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SUPERVISOR/APPROVER

The Basics:

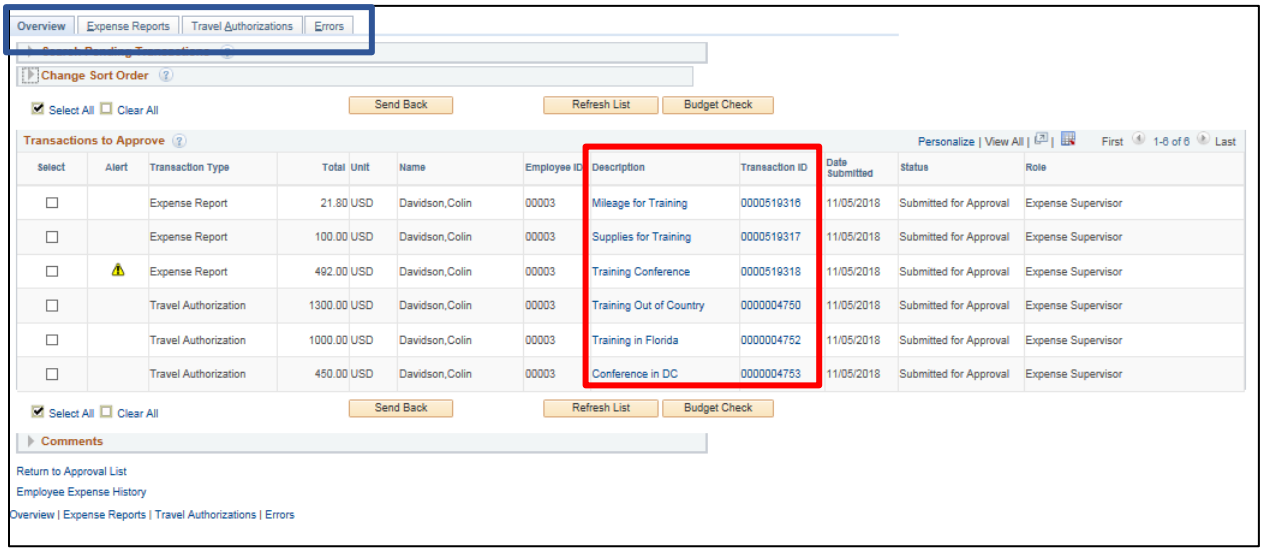
- Supervisors/Approvers are responsible for being knowledgeable of Bulletin 3.4 and department policies regarding expenses
- Expense transactions will automatically reroute to the supervisor's supervisor after 7 days
- Supervisors need to set up an alternate approver prior to extended known absences (See Set up Alternate Approver)
- Expense transactions should never be placed on hold. The transaction will need to be sent back for revision for the employee to resubmit.

Navigating to Transactions Pending Review and Approval

Approvers are responsible for reviewing expense transactions routed to them for approval. Approvers can see expense transactions ready for review and approval by either using their Worklist or by navigating to the Approve Transactions page. The Worklist and Approve Transactions pages can be accessed by navigating through the menu or by selecting the **TE** tile on the Home page.

TE Tile: Expense Reports > Approve Transactions

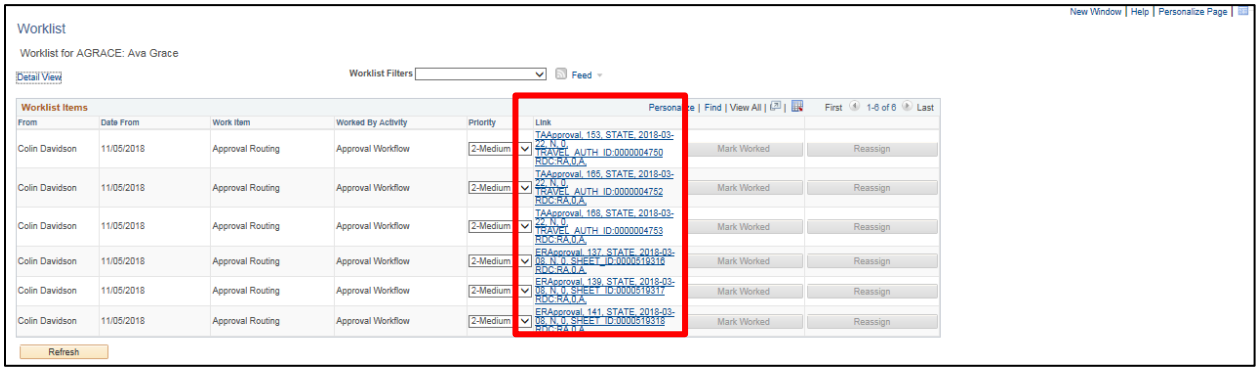
Navigator Menu Navigation: Travel and Expenses > Approve Transactions > Approve Transactions



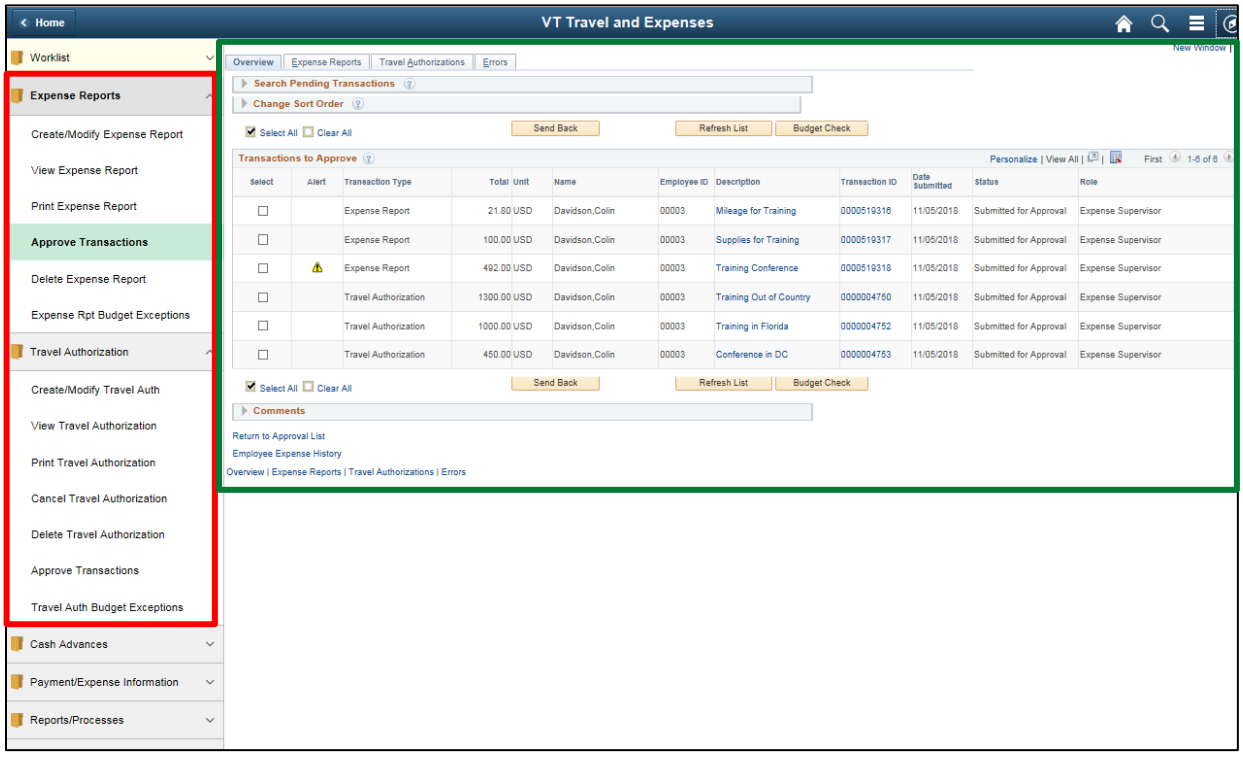
The Approve Transactions pages consist of an overview page of all expense transactions in an approver's queue and separate pages for expense report and travel authorization transaction types. Clicking the **Description** or **Transaction ID** link will display the transaction details. Using the Approve Transactions pages allows you to easily navigate to the next or previous transaction in your list but is limited to only expense transactions pending your approval.

TE Tile: Worklist

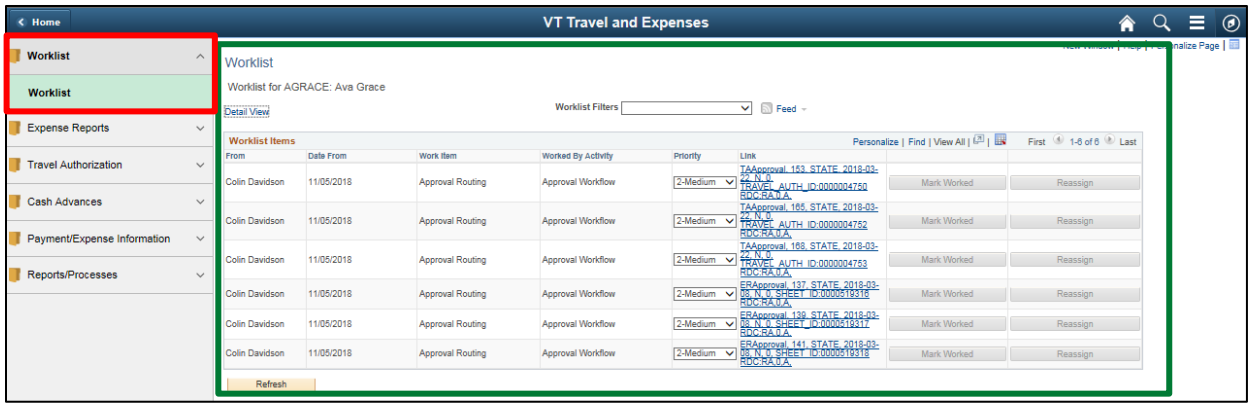
Navigator Menu Navigation: Worklist > Worklist



The Worklist displays all transactions pending approval and is not just limited to expense transactions. Clicking a **Link** will bring you to the applicable module's approval page and transaction details. The Worklist does not include the ability to scroll to the next or previous transactions.



TE Tile: Expense Reports or Travel Authorization > Approve Transactions



The TE tile is a collection of links to the commonly used pages within Travel and Expenses and can be used to easily navigate within the application. The Approve Transactions page and the Worklist are included in the available links. Navigation links are grouped in folders and display on the right of the page. Clicking on a link displays the page in the work area.

Expense Reports

Review Expense Report

The Basics:

Please refer to **Bulletin 3.4** (http://aoa.vermont.gov/bulletins) and your department's policy regarding Expense Reports.

As a Supervisor (Approver) it is your responsibility to review the Expense Report for accuracy and policy following Bulletin 3.4. Only if the Expense Report meets the appropriate standards is it ready for approval.

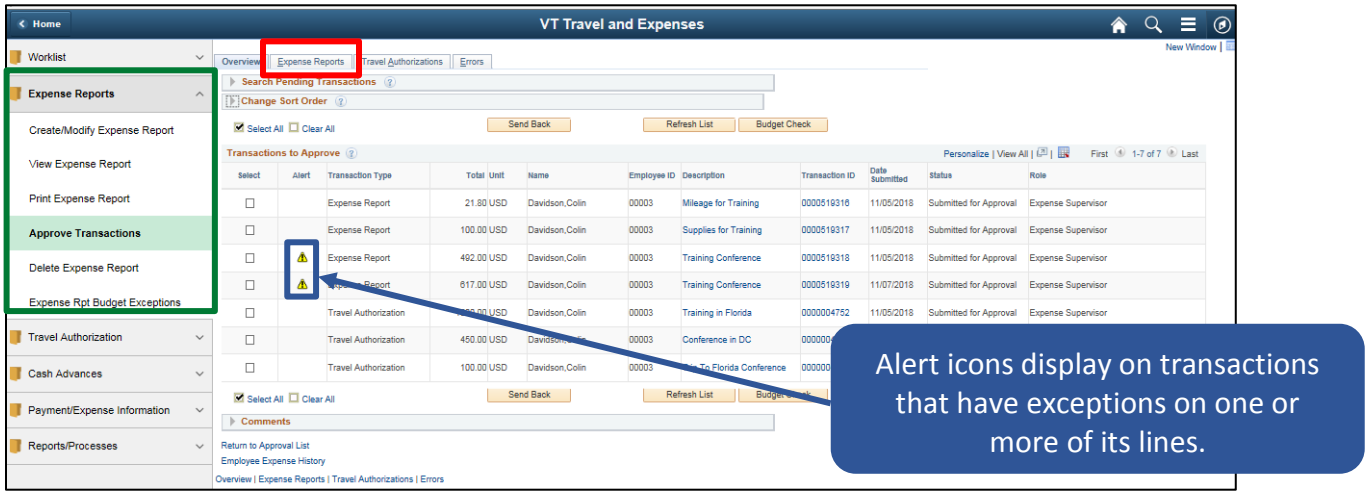
Basic questions to ask prior to approval:

1. Is there a Travel Authorization for this trip?
2. Was the Expense Report created from the Travel Authorization?
3. Was there a Cash Advance for this trip?
4. Was the Cash Advance applied to the Expense Report?
5. Are all items substantiated?
6. Are expense lines charged to the correct chartfields?
7. Are receipts attached to the expense report lines?
8. Does the report comply with Bulletin 3.4?

Situations when this function is used: Approvers are responsible for reviewing expense transactions routed to them for approval. Approvers will use the Approve Transactions pages to identify expense reports pending their review and approval.

Navigation option 1: Home page > TE tile > Expense Reports > Approve Transactions

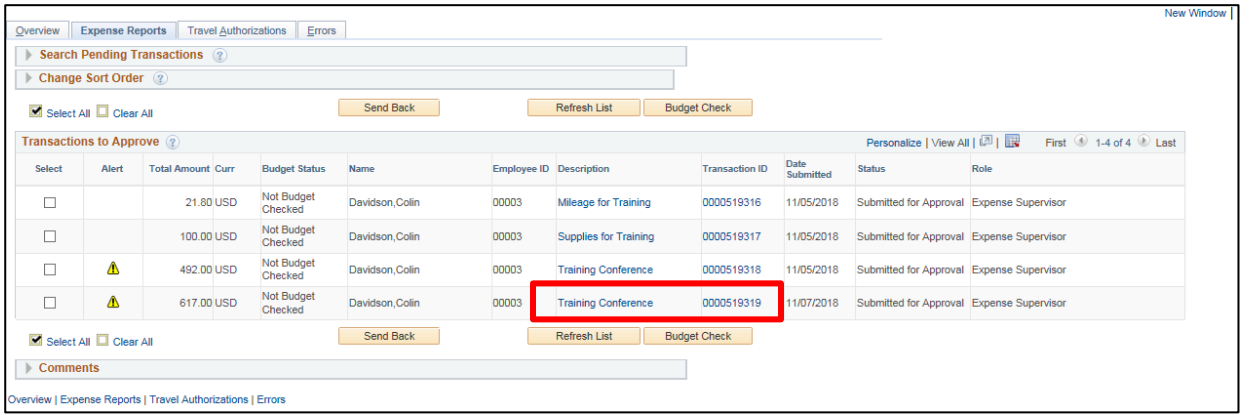
Navigation option 2: Navigator > Travel and Expenses > Approve Transactions > Approve Transactions



The Approve Transactions – Overview page displays a worklist of all expense transactions routed to the approver.

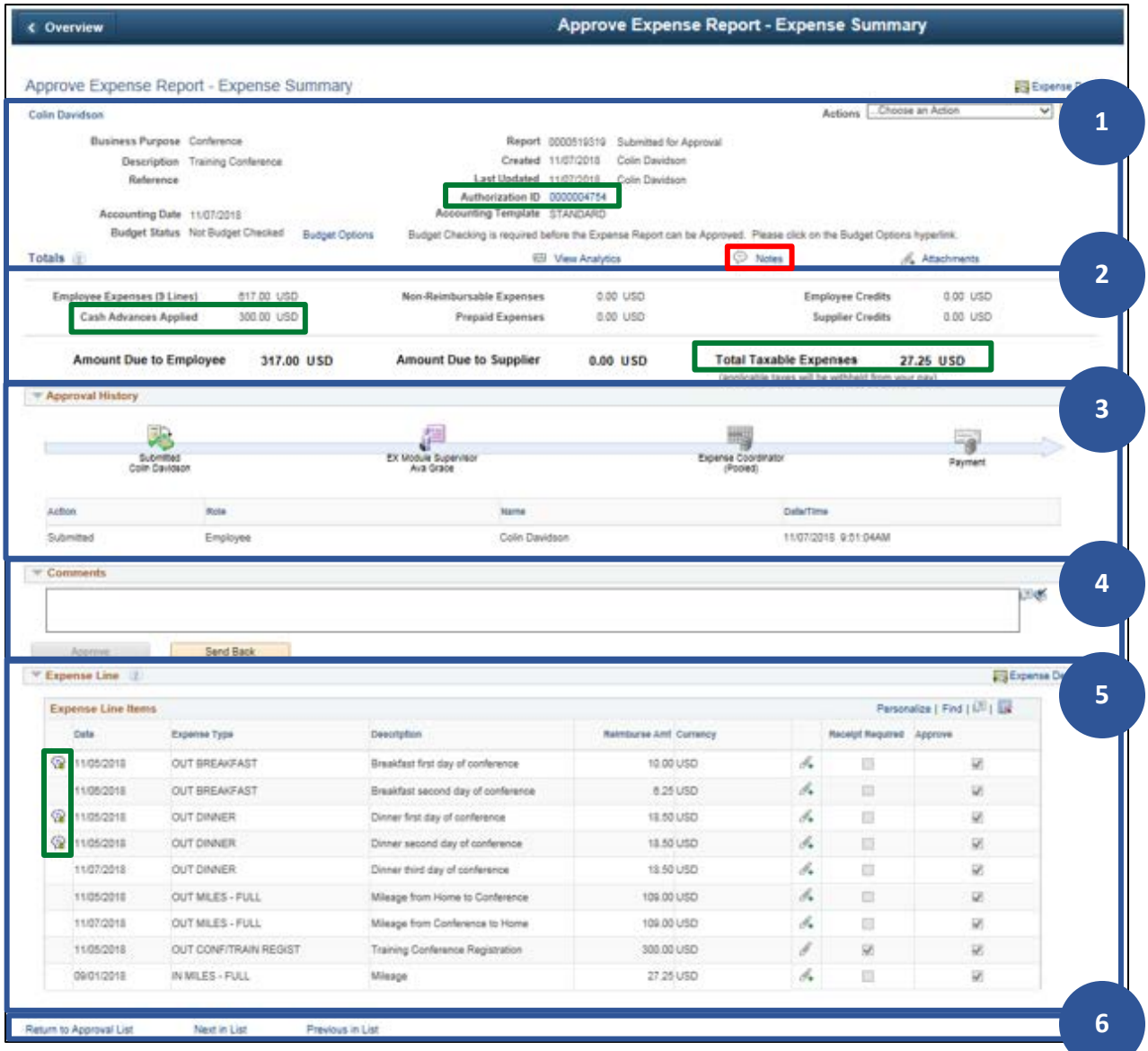
Click on the **Expense Reports** tab to see all Expense Reports that are available to you for review.

The Approve Transactions – Expense Reports page displays all the expense reports pending your approval.



Select the **Description** or **Transaction ID** link to drill down into the transaction details for the expense report you would like to review.

The Approve Expense Report – Expense Summary page displays the expense report information for review.



The Approve Expense Report – Expense Summary page is broken down into various sections.

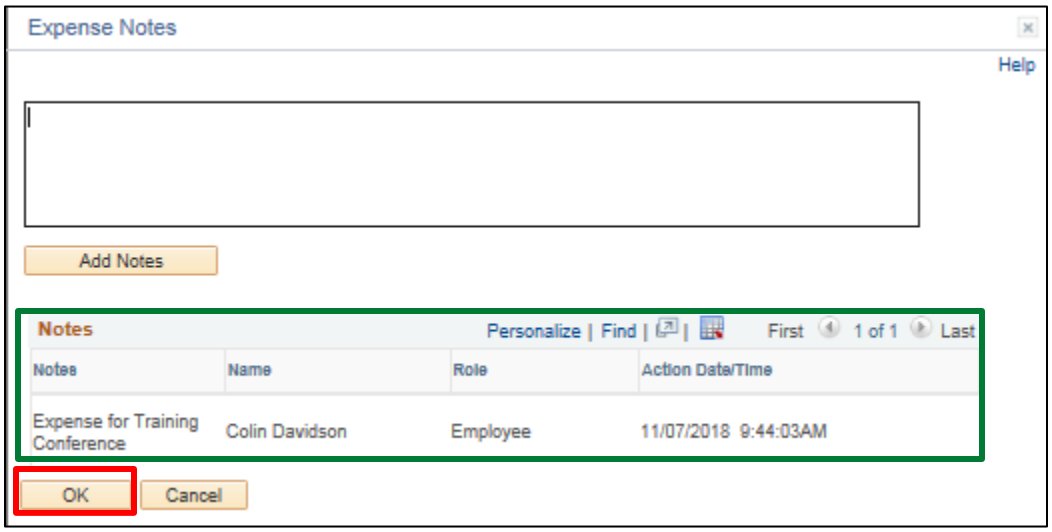
1. General Information includes the Business Purpose, Report ID, Status, Description, Creation and Last Updated Dates, Accounting Date Budget Options link and Budget Status, header Attachments, and Notes. The Authorization ID displays as a link if a travel authorization is associated to the expense report.
2. The Totals section displays the expense report totals including the total Employee Expense amount, Cash Advance Applied amount, Amount Due to Employee and Total Taxable Expense amount.
3. Approval History displays the approval path for the expense report. One or more action will display and can include; Submitted, Sent Back for Revision, Withdrawn,

Resubmitted, and Approved. Actions include the Role of the user performing or who performed the action, Name of user performing or who performed the action, the Action performed and Date/Time the action occurred.

4. The Comments text box is used for approval comments and are required when sending a transaction back for revision. The Approve button is disabled until the transaction has a 'Valid' Budget Status and the Send Back button is enabled.
5. The Expense Line section displays a summary of the expense lines including Expense Types, Date, Amount and line Attachments. Exceptions icons display on transaction lines with an exception. The Receipt Required checkbox identifies lines that require an attached receipt.
6. The Return to Approval List link brings you back to the Approve Transactions page. Use the Next in List and the Previous in List links to display the next or previous expense report in your approval list.

