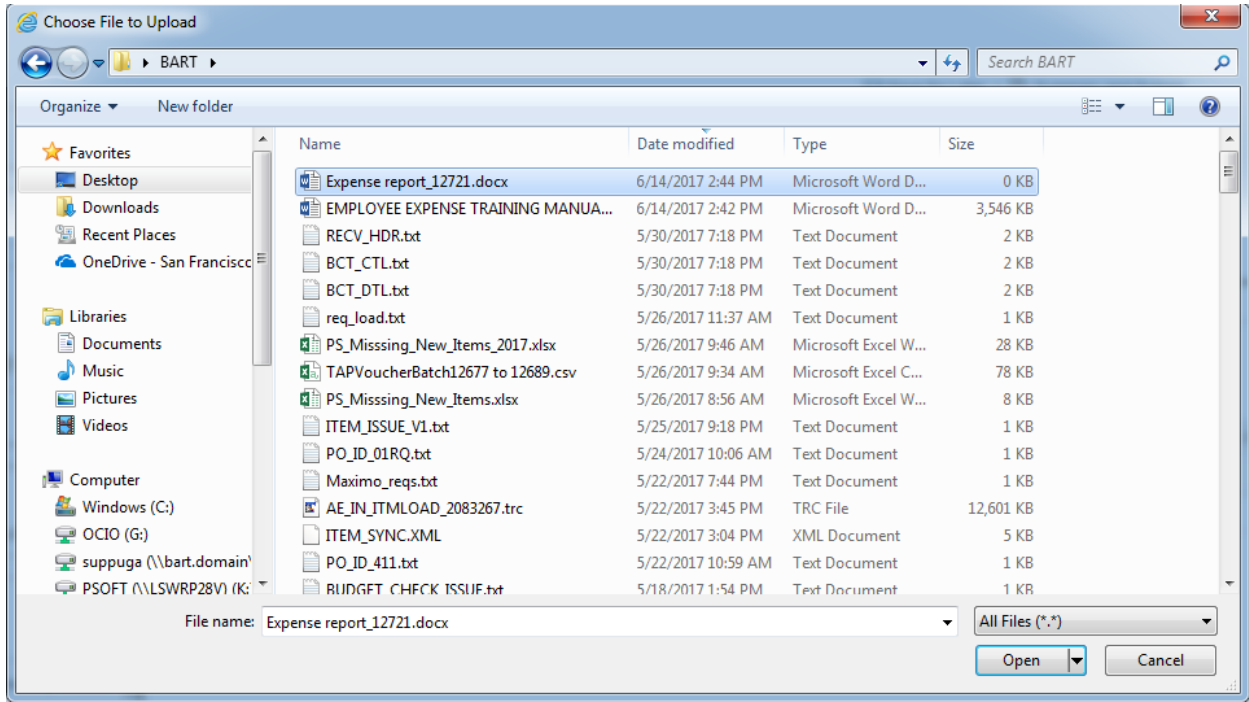
[Add Attachment](#)

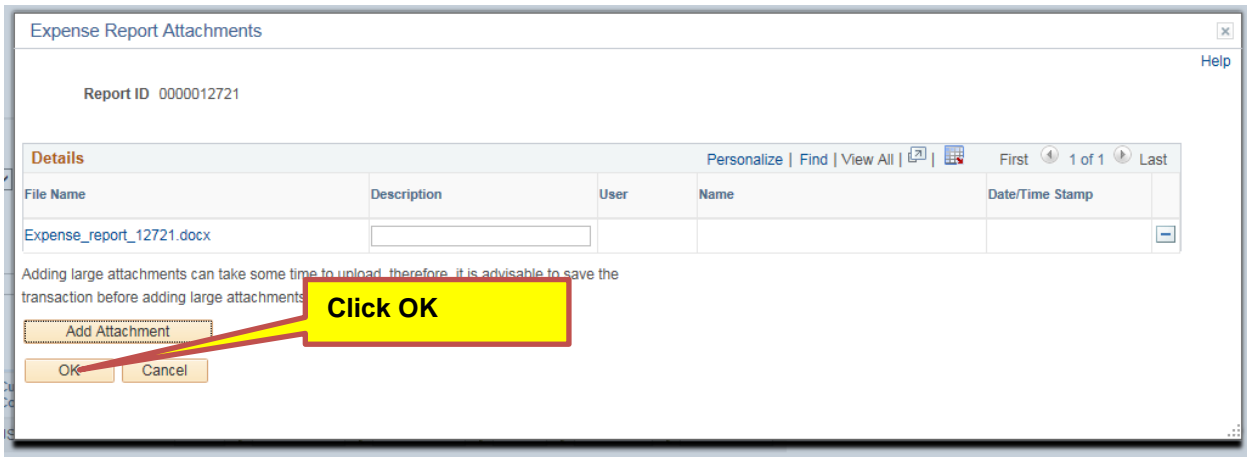
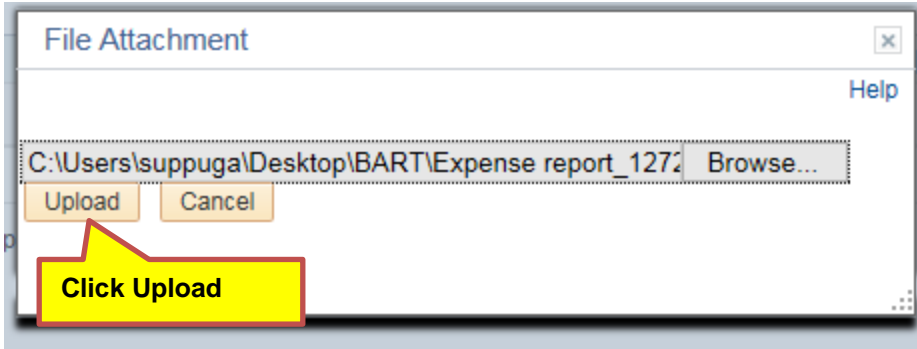
OK Cancel

Click add attachment



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





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.

