

State of Tennessee



A Bright Idea for State Government

Travel Manual: Approvers

for the

State of Tennessee
Edison Project

May 3, 2016



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Reassign Approval Work

An approver may reassign a travel claim from one approver’s worklist to another. You must have a travel approval role in Edison to have access to reassign travel claims.

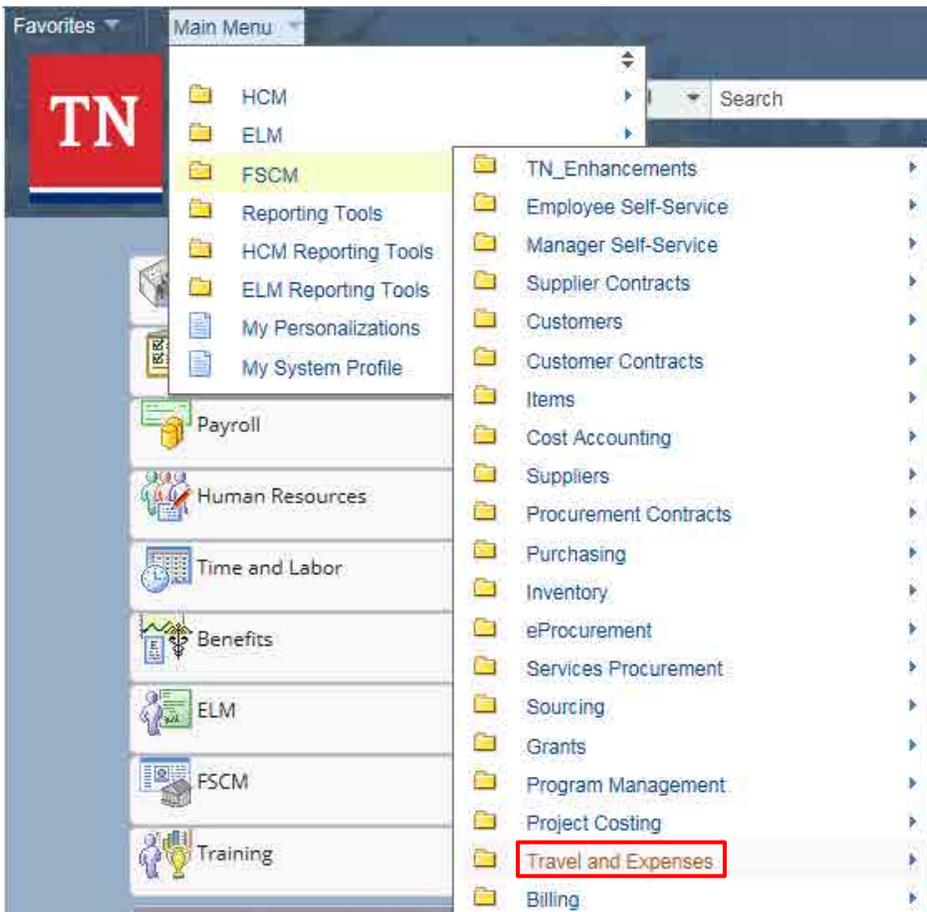
Step 1.

Click the **Main Menu** link and then select **FSCM**.



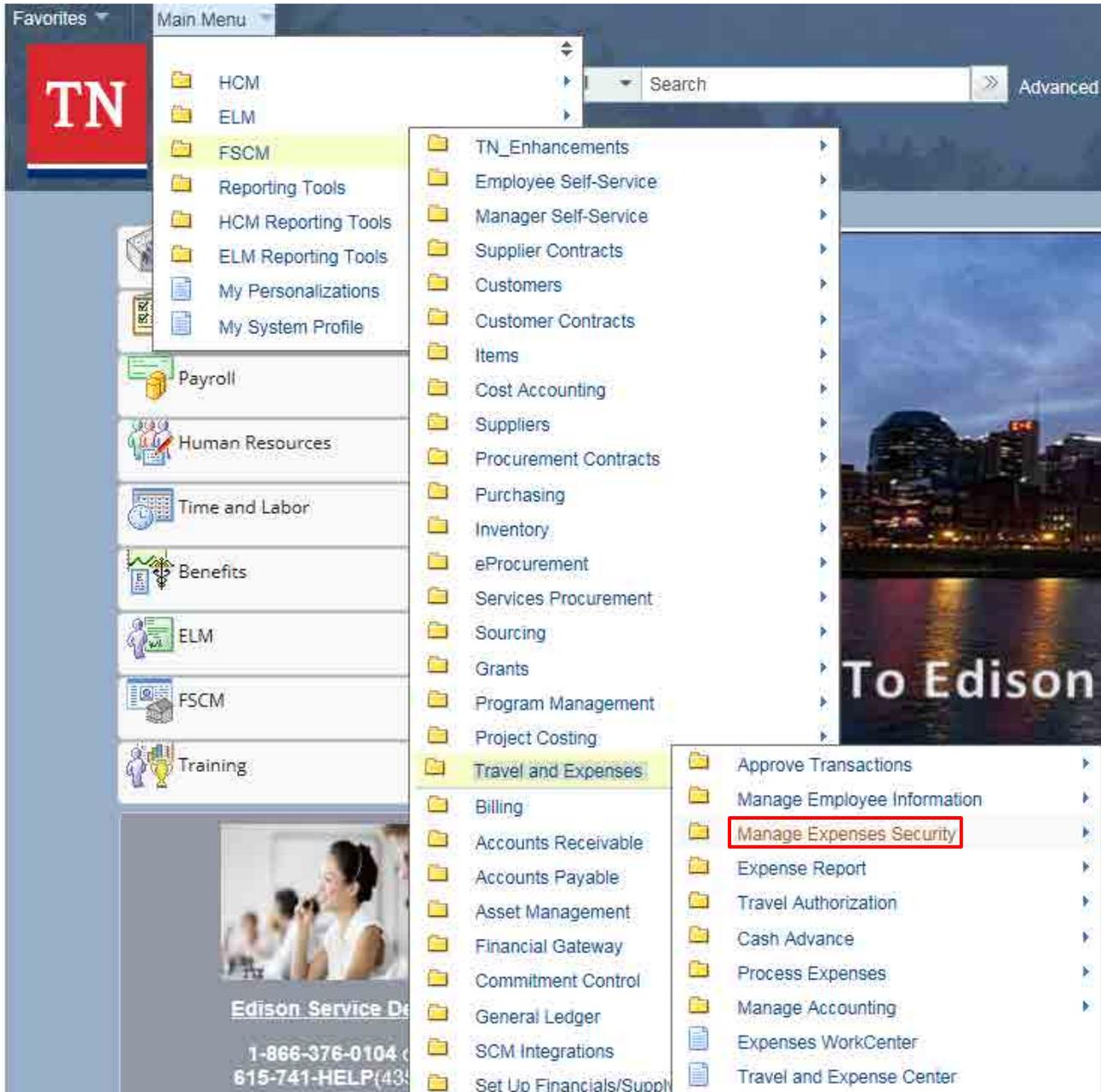
Step 2.

Click the **Travel and Expenses** link.



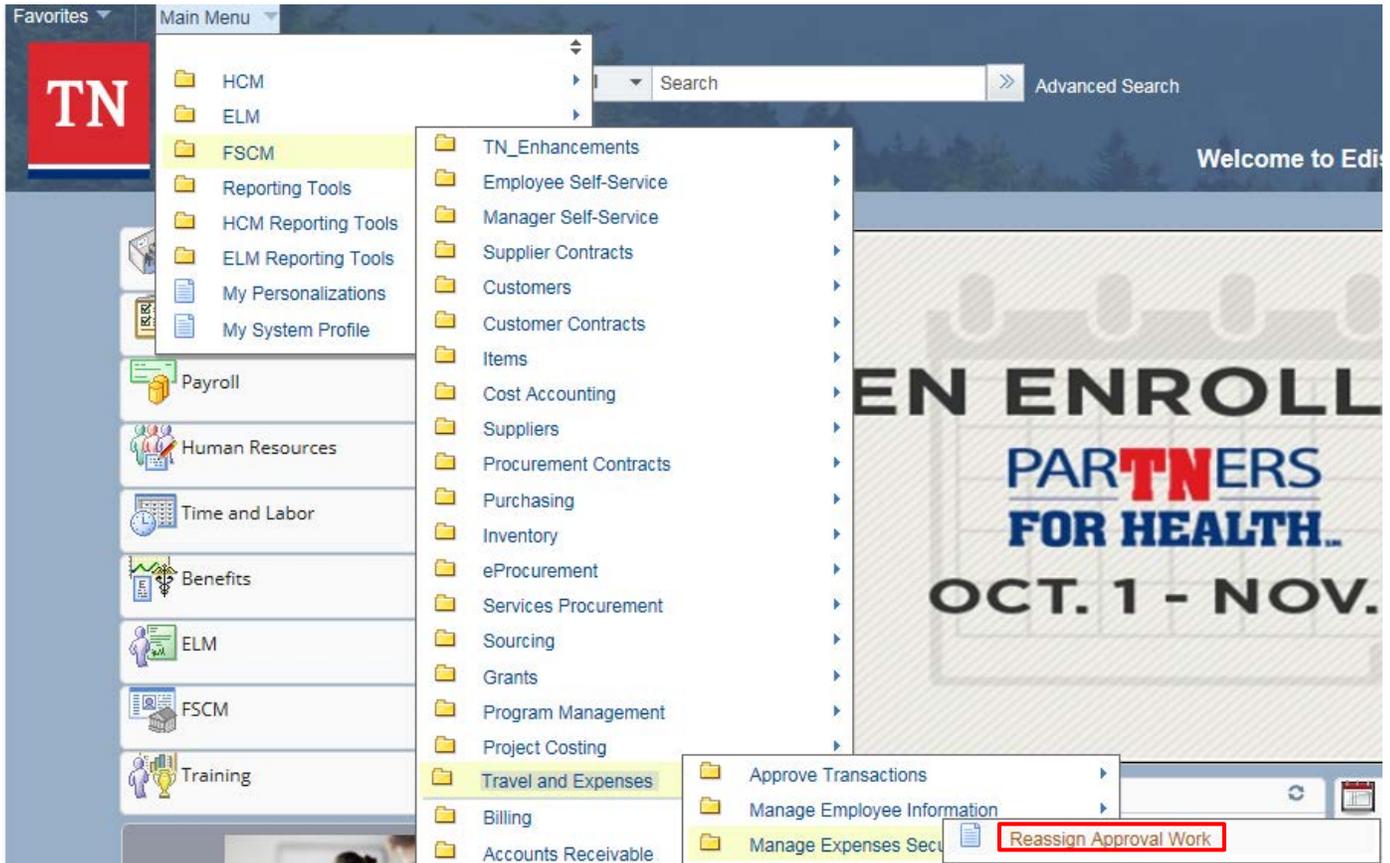
Step 3.

Click the **Manage Expenses Security** link.



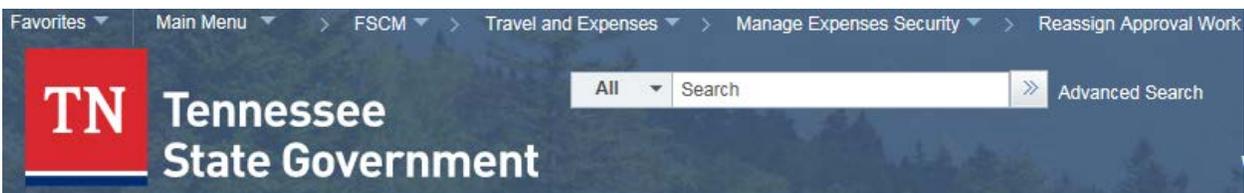
Step 4.

Click the **Reassign Approval Work** link.



Step 5.

Enter the **Edison User Id** of the individual whose approval list the claim is located on.



Reassign Work

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

Find an Existing Value

Search Criteria

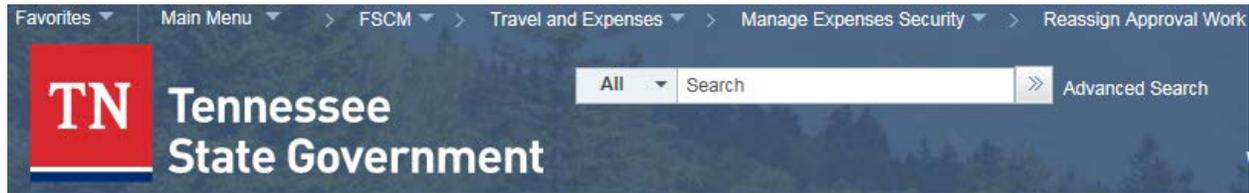
Search by: User ID begins with

Case Sensitive

Search Advanced Search

Step 6.

Click the **Search** button.



Reassign Work

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

Find an Existing Value

▼ Search Criteria

Search by: User ID ▼ begins with tommk0206001

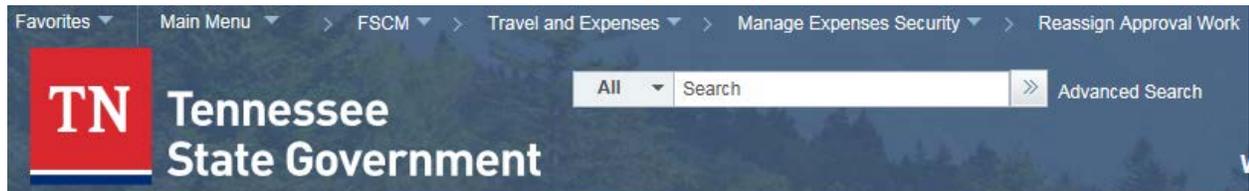
Case Sensitive

Search Advanced Search

Step 7.

The **Reassign Work** page displays all travel claims currently on the approver’s worklist.

In the “**Reassign Work To:**” field, enter the **Edison User ID** of the individual you wish to reassign the claim to. This would be the individual who needs to take approval action on the claim.



Define Security
Reassign Work

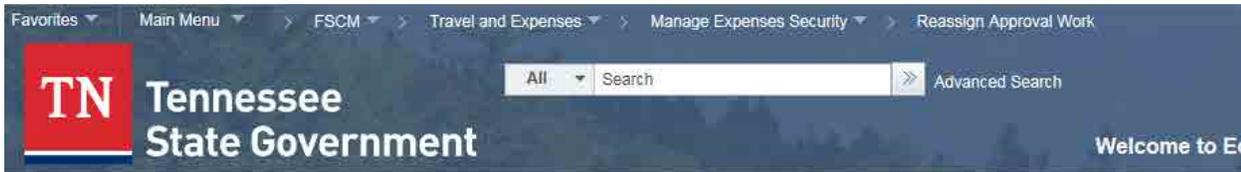
Approver tommk0206001 Tommie K Pendergrass

Reassign Work To saraa0223001 Sarah A Lunsford

Select All Deselect All Reassign

Step 8.

Click on the **checkbox(s)** beside the travel claim(s) that need to be reassigned to **place a checkmark** in the box thereby selecting the transaction(s).



Define Security

Reassign Work

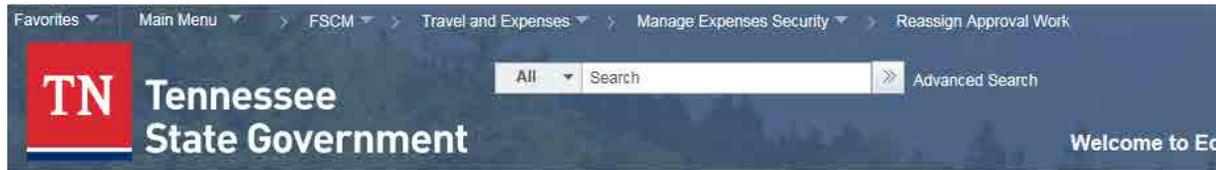
Approver: tommk0206001 Tommie K Pendergrass
 Reassign Work To: saraa0223001 Sarah A Lunsford

Select All Deselect All

Transaction Information							Personalize	Find	View All	Print	First
Select	Transaction Type	Total Amount	Name	Empl ID	Report ID	Submission Date	Role				
<input type="checkbox"/>	Cash Advance	5.00 USD	Hamdorff, James R	00145734	0000000668	11/09/2015	HR Supervisor				
<input checked="" type="checkbox"/>	Expense Report	275.31 USD	Hamdorff, James R	00145734	0001049821	12/11/2015	HR Supervisor				
<input type="checkbox"/>	Expense Report	248.00 USD	Hamdorff, James R	00145734	0001049793	11/20/2015	HR Supervisor				
<input type="checkbox"/>	Expense Report	10.00 USD	Hamdorff, James R	00145734	0001049822	12/11/2015	HR Supervisor				
<input checked="" type="checkbox"/>	Expense Report	196.50 USD	Hamdorff, James R	00145734	0001049818	12/16/2015	HR Supervisor				

Step 9.

Click the **Reassign** button. Claim(s) will disappear from current approver’s worklist and route to the new approvers.



