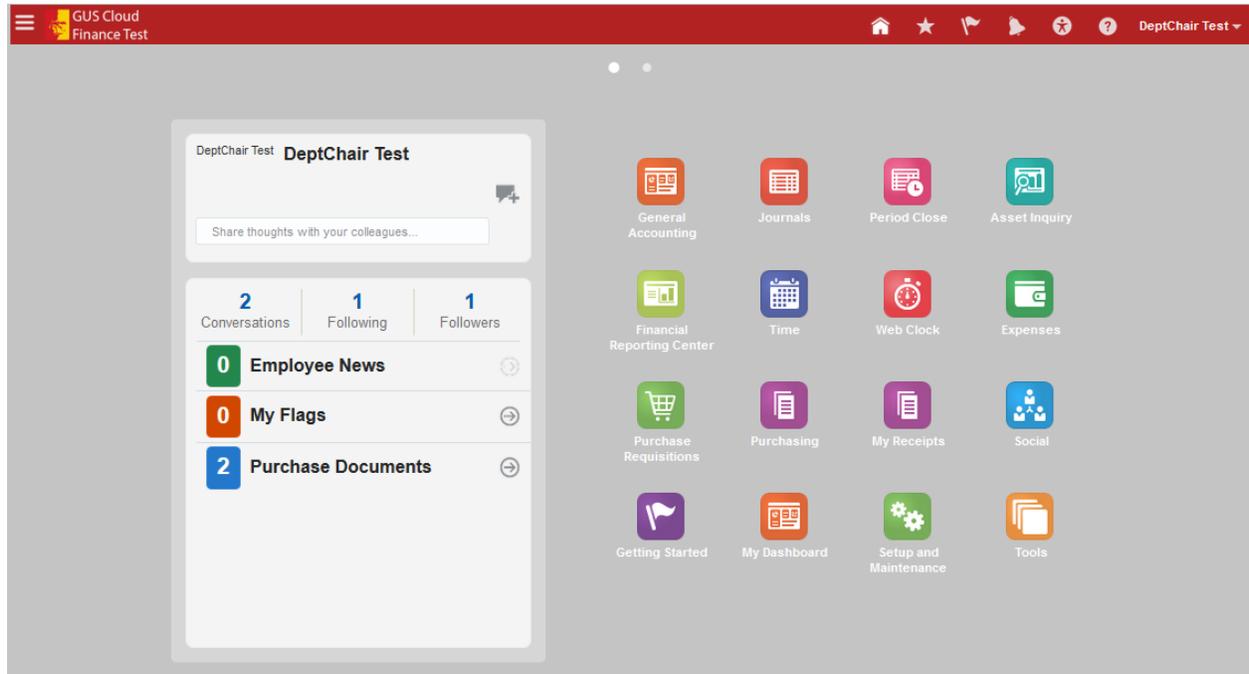


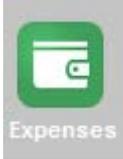
# Job Aid

## Reviewing Status of Expense Reports



This Job Aid walks through the process of reviewing the status of an Expense Report.



Step	Action
1.	Click the <b>Home</b> icon at the top right of the screen to access the <b>Gus Cloud Springboard</b> . 
2.	Click the <b>Expenses</b> icon on the home page to access the <b>Expenses module</b> . 

