PEPPERDINE UNIVERSITY

Approval Process
Expense Reports and Travel Cash Advances

Expense Reports and Travel Cash Advances must be approved by the HR Supervisor, the Expense Approver, and the Prepay Auditor before a payment will be issued.

The HR Supervisor is the person to whom the employee seeking the advance or reimbursement reports.

The Expense Approver is the Level 1 PeopleSoft approver for the employee's department. Any Level 1 PeopleSoft approver with approval access to the employee's Department ID can approve the advance.

The Prepay Auditor is a designated Accounts Payable analyst.

Approvers will receive an email when an employee in his or her department submits a Travel and Expense request that requires action.

- To see the list of requests awaiting approval, click on the "Approve Transactions" link under the Travel and Expense heading on the My Work tab.

A list of requests pending approval will display.

- Once the advance or expense report to be approved has been located, click on its link to view the details.

The approval page will display.

Verify that the information included is complete and correct. On a Travel Cash Advance, all the information is presented on the Advance Report page. On an Expense Report, clicking the highlighted Expense Type will display the details of the expense.

- Click the highlighted Expense Type.

▽ Report Information						
Report Description:	Trip to West LA Campus		**Reference:**		**Employee Base:** Office	
Business Purpose:	Off-site Meeting		**Comment:**			
Report Status:	Approvals in Process					
*Accounting Date:	09/14/2010 📅		**Created On:**	09/09/2010	**By:**	46608445
*Accounting Template:	EXPENSES 🔍		**Last Updated:**	09/14/2010	**By:**	100002983
Default Location:						
Accounting Defaults		Apply Cash Advance(s)	**More Options:**			GO

Receipt Information

☐ **Receipts Received**

You can deny individual expenses and still approve or send back the overall report.

Expense Line Items					Customize | Find | ▦
Expense Type	**Date**		**Reimburse Amt**	**Currency**	**Approve Expense**
Mileage	3/16/2010		22.00	USD	☑
Mileage	09/01/2010		22.00	USD	☑

Expense Report Totals				
Employee Expenses:	44.00 USD		**Due Employee:**	44.00 USD
Non-Reimbursable Expenses:	0.00 USD		**Due Vendor:**	0.00 USD
Prepaid Expenses:	0.00 USD		Definition of Totals	
Employee Credits:	0.00 USD			
Vendor Credits:	0.00 USD			
Cash Advances Applied:	0.00 USD			

▽ Pending Actions			Customize | Find | ▦	First ◀ 1 of 1 ▶ Last
Profile	**Name**		**Action**	**Date/Time**
Prepay Auditor	(Pooled)			

The expense details will display.

Approve Expense Report
Expense Detail for Mileage (Line 1)

Thomas Layman   **Report ID:**   0000000083

About This Expense	

*Expense Date: 08/16/2010 📅

*Payment Type: Paid by Employee   ☐ **No Receipt**
 *Billing Type: Internal   ☐ **Non-Reimbursable**
*Miles: 44 x 0.5000

*Description: Milage reimbursement for trip from Malibu to WLA campus

*Amount Spent: 22.00

*Currency: USD

*Exchange Rate: 1.00000000 ♻ 📇
 ☑ **Default Rate**

Reimbursement Amt: 22.00   USD

Accounting Detail
☑ **Approve Expense**

[Next Expense]

Return to Expense Report

- Click "Return to Expense Report" to return to the main page.

- Scroll to the bottom of the page.

An approver may Approve, Send Back, or Deny a request for an Expense Report. Clicking "Approve" will forward the request to the next approver. Clicking "Send Back" will restore the request status to "Pending" and notify the requestor that more information is required. An email will also be sent to the employee receiving the advance, if the requestor is a different person. "Deny" will cancel the request and notify the requestor and the employee by email.

Similarly, an approver may Approve, Send Back, or Deny a Travel Cash Advance. However, a Travel Cash Advance does not need to be budget checked before it can be approved. The slightly different approval processes are below, followed by the Send Back and Deny processes, which are the same for both Expense Reports and Travel Cash Advances.

Approve an *Expense Report*

Expense Reports must be budget checked by the HR Supervisor before they can be approved. Scroll to the bottom of the Expense Report Summary page. Notice the Budget Status box. Also notice that the "Approve" button is grayed out.

Expense Report Totals

Employee Expenses:	29.00 USD		Due Employee:	15.00 USD
Non-Reimbursable Expenses:	14.00 USD		Due Vendor:	0.00 USD
Non-Approved Expenses:	**14.00 USD**			
Prepaid Expenses:	0.00 USD		Definition of Totals	
Employee Credits:	0.00 USD			
Vendor Credits:	0.00 USD			
Cash Advances Applied:	0.00 USD			

▼ Pending Actions   Customize | Find | First ◀ 1-3 of 3 ▶ Last

Profile	Name	Action	Date/Time
HR Supervisor	Armstrong,Susan M		
Expense Approv Profile	(Pooled)		
Prepay Auditor	(Pooled)		

▼ Action History   Customize | Find | First ◀ 1 of 1 ▶ Last

Profile	Name	Action	Date/Time
	Habecker,Brooke E	Submitted	07/08/2010 3:30:57PM

▽ Comments

Budget Status: Not Chk'd   **Budget Checking is required before the Expense Report can be Approved. Please click on the Budget Options hyperlink.**
Budget Options

Approve	Send Back		Deny	Save

Return to Approval List   Next in List   Previous in List

- To budget check the Expense Report, click the "Budget Options" link.