Define Security

Reassign Work

Approver: tommk0206001 Tommie K Pendergrass
 Reassign Work To: saraa0223001 Sarah A Lunsford

Select All Deselect All **Reassign**

Transaction Information								Personalize	Find	View All	Print	Refresh	First
Select	Transaction Type	Total Amount	Name	Empl ID	Report ID	Submission Date	Role						
<input type="checkbox"/>	Cash Advance	5.00 USD	Hamdorff, James R	00145734	0000000668	11/09/2015	HR Supervisor						
<input checked="" type="checkbox"/>	Expense Report	275.31 USD	Hamdorff, James R	00145734	0001049821	12/11/2015	HR Supervisor						
<input type="checkbox"/>	Expense Report	248.00 USD	Hamdorff, James R	00145734	0001049793	11/20/2015	HR Supervisor						
<input type="checkbox"/>	Expense Report	10.00 USD	Hamdorff, James R	00145734	0001049822	12/11/2015	HR Supervisor						
<input checked="" type="checkbox"/>	Expense Report	196.50 USD	Hamdorff, James R	00145734	0001049818	12/16/2015	HR Supervisor						

Step 10:

You have now successfully Reassigned Approval Work.

End of Procedure.

Budget Checking Travel Claims

Prior to approving an **Expense Report** OR **Travel Authorization**, the claim must have a “**Valid**” budget status.

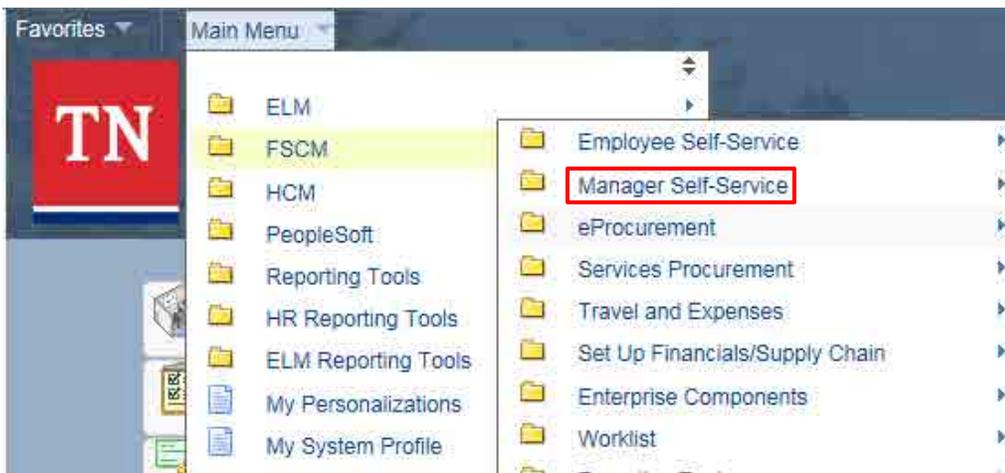
Step 1.

Click the **Main Menu** link and then select **FSCM**.



Step 2.

Click the **Manager Self Service** link.



Step 3.

Click the **Travel and Expense Center** link.



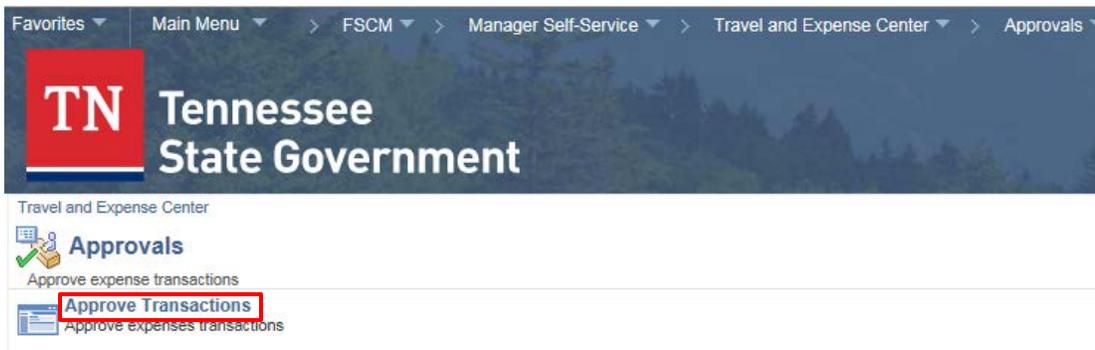
Step 4.

Click the **Approvals** link.



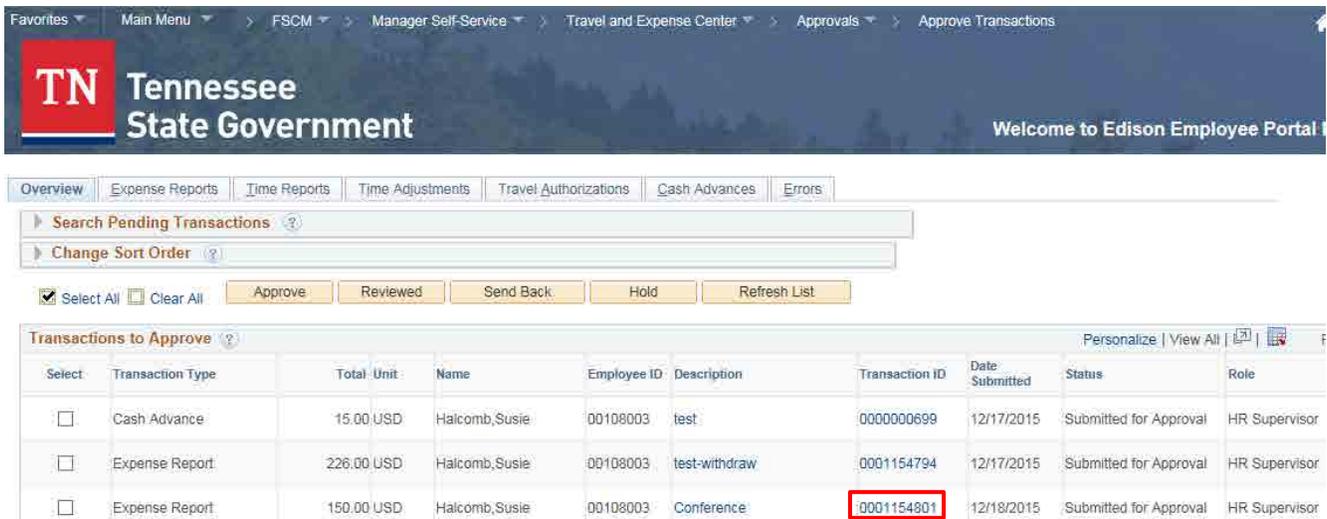
Step 5.

Click the **Approve Transactions** link.



Step 6.

Click on the appropriate **Report ID (OR Authorization ID)** under the “**Transaction ID**” column for the claim you are reviewing and approving. This will take you into the claim.



Step 7.

Scroll to the bottom of the page and verify the budget status is **“Not Budget Checked”**.

NOTICE: The “Approve” button is grayed out due to the claim not being budget checked. The claim must be budget checked prior to approval.

Navigation: Favorites > Main Menu > FSCM > Manager Self-Service > Travel and Expense Center > Approvals > Approve Transactions

TN Tennessee State Government

Expense Line Items

Expense Type	Date	PC Business Unit	Project	Activity	Reimburse Amt	Currency	Receipt Verified	Receipt Required	Appro
Conference Fees	12/11/2015	35910	CHSTATEFUNDED10	STATE	150.00	USD	<input type="checkbox"/>	<input type="checkbox"/>	

Expense Report Totals

Employee Expenses (1 Line)	150.00	USD	Due Employee	150.00	USD
Non-Reimbursable Expenses	0.00	USD	Due Supplier	0.00	USD
Prepaid Expenses	0.00	USD	Definition of Totals		
Employee Credits	0.00	USD			
Supplier Credits	0.00	USD			
Cash Advances Applied	0.00	USD			

Pending Actions

Role	Name	Action	Date/Time
HR Supervisor	Lakins, Rebecca W		
TN-Fiscal Officer Approval	(Pooled)		

Action History

Role	Name	Action	Date/Time
Employee	Halcomb, Susie	Submitted	12/18/2015 12:16:10PM

Comments

Budget Status Not Budget Checked Budget Checking is required before the Expense Report can be Approved. Please click on the Budget Options hyperlink.

Buttons: Approve Send Back Hold Deny Save Changes

Comments

Step 8.

Click on the “**Budget Options**” blue hyperlink.

[Favorites](#) > [Main Menu](#) > [FSCM](#) > [Manager Self-Service](#) > [Travel and Expense Center](#) > [Approvals](#) > [Approve Transactions](#)


Welcom

Expense Line Items

Expense Type	Date	PC Business Unit	Project	Activity	Reimburse Amt	Currency	Receipt Verified	Receipt Required	Appro
Conference Fees	12/11/2015	35910	CHSTATEFUNDED10	STATE	150.00	USD	<input type="checkbox"/>	<input type="checkbox"/>	

Expense Report Totals

Employee Expenses (1 Line)	150.00 USD	Due Employee	150.00 USD
Non-Reimbursable Expenses	0.00 USD	Due Supplier	0.00 USD
Prepaid Expenses	0.00 USD	Definition of Totals	
Employee Credits	0.00 USD		
Supplier Credits	0.00 USD		
Cash Advances Applied	0.00 USD		

Pending Actions Personalize | Find | | First 1-2 of 2 Last

Role	Name	Action	Date/Time
HR Supervisor	Lakins, Rebecca W		
TN-Fiscal Officer Approval	(Pooled)		

Action History Personalize | Find | | First 1 of 1 Last

Role	Name	Action	Date/Time
Employee	Halcomb, Susie	Submitted	12/18/2015 12:16:10PM

Comments

Budget Status: Not Budget Checked

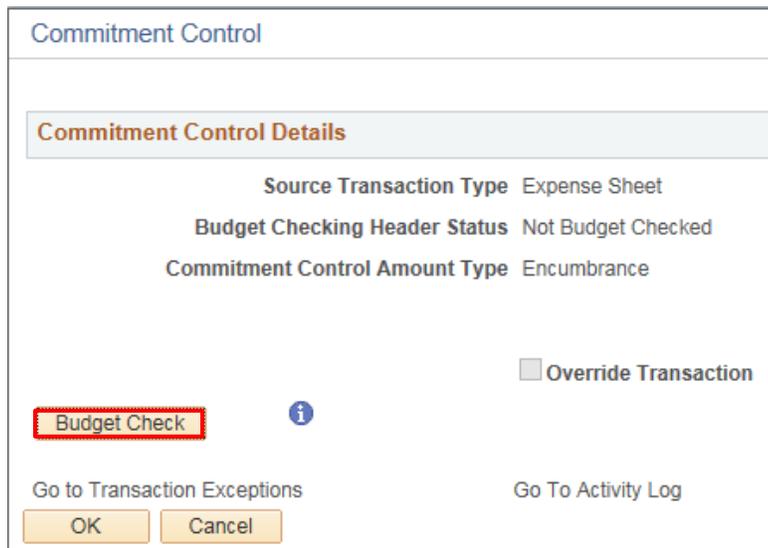
[Budget Options](#) Budget Checking is required before the Expense Report can be Approved. Please click on the Budget Options hyperlink.

Approve
Send Back
Hold
Deny
Save Changes

Comments

Step 9.

Click the “**Budget Check**” button to budget check the claim. This may take a few minutes, let the page continue spinning until complete.



Commitment Control

Commitment Control Details

Source Transaction Type Expense Sheet

Budget Checking Header Status Not Budget Checked

Commitment Control Amount Type Encumbrance

Override Transaction

Budget Check ⓘ

Go To Transaction Exceptions Go To Activity Log

OK Cancel

Step 10.

If a message is generated stating there are “**Budget Warnings**”, these are OK. Click the “OK” button, and then click the “No” button. You may ignore this message and proceed with approving the claim.

If a message is generated stating there is a “**Budget Error**”, this is an issue. The travel claim cannot be approved until the budget error is resolved. Follow the steps below to resolve the error:

- a) Review the “**Budget Error Guidelines**” section in this document to understand the error received.
- b) Contact your Budget Department and/or Fiscal Office regarding the Budget Error in order to find out how to resolve the particular error.
- c) If further assistance is needed, contact the Edison Help Desk (741-HELP).

Step 11.

After budget checking is complete, the status will update to **“Valid”**. You may click the **OK** button, and proceed with approving the claim.

Commitment Control

Commitment Control Details

Source Transaction Type Expense Sheet

Budget Checking Header Status Valid

Commitment Control Amount Type Encumbrance

Commitment Control Tran ID 0059195278

Commitment Control Tran Date 12/21/2015

Override Transaction

Budget Check 

Go to Transaction Exceptions [Go To Activity Log](#)

OK Cancel

Step 12.

You have now successfully Budget Checked a Travel Claim.

End of Procedure.

Viewing Notes and Attachments Prior to Approval

In this scenario, we will review the Notes and Attachments added by the employee prior to approval of an expense report.

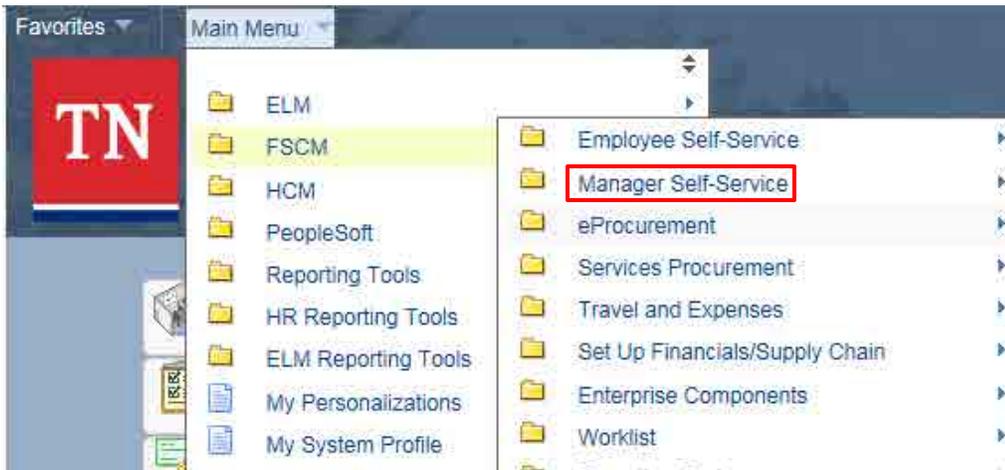
Step 1.

Click the **Main Menu** link and then select **FSCM**.



Step 2.

Click the **Manager Self Service** link.



Step 3.

Click the **Travel and Expense Center** link.



Step 4.

Click the **Approvals** link.

Step 5.

Click the **Approve Transactions** link.

Step 6.

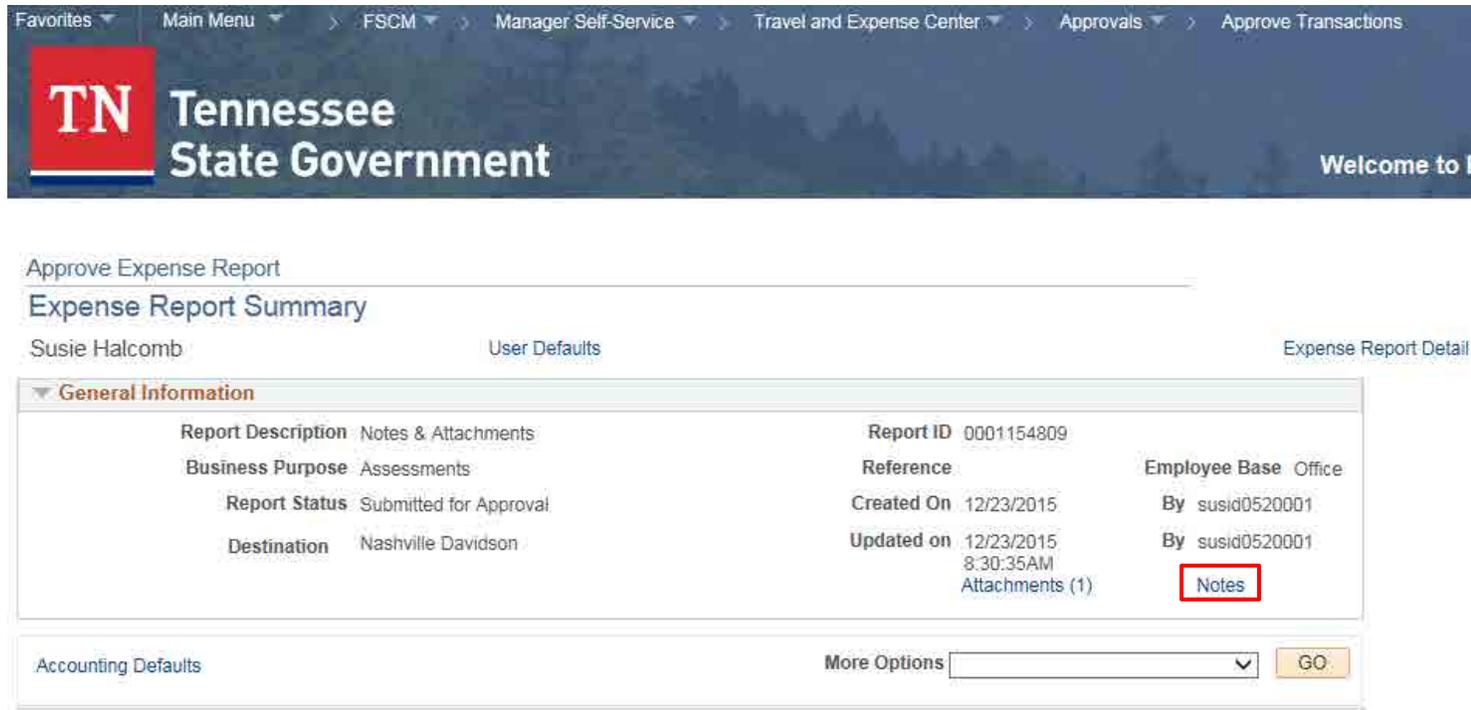
Click on the appropriate **Report ID** under the “**Transaction ID**” column for the claim you are reviewing and approving. This will take you into the claim.

