



# Business Process Document

## PS FIN Travel Expenses: Approving an Expense Report

<b>Department</b>	
<b>Responsibility/Role</b>	
<b>File Name</b>	Approving an Expense Report_BUSPROC.doc
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### Approving an Expense Report

Trigger:

Required Field(s)	Comments

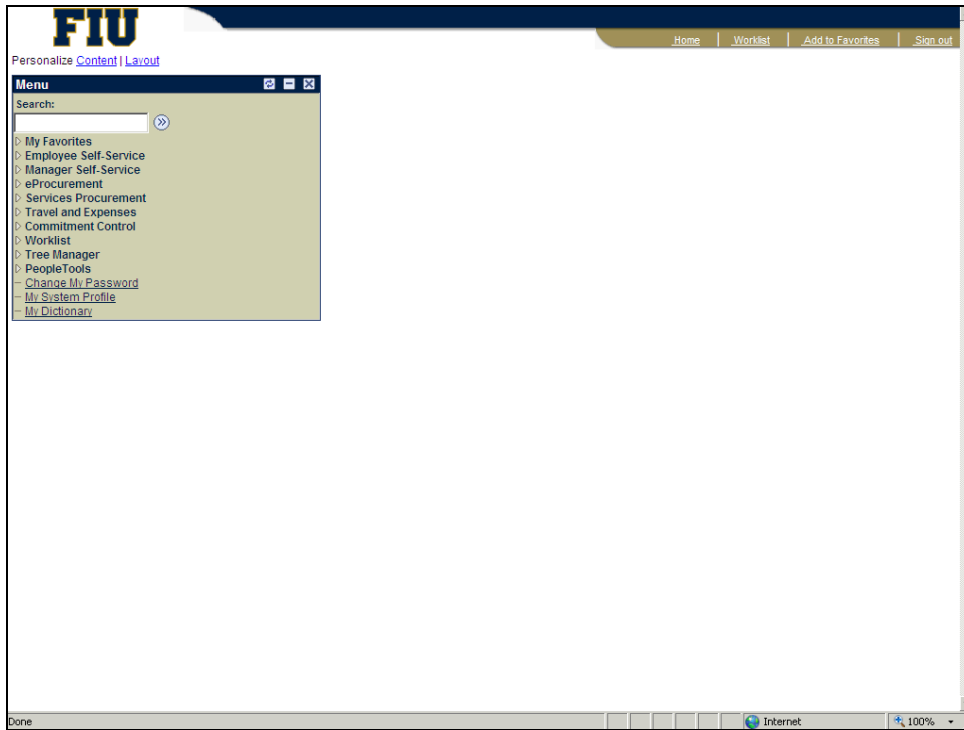
Output - Results	Comments

### Additional Information

## Procedure

### As a Manager:

In this topic, you will Approve an Expense Report.



Step	Action
1.	Click the <b>Travel and Expense Center</b> link. <a href="#">Travel and Expenses</a>
2.	Click the <b>Approvals</b> link. <a href="#">Approvals</a>
3.	Click the <b>Approve Transactions</b> link. <a href="#">Approve Transactions</a>



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The screenshot shows the FIU web application interface. The main content area displays a table titled "Transactions to Approve" with the following data:

Transaction Type	Total Unit	Name	Employee ID	Description	Transaction ID	Date Submitted
Expense Report	350.00 USD	Panther, Patty	1290091	<a href="#">HEUG Conference</a>	0000186564	04/14/2009
Travel Authorization	50.00 USD	Gold, Peter	1231455	<a href="#">01_02</a>	0000033242	04/14/2009
Travel Authorization	350.00 USD	Panther, Patty	1290091	<a href="#">HEUG Conference</a>	0000033269	04/14/2009

Step	Action
4.	Click an entry in the <b>Description</b> column. <a href="#">HEUG Conference</a>

# Business Process Document

## PS FIN Travel Expenses: Approving an Expense Report



**FIU**

Home | .Worklist | Add to Favorites | Sign out

New Window | Customize Page | Help

**Menu**

Search: [ ]