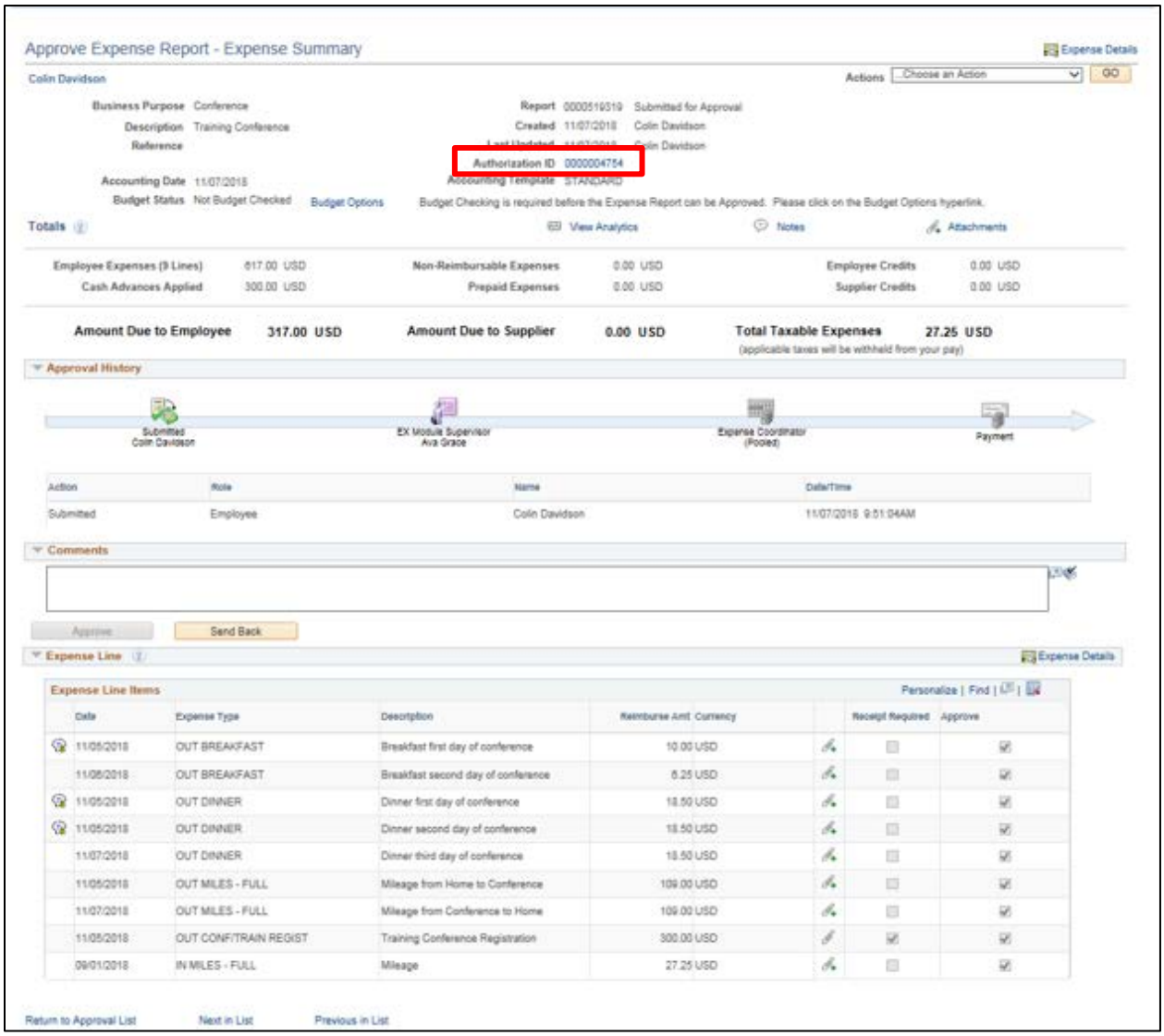
Click the **Notes** link.

The Expense Notes page displays any comments entered by the employee on the expense report.



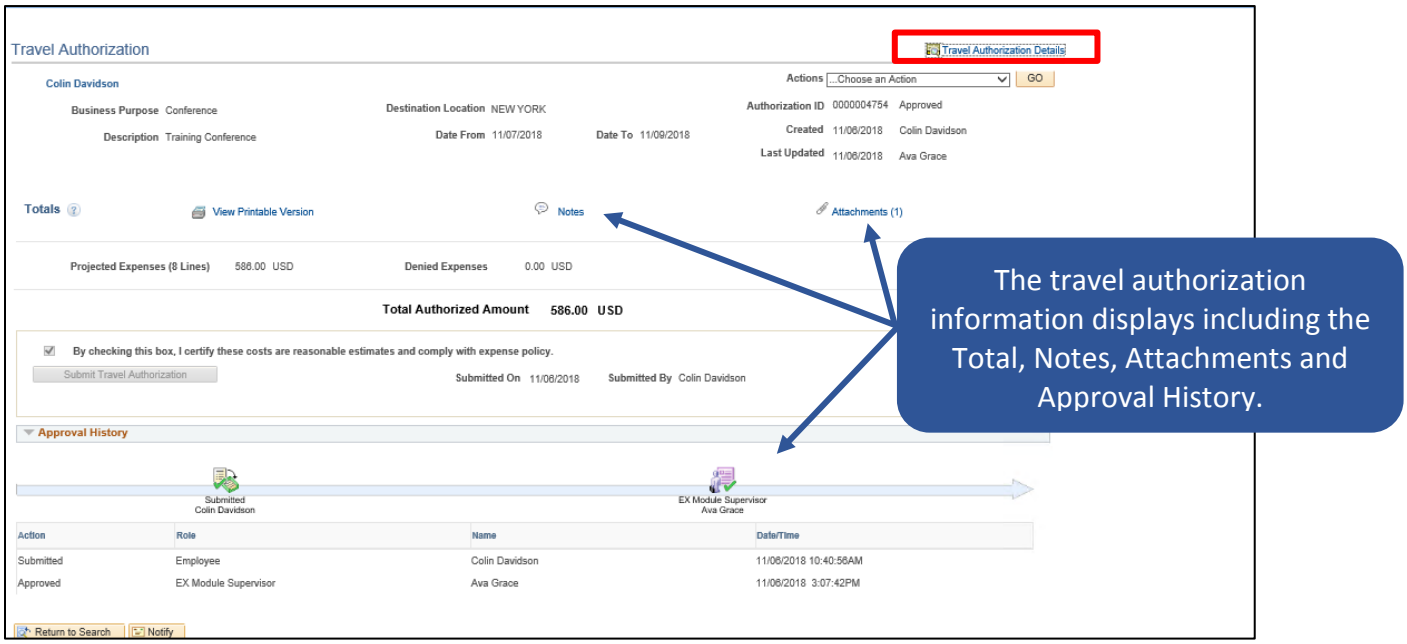
Click the **OK** button.

The Approve Expense Report – Expense Summary page displays.



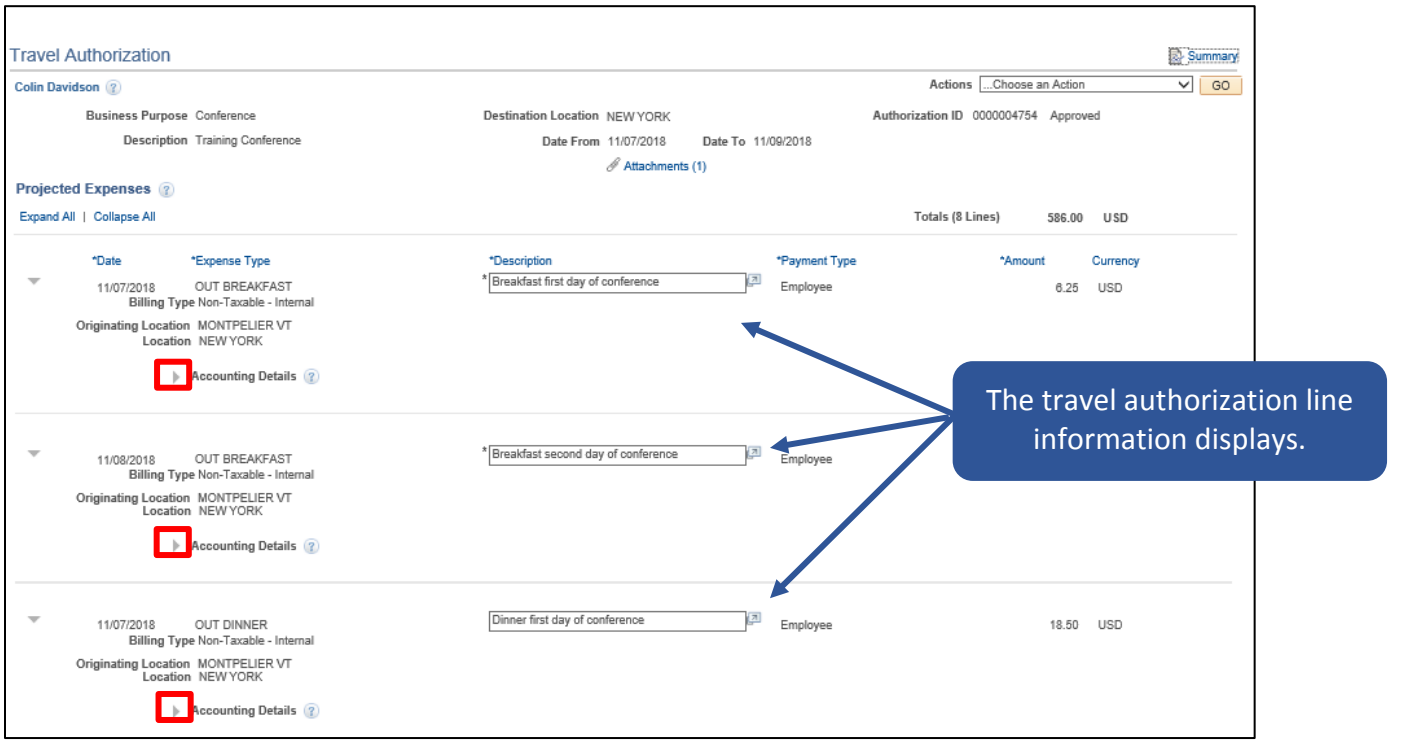
Click the **Authorization ID** link.

The View Travel Authorization – Summary page displays in a new window.



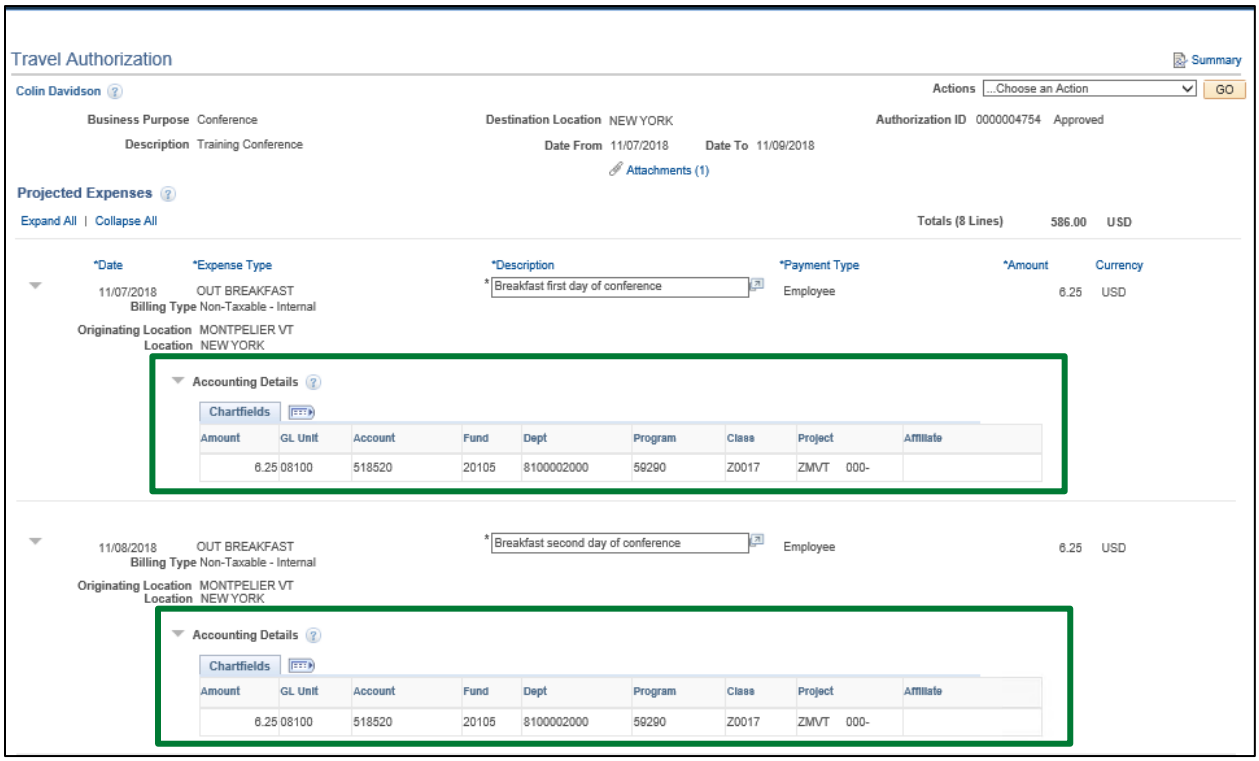
Click the **Travel Authorization Details** link.

The View Travel Authorization – Details page displays.



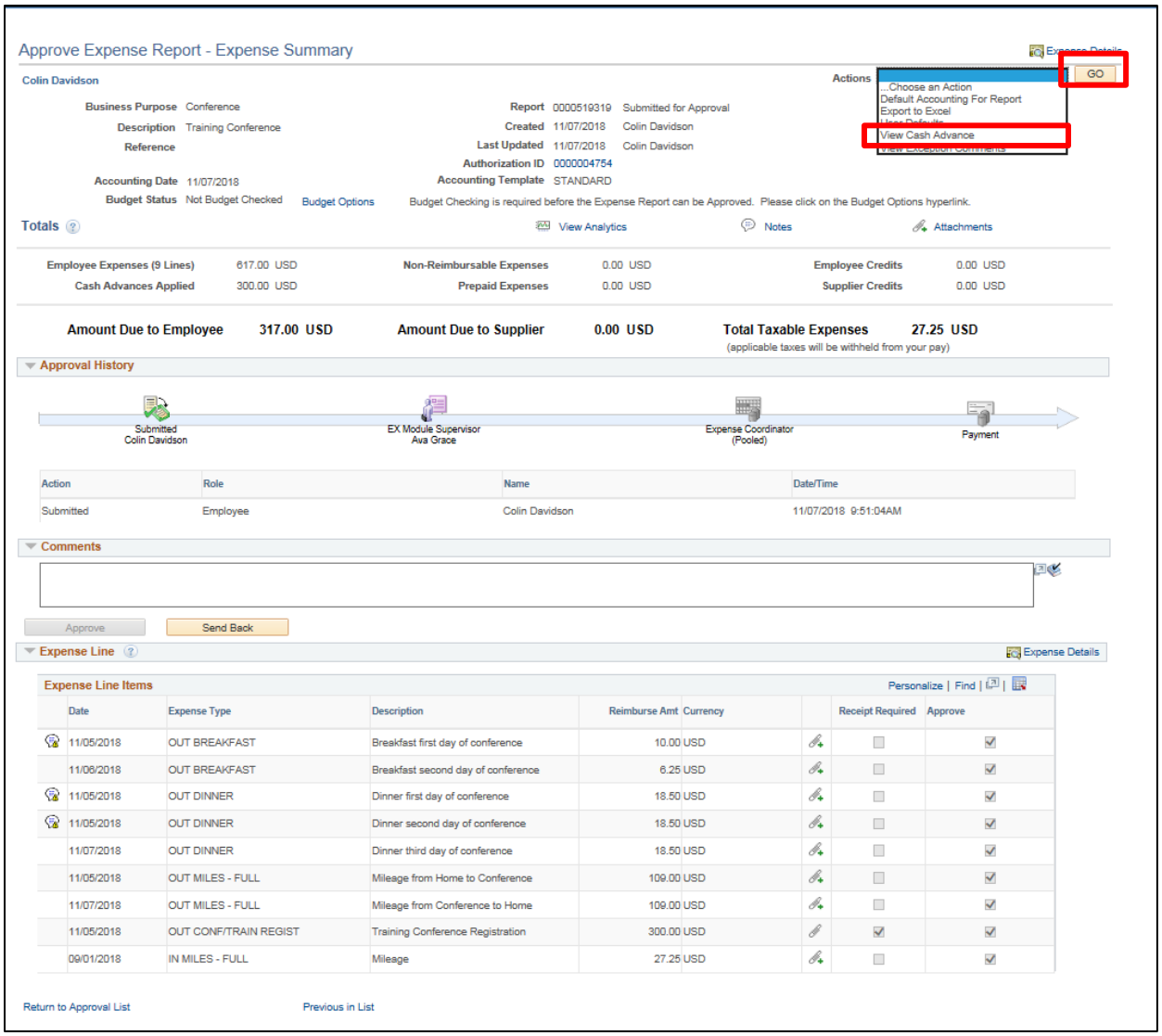
Click the **Expand Accounting Line** icon for each line.

The Accounting Details section expands and displays the ChartField information.



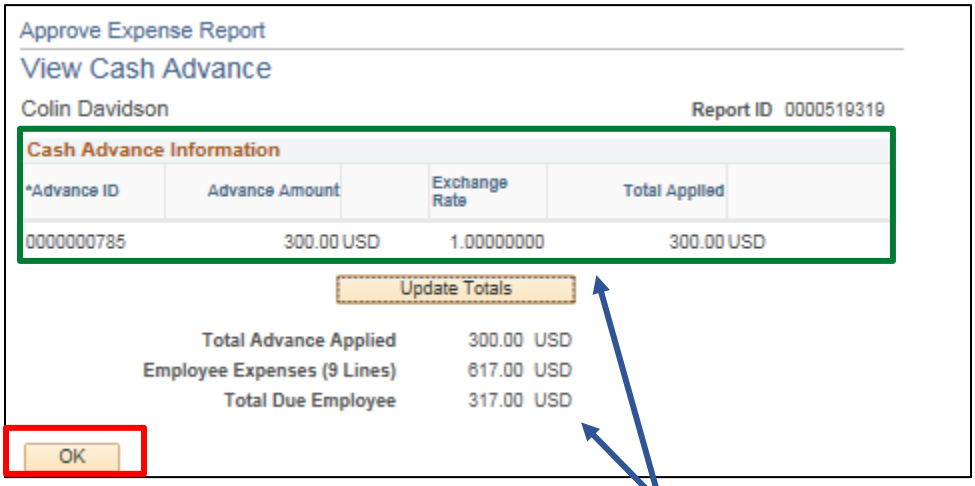
Close the **View a Travel Authorization** window after you have reviewed the travel authorization information and return to the Approve Expense Report – Expense Summary page.

Click the drop-down arrow in the **Action** box and select **View Cash Advance**.



Click the **Go** button.

The Approve Expense Report – View Cash Advance page displays the advance information and amount applied to the expense report.

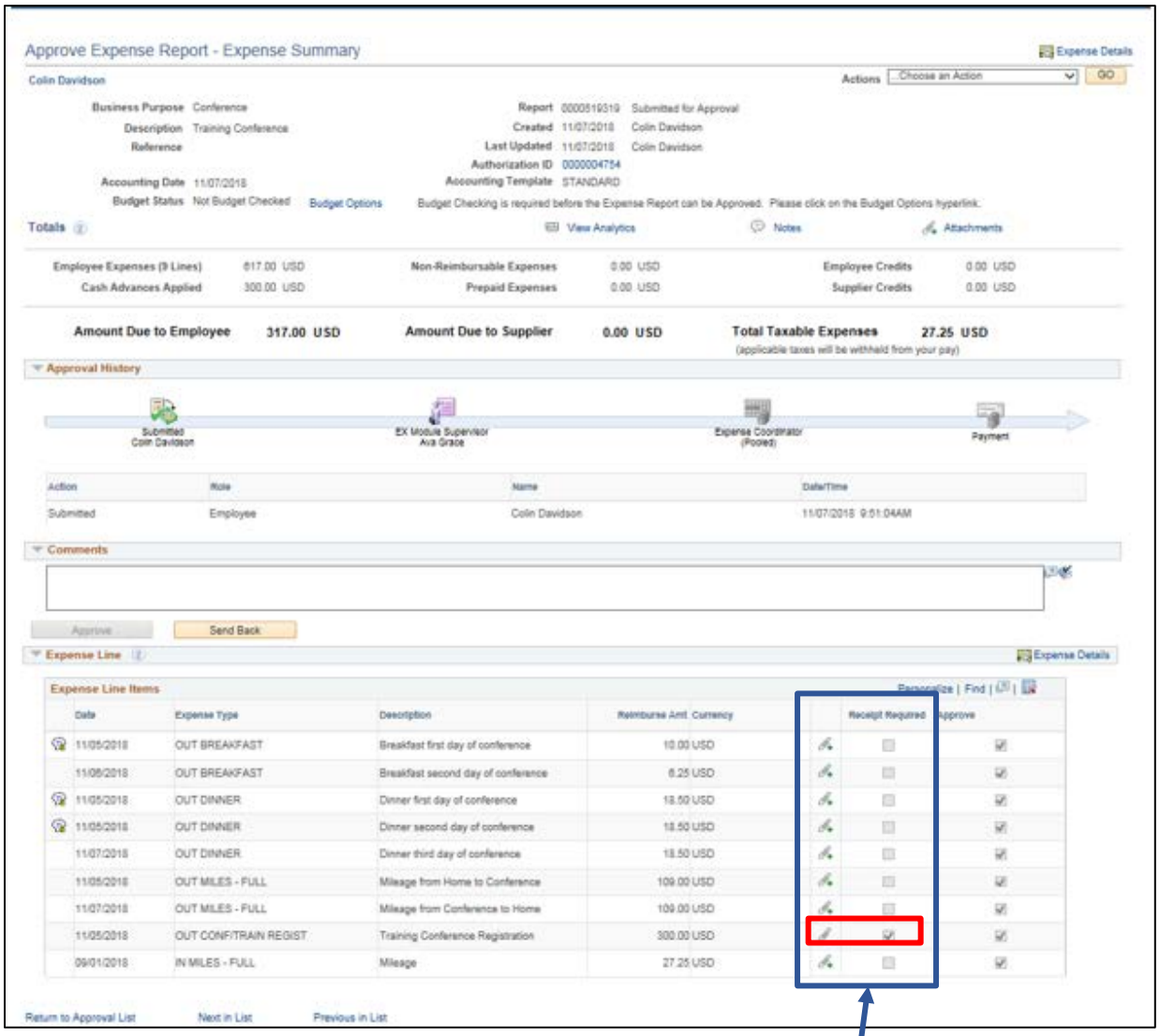


The Total Due Employee amount is the difference between the total amount of the advance applied to the expense report and the total amount of the expense report.

