

Procurement and Team Card Procedure

Approving a Procurement Card Expense Report

I.	Objectives	3
II.	Overview.....	3
III.	Procurement Card Approval	3
IV.	Tips and Tricks.....	3
V.	Prerequisites	4
VI.	Navigation.....	4
VII.	Approving an Expense Report Using Email.....	4
	Step 1: Review the Email description to see if this is for Procurement Card, Team Card or Travel.....	5
	Step 2: Open and review the Approval Request in your email.....	5
	Step 3: Log in to PeopleSoft using your Network ID and password, then click the link.....	5
	Step 4: The Expense Report Approval page is displayed.....	6
	Step 5: On the approval page, you may view the following fields. All fields on the page are explained below; however, important fields are checked.	7
	Step 6: Click the Related Content link to review the accounting details for this transaction.	8
	Step 7: Click the Accounting Details option.....	8
	Step 8: Review the Accounting Details for this transaction.	9
	Step 9: Click the Pagelet Settings icon to close the Accounting Details window.....	9
	Step 10: Click the Close option.	9
	Step 11: Click the Related Content to view the enhanced data for each expense line.....	10
	Step 12: Review the use tax applicability and line item description for each transaction.....	10
	Step 13: If your department bundles receipts together in one image document, open it from the Attachment link on the Expense Summary page	11
	Step 14: Click the File Name to view	11
	Step 15: Review the sample attachment.....	11
	Step 16: After reviewing the sample attachment, close to continue approving the Expense Report.....	12
	Step 17: Click OK to return to the Expense Report Page.....	12
	Step 18: Click the Notes link to view and add notes.	12
	Step 19: Review any notes already added by the proxy or other approvers.	13
	Step 20: Click in the Text field to add a new note.....	13
	Step 21: Click the Add Notes button.	13
	Step 22: Notice the note is added.....	14
	Step 23: Click the OK button to return to the Expense Report approval page.....	14

Step 24:	Expand the Approval History section.....	14
Step 25:	Click Review Expense Details to review the expense details	14
Step 26:	The Expense Details page may be used to display additional line information such as the Merchant and also view the accounting details.....	15
Step 27:	Now that you have reviewed the Expense Report details and all is good, click the Approve button.....	16
Step 28:	Click the OK button to confirm the approval.	16
VIII.	Approving Expense Reports Using the Worklist	17
Step 1:	Click the Worklist link	17
Step 2:	Click the Date From link to view most recent. You may need to click this a couple of time to see the most recent at the top.....	18
Step 3:	Click the link for the Expense Report you would like to approve.	18
IX.	Approving Procurement Card Expense Reports Using the Approve Transactions page	19
Step 1:	Navigate to the Expense Report Approval page	19
Step 2:	Click the link in the Description or Transaction ID column.....	19
Step 3:	Return to the Approval List.....	20
Step 4:	Approve, Send Back, or place an Expense Report on Hold.....	21
Step 5:	Click OK to confirm the approval.....	21
X.	Send Back an Expense Transaction	22
Step 1:	Step Click in the Comment textbox at the bottom of the report and add the reason for sending back.....	22
Step 2:	Click the send back button.....	23
Step 3:	To complete sending the form back, click the OK button on the Submit Confirmation page.....	23
XI.	Hold an Expense Transaction.....	25
Step 1:	Click in the Comment textbox at the bottom of the report and. The purpose of this is to inform the Proxy why the transaction is being held.....	25
Step 2:	Click the Hold button.	25
Step 3:	Click the OK button to complete the HOLD.	26

I. Objectives

By the end of this procedure, you should be able to:

- Access email or worklist to approve a Procurement Card Expense Report
- Review the chartfield string using the Related Content
- Review the Procurement Card My Wallet Details
- Approve the Expense Report
- Send back expense transactions

II. Overview

Procurement Card transactions (charges) are interfaced from Bank of America into PeopleSoft My Wallet daily. Cardholders and Liaisons are responsible for reviewing and updating each of these card charges before they are consolidated into the Expense Report statement. The following is required for each card transaction:

- a. Entering a justification and description for each transaction.
- b. Reviewing and updating the use tax applicability.
- c. Attaching the receipts to the expense report. The individual receipt may be attached to the transaction or all receipts batched and attached to the expense report.
- d. Properly distributing the transaction to the appropriate accounting chartfields.

As the approver, you are responsible for ensuring the Procurement card transactions are entered correctly, are within policy and reconcile to the Bank of America Statement.

III. Procurement Card Approval

All Procurement Card Expense Reports require “Department Head” approval. A “Department Head” approver is defined as the following:

- The approver assigned to the department as either a Level 1 or Level 2 approver for Requisitions, Payment Requests and Travel
- The approver that has been assigned the Procurement Card approver workflow role in PeopleSoft

All Procurement Card Expense Reports entered by a Cardholder (should your department decide to implement this process) must be approved by the Cardholder’s Liaison.

All Procurement Card Expense Reports entered by the Liaison must be approved electronically by the Cardholder. **Note, any exceptions to this process must be approved by the Purchasing Department and Procurement Card Administrator.**

IV. Tips and Tricks

- Make sure Email User and/or Worklist is checked on your **My System Profile** page to receive notification that an expense transaction needs your approval.
- If you plan to be out of the office for a several days please remember to select an alternate user to review and approve transactions using the **My System Profile** page in PeopleSoft.

V. Prerequisites

Before approving expense transactions be sure to have the following:

- The approval role in PeopleSoft.
- Email User and/or Worklist User checked on your **My System Profile** page to receive emails asking you to approve expense transactions prepared on your behalf.

VI. Navigation

Main Menu > Travel and Expenses > Approve Transactions > Approve Transactions

VII. Approving an Expense Report Using Email

Use email to approve a Procurement Card Expense Report

As an approver:

- Verify the Cardholder
- Review Expense Report details
- Verify the charges to the accounting distribution is correct
- Verify the transaction reconciles to the statement.
- Verify the charges are within the Procurement Card Policy
- Approve the transaction
- Or, Send back the transaction for revision

Step 1: Review the Email description to see if this is for Procurement Card, Team Card or Travel

Step 2: Open and review the Approval Request in your email.

Step 3: Log in to PeopleSoft using your Network ID and password, then click the link.

Reply Reply All Forward IM

SM
Thu 3/15/2018 11:43 AM
mbstaton@mailbox.sc.edu
Team Travel Card Expense report 3000000355 for STILES,JAMES requires your attention

To: STATON, MICHAEL

An expense report has been submitted that requires your action:

Employee ID:	1060500
Employee Name:	STILES,JAMES
Submission Date:	2018-03-15
Report Description:	adasd
Report ID:	3000000355
Business Purpose:	Team Travel Card
From Date	
To Date	
Trip Location	
Total Amount:	140.00 USD
Reimbursement Amount:	140.00 USD


You can navigate directly to the approval page by clicking the link below:

https://fms-dev.ps.sc.edu/psp/FDEV/EMPLOYEE/ERP/c/APPROVE_EXPENSE_TRANSACTIONS.EX_SHEET_APPR.GBL?Action=U&SHEET_ID=3000000355

Step 4: The Expense Report Approval page is displayed.

[Favorites](#) | [Main Menu](#) > [Worklist](#) > [Worklist](#)

[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)



[Related Content](#) | [New Window](#) | [Help](#) | [Personalize Page](#)

Approve Expense Report - Expense Summary

TANMOY ROY Actions [...Choose an Action](#)

Business Purpose Procurement Card **Report** 3000000368 Submitted for Approval
Description March Statement **Created** 03/16/2018 MICHAEL STATON
Reference **Last Updated** 03/16/2018 MICHAEL STATON
Budget Status Not Budget Checked [Budget Options](#)

Totals [View Analytics](#) [Notes](#) [Attachments](#) [Exp](#)


Employee Expenses (2 Lines)	444.39 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	444.39 USD	Supplier Credits	0.00 USD
Amount Due to Employee		0.00 USD		Amount Due to Supplier	
				0.00 USD	

[Approval History](#)
[Comments](#)

[Expense Line](#) [?](#)

Expense Line Items						Personalize Find Print Grid
Date	Expense Type	Description	Reimburse Amt	Currency		Approve
03/16/2018	OFFICE SUPPLIES	Office Supplies for 4th floor training room	172.24	USD		<input checked="" type="checkbox"/>
03/16/2018	MAINTENANCE SUPPLIES	Plumbing supplies to restock inventory	272.15	USD		<input checked="" type="checkbox"/>

Step 5: On the approval page, you may view the following fields. All fields on the page are explained below; however, important fields are checked.

