

How to Approve Transactions in the Expense Module (Approval Roles)

All transactions must be approved by an Approver and an Auditor prior to payment/reimbursement. When a transaction is ready for approval, Approvers/Auditors will receive an e-mail notification prompting them to take action. Per the Approver/Auditor Responsibilities, prior to final approval, Approvers/Auditors must review supporting documentation and verify appropriateness of expenses and accuracy of accounting. This document will guide Approvers/Auditors through the technical aspect of the Expense Module approval process. It is necessary for Approvers/Auditors to reference the [UW System Policies and Procedures](#), when reviewing individual expenses.

- 1) Sign into the Expense Module (See How to Sign in to the Expense Module). Click on **Approve Transactions** in the *Expense Module- Approvals* box. Your approval queue, containing a list of transactions, will appear. The transactions are listed in the order that they appeared in the queue (e.g. If you are an Auditor, the transactions in your queue will be in the order that they were approved by the Approver).

Note: If you choose to use the link provided in the approval notification e-mail, you will a) need to already be signed into Expense Module to navigate directly to report; or b) need to sign in with your Net ID and password and then click on Approve Transactions.

Select	Urgency	Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input type="checkbox"/>	■	Expense Report	1200.00	USD	Employee.EXUSER01-Stefanie	EXUSER01	Urgency Flag testing	0000165997	06/06/2013	Submitted for Approval	Approver
<input type="checkbox"/>	▼	Expense Report	160.00	USD	Employee.EXUSER04	EXUSER04	062613 RECEIPT SPLIT	0000166054	06/26/2013	Approvals in Process	Approver
<input type="checkbox"/>	●	Expense Report	600.00	USD	Employee.EXUSER01-Stefanie	EXUSER01	testing	0000166069	07/18/2013	Submitted for Approval	Approver
<input type="checkbox"/>	●	Expense Report	300.00	USD	Employee.EXUSER01-Stefanie	EXUSER01	2012 expenses	0000166071	07/18/2013	Submitted for Approval	Approver
<input type="checkbox"/>		Travel Authorization	1500.00	USD	Employee.EXUSER01-Stefanie	EXUSER01	Urgency Flag Testing	0000007185	06/06/2013	Submitted for Approval	Approver

Select All
 Clear All

Select: The checkboxes in this column can be used to Send Back or Hold multiple transactions; however, this practice is not advisable due to the following:

- **Send Back:** The same comments will be included with each transaction that is sent back to the Traveler for modification and resubmission.
- **Hold:** Placing a transaction on hold will make it inaccessible to other Approvers/Auditors and System Administrators. The only way to remove the hold status is to approve or deny the report or send it back to the Traveler.

- 3) The content within the *General Information* box provides details necessary to determine the appropriateness of the expense lines (e.g. *Date/Time of Departure/Return* fields determine which meals a traveler is eligible to claim). Review the information for accuracy and verify that the contents of the report coincide with the mission of your Division/Department.

TIP: The **Summary Report** is available near the bottom of the Expense Report. Use this feature to review most expense line information (e.g. funding, details) on one screen.

Note: If the information provided by the Traveler/Alternate is incorrect or needs further explanation, Approvers/Auditors can edit all fields within the *General Information* box with the exception of the report name.

- 4) To verify the default funding source, click on the **Accounting Defaults** link, which is located directly below the *General Information* box. This funding will apply to each expense line on the report unless it has been changed by the Traveler/Alternate or another Approver/Auditor at the expense line level. Change the funding as appropriate and click the **Save** button. To use multiple funding sources, click the **Add Chartfield Line** button, adjust the percentage fields, enter the additional funding information and click **OK**. To delete a funding source, click the minus sign at the end of the row.

Funding information is automatically verified upon entry. If invalid funding is entered, red flags will appear at the beginning of the affected expense lines. Travelers/Alternates may submit expense reports containing funding errors. Approvers may approve reports with errors; however, Auditors must correct the errors prior to final approval.

Note: Instructions for changing the funding for individual expense lines are included in Step 7.

- 5) Review attachments at the header level:



The screenshot shows a header level interface for Accounting Defaults. At the top, there is a link for "Accounting Defaults" and a "More Options:" section with a dropdown menu set to "Expense Report Detail" and a "GO" button. Below this is a "Receipt Information" section with two options: "Receipts Received" (with an unchecked checkbox) and "Attachments (1)" (with a red circle around the text).

Note: Approvers/Auditors cannot add or delete attachments.

- 6) Review alert bubbles located at the beginning of the expense lines. The alerts are intended to inform Approvers/Auditors of the following situations that may require further investigation:
- The claimant entered meals and/or lodging expenses that exceed the allowable maximum.
 - The claimant entered one or more duplicate expenses.
 - The funding on the expense line is different from the default.

Note: Approvers/Auditors can approve expense reports that contain alert bubbles.

- 7) Review each expense line for the following:

Policy Compliance: It is helpful to refer to the specific policy that pertains to the expense line being reviewed.

Documentation Requirements: Refer to the *Receipt/Documentation Requirements* Policy for a complete list. Review attachments at the expense line level:

TIP: Don't lose your place! In case you have to exit the report and come back to it later, use the **Receipts Verified** checkbox within each expense line to indicate where you left off.