If the Advance Amount is more than the Total Applied, the employee will owe the balance. The employee will adjust the applied amount to match the expense report amount when they create the expense report. The Total Due Employee amount will be $0.00 when the advance amount exceeds the expense report.

Click the **OK** button.

The Approve Expense Report – Expense Summary page displays.

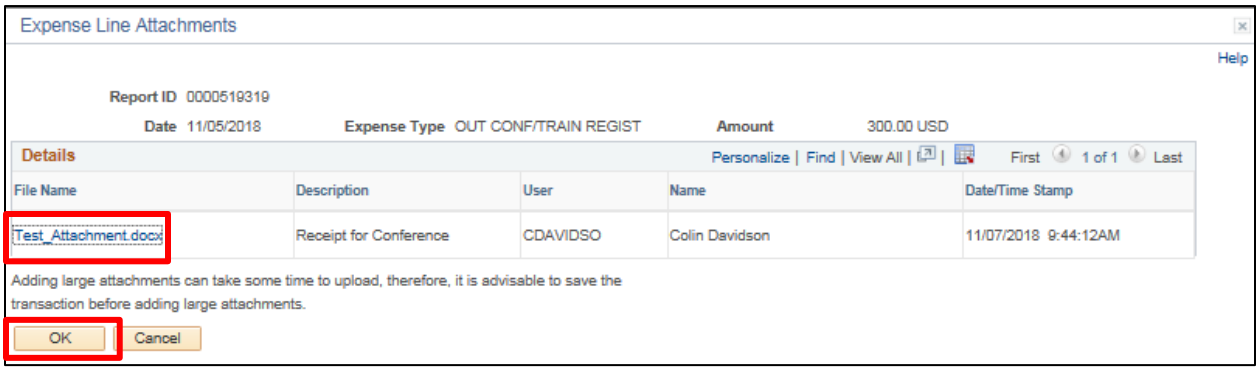


Receipts are required for most expense types but there are some exceptions such as meals, per diems and mileage. The Receipt Required checkbox will be selected when a receipt is required. Employees will attach the receipt to the expense line. The line Attachment icon will display as when an attachment is added to the line. The icon will display as when there is no attachment. Expense reports should be sent back for revision if the line is flagged as Receipt Required and a receipt is not attached.

Review the Receipt Required checkbox for each expense line and verify a receipt is attached.

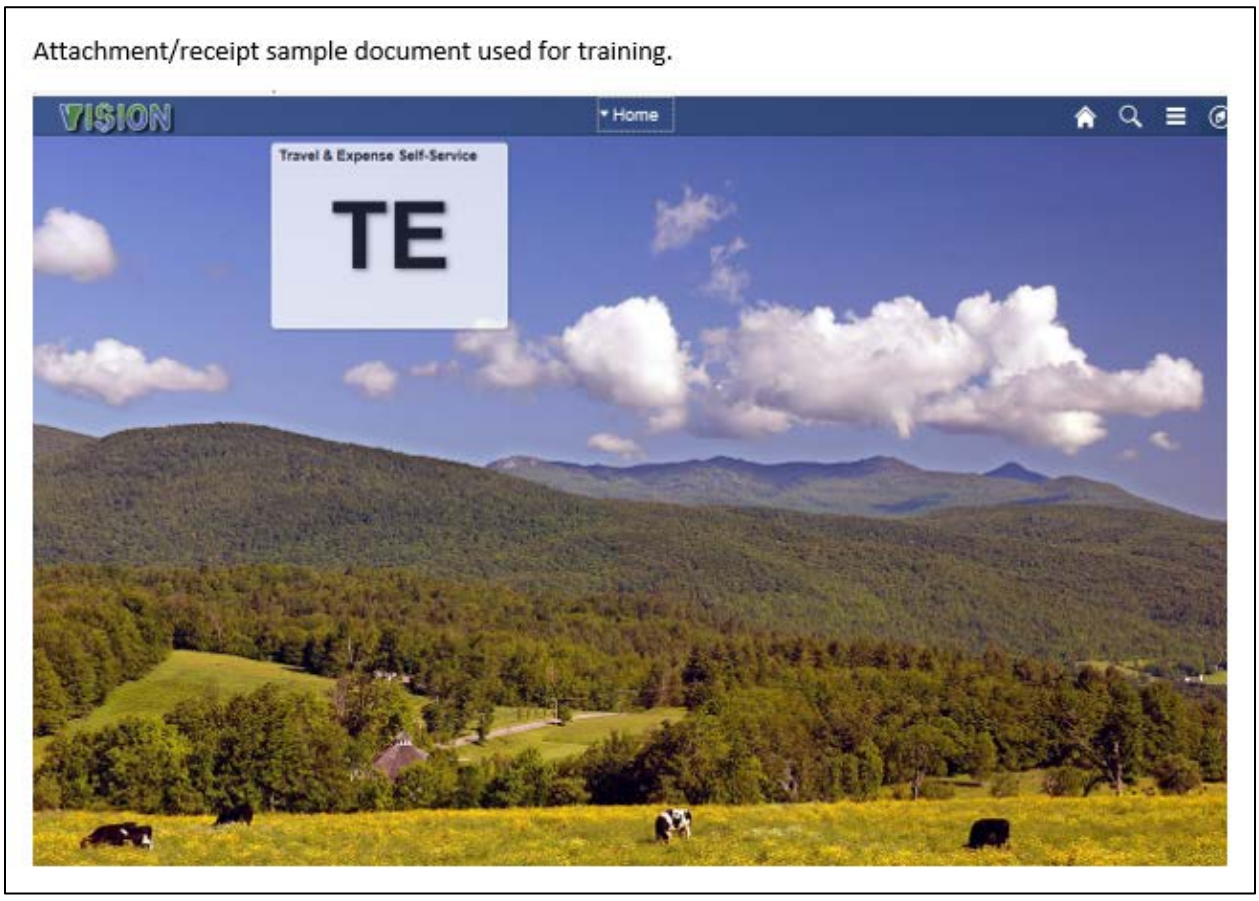
Click the line **Attachment** icon.

The Expense Line Attachments page displays.



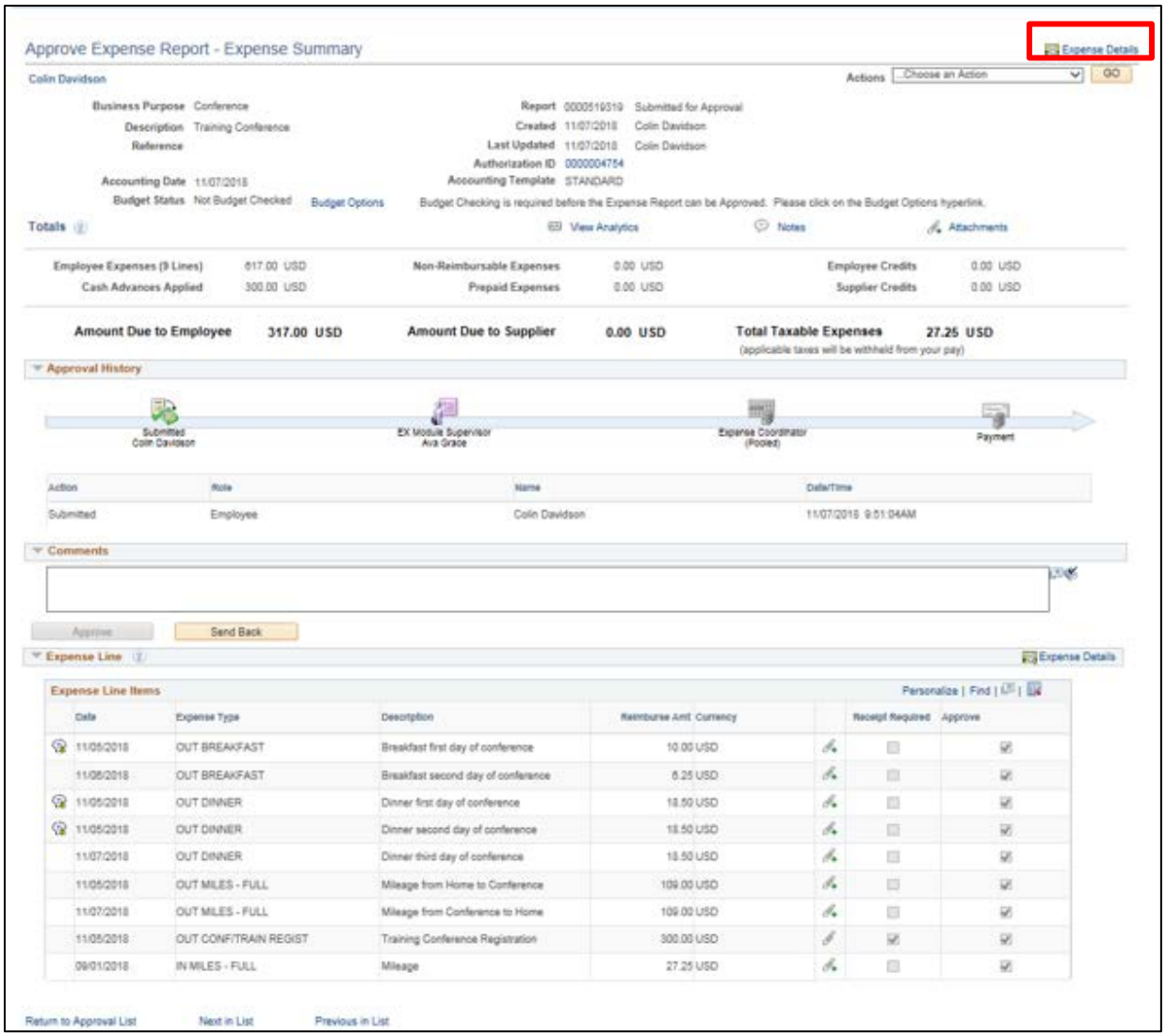
The File Name is a link to the attachment. Approvers can view the attachment, but they cannot add or delete an attachment.

Click the **File Name** link to view the attachment.



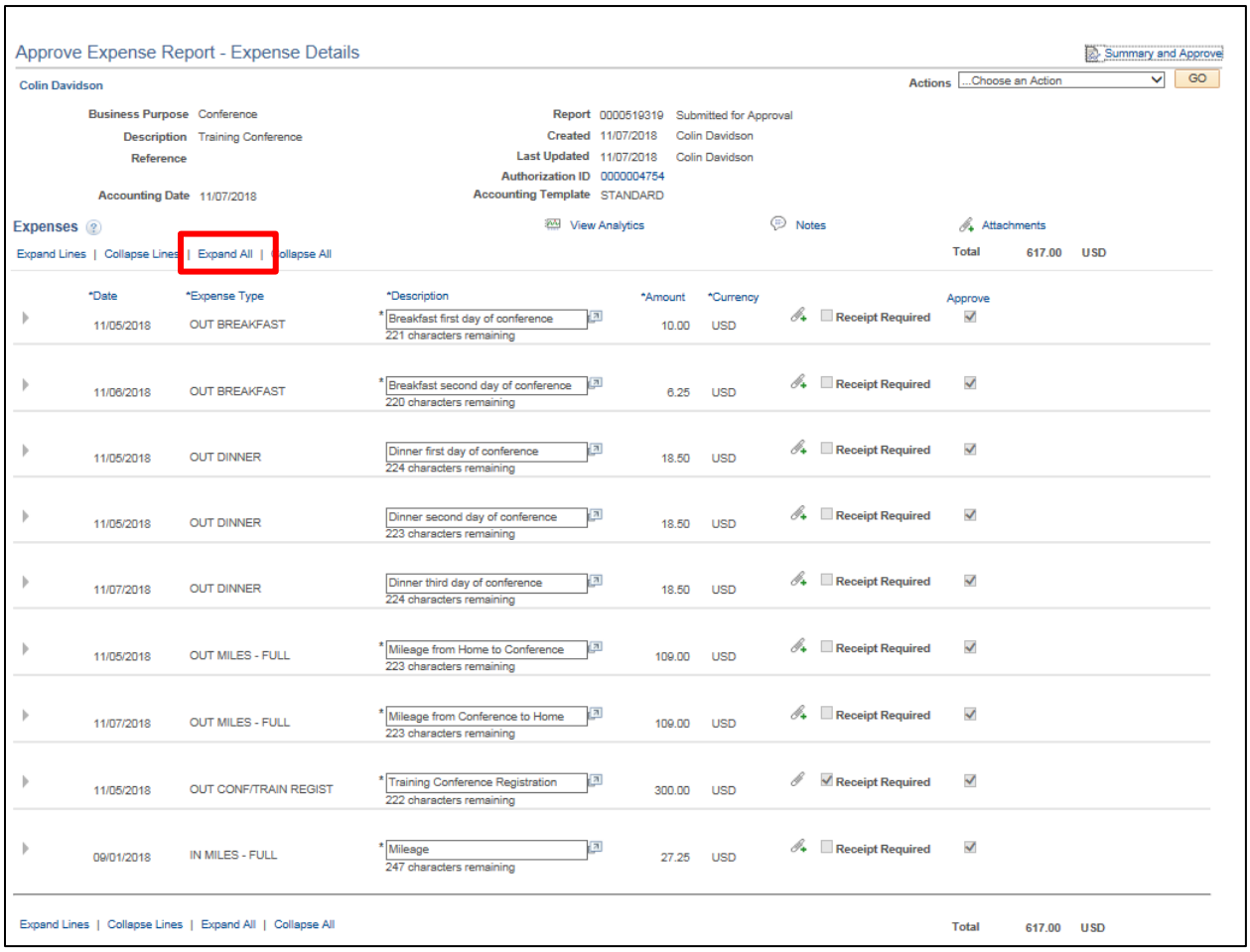
Close the attachment and click the **OK** button on the Expense Line Attachments page.

The Approve Expense Report – Expense Summary page displays.



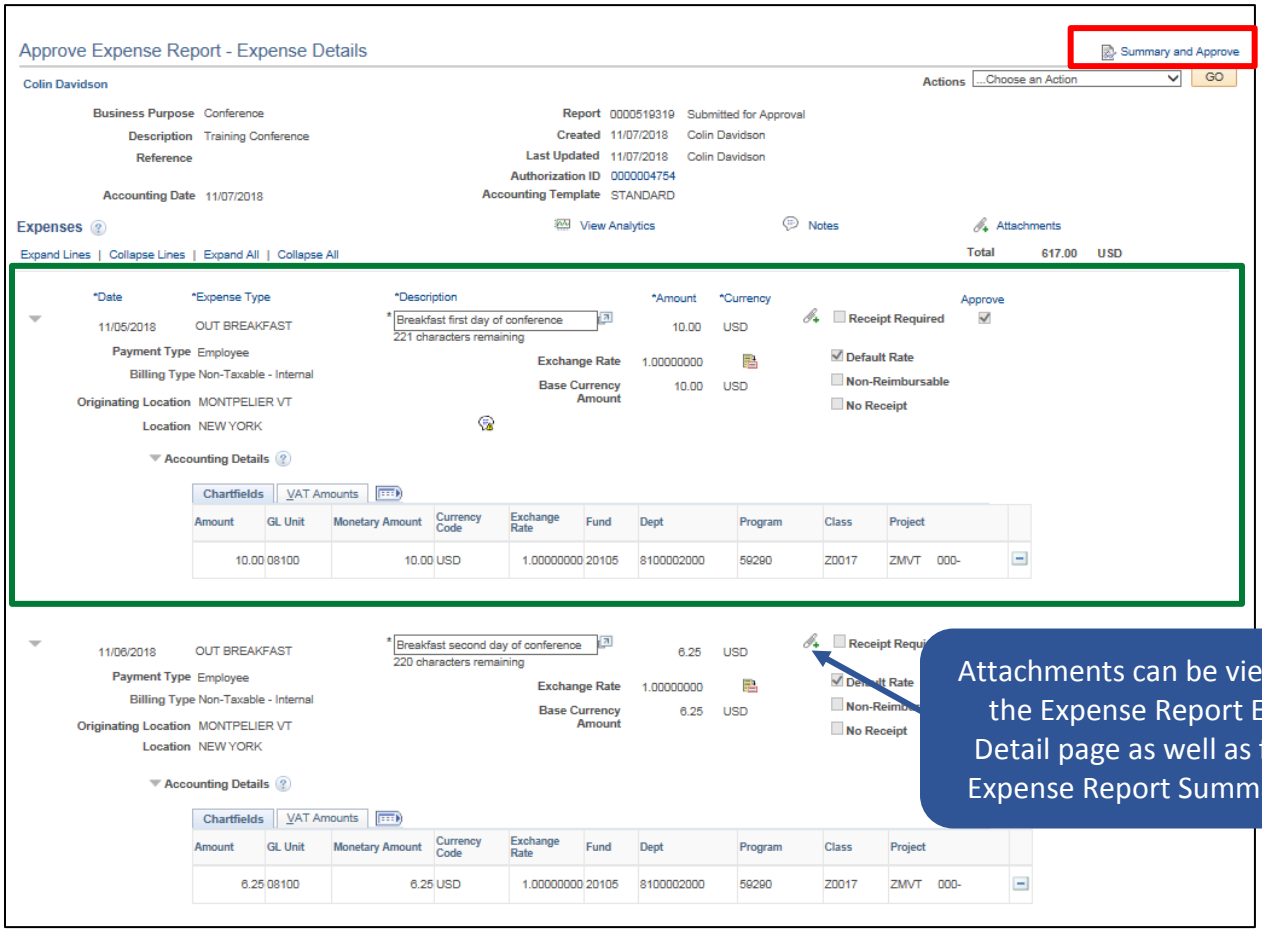
Click the **Expense Details** link.

The Approve Expense Report – Expense Details page displays.



Click the **Expand All** link.

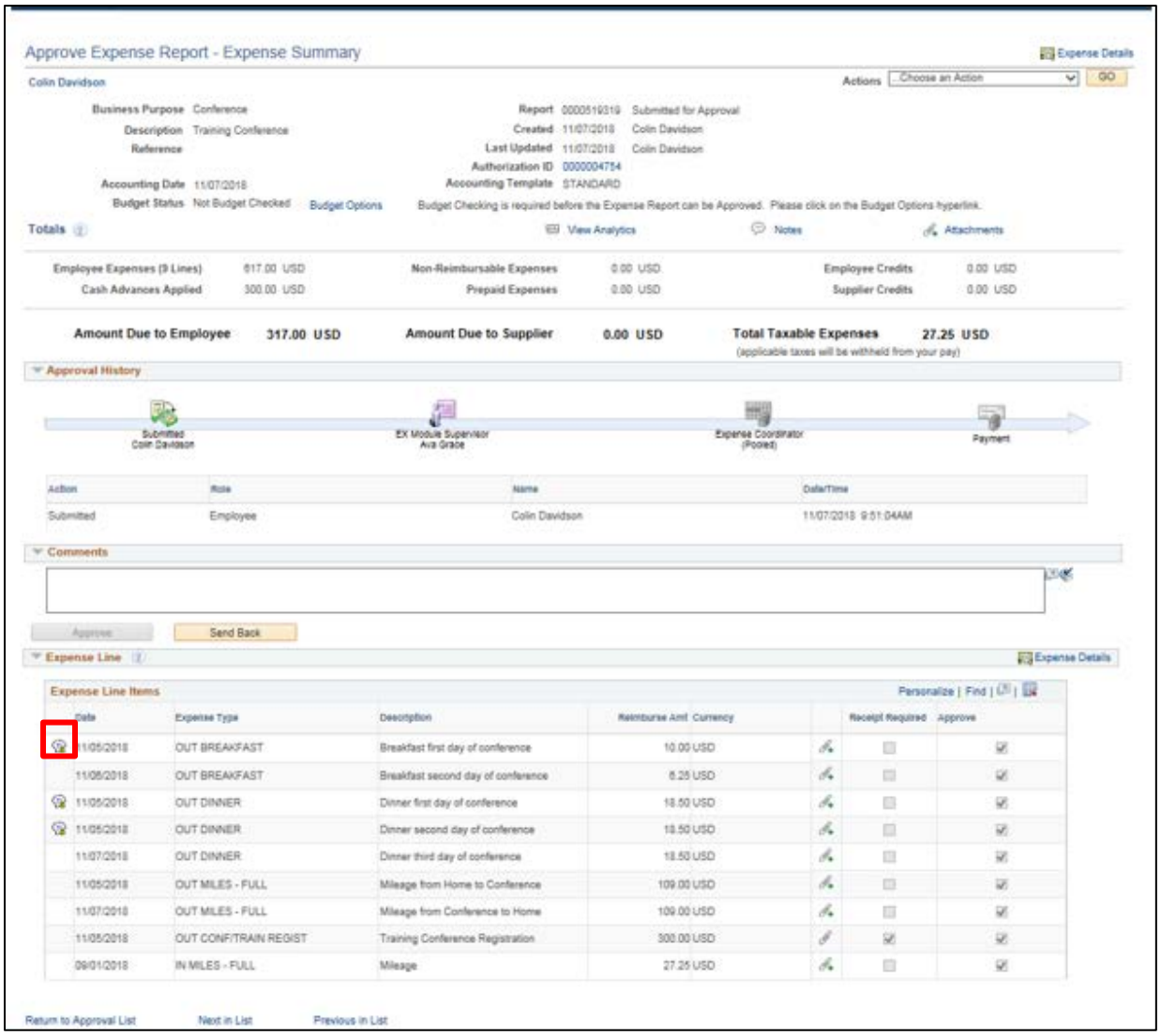
All of the expense lines and accounting details display. Each line detail should be reviewed for accuracy and compliance.



The Approve Expense Report - Expense Details page allows you to view detailed information for each expense line including the accounting information. Verify that all expenses submitted comply with Bulletin 3.4. Transaction information is display only. If the information is inaccurate or does not comply the expense report will need to be sent back to the employee for revision.

