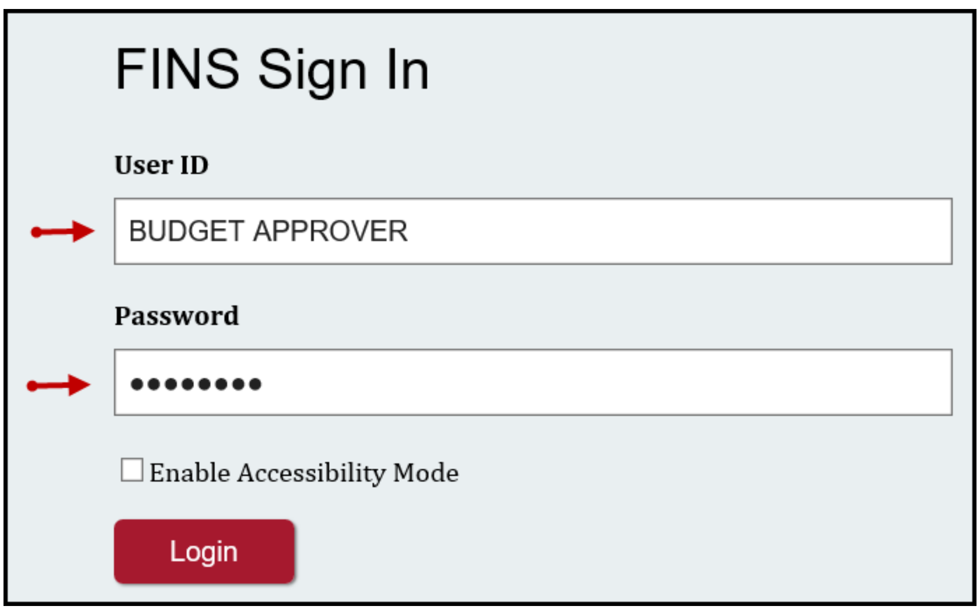
SIMON FRASER UNIVERSITY
ENGAGING THE WORLD

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.	
Help Line	778-782-7087
Email:	tex_help@sfu.ca
URL:	http://www.sfu.ca/finance/departments/payments/travel-and-expenses.html

2. Logging In and Out of PSFT FINS

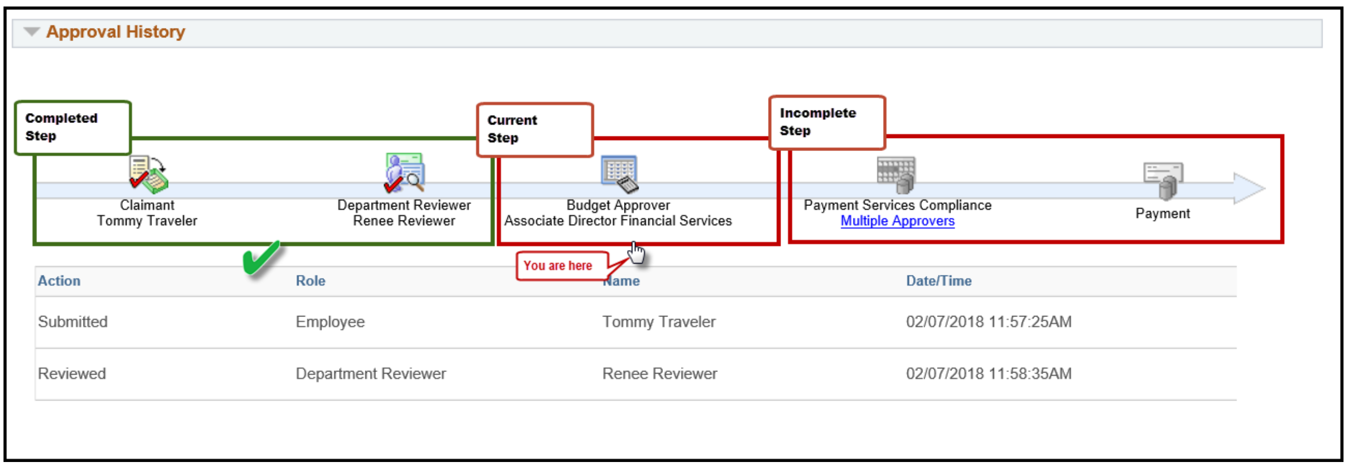
Description	
Log In	In your web browser, go to ***fins.sfu.ca***, then log in with your SFU user account name and password. 
Log Out	From any FINS page, click on the "Sign Out" link in the top right corner of the page. 

