



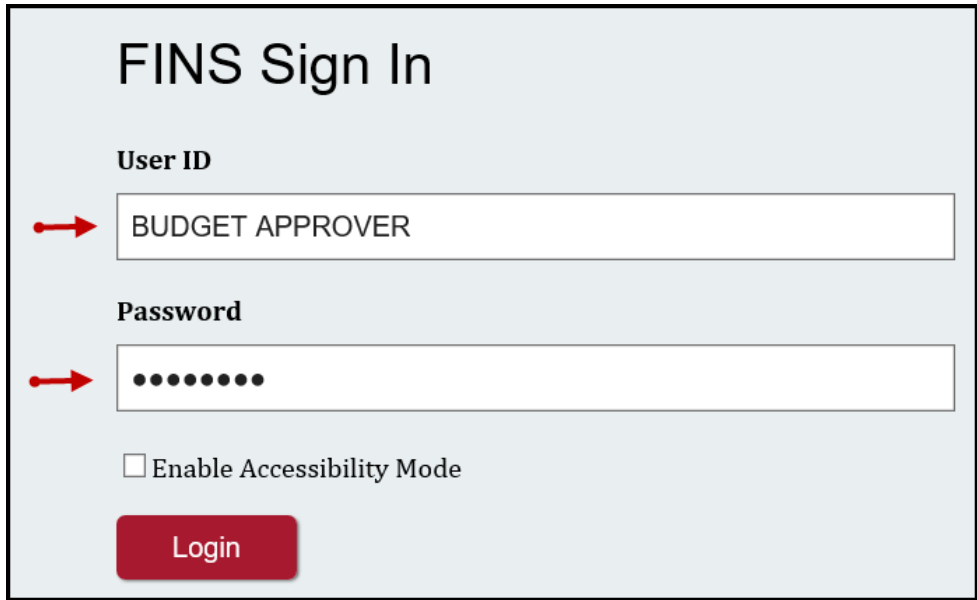
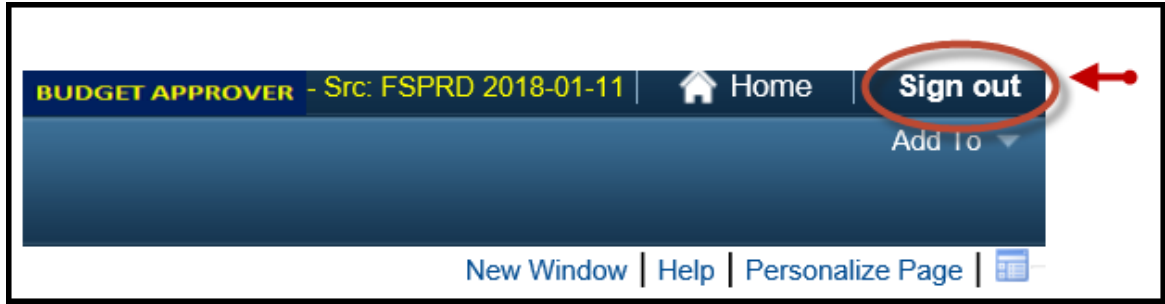
## BUDGET APPROVER

### GENERAL UNIVERSITY - EXPENSE QUICK REFERENCE FOR REPORTS

#### 1. Help & Support

Payment Services	
Questions regarding the use of the Expense application, contact Payment Services.	
<b>Help Line</b>	<b>778-782-7087</b>
<b>Email:</b>	<b>tex_help@sfu.ca</b>
<b>URL:</b>	<b>http://www.sfu.ca/finance/departments/payments/travel-and-expenses.html</b>

#### 2. Logging In and Out of PSFT FINS

Description	
<b>Log In</b>	<p>In your web browser, go to <i>fins.sfu.ca</i>, then log in with your SFU user account name and password.</p> 
<b>Log Out</b>	<p>From any FINS page, click on the "Sign Out" link in the top right corner of the page.</p> 

