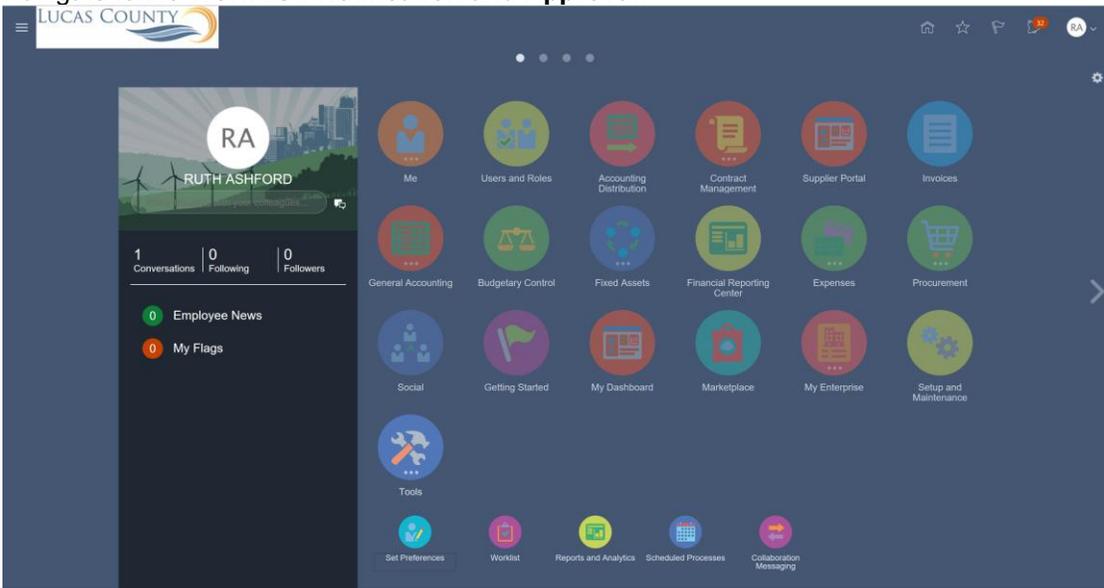
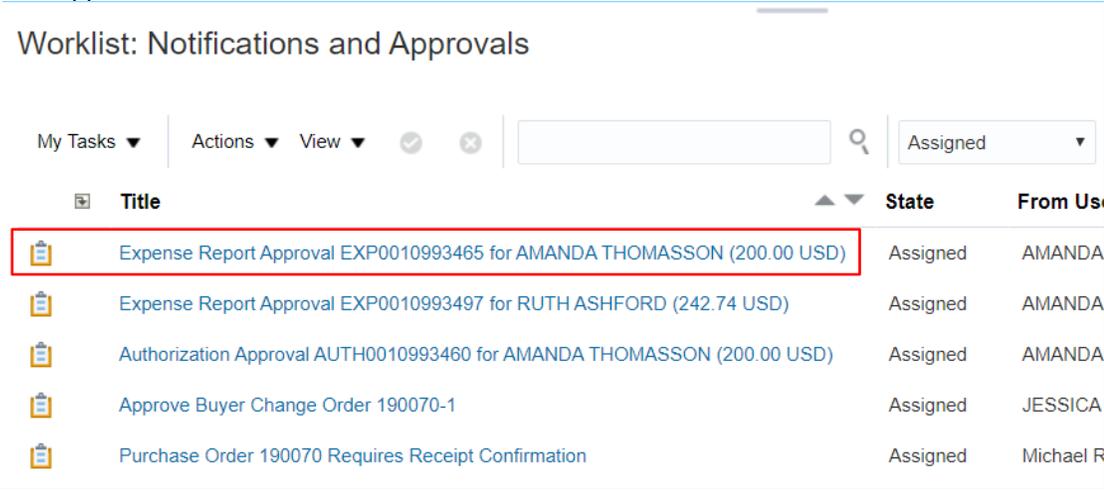


Approve or Reject an Expense Report

Audience: Expense Auditor

Purpose: This job aid will assist you with approving or rejecting an Expense Report.