3. Responsible For

Description	
Manual Check	• Communicate with Reviewer and check PSFT FINS for expense reports awaiting their approval.
Responsible For	Persons with the authority to approve employee expense reports must; • Ensure expenses are consistent with University policy • Ensure expenses were incurred for the intended business purpose • Ensure that expense receipt images are sharp, clear, legible and of good quality • Confirm all appropriate and supporting documentation is attached • Obtain extra or additional approvals and attach to expense report as supporting evidence • Ensure unusual items are appropriately explained or proof is given for prior approval • Ensure rationale for an exception is documented and accompanies the expense report • Provide an appropriate reason code when a line item is denied • Communicate any changes or edits to the **Claimant** prior to processing • **NOT** approve his/her own expenses

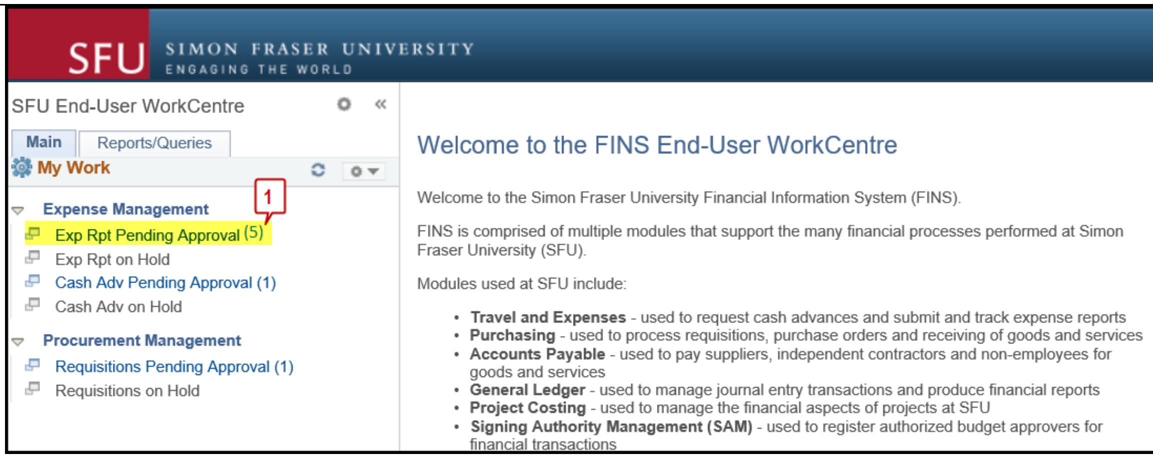
4. Workflow Flight Path (Approver)

