

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
Approve or Send Back documents.....	4
Review Document	5

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: cjoyce@umassp.edu [mailto:cjoyce@umassp.edu]
Sent: Tuesday, March 6, 2018 9:42 AM
To: Momtaheni, Megan <mmomtaheni@umassp.edu>
Cc: Joyce, Charlene <CJoyce@umassp.edu>
Subject: FSLTD92: Link in TA Notify email (F92-10144)

Workflow Notification

Priority:

Date Sent: 2018-03-06

Sent To: Momtaheni, Megan M/SUM10070693

cc: Joyce, Charlene M/SUM10140942

Please click on the link below to access this transaction (You must be logged into PeopleSoft Finance Application before clicking on link):
https://fs-ltd.erp.umasscs.net/psp/fsltd92/EMPLOYEE/ERP/c/APPROVE_EXPENSE_TRANSACTIONS.EX_APPRVL_WORKLIST.GBL?Page=EX_ALLTXN_APPR&TRAVEL_AUTH_ID=0000013153&Action=U

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?

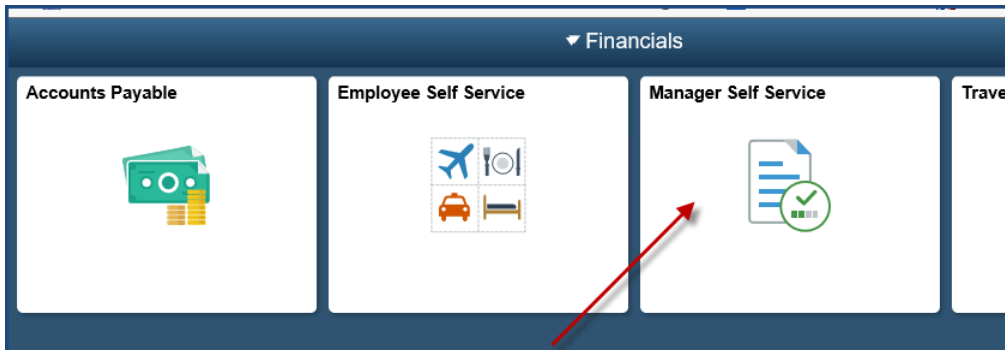
Thank you!

Charlene

Access Approval Worklist from the menu

- Click on the **Manager Self Service** tile.

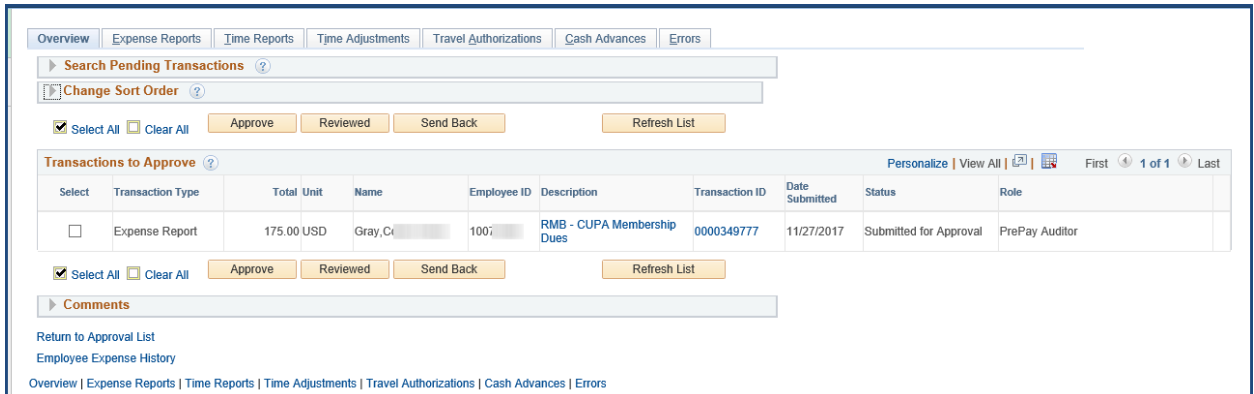
NOTE: The tiles available to you depend on your security.



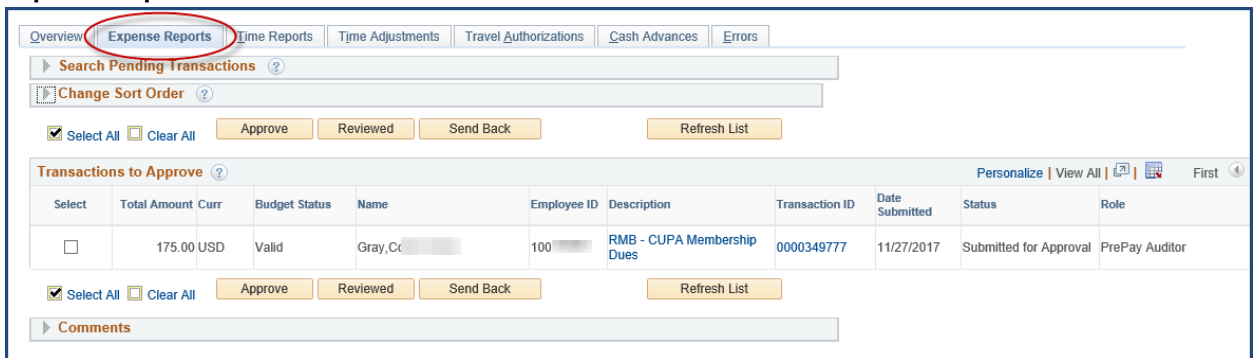
Actions available on Approval Worklist

- Approval Transactions – **Overview** page will be displayed.