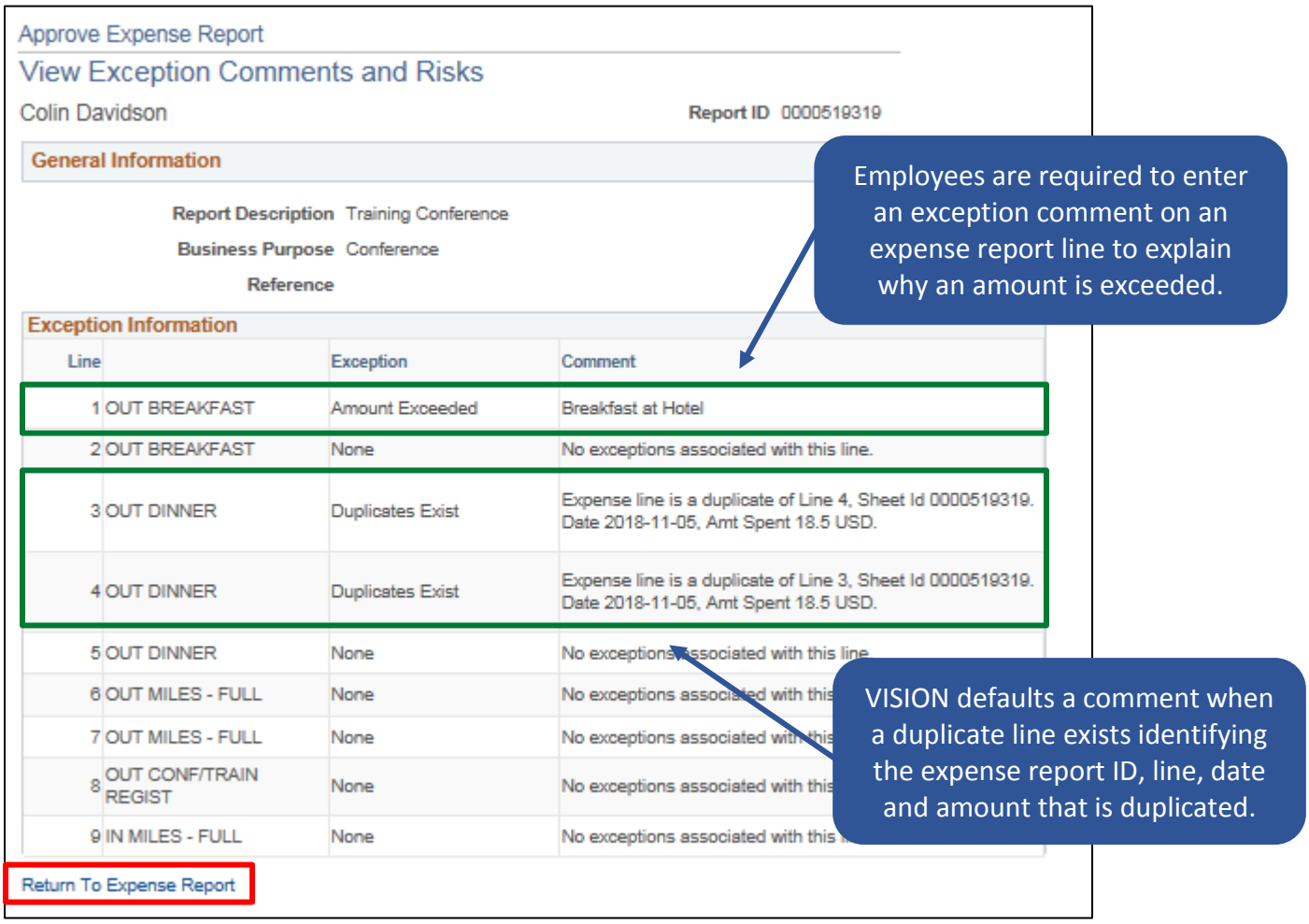
Click the **Summary and Approve** link when you have finished verifying all of the lines for the transaction.

The Approve Expense Report – Expense Summary page displays.



If the expense report has any exceptions, an icon will display.

Click the **Exceptions** icon.



The View Exceptions Comments and Risks page will show all exceptions for the expense report. Below are the most common exceptions and what they mean. If you have any questions, you will need to work with your department Expense Coordinator:

Duplicates Exist: The system has found another expense line with the same information. The comment column lists the line and sheet for the other line that has the same information. Verification will need to be done to see if this line is valid.

Amount Exceeded: The amount entered for the meal is over the negotiated meal maximum amount. For more information on meal reimbursements please consult "Expenses Reimbursement" and "Meal Reimbursement" in the current Collective Bargaining Agreements, as well as Bulletin 3.4.

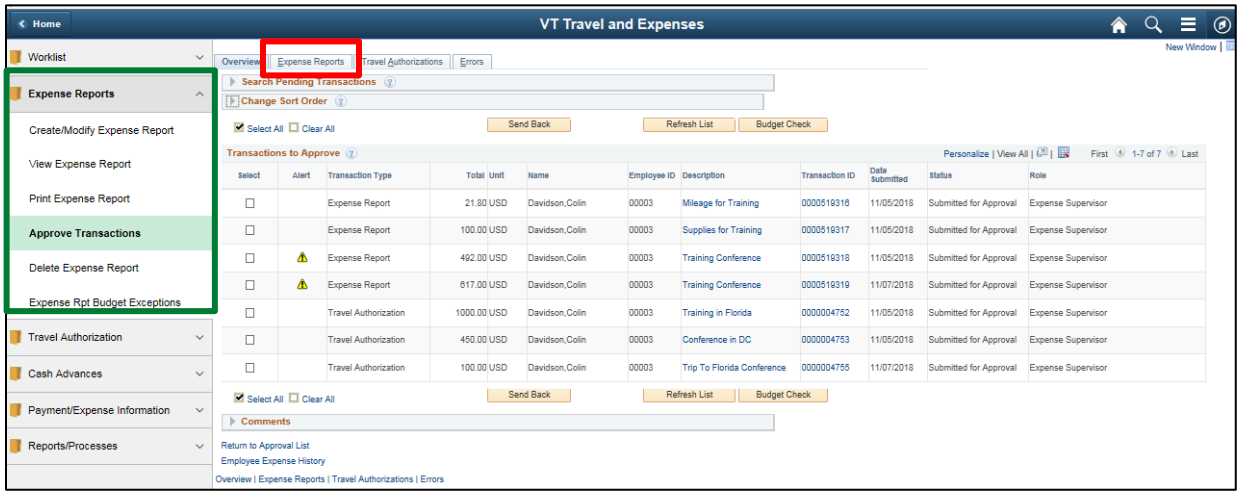
Click the **Return To Expense Report** link to return to the Approve Expense Report – Expense Summary page.

Send an Expense Report back for revision

Situations when this function is used: The approver has reviewed the expense report and determined the transaction needs to be revised or needs to be deleted. Expense reports not in compliance or are inaccurate should be sent back for revision.

Navigation option 1: Home page > TE tile > Expense Reports > Approve Transactions

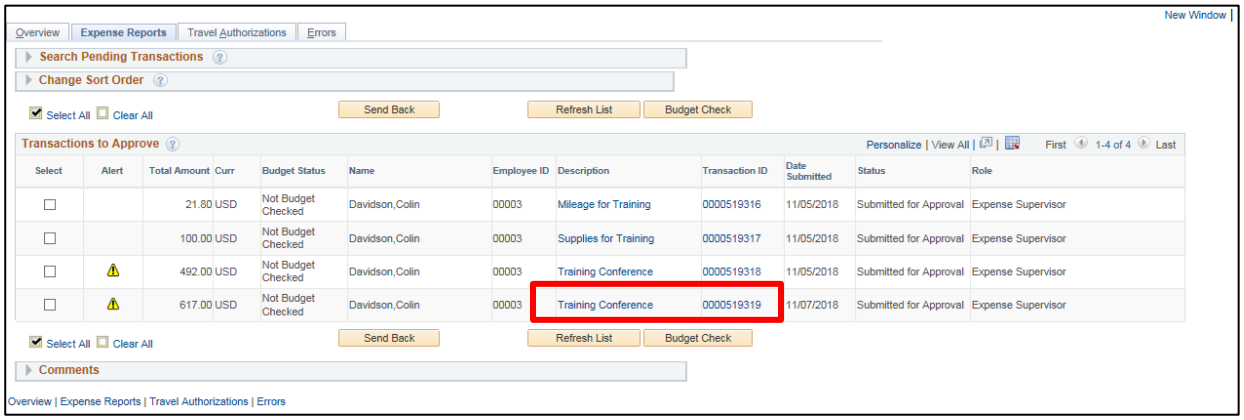
Navigation option 2: Navigator > Travel and Expenses > Approve Transactions > Approve Transactions



The Approve Transactions – Overview page displays a worklist of all expense transactions routed to the approver.

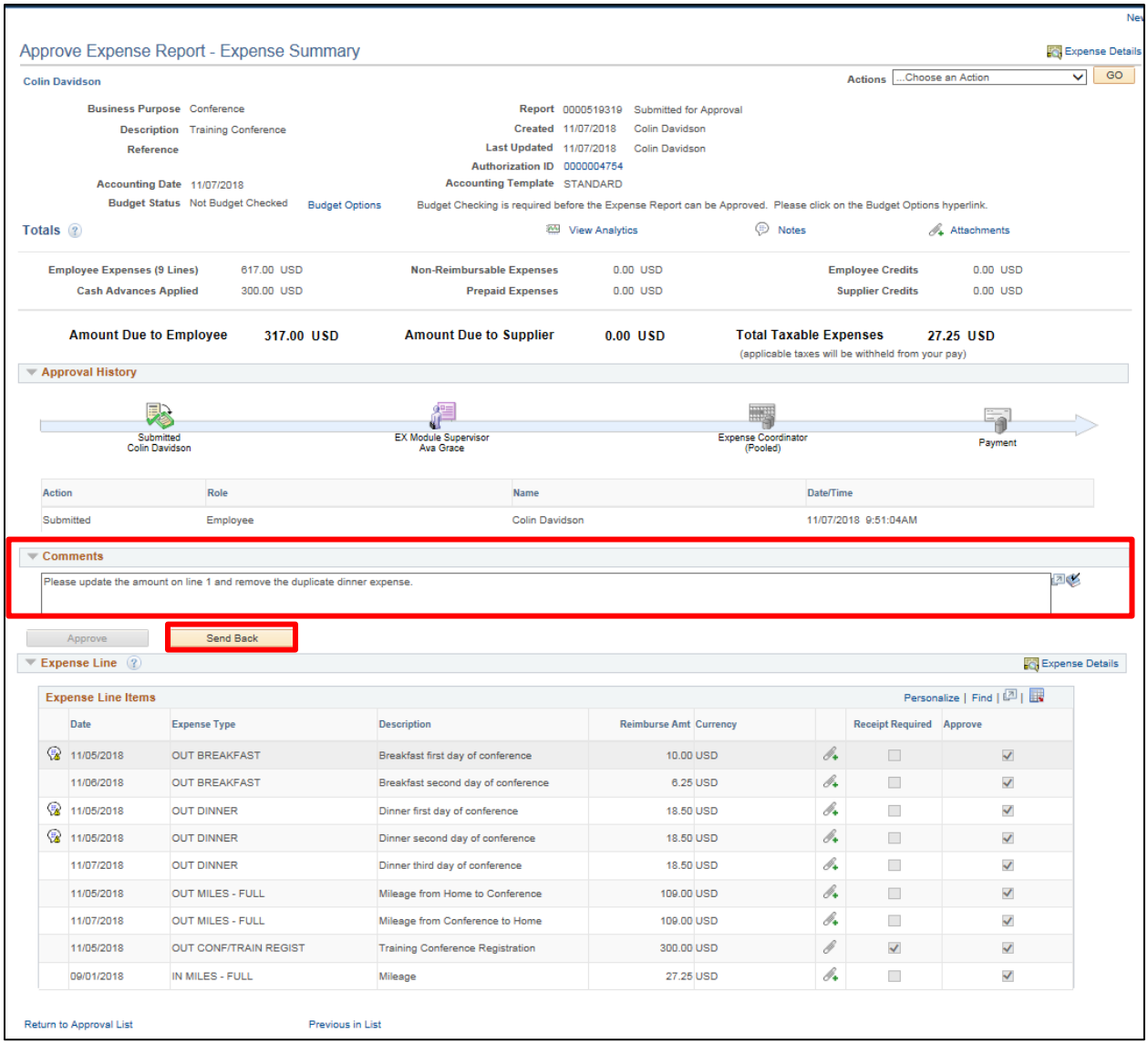
Click on the **Expense Reports** tab to see all Expense Reports that are available to you for review.

The Approve Transactions – Expense Reports page displays all the expense reports pending your approval.



Select the **Description** or **Transaction ID** link to drill down into the transaction details for the expense report you would like to review.

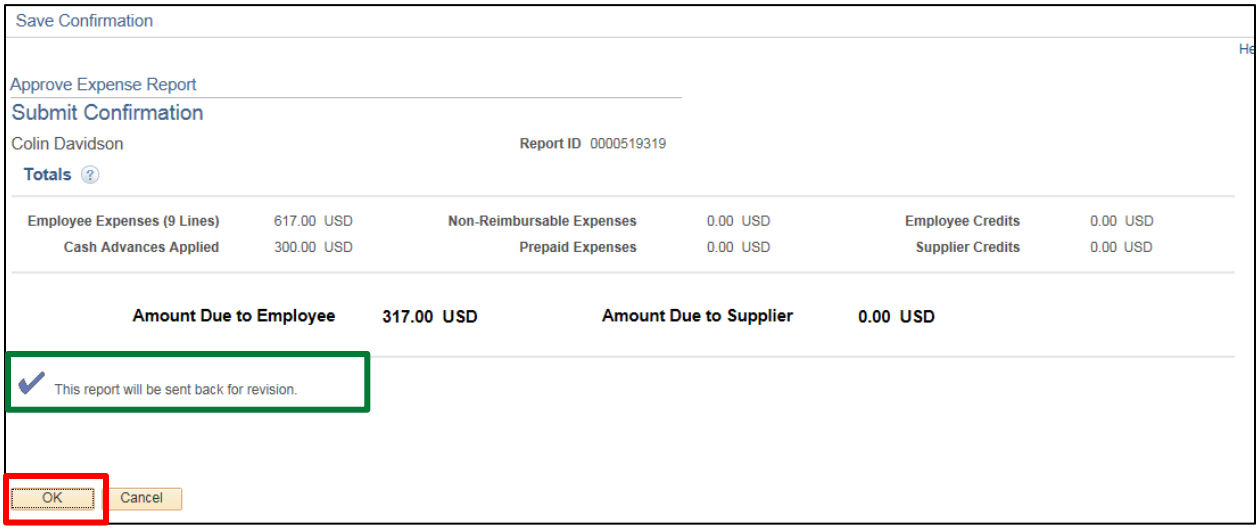
Expense Reports are approved or sent back to the employee for revision from the Approve Expense Report – Expense Summary page.



Enter what revisions need to be made to the expense report into the **Comments** field. To send an expense report back for revision a comment is required.

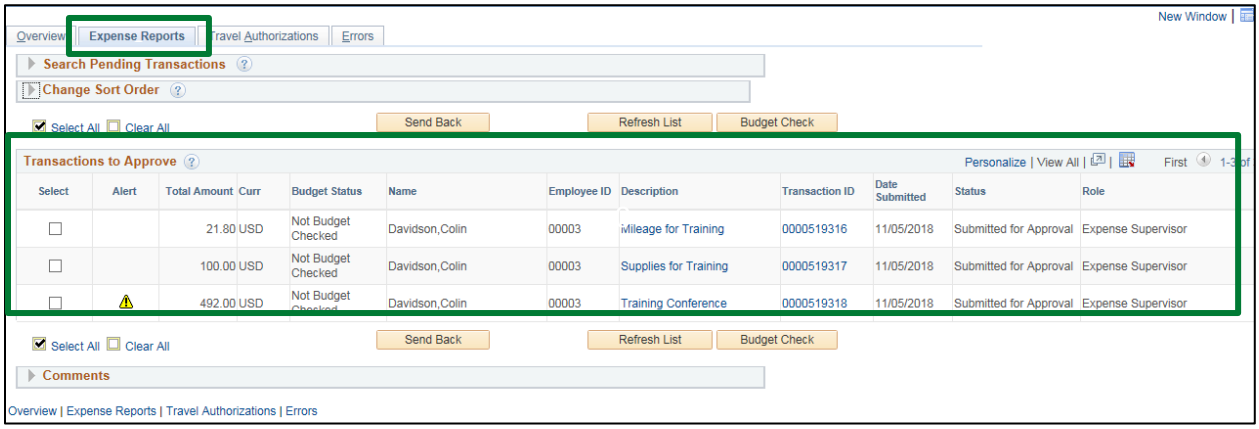
Click the **Send Back** button.

The Approve Expense Report – Submit Confirmation page displays the expense report totals and the message: 'This report will be sent back for revision'.



Click the **OK** button.

The Approve Transactions – Expense Reports page displays.



The expense report no longer displays in the list of transactions to approve.

The employee will receive an email notification letting them know the expense report has been sent back for revision.

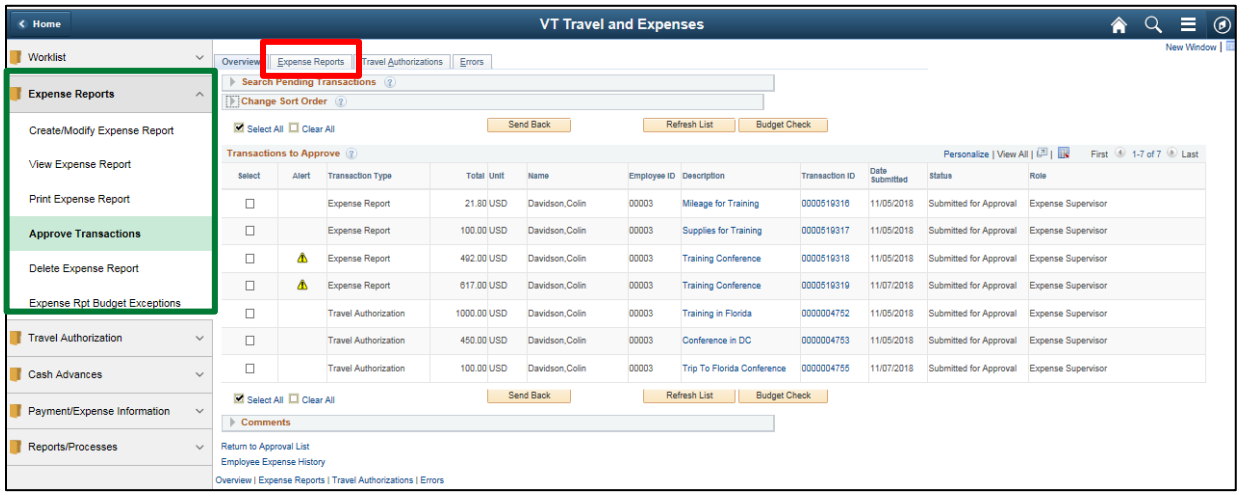
Approve an Expense Report

Situations when this function is used: The expense report has been reviewed and ready to be approved.

Note: *If there is not an Expense Coordinator in the approval pool, an expense report will route back to the supervisor that just approved the report. In this case, the supervisor should notify the Expense Coordinator that they have received an expense report that they just approved back into their approval pool. Do not do anything with the report until you hear back from the Expense Coordinator that this issue has been resolved. Then, send the expense report back to the employee to be resubmitted. The Supervisor can approve the expense report again and it should route forward for final approval as intended.*

Navigation option 1: Home page > TE tile > Expense Reports > Approve Transactions

Navigation option 2: Navigator > Travel and Expenses > Approve Transactions > Approve Transactions



The Approve Transactions – Overview page displays a worklist of all expense transactions routed to the approver.

Click on the **Expense Reports** tab to see all Expense Reports that are available to you for review.

