



Controller's Office – Travel and Expense

Approvers – Ability to Change Accounting Details on an Expense Report

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I. Objectives

By the end of this procedure, when approving an expense report you should be able to:

- Change Accounting details
- Add an additional distribution line
- Correct accounting detail errors
- Add a Project to an Expense Report and Fixing Possible Budget Errors

Approvers can change the accounting details for all of the following Business Purposes within the Travel and Expense module:

- Employee Reimbursement (non-travel)
- Employee Travel
- Procurement Card
- Team Card
- Travel Card

II. Changing Accounting Details on an Expense Line

Use your worklist, or email, to identify Expense Reports that require your attention.

When approving an expense report, Approvers can:

- Change accounting details on an expense line on the **Expense Details** page

Step 1: Once on the **Approve Expense Report – Expense Summary** page, verify the **Budget Status** is **Valid** before making changes or approving the expense report.

Approve Expense Report - Expense Summary

Joanne Callahan

Business Purpose: Employee Travel
Description: ACS Conf. Philadelphia
Reference:

Report: 3000045654 Submitted for Approval
Created: 12/03/2019 Joanne Callahan
Last Updated: 12/03/2019 RHONDA STEPHENS
Authorization ID: 1000014552
Accounting Template: STANDARD

From Date: 12/03/2019
To Date: 12/03/2019
Trip Location: Philadelphia, Pennsylvania

Accounting Date: 12/03/2019
Budget Status: Valid [Budget Options](#)

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

Employee Expenses (4 Lines)	1,729.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee		1,729.00 USD		Amount Due to Supplier	
				0.00 USD	

Approval History

Comments

[Approve](#) [Send Back](#) [Hold](#) [Save Changes](#)

Step 2: Click the **Related Content** drop-down arrow to review the Accounting Details for this report.

Step 3: Select **Accounting Details** from the list.

Approve Expense Report - Expense Summary

Joanne Callahan

Business Purpose: Employee Travel
 Description: ACS Conf. Philadelphia
 Reference:
 Accounting Date: 12/03/2019
 Budget Status: Valid

Report: 3000045654 Submitted for Approval
 Created: 12/03/2019 Joanne Callahan
 Last Updated: 12/03/2019 RHONDA STEPHENS
 Authorization ID: 1000014552
 Accounting Template: STANDARD

Trip Location: Philadelphia, Pennsylvania

Totals

Employee Expenses (4 Lines)	1,729.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee		1,729.00 USD		Amount Due to Supplier	
		0.00 USD			

Approval History

Comments

Approve Send Back Hold Save Changes

Notice the accounting details for each expense line populates in the bottom half of the screen.

Step 4: Use the **dots** at the top center of the Related Content window to expand the page if necessary.

Step 5: Identify the expense line(s) that require accounting changes.

Approve Expense Report - Expense Summary

Joanne Callahan

Business Purpose: Employee Travel
 Description: ACS Conf. Philadelphia
 Reference:
 Accounting Date: 12/03/2019
 Budget Status: Valid

Report: 3000045654 Submitted for Approval
 Created: 12/03/2019 Joanne Callahan
 Last Updated: 12/03/2019 RHONDA STEPHENS
 Authorization ID: 1000014552
 Accounting Template: STANDARD

Trip Location: Philadelphia, Pennsylvania

Totals

Employee Expenses (4 Lines)	1,729.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
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Related Content: CGA Approver, **Accounting Details**, Purchase Enhanced Data, Travel Enhanced Data

Download results in: Excel Spreadsheet CSV Text File XML File (5 kb)

Expense Report	Report Description	Expense Date	Line	Dist Line	Expense Type	Ticket Number	Distance	Merchant	Line Description	GL Unit	Oper Unit	Department	Fund	Account Class	Bus Unit	Project Activity	Expense Line Amt	Created On	Travel Auth ID	Advance Amount	Distribution Status	Location	Acctg Date	Budget Header Status	Budget Line Status	Exception Type
1 3000045654	ACS Conf. Philadelphia	12/03/2019	1	1	Air Travel Expenses	DELTA4567YH7	0		Delta Flight to Philadelphia	USC01	CL071	130200	A0001	52024	101		850.000	12/03/2019	1000014552			OUTST	12/03/2019	V	V	
2 3000045654	ACS Conf. Philadelphia	12/03/2019	2	1	Hotel and Lodging		0		Hampton Inn Center City, Philadelphia	USC01	CL071	130200	A0001	52024	101		765.000	12/03/2019	1000014552			OUTST	12/03/2019	V	V	
3 3000045654	ACS Conf. Philadelphia	12/03/2019	3	1	Meal Expenses		0		Meals for three days away	USC01	CL071	130200	A0001	52024	101		100.000	12/03/2019	1000014552			OUTST	12/03/2019	V	V	
4 3000045654	ACS Conf. Philadelphia	12/03/2019	4	1	Registration		0		American Chemical Society Conference	USC01	CL071	130200	A0001	52024	101		214.000	12/03/2019	1000014552			OUTST	12/03/2019	V	V	

Step 6: After a thorough review of the accounting details, click the **Paglet Settings** icon, and then click **Close**.

Approve Expense Report - Expense Summary

Joanne Callahan

Business Purpose: Employee Travel
 Description: ACS Conf. Philadelphia
 Reference: 3000045654
 Accounting Date: 12/03/2019
 Budget Status: Valid

Report: 3000045654 Submitted for Approval
 Created: 12/03/2019 Joanne Callahan
 Last Updated: 12/03/2019 RHONDA STEPHENS
 Authorization ID: 1000014552
 Accounting Template: STANDARD

From Date: 12/03/2019
 To Date: 12/03/2019
 Trip Location: Philadelphia, Pennsylvania

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

Totals (4 Lines) 1,729.00 USD Non-Reimbursable Expenses 0.00 USD Employee Credits 0.00 USD

Related Content CGA Approver **Accounting Details** Purchase Enhanced Data Travel Enhanced Data

SC_EXP_RPT_ACCTG_DETAILS- Expense Rpt Accounting Detl RC

Download results in: Excel Spreadsheet CSV Text File XML File (5 kb)

View All

Expense Report	Report Description	Expense Date	Line	Dist Line	Expense Type	Ticket Number	Distance	Merchant	Line Description	GL Unit	Oper Unit	Department	Fund	Account	Class	Bus Unit	Project	Activity	Expense Line Amt	Created On	Travel Auth ID	Advance ID	Amount Applied	Distribution Status	Location	Acctg Date	Budget Header Status	Budget Line Status	Exception Type
1 3000045654	ACS Conf. Philadelphia	12/03/2019	1	1	Air Travel Expenses	DELTA4567YH7	0		Delta Flight to Philadelphia	USC01	CL071	130200	A0001	52024	101				650.000	12/03/2019	1000014552				OUTST	12/03/2019	V	V	
2 3000045654	ACS Conf. Philadelphia	12/03/2019	2	1	Hotel and Lodging		0		Hampton Inn Center City, Philadelphia	USC01	CL071	130200	A0001	52024	101				765.000	12/03/2019	1000014552				OUTST	12/03/2019	V	V	
3 3000045654	ACS Conf. Philadelphia	12/03/2019	3	1	Meal Expenses		0		Meals for three days away	USC01	CL071	130200	A0001	52024	101				100.000	12/03/2019	1000014552				OUTST	12/03/2019	V	V	
4 3000045654	ACS Conf. Philadelphia	12/03/2019	4	1	Registration		0		American Chemical Society Conference	USC01	CL071	130200	A0001	52024	101				214.000	12/03/2019	1000014552				OUTST	12/03/2019	V	V	

Step 7: If account detail changes are necessary, click the **Expense Details** link.

Report - Expense Summary

Joanne Callahan

Business Purpose: Employee Travel
 Description: ACS Conf. Philadelphia
 Reference: 3000045654
 Accounting Date: 12/03/2019
 Budget Status: Valid

Report: 3000045654 Submitted for Approval
 Created: 12/03/2019 Joanne Callahan
 Last Updated: 12/03/2019 RHONDA STEPHENS
 Authorization ID: 1000014552
 Accounting Template: STANDARD

From Date: 12/03/2019
 To Date: 12/03/2019
 Trip Location: Philadelphia, Pennsylvania

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

Expenses (4 Lines) 1,729.00 USD Non-Reimbursable Expenses 0.00 USD Employee Credits 0.00 USD

Advances Applied 0.00 USD Prepaid Expenses 0.00 USD Supplier Credits 0.00 USD

Amount Due to Employee 1,729.00 USD **Amount Due to Supplier** 0.00 USD

[Expense Details](#)

[Send Back](#) [Hold](#) [Save Changes](#)

Step 8: To view all expense line details, click the **Expand Lines** link.

University of South Carolina **FUAT** Navigator Search Advanced Search

Worklist Home Sign Out Add To Notification NavBar

Related Content New Window Help Personalize Page

Approve Expense Report - Expense Details

Joanne Callahan Actions ...Choose an Action

Business Purpose Employee Travel Report 3000045654 Submitted for Approval From Date 12/03/2019

Description ACS Conf. Philadelphia Created 12/03/2019 Joanne Callahan To Date 12/03/2019

Reference Last Updated 12/03/2019 RHONDA STEPHENS Trip Location Philadelphia, Pennsylvania

Authorization ID 1000014552

Accounting Date 12/03/2019 Accounting Template STANDARD

Budget Status Valid Budget Options

View Analytics Notes Attachments

Expenses ?

Expand Lines Collapse Lines Expand All Collapse All Total 1,729.00 USD

Receipt Information

☐ Receipts Received

*Date	*Expense Type	*Description	*Amount	*Currency	Receipt Required	Receipt Verified	Approve
12/03/2019	Air Travel Expenses	Delta Flight to Philadelphia 226 characters remaining	650.00	USD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12/03/2019	Hotel and Lodging	Hampton Inn Center City, Philadelphia 217 characters remaining	765.00	USD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12/03/2019	Meal Expenses	Meals for three days away 229 characters remaining	100.00	USD	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Step 9: Scroll down to find the expense line(s) that requires account detail changes.

Receipt Information

☐ Receipts Received

*Date	*Expense Type	*Description	*Amount	*Currency	Receipt Required	Receipt Verified	Approve
12/03/2019	Air Travel Expenses	Delta Flight to Philadelphia 226 characters remaining	650.00	USD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Payment Type Personal Reimbursement Exchange Rate 1.00000000

Billing Type AVAILABLE FOR COST COLLECTION Base Currency Amount 650.00 USD

Location Out of State

Ticket Number DELTA4567YH7

Default Rate ☒ Non-Reimbursable ☐ No Receipt ☐

Accounting Details ?

Chartfields VAT Amounts III>

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Oper Unit	Dept	Fund	Account	Class	PC Bus Unit	Project
650.00	USC01	650.00	USD	1.00000000	CL071	130200	A0001	52024	101		

Step 10: Make the necessary accounting detail changes at the line level. For this example, the Department was changed from 130200 to 130290 for the Air Travel Expense line only.

Receipt Information

☐ Receipts Received

*Date	*Expense Type	*Description	*Amount	*Currency	Receipt Required	Approve
12/03/2019	Air Travel Expenses	Delta Flight to Philadelphia 226 characters remaining	650.00	USD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Payment Type: Personal Reimbursement
Billing Type: AVAILABLE FOR COST COLLECTION
Location: Out of State
Ticket Number: DELTA4567YH7

Exchange Rate: 1.00000000
Base Currency Amount: 650.00 USD

☒ Default Rate
☐ Non-Reimbursable
☐ No Receipt

Accounting Details

Chartfields

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Oper Unit	Dept	Fund	Account	Class	PC Bus Unit	Project
650.00	USC01	650.00	USD	1.00000000	CL071	130290	A0001	52024	101		

Step 11: To save the changes, click the **Summary and Approve** link.