Description

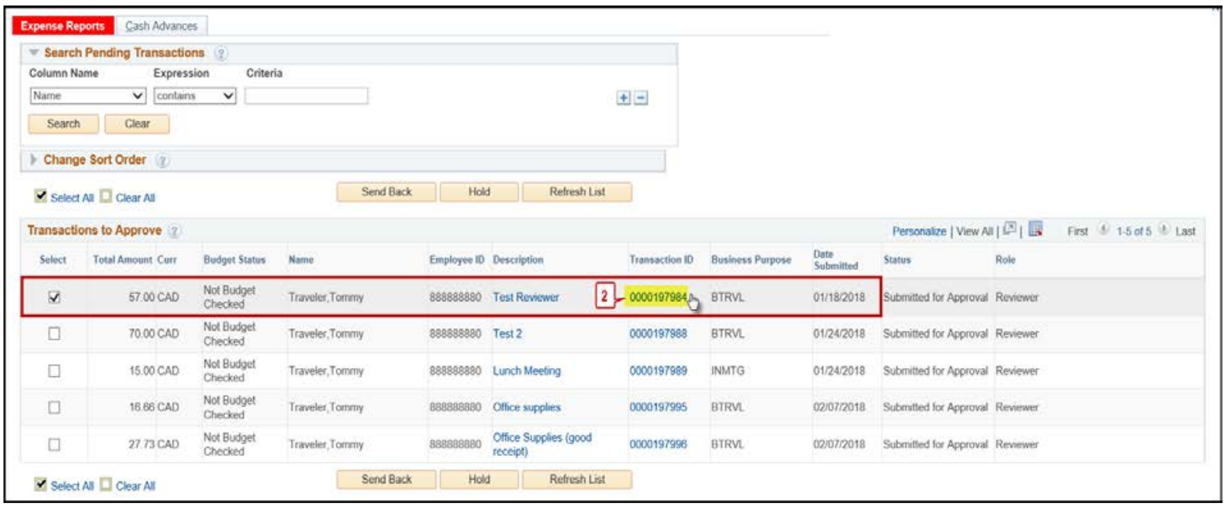


5. Approve Expense Report

Description	
My Pending Approvals	**Step 1:** Click the "[Exp Rpt Pending Approvals]" hyperlink and navigate to the "Approve Transactions" page.

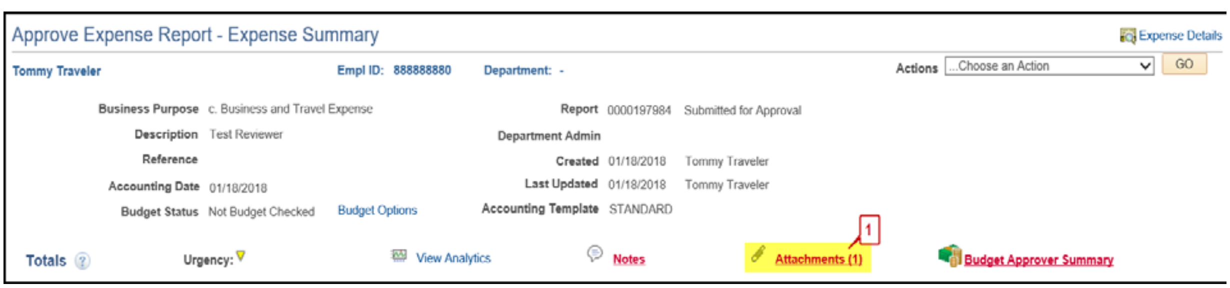


Step 2: From the Transactions to Approve list, select the Expense Report by clicking on either the "Description" or "Transaction ID" hyperlink.

