



Budget Check an Expense Report & Travel Authorization

1.	<p>From the main menu, click the Manager Self-Service link.</p> <p></p>
2.	<p>Click the Travel and Expense Center - M link.</p> <p></p>
3.	<p>Click the Approve Transactions link.</p> <p></p>
4.	<p>The first approver(s) in the workflow routing is designated to perform the budget check process in conjunction with approval of the document. This reserves funds for upcoming travel (Travel Authorization) or employee reimbursement (Expense Report).</p> <p>Approvers not responsible for the budget check process need only be concerned with reviewing the document as required by the approval role.</p> <p>The Approve Transactions page provides an Overview tab that displays all transactions, while the other tabs organize them according to the transaction type.</p> <p>Click the Expense Reports tab for this example.</p> <p></p>
5.	<p>Option 1: BUDGET CHECK FROM OVERVIEW TABS</p> <p>The Budget Check process that reserves funds for the transaction may be run from the Expense Report tab or from the document itself during review/approval. Each transaction must have a valid budget check status <i>before</i> it can be approved.</p> <p>Let's look at Budget Check from the Expense Reports tab first.</p> <p>Click the Select checkbox next to the transaction to be budget checked. Notice the Budget Status column. The status is currently Not Chk'd.</p> <p><input type="checkbox"/></p>
6.	<p>Click the Budget Check button to launch the budget check process.</p> <p></p>



7.	<p>The Expense Report will disappear from the list on the Expense Reports tab until budget checking is complete. Be patient as this may take several minutes.</p> <p>After the process has been launched, click the Refresh List button every 30 seconds or so. When the process is complete, the Expense Report will reappear on the list.</p> <p>If the process is successful, the Budget Status column will indicate Valid.</p> <p><input type="text" value="Valid"/></p>
8.	<p>Option 2: BUDGET CHECK FROM THE DOCUMENT</p> <p>The second method for running budget check is most recommended because it allows the approver to review the document and complete the budget check in the same procedure.</p> <p>Approvers not responsible for the budget check follow the same path, but exclude the budget checking procedures.</p> <p>Open the document to be budget checked and approved by clicking the appropriate link in the Description or Transaction ID column.</p> <p><input type="text" value="Meeting"/> <input type="text" value="0000002461"/></p>
9.	<p>The link opens a summary view of the Expense Report.</p> <p>Each of the Expense Types listed beneath Expense Line Items is a link that will display more detail about the expense, including the accounting/chartfield information.</p> <p>To run Budget Check, scroll to the bottom of the Expense Report.</p>
10.	<p>Notice the Budget Status is currently Not Chk'd.</p> <p>An Expense Report cannot be approved until the Budget Status is Valid. Click the Budget Options link.</p> <p><input type="text" value="Budget Options"/></p>
11.	<p>The Commitment Control page will open.</p> <p>Click the Budget Check button.</p> <p><input type="text" value="Budget Check"/></p>
12.	<p>When the process has completed successfully, the Budget Checking Header Status will indicate Valid Budget Check.</p> <p>Click the OK button to return to the Expense Report Summary.</p> <p><input type="text" value="OK"/></p>
13.	<p>Scroll to the bottom of the Expense Report.</p>



14.	<p>The Budget Status on the Expense Report Is now Valid.</p> <p>Once review of the expenses is complete, the options are Approve or Send Back.</p> <p>Any revisions required must be done by the employee and the transaction resubmitted.</p> <p>If Send Back is selected, an explanation describing the problem and/or what changes are necessary must be entered in the Comments field.</p> <p>Click the Approve or Send Back button. If approved, the document will route to the next designated approver(s).</p> <p><input type="text" value="Valid"/></p>
15.	End of Procedure.