- My Favorites
- Employee Self-Service
- Manager Self-Service
- eProcurement
- Services Procurement
- Travel and Expenses
  - Approve Transactions
    - Approve Transactions
    - Modify Approved Transactions
  - Manage Employee Information
  - Load External Information
  - Process Expenses
  - Manage Accounting
  - Real-Time Analysis
  - Travel and Expense Center
- Commitment Control
- Worklist
- Tree Manager
- PeopleTools
- Change My Password
- My System Profile
- My Dictionary

**Approve Expense Report**

**Expense Report Summary**

Patty Panther [User Defaults](#) Report ID: 0000186664

**Report Information**

Report Description: HEUG Conference Reference: Employee Base: Office  
 Business Purpose: Conference Comment: Conference  
 Report Status: Submitted for Approval  
 Default Location: Nevada.LasVegas

\*Accounting Date: 04/14/2009 By: 1290091  
 Last Updated: 04/14/2009 By: 1290091  
 Accounting Template: STANDARD [ImageNow](#)  
 Accounting Defaults More Options: [ ] GO

You can deny individual expenses and still approve or send back the overall report.

**Expense Line Items** [Customize](#) | [Find](#) | [Help](#)

Expense Type	Date	PC Business Unit	Project	Activity	Reimburse Amt	Currency	Approve Expense
<a href="#">Domestic Auto Rental</a>	04/14/2009				200.00	USD	<input checked="" type="checkbox"/>
<a href="#">Domestic Incidentals</a>	04/14/2009				50.00	USD	<input checked="" type="checkbox"/>
<a href="#">Domestic Lodging</a>	04/14/2009				100.00	USD	<input checked="" type="checkbox"/>

**Expense Report Totals**

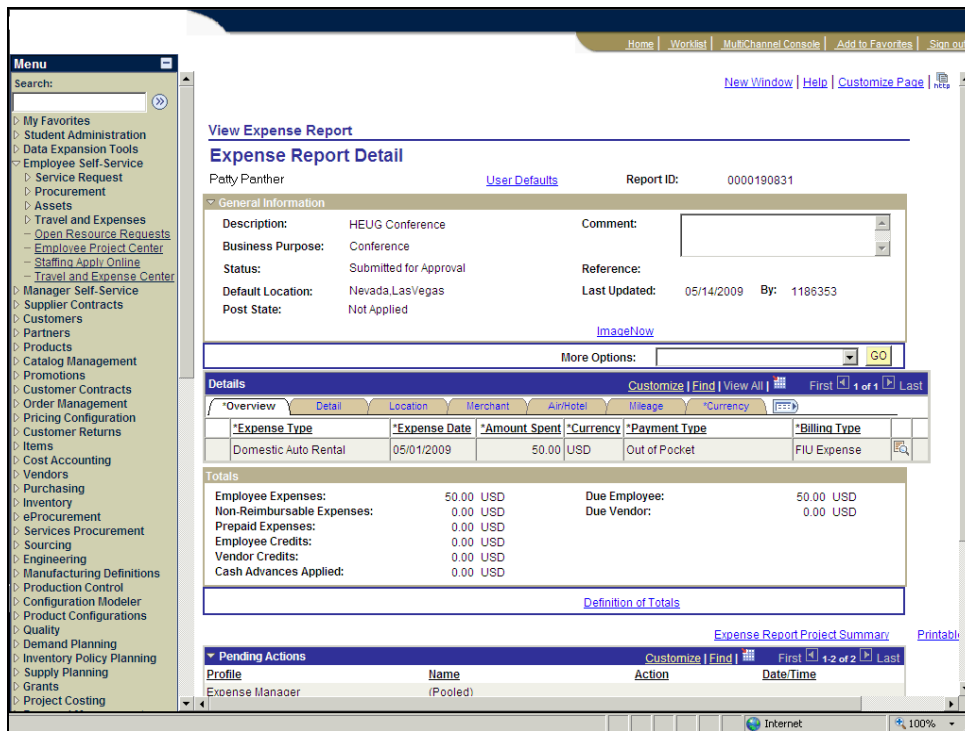
Employee Expenses:	350.00	USD	Due Employee:	350.00	USD
Non-Reimbursable Expenses:	0.00	USD	Due Vendor:	0.00	USD
Prepaid Expenses:	0.00	USD	<a href="#">Definition of Totals</a>		
Employee Credits:	0.00	USD			
Vendor Credits:	0.00	USD			
Cash Advances Applied:	0.00	USD			

**Pending Actions** [Customize](#) | [Find](#) | [Help](#) First 1-2 of 2 Last

Profile	Name	Action	Date/Time

Internet 100%

Step	Action
5.	Click the scrollbar.  Review the Expense Report



Step	Action
6.	Click the <b>ImageNow</b> link to view the employee's receipts that were submitted. <a href="#">ImageNow</a>
7.	Here you can review the employee's receipts that were scanned through ImageNow.