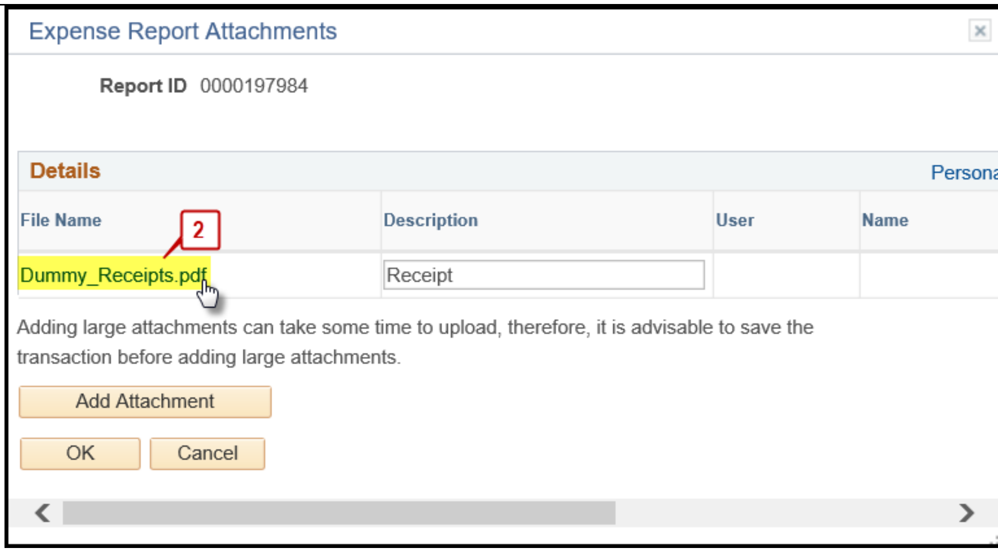


Review Attachments and Notes

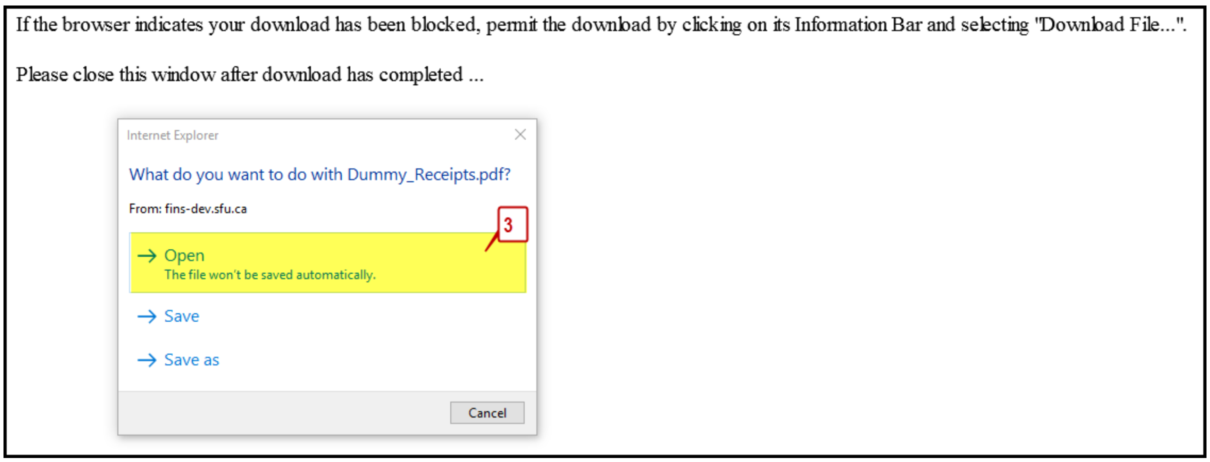
Step 1: Click the Notes to view details of claim with the option of adding a note and the "Attachments" hyperlink to transfer to the Expense Report Attachments page, which allows the Budget Approver to review receipts and other supporting documents related to the expense report.



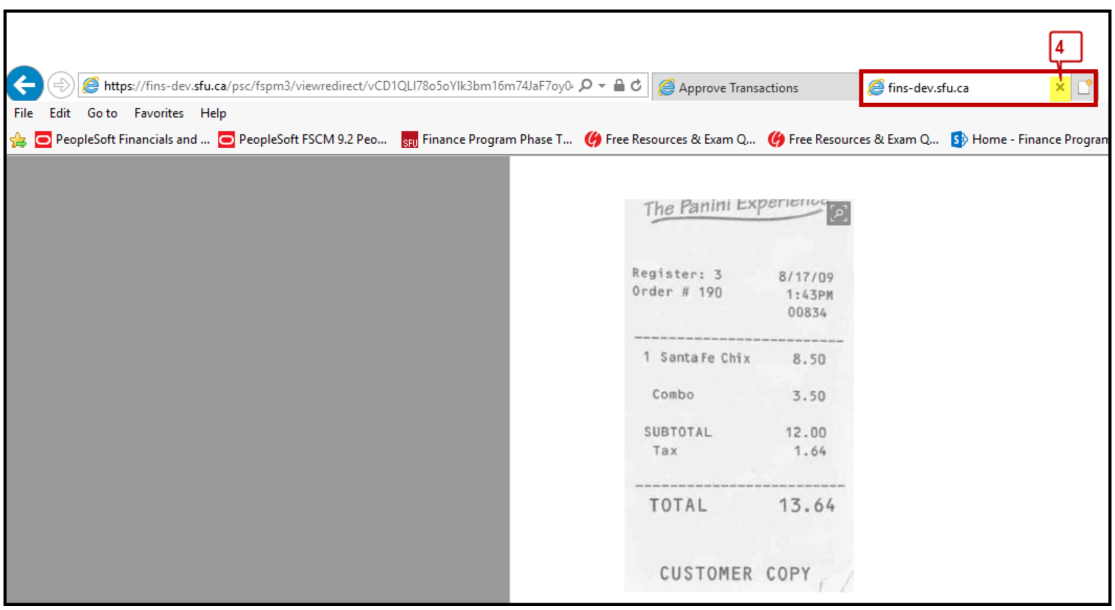
Step 2: From the Expense Reports attachment secondary page, hover over the "File Name" hyperlink and click to open the attachment. User will be transferred to a 'new' browser tab.



