EX.080.101 – DENYING AN EXPENSE REPORT

Purpose	• To identify the methods for reviewing and approving expense transactions. • To define what can be denied on an expense report. • To identify the procedure for denying an entire expense report.
Description	There are three methods which can be used to review and approve expenses transactions: Email Notification, Worklist, and the Summary Approval page. For additional information, see EX.020.300 - Understanding Approval Methods. Each of these methods provides the approver with the same set of options: Approve, Deny, Send Back, Hold, and Budget Check. The main difference is the navigation used to reach these approval options. As an approver, a user can deny an entire expense report or deny just a particular line(s) in the report. If you deny the entire report becomes “Denied,” and it cannot be resubmitted by the initiating employee. If a user denies a particular line in the report, you will perform the Send Back function in which the employee can review the denied line(s). However, once denied, that line cannot be reactivated (although the report can be resubmitted). • Email Notification, Worklist, and the Summary Approval page are the three methods for reviewing and approving expense transactions. • Users can deny an entire expense report, or just a portion of it. • When denying an entire expense report, users must submit comments as to why you are denying it. The employee is notified that it is denied, and the expense report cannot be resubmitted. • When denying a portion of expense report, users need to select a reason why the line was denied. Use the “Send Back” function to return the expense report to the employee. They can then modify the report and resubmit it for approval.

Security Role	**BOR_EX_APPROVAL**
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step-by-step instructions on how to deny an Expense Report.

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Menu** link.
3.	Click the **Worklist** link.
4.	Users can view Worklist details by clicking the **Detail View** link. Particularly, this will display the exact time each report was submitted (rather than just the date).
5.	Users can customize the way your Worklist appears by clicking the **Customize** button.
6.	Transactions which need your attention are displayed in the **Worklist** and can be selected by clicking on an item in the **Link** column. The following naming convention is used: • TAApproval - Travel Authorizations • ERApproval - Expense Reports • CAApproval - Cash Advances
7.	Click an Expense Report (ERApproval) entry in the **Link** column.
8.	The **Expense Report Summary** page will appear and should be reviewed by the approver for accuracy and compliance to the institution's set rules and regulations.
9.	Users have two deny options when reviewing an Expense Report. Users can either deny specific lines and send the report back to the traveler or deny the entire report.
10.	Click the **vertical** scrollbar to navigate to the bottom of the page.

Step	Action
11.	In this example, the user will examine the steps to deny the entire report. Instead of completing this function, however, you will deny an individual line and send the report back to the traveler.
12.	Users must provide an explanation in the **Comments** section to Deny an Expense Report.
13.	Enter "**Duplicate Expense Report**" in the **Comments** field.
14.	Click the **Deny** button to deny the entire report.
15.	If a user wanted to deny the entire report, you could click the **OK** button and the initiating employee would not be able to resubmit the Expense Report. ***Note: For*** *this exercise, however, pretend you have changed your mind and would like to deny only part of the expense report.*
16.	Click the **Cancel** button to return to the Expense Report.
17.	Click the **vertical** scrollbar to navigate back to the middle of the page.
18.	Click an entry in the **Expense Type** column to view the **Details** for that row.
19.	The Expense Detail page is displayed so that the user can review the details of that expense type row. If applicable, make sure to review the Start and End Times as this often determines meal eligibility.
20.	Click the **Approve Expense** checkbox near the bottom of this page to "uncheck" this box.
21.	The **Select reason** box will appear, from which the user must select a reason for not approving this expense line.
22.	Click the **Select reason** drop-down list.
23.	Click the **Not Within State Guidelines** list item.
24.	Users can navigate to the **Details** of an additional row by clicking the **Previous Expense** button (or **Next Expense** button if applicable), or you can return to the main expense report by clicking the **Return to Expense Report** button.
25.	Click the **Return to Expense Report** link.
26.	Notice that the line the user denied appears with your selected comment on the main Expense Report page.
27.	Navigate to the bottom of the page.
28.	Erase the previous text (if applicable) and enter "**Must leave before 6:30 am to claim breakfast**" in the **Spell Check Comment (Alt+5)** field.
29.	Reminder: If a user clicks the **Deny** button at this point, the user will deny the entire report (not just the specific line(s) the user has chosen to individually deny).

Step	Action
30.	Click the **Send Back** button.
31.	Notice that the Non-Approved Expenses line has been populated with the amount that the user selected to deny.
32.	Click the **OK** button.