Select	Alert	Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input type="checkbox"/>		Cash Advance	15.00	USD	Halcomb,Susie	00108003	test	0000000699	12/17/2015	Submitted for Approval	HR Supervisor
<input type="checkbox"/>		Expense Report	150.00	USD	Halcomb,Susie	00108003	Conference	0001154801	12/18/2015	Submitted for Approval	HR Supervisor
<input type="checkbox"/>		Expense Report	317.32	USD	Halcomb,Susie	00108003	Conference	0001154802	12/21/2015	Submitted for Approval	HR Supervisor
<input type="checkbox"/>		Expense Report	12.00	USD	Halcomb,Susie	00108003	TEST Proxy	0001154806	12/21/2015	Submitted for Approval	HR Supervisor
<input type="checkbox"/>		Expense Report	245.00	USD	Halcomb,Susie	00108003	Notes & Attachments	0001154809	12/23/2015	Submitted for Approval	HR Supervisor

Step 7.

Any **comments** included on an expense report are now added in **Notes**.

Click on the **Notes** link to view any notes included on the report.



Approve Expense Report

Expense Report Summary

Susie Halcomb User Defaults Expense Report Detail

General Information

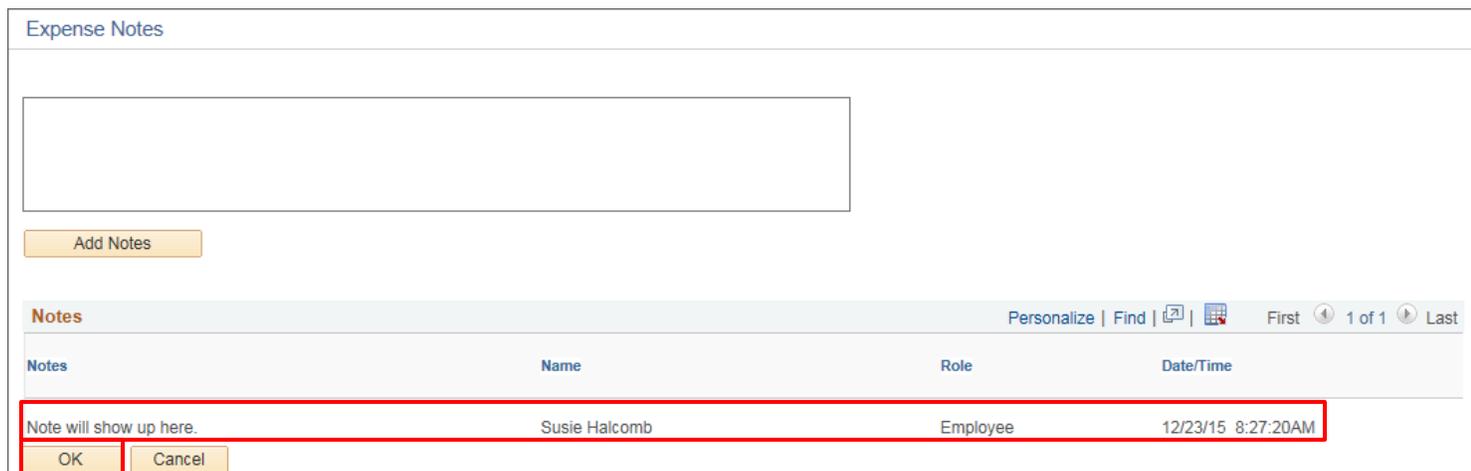
<p>Report Description Notes & Attachments</p> <p>Business Purpose Assessments</p> <p>Report Status Submitted for Approval</p> <p>Destination Nashville Davidson</p>	<p>Report ID 0001154809</p> <p>Reference</p> <p>Created On 12/23/2015</p> <p>Updated on 12/23/2015 8:30:35AM</p> <p>Attachments (1)</p>	<p>Employee Base Office</p> <p>By susid0520001</p> <p>By susid0520001</p> <p style="text-align: right;">Notes</p>
---	---	---

Accounting Defaults More Options

Step 8.

Any **comments** added on an expense report display under the **Notes** section with the **comment**, **name** of user who added the note, their **role**, and the **date** and **time** the note was added.

Click the **OK** button to return to the expense report approval page.



Expense Notes

Notes	Name	Role	Date/Time
Note will show up here.	Susie Halcomb	Employee	12/23/15 8:27:20AM

Step 9.

If an attachment has been uploaded to the travel claim an **Attachments** link will appear on the page to allow the approver access to view or download the attached file.

If there is no **Attachments** link visible on the page, then no documents are attached to the claim. The link is only visible when attachments exist.

Click on the **Attachments** link.

Step 10.

The **Expense Report Attachments** page displays the **File Name**, **Description** of the attachment, **User ID** and **Name** of who attached the file, and the **Date** and **Time** the file was attached.

Click on the **Link** containing the **file name**.

Note: An approver can only view an attachment and does not have access to upload a new attachment or delete an existing one. Only the employee or proxy has access to add and delete attachments.

File Name	Description	User	Name	Date/Time Stamp
TEST.docx	Uploaded a Test Document.	susid0520001	Susie Halcomb	12/23/2015 8:30:33AM

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

OK Cancel

Step 11.

There is the option to either **Open** the file or **Save** it to your computer.



Step 12.

You have successfully reviewed notes and attachments prior to approval.

End of Procedure.

Approving a Travel Claim

In this scenario, we will approve an expense report.

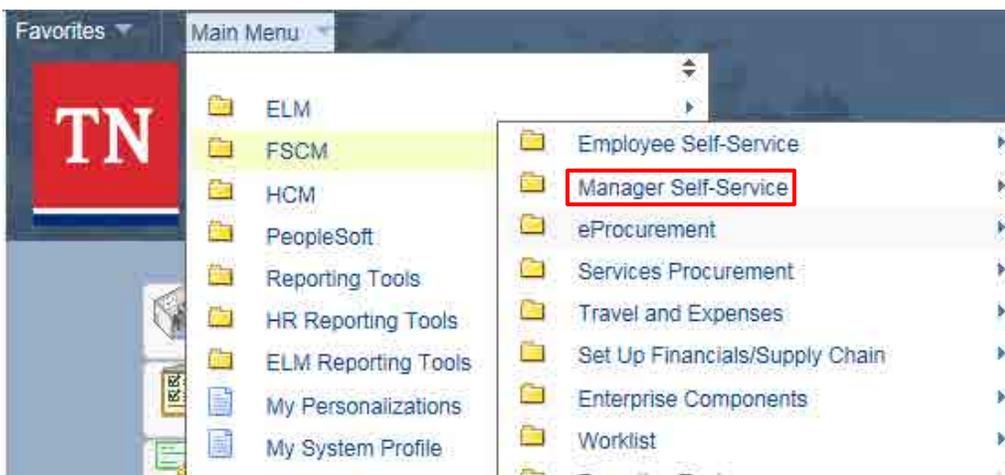
Step 1.

Click the **Main Menu** link and then select **FSCM**.



Step 2.

Click the **Manager Self Service** link.



Step 3.

Click the **Travel and Expense Center** link.



Step 4.

Click the **Approvals** link.

Step 5.

Click the **Approve Transactions** link.

Step 6.

Click on the appropriate **Report ID** (OR **Authorization ID**) under the **“Transaction ID”** column for the claim you are reviewing and approving. This will take you into the claim.

Select	Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input type="checkbox"/>	Cash Advance	15.00	USD	Halcomb, Susie	00108003	test	0000000699	12/17/2015	Submitted for Approval	HR Supervisor
<input type="checkbox"/>	Expense Report	226.00	USD	Halcomb, Susie	00108003	test-withdraw	0001154794	12/17/2015	Submitted for Approval	HR Supervisor
<input type="checkbox"/>	Expense Report	150.00	USD	Halcomb, Susie	00108003	Conference	0001154801	12/18/2015	Submitted for Approval	HR Supervisor

Step 7.

Scroll to the bottom of the page and verify the budget status is **“Valid”**. If the claim has a budget status of **“Not Budget Checked”**, please see the **“Budget Checking Travel Claims”** section in this document.

NOTICE: The **“Approve”** button will be grayed out if the claim has not been budget checked. The claim must be budget checked prior to approval.

Navigation: Favorites ▾ Main Menu ▾ > FSCM ▾ > Manager Self-Service ▾ > Travel and Expense Center ▾ > Approvals ▾ > Approve Transactions

TN Tennessee State Government Welcome

Expense Type	Date	PC Business Unit	Project	Activity	Reimburse Amt	Currency	Receipt Verified	Receipt Required	Appro
Conference Fees	12/11/2015	35910	CHSTATEFUNDED10	STATE	150.00	USD	<input type="checkbox"/>	<input type="checkbox"/>	

Expense Report Totals

Employee Expenses (1 Line)	150.00 USD	Due Employee	150.00 USD
Non-Reimbursable Expenses	0.00 USD	Due Supplier	0.00 USD
Prepaid Expenses	0.00 USD	Definition of Totals	
Employee Credits	0.00 USD		
Supplier Credits	0.00 USD		
Cash Advances Applied	0.00 USD		

Pending Actions Personalize | Find | | | First 1-2 of 2 Last

Role	Name	Action	Date/Time
HR Supervisor	Lakins, Rebecca W		
TN-Fiscal Officer Approval	(Pooled)		

Action History Personalize | Find | | | First 1 of 1 Last

Role	Name	Action	Date/Time
Employee	Halcomb, Susie	Submitted	12/18/2015 12:16:10PM

Comments

Budget Status Valid Budget Checking completed. Report is ready for Approval/Posting.

Budget Options

Approve
Send Back
Hold
Deny
Save Changes

Comments

Step 8.

Click the **Approve** button.

[Favorites](#) > [Main Menu](#) > [FSCM](#) > [Manager Self-Service](#) > [Travel and Expense Center](#) > [Approvals](#) > [Approve Transactions](#)


Welcome

Expense Line Items									
Expense Type	Date	PC Business Unit	Project	Activity	Reimburse Amt	Currency	Receipt Verified	Receipt Required	Approve
Conference Fees	12/11/2015	35910	CHSTATEFUNDED10	STATE	150.00	USD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Expense Report Totals

Employee Expenses (1 Line)	150.00	USD	Due Employee	150.00	USD
Non-Reimbursable Expenses	0.00	USD	Due Supplier	0.00	USD
Prepaid Expenses	0.00	USD	Definition of Totals		
Employee Credits	0.00	USD			
Supplier Credits	0.00	USD			
Cash Advances Applied	0.00	USD			

Pending Actions Personalize | Find | | | First 1-2 of 2 Last

Role	Name	Action	Date/Time
HR Supervisor	Lakins,Rebecca W		
TN-Fiscal Officer Approval	(Pooled)		

Action History Personalize | Find | | | First 1 of 1 Last

Role	Name	Action	Date/Time
Employee	Halcomb,Susie	Submitted	12/18/2015 12:16:10PM

Comments

Budget Status Valid Budget Checking completed. Report is ready for Approval/Posting.

Budget Options

Approve

Send Back

Hold

Deny

Save Changes

Comments

Step 9.

Click the **OK** button. The claim will disappear from your worklist and will route to the next approver needed.

Save Confirmation

Approve Expense Report

Submit Confirmation

Susie Halcomb Report ID 0001154801

Expense Report Totals			
Employee Expenses (1 Line)	150.00 USD	Due Employee	150.00 USD
Non-Reimbursable Expenses	0.00 USD	Due Supplier	0.00 USD
Prepaid Expenses	0.00 USD	Definition of Totals	
Employee Credits	0.00 USD		
Supplier Credits	0.00 USD		
Cash Advances Applied	0.00 USD		

This report will be approved.

Step 10.

You have now successfully Approved a Travel Claim.

End of Procedure.

Sending Back a Travel Claim

In this scenario, we will send back an expense report for revision.

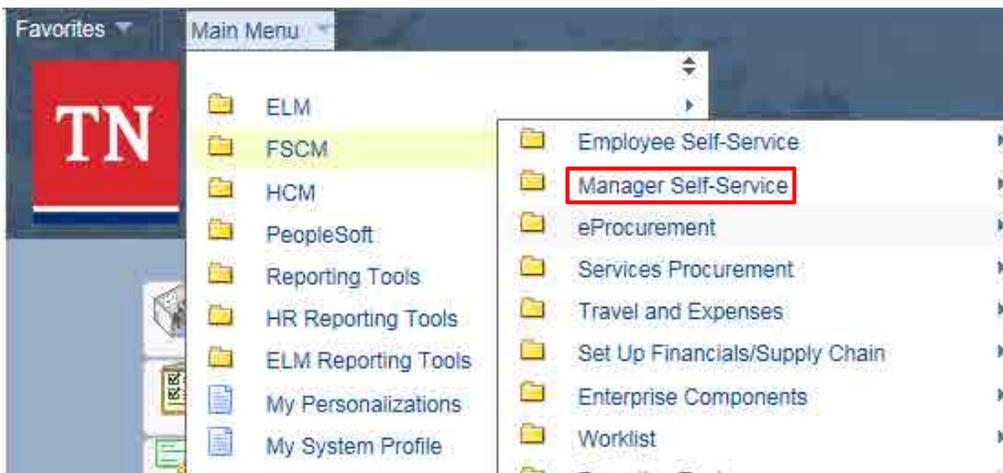
Step 1.

Click the **Main Menu** link and then select **FSCM**.



Step 2.

Click the **Manager Self Service** link.



Step 3.

Click the **Travel and Expense Center** link.



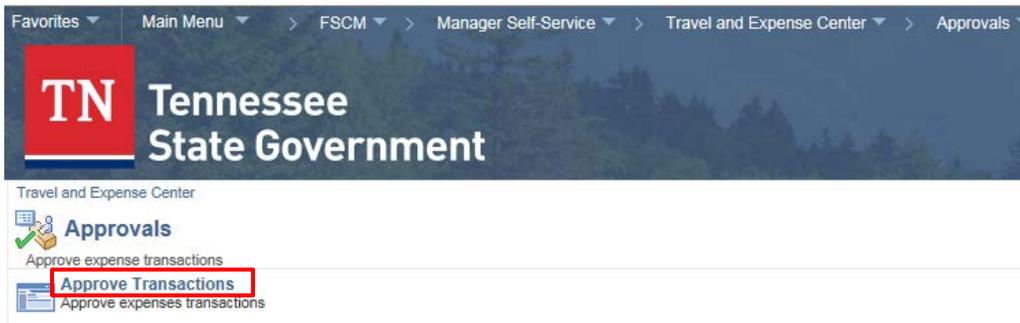
Step 4.

Click the **Approvals** link.



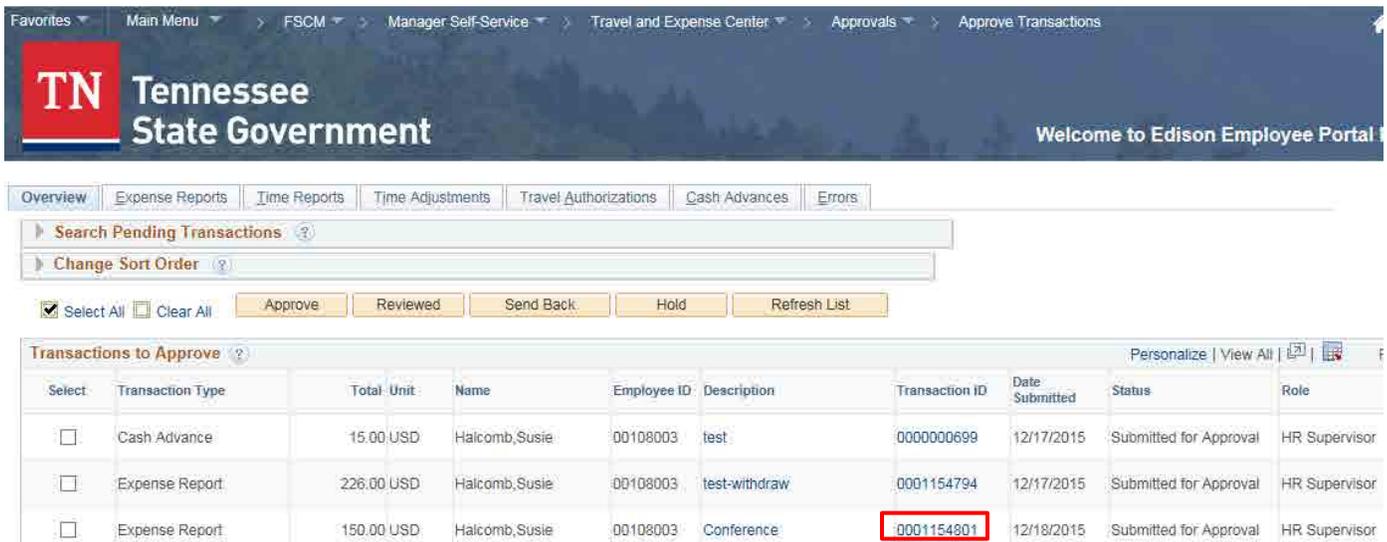
Step 5.

