CHECKING YOUR ER's STATUS:

You can find out the status of your Expense Report/s by logging onto your ER under *View* in PeopleSoft Financials. The route to view your Expense Report is:

1. Click on the NavBar Icon  in upper right corner of the page.

2. Click the Navigator icon 

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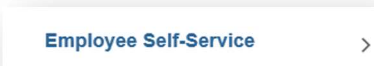
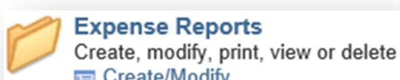
3. Click Employee Self-Service.

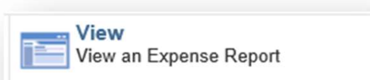
4. Click Travel and Expense **Center** at the very bottom of list.

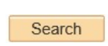
   

5. Click Expense Reports inside first box on far left.

6. Click View.

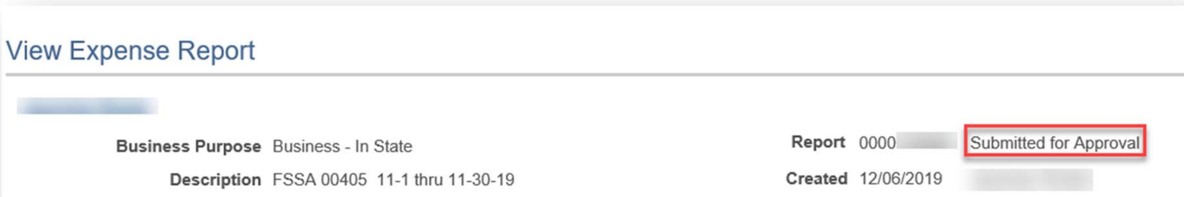
Then leave all of the criteria fields blank and just click the 

pushbutton and it will pull up <u>all</u> expense reports related to your PeopleSoft ID. Then you would just click on the ER that you want to view.

Where is it?

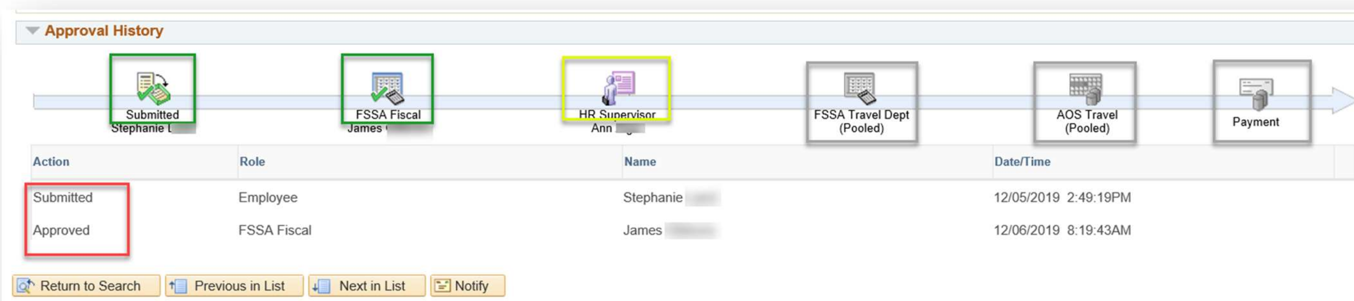
Once the expense report is open and on the screen, check to see what wording is next to the Report #. This will tell you if the report is in:

1. ***Pending*** stage (meaning it is with you and not submitted) or if it is in;
2. ***Submitted for Approval*** stage (the very first stage after initial submission) or if it is in;
3. ***In Process*** stage (cycling through for approvals) or if it is in;
4. ***Paid*** stage (the report has been marked as paid by AOS Travel).



You can also look at the Approval History "train stops" to see where it is or the Action list at the bottom of the screen. On the train stops, any approval stage icon that is still grayed out means that the report has not yet reached that stage yet. The icons with green check marks  means the report has passed that stage already.

In the sample below, the report is with the HR Supervisor awaiting approval.



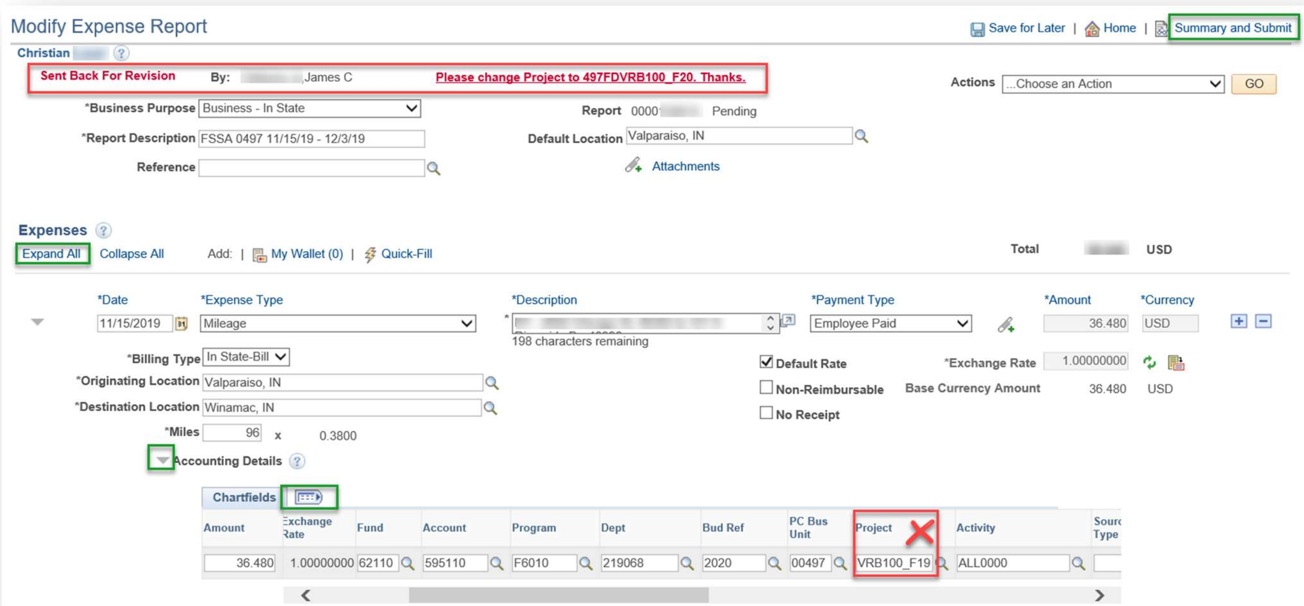
Sent Back for Corrections?

If the report has been returned to *Pending* status for corrections. You would need to log on to the report under *Modify* (instead of View) to make the requested corrections and then resubmit it.

To see why the report was returned you can click on Expense Details in the upper right corner of the page to see the red send-back message telling you what needs to be corrected.

(Click Expand All *on the far left to see all rows of the report and Accounting lines.)*

(To return to the main page to submit the report click on Summary and Submit *in the upper right corner of the page.)*



Note 1: The word "Pooled" means that multiple approvers have access to view and approve that report.

Note 2: If you have TAs in the system, the route and instructions are the same except everywhere you see the word Expense Report, replace it with "Travel Authorization".