# Business Process Document

## PS FIN Travel Expenses: Approving an Expense Report



**Expense Line Items**

Expense Type	Date	PC Business Unit	Project	Activity	Reimburse Amt	Currency	Approve Expense
<a href="#">Domestic Auto Rental</a>	04/14/2009				200.00	USD	<input checked="" type="checkbox"/>
<a href="#">Domestic Incidentals</a>	04/14/2009				50.00	USD	<input checked="" type="checkbox"/>
<a href="#">Domestic Lodging</a>	04/14/2009				100.00	USD	<input checked="" type="checkbox"/>

**Expense Report Totals**

Employee Expenses:	350.00	USD	Due Employee:	350.00	USD
Non-Reimbursable Expenses:	0.00	USD	Due Vendor:	0.00	USD
Prepaid Expenses:	0.00	USD	<a href="#">Definition of Totals</a>		
Employee Credits:	0.00	USD			
Vendor Credits:	0.00	USD			
Cash Advances Applied:	0.00	USD			

**Pending Actions**

Profile	Name	Action	Date/Time
Expense Manager	(Pooled)		
Prepay Auditor	(Pooled)		

**Action History**

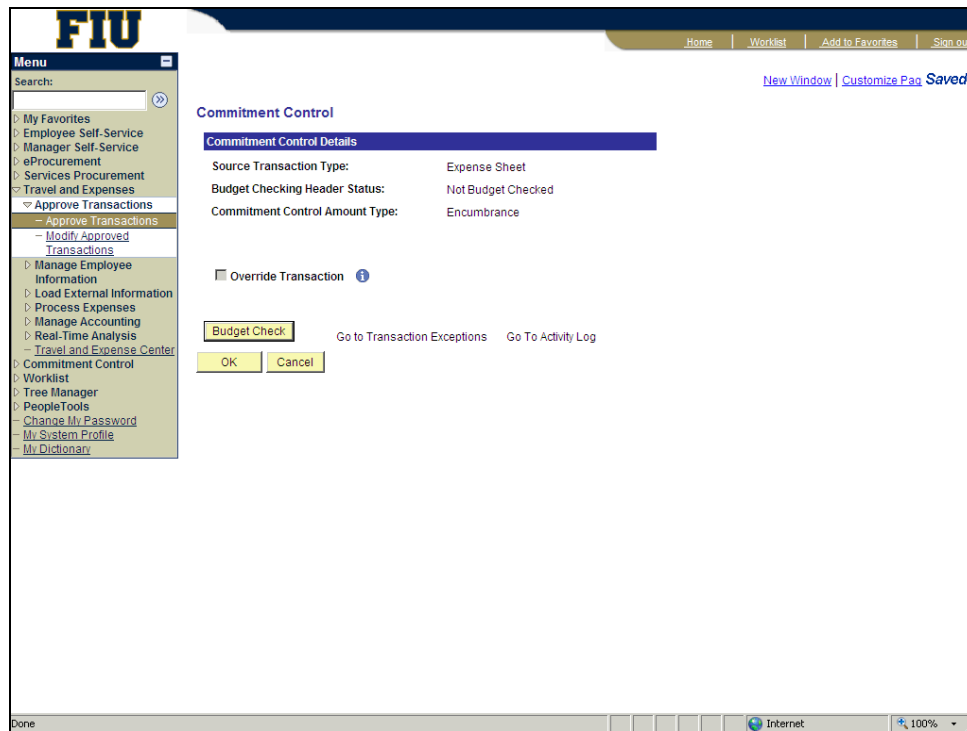
Profile	Name	Action	Date/Time
	Panther, Patty	Submitted	04/14/2009 5:17:53PM

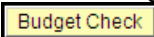
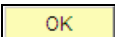
**Budget Status:** Not Chkd  
[Budget Options](#) Budget Checking is required before the Expense Report can be Approved. Please click on the Budget Options hyperlink.