Click the **Approve Transactions** link.



Step 6.

Click on the appropriate **Report ID (OR Authorization ID)** under the “**Transaction ID**” column for the claim you are reviewing and approving. This will take you into the claim.



Step 7.

A Comment is required when sending back a travel claim.

Enter a **Comment** in the “**Comments**” box (*located above the budget status section*) explaining why the claim is being sent back to the employee and include any additional details (*revisions the employee needs to make, etc.*).

Navigation: Favorites | Main Menu | FSCM | Manager Self-Service | Travel and Expense Center | Approvals | Approve Transactions

TN Tennessee State Government Welcome

Expense Line Items Personal

Expense Type	Date	PC Business Unit	Project	Activity	Reimburse Amt	Currency	Receipt Verified	Receipt Required	Approval
Conference Fees	12/11/2015	35910	CHSTATEFUNDED10	STATE	150.00	USD	<input type="checkbox"/>	<input type="checkbox"/>	

Expense Report Totals

Employee Expenses (1 Line)	150.00 USD	Due Employee	150.00 USD
Non-Reimbursable Expenses	0.00 USD	Due Supplier	0.00 USD
Prepaid Expenses	0.00 USD	Definition of Totals	
Employee Credits	0.00 USD		
Supplier Credits	0.00 USD		
Cash Advances Applied	0.00 USD		

Pending Actions Personalize | Find | 1-2 of 2 | Last

Role	Name	Action	Date/Time
HR Supervisor	Lakins, Rebecca W		
TN-Fiscal Officer Approval	(Pooled)		

Action History Personalize | Find | 1 of 1 | Last

Role	Name	Action	Date/Time
Employee	Halcomb, Susie	Submitted	12/18/2015 12:16:10PM

Comments

Amount for Conference Fees is incorrect. Please modify your claim and change to the correct amount of \$125.

Budget Status Valid Budget Checking completed. Report is ready for Approval/Posting.

Budget Options

Comments

Step 8.

Click the **Send Back** button.

[Favorites](#) > [Main Menu](#) > [FSCM](#) > [Manager Self-Service](#) > [Travel and Expense Center](#) > [Approvals](#) > [Approve Transactions](#)


Welcome

Expense Line Items									
Expense Type	Date	PC Business Unit	Project	Activity	Reimburse Amt	Currency	Receipt Verified	Receipt Required	Approver
Conference Fees	12/11/2015	35910	CHSTATEFUNDED10	STATE	150.00	USD	<input type="checkbox"/>	<input type="checkbox"/>	

Expense Report Totals

Employee Expenses (1 Line)	150.00	USD	Due Employee	150.00	USD
Non-Reimbursable Expenses	0.00	USD	Due Supplier	0.00	USD
Prepaid Expenses	0.00	USD	Definition of Totals		
Employee Credits	0.00	USD			
Supplier Credits	0.00	USD			
Cash Advances Applied	0.00	USD			

Pending Actions Personalize | Find | | | First 1-2 of 2 Last

Role	Name	Action	Date/Time
HR Supervisor	Lakins, Rebecca W		
TN-Fiscal Officer Approval	(Pooled)		

Action History Personalize | Find | | | First 1 of 1 Last

Role	Name	Action	Date/Time
Employee	Halcomb, Susie	Submitted	12/18/2015 12:16:10PM

Comments

Budget Status Valid Budget Checking completed. Report is ready for Approval/Posting.

Budget Options

Approve
Send Back
Hold
Deny
Save Changes

Comments

Step 9.

Click the **OK** button. The claim will disappear from your worklist and will return to the employee and allow them to modify.

Save Confirmation

Approve Expense Report

Submit Confirmation

Susie Halcomb Report ID 0001154801

Expense Report Totals			
Employee Expenses (1 Line)	150.00 USD	Due Employee	150.00 USD
Non-Reimbursable Expenses	0.00 USD	Due Supplier	0.00 USD
Prepaid Expenses	0.00 USD	Definition of Totals	
Employee Credits	0.00 USD		
Supplier Credits	0.00 USD		
Cash Advances Applied	0.00 USD		

This report will be sent back for revision.

Step 10.

You have now successfully Sent Back a Travel Claim.

End of Procedure.

Denying a Travel Claim

In this scenario, we will deny an expense report preventing the claim from being modified and resubmitted.

Step 1.

Click the **Main Menu** link and then select **FSCM**.



Step 2.

Click the **Manager Self Service** link.



Step 3.

Click the **Travel and Expense Center** link.



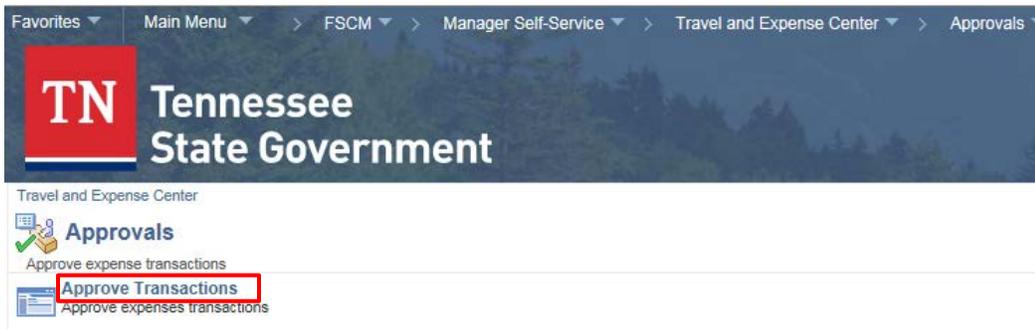
Step 4.

Click the **Approvals** link.



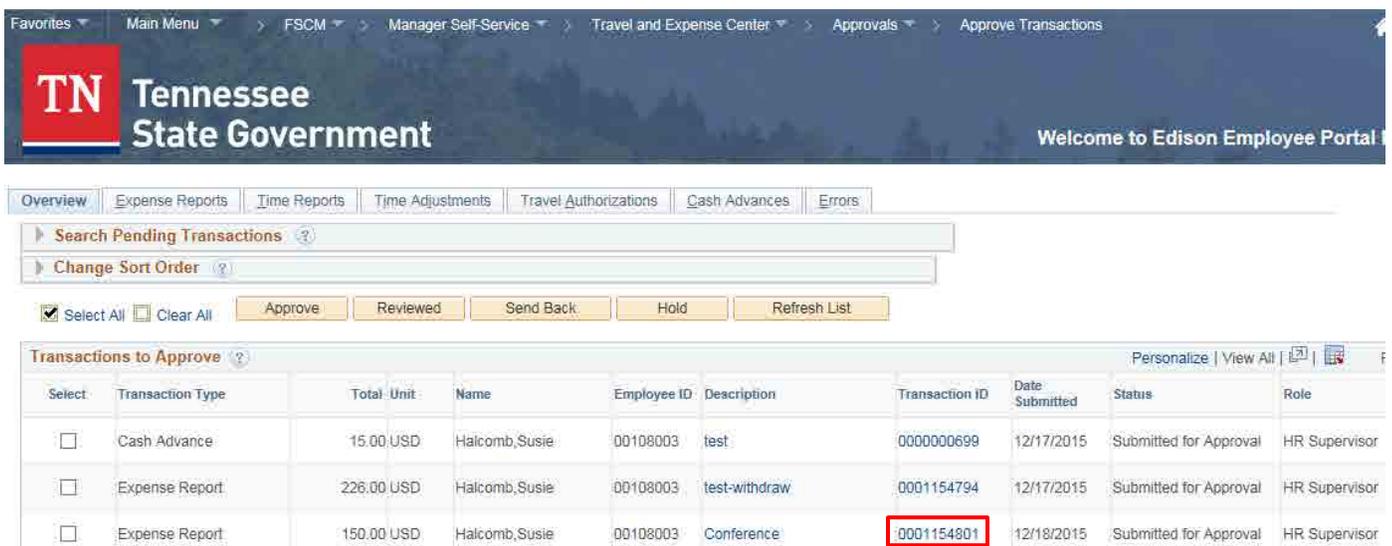
Step 5.

Click the **Approve Transactions** link.



Step 6.

Click on the appropriate **Report ID (OR Authorization ID)** under the **“Transaction ID”** column for the claim you are reviewing and approving. This will take you into the claim.



Step 7.

A Comment is required when denying a travel claim.

Enter a **Comment** in the “**Comments**” box (*located above the budget status section*) explaining why the claim is being denied.

[Favorites](#) > [Main Menu](#) > [FSCM](#) > [Manager Self-Service](#) > [Travel and Expense Center](#) > [Approvals](#) > [Approve Transactions](#)


Welcome

Expense Line Items									
Expense Type	Date	PC Business Unit	Project	Activity	Reimburse Amt	Currency	Receipt Verified	Receipt Required	Approve
Conference Fees	12/11/2015	35910	CHSTATEFUNDED10	STATE	150.00	USD	<input type="checkbox"/>	<input type="checkbox"/>	

Expense Report Totals			
Employee Expenses (1 Line)	150.00	USD	Due Employee 150.00 USD
Non-Reimbursable Expenses	0.00	USD	Due Supplier 0.00 USD
Prepaid Expenses	0.00	USD	Definition of Totals
Employee Credits	0.00	USD	
Supplier Credits	0.00	USD	
Cash Advances Applied	0.00	USD	

Pending Actions Personalize | Find | | First 1-2 of 2 Last

Role	Name	Action	Date/Time
HR Supervisor	Lakins, Rebecca W		
TN-Fiscal Officer Approval	(Pooled)		

Action History Personalize | Find | | First 1 of 1 Last

Role	Name	Action	Date/Time
Employee	Halcomb, Susie	Submitted	12/18/2015 12:16:10PM

Comments

Report is a duplicate claim and is being denied. Expenses have already been reimbursed to employee.

Budget Status Valid Budget Checking completed. Report is ready for Approval/Posting.

[Budget Options](#)

Approve

Send Back

Hold

Deny

Save Changes

Comments

Step 8.

Click the **Deny** button.

[Favorites](#) > [Main Menu](#) > [FSCM](#) > [Manager Self-Service](#) > [Travel and Expense Center](#) > [Approvals](#) > [Approve Transactions](#)


Welcome

Expense Line Items									
Expense Type	Date	PC Business Unit	Project	Activity	Reimburse Amt	Currency	Receipt Verified	Receipt Required	Approve
Conference Fees	12/11/2015	35910	CHSTATEFUNDED10	STATE	150.00	USD	<input type="checkbox"/>	<input type="checkbox"/>	

Expense Report Totals

Employee Expenses (1 Line)	150.00 USD	Due Employee	150.00 USD
Non-Reimbursable Expenses	0.00 USD	Due Supplier	0.00 USD
Prepaid Expenses	0.00 USD	Definition of Totals	
Employee Credits	0.00 USD		
Supplier Credits	0.00 USD		
Cash Advances Applied	0.00 USD		

Pending Actions Personalize | Find | | | First 1-2 of 2 Last

Role	Name	Action	Date/Time
HR Supervisor	Lakins, Rebecca W		
TN-Fiscal Officer Approval	(Pooled)		

Action History Personalize | Find | | | First 1 of 1 Last

Role	Name	Action	Date/Time
Employee	Halcomb, Susie	Submitted	12/18/2015 12:16:10PM

Comments

Budget Status Valid Budget Checking completed. Report is ready for Approval/Posting.

Budget Options

Approve
Send Back
Hold
Deny
Save Changes

Comments

Step 9.

Click the **OK** button. The claim will disappear from your worklist and the status will update to **Denied**. The employee cannot modify a claim that is **Denied**.

Save Confirmation

Approve Expense Report

Submit Confirmation

Susie Halcomb Report ID 0001154801

Expense Report Totals					
Employee Expenses (1 Line)	150.00	USD	Due Employee	0.00	USD
Non-Reimbursable Expenses	150.00	USD	Due Supplier	0.00	USD
Prepaid Expenses	0.00	USD	Definition of Totals		
Employee Credits	0.00	USD			
Supplier Credits	0.00	USD			
Cash Advances Applied	0.00	USD			

This entire report will be denied.
 None of the expenses will be reimbursed.

Step 10.

You have now successfully Denied a Travel Claim.

End of Procedure.

Review Travel Claim with Exceptions

When a travel claim has an exception the claim will display on the **Approve Transactions** page with the **checkbox grayed out** under the “Select” column and a **yellow triangle** on the line.

The approver must drill into the claim to view any exceptions that exist and take action on the claim from a different page. The approver cannot take any action on the claim from the main **Approve Transactions** page.

Step 1.

One example of an exception is “**Duplicates Exist**”. A “**Duplicates Exist**” exception means an expense line contains the exact same “**Date**”, “**Expense Type**”, “**Payment Type**”, and “**Amount**” on another expense line for the same claim OR a different claim.

In this scenario we will be demonstrating an expense report with a “**Duplicates Exist**” exception.

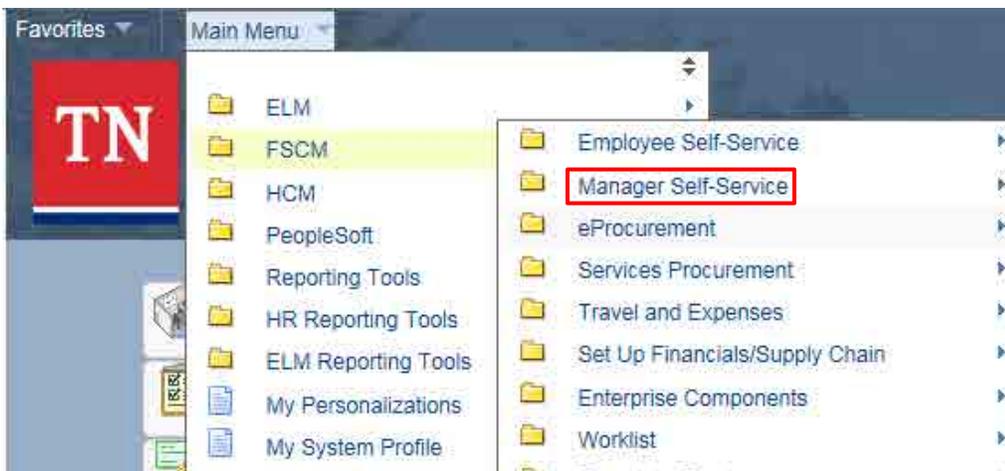
Step 2.

Click the **Main Menu** link and then select **FSCM**.



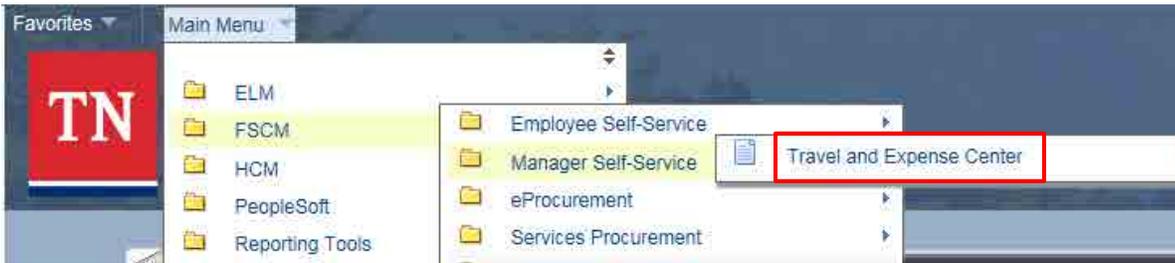
Step 2.

Click the **Manager Self Service** link.



Step 3.

Click the **Travel and Expense Center** link.



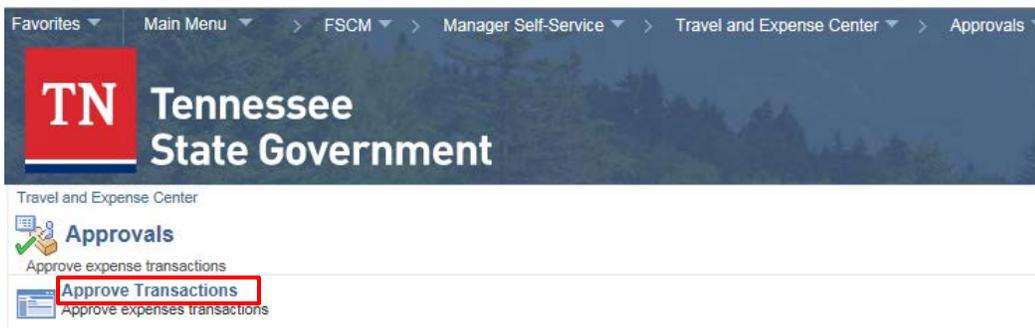
Step 4.

