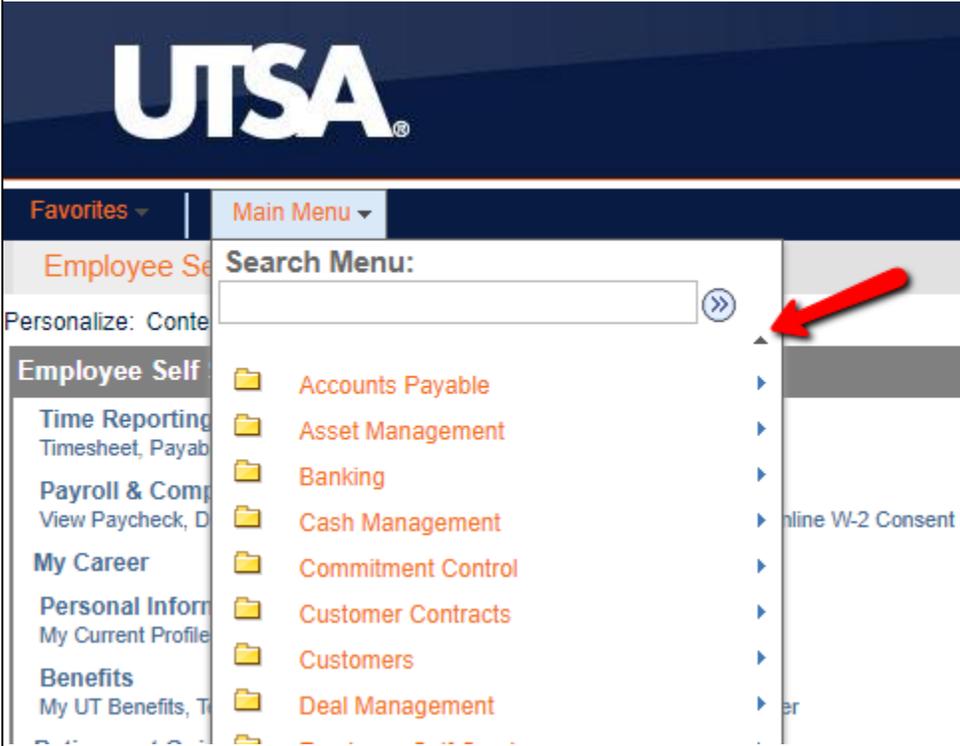


## How to View Status of Expense Reports

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.	<p>Log in to PeopleSoft. From user’s landing page, click on <b>Main Menu</b> 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 <b>Travel and Expenses</b>. Go to <b>Travel and Expense Center</b>.</p>  <p>The screenshot shows the UTSA PeopleSoft interface. At the top is the UTSA logo. Below it are 'Favorites' and 'Main Menu' tabs. A 'Search Menu' is active, displaying a list of folders: Accounts Payable, Asset Management, Banking, Cash Management, Commitment Control, Customer Contracts, Customers, and Deal Management. A red arrow points to the upward arrow icon next to the search menu, indicating how to sort the list.</p>

Bread crumbs:

Favorites > Main Menu > Travel and Expenses > Travel and Expense Center



Favorites > Main Menu >

Employee Self

Search Menu:

Personalize: Conte

Employee Self

Time Reporting

Timesheet, Payab

Payroll & Comp

View Paycheck, D

My Career

Personal Inform

My Current Profile

Benefits

My UT Benefits, T

Manager Self S

Time Managem

Manage Schedu

Employee Hire

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UTSA Business

Total Contracts

Rowdy Exchan

Rowdy Exchan

Copying a Requis

Creating Receipts

Shopping for Non

Adding an Attach

Approving Requis

Xtender

Employee Leav

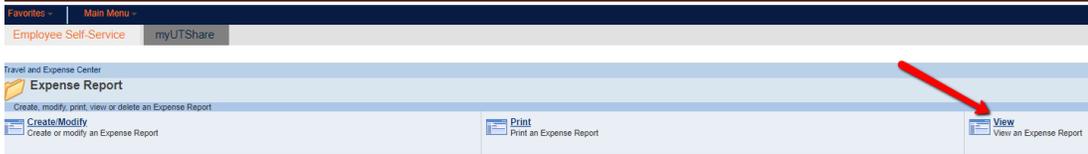
Absence

Search Menu:

- Approve Transactions
- Cash Advance
- Corporate Credit Cards
- Expense Report
- Manage Accounting
- Manage Employee Information
- Manage Expenses Security
- Process Expenses
- Real-Time Analysis
- Travel Authorization
- T and E Administration Center
- Travel and Expense Center

Travel and Expenses

UT Share FMS Conversion

Step	Action
2.	<p>Click on <b>Expense Report</b> from the <b>Travel and Expense Center</b>.</p>  <p>The screenshot shows the top navigation bar with 'Favorites', 'Main Menu', 'Travel and Expenses', and 'Travel and Expense Center'. Below this is a secondary bar with 'Employee Self-Service' and 'myUTShare'. The main content area is titled 'Travel and Expense Center' and contains a folder icon for 'Travel and Expense Center'. Underneath, it says 'Centralized Travel and Expense Center' and lists 'Expense Report' with a red arrow pointing to it. Below 'Expense Report' are three sub-links: 'Create/Modify', 'Print', and 'View'.</p>
3.	<p>From the <b>Travel Expense Center/ Expense Report</b>, click on <b>View</b> to view the Expense Report document. <i>Note that you will only be able to view the document from these pages.</i></p>   <p>The first screenshot shows a 'View' button with a document icon and the text 'View an Expense Report'. The second screenshot shows the 'Expense Report' page with three buttons: 'Create/Modify', 'Print', and 'View'. A red arrow points to the 'View' button.</p>

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.

