



# Expense Approval Management

## PeopleSoft Expenses 9.2

### Approving an Expense Report

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# Approve Expense Reports

To Approve Expense Reports, there are 2 options:

1. Use the Approval Requested email received from the Submitter and click on the email link included
2. In Evolve navigate to Manager Self Service>Travel and Expenses>Approve Transactions

## 1. Approve using Email Link

Click on the link included in the email notification requesting your approval.

The link will take you to the Evolve Login page. Sign in and you will be taken to the below screen.

**Expense Report**

287.72 CAD

3 line(s) are pending your approval

In Process

**Summary**

Name: [Redacted] Report ID: 000000078 Submitted for Approval

Total Due Employee: 287.72 CAD Reference

Report Description: Reimbursement Submission Date: 06/21/22

Business Purpose: General Travel & Expense Updated on: 06/21/22 - 3:48 PM

Location: Sutherland Campus

**Lines**

Pending All

Select	Risk/Exception	Date/Expense Type	Reimbursement Amount	Receipt Required	Receipt Attached	
<input type="checkbox"/>		05/10/22 Office Supplies	80.32 CAD	Y	N	>
<input type="checkbox"/>		05/12/22 Books	105.00 CAD	Y	N	>
<input type="checkbox"/>		05/13/22 Mileage - Intercampus	102.40 CAD	N	Y	>

Approver Comments

Approval Chain >

To review expense details, click on Expense Details link:

The Expense Summary page will appear, click on View Details:

**Expense Summary**

View Details

Last Saved: 06/22/2022 1:43PM

**Expense Report Summary**

Total (3 Items)	287.72 CAD
Due to Employee	287.72 CAD

**Additional Information**

- View Analytics >
- Notes >
- View Printable Report >

**Approval Status**

Report ID: 000000082 Submitted for Approval

Submitted	Employee	06/22/2022 1:43:09PM
Pending Approval	Expense Manager	[Redacted]
Not Routed	Prepay Auditor	[Redacted]
Not Routed	Payment	

The details screen appears below:

- If the list of expenses shown below on the left hand side do not appear, click on the black button with 2 white vertical lines on it (if you hover over it is called “Expense Details)
  
- Review the description to ensure it is accurate/complete (clicking on the small arrow will expand the description field)
- For mileage, verify that the kilometres entered are reasonable based on the start and end city noted in the Description field
- Confirm that the correct account and department are being charged for the expense items, by clicking on Accounting as shown in the below screen
  - *Note: the amount reflected may include HST and therefore the amount that is posted may be less due to the College’s HST rebate*

Expense Entry

Reimbursement

Save View Summary

Last Saved 06/21/2022 2:58PM

Total (3 Items) 287.72 CAD

Friday, May 13, 2022

Mileage - Intercampus 102.40 CAD  
To Haliburton campus and return

Thursday, May 12, 2022

Books 105.00 CAD  
Retirement 101

Tuesday, May 10, 2022

Office Supplies 80.32 CAD  
Printer Ink

Mileage - Intercampus - 05/13/2022

Date 05/13/2022

Expense Type Mileage - Intercampus

Description To Haliburton campus and return

Mileage

Transportation ID 01

Transportation Type 2

Kilometers 256.00 x 0.4000

Payment Details

Payment Out of Pocket

Amount 102.40 CAD

Calculated VAT 11.78

Override VAT

Additional Information

Billing Type Internal

Passengers 2

Attach Receipt

Accounting 1 >

Exceptions

Personal Expense  No

No Receipt  No

No VAT Receipt  No

Click on Accounting:

Expense Report Distributions

Expense Type Mileage - Intercampus


Amount 102.40 CAD

Accounting Details

GL ChartFields VAT Amounts Show All

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	*Account	Alt Acct	Dept	Program
102.40	FLEMG	102.40	CAD	1.00000000	53102		143101	

1 row

- Although it *should be extremely rare*, there may be unique situations in which a receipt is unable to be provided for an expense (i.e. no receipt provided, receipt lost, etc). In the below example, Line 2 and 3 did not have receipts provided, click on the comment icon  to see further information. In these situations, managerial discretion is to occur.

