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## EX.020.304 - Verifying Expense Report Receipts in Mass

#### Trigger:

#### Concept

This topic demonstrates how to verify expense reports receipts in mass. The Georgia Statewide Travel Regulations require that receipts be submitted for select travel expenses (meal costs being the main exception).

Your institution may have specific guidelines as to the format of receipts that are to be submitted, which receipts are required in addition to those specified in the travel regulations, and who is required to review those receipts.

As the submission of receipts must occur outside of the PeopleSoft system, it is up to your institution administrators to best decide how verifying receipts should be performed at your school.

There are two methods which can be used to verify Expense Report receipts depending on the Business requirements and processes of your institution. You can use either method, or a combination of the two.

**Option 1**: Receipts can be verified "On-line" by any Expenses Approver. This means that as an approver is performing an approval action on an expense report, he/she can select a checkbox that confirms that the receipts have been verified. This method is covered in business process EX.020.303.

**Option 2**: Receipts can be verified "in Mass" by any Core Application user with the appropriate security access. This method may be most convenient if an individual at your institution is tasked with verifying a large volume of receipts against the corresponding Expense Reports. This employee can record that the receipts have been verified, yet not perform any type of approval action. This method is covered in this topic.

Regardless of which method is used, an expense report can still be completely approved and paid without the verify receipts checkbox being enabled.

**Topic Objectives:**

Upon completion of this topic, you will be able to:

- Search whether receipts have been received for Expense Reports.

- Identify how to flag an Expense Report as ‘Receipts Received’.

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| Assumptions |
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| Dependencies/Constraints |
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#### Additional Information

#### Procedure

For this topic, imagine that you need to flag Report ID 0000300021 as ‘Receipts Received’. Let’s see how this is done.

| Step | Action |
| --- | --- |
|  | Click the **Travel and Expenses** link. |
|  | Click the **Travel and Expense Center** link. |
|  | Click the **Verify Receipts** link. |
|  | Click the **Validate Against Expenses** link. |
|  | You can input specific criteria on this page, or you can search for all Expense Reports.  For this exercise, we will not input any limiting criteria. |
|  | Click the **Search** button. |
|  | Click the **Vertical** scrollbar to navigate to the bottom of the page. |
|  | Notice the **Receipts Received** column for each transaction.  "**N**" = Receipts not verified  "**Y**" = Receipts have been verified |
|  | If the Receipts have been verified, there is a corresponding date in the **Received Date** column which indicates the day that the receipts were verified. |
|  | For this exercise, suppose that you have received the paper receipts for a transaction, and you wish to verify them against the corresponding expense report. |
|  | Ideally, the Report ID should be listed somewhere in/on the receipt packet to facilitate easy verification. |
|  | Click an entry in the **Report Description** column. |
|  | Verify that the paper receipts you have received properly support the charges listed on the Expense Report. |
|  | When you are satisfied that adequate documentation has been received, click the **Receipts Received** checkbox. |
|  | Click the **Vertical** scrollbar  to navigate to the bottom of the page. |
|  | Click the **Save** button. |
|  | Click the **OK** button. |
|  | Click the **Vertical** scrollbar to navigate to the bottom of the page. |
|  | Click the **Return to Search** button. |
|  | The page will need to be refreshed before the update you just made will be displayed. |
|  | Delete the Report ID from the Search criteria section.  Press **Delete**. |
|  | Click the **Search** button. |
|  | Your **Report ID** should now have a Receipts Received status of **Y** for the receipts you just verified. |
|  | Congratulations. You have just completed the **Verifying Expense Report Receipts in Mass** topic. Below is a summary of the key concepts of this lesson:  - Georgia Statewide Travel Regulations require that receipts be submitted for select travel expenses.  - Receipts can be verified "On-line" by any Expenses Approver.  - Receipts can be verified "in Mass" by any Core Application user with the appropriate security access.  - Regardless of which method is used, an expense report can still be completely approved and paid without the verify receipts checkbox being enabled.  **End of Procedure.** |