- a. **Cardholder Name** ✓
- b. **Business Purpose – The Business Purchase helps you understand if this is a Procurement Card, Team Travel Card or Travel Expense Report.** ✓
- c. Report ID – This is a sequential ID assigned by the system
- d. Description – Procurement Card Expense Reports typically will match the credit card statements. This field is entered by either the cardholder or liaison to clearly identify the group of transactions on the report.
- e. Created – The date the report was created and the creator of the report.
- f. Last Updated – The date the report was last updated and by whom.
- g. Reference – Not used at USC for Card Transactions
- h. Budget Status – Valid, Not Checked, or Error
- i. Budget Options – There is no need to select this link. The budget check runs frequently throughout the day.
- j. View Analytics – This is not applicable for non-Travel purchases.
- k. **Notes – If notes are entered, the icon changed to  Open notes and add additional notes if necessary to collaborate with the Liaison, Cardholder or Approver. Notes may also be used to assist with downstream analysis or audit.** ✓
- l. **Attachments – This icon and link represent the header attachments. If your department scans all receipts into one image document, they will be attached here. Receipts are required for all Procurement Card Expense Reports.** ✓
- m. **Expense Report Details – Click this link to see the Expense Report Details page described in detail below this section.** ✓
- n. **Employee Expenses (2 Lines) – This indicates the number of lines (procurement card transactions) and the total. This is useful for reconciliation with the statement.** ✓
- o. Non-Reimbursable Expenses – Not applicable for Procurement Card Transactions.
- p. Employee Credits – Not applicable for Procurement Card Transactions.
- q. Cash Advances Applied – Not applicable for Procurement Card Transactions.
- r. **Prepaid Expenses – Equal to the total Expense Lines** ✓
- s. Supplier Credits - Not applicable for Procurement Card Transactions.
- t. Amount Due to Employee - Not applicable for Procurement Card Transactions.
- u. Amount Due to Supplier - Not applicable for Procurement Card Transactions.
- v. **Approval History – Expand to see the Approval Status Monitor – This is explained later in this document.** ✓
- w. **Comments – The Approval Comments – Entry is required for Send Back Only** ✓
- x. **Approval Buttons – Approval Buttons – Explained later in this document** ✓
- y. Receipt Information - Not applicable for Procurement Card Transactions.
- z. Expense Line – See field descriptions below
- aa. Date – Procurement Card Transaction date
- bb. Expense Type – Each transaction defaults to an Expense Type; this expense type can be modified by the Cardholder or Liaison either on the My Wallet page or on the Expense Report page.

- cc. Description – This justification or explanation is required and can be entered either on the my wallet page or the expense report page. ✓
- dd. Reimburse Amt – Total amount of the transaction
- ee. Currency - USD
- ff. Attachment Icon – Individual receipt attachments. If your department requires individual receipts attached to each transaction, they are visible by clicking this icon. ✓
- gg. Approve checkbox – Always checked for Procurement Card Expense Reports.

Step 6: Click the Related Content link to review the accounting details for this transaction.

Step 7: Click the Accounting Details option.

The screenshot shows the 'Approve Expense Report - Expense Summary' page for JAMES STILES. The page includes a navigation bar with 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign out'. A red box highlights the 'Related Content' dropdown menu, which has 'Accounting Details' selected. Below the menu, there is an 'Actions' dropdown with 'Choose an Action' and a 'GO' button. The main content area displays report details for 'Report 3000000140 Submitted for Approval', including creation and update dates by Michael Staton. A 'Totals' section shows 'Employee Expenses (2 Lines)' for 17.09 USD and 'Cash Advances Applied' for 0.00 USD. It also shows 'Non-Reimbursable Expenses' and 'Prepaid Expenses' for 0.00 USD and 17.09 USD respectively. 'Amount Due to Employee' and 'Amount Due to Supplier' are both 0.00 USD. The page has sections for 'Approval History', 'Comments', and 'Receipt Information' with buttons for 'Approve', 'Send Back', 'Hold', and 'Save Changes'.

Step 8: Review the Accounting Details for this transaction.

Approve Expense Report - Expense Summary

JAMES STILES

Business Purpose: Procurement Card
 Description: March Statement
 Reference: Not Budget Checked
 Budget Status: Not Budget Checked

Report: 3000000140 Submitted for Approval
 Created: 03/18/2018 MICHAEL STATON
 Last Updated: 03/18/2018 MICHAEL STATON

Totals: View Analytics, Notes, Attachments, Expense Report Detail

Related Content: Accounting Details

Download results in: Excel Spreadsheet, CSV Text File, XML File (2 kb)

Expense Report	Report Descr	Line	Distribution Li	Type	Ticket Number	Distance	Long Descr	GL Unit	Oper Unit	Dept	Fund	Account	Class	PC Bus Unit	Project	Activity	Expense Line Amt	Created	Travel Auth ID	Adv ID	Applied	GL Distrib Status
1 3000000140	March Statement	1	1	53009		0	Replacement parts for inventory	USC01	CL012	622300	A0001	53009	603				7.000	03/18/2018				N
2 3000000140	March Statement	4	1	52010		0	Shipping Costs for special part	USC01	CL012	622300	A0001	52010	603				10.090	03/18/2018				N

Step 9: Click the Pagelet Settings icon to close the Accounting Details window.

Step 10: Click the Close option.

Approve Expense Report - Expense Summary

JAMES STILES

Business Purpose: Procurement Card
 Description: March Statement
 Reference: Not Budget Checked
 Budget Status: Not Budget Checked

Report: 3000000140 Submitted for Approval
 Created: 03/18/2018 MICHAEL STATON
 Last Updated: 03/18/2018 MICHAEL STATON

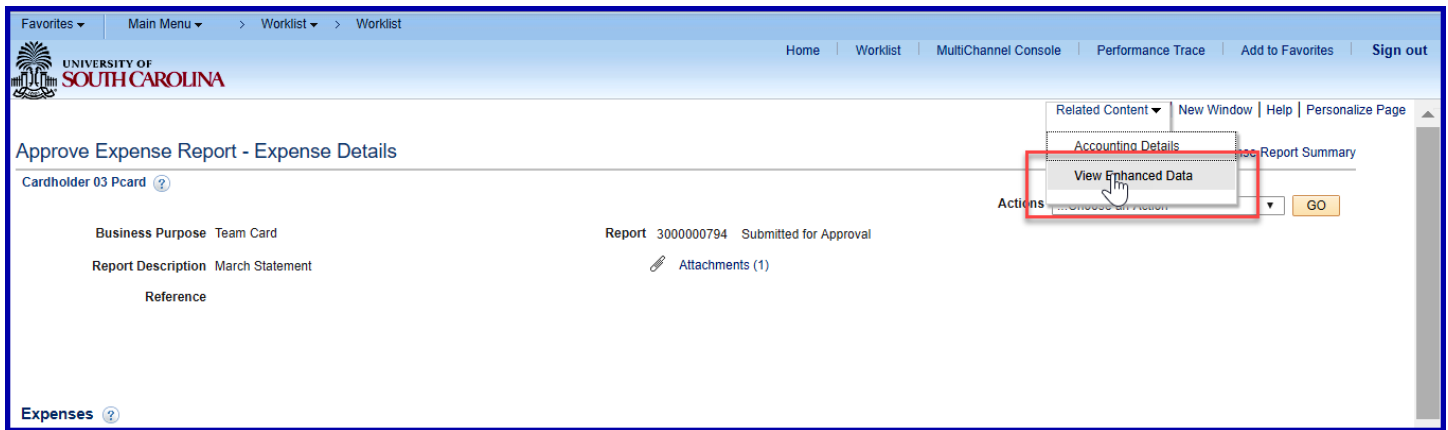
Totals: View Analytics, Notes, Attachments, Expense Report Detail

