

# Approving Expense Transactions

You will receive an email alerting you that an Expense Report, Travel Authorization or Cash Advance is ready for your approval. You can access the approval page by using the link in the email or by navigating to the page using the menu.

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### Access the Approval Worklist from an email notification

1. Make sure that you are logged into Peoplesoft.
2. Open the email notification.
3. Click on the hyperlink included in the email.

-----Original Message-----  
 From: [cjoyce@umassp.edu](mailto:cjoyce@umassp.edu) [<mailto:cjoyce@umassp.edu>]  
 Sent: Tuesday, March 6, 2018 9:42 AM  
 To: Momtaheni, Megan <[mmomtaheni@umassp.edu](mailto:mmomtaheni@umassp.edu)>  
 Cc: Joyce, Charlene <[cjoyce@umassp.edu](mailto:cjoyce@umassp.edu)>  
 Subject: FSLTD92: Link in TA Notify email (F92-10144)

Workflow Notification

Priority:

Date Sent: 2018-03-06

Sent To: Momtaheni, Megan M/SUM10070693

cc: Joyce, Charlene M/SUM10140942

Please click on the link below to access this transaction (You must be logged into PeopleSoft Finance Application before clicking on link):  
[https://fs-ltd.erp.umasscs.net/psp/fsltd92/EMPLOYEE/ERP/c/APPROVE\\_EXPENSE\\_TRANSACTIONS.EX\\_APPRVL\\_WORKLIST.GBL?Page=EX\\_ALLTXN\\_APPR&TRAVEL\\_AUTH\\_ID=0000013153&Action=U](https://fs-ltd.erp.umasscs.net/psp/fsltd92/EMPLOYEE/ERP/c/APPROVE_EXPENSE_TRANSACTIONS.EX_APPRVL_WORKLIST.GBL?Page=EX_ALLTXN_APPR&TRAVEL_AUTH_ID=0000013153&Action=U)

Message Text:

Hi Megan,

This is a test to confirm that the link included in this email takes you to the Approval Worklist page.

Would you let me know if the link takes you to the desired page?

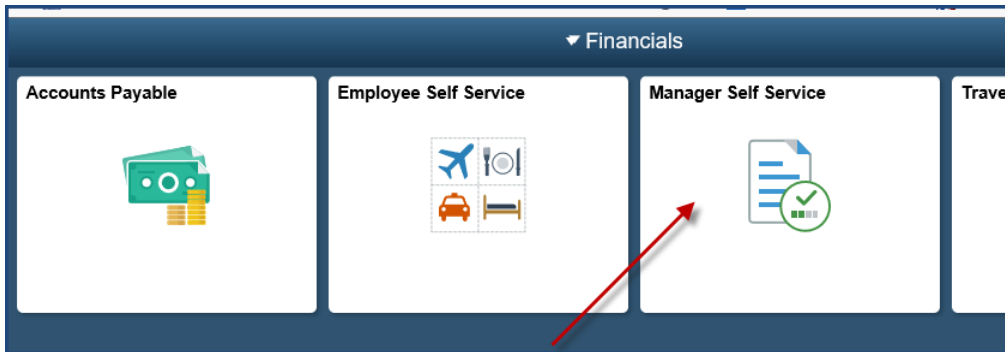
Thank you!

Charlene

**Access Approval Worklist from the menu**

- Click on the **Manager Self Service** tile.

