



EXPENSE PROCESSOR ROLE

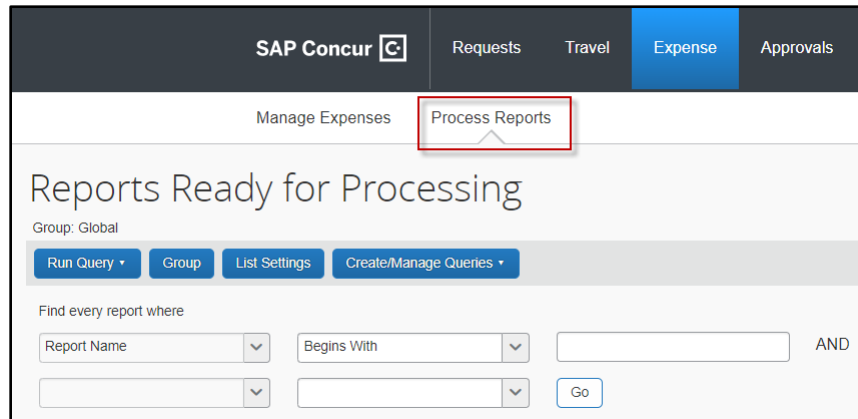




EXPENSE PROCESSOR ROLE

If your agency has workflow set up with an Expense Processor role, those in that role will be assigned this capability.

To access the reports needing approval, select **Expense** from the menu bar, then **Process Reports**.

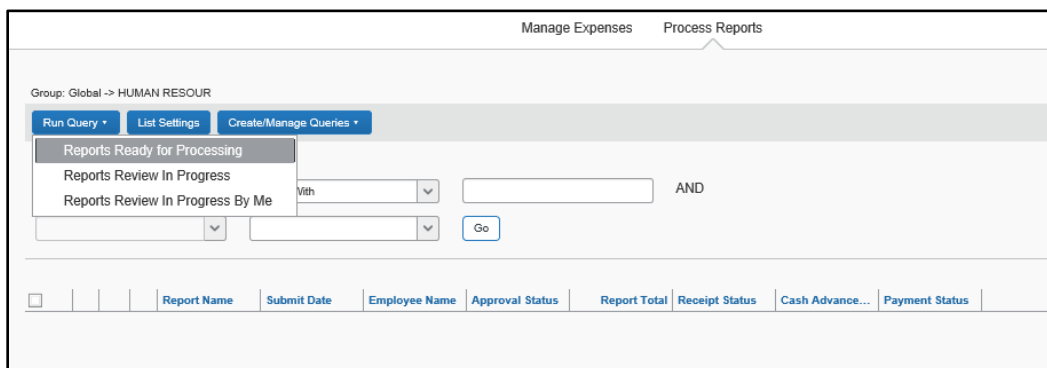


There are two ways to access the documents:

- Run Query
- Create Query

RUN QUERY

Select **Run Query**, then **Reports Ready for Processing**. This will display all pending reports, either at the agency level or Comptroller level. *Note: You will only have access to approve documents pending at the agency level.*





Next, select the report to be equal to **Approved & In Accounting Review**.

Then select **Go**.

NOTE: This process will need to be done each time you need to approve expense reports or you can create and save a query to run each time.



CREATE QUERY

To create a query, select **Create/Manage Queries**, then select **Create New Query**.

Manage Expenses View Transactions Process Reports

Group: Global -> CORRECTIONS

Run Query List Settings Create/Manage Queries

Find every report where Create New Query

Report Name Begins With AND

Go

Report Name Submit Date Employee Name Approval Status Report Total Receipt Status Cash Advance... Payment Status

You will need to enter the specifications to build the query. Select **Report** from the drop down in the first field with **Approval Status** Equal to the value **Approved & In Accounting Review**. *Use the prompts on the right of the screen to assist in your selections.*

Query Name: Save Cancel

Field/Value	Operation
Approval Status	

Select Field

Select a field from the list. The fields that appear pertain to the Data Object you selected.

- *Custom 18 - Request Related Report OOS
- *Custom 19 - Request Related Report IS
- *Org Unit 1 - Department
- *Org Unit 2 - Accounting Group
- *Org Unit 3 - Trip Type
- *Org Unit 4 - Accounting Template
- Amount Approved
- Amount Company Paid
- Amount Due Company
- Amount Due Company Card
- Amount Due Employee
- Amount Not Approved
- Approval Status
- Approved by User/Date
- Audit start
- Business Purpose

The query details should be as follows:

Add a Query

Insert Remove

Data Object/Operator	Field/Value
Report	Approval Status
Equal	
Value	Approved & In Accounting Review



Once this information has been keyed, you have the option to name and save this query at the top right of the screen.

Field/Value	Operation
Approval Status	
Approved & In Accounting Review	

Once the query has been saved, to access you will select **Run Query** then the query name that you created. In this example, the query that was created is named "READY FOR APPROVAL".

Reports Ready for Processing

Group: Global -> CORRECTIONS

Run Query | List Settings | Create/Manage Queries

- Reports Ready for Processing
- Reports Review In Progress
- Reports Review In Progress By Me
- READY FOR APPROVAL**

Approved & In Accounting Review AND

Go

Report Name	Submit Date	Employee Name	Approval Status	Report Total	Receipt Status
No Expense Reports Found					

Once the query is selected, the report will generate if information is available. The header of the page will display the name of the query run.

READY FOR APPROVAL

Group: Global -> HUMAN RESOUR

Run Query | List Settings | Create/Manage Queries

Find every report where

Report Name Begins With AND

Go

Report Name	Submit Date	Employee Name	Approval Status	Report Total	Receipt Status	Cash Advance...	Payment Status
Nashville, TN - ...	11/02/2018	RICE, BRANDI L.	Approved & In...	\$2,303.28	Received / Not...		Not Paid
Chicago, IL - 4/...	11/01/2018	RICE, BRANDI L.	Approved & In...	\$2,839.85	Received / Not...		Not Paid

For guidance on auditing expense reports, please see the [Expense Approver](#) job aid.