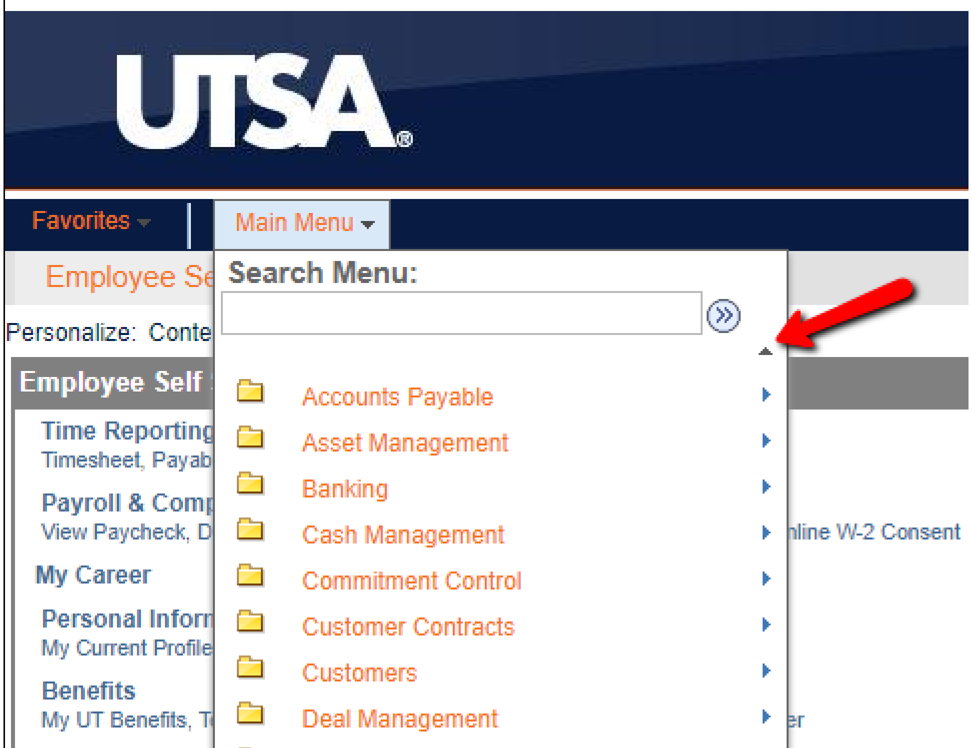
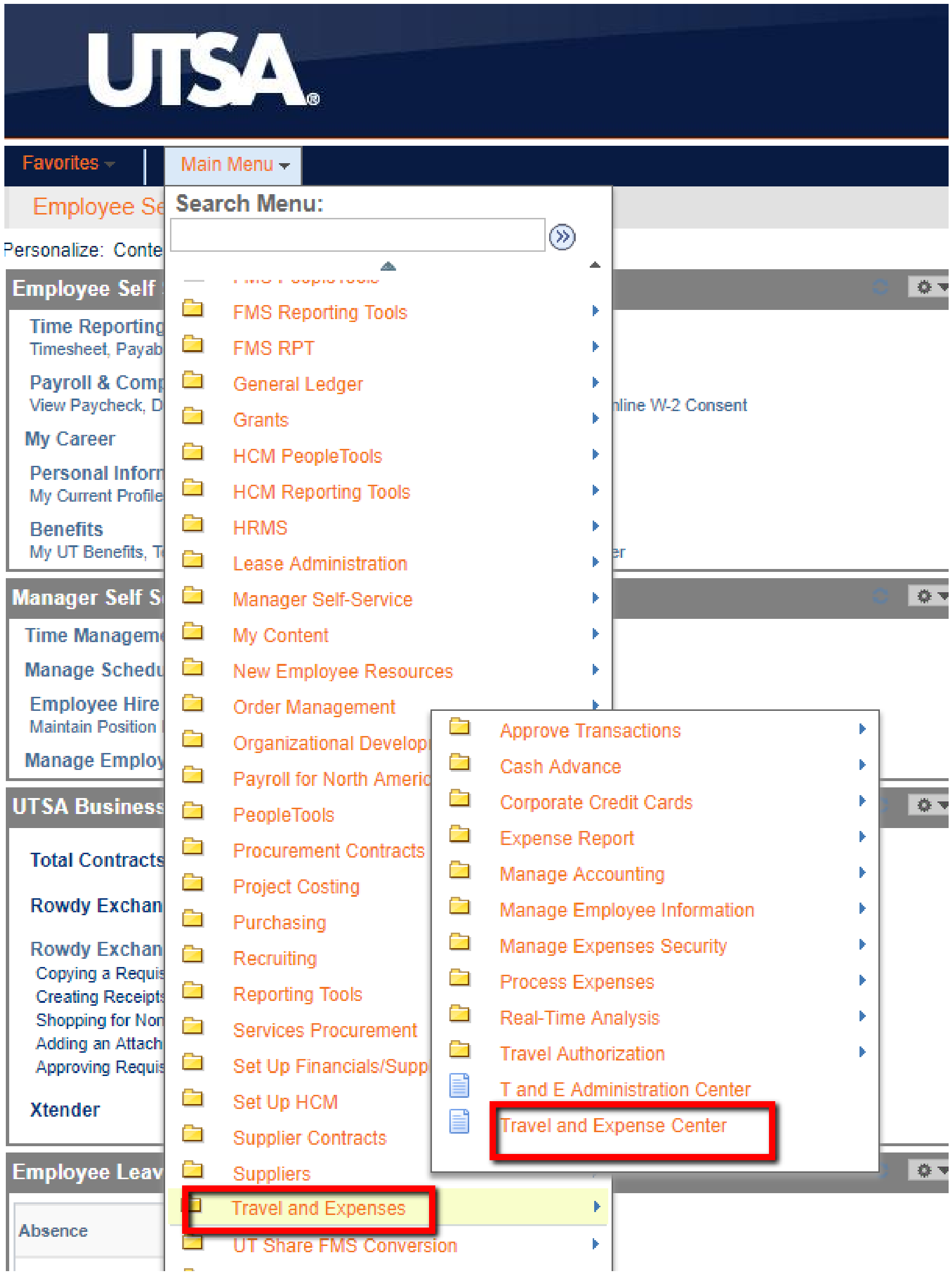
How to View Status of Expense Reports