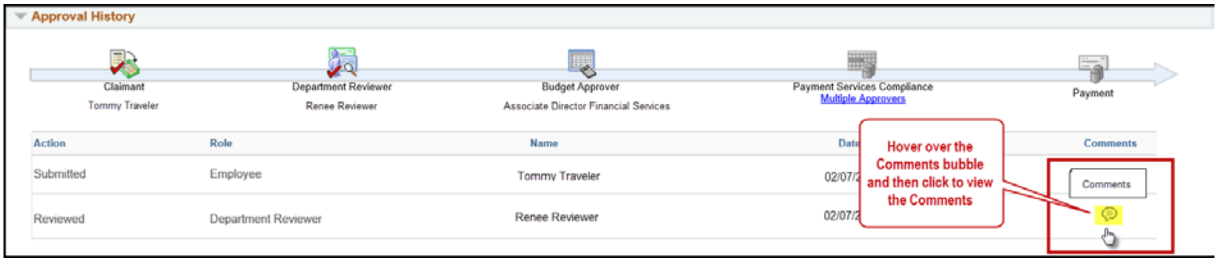
Step 3: Click Open



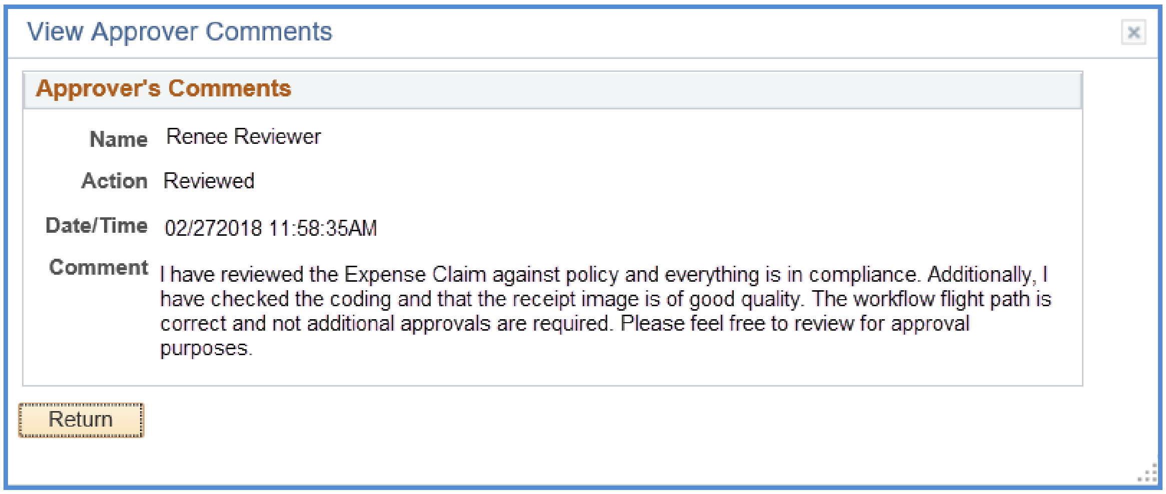
Step 4: To return to the Expense Report, close the tab.



