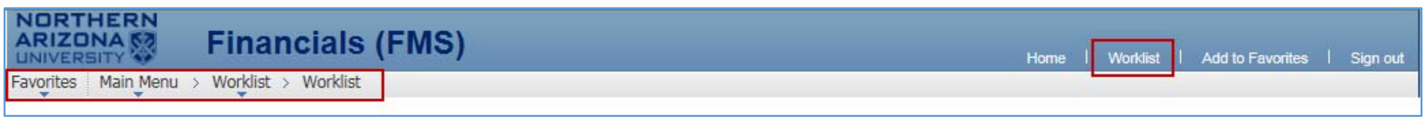
Approving Travel Documents

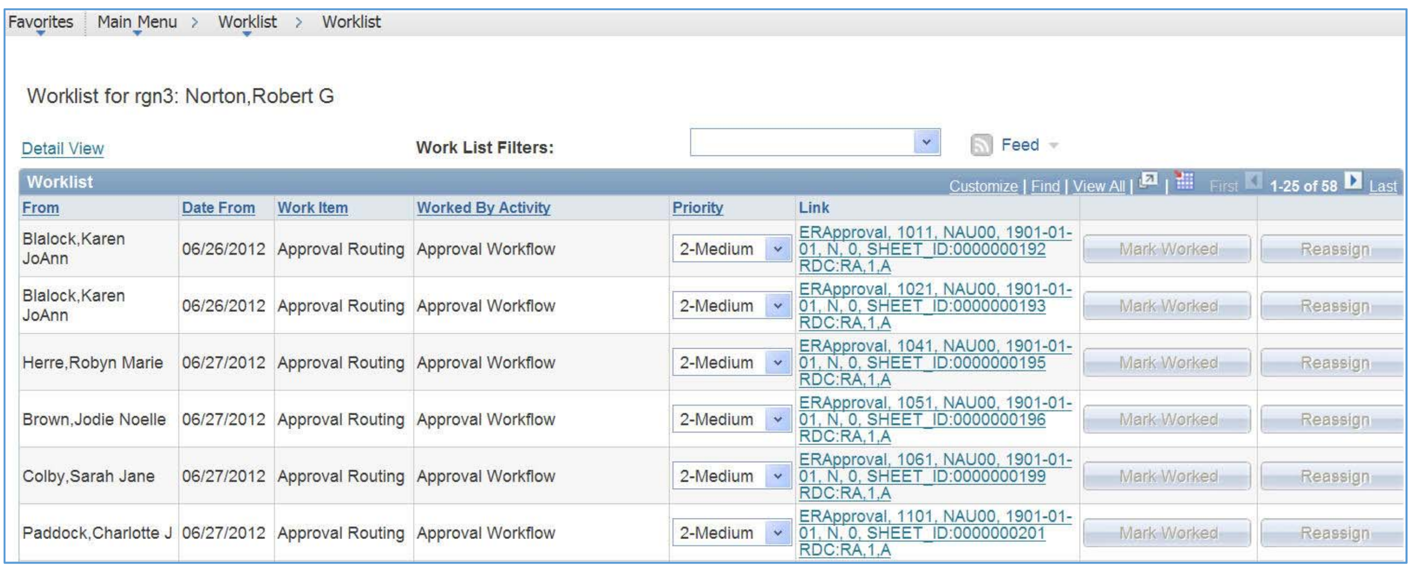
Business Process: Worklist

After an expense report, travel authorization, cash advance is created and submitted it will be routed for approval. Travel and Expense documents that are pending approval can be viewed and selected for approval through the Worklist Approval screen. In order for Travel and Expense documents to move onto the next approval step, the documents must be budget checked before approvals can be applied.

Worklist:

The worklist can be found thru the menu or on the header as shown.