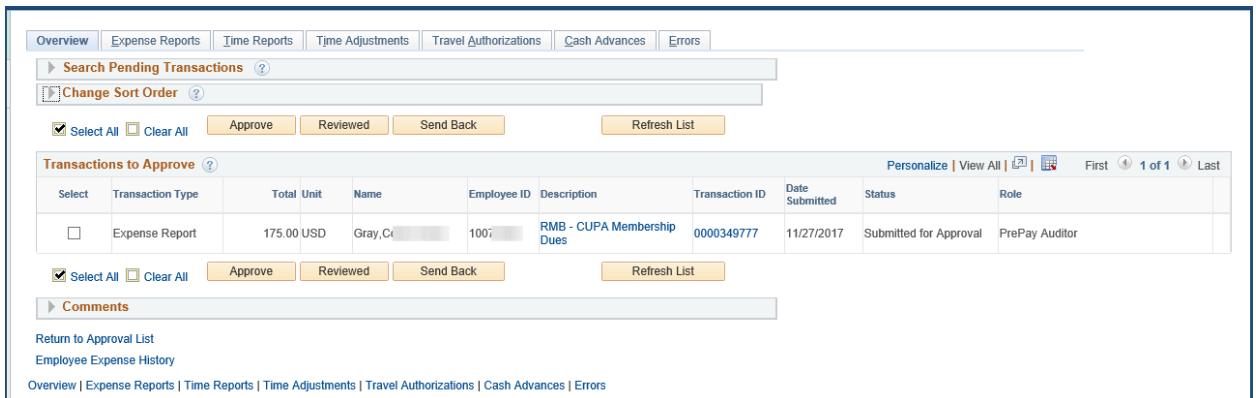
NOTE: The tiles available to you depend on your security.



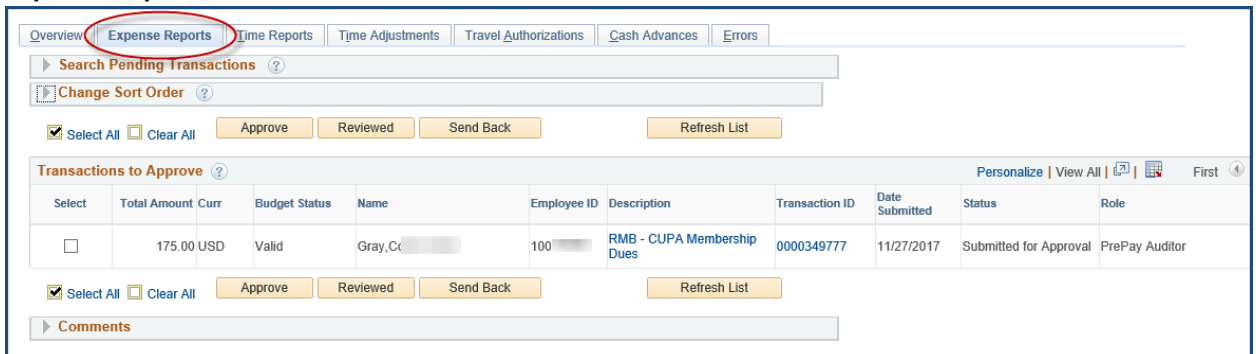
**Actions available on Approval Worklist**

- Approval Transactions – **Overview** page will be displayed.

The Overview tab shows all transactions pending approval for all expense documents. It may also show approvals for Roles other your own. You can limit they type of transactions you see by clicking on the tab at the top and choosing either Expense Reports, Travel Authorizations, or Cash Advances.

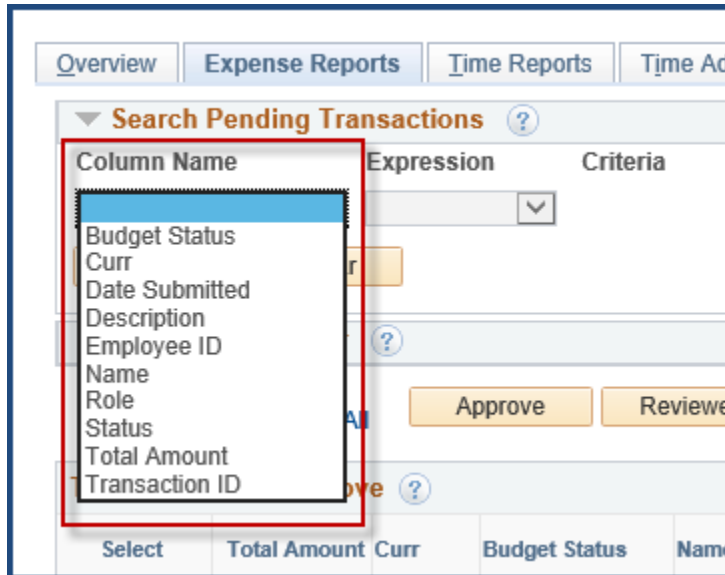


- To see only a specific document type, select the appropriate tab. In the example below, the **Expense Reports** tab is selected.

