Approving Expense Transactions

You will receive an email alerting you that an Expense Report is ready for your approval. You can access the approval page by using the link in the email or by navigating to the page using the menu.

Contents

Access the Approval Worklist from an email notification ........................................................................................................ 1
Access Approval Worklist from the menu .......................................................................................................................... 2
Actions available on Approval Worklist .......................................................................................................................... 2
Budget Check ........................................................................................................................................................................... 4

Access the Approval Worklist from an email notification

1. Make sure that you are logged into Peoplesoft.
2. Open the email notification.
3. Click on the hyperlink included in the email.

-----Original Message-----
From: dpwook@umass.edu | maffo@umass.edu
Sent: Tuesday, March 6, 2018 9:42 AM
To: Montahem, Megan <mmontahem@umass.edu>
Cc: Joyce, Charlene  <CJvyv@umass.edu>
Subject: FSJT092: Link in TA Notify email (P93-10144)

Workflow Notification
Priority:
Date Sent: 2018-03-06
Sent To: Montahem,Megan M/5UM100709593
cc: Joyce,Charlene M/5UM10140942

Please click on the link below to access this transaction (You must be logged into Peoplesoft Finance Application before clicking on link):

Message Text:
Hi Megan,

This is a test to confirm that the link included in this email takes you to the Approval Worklist page.

Would you let me know if the link takes you to the desired page?

Thank you!

Charlene
Access Approval Worklist from the menu
4. Click on the Manager Self Service tile.
NOTE: The tiles available to you depend on your security.

Actions available on Approval Worklist
5. Approval Transactions – Overview page will be displayed.

The Overview tab shows all transactions pending approval for all expense documents. It may also show approvals for Roles other than your own.

6. Select Expense Reports

7. To review a document before approving it, click on the Transaction ID hyperlink.
The following details should be included in the report:

- For all Out-of-state, overnight travel there should be a Travel Authorization (Terra Dotta ID) number on the expense report.
- When per diem is requested, the dates and times of departure and return must be included in the description.
- The description on a mileage line must include both where and why the employee traveled.
- Receipts can be viewed by clicking on the Attachments link.
- Any detailed explanation for unusual expenses (driving rather than flying, per diem requested when all meals were provided at a conference, staying beyond conference date for personal reasons, etc.) should be included in either the Notes section or the expense line description field.
**Budget Check**

8. The Budget Check process is run as part of the batch processing at noon and at 5pm. Transactions can also be budget checked manually by following the steps below.

   a. Click on the **Budget Options** link

   ![Budget Options Screen](image1)

      **Approve Expense Report - Expense Summary**

      - Business Purpose: Training
      - Description: Job Aid for Creating EER
      - Term Delta ID: 12345
      - Accounting Date: 05/01/2018
      - Budget Status: Not Budget Checked

   ![Budget Check Button](image2)

      **Commitment Control**

      - Source Transaction Type: Expense Sheet
      - Budget Checking Header Status: Not Budget Checked
      - Commitment Control Amount Type: Encumbrance
      - Override Transaction

   b. Click on the **Budget Check** button to submit document to be budget checked.

   ![Budget Check Confirmation](image3)

      **Commitment Control Details**

      - Budget Checking has logged 0 'Warning' Exceptions. Do you want to Transfer to the Exceptions? (18021.1092)

      Selecting "Yes" will transfer you to the Transaction Exception Page for this document while refreshing and minimizing the calling page.

      Selecting "No" will refresh the page. You can transfer later by using the "Go To Transaction Exception Header" Plesh Button on this secondary page.

   ![Confirmation Message](image4)

      **Commitment Control Details**

      - Budget Checking has logged 0 'Warning' Exceptions. Do you want to Transfer to the Exceptions? (18021.1092)

      Selecting "Yes" will transfer you to the Transaction Exception Page for this document while refreshing and minimizing the calling page.

      Selecting "No" will refresh the page. You can transfer later by using the "Go To Transaction Exception Header" Plesh Button on this secondary page.

   ![Confirmation Message](image5)

   c. Budget warnings can be ignored. Budget errors should be reported to the appropriate person at your campus. Click **No** to return to the Commitment Control Details page.
d. Click **OK** to return to the expense document summary page.

9. Once you have reviewed the document, you can either approve it, or send it back to the user.
   a. To approve document, click **Approve** button.
b. To send the document back:
   i. Expand the **Comments** section
   ii. Enter comment
   iii. Click **Send Back**

When sending an Expense Report back, email the originator of the expense and explain why the report is being sent back and what needs to be corrected.