Click the **Approvals** link.



Step 5.

Click the **Approve Transactions** link.



Step 6.

Under the “Select” column the **checkbox is grayed out** preventing you from selecting the box. Additionally, a **yellow triangle** appears on the line alerting you to a potential issue.

The claim cannot be approved on this page, and you will need to check to verify if there is an exception on the claim.

Navigation: Favorites > Main Menu > FSCM > Manager Self-Service > Travel and Expense Center > Approvals > Approve Transactions

Home | Welcome to Edison Employee Portal Rebecca

Overview | Expense Reports | Time Reports | Time Adjustments | Travel Authorizations | Cash Advances | Errors

Search Pending Transactions ?
 Change Sort Order ?

Select All Clear All Approve Reviewed Send Back Hold Refresh List

Select	Alert	Transaction Type	Total Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input type="checkbox"/>		Cash Advance	15.00 USD	Halcomb,Susie	00108003	test	000000699	12/17/2015	Submitted for Approval	HR Supervisor
<input type="checkbox"/>		Expense Report	226.00 USD	Halcomb,Susie	00108003	test-withdraw	0001154794	12/17/2015	Submitted for Approval	HR Supervisor
<input type="checkbox"/>		Expense Report	150.00 USD	Halcomb,Susie	00108003	Conference	0001154801	12/18/2015	Submitted for Approval	HR Supervisor
<input type="checkbox"/>		Expense Report	317.32 USD	Halcomb,Susie	00108003	Conference	0001154802	12/21/2015	Submitted for Approval	HR Supervisor

Step 7.

Click on the appropriate **Report ID (Authorization or Advance ID)** under the “Transaction ID” column for the claim you are reviewing and approving. This will take you into the claim.

Navigation: Favorites > Main Menu > FSCM > Manager Self-Service > Travel and Expense Center > Approvals > Approve Transactions

Home | Welcome to Edison Employee Portal Rebecca

Overview | Expense Reports | Time Reports | Time Adjustments | Travel Authorizations | Cash Advances | Errors

Search Pending Transactions ?
 Change Sort Order ?

Select All Clear All Approve Reviewed Send Back Hold Refresh List

Select	Alert	Transaction Type	Total Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input type="checkbox"/>		Cash Advance	15.00 USD	Halcomb,Susie	00108003	test	000000699	12/17/2015	Submitted for Approval	HR Supervisor
<input type="checkbox"/>		Expense Report	226.00 USD	Halcomb,Susie	00108003	test-withdraw	0001154794	12/17/2015	Submitted for Approval	HR Supervisor
<input type="checkbox"/>		Expense Report	150.00 USD	Halcomb,Susie	00108003	Conference	0001154801	12/18/2015	Submitted for Approval	HR Supervisor
<input type="checkbox"/>		Expense Report	317.32 USD	Halcomb,Susie	00108003	Conference	0001154802	12/21/2015	Submitted for Approval	HR Supervisor

Step 8.

For this scenario, since there are duplicate exception lines on this claim **exception bubbles** appear beside the lines to show the approver there is an exception.

NOTICE: Both of these lines have duplicate exception line bubbles due to the “Date”, “Expense Type”, “Payment Type”, and “Amount” being the exact same on both lines.

Favorites ▾ Main Menu ▾ > FSCM ▾ > Manager Self-Service ▾ > Travel and Expense Center ▾ > Approvals ▾ > Approve Transactions


Welcome

Approve Expense Report

Expense Report Summary

Susie Halcomb User Defaults Expense Report

General Information

Report Description	Conference	Report ID	0001154802		
Business Purpose	Assessments	Reference		Employee Base	Office
Report Status	Submitted for Approval	Created On	12/21/2015	By	susid0520001
Destination	Knoxville Knox	Updated on	12/21/2015 12:04:06PM	By	susid0520001
				Notes	

Accounting Defaults More Options

Receipt Information

Receipts Received

You can deny individual expenses and still approve or send back the overall report.

Expense Line Items									
Expense Type	Date	PC Business Unit	Project	Activity	Reimburse Amt	Currency	Receipt Verified	Receipt Required	
Conference Fees	12/21/2015	35910	CHSTATEFUNDED10	STATE	150.00	USD	<input type="checkbox"/>	<input type="checkbox"/>	
In State Point to Point Miles	12/21/2015	35910	CHSTATEFUNDED10	STATE	83.66	USD	<input type="checkbox"/>	<input type="checkbox"/>	
In State Point to Point Miles	12/21/2015	35910	CHSTATEFUNDED10	STATE	83.66	USD	<input type="checkbox"/>	<input type="checkbox"/>	

Step 9.

There are two ways an approver can access viewing exception comments. Both take the approver to the same page.

Use one of the options listed below to view exception comments.

1. Click on the **Exception Bubbles** icon
2. Select the dropdown beside **“More Options”** and choose, **“View Exception Comments”**. Click **“Go”**.

Approve Expense Report

Expense Report Summary

Susie Halcomb User Defaults Expense Report

General Information

Report Description	Conference	Report ID	0001154802
Business Purpose	Assessments	Reference	
Report Status	Submitted for Approval	Created On	12/21/2015
Destination	Knoxville Knox	Modified On	12/21/2015 12:04:06PM
		By	susid0520001
		By	susid0520001
		Notes	

Accounting Defaults More Options **View Exception Comments** **GO**

Receipt Information

Receipts Received

You can deny individual expenses and still approve or send back the overall report.

Expense Line Items

Expense Type	Date	PC Business Unit	Project	Activity	Reimburse Amt	Currency	Receipt Verified	Receipt Required	Per
Conference Fees	12/21/2015	35910	CHSTATEFUNDED10	STATE	150.00	USD	<input type="checkbox"/>	<input type="checkbox"/>	
In State Point to Point Miles	12/21/2015	35910	CHSTATEFUNDED10	STATE	83.66	USD	<input type="checkbox"/>	<input type="checkbox"/>	
In State Point to Point Miles	12/21/2015	35910	CHSTATEFUNDED10	STATE	83.66	USD	<input type="checkbox"/>	<input type="checkbox"/>	

Step 10

On the **View Exception Comments and Risks** page each line on the claim is listed and what exception exists (if any) under the **“Exception”** column. The **“Comment”** column explains why the line has this particular exception.

A **“Duplicates Exist”** exception is generated to alert the approver that there is a possibility the expense has already been paid on a different claim. The system is wanting the approver to **view the exception to verify if the expense should still be paid.**

NOTICE: In the **“Comment”** column for our scenario it explains the line is a duplicate of the same report id. This means the same claim has the duplicate line. If a different claim has the same line it will display a different id.



[Approve Expense Report](#)

[View Exception Comments and Risks](#)

Report ID 0001154802

General Information

Report Description: Conference
Business Purpose: Assessments
Reference:

Exception Information

Line	Exception	Comment
1 Conference Fees	None	No exceptions associated with this line.
2 In State Point to Point Miles	Duplicates Exist	Expense line is a duplicate of Line 3, Sheet Id 0001154802. Date 2015-12-21, Amt Spent 83.66 USD.
3 In State Point to Point Miles	Duplicates Exist	Expense line is a duplicate of Line 2, Sheet Id 0001154802. Date 2015-12-21, Amt Spent 83.66 USD.

[Return To Expense Report](#)



Step 11.

Note: In some cases a claim may display an exception, but after reviewing it is discovered that no true issue exists and the claim should still be paid.

In our scenario, the report has a duplicate line of another on the same report. After reviewing the expenses on both lines we discovered on one line the employee traveled to their destination, and the other line the employee returned on the same day. The employee has not been reimbursed for either expense line yet and the claim should still be paid.

After viewing the exception comments, click the **“Return to Expense Report”** link.



Approve Expense Report

View Exception Comments and Risks

Report ID 0001154802

General Information

Report Description: Conference

Business Purpose: Assessments

Reference

Exception Information

Line	Exception	Comment
1 Conference Fees	None	No exceptions associated with this line.
2 In State Point to Point Miles	Duplicates Exist	Expense line is a duplicate of Line 3; Sheet Id 0001154802. Date 2015-12-21, Amt Spent 83.66 USD.
3 In State Point to Point Miles	Duplicates Exist	Expense line is a duplicate of Line 2; Sheet Id 0001154802. Date 2015-12-21, Amt Spent 83.66 USD.

[Return To Expense Report](#)

Step 12.

Scroll to the bottom of the page and verify the budget status is **“Valid”**. If the claim has a budget status of **“Not Budget Checked”**, please see the **Budget Checking Travel Claims** section in this manual.

NOTICE: The **“Approve”** button will be grayed out if the claim has not been budget checked. The claim must be budget checked prior to approval.

Navigation: Favorites > Main Menu > FSCM > Manager Self-Service > Travel and Expense Center > Approvals > Approve Transactions

TN Tennessee State Government Welcome

Conference Fees	12/21/2015	35910	CHSTATEFUNDED10	STATE	150.00 USD		
In State Point to Point Miles	12/21/2015	35910	CHSTATEFUNDED10	STATE	83.66 USD		
In State Point to Point Miles	12/21/2015	35910	CHSTATEFUNDED10	STATE	83.66 USD		

Expense Report Totals

Employee Expenses (3 Lines)	317.32 USD	Due Employee	317.32 USD
Non-Reimbursable Expenses	0.00 USD	Due Supplier	0.00 USD
Prepaid Expenses	0.00 USD	Definition of Totals	
Employee Credits	0.00 USD		
Supplier Credits	0.00 USD		
Cash Advances Applied	0.00 USD		

Pending Actions Personalize | Find | First 1-2 of 2 Last

Role	Name	Action	Date/Time
HR Supervisor	Lakins, Rebecca W		
TN-Fiscal Officer Approval	(Pooled)		

Action History Personalize | Find | First 1 of 1 Last

Role	Name	Action	Date/Time
Employee	Halcomb, Susie	Submitted	12/21/2015 12:04:06PM

Comments

Budget Status: Valid Budget Checking completed. Report is ready for Approval/Posting.

Budget Options

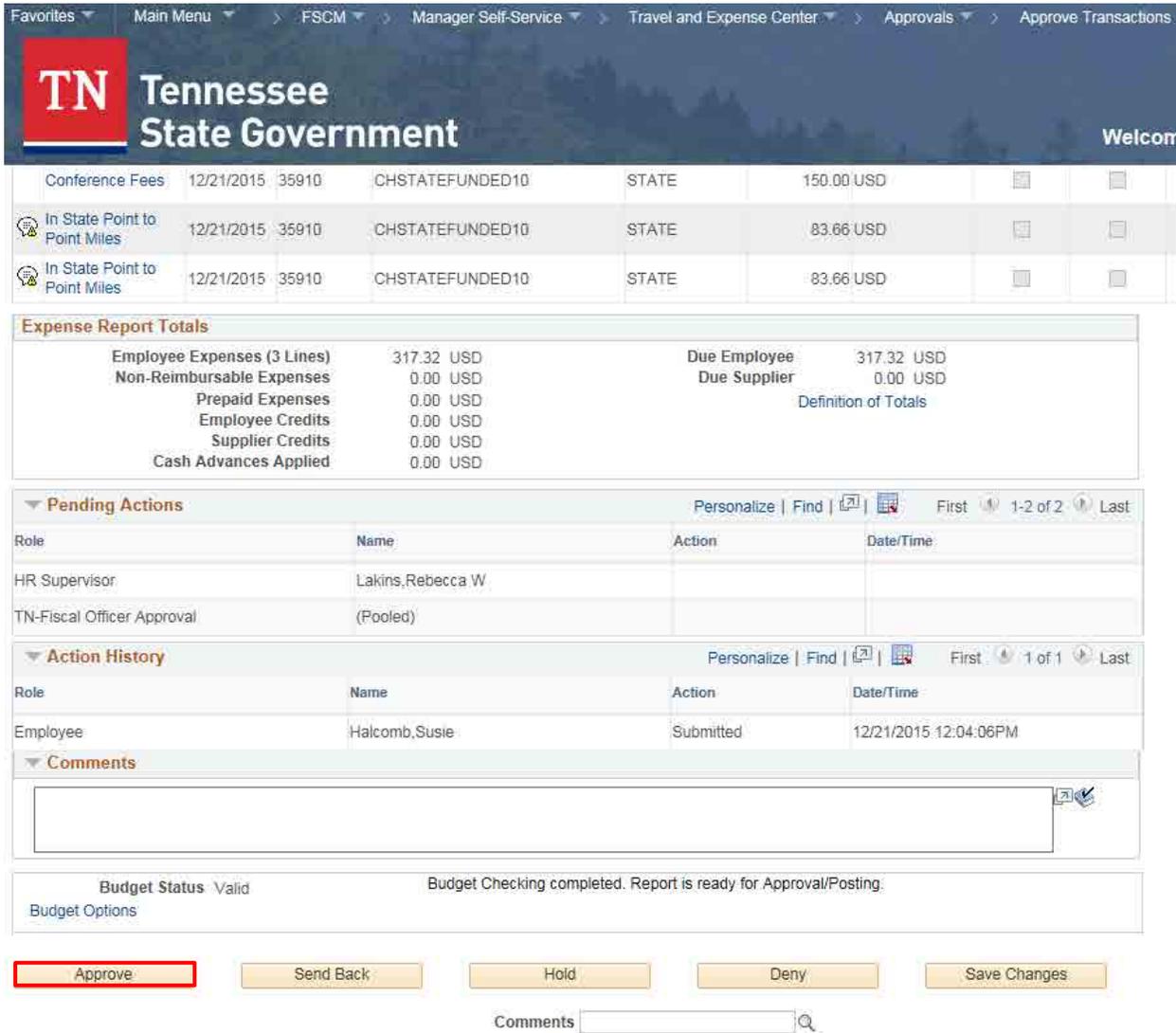
Approve
Send Back
Hold
Deny
Save Changes

Comments

Step 13.

If the travel claim should still be approved (*no true issues were found*), or needs to be sent back or denied, then scroll to the bottom of the page and click the **“Approve”**, **“Send Back”**, OR **“Deny”** button.

In our scenario, the report has no true issues and needs to be approved. Scroll to the bottom of the page and click the **“Approve”** button.



Expense Report Totals

Employee Expenses (3 Lines)	317.32 USD	Due Employee	317.32 USD
Non-Reimbursable Expenses	0.00 USD	Due Supplier	0.00 USD
Prepaid Expenses	0.00 USD	Definition of Totals	
Employee Credits	0.00 USD		
Supplier Credits	0.00 USD		
Cash Advances Applied	0.00 USD		

Pending Actions

Role	Name	Action	Date/Time
HR Supervisor	Lakins, Rebecca W.		
TN-Fiscal Officer Approval	(Pooled)		

Action History

Role	Name	Action	Date/Time
Employee	Halcomb, Susie	Submitted	12/21/2015 12:04:06PM

Comments

Budget Status: Valid
 Budget Options: Budget Checking completed. Report is ready for Approval/Posting.

Approve Send Back Hold Deny Save Changes

Comments

Step 14.

You have now successfully viewed and approved a travel claim with exceptions.

End of Procedure.

View Budget Exceptions on Travel Claims

For research purposes an approver can view budget exceptions on expense reports and travel authorizations if they have the **Report ID or Authorization ID** for the report that currently has a **budget error**.

Note: *The budget error can only be viewed if the claim is still remaining on the approver’s worklist.*

To have access to view budget exceptions on travel claims you must have the Travel Inquiry role.

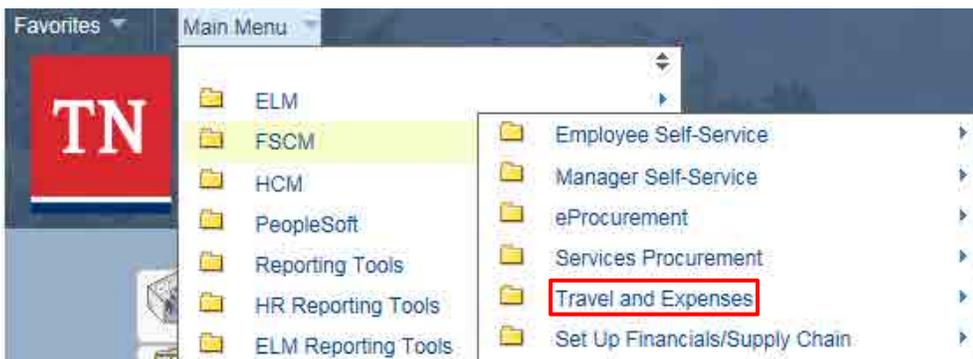
Step 1.

Click the **Main Menu** link and then select **FSCM**.



