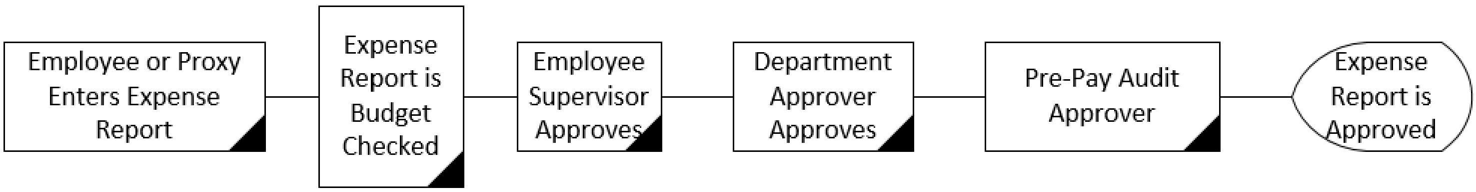
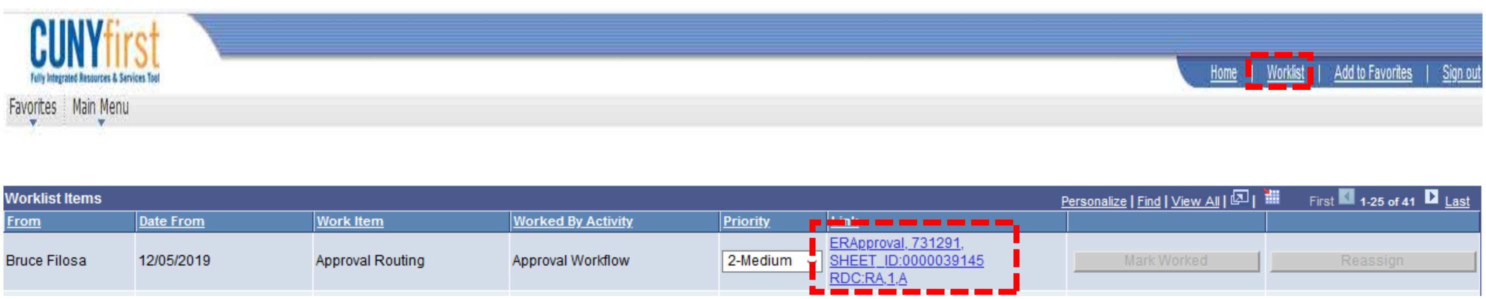
Approve an Expense Report

BUSINESS OBJECTIVE: The employee's supervisor, the department approver and the Accounts Payable Pre-Pay Audit Approver must approve all Non-Tax-Levy Expense Reports (ER). The ER is automatically routed to the Supervisor for approval and an email notification is sent to each level for approval. The approval workflow is shown below.



NOTE: The steps below show an approver approving from the Approve Transactions menu. Approvers can also go to their worklist to find the transaction to approve by clicking on the link.

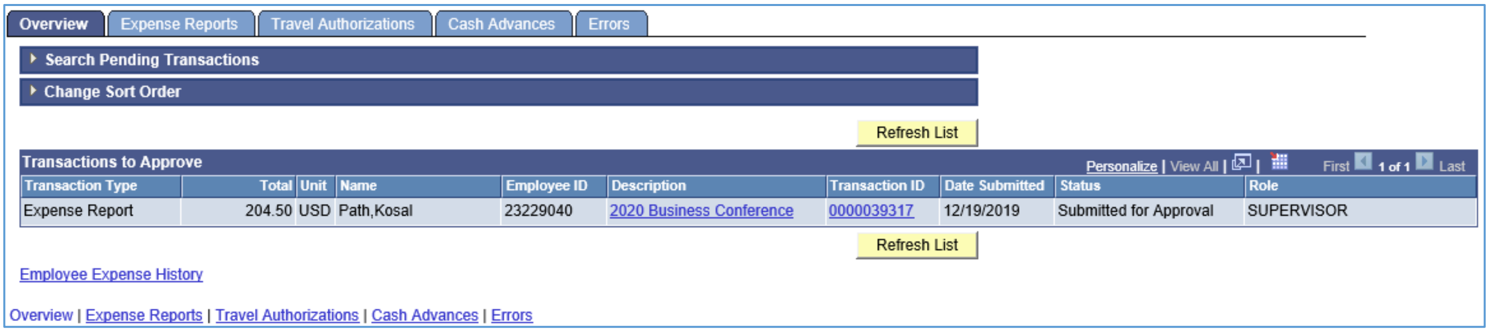


Supervisor

NOTE: The Expense Report must have a valid budget check before it can be approved.

