



# EXPENSE PROCESSOR ROLE





# TABLE OF CONTENTS

EXPENSE PROCESSOR ROLE ..... 2

    RUN QUERY ..... 2

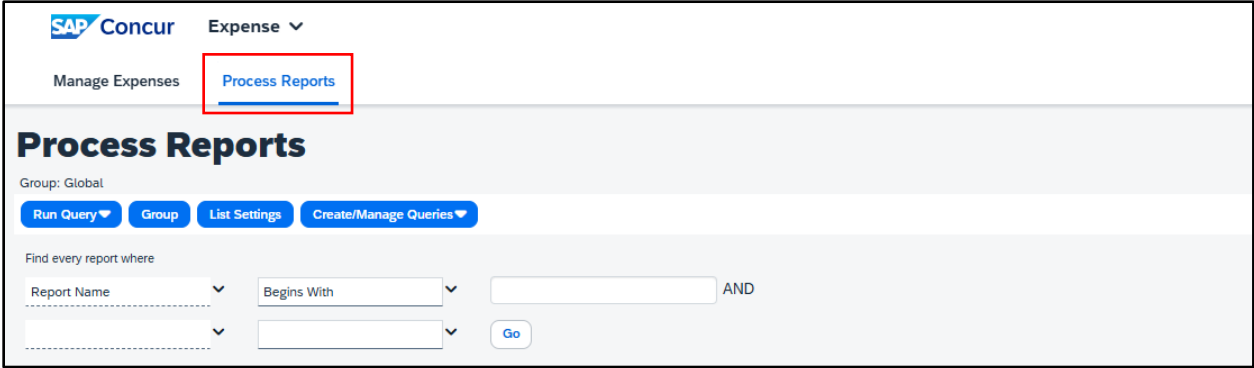
    CREATE QUERY ..... 4



# 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**.

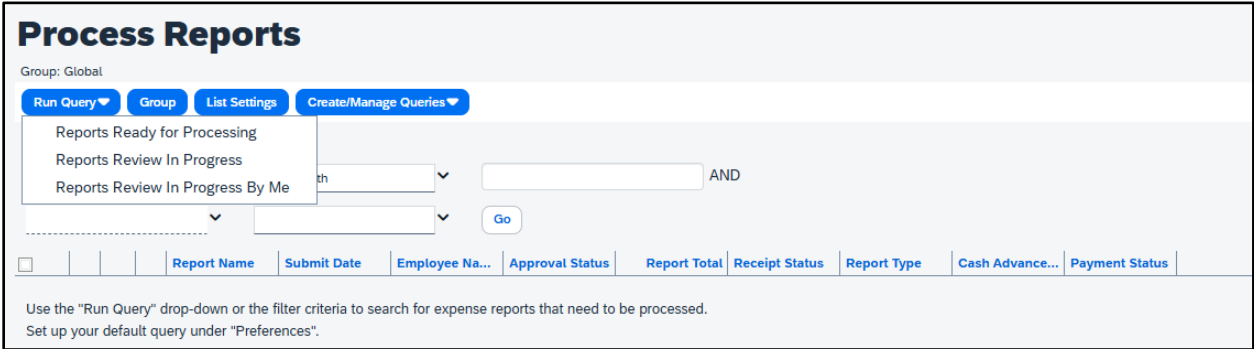


There are two ways to access the documents:

- 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.*





This is an example of what the query will produce.

### Reports Ready for Processing

Group: Global

Run Query Group List Settings Create/Manage Queries

Find every report where

Report Name Begins With AND

Report Name	Submit Date	Employee Na...	Approval Status	Report Total	Receipt Status	Report Type	Cash Advance...	Payment Status
Test 1	06/10/2022	NUMMY, MADI...	Awaiting Comp...	\$30.00	Not Required	Expense Type		Not Paid
Code: PROCSKIP, Level: 51; Note: This is for workflow routing. Code: DCAR, Level: 1; Dates overlap another report. This report has one or more entry level exceptions.								
test	01/15/2021	SLAUGHTER, L...	Awaiting Comp...	\$6.60	Received / Not ...	Expense Type		Not Paid
Code: PROCSKIP, Level: 51; Note: This is for workflow routing. Code: DCAR, Level: 1; Dates overlap another report. This report has one or more entry level exceptions.								
Richmond,VA 0...	06/23/2020	BASS, MARCU...	Awaiting Comp...	\$730.65	Received / Not ...	Expense Type		Not Paid
Code: PROCSKIP, Level: 51; Note: This is for workflow routing. Code: DCAR, Level: 1; Dates overlap another report. This report has one or more entry level exceptions.								
Ammendale, M...	06/23/2020	HARRIS, TARIA...	Awaiting Comp...	\$765.65	Received / Not ...	Expense Type		Not Paid
Code: PROCSKIP, Level: 51; Note: This is for workflow routing. Code: DCAR, Level: 1; Dates overlap another report. This report has one or more entry level exceptions.								
Ammendale, M...	06/23/2020	HARRIS, TARIA...	Awaiting Comp...	\$528.60	Received / Not ...	Expense Type		Not Paid
Code: PROCSKIP, Level: 51; Note: This is for workflow routing. Code: DCAR, Level: 1; Dates overlap another report. This report has one or more entry level exceptions.								