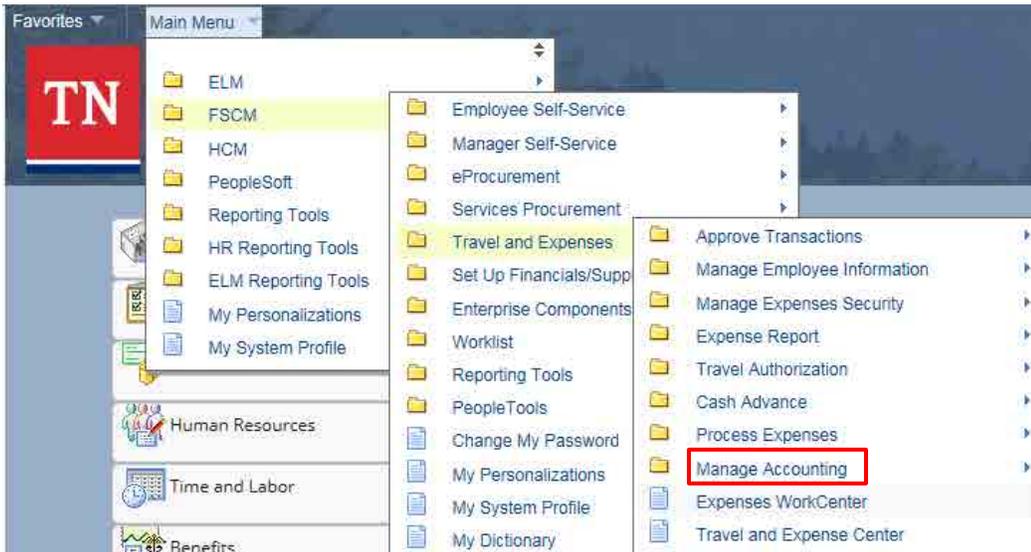
Step 2.

Click the **Travel and Expenses** link.



Step 3.

Click the **Manage Accounting** link.

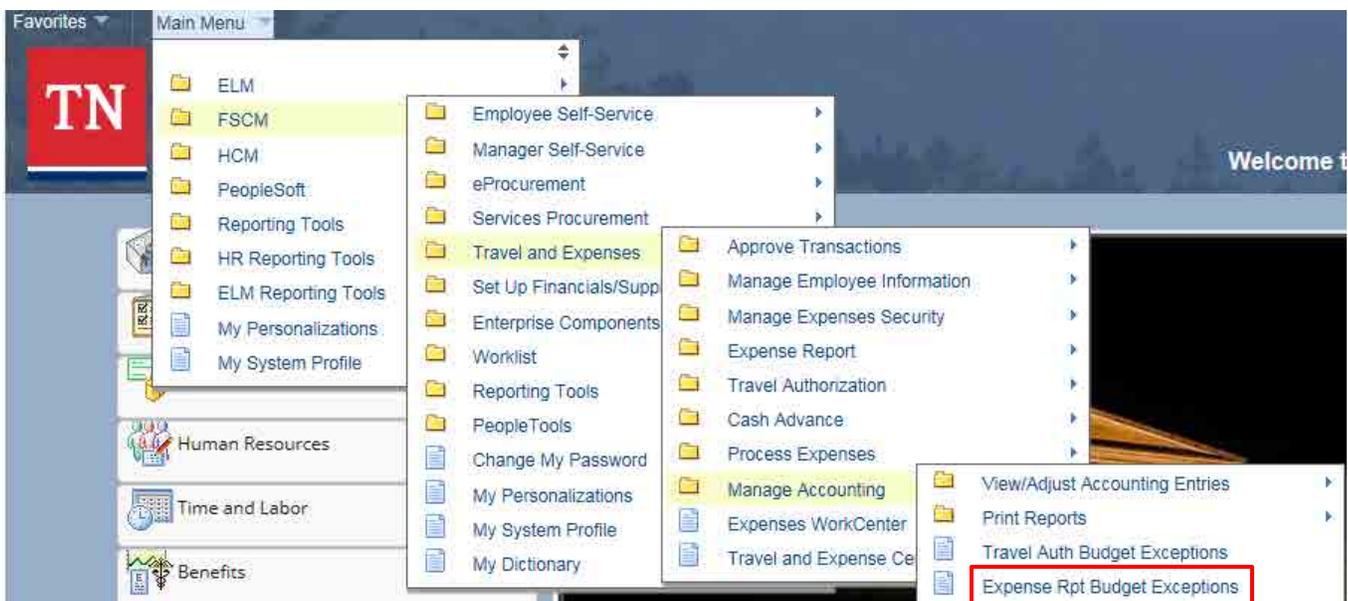


Step 4.

To view Budget Exceptions on a **travel authorization**, click on the **Travel Auth Budget Exceptions** link.

To view Budget Exceptions on an **expense report**, click on the **Expense Rpt Budget Exceptions** link.

For this scenario, we will look at a budget exception on an **expense report**. Click on the **Expense Rpt Budget Exceptions** link.



Step 5.

Enter a **Report ID** for an expense report that currently has a budget exception.

Favorites ▾ Main Menu ▾ > FSCM ▾ > Travel and Expenses ▾ > Manage Accounting ▾ > Expense Rpt Budget Exceptions

TN Tennessee State Government

Expense Report Exceptions

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

Find an Existing Value

Search Criteria

Commitment Control Tran ID begins with ▾

Commitment Control Tran Date = ▾ BT

Report ID begins with ▾ **0001149284** 🔍

Process Instance = ▾

Process Status = ▾

Limit the number of results to (up to 300):

Search Clear Basic Search 🔍 Save Search Criteria

Step 6.

Click **Search** button.

Favorites ▾ Main Menu ▾ > FSCM ▾ > Travel and Expenses ▾ > Manage Accounting ▾ > Expense Rpt Budget Exceptions

TN Tennessee State Government

Expense Report Exceptions

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

Find an Existing Value

Search Criteria

Commitment Control Tran ID begins with ▾

Commitment Control Tran Date = ▾ BT

Report ID begins with ▾ 0001149284 🔍

Process Instance = ▾

Process Status = ▾

Limit the number of results to (up to 300):

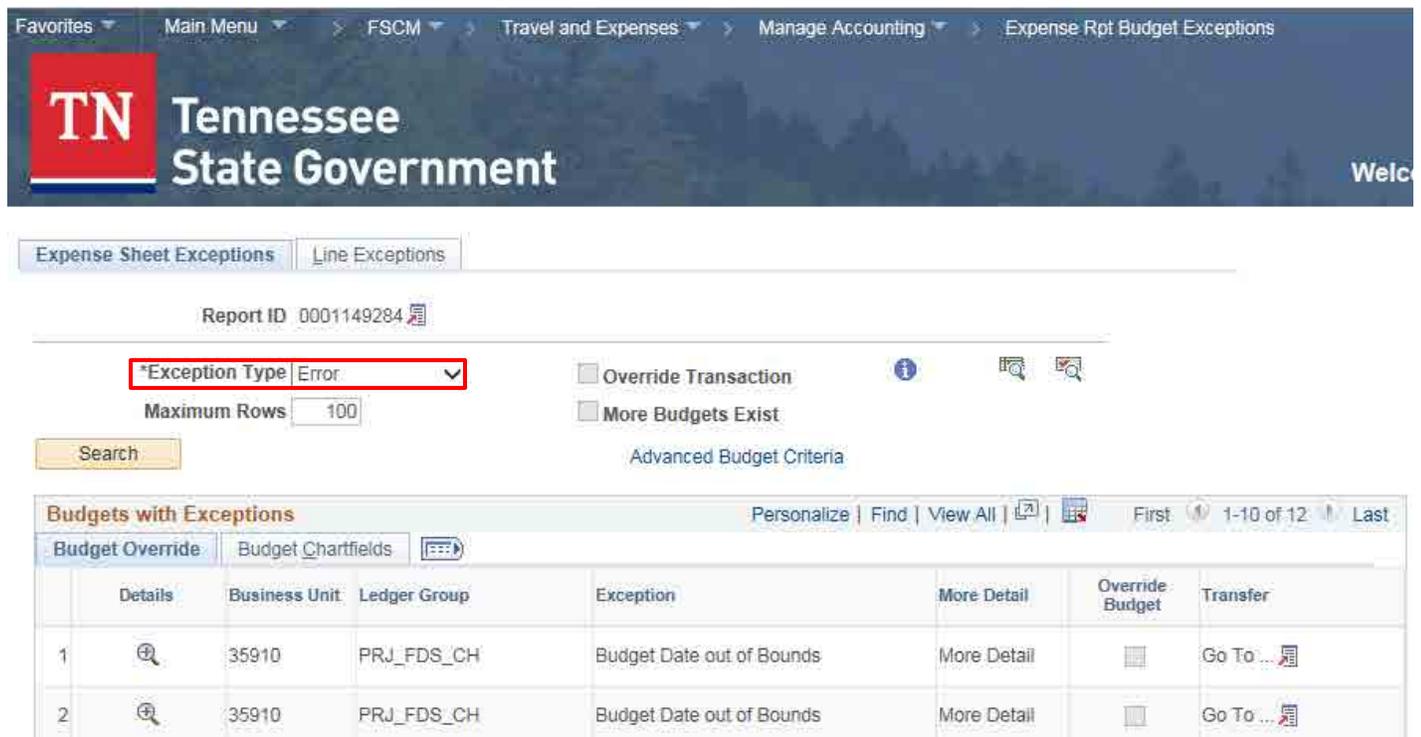
Search Clear Basic Search 🔍 Save Search Criteria

Step 7.

Review the **Exception Type** to confirm the exception is an issue.

- If the travel claim has an **Exception Type** of “**Warning**”, then this is not an issue and the claim can still be approved while in a Warning budget status.
- If the travel claim has an **Exception Type** of “**Error**”, then this is an issue. Review the “Budget Error Guidelines” provided after this step, and then contact your Agency’s Budget Department and/or Fiscal Office to locate a resolution for the issue.

In this scenario, the **Exception Type** for the expense report is in “**Error**”. This is an issue and we must review the budget exception to determine the cause of issue.



Report ID 0001149284

*Exception Type Error

Maximum Rows 100

Search

Advanced Budget Criteria

Budgets with Exceptions							
Budget Override		Budget Chartfields					
	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1		35910	PRJ_FDS_CH	Budget Date out of Bounds	More Detail	<input type="checkbox"/>	Go To ...
2		35910	PRJ_FDS_CH	Budget Date out of Bounds	More Detail	<input type="checkbox"/>	Go To ...

Budget Error Guidelines

Review the budget exception to determine the cause for the error. The following **budget exceptions** are explained in greater detail below.

Budget Date Out of Bounds

The **budget date** for the travel claim is not in-between the **start** and **ending dates** for the **Project ID** used on the expense line distribution. A new Project ID may need to be used where the budget date will fall in-between the start and end dates to resolve the issue.

Note: *Contact your Agency's Budget Department and/or Fiscal Office for guidance.*

Exceeds Budget Tolerance

The combination of accounting chartfields (department, fund, account, project, etc.) used on the claim are **over budget** (your budget is overspent). You may need to change one or more of the accounting chartfield values used on the expense line(s) or add more funds to the budget to resolve the error.

Note: *Contact your Agency's Budget Department and/or Fiscal Office for guidance.*

No Budget Exists

A **budget has not been set up** for the combination of accounting chartfields (department, fund, account, project, etc.) used on the travel claim.

Note: *Contact your Agency's Budget Department and/or Fiscal Office for guidance.*

Ref'd Doc Has Been Finalized

The system has experienced issues linking the expense lines from the expense report to the associated travel authorization to liquidate the authorization.

Note: *Contact the Edison Help Desk (615-741-4357) for guidance.*

Step 8.

For this scenario, the expense report has a **budget exception** of “**Budget Date Out of Bounds**”.

Click on the **Budget Chartfields** tab to view the accounting chartfields from the expense line causing the error.

Report ID 0001149284

*Exception Type: Error
 Maximum Rows: 100

Search [] Advanced Budget Criteria

Budgets with Exceptions

Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1	35910	PRJ_FDS_CH	Budget Date out of Bounds	More Detail	<input type="checkbox"/>	Go To ...
2	35910	PRJ_FDS_CH	Budget Date out of Bounds	More Detail	<input type="checkbox"/>	Go To ...

Step 9.

After reviewing the “**Budget Exception Guidelines**” section located right before Step 8, we discovered for this particular error the budget date for the claim is not in-between the start and end dates of the Project ID used on the expense lines.

Report ID 0001149284

*Exception Type: Error
 Maximum Rows: 100

Search [] Advanced Budget Criteria

Budgets with Exceptions

Details	Business Unit	Ledger Group	Fund	Account	PC Bus Unit	Project	Activity	Budget Period
1	35910	PRJ_FDS_CH	11000	70300	35910	CHIVEFCAPADMN16	STATE	ALL
2	35910	PRJ_FDS_CH	11000	70300	35910	CHIVEFCAPADMN16	FEDERAL	ALL

Step 10.

Click on the **Line Exceptions** tab to view the **Budget Date** for the expense report.

Report ID 0001149284

*Exception Type: Error
 Maximum Rows: 100

Search [] Advanced Budget Criteria

Budgets with Exceptions Personalize | Find | View All | First | 1-10 of 12 | Last

Details	Business Unit	Ledger Group	Fund	Account	PC Bus Unit	Project	Activity	Budget Period
1	35910	PRJ_FDS_CH	11000	70300	35910	CHIVEFCAPADMN16	STATE	ALL
2	35910	PRJ_FDS_CH	11000	70300	35910	CHIVEFCAPADMN16	FEDERAL	ALL

Step 11.

The **budget date** for the expense report is **“7/1/2015”**. Contact your **Agency’s Budget Department** and/or **Fiscal Office** for guidance on how to resolve the error now that you are able to explain the cause for the error.

Report ID 0001149284

*Line Status: Error
 Maximum Rows: 100
 Line From: [] Line Thru: []

Search []

Transaction Lines with Budget Exceptions Personalize | Find | View All | First | 1-6 of 6

Line Values	Line Chartfields	Line Amount	
Line	Distribution Line	Budget Date	GL Business Unit
11 1		07/01/2015	35910
11 2		07/01/2015	35910

Step 12.

You have now successfully Viewed Budget Exceptions on a Travel Claim.

End of Procedure.

View and Print Expense Reports

For research purposes an approver can view and/or print an employee’s expense reports if they have the **Employee ID** or **Report ID** for the report they wish to view.

To have access to view and print employee travel claims you must have the Travel Inquiry role.

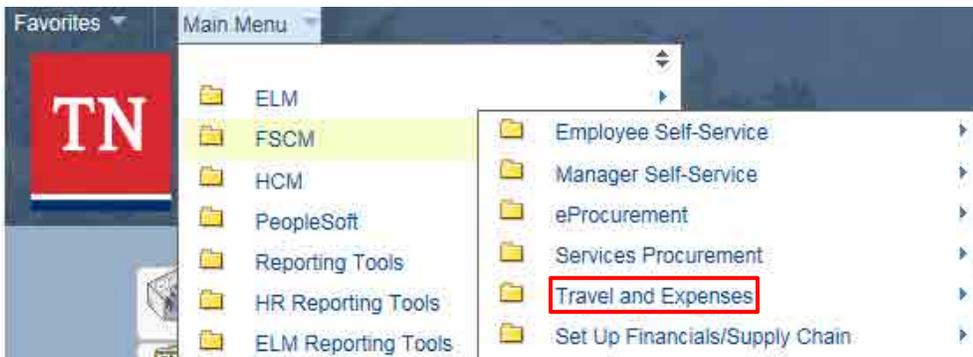
Step 1.

Click the **Main Menu** link and then select **FSCM**.



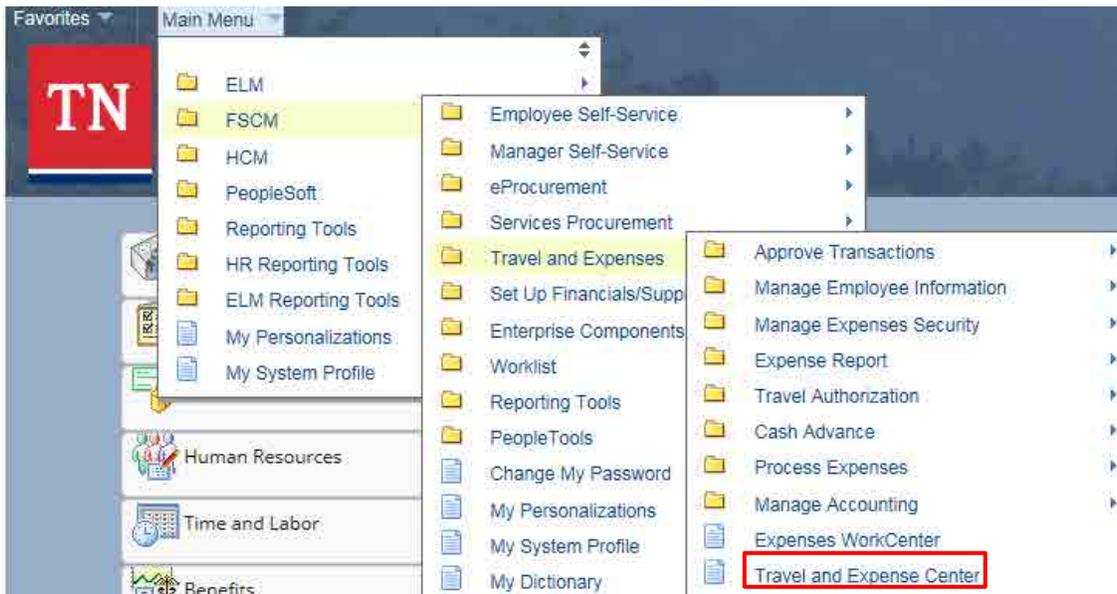
Step 2.