Favorites | Main Menu > Worklist > Worklist

Worklist for rgn3: Norton,Robert G

Detail View | Work List Filters: | Feed

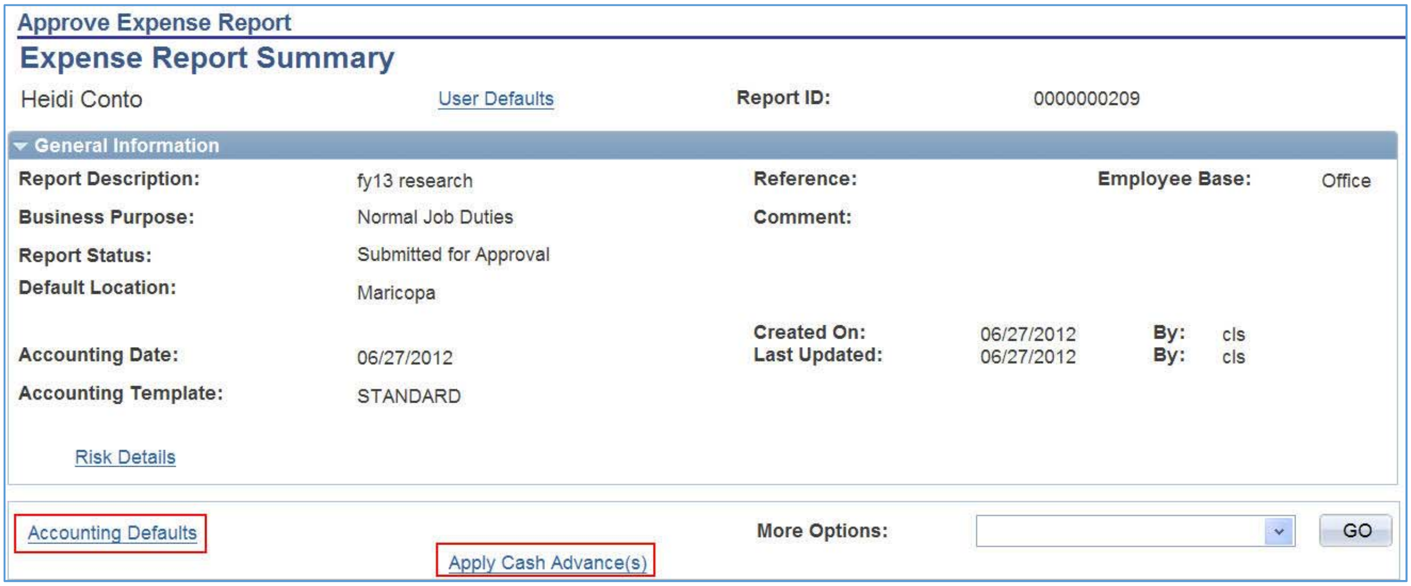
Worklist | Customize | Find | View All | First 1-25 of 58 Last

From	Date From	Work Item	Worked By Activity	Priority	Link		
Blalock,Karen JoAnn	06/26/2012	Approval Routing	Approval Workflow	2-Medium	ERApproval, 1011, NAU00, 1901-01-01, N, 0, SHEET_ID:0000000192 RDC:RA,1,A	Mark Worked	Reassign
Blalock,Karen JoAnn	06/26/2012	Approval Routing	Approval Workflow	2-Medium	ERApproval, 1021, NAU00, 1901-01-01, N, 0, SHEET_ID:0000000193 RDC:RA,1,A	Mark Worked	Reassign
Herre,Robyn Marie	06/27/2012	Approval Routing	Approval Workflow	2-Medium	ERApproval, 1041, NAU00, 1901-01-01, N, 0, SHEET_ID:0000000195 RDC:RA,1,A	Mark Worked	Reassign
Brown,Jodie Noelle	06/27/2012	Approval Routing	Approval Workflow	2-Medium	ERApproval, 1051, NAU00, 1901-01-01, N, 0, SHEET_ID:0000000196 RDC:RA,1,A	Mark Worked	Reassign
Colby,Sarah Jane	06/27/2012	Approval Routing	Approval Workflow	2-Medium	ERApproval, 1061, NAU00, 1901-01-01, N, 0, SHEET_ID:0000000199 RDC:RA,1,A	Mark Worked	Reassign
Paddock,Charlotte J	06/27/2012	Approval Routing	Approval Workflow	2-Medium	ERApproval, 1101, NAU00, 1901-01-01, N, 0, SHEET_ID:0000000201 RDC:RA,1,A	Mark Worked	Reassign

From: The Travel Specialist who created the travel and expense document.
Date From: Displays the date when the work item was triggered.
Work Item/Worked By Activity: Approval Routing. Displays the action that was generated.
Priority: No action required
Link: Click the link to access the target page; you can view information about the travel and expense document.