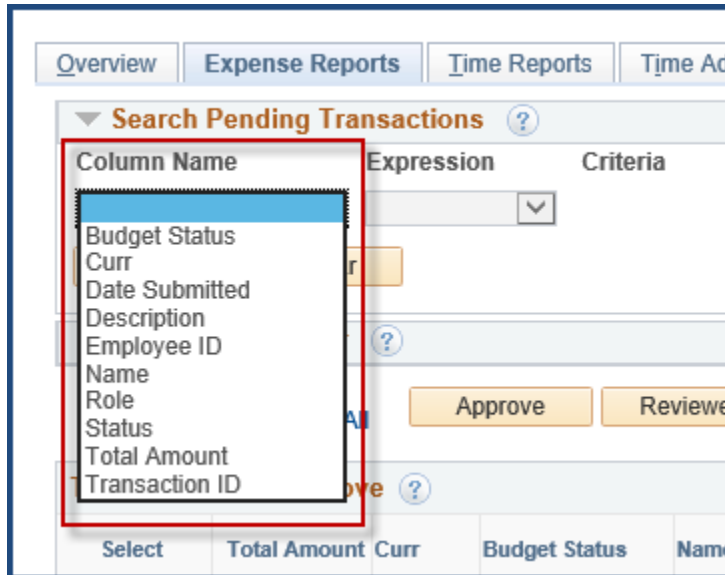
The Overview tab shows all transactions pending approval for all expense documents. It may also show approvals for Roles other your own. You can limit the type of transactions you see by clicking on the tab at the top and choosing either Expense Reports or Cash Advances.



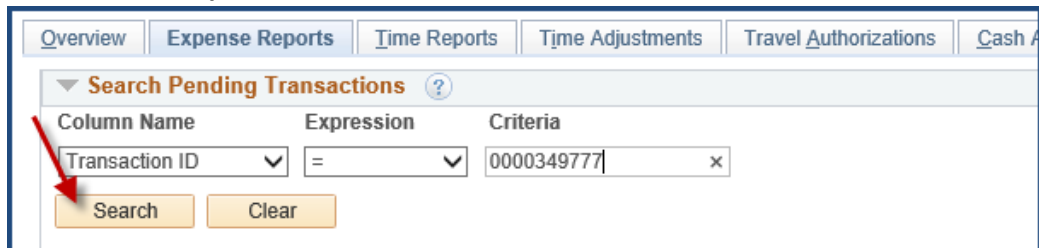
- To see only a specific document type, select the appropriate tab. In the example below, the **Expense Reports** tab is selected.



7. To further narrow down the list of documents you see listed, expand the **Search Pending Transactions** section.
- a. Select the column to search for from the drop down list in the **Column Name** field.



- b. Select desired **Expression** and enter desired value in **Criteria**. Click **Search**.



Approve or Send Back documents

8. Transactions can be Approved or Sent Back for edits from the approval worklist. Expense documents can only be approved by this method if they have no errors or alerts, and have passed budget checking.
 - a. To approve documents:
 - i. Select desired document(s) by selecting corresponding checkbox
 - ii. Click **Approve**

Overview | Expense Reports | Time Reports | Time Adjustments | Travel Authorizations | Cash Advances | Errors

Search Pending Transactions ?

Column Name	Expression	Criteria
Transaction ID	=	0000349777

Search Clear

Change Sort Order ?

Select All Clear All Approve Reviewed Send Back Refresh List

Transactions to Approve ?

Select	Total Amount	Curr	Budget Status	Name	Employee ID	Description	Transaction ID
<input checked="" type="checkbox"/>	175.00	USD	Valid	Gray, Ct	100	RMB - CUPA Membership Dues	0000349777

Select All Clear All Approve Reviewed Send Back Refresh List

Comments

Overview | Expense Reports | Time Reports | Time Adjustments | Travel Authorizations | Cash Advances | Errors

- b. To send documents back:
 - i. Select desired document(s) by selecting corresponding checkbox
 - ii. Expand the **Comments** section
 - iii. Enter comment
 - iv. Click **Send Back**

Transactions to Approve ?