Expense Report - Expense Details

Actions: [Summary and Approve](#)

Business Purpose: Employee Travel
Report: 3000045654 Submitted for Approval
From Date: 12/03/2019
Description: ACS Conf. Philadelphia
Created: 12/03/2019 Joanne Callahan
To Date: 12/03/2019
Reference: Last Updated: 12/03/2019 RHONDA STEPHENS
Trip Location: Philadelphia, Pennsylvania
Authorization ID: 1000014552
Accounting Date: 12/03/2019
Accounting Template: STANDARD
Budget Status: Valid

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

Total: 1,729.00 USD

Expense Details

*Expense Type	*Description	*Amount	*Currency	Receipt Required	Approve
Air Travel Expenses	Delta Flight to Philadelphia 226 characters remaining	650.00	USD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Payment Type: Personal Reimbursement
Billing Type: AVAILABLE FOR COST COLLECTION
Location: Out of State

Exchange Rate: 1.00000000
Base Currency Amount: 650.00 USD

☒ Default Rate
☐ Non-Reimbursable
☐ No Receipt

Step 12: Be sure to Budget Check the transaction before approving. This will save the changes and update the expense lines. To do this, click the **Budget Options** link.

Approve Expense Report - Expense Summary

Joanne Callahan

Business Purpose: Employee Travel
 Description: ACS Conf. Philidelphia
 Reference:
 Accounting Date: 12/03/2019
 Budget Status: Not Budget Checked [Budget Options](#)

Report: 3000045654 Submitted for Approval
 Created: 12/03/2019 Joanne Callahan
 Last Updated: 12/03/2019 RHONDA STEPHENS
 Authorization ID: 1000014552
 Accounting Template: STANDARD

From Date: 12/03/2019
 To Date: 12/03/2019
 Trip Location: Philadelphia, Pennsylvania

Totals

Employee Expenses (4 Lines)	1,729.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee		1,729.00 USD	Amount Due to Supplier		0.00 USD

Approval History

Comments

Approve Send Back Hold Save Changes

Note: It is required that the report is budget checked before it is approved. If you try approving the report before it is budget checked, the following message will appear when you click the Approve button.

Expense Report (30000,180)

Please budget check the expense report using the "Budget Options" link at the top of the page then click "Approve".
 Approvers authorized to modify accounting distributions may only approve expense reports that have been budget checked.

OK

Step 13: On the Commitment Control Details page, click the **Budget Check** button.

The screenshot shows the 'Approve Expense Report - Expense Summary' page for Joanne Callahan. The report is for 'Employee Travel' with description 'ACS Conf. Philadelphia' and accounting date '12/03/2019'. The budget status is 'Not Budget Checked'. A modal dialog titled 'Commitment Control' is open, displaying details for the report 3000045654. The dialog includes a 'Budget Check' button, which is highlighted with a red box. Other buttons include 'OK', 'Cancel', 'Go to Transaction Exceptions', and 'Go To Activity Log'.

Totals	
Employee Expenses (4 Lines)	1,729.00 USD
Cash Advances Applied	0.00 USD
Amount Due to Employer	0.00 USD

Step 14: Click the **OK** button when the Budget Status is 'Valid'. Be sure the budget checking process is complete before clicking OK.

The screenshot shows the same 'Approve Expense Report - Expense Summary' page, but the 'Commitment Control' dialog box now shows 'Budget Checking Header Status' as 'Valid'. The 'OK' button is highlighted with a red box, indicating it is the next step to click.

Totals	
Employee Expenses (4 Lines)	1,729.00 USD
Cash Advances Applied	0.00 USD
Amount Due to Employer	0.00 USD

Note: Before approving the report, you can use view the **Accounting Details** in Related Content to make sure the accounting detail changes saved.

Step 15: Click the **Approve** button if you are ready to move the expense report through workflow. If necessary, you can take other actions on a report such as:

- **Send Back:** Request the report is edited in some way. A detailed comment is required.
- **Hold:** Further research is required. A detailed comment is required.

Approve Expense Report - Expense Summary

Joanne Callahan

Business Purpose: Employee Travel
Description: ACS Conf. Philadelphia
Reference:
Accounting Date: 12/03/2019
Budget Status: Valid

Report: 3000045654 Submitted for Approval
Created: 12/03/2019 Joanne Callahan
Last Updated: 12/03/2019 RHONDA STEPHENS
Authorization ID: 1000014552
Accounting Template: STANDARD

From Date: 12/03/2019
To Date: 12/03/2019
Trip Location: Philadelphia, Pennsylvania

Totals

Employee Expenses (4 Lines)	1,729.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee		1,729.00 USD		Amount Due to Supplier	
				0.00 USD	

Approval History

Comments

Approve Send Back Hold Save Changes

Step 16: Click **OK** to certify the expenses submitted are accurate for official business of the University.

Save Confirmation

Approve Expense Report
Submit Confirmation

Joanne Callahan Report ID 3000045654

Totals

Employee Expenses (4 Lines)	1,729.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee		1,729.00 USD		Amount Due to Supplier	
				0.00 USD	

☒ This report will be approved.

By clicking OK, I certify the expenses submitted are accurate and comply with the University of South Carolina Travel Policy (FINA 1.00). I also certify that the expenses were incurred on official business for the University.

OK Cancel

III. Add Multiple Distribution Lines to an Expense Line

Use your worklist, or email, to identify Expense Reports that require your attention.

When approving an expense report, Approvers can:

- Add multiple distribution lines to an expense line on the **Expense Details** page

Step 1: Once on the **Approve Expense Report – Expense Summary** page, verify the **Budget Status** is **Valid** before making changes or approving the expense report.

Approve Expense Report - Expense Summary

Joanne Callahan

Business Purpose: Employee Travel
Description: ACS Conf. Philadelphia
Reference:

Report: 3000045654
Created: 12/03/2019
Last Updated: 12/03/2019
Authorization ID: 1000014552
Accounting Template: STANDARD

Approvals in Process: Joanne Callahan
From Date: 12/03/2019
To Date: 12/03/2019
Trip Location: Philadelphia, Pennsylvania

Accounting Date: 12/03/2019
Budget Status: Valid
[Budget Options](#)

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

Employee Expenses (4 Lines)	1,729.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee		1,729.00 USD		Amount Due to Supplier	
				0.00 USD	

Approval History

Comments

Step 2: Click the **Related Content** drop-down arrow to review the Accounting Details for this report.

Step 3: Select **Accounting Details** from the list.

Approve Expense Report - Expense Summary

Joanne Callahan

Business Purpose: Employee Travel
 Description: ACS Conf. Philadelphia
 Reference:
 Accounting Date: 12/03/2019
 Budget Status: Valid

Report: 3000045654 Approvals in Process
 Created: 12/03/2019 Joanne Callahan
 Last Updated: 12/03/2019 RHONDA STEPHENS
 Authorization ID: 1000014552
 Accounting Template: STANDARD

Trip Location: Philadelphia, Pennsylvania

Totals

Employee Expenses (4 Lines)	1,729.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee		1,729.00 USD		Amount Due to Supplier	
		0.00 USD			

Approval History

Comments

Approve Send Back Hold Save Changes

Notice the accounting details for each expense line populates in the bottom half of the screen.

Step 4: Use the **dots** at the top center of the Related Content window to expand the page if necessary.

Step 5: Identify the expense line(s) that require accounting changes.

Approve Expense Report - Expense Summary

Joanne Callahan

Business Purpose: Employee Travel
 Description: ACS Conf. Philadelphia
 Reference:
 Accounting Date: 12/03/2019
 Budget Status: Valid

Report: 3000045654 Approvals in Process
 Created: 12/03/2019 Joanne Callahan
 Last Updated: 12/03/2019 RHONDA STEPHENS
 Authorization ID: 1000014552
 Accounting Template: STANDARD

Trip Location: Philadelphia, Pennsylvania

Totals

Employee Expenses (4 Lines)	1,729.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
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Related Content: CGA Approver Accounting Details Purchase Enhanced Data Travel Enhanced Data

Download results in: Excel Spreadsheet CSV Text File XML File (5 kb)

Expense Report	Report Description	Expense Date	Line	Dist Line	Expense Type	Ticket Number	Distance	Merchant	Line Description	GL Unit	Oper Unit	Department	Fund	Account Class	Bus Unit	Project Activity	Expense Line Amt	Created On	Travel Auth ID	Advance Amount	Distribution Status	Location	Acctg Date	Budget Header Status	Budget Line Status	Exception Type
3000045654	ACS Conf. Philadelphia	12/03/2019	1	1	Air Travel Expenses	DELTA4567YH7	0		Delta Flight to Philadelphia	USC01	CL071	130290	A0001	52024	101		850.000	12/03/2019	1000014552			OUTST	12/03/2019	V	V	
3000045654	ACS Conf. Philadelphia	12/03/2019	2	1	Hotel and Lodging		0		Hampton Inn Center City, Philadelphia	USC01	CL071	130200	A0001	52024	101		765.000	12/03/2019	1000014552			OUTST	12/03/2019	V	V	
3000045654	ACS Conf. Philadelphia	12/03/2019	3	1	Meal Expenses		0		Meals for three days away	USC01	CL071	130200	A0001	52024	101		100.000	12/03/2019	1000014552			OUTST	12/03/2019	V	V	
3000045654	ACS Conf. Philadelphia	12/03/2019	4	1	Registration		0		American Chemical Society Conference	USC01	CL071	130200	A0001	52024	101		214.000	12/03/2019	1000014552			OUTST	12/03/2019	V	V	

Step 6: After a thorough review of the accounting details, click the **Paglet Settings** icon, and then click **Close**.

Approve Expense Report - Expense Summary

Joanne Callahan

Business Purpose Employee Travel **Report** 3000045654 Approvals in Process **From Date** 12/03/2019

Description ACS Conf. Philadelphia **Created** 12/03/2019 Joanne Callahan **To Date** 12/03/2019

Reference **Last Updated** 12/03/2019 RHONDA STEPHENS **Trip Location** Philadelphia, Pennsylvania

Authorization ID 1000014552

Accounting Date 12/03/2019 **Accounting Template** STANDARD

Budget Status Valid [Budget Options](#)

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

Employee Expenses (4 Lines) 1,729.00 USD **Non-Reimbursable Expenses** 0.00 USD **Employee Credits** 0.00 USD

Related Content CGA Approver **Accounting Details** Purchase Enhanced Data Travel Enhanced Data [Close](#)

SC_EX_EXP_RPT_ACCTG_DETAILS- Expense Rpt Accounting Detl RC

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(5 kb\)](#)

View All

Expense Report	Report Description	Expense Date	Line	Dist Line	Expense Type	Ticket Number	Distance	Merchant	Line Description	GL Unit	Oper Unit	Department	Fund	Account	Class	Bus Unit	PC Project	Activity	Expense Line Amt	Created On	Travel Auth ID	Advance ID	Amount Applied	Distribution Status	Location	Acctg Date	Budget Header Status	Budget Line Status	Exception Type
1 3000045654	ACS Conf. Philadelphia	12/03/2019	1	1	Air Travel Expenses	DELTA4567YH7	0		Delta Flight to Philadelphia	USC01	CL071	130290	A0001	52024	101				650.000	12/03/2019	1000014552				OUTST	12/03/2019	V	V	
2 3000045654	ACS Conf. Philadelphia	12/03/2019	2	1	Hotel and Lodging		0		Hampton Inn Center City, Philadelphia	USC01	CL071	130200	A0001	52024	101				765.000	12/03/2019	1000014552				OUTST	12/03/2019	V	V	
3 3000045654	ACS Conf. Philadelphia	12/03/2019	3	1	Meal Expenses		0		Meals for three days away	USC01	CL071	130200	A0001	52024	101				100.000	12/03/2019	1000014552				OUTST	12/03/2019	V	V	
4 3000045654	ACS Conf. Philadelphia	12/03/2019	4	1	Registration		0		American Chemical Society Conference	USC01	CL071	130200	A0001	52024	101				214.000	12/03/2019	1000014552				OUTST	12/03/2019	V	V	

Step 7: If account detail changes are necessary, click the **Expense Details** link.

Report - Expense Summary

[Expense Details](#)

Actions ...Choose an Action [GO](#)

Purpose Employee Travel **Report** 3000045654 Approvals in Process **From Date** 12/03/2019

Description ACS Conf. Philadelphia **Created** 12/03/2019 Joanne Callahan **To Date** 12/03/2019

Reference **Last Updated** 12/03/2019 RHONDA STEPHENS **Trip Location** Philadelphia, Pennsylvania

Authorization ID 1000014552

Accounting Date 12/03/2019 **Accounting Template** STANDARD

Status Valid [Budget Options](#)

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

Expenses (4 Lines) 1,729.00 USD **Non-Reimbursable Expenses** 0.00 USD **Employee Credits** 0.00 USD

Advances Applied 0.00 USD **Prepaid Expenses** 0.00 USD **Supplier Credits** 0.00 USD

Amount Due to Employee 1,729.00 USD **Amount Due to Supplier** 0.00 USD

[Send Back](#) [Hold](#) [Save Changes](#)

Step 8: To view all expense line information, click the **Expand Lines** link.

