

e-Reimbursement Edit Check

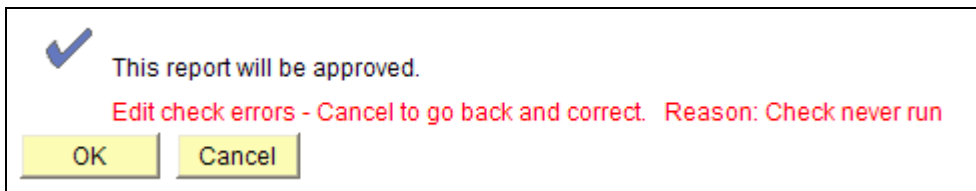
Running the Automated Edit Check Program as an Approver:

1. Navigate to: Manager Self Service > Travel and Expense Center > Approvals > Approve Transactions
2. Select an Expense Report in the Approval List
3. Perform the review of the Expense Report required by the Approver responsibilities
4. To approve the Expense Report without running the Edit Check, click "Approve". The approver may receive an Edit Check warning at this time.

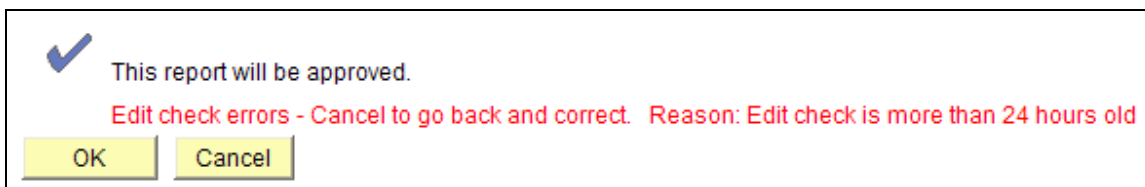
Edit Check Warnings

After clicking "Approve":

- if the Edit Check has been run in the past 24 hours and there are no funding errors, no warning will display. Click "OK" to approve the expense report. The expense report will now route to the Auditor.
- If the Edit Check has never been run, even if there are no funding errors, the following warning will display:




- If the Edit Check has previously been run, but not in the past 24 hours, even when there are no funding errors, the following warning will display:



Even though a warning may be displayed, an expense report can be approved by the approver without correcting funding errors or running the Edit Check by clicking "OK". An expense report that is approved without correcting funding errors will now route to the Auditor, but the Auditor will not be able to approve without running the Edit Check and correcting any funding errors.

When an approver wants to check for valid funding and/or correct any Edit Check funding errors, click on "Approve". A warning similar to the following will display:

 This report will be approved.
 Edit check errors - Cancel to go back and correct. Reason: Check never run

To identify and correct funding errors, Click "Cancel", then run the Edit Check. To run the Edit Check, Click "Save" then "OK". There will be a short delay and the screen will indicate "Processing" before the following screen displays:

Edit Check Running in Background

The edit check process is now running in the background and will do an edit check on all of the expense reports that are in your approval queue. This may take several minutes to complete.



Select the OK button to refresh this page to view the current status of the background process.

When the Status indicates Success then click Cancel to return to your approval list.

Status: Success

When the above screen's status indicates "Success" click cancel to return to the approval list. If the expense report being approved does not appear in the list, click on "Refresh List" until the expense report appears in the list.

Click on the expense report currently being reviewed. If funding errors exist, the Exception Alert "bubble" displays:

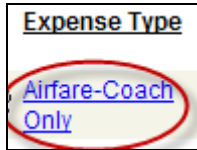
Expense Line Items									Cust
Expense Type	Date	PC Business Unit	Project Activity	Reimburse Amt	Currency	Receipt Verified	Receipt Required	Approve Expense	
 Airfare-Coach Only	01/30/2009			1,032.00	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
 Lodging-Group	01/30/2009			777.00	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Click on the alert bubble to view the reason for the exception:

If the exception alert was triggered by a funding error, the exception alert will display:

Line	Expense Type	Trans Date	Amount	Exception	Comment
1	Airfare-Coach Only	01/30/2009	\$1,032.00		Number of edit check errors= 1
2	Lodging-Group	01/30/2009	\$777.00		Number of edit check errors= 1

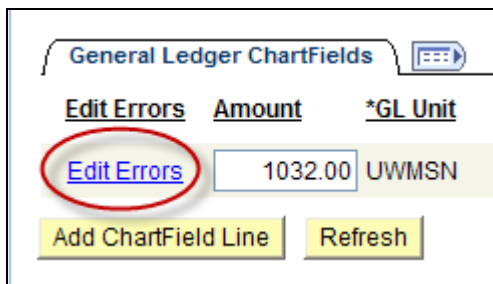
To view the specific funding problem, click on the Expense Type:



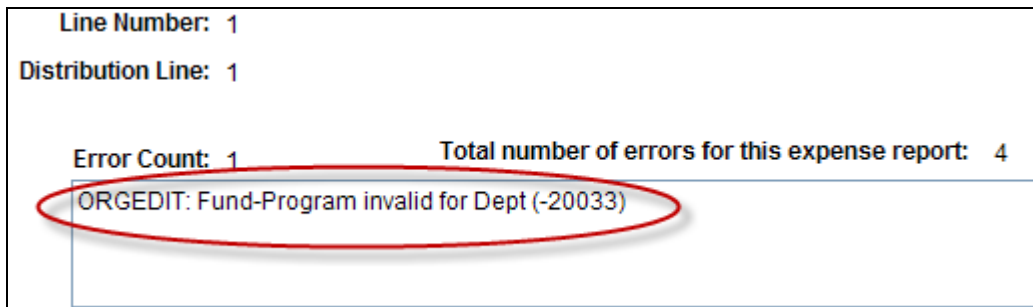
The details screen of the Expense Type opens. Then, click on the Accounting Detail:



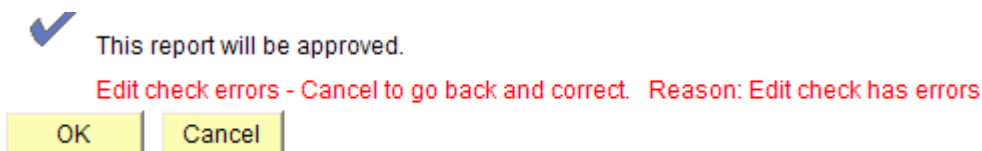
Funding information will be displayed. Click Edit Errors to display the specific funding error:



The reason for the Edit Check error will be displayed:



The approver can then either correct the funding error or approve the expense report without correcting the error. If the funding is not corrected, when the Approve button is clicked, the following warning displays:



Click 'OK' to approve the report without correcting funding errors. Click Cancel to return to the expense report and to correct errors.