### 3. Responsible For

Description	
<b>Manual Check</b>	<ul style="list-style-type: none"> <li>Communicate with Reviewer and check PSFT FINS for expense reports awaiting their approval.</li> </ul>
<b>Responsible For</b>	<p>Persons with the authority to approve employee expense reports must;</p> <ul style="list-style-type: none"> <li>Ensure expenses are consistent with University policy</li> <li>Ensure expenses were incurred for the intended business purpose</li> <li>Ensure that expense receipt images are sharp, clear, legible and of good quality</li> <li>Confirm all appropriate and supporting documentation is attached</li> <li>Obtain extra or additional approvals and attach to expense report as supporting evidence</li> <li>Ensure unusual items are appropriately explained or proof is given for prior approval</li> <li>Ensure rationale for an exception is documented and accompanies the expense report</li> <li>Provide an appropriate reason code when a line item is denied</li> <li>Communicate any changes or edits to the <b>Claimant</b> prior to processing</li> <li><b>NOT</b> approve his/her own expenses</li> </ul>

### 4. Workflow Flight Path (Approver)

Description													
<p><b>Approval History</b></p> <p>Completed Step: Claimant Tommy Traveler</p> <p>Current Step: Budget Approver Associate Director Financial Services</p> <p>Incomplete Step: Payment Services Compliance Multiple Approvers</p> <p>Payment</p> <table border="1"> <thead> <tr> <th>Action</th> <th>Role</th> <th>Name</th> <th>Date/Time</th> </tr> </thead> <tbody> <tr> <td>Submitted</td> <td>Employee</td> <td>Tommy Traveler</td> <td>02/07/2018 11:57:25AM</td> </tr> <tr> <td>Reviewed</td> <td>Department Reviewer</td> <td>Renee Reviewer</td> <td>02/07/2018 11:58:35AM</td> </tr> </tbody> </table>		Action	Role	Name	Date/Time	Submitted	Employee	Tommy Traveler	02/07/2018 11:57:25AM	Reviewed	Department Reviewer	Renee Reviewer	02/07/2018 11:58:35AM
Action	Role	Name	Date/Time										
Submitted	Employee	Tommy Traveler	02/07/2018 11:57:25AM										
Reviewed	Department Reviewer	Renee Reviewer	02/07/2018 11:58:35AM										

### 5. Approve Expense Report

Description	
<b>My Pending Approvals</b>	<p><b>Step 1:</b> Click the <a href="#">“Exp Rpt Pending Approvals”</a> hyperlink and navigate to the “Approve Transactions” page.</p>

**Step 2:** From the Transactions to Approve list, select the Expense Report by clicking on either the **“Description”** or **“Transaction ID”** hyperlink.

Select	Total Amount	Curr	Budget Status	Name	Employee ID	Description	Transaction ID	Business Purpose	Date Submitted	Status	Role
<input checked="" type="checkbox"/>	57.00	CAD	Not Budget Checked	Traveler, Tommy	888888880	Test Reviewer	0000197984	BTRVL	01/18/2018	Submitted for Approval	Reviewer
<input type="checkbox"/>	70.00	CAD	Not Budget Checked	Traveler, Tommy	888888880	Test 2	0000197988	BTRVL	01/24/2018	Submitted for Approval	Reviewer
<input type="checkbox"/>	15.00	CAD	Not Budget Checked	Traveler, Tommy	888888880	Lunch Meeting	0000197989	INMTG	01/24/2018	Submitted for Approval	Reviewer
<input type="checkbox"/>	16.66	CAD	Not Budget Checked	Traveler, Tommy	888888880	Office supplies	0000197995	BTRVL	02/07/2018	Submitted for Approval	Reviewer
<input type="checkbox"/>	27.73	CAD	Not Budget Checked	Traveler, Tommy	888888880	Office Supplies (good receipt)	0000197996	BTRVL	02/07/2018	Submitted for Approval	Reviewer

**Review Attachments and Notes**

**Step 1:** Click the **Notes** icon to view details of claim with the option of adding a note and the **Attachments** icon to transfer to the Expense Report Attachments page, which allows the Budget Approver to review receipts and other supporting documents related to the expense report.