Approve Expense Report - Expense Details

Joanne Callahan

Business Purpose: Employee Travel
 Description: ACS Conf. Philadelphia
 Reference:
 Accounting Date: 12/03/2019
 Budget Status: Valid

Report: 3000045654 Approvals in Process
 Created: 12/03/2019 Joanne Callahan
 Last Updated: 12/03/2019 RHONDA STEPHENS
 Authorization ID: 1000014552
 Accounting Template: STANDARD

From Date: 12/03/2019
 To Date: 12/03/2019
 Trip Location: Philadelphia, Pennsylvania

Actions: ...Choose an Action

Expenses ?

Expand Lines | Collapse Lines | Expand All | Collapse All

Total: 1,729.00 USD

Receipt Information

☐ Receipts Received

*Date	*Expense Type	*Description	*Amount	*Currency	Receipt Required	Receipt Verified	Approve
12/03/2019	Air Travel Expenses	Delta Flight to Philadelphia 226 characters remaining	650.00	USD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12/03/2019	Hotel and Lodging	Hampton Inn Center City, Philadelphia 217 characters remaining	765.00	USD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12/03/2019	Meal Expenses	Meals for three days away 229 characters remaining	100.00	USD	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Step 9: Scroll down to find the expense line(s) that requires an additional distribution line.

Receipt Information

☐ Receipts Received

*Date	*Expense Type	*Description	*Amount	*Currency	Receipt Required	Receipt Verified	Approve
12/03/2019	Air Travel Expenses	Delta Flight to Philadelphia 226 characters remaining	650.00	USD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Payment Type: Personal Reimbursement
 Billing Type: AVAILABLE FOR COST COLLECTION
 Location: Out of State
 Ticket Number: DELTA4567YH7

Exchange Rate: 1.00000000
 Base Currency Amount: 650.00 USD

☒ Default Rate
☐ Non-Reimbursable
☐ No Receipt

Accounting Details ?

Chartfields | YAT Amounts | II>

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Oper Unit	Dept	Fund	Account	Class	PC Bus Unit	Project
650.00	USC01	650.00	USD	1.00000000	CL071	130290	A0001	52024	101		

Step 10: Click in the **Amount** field and add half of the total expense line amount to the first distribution line.

Step 11: Enter the accounting details (Make sure these are valid CF values from the Crosswalk table). For this distribution line, the accounting details will remain the same.

Receipts Received

***Date** 12/03/2019 ***Expense Type** Air Travel Expenses ***Description** Delta Flight to Philadelphia
226 characters remaining

***Amount** 650.00 ***Currency** USD

☒ Receipt Required ☐ Receipt Verified [Approve](#)

Payment Type Personal Reimbursement **Exchange Rate** 1.00000000

Billing Type AVAILABLE FOR COST COLLECTION **Base Currency Amount** 650.00 USD

Location Out of State ☒ Default Rate ☐ Non-Reimbursable ☐ No Receipt

Ticket Number DELTA4567YH7

Accounting Details ⓘ

Chartfields **YAT Amounts** ⓘ

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Oper Unit	Dept	Fund	Account	Class	PC Bus Unit	Project
325.00	USC01	325.00	USD	1.00000000	CL071	130200	A0001	52024	101		

Step 12: Use the scroll bar to view the Add a New Row + button.

Step 13: Click the **Add a New Row** button to add a second accounting line.

Accounting Details ⓘ

Chartfields **YAT Amounts** ⓘ

Amount	Account	Class	PC Bus Unit	Project	Activity	Cost Share	Product	Funding Source
325.00	52024	101						

+ **-**

Step 14: Click in the **Amount** field and add the other half of the total expense line amount to this second distribution line.

Step 15: Enter the accounting details (Make sure these are valid CF values from the Crosswalk table).

12/03/2019 Air Travel Expenses Delta Flight to Philadelphia 650.00 USD

226 characters remaining

Payment Type Personal Reimbursement Exchange Rate 1.00000000

Billing Type AVAILABLE FOR COST COLLECTION Base Currency Amount 650.00 USD

Location Out of State

Ticket Number DELTA4567YH7

Accounting Details

Chartfields

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Oper Unit	Dept	Fund	Account	Class	PC Bus Unit	Project
325.00	USC01	325.00	USD	1.00000000	CL071	130200	A0001	52024	101		
325.00	USC01	325.00	USD	1.00000000	CL071	130290	A0001	52024	101		

Step 16: To save the changes, click the **Summary and Approve** link.

Expense Report - Expense Details

Summary and Approve

Actions ...Choose an Action

Purpose Employee Travel Report 3000045654 Approvals in Process From Date 12/03/2019

Description ACS Conf. Philadelphia Created 12/03/2019 Joanne Callahan To Date 12/03/2019

Reference Last Updated 12/03/2019 RHONDA STEPHENS Trip Location Philadelphia, Pennsylvania

Authorization ID 1000014552

Accounting Date 12/03/2019 Accounting Template STANDARD

Budget Status Not Budget Checked Budget Options

View Analytics Notes Attachments

Expense Lines | Expand All | Collapse All

Total 1,729.00 USD

Expense Type Description Amount Currency Receipt Required Receipt Verified

12/03/2019 Air Travel Expenses Delta Flight to Philadelphia 650.00 USD

226 characters remaining

Payment Type Personal Reimbursement Exchange Rate 1.00000000

Billing Type AVAILABLE FOR COST COLLECTION Base Currency Amount 650.00 USD

Location Out of State

Ticket Number DELTA4567YH7

Step 17: Be sure to Budget Check the transaction before approving. This will save the changes and update the expense lines. To do this, click the **Budget Options** link.

Approve Expense Report - Expense Summary

Joanne Callahan

Business Purpose: Employee Travel
 Description: ACS Conf. Philadelphia
 Reference:
 Accounting Date: 12/03/2019
 Budget Status: Not Budget Checked **Budget Options**

Report: 3000045654 Approvals in Process
 Created: 12/03/2019 Joanne Callahan
 Last Updated: 12/03/2019 RHONDA STEPHENS
 Authorization ID: 1000014552
 Accounting Template: STANDARD

From Date: 12/03/2019
 To Date: 12/03/2019
 Trip Location: Philadelphia, Pennsylvania

Totals

Employee Expenses (4 Lines)	1,729.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee		1,729.00 USD	Amount Due to Supplier		0.00 USD

Approval History

Comments

Approve Send Back Hold Save Changes

Note: It is required that the report is budget checked before it is approved. If you try approving the report before it is budget checked, the following message will appear when you click the Approve button.

Expense Report (30000,180)

Please budget check the expense report using the "Budget Options" link at the top of the page then click "Approve".
 Approvers authorized to modify accounting distributions may only approve expense reports that have been budget checked.

OK

Step 18: On the Commitment Control Details page, click the **Budget Check** button.

The screenshot shows the 'Approve Expense Report - Expense Summary' page for Joanne Callahan. A 'Commitment Control' dialog box is open, displaying the following details:

- Source Transaction Type:** Expense Sheet
- Budget Checking Header Status:** Not Budget Checked
- Commitment Control Amount Type:** Encumbrance
- Commitment Control Tran ID:** 0001632475
- Commitment Control Tran Date:** 12/03/2019
- ☐ **Override Transaction**

The **Budget Check** button is highlighted with a red box. Below the dialog, the 'Totals' section shows:

Item	Amount	Unit
Employee Expenses (4 Lines)	1,729.00	USD
Cash Advances Applied	0.00	USD
Amount Due to Employer	0.00	USD

Step 19: Click the **OK** button when the Budget Status is 'Valid'. Be sure the budget checking process is complete before clicking OK.

The screenshot shows the same 'Approve Expense Report - Expense Summary' page, but the 'Commitment Control' dialog box now shows:

- Budget Checking Header Status:** Valid

The **OK** button is highlighted with a red box. The 'Totals' section remains the same as in the previous screenshot.

Note: Before approving the report, you can use view the **Accounting Details** in Related Content to make sure the accounting detail changes are saved.

Step 20: Click the **Approve** button if you are ready to move the expense report through workflow. If necessary, you can take other actions on a report such as:

- **Send Back:** Request the report is edited in some way. A detailed comment is required.
- **Hold:** Further research is required. A detailed comment is required.

Approve Expense Report - Expense Summary

Joanne Callahan

Business Purpose: Employee Travel
 Description: ACS Conf. Philadelphia
 Reference:
 Accounting Date: 12/03/2019
 Budget Status: Valid

Report: 3000045654 Approvals in Process
 Created: 12/03/2019 Joanne Callahan
 Last Updated: 12/03/2019 KEN SHIMIZU
 Authorization ID: 1000014552
 Accounting Template: STANDARD

From Date: 12/03/2019
 To Date: 12/03/2019
 Trip Location: Philadelphia, Pennsylvania

Totals

Employee Expenses (4 Lines)	1,729.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee		1,729.00 USD	Amount Due to Supplier		0.00 USD

Approval History

Comments

Approve Send Back Hold Save Changes

Step 21: Click **OK** to certify the expenses submitted are accurate for official business of the University.

Commitment Control

Commitment Control Details

Source Transaction Type: Expense Sheet
 Budget Checking Header Status: Valid
 Commitment Control Amount Type: Encumbrance
 Commitment Control Tran ID: 0001632475
 Commitment Control Tran Date: 12/03/2019
☐ Override Transaction

Budget Check

Go to Transaction Exceptions
 OK Cancel

Go To Activity Log

IV. Fix Accounting Detail Errors

Use your worklist, or email, to identify Expense Reports that require your attention.

When approving an expense report, Approvers can:

- Fix distribution amounts
- Fix invalid chartfields

Step 1: Once on the **Approve Expense Report – Expense Summary** page, verify the **Budget Status** is **Valid** before making changes or approving the expense report.

Approve Expense Report - Expense Summary

Joanne Callahan

Business Purpose Employee Travel **Report** 3000045654 **Approvals in Process**

Description ACS Conf. Philadelphia **Created** 12/03/2019 **Joanne Callahan**

Reference **Last Updated** 12/03/2019 **RHONDA STEPHENS**

Authorization ID 1000014552 **From Date** 12/03/2019

Accounting Date 12/03/2019 **Accounting Template** STANDARD **To Date** 12/03/2019

Trip Location Philadelphia, Pennsylvania

Budget Status Valid [Budget Options](#)

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

Totals [?](#)

Employee Expenses (4 Lines)	1,729.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee		1,729.00 USD		Amount Due to Supplier	
				0.00 USD	

[Approval History](#)

[Comments](#)

[Approve](#) [Send Back](#) [Hold](#) [Save Changes](#)

Step 2: Click the **Related Content** drop-down arrow to review the Accounting Details for this report.

Step 3: Select **Accounting Details** from the list.

Approve Expense Report - Expense Summary

Joanne Callahan

Business Purpose: Employee Travel
 Description: ACS Conf. Philadelphia
 Reference:
 Accounting Date: 12/03/2019
 Budget Status: Valid

Report: 3000045654 Approvals in Process
 Created: 12/03/2019 Joanne Callahan
 Last Updated: 12/03/2019 RHONDA STEPHENS
 Authorization ID: 1000014552
 Accounting Template: STANDARD

Trip Location: Philadelphia, Pennsylvania

Totals

Employee Expenses (4 Lines)	1,729.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee		1,729.00 USD		Amount Due to Supplier	
		0.00 USD			

Approval History

Comments

Approve Send Back Hold Save Changes

Notice the accounting details for each expense line populates in the bottom half of the screen.

Step 4: Use the **dots** at the top center of the Related Content window to expand the page if necessary.

Step 5: Identify the expense line(s) that require accounting changes.

