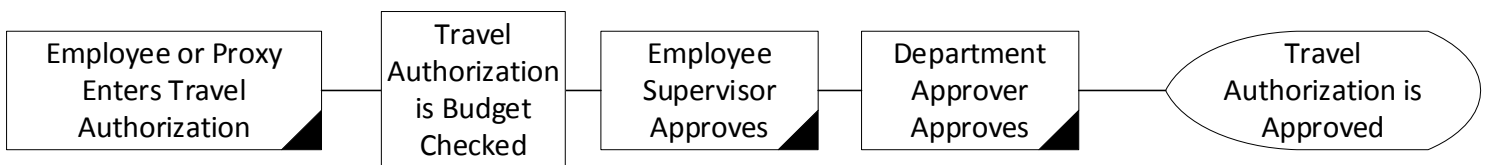


Approve a Non-Tax Levy Travel Authorization

The approval workflow is shown below.

Note: The Travel Authorization must have a valid budget check before it can be approved.



Supervisor

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.

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 TA to approve by clicking on the Transaction ID hyperlink.

The Supervisor can also see Travel Authorizations that are ready to be approved by clicking on the Financials Supply Chain link. From the Main Menu, the Supervisor's Worklist is available. Clicking on the Worklist link will provide the Supervisor with a list of all documents awaiting approval. The Supervisor can then select the correct document to be approved.



Overview | Expense Reports | **Travel Authorizations** | Cash Advances | Errors

Search Pending Transactions

Change Sort Order

Refresh List

Transactions to Approve											Personalize	View All	First	1 of 1	Last
Total	Curr	Budget Status	Name	Employee ID	Description	Transaction ID	Trip Date	Date Submitted	Status	Role					
180.00	USD	Not Chk'd	Path,Kosal	23229040	2020 Business Conference	0000019042	12/19/2019	12/19/2019	Submitted for Approval	SUPERVISOR					

Refresh List

STEP#2: TAs must be successfully budget checked before they can be approved. In CUNYfirst, budget checking runs hourly. If the TA 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.

Approve Travel Authorization

Travel Authorization Summary

Kosal Path [User Defaults](#) Authorization ID: 0000019042 GL Business Unit BKL55

General Information			
Description:	2020 Business Conference	Comment:	Finance Conference
Business Purpose:	Conference		
Status:	Submitted for Approval		
*Date From:	12/19/2019	To:	12/19/2019
		Last Updated:	12/19/2019
		By:	23229040
	Attachments (1)		

[Accounting Defaults](#)

More Options:

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

Details									Personalize	Find
Expense Type	Date	PC BU	Project	Activity	Amount	Currency	Approve			
Train Ticket	12/19/2019				80.00	USD	<input checked="" type="checkbox"/>	<input type="button" value="-"/>		
1 Conference registration fees	12/19/2019				100.00	USD	<input checked="" type="checkbox"/>	<input type="button" value="-"/>		

Totals	
Total:	180.00 USD
Less Non-Approved:	0.00 USD
Total Authorized:	180.00 USD

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

Action History			
Profile	Name	Action	Date/Time
	Path, Kosal	Submitted	12/19/2019 9:29:13AM

Comments

Budget Options	Budget Status: Not Chk'd	Budget Checking is required before the Travel Authorization can be Approved. Please click on the Budget Options hyperlink.
--------------------------------	---------------------------------	--

Approve
Send Back
Save Changes

STEP#3: Click on 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.

Commitment Control

Commitment Control Details	
Source Transaction Type:	Travel Authorization
Budget Checking Header Status:	Not Budget Checked
Commitment Control Amount Type:	Encumbrance
<input type="checkbox"/> Override Transaction i	
Budget Check	Go to Transaction Exceptions Go To Activity Log
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

Commitment Control

Commitment Control Details

Source Transaction Type: Travel Authorization

Budget Checking Header Status: Valid Budget Check

Commitment Control Amount Type: Encumbrance

Commitment Control Tran ID: 0005066999

Commitment Control Tran Date: 12/19/2019

Override Transaction i

Budget Check
Go to Transaction Exceptions
[Go To Activity Log](#)

OK
Cancel

STEP#4: Click on OK. This action returns the Supervisor to the Approve Travel Authorization page. If Budget Status is valid, the Supervisor can now approve the TA. Click on the Approve button. If the Supervisor requires clarification or changes to the TA, the Supervisor can click on the Send Back button.