To narrow down your search to only show documents ready for agency approval, select **Approval Status** in the first field.

### Reports Ready for Processing

Group: Global

Run Query Group List Settings Create/Manage Queries

Find every report where

Report Name Begins With AND

Report Name  
Report Key  
Employee First Name  
Employee Last Name  
Employee ID  
Report Id  
Submit Date  
Processor Start Date  
Approval Status  
Payment Status  
Receipts Received  
Receipt Image Available  
Report Total  
Amount Approved  
Report Type

Submit Date	Employee Na...	Approval Status	Report Total
06/10/2022	NUMMY, MADI...	Awaiting Comp...	\$30.00
Level: 51; Note: This is for workflow routing. Code: DCAR, Level: 1; Dates overlap another report. This report has one or more entry level exceptions.			
01/15/2021	SLAUGHTER, L...	Awaiting Comp...	\$6.60
Level: 51; Note: This is for workflow routing. Code: DCAR, Level: 1; Dates overlap another report. This report has one or more entry level exceptions.			
06/23/2020	BASS, MARCU...	Awaiting Comp...	\$730.65
Code: PROCSKIP, Level: 51; Note: This is for workflow routing.			



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

**Search Results**

Group: Global

Run Query Group List Settings Create/Manage Queries

Find every report where

Approval Status Equals Approved & In Accounting Rev AND

Go

Report Name	Submit Date	Employee Na...	Approval Status	Report Total	Receipt Status	Report Type
Charleston, SC...	03/04/2020	FETTY, RONNI A.	Approved & In ...	\$651.20	Received / Not ...	Expense Type

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**.

**Process Reports**

Group: Global

Run Query Group List Settings Create/Manage Queries

Create New Query

Find every report where

Approval Status Equals Approved & In Accounting Rev AND

Go

Report Name	Submit Date	Employee Na...	Approval Status	Report Total	Receipt
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Use the "Run Query" drop-down or the filter criteria to search for expense reports that need to be processed.

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.*

**Add a Query**

Query Name: Save Cancel

Report Value

Field/Value Operation

Report

Value

Select Field

- \*Custom 01 - OOS Trip Type
- \*Custom 02 - Home Base (City, State)
- \*Custom 03 - Work Base (City, State)
- \*Custom 04 - Declared Emergency Travel
- \*Custom 18 - Request related Report Policy IS
- \*Custom 19 - Request Related Report Policy IS
- \*Org Unit 1 - Department
- \*Org Unit 2 - Accounting Group
- \*Org Unit 3 - Trip Type
- \*Org Unit 4 - Accounting Territory
- \*Org Unit 5 - Program Type
- Amount Approved
- Amount Company Paid
- Amount Due Company
- Amount Due Company Card
- Amount Due Employee
- Amount Not Approved
- Approval Status
- Approved by Designator





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

Run Query Group List Settings Create/Manage Queries

Find every report where

Report Name Begins With AND

Go

	Report Name	Submit Date	Employee Na...	Approval Status	Report Total	Receipt Status	Report Type	Cash Advance...	Payment Status
<input type="checkbox"/>	Charleston, SC...	03/04/2020	FETTY, RONNI A.	Approved & In ...	\$651.20	Received / Not ...	Expense Type		Not Paid
	Code: SKIPCOA, Level: 51; Note: This is for workflow routing.								
<input type="checkbox"/>	Myrtle Beach, ...	03/04/2020	BRIGGS, ROB...	Approved & In ...	\$3,199.00	Received / Not ...	Expense Type		Not Paid
	Code: SKIPCOA, Level: 51; Note: This is for workflow routing.								
<input type="checkbox"/>	Jacksonville, F...	03/03/2020	WYNNE, CHAD...	Approved & In ...	\$5.00	Not Required	Expense Type		Not Paid
	Code: SKIPCOA, Level: 51; Note: This is for workflow routing.								

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