STEP#1: From the Enterprise Menu, click on the ***Financials Supply Chain*** link. Navigate to Travel and Expenses > Approve Transactions > Approve Transactions.

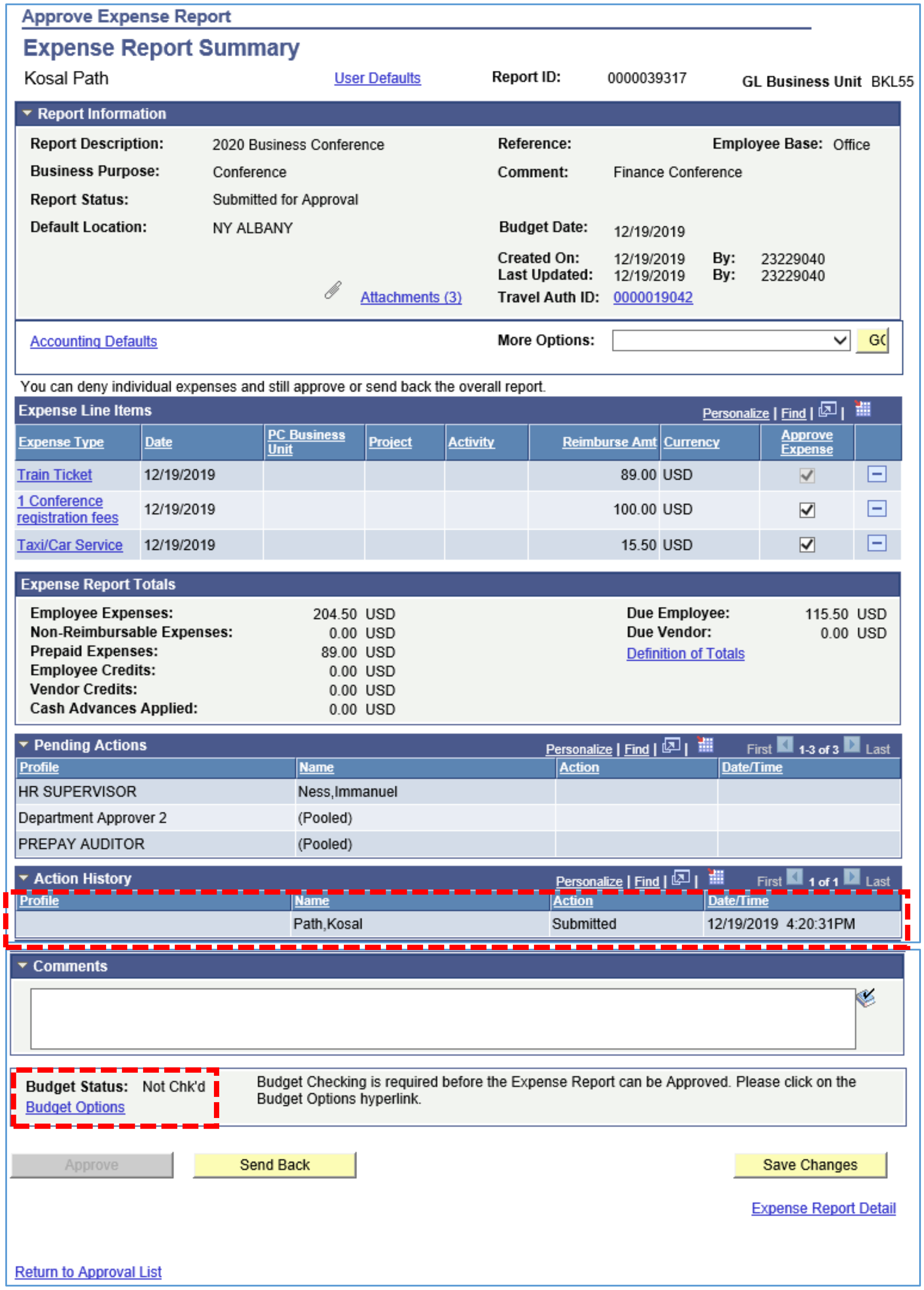
The overview tab shows all Expense Reports and Travel Authorizations to be approved by the Supervisor. If the supervisor clicks on the Expense Report or Travel Authorization tabs, only those transactions will display. The supervisor will select the appropriate ER to approve by clicking on the Transaction ID hyperlink. In this example, there is only one ER to be approved.



Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
Expense Report	204.50	USD	Path,Kosal	23229040	2020 Business Conference	0000039317	12/19/2019	Submitted for Approval	SUPERVISOR

STEP#2: Expense Reports must be successfully budget checked before they can be approved. In CUNYfirst, budget checking runs hourly. If the ER to be approved, has a Budget Status of Not Chk'd, then the Supervisor can initiate the budget check process manually by clicking on the Budget Options hyperlink or wait for the budget check to run.

NOTE: When budget check runs against an expense report related to a travel authorization, it releases the encumbrance and creates an expense. When budget check runs against an expense report without a travel authorization, an expense is created.



Approve Expense Report

Expense Report Summary

Kosal Path | User Defaults | Report ID: 0000039317 | GL Business Unit BKL55

Report Information

Report Description:	2020 Business Conference	Reference:		Employee Base:	Office
Business Purpose:	Conference	Comment:	Finance Conference		
Report Status:	Submitted for Approval				
Default Location:	NY ALBANY	Budget Date:	12/19/2019		
		Created On:	12/19/2019	By:	23229040
		Last Updated:	12/19/2019	By:	23229040
	Attachments (3)	Travel Auth ID:	0000019042		

Accounting Defaults | More Options: | GO

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

Expense Line Items — Personalize | Find

Expense Type	Date	PC Business Unit	Project	Activity	Reimburse Amt	Currency	Approve Expense
Train Ticket	12/19/2019				89.00	USD	☑
1 Conference registration fees	12/19/2019				100.00	USD	☑
Taxi/Car Service	12/19/2019				15.50	USD	☑

Expense Report Totals

Employee Expenses:	204.50 USD		Due Employee:	115.50 USD
Non-Reimbursable Expenses:	0.00 USD		Due Vendor:	0.00 USD
Prepaid Expenses:	89.00 USD		Definition of Totals	
Employee Credits:	0.00 USD			
Vendor Credits:	0.00 USD			
Cash Advances Applied:	0.00 USD			

Pending Actions — Personalize | Find | First 1-3 of 3 Last

Profile	Name	Action	Date/Time
HR SUPERVISOR	Ness,Immanuel		
Department Approver 2	(Pooled)		
PREPAY AUDITOR	(Pooled)		

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

Profile	Name	Action	Date/Time
	Path,Kosal	Submitted	12/19/2019 4:20:31PM

Comments

Budget Status: Not Chk'd

Budget Options

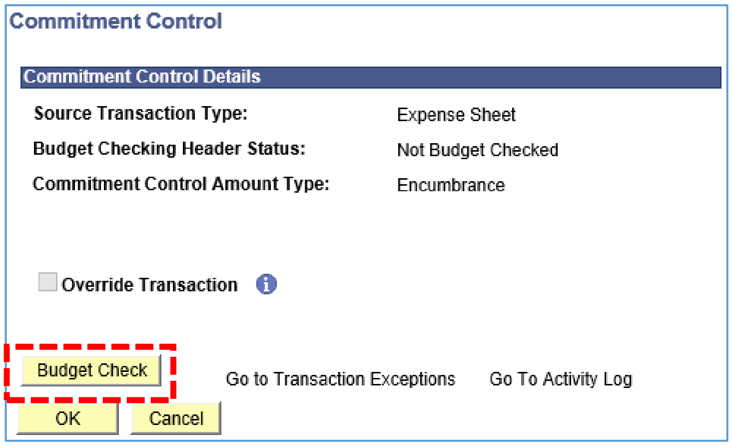
Budget Checking is required before the Expense Report can be Approved. Please click on the Budget Options hyperlink.