Approve Expense Report - Expense Summary

Joanne Callahan

Business Purpose: Employee Travel
 Description: ACS Conf. Philadelphia
 Reference:
 Accounting Date: 12/03/2019
 Budget Status: Valid

Report: 3000045654 Approvals in Process
 Created: 12/03/2019 Joanne Callahan
 Last Updated: 12/03/2019 RHONDA STEPHENS
 Authorization ID: 1000014552
 Accounting Template: STANDARD

Trip Location: Philadelphia, Pennsylvania

Totals

Employee Expenses (4 Lines)	1,729.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
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Related Content: CGA Approver Accounting Details Purchase Enhanced Data Travel Enhanced Data

Download results in: Excel Spreadsheet CSV Text File XML File (5 kb)

Expense Report	Report Description	Expense Date	Line	Dist Line	Expense Type	Ticket Number	Distance	Merchant	Line Description	GL Unit	Oper Unit	Department	Fund	Account Class	Bus Unit	Project Activity	Expense Line Amt	Created On	Travel Auth ID	Advance Amount	Distribution Status	Location	Acctg Date	Budget Header Status	Budget Line Status	Exception Type
3000045654	ACS Conf. Philadelphia	12/03/2019	1	1	Air Travel Expenses	DELTA4567YH7	0		Delta Flight to Philadelphia	USC01	CL071	130290	A0001	52024	101		850.000	12/03/2019	1000014552			OUTST	12/03/2019	V	V	
3000045654	ACS Conf. Philadelphia	12/03/2019	2	1	Hotel and Lodging		0		Hampton Inn Center City, Philadelphia	USC01	CL071	130200	A0001	52024	101		765.000	12/03/2019	1000014552			OUTST	12/03/2019	V	V	
3000045654	ACS Conf. Philadelphia	12/03/2019	3	1	Meal Expenses		0		Meals for three days away	USC01	CL071	130200	A0001	52024	101		100.000	12/03/2019	1000014552			OUTST	12/03/2019	V	V	
3000045654	ACS Conf. Philadelphia	12/03/2019	4	1	Registration		0		American Chemical Society Conference	USC01	CL071	130200	A0001	52024	101		214.000	12/03/2019	1000014552			OUTST	12/03/2019	V	V	

Step 6: After a thorough review of the accounting details, click the **Paglet Settings** icon, and then click **Close**.

Approve Expense Report - Expense Summary

Joanne Callahan

Business Purpose Employee Travel **Report** 3000045654 Approvals in Process **From Date** 12/03/2019

Description ACS Conf. Philadelphia **Created** 12/03/2019 Joanne Callahan **To Date** 12/03/2019

Reference **Last Updated** 12/03/2019 RHONDA STEPHENS **Trip Location** Philadelphia, Pennsylvania

Authorization ID 1000014552

Accounting Date 12/03/2019 **Accounting Template** STANDARD

Budget Status Valid [Budget Options](#)

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

Employee Expenses (4 Lines) 1,729.00 USD **Non-Reimbursable Expenses** 0.00 USD **Employee Credits** 0.00 USD

Related Content CGA Approver **Accounting Details** Purchase Enhanced Data Travel Enhanced Data [Close](#)

SC_EX_EXP_RPT_ACCTG_DETAILS- Expense Rpt Accounting Detl RC

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(5 kb\)](#)

View All

Expense Report	Report Description	Expense Date	Line	Dist Line	Expense Type	Ticket Number	Distance	Merchant	Line Description	GL Unit	Oper Unit	Department	Fund	Account	Class	Bus Unit	PC Project	Activity	Expense Line Amt	Created On	Travel Auth ID	Advance ID	Amount Applied	Distribution Status	Location	Acctg Date	Budget Header Status	Budget Line Status	Exception Type
1 3000045654	ACS Conf. Philadelphia	12/03/2019	1	1	Air Travel Expenses	DELTA4567YH7	0		Delta Flight to Philadelphia	USC01	CL071	130290	A0001	52024	101				650.000	12/03/2019	1000014552				OUTST	12/03/2019	V	V	
2 3000045654	ACS Conf. Philadelphia	12/03/2019	2	1	Hotel and Lodging		0		Hampton Inn Center City, Philadelphia	USC01	CL071	130200	A0001	52024	101				765.000	12/03/2019	1000014552				OUTST	12/03/2019	V	V	
3 3000045654	ACS Conf. Philadelphia	12/03/2019	3	1	Meal Expenses		0		Meals for three days away	USC01	CL071	130200	A0001	52024	101				100.000	12/03/2019	1000014552				OUTST	12/03/2019	V	V	
4 3000045654	ACS Conf. Philadelphia	12/03/2019	4	1	Registration		0		American Chemical Society Conference	USC01	CL071	130200	A0001	52024	101				214.000	12/03/2019	1000014552				OUTST	12/03/2019	V	V	

Step 7: If account detail changes are necessary, click the **Expense Details** link.

Report - Expense Summary

[Expense Details](#)

Actions ...Choose an Action [GO](#)

Purpose Employee Travel **Report** 3000045654 Approvals in Process **From Date** 12/03/2019

Description ACS Conf. Philadelphia **Created** 12/03/2019 Joanne Callahan **To Date** 12/03/2019

Reference **Last Updated** 12/03/2019 RHONDA STEPHENS **Trip Location** Philadelphia, Pennsylvania

Authorization ID 1000014552

Accounting Date 12/03/2019 **Accounting Template** STANDARD

Status Valid [Budget Options](#)

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

Expenses (4 Lines) 1,729.00 USD **Non-Reimbursable Expenses** 0.00 USD **Employee Credits** 0.00 USD

Advances Applied 0.00 USD **Prepaid Expenses** 0.00 USD **Supplier Credits** 0.00 USD

Amount Due to Employee 1,729.00 USD **Amount Due to Supplier** 0.00 USD

[Send Back](#) [Hold](#) [Save Changes](#)

Step 8: To view all expense line information, click the **Expand Lines** link.

University of South Carolina FUAT

Approve Expense Report - Expense Details

Joanne Callahan

Business Purpose: Employee Travel
 Description: ACS Conf. Philadelphia
 Reference:
 Accounting Date: 12/03/2019
 Budget Status: Valid

Report: 3000045654 Approvals in Process
 Created: 12/03/2019 Joanne Callahan
 Last Updated: 12/03/2019 RHONDA STEPHENS
 Authorization ID: 1000014552
 Accounting Template: STANDARD

From Date: 12/03/2019
 To Date: 12/03/2019
 Trip Location: Philadelphia, Pennsylvania

Expenses ?

Expand Lines | Collapse Lines | Expand All | Collapse All

Total: 1,729.00 USD

Receipt Information

☐ Receipts Received

*Date	*Expense Type	*Description	*Amount	*Currency	Receipt Required	Receipt Verified	Approve
12/03/2019	Air Travel Expenses	Delta Flight to Philadelphia 226 characters remaining	650.00	USD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12/03/2019	Hotel and Lodging	Hampton Inn Center City, Philadelphia 217 characters remaining	765.00	USD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12/03/2019	Meal Expenses	Meals for three days away 229 characters remaining	100.00	USD	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Step 9: Scroll down to find the expense line(s) that requires an additional distribution line.

University of South Carolina FUAT

Receipt Information

☐ Receipts Received

*Date	*Expense Type	*Description	*Amount	*Currency	Receipt Required	Receipt Verified	Approve
12/03/2019	Air Travel Expenses	Delta Flight to Philadelphia 226 characters remaining	650.00	USD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Payment Type: Personal Reimbursement
 Billing Type: AVAILABLE FOR COST COLLECTION
 Location: Out of State
 Ticket Number: DELTA4567YH7

Exchange Rate: 1.00000000
 Base Currency Amount: 650.00 USD

☒ Default Rate
☐ Non-Reimbursable
☐ No Receipt

Accounting Details ?

Chartfields YAT Amounts

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Oper Unit	Dept	Fund	Account	Class	PC Bus Unit	Project
650.00	USC01	650.00	USD	1.00000000	CL071	130290	A0001	52024	101		

Step 10: Click in the **Amount** field and add half of the total expense line amount to the first distribution line.

Step 11: Enter the accounting details (Make sure these are valid CF values from the Crosswalk table). For this distribution line, the accounting details will remain the same.

Receipts Received

*Date: 12/03/2019
 *Expense Type: Air Travel Expenses
 *Description: Delta Flight to Philadelphia
 *Amount: 650.00
 *Currency: USD

Payment Type: Personal Reimbursement
 Billing Type: AVAILABLE FOR COST COLLECTION
 Location: Out of State
 Ticket Number: DELTA4567YH7

Exchange Rate: 1.00000000
 Base Currency Amount: 650.00 USD

Accounting Details

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Oper Unit	Dept	Fund	Account	Class	PC Bus Unit	Project
325.00	USC01	325.00	USD	1.00000000	CL071	130200	A0001	52024	101		

Step 12: Use the scroll bar to view the Add a New Row + button.

Step 13: Click the **Add a New Row** button to add a second accounting line.

Accounting Details

Amount	Account	Class	PC Bus Unit	Project	Activity	Cost Share	Product	Funding Source
325.00	52024	101						

+

Step 14: Click in the **Amount** field and add the amount on the second distribution line.

Step 15: Enter the accounting details (Make sure these are valid CF values from the Crosswalk table).

Receipt Information

☐ Receipts Received

*Date: 12/03/2019 *Expense Type: Air Travel Expenses *Description: Delta Flight to Philadelphia
226 characters remaining *Amount: 650.00 *Currency: USD ☒ Receipt Required ☐ Receipt Verified [Approve](#)

Payment Type: Personal Reimbursement Exchange Rate: 1.00000000 ☒ Default Rate
Billing Type: AVAILABLE FOR COST COLLECTION Base Currency Amount: 650.00 ☐ Non-Reimbursable
Location: Out of State ☐ No Receipt
Ticket Number: DELTA4567YH7

Accounting Details ?

Chartfields YAT Amounts II>

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Oper Unit	Dept	Fund	Account	Class	PC Bus Unit	Project
325.00	USC01	325.00	USD	1.00000000	CL071	130200	A0001	52024	101		
350.00	USC01	350.00	USD	1.00000000	CL071	130290	A0001	52024	101		

Step 16: To save the changes, click the **Summary and Approve** link.

Expense Report - Expense Details

[Summary and Approve](#)

Actions: ...Choose an Action

Business Purpose: Employee Travel Report: 3000045654 Approvals in Process From Date: 12/03/2019
Description: ACS Conf. Philadelphia Created: 12/03/2019 Joanne Callahan To Date: 12/03/2019
Reference: Last Updated: 12/03/2019 KEN SHIMIZU Trip Location: Philadelphia, Pennsylvania
Authorization ID: 1000014552
Accounting Date: 12/03/2019 Accounting Template: STANDARD
Budget Status: Not Budget Checked [Budget Options](#)

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

[Collapse Lines](#) | [Expand All](#) | [Collapse All](#) Total: 1,729.00 USD

Expense Type: Air Travel Expenses Description: Delta Flight to Philadelphia
226 characters remaining Amount: 650.00 Currency: USD ☒ Receipt Required ☐ Receipt Verified [Approve](#)

Payment Type: Personal Reimbursement Exchange Rate: 1.00000000 ☒ Default Rate
Billing Type: AVAILABLE FOR COST COLLECTION Base Currency Amount: 650.00 ☐ Non-Reimbursable
Location: Out of State ☐ No Receipt

Step 17: Be sure to Budget Check the transaction before approving. This will save the changes and update the expense lines. To do this, click the **Budget Options** link.

Approve Expense Report - Expense Summary

Joanne Callahan

Business Purpose: Employee Travel
 Description: ACS Conf. Philidelphia
 Reference:
 Accounting Date: 12/03/2019
 Budget Status: Not Budget Checked [Budget Options](#)

Report: 3000045654 Approvals in Process
 Created: 12/03/2019 Joanne Callahan
 Last Updated: 12/03/2019 KEN SHIMIZU
 Authorization ID: 1000014552
 Accounting Template: STANDARD

From Date: 12/03/2019
 To Date: 12/03/2019
 Trip Location: Philadelphia, Pennsylvania

Totals

Employee Expenses (4 Lines)	1,729.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee		1,729.00 USD	Amount Due to Supplier		0.00 USD

Approval History

Comments

Approve Send Back Hold Save Changes

Note: It is required that the report is budget checked before it is approved. If you try approving the report before it is budget checked, the following message will appear when you click the Approve button.

