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 the 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 into the Expense Module). Click on **Expense WorkCenter tile** in the *Home Page*. On WorkCenter click on **Approve Transactions** link. 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.*

Transactions to Approve ? Personalize | View All | | First 1-25 of 2

Select	Urgency	Alert	Transaction Type	Total	Unit	Name	Employee ID	Bus Unit	Description	Transaction ID	Date Submitted	Status	Role
			Cash Advance	4440.00	USD	Employee,EXUSER02 A	EXUSER02	UWPLT	for approval	0000005003	06/06/2018	Submitted for Approval	Approver
			Expense Report	96.00	USD	WALDOCH,GREGORY D	00183187	UWMSN	test rel1	0000537383	04/25/2018	Approvals in Process	Approver
			Expense Report	38.25	USD	Employee,EXUSER01-Stefanie A	EXUSER01	UWPLT	Per Diem Day Trip	0000537555	05/21/2018	Submitted for Approval	Approver
			Expense Report	15.00	USD	SCHWARTZ,SHARON A	00798767	UWPLT	dup exp report	0000537576	05/24/2018	Submitted for Approval	Approver
			Expense Report	15.00	USD	SCHWARTZ,SHARON A	00798767	UWPLT	dup exp report	0000537577	05/24/2018	Submitted for Approval	Approver
			Expense Report	101.02	USD	Employee,EXUSER03 A	EXUSER03	UWPLT	Alternate	0000537606	06/04/2018	Submitted for Approval	Approver
			Expense Report	678.77	USD	Employee,EXUSER01-Stefanie A	EXUSER01	UWPLT	ER greater than CA, ER > CA	0000537613	06/04/2018	Submitted for Approval	Approver
			Expense Report	777.77	USD	Employee,EXUSER01-Stefanie A	EXUSER01	UWPLT	ER total equal to CA, ER = CA	0000537614	06/05/2018	Submitted for Approval	Approver
			Expense Report	38.25	USD	Employee,EXUSER01-Stefanie A	EXUSER01	UWPLT	ER less than CA, ER < CA	0000537619	06/05/2018	Submitted for Approval	Approver
			Expense Report	766.90	USD	Employee,EXUSER01-Stefanie A	EXUSER01	UWPLT	ER>CA;ER (per)>CA;ER (uni) >CA	0000537620	06/05/2018	Submitted for Approval	Approver
			Expense Report	15.00	USD	Employee,EXUSER02 A	EXUSER02	UWPLT	for approval	0000537640	06/06/2018	Submitted for Approval	Approver
			Expense Report	15.00	USD	Employee,EXUSER02 A	EXUSER02	UWPLT	for approval	0000537641	06/06/2018	Submitted for Approval	Approver
			Expense Report	192.99	USD	SIMS,COLLEEN	00125989	UWMSN	A trip from GET to eRe PRREL1	0000537664	06/11/2018	Submitted for Approval	Approver
			Expense Report	6214.32	USD	SIMS,COLLEEN	00125989	UWMSN	To Flagstaff AZ	0000537665	06/11/2018	Submitted for Approval	Approver
			Travel Authorization	610.00	USD	LINTON,RICHARD T	00185532	UWMSN	asdfasdf	0000037942	05/11/2018	Submitted for Approval	Approver

Select All Clear All Send Back Hold Refresh List

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.

Urgency: The Urgency column provides a visual guideline to help you prioritize your approval queue based on the number of days from submission. The categories are defined as follows:

__GOAL:__ Try to approve all transactions within seven days of submission

Green circle (low): 0 – 7 Days
Yellow triangle (medium): 8 – 29 Days
Red square (high): 30 – 999 Days

Transaction Type: Approvers/Auditors will see Expense Reports, Travel Authorizations and Cash Advances in their approval queues.

Total: This amount represents the total amount of the report, regardless of the payment mechanism used for each expense line.