Expense Entry

Reimbursement

Total (3 Items) 287.72 CAD

Friday, May 13, 2022

Mileage - Intercampus 102.40 CAD  
To Haliburton campus and return

Thursday, May 12, 2022

Books Retirement 101 105.00 CAD

Tuesday, May 10, 2022

Office Supplies Printer Ink 80.32 CAD

Expense Entry Details (Books - 05/12/2022)

Date: 05/12/2022

Expense Type: Books

Description: Retirement 101

Payment Details: Payment: Out of Pocket, Amount: 105.00 CAD, Calculated VAT: 12.08, Override VAT

Additional Information: Billing Type: Internal, Attach Receipt (Required), Accounting: 1

Exceptions: Personal Expense: No, No Receipt: Yes, No VAT Receipt: Yes

Exception Comments: Receipt Missing

Below screen appears after clicking the comment icon :

Approval Line Detail

Books

Exception Comments and Risks

Report ID: 000000078

General Information: Report Description: Reimbursement, Business Purpose: General Travel & Expense, Reference: Line Number: 2, Expense Type: Books

Exception Information

Exception	Comment
No Receipt	The dog ate my receipt
No VAT Receipt	

After reviewing each of the expense details click on "Expense Summary" on top left of screen as shown below:

Expense Entry

Expense Summary

Reimbursement

Total (3 Items) 287.72 CAD

Friday, May 13, 2022

Mileage - Intercampus 102.40 CAD  
To Haliburton campus and return

Thursday, May 12, 2022

Books Retirement 101 105.00 CAD

Tuesday, May 10, 2022

Office Supplies Printer Ink 80.32 CAD

Mileage - Intercampus - 05/13/2022

Date: 05/13/2022

Expense Type: Mileage - Intercampus

Description: To Haliburton campus and return

Mileage: Transportation ID: 01, Transportation Type: 2, Kilometers: 256.00 x 0.4000

Payment Details: Payment: Out of Pocket, Amount: 102.40 CAD, Calculated VAT: 11.78

Then click on Approval on top left of screen as shown below:

The screenshot shows the 'Expense Summary' interface. At the top left, there is a navigation bar with a back arrow and the word 'Approval' circled in red. Below this, there is a 'Reimbursement' section with a checkmark icon. On the right side of the top bar, there are icons for home, notifications, and a menu, along with a 'View Details' button and a 'Withdraw' button. The main content area is divided into two columns. The left column is titled 'Expense Report Summary' and contains a table with two rows: 'Total (3 Items)' with a value of '287.72 CAD' and 'Due to Employee' with a value of '287.72 CAD'. Below this table is an 'Additional Information' section with three links: 'View Analytics', 'Notes', and 'View Printable Report'. The right column is titled 'Approval Status' and contains a table with the following rows: 'Report ID 000000082' with 'Submitted for Approval', 'Submitted' with 'Employee' and a timestamp '06/22/2022 1:43:09PM', 'Pending Approval' with 'Expense Manager', 'Not Routed' with 'Prepay Auditor', and 'Not Routed' with 'Payment'.

If a message appears asking if you want to save your changes, click no (as no changes can be made).

On the next screen, the following actions are available for each expense line (click the check box beside each expense line to select for processing):

Approve – the expense will be routed to the next individual

Deny – the expense will be declined

More:

- Send Back – the expense will be returned to requester for change to be made
- Hold – the expense is put on hold

Click the appropriate button in order for the expense reports to continue.

The screenshot shows the 'Expense Report' interface. At the top left, there is a navigation bar with a home icon, a notification icon, and a menu icon. Below this, there are three buttons: 'Approve' (highlighted with a red circle), 'Deny', and 'More'. The main content area displays the following information: 'Report ID 000000078 Submitted for Approval', 'Reference', 'Submission Date 06/21/22', and 'Updated on 06/21/22 - 3:48 PM'. At the bottom, there are two links: 'Exceptions and Risks' and 'Expense Details'.

