

Approver Quick Guide



Click Approval

My Approvals

Expense (50) Pre-Approval (0)

Expenses for My Approval

Open | PDF Report | Tracking | Submit View All My Approvals

Submit	Name	Person	Amount	
02/27/2015	Expenses on 02/23/2015 9:10 AM	Thomas, T	1,310.62	
03/10/2015	Expenses on 03/02/2015 2:08 PM	Thomas, T	2,362.52	
03/11/2015	Expenses on 03/11/2015 9:23 AM	Kidd, L	2,820.20	
03/13/2015	Expenses on 03/10/2015 4:00 PM	Salenbien, S	10,032.46	
03/13/2015	Expenses on 03/13/2015 2:43 PM	Salenbien, S	594.25	
03/19/2015	Expenses on 03/19/2015 3:52 PM	Meyer, R	79.72	
03/23/2015	Expenses on 03/23/2015 1:35 PM	Knavel, J	57.15	
03/23/2015	Expenses on 03/23/2015 1:57 PM	Knavel, J	57.15	
03/23/2015	Expenses on 03/23/2015 1:58 PM	Knavel, J	57.15	
03/23/2015	Expenses on 03/23/2015 2:02 PM	Knavel, J	57.15	
03/23/2015	Expenses on 03/23/2015 2:04 PM	Knavel, J	57.15	
03/23/2015	Expenses on 03/23/2015 2:05 PM	Knavel, J	57.15	
03/23/2015	Expenses on 03/23/2015 2:20 PM	Knavel, J	57.15	
03/23/2015	Expenses on 03/23/2015 2:21 PM	Knavel, J	57.15	
03/24/2015	Expenses on 03/24/2015 11:22 AM	Brooks, J	656.04	
03/24/2015	Random things for Ramos Official Vi	Brooks, J	39.75	
03/25/2015	Expenses on 03/23/2015 11:50 AM	Schmitz, D	363.76	
03/26/2015	Claudia Ramos OV Food Expenses	Brooks, J	71.96	
03/27/2015	basketball-vitos-endofmarch	Spence, B	170.00	
03/30/2015	Expenses on 03/30/2015 9:35 AM	Rader, S	966.99	
03/30/2015	Expenses on 03/30/2015 10:00 AM	Knavel, J	57.15	
03/30/2015	Expenses on 03/30/2015 2:43 PM	Greggs, N	333.17	
03/30/2015	Expenses on 03/30/2015 2:50 PM	Greggs, N	419.97	

Report ID: 0100-0765-6863

Expense Owner Tamyra Thomas - Word Processor Supervisor
Report Name Expenses on 02/23/2015 9:10 AM
Submit Date 02/27/2015
Business Purpose
Prior Approver Kirk Kern [03/31/2015]
 Richard McGrath [03/13/2015]
Rule Description Route to AP - If Expense Owner doesn't have AP Clerk role, Reports go to AP.

Financial Summary

	Amt (USD)	Approved Amt
Total Expenses Reported	1,310.62	1,310.62
Less Company Paid Expenses	1,310.62	1,310.62
Less Company Paid Personal Expenses	0.00	0.00
Amount Due Employee	0.00	0.00
Total Expenses for Approval	1,310.62	1,310.62

Expense Summary

	Amt (USD)	Approved Amt
Communications	1,310.62	1,310.62
Totals	1,310.62	1,310.62

Account Summary

	Amt (USD)	Approved Amt
114000OPER Dean of Business Dean of Business-OPER/10000-BGSU - ... 1400	626.92	626.92
114000CRSE Dean of Business Dean of Business-CRSE/13000-Course F... 9050	65.00	65.00
114000OPER Dean of Business Dean of Business-OPER/10000-BGSU - ... 1000	618.70	618.70
Totals	1,310.62	1,310.62

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Click the line item. To activate the functions above the header

Select Submit to approve or Open to obtain more information

Approver Quick Guide

Expense Report: 0100-0765-6863

Expense Owner: Tamyra Thomas
 Report: Expenses on 02/23/2015 9:10 AM
 Submit Date: 02/27/2015

#	Expense	Date	Spent Amt	Approved Amt	Matter	Status
1	Communications	Tue 02/17	25.00 USD	25.00 USD	114000OPER	Approve
2	Communications	Tue 02/17	221.10 USD	221.10 USD	114000OPER	Approve
3	Communications	Thu 02/19	315.82 USD	315.82 USD	114000OPER	Approve
4	Communications	Fri 02/20	90.00 USD	90.00 USD	114000OPER	Approve
5	Communications	Mon 02/23	334.00 USD	334.00 USD	114000OPER	Approve
6	Communications	Mon 02/23	65.00 USD	65.00 USD	114000CRSE	Approve
7	Communications	Tue 02/24	135.00 USD	135.00 USD	114000OPER	Approve
8	Communications	Wed 02/25	74.70 USD	74.70 USD	114000OPER	Approve
9	Communications	Thu 02/26	50.00 USD	50.00 USD	114000OPER	Approve

Total Approved 1,310.62 USD

Click the line to reveal options. Adjust will allow you to change the budget code. Return will send that line back to the cardholder.

Return All: select to return the report back to the submitter for edits. This will change the status of **all** the lines from Approve to Returned. You will then need to Submit the report

Submit: once you have finished reviewing click submit. If the status for the line items above is Approved the report will go on to any final approvals. If the status for the line items is Returned, the report will be returned back to the submitter for edits

PDF Report: view supporting documentation in PDF format

Expense Detail: provides details concerning the transaction that selected on the left

Note: add a note or review any notes that have been added

Receipts: view supporting documentation

Return All PDF Report Submit Save/Close