Click the **Travel and Expenses** link.



Step 3.

Click the **Travel and Expense Center** link.



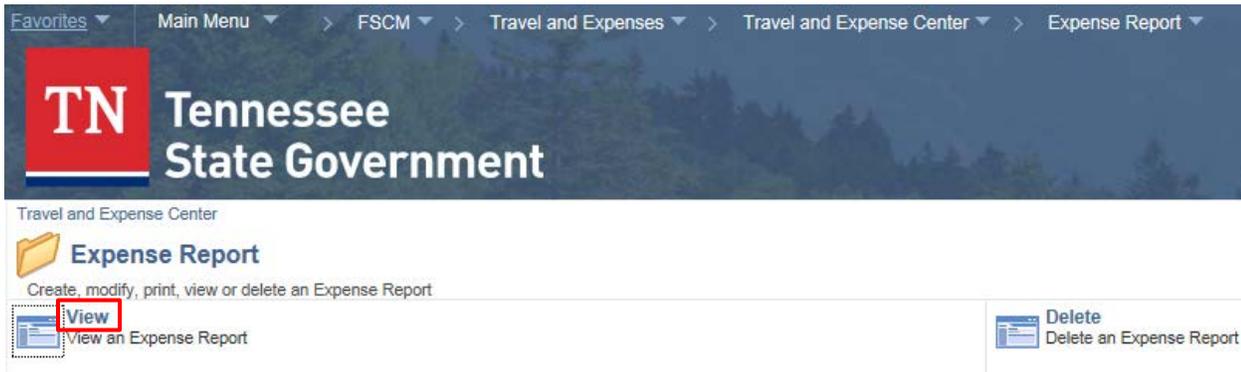
Step 4.

Click the **Expense Reports** link.



Step 5.

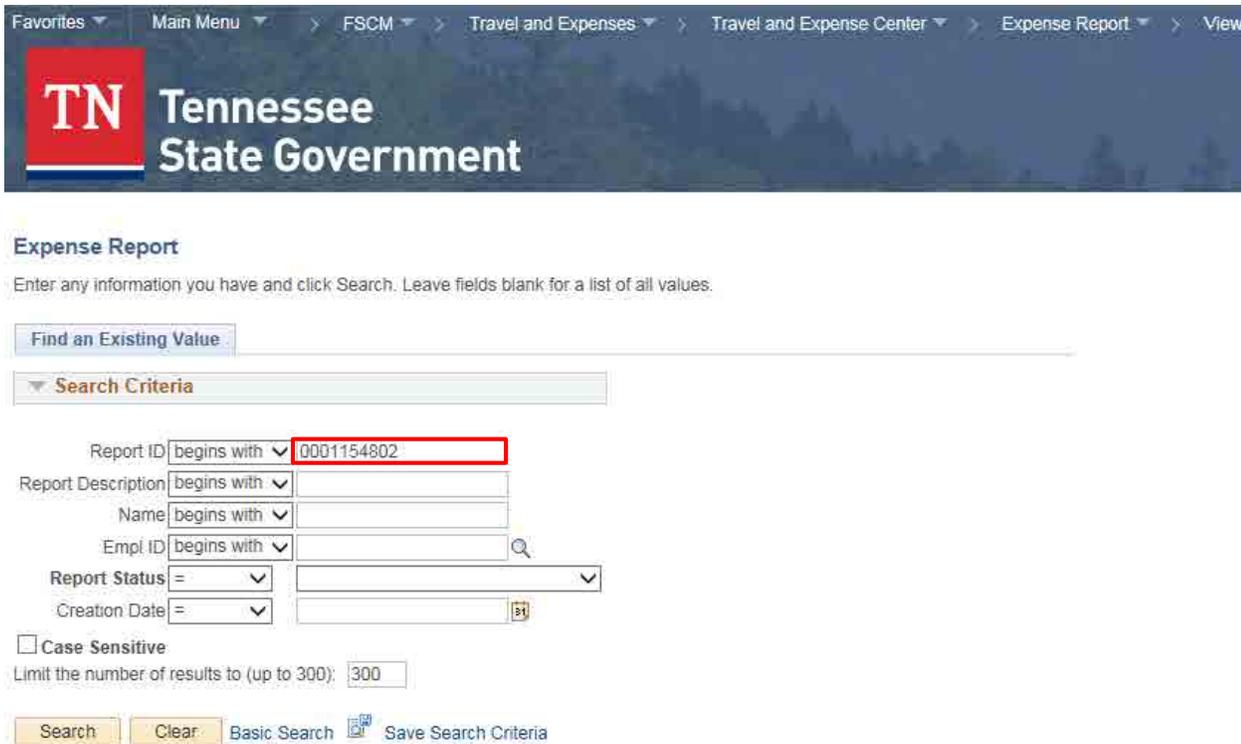
Click the **View** link.



Step 6.

Enter the **Report ID** for the expense report you wish to view and/or print.

Note: You may also enter the Employee ID instead to search by that criteria.



Step 7.

Click the **Search** button.



Expense Report

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

Search Criteria

Report ID	begins with	0001154802
Report Description	begins with	
Name	begins with	
Empl ID	begins with	
Report Status	=	
Creation Date	=	

Case Sensitive

Limit the number of results to (up to 300):

Step 8.

Review the **Approval History** section visual train. This section displays a **Visual Train** showing the full workflow process of the expense report and where the report is at in the process.

The **Approval History Visual Train** shows the following:

- What steps have been completed in the approval process
- Where a claim is located in the approval process
- What steps are left to be completed in the approval process

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

Submitted On: 12/21/2015 Submitted By: Susie Halcomb

Approval History

Submitted Susie Halcomb → HR Supervisor Rebecca Lakins → TN-Fiscal Officer Approval (Pooled) → Payment

Action	Role	Name	Date/Time
Submitted	Employee	Susie Halcomb	12/21/2015 12:04:06PM

Step 9.

Approval History Visual Train Guidelines

- The colored icon displays a **green checkmark** when approval action has been **completed**.
- The report is **located** at the workflow level that contains a **colored icon** with no green checkmark
- Icons in **black and white** are **pending** actions and the report has not yet reached those particular workflow levels.

Step 10.

Notice in the expense report shown below the **Approval History Visual Train** displays the “**HR Supervisor**” icon in color along with the name of the approver the report routed to.

The “**HR Supervisor**” colored icon does not display a green checkmark like the “**Submitted**” icon does, so this approval level has not been completed. The report is awaiting approval in the HR Supervisor’s worklist.

The green checkmark indicates this action has been **completed**.

This report is waiting for supervisor approval. The icon is in color and there is no green checkmark indicating it has been completed.

Black and White icons indicate the report has not reached these workflow levels yet.

Action	Role	Name	Date/Time
Submitted	Employee	Susie Halcomb	12/21/2015 12:04:06PM

Step 11.

Below the **Approval History Visual Train** section is a list of approval actions, where you can review actions that have been taken on your travel claim.

The **Action History List** shows the following:

- Who submitted the report and the date and time it was submitted.
- Who took approval action on the report and the approval level the action was taken at.
- If the report was approved, denied, or sent back and the date and time of their action.

Action	Role	Name	Date/Time
Submitted	Employee	Susie Halcomb	12/21/2015 12:04:06PM

Step 12.

Click the **View Printable Version** link.

[Favorites](#) | [Main Menu](#) | [FSCM](#) | [Travel and Expenses](#) | [Travel and Expense Center](#) | [Expense Report](#) | [View](#) | [Home](#) | [Sign out](#)

Welcome to Edison Employee Portal Rebecca W Lakins
[New Window](#) | [Help](#) | [Personalize Page](#)

View Expense Report [Home](#) | [Expense Details](#)

Susie Halcomb
 Actions:

Business Purpose: Assessments **Report:** 0001154802 Submitted for Approval
Description: Conference **Created:** 12/21/2015 Susie Halcomb
Reference: **Last Updated:** 12/21/2015 Rebecca Lakins
Destination: Knoxville Knox

Totals

Employee Expenses (3 Lines)	317.32 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee 317.32 USD Amount Due to Supplier 0.00 USD

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.
 Submitted On: 12/21/2015 **Submitted By:** Susie Halcomb

Approval History

Action	Role	Name	Date/Time
Submitted	Employee	Susie Halcomb	12/21/2015 12:04:06PM

Step 13.

You may print the page displayed using your browser’s print feature, or click the **Print Expense Report** link in the upper right corner to open the report in a **PDF** file.

Date	Expense Type	Non-Reimbursable	No Receipt Additional Information	Receipt Required	Payment Type	Transaction Amt Merchant	Exchange Rate Location	Amount
12/21/2015	Conference Fees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cash	150.00 USD	1.00000000	150.00 USD
12/21/2015	In State Point to Point Miles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cash	83.66 USD	1.00000000	83.66 USD
12/21/2015	In State Point to Point Miles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cash	83.66 USD	1.00000000	83.66 USD

Employee Expenses	317.32 USD	Non-Reimbursable Expenses	0.00 USD	Amount Due to Supplier	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Amount Due to Employee	317.32 USD

Step 14.

There is the option to either **open** or **save** the report as a **PDF** file.

Step 15.

You have now successfully Viewed and Printed an Expense Report.

End of Procedure.

View and Print Travel Authorizations

For research purposes an approver can view and/or print employee’s travel authorizations if they have the **Employee ID** or **Authorization ID** for the claim they wish to view.

To have access to view and print employee travel claims you must have the Travel Inquiry role.

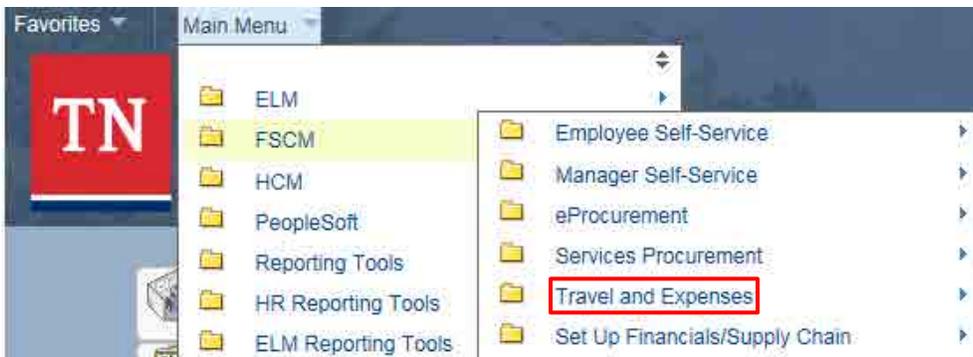
Step 1.

Click the **Main Menu** link and then select **FSCM**.



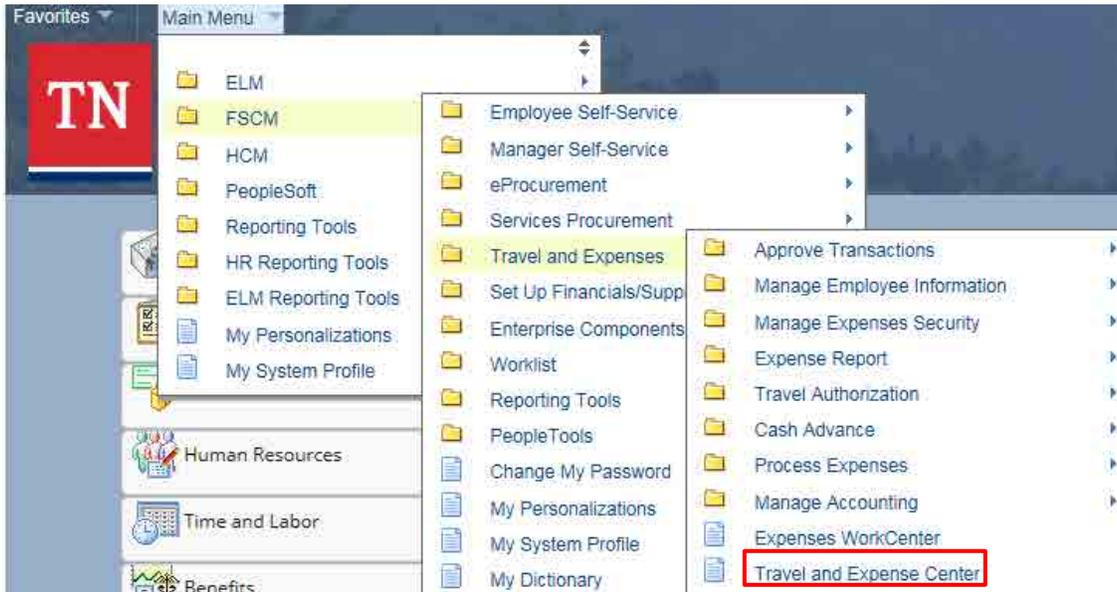
Step 2.

Click the **Travel and Expenses** link.



Step 3.

Click the **Travel and Expense Center** link.



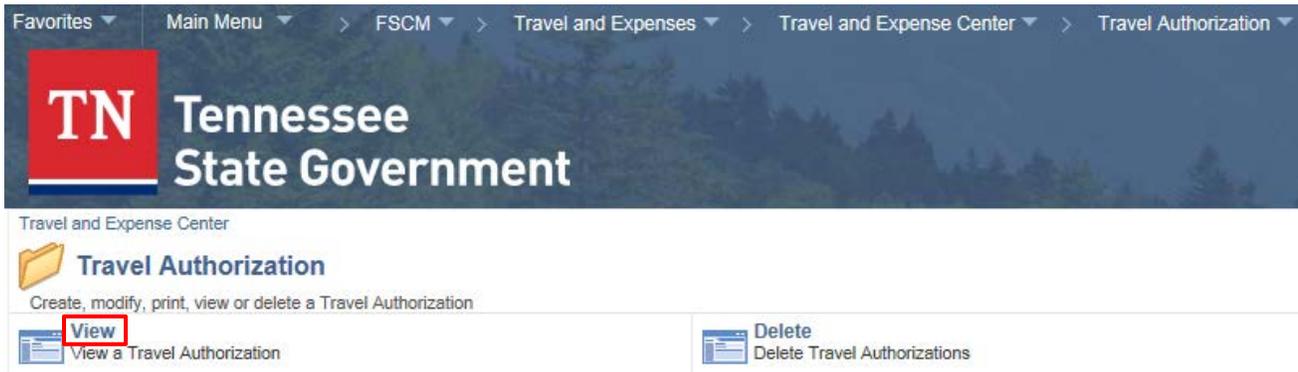
Step 4.

Click the **Travel Authorizations** link.



Step 5.

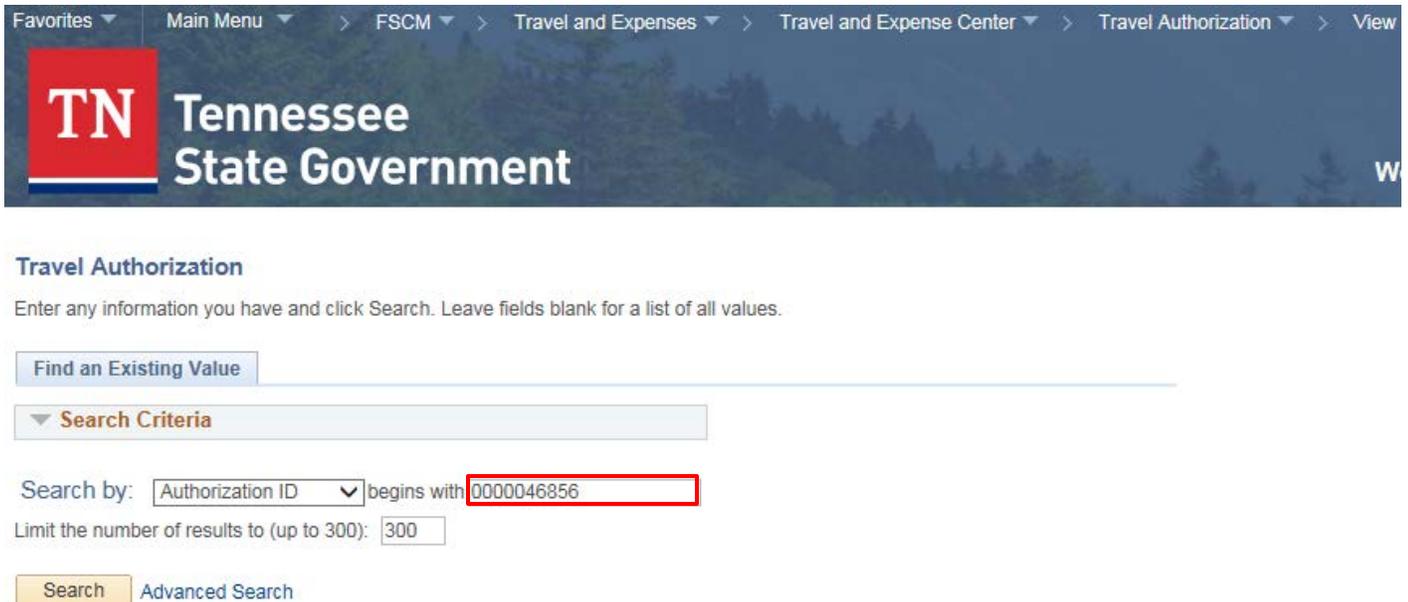
Click the **View** link.



