EX.080.102 – SENDING BACK AN EXPENSE REPORT

Purpose	• To identify the purpose of sending back an expense report. • To identify the route an expense report takes if it is sent back to the initiating employee from a higher approval level. • To send back an expense report through the Worklist.
Description	There are three methods which can be used to review and approve expenses transactions: • Email Notification • Worklist • 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, and Hold. The main difference is the navigation used to reach these approval options. Users can send back an expense report to an employee for revision and/or correction. The employee can then resubmit the report once the missing information and/or corrections have been provided/made. If a higher approval level (such as an AP Auditor) sends back an expense report to an employee, the transaction must be routed through the normal approval levels once it is resubmitted (it will not route directly from the initiating employee to the AP Auditor). • By sending back an expense report, users can have the employee provide any missing information or correct any misinformation on the expense report. • If a higher approval level sends back an expense report to an employee, the transaction must be routed through the normal approval levels once it is resubmitted.
Security Role	**BOR_EX_APPROVAL**

Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step-by-step instructions on how to send back an expense report.

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Navigator** 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 their Worklist appears by clicking the **Customize** button.
6.	Transactions which need the user's 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** 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.	Navigate to the bottom of the page.
10.	If the user's institution uses encumbrance accounting for Expense Reports, a transaction is required to be budget checked before it can be approved. A transaction is **NOT** required to be budget checked if it is to be Sent Back**,** Denied**,** or Placed on Hold. Thus, it is okay to proceed with sending an expense report back if the Budget Status is "**Not Chk'd**".

Step	Action
11.	To see the Details of an Expense Report users can click the **Expense Report Detail** link in the bottom right corner of the page.
12.	An explanation must be typed in the **Comments** section before the transaction can be sent back. User comments should include specific things which need corrected, and/or the reason you are sending the Expense Report back to the employee.
13.	Enter "**Amount exceeds authorized reimbursement limit**" in the **Comments** field.
14.	Click the **Send Back** button.
15.	Click the **OK** button.