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

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

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

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

Profile	Name	Action	Date/Time
	Path,Kosal	Submitted	12/19/2019 9:29:13AM

▼ Comments

Budget Status: Valid Budget Checking completed. Report is ready for Approval/Posting.
 [Budget Options](#)

Approve
Send Back
Save Changes

Approve Travel Authorization			
Submit Confirmation		Andrew Bennett	
		Authorization ID:	0000019041
Travel Authorization Totals			
Total:	180.00 USD	Total Authorized:	180.00 USD
Less Non-Approved:	0.00 USD		
<input checked="" type="checkbox"/> This report will be approved.			
OK		Cancel	

The next step in the approval process for a Travel Authorization is the Department Approver. The Department Approver must validate the expenditure of department funds for the travel activity reflected on the Travel Authorization.

Once approved by the Department Approver, the Travel Authorization will encumber funds for the TA.

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 Travel Authorization. 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 Travel Authorization will only be approved once.

The Department Approver will select the appropriate Travel Authorization from the list for approval. The image below shows the Overview Tab that the Department Approver may see. In this instance there are two transactions to approve – an Expense Report and the selected Travel Authorization.

Overview Expense Reports Travel Authorizations Cash Advances Errors

Search Pending Transactions

Change Sort Order

Refresh List

Transactions to Approve									
Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
Travel Authorization	180.00	USD	Path,Kosal	23229040	2020 Business Conference	0000019042	12/19/2019	Approvals in Process	Department Approver 2
Expense Report	610.00	USD	Lu,Shuming	10864910	ACPSS intl conference	0000038691	10/17/2019	Submitted for Approval	Supervisor

Refresh List

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

Approve Travel Authorization

Travel Authorization Summary

Kosal Path [User Defaults](#) Authorization ID: 0000019042 GL Business Unit BKL55

General Information	
Description:	2020 Business Conference Comment: Finance Conference
Business Purpose:	Conference
Status:	Approvals in Process
*Date From:	12/19/2019 To: 12/19/2019 Last Updated: 12/19/2019 By: 10835626
	Attachments (1)

[Accounting Defaults](#) **More Options:**

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

Details								
Expense Type	Date	PC BU	Project	Activity	Amount	Currency	Approve	
Train Ticket	12/19/2019				80.00	USD	<input checked="" type="checkbox"/>	<input type="button" value="-"/>
1 Conference registration fees	12/19/2019				100.00	USD	<input checked="" type="checkbox"/>	<input type="button" value="-"/>

Totals	
Total:	180.00 USD
Less Non-Approved:	0.00 USD
Total Authorized:	180.00 USD

Pending Actions

Pending Actions			
Profile	Name	Action	Date/Time
Department Approver 2	(Pooled)		

Action History			
Profile	Name	Action	Date/Time
	Path,Kosal	Submitted	12/19/2019 9:29:13AM
HR SUPERVISOR	Ness,Immanuel	Approved	12/19/2019 9:57:30AM

Comments

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

[Budget Options](#)

Approve
Send Back
Save Changes

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 Travel Authorization.

The Supervisor approval is noted on the TA Action History informing the Department Approver of the employee who has already approved this TA.

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

Approve Travel Authorization

Submit Confirmation

Kosal Path

Authorization ID: 0000019042

Travel Authorization Totals			
Total:	180.00 USD	Total Authorized:	180.00 USD
Less Non-Approved:	0.00 USD		

This report will be approved.

OK
Cancel

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