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I. Objectives

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

- Access email or worklist to approve expense transactions
- Review chartfield string using the Related Content
- Approve expense transactions (Travel Authorizations, Travel Advances, and Expense Reports)
- Send back expense transactions

II. Tips and Tricks

Here are few tips and tricks that will help when approving transactions prepared on your behalf:

- Make sure Email User and/or Worklist is checked on your My System Profile page to receive notification that an expense transaction needs your approval.

- If you plan to be out of the office for a several days please remember to select an alternate user to review and approve transactions using the My System Profile page in PeopleSoft.

III. Scenario

A proxy within your department created expense transactions for a traveler that require your approval.

IV. Prerequisites

Before approving expense transactions be sure to have the following:

- The approval role in PeopleSoft.

- Email User and/or Worklist User checked on your My System Profile page to receive emails asking you to approve expense transactions prepared on your behalf.
V. Approving Travel Authorizations Using Email

Use email to approve a Travel Authorization. Many approver levels are pooled so that more than one person receives the notification. Once one person in the pool approves the item, it drops from everyone else’s worklist.

Travel Authorizations are required for:
  a. Expenses $5000 or greater
  b. All Foreign Travel
  c. All Travel Advances

As an approver:
  • Verify the traveler
  • Review attachments
  • Review Notes
  • Review the expense lines and amounts
  • Review the accounting details
  • Add comments when necessary
  • Approve the transaction

Step 1: Open and review the Approval Request in your email.

Step 2: Log in to PeopleSoft using your Network ID and password, then click the link.
Step 3: Now you can see the details of the Travel Authorization. On this page, you can view:

- The name of the traveler
- Travel Authorization ID
- Travel dates
- Details of anticipated expenses
- The actions you can take such as Approve, Send Back, and Hold
Step 4: Click the **Related Content** link to review the accounting details for this transaction.

Step 5: Click the **Accounting Details** option.

Step 6: Review the Accounting Details for this transaction.
Step 7: Click the Pagelet Settings icon to close the Accounting Details window.

Step 8: Click the Close option.

Step 9: To view all important documentation, click the Attachments link. (Quotes if needed.)
Step 10: Click the File Name to view.

Step 11: Review the sample attachment.

Step 12: After reviewing the sample attachment, close to continue approving the Travel Authorization.
**Step 13:** Click OK to return to the Travel Authorization approval page.

**Step 14:** Click the Notes link to view and add notes.
Step 15: Review any notes already added by the proxy or other approvers.

Step 16: Click in the Text field to add a new note.

Step 17: Click the Add Notes button.

Step 18: Notice the note is added.

Step 19: Click the OK button to return to the Travel Authorization approval page.
Step 20: Click the Expand Section Approval History button to review the approval workflow.
Step 21: Now that you have reviewed the travel authorization details and all is good, click the **Approve** button.

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

Step 22: Click the **OK** button to confirm the approval.
VI. Approving Travel Authorizations Using the Worklist

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

Many approver levels are pooled so that more than one person receives the notification. Once one person in the pool approves the item, it drops from everyone else’s worklist.

Travel Authorizations are required for:
- d. Expenses $5000 or greater
- e. All Foreign Travel
- f. All Travel Advances

As an approver:
- Verify the traveler
- Review attachments
- Review Notes
- Review the expense lines and amounts
- Review the accounting details
- Add comments when necessary
- Approve the transaction
- Or, Send back the transaction for revision

Step 1: Click the Worklist link.
Step 2: Click the Date From link to view most recent. You may need to click this a couple of times to see the most recent at the top.

Step 3: Click the link for the Travel Authorization you would like to approve.
Step 4: Now you can see the details of the Travel Authorization. On this page, you can view:

- The name of the traveler
- Travel Authorization ID
- Travel dates
- Details of anticipated expenses
- The actions you can take such as Approve, Send Back, and Hold

Follow Steps 4 thru 22 in the Approving a Travel Authorization Using Email section, to finish reviewing the transaction details and approve.
VII. Approving Travel Advances using Email

Use email to approve a Travel Advance. Many approver levels are pooled so that more than one person receives the notification. Once one person in the pool approves the item, it drops from everyone else’s worklist.