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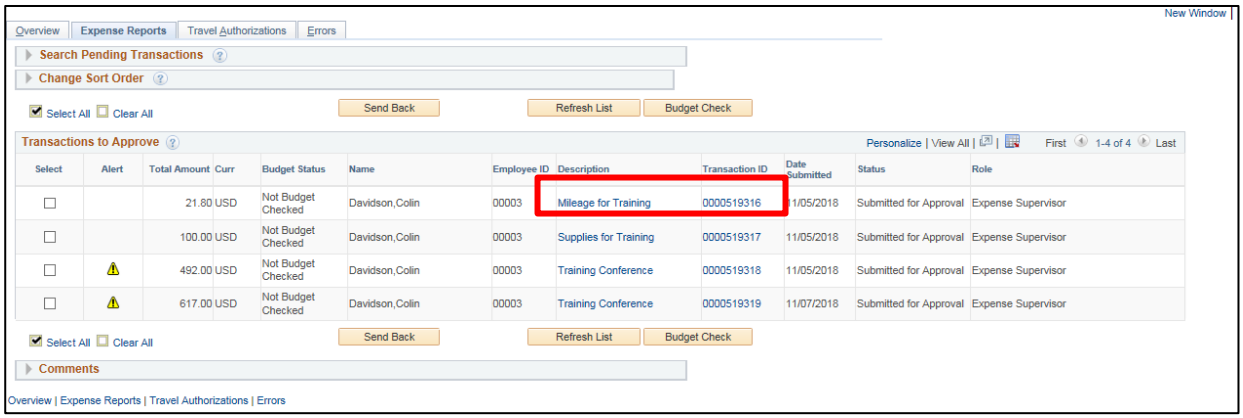
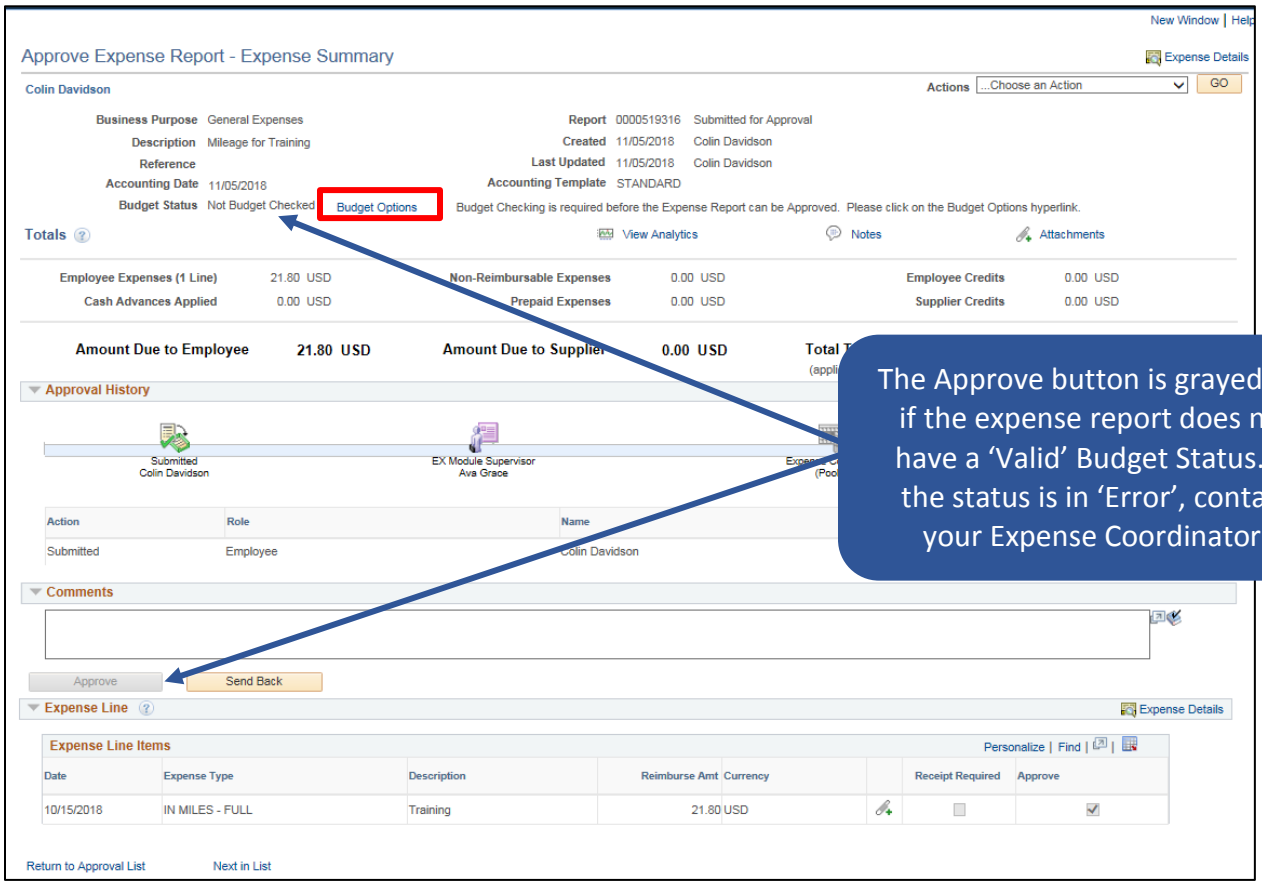


Select the **Description** or **Transaction ID** link to drill down into the transaction details for the expense report you would like to review.

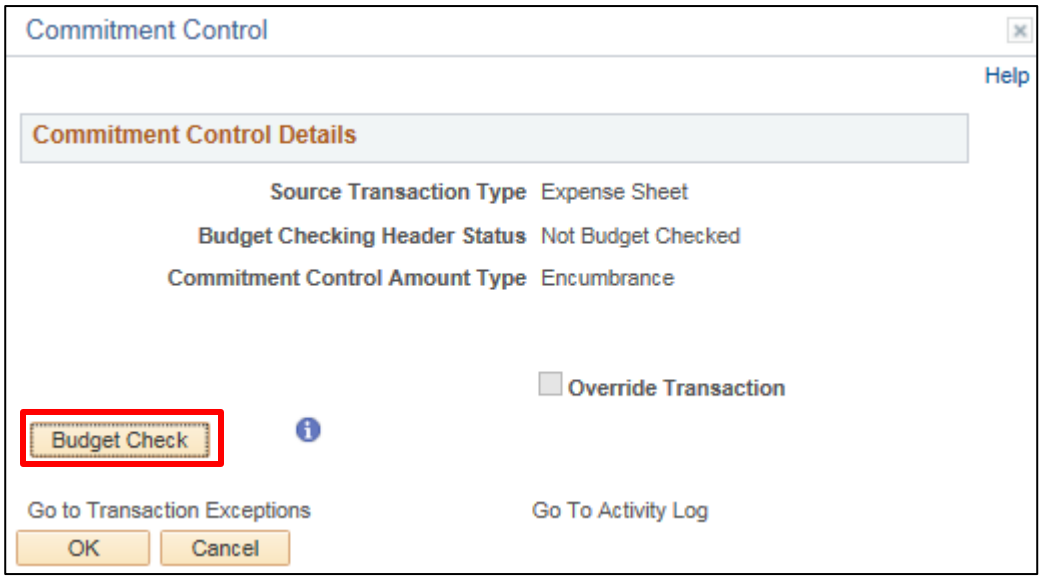
Expense Reports are approved or sent back to the employee for revision from the Approve Expense Report – Expense Summary page.



Expense reports with a Budget Status of 'Not Budget Checked' need to be budget checked. NOTE: Expense transactions are budget checked in a nightly batch process or manually.

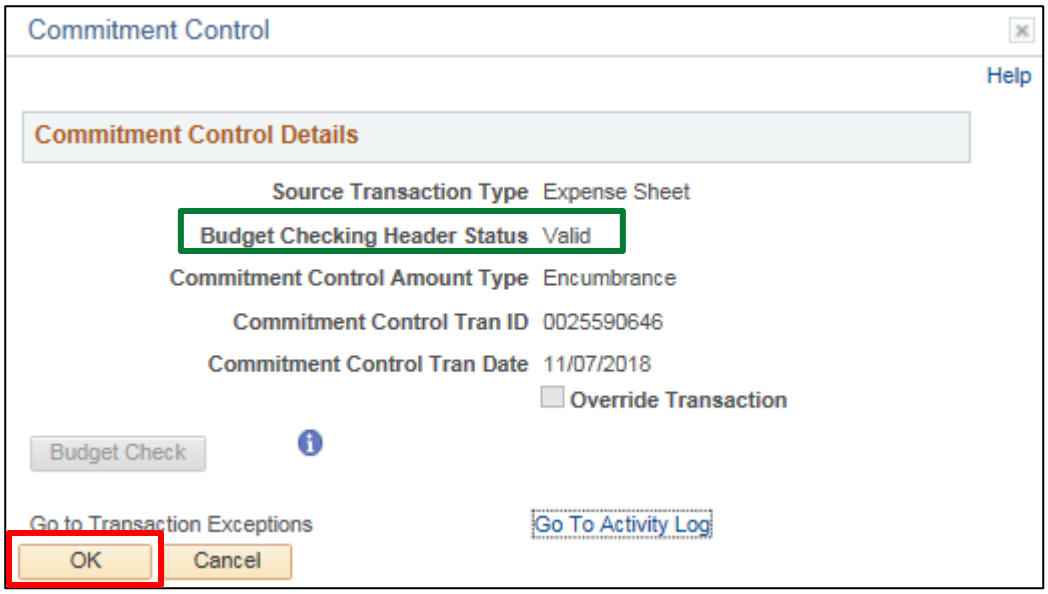
Click the **Budget Options** link.

The Commitment Control page displays.



Click the **Budget Check** button.

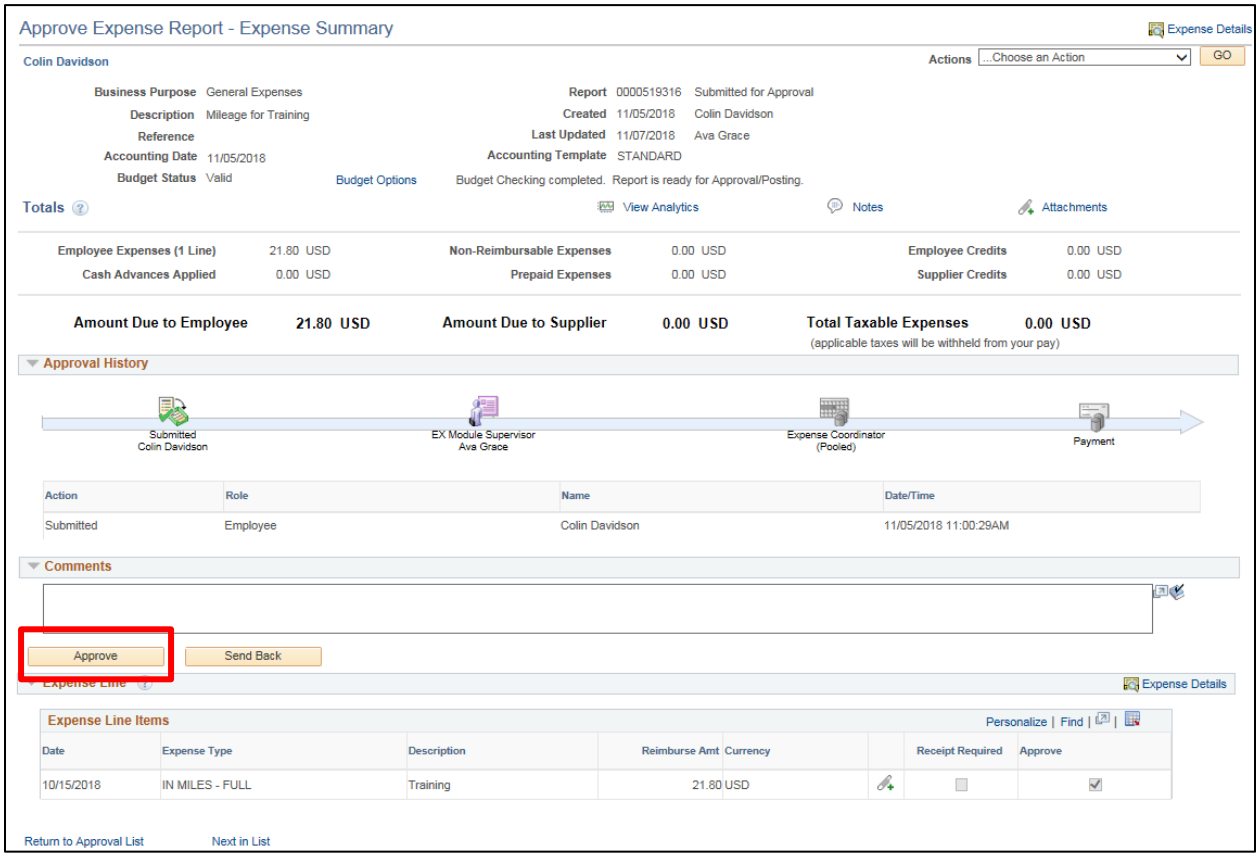
The Budget Checking process is initiated. The Budget Checking Header Status is updated when the process finishes.



The expense report should now have a 'Valid' status. If not, contact your department Expense Coordinator to work with you on figuring out why it is in error.

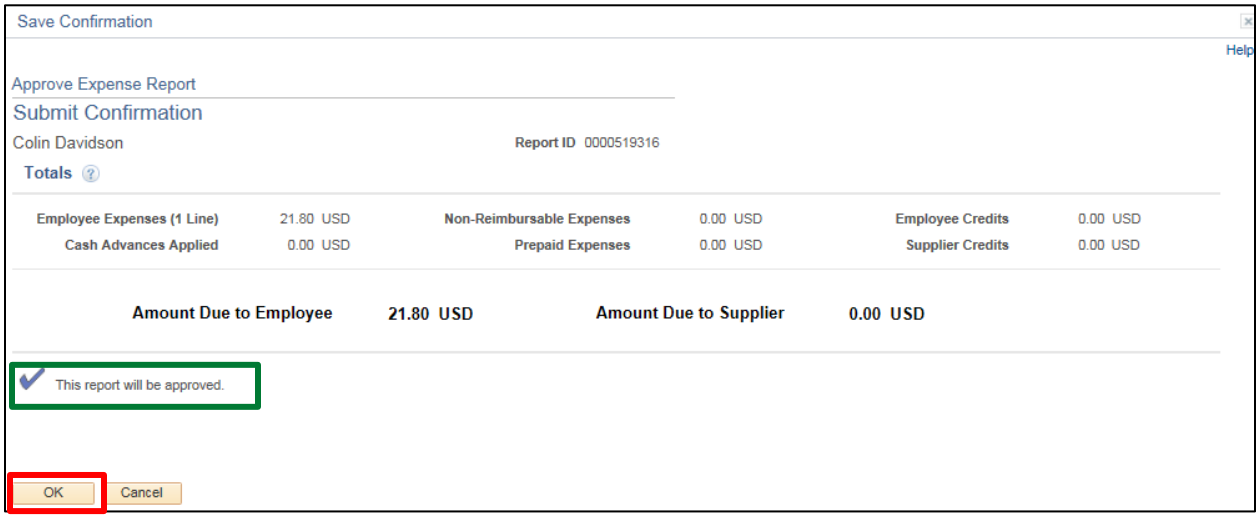
Click the **OK** button.

The Approve Expense Report – Expense Summary page displays and the Approve button is enabled.



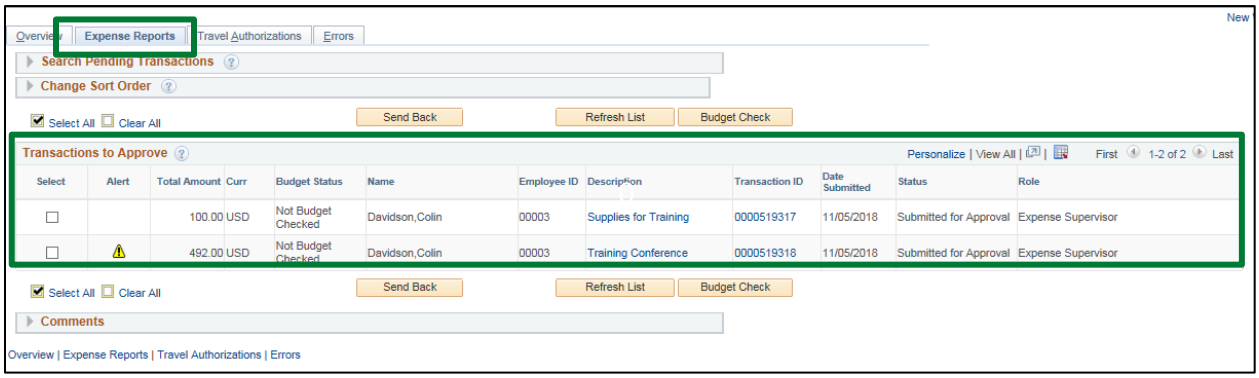
Click the **Approve** button.

The Approve Expense Report – Submit Confirmation page displays the expense report totals and the message: 'This report will be approved'.



Click the **OK** button.

The Approve Transactions – Expense Reports page displays.



The expense report no longer displays in the list of transactions to approve.

The expense report is routed to the Expense Coordinators for approval.

Travel Authorizations

Review Travel Authorizations

The Basics:

As a Supervisor (Approver) it is your responsibility to review the Travel Authorization for accuracy and policy following Bulletin 3.4. Only if the Travel Authorization meets the appropriate standards is it ready for approval.

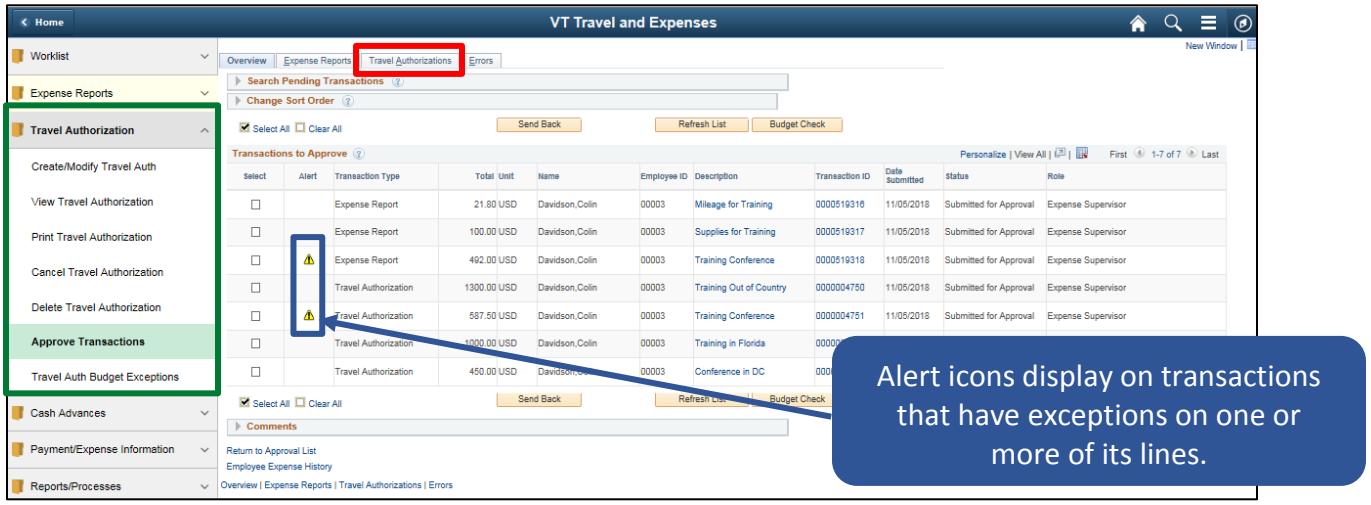
Basic questions to ask prior to approval:

1. Is the appropriate payment method being used for the expenses? Are direct supplier payments or a purchasing card being used when possible?
2. If expenses are being paid by a third party organization, did the employee fill out the Expenses to be paid by a third-party organization form located on the Finance & Management site? (Applies to any public or private, for profit or non-profit organization or individual; this form is not required if the third-party is a State or Federal government entity)
3. Are all items necessary?
4. Are expense lines charged to the correct chartfields?
5. Does the authorization comply with Bulletin 3.4?

Situations when this function is used: Approvers are responsible for reviewing expense transactions routed to them for approval. Approvers will use the Approve Transactions pages to identify travel authorizations pending their review and approval.

Navigation option 1: Home page > TE tile > Travel Authorization > Approve Transactions

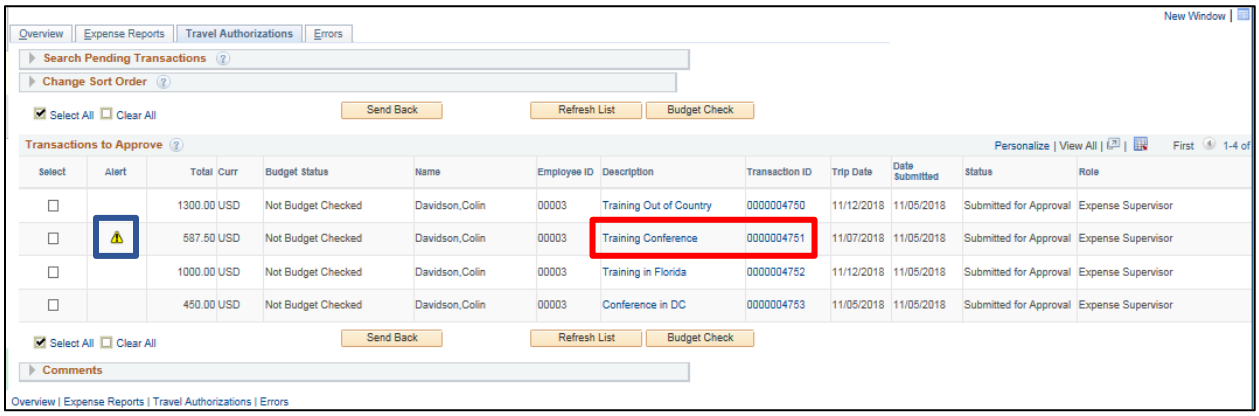
Navigation option 2: Navigator > Travel and Expenses > Approve Transactions > Approve Transactions



The Approve Transactions – Overview page displays a worklist of all expense transactions routed to the approver.

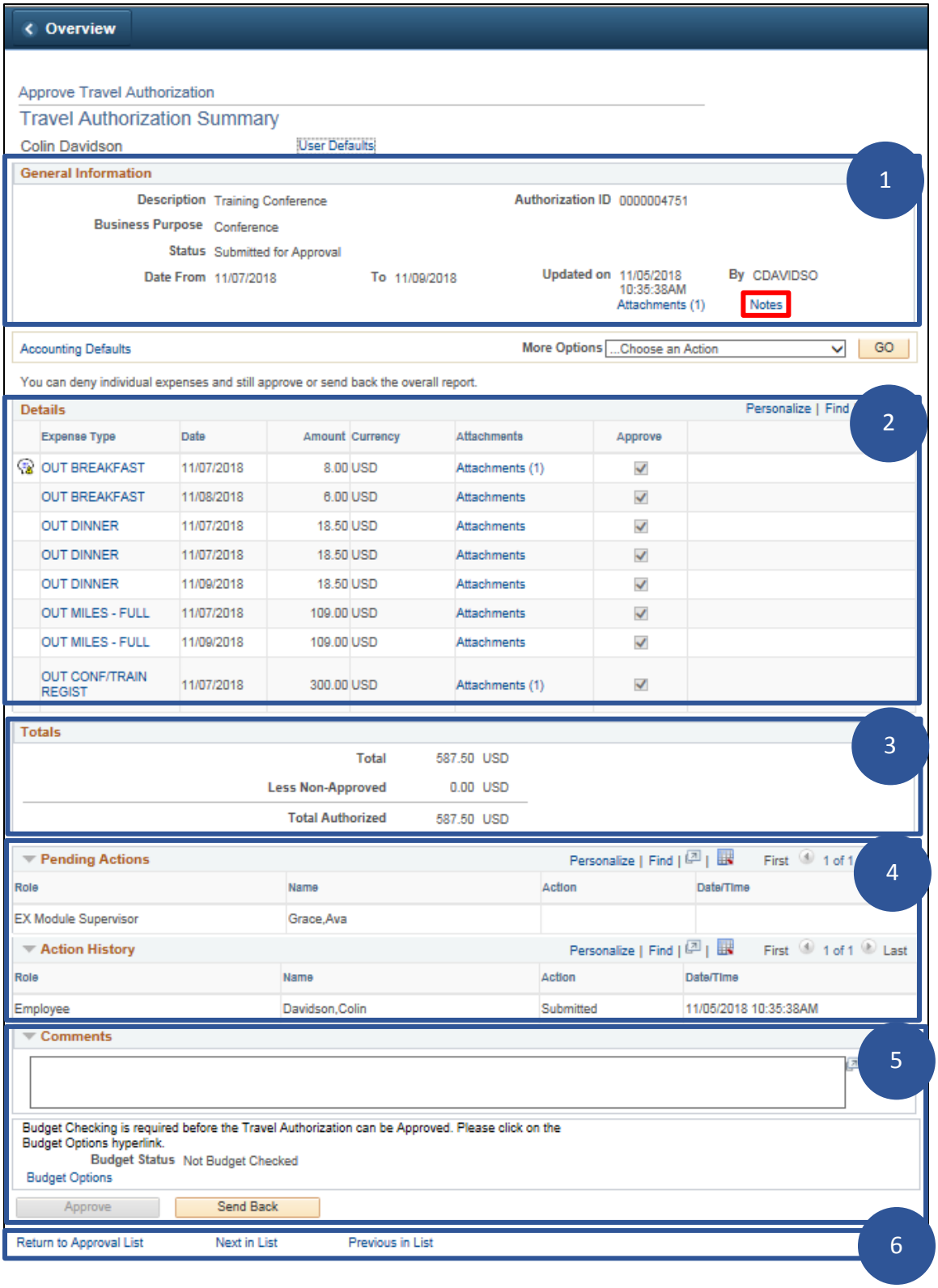
Click on the **Travel Authorizations** tab to see all Travel Authorizations that are available to you for review.