Click Summary and Submit

Modify Expense Report Save for Later | Home | Summary and Submit

*Business Purpose CONFERENCE-APTA Report 0000012712 Pending Actions ...Choose an Action GO
*Report Description APTA Default Location SAN DIEGO,CA [Attachments](#)
Reference

Expenses Expand All | Collapse All Add: My Wallet (0) Quick-Fill Total 32.95 USD

*Date 06/01/2017 *Expense Type DUES / MEMBERSHIPS *Description Membership Fee *Payment Type CHECK TO EMPLOYEE *Amount 32.95 *Currency USD
*Billing Type INTERNAL *Merchant Preferred Non-Preferred *Exchange Rate 1.00000000
APT Membership Receipt Split Default Rate Base Currency Amount 32.95 USD
Accounting Details Non-Reimbursable No Receipt

Chartfields	Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Account	Dept	Class	Product	Origin
	32.95	BARTD	32.95 USD		1.00000000	0030	607010	0504464			

Total 32.95 USD

Modify Expense Report

Save for Later | Home | Expense Details

Actions: Choose an Action GO

*Business Purpose: CONFERENCE-APTA
Report: 0000012712 Pending
*Description: APTA
Reference: [Search]

Totals: View Printable Version View Analytics Notes Attachments

Employee Expenses (1 Line)	32.95 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: 32.95 USD Amount Due to Supplier: 0.00 USD

By checking this box, I certify the expenses submitted are accurate and comply with policy.

Submit Expense Report

Check the Box and Click Submit Expense report

Expense Report Submit Confirm

Create Expense Report
Save Confirmation

Totals: View Printable Version View Analytics Notes Attachments

Employee Expenses (1 Line)	32.95 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: 32.95 USD Amount Due to Supplier: 0.00 USD

OK Cancel

Click OK

To view the approvers in the workflow path click Refresh Approval Status

View Expense Report

Expense Details

Actions: Choose an Action GO

Business Purpose: CONFERENCE-APTA
Description: APTA
Reference: [Search]

Report: 0000012712 Submission in Process
Created: 06/14/2017
Last Updated: 06/14/2017
Post State: Not Applied

Totals: View Printable Version View Analytics Notes Attachments

Employee Expenses (1 Line)	32.95 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: 32.95 USD Amount Due to Supplier: 0.00 USD

By checking this box, I certify the expenses submitted are accurate and comply with policy.

Submit Expense Report

Refresh Approval Status

Previous in List Next in List

Click Refresh Approval Status

View Expense Report

[Expense Details](#)

Business Purpose CONFERENCE-APTA
Description APTA
Reference

Report 000012712 Submitted for Approval
Created 06/14/2017
Last Updated 06/14/2017
Post State Not Applied

Actions

Totals

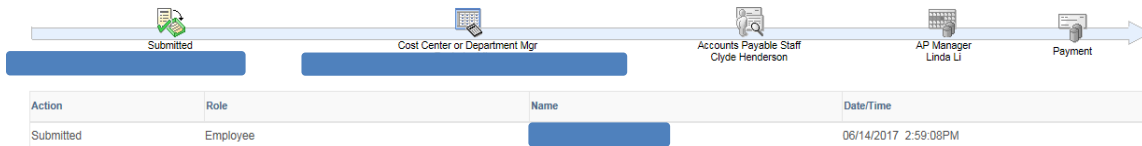
Employee Expenses (1 Line)	32.95 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee **32.95 USD** Amount Due to Supplier **0.00 USD**

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

Submitted On 06/15/2017

Approval History



Favorites Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > View



Expense Report

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

Search Criteria

Report ID

Report Description

Name

Empl ID

Report Status

Creation Date

Case Sensitive

Click Search

View Expense Report

Expense Details

Business Purpose CONFERENCE-APTA
Description APTA
Reference

Report 000012712 Submitted for Approval
Created 06/14/2017
Last Updated 06/14/2017
Post State Not Applied

Actions [Choose an Action](#) [GO](#)

Totals [View Printable Version](#) [View Analytics](#) [Notes](#) [Attachments](#)

Employee Expenses (1 Line)	32.95 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 32.95 USD **Amount Due to Supplier 0.00 USD**

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

[Submit Expense Report](#) [Withdraw Expense Report](#) Submitted On 06/15/2017 Submitted By [Redacted]