Travel Advances can be created for 70% of total estimated expenses for Hotel/Lodging and Meals but cannot exceed $3000.00 per policy.

As an approver:
- Verify the traveler
- Review Travel Advance details
- Verify the chartfield string is correct
- Approve the transaction
- Or, Send back the transaction for revision

**Step 1:** Open and review the Approval Request in your email.

**Step 2:** Log in to PeopleSoft using your Network ID and password, then click the link.

![Approval Request for USC travel advance for Sus Urb Conf Hong Kong 1/17/18 for TABOR,LLOYD.](image-url)
Step 3: Now you can see the details of the Travel Advance. On this page you can view:

- The name of the traveler
- Advance description
- Travel Advance ID and status
- Travel Authorization ID and status
- Travel Advance details
- The actions you can take such as Approve, Send Back, and Hold
Step 4: Click the **Related Content** link to review the accounting details for this transaction.

Step 5: Click the **Accounting Details** option.

Step 6: Review the Accounting Details for this transaction.
Step 7: Click the **Pagelet Settings** icon to close the Accounting Details window.

Step 8: Click the **Close** option.

Step 9: To view all important documentation, click the **Attachments** link.
Step 10: Click the File Name to view.

Step 11: Review the sample attachment.

Step 12: After reviewing the sample attachment, close to continue approving the Travel Advance.
Step 13: Click OK to return to the Travel Advance approval page.

Step 14: Click the Notes link to view and add notes.
**Step 15:** Review any notes already added by the proxy or other approvers.

**Step 16:** Click in the **Text field** to add a new note.

**Step 17:** Click the **Add Notes** button.

**Step 18:** Notice the note is added.

**Step 19:** Click the **OK** button to return to the Travel Advance approval page.
Step 20: Click the Expand Section Approval History button.
Step 21: Now that you have reviewed the Travel Advance details and all is good, click the **Approve** button.

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

Step 22: Click the **OK** button to confirm the approval.
VIII. Approving Travel Advances using the Worklist

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

Travel Advances can be created for 70% of total estimated expenses for Hotel/Lodging and Meals but cannot exceed $3000.00 per policy.

As an approver:
- Verify the traveler
- Review Travel Advance details
- Verify the chartfield string is correct
- Approve the transaction
- Or, Send back the transaction for revision

**Step 1:** Click the **Worklist** link.
**Step 2:** Click the **Date From** link to view most recent. You may need to click this a couple of times to see the most recent at the top.

**Step 3:** Click the **link** for the Travel Advance you would like to approve.
Step 4: Now you can see the details of the Travel Advance. On this page, you can view:
- The name of the traveler
- Advance description
- Travel Advance ID and status
- Travel Authorization ID and status
- Travel Advance details
- The actions you can take such as Approve, Send Back, and Hold

Follow Steps 4 thru 22 in the Approving a Travel Advance Using Email section, to finish reviewing the transaction details and approve.
IX. Approving Expense Reports using Email

Use email to approve an Expense Report created by a Proxy on your behalf.

An Expense Report in PeopleSoft makes it easy to transform a handful of receipts into a final document for expense reimbursement(s).

As an approver:
- Verify the traveler
- Review Expense Report details
- Verify the chartfield string is correct
- Approve the transaction
- Or, Send back the transaction for revision

Step 1: Open and review the Approval Request in your email.

Step 2: Log in to PeopleSoft using your Network ID and password, then click the link.

[Image of Expense Report]
**Step 3:** Now you can see the details of the Expense Report. On this page, you can view:

- The name of the traveler
- Report ID
- Identify the Travel Authorization, if associated to the Expense Report
- Travel Dates
- Trip Location
- Details of expenses
- The actions you can take such as Approve, Send Back, and Hold