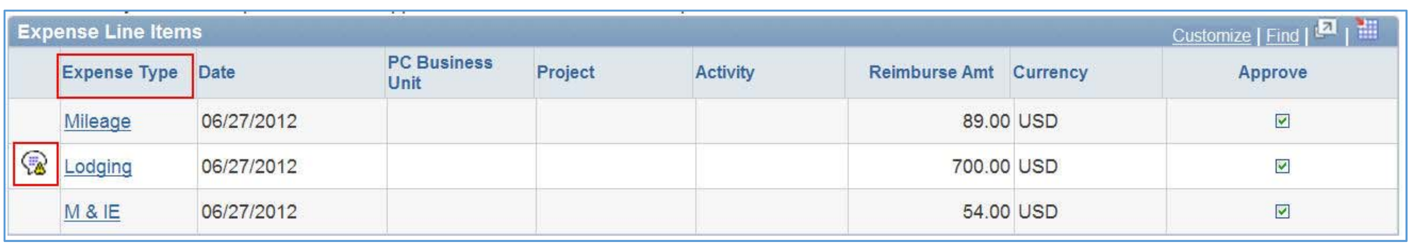
General Information:

The fields on the Approve Expense Report Summary page displays the travelers name, report ID number, comments, accounting defaults and cash advance (s).



Accounting Defaults: Accounting Defaults hyperlink will direct you to the accounting distribution summary for the travel and expense document.
Apply Cash Advance (s): Apply Cash Advance hyperlink will direct you to the Apply Cash Advance summary applied to the expense report.
<u>Expense Line Items</u>:

The Expense Line Items section displays the expense types, reimburse amounts and exceptions regarding an expense type when applicable.



	Expense Type	Date	PC Business Unit	Project	Activity	Reimburse Amt	Currency	Approve
	Mileage	06/27/2012				89.00	USD	☑
	Lodging	06/27/2012				700.00	USD	☑
	M & IE	06/27/2012				54.00	USD	☑

Expense Type: Expense type hyperlink, will direct you to view the details about the expense transaction line.

Exceptions Button: Exceptions button will direct you to view any comments regarding the expense type.

Expense Report Totals:

The Expense Report Totals section displays the travelers (employee) expenses, cash advances when applicable and amount due to traveler (employee).

Expense Report Totals

Employee Expenses:	843.00 USD	**Due Employee:**	843.00 USD
Non-Reimbursable Expenses:	0.00 USD	**Due Vendor:**	0.00 USD
Prepaid Expenses:	0.00 USD	Definition of Totals	
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

Pending Actions:

The Pending Actions section displays the routing sequence for approval
Profile: Next approval necessary.
Name: always (Pooled). Use the Enterprise report "approver list" to find the approver assigned to the Speedcharts selected.

Pending Actions — Personalize | Find | First 1 of 1 Last

Profile	Name	Action	Date/Time
Expense Manager	(Pooled)		

Action History:

The Action History section displays the name of the individual who applied approvals to the expense document.

Action History — Personalize | Find | First 1-3 of 3 Last

Profile	Name	Action	Date/Time
	Barrett,Alyssa	Submitted	04/10/2017 10:36:21AM
Reviewer	Hooten,Brenda L.	Reviewed	04/10/2017 11:26:49AM
Expense Manager	Martin,Deborah	Approved	04/10/2017 11:58:50AM

Comments:

Comments are required when an expense report is sent back for revision.

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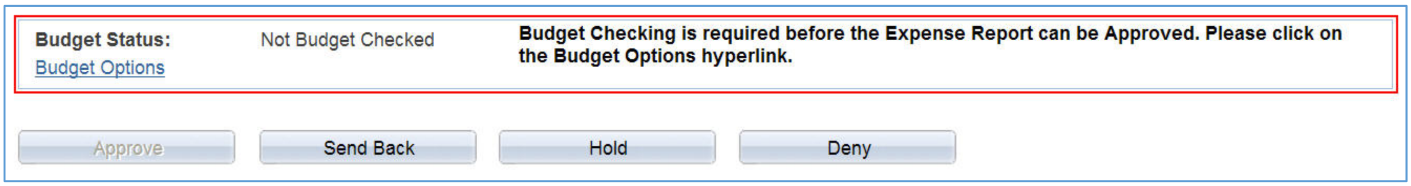
Budget Status:

