Expense Document Year-end Clean-up

Preparers need to take action on expense documents with Report Statuses of:

- Approvals in Process
- Submitted for Approval

Navigate to each of the following pages and then follow the instructions in order to find and take appropriate action on expense transactions that are sitting idle and are not fully processed.

Expense Reports:

Employee Self-Service > Travel and Expense Center > Expense Report > View

Travel Authorizations:

Employee Self-Service > Travel and Expense Center > Travel Authorization > View

Cash Advances:

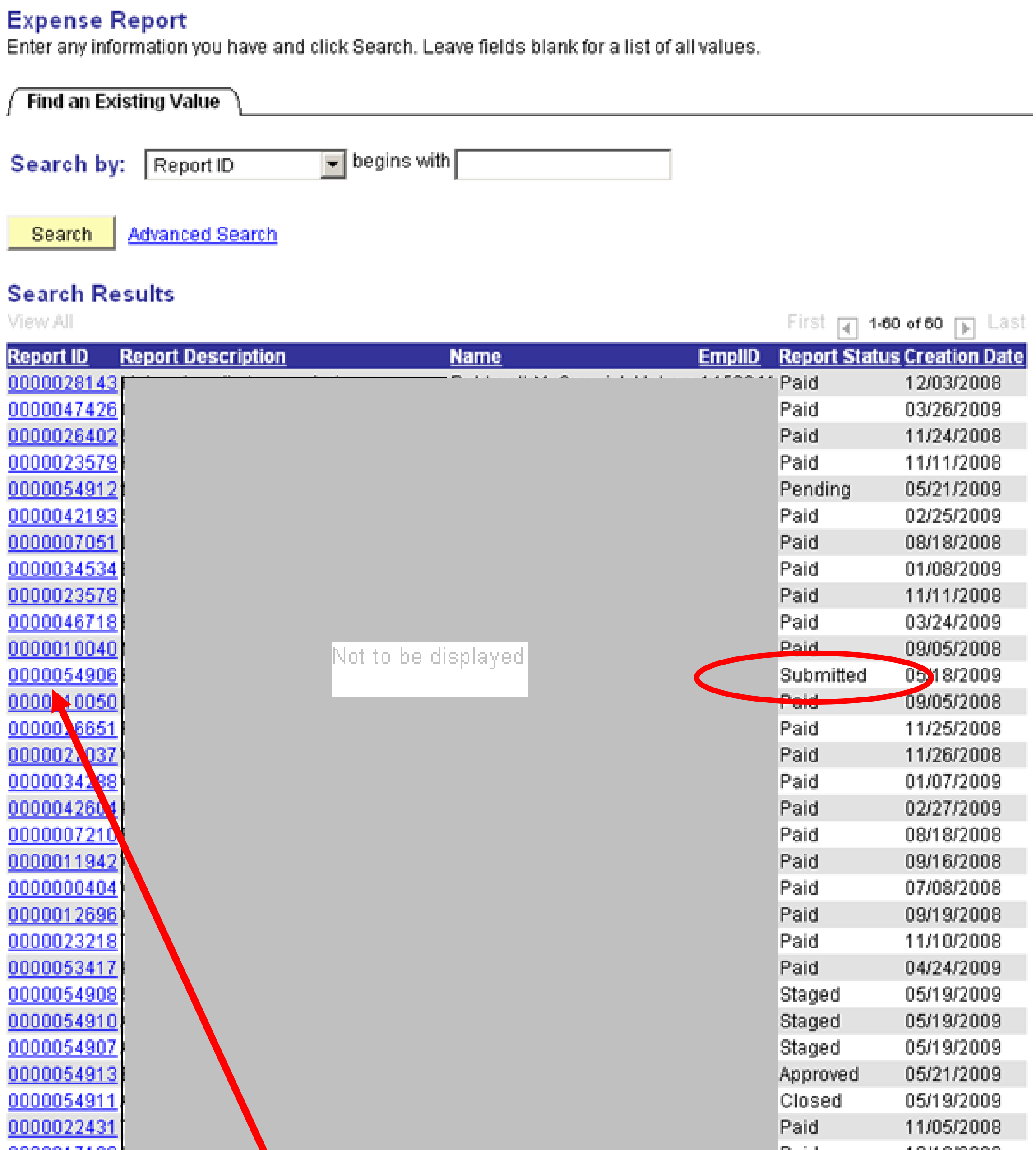
Employee Self-Service > Travel and Expense Center > Cash Advance > View

