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.

Contents

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]
Sent: Tuesday, March 6, 2018 9:42 AM
To: Momtaheni, Megan <mmomtaheni@umassp.edu>
Cc: Joyce, Charlene <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

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

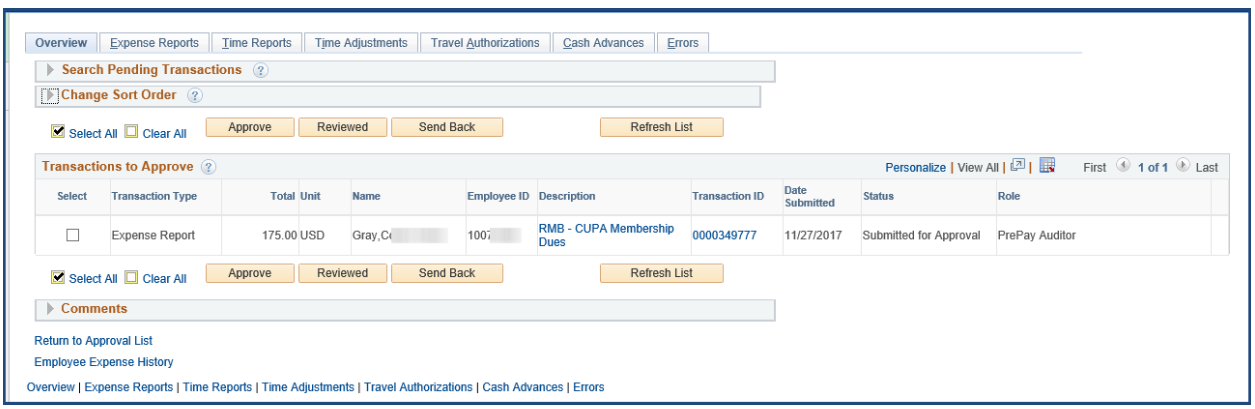
Access Approval Worklist from the menu

4. Click on the **Manager Self Service** tile.
   NOTE: The tiles available to you depend on your security.

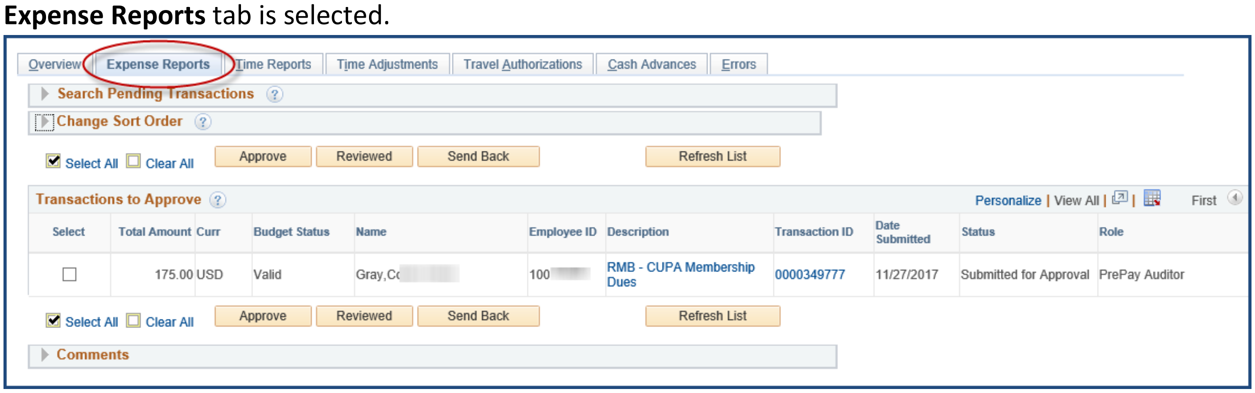
Actions available on Approval Worklist

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

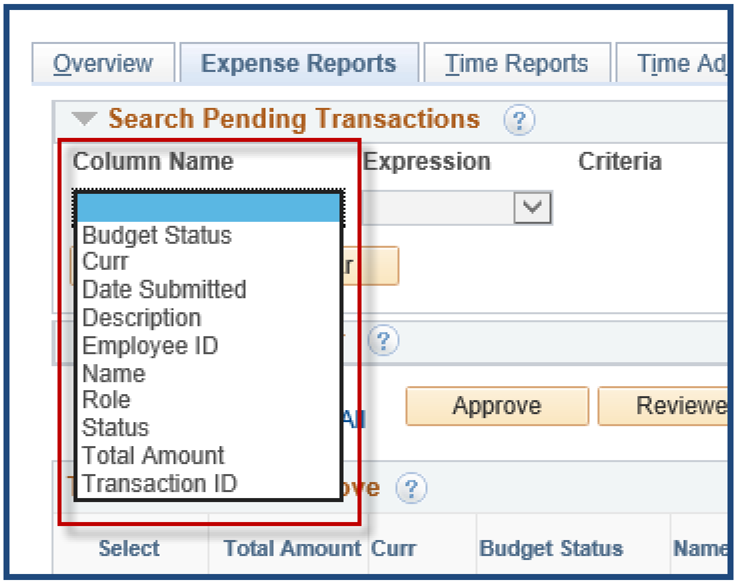