Approval History

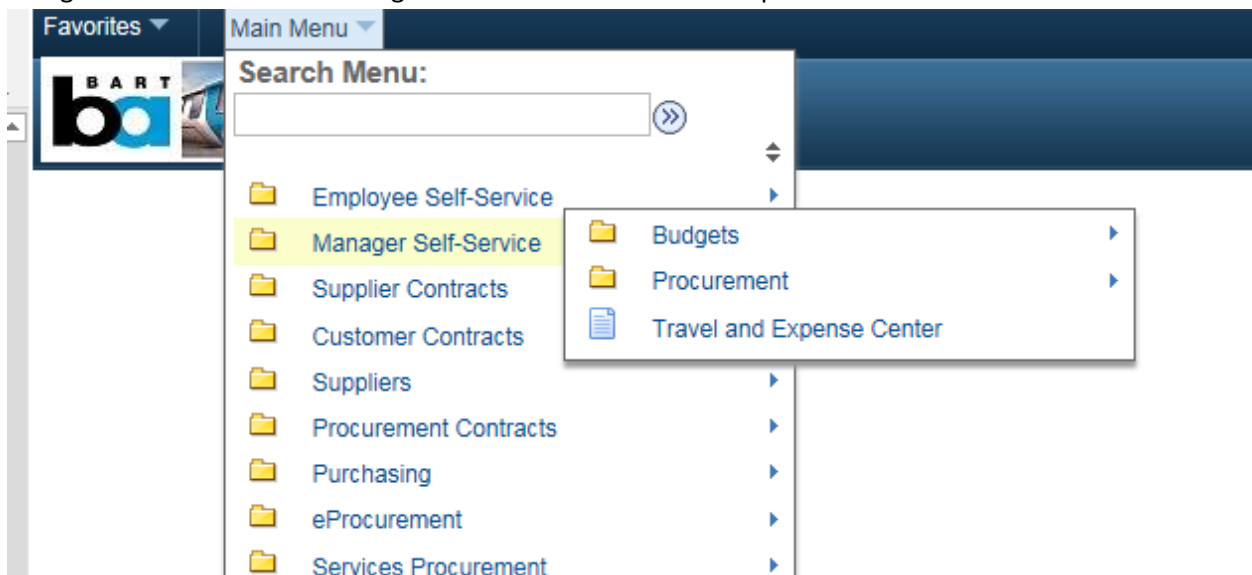
Action	Role	Name	Date/Time
Submitted	Employee	Subrahmanyam Uppuganti	06/14/2017 2:59:08PM

Approve an Expense Report

The Expense Report will appear in the approver's on-line approval queue when it is pending their approval. The budget check process is run after final Approval. The system will budget check expenses every hour.

Review Budget Status

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



Navigation Cont. Approvals > Approve Transactions

Travel and Expense Center

Travel and Expense Center
Manager Travel and Expense Center

Approvals
Approve expense transactions
Approve Transactions
Modify Approved Transactions

Analysis
Access analysis tools for time and e

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

Budget Check
Request budget check, review budget exceptions and cancel approved travel authorizations
View Exceptions - Expense Rpt

Manage Security
Authorize users, setup approvers and reassign v

Reports
Management reports for travel expenses
Cash Advances by Dept
Expense Transaction by Dept

Review Payments
Review history of expense payments
Review Expense History
Review Payments

Select Approve Transactions

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

Search Pending Transactions
Change Sort Order

Select All Clear All Budget Check

Transactions to Approve

Select	Urgency	Transaction Type	Total Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input type="checkbox"/>	▼	Expense Report	32.95 USD	[REDACTED]	[REDACTED]	APTA	0000012712	06/15/2017	Submitted for Approval	Cost Center or Dept. Manager

Select All Clear All Approve Reviewed Send Back Hold Refresh List Budget Check

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

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

Search Pending Transactions
Change Sort Order

Select All Clear All Approve Reviewed Send Back Hold Refresh List Budget Check

Transactions to Approve

Select	Urgency	Total Amount, Curr	Budget Status	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input type="checkbox"/>	▼	32.95 USD	Not Budget Checked	[REDACTED]	[REDACTED]	APTA	0000012712	06/15/2017	Submitted for Approval	Cost Center or Dept. Manager

Select All Clear All Approve Reviewed Send Back Hold Refresh List Budget Check

Comments

Overview | Expense Reports | Time Reports | Time Adjustments | Travel Au

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.

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

Search Pending Transactions

Change Sort Order

Select All Clear All Approve Reviewed Send Back Hold Refresh List Budget Check

Transactions to Approve

Select	Urgency	Total Amount	Curr	Budget Status	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input checked="" type="checkbox"/>		32.95 USD		Not Budget Checked			APTA	0000012712	06/15/2017	Submitted for Approval	Cost Center or Dept. Manager

Select All Approve Reviewed Send Back Hold Refresh List Budget Check

Com

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

Select

Click to Budget Check

Summary Approvals Confirmation

Approve Transactions

Approval Action Confirmation

June 20, 2017 10:00 AM PST

Approval Transaction Selected	
Expense Reports	1
Time Reports	0
Time Adjustments	0
Travel Authorizations	0
Cash Advances	0
Total Transactions	1

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

OK Cancel

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.

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

Search Pending Transactions ?

Change Sort Order ?

Select All Clear All Approve Reviewed Send Back Hold Refresh List Budget Check

Transactions to Approve ? Personalize | View All | ? | ? First 1 of 1 Last

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

Select All Clear All Approve Reviewed Send Back Hold Refresh List Budget Check

Comments

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

Click Refresh List

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

Search Pending Transactions ?

Change Sort Order ?

Select All Clear All Approve Reviewed Send Back Hold Refresh List Budget Check

Transactions to Approve ? Personalize | View All | ? | ? First 1 of 1 Last

Select	Urgency	Total Amount	Curr	Budget Status	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input type="checkbox"/>	▼	32.95 USD		Valid			APTA	0000012712	06/15/2017	Submitted for Approval	Cost Center or Dept. Manager

Select All Clear All Approve Reviewed Send Back Hold Refresh List Budget Check

Comments

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

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.