### Expense Report - Expense Summary

<table>
<thead>
<tr>
<th>Budget Status</th>
<th>Budget Option</th>
<th>Business Purpose</th>
<th>Description</th>
<th>Reference</th>
<th>Report</th>
<th>Approvals in Process</th>
<th>From Date</th>
<th>To Date</th>
<th>Trip Location</th>
<th>Amount Due to Employee</th>
<th>Amount Due to Supplier</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Employee Travel</td>
<td>Sea Ubf Conf Hong Kong / 23-31</td>
<td></td>
<td>3020033336</td>
<td></td>
<td>01/23/2018</td>
<td>01/31/2018</td>
<td>Hong Kong</td>
<td>6,152.00 USD</td>
<td>0.00 USD</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Expense Line Items**

<table>
<thead>
<tr>
<th>Date</th>
<th>Expense Type</th>
<th>Description</th>
<th>Reimbursement Amount</th>
<th>Currency</th>
<th>Approve</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/23/2018</td>
<td>Air Travel Expenses</td>
<td>Columbia to Hong Kong</td>
<td>1,206.00 USD</td>
<td>USD</td>
<td>✔️</td>
</tr>
<tr>
<td>01/23/2018</td>
<td>Ground Transportation</td>
<td>Taxi from hotel to conference center</td>
<td>206.00 USD</td>
<td>USD</td>
<td>✔️</td>
</tr>
<tr>
<td>01/23/2018</td>
<td>Hotel and Lodging</td>
<td>Hyatt Regency</td>
<td>906.00 USD</td>
<td>USD</td>
<td>✔️</td>
</tr>
<tr>
<td>01/23/2018</td>
<td>Meals Expenses</td>
<td>Departed at 6am</td>
<td>428.00 USD</td>
<td>USD</td>
<td>✔️</td>
</tr>
<tr>
<td>01/23/2018</td>
<td>Meals Expenses</td>
<td>Meals for all days-in-between</td>
<td>2,096.00 USD</td>
<td>USD</td>
<td>✔️</td>
</tr>
<tr>
<td>01/23/2018</td>
<td>Meals Expenses</td>
<td>Returned at 8pm</td>
<td>428.00 USD</td>
<td>USD</td>
<td>✔️</td>
</tr>
</tbody>
</table>
Step 4: Click the Related Content link to review the accounting details for this transaction.

Step 5: Click the Accounting Details option.

Step 6: Review the Accounting Details for this transaction.
Step 7: Click the **Pagelet Settings** icon to close the Accounting Details window.

Step 8: Click the **Close** option.

Step 9: To view all important documentation, click the **Attachments** link.
Step 10: Click the **File Name** to view.

Step 11: Review the sample attachment.

Step 12: After reviewing the sample attachment, close to continue approving the Expense Report.
Step 13: Click OK to return to the Expense Report approval page.

Step 14: Click the Notes link to view and add notes.
Step 15: Review any notes already added by the proxy or other approvers.

Step 16: Click in the **Text field** to add a new note.

Step 17: Click the **Add Notes** button.

Step 18: Notice the note is added.

Step 19: Click the **OK** button to return to the Expense Report approval page.
Step 20: Click the Expand Section Approval History button.
Step 21: Now that you have reviewed the Expense Report details and all is good, click the **Approve** button.

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

Step 22: Click the **OK** button to confirm the approval.
X. Approving Expense Reports Using the Worklist

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

Many approver levels are pooled so that more than one person receives the notification. Once one person in the pool approves the item, it drops from everyone else’s worklist.

An Expense Report in PeopleSoft makes it easy to transform a handful of receipts into a final document for expense reimbursement(s).

As an approver:
- Verify the traveler
- Review Expense Report details
- Verify the chartfield string is correct
- Approve the transaction
- Or, Send back the transaction for revision

Step 1: Click the Worklist link.
**Step 2:** Click the **Date From link** to view most recent. You may need to click this a couple of time to see the most recent at the top.