Expense Report (30000,180)

Please budget check the expense report using the "Budget Options" link at the top of the page then click "Approve".
 Approvers authorized to modify accounting distributions may only approve expense reports that have been budget checked.

OK

Step 18: On the Commitment Control Details page, click the **Budget Check** button.

The screenshot shows the 'Approve Expense Report - Expense Summary' page for Joanne Callahan. The 'Commitment Control' dialog box is open, displaying the following details:

- Source Transaction Type:** Expense Sheet
- Budget Checking Header Status:** Not Budget Checked
- Commitment Control Amount Type:** Encumbrance
- Commitment Control Tran ID:** 0001632475
- Commitment Control Tran Date:** 12/03/2019
- ☐ **Override Transaction**

The **Budget Check** button is highlighted with a red box. Below the dialog, the 'Totals' section shows:

Employee Expenses (4 Lines)	1,729.00 USD
Cash Advances Applied	0.00 USD
Amount Due to Employer	0.00 USD

Step 19: Click the **OK** button when the Budget Status is 'Valid'. Be sure the budget checking process is complete before clicking OK.

The screenshot shows the 'Approve Expense Report - Expense Summary' page for Joanne Callahan. The 'Commitment Control' dialog box is open, displaying the following details:

- Source Transaction Type:** Expense Sheet
- Budget Checking Header Status:** Valid
- Commitment Control Amount Type:** Encumbrance
- Commitment Control Tran ID:** 0001632475
- Commitment Control Tran Date:** 12/03/2019
- ☐ **Override Transaction**

The **OK** button is highlighted with a red box. Below the dialog, the 'Totals' section shows:

Employee Expenses (4 Lines)	1,729.00 USD
Cash Advances Applied	0.00 USD
Amount Due to Employer	0.00 USD

Note: Before approving the report, you can use view the **Accounting Details** in Related Content to make sure the accounting detail changes are saved.

Step 20: Click the **Approve** button if you are ready to move the expense report through workflow. If necessary, you can take other actions on a report such as:

- **Send Back:** Request the report is edited in some way. A detailed comment is required.
- **Hold:** Further research is required. A detailed comment is required.

Approve Expense Report - Expense Summary

Joanne Callahan

Business Purpose: Employee Travel
 Description: ACS Conf. Philadelphia
 Reference:
 Accounting Date: 12/03/2019
 Budget Status: Valid

Report: 3000045654 Approvals in Process
 Created: 12/03/2019 Joanne Callahan
 Last Updated: 12/03/2019 KEN SHIMIZU
 Authorization ID: 1000014552
 Accounting Template: STANDARD

From Date: 12/03/2019
 To Date: 12/03/2019
 Trip Location: Philadelphia, Pennsylvania

Totals

Employee Expenses (4 Lines)	1,729.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee		1,729.00 USD	Amount Due to Supplier		0.00 USD

Approval History

Comments

Approve Send Back Hold Save Changes

Step 21: If there are errors on the expense report, a message will appear indicating an error exists and that it will need to be corrected. Click the **OK** button to move forward with identifying and fixing the error.

Approve Expense Report - Expense Summary

Joanne Callahan

Business Purpose: Employee Travel
 Description: ACS Conf. Philadelphia
 Reference:
 Accounting Date: 12/03/2019
 Budget Status: Valid

Report: 3000045654 Approvals in Process
 Created: 12/03/2019 Joanne Callahan
 Last Updated: 12/03/2019 KEN SHIMIZU
 Authorization ID: 1000014552
 Accounting Template: STANDARD

From Date: 12/03/2019
 To Date: 12/03/2019
 Trip Location: Philadelphia, Pennsylvania

Totals

Employee Expenses (4 Lines)	1,729.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee		1,729.00 USD	Amount Due to Supplier		0.00 USD

Approval History

Comments

Errors exist on the Expense Report.
 Errors were found on the Expense Report. These errors must be corrected prior to approving this Expense Report.

OK

Approve Send Back Hold Save Changes

Step 22: To identify and fix the error, click the **Expense Details** link to review the expense lines.

Expense Summary

Report: 3000045654 Approvals in Process From Date: 12/03/2019
 Created: 12/03/2019 Joanne Callahan To Date: 12/03/2019
 Last Updated: 12/03/2019 KEN SHIMIZU Trip Location: Philadelphia, Pennsylvania
 Authorization ID: 1000014552
 Accounting Template: STANDARD

Amount Due to Employee: 1,729.00 USD Amount Due to Supplier: 0.00 USD

Buttons: Send Back, Hold, Save Changes

Step 22: Scroll down to find the red flag. Click the **Missing or invalid information was found** icon, or red flag, to view and correct missing or invalid information pertaining to the expense line.

Expense Details

Business Purpose: Employee Travel Report: 3000045654 Approvals in Process From Date: 12/03/2019
 Description: ACS Conf. Philadelphia Created: 12/03/2019 Joanne Callahan To Date: 12/03/2019
 Reference: Last Updated: 12/03/2019 KEN SHIMIZU Trip Location: Philadelphia, Pennsylvania
 Accounting Date: 12/03/2019 Authorization ID: 1000014552
 Budget Status: Valid Accounting Template: STANDARD

Expenses

Expand Lines | Collapse Lines | Expand All | Collapse All

Total: 1,729.00 USD

Receipt Information

☐ Receipts Received

*Date	*Expense Type	*Description	*Amount	*Currency	*Receipt Required	*Receipt Verified	Approve
12/03/2019	Air Travel Expenses	Delta Flight to Philadelphia 226 characters remaining	650.00	USD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Payment Type: Personal Reimbursement Exchange Rate: 1.00000000
 Billing Type: AVAILABLE FOR COST COLLECTION Base Currency Amount: 650.00 USD
 Location: Out of State

Default Rate: ☒
 Non-Reimbursable: ☐
 No Receipt: ☐

Step 23: Read the message carefully. The system indicates what is missing and/or needs to be updated. For this example, the distribution amounts on both accounting detail lines does not equal the total expense line amount.

Step 24: Click the **Return** button to fix the error.

Expense Report Line Errors

Please enter or update the following information:

Accounting Detail - The sum of distribution amounts must equal the Expense Amount. Accounting Ln 1
Accounting Detail - The sum of distribution amounts must equal the Expense Amount. Accounting Ln 2

Return

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Oper Unit	Dept	Fund	Account	Class	PC Bus Unit	Project
325.00	USC01	325.00	USD	1.00000000	CL071	130200	A0001	52024	101		
350.00	USC01	350.00	USD	1.00000000	CL071	130290	A0001	52024	101		

Step 25: Enter the correct distribution amounts to match the total expense line amount.

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Oper Unit	Dept	Fund	Account	Class	PC Bus Unit	Project
325.00	USC01	325.00	USD	1.00000000	CL071	130200	A0001	52024	101		
325.00	USC01	350.00	USD	1.00000000	CL071	130290	A0001	52024	101		

Step 26: To save the changes, click the **Summary and Approve** link.

Expense Report - Expense Details

Business Purpose: Employee Travel
 Description: ACS Conf. Philadelphia
 Reference: [blank]
 Accounting Date: 12/03/2019
 Budget Status: Valid
 Report: 3000045654
 Created: 12/03/2019
 Last Updated: 12/03/2019
 Authorization ID: 1000014552
 Accounting Template: STANDARD
 Approvals in Process
 From Date: 12/03/2019
 To Date: 12/03/2019
 Trip Location: Philadelphia, Pennsylvania

Actions: ...Choose an Action

View Analytics | Notes | Attachments

Total: 1,729.00 USD

Expense Type: Air Travel Expenses
 Description: Delta Flight to Philadelphia
 Amount: 650.00 USD
 Receipt Required: [checked]
 Receipt Verified: [unchecked]

Payment Type: Personal Reimbursement
 Billing Type: AVAILABLE FOR COST COLLECTION
 Exchange Rate: 1.00000000
 Base Currency Amount: 650.00 USD
 Default Rate: [checked]
 Non-Reimbursable: [unchecked]
 No Receipt: [unchecked]

Step 27: Be sure to Budget Check the transaction before approving. This will save the changes and update the expense lines. To do this, click the **Budget Options** link.

Approve Expense Report - Expense Summary

Business Purpose: Employee Travel
 Description: ACS Conf. Philadelphia
 Reference: [blank]
 Accounting Date: 12/03/2019
 Budget Status: Not Budget Checked
 Report: 3000045654
 Created: 12/03/2019
 Last Updated: 12/03/2019
 Authorization ID: 1000014552
 Accounting Template: STANDARD
 Approvals in Process
 From Date: 12/03/2019
 To Date: 12/03/2019
 Trip Location: Philadelphia, Pennsylvania

Actions: ...Choose an Action

View Analytics | Notes | Attachments

Totals

Category	Amount	Unit
Employee Expenses (4 Lines)	1,729.00	USD
Cash Advances Applied	0.00	USD
Non-Reimbursable Expenses	0.00	USD
Prepaid Expenses	0.00	USD
Employee Credits	0.00	USD
Supplier Credits	0.00	USD

Amount Due to Employee: 1,729.00 USD
 Amount Due to Supplier: 0.00 USD

Approval History

Comments

Approve | Send Back | Hold | Save Changes

Step 28: On the Commitment Control Details page, click the **Budget Check** button.

The screenshot shows the 'Approve Expense Report - Expense Summary' page for Joanne Callahan. The 'Commitment Control' dialog box is open, displaying the following details:

- Source Transaction Type:** Expense Sheet
- Budget Checking Header Status:** Not Budget Checked
- Commitment Control Amount Type:** Encumbrance
- Commitment Control Tran ID:** 0001632475
- Commitment Control Tran Date:** 12/03/2019
- ☐ **Override Transaction**

The **Budget Check** button is highlighted with a red box. Below the dialog, the 'Totals' section shows:

Employee Expenses (4 Lines)	1,729.00 USD
Cash Advances Applied	0.00 USD
Amount Due to Employer	0.00 USD

Step 29: Click the **OK** button when the Budget Status is 'Valid'. Be sure the budget checking process is complete before clicking OK.

The screenshot shows the same 'Approve Expense Report - Expense Summary' page, but the 'Commitment Control' dialog box now shows:

- Budget Checking Header Status:** Valid

The **OK** button is highlighted with a red box. The 'Totals' section remains the same as in the previous screenshot.

Note: Before approving the report, you can use view the **Accounting Details** in Related Content to make sure the accounting detail changes are saved.

Step 30: Click the **Approve** button if you are ready to move the expense report through workflow. If necessary, you can take other actions on a report such as:

- **Send Back:** Request the report is edited in some way. A detailed comment is required.
- **Hold:** Further research is required. A detailed comment is required.

Approve Expense Report - Expense Summary

Joanne Callahan

Business Purpose: Employee Travel
 Description: ACS Conf. Philadelphia
 Reference:
 Accounting Date: 12/03/2019
 Budget Status: Valid

Report: 3000045654 Approvals in Process
 Created: 12/03/2019 Joanne Callahan
 Last Updated: 12/03/2019 KEN SHIMIZU
 Authorization ID: 1000014552
 Accounting Template: STANDARD

From Date: 12/03/2019
 To Date: 12/03/2019
 Trip Location: Philadelphia, Pennsylvania

Totals

Employee Expenses (4 Lines)	1,729.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee		1,729.00 USD	Amount Due to Supplier		0.00 USD

Approval History

Comments

Approve **Send Back** **Hold** **Save Changes**

Step 31: Click **OK** to certify the expenses submitted are accurate for official business of the University.

Save Confirmation

Approve Expense Report
Submit Confirmation

Joanne Callahan Report ID: 3000045654

Totals

Employee Expenses (4 Lines)	1,729.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee		1,729.00 USD	Amount Due to Supplier		0.00 USD

☒ This report will be approved.

By clicking OK, I certify the expenses submitted are accurate and comply with the University of South Carolina Travel Policy (FINA 1.00). I also certify that the expenses were incurred on official business for the University.

OK **Cancel**

V. Adding a Project to an Expense Line and Fixing Budget Errors

Use your worklist, or email, to identify Expense Reports that require your attention.