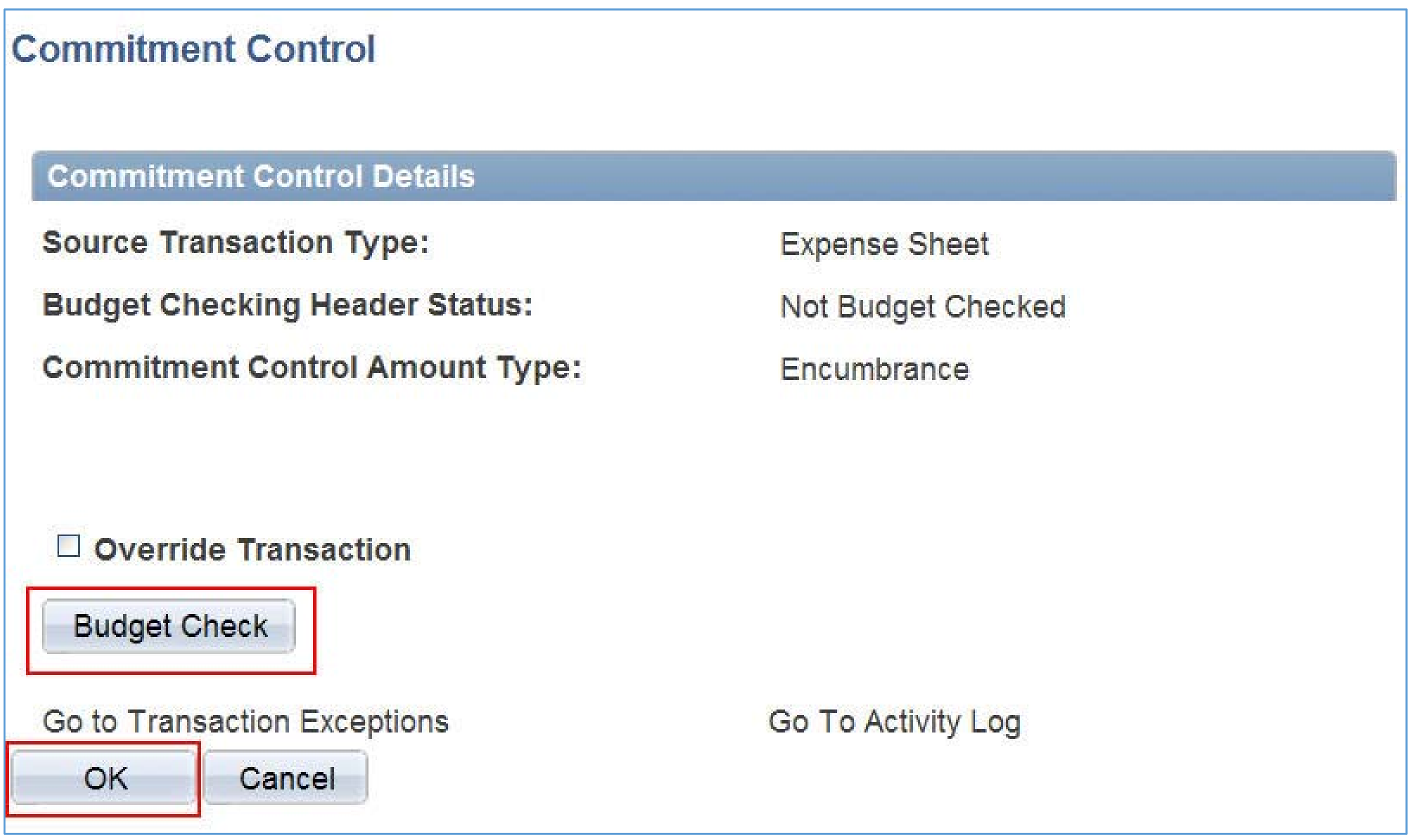
Budget Checking is required before an expense report or travel authorization can be approved. Budget checking is running every hour. If the approve button is grayed out, you can select the Budget Options hyperlink.



Budget Options: Select the Budget Options hyperlink to access the Commitment Control page.

Commitment Control:

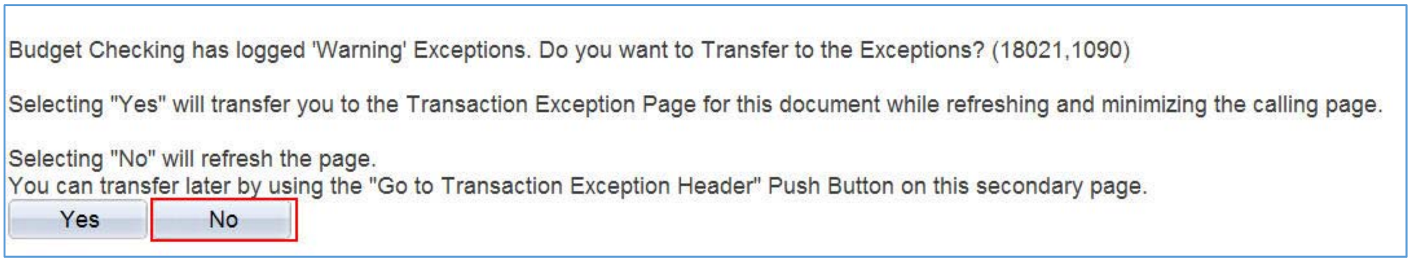
The Commitment Control page displays the commitment control details to budget check expense reports and authorizations.