Buttons:

[Return to Approval List](#) [Next in List](#)

Step	Action
8.	<p>Click the <a href="#">Budget Options</a> link.</p> <p>A program runs every two hours and budget checks all Department numbers based on the chart string.</p> <p><a href="#">Budget Options</a></p>



Step	Action
9.	<p>Click the <b>Budget Check</b> button.</p> <p>You may get a <b>"Warning"</b> if you over spend on your budget, however, you will be able to continue with your approvals.</p> <p>You may get an <b>"Error"</b> if you do not have a budget or if the Project does not have a budget and you will not be able to approve this action.</p> <p></p>
10.	<p>Click the <b>OK</b> button.</p> <p></p>

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**Approve Expense Report**  
**Expense Report Summary**

Patty Panther [User Defaults](#) Report ID: 0000186664

**Report Information**

Report Description: HEUG Conference Reference: Employee Base: Office  
 Business Purpose: Conference Comment: Conference  
 Report Status: Submitted for Approval  
 Default Location: Nevada.LasVegas

\*Accounting Date: 04/14/2009 By: 1290091  
 Last Updated: 04/14/2009 By: 1731526  
 Accounting Template: STANDARD [ImagetNow](#)

Accounting Defaults More Options:

You can deny individual expenses and still approve or send back the overall report.

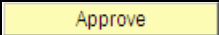
Expense Type	Date	PC Business Unit	Project	Activity	Reimburse Amt	Currency	Approve Expense
<a href="#">Domestic Auto Rental</a>	04/14/2009				200.00	USD	<input checked="" type="checkbox"/>
<a href="#">Domestic Incidentals</a>	04/14/2009				50.00	USD	<input checked="" type="checkbox"/>
<a href="#">Domestic Lodging</a>	04/14/2009				100.00	USD	<input checked="" type="checkbox"/>

**Expense Report Totals**

Employee Expenses:	350.00	USD	Due Employee:	350.00	USD
Non-Reimbursable Expenses:	0.00	USD	Due Vendor:	0.00	USD
Prepaid Expenses:	0.00	USD	<a href="#">Definition of Totals</a>		
Employee Credits:	0.00	USD			
Vendor Credits:	0.00	USD			
Cash Advances Applied:	0.00	USD			

**Pending Actions**

Profile	Name	Action	Date/Time

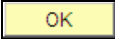
Step	Action
11.	Click the scrollbar.
12.	Click the <b>Approve</b> button. 



# Business Process Document

## PS FIN Travel Expenses: Approving an Expense Report



Step	Action
13.	Click the <b>OK</b> button. 

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## PS FIN Travel Expenses: Approving an Expense Report



The screenshot displays the PantherSoft interface for approving an expense report. The main content area shows the following data:

Expense Type	Date	PC Business Unit	Project	Activity	Reimburse Amt	Currency	Approve Expense
Domestic Auto Rental	04/14/2009				200.00	USD	<input checked="" type="checkbox"/>
Domestic Incidentals	04/14/2009				50.00	USD	<input checked="" type="checkbox"/>
Domestic Lodging	04/14/2009				100.00	USD	<input checked="" type="checkbox"/>

Expense Report Totals			
Employee Expenses:	350.00	USD	Due Employee: 350.00 USD
Non-Reimbursable Expenses:	0.00	USD	Due Vendor: 0.00 USD
Prepaid Expenses:	0.00	USD	<a href="#">Definition of Totals</a>
Employee Credits:	0.00	USD	
Vendor Credits:	0.00	USD	
Cash Advances Applied:	0.00	USD	

Profile	Name	Action	Date/Time
Expense Manager	(Pooled)		
Prepay Auditor	(Pooled)		

Profile	Name	Action	Date/Time
	Panther, Patty	Submitted	04/14/2009 5:17:53PM

Budget Status: Valid      Budget Checking completed. Report is ready for Approval/Posting.  
[Budget Options](#)

Approve    Send Back    Hold    Save Changes

[Return to Approval List](#)    [Next in List](#)

Step	Action
14.	Click the scrollbar.
15.	Click the "Home" Link
16.	Congratulations. You have successfully Approved an Expense Report. <b>End of Procedure.</b>