The purpose of this job aid is to provide step-by-step instructions to UTSA departments on how to view the status of the document in UTShare/PeopleSoft 9.2. **After an Expense Report is submitted for approval, you can view it while it is assigned any of these statuses: Approved, Closed, Denied, In Process, Paid, Pending, Submitted and On Hold.** Users can only read the attribute on the transaction; they cannot change or delete the attribute from the "View Expense Report Page."

Step	Action
1.	Log in to PeopleSoft. From user's landing page, click on **Main Menu** at the top of page. The menu list will appear. By clicking at the downward/upward arrow, the list can organize in alpha order. Find **Travel and Expenses**. Go to **Travel and Expense Center**. 

Bread crumbs:



<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>2.</td><td>Click on Expense Report from the Travel and Expense Center.

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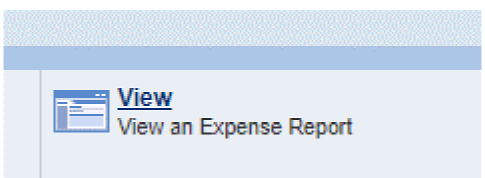
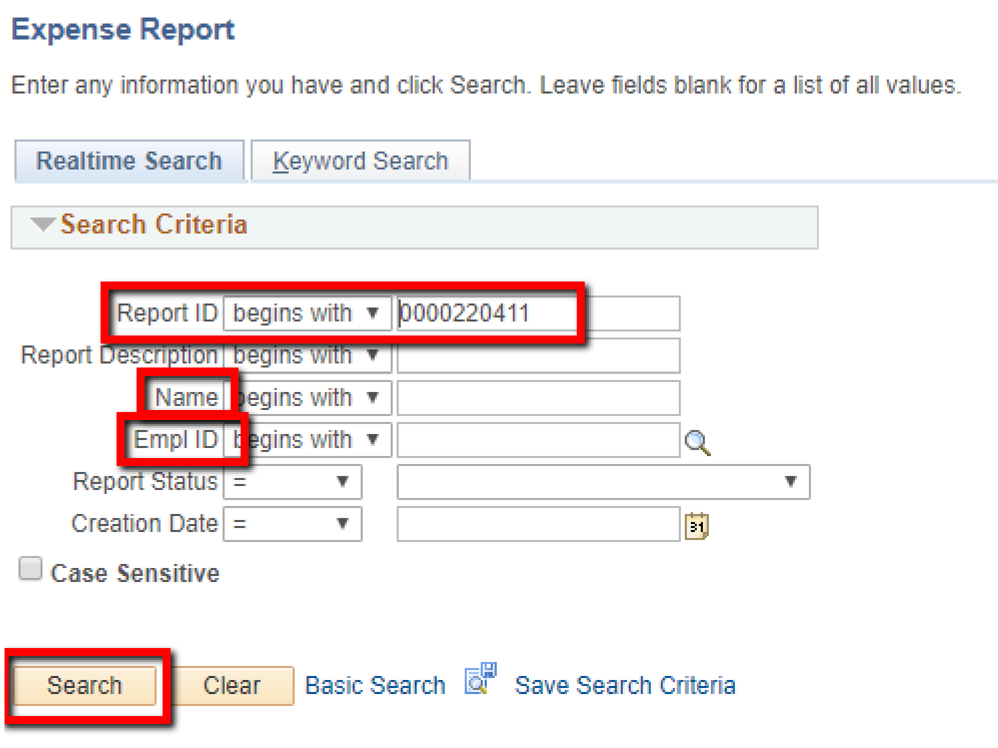
<tr><td>3.</td><td>From the Travel Expense Center/ Expense Report, click on View to view the Expense Report document. Note that you will only be able to view the document from these pages.