When approving an expense report, Approvers can:

- Add a project to an expense report
- Fix budget errors related to a project

Step 1: Once on the **Approve Expense Report – Expense Summary** page, verify the **Budget Status** is **Valid** before making changes or approving the expense report.

Approve Expense Report - Expense Summary

Joanne Callahan

Business Purpose: Employee Travel
Description: ACS Conf. Philadelphia
Reference:

Report: 3000045655 Submitted for Approval
Created: 12/03/2019 Joanne Callahan
Last Updated: 12/03/2019 RHONDA STEPHENS
Authorization ID: 1000014553
Accounting Date: 12/03/2019
Accounting Template: STANDARD
Budget Status: Valid [Budget Options](#)

From Date: 12/03/2019
To Date: 12/03/2019
Trip Location: Philadelphia, Pennsylvania

Totals ⓘ

Employee Expenses (4 Lines)	1,790.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee		1,790.00 USD		Amount Due to Supplier	
				0.00 USD	

► **Approval History**

▼ **Comments**

Step 2: Click the **Related Content** drop-down arrow to review the Accounting Details for this report.

Step 3: Select **Accounting Details** from the list.

Approve Expense Report - Expense Summary

Joanne Callahan

Business Purpose: Employee Travel
 Description: ACS Conf. Philadelphia
 Reference:
 Accounting Date: 12/03/2019
 Budget Status: Valid

Report: 3000045655 Submitted for Approval
 Created: 12/03/2019 Joanne Callahan
 Last Updated: 12/03/2019 RHONDA STEPHENS
 Authorization ID: 1000014553
 Accounting Template: STANDARD

Trip Location: Philadelphia, Pennsylvania

Totals

Employee Expenses (4 Lines)	1,790.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee		1,790.00 USD		Amount Due to Supplier	
				0.00 USD	

Approval History

Comments

Approve Send Back Hold Save Changes

Notice the accounting details for each expense line populates in the bottom half of the screen.

Step 4: Use the **dots** at the top center of the Related Content window to expand the page if necessary.

Step 5: Identify the expense line(s) that require accounting changes.

Approve Expense Report - Expense Summary

Joanne Callahan

Business Purpose: Employee Travel
 Description: ACS Conf. Philadelphia
 Reference:
 Accounting Date: 12/03/2019
 Budget Status: Valid

Report: 3000045655 Submitted for Approval
 Created: 12/03/2019 Joanne Callahan
 Last Updated: 12/03/2019 RHONDA STEPHENS
 Authorization ID: 1000014553
 Accounting Template: STANDARD

Trip Location: Philadelphia, Pennsylvania

Totals

Employee Expenses (4 Lines)	1,790.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
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Related Content: CGA Approver, Accounting Details, Purchase Enhanced Data, Travel Enhanced Data

Download results in: Excel Spreadsheet CSV Text File XML File (5 kb)

View All

Expense Report	Report Description	Expense Date	Line	Expense Type	Ticket Number	Distance	Merchant	Line Description	GL Unit	Oper Unit	Department	Fund	Account Class	Expense Line Amt	Created On	Travel Auth ID	Advance ID	Amount Applied	Distribution Status	Location	Acctg Date	Budget Header Status	Budget Line Status	Exception Type
3000045655	ACS Conf. Philadelphia	12/03/2019	1	Air Travel Expenses	DELTA234RF67	0	Delta Flight to Philadelphia	USC01 CL071 130200	A0001 52024 101					700.00	12/03/2019	1000014553			OUTST	12/03/2019	V	V		
3000045655	ACS Conf. Philadelphia	12/03/2019	2	Hotel and Lodging		0	Hampton Inn Center City, Philadelphia	USC01 CL071 130200	A0001 52024 101					765.00	12/03/2019	1000014553			OUTST	12/03/2019	V	V		
3000045655	ACS Conf. Philadelphia	12/03/2019	3	Meal Expenses		0	Meals for three days away	USC01 CL071 130200	A0001 52024 101					100.00	12/03/2019	1000014553			OUTST	12/03/2019	V	V		
3000045655	ACS Conf. Philadelphia	12/03/2019	4	Registration		0	American Chemical Society Conference	USC01 CL071 130200	A0001 52024 101					225.00	12/03/2019	1000014553			OUTST	12/03/2019	V	V		

Step 6: After a thorough review of the accounting details, click the **Paglet Settings** icon, and then click **Close**.

Approve Expense Report - Expense Summary

Joanne Callahan

Business Purpose Employee Travel **Report** 3000045655 Submitted for Approval **From Date** 12/03/2019

Description ACS Conf. Philadelphia **Created** 12/03/2019 Joanne Callahan **To Date** 12/03/2019

Reference **Last Updated** 12/03/2019 RHONDA STEPHENS **Trip Location** Philadelphia, Pennsylvania

Authorization ID 1000014553

Accounting Date 12/03/2019 **Accounting Template** STANDARD

Budget Status Valid [Budget Options](#)

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

Employee Expenses (4 Lines) 1,790.00 USD **Non-Reimbursable Expenses** 0.00 USD **Employee Credits** 0.00 USD

Related Content CGA Approver **Accounting Details** Purchase Enhanced Data Travel Enhanced Data

SC_EXP_RPT_ACCTG_DETAILS- Expense Rpt Accounting Detl RC

Download results in: Excel Spreadsheet CSV Text File XML File (5 kb)

View All

Expense Report	Report Description	Expense Date	Line	Dist Line	Expense Type	Ticket Number	Distance	Merchant	Line Description	GL Unit	Oper Unit	Department	Fund	Account	Class	Bus Unit	Project	Activity	Expense Line Amt	Created On	Travel Auth ID	Advance ID	Amount Applied	Distribution Status	Location	Acctg Date	Budget Header Status	Budget Line Status	Exception Type
1 3000045655	ACS Conf. Philadelphia	12/03/2019	1	1	Air Travel Expenses	DELTA234RF67	0		Delta Flight to Philadelphia	USC01	CL071	130200	A0001	52024	101				700.000	12/03/2019	1000014553				OUTST	12/03/2019	V	V	
2 3000045655	ACS Conf. Philadelphia	12/03/2019	2	1	Hotel and Lodging		0		Hampton Inn Center City, Philadelphia	USC01	CL071	130200	A0001	52024	101				765.000	12/03/2019	1000014553				OUTST	12/03/2019	V	V	
3 3000045655	ACS Conf. Philadelphia	12/03/2019	3	1	Meal Expenses		0		Meals for three days away	USC01	CL071	130200	A0001	52024	101				100.000	12/03/2019	1000014553				OUTST	12/03/2019	V	V	
4 3000045655	ACS Conf. Philadelphia	12/03/2019	4	1	Registration		0		American Chemical Society Conference	USC01	CL071	130200	A0001	52024	101				225.000	12/03/2019	1000014553				OUTST	12/03/2019	V	V	

First 1-4 of 4 Last

[Close](#)

Step 7: If accounting detail changes are necessary, click the **Expense Details** link.

Expense Report - Expense Summary

Joanne Callahan

Business Purpose Employee Travel **Report** 3000045655 Submitted for Approval **From Date** 12/03/2019

Description ACS Conf. Philadelphia **Created** 12/03/2019 Joanne Callahan **To Date** 12/03/2019

Reference **Last Updated** 12/03/2019 RHONDA STEPHENS **Trip Location** Philadelphia, Pennsylvania

Authorization ID 1000014553

Accounting Date 12/03/2019 **Accounting Template** STANDARD

Budget Status Valid [Budget Options](#)

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

Employee Expenses (4 Lines) 1,790.00 USD **Non-Reimbursable Expenses** 0.00 USD **Employee Credits** 0.00 USD

Prepaid Expenses 0.00 USD **Supplier Credits** 0.00 USD

Amount Due to Employee 1,790.00 USD **Amount Due to Supplier** 0.00 USD

[Expense Details](#)

[Send Back](#) [Hold](#) [Save Changes](#)

Step 8: To view all expense line information, click the **Expand Lines** link.

University of South Carolina **FUAT** Navigator Search Advanced Search

Worklist Home Sign Out Add To Notification NavBar

Related Content New Window Help Personalize Page

Approve Expense Report - Expense Details

Joanne Callahan Actions ...Choose an Action

Business Purpose Employee Travel Report 3000045655 Submitted for Approval From Date 12/03/2019

Description ACS Conf. Philadelphia Created 12/03/2019 Joanne Callahan To Date 12/03/2019

Reference Last Updated 12/03/2019 RHONDA STEPHENS Trip Location Philadelphia, Pennsylvania

Accounting Date 12/03/2019 Authorization ID 1000014553

Budget Status Valid Accounting Template STANDARD

Budget Options View Analytics Notes Attachments

Expenses ?

Expand Lines | Collapse Lines | Expand All | Collapse All

Total 1,790.00 USD

Receipt Information

☐ Receipts Received

*Date	*Expense Type	*Description	*Amount	*Currency	Receipt Required	Receipt Verified	Approve
12/03/2019	Air Travel Expenses	Delta Flight to Philadelphia 226 characters remaining	700.00	USD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12/03/2019	Hotel and Lodging	Hampton Inn Center City, Philadelphia 217 characters remaining	765.00	USD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12/03/2019	Meal Expenses	Meals for three days away	100.00	USD	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

javascript:submitAction_win0(document.win0,'#ICSetFieldEX_SHEET_APPROVEOTL_UI_BTN_ID_ER_TOOLBAR#SUMMARYSUBMIT')

Step 9: Scroll down to find the expense line(s) that requires accounting changes.

University of South Carolina **FUAT** Navigator Search Advanced Search

Worklist Home Sign Out Add To Notification NavBar

Receipt Information

☐ Receipts Received

*Date	*Expense Type	*Description	*Amount	*Currency	Receipt Required	Receipt Verified	Approve
12/03/2019	Air Travel Expenses	Delta Flight to Philadelphia 226 characters remaining	700.00	USD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Payment Type Personal Reimbursement Exchange Rate 1.00000000

Billing Type AVAILABLE FOR COST COLLECTION Base Currency Amount 700.00 USD

Location Out of State

Ticket Number DELTA234RF67

☒ Default Rate
☐ Non-Reimbursable
☐ No Receipt

Accounting Details ?

Chartfields YAT Amounts II>

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Oper Unit	Dept	Fund	Account	Class	PC Bus Unit	Project
700.00	USC01	700.00	USD	1.00000000	CL071	130200	A0001	52024	101		

Step 10: Make the necessary accounting detail changes at the line level to add a valid project (Make sure these are valid CF values from the Crosswalk table).

Receipts Received

*Date	*Expense Type	*Description	*Amount	*Currency	Receipt Required	Approve
12/03/2019	Air Travel Expenses	Delta Flight to Philadelphia 226 characters remaining	700.00	USD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Payment Type: Personal Reimbursement
Billing Type: AVAILABLE FOR COST COLLECTION
Location: Out of State
Ticket Number: DELTA234RF67

Exchange Rate: 1.00000000
Base Currency Amount: 700.00 USD

Accounting Details

Amount	Currency Code	Exchange Rate	Oper Unit	Dept	Fund	Account	Class	PC Bus Unit	Project	Activity
700.00	00 USD	1.00000000	CL049	220000	K1000	52024	202	USCSF	10006454	1

Step 11: To save the changes, click the **Summary and Approve** link.

Expense Report - Expense Details

Summary and Approve

Actions: ...Choose an Action

Business Purpose: Employee Travel
Report: 3000045655 Submitted for Approval
From Date: 12/03/2019

Description: ACS Conf. Philadelphia
Created: 12/03/2019 Joanne Callahan
To Date: 12/03/2019

Reference: Last Updated: 12/03/2019 RHONDA STEPHENS
Trip Location: Philadelphia, Pennsylvania

Authorization ID: 1000014553

Accounting Date: 12/03/2019
Accounting Template: STANDARD

Budget Status: Not Budget Checked Budget Options

View Analytics Notes Attachments

Expense Lines | Expand All | Collapse All

Total: 1,790.00 USD

*Expense Type	*Description	*Amount	*Currency	Receipt Required	Approve
12/03/2019	Air Travel Expenses	Delta Flight to Philadelphia 226 characters remaining	700.00	USD	<input checked="" type="checkbox"/>

Payment Type: Personal Reimbursement
Billing Type: AVAILABLE FOR COST COLLECTION
Location: Out of State

Exchange Rate: 1.00000000
Base Currency Amount: 700.00 USD

Default Rate
Non-Reimbursable
No Receipt

Step 12: Be sure to Budget Check the transaction before approving. This will save the changes and update the expense lines. To do this, click the **Budget Options** link.