**Step 2:** From the Expense Reports attachment secondary page, hover over the **“File Name”** hyperlink and click to open the attachment. User will be transferred to a ‘new’ browser tab.

Expense Report Attachments

Report ID 0000197984

**Details** Personal

File Name	Description	User	Name
Dummy_Receipts.pdf	Receipt		

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

**Step 3: Click Open**

If the browser indicates your download has been blocked, permit the download by clicking on its Information Bar and selecting "Download File..."

Please close this window after download has completed ...

Internet Explorer

What do you want to do with Dummy\_Receipts.pdf?

From: fins-dev.sfu.ca

The file won't be saved automatically.

**Step 4: To return to the Expense Report, close the tab.**

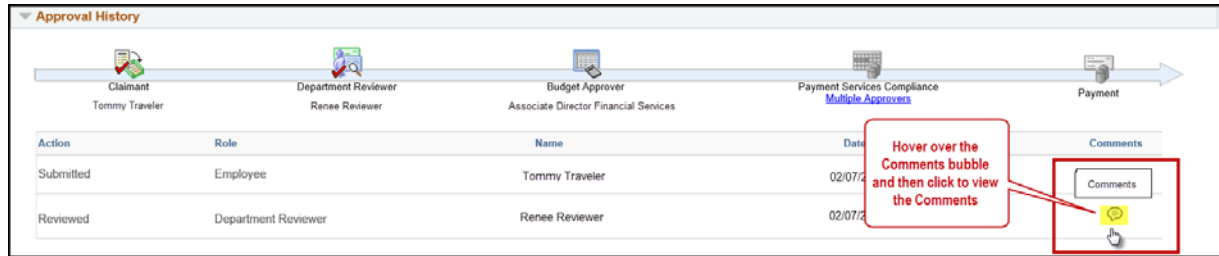
The screenshot shows a web browser window with the URL <https://fins-dev.sfu.ca/psc/fspm3/viewredirect/vCD1QLI78o5oYlk3bm16m74Jaf7oy0>. The main content area displays a receipt from 'The Panini Experience' with the following details:

Register: 3	8/17/09
Order # 190	1:43PM
	00834
-----	
1 Santa Fe Chix	8.50
Combo	3.50
SUBTOTAL	12.00
Tax	1.64
-----	
TOTAL	13.64
CUSTOMER COPY	

The browser's taskbar shows several open tabs. The 'fins-dev.sfu.ca' tab is highlighted with a red box and a red '4', indicating the step to close this tab to return to the Expense Report.

**Workflow Comments**

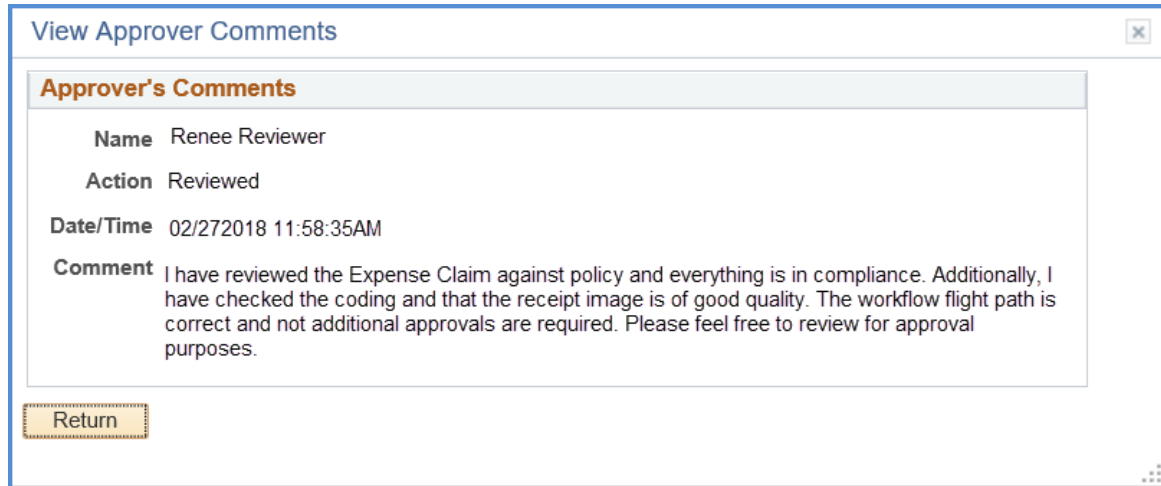
Hover over the  comment bubble icon until the  hand appears, then click to open the Comments box.