## 2. Approve through Manager Self Service

Manager Self Service>Travel and Expenses>Approve Transactions

You will be taken to the “Approve Transactions” screen which will show all Expense Reports that require your review/approval. Click on the “Description” of the Expense Report you would like to review/approve and the below screen will appear.

Approve Expense Report - Expense Summary

Expense Details

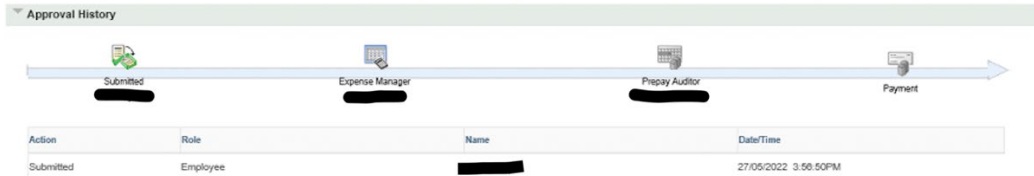
Actions: Choose an Action GO

Business Purpose: General Travel & Expenses  
 Description: Reimbursements  
 Reference: [Redacted]  
 Report: 000000138 Submitted for Approval  
 Created: 27/05/2022 [Redacted]  
 Last Updated: 27/05/2022 [Redacted]

Totals

Employee Expenses (3 Lines)	287.72 CAD	Non-Reimbursable Expenses	0.00 CAD	Employee Credits	0.00 CAD
Cash Advances Applied	0.00 CAD	Prepaid Expenses	0.00 CAD	Supplier Credits	0.00 CAD

287.72 CAD Amount Due to Supplier 0.00 CAD Amount Due to Employee



Comments

Approve Send Back Hold Deny

Expense Line

Date	Expense Type	Description	Reimburse Amt	Currency	Personalize   Find	Approve
10/05/2022	Office Supplies	Printer Ink	80.32	CAD	[Pencil icon]	<input checked="" type="checkbox"/>
12/05/2022	Books	Retirement 101	105.00	CAD	[Pencil icon]	<input checked="" type="checkbox"/>
13/05/2022	Mileage - Intercampus	To Hailburton campus and return	102.40	CAD	[Pencil icon]	<input checked="" type="checkbox"/>

Some review of the Expense report can be done on this page as shown above.

If there is a general document relating to the expense report you can view by clicking on “Attachments” on the right hand side of the screen (this is not where receipts/invoices for specific expenses incurred are found).

In the “Approve” column, if any of the check boxes are greyed out this is due to the fact the department associated with the expense falls under another individual within the College to approve the expense.

If there is a paperclip icon (without a “+” sign) this indicates there is an attachment (i.e. receipt), click on the paperclip to see the file name and open it to view the attachment.

- If a receipt is required for an expense incurred, however the submitter did not provide there will be an icon to the left which shows that a comment has been included for your review.

Click on the “Expense Details” button on the top right on the screen and then click “Expand All” to see additional details as shown below.

# Approve Expense Report - Expense Details

Summary and Approve

Actions ...Choose an Action GO

Business Purpose: General Travel & Expenses  
 Report: 000000138 Submitted for Approval  
 Description: Reimbursements  
 Created: 05/27/2022  
 Reference:  
 Last Updated: 05/27/2022