<table>
<thead>
<tr>
<th>Worklist Items</th>
<th>Date From</th>
<th>Work Item</th>
<th>Worked By Activity</th>
<th>Priority</th>
<th>Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel Office</td>
<td>01/31/2018</td>
<td>Approval Routing</td>
<td>Approval Workflow</td>
<td>2 Medium</td>
<td>T492-2182-00241121553642-0.00000011811887011601863</td>
</tr>
<tr>
<td>Travel Office</td>
<td>01/31/2018</td>
<td>Approval Routing</td>
<td>Approval Workflow</td>
<td>2 Medium</td>
<td>T492-2182-00241121553642-0.00000011811887011601863</td>
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<tr>
<td>Travel Office</td>
<td>01/31/2018</td>
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<td>Approval Workflow</td>
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</tr>
<tr>
<td>Travel Office</td>
<td>01/31/2018</td>
<td>Approval Routing</td>
<td>Approval Workflow</td>
<td>2 Medium</td>
<td>T492-2182-00241121553642-0.00000011811887011601863</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Worklist Items</th>
<th>Date From</th>
<th>Work Item</th>
<th>Worked By Activity</th>
<th>Priority</th>
<th>Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark Tabor</td>
<td>02/08/2018</td>
<td>Approval Routing</td>
<td>Approval Workflow</td>
<td>2 Medium</td>
<td>T492-2182-00241121553642-0.00000011811887011601863</td>
</tr>
<tr>
<td>Travel Office</td>
<td>02/08/2018</td>
<td>Approval Routing</td>
<td>Approval Workflow</td>
<td>2 Medium</td>
<td>T492-2182-00241121553642-0.00000011811887011601863</td>
</tr>
<tr>
<td>Travel Office</td>
<td>02/08/2018</td>
<td>Approval Routing</td>
<td>Approval Workflow</td>
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</tr>
<tr>
<td>Travel Office</td>
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<td>Approval Routing</td>
<td>Approval Workflow</td>
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</tr>
<tr>
<td>Travel Office</td>
<td>02/08/2018</td>
<td>Approval Routing</td>
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<tr>
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<td>02/08/2018</td>
<td>Approval Routing</td>
<td>Approval Workflow</td>
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</tr>
<tr>
<td>Travel Office</td>
<td>02/08/2018</td>
<td>Approval Routing</td>
<td>Approval Workflow</td>
<td>2 Medium</td>
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</tr>
<tr>
<td>Travel Office</td>
<td>02/08/2018</td>
<td>Approval Routing</td>
<td>Approval Workflow</td>
<td>2 Medium</td>
<td>T492-2182-00241121553642-0.00000011811887011601863</td>
</tr>
</tbody>
</table>
Step 4: Now you can see the details of the Expense Report. On this page, you can view:
- The name of the traveler
- Report ID
- Identify the Travel Authorization, if associated to the Expense Report
- Dates of Travel
- Trip Location
- Details of expenses
- The actions you can take such as Approve, Send Back, and Hold

Follow Steps 4 thru 22 in the Approving an Expense Report Using Email section, to finish reviewing the transactions details and approve.
XI. Send Back an Expense Transaction

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

Step 1: Click in the Comment textbox at the bottom of the report and add the reason for sending back. The purpose of this is to inform the Proxy why you are sending the form back, and how you want him/her to edit the form before they resubmit it to you. The system will not allow you to send back the report without typing an explanation.

Step 2: Click the Send Back button.
**Step 3:** To complete sending the form back, click the **OK** button on the **Submit Confirmation** page.

![Submit Confirmation](image)

When a transaction is sent back for modifications, the Proxy will see the comment.

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

![Modify Expense Report](image)
XII. Hold an Expense Transaction

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

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

**Step 2:** Click the **Hold** button.

![Image of the Expense Report page](image-url)

**Step 3:** Click the **OK** button to complete the **HOLD**.
When a transaction is held for further review, the Proxy can see that the Status has been updated to On Hold on the view pages.

When research complete, click the Approve button to remove the Hold allowing the transaction to move to the next level in the approval workflow.
XIII. Assign an Approver When Out of Office

Use the Alternate User section of the My System Profile page to designate an approver. In order to assign someone as an Alternate Approver they **MUST** have the approver role assigned to them.

In situations where you will be unavailable, add a user to the Alternate User ID field and enter a date range for when you are not going to be available. The system uses these dates to forward routings to the alternate user.

To designate an Approver when out of the office begin with the following navigation:

**Main Menu → My System Profile**

**Step 1:** Click in the **Alternate User ID** field and enter the name of the approver who will approve in your absence.

**Step 2:** Enter the date range for when you will not be available.

**Step 3:** Click the **Save** button.