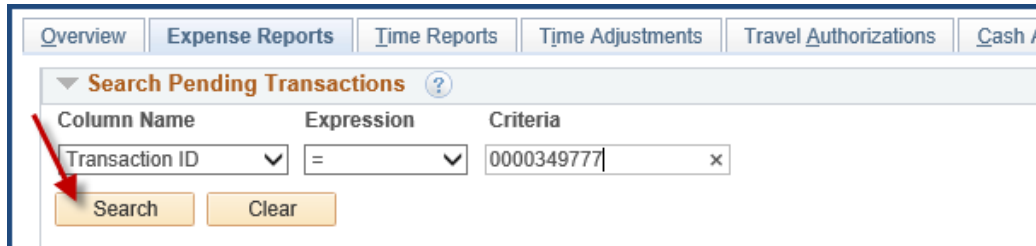




- 7. To further narrow down the list of documents you see listed, expand the **Search Pending Transactions** section.
  - a. Select the column to search for from the drop down list in the **Column Name** field.



- b. Select desired **Expression** and enter desired value in **Criteria**. Click **Search**.





### Approve or Send Back documents

8. Transactions can be Approved or Sent Back for edits from the approval worklist. Expense documents can only be approved by this method if they have no errors or alerts, and have passed budget checking.

- a. To approve documents:
  - i. Select desired document(s)
  - ii. Click **Approve**

Overview | Expense Reports | Time Reports | Time Adjustments | Travel Authorizations | Cash Advances | Errors

Search Pending Transactions ?

Column Name	Expression	Criteria
Transaction ID	=	0000349777

Search Clear

Change Sort Order ?

Select All  Clear All Approve Reviewed Send Back Refresh List

Transactions to Approve ?

Select	Total Amount	Curr	Budget Status	Name	Employee ID	Description	Transaction ID
<input checked="" type="checkbox"/>	175.00	USD	Valid	Gray, Ct	100	RMB - CUPA Membership Dues	0000349777

Select All  Clear All Approve Reviewed Send Back Refresh List

Comments

Overview | Expense Reports | Time Reports | Time Adjustments | Travel Authorizations | Cash Advances | Errors

- b. To send documents back:
  - i. Select desired document(s) by selecting corresponding checkbox
  - ii. Expand the **Comments** section
  - iii. Enter comment
  - iv. Click **Send Back**

Transactions to Approve ?

Select	Total Amount	Curr	Budget Status	Name	Employee ID	Description	Transaction ID
<input type="checkbox"/>	175.00	USD	Valid	Gray	100	RMB - CUPA Membership Dues	0000349777