</td></tr>
</table>

4. User can search document in question by following criteria: **Report ID**, **Name** or **Empl ID** (employee number). In this example, we will search by Report ID (expense report #).

Click the **Search** button at the bottom of the page.

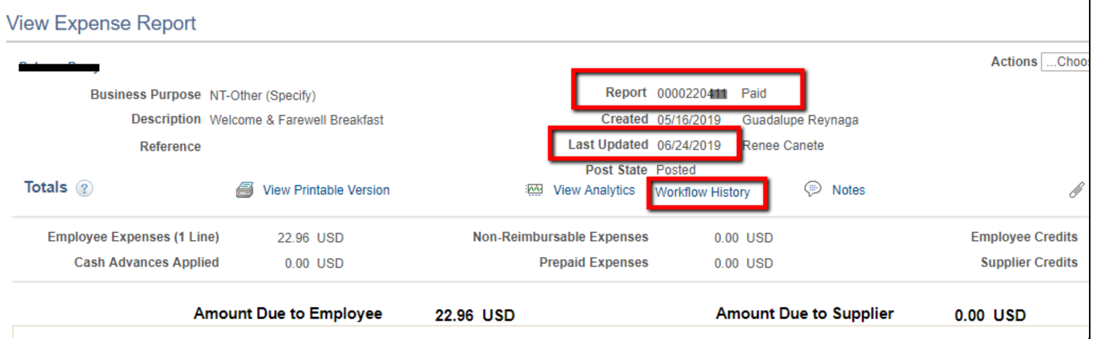


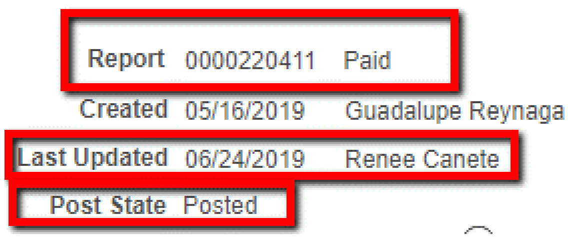
5. **The document may display any of the statuses below as the document routes through workflow: Approved, Closed, Denied, In Process, Paid, Pending, Submitted and On Hold.**

Approved*:* document has been approved by DTS; waiting to pay out in next Pay Cycle
Closed*:* document is marked for closure
Denied*:* expense report was not approved therefore has routed back to creator
In Process*:* document has been submitted and is routing for approval
Paid*:* employee has been issued the reimbursement
Pending*:* employee has not certified expenses or the approver has denied the document
Submitted*:* expense report is ready for workflow approval
On Hold: suspends the document from routing by locking it up on one electronic desk

