## Approving an Expense Report

<table>
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<th>Step</th>
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| 1.   | Begin by navigating to the **Expense Reports** page.  
|      | Click the [Manager Self-Service](#) link. |
| 2.   | Click the **Travel and Expense Center** link. |
| 3.   | Click the [Approve Transactions](#) link. |
| 4.   | Click the **Expense Reports** tab. |
| 5.   | Use the [Expense Reports](#) page to approve expense reports. |
| 6.   | Click the **Description** or **Transaction ID** link to navigate to the **Expense Report Summary** page.  
|      | Click the [0000000076](#) link. |
| 7.   | Use the **Expense Report Summary** page to review and approve or deny expense reports. |
| 8.   | Click the **User Defaults** link to access the **Employee Profile - User Defaults** page to view the employee's defaults and preferences. |
| 9.   | Click the **Accounting Defaults** link to access the **Approve Expense Report - Accounting Defaults** page to view or modify the accounting distribution summary for the expense report. |
| 10.  | Use the **More Options** list to view additional information about this expense report.  
|      | Options are:  
|      | • **Adjustment Cash Advance**: Select to access the **Request Cash Advance** page or the **View Cash Advance** page. An adjustment cash advance is needed only if the employee owes money to the company or an approver or auditor has denied one or more lines on the expense report that have been reimbursed to the employee. Approvers and auditors can create adjustment cash advances if they deny one or more lines on expense reports that employees have already been reimbursed for. After creating an adjustment cash advance, the approver or auditor can view it.  
|      | • **View Exception Comments**: Select to view the **View Exception Comments** page.  
|      | • **Expense Report Detail**: Select to access the **Expense Report Detail** page. Approvers can edit descriptive information and expense report line items, if their privileges authorized them to do so.  
|      | • **VAT Information**: Select to access the **VAT Information** page.  
|      | • **Document Sequencing**: Select to access the **Document Sequencing** page. This link appears only if document sequencing is enabled for the employee's default general ledger business unit. |
### Step 11.
Select the **Receipts Received** check box to indicate that the travel and expense department has the appropriate receipts on file. This field appears only if you set up your expense system to check that receipts are received; otherwise, the **Receipt Information** section and the **Receipts Received** check box are hidden.

### Step 12.
If there are exceptions for an expense line, an icon appears to the left of the line.

Click the **Exceptions** button to access the **View Exception Comments** page. You can also select **View Exception Comments** from the More Options list box to access the **View Exception Comments** page.

Click the **Exceptions** button.

### Step 13.
Use the **View Exception Comments** page to view exception comments for expense items.

### Step 14.
Click the **Return To Expense Report** link.

### Step 15.
Click the expense type link to access the **Expense Detail** page to view details about the expense transaction line.

Click the **Expense Type** link.

### Step 16.
Use the **Expense Detail** page to view details about the expense transaction line.

### Step 17.
Click the **Update Accounting Detail** link to access the **Accounting Detail** page to view, add, or modify accounting details for expense transaction lines, depending on the privilege allowed for the approver. Approvers can modify the general ledger or project-related ChartFields, general ledger business unit, or the distribution split amount. If you change the distribution split amount, the total must equal the original amount of the expense transaction.

### Step 18.
Click the vertical scrollbar.

### Step 19.
You can navigate to the next expense line from this page.

Click the **Next Expense** button.

### Step 20.
Click the **Next Expense** button.

### Step 21.
Click the **Return to Expense Report** link.

### Step 22.
Select the **Receipt Verified** check box if the receipt for the expense transaction matches an expense line item. If the expense item does not require a receipt, this field is not available.

### Step 23.
If the **Receipt Required** check box is selected, a receipt is required to substantiate the expense type. This field is display-only.
### Step | Action
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24. | Clear the **Approve Expense** check box if you do not approve a specific expense line. If you clear the check box, you must select a reason from the drop-down list box (which will appear next to the **Approve Expense** check box) and optionally enter a comment in the **Approval Detail** section.

If you are authorized to add expense line, any line that you add is automatically set to **Approved for Payment** and subsequent approvers have no access to it. If approvers must make a correction to an added line, they must use the **Modify Approved Transaction** pages to make the correction after the transaction has completed the approval process. Because of this limitation, this privilege should be used carefully.

25. | Click the **vertical** scrollbar.

26. | Click the **Definition of Totals** link to access the **Definition of Totals** page to view an explanation of each expense total.

27. | The **Pending Actions** section displays the names of the approvers, auditors, project managers, and other defined approvers who need to review and approve the expense report.

28. | The **Action History** grid displays the transaction submittal and approval activities that have occurred, as well as the approver's name and date that they took action.

29. | Click the **View Approver Comments** button to access the **View Approver Comments** page and view comments that an approver made regarding expense lines.

30. | Use the **Comments** field to enter information regarding the expense report such as why you denied the expense report or an expense transaction line. If you enter comments and send the expense report back to the employee, Expenses displays your comments when the employee modifies the expense report; however, the system does not display comments to the employee in the view mode. After employees resubmit expense reports, Expenses displays comment history only to all approvers.

31. | Click the **Send Back** button to send the expense report to the employee for correction or revision. This action changes the status to Pending. If you send the expense report back to the employee, you must also provide an explanation in the **Comments** field.

32. | Click the **Save and Hold** button to place the expense report on hold.

33. | Click the **Deny** button to deny the entire expense report. This action changes the status to Denied. If you deny the expense report, you must also provide an explanation in the **Comments** field. The system does not route denied expense transactions to subsequent approvers and the employee cannot resubmit it.

34. | Click the **Approve** button to approve the expense report. This action changes the status to **Approved for Payment**. The expense report is ready for payment processing. If more than one approver is required, the status changes to Approvals in Process until the last authorized approver approves the expense report for payment.

Click the **Approve** button.

35. | Use the **Submit Confirmation** page to review a summary of the expense report and to confirm the submission.
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<tr>
<td>36.</td>
<td>Click the <strong>OK</strong> button.</td>
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<tr>
<td>37.</td>
<td>You have successfully approved an expense report. <strong>End of Procedure.</strong></td>
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