Select All  Clear All Approve Reviewed Send Back Refresh List

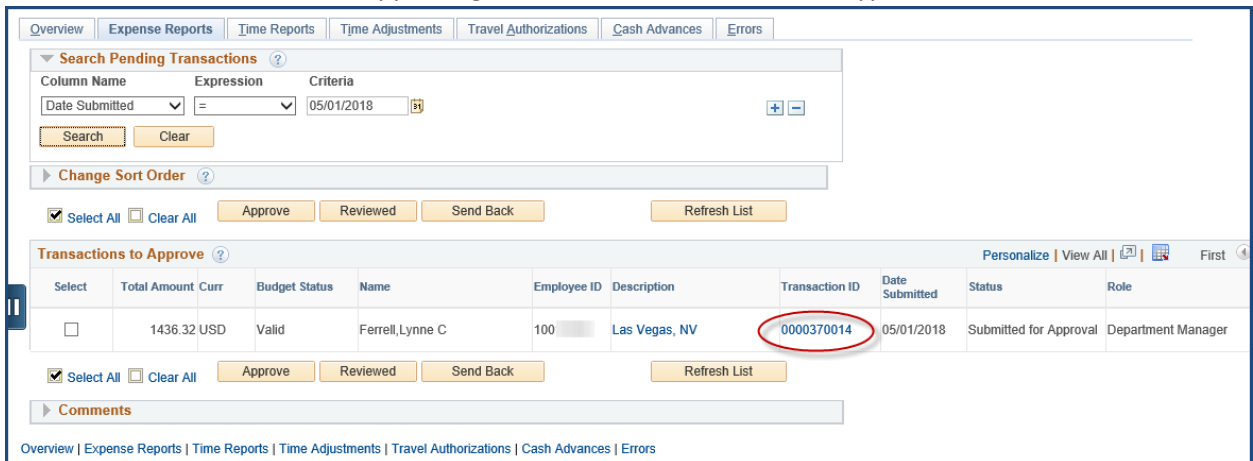
Comments

Sending back for corrections

Send Back

## Review Document

9. Transactions with alerts  or errors  cannot be approved directly from the approval workflow.
  - a. The approver must click on the *Transaction ID* to review/resolve any issues (see Step #10).
  - b. Check to see if there is a duplicate expense. Some duplicates are legitimate. Example: "Other travel expense" used twice on same day will result in duplicate alert (One could be tips/gratuities and the other a taxi fare.)
  
10. To review a document before approving it, click on the Transaction ID hyperlink.



Select	Total Amount	Curr	Budget Status	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input type="checkbox"/>	1436.32	USD	Valid	Ferrell, Lynne C	100	Las Vegas, NV	0000370014	05/01/2018	Submitted for Approval	Department Manager

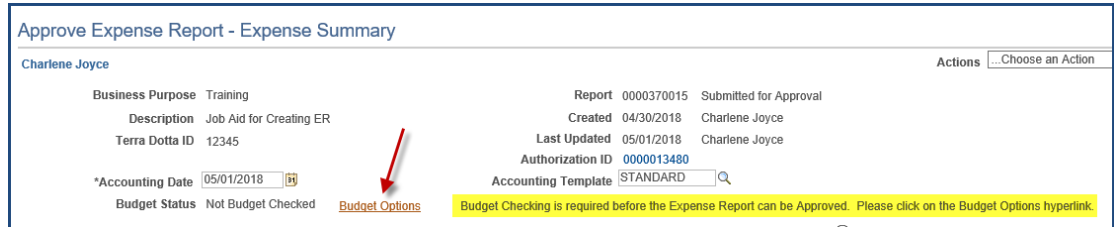
The following details should be included in the report:

- For all Out-of-state, overnight travel there should be a Travel Authorization number link in the expense report.
- When per diem is requested, the dates and times of departure and return must be included in the description.
- The description on a mileage line must include both where and why the employee traveled.
- Receipts can be viewed by clicking on the *Attachments* link.
- Any detailed explanation for unusual expenses (driving rather than flying, per diem requested when all meals were provided at a conference, staying beyond conference date for personal reasons, etc.) should be included in either the *Notes* section or the expense line description field.

### Budget Check

11. The Budget Check process is run as part of the batch processing at noon and at 5pm. Transactions can also be budget checked manually by following the steps below.