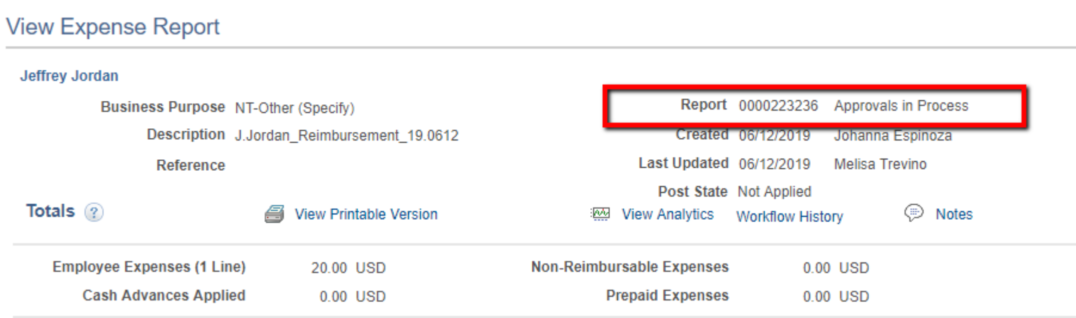
To quickly verify status, the document will reference the status of the document at the top of the page.

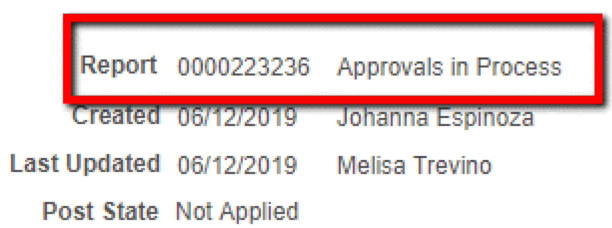
For example, if the document has been paid, the document will show as **PAID**, approval date (last updated) and the document as being **Posted** (completed the full cycle and posted to the general ledger). **The document will also indicate the name of the "creator" and the date the document was created by the department**.





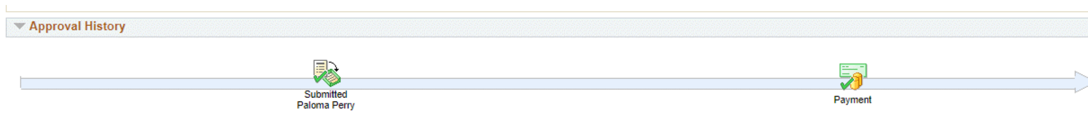
If the document shows to be routing through workflow, the document will display "**Approvals in Process**."



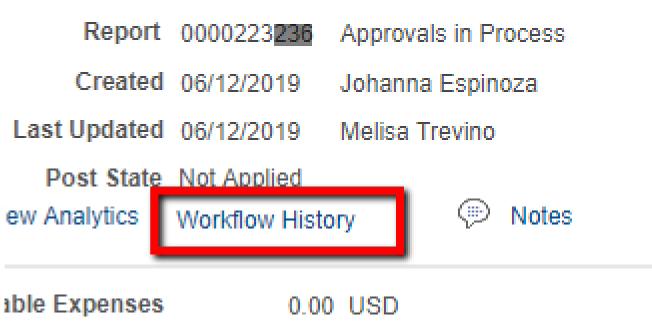


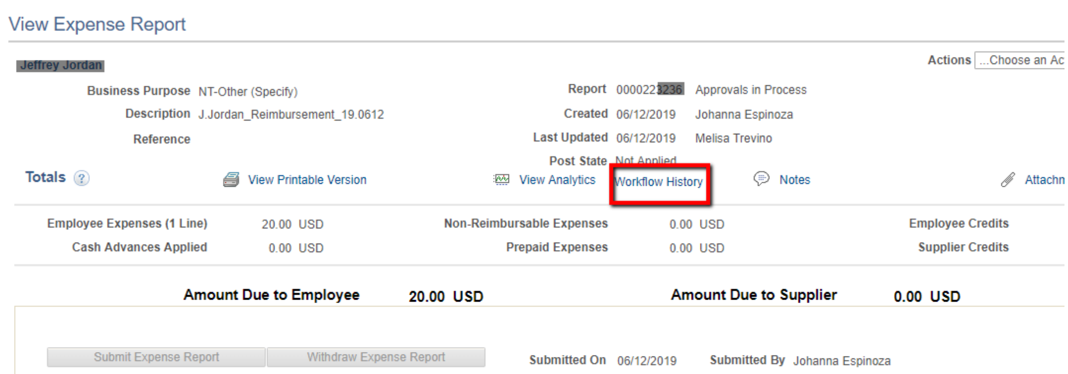
6. Notice the "**Approval History**" section is displayed somewhere in the middle of the page. Use your mouse to scroll up and down web page. There are two ways to check the workflow status of the document.