Related Content: Accounting Details

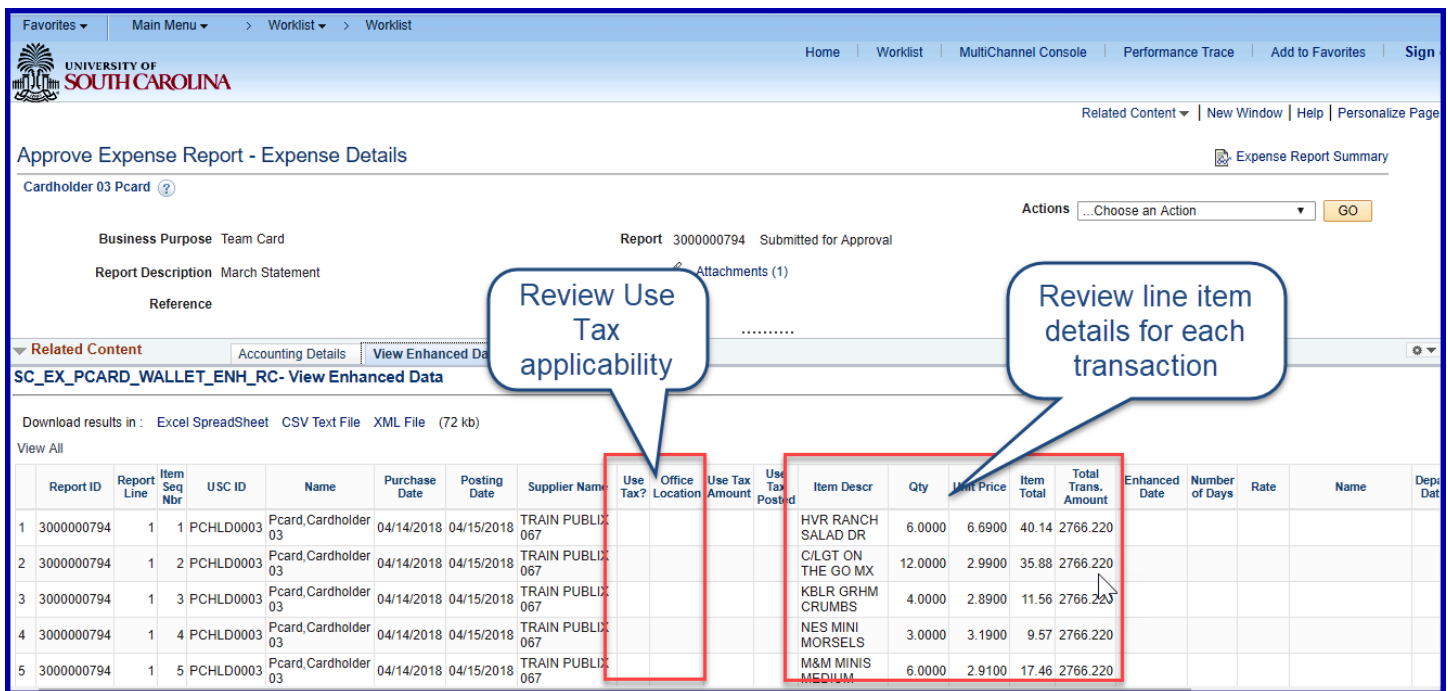
Download results in: Excel Spreadsheet, CSV Text File, XML File (2 kb)

Expense Report	Report Descr	Line	Distribution Li	Type	Ticket Number	Distance	Long Descr	GL Unit	Oper Unit	Dept	Fund	Account	Class	PC Bus Unit	Project	Activity	Expense Line Amt	Created	Travel Auth ID	Adv ID	Applied	GL Distrib Status
1 3000000140	March Statement	1	1	53009		0	Replacement parts for inventory	USC01	CL012	622300	A0001	53009	603				7.000	03/18/2018				N
2 3000000140	March Statement	4	1	52010		0	Shipping Costs for special part	USC01	CL012	622300	A0001	52010	603				10.090	03/18/2018				N

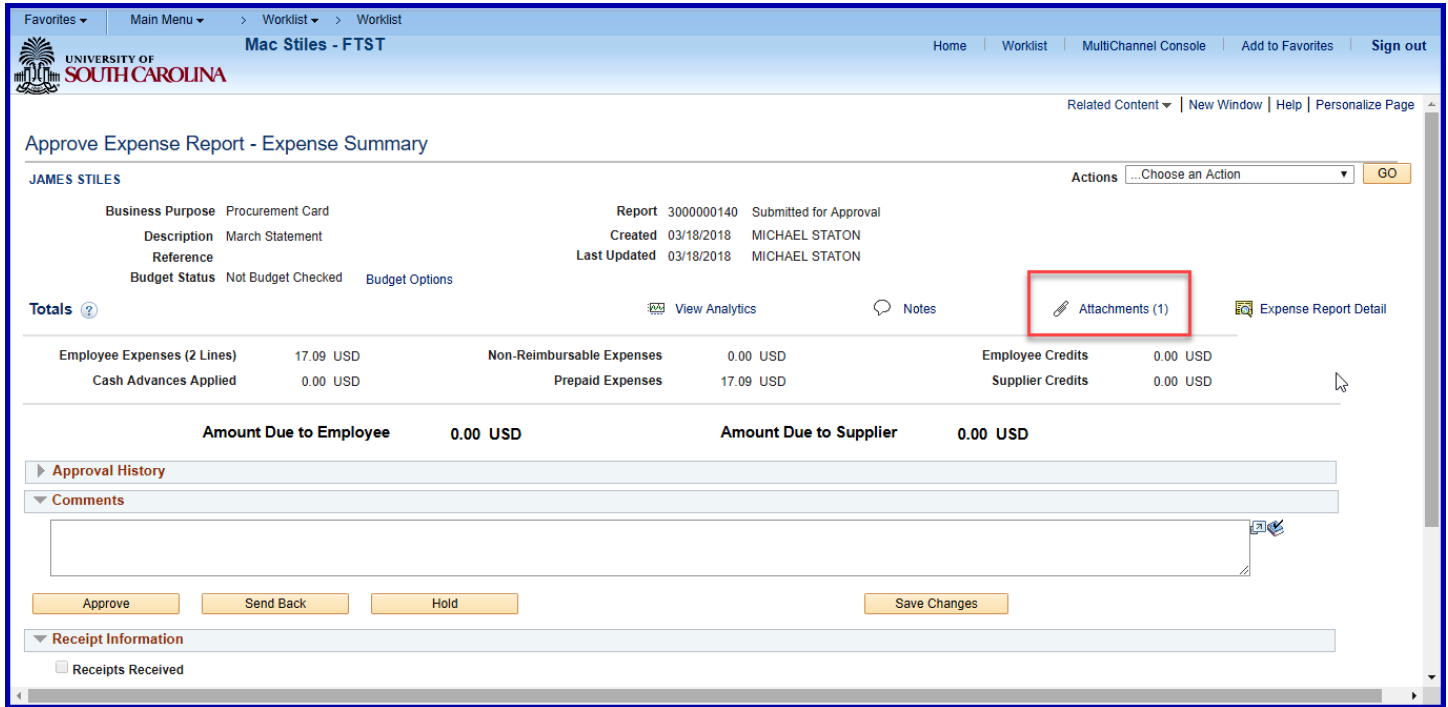
Step 11: Click the Related Content to view the enhanced data for each expense line.



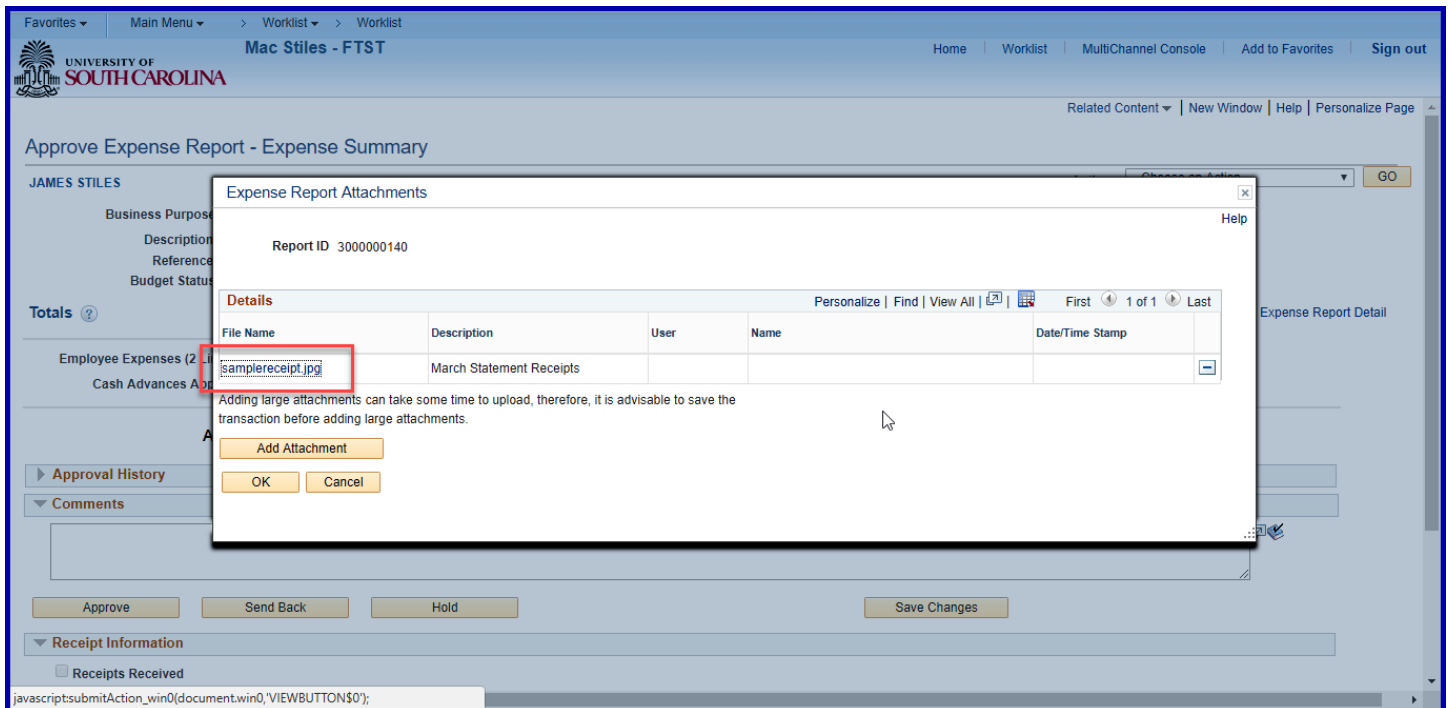
Step 12: Review the use tax applicability and line item description for each transaction.