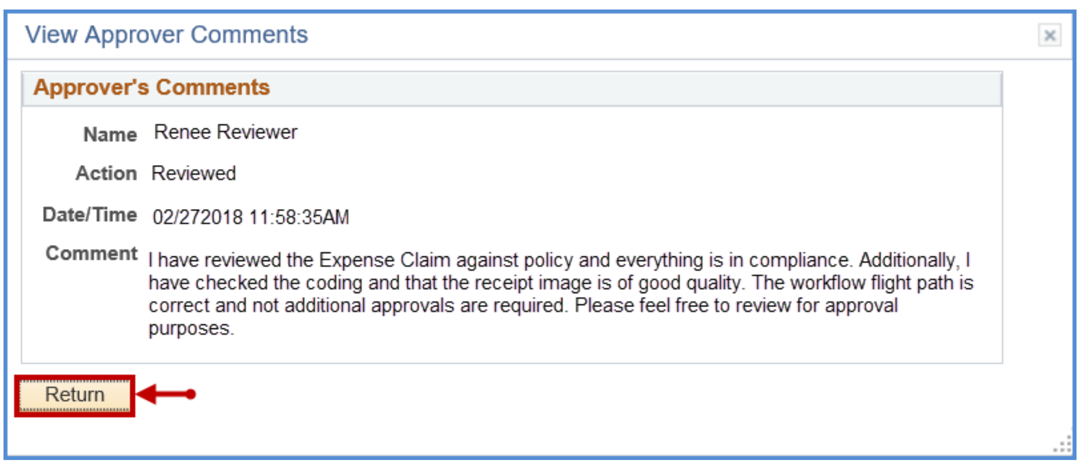
<table>
<tr>
<td>Workflow Comments</td>
<td>
Hover over the comment bubble icon until the hand appears, then click to open the Comments box.



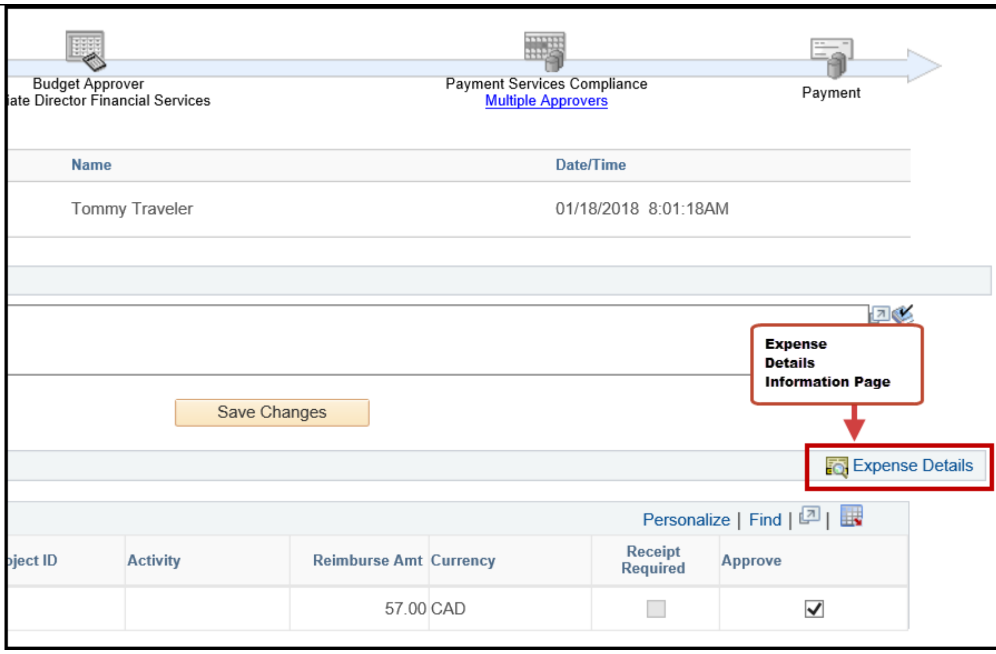
Read the comments.