1) **From a Bird's Eye View**: Scroll down to find the Approval Histroy Section. A green checkmark will appear to indicate the completion of the step as the document follows the workflow path. Notice the status of the document and the name of the approver.

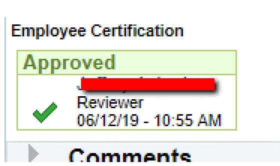


2) To view the detailed information of the workflow including names of budget authorities and back office approvers, go to the "**Workflow History**" link at the top of the page:





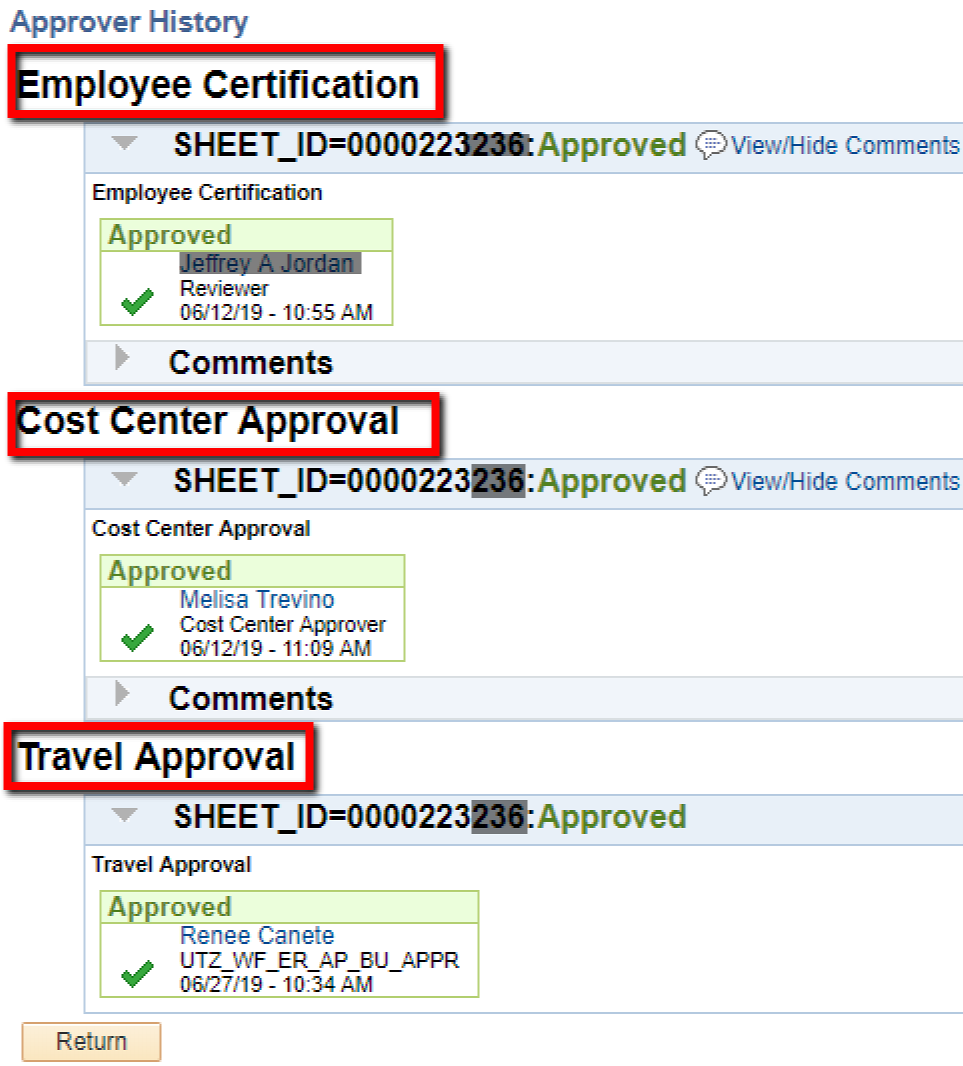
The document will follow the workflow path in place as setup and authorized by department. In the example below, the document has gone through the following approval workflow. As approvals have successfully completed, a green checkmark will display. **Notice that each workflow stage is date stamped by the approver.**



Employee Certification: Certification of expenses approved by employee

Cost Center Approval: Budget Authorities or Cost Center Administrators

Travel Approval: DTS (Disbursements and Travel Services)



Click the **RETURN** action button at the bottom of the page to return to "**View Expense Report**" page.

END