 Taxi/Subway/City Bus, etc.	07/01/2013	UWMSN	60.00 USD	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
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Note: Approvers/Auditors cannot add or delete attachments.

Accuracy of Information Entered on *Details* Page:

➤ **Expense Type and Billing Type:** The combination of the Expense Type and Billing Type automatically determines the account code that is applied to each expense line.

- **Billing Type:** If the Billing Type is incorrect, Approvers can correct it using the drop-down menu. Auditors cannot change the Billing Type.
- **Expense Type:** If the Expense Type is incorrect, Approvers should add a new expense line, select the appropriate expense type and mark the original line as non-reimbursable. Auditors cannot add expense lines.

Note: If a single expense type needs to be divided into multiple expense types (e.g. Lodging > Lodging, Internet Fee and Meals), see *How to Use the Receipt Split Function in the Expense Module*.

➤ **Payment Type:** The payment type determines who will receive payment for the expenses claimed.

- **Corporate Card:** Reimbursable expenses are paid directly to US Bank, by the University, on behalf of the cardholder.
- **Personal Funds:** Reimbursable expenses are paid directly to the Traveler.
- **University Prepaid:** Expenses have already been paid by the University with another payment method (e.g. Purchasing Card) and will not be included in the amount reimbursed to the claimant.

TIP: Prepaid Expenses are entered for informational purposes only and do not generate payments or accounting entries; therefore, the funding strings for these expense lines do not need to be verified. In addition, receipts do not need to be included in the receipt packet because they have already been provided with the original payment mechanism.

➤ **Funding:** To change the funding on an individual expense line, click on the **Accounting Details** link, change the funding as appropriate and click the

Save button. To use multiple funding sources, click the **Add Chartfield Line** button, adjust the amounts, enter the additional funding information and click **OK**. To delete a funding source, click the minus sign at the end of the row. The

TIP FOR APPROVERS: In order to make changes to expense lines, select **Expense Report Detail** from the *More Options* drop-down menu below the *General Information* box. In order to approve the report, you must switch back to **Expense Report Summary** mode.

funding may need to be changed on an individual expense line for the following reasons:

- **Account Code:** Change the account code for the Expense Types of Misc. Purchases/Supplies, Travel Incidentals and Tuition Reimbursement when necessary.

Funding information is automatically verified upon entry. If invalid funding is entered, users will receive a pop-up error message. Click OK to return to the expense detail page. Approvers may approve reports with errors; however, Auditors must correct the errors prior to final approval.

- **Additional Required Details:** Individual expense types may require verification of additional information, such as *Number of Nights, Number of Attendees, Attendees Lists, Currency Exchange Rate, etc.*

Note: *If the information provided by the Traveler/Alternate is incorrect or needs further explanation, Approvers/Auditors can edit most fields. If a portion of an expense line needs to be marked as a non-reimbursable amount, see How to Use the Receipt Split Function in the Expense Module.*

- 8) Check the **Receipts Received** box located between *Accounting Defaults* and *Expense Line Items*.
- 9) Note the *Expense Report Totals* box. The amounts listed indicate the payments to be made to the following:

Employee Expenses: Total of all expense lines, regardless of payment type

Non-Reimbursable Expenses: Total of all expenses marked as non-reimbursable

Prepaid Expenses: Total of all expenses with a payment type of *University Prepaid*

Due Employee: Total of all reimbursable expenses with a payment type of *Personal Funds*

Due Vendor: Total of all reimbursable expenses with payment type of *Corporate Card*

- 10) Note the *Pending Actions* box. This box displays the names and roles of all Approvers/Auditors required to review the report prior to payment/reimbursement. If the Approver is listed as "Pooled", multiple individuals are able to approve at this level, but only one is required.

TIP FOR AUDITORS: *If an Auditor receives a report and cannot approve it, he/she should check the **Pending Actions** box. If the report is still pending an Approver role, the Auditor will not be able to take action on the report until all Approvers have approved it.*

- 11) Note the *Action History* box. This box tracks the history of the transaction after it entered workflow, including a date/time stamp and comment bubbles containing Approver/Auditor remarks.

- 12) You are now ready to approve the transaction. Please note that after the final approval, no further changes can be made

TIP FOR APPROVERS: *The approval buttons will only appear when you are in the **Expense Report Summary** mode. The drop-down menu can be found below the **General Information** box.*

prior to processing. Include any final notes in the *Comments* box. Click the **Save** button. This saves any changes made to the expense report and routes you back to your approval queue. Open the report and click Approve. On the confirmation page, click **OK**. The system will display the approved expense report in *View* mode. If you need a print-out, now would be a good time to get one.

Note: *If you are not ready to approve the expense report, some additional options include:*

Send Back: In the *Comments* box, enter specific actions required by the traveler. Click the **Send Back** button.

Deny: To eliminate an expense report that will not be paid, click the **Deny** button. Once an expense report is denied, resubmission is not possible.

Hold: Once an expense report is held by an Approver/Auditor, it cannot be accessed by any other individual, including a Workflow Administrator. This is not recommended.

Below are additional resources that may be useful when approving transactions in Expense Module:

[How to Determine Mileage Rates in the Expense Module](#)