Approving an Expense Report with PeopleSoft Travel & Expenses

Contents

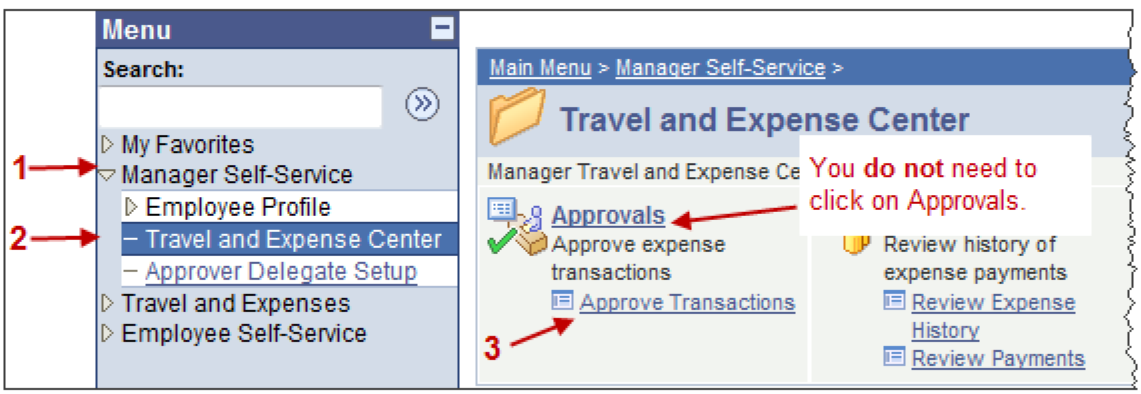
Approving an Expense Report for Travel Reimbursement

The following information is intended as a supplement to the material covered in the online *Travel and Expenses (T&E) – Approver 9.0* tutorial. For information on accessing this tutorial and other online material, please see the Training Aids section on page 5.

Accessing an Expense Report in Travel and Expenses

Approval of an expense report (ER) is done in the financials production system, FSPRD. There are two ways to access an expense report.

1. Click on the link in the email notification sent to you about the ER needing approval. The subject of the email will be similar to:
   "Expense report 0000000011 for Doe,Jane requires your attention". **OR**
2. Login to FSPRD https://fsprd.umsystem.edu/psp/prd/ (Link is also on MyHR login page.) and navigate to the approval screen:
   a. Navigation: **Manager Self-Service > Travel and Expense Center > Approvals > Approve Transactions**



   b. On the transaction approval page, click the *Description* or *Transaction ID* link for the ER you want to view and approve.

