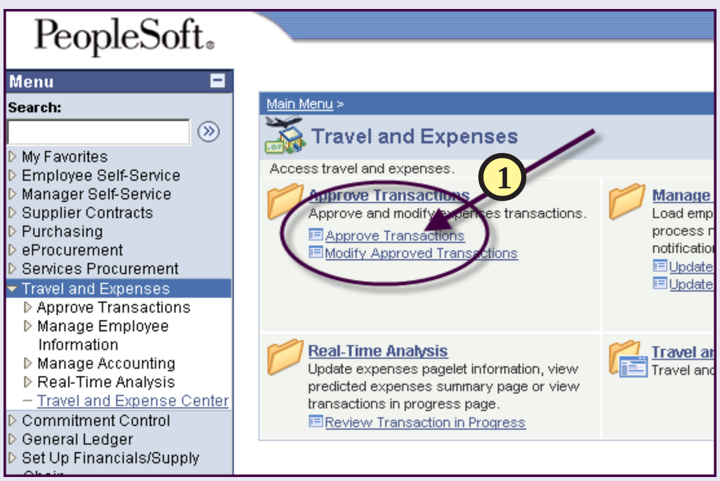
Expenses - Approve an Expense Report

This job aid is intended for Department Heads (principals, managers, directors, supervisors, etc.). Whenever a computerized Travel Authorization form is submitted so that your school or office pays for an employee to travel, upon his/her return an Expense Report form must be submitted online as well. This is true even if the only payment was the registration fee for the event, or something as simple as a parking fee.

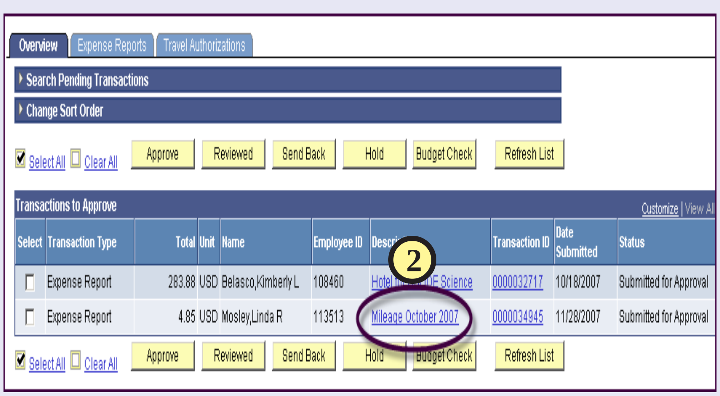
As the head of your department or school, it is your responsibility to review and approve such expenses. This job aid shows you how to review and approve a typical Expense Report form.

IMPORTANT NOTE: It is against district policy (and it is quite risky with regard to protecting your own personal information) to share your district DWA (District Wide Applications) password with any other employee for the purpose of having that employee sign into the software as you, in order to perform your approval tasks. Please do not share your password with anyone. If you do, you will place yourself at risk for identity theft or fraud.

It is important that you read through ALL steps in this Job Aid BEFORE you begin to approve a Expense Report. Otherwise you might easily miss an important step that will cause problems for you later on. Launch MS Internet Explorer and navigate to: ***https://dwa.sandi.net*** (then sign in with your Employee ID # and password). On the **next page** you see, click this link: ***Financials Supply Chain 8.9***.



1. After arriving at the PeopleSoft main screen, single-click the menu links to follow this navigation: *Travel and Expenses --> Approve Transactions --> Approve Transactions.*



2. On the **Approve Transactions** page, you will see any Travel Authorizations or Expense Reports that've been submitted to you. (You will NOT see eProcurement Requisitions here...those are found in your Worklist screen, which is separate).

   In the **Description** column, find the Expense Report you want to approve and click on its link there.