The screenshot shows an 'Approval History' section with a flowchart and a table. The flowchart includes steps: Claimant (Tommy Traveler), Department Reviewer (Renee Reviewer), Budget Approver (Associate Director Financial Services), Payment Services Compliance (Multiple Approvers), and Payment. Below the flowchart is a table with columns: Action, Role, Name, Date, and Comments. The table has two rows: 'Submitted' (Employee, Tommy Traveler, 02/07/2018) and 'Reviewed' (Department Reviewer, Renee Reviewer, 02/07/2018). A red box highlights the 'Comments' column in the 'Reviewed' row, with a callout bubble that says 'Hover over the Comments bubble and then click to view the Comments'.

Action	Role	Name	Date	Comments
Submitted	Employee	Tommy Traveler	02/07/2018	
Reviewed	Department Reviewer	Renee Reviewer	02/07/2018	

Read the comments.

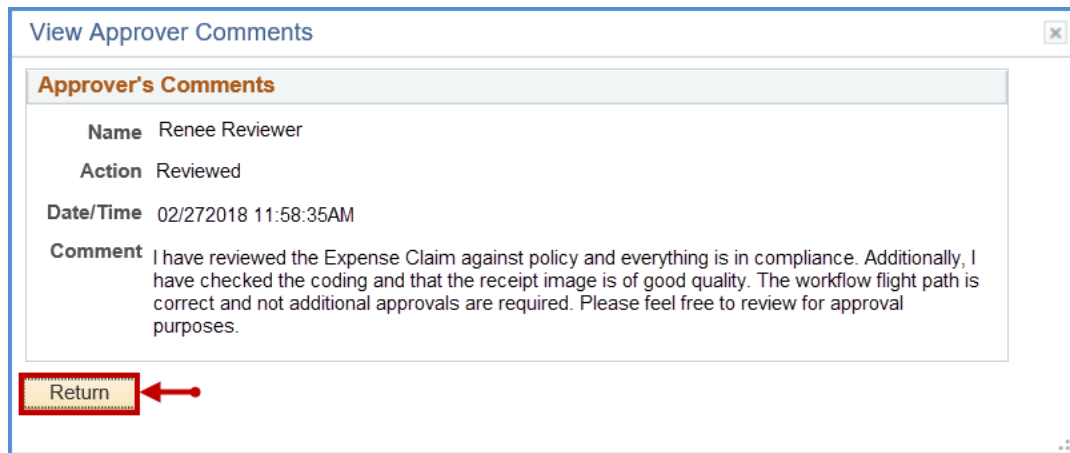


The screenshot shows a 'View Approver Comments' dialog box. It contains the following information:

- Approver's Comments**
- Name:** Renee Reviewer
- Action:** Reviewed
- Date/Time:** 02/27/2018 11:58:35AM
- Comment:** I have reviewed the Expense Claim against policy and everything is in compliance. Additionally, I have checked the coding and that the receipt image is of good quality. The workflow flight path is correct and not additional approvals are required. Please feel free to review for approval purposes.

A 'Return' button is located at the bottom left of the dialog box.

To close the comments and return to the Expense Report, click the **Return** push button.



This screenshot is identical to the previous one, but with a red box around the 'Return' button and a red arrow pointing to it from the right.

