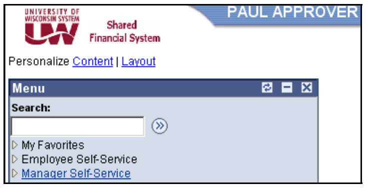
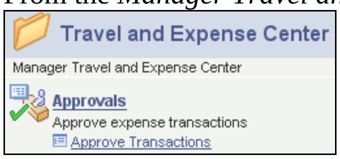
Approve Expense Report

In this example, Paul Approver will review and approve the expense report for Lori Traveler.

1.	From the main Menu:  Click the **Manager Self-Service** link. Manager Self-Service
2.	From the **Manager Self-Service** menu, click the **Travel and Expense Center** link. Travel and Expense Center
3.	From the *Manager Travel and Expense Center* menu, **Approvals** section:  Click the **Approve Transactions** link. Approve Transactions
4.	The **Overview** tab lists all the transaction types (Cash Advances, Expense Reports, Travel Authorizations) awaiting review for approval. Overview
5.	You can gain more viewing area on the screen by collapsing the main Menu on the left. Menu Click the **Collapse Menu** button or press **(Ctrl+Y)**.
6.	When the main Menu is collapsed, it displays as a computer screen icon. To display the main Menu again, click on the icon. For our example, we will not show the main Menu.
7.	To display a specific transaction type (*e.g.* Expense Reports), just click on the tab for that transaction type. Expense Reports
8.	Alert Icons In each tab, transactions marked with a yellow triangle (*e.g.* **Alert**) icon indicate items which may need more scrutiny.
9.	To display an expense transaction, click the **Description or Transaction ID** link. Meeting at UWM 12JAN09 0000000185

10.	In the **Expense Report Summary** page, the screen is divided into seven sections: Approve Expense Report Expense Report Summary LORI TRAVELER 1. Report Information 2. Receipt Information 3. Expense Line Items 4. Expense Report Totals 5. Pending Actions 6. Action History 7. Comments
11.	In the **Receipt Information** section, the **Receipts Received** checkbox allows you to indicate that all required receipts for the expense report are in your possession. Receipt Information Receipts Received If you have received the paper receipts packet from the traveler, click the **Receipts Received** box so that a checkmark displays. Receipts Received **Note:** If the *Receipts Received* checkbox is not displayed, this means none of the expense items on the Expense Report require a receipt; the dollar amount is below the threshold.
12.	<u>Approve/Unapprove Expenses</u> In the **Expense Line Items** area Expense Line Items: By default, the **Approve Expense** box is checked (*e.g.* Approved). Approve Expense To unapprove the expense type (*e.g.* Parking), click in the box so that the checkmark is removed. **Note**: If you unapprove an expense, a **Select reason** listbox displays; choose from the list of available reasons as to why you are not allowing the expense (*e.g.* Out of Policy).
13.	<u>Sort the Data</u> In the *Expense Line Items* area, you can sort the data by clicking on any column heading (*e.g.* Expense Type) to sort in ascending or descending order. Expense Type
14.	<u>Exceptions for Expense Report Line Items</u> If an exception exists for a particular line item, an **Exceptions** graphic bubble displays in the left-hand margin. To view the exception comments, click the **Exceptions** graphic.

15.	<u>Exceptions for Expense Report Line Items (continued)</u> In the *View Exception Comments* screen: Approve Expense Report **View Exception Comments** LORI TRAVELER The **Exception** column displays system-generated messages regarding the exception reason (*e.g.* Amount Exceeded). Exception Amount Exceeded The **Comment** column displays exception comments from one of two sources: 1) the person who created the expense report; --OR-- 2) ones that are system-generated by e-Reimbursement. **Note**: Approvers and Auditors should use this information to make their decisions on whether to accept/reject the expense line in whole or in part, or whether to split funding with the UW Foundation, if available. When finished viewing the exception comments, click the **Return To Expense Report** link. Return to Expense Report
16.	In the *Expense Report Summary* screen: Approve Expense Report **Expense Report Summary** LORI TRAVELER To move to the bottom of the screen, click the vertical scrollbar.
17.	To view the details of an expense: Click an entry in the **Expense Type** column. In this example, we will choose Business Communications, Line 3. Business Communications
18.	In the *Expense Detail for Business Communications (Line 3)* screen: Approve Expense Report **Expense Detail for Business Communications (Line 3)** LORI TRAVELER **Report ID:** Review the entries made by the traveler/claimant. **Note:** The **Description** field may be used to add more information, if needed.
19.	<u>Mark Expense as Non-Reimbursable</u> In the *Expense Detail for Business Communications (Line 3)* screen: To mark the expense as non-reimbursable, click the **Non-Reimbursable** option so that a checkmark is displayed. ☑ **Non-Reimbursable**

20.	You can navigate among other expense line items within the expense report by clicking **Previous Expense** or **Next Expense**. Previous Expense Next Expense
21.	To return to the **Expense Report Summary** screen, click the **Return to Expense Report** link. Return to Expense Report
22.	Add Comments to Expense Report In the **Expense Report Summary** screen Approve Expense Report Expense Report Summary LORI TRAVELER To add comments to the expense report: Comments Click in the **Comments** field.
23.	Options for expense reports include: **Approve** – **For Approvers:** expense report is approved and routed automatically to next person in the workflow. **For Auditors:** Clicking on the **Approve** button will complete the approval process for this expense report. (The system will automatically generate an e-mail notification to the Traveler that their expense report has been approved). ***Send Back -** expense report is sent back to the traveler/claimant for revision. **Hold** - expense report is saved and placed "on hold." **(Not Recommended)** (No one else can work on this document when it is in *hold* status). ***Deny -** the entire expense report is denied and none of the expenses will be reimbursed. The deny option is similar to a delete. **Save** (for later) – This option functions in two ways: a) the expense report and any changes are saved and can be worked on at a later time; b) will also initiate the Expenses Edit program which checks for funding string errors within the expense report. **Auditors** need to correct all funding string errors before approving; **Approvers** may bypass the correcting errors process. ***NOTE**: If a previous approver is maintaining the receipt packet, you may want to advise them that you sent back/denied the expense report. They may need to make adjustments or return the receipt packet to the traveler.
24.	Approve Expense Report To approve the expense report, click the **Approve** button. Approve

25.	In the **Submit Confirmation** screen:  The *Expense Report Totals* section summarizes the expense report. The system displays the message, "This report will be approved." To approve the expense report, click the **OK** button. 
26.	In the **Overview** tab, *Transactions to Approve* section:   The expense report you approved (*e.g.* Transaction ID 185) no longer appears in the list of transactions to approve. When finished, click the **Home** hyperlink , located at the top right portion of the screen.
27.	You have successfully reviewed and approved an expense report. **End of Procedure.**