Send Back Expense Report

Expense Line Items										Personalize	Find	Print
Expense Type	Date	Account	Dept	Fund Code	PC Business Unit	Project	Activity	Reimburse Amt	Approve			
DUES / MEMBERSHIPS	06/01/2017	607010	0504464	0030				32.95	<input checked="" type="checkbox"/>			

Expense Report Totals			
Employee Expenses (1 Line)	32.95 USD	Due Employee	32.95 USD
Non-Reimbursable Expenses	0.00 USD	Due Supplier	0.00 USD
Prepaid Expenses	0.00 USD	Definition of Totals	
Employee Credits	0.00 USD		
Supplier Credits	0.00 USD		
Cash Advances Applied	0.00 USD		

Pending Actions				Personalize	Find	Print	First	1-3 of 3	Last
Role	Name	Action	Date/Time						
Cost Center or Department Mgr	[Redacted]								
Accounts Payable Staff	Henderson, Clyde C								
AP Manager	Li, Linda M								

Action History				Personalize	Find	Print	First	1 of 1	Last
Role	Name	Action	Date/Time						
Employee	[Redacted]	Submitted	06/14/2017 2:59:08PM						

Enter Comments

Comments	
Add -\$12 Per Diem Credit. Lunch Provided at conference	<input type="checkbox"/>

Budget Status Valid
Budget Options

- Approve
- Send Back
- Hold
- Deny
- Save Changes

Send Back to Expense User

Save Confirmation X

Approve Expense Report

Submit Confirmation

Report ID 0000012712

Totals ?

Employee Expenses (1 Line)	32.95 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	32.95 USD	Amount Due to Supplier	0.00 USD
-------------------------------	------------------	-------------------------------	-----------------

This report will be approved.

OK
Cancel

Click OK

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

View Expense Report Home | Expense Details

Business Purpose: CONFERENCE-APTA Report: 0000012713 Pending
Description: APTA Created: 06/20/2017
Reference Last Updated: 06/20/2017
Post State: Not Applied

Totals View Printable Version View Analytics Notes Attachments

Employee Expenses (1 Line)	32.95 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 32.95 USD Amount Due to Supplier 0.00 USD

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

Approval History

Action	Role	Name	Date/Time	Comments
Submitted	Employee		06/20/2017 10:22:41AM	
Sent Back For Revision	Cost Center or Department Mgr		06/20/2017 10:29:31AM	

Click Comments

View Approver Comments

Approver's Comments

Name: [Redacted]

Action: Sent Back For Revision

Date/Time: 06/20/2017 10:29:31AM

Comment: Add -\$12 Per Diem Credit. Lunch was provided at conference

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 > Create/Modify

Modify Expense Report

Save for Later | Summary and Submit

Sent Back For Revision By: Misra,Ravindra Add \$12 Per Diem Credit. Lunch was provided at conference Actions Choose an Action GO

*Business Purpose CONFERENCE-APTA

Report 000012713 Pending

*Report Description APTA

Default Location SAN DIEGO,CA

Reference

Attachments

Expenses

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

Total 32.95 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
06/01/2017	DUES / MEMBERSHIPS	Membership Fee 240 characters remaining	CHECK TO EMPLOYEE	32.95	USD

Expand All | Collapse All

Total 32.95 USD

View Expense Report

Expense Details

Actions Choose an Action GO

Business Purpose CONFERENCE-APTA

Report 000012713 Submission in Process

Description APTA

Created 06/20/2017

Reference

Last Updated 06/20/2017

Post State Not Applied

Totals

View Printable Version

View Analytics

Notes

Attachments

Employee Expenses (1 Line)	20.95 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 20.95 USD

Amount Due to Supplier 0.00 USD

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

Submit Expense Report

Submitted On 06/20/2017

Submitted By

Refresh Approval Status

Approval History

Action	Role	Name	Date/Time	Comments
Submitted	Employee		06/20/2017 10:22:41AM	
Sent Back For Revision	Cost Center or Department Mgr		06/20/2017 10:29:31AM	
Resubmitted	Employee		06/20/2017 10:36:05AM	

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

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

Search Pending Transactions

Change Sort Order

Select All Clear All Approve Reviewed Send Back Hold Refresh List Budget Check

Select	Urgency	Total Amount	Curr	Budget Status	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input type="checkbox"/>	●	20.95	USD	Not Budget Checked		062229	APTA	000012713	06/20/2017	Submitted for Approval	Cost Center or Dept. Manager

Select All Clear All Approve Reviewed Send Back Hold Refresh List Budget Check

Comments

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

Click on the Expense Report ID to review Expense Report.

General Information

*Report Description: APTA
 *Business Purpose: CONFERENCE-APTA
 Report Status: Submitted for Approval
 *Accounting Date: 06/20/2017
 Accounting Template: STANDARD
 Urgency: ●

Report ID: 0000012713
 Reference: [Search]
 Employee Base: Office
 Created On: 06/20/2017
 Updated on: 06/20/2017 10:36:05AM
 Attachments
 By: [User]
 By: [User]
 Notes

Accounting Defaults More Options [Dropdown]

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

Expense Line Items Personalize | Find | [Print] | [Refresh]

Expense Type	Date	Account	Dept	Fund Code	PC Business Unit	Project	Activity	Reimburse Amt	Approve
DUES / MEMBERSHIPS	06/01/2017	607010	0504464	0030				20.95	<input checked="" type="checkbox"/>

Expense Report Summary

Due Employee	20.95 USD
Due Supplier	0.00 USD
Definition of Totals	
Prepaid Expenses	0.00 USD
Employee Credits	0.00 USD
Supplier Credits	0.00 USD
Cash Advances Applied	0.00 USD