Instructions:

1. On the search page, click the ***Search*** button without entering any search criteria. The search results will list all of the transactions that you have prepared. (See screen print below)

2. Click on the ***EmplID*** hypertext heading to sort all transactions by EmplID.

3. Review the transactions that are still in a status of ***Submitted*** or ***In Process***.



Expense Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search by: Report ID begins with

Search Advanced Search

Search Results

View All First 1-60 of 60 Last

Report ID	Report Description	Name	EmplID	Report Status	Creation Date
0000028143				Paid	12/03/2008
0000047426				Paid	03/26/2009
0000026402				Paid	11/24/2008
0000023579				Paid	11/11/2008
0000054912				Pending	05/21/2009
0000042193				Paid	02/25/2009
0000007051				Paid	08/18/2008
0000034534				Paid	01/08/2009
0000023578				Paid	11/11/2008
0000046718				Paid	03/24/2009
0000010040				Paid	09/05/2008
0000054906				Submitted	05/18/2009
0000010050				Paid	09/05/2008
0000026651				Paid	11/25/2008
0000027037				Paid	11/26/2008
0000034288				Paid	01/07/2009
0000042604				Paid	02/27/2009
0000007210				Paid	08/18/2008
0000011942				Paid	09/16/2008
0000000404				Paid	07/08/2008
0000012696				Paid	09/19/2008
0000023218				Paid	11/10/2008
0000053417				Paid	04/24/2009
0000054908				Staged	05/19/2009
0000054910				Staged	05/19/2009
0000054907				Staged	05/19/2009
0000054913				Approved	05/21/2009
0000054911				Closed	05/19/2009
0000022431				Paid	11/05/2008

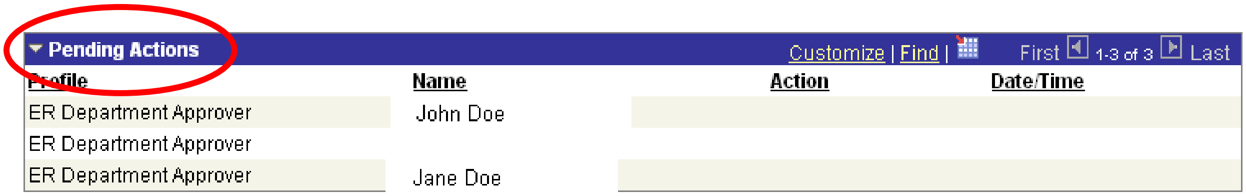
Not to be displayed

4. For each transaction reviewed, two determinations need to be made:

   A. The Approver to whom the transaction is assigned for approval
   B. Whether or not the transaction is a duplicate

Click on the hypertext document ID number to view the document.

A. To determine the assigned approver, view the *Pending Actions* section toward that bottom of the page. The name of the approver should be listed here. If the name column is blank, you will need to follow the directions outlined on the last page of this document to find the identity of the assigned approver(s).