**Expense Details**

Click the "[Expense Details](#)" link to transfer between the Summary and Approve page and the Expense Details page. The Expense Details page provides the Budget Approver with more details for each expense item on the expense report. For example, descriptions, attendees and chartfield coding.

Budget Approver  
Late Director Financial Services

Payment Services Compliance  
[Multiple Approvers](#)

Payment

Name	Date/Time
Tommy Traveler	01/18/2018 8:01:18AM

Save Changes

Expense Details

Project ID	Activity	Reimburse Amt	Currency	Receipt Required	Approve
		57.00	CAD	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Expense Line Details**

- The **Approve** check box is auto selected for all receipts. Uncheck the box if you do not approve the line or send back to claimant and ask them to remove and submit claim again.
- View all comment bubbles by clicking on them.

Expense Line

Expense Line Items

Date	Expense Type	Description	PC Unit	Project ID	Activity	Reimburse Amt	Currency	Approve
01/03/2018	Meals - Per Diem - All Day	all day conference abbotsford				57.00	CAD	<input checked="" type="checkbox"/>
01/17/2018	Office - Supplies	Staples - poster paper				15.45	CAD	<input checked="" type="checkbox"/>

**Budget Approver Summary**

If you need to see a breakdown of Approvers by expense report line, use the Budget Approver Summary page. This also gives you a quick look at where each line is being charged to.

**Step 1:** Click the **“Budget Approver Summary”** hyperlink on the Expense Summary page. The Budget Approver Summary page provides supplemental information by Approver.

Approve Expense Report - Expense Summary

Tommy Traveler Empl ID: 88888880 Department: -

Business Purpose: c. Business and Travel Expense Report: 0000197984 Submitted for Approval

Description: Test Reviewer Department Admin

Reference: Created: 01/18/2018 Tommy Traveler

Accounting Date: 01/18/2018 Last Updated: 01/18/2018 Tommy Traveler

Budget Status: Not Budget Checked Budget Options Accounting Template: STANDARD

Totals: Urgency: View Analytics Notes Attachments (1) **Budget Approver Summary**

Employee Expenses (1 Line)	57.00 CAD	Non-Reimbursable Expenses	0.00 CAD	Employee Credits	0.00 CAD
Cash Advances Applied	0.00 CAD	Prepaid Expenses	0.00 CAD	Supplier Credits	0.00 CAD

**Step 2:** From the Budget Approver Summary secondary page, select the Approver from the drop down picklist. When finished click OK to return to Expense Report.

Budget Approver Summary

Select an Approver: 2 Associate Director Financial Servis


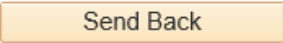
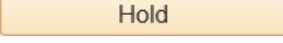


Report ID: 0000198015  
Document Amount: \$750.00 CAD

Line	Expense Type	Distrib	Object	Fund Code	Dept	Program	Project PC BU	Project ID	Project Activity	Foreign Transaction Amount	Transaction Currency	Stated in CAD\$
1	Accommodation - Hotel/Lodging	1	7000	11	8320	00000					CAD	500.00
Total										0.00		600.00
Approver Total												500.00

OK Click OK to return to Expense Report

**5 Possible Actions**

5 Push buttons are available to the Budget Approver:

Push Button	Description
	Pushes the expense report to the Compliance Approver stage and the expense report will be no longer available to the Budget Approver. Can be interpreted as the items and amounts on the expense report have been authorized and are acceptable (unless identified).
	Clicking the "Send Back" for revision allows the Budget Approver to add comments and send the expense report back to the claimant for appropriate adjustments.
	Clicking the "Hold" places the expense report on hold. If working in a pool, withdraws the Expense Report from other Budget Approvers.
	<b>Warning:</b> Clicking the "Deny" action at the header level, denies the entire Expense Report. The Expense Report can NOT be adjusted and re-submitted. If you deny the entire expense report, you must provide an explanation to the claimant.
	The expense report remains available to the Budget Approver and allows the Budget Approver to save comments, but no action has been taken.