The Approve Transactions – Travel Authorization page displays all the travel authorization pending your approval.



Select the **Description** or **Transaction ID** link to drill down into the transaction details for the travel authorization you would like to review.

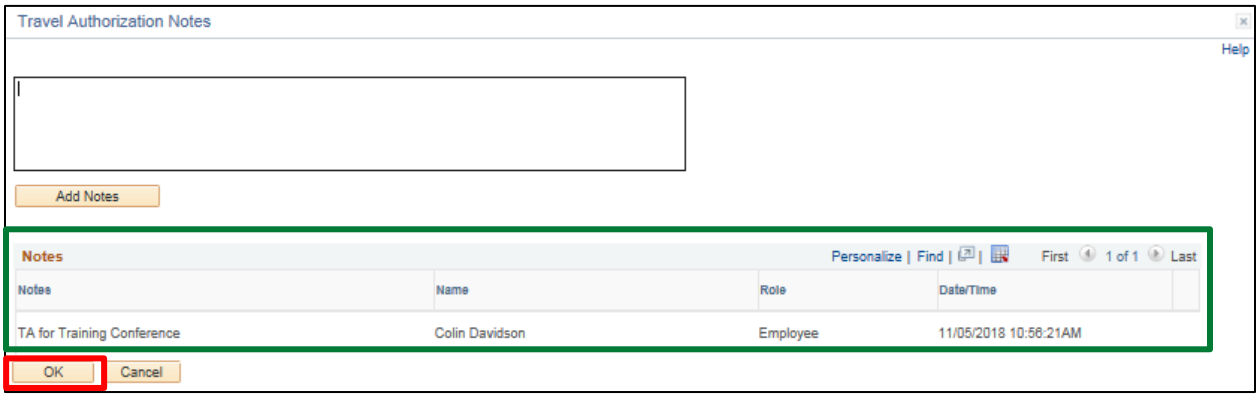
The Approve Travel Authorization – Travel Authorization Summary page displays the travel authorization information for review.



The Approve Travel Authorization – Travel Authorization Summary page is broken down into various sections.

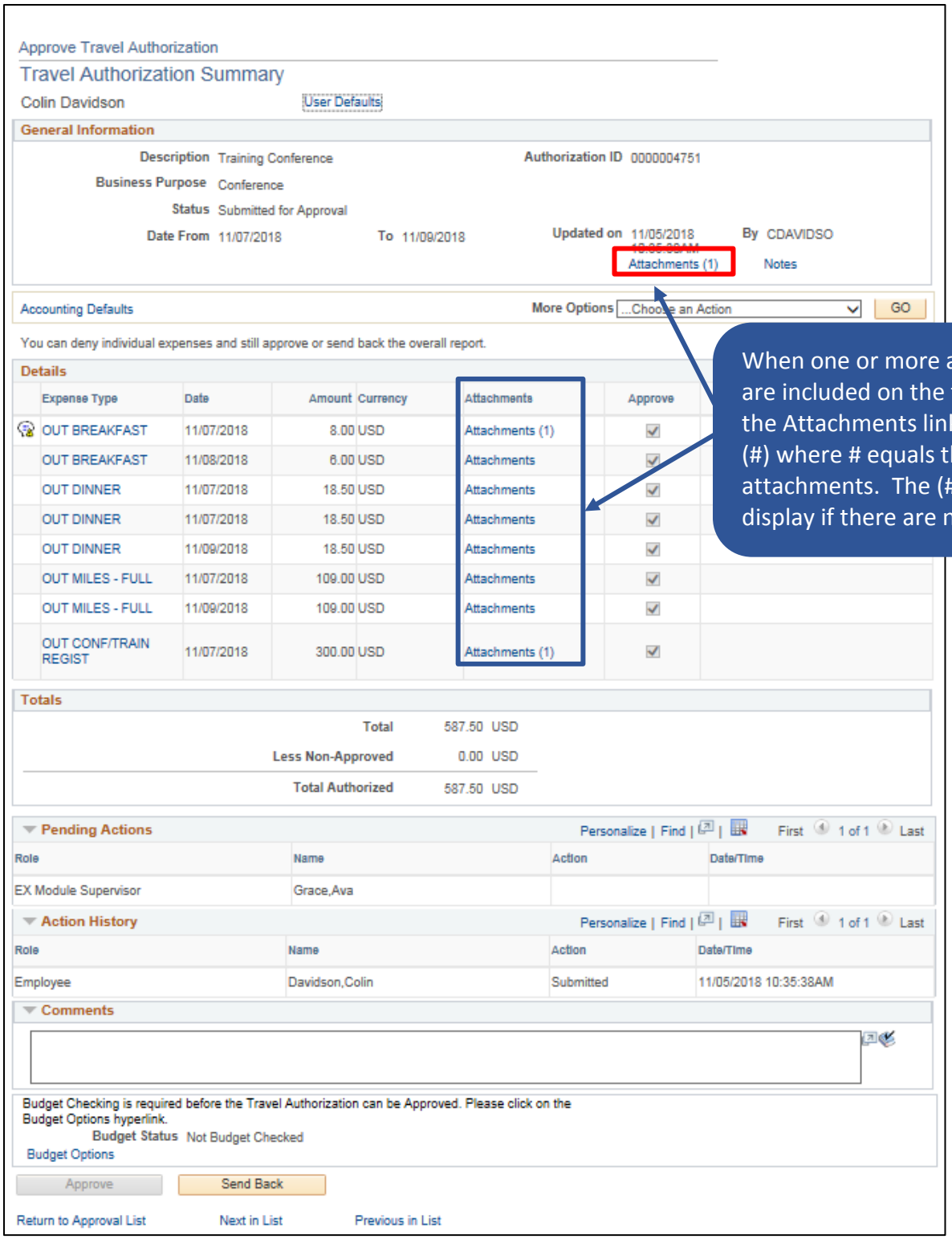
1. General Information includes the travel authorization's Description, Authorization ID, Business Purpose, Status, From/To dates, header Attachments, and Notes.
2. Details section displays the travel authorization lines including Expense Types, Date, Amount and line Attachments. Exceptions icons display on transaction lines with an exception.
3. Totals section displays the travel authorization totals.
4. Pending Actions displays the current active action and Action History displays all the actions that have occurred for the transaction. One or more actions will display and can include; Submitted, Sent Back for Revision, Withdrawn, Resubmitted, and Approved. Actions include the Role of the user performing or who performed the action, Name of user performing or who performed the action, the Action performed and Date/Time the action occurred.
5. Comments text box is used for approval comments and are required when sending a transaction back for revision. The Budget Status and Budget Options link display. The travel authorization must be budget checked prior to approving the transaction. The Approve button is disable until the transaction has a 'Valid' Budget Status.
6. The Return to Approval List link brings you back to the Approve Transactions page. Use the Next in List and the Previous in List links to display the next or previous travel authorization in your approval list.

Click the **Notes** link in the General Information section.



The Travel Authorization Notes page displays any comments entered by the employee on the travel authorization.

Click the **OK** button to return to the Approve Travel Authorization – Travel Authorization Summary page.

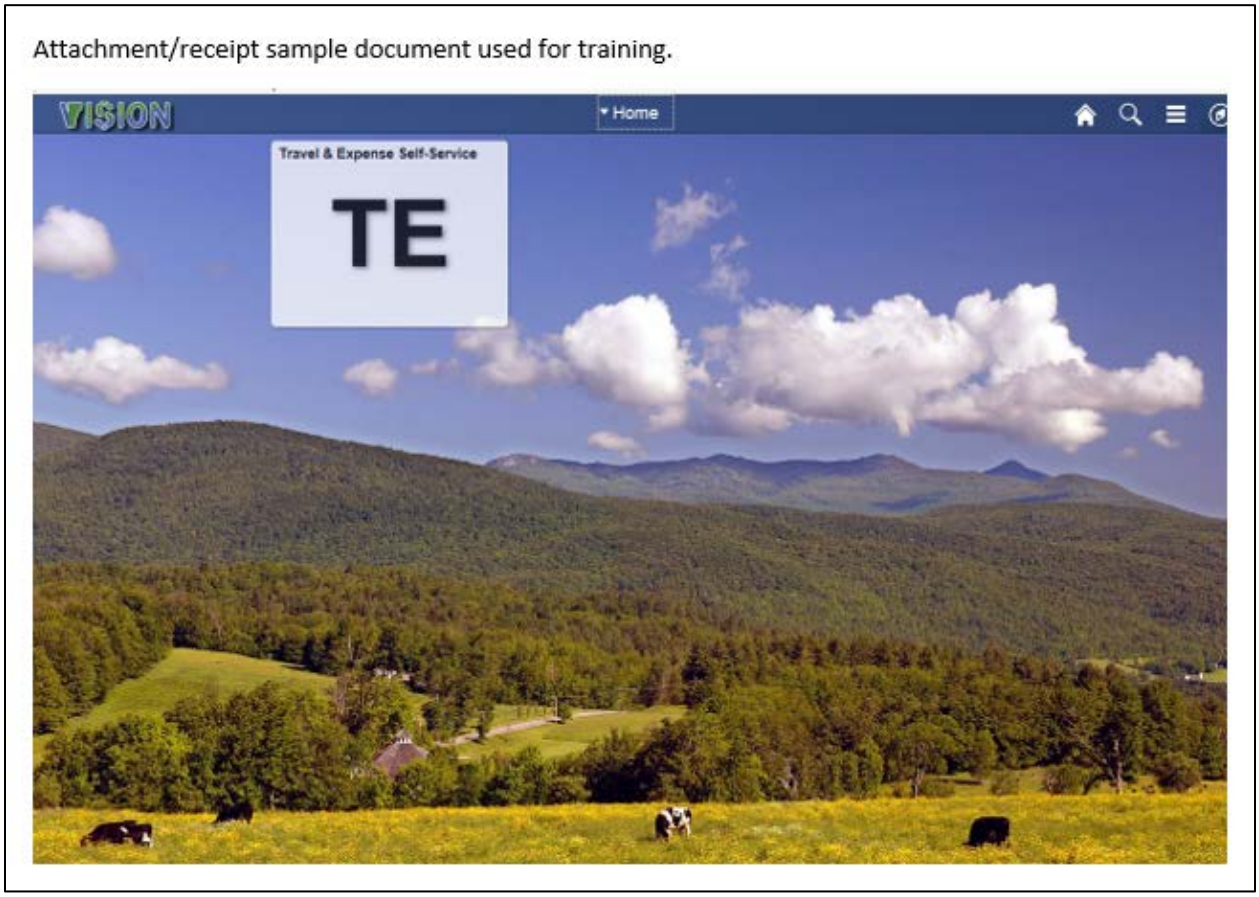


Click the **Attachments (#)** link.

The Travel Auth Attachments page displays.

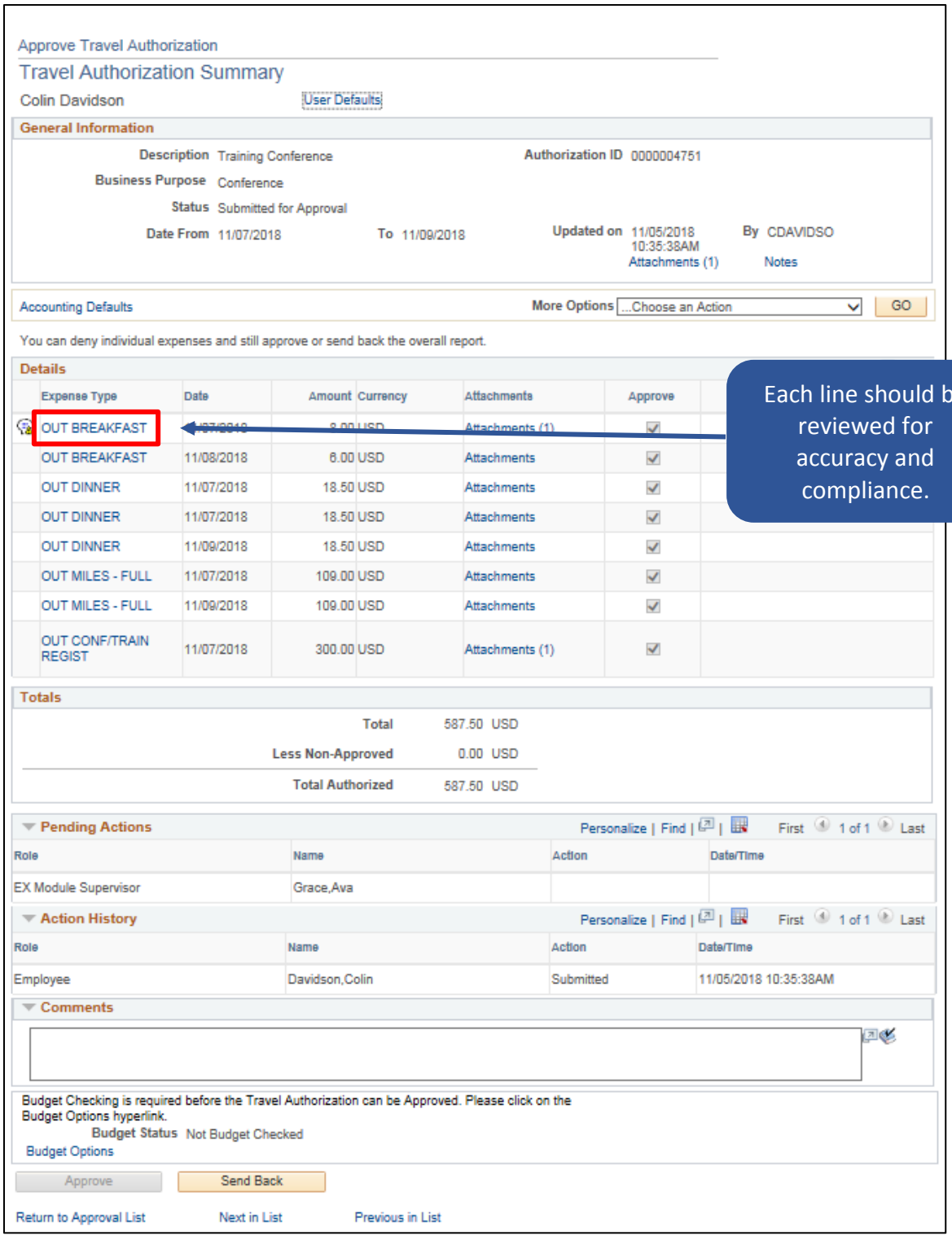
The File Name is a link to the attachment. Approvers can view the attachment, but they cannot add or delete an attachment.

Click the **File Name** link to view the attachment.



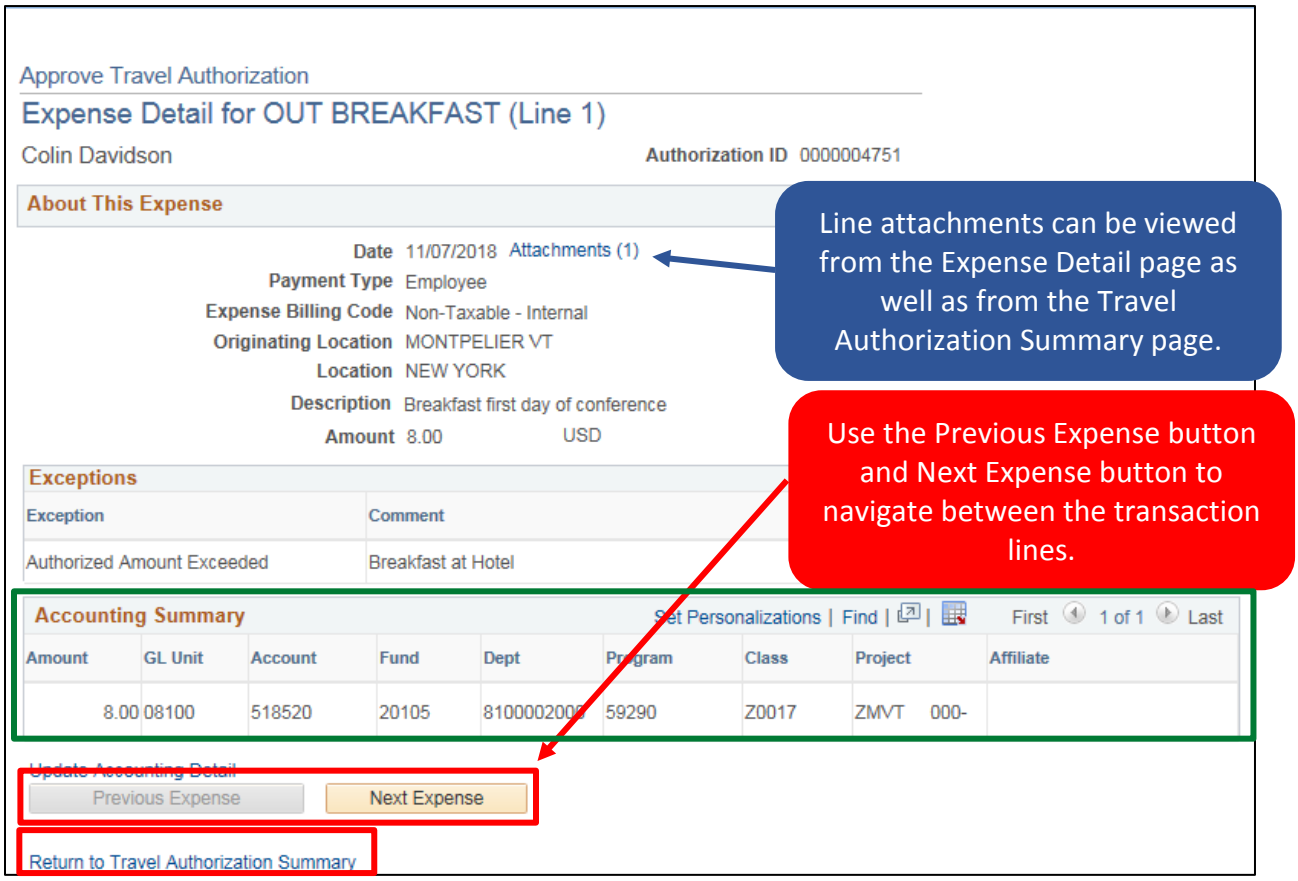
Close the attachment and click the **OK** button on the Travel Auth Attachments page.

The Approve Travel Authorization – Travel Authorization Summary page displays.



Click the **Expense Type** link for the first line.

The Approve Travel Authorization - Expense Detail page displays.

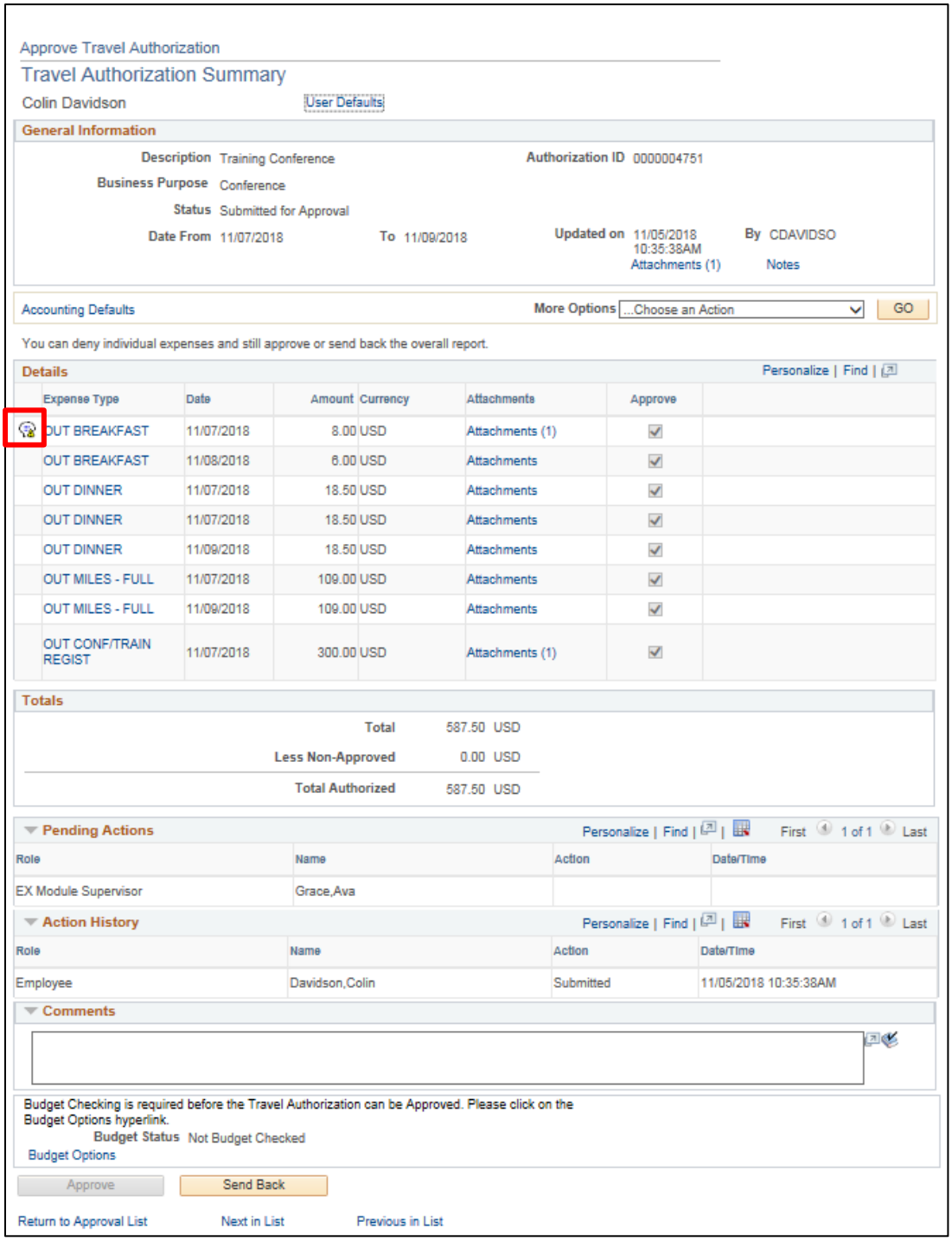


The Approve Travel Authorization - Expense Detail page allows you to view detailed information for each expense line including the accounting information. Verify that all expenses submitted comply with Bulletin 3.4. Transaction information is display only. If the information is inaccurate or does not comply the travel authorization will need to be sent back to the employee for revision.