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

Expense Detail for DUES / MEMBERSHIPS (Line 1)

Report ID 0000012713

About This Expense

*Expense Date

*Payment Type No Receipt

*Billing Type Non-Reimbursable

*Merchant (Choose One) Preferred Non-Preferred

Non-preferred

*Description

240 characters remaining

*Amount Spent

*Currency

*Exchange Rate

Default Rate

Base Currency Amount 20.95

Make the appropriate correction. In this example, the Approver will reduce the price to \$15.95

Exception Comments

Authorized Amount Exceeded

No Receipt

Older Transactions

[Accounting Detail](#)

Approve Expense

[Return to Expense Report](#)

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

Expense Line Items										Personalize	Find	Print
Expense Type	Date	Account	Dept	Fund Code	PC Business Unit	Project	Activity	Reimburse Amt	Approve			
DUES / MEMBERSHIPS	06/01/2017	607010	0504464	0030				15.95	<input checked="" type="checkbox"/>			

Expense Report Totals					
Employee Expenses (1 Line)	15.95	USD	Due Employee	15.95	USD
Non-Reimbursable Expenses	0.00	USD	Due Supplier	0.00	USD
Prepaid Expenses	0.00	USD	Definition of Totals		
Employee Credits	0.00	USD			
Supplier Credits	0.00	USD			
Cash Advances Applied	0.00	USD			

Pending Actions				Personalize	Find	Print	First	1-3 of 3	Last
Role	Name	Action	Date/Time						
Cost Center or Department Mgr	[Redacted]								
Accounts Payable Staff	Henderson, Clyde C								
AP Manager	Li, Linda M								

Action History					Personalize	Find	Print	First	1-3 of 3	Last
Role	Name	Action	Date/Time	Comments						
Employee	[Redacted]	Submitted	06/20/2017 10:22:41AM							
Cost Center or Department Mgr	[Redacted]	Sent Back For Revision	06/20/2017 10:29:31AM							
Employee	[Redacted]	Resubmitted	06/20/2017 10:36:05AM							

Comments

Budget Status Not Budget Checked
[Budget Options](#)

- [Approve](#)
- [Send Back](#)
- [Hold](#)
- [Deny](#)
- [Save Changes](#)

[Return to Approval List](#)



Approve Expense Report

Save Confirmation

Report ID 0000012713

Totals ?

Employee Expenses (1 Line)	15.95 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 15.95 USD Amount Due to Supplier 0.00 USD



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

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 ?										Personalize	View All	1 of 1	Last
Select	Total Amount	Curr	Budget Status	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role			
<input type="checkbox"/>	15.95 USD		Not Budget Checked	[REDACTED]		APTA	0000012713	06/20/2017	Approvals in Process	Cost Center or Dept. Manager			

Select All Clear All

▶ Comments

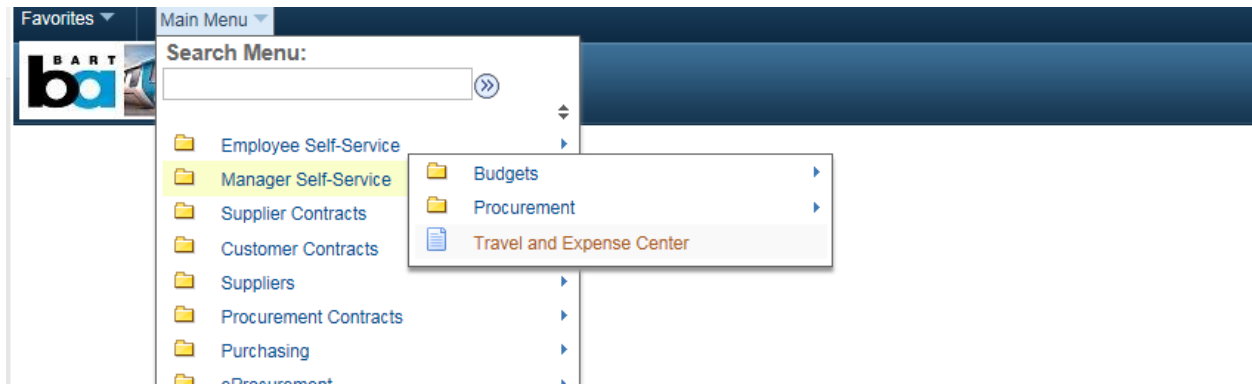
Overview | Expense Reports | Time Reports | Time Adjustments | Travel Authorizations | Cash Advances | Errors

Approve Expense Report

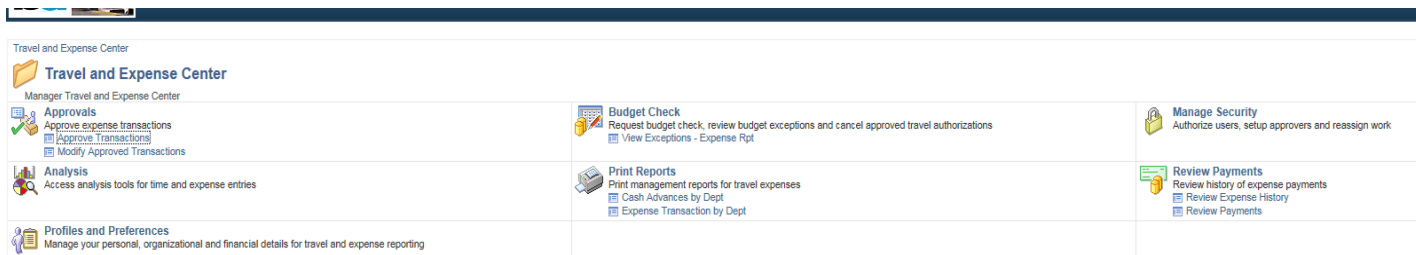
Expense Reports can be approved on the Summary page or within the individual transaction.