a. Click on the **Budget Options** link



Approve Expense Report - Expense Summary

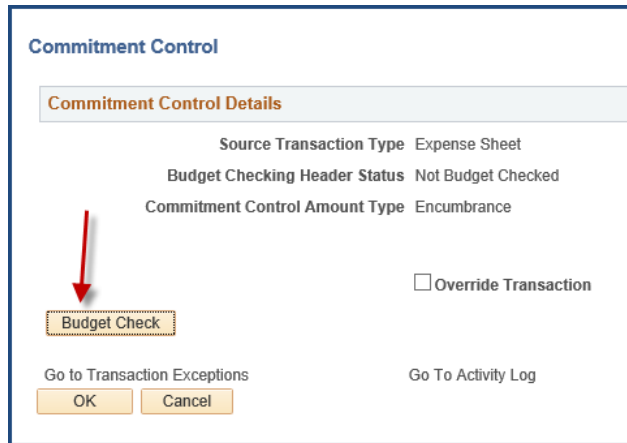
Charlene Joyce Actions

Business Purpose	Training	Report	0000370015	Submitted for Approval
Description	Job Aid for Creating ER	Created	04/30/2018	Charlene Joyce
Terra Dotta ID	12345	Last Updated	05/01/2018	Charlene Joyce
*Accounting Date	05/01/2018 <input type="button" value="B"/>	Authorization ID	0000013480	
Budget Status	Not Budget Checked	Accounting Template	STANDARD <input type="button" value="Q"/>	

[Budget Options](#)

Budget Checking is required before the Expense Report can be Approved. Please click on the Budget Options hyperlink.

b. Click on the **Budget Check** button to submit document to be budget checked.



Commitment Control

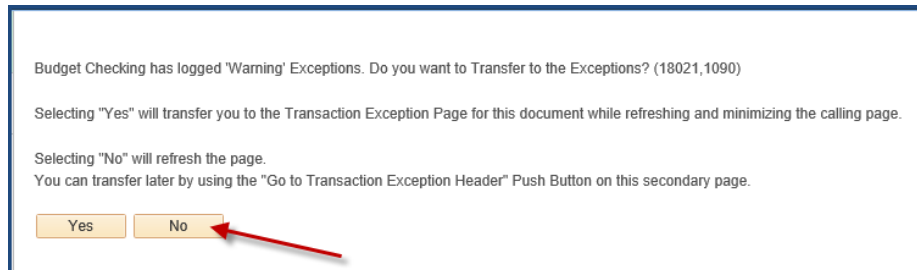
**Commitment Control Details**

Source Transaction Type	Expense Sheet
Budget Checking Header Status	Not Budget Checked
Commitment Control Amount Type	Encumbrance

Override Transaction

Go to Transaction Exceptions Go To Activity Log

c. Budget warnings can be ignored. Budget errors should be reported to the appropriate person at your campus. Click **No** to return to the Commitment Control Details page.



Budget Checking has logged 'Warning' Exceptions. Do you want to Transfer to the Exceptions? (18021,1090)

Selecting "Yes" will transfer you to the Transaction Exception Page for this document while refreshing and minimizing the calling page.

Selecting "No" will refresh the page.

You can transfer later by using the "Go to Transaction Exception Header" Push Button on this secondary page.

- d. Click **OK** to return to the expense document summary page.

**Commitment Control**

**Commitment Control Details**

Source Transaction Type Expense Sheet  
 Budget Checking Header Status Valid  
 Commitment Control Amount Type Encumbrance  
 Commitment Control Tran ID 0039988229  
 Commitment Control Tran Date 05/02/2018  
 Override Transaction

Budget Check ⓘ

Go to Transaction Exceptions

Go To Activity Log

OK Cancel

- 12. Once you have reviewed the document, you can either approve it, or send it back to the user.

- a. To approve document, click **Approve** button.

Employee Expenses (2 Lines)	85.00 USD	Non-R
Cash Advances Applied	0.00 USD	
<b>Amount Due to Employee</b>		<b>85.00 USD</b>

▶ **Approval History**

▼ **Comments**

Approve Send Back Hold

▼ **Expense Line** ⓘ

**Expense Line Items**

Date	Expense Type	Description
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- b. To send the document back:
  - i. Expand the **Comments** section
  - ii. Enter comment
  - iii. Click **Send Back**

Employee Expenses (2 Lines)	85.00 USD	Non-R...
Cash Advances Applied	0.00 USD	
<b>Amount Due to Employee</b>		<b>85.00 USD</b>
▶ <b>Approval History</b>		
▼ <b>Comments</b>		
<div style="border: 1px solid black; height: 40px; width: 100%;"></div>		
<input type="button" value="Approve"/>	<input type="button" value="Send Back"/>	<input type="button" value="Hold"/>
▼ <b>Expense Line</b> ?		
<b>Expense Line Items</b>		
Date	Expense Type	Description