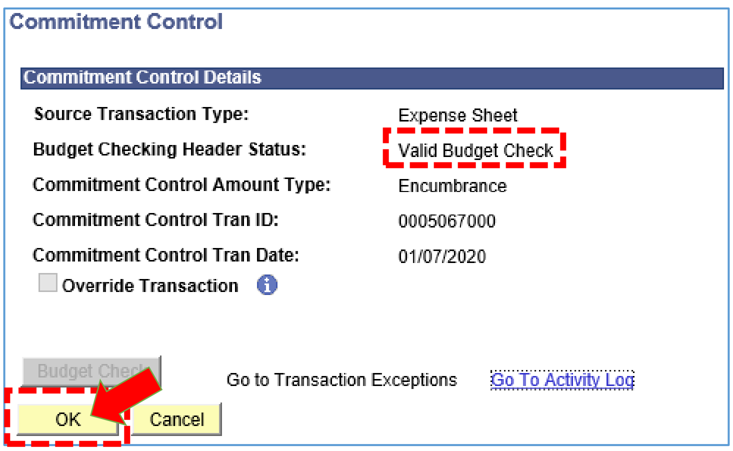
Approve | Send Back | Save Changes

Expense Report Detail

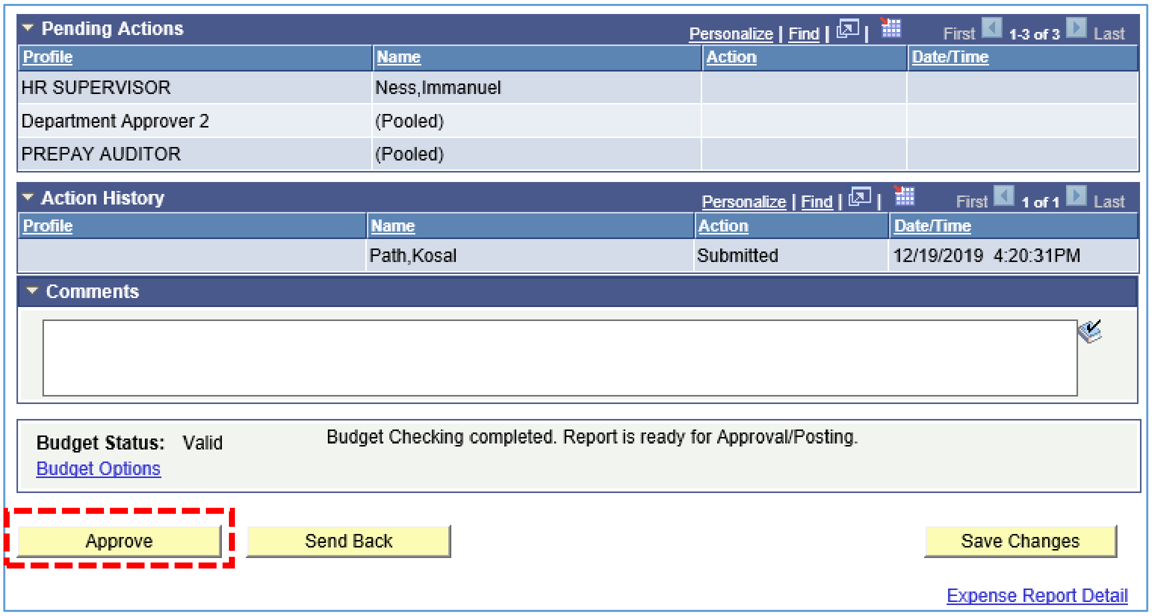
Return to Approval List

STEP#3: Click on the Budget Check icon. The Budget Checking process may take a few moments. If there is sufficient budget, the Budget Checking Header Status will display as Valid Budget Check. If there is insufficient budget, contact your Budget Office to resolve the budget error.