Select	Total Amount	Curr	Budget Status	Name	Employee ID	Description	Transaction ID
<input checked="" type="checkbox"/>	175.00	USD	Valid	Gray	100	RMB - CUPA Membership Dues	0000349777

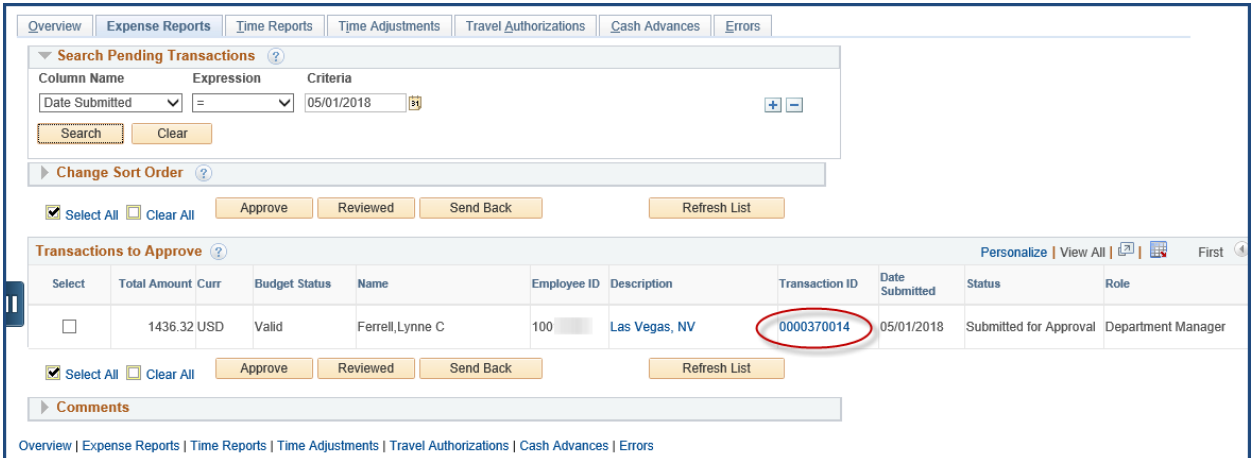
Select All Clear All Approve Reviewed Send Back Refresh List

Comments

Sending back for corrections

Review Document

9. Transactions with alerts  or errors  cannot be approved directly from the approval workflow.
 - a. The approver must click on the *Transaction ID* to review/resolve any issues (see Step #10).
 - b. Check to see if there is a duplicate expense. Some duplicates are legitimate. Example: "Other travel expense" used twice on same day will result in duplicate alert (One could be tips/gratuities and the other a taxi fare.)
10. To review a document before approving it, click on the **Transaction ID** hyperlink.



The screenshot displays the 'Transactions to Approve' section of a system. At the top, there are navigation tabs: Overview, Expense Reports, Time Reports, Time Adjustments, Travel Authorizations, Cash Advances, and Errors. Below these is a search filter for 'Search Pending Transactions' with a table for Column Name, Expression, and Criteria. The criteria is set to 'Date Submitted = 05/01/2018'. There are 'Search' and 'Clear' buttons. Below the search is a 'Change Sort Order' section. The main table has columns: Select, Total Amount Curr, Budget Status, Name, Employee ID, Description, Transaction ID, Date Submitted, Status, and Role. A single transaction is listed with a total amount of 1436.32 USD, budget status 'Valid', name 'Ferrell, Lynne C', employee ID '100', description 'Las Vegas, NV', transaction ID '0000370014' (circled in red), date submitted '05/01/2018', status 'Submitted for Approval', and role 'Department Manager'. There are 'Select All', 'Clear All', 'Approve', 'Reviewed', 'Send Back', and 'Refresh List' buttons. A 'Comments' section is at the bottom.

Select	Total Amount Curr	Budget Status	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input type="checkbox"/>	1436.32 USD	Valid	Ferrell, Lynne C	100	Las Vegas, NV	0000370014	05/01/2018	Submitted for Approval	Department Manager

The following details should be included in NOTES section the report:

- **Dates of Travel**
- **Destination**
- **PI Name if funded on a grant**
- **Per Diem Explanation**
- **Detail, if spilt funded**
- **Explanation of any unusual expense**

11. Once you have reviewed the document, you can either approve it, or send it back to the user.
- To approve document, click **Approve** button.

The screenshot shows an expense report summary. At the top, it lists 'Employee Expenses (2 Lines)' for 85.00 USD and 'Cash Advances Applied' for 0.00 USD. Below this, the total 'Amount Due to Employee' is 85.00 USD. The interface includes sections for 'Approval History', 'Comments' (with an empty text box), and 'Expense Line'. The 'Expense Line' section has a table with columns for 'Date', 'Expense Type', and 'Description'. The 'Approve' button is circled in red.

Employee Expenses (2 Lines)	85.00 USD	Non-R
Cash Advances Applied	0.00 USD	
Amount Due to Employee		85.00 USD

▶ Approval History

▼ Comments

Approve Send Back Hold

▼ Expense Line ?

Expense Line Items

Date	Expense Type	Description
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- To send the document back:
 - Expand the **Comments** section
 - Enter comment
- Click **Send Back**

This screenshot is identical to the previous one, but the 'Comments' section is expanded and highlighted in yellow. The 'Send Back' button is now circled in red.

Employee Expenses (2 Lines)	85.00 USD	Non-R
Cash Advances Applied	0.00 USD	
Amount Due to Employee		85.00 USD

▶ Approval History

▼ Comments

Approve Send Back Hold

▼ Expense Line ?

Expense Line Items

Date	Expense Type	Description
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