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:

  ![Edit Check Warning]

- 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:

  ![Edit Check Warning]

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:

![Warning]

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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:

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:

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

![Expense Type]

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

![Accounting Detail]

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

![Edit Errors]

The reason for the Edit Check error will be displayed:

![Error Count]

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:

![Warning]

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