Approve Expense Report - Expense Summary

Joanne Callahan

Business Purpose: Employee Travel
 Description: ACS Conf. Philidelphia
 Reference:
 Accounting Date: 12/03/2019
 Budget Status: Not Budget Checked [Budget Options](#)

Report: 3000045655 Submitted for Approval
 Created: 12/03/2019 Joanne Callahan
 Last Updated: 12/03/2019 RHONDA STEPHENS
 Authorization ID: 1000014553
 Accounting Template: STANDARD

From Date: 12/03/2019
 To Date: 12/03/2019
 Trip Location: Philadelphia, Pennsylvania

Totals

Employee Expenses (4 Lines)	1,790.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee		1,790.00 USD	Amount Due to Supplier		0.00 USD

Approval History

Comments

Note: It is required that the report is budget checked before it is approved. If you try approving the report before it is budget checked, the following message will appear when you click the Approve button.

Expense Report (30000,180)

Please budget check the expense report using the "Budget Options" link at the top of the page then click "Approve".
 Approvers authorized to modify accounting distributions may only approve expense reports that have been budget checked.

Step 13: On the Commitment Control Details page, 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
Commitment Control Tran ID	0001632477
Commitment Control Tran Date	12/03/2019
	<input type="checkbox"/> Override Transaction

Budget Check

Go to Transaction Exceptions Go To Activity Log

OK Cancel

Step 14: Click the **OK** button to acknowledge there are budget checking errors.

Budget Checking Errors Exist (18021,91)

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

OK

Step 15: Click the **No** button indicating you do not want to transfer the exception and to refresh the page.

The screenshot shows the 'Approve Expense Report - Expense Summary' page for Joanne Callahan. A dialog box is displayed in the center with the following text:

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.

The dialog box has two buttons: 'Yes' and 'No'. The 'No' button is highlighted with a red rectangle.

The background page shows the following details:

- Business Purpose: Employee Travel
- Description: ACS Conf. Philidelphia
- Reference: 1000014553
- Accounting Date: 12/03/2019
- Budget Status: Not Budget Checked
- Totals:
 - Employee Expenses (4 Lines): 1,790.00
 - Cash Advances Applied: 0.00
- Amount Due to Employee: 1,790.00 USD
- Amount Due to Supplier: 0.00 USD

Step 16: Click the **OK** button to return to the Expense Summary page.

The screenshot shows the 'Approve Expense Report - Expense Summary' page for Joanne Callahan. A 'Commitment Control' dialog box is displayed in the center with the following details:

Commitment Control Details

- Source Transaction Type: Expense Sheet
- Budget Checking Header Status: Error in Budget Check
- Commitment Control Amount Type: Encumbrance
- Commitment Control Tran ID: 0001632477
- Commitment Control Tran Date: 12/03/2019
- ☐ Override Transaction

The dialog box has a 'Budget Check' button and a 'Go to Transaction Exceptions' link. The 'OK' button is highlighted with a red rectangle.

The background page shows the following details:

- Business Purpose: Employee Travel
- Description: ACS Conf. Philidelphia
- Reference: 1000014553
- Accounting Date: 12/03/2019
- Budget Status: Not Budget Checked
- Totals:
 - Employee Expenses (4 Lines): 1,790.00 USD
 - Cash Advances Applied: 0.00 USD
- Amount Due to Employee: 1,790.00 USD
- Amount Due to Supplier: 0.00 USD

Notice the Budget Status is now Error in Budget Check.

Step 17: To identify the error, click the **Related Content** drop-down arrow to review the Accounting Details for this report.

Step 18: Select **Accounting Details** from the list.

Approve Expense Report - Expense Summary

Joanne Callahan

Business Purpose	Employee Travel	Report	3000045655	Submitted for Approval
Description	ACS Conf. Philadelphia	Created	12/03/2019	Joanne Callahan
Reference		Last Updated	12/03/2019	RHONDA STEPHENS
Accounting Date	12/03/2019	Authorization ID	1000014553	
Budget Status	Error in Budget Check	Accounting Template	STANDARD	

Totals

Employee Expenses (4 Lines)	1,790.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee	1,790.00 USD	Amount Due to Supplier	0.00 USD		

► **Approval History**

▼ **Comments**

Step 19: Identify the expense line with the **Budget Line Status** of E. For this example, the Exception Type is **Budget Date out of Bounds**.

The process to move forward for each **Exception Type** is:

1. **Out of Bounds** – the project has ended, go back to the expense line to add a valid project
2. **Exceeds Budget Tolerance** – reach out to Grants and Funds Management contact

Approve Expense Report - Expense Summary

Joanne Callahan

Business Purpose: Employee Travel
 Description: ACS Conf. Philadelphia
 Reference:
 Accounting Date: 12/03/2019
 Budget Status: Error in Budget Check [Budget Options](#)

Report: 3000045655 Submitted for Approval
 Created: 12/03/2019 Joanne Callahan
 Last Updated: 12/03/2019 RHONDA STEPHENS
 Authorization ID: 1000014553
 Accounting Template: STANDARD

From Date: 12/03/2019
 To Date: 12/03/2019
 Trip Location: Philadelphia, Pennsylvania

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

Related Content: CGA Approver **Accounting Details** Purchase Enhanced Data Travel Enhanced Data

Download results in: Excel Spreadsheet CSV Text File XML File (5 kb)

Expense Report	Report Description	Expense Date	Line	Dist Line	Expense Type	Ticket Number	Distance	Merchant	Line Description	GL Unit	Oper Unit	Department	Fund	Account Class	PC Bus Unit	Project	Activity	Expense Line Amt	Created On	Travel Auth ID	Advance ID	Amount Applied	Distribution Status	Location	Acctg Date	Budget Header Status	Budget Line Status	Exception Type
1 3000045655	ACS Conf. Philadelphia	12/03/2019	1	1	Air Travel Expenses	DELTA234RF67	0	Delta Flight to Philadelphia	USC01 CL049 220000			K1000 52024	202	USCSP 10006454	1			700.000	12/03/2019	1000014553				OUTST	12/03/2019	E	E	Budget Date out of Bounds
2 3000045655	ACS Conf. Philadelphia	12/03/2019	2	1	Hotel and Lodging		0	Hampton Inn Center City, Philadelphia	USC01 CL071 130200			A0001 52024	101					765.000	12/03/2019	1000014553				OUTST	12/03/2019	E	V	
3 3000045655	ACS Conf. Philadelphia	12/03/2019	3	1	Meal Expenses		0	Meals for three days away	USC01 CL071 130200			A0001 52024	101					100.000	12/03/2019	1000014553				OUTST	12/03/2019	E	V	
4 3000045655	ACS Conf. Philadelphia	12/03/2019	4	1	Registration		0	American Chemical Society Conference	USC01 CL071 130200			A0001 52024	101					225.000	12/03/2019	1000014553				OUTST	12/03/2019	E	V	

Step 20: After a thorough review of the accounting details, click the **Paglet Settings** icon, and then click **Close**.

Approve Expense Report - Expense Summary

Joanne Callahan

Business Purpose: Employee Travel
 Description: ACS Conf. Philadelphia
 Reference:
 Accounting Date: 12/03/2019
 Budget Status: Error in Budget Check [Budget Options](#)

Report: 3000045655 Submitted for Approval
 Created: 12/03/2019 Joanne Callahan
 Last Updated: 12/03/2019 RHONDA STEPHENS
 Authorization ID: 1000014553
 Accounting Template: STANDARD

From Date: 12/03/2019
 To Date: 12/03/2019
 Trip Location: Philadelphia, Pennsylvania

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

Related Content: CGA Approver **Accounting Details** Purchase Enhanced Data Travel Enhanced Data

Download results in: Excel Spreadsheet CSV Text File XML File (5 kb)

Expense Report	Report Description	Expense Date	Line	Dist Line	Expense Type	Ticket Number	Distance	Merchant	Line Description	GL Unit	Oper Unit	Department	Fund	Account Class	PC Bus Unit	Project	Activity	Expense Line Amt	Created On	Travel Auth ID	Advance ID	Amount Applied	Distribution Status	Location	Acctg Date	Budget Header Status	Budget Line Status	Exception Type
1 3000045655	ACS Conf. Philadelphia	12/03/2019	1	1	Air Travel Expenses	DELTA234RF67	0	Delta Flight to Philadelphia	USC01 CL049 220000			K1000 52024	202	USCSP 10006454	1			700.000	12/03/2019	1000014553				OUTST	12/03/2019	E	E	Budget Date out of Bounds
2 3000045655	ACS Conf. Philadelphia	12/03/2019	2	1	Hotel and Lodging		0	Hampton Inn Center City, Philadelphia	USC01 CL071 130200			A0001 52024	101					765.000	12/03/2019	1000014553				OUTST	12/03/2019	E	V	
3 3000045655	ACS Conf. Philadelphia	12/03/2019	3	1	Meal Expenses		0	Meals for three days away	USC01 CL071 130200			A0001 52024	101					100.000	12/03/2019	1000014553				OUTST	12/03/2019	E	V	
4 3000045655	ACS Conf. Philadelphia	12/03/2019	4	1	Registration		0	American Chemical Society Conference	USC01 CL071 130200			A0001 52024	101					225.000	12/03/2019	1000014553				OUTST	12/03/2019	E	V	

Step 21: To fix this budget error, a valid project will need to be added to the accounting details. To do this, click the **Expense Details** link.

Expense Summary

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

Business Purpose: Employee Travel
 Description: ACS Conf. Philadelphia
 Reference: 12/03/2019
 Reporting: 3000045655 Submitted for Approval
 Created: 12/03/2019 Joanne Callahan
 Last Updated: 12/03/2019 RHONDA STEPHENS
 Authorization ID: 1000014553
 Accounting Date: 12/03/2019
 Accounting Template: STANDARD
 Budget Status: Error in Budget Check [Budget Options](#)

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

Expenses (4 Lines)	1,790.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Expenses Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee	1,790.00 USD	Amount Due to Supplier	0.00 USD		

Step 22: To view all expense line information, click the **Expand Lines** link.

Expense Details

Joanne Callahan

Actions: ...Choose an Action

Business Purpose: Employee Travel
 Description: ACS Conf. Philadelphia
 Reference: 12/03/2019
 Reporting: 3000045655 Submitted for Approval
 Created: 12/03/2019 Joanne Callahan
 Last Updated: 12/03/2019 RHONDA STEPHENS
 Authorization ID: 1000014553
 Accounting Date: 12/03/2019
 Accounting Template: STANDARD
 Budget Status: Error in Budget Check [Budget Options](#)

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

Expenses ⓘ

Expand Lines | Collapse Lines | Expand All | Collapse All

Total: 1,790.00 USD

Receipt Information

☐ Receipts Received

*Date	*Expense Type	*Description	*Amount	*Currency	Receipt Required	Receipt Verified	Approve
12/03/2019	Air Travel Expenses	* Delta Flight to Philadelphia 226 characters remaining	700.00	USD	<input checked="" type="checkbox"/> Receipt Required	<input type="checkbox"/> Receipt Verified	<input checked="" type="checkbox"/>
12/03/2019	Hotel and Lodging	* Hampton Inn Center City, Philadelphia 217 characters remaining	765.00	USD	<input checked="" type="checkbox"/> Receipt Required	<input type="checkbox"/> Receipt Verified	<input checked="" type="checkbox"/>

Step 23: Scroll down to find the expense line(s) that requires accounting changes.

Receipt Information

☐ Receipts Received

*Date	*Expense Type	*Description	*Amount	*Currency	Receipt Required	Receipt Verified	Approve
12/03/2019	Air Travel Expenses	Delta Flight to Philadelphia 226 characters remaining	700.00	USD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Payment Type: Personal Reimbursement
Billing Type: AVAILABLE FOR COST COLLECTION
Location: Out of State
Ticket Number: DELTA234RF67

Exchange Rate: 1.00000000
Base Currency Amount: 700.00 USD

☒ Default Rate
☐ Non-Reimbursable
☐ No Receipt

Accounting Details

Chartfields | VAT Amounts | II>

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Oper Unit	Dept	Fund	Account	Class	PC Bus Unit	Project
700.00	USC01	700.00	USD	1.00000000	CL049	220000	K1000	52024	202	USCSF	10006454

Step 24: Make the necessary accounting detail changes at the line level to add a **valid** project (Make sure these are valid CF values from the Crosswalk table).

