

e-Reimbursement Edit Check

Running a Manual Edit Check as Either An Approver or Auditor

The Edit Check may also be run as a manual process (also referred to as Process Monitor) using the following steps:

1. Navigate to: Travel and Expenses > UW Travel and Expenses > Reports and Information > Edit Program
2. When running a manual edit check for the first time:
 - a. Click on 'Add a New Value' tab
 - b. Enter New Run Control ID (EDIT)
 - c. Click on 'Add'
3. After first time:
 - a. Enter Run Control ID in 'Find an Existing Value' tab
 - b. Click on 'Search'
4. Check 'All in my worklist' box
OR
 - a. Click on Magnifying Glass next to 'Expense Report'
 - b. Click on desired Expense Report number
5. Click on 'Save'
6. Click on 'Run'
7. Select Server Name from drop-down: PSUNIX
8. Click on 'OK'
9. Click on 'Process Monitor'
10. Click on 'Refresh' until Run Status lists 'Success' and Distribution Status list 'Posted'
11. Click on 'Details'
12. Click on 'View Log/Trace'
13. Click on PDF file link (ends in .PDF)
14. The page should be blank, except for the headings. If there are errors, correct Funding and rerun until no errors