   The Overview tab shows all transactions pending approval for all expense documents. It may also show approvals for Roles other your own. You can limit they type of transactions you see by clicking on the tab at the top and choosing either Expense Reports, Travel Authorizations, or Cash Advances.



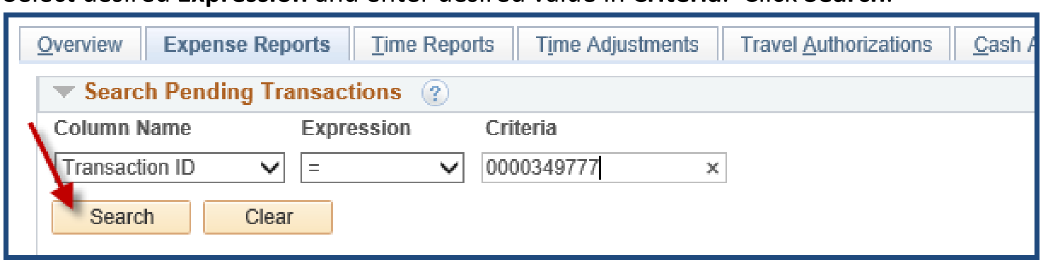
6. To see only a specific document type, select the appropriate tab. In the example below, the **Expense Reports** tab is selected.



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.

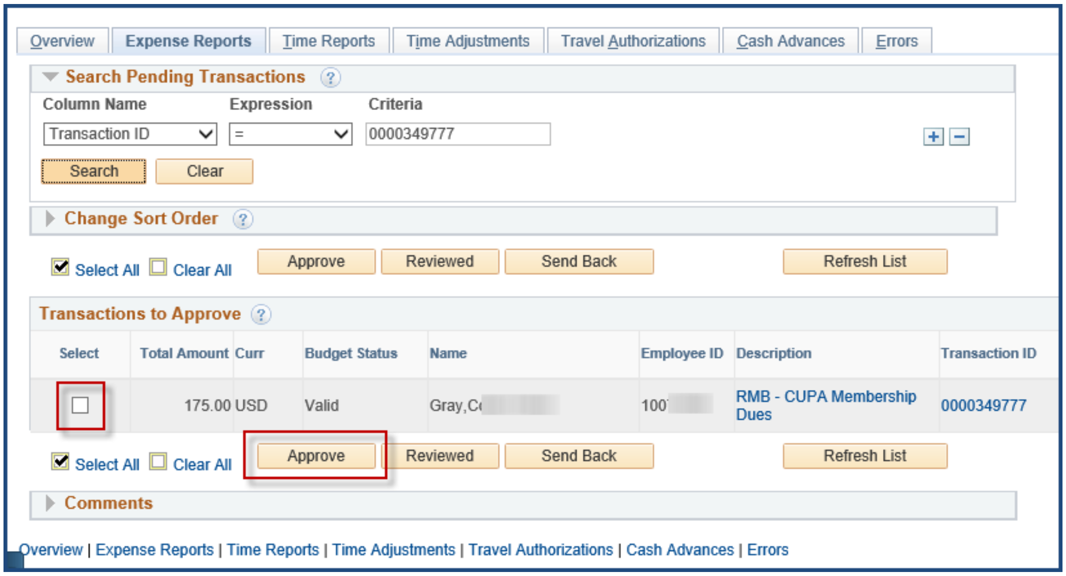


   b. Select desired **Expression** and enter desired value in **Criteria**. Click **Search**.