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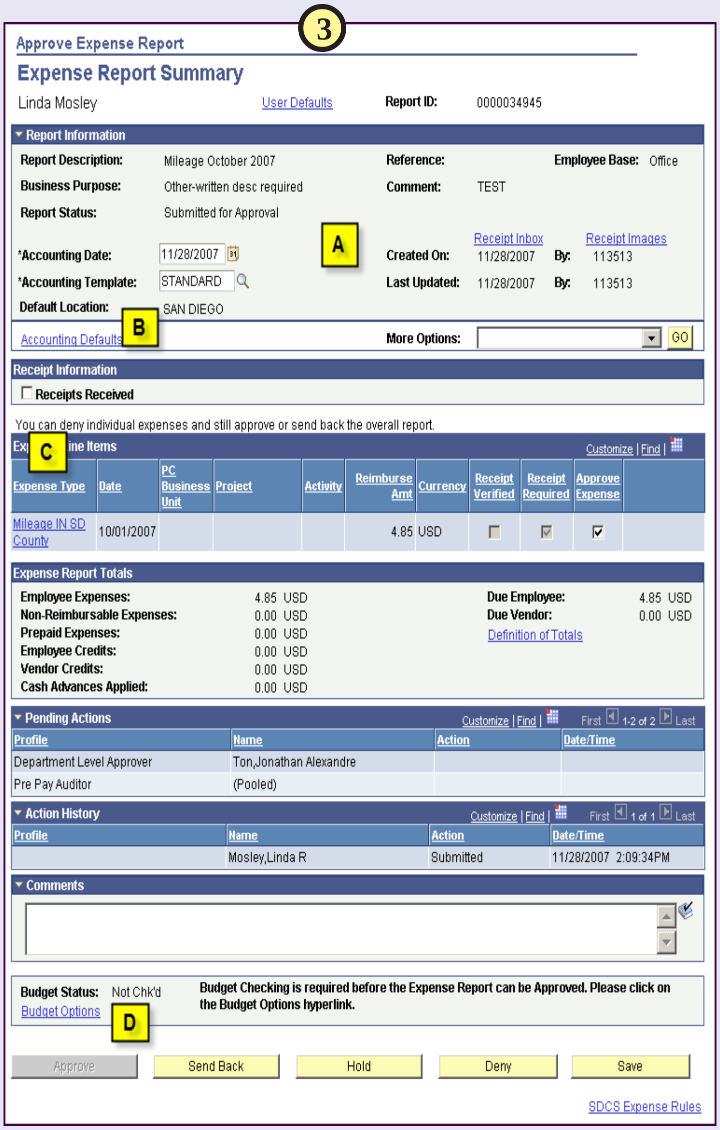

3
Approve Expense Report
Expense Report Summary
Linda Mosley User Defaults Report ID: 0000034945

Report Information

Report Description:	Mileage October 2007	Reference:		Employee Base:	Office
Business Purpose:	Other-written desc required	Comment:	TEST		
Report Status:	Submitted for Approval		Receipt Inbox		Receipt Images
*Accounting Date:	11/28/2007	Created On:	11/28/2007	By:	113513
*Accounting Template:	STANDARD	Last Updated:	11/28/2007	By:	113513
Default Location:	SAN DIEGO				

A

Accounting Defaults B More Options: GO

Receipt Information

Receipts Received

You can deny individual expenses and still approve or send back the overall report.

Expense Line Items C Customize | Find |

Expense Type	Date	PC Business Unit	Project	Activity	Reimburse Amt	Currency	Receipt Verified	Receipt Required	Approve Expense
Mileage IN SD County	10/01/2007				4.85	USD	☐	☑	☑

Expense Report Totals

Employee Expenses:	4.85 USD	Due Employee:	4.85 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD	Definition of Totals	
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

Pending Actions Customize | Find | First 1-2 of 2 Last

Profile	Name	Action	Date/Time
Department Level Approver	Ton,Jonathan Alexandre		
Pre Pay Auditor	(Pooled)		

Action History Customize | Find | First 1 of 1 Last

Profile	Name	Action	Date/Time
	Mosley,Linda R	Submitted	11/28/2007 2:09:34PM

Comments

Budget Status: Not Chk'd
Budget Options D
Budget Checking is required before the Expense Report can be Approved. Please click on the Budget Options hyperlink.

Approve | Send Back | Hold | Deny | Save

SDCS Expense Rules

3. The Expense Report opens up on your screen. At this point, you need to:

A. Review the **Report Information** area and verify it is correct.

B. Click the **Accounting Defaults** link to view the budget code numbers, and thus ensure that the correct budget is being used to pay for the travel.

C. Review the Expenses that were incurred on the trip. If you like you can click on any **Expense Type** link to view its details.

D. Once you are satisfied that the Expense Report is correct, you must Budget-Check it. The Budget-Check process encumbers the funds from the chosen budget.
Click the **Budget Options** link to initiate the Budget-Check process.

NOTE: If you want something to be changed or edited on the Expense Report, DO NOT initiate the Budget-Check process. Instead, enter a comment into the **Comments** textbox at the bottom of the form that tells the originator what you want them to do, and then click the **Send Back** button. The originator who created the Expense Report will get it back, read your comments, edit the form as you directed, and resubmit it to you.

NOTE: You do not have to Budget-Check an Expense Report yourself. You can wait overnight and the computer system will Budget-Check it automatically, on the day it was submitted. The next day you can view the form and see whether it passed the Budget-Check process or not. If it did, you can approve it. If it didn't, you must immediately click the **Send Back** button, contact your Budget Analyst to resolve the budget problem, and then have the Originator resubmit the Expense Report.