Step 6.

Enter the **Authorization ID** for the travel authorization you wish to view and/or print.

Note: You may also select the dropdown and choose the *Employee ID* search option.



Step 7.

Click the **Search** button.



Travel Authorization

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

▼ **Search Criteria**

Search by: ▼ begins with

Limit the number of results to (up to 300):

[Advanced Search](#)

Step 8.

Scroll to the bottom of the page and locate the “**Pending Actions**” section. This section displays a listing of every approval level needing to approve the travel authorization before it is fully Approved.

In the “**Pending Actions**” section, if the authorization lists the “**HR Supervisor**” and the Supervisor’s name then the supervisor has not approved the authorization yet, but it is in their worklist awaiting approval.

The screenshot shows the Tennessee State Government Travel and Expense Center interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'FSCM', 'Employee Self-Service', 'Travel and Expense Center', and 'Travel Authorizations'. Below this is the 'TN Tennessee State Government' logo and a search bar. The main content area displays a travel authorization record with the following details:

- Status:** Submitted for Approval
- *Destination:** San Diego; San Diego
- Date From:** 01/01/2016
- Date To:** 01/02/2016
- Last Update Dttm:** 12/14/2015 8:36:28AM
- By:** jamer0531001
- Attachments:** (1)

Below the record details is a table of accounting entries:

	Date	*Amount	Currency	*Payment Type	*Billing Type	
Out of State Lodging	01/01/2016	142.00	USD	Credit Card	Standard	*Detail
Out of St Lodging Tax/Surcharg	01/01/2016	9.72	USD	Credit Card	Standard	Detail
Out of State Meals & Incide						*Detail
Out of State Meals & Incide						*Detail

A red box highlights the following text:

The **Pending Actions** shows the following:

- Where a claim is located in the approval process. *The top pending action is the current step in the approval process.*
- What steps are left to be completed in the approval process.

An arrow points from this box to the 'Pending Actions' section at the bottom of the screenshot, which is also highlighted with a red box. This section contains a table with the following data:

Role	Name	Action	Date/Time
TN-Fiscal Officer Approval	(Pooled)		
Agency Head Approver	(Pooled)		

Below the 'Pending Actions' section is the 'Action History' section, which contains a table with the following data:

Role	Name	Action	Date/Time
Employee	Hamdorff, James R	Submitted	12/14/2015 8:36:28AM

Step 9.

Locate the “**Action History**” section. This section lists all approval actions that have taken place on the authorization.

[Favorites](#) > [Main Menu](#) > [FSCM](#) > [Employee Self-Service](#) > [Travel and Expense Center](#) > [Travel Authorizations](#) > [View](#)

Search >> [Advanced Search](#) [Last Search Results](#)

Status Submitted for Approval
 *Destination San Diego; San Diego
 Date From 01/01/2016 Date To 01/02/2016
 Last Update Dttm 12/14/2015 8:36:28AM By jamer0531001
 Attachments (1)

Accounting Defaults More Options

Details Personalize | Find | First 1-4 of 4 Last

	Date	*Amount	Currency	*Payment Type	*Billing Type	
Out of State Lodging	01/01/2016	142.00	USD	Credit Card	Standard	*Detail
Out of St Lodging Tax/Surcharg	01/01/2016	9.72	USD	Credit Card	Standard	Detail
Out of State Meals &						*Detail
Out of State Meals &						*Detail
Totals						

The **Action History** List shows the following:

- Who submitted the authorization and the date and time it was submitted.
- Who took approval action on the authorization and the approval level the action was taken at.
- If the authorization was approved, denied, or sent back and the date and time of their action.

[View Printable Vers](#)

Pending Actions Personalize | Find | First 1-2 of 2 Last

Role	Name	Action	Date/Time
TN-Fiscal Officer Approval	(Pooled)		
Agency Head Approver	(Pooled)		

Action History Personalize | Find | First 1 of 1 Last

Role	Name	Action	Date/Time
Employee	Hamdorff, James R.	Submitted	12/14/2015 8:36:28AM

Step 10.

Click the **View Printable Version** link.

NOTICE: This link is currently unavailable on the page due to a system bug. A fix will be provided soon to correct the issue.

Step 11.

Print the page using your browser's print feature.

Step 12.

You have now successfully Viewed and Printed a Travel Authorization.

End of Procedure.

View and Print Cash Advances

For research purposes an approver can view and/or print employee’s cash advances if they have the **Employee ID** or **Advance ID** for the claim they wish to view.

To have access to view employee travel claims you must have the Travel Inquiry role.

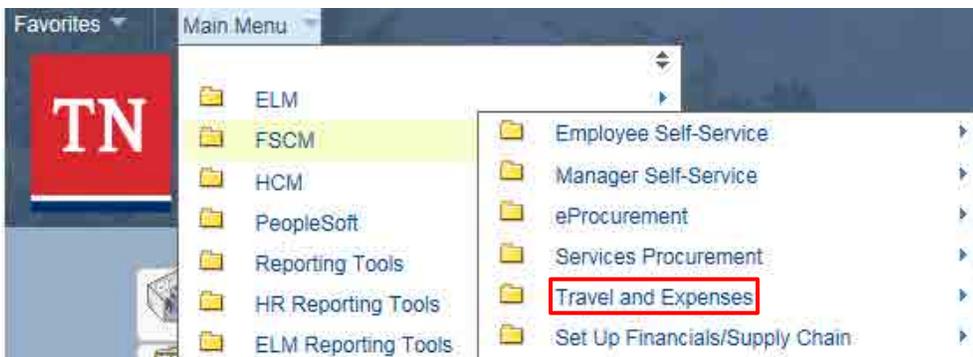
Step 1.

Click the **Main Menu** link and then select **FSCM**.



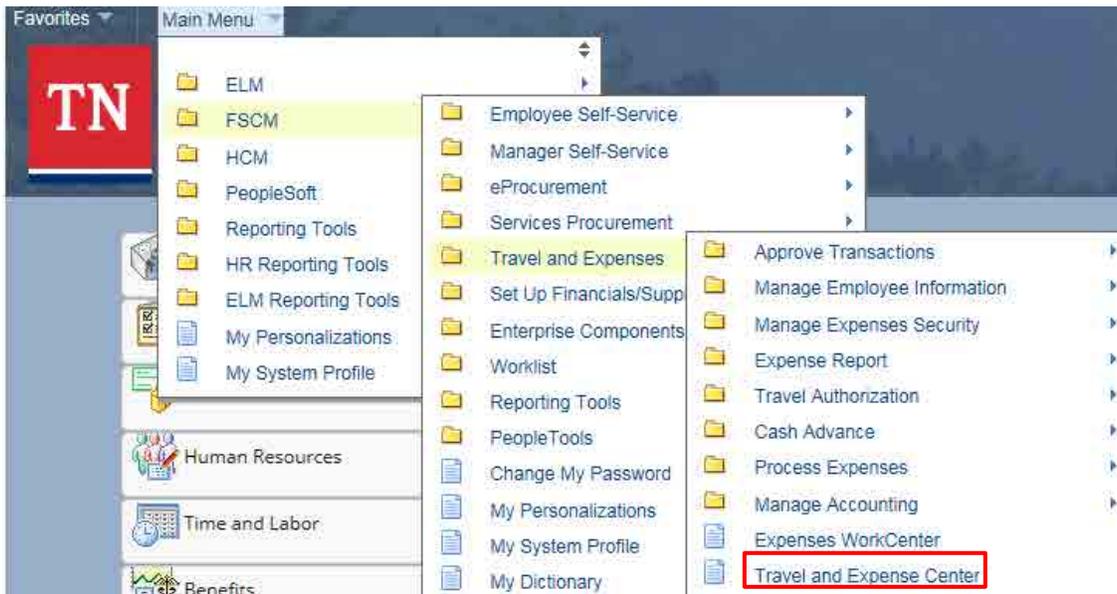
Step 2.

Click the **Travel and Expenses** link.



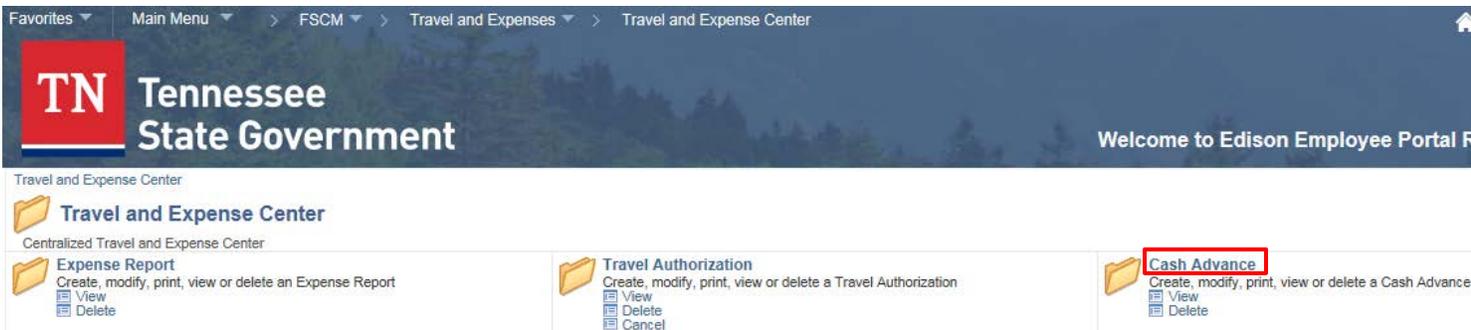
Step 3.

Click the **Travel and Expense Center** link.



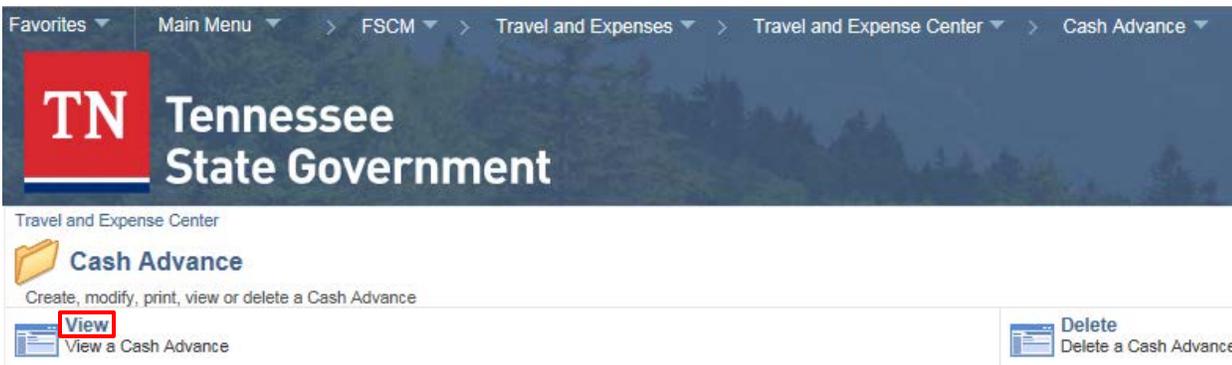
Step 4.

Click the **Cash Advances** link.



Step 5.

Click the **View** link.



Step 6.

Enter the **Advance ID** for the cash advance you wish to view.

Note: You may also select the dropdown and choose the Employee ID search option.



Cash Advance

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

Find an Existing Value

▼ Search Criteria

Search by: begins with

Limit the number of results to (up to 300):

[Advanced Search](#)

Step 7.

Click the **Search** button.



Cash Advance

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

Find an Existing Value

▼ Search Criteria

Search by: begins with

Limit the number of results to (up to 300):

[Advanced Search](#)

Step 8.

Review the **Approval History** section visual train. This section displays a **Visual Train** showing the full workflow process of the cash advance and where the advance is at in the process.

View Cash Advance

Susie Halcomb

Business Purpose: Regional Job Duties
Advance Description: test
Accounting Date: 12/17/2015

Report: 000000699 Submitted for Approval
Reference
Post State: Not Applied
Created: 12/17/2015 Susie Halcomb
Last Updated: 12/17/2015 Susie Halcomb
User Defaults

Cash Advance View Printable Version Notes

*Source
System Check
Totals

By checking this box, I certify the advances submitted are accurate and comply with expense policy.
Submit Cash Advance
Submitted On: 12/17/2015
Submitted By: Susie Halcomb

Approval History

Submitted Susie Halcomb | HR Supervisor Rebecca Lakins | TN-Fiscal Officer Approval (Pooled) | Pre-Audit Supervisor Approver (Pooled) | Payment

Role	Name	Action	Date/Time
Employee	Halcomb, Susie	Submitted	12/17/2015 7:34:13AM

Step 9.

Approval History Visual Train Guidelines

- The colored icon displays a **green checkmark** when approval action has been **completed**.
- The advance is **located** at the workflow level that contains a **colored icon** with no green checkmark
- Icons in **black and white** are **pending** actions and the advance has not yet reached those particular workflow levels.

Step 10.

Notice in the cash advance shown below the **Approval History Visual Train** displays the **“HR Supervisor”** icon in color along with the name of the approver the report routed to.

The **“HR Supervisor”** colored icon does not display a green checkmark like the **“Submitted”** icon does, so this approval level has not been completed. The advance is awaiting approval in the HR Supervisor’s worklist.

Cash Advance ? [View Printable Version](#) [Notes](#)

*Source	Description	*Amount	Currency
System Check		15.00	USD
Totals		Advance Amount	15.00 USD

Approval History

Role	Name	Action	Date/Time
Employee	Halcomb,Susie	Submitted	12/17/2015 7:34:13AM

Submitted Susie Halcomb

HR Supervisor Rebecca Lakins

TN-Fiscal Officer Approval (Pooled)

Pre-Audit Supervisor Approver (Pooled)

Payment

The **green checkmark** indicates this action has been **completed**.

This advance is waiting for supervisor approval. The icon is in color and there is no green checkmark indicating it has been completed.

Black and White icons indicate the advance has not reached these workflow levels yet.

Step 11.

Below the **Approval History Visual Train** section is a list of approval actions, where you can review actions that have been taken on your travel claim.

View Cash Advance

Susie Halcomb FileNet Documents

Business Purpose: Regional Job Duties Report: 0000000699 Submitted for Approval

Advance Description: test Reference:

Accounting Date: 12/17/2015 Post State: Not Applied

Created: 12/17/2015 Susie Halcomb

Last Updated: 12/17/2015 Susie Halcomb

User Defaults

Cash Advance View Printable Version Notes

The **Action History List** shows the following:

- Who submitted the advance and the date and time it was submitted.
- Who took approval action on the advance and the approval level the action was taken at.
- If the advance was approved, denied, or sent back and the date and time of their action.

Approval History

Submitted Susie Halcomb → HR Supervisor Rebecca Lakins → TN-Fiscal Officer Approval (Pooled) → Pre-Audit Supervisor Approver (Pooled) → Payment

Role	Name	Action	Date/Time
Employee	Halcomb, Susie	Submitted	12/17/2015 7:34:13AM

Step 12.

Click the **View Printable Version** link.

Favorites ▾ Main Menu ▾ > FSCM ▾ > Travel and Expenses ▾ > Travel and Expense Center ▾ > Cash Advance ▾ > View

Welcome

View Cash Advance Home

Susie Halcomb

Business Purpose Regional Job Duties

Advance Description test

Accounting Date 12/17/2015

Report 0000000699 Submitted for Approval

Reference

Post State Not Applied

Created 12/17/2015 Susie Halcomb

Last Updated 12/17/2015 Susie Halcomb

[User Defaults](#)

Cash Advance [View Printable Version](#) Notes

*Source	Description	*Amount Currency
System Check		15.00 USD
▼ Totals		
	Advance Amount	15.00 USD

By checking this box, I certify the advances submitted are accurate and comply with expense policy.

Submitted On 12/17/2015

Submitted By Susie Halcomb

▼ Approval History

Submitted
Susie Halcomb

HR Supervisor
Rebecca Lakins

TN-Fiscal Officer Approval
(Pooled)

Pre-Audit Supervisor Approver
(Pooled)

Payment

Role	Name	Action	Date/Time
Employee	Halcomb,Susie	Submitted	12/17/2015 7:34:13AM