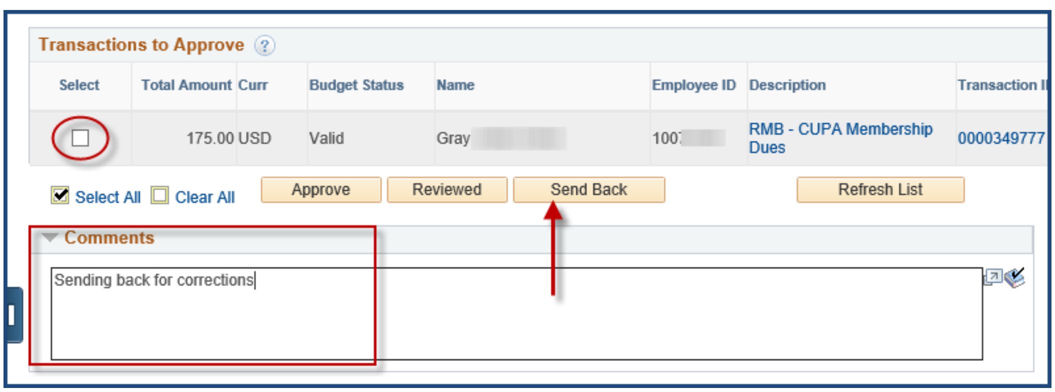


Approve or Send Back documents

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**



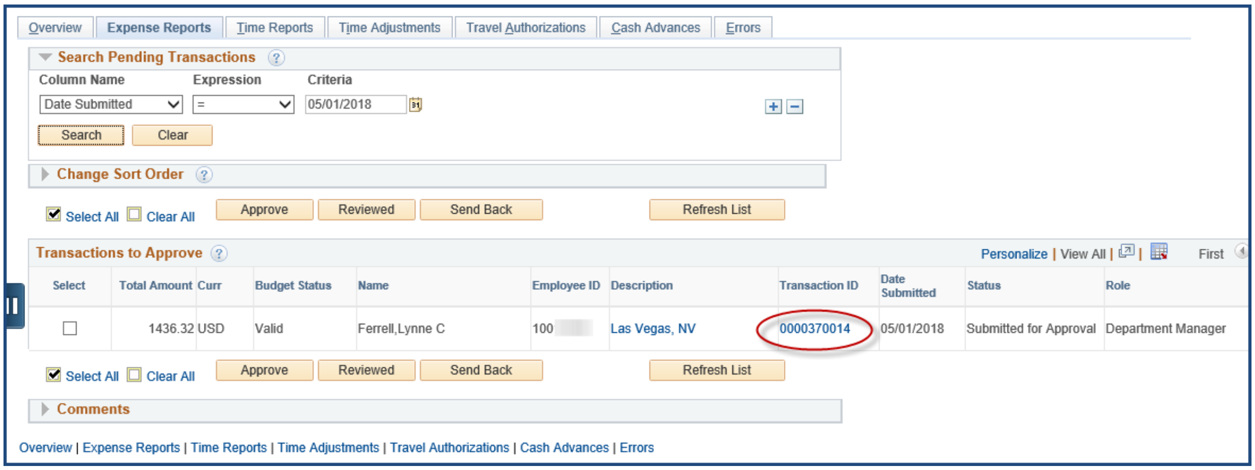
   b. To send documents back:
      i. Select desired document(s) by selecting corresponding checkbox
      ii. Expand the **Comments** section
      iii. Enter comment
      iv. Click **Send Back**



Review Document

9. Transactions with alerts or errors cannot be approved directly from the approval worklist.
    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.

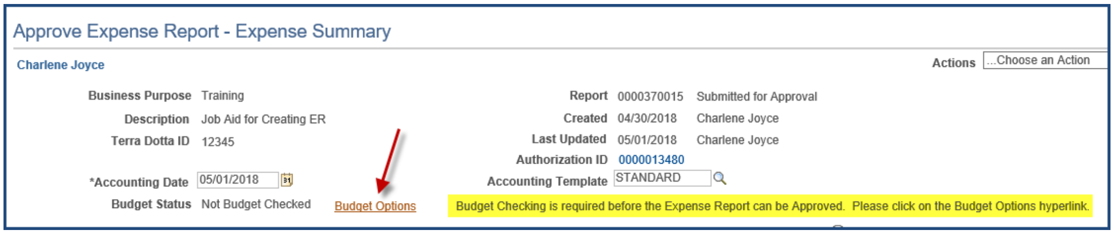


The following details should be included in the report:

