**Work an Expense Report as an Approver**

1. After logging into PSFIN (Self-Service or Core), select the **Worklist** link in the top right corner of the page
2. In the Worklist, select an **Expense Report** by clicking its link
3. The transaction summary page appears; review the transaction for accuracy and compliance to travel rules and regulations
4. Review details of the Expense Report by clicking on the **Expense Report Detail** link in the bottom right corner of the page
5. If the Expense Report has not been budget checked yet, do one of the following:
   1. Wait for the nightly batch Budget Checking process to run and come back to the transaction the following day
   2. Perform online Budget Checking by clicking the **Budget Options** link; then click the **Budget Check** button
      1. If Budget check runs successfully, the Budget check status will be valid
      2. If Budget check fails, the error will need to be resolved before it can be approved
   3. Note: A **Valid** budget check status is only required if you intend to approve the expense report
6. Select one of the following by clicking the appropriate button:
   1. **Approve**
   2. **Send Back**: Make sure to include comments as to why you are sending back the Expense Report to the traveler and what needs correcting
   3. **Hold**
   4. **Deny**: Make sure to include comments as to why you are denying the Expense Report
   5. Save Changes
7. Click **OK**

**Verify Expense Report Receipts Online**

1. After logging into PSFIN (Self-Service or Core), select the **Worklist** link in the top right corner of the page
2. In the Worklist, select an **Expense Report** by clicking its link
3. The **Verify Receipts** checkbox can be enabled by any of the approval levels on Expense Report Transactions. Once the checkbox is enabled, this selection is maintained throughout the remainder of the approval process (in the event that the AP Auditor is not the first approver to verify receipts)
4. Manually compare the receipts submitted by the traveler to the entries on the expense report. When you are satisfied that sufficient documentation was provided to justify the expense(s), click the **Receipts Received** box.
5. Ensure that the Budget Status is **Valid** and click the **Approve** button
6. Click **OK**

**Assign a Designated Approver**

1. After logging into Self-Service, select **Employee Self-Service**
2. Select **Profiles and Preferences**
3. Select **Review/Edit Profile**
4. Select the **Organizational Data** tab
5. If you know the **User ID** of the employee you wish to name as a designated approver, enter the value directly into the Designated Approver field. Otherwise, use the Look-up icon to search for the User ID
6. Select an entry in the User ID column to specify your designated approver
7. Select **Save**

**Specify Alternate User Routing**

1. After logging in, select **My System Profile**
2. Select **Profiles and Preferences**
3. Select **Review/Edit Profile**
4. Under the **Alternate User** section in the **Description** field, enter (or search for) the User ID of the person you want to work your Expense transactions in your absence
5. Enter the beginning date in the **From Date**
6. Enter the ending date of this alternate user routing in the **To Date** field
7. Do not adjust the Workflow attributes on this page
8. Select **Save**

**Reassign Expense Transaction**

1. After logging into Self-Service, select **Manager Self-Service**
2. Select **Manage Expenses Security**
3. Select the **Reassign Approval Work** link
4. Note:
   1. The system will generate an error and terminate the reassign operation if you attempt to reassign a transaction to yourself
   2. If you reassign a transaction who happens to be the originator of the transaction (the traveler), the system will perform the reassignment, but the individual will receive an error message indicating that they are not authorized to approve a transaction that they submitted
5. To select one transaction to reassign, select it with the checkbox. To select all transactions in your Worklist to reassign, click **Select All**.
6. Use the **Look Up** icon next to the **Reassign Work To** field to select who you want to route the transactions to and select the appropriate person in the **User ID** column
7. Select the **Reassign** button
8. Select the **Home** link