Step 13: If your department bundles receipts together in one image document, open it from the Attachment link on the Expense Summary page



Step 14: Click the File Name to view

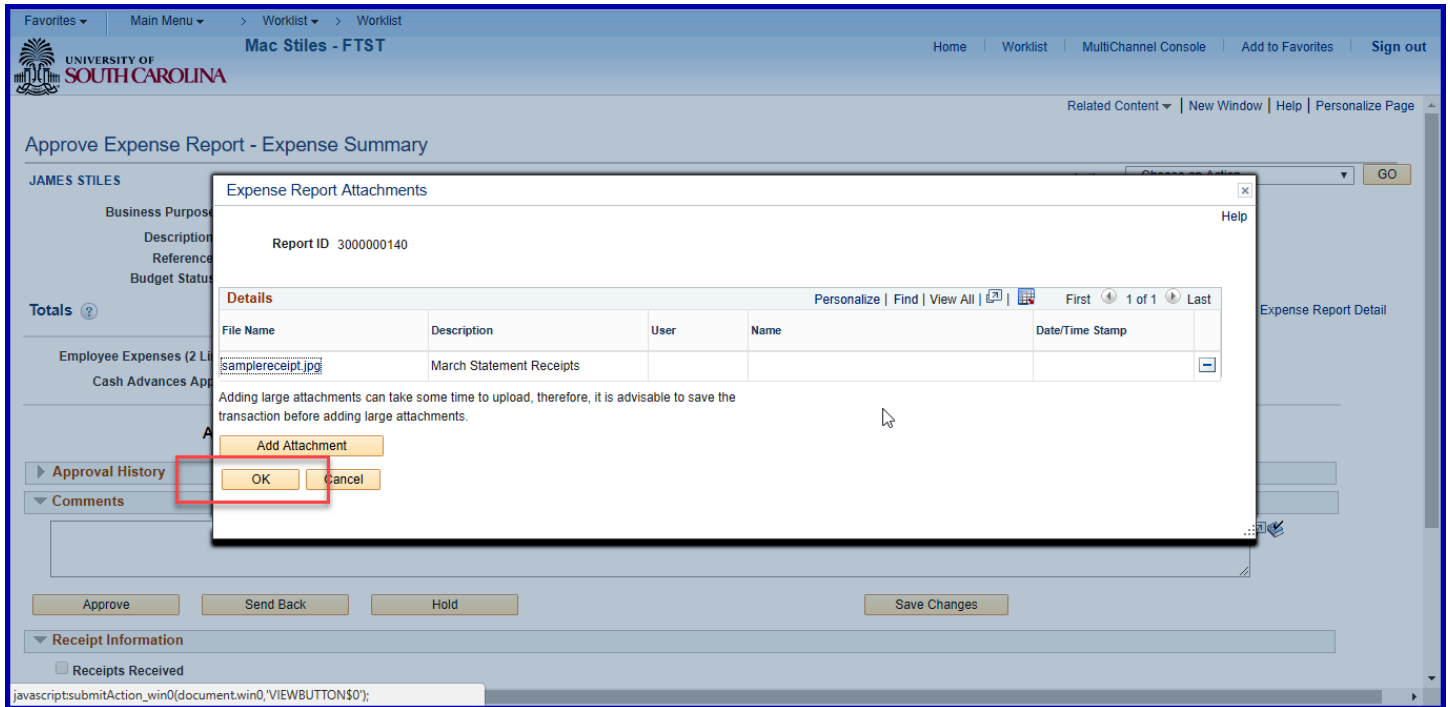


Step 15: Review the sample attachment.

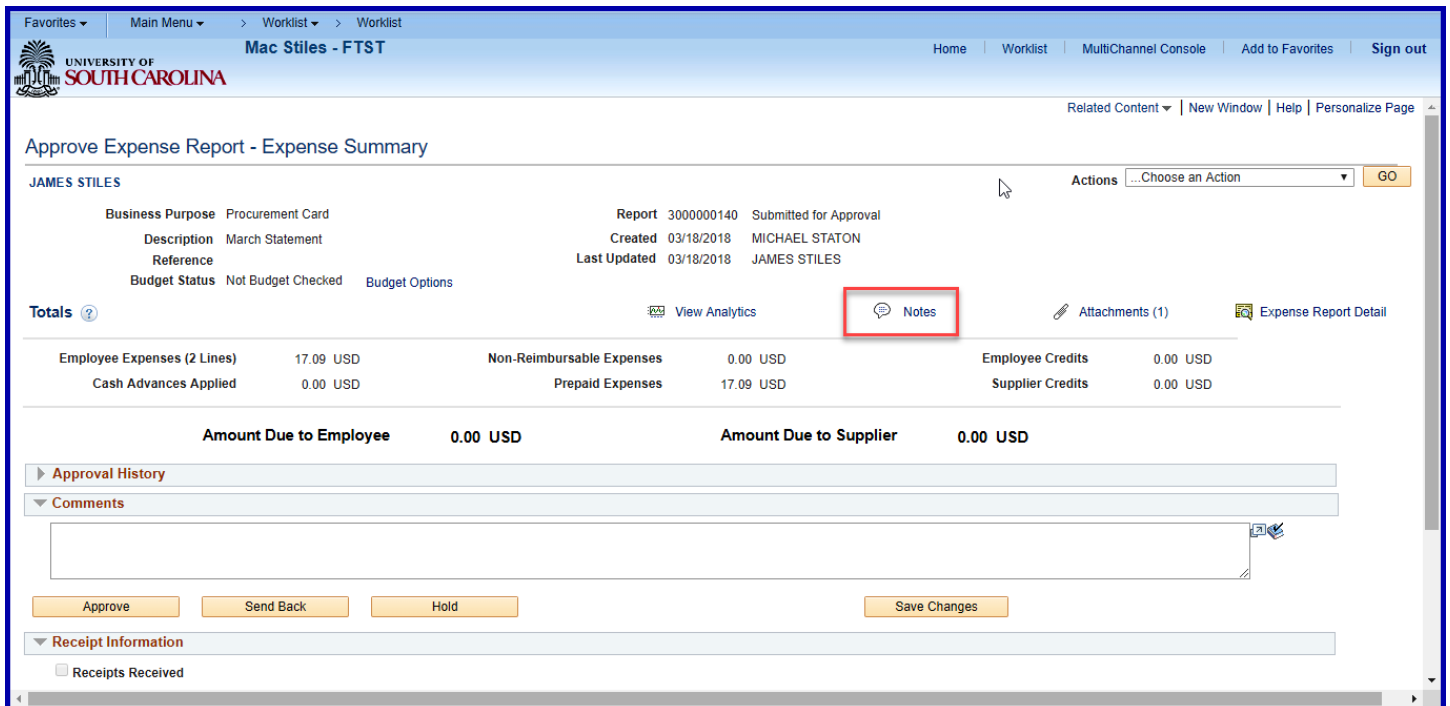
Note: The attachment may open in a separate browser window or page. Make sure pop-up blockers are configured correctly to view attachment images.

Step 16: After reviewing the sample attachment, close to continue approving the Expense Report.