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.

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	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input checked="" type="checkbox"/>	●	Expense	[Redacted]	APTA	000012713	06/20/2017	Approvals in Process	Cost Center or Dept. Manager

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

Summary Approvals Confirmation

Approve Transactions

Approval Action Confirmation

June 20, 2017 10:54 AM PST

Approval Transaction Selected

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

Total Transactions 1

Click OK

The transactions will be Approved

OK

Cancel

Individual Transaction Approval & Viewing Attached Receipts

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

Search Pending Transactions

Change Sort Order

Select All Clear All Approve Reviewed Send Back Hold Refresh List Budget Check

Select	Urgency	Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction	Submitted	Status	Role
<input type="checkbox"/>	●	Expense Report	525.95	USD	[Redacted]	[Redacted]	APTA	0000012714	06/21/2017	Submitted for Approval	Cost Center or Dept. Manager

Select All Clear All Approve Reviewed Send Back Hold Refresh List Budget Check

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

Click on Transaction

To View attached receipt documentation, click on link.

Approve Expense Report

Expense Report Summary

[Redacted] User Defaults [Expense Report Details](#)

General Information

*Report Description	APTA	Report ID	0000012714
*Business Purpose	CONFERENCE-APTA	Reference	<input type="text"/>
Report Status	Submitted for Approval	Employee Base	Office
*Accounting Date	06/21/2017	Created On	06/21/2017
Accounting Template	STANDARD	By	SUPPUGA
Urgency:	●	Updated on	06/21/2017 9:17:13AM
		Attachments	Attachments
		Notes	Notes

Accounting Defaults More Options GO

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

Expense Line Items Personalize | Find | |

Expense Type	Date	Account	Dept	Fund Code	PC Business Unit	Project	Activity	Reimburse Amt	Approve
DUES / MEMBERSHIPS	06/01/2017	607010	0504464	0030				525.95	<input checked="" type="checkbox"/>

Expense Report Totals

Employee Expenses (1 Line)	525.95 USD	Due Employee	525.95 USD
Non-Reimbursable Expenses	0.00 USD	Due Supplier	0.00 USD
Prepaid Expenses	0.00 USD	Definition of Totals	
Employee Credits	0.00 USD		
Supplier Credits	0.00 USD		
Cash Advances Applied	0.00 USD		

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

Role	Name	Action	Date/Time
Cost Center or Department Mgr	[Redacted]		
Accounts Payable Staff	Henderson, Clyde C		
AP Manager	Li, Linda M		

▼ Pending Actions Personalize | Find | [Print] | [Refresh] First 1-3 of 3 Last

Role	Name	Action	Date/Time
Cost Center or Department Mgr	[Redacted]		
Accounts Payable Staff	Henderson,Clyde C		
AP Manager	Li,Linda M		

▼ Action History Personalize | Find | [Print] | [Refresh] First 1 of 1 Last

Role	Name	Action	Date/Time
Employee		Submitted	06/21/2017 9:17:13AM

▼ Comr

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

Budget Options

Approve Send Back **Click Attachments** Save Changes

Approve Expense Report - Expense Details

[Expense Report Summary](#)

*Business Purpose: CONFERENCE-APTA
 *Report Description: APTA
 Reference: [Search]

Report 000012714 Submitted for Approval
 Attachments (1)

Actions: ...Choose an Action

Notes: [Redacted]

Expenses

Expand All | Collapse All

Total 525.95 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
06/01/2017	DUES / MEMBERSHIPS	Membership Fee 240 characters remaining	CHECK TO EMPLOYEE	525.95	USD