Click the **Next Expense** button to review the next line.

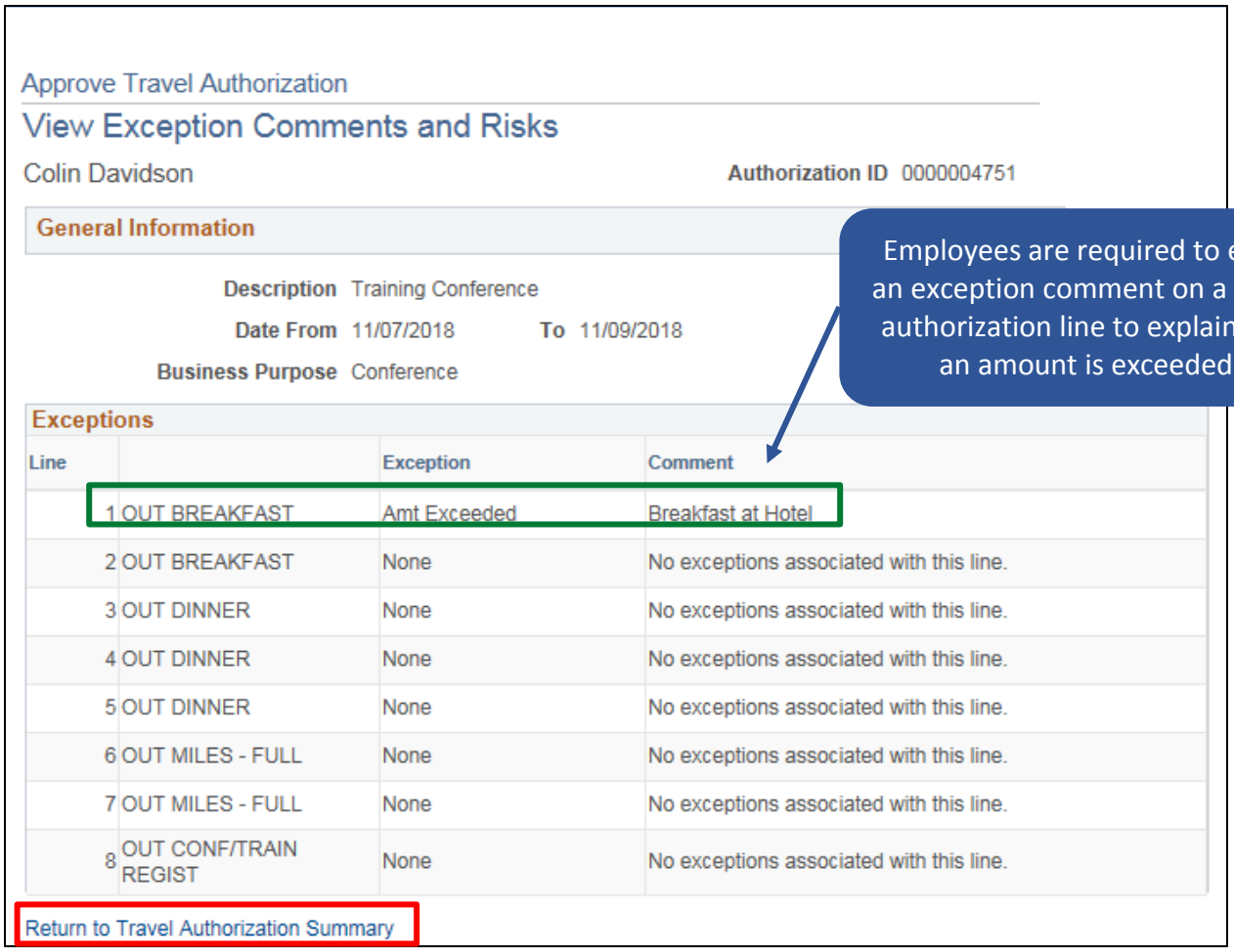
Click the **Return to Travel Authorization Summary** link when you have finished verifying all of the lines for the transaction.

The Approve Travel Authorization – Travel Authorization Summary page displays.



If the travel authorization has any exceptions, an icon will display next to the expense type.

Click the **Exceptions** icon.



The View Exceptions Comments and Risks page will show all exceptions for the travel authorization. Below is the most common exception and what it means:

Amount Exceeded: The amount entered for the meal is over the negotiated meal maximum amount. For more information on meal reimbursement please consult "Expenses Reimbursement" and "Mileage Reimbursement" in the current Collective Bargaining Agreements, as well as Bulletin 3.4.

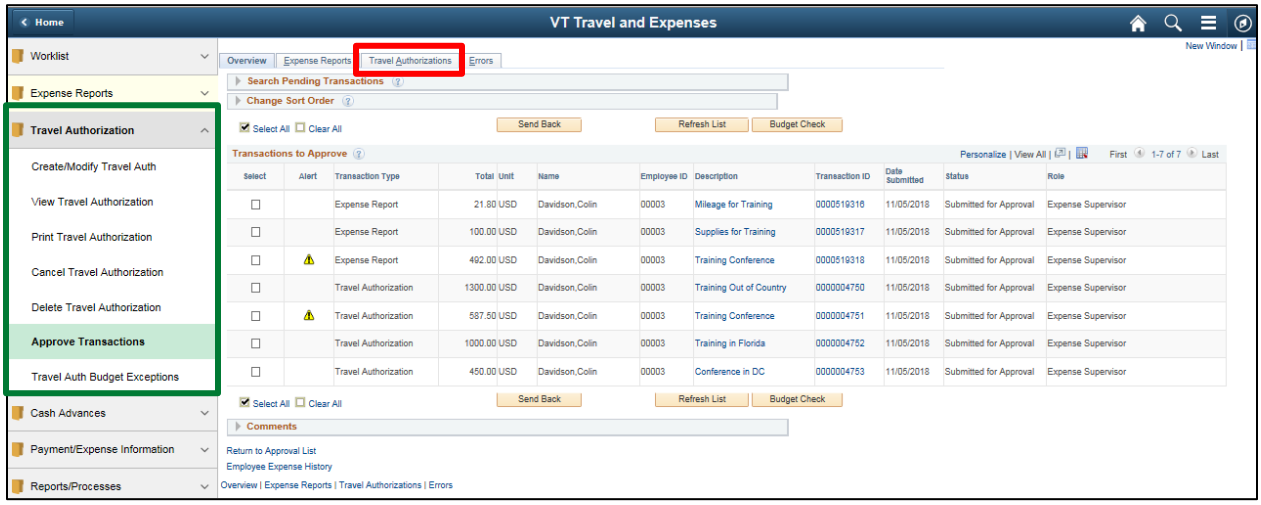
Click the Return to **Travel Authorization Summary** link to return to the Approve Travel Authorization – Travel Authorization Summary page.

Send a Travel Authorization Back for Revision

Situations when this function is used: The approver has reviewed the travel authorization and determined the transaction needs to be revised or needs to be deleted. Travel Authorizations not in compliance with Bulletin 3.4 or are inaccurate should be sent back for revision.

Navigation option 1: Home page > TE tile > Expense Reports > Approve Transactions

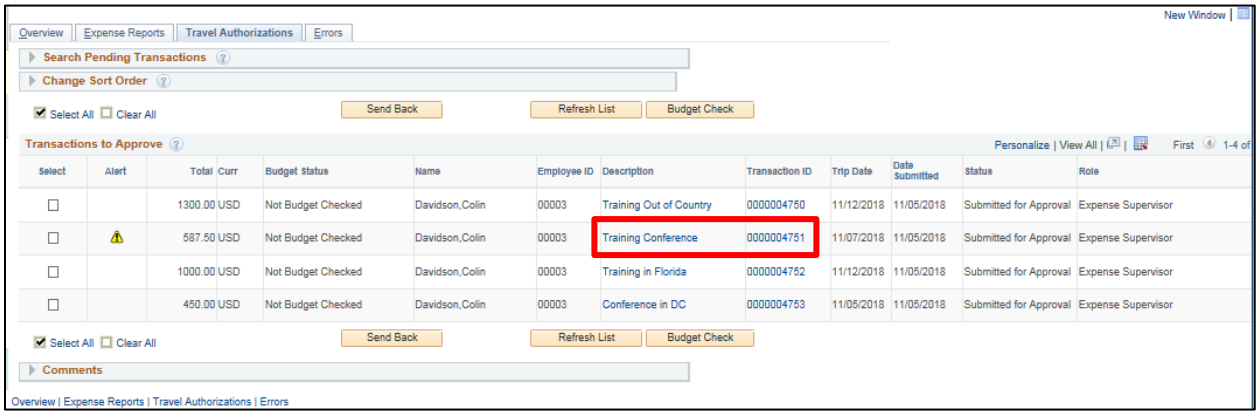
Navigation option 2: Navigator > Travel and Expenses > Approve Transactions > Approve Transactions



The Approve Transactions – Overview page displays a worklist of all expense transactions routed to the approver.

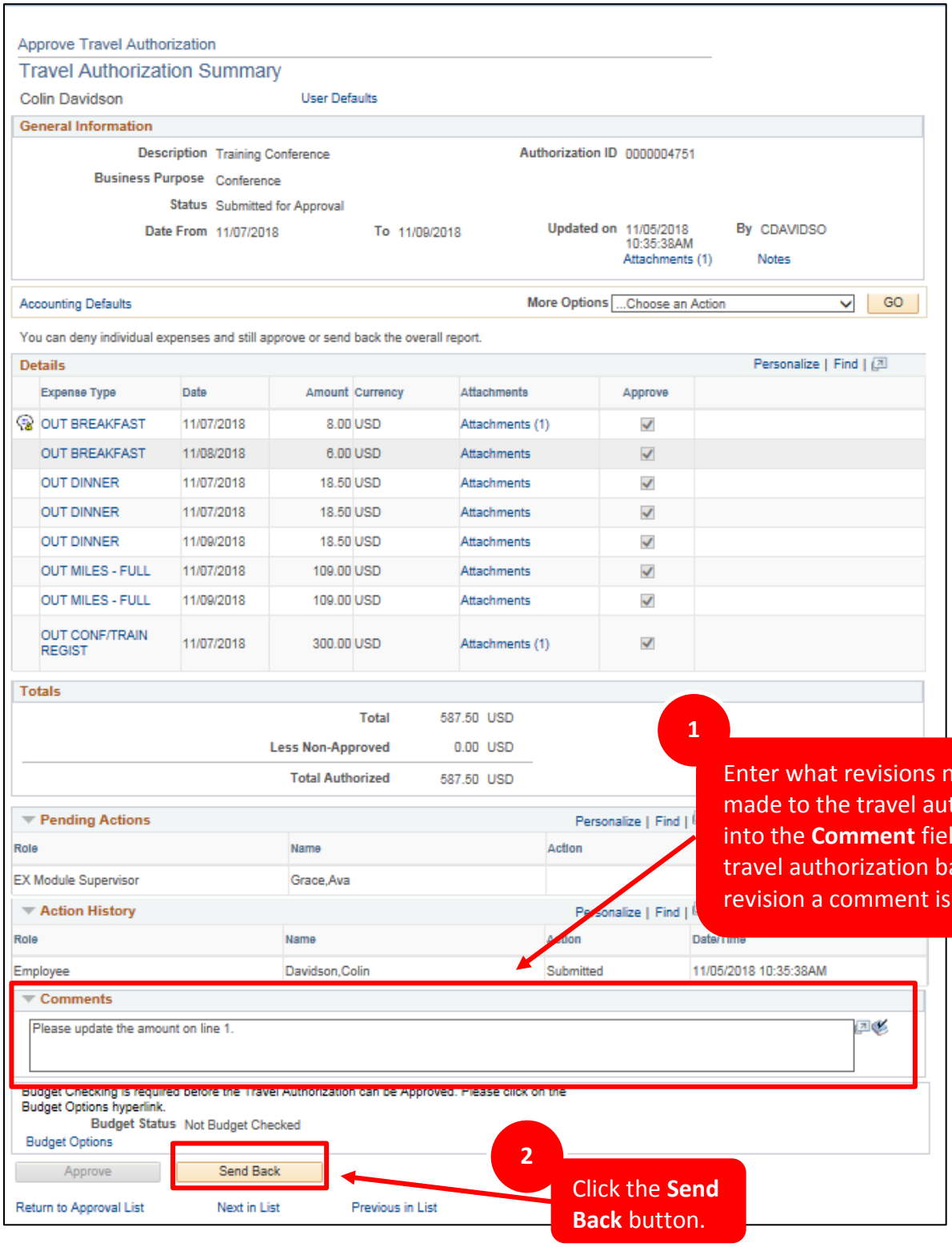
Click on the **Travel Authorizations** tab to see all Travel Authorizations that are available to you for review.

The Approve Transactions – Travel Authorization page displays all the travel authorization pending your approval.

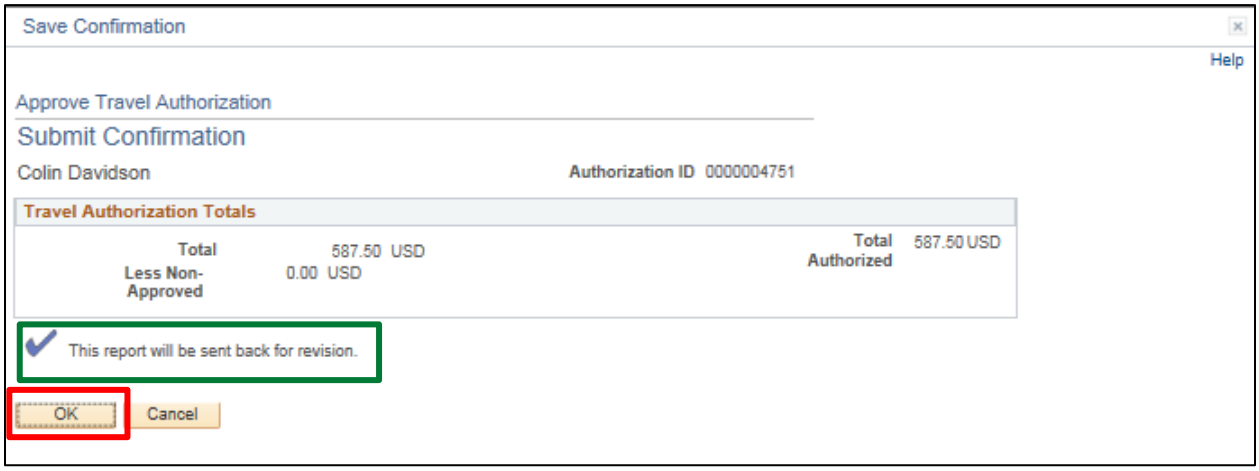


Select the **Description** or **Transaction ID** link to drill down into the transaction details for the travel authorization you would like to review.

Travel Authorizations are approved or sent back to the employee for revision from the Approve Travel Authorization – Travel Authorization Summary page.

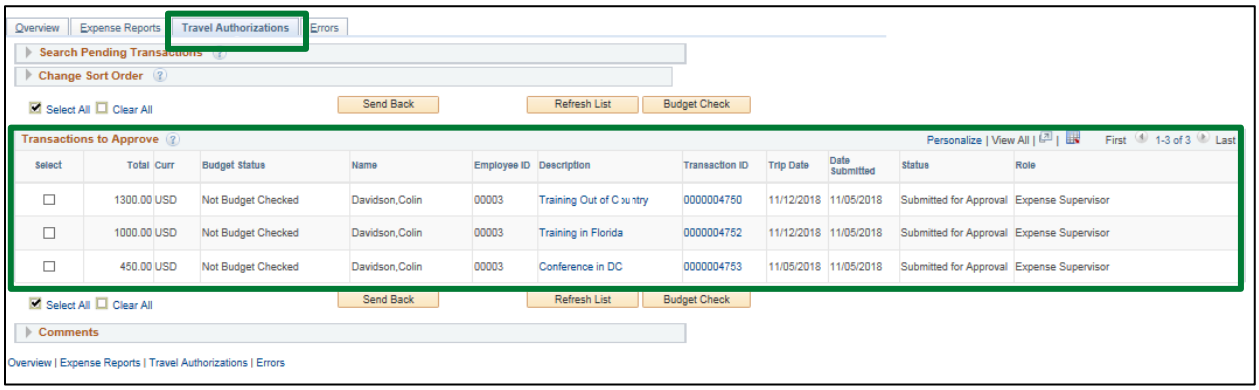


The Approve Travel Authorization - Submit Confirmation page displays the travel authorization totals and the message: 'This report will be sent back for revision'.



Click the **OK** button.

The Approve Transactions – Travel Authorizations page displays.



The travel authorization no longer displays in the list of transactions to approve.

The employee will receive an email notification letting them know the travel authorization has been sent back for revision.

Approve a Travel Authorization

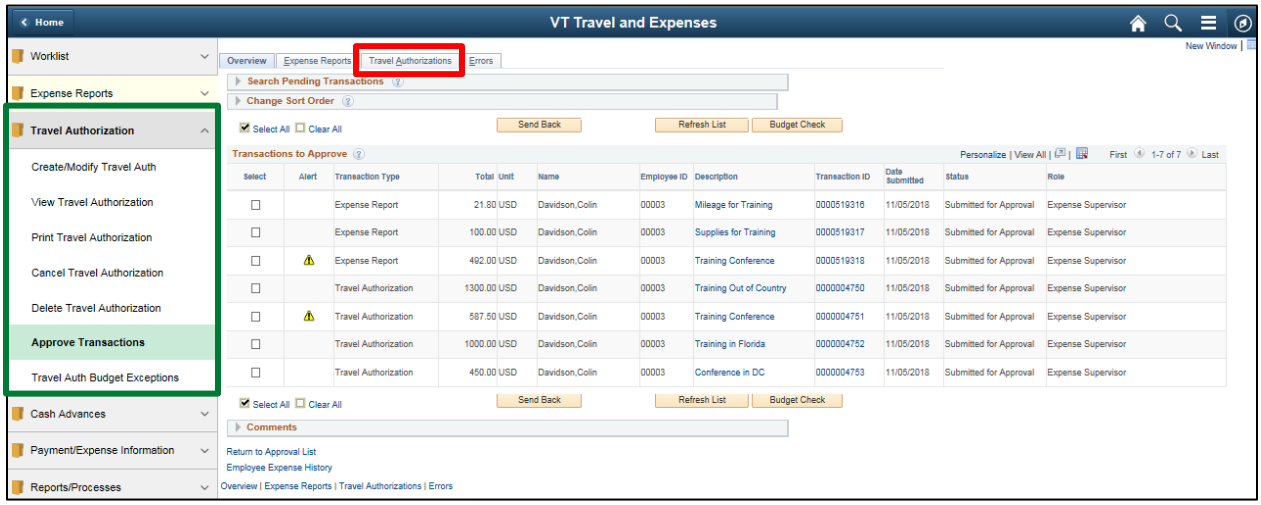
The Basics:

1. Per Agency of Administration Bulletin 3.4 Employee Travel and Expense Policy, approval for employee overnight travel must be received prior to the trip.
2. Also, per the Bulletin, all 'Out of Country' travel must be approved by the Office of the Secretary of Administration and will automatically route there for approval.
3. As a Supervisor your responsibility to review the travel authorization for accuracy and compliance and the steps to approve the transaction are the same.

Situations when this function is used: The Travel Authorization has been reviewed and ready to be approved.

Navigation option 1: Home page > TE tile > Expense Reports > Approve Transactions

Navigation option 2: Navigator > Travel and Expenses > Approve Transactions > Approve Transactions



The Approve Transactions – Overview page displays a worklist of all expense transactions routed to the approver.