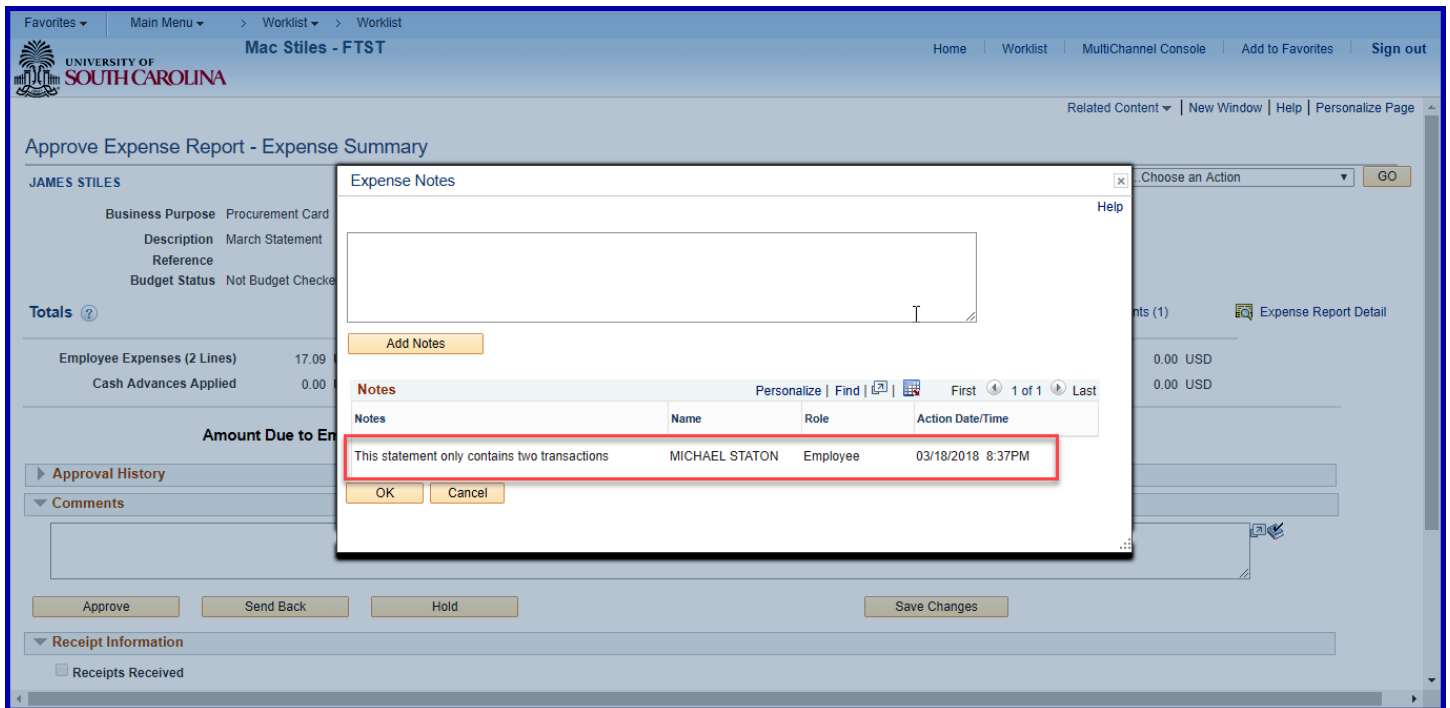
Step 17: Click OK to return to the Expense Report Page



Step 18: Click the Notes link to view and add notes.

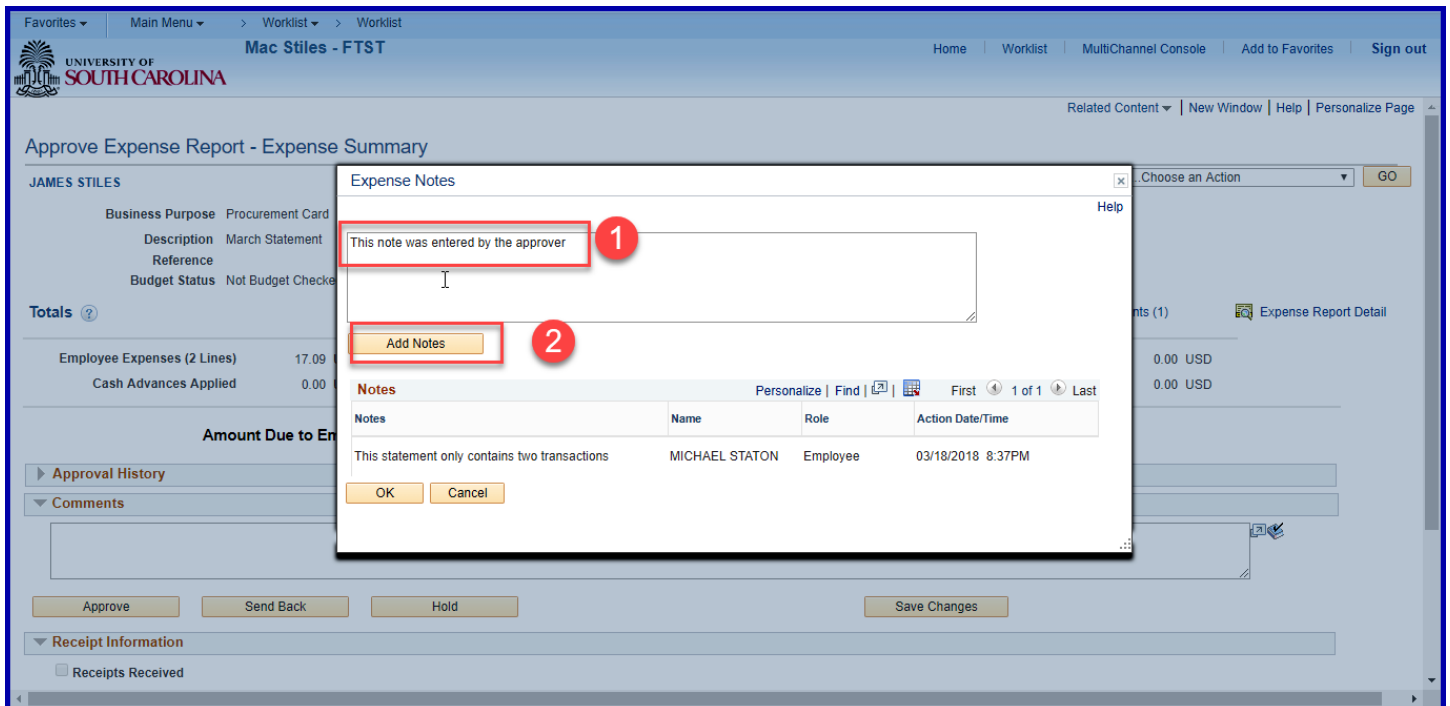


Step 19: Review any notes already added by the proxy or other approvers.



Step 20: Click in the Text field to add a new note.

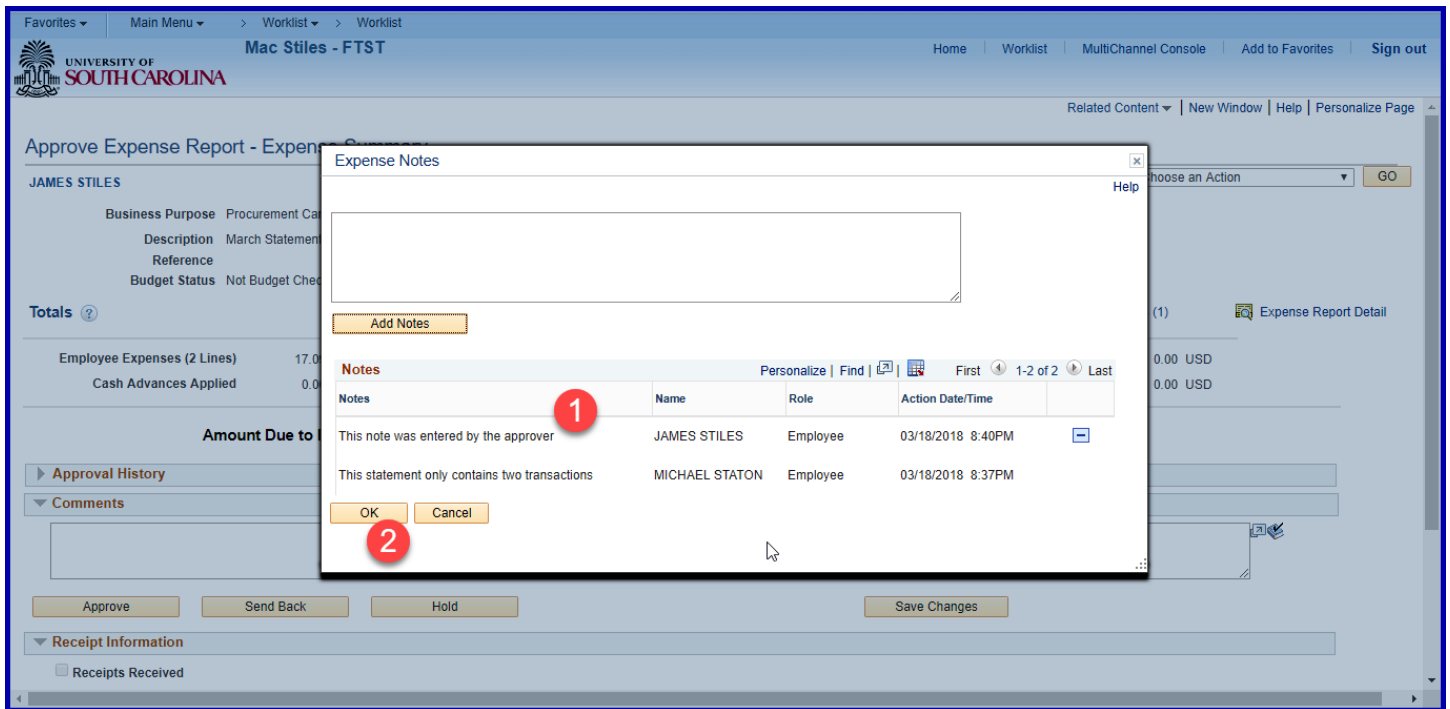
Step 21: Click the Add Notes button.