Accounting Details

Chartfields | VAT Amounts | II>

Amount	Currency Code	Exchange Rate	Oper Unit	Dept	Fund	Account	Class	PC Bus Unit	Project	Activity
700.00	700.00 USD	1.00000000	CL071	120600	K1000	52024	202	USCSF	10008791	1

Step 25: To save the changes, click the **Summary and Approve** link.

Expense Report - Expense Details

Business Purpose: Employee Travel
 Description: ACS Conf. Philadelphia
 Reference: 3000045655 Submitted for Approval
 Created: 12/03/2019 Joanne Callahan
 Last Updated: 12/03/2019 RHONDA STEPHENS
 Authorization ID: 1000014553
 Accounting Date: 12/03/2019
 Accounting Template: STANDARD
 Budget Status: Not Budget Checked [Budget Options](#)

From Date: 12/03/2019
 To Date: 12/03/2019
 Trip Location: Philadelphia, Pennsylvania

View Analytics Notes Attachments

Total: 1,790.00 USD

Expense Lines

*Expense Type	*Description	*Amount	*Currency	Receipt Required	Receipt Verified	Approve
Air Travel Expenses	Delta Flight to Philadelphia	700.00	USD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Payment Type: Personal Reimbursement
 Billing Type: AVAILABLE FOR COST COLLECTION
 Location: Out of State
 Exchange Rate: 1.00000000
 Base Currency Amount: 700.00 USD
☒ Default Rate
☐ Non-Reimbursable
☐ No Receipt

Step 26: Be sure to Budget Check the transaction before approving. This will save the changes and update the expense lines. To do this, click the **Budget Options** link.

Approve Expense Report - Expense Summary

Business Purpose: Employee Travel
 Description: ACS Conf. Philadelphia
 Reference: 3000045655 Submitted for Approval
 Created: 12/03/2019 Joanne Callahan
 Last Updated: 12/03/2019 RHONDA STEPHENS
 Authorization ID: 1000014553
 Accounting Date: 12/03/2019
 Accounting Template: STANDARD
 Budget Status: Not Budget Checked [Budget Options](#)

From Date: 12/03/2019
 To Date: 12/03/2019
 Trip Location: Philadelphia, Pennsylvania

View Analytics Notes Attachments

Totals

Category	Amount	Currency
Employee Expenses (4 Lines)	1,790.00	USD
Cash Advances Applied	0.00	USD
Non-Reimbursable Expenses	0.00	USD
Prepaid Expenses	0.00	USD
Employee Credits	0.00	USD
Supplier Credits	0.00	USD
Amount Due to Employee	1,790.00	USD
Amount Due to Supplier	0.00	USD

Approval History

Comments

Approve Send Back Hold Save Changes

Step 27: On the Commitment Control Details page, click the **Budget Check** button.

The screenshot shows the 'Approve Expense Report - Expense Summary' page for Joanne Callahan. The 'Commitment Control' dialog box is open, displaying the following details:

- Source Transaction Type:** Expense Sheet
- Budget Checking Header Status:** Not Budget Checked
- Commitment Control Amount Type:** Encumbrance
- Commitment Control Tran ID:** 0001632477
- Commitment Control Tran Date:** 12/03/2019
- ☐ **Override Transaction**

The **Budget Check** button is highlighted with a red box. Below the dialog, the 'Totals' section shows:

Employee Expenses (4 Lines)	1,790.00 USD
Cash Advances Applied	0.00 USD
Amount Due to Employer	1,790.00 USD

The right side of the page shows trip details: From Date 12/03/2019, To Date 12/03/2019, Trip Location Philadelphia, Pennsylvania. It also shows 'Employee Credits' and 'Supplier Credits' as 0.00 USD.

Step 28: Click the **OK** button when the Budget Status is 'Valid'. Be sure the budget checking process is complete before clicking OK.

The screenshot shows the same 'Approve Expense Report - Expense Summary' page, but the 'Commitment Control' dialog box now shows the 'Budget Checking Header Status' as 'Valid'. The **OK** button is highlighted with a red box.

The 'Totals' section remains the same:

Employee Expenses (4 Lines)	1,790.00 USD
Cash Advances Applied	0.00 USD
Amount Due to Employer	1,790.00 USD

The right side of the page shows the same trip details and credit amounts as the previous screenshot.

Step 29: Be sure to view the Accounting Details in Related Content to ensure the budget error no longer exists. To do this, click the **Related Content** link and select **Accounting Details** from the list.

Approve Expense Report - Expense Summary

Joanne Callahan

Business Purpose: Employee Travel
 Description: ACS Conf. Philidelphia
 Reference: [blank]
 Accounting Date: 12/03/2019
 Budget Status: Valid

Report: 3000045655 Submitted for Approval
 Created: 12/03/2019 Joanne Callahan
 Last Updated: 12/03/2019 RHONDA STEPHENS
 Authorization ID: 1000014553
 Accounting Template: STANDARD

Trip Location: Philadelphia, Pennsylvania

Totals

Employee Expenses (4 Lines)	1,790.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee		1,790.00 USD	Amount Due to Supplier		0.00 USD

Approval History

Step 30: Notice that the **Budget Status** is now **V**, indicating there is no longer a budget error because you entered a valid project.

Approve Expense Report - Expense Summary

Joanne Callahan

Business Purpose: Employee Travel
 Description: ACS Conf. Philidelphia
 Reference: [blank]
 Accounting Date: 12/03/2019
 Budget Status: Valid

Report: 3000045655 Submitted for Approval
 Created: 12/03/2019 Joanne Callahan
 Last Updated: 12/03/2019 RHONDA STEPHENS
 Authorization ID: 1000014553
 Accounting Template: STANDARD

Trip Location: Philadelphia, Pennsylvania

Related Content

- CGA Approver
- Accounting Details**
- Purchase Enhanced Data
- Travel Enhanced Data

SC_EX_EXP_RPT_ACCTG_DETAILS- Expense Rpt Accounting Detl RC

Download results in: Excel Spreadsheet CSV Text File XML File (5 kb)

Expense Report	Report Description	Expense Date	Line	Expense Type	Ticket Number	Distance	Merchant	Line Description	GL Unit	Oper Unit	Department	Fund	Account Class	PC Bus Unit	Project	Activity	Expense Line Amt	Created On	Travel Auth ID	Advance ID	Amount Applied	Distribution Status	Location	Acctg Date	Budget Header Status	Budget Line Status	Exception Type
1 3000045655	ACS Conf. Philidelphia	12/03/2019	1	1 Air Travel Expenses	DELTA234RF67	0	Delta Flight to Philadelphia	USC01 CL071 120600	K1000 52024	202	USCSP	10008791	1				700.000	12/03/2019	1000014553			OUTST	12/03/2019	V	V		
2 3000045655	ACS Conf. Philidelphia	12/03/2019	2	1 Hotel and Lodging		0	Hampton Inn Center City, Philadelphia	USC01 CL071 130200	A0001 52024	101							765.000	12/03/2019	1000014553			OUTST	12/03/2019	V	V		
3 3000045655	ACS Conf. Philidelphia	12/03/2019	3	1 Meal Expenses		0	Meals for three days away	USC01 CL071 130200	A0001 52024	101							100.000	12/03/2019	1000014553			OUTST	12/03/2019	V	V		
4 3000045655	ACS Conf. Philidelphia	12/03/2019	4	1 Registration		0	American Chemical Society Conference	USC01 CL071 130200	A0001 52024	101							225.000	12/03/2019	1000014553			OUTST	12/03/2019	V	V		

Step 31: To continue reviewing this report, click the **Paglet Settings** icon and then click **Close**.

University of South Carolina FUAT

Approve Expense Report - Expense Summary

Joanne Callahan

Business Purpose: Employee Travel
 Description: ACS Conf. Philidelphia
 Reference:
 Accounting Date: 12/03/2019
 Budget Status: Valid

Report: 3000045655 Submitted for Approval
 Created: 12/03/2019 Joanne Callahan
 Last Updated: 12/03/2019 RHONDA STEPHENS
 Authorization ID: 1000014553
 Accounting Template: STANDARD

From Date: 12/03/2019
 To Date: 12/03/2019
 Trip Location: Philadelphia, Pennsylvania

Totals ? View Analytics Notes Attachments

Related Content: CGA Approver Accounting Details Purchase Enhanced Data Travel Enhanced Data

SC_EX_EXP_RPT_ACCTG_DETAILS- Expense Rpt Accounting Detl RC

Download results in: Excel Spreadsheet CSV Text File XML File (5 kb)

Expense Report	Report Description	Expense Date	Line	Line Type	Ticket Number	Distance	Merchant	Line Description	GL Unit	Oper Unit	Department	Fund	Account Class	PC Bus Unit	Project	Activity	Expense Line Amt	Created On	Travel Auth ID	Advance ID	Amount Applied	Distribution Status	Location	Acctg Date	Budget Header Status	Budget Line Status	Exception Type
1 3000045655	ACS Conf. Philidelphia	12/03/2019	1	1	Air Travel Expenses		0	Delta Flight to Philadelphia	USC01	CL071	120600	K1000	52024	202	USCSP	10008791	1	700.000	12/03/2019	1000014553			OUTST	12/03/2019	V	V	
2 3000045655	ACS Conf. Philidelphia	12/03/2019	2	1	Hotel and Lodging		0	Hampton Inn Center City, Philadelphia	USC01	CL071	130200	A0001	52024	101			765.000	12/03/2019	1000014553			OUTST	12/03/2019	V	V		
3 3000045655	ACS Conf. Philidelphia	12/03/2019	3	1	Meal Expenses		0	Meals for three days away	USC01	CL071	130200	A0001	52024	101			100.000	12/03/2019	1000014553			OUTST	12/03/2019	V	V		
4 3000045655	ACS Conf. Philidelphia	12/03/2019	4	1	Registration		0	American Chemical Society Conference	USC01	CL071	130200	A0001	52024	101			225.000	12/03/2019	1000014553			OUTST	12/03/2019	V	V		

Step 32: Click the **Approve** button if you are ready to move the expense report through workflow. If necessary, you can take other actions on a report such as:

- **Send Back:** Request the report is edited in some way. A detailed comment is required.
- **Hold:** Further research is required. A detailed comment is required.

University of South Carolina FUAT

Approve Expense Report - Expense Summary

Joanne Callahan

Business Purpose: Employee Travel
 Description: ACS Conf. Philidelphia
 Reference:
 Accounting Date: 12/03/2019
 Budget Status: Valid

Report: 3000045655 Submitted for Approval
 Created: 12/03/2019 Joanne Callahan
 Last Updated: 12/03/2019 RHONDA STEPHENS
 Authorization ID: 1000014553
 Accounting Template: STANDARD

From Date: 12/03/2019
 To Date: 12/03/2019
 Trip Location: Philadelphia, Pennsylvania

Totals ? View Analytics Notes Attachments

Employee Expenses (4 Lines) 1,790.00 USD
 Cash Advances Applied 0.00 USD

Non-Reimbursable Expenses 0.00 USD
 Prepaid Expenses 0.00 USD

Employee Credits 0.00 USD
 Supplier Credits 0.00 USD

Amount Due to Employee 1,790.00 USD
 Amount Due to Supplier 0.00 USD

Approval History

Comments

Approve Send Back Hold Save Changes

Step 30: Click **OK** to certify the expenses submitted are accurate for official business of the University.

[Home](#)
[Worklist](#)
[Sign Out](#)

Save Confirmation
✕

[Help](#)

Approve Expense Report

Submit Confirmation

Joanne Callahan

Report ID 3000045655

Totals ⓘ

Employee Expenses (4 Lines)	1,790.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee		1,790.00 USD	Amount Due to Supplier		0.00 USD

✓ This report will be approved.

By clicking OK, I certify the expenses submitted are accurate and comply with the University of South Carolina Travel Policy (FINA 1.00). I also certify that the expenses were incurred on official business for the University.

OK
Cancel