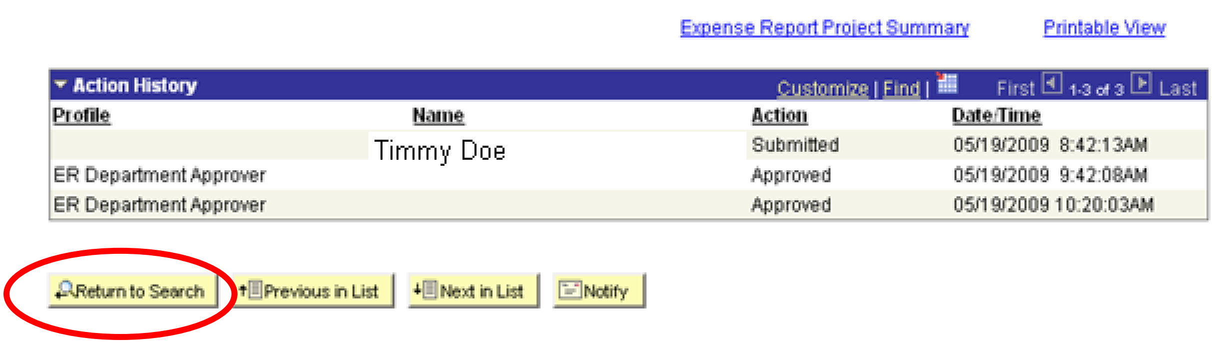


B. By viewing other similar transactions for the same reimbursee, determine whether or not the idle transaction is a duplicate to another transaction that has been completed.

Contact the Approver(s)

- If the transaction is simply idle and you think it should be processed and paid, contact the approver(s) and request that they act on it as soon as possible.
- If the transaction is determined to be a duplicate, contact the approver(s) and request that they DENY the transaction as soon as possible.

To repeat the same process for another Expense Report, click the ***Return to Search*** button at the bottom of the Expense Report Detail page to return to your list.



Approver Complications

If the approver has trouble accessing the document or does not see it in their worklist (it may be stuck) or if the Pending Action section does not seem to indicate the document is waiting for an approver action but the status remains as Submitted or Approval in Process, send an email to finsys@umn.edu as follows:

To:finsys@umn.edu

From: Approver or Preparer
Cc: Approver or Dept. Head

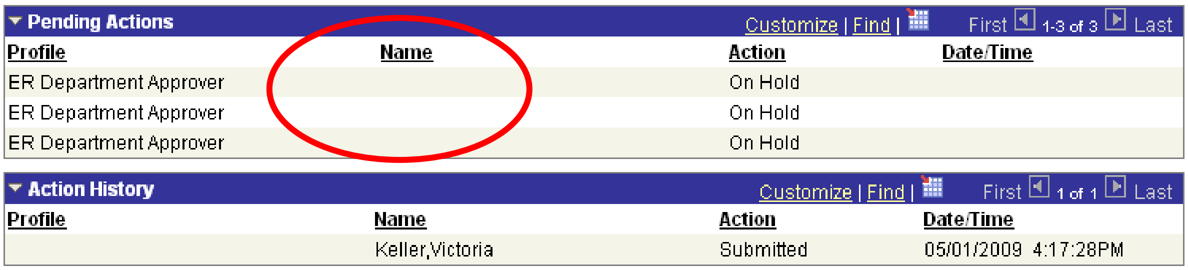
Subject: EX Stuck (Expense Report, or Travel Authorization or Cash Advance) ID#________.

The body of the message should include :

- If this document should be approved or denied.
- If the document needs to be re-assigned to another approver to act, what is the substitute approver's x.500?

Blank Approval Name

If an Expense Report was in a very early stage of the approval process, the approver's name may not appear in the Name column (see below).



Pending Actions — Customize | Find | First 1-3 of 3 Last

Profile	Name	Action	Date/Time
ER Department Approver		On Hold	
ER Department Approver		On Hold	
ER Department Approver		On Hold	

Action History — Customize | Find | First 1 of 1 Last

Profile	Name	Action	Date/Time
	Keller,Victoria	Submitted	05/01/2009 4:17:28PM

If this is the case, click on the Expense Report Project Summary hypertext (right above the Pending Actions section on the Detail page) to locate the DeptID(s) used in this expense transaction. Once you find the DeptID(s) listed in the chartstring(s) used, you may already know the identity of the approvers from experience.

If you do not know the identity of approvers, you will need to log into the reporting instance and run PSQuery **`UM_FWF_APPR_BY_DEPTID`** to locate the primary approver with Approval Role of **`EX_DEPT_APP`** (and **`CERT_APPROVER`** if a sponsored account was used).