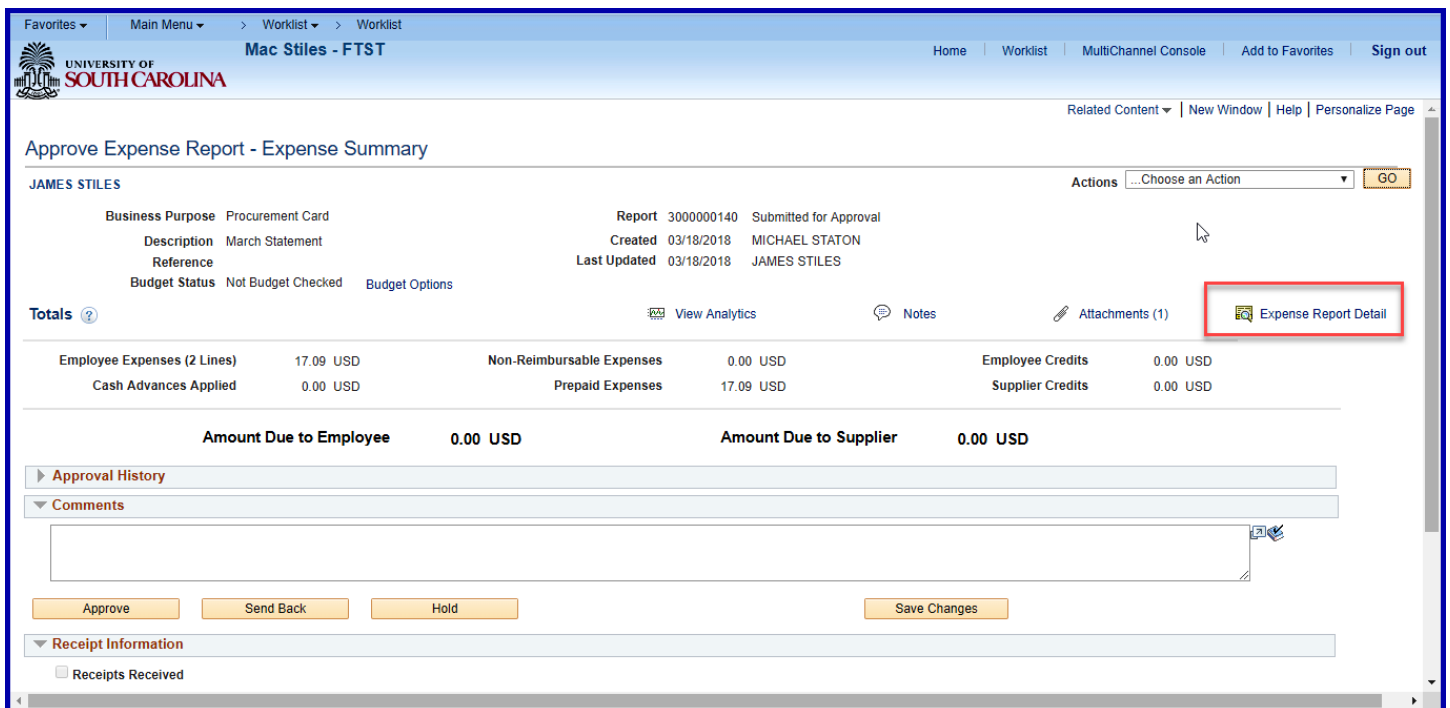
Step 22: Notice the note is added.

Step 23: Click the OK button to return to the Expense Report approval page.

Step 24: Expand the Approval History section




Step 25: Click Review Expense Details to review the expense details



Step 26: The Expense Details page may be used to display additional line information such as the Merchant and view the accounting details.

[Favorites](#) | [Main Menu](#) | [Worklist](#) | [Worklist](#)

[Home](#) | [Worklist](#) | [MultiChannel Console](#) | [Performance Trace](#) | [Add to Favorites](#) | [Sign o](#)



[Related Content](#) | [New Window](#) | [Help](#) | [Personalize Page](#)

Approve Expense Report - Expense Details [Expense Report Summary](#)

Cardholder 03 Pcard
 Actions: [...Choose an Action](#) [GO](#)

Business Purpose: Team Card Report: 3000000794 Submitted for Approval
 Report Description: March Statement [Attachments \(1\)](#)
 Reference:

Expenses Total: 3,590.42 USD

Expand All | Collapse All

Receipt Info

Receipts Received

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency																								
04/14/2018	59520 ATH TEAM TRAVEL	*Band-Florida Trip Meals 231 characters remaining	Prepaid Payments	2,766.22	USD																								
Billing Type AVAILABLE FOR COST COLLECTION Merchant: <input checked="" type="radio"/> Preferred <input type="radio"/> Non-Preferred TRAIN PUBLIX 067 Accounting Details: <input type="checkbox"/> Default Rate Exchange Rate: 1.00000000 <input type="checkbox"/> Non-Reimbursable Base Currency Amount: 2,766.22 USD <input type="checkbox"/> No Receipt																													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Amount</th> <th>*GL Unit</th> <th>Monetary Amount</th> <th>Currency Code</th> <th>Exchange Rate</th> <th>Oper Unit</th> <th>Dept</th> <th>Fund</th> <th>Account</th> <th>Class</th> <th>PC Bus Unit</th> <th>P</th> </tr> </thead> <tbody> <tr> <td>2766.22</td> <td>USC01</td> <td>2766.22</td> <td>USD</td> <td>1.00000000</td> <td>CL003</td> <td>600201</td> <td>CA200</td> <td>59520</td> <td>805</td> <td></td> <td></td> </tr> </tbody> </table>						Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Oper Unit	Dept	Fund	Account	Class	PC Bus Unit	P	2766.22	USC01	2766.22	USD	1.00000000	CL003	600201	CA200	59520	805		
Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Oper Unit	Dept	Fund	Account	Class	PC Bus Unit	P																		
2766.22	USC01	2766.22	USD	1.00000000	CL003	600201	CA200	59520	805																				
04/14/2018	59520 ATH TEAM TRAVEL	*Band-Florida Trip Ground Trans 224 characters remaining	Prepaid Payments	105.90	USD																								
04/14/2018	HOTEL AND LODGING	*Band-Florida Trip Hotel 231 characters remaining	Prepaid Payments	508.30	USD																								
04/14/2018	AIR TRAVEL	*Band-Away Trip-Missouri 231 characters remaining	Prepaid Payments	210.00	USD																								
					Total	3,590.42	USD																						

Step 27: Now that you have reviewed the Expense Report details and all is good, click the Approve button.

Approve Expense Report - Expense Summary

TANMOY ROY

Business Purpose: Procurement Card
 Description: March Statement
 Reference: Reference
 Budget Status: Not Budget Checked

Report: 3000000368 Submitted for Approval
 Created: 03/16/2018 MICHAEL STATON
 Last Updated: 03/16/2018 MICHAEL STATON

Totals

Employee Expenses (2 Lines)	444.39 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	444.39 USD	Supplier Credits	0.00 USD
Amount Due to Employee		0.00 USD		Amount Due to Supplier	
				0.00 USD	

Buttons: Approve, Send Back, Hold, Save Changes

Step 28: Click the OK button to confirm the approval.

Save Confirmation

Approve Expense Report

Submit Confirmation

TANMOY ROY Report ID: 3000000368

Totals

Employee Expenses (2 Lines)	444.39 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	444.39 USD	Supplier Credits	0.00 USD
Amount Due to Employee		0.00 USD		Amount Due to Supplier	
				0.00 USD	

✓ This report will be approved.

Buttons: OK, Cancel

Now that you have approved the Expense Report, it is ready to move to the next level in the approval workflow.

VIII. Approving Expense Reports Using the Worklist

Use the Worklist to approve a Procurement Card Expense Report. The Worklist is where you will find a prioritized list of the work you have to do. To work on an item, select it from the worklist and the appropriate page will open to begin work.

Some departments have more than one Procurement Card approver (liaison or department head). After an approver approves the procurement card expense report, it drops from everyone else's worklist.

Step 1: Click the Worklist link

The screenshot displays the University of South Carolina Worklist interface. The top navigation bar includes links for Home, Worklist (highlighted with a red box), Add to Favorites, and Sign out. Below the navigation bar, there are two main panels: 'USC Requisition Status' and 'USC Purchase Order Status'. The 'USC Requisition Status' panel shows a pivot grid with filters for 'Requester' (All) and 'Hold Status' (All), and a table with a total of 4047. The 'USC Purchase Order Status' panel shows a pivot grid with filters for 'Hold Status' (All Hold Status), 'PO Type' (All PO Types), 'Year' (2018), 'Buyer' (All Buyers), and 'Period' (Acct Period), and a table with a total of 6108.

Step 2: Click the Date From link to view most recent. You may need to click this a couple of time to see the most recent at the top.