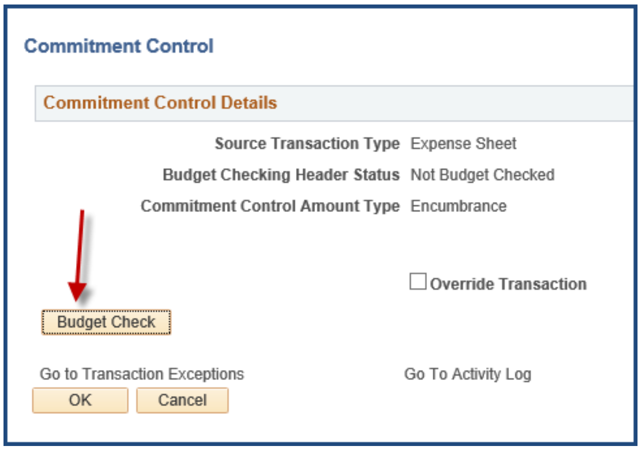
- For all Out-of-state, overnight travel there should be a Travel Authorization number link in the expense report.
- When per diem is requested, the dates and times of departure and return must be included in the description.
- The description on a mileage line must include both where and why the employee 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

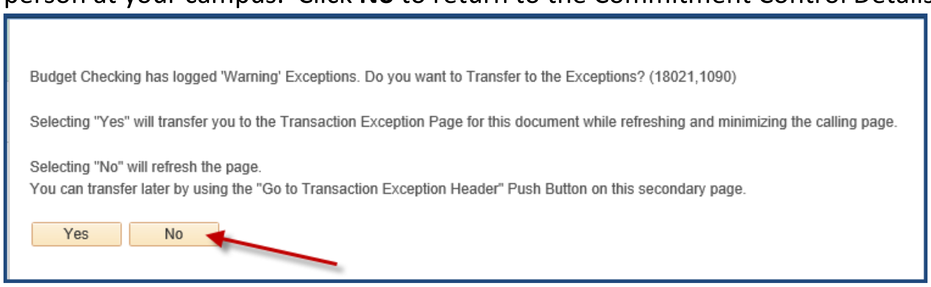
11. The Budget Check process is run as part of the batch processing at noon and at 5pm. Transactions can also be budget checked manually by following the steps below.
    a. Click on the **Budget Options** link



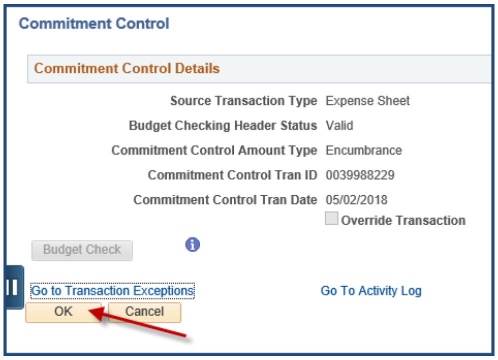
    b. Click on the **Budget Check** button to submit document to be budget checked.



    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.

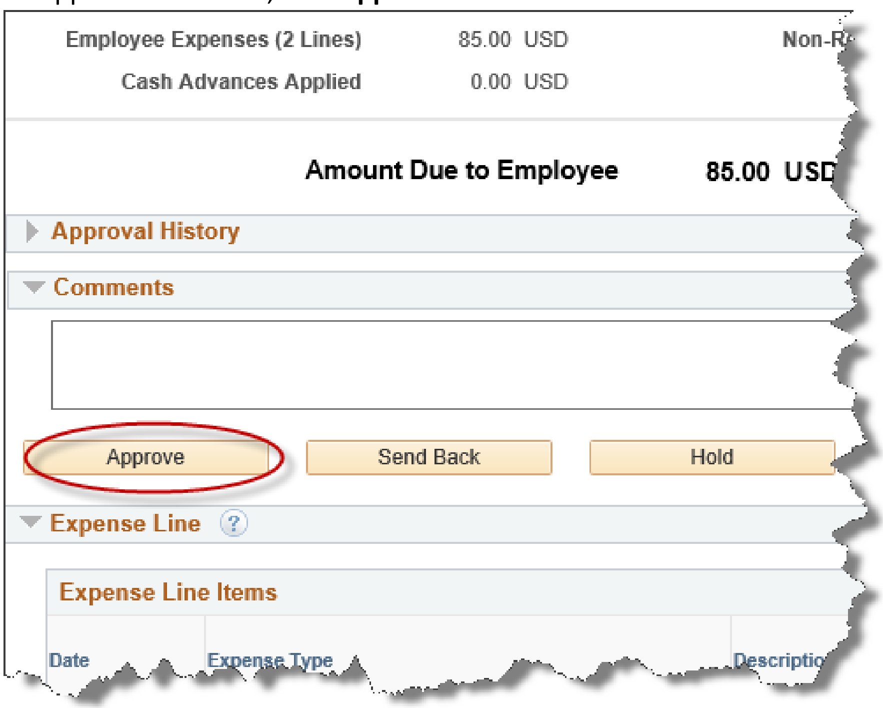


d. Click **OK** to return to the expense document summary page.



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.



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