Expenses

Risk Details

View Analytics


Notes

Attachments

Expand Lines | Collapse Lines **Expand All** | Collapse All

Total 287.72 CAD

*Date	*Expense Type	*Description	*Amount	*Currency	Approve				
10/05/2022	Office Supplies	Printer Ink 243 characters remaining	80.32	CAD	<input checked="" type="checkbox"/> Receipt Required <input checked="" type="checkbox"/>				
Payment Type: Out of Pocket		Exchange Rate: 1.00000000	Base Currency Amount: 80.32	CAD	<input checked="" type="checkbox"/> Default Rate <input type="checkbox"/> Calculate VAT				
Billing Type: Internal		Calculated VAT: 9.24	Override VAT:		<input type="checkbox"/> Non-Reimbursable <input type="checkbox"/> VAT Information				
		<input type="checkbox"/> No Receipt			<input type="checkbox"/> No VAT Receipt				
Accounting Details									
Chartfields									
Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Alt Acct	Dept	Program	Project
80.32	FLEMGM	80.32	CAD	1.00000000	53051		141010		
12/05/2022	Books	Retirement 101 240 characters remaining	105.00	CAD	<input checked="" type="checkbox"/> Receipt Required <input checked="" type="checkbox"/>				
Payment Type: Out of Pocket		Exchange Rate: 1.00000000	Base Currency Amount: 105.00	CAD	<input checked="" type="checkbox"/> Default Rate <input type="checkbox"/> Calculate VAT				
Billing Type: Internal		Calculated VAT: 5.00	Override VAT:		<input type="checkbox"/> Non-Reimbursable <input type="checkbox"/> VAT Information				
		<input checked="" type="checkbox"/> No Receipt			<input type="checkbox"/> No VAT Receipt				
Accounting Details									
Chartfields									
Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Alt Acct	Dept	Program	Project
105.00	FLEMGM	105.00	CAD	1.00000000	53021		141010		
13/05/2022	Mileage - Intercampus	To Haliburton campus and return 223 characters remaining	102.40	CAD	<input type="checkbox"/> Receipt Required <input checked="" type="checkbox"/>				

- Review the description to ensure it is accurate/complete (clicking on the small arrow will expand the description field)
- Confirm that the correct account and department are being charged for the expense items for you to approve
  - For mileage, verify that the kilometres entered are reasonable based on the start and end city noted in the Description field
- *Note: the amount reflected may include HST and therefore the amount that is posted may be less due to the College's HST rebate*
- Although it should be extremely rare, there may be unique situations in which a receipt is unable to be provided for an expense (i.e. no receipt provided, receipt lost, etc). In the above example, Line 2 shows that a Receipt is required, but the No Receipt button is checked off and the comment icon  is to the right. In these situations, managerial discretion is to occur.



Expense Report

No Receipt Included


Report ID 000000138


Minimum Receipt Amount 0.00 CAD  
 Monetary Amount 105.00 CAD

A receipt has not been included for the Books expense on line 2. Please provide an explanation as to why.

Comment The dog ate my receipt

OK

Click on the  to see the explanation.

- As a result of no receipt at the top of the screen the “Risk Details” is highlighted with a  icon, clicking on the link will provide further information

Approve Expense Report

View Exception Comments and Risks

Report ID 000000138

General Information

Report Description Reimbursements  
 Business Purpose General Travel & Expenses  
 Reference

Exception Information

Line	Exception	Comment
2 Books	No Receipt	The dog ate my receipt
2 Books	No VAT Receipt	

Risk Details

Line	Risk Level	Risk Description	Risk Criteria	Description
4		EXPENSE MANAGER 4	No VAT Receipt	
4		EXPENSE MANAGER 4	No Receipt included	

Line 2 is flagged as an exception because no receipt exists for the expense type where a receipt is required.

The explanation for no receipt is provided here as well.

You can also view a summary of the expense report by clicking on “View Analytics” at the top of the screen, as per below example:

The first tab shows the expenses by day.

Average Daily Amount 95.91 CAD  
 Highest Expense by Day 105.00 CAD Thursday 12/05/2022  
 Lowest Expense by Day 80.32 CAD Tuesday 10/05/2022

Expense Type	Total Amount	Tu 10/05/2022	We 11/05/2022	Th 12/05/2022	Fr 13/05/2022
Books	105.00	0.00	0.00	105.00	0.00
Office Supplies	80.32	80.32	0.00	0.00	0.00
Mileage - Intercampus	102.40	0.00	0.00	0.00	102.40
Total (CAD)	287.72	80.32	0.00	105.00	102.40

Return

The second tab shows Totals by Department

GL Business Unit	Department	Total Amount
FLEMG	141010	287.72
Total (CAD)		287.72



Return to the Summary page by clicking the “Summary and Approve” link at the top right of the details page.

