

e-Reimbursement Edit Check

Running the Automated Edit Check Program as an Auditor

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 Auditor responsibilities
4. To approve the Expense Report without running the Edit Check, click "Approve".

Edit Check Warnings

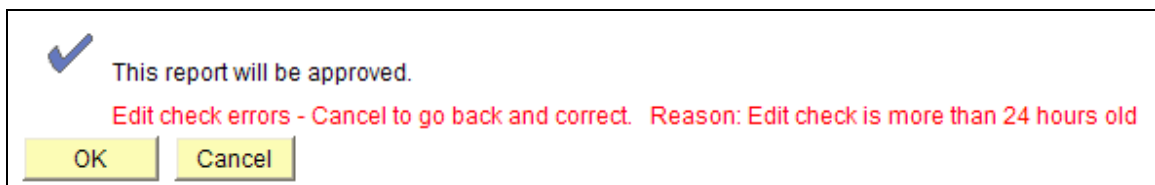
After clicking "Approve":

- If the Edit Check has been run by the Approver 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 is now fully approved.
- If the Edit Check has never been run, even if there are no funding errors, the following warning will display:



Clicking OK will bring the Auditor back to the Expenses Report. The Expense Report cannot be approved until the Edit Check is run.

- If the Edit Check has previously been run, but not in the past 24 hours, the following warning will display:



Clicking OK will bring the Auditor back to the Expenses Report. The Expense Report cannot be approved until the Edit Check is run again. Click "Cancel".

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

OK Cancel

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								
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 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:

Expense Type

Airfare-Coach Only

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

Exception Comments	
Location Amount:	<input type="text"/>
No Receipt:	<input type="text"/>
Accounting Detail	

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

General Ledger ChartFields		
Edit Errors	Amount	*GL Unit
Edit Errors	1032.00	UWMSN
<input type="button" value="Add ChartField Line"/>		<input type="button" value="Refresh"/>

The reason for the Edit Check error will be indicated:

Line Number: 1				
Distribution Line: 1				
<table> <tr> <td>Error Count: 1</td> <td>Total number of errors for this expense report: 4</td> </tr> <tr> <td colspan="2">ORGEDIT: Fund-Program invalid for Dept (-20033)</td> </tr> </table>	Error Count: 1	Total number of errors for this expense report: 4	ORGEDIT: Fund-Program invalid for Dept (-20033)	
Error Count: 1	Total number of errors for this expense report: 4			
ORGEDIT: Fund-Program invalid for Dept (-20033)				

The auditor must then either correct the funding error or send the expense report back to the traveler for funding correction. If the auditor does not take one of these actions, the expense report cannot be approved. After the auditor corrects the funding, the Edit Check must again be run.

After running the Edit Check, click on the expense report currently being reviewed. Click "Approve", then "OK". If the funding has been corrected and the expense report was saved, the expense report will now be approved