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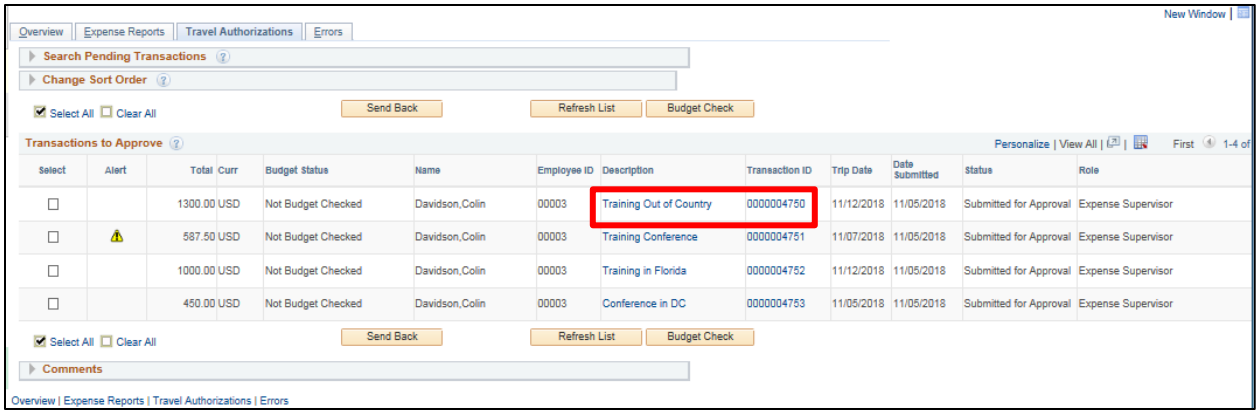
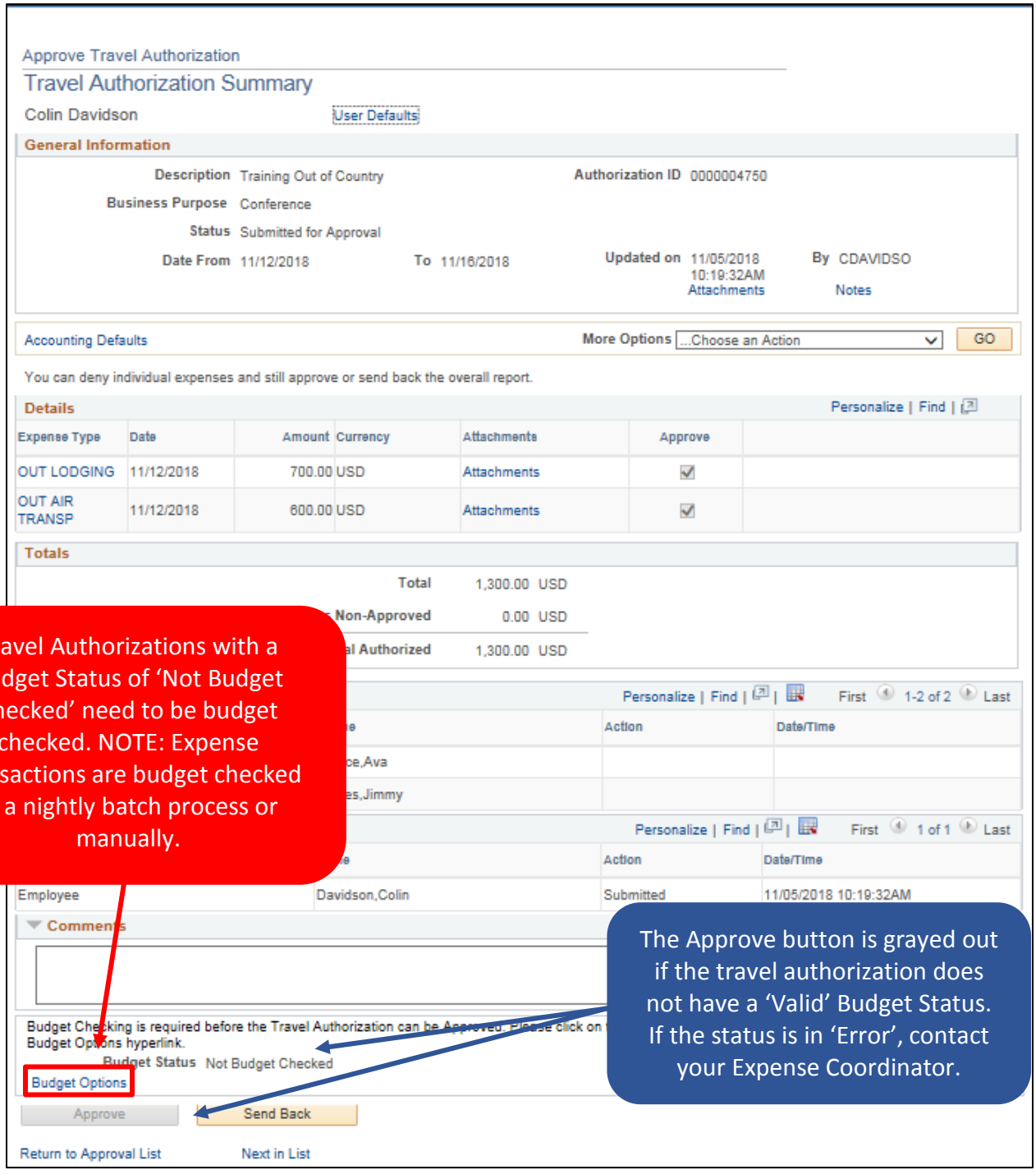
The Approve Transactions – Travel Authorization page displays all the travel authorization pending your approval.



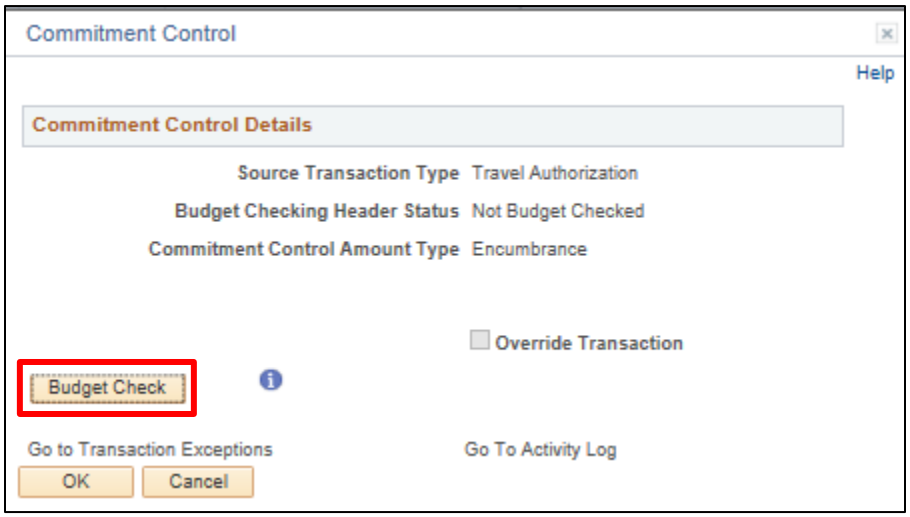
Select the **Description** or **Transaction ID** link to drill down into the transaction details for the travel authorization you would like to review.

Travel Authorizations are approved or sent back to the employee for revision from the Approve Travel Authorization – Travel Authorization Summary page.



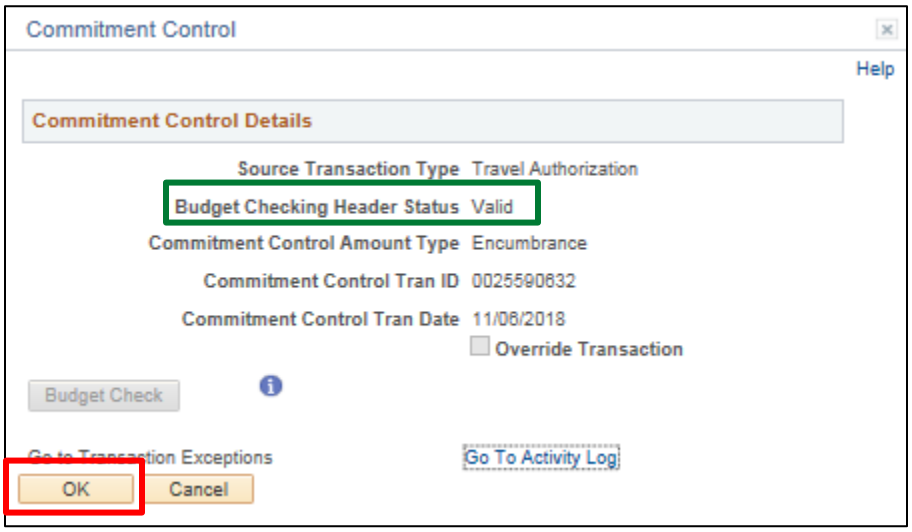
Click the **Budget Options** link.

The Commitment Control page displays.



Click the **Budget Check** button.

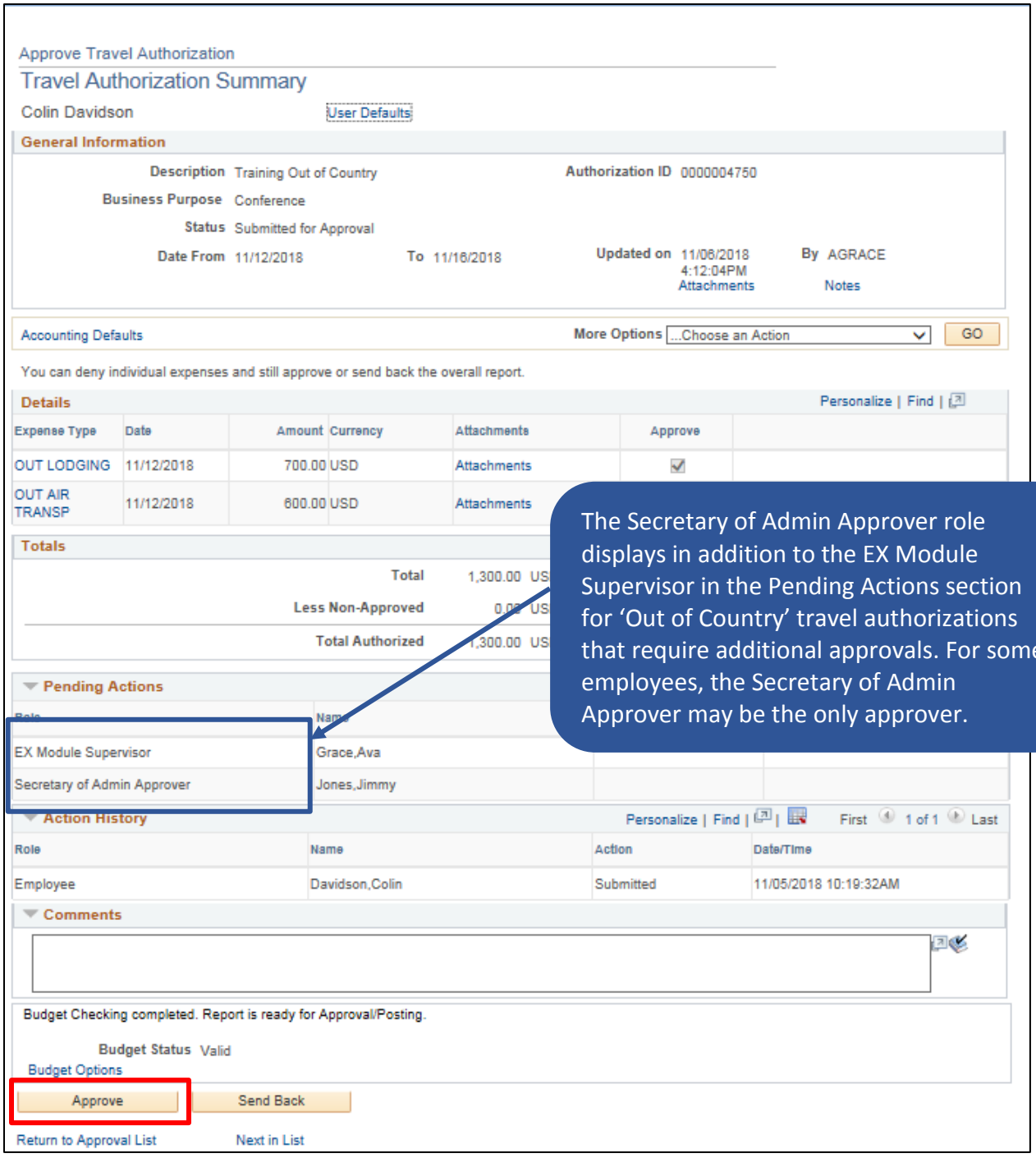
The Budget Checking process is initiated. The Budget Checking Header Status is updated when the process finishes.



The travel authorization should now have a 'Valid' status. If not, contact your department Expense Coordinator to work with you on figuring out why it is in error.

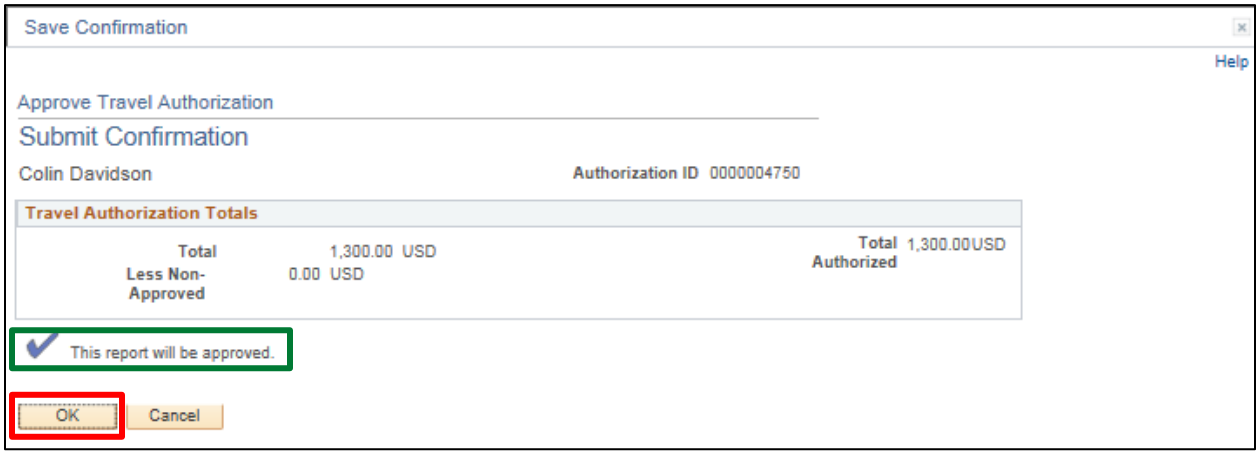
Click the **OK** button.

Travel Authorization – Travel Authorization Summary page displays and the Approve button is enabled.



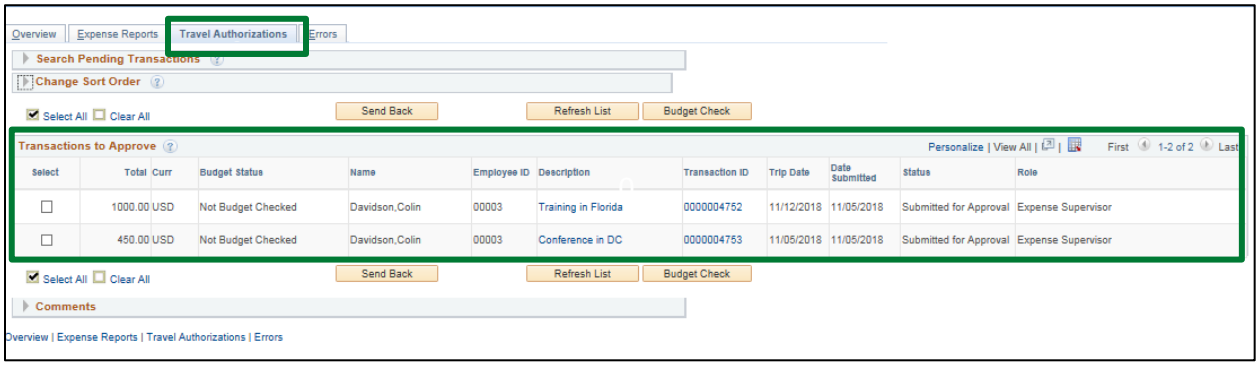
Click the **Approve** button.

The Approve Travel Authorization – Submit Confirmation page displays the travel authorization totals and the message: 'This report will be approved.



Click the **OK** button.

The Approve Transactions – Travel Authorizations page displays.



The travel authorization no longer displays in the list of transactions to approve.

When the travel authorization has been approved by the necessary approvers, the employee will receive an email notification letting them know the travel authorization has been approved.

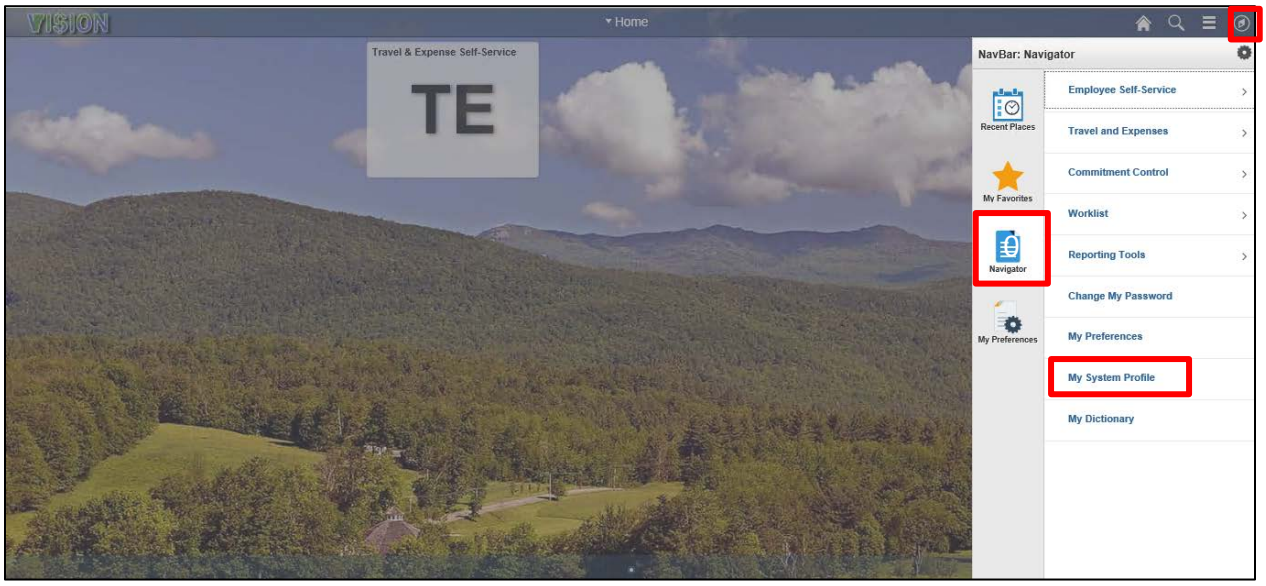
Set up Alternate Approver

The Basics:

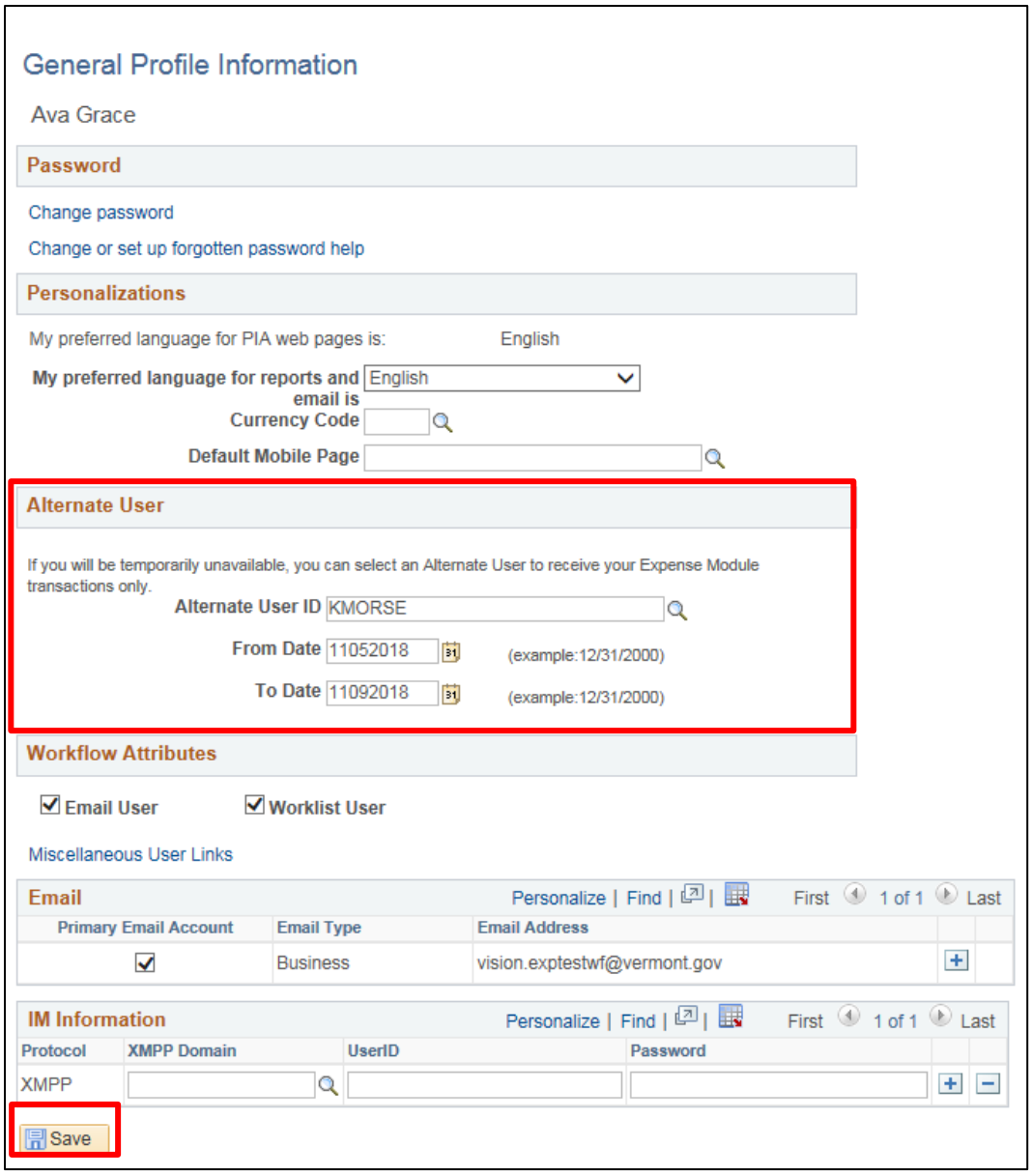
- An Alternate Approver is set up by a supervisor during an extended absence. When an alternate approver is set up, only the alternate approver will have access to approve the reports for the time period designated.
- Alternate Approvers are for use ONLY in the case of extended absence.
- Worklists need to be clear of all pending transactions before an alternate is set up. (Designating an alternate does not re-direct transactions waiting for your review).
- Alternates are required to have Approver level security. Assigning an alternate does not grant that person security.
- The Alternate Approver should be someone in your organization who is either a peer or superior, not a subordinate.
- You will need to know the employee's VISION user ID to designate them as an alternate approver.
- Only expense transactions will be routed to the alternate approver. Workflow transactions from other modules do not route to the alternate approver.

Situations when this function is used: Expense Supervisors need to set up an alternate approver prior to an extended leave of absence.

Navigation: Navigator > My System Profile



The General Profile Information page displays.



Enter the **Alternate User ID**

- Enter the VISION User ID for the employee that is going to be your alternate approver.

Enter the **From Date**

- The From Date should be the first day of your absence.

Enter the **To Date**

- The To Date should be the date before you return to work.

Click the **Save** button.