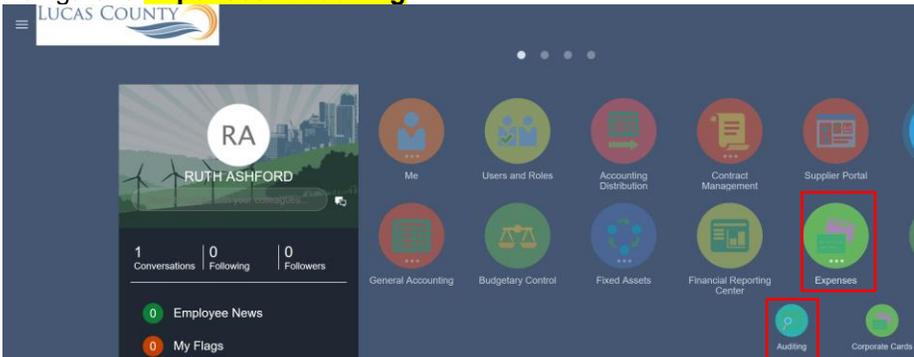
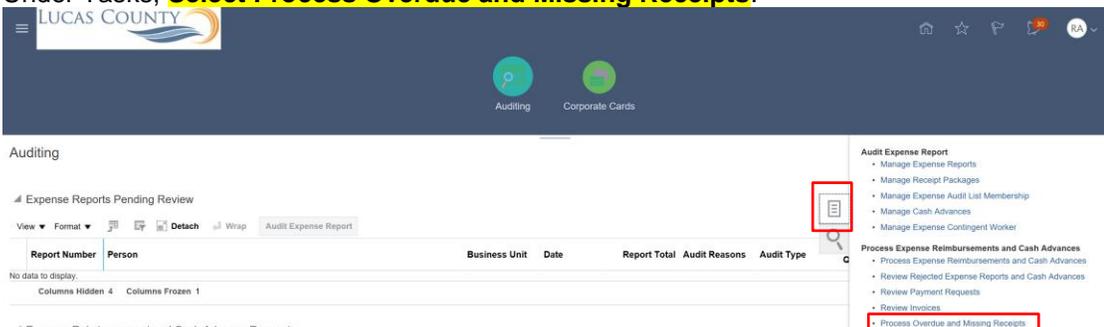


Process Overdue and Missing Receipts Notifications

Audience: Expense Auditor

Purpose: Your County should periodically schedule and run the Generate Overdue and Missing Receipts Notification process that generates overdue receipt notifications. The Overdue Receipt process checks whether the Enable overdue process check box is selected on the Create Receipt and Notification Rule page. If the check box is selected, the process then checks the specified overdue receipt tracking rules.

To notify individuals as soon as receipts are overdue, as defined by the receipt and notification rules, consider running the Generate Overdue and Missing Receipts Notification process daily. Otherwise, individuals may be notified several days after the overdue date, depending on when the process runs. This job aid will assist you with processing overdue and missing receipts, so employees are made aware that receipts need to be added on expense reports for processing.

Step	Action
1	<p>Navigate to Expenses > Auditing.</p> 
2	<p>Under Tasks, Select Process Overdue and Missing Receipts.</p> 
3	<p>Enter the following information: Business Unit = BU. Select <i>Lucas County</i></p>
4	<p>Click the Submit button.</p>
5	<p>Click Ok to acknowledge the submission. The employees with missing or overdue receipts will then be sent a notification. The notifications allow users to send replies in relation to the status of missing receipts. The replies are 'Already Sent Receipts', 'Will Send Receipts', or 'Receipts Missing.'</p>