▼ Pending Actions   Customize | Find | First ◀ 1-3 of 3 ▶ Last

Profile	Name	Action	Date/Time
HR Supervisor	Armstrong,Susan M		
Expense Approv Profile	(Pooled)		
Prepay Auditor	(Pooled)		

▼ Action History   Customize | Find | First ◀ 1 of 1 ▶ Last

Profile	Name	Action	Date/Time
	Habecker,Brooke E	Submitted	07/08/2010 3:30:57PM

▽ Comments

Budget Status: Not Chk'd   **Budget Checking is required before the Expense Report can be Approved. Please click on the Budget Options hyperlink.**
Budget Options

Approve	Send Back		Deny	Save

Return to Approval List   Next in List   Previous in List

- Click the "Budget Check" button.

Commitment Control

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

☐ Override Transaction ⓘ

Budget Check   Go to Transaction Exceptions   Go To Activity Log

OK   Cancel

Budget checking may take a few minutes. When budget check is complete, you will be returned to the Expense Report Summary page. Budget Status will now read "Valid" and the "Approve" button will be active.

Budget Status: Valid   **Budget Checking completed. Report is ready for Approval/Posting.**
Budget Options

Approve   Send Back   Deny   Save

Return to Approval List   Next in List   Previous in List

- Click "Approve". A confirmation page will display. Click "OK" to approve, or "Cancel" to return to the Expense Report Summary.

Approve Expense Report
Submit Confirmation
Brooke Habecker   Report ID: 0000000098

Expense Report Totals			
Employee Expenses:	531.00 USD	Due Employee:	531.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD	Definition of Totals	
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

✔ This report will be approved.

OK   Cancel

You will be returned to the list of pending requests.

Budget Check Failure

If the budget check fails, i.e., the budget balance cannot absorb the expense, you will see the following screen.
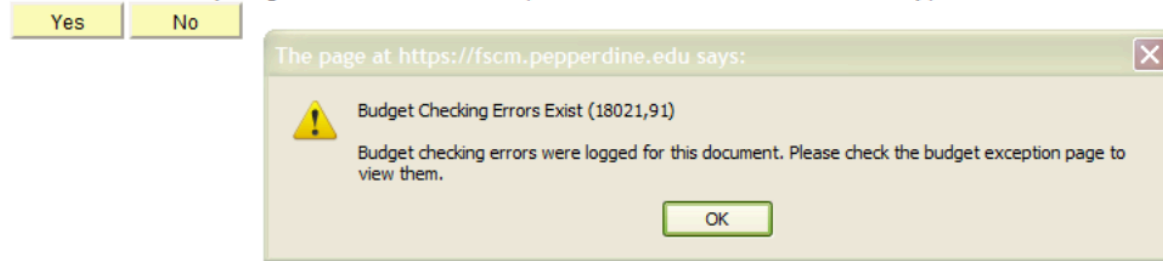
- Click "OK" to exit the dialog box.

Budget Checking has logged 'Error' Exceptions. Do you want to Transfer to the Exceptions? (18021,1091)

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

Selecting "No" will refresh the panel.
You can transfer later by using the "Go to Transaction Exception Header" Push Button on this secondary panel.

| Yes | No |

The page at https://fscm.pepperdine.edu says: [X]

⚠ Budget Checking Errors Exist (18021,91)

Budget checking errors were logged for this document. Please check the budget exception page to view them.

OK

- Click "No" to return to the Budget Options page.

Budget Checking has logged 'Error' Exceptions. Do you want to Transfer to the Exceptions? (18021,1091)

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

Selecting "No" will refresh the panel.
You can transfer later by using the "Go to Transaction Exception Header" Push Button on this secondary panel.

| Yes | No |

Click "OK" to return to the Report Entry page.

The request may be sent back for revision, denied, or saved while the budget is adjusted to tolerate the expense.

Approve an **Advance**

- To approve the advance request, click the "Approve" button.

A confirmation page will display.

- Click "OK". Clicking "Cancel" will return you to the Approve Cash Advance Report screen without approving the advance.

You will be returned to the list of pending requests.

Send Back a Request

If a request for an advance or reimbursement has missing or incorrect information, it can be sent back at any level to the requestor for correction and resubmission.

- Find the request to be sent back. Click on its link.

The approval screen will display.

- Scroll to the bottom of the screen.