Worklist for MBSTATON: Michael Staton

Detail View Worklist Filters [] Feed []

From	Date From	Work Item	Worked By Activity	Priority	Link
Tanmoy Roy	03/16/2018	Approval Reassign	Approval Workflow	2-Medium	ERApproval_293_USC01_1901-01-17_N_0_SHEET_ID:3000000363_RDC:RS_0.A
Ashwin Dhurve-L:20180315	03/12/2018	Approval Routing	Approval Workflow	2-Medium	ERApproval_256_USC01_1901-01-16_N_0_SHEET_ID:3000000341_RDC:RA_0.A
Ashwin Dhurve-L:20180315	03/12/2018	Approval Routing	Approval Workflow	2-Medium	ERApproval_254_USC01_1901-01-16_N_0_SHEET_ID:3000000339_RDC:RA_0.A
Ashwin Dhurve-L:20180315	03/06/2018	Approval Routing	Approval Workflow	2-Medium	ERApproval_236_USC01_1901-01-16_N_0_SHEET_ID:3000000327_RDC:RA_0.A

Refresh

Step 3: Click the link for the Expense Report you would like to approve.

Worklist for MBSTATON: Michael Staton

Detail View Worklist Filters [] Feed []

From	Date From	Work Item	Worked By Activity	Priority	Link
Tanmoy Roy	03/16/2018	Approval Reassign	Approval Workflow	2-Medium	ERApproval_293_USC01_1901-01-17_N_0_SHEET_ID:3000000363_RDC:RS_0.A
Ashwin Dhurve-L:20180315	03/12/2018	Approval Routing	Approval Workflow	2-Medium	ERApproval_256_USC01_1901-01-16_N_0_SHEET_ID:3000000341_RDC:RA_0.A
Ashwin Dhurve-L:20180315	03/12/2018	Approval Routing	Approval Workflow	2-Medium	ERApproval_254_USC01_1901-01-16_N_0_SHEET_ID:3000000339_RDC:RA_0.A
Ashwin Dhurve-L:20180315	03/06/2018	Approval Routing	Approval Workflow	2-Medium	ERApproval_236_USC01_1901-01-16_N_0_SHEET_ID:3000000327_RDC:RA_0.A

Refresh

The Expense Report approval page is displayed. Follow the additional steps in the section above to complete the approval process.

IX. Approving Procurement Card Expense Reports Using the Approve Transactions page

The Approve Transaction page is where you will find all expense reports requiring your approval. Use the Expense Report Approve Transactions page to approve, place on hold or budget check Procurement Card Expense Reports. For details about the Send Back or Hold functionality, see the corresponding sections later in the document.

Some departments have more than one Procurement Card approver (liaison or department head). After an approver approves the procurement card expense report, it drops from everyone else's list of transactions to approve.

Step 1: Navigate to the Expense Report Approval page

Main Menu > Travel and Expenses > Approve Transactions > Approve Transactions

University of South Carolina

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

Search Pending Transactions ?

Change Sort Order ?

Select All Clear All Approve Send Back Hold Refresh List Budget Check

Select	Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input type="checkbox"/>	Expense Report	4121.13	USD	STILES,JAMES	1060500	March Statement JN	3000000139	03/19/2018	Submitted for Approval	Level 1 Approval
<input type="checkbox"/>	Expense Report	649.41	USD	STILES,JAMES	1060500	June Statement - James Stiles	3000000141	03/19/2018	Submitted for Approval	Level 1 Approval
<input type="checkbox"/>	Expense Report	226.17	USD	ROSE,KIM	1019089	February Statement	3000000147	03/21/2018	Submitted for Approval	Level 1 Approval
<input type="checkbox"/>	Expense Report	3464.77	USD	O'CONNELL,REBECCA	1005980	Expense report for Becky	3000000151	03/22/2018	Submitted for Approval	Level 1 Approval
<input type="checkbox"/>	Expense Report	854.23	USD	MORITZ,MORITZ	1043949	March_Moritz	3000000152	03/22/2018	Submitted for Approval	Level 1 Approval

Select All Clear All Approve Send Back Hold Refresh List Budget Check

Comments

Return to Approval List
Employee Expense History

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

Step 2: Click the link in the Description or Transaction ID column

Click one of the links to view the Expense Report Summary Approval page and access more details. **** See steps above on [Approving an Expense Report Using Email](#) for detailed instructions on using this page.**

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

Search Pending Transactions ?

Change Sort Order ?

Select All Clear All Approve Send Back Hold Refresh List Budget Check

Select	Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input type="checkbox"/>	Expense Report	4121.13	USD	STILES,JAMES	1060500	March Statement JN	3000000139	03/19/2018	Submitted for Approval	Level 1 Approval
<input type="checkbox"/>	Expense Report	649.41	USD	STILES,JAMES	1060500	June Statement - James Stiles	3000000141	03/19/2018	Submitted for Approval	Level 1 Approval
<input type="checkbox"/>	Expense Report	3464.77	USD	O'CONNELL,REBECCA	1005980	Expense report for Becky	3000000151	03/22/2018	Submitted for Approval	Level 1 Approval
<input type="checkbox"/>	Expense Report	854.23	USD	MORITZ,MORITZ	1043949	March_Moritz	3000000152	03/22/2018	Submitted for Approval	Level 1 Approval

Step 3: Return to the Approval List

Click the link Return to Approval List to Approve, Send Back or place an Expense Report on Hold.

UNIVERSITY OF SOUTH CAROLINA
Approve Expense Report - Expense Summary

KIM ROSE Actions: ...Choose an Action **GO**

Business Purpose: Procurement Card Report: 3000000147 Submitted for Approval
Description: February Statement Created: 03/20/2018 MICHAEL STATON
Reference: Last Updated: 03/21/2018 MICHAEL STATON
Budget Status: Valid Budget Options

Totals View Analytics Notes Attachments Expense Report Detail

Employee Expenses (3 Lines)	226.17 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	226.17 USD	Supplier Credits	0.00 USD

Amount Due to Employee: 0.00 USD Amount Due to Supplier: 0.00 USD

Approval History

Comments

Approve Send Back Hold Save Changes

Receipt Information
 Receipts Received

Expense Line

Date	Expense Type	Description	Reimburse Amt	Currency	Approve
02/24/2018	OTHER SUPPLIES	Trip to Track Event	9.16	USD	<input checked="" type="checkbox"/>
09/28/2017	FREIGHT AND DELIVERIES	Shipping for Supplies	7.01	USD	<input checked="" type="checkbox"/>
12/12/2017	AIR TRAVEL	Airfare for trip to Albany	210.00	USD	<input checked="" type="checkbox"/>

Return to Approval List Next in List Previous in List

Step 4: Approve, Send Back, or place an Expense Report on Hold

Select the checkbox on the line of the expense report you're working and click the associated button above or below the list of Transactions to Approve.

UNIVERSITY OF SOUTH CAROLINA

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

Search Pending Transactions

Change Sort Order

Select All Clear All **Approve** Send Back Hold Refresh List Budget Check

Select	Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input type="checkbox"/>	Expense Report	4121.13	USD	STILES,JAMES	1060500	March Statement JN	3000000139	03/19/2018	Submitted for Approval	Level 1 Approval
<input type="checkbox"/>	Expense Report	649.41	USD	STILES,JAMES	1060500	June Statement - James Stiles	3000000141	03/19/2018	Submitted for Approval	Level 1 Approval
<input checked="" type="checkbox"/>	Expense Report	226.17	USD	ROSE,KIM	1019089	February Statement	3000000147	03/21/2018	Submitted for Approval	Level 1 Approval
<input type="checkbox"/>	Expense Report	3464.77	USD	O'CONNELL,REBECCA	1005980	Expense report for Becky	3000000151	03/22/2018	Submitted for Approval	Level 1 Approval
<input type="checkbox"/>	Expense Report	854.23	USD	MORITZ,MORITZ	1043949	March_Moritz	3000000152	03/22/2018	Submitted for Approval	Level 1 Approval

Select All Clear All **Approve** Send Back Hold Refresh List Budget Check

Comments

Return to Approval List
Employee Expense History

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

Step 5: Click OK to confirm the approval

Click OK to confirm you want to approve the transaction. After clicking OK, the item will be removed from the list of Transactions to Approve.

Summary Approvals Confirmation

Approve Transactions

Approval Action Confirmation

March 23, 2018 01:51 PM EST

Approval Transaction Selected	
Expense Reports	1
Time Reports	0
Time Adjustments	0
Travel Authorizations	0
Cash Advances	0
Total Transactions	1

These transactions will be Approved

OK Cancel

X. Send Back an Expense Transaction

If you want the person who originated (the Proxy) the Expense Report to make a change to it and resubmit it, you can make that happen by clicking the **Send Back** button. **Only by clicking the Send Back** button can you allow the Proxy to gain access to the report again. The following steps walk you through this procedure; they pick up at the point in which you have opened a submitted report from your email and/or worklist.

Step 1: Step Click in the Comment textbox at the bottom of the report and add the reason for sending back.