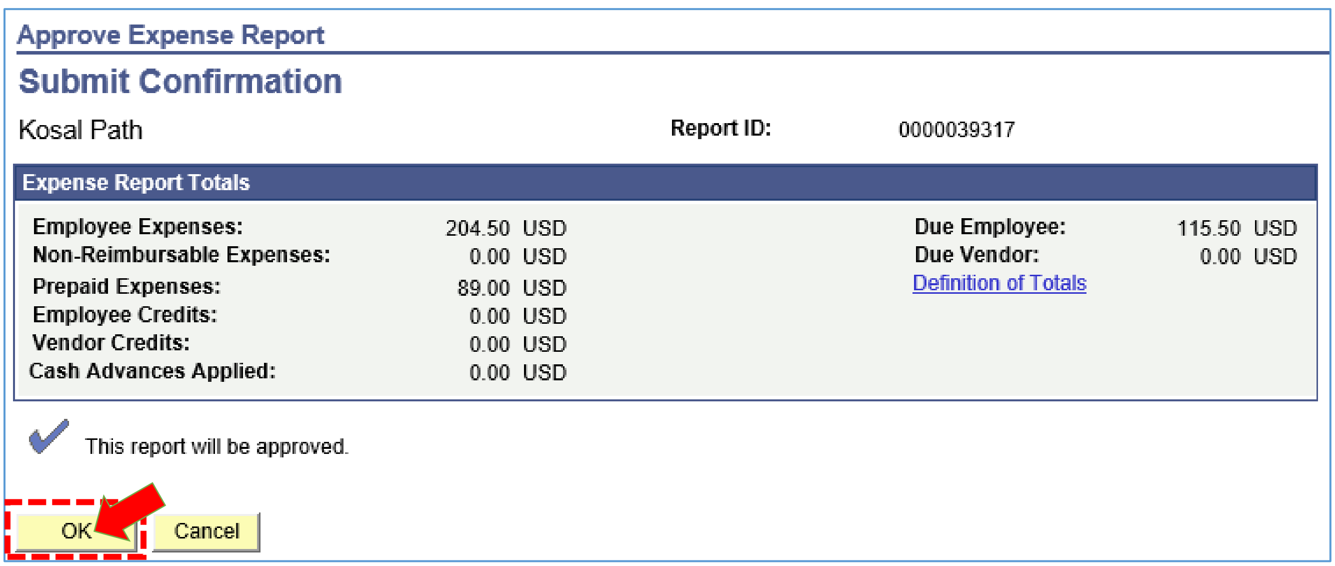




STEP#4: Click on OK. This action returns the Supervisor to the Approve Expense Report page. If Budget Status is valid, the Supervisor can now approve the ER. Click on the **Approve** button. If the Supervisor requires clarification or changes to the ER, the Supervisor can click on the Send Back button. This will send the Expense Report back to the employee for the required changes.



STEP#5: Click on **OK** to finalize the approval process. The ER will no longer appear on the Supervisor's list of transactions to be approved



The next step in the approval process for an Expense Report is for the Department Approver to approve. The Department Approver must validate the expenditure of department funds for the travel activity reflected on the Expense Report. Once approved by the Department Approver, the Expense Report will be routed to the Account Payable Pre-Pay Audit Approver.

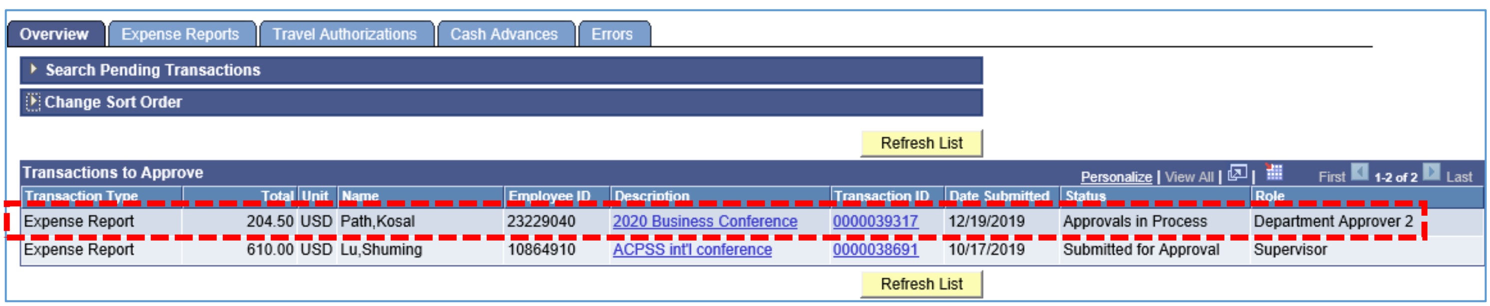
Department Approver

STEP#1: From the Enterprise Menu, click on the ***Financials Supply Chain*** link. Navigate to Travel and Expenses > Approve Transactions > Approve Transactions.