Unit: This column displays the form of currency used to enter the expenses. **Name:** This column displays the name of the individual claiming reimbursement/payment. Verify that this is the appropriate individual to be reimbursed for the expenses claimed.

Employee ID: This column displays the employee or non-employee ID of the individual claiming reimbursement/payment.

Bus Unit: Business Unit/Institution of the Employee

Description: This column displays the report name entered by the Traveler/Alternate.

Transaction ID: This column displays a unique 10-digit number that identifies the transaction.

Date Submitted: This column displays the date the Traveler/Alternate submitted the report.

Status: This column displays the status of the report, which will be *Approvals in Process* in most cases.

Role: If an Approver/Auditor is assigned to multiple approval roles, it is important to verify which level of approval the transaction is pending.

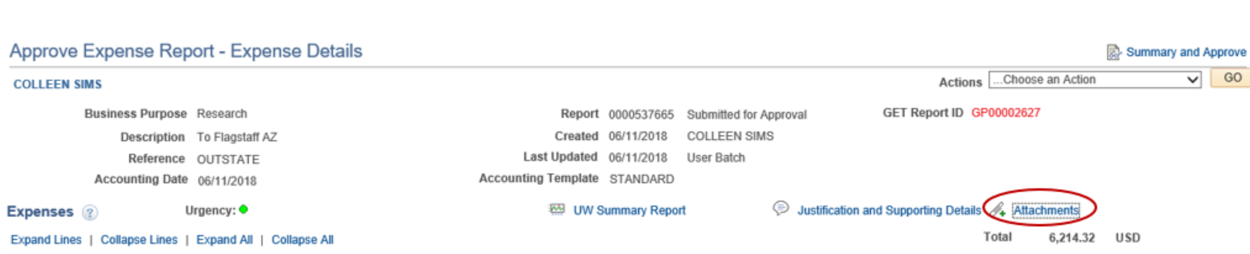
2) Click on the **Description** or **Transaction ID** link of the report you would like to review. The desired report displays.

__TIP:__ If you are approving a __Travel Authorization__, the remainder of these steps may not apply. It is most important for you to verify the traveler, the appropriateness of the upcoming trip and the anticipated budget.

3) The content within the *Expense Summary* section 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 UW* ***Summary Report*** *is available near the top of the Expense Report. Use this feature to review the accounting for this expense report.*

4) Review attachments at the header level:



Note: Approvers/Auditors can add 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.*

Note: *Approvers/Auditors can add or delete attachments.*

Accuracy of Information Entered on *Details* Page:

> ***TIP FOR APPROVERS:*** *In order to make changes to expense lines, select* ***Expense Details*** *link in the upper right corner on the Expense report. In order to approve the report, you must switch back to* ***Summary and Approve*** *mode.*

- **Expense Type and Reference/Billing Type:** The combination of the Expense Type and Billing Type automatically determines the account code that is applied to each expense line.
  - **Reference/Billing Type:** If the Reference/Billing Type is incorrect, Approvers can correct it using the drop-down menu.
  - **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. ***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.
  - **US Bank 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.
  - **Prepaid Travel P-Card:** Expenses have already been paid by the University with another payment method and will not be included in the amount reimbursed to the claimant.
  - **Prepaid Purchasing Card:** Similar to Travel P-Card expenses have already been paid by the University 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 Plus sign button at the far right, adjust the amounts, enter the additional funding information.

To delete a funding source, click the minus sign at the end of the row.

- **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) Note the *Expense Report* ***Totals*** Section. 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*
Amount Due to Employee: Total of all reimbursable expenses with a payment type of *Personal Funds*
Amount Due to Supplier: Total of all reimbursable expenses with payment type of *Corporate Card*

10) Note the *Approval History Section*. 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.

11) Note the *Approval 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* ***Summary and Approve mode.***

prior to processing. Include any final notes in the *Comments* box. Click the **Save Changes** 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.

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