Step	Action																		
1	<p>Navigate to the Work list: Notification and Approval.</p> 																		
2	<p>Click on any of the Expense Report Approval requests listed in the Work list: Notifications and Approvals.</p>  <table border="1"> <thead> <tr> <th>Title</th> <th>State</th> <th>From Us</th> </tr> </thead> <tbody> <tr> <td>Expense Report Approval EXP0010993465 for AMANDA THOMASSON (200.00 USD)</td> <td>Assigned</td> <td>AMANDA</td> </tr> <tr> <td>Expense Report Approval EXP0010993497 for RUTH ASHFORD (242.74 USD)</td> <td>Assigned</td> <td>AMANDA</td> </tr> <tr> <td>Authorization Approval AUTH0010993460 for AMANDA THOMASSON (200.00 USD)</td> <td>Assigned</td> <td>AMANDA</td> </tr> <tr> <td>Approve Buyer Change Order 190070-1</td> <td>Assigned</td> <td>JESSICA</td> </tr> <tr> <td>Purchase Order 190070 Requires Receipt Confirmation</td> <td>Assigned</td> <td>Michael R</td> </tr> </tbody> </table>	Title	State	From Us	Expense Report Approval EXP0010993465 for AMANDA THOMASSON (200.00 USD)	Assigned	AMANDA	Expense Report Approval EXP0010993497 for RUTH ASHFORD (242.74 USD)	Assigned	AMANDA	Authorization Approval AUTH0010993460 for AMANDA THOMASSON (200.00 USD)	Assigned	AMANDA	Approve Buyer Change Order 190070-1	Assigned	JESSICA	Purchase Order 190070 Requires Receipt Confirmation	Assigned	Michael R
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3	<p>Use the Expense Report Approval page to review and take action.</p>																		
4	<p>Review the Expense Report Header Details and Expense Items and review any attached documents by clicking on the attachment name.</p>																		

	<p>Expense Report Approval EXP0010993497 for RUTH ASHFORD (242... Actions ▾ Approve Reject</p> <p>▾ Details</p> <p>Assignee RUTH ASHFORD Report Period 10-25-2019 - 10-25-2019</p> <p>From AMANDA THOMASSON Report Total 242.74 USD</p> <p>Assigned Date 11-13-2019 9:30 AM Submission Date 11-13-2019</p> <p>Task Number 205923 Context Segment</p> <p>Purpose Ruth Ashford P-Card Test</p> <p>Report For RUTH ASHFORD</p> <p>Preparer THOMASSON, AMANDA</p> <p>▾ Expense Items</p> <p>View ▾ Format ▾ Expense Items Requires your approval ▾ Detach Wrap</p> <p>Expense</p> <p>Janitorial Supplies</p> <p>Columns Hidden 8</p> <p>▾ Comments + ▾ Attachments</p> <p>No data to display No data to display</p>
5	Click OK to close the attachment.
6	Review one or more of the expense items by clicking on the expense item name hyperlink.
7	Click Done to close the expense item.
8	<p>Optionally, a comment can be created under Comments (before approval or rejection). To comment, click the Add + icon of Comments section, enter the comment.</p> <p>▾ Comments +</p> <p>No data to display</p>
9	<p>Click the OK button. The comment will become a historical part of the record.</p> <p>Expense Requires Your Approval Date Am</p> <p>Janitorial Supplies ✓ 10-25-2019</p> <p>Columns Hidden</p> <p>▾ Comments</p> <p>No data to display</p> <p>Add Comment</p> <p>* Comment Attachment required. Please attach and resubmit.</p> <p>OK Cancel</p>
10	Click the Approve or Reject button. If approved, the expense follows the workflow. If rejected, the expense request goes back to the requester, which is why comments are beneficial.

	<p>Edit</p> <p>Request to Approve Supplier Zimmerman Paint Contractors Co. for Spend Actions <input type="button" value="Approve"/> <input type="button" value="Reject"/></p> <p>Details</p> <table border="0"> <tr> <td>Assignee</td> <td>RUTH ASHFORD</td> <td>Business Relationship</td> <td>Spend Authorized</td> <td>Source</td> <td>Manual Request</td> </tr> <tr> <td>From</td> <td>RUTH ASHFORD</td> <td>Request</td> <td>3001</td> <td></td> <td></td> </tr> <tr> <td>Assigned Date</td> <td>8/20/19 1:55 PM</td> <td>Requested By</td> <td>RUTH ASHFORD</td> <td></td> <td></td> </tr> <tr> <td>Task Number</td> <td>201630</td> <td>Request Date</td> <td>8/20/19</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>Approval Status</td> <td>Pending Approval</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>Justification</td> <td>Need to pay supplier</td> <td></td> <td></td> </tr> </table>	Assignee	RUTH ASHFORD	Business Relationship	Spend Authorized	Source	Manual Request	From	RUTH ASHFORD	Request	3001			Assigned Date	8/20/19 1:55 PM	Requested By	RUTH ASHFORD			Task Number	201630	Request Date	8/20/19					Approval Status	Pending Approval					Justification	Need to pay supplier		
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11	Click Ok .																																				
12	If Rejected, the approver is asked to provide a rejection reason. Rejected expense reports are returned to the requester for review.																																				
13	After the approval, the Expense reports are set up to be processed in Accounts Payable.																																				