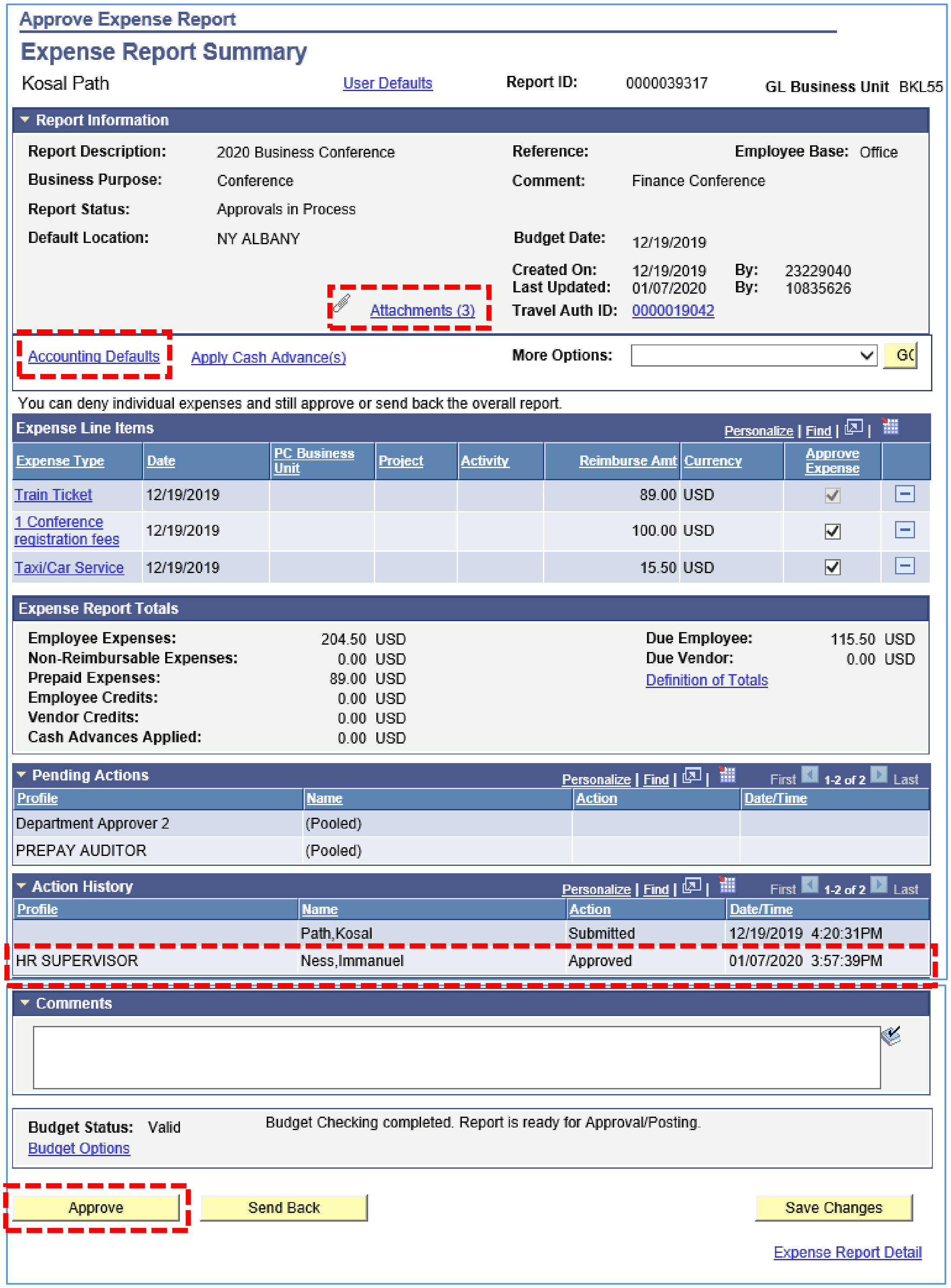
The department approver will follow the same steps as the Supervisor to approve the Expense Report. However, the department approver will only approve transactions that are successfully budget checked and approved by the Supervisor.

Note: If the Supervisor and the Department Approver are the same employee, the Expense Report will only be approved once.

The Department Approver will select the appropriate Expense Report from the list for approval. The image below shows the Overview Tab that the Department Approver may see. In this instance there are two ERs to be approved.



STEP#2: Click on the Transaction ID for the transaction to be approved. The ER details are available for review.