Expand All | Collapse All

Total 525.95 USD

Click the link

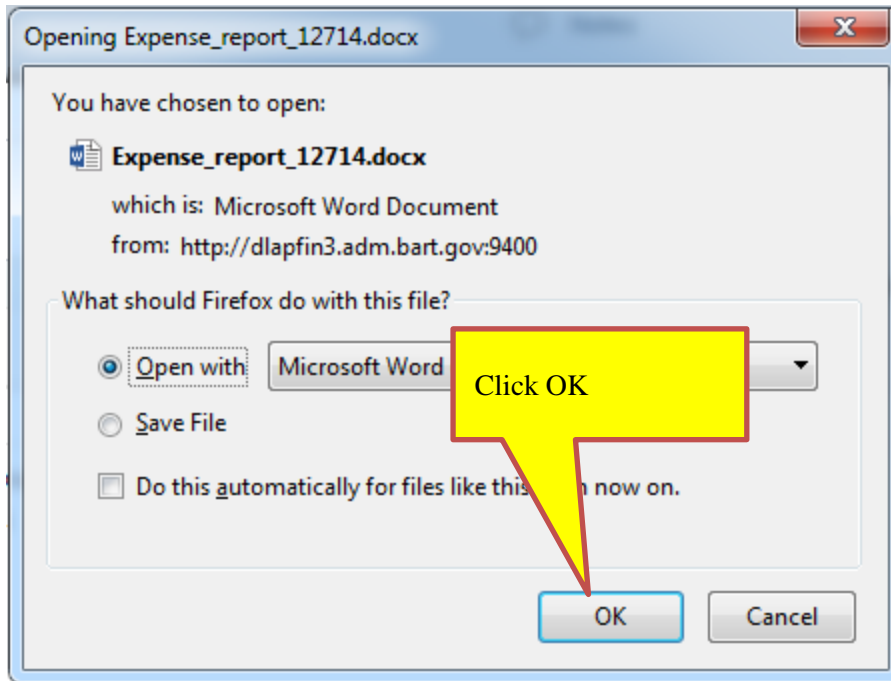
Exp

Report 00012714

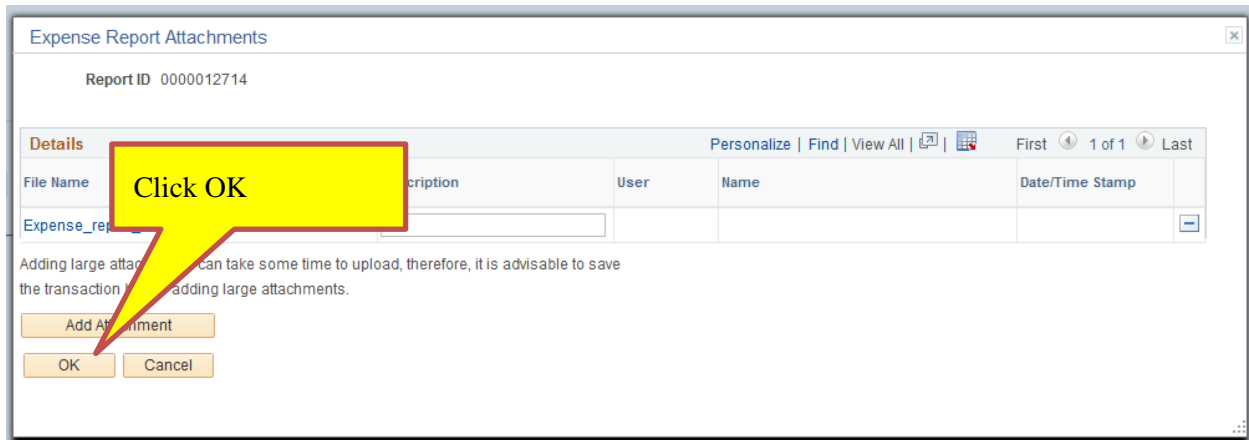
Details Personalize | Find | View All | [Print] | [Refresh] First 1 of 1 Last

File Name	Description	User	Name	Date/Time Stamp
Expense_report_12714.docx				

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.



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



Approve Expense Report - Expense Details

Click Expense Report Summary

[Expense Report Summary](#)

*Business Purpose: CONFERENCE-APTA
 *Report Description: APTA
 Reference:

Report: 0000012714 Submitted for Approval
 Attachments (1)

Notes

Expenses

Expand All | Collapse All Total 525.95 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
06/01/2017	DUES / MEMBERSHIPS	Membership Fee 240 characters remaining	CHECK TO EMPLOYEE	525.95	USD

Expand All | Collapse All Total 525.95 USD

Accounting Defaults More Options GO

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

Expense Line Items Personalize | Find |

Expense Type	Date	Account	Dept	Fund Code	PC Business Unit	Project	Activity	Reimburse Amt	Approve
DUES / MEMBERSHIPS	06/01/2017	607010	0504464	0030				525.95	<input checked="" type="checkbox"/>

Expense Report Totals

Totals (1 Line)	525.95 USD	Due Employee	525.95 USD
Non-Reimbursable Expenses	0.00 USD	Due Supplier	0.00 USD
Prepaid Expenses	0.00 USD	Definition of Totals	
Employee Credits	0.00 USD		
Supplier Credits	0.00 USD		
Cash Advances Applied	0.00 USD		

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

Role	Name	Action	Date/Time
Cost Center or Department Mgr			
Accounts Payable Staff	Henderson, Clyde C		
AP Manager			

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

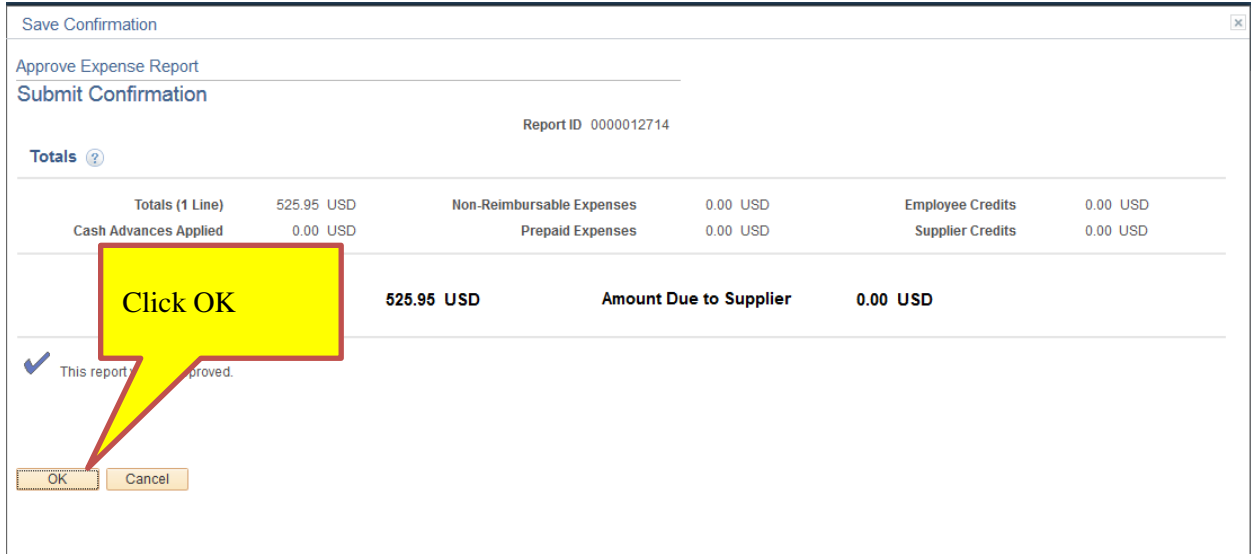
Action History Personalize | Find | First 1 of 1 Last