The following actions are available:

No	Action	Description
1	Approve	Click Approve and expense report will be routed to next individual
2	Send Back	Click Send back and request will return to requestor for changes to be made
3	Hold	Put request on Hold and will not be processed or routed
4	Deny	Decline request and return to requestor

Comments

Approve Send Back Hold Deny

Expense Line

Expense Line Items						Personalize   Find   [2]   [3]
Date	Expense Type	Description	Reimburse Amt	Currency	Approve	
10/05/2022	Office Supplies	Printer Ink	80.32	CAD	<input checked="" type="checkbox"/>	
12/05/2022	Books	Retirement 101	105.00	CAD	<input type="checkbox"/>	Personal Expense
13/05/2022	Mileage - Intercampus	To Haliburton campus and return	102.40	CAD	<input checked="" type="checkbox"/>	

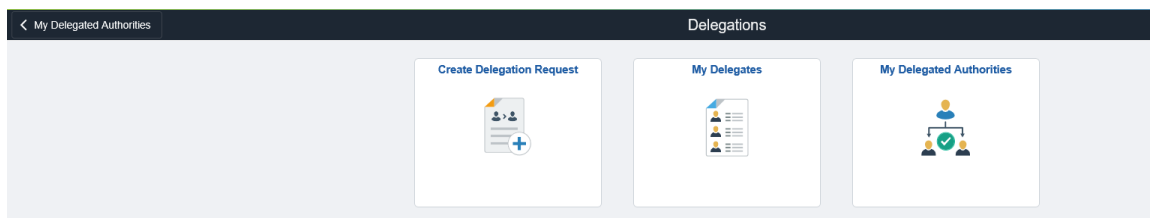
You can approve some lines and deny others by checking Approve box on the line. Where you uncheck a box you must use the drop down explanation to the right.

Click the appropriate button in order for the expense reports to continue.

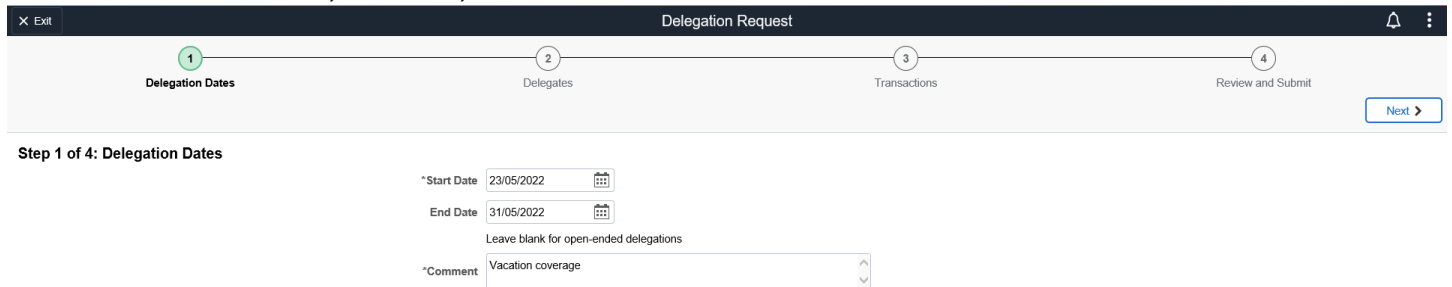
## Delegate Approval Authority

The following steps demonstrate how to create a delegation request for expense reports and travel authorizations. Once a request is created, the appointed delegates will need to accept the request. Delegation is routed to the delegate if an Expense Request or Travel Authorization submit date is within the range of the delegation request.