# Job Aid

## Reviewing Status of Expense Reports

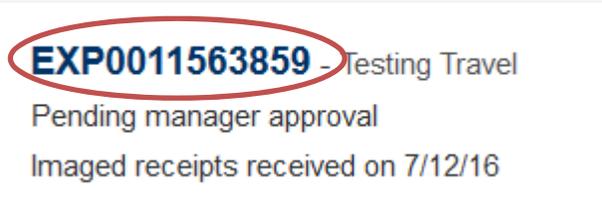


Step	Action				
3.	<p>Review the Travel and Expense Info Tiles to check for Expense Items and Expense reports that require immediate action.</p> <div data-bbox="381 483 1396 787"> <p><b>Travel and Expenses</b></p> <table border="1"> <tr> <td> <p><b>Expense Items</b></p> <p>1 Overdue</p> <p>8 Card Charges</p> <p>2 Cash</p> </td> <td> <p><b>Expense Reports</b></p> <p>1 Requires Action</p> <p>1 In Progress</p> </td> <td> <p><b>Approvals</b></p> <p>2 Reports</p> <p>1 Cash Advance</p> </td> <td> <p><b>Cash Advances</b></p> <p>1 In Approval</p> </td> </tr> </table> </div> <p><b>Remember:</b> Overdue expense items <b>MUST</b> be submitted before any other expense items can be processed.</p>	<p><b>Expense Items</b></p> <p>1 Overdue</p> <p>8 Card Charges</p> <p>2 Cash</p>	<p><b>Expense Reports</b></p> <p>1 Requires Action</p> <p>1 In Progress</p>	<p><b>Approvals</b></p> <p>2 Reports</p> <p>1 Cash Advance</p>	<p><b>Cash Advances</b></p> <p>1 In Approval</p>
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4.	<p>Click on the Expense Reports Info Tile</p> <div data-bbox="381 1018 1396 1323"> <p><b>Travel and Expenses</b></p> <table border="1"> <tr> <td> <p><b>Expense Items</b></p> <p>1 Overdue</p> <p>8 Card Charges</p> <p>2 Cash</p> </td> <td> <p><b>Expense Reports</b></p> <p>1 Requires Action</p> <p>1 In Progress</p> </td> <td> <p><b>Approvals</b></p> <p>2 Reports</p> <p>1 Cash Advance</p> </td> <td> <p><b>Cash Advances</b></p> <p>1 In Approval</p> </td> </tr> </table> </div> <p><b>Tip:</b> The Expense Reports Info Tile gives an overlook of the status of existing expense reports. The info tile is broken into the following sections:</p> <ul style="list-style-type: none"> <li>• Requires Action-Total number of expense reports that require additional action. Any reports that your delegates submit for you that require your review are also included in this count. As these reports require immediate attention, the count is highlighted in red.</li> <li>• In Progress-Number of expense reports that are in Rejected, Saved, Withdrawn, or Returned status.</li> <li>• In Approval-Number of expense reports that are awaiting approval by managers or auditors.</li> </ul>	<p><b>Expense Items</b></p> <p>1 Overdue</p> <p>8 Card Charges</p> <p>2 Cash</p>	<p><b>Expense Reports</b></p> <p>1 Requires Action</p> <p>1 In Progress</p>	<p><b>Approvals</b></p> <p>2 Reports</p> <p>1 Cash Advance</p>	<p><b>Cash Advances</b></p> <p>1 In Approval</p>
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# Job Aid

## Reviewing Status of Expense Reports

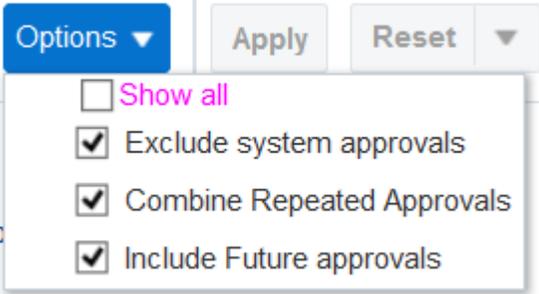
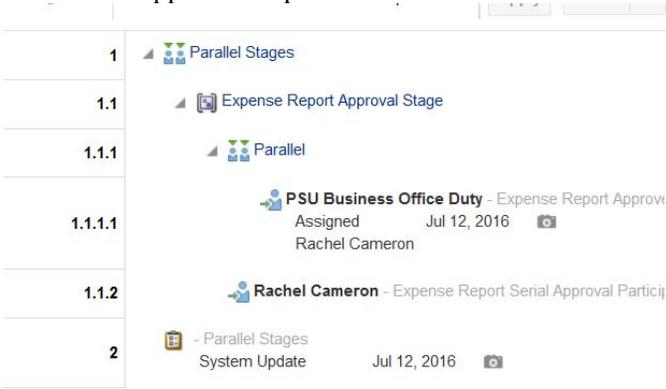


Step	Action
5.	Click the 'In Approval' link on the Expense Reports Info Tile  A screenshot of an 'Expense Reports' info tile. It lists three categories: '1 Requires Action', '1 In Progress', and '8 In Approval'. The '8 In Approval' category is circled in red.
6.	Select an expense report to view  A screenshot of an expense report card. The report ID 'EXP0011563859' is circled in red. Below it, the text reads: '- Testing Travel', 'Pending manager approval', and 'Imaged receipts received on 7/12/16'.
7.	Click on 'Pending manager approval' to see the approval status  A screenshot of the 'Expense Report: EXP0011563859' details page. It shows fields for Purpose (Testing Travel), Missing Images Reason, Attachments (C1002 Equipment.jpg), and Overriding Approver. The 'Status' field, which says 'Pending manager approval', is circled in red.

# Job Aid

## Reviewing Status of Expense Reports



Step	Action
8.	<p>Click on Options and check Exclude System Approvals to only see required approval stops</p> 
9.	<p>Review the approval stops</p>  <p><b>Hint:</b> This expense report is pending PSU Business Office Pre-Audit review. If an approval step has been completed, it has a grey checkmark like this:</p> 
10.	You have reached the end of the Reviewing Status of Expense Reports Job Aid.