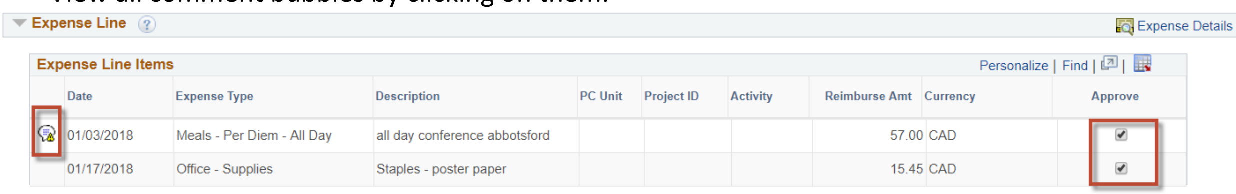
To close the comments and return to the Expense Report, click the Return push button.



</td>
</tr>
<tr>
<td>Expense Details</td>
<td>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.</td>
</tr>
</table>

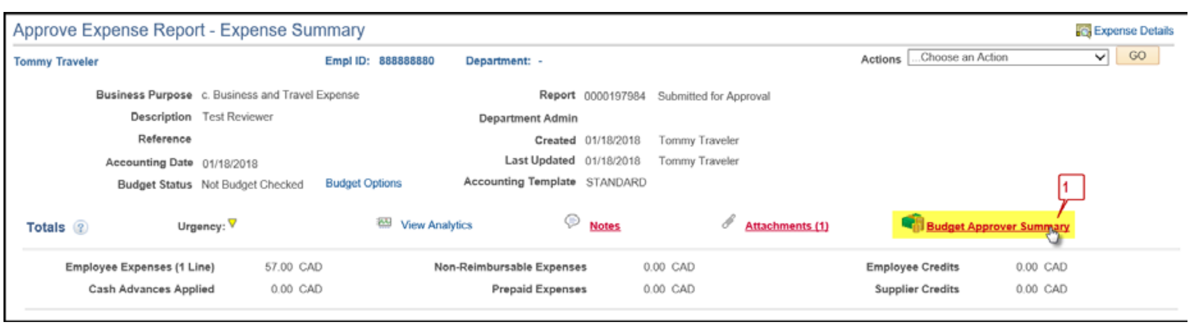
<table>
<tr><td></td><td>
</td></tr>
<tr><td>Expense Line Details</td><td>

- 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.

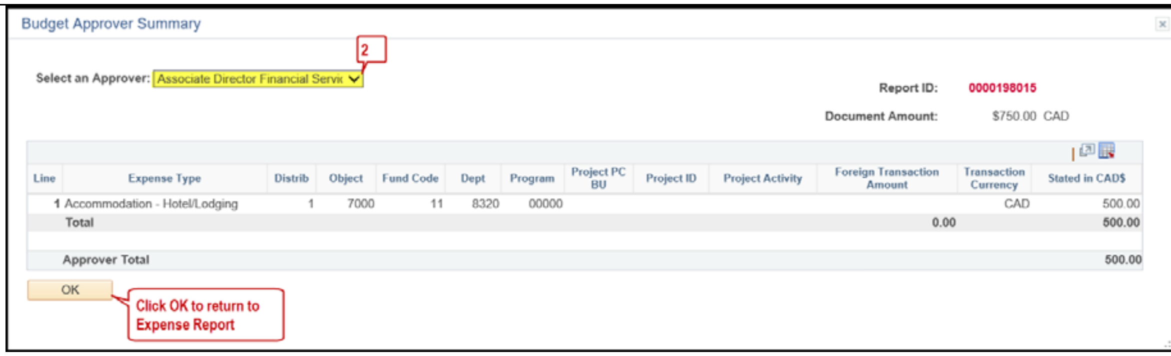

</td></tr>
<tr><td>Budget Approver Summary</td><td>

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 "<u>Budget Approver Summary</u>" hyperlink on the Expense Summary page. The Budget Approver Summary page provides supplemental information by Approver.



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.
</td></tr>
</table>



5 Possible Actions

5 Push buttons are available to the Budget Approver:

Push Button	Description
Approve	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).
Send Back	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.
Hold	Clicking the “Hold” places the expense report on hold. If working in a pool, withdraws the Expense Report from other Budget Approvers.
Deny	***Warning:*** 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.
Save Changes	The expense report remains available to the Budget Approver and allows the Budget Approver to save comments, but no action has been taken.