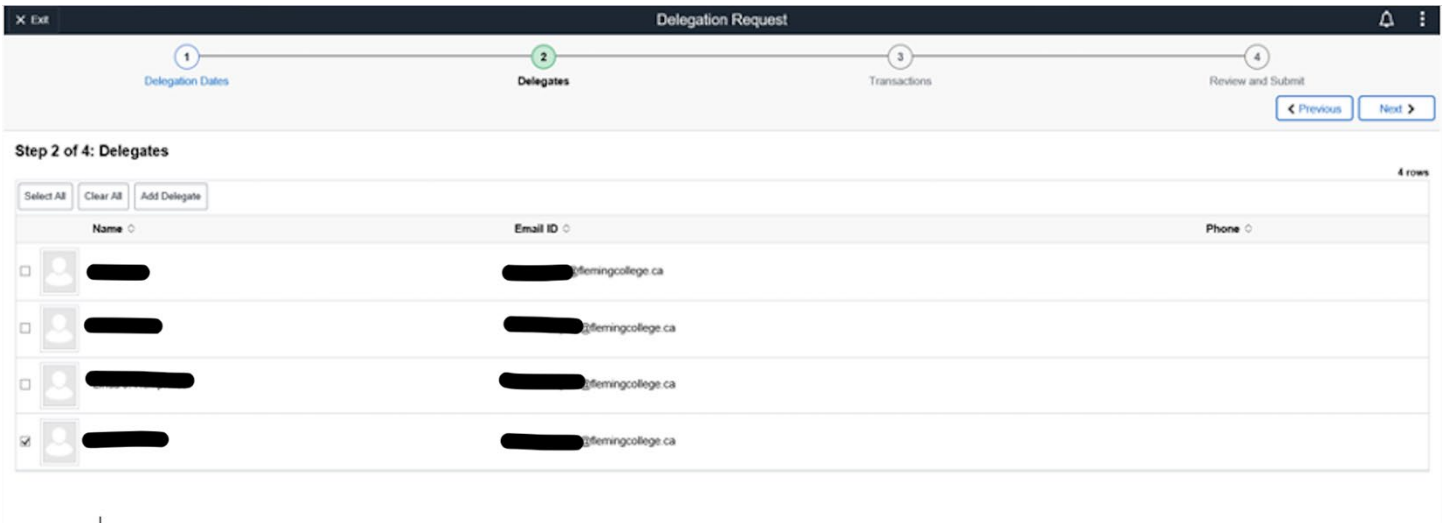
1. Navigate to **Manager Self Service > Finance Delegations**.
2. Click on the **Create Delegation Request** tile.



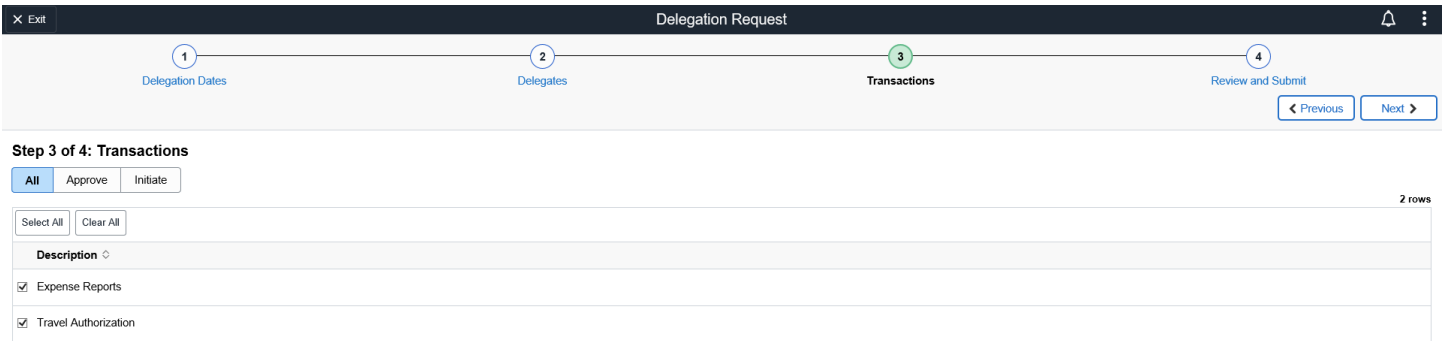
3. Enter a start date, end date, and comment. Click Next

A screenshot of a "Delegation Request" form. At the top, there is a navigation bar with "X Exit" on the left, "Delegation Request" in the center, and a bell icon and menu icon on the right. Below the navigation bar is a progress indicator with four steps: "1 Delegation Dates", "2 Delegates", "3 Transactions", and "4 Review and Submit". A "Next >" button is located at the bottom right. The main content area is titled "Step 1 of 4: Delegation Dates" and contains three input fields: "\*Start Date" with the value "23/05/2022", "\*End Date" with the value "31/05/2022", and "\*Comment" with the value "Vacation coverage". There is a note "Leave blank for open-ended delegations" between the end date and comment fields.