Overview | Expense Reports | Travel Authorizations | Cash Advances

Search Pending Transactions

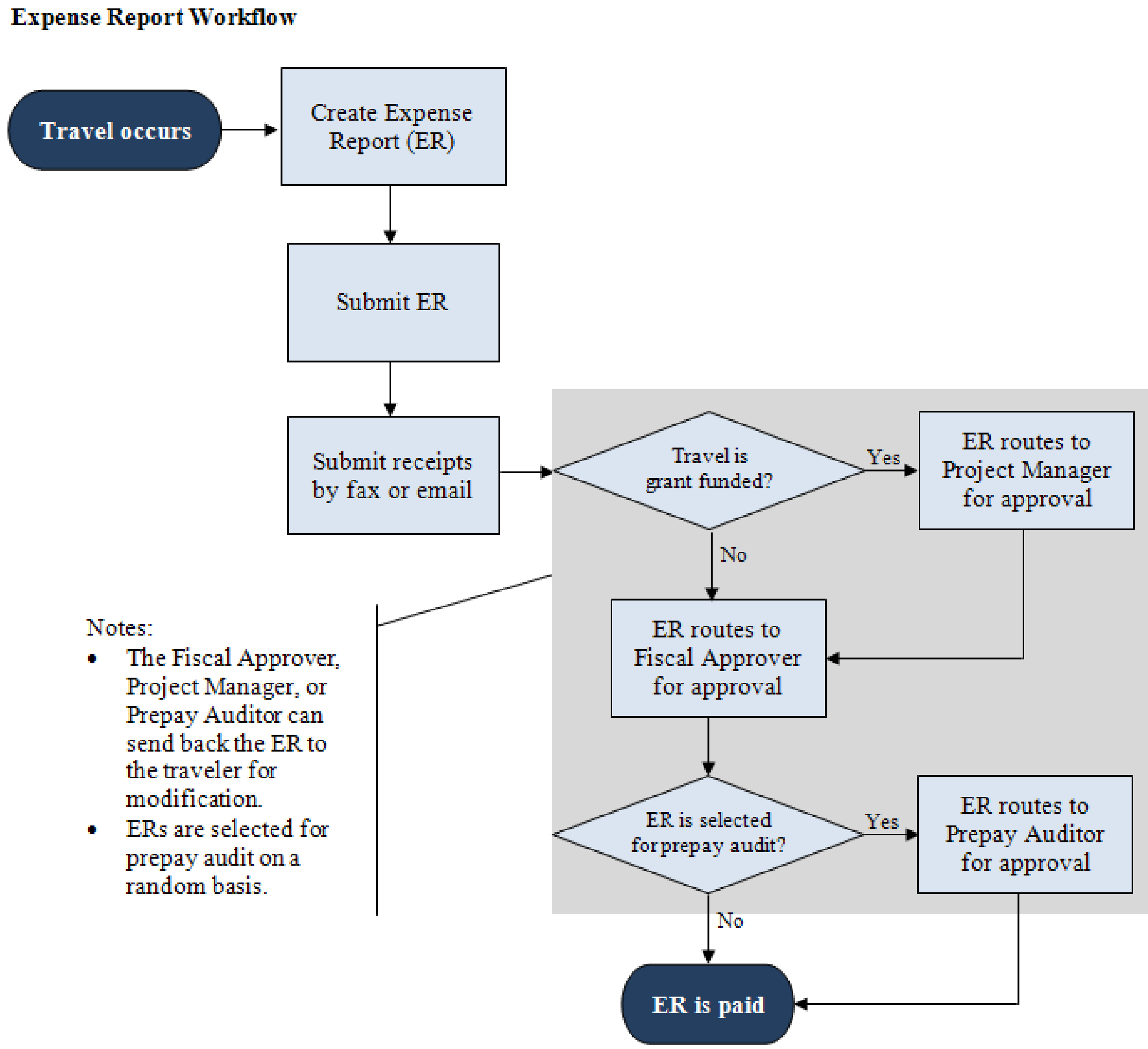
Change Sort Order

Refresh List

Transactions to Approve — Customize | View All | First 1-25 of 26 Last

Alert	Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
	Expense Report	310.50	USD	STRAVELER,STRAVELER	60000049	MB Test of Expns Rpt Dtl link	0000000023	04/28/2011	Submitted for Approval	Fiscal Reviewer
	Expense Report	120.00	USD	STRAVELER,STRAVELER	60000049	FL mileage to Columbia	0000000066	05/04/2011	Submitted for Approval	Fiscal Reviewer
	Expense Report	500.00	USD	STRAVELER,STRAVELER	60000049	FL testing hotel wizard	0000000067	05/04/2011	Submitted for Approval	Fiscal Reviewer
⚠	Expense Report	651.18	USD	STRAVELER,STRAVELER	60000049	Test Hotel Wizard - RV Test	0000000096	05/05/2011	Submitted for Approval	Fiscal Reviewer

Expense Report Workflow



Approving the Expense Report

On the Expense Report Summary page, review the ER for compliance with relevant policies, allowable expenses, completeness and funding.

1. Review the **Report Information** section.
2. Verify funding by either clicking on the *Expense Type* for each line to view its detail page, or by clicking on the View Chartfield Distribution button to download and view funding details for all expense lines in an excel spreadsheet. If any account information needs to be changed then send the ER back to the traveler for revision. Workflow is established each time the document is submitted by the traveler, based on information in the document at that time.

3. If an exception icon is displayed to the left of an expense line, click the icon to view the Exception Comments page. You may need to check with the traveler to verify if the exception is an error. Click the Return to Expense Report link to return to the ER summary approval page.
4. To view additional information about a particular expense, click the expense type link. If there are multiple expense lines for this ER, then you can advance to the detail page for the next line by clicking the Next Expense button. Click the Return to Expense Report link to return to the ER summary approval page.
5. If you need to deny an expense, uncheck the *Approve Expense* box and select a reason for denying. **Denied expenses are not reimbursed**.
6. Verify that the necessary receipts are attached by clicking the View Receipts button. See the Reviewing Receipts section below for details.
7. If the ER needs revision or is missing information (i.e. a required receipt is not attached), then you need to enter information in the *Comments* area and return the unapproved ER to the traveler by clicking the Send Back button.
8. To approve the ER, click the Approve button.

Reviewing Receipts

The traveler should have associated any required receipts with the expense report. You must review these receipts before approving the expense report. The attached receipts are the official receipt record.

1. Click the View Receipts button.
2. The login box for WebNow, which is the system that holds our electronic images, will open in a separate browser window. Enter your *User Name* (SSO ID) and *Password* and press the enter key or click the Connect button.
3. If there are receipts associated with this ER, the WebNow window will be displaying the first receipt page. If there are no receipts associated with this ER, The WebNow window will display the text “No documents found”.
4. Use options in the toolbar area to get a better view of the receipts. Click the fit width and zoom in icons to quickly expand the size of the receipt

5. The Thumbnails section shows a small image for each page of receipts. If there are multiple pages you can switch between them by double-clicking on the thumbnail image for the page you want to view.
6. When you are finished reviewing the receipts, you can close the WebNow window.

Tracking the Expense Report

You can refer to the information in the Pending Actions and Action History sections to track the progress of the ER. The traveler can see the same information when they “view” a submitted ER.

The **Pending Actions** section displays information about who needs to approve the expense report.

The **Actions History** area displays the submittal and approval activities that have occurred including the name of the person who took action and the date of the action.

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

Profile	Name	Action	Date/Time
Fiscal Reviewer	(Pooled)		

Action History — Customize | Find | First 1-2 of 2 Last

Profile	Name	Action	Date/Time
	Doe, Jane	Submitted	06/06/2011 3:25:13PM
Project Manager	Smith, Maureen	Approved	06/08/2011 2:17:28PM

Reference Materials and Training Aids

You can access online self-paced tutorials, training guides and quick reference guides at the UM Travel and Expenses training website. **Copy and paste** this link into your web browser.
https://doit.missouri.edu/training/peoplesoft/financials/travel_and_expenses.html

You can access UMSL supplemental T&E materials at http://www.umsl.edu/asp/ap.html .

To access an online tutorial:

A. From the website above, select *Travel and Expenses (T&E) – Approver 9.0 Tutorial*

B. Select a topic and start the tutorial

1. Click on the plus sign to the left of the outline item to expand that section.
2. Click on the plus sign next to a lesson to display the topics
3. Select a topic by clicking on it to highlight it.
4. Start the tutorial by clicking on the "Try It!" button.