**Expense Report**

Enter any information you have and click Search. Leave fields blank for a list of all values.

The screenshot shows a search interface for 'Expense Report'. At the top, there are two buttons: 'Realtime Search' and 'Keyword Search'. Below them is a 'Search Criteria' section with a dropdown arrow. The search criteria include:
 

- Report ID: begins with [0000220411] (highlighted with a red box)
- Report Description: begins with [ ]
- Name: begins with [ ] (highlighted with a red box)
- Empl ID: begins with [ ] (highlighted with a red box)
- Report Status: = [ ]
- Creation Date: = [ ]

 There is a 'Case Sensitive' checkbox which is unchecked. At the bottom of the search criteria, there are buttons for 'Search' (highlighted with a red box), 'Clear', 'Basic Search', and 'Save Search Criteria'.

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.**

View Expense Report

Report 0000220411 Paid  
 Created 05/16/2019 Guadalupe Reynaga  
Last Updated 06/24/2019 Renee Canete  
 Post State Posted  
Workflow History

Employee Expenses (1 Line)	22.96 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits
<b>Amount Due to Employee</b>		<b>22.96 USD</b>	<b>Amount Due to Supplier</b>	
			<b>0.00 USD</b>	

Report 0000220411 Paid  
 Created 05/16/2019 Guadalupe Reynaga  
Last Updated 06/24/2019 Renee Canete  
Post State Posted

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

View Expense Report

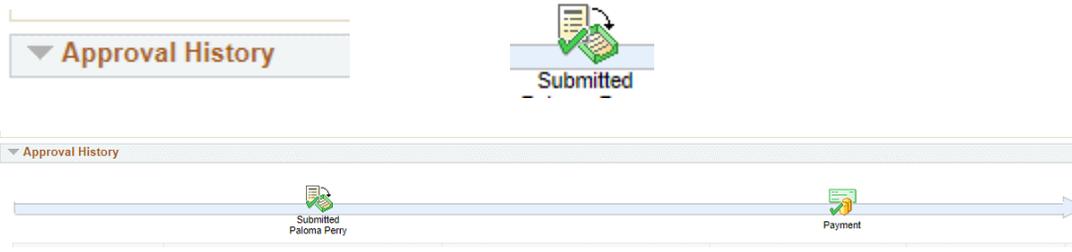
Jeffrey Jordan  
 Business Purpose NT-Other (Specify)  
 Description J.Jordan\_Reimbursement\_19.0612  
 Reference  
Report 0000223236 Approvals in Process  
 Created 06/12/2019 Johanna Espinoza  
 Last Updated 06/12/2019 Melisa Trevino  
 Post State Not Applied  
Workflow History

Employee Expenses (1 Line)	20.00 USD	Non-Reimbursable Expenses	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD

Report 0000223236 Approvals in Process  
 Created 06/12/2019 Johanna Espinoza  
 Last Updated 06/12/2019 Melisa Trevino  
 Post State Not Applied

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 History 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:

Report 0000223236 Approvals in Process  
 Created 06/12/2019 Johanna Espinoza  
 Last Updated 06/12/2019 Melisa Trevino  
 Post State Not Applied  
[View Analytics](#) **Workflow History** [Notes](#)

able Expenses 0.00 USD

View Expense Report

**Jeffrey Jordan** Actions [...Choose an Ac](#)

Business Purpose NT-Other (Specify) Report 0000223236 Approvals in Process  
 Description J.Jordan\_Reimbursement\_19.0612 Created 06/12/2019 Johanna Espinoza  
 Reference Last Updated 06/12/2019 Melisa Trevino  
 Post State Not Applied

Totals [View Printable Version](#) [View Analytics](#) **Workflow History** [Notes](#) [Attachn](#)

Employee Expenses (1 Line)	20.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits
<b>Amount Due to Employee 20.00 USD</b>		<b>Amount Due to Supplier 0.00 USD</b>		

[Submit Expense Report](#) [Withdraw Expense Report](#) Submitted On 06/12/2019 Submitted By Johanna Espinoza

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

**Approved**

Reviewer [Redacted] 06/12/19 - 10:55 AM

[Comments](#)

- Employee Certification:** Certification of expenses approved by employee
- Cost Center Approval:** Budget Authorities or Cost Center Administrators
- Travel Approval:** DTS (Disbursements and Travel Services)

Approver History

**Employee Certification**

▼ SHEET\_ID=0000223236: **Approved** View/Hide Comments

Employee Certification

**Approved**

Jeffrey A Jordan  
Reviewer  
06/12/19 - 10:55 AM

▶ **Comments**

**Cost Center Approval**

▼ SHEET\_ID=0000223236: **Approved** View/Hide Comments

Cost Center Approval

**Approved**

Melisa Trevino  
Cost Center Approver  
06/12/19 - 11:09 AM

▶ **Comments**

**Travel Approval**

▼ SHEET\_ID=0000223236: **Approved**

Travel Approval

**Approved**

Renee Canete  
UTZ\_WF\_ER\_AP\_BU\_APPR  
06/27/19 - 10:34 AM

[Return](#)

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

**END**