- In the Comments box, type the reason for which the request is being sent back.

| Accounting Template: | EXPENSES | | Last Updated: | 07/14/2010 | By: | 46908692 |

Details — Customize | Find | First ◀ 1 of 1 ▶ Last

*Source	Description		*Amount	Currency
System Check	Heidelberg Site Visit 2010		1,000.00	USD

Totals

| **Advance Amount:** | 1,000.00 USD |

Update Totals

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

Profile	Name	Action	Date/Time
HR Supervisor	Armstrong,Susan M		
Expense Approv Profile	(Pooled)		
Prepay Auditor	(Pooled)		

▼ Action History — Customize | Find | First ◀ 1 of 1 ▶ Last

Profile	Name	Action	Date/Time
	Habecker,Brooke E	Submitted	07/14/2010 3:38:00PM

▽ Comments

Business purpose of trip?

Approve   Send Back   Deny

Return to Approval List   Next in List   Previous in List

- Click "Send Back".

| Accounting Template: | EXPENSES | | Last Updated: | 07/14/2010 | By: | 46908692 |

Details — Customize | Find | First ◀ 1 of 1 ▶ Last

*Source	Description		*Amount	Currency
System Check	Heidelberg Site Visit 2010		1,000.00	USD

Totals

| **Advance Amount:** | 1,000.00 USD |

Update Totals

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

Profile	Name	Action	Date/Time
HR Supervisor	Armstrong,Susan M		
Expense Approv Profile	(Pooled)		
Prepay Auditor	(Pooled)		

▼ Action History — Customize | Find | First ◀ 1 of 1 ▶ Last

Profile	Name	Action	Date/Time
	Habecker,Brooke E	Submitted	07/14/2010 3:38:00PM

▽ Comments

Business purpose of trip?

Approve   Send Back   Deny

Return to Approval List   Next in List   Previous in List

A confirmation page will display.

- Click "OK" to confirm.

Travel & Expenses - Travel Cash Advance Report

Submit Confirmation

Brooke Habecker   **Advance ID:**   0000000035

Totals	
Advance Amount:	1,000.00 USD

✔ This report will be sent back for revision.

[OK]   [Cancel]

You will be returned to the list of pending transactions.

Deny a Request

A request may be denied at any level. Once a request is denied, it is cancelled and cannot be modified and resubmitted.

- To deny an Advance or Expense Report, find it in the list of pending requests and click on its link.

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

▶ Search Pending Transactions
🔲 Change Sort Order

Refresh List

Transactions to Approve   Customize | View All | ⊞   First ◀ 1-7 of 7 ▶ Last

Transaction Type	Total Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
Cash Advance	350.00 USD	Habecker,Brooke E	046908692	ISC Conference in New York	0000000023	07/08/2010	Submitted for Approval	HR Supervisor
Cash Advance	200.00 USD	Habecker,Brooke E	046908692	Departmental Training, Ventura	0000000036	07/14/2010	Submitted for Approval	HR Supervisor
Expense Report	1275.00 USD	Habecker,Brooke E	046908692	HEUG Conference, Orlando	0000000087	07/08/2010	Submitted for Approval	HR Supervisor
Expense Report	29.00 USD	Habecker,Brooke E	046908692	GUEC Conference	0000000088	07/08/2010	Submitted for Approval	HR Supervisor
Expense Report	277.37 USD	Swauger,Tracey A	046508293	MEALS TRAVEL BOOKS	0000000089	07/08/2010	Submitted for Approval	HR Supervisor
Expense Report	115.00 USD	Habecker,Brooke E	046908692	Team Building Lunch	0000000094	07/12/2010	Submitted for Approval	HR Supervisor
Expense Report	123.00 USD	Bodden Jr,Timothy B	046996191	zdasd	0000000081	07/08/2010	Approvals in Process	Prepay Auditor

Refresh List

Employee Expense History

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

The approval page will display.

Travel & Expenses - Travel Cash Advance Report

Approve Cash Advance Report

Brooke Habecker   User Defaults   **Advance ID:**   0000000036

▽ General Information

Description:	Departmental Training, Ventura	**Comment:**	Lunch, incidentals during training.
Business Purpose:	Training		
Status:	Submitted for Approval	**Reference:**	
*Accounting Date:	07/14/2010	**Post State:**	Not Applied
Accounting Template:	EXPENSES	**Last Updated:**	07/14/2010 **By:** 46908692

Details   Customize | Find | ⊞   First ◀ 1 of 1 ▶ Last

*Source	Description	*Amount	Currency
System Check	Lunch, Incidentals during trai	200.00	USD

Totals

Advance Amount:	200.00 USD

Update Totals

▽ Pending Actions   Customize | Find | ⊞   First ◀ 1-3 of 3 ▶ Last

Profile	Name	Action	Date/Time
HR Supervisor	Armstrong,Susan M		
Expense Approv Profile	(Pooled)		
Prepay Auditor	(Pooled)		

- Scroll to the bottom of the page.

- In the Comments box, enter the reason the request is being denied.

- Click "Deny".

A confirmation page will display.

- Click "OK" to deny the request. Click "Cancel" to return to the Approve Cash Advance Report screen.

Travel & Expenses - Travel Cash Advance Report
Submit Confirmation
Brooke Habecker   **Advance ID:**   0000000046

Totals	
Advance Amount:	200.00 USD

✔ This entire report will be denied.

None of the expenses will be reimbursed.

[OK]   [Cancel]

Expense Report and Travel Cash Advance Approval Process is complete.