Approve Expense Report

Expense Report Summary

Kosal Path | User Defaults | **Report ID:** 0000039317 | **GL Business Unit** BKL55

Report Information

Report Description:	2020 Business Conference	**Reference:**	**Employee Base:** Office
Business Purpose:	Conference	**Comment:**	Finance Conference
Report Status:	Approvals in Process		
Default Location:	NY ALBANY	**Budget Date:**	12/19/2019
		Created On:	12/19/2019 **By:** 23229040
		Last Updated:	01/07/2020 **By:** 10835626
	Attachments (3)	**Travel Auth ID:**	0000019042

Accounting Defaults | Apply Cash Advance(s) | **More Options:** GO

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

Expense Line Items Personalize | Find

Expense Type	Date	PC Business Unit	Project	Activity	Reimburse Amt	Currency	Approve Expense	
Train Ticket	12/19/2019				89.00	USD	☑	⊟
1 Conference registration fees	12/19/2019				100.00	USD	☑	⊟
Taxi/Car Service	12/19/2019				15.50	USD	☑	⊟

Expense Report Totals

Employee Expenses:	204.50 USD	**Due Employee:**	115.50 USD
Non-Reimbursable Expenses:	0.00 USD	**Due Vendor:**	0.00 USD
Prepaid Expenses:	89.00 USD	Definition of Totals	
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

Pending Actions Personalize | Find | First 1-2 of 2 Last

Profile	Name	Action	Date/Time
Department Approver 2	(Pooled)		
PREPAY AUDITOR	(Pooled)		

Action History Personalize | Find | First 1-2 of 2 Last

Profile	Name	Action	Date/Time
	Path,Kosal	Submitted	12/19/2019 4:20:31PM
HR SUPERVISOR	Ness,Immanuel	Approved	01/07/2020 3:57:39PM

Comments

Budget Status: Valid | Budget Checking completed. Report is ready for Approval/Posting.

Budget Options

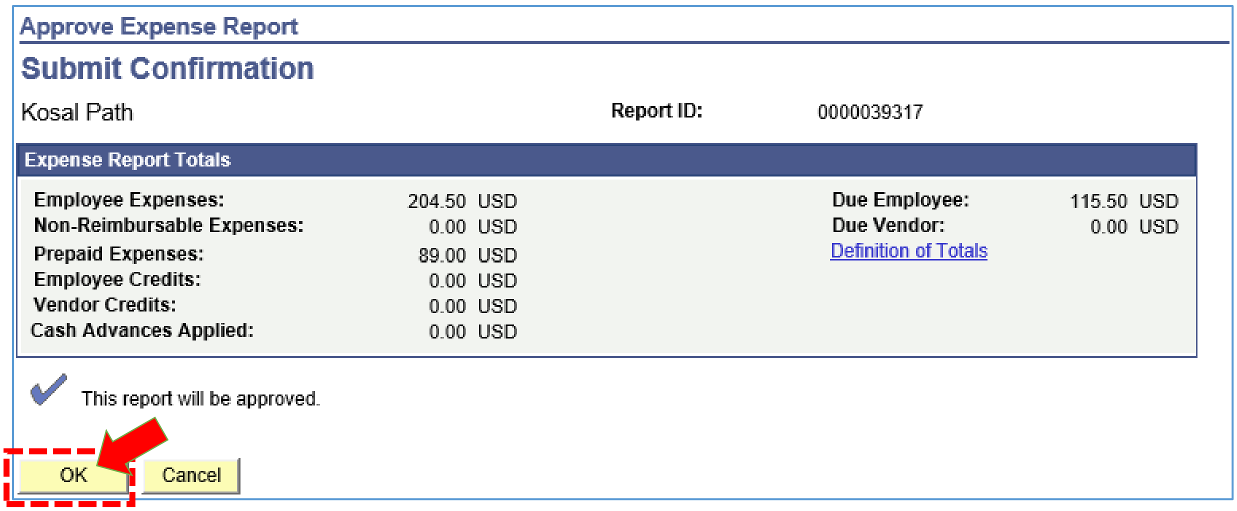
Approve | Send Back | Save Changes

Expense Report Detail

Note: The Department Approver should review the accompanying documentation by clicking on the **Attachments** hyperlink and can review the **Accounting Details** by clicking on that hyperlink before approving the Expense Report.

The Supervisor approval noted on the ER Action History informs the Department Approver of the employee who has already approved this ER.

When the Department Approver is ready to approve the Expense Report, click on the Approve Button. The Submit Confirmation Page will appear. Be sure to click **OK** to complete the approval.



If additional information is required or the employee needs to make changes to the Expense Report, the Department Approver should click the Send Back button to return the Expense Report to the employee for changes.