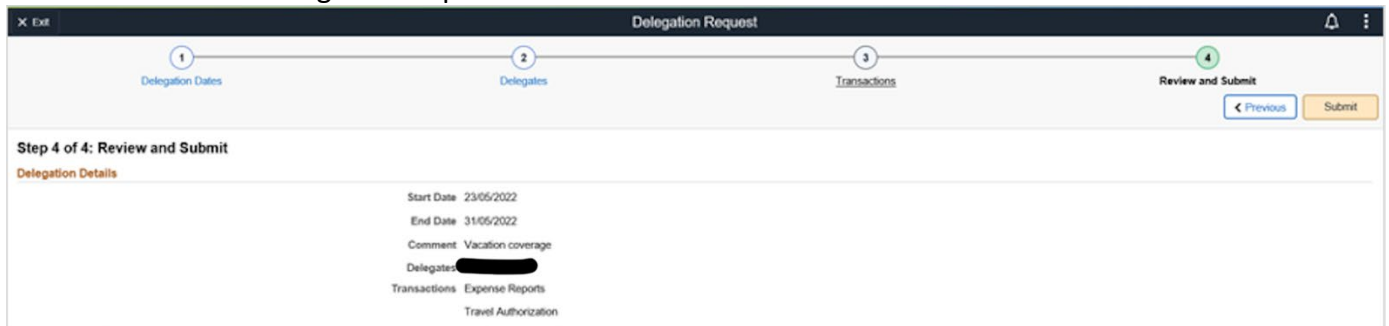
4. Select delegates or click **Add Delegate** if necessary. Please ensure that the delegate selected is an existing approver. Otherwise they will not have the security access to approve transactions.



5. Select the transaction(s) to delegate. Click Next.



6. Review and submit delegation request.



7. The appointed delegates will receive an email stating that they have been requested as a delegate together with a link to accept the delegation. **Delegates must click the link and accept the delegation to complete the process.**

[REDACTED] or an administrator on behalf of [REDACTED] has submitted a delegation request to you.

Transaction(s): Vacation coverage: Expense Reports, Travel Authorization  
From: 2022-05-23  
To: 2022-05-31

You can review the request, then accept or reject the request, using the link below.

[https://fpltp.flemingc.on.ca/psp/FPLTP/EMPLOYEE/ERP/c/EODL\\_ALL.EODL\\_MY\\_DLGT\\_AUTH.GBL?Page=EODL\\_DLGT\\_AUTH\\_PG&Action=U&EODL\\_DELEGATOR\\_OID=jpacey&EODL\\_DELEGATOR\\_RCD=0&TRANSACTION\\_NAME=Travel%20Authorization&EODL\\_TRAN\\_ALLOWED=A&FROM\\_DATE=2022-05-23&EODL\\_PROXY\\_OID=\[REDACTED\]](https://fpltp.flemingc.on.ca/psp/FPLTP/EMPLOYEE/ERP/c/EODL_ALL.EODL_MY_DLGT_AUTH.GBL?Page=EODL_DLGT_AUTH_PG&Action=U&EODL_DELEGATOR_OID=jpacey&EODL_DELEGATOR_RCD=0&TRANSACTION_NAME=Travel%20Authorization&EODL_TRAN_ALLOWED=A&FROM_DATE=2022-05-23&EODL_PROXY_OID=[REDACTED])

[Reply](#) [Forward](#)

My Delegated Authorities

Active Accepted Ended Rejected Revoked Submitted

Accept Reject

Transactions	Delegator	Start Date / End Date	Request Status
<input checked="" type="checkbox"/> Expense Reports, Travel Authorization	[REDACTED]	05/23/2022 05/31/2022	Submitted

Are you sure you want to accept the selected delegations?

Yes No