**Introduction**

Lesson Description:

This lesson is designed to instruct end-users on how to access Travel and Expenses to approve Expense Transactions routed to them. This lesson plan does not cover State, BOR, or institution travel rules and regulations

Objectives and Topics:

By the end of this lesson, participants will be able to successfully work Expense transactions in their Worklist. The topic in this lesson include:

* Expense Approver Responsibilities
* Notifications
* Access Worklist
* Approval Options
* Budget Checking
* Work Transaction
* Verify Expense Report Receipts
* Assign a Designate approver
* Specify Alternate User Routing
* Reassign Expense Transaction

Accompanying Materials:

* Expense Approvers\_PPT
* Expense Approvers\_Job Aids

**Expense Approvers Overview**

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| Slide 2 | Expense Approver Responsibilities   * *Actual responsibilities dependent on institution* * Be knowledgeable of travel rules and regulations * Work EX transactions in a timely manner * Understand where they fall in the Workflow * Have a designated approver for when they submit their own travel (approvers cannot self-approve their own transactions) * Set up an alternate approver when going to be away from the office |
| Slide 3 | Notifications for EX Approvers   * Expense Approvers can see all of their transactions in their Worklist * Expense Approvers are notified via email when an Expense transaction requires their attention * Email contains link to approval page in Worklist   + If approver is currently logged in, link goes directly to approval page   + If approver is not currently logged in, link goes to Sign-In page |
| Slide 4 | Accessing the Worklist   * Depending on security setup for the approver, they may be accessing PSFIN through Self-Service Portal or Core system * Once in the system, steps for accessing Worklist are the same * Link in upper right corner of page * Worklist lists all transactions requiring your approval * Naming Convention:   + TAApproval = Travel Authorizations   + ERApproval = Expense Reports   + CAApproval = Cash Advnces * Click a transaction’s link to display it |
| Slide 5 | Approver Options   * Approve: Sends the EX transaction to the next approver in the Workflow * Deny:   + EX Approver can deny an entire transaction or just select lines in the transaction   + Transactions that have been completely denied may not be resubmitted by the end-user   + When denying, include reason in the comments * Send Back:   + EX Approver can send back or return a transaction to the end user who submitted it for revisions   + The end-user can resubmit the transaction after making the necessary revisions   + When a transaction is sent back and then re-submitted, it goes through the entire Workflow process again * Hold:   + EX approver can use this option if he/she needs some additional time to work the transaction   + Transaction status changes from “Submitted for Approval” to “Approval in Process”   + Stays in that approver’s Worklist until an action is taken |
| Slide 6 | Budget Checking   * Before an Expense Transaction can be approved, it must have a Valid budget check status * Budget Checking determines if there are sufficient funds to pay for a transaction * Budget Checking process looks at the Chartstring indicated in the EX transaction and checks its budget * If an EX transaction has not been budget checked yet, its Budget Status will be “N” (not checked) * Budget Checking happens automatically overnight * Approvers may initiate online budget checking (institution-specific)   + Use Budget Options link and select Budget Check button   + If successful, Budget Check status will be “Valid”   + If unsuccessful, Budget Check Status will need to be resolved before it can be approved   + Institutions should inform approvers what (if any) action they need to take on transactions that fail budget checking * A Valid Budget Check status is only required for transaction approval |

**Working Expense Transactions**

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| Slide 7 | Working an Expense Transaction   * Once in the Worklist, the approver can select a transaction to work it * Approver should review all details on the transaction to make sure they are in compliance with travel rules and regulations * If the end-user has added any supporting documentation to the transaction, the approver can review by going through the Attachments link * To review details of an Expense Report, select the Expense Report Detail link * If approving the entire transaction, verify that it has a Valid Budget Check status   + If the Budget Check Status is “N,” either wait and come back to transaction the following day after nightly budget checking batch process is run or perform online budget checking (institution specific)   + If the transaction does not have a Valid Budget Check Status, the “approve” button will not be enabled * If Sending Back the transaction for revisions, include specific comments as to what needs to be corrected by the traveler * If Denying the entire transaction, include comments as to why you are denying the transaction * If denying a single line in the transaction, select the reason in the drop down menu (on the line) * Once an approval action is taken on the transaction, system records date and time * If approving, Workflow automatically sends to next approver and transaction is removed from original approver’s Worklist * If denying, Workflow automatically sends back to end user who submitted the transaction and transaction is removed from approver’s Worklist * If sending back to end user, Workflow automatically sends back to the end user for corrections and transaction is removed from approver’s Worklist |
| Slide 8 | Verifying Expense Report Receipts   * Certain expense types requires an accompanying receipt before reimbursement can happen * Institutions may delegate this responsibility to EX approvers * If responsible for verifying Expense Report Receipts, the EX approver can verify expense report receipts online within the transaction before approving it * Receipts can now be attached electronically and accessed via the Attachments link * To verify expense report receipts, Approver select the Verify Receipts checkbox   + Once complete, checkbox stays enabled throughout Workflow (in other words, the remaining approvers do not have re-perform this step) |

**Approver Maintenance**

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| Slide 9 | Assigning a Designated Approver   * EX approvers are not allowed (or able to) approver their own Expense transactions * All approvers should set up their own designated approver to handle their own EX transactions * EX Administrators may perform this action or require Approvers to complete it * Exception: if Approver is part of a pool of approvers, a designated approver is not required * Done on the Organizational Data tab of User Profile in Expenses |
| Slide 10 | Specifying Alternate User Routing   * If EX approver will not be able to work EX transactions for a specified time (i.e., on leave), should specify an alternate user to approve EX transactions in their absence * EX Approver specifies a date range for when the Alternate User will receive transactions * EX Approver selects/enters the alternate user   + Make sure the alternate user who will be approving transactions in your place has the proper security rights * During the specified date range, any new Expense transactions will be routed to the alternate user * If there Expense transactions currently sitting in the original approver’s Worklist, they will remain there until acted upon or reassigned * Done through the “My System Profile” in the menu |
| Slide 11 | Reassigning Approval Work   * If needed, an EX Approver may reassign an Expense Transaction to another approver if they are unable to work it * EX Administrators may also reassign Expense Transactions sitting in an Approver’s Worklist too * Done through Manager Self-Service link |