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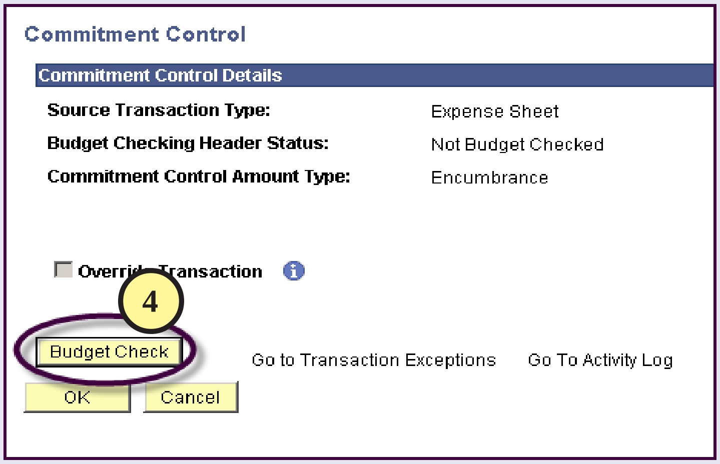
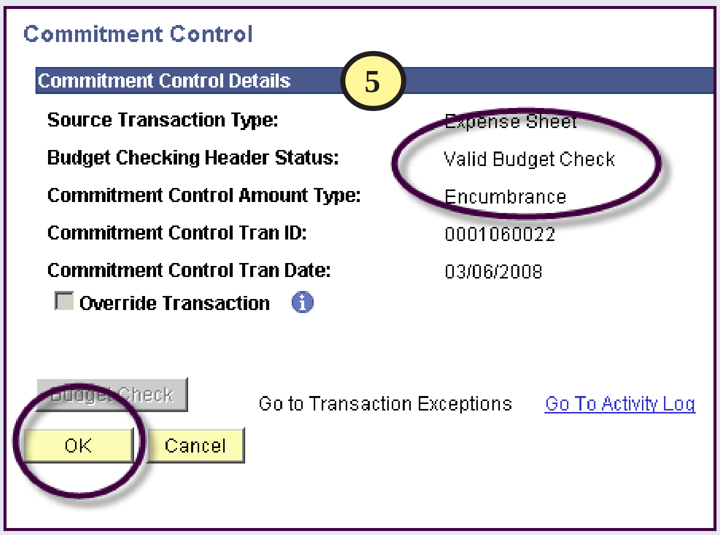


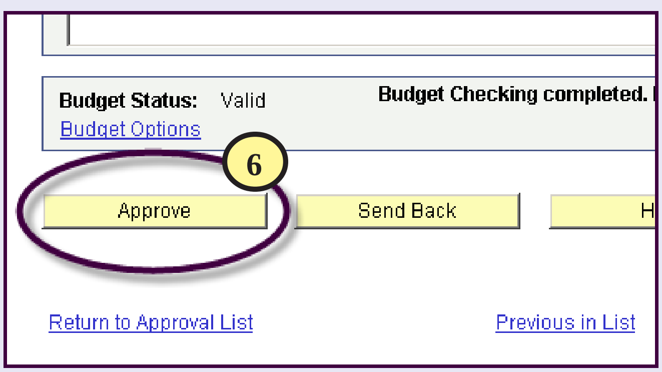
4. Click the **Budget Check** button to start the encumbrance process. Wait a few moments for it to complete the process.



5. Check to ensure that the **Budget Checking Header Status** reads: **Valid Budget Check**.

   Then click the **OK** button.

NOTE: If the Budget Checking Header Status shows a budget Error, then you must do the following:
- Click **OK**.
- Click the **Send Back** button.
- Notify the originator that there is a budget error.
- Contact your Budget Analyst to resolve it.
- Once that is resolved, tell the originator to resubmit the Expense Report.



6. Assuming the Expense Report passed the Budget-Check process successfully, click the **Approve** button in the lower-left corner at the bottom of the Expense Report.

NOTE: If you click the **Deny** button, that effectively "kills" the Expense Report. It renders it permanently useless, making it unavailable for any editing or processing. The originator would have to start a whole new Expense Report.

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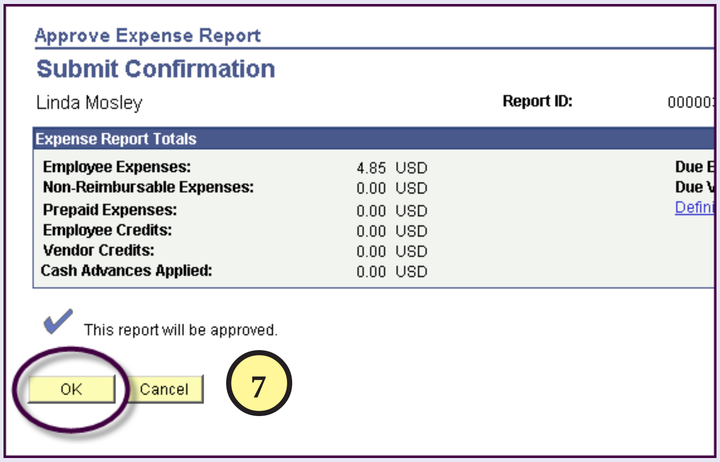

7. Click the **OK** button to confirm the approval.

At this point you can choose to approve another form, or you can choose to log out of PeopleSoft Financials.

For Assistance:

If you need help, please go online to **www.sandi.net/peoplesoft/readandlearn**. There you will find support materials as well as eLearning online Tutorials. If you need to speak with an expert, please contact the Accounts Payable Department of our school district.