Budget Check: Select the budget check button to run the budget processor for this transaction.

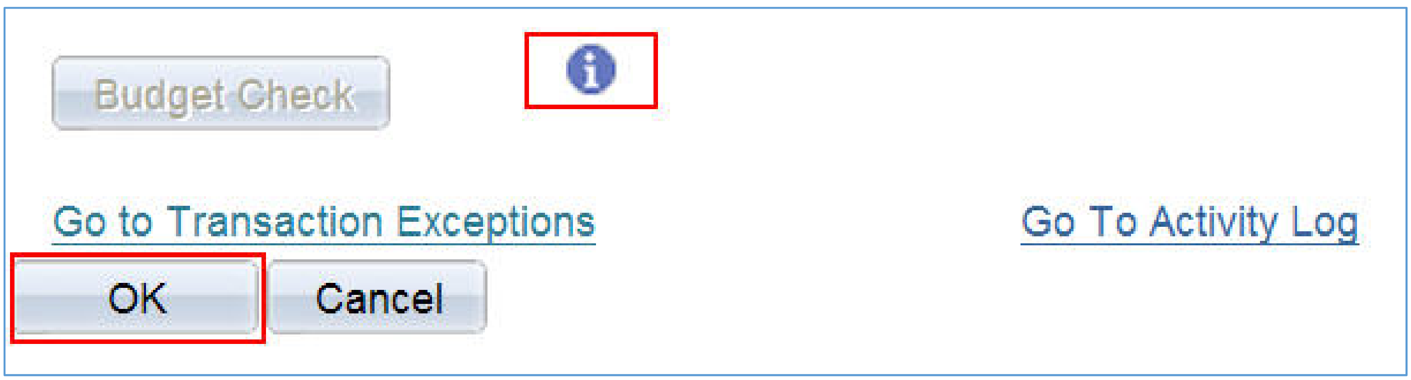
- Note: If a pop up screen appears, select the ok button, in most cases this page is a Warning.
- Select Ok
- You will be directed to the Transactions Exceptions page

- Select No



Budget Status Valid:

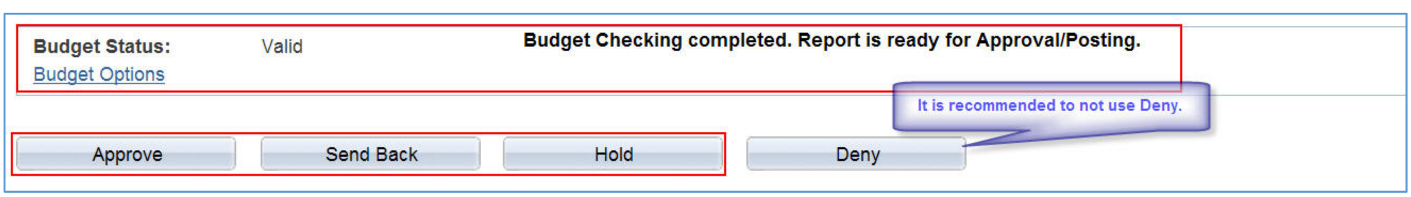
The commitment control page will indicate if the expense document is valid with the "i" icon.



- Select Ok.

Budget Status Valid:

After manual budget checking has been completed the expense report is ready for approval. The approval button will display once budget checking has passed.



Approve: Selecting the approve button changes the status to Approved for Payment. The expense report is ready for payment processing.

Send Back: Selecting the send back button changes the status to Pending. If you send the expense report back to the travel specialist for correction or revision, you must also provide an explanation in the Comment field.

Hold: Selecting the hold button puts the document on hold until you decide to approve or send back.

Deny: It is recommended to not use Deny. The system does not route denied expense nor does it allow the travel specialist to resubmit. Deny will cancel the document. You must provide an explanation in the comments field.

Denied document vs Deleted document:

Denied - A Denied document remains on the system as history. The document will have status "Denied" and is available to view only.

Delete - A Deleted document is removed from the PS Financials system and no longer found or available for view.

To approve VIA email:

Email Approval:

Select the hyperlink at the bottom of the email. The link will go to the PS Financials login page. After logging in, it will automatically direct you to the expense report, travel authorization or cash advance that needs approval.