The purpose of this is to inform the Cardholder or Liaison why you are sending the form back, and what should be corrected before the report is resubmitted. **The system will not allow you to send back the report without typing an explanation.**

The screenshot shows the 'Approve Expense Report - Expense Summary' page for user MEHAK SONI. The report details include: Business Purpose: Team Travel Card; Description: TESTWF; Reference: TESTWF; Budget Status: Not Budget Checked; Report ID: 3000000363; Submitted for Approval; Created: 03/16/2018; ARJUN CIGULLA; Last Updated: 03/16/2018; MICHAEL STATON.

The 'Totals' section shows:

Category	Amount	Category	Amount	Category	Amount
Employee Expenses (1 Line)	210.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	210.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee	0.00 USD	Amount Due to Supplier	0.00 USD		

The 'Comments' section is highlighted with a red box and contains the text: "This should have been charged to project 10001234. Please correct the accounting distribution and resubmit for approval, thanks!". Below the comments are buttons for 'Approve', 'Send Back', 'Hold', and 'Save Changes'.

The 'Expense Line' section shows a table with one item:

Date	Expense Type	Description	Reimburse Amt	Currency	Approve
12/12/2017	AIR TRAVEL	test	210.00	USD	<input checked="" type="checkbox"/>

At the bottom of the page, there is a JavaScript action snippet: `javascript:Action_win0(document.win0,'EX_SRCH_WRK_COMMENTS$hmodal',0,0,'Comment');`

Step 2: Click the send back button.

The screenshot shows the 'Approve Expense Report - Expense Summary' page for MEHA SONI. The report ID is 3000000363, submitted for approval on 03/16/2018 by ARJUN CIGULLA, and last updated by MICHAEL STATON. The business purpose is 'Team Travel Card' and the description is 'TESTWF'. The budget status is 'Not Budget Checked'. The totals section shows Employee Expenses of 210.00 USD, Non-Reimbursable Expenses of 0.00 USD, and Prepaid Expenses of 210.00 USD. The amount due to employee and supplier is 0.00 USD. A comment states: 'This should have been charged to project 10001234. Please correct the accounting distribution and resubmit for approval, thanks!'. The 'Send Back' button is highlighted with a red box.

Employee Expenses (1 Line)	210.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	210.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee: 0.00 USD **Amount Due to Supplier: 0.00 USD**

Approval History

Comments

This should have been charged to project 10001234. Please correct the accounting distribution and resubmit for approval, thanks!

Approve **Send Back** Hold Save Changes

Receipt Information

Receipts Received

Expense Line

Date	Expense Type	Description	Reimburse Amt	Currency	Approve
12/12/2017	AIR TRAVEL	test	210.00	USD	<input checked="" type="checkbox"/>

Step 3: To complete sending the form back, click the OK button on the Submit Confirmation page.

The screenshot shows a 'Submit Confirmation' dialog box. The report ID is 3000000363. The totals section is identical to the previous screenshot. A checkmark and the text 'This report will be sent back for revision.' are displayed. The 'OK' button is highlighted with a red box.

Submit Confirmation

MEHA SONI Report ID 3000000363

Employee Expenses (1 Line)	210.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	210.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee: 0.00 USD **Amount Due to Supplier: 0.00 USD**

This report will be sent back for revision.

OK Cancel

When a transaction is sent back for modifications, the Liaison or Cardholder will see the comment.

Note: Pending status indicates the transaction can be modified and submitted again for approval.

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** Favorites, Main Menu, Travel and Expenses, Expense Report, View.
- Page Header:** UNIVERSITY OF SOUTH CAROLINA logo on the left; Home, Worklist, Add to Favorites on the right.
- Page Title:** View Expense Report.
- User:** MEHAK SONI.
- Status:** Sent Back For Revision. By: STATON, MICHAEL. A red message reads: "This should have been charged to project 10001234. Please".
- Report Info:** Report 3000000363 Pending.
- Business Purpose:** Team Travel Card.
- Report Description:** TESTWF.
- Attachments:** A link with a paperclip icon labeled "Attachments".
- Actions:** A dropdown menu with "...Choose an Action" and a "GO" button.
- Expenses Table:**

Expenses	
Total	210.00 USD
- Footer:** Expand All | Collapse All.

XI. Hold an Expense Transaction

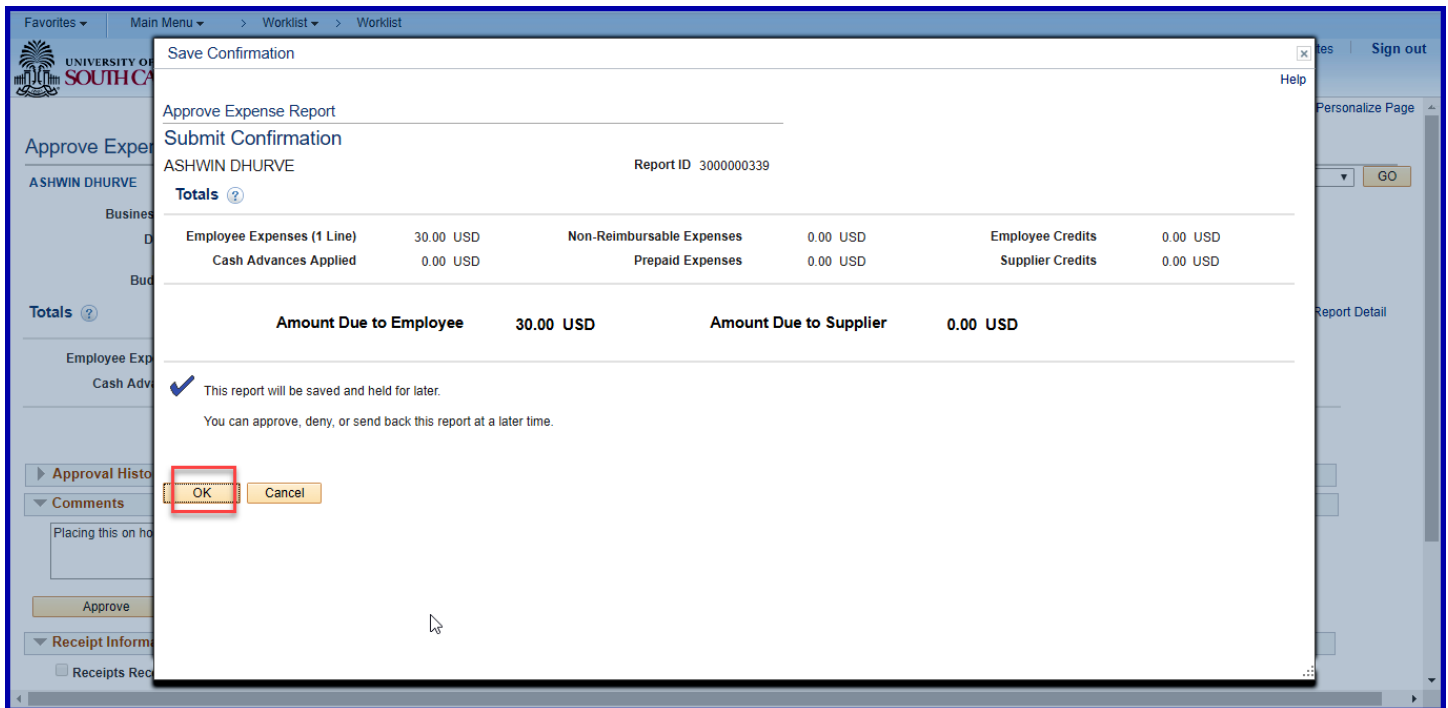
Holding an expense report claims the transaction for the approver. If a pool of approvers exists, each of whom can approve a transaction, placing the transaction on hold means that only the holding user can take action on the transaction. The following steps walk you through this procedure; they pick up at the point in which you have opened a submitted report from your email and/or worklist.

Step 1: Click in the Comment textbox at the bottom of the report and. The purpose of this is to inform the Proxy why the transaction is being held.

Step 2: Click the Hold button.

The screenshot displays the 'Approve Expense Report - Expense Summary' page for user ASHWIN DHURVE. The report details include: Business Purpose: Procurement Card; Description: travel; Report ID: 3000000339; Status: Submitted for Approval; Created: 03/12/2018; Last Updated: 03/12/2018. The 'Totals' section shows Employee Expenses of 30.00 USD and Non-Reimbursable Expenses of 0.00 USD. The 'Amount Due to Employee' is 30.00 USD and the 'Amount Due to Supplier' is 0.00 USD. The 'Comments' section contains the text: 'Placing this on hold until the discrepancy in the statement is addressed. Don't approve until Ashwin responds.' The 'Hold' button is highlighted with a red box, along with the comment text box. Other buttons visible include 'Approve', 'Send Back', and 'Save Changes'.

Step 3: Click the OK button to complete the HOLD.



When a transaction is held for further review, the Liaison or Cardholder can see that the Status has been updated to **On Hold** on the view pages.

When research complete, click the **Approve** button to remove the Hold allowing the transaction to move to the next level in the approval workflow