Role	Action	Date/Time
Employee	Submitted	06/21/2017 9:17:13AM

Comments

Budget Status and Budget Options

-
-
-
-
-

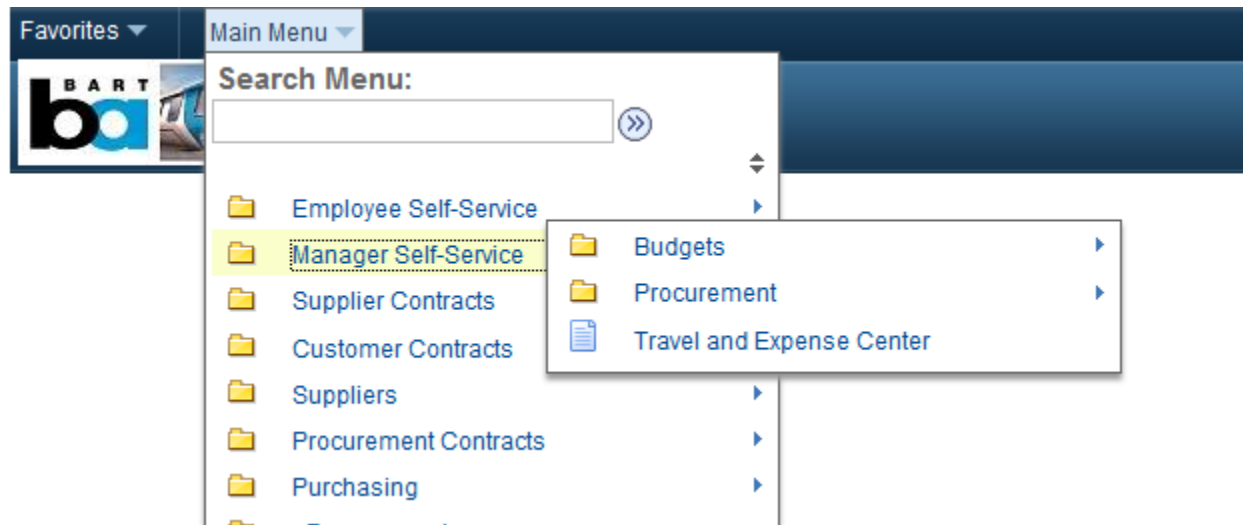


Deny Expense Report

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

Travel and Expense Center

Travel and Expense Center

Manager Travel and Expense Center

- Approvals
 - Approve expense transactions
 - Approve Transactions
 - Modify Approved Transactions
- Analysis
 - Access analysis tools for time and expense entries
- Profiles and Preferences
 - Manage your personal, organizational and financial details for travel and expense reporting
- Budget Check
 - Request budget check, review budget exceptions and cancel approved travel authorizations
 - View Exceptions - Expense Rpt
- Print Reports
 - Print management reports for travel expenses
 - Cash Advances by Dept
 - Expense Transaction by Dept
- Manage Security
 - Authorize users, setup approvers and reassign work
- Review Payments
 - Review history of expense payments
 - Review Expense History

Click on Transaction ID

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

Search Pending Transactions

Change

Select All Back Hold Refresh List Budget Check

Select	Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input checked="" type="checkbox"/>	Expense Report	525.95	USD			APTA	0000012714	06/21/2017	Submitted for Approval	Cost Center or Dept. Manager

Select All Clear All Approve Reviewed Send Back Hold Refresh List Budget Check

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

Accounting Defaults

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

Expense Line Items

Expense Type	Date	Account	Dept	Fund Code	PC Business Unit	Project	Amount	Approve
DUES / MEMBERSHIPS	06/01/2017	607010	0504464	0030			525.95	<input checked="" type="checkbox"/>

Expense Report Totals

Employee Expenses (1 Line)	525.95 USD	Due Employee	525.95 USD
Non-Reimbursable Expenses	0.00 USD	Due Supplier	0.00 USD
Prepaid Expenses	0.00 USD	Definition of Totals	
Employee Credits	0.00 USD		
Supplier Credits	0.00 USD		
Cash Advances Applied	0.00 USD		

Pending Actions

Role	Name	Action	Date/Time
Cost Center or Department Mgr			
Accounts Payable Staff			
AP Manager			

Action History

Role	Name
Employee	

Comments

This Expense report is denied.

Budget Status Valid
Budget Options

Approve Send Back Hold Deny Save Changes

Scroll down to view approval buttons.

Comments are required when denying an Expense Report

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

Approve Expense Report

Submit Confirmation

Report ID 0000012714

Totals ?

Employee Expenses (1 Line)	525.95 USD	Non-Reimbursable Expenses	525.95 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Non-Approved Expenses	525.95 USD				

Amount Due to Employee

0.00 USD

Amount Due to Supplier

0.00 USD

Click OK

...ied.
...of the expenses will be reimbursed.

OK Cancel