

Expense Manager Approver (Department Approver)

How to approve an Expense Report submitted through the Automated Travel & Expense Center.

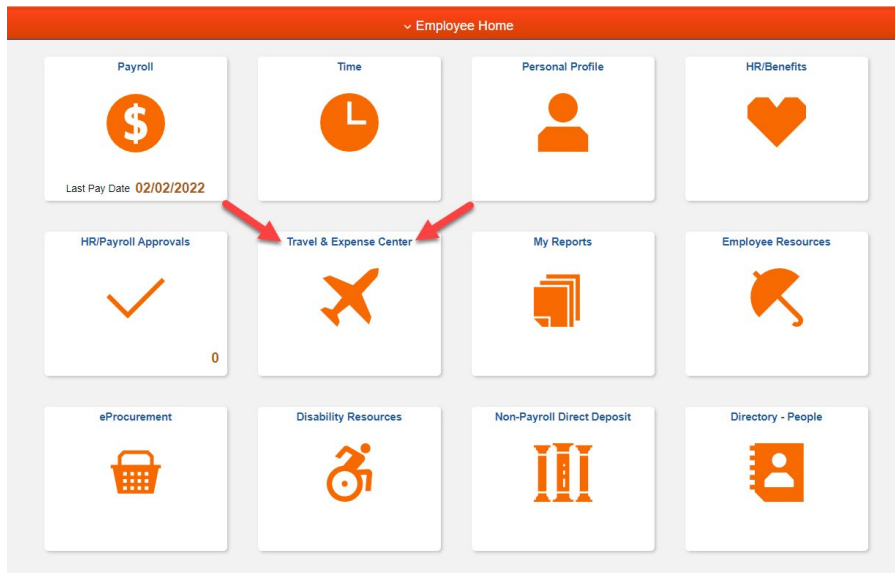
1. The assigned Expense Manager for the employee that submits the expense report will receive an email asking to approve it similar to the example below.

An expense report has been submitted that requires your action:

Employee ID: ██████████
Employee Name: Pendergast, Brian W
Submission Date: 2022-03-01
Report Description: JPMC January 2022
Report ID: 0088002013
Request Type: Credit Card Reconciliation
Total Amount: 2022.99 USD
Reimbursement Amount: 0.00 USD

To access this information, sign into MYSLICE, click on the Travel and Expense Center, and then click on Approve Transactions

2. Sign into MYSLICE (<https://myslice.ps.syr.edu>) and click on the Travel & Expense Center tile:



3. Next, click on the Approve Transactions link in the “Expenses WorkCenter”.

The screenshot shows the 'Expenses WorkCenter' interface. At the top, there is a red bar with a white arrow and the text 'Employee Home'. Below this, the title 'Expenses WorkCenter' is displayed with a gear icon and a double arrow icon. There are two tabs: 'Main' (selected) and 'Reports/Queries'. Below the tabs is a 'Links' section with a refresh icon and a menu icon. The links are listed as follows:

- Travel and Safety
- Credit Card Processing - Expenses
- Expense Processing - Employee
 - Approve Transactions** (highlighted with a red arrow)
 - Expense Report Create/Modify
 - Expense Report View
 - Expense Report Print
 - Expense Report Delete

4. Then, click on either the “Description” or “Transaction ID” hyperlink in blue.

Transactions to Approve [?]

Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
Expense Report	39.00	USD	Pendergast,Brian W		JPMC November 2021	0088001989	02/14/2022	Submitted for Approval	Department Manager
Expense Report	45.93	USD	Pendergast,Brian W		JPMC October 2021	0088001996	02/18/2022	Submitted for Approval	Department Manager
Expense Report	42.18	USD	Pendergast,Brian W		JPMC September 2021	0088002001	02/22/2022	Submitted for Approval	Department Manager
Expense Report	3500.92	USD	Pendergast,Brian W		JPMC December 2021	0088002012	03/01/2022	Submitted for Approval	Department Manager
Expense Report	25.80	USD	Pendergast,Brian W		JPMC August 2021	0088002015	03/03/2022	Submitted for Approval	Department Manager
Expense Report	2108.65	USD	Pendergast,Brian W		JPMC January 2022	0088002017	03/04/2022	Submitted for Approval	Department Manager

Refresh List

- The Department Approver will now see the expense report summary, including the “Approval History” of which employee submitted the reimbursement.

Approve Expense Report - Expense Summary

Brian Pendergast Actions ...Choose an Action

Request Type: Credit Card Reconciliation Report: 0088002017 Submitted for Approval
 Description: JPMC January 2022 Created: 03/04/2022 Matthew O'Keefe
 Reference: Last Updated: 03/04/2022 Matthew O'Keefe

Budget Status: Not Budget Checked [Budget Options](#)

Totals [View Analytics](#) [Notes](#) [Attachments \(1\)](#)

Employee Expenses (7 Lines)	2,108.65 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	2,108.65 USD	Supplier Credits	0.00 USD
Amount Due to Employee		0.00 USD		Amount Due to Supplier	
				0.00 USD	

Approval History

Action	Role	Name	Date/Time	Comments
Submitted	Employee	Matthew O'Keefe	03/04/2022 3:28:32PM	
Sent Back For Revision	Expense Manager	Shaun Wade	03/04/2022 3:39:21PM	
Resubmitted	Employee	Matthew O'Keefe	03/04/2022 3:41:24PM	

Comments

- Go to the “Expense Details” link at the top righthand corner of the screen to review the expense report details.
- Click on “Attachments” to view receipts, and “Expand All” to view the chartstring of the submitted expense(s) if needed. After review, click on “Summary and Approve” at the top righthand corner of the screen and either approve or send back the report.

Approve Expense Report - Expense Details

Brian Pendergast Actions ...Choose an Action

Request Type: Credit Card Reconciliation Report: 0088002017 Submitted for Approval
 Description: JPMC January 2022 Created: 03/04/2022 Matthew O'Keefe
 Reference: Last Updated: 03/04/2022 Matthew O'Keefe

Expenses [View Analytics](#) [Notes](#) [Attachments \(1\)](#)

Expand Lines | Collapse Lines | **Expand All** | Collapse All Total 2,108.65 USD

*Date	*Expense Type	Business Purpose	*Amount	*Currency	Approve
02/09/2022	Tolls	Professional Development Annual 211 characters remaining	29.00	USD	<input checked="" type="checkbox"/>

- When clicking the “Attachments” link, the Department Approver will be able to click the receipt link to view all attached receipts as shown in the screenshot below. The receipts will pop-up in a separate window, and we recommend dragging the window with the receipts to another monitor for easier viewing, while looking over the expenses and the Chartstrings.

Details

File Name	Description	User	Name	Date/Time Stamp
January_CC_Receipts.pdf	Pro Development Conference			

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

- Below is the view of the expenses when the Expense Manager (Dept Approver) clicks on “Expand All”. This will open up the view of all submitted expenses, and allow the user to see the chart strings. Edits can be made, and also additional chart string lines can be added if needed.

Expenses urgency

Expand Lines | Collapse Lines | **Expand All** | Collapse All Total 2,108.65 USD

*Date	*Expens. Type	Business Purpose	*Amount	*Currency	Approve
02/09/2022	Tolls	Professional Development Annual 211 characters remaining	29.00	USD	<input checked="" type="checkbox"/>

*Payment Type: Credit Card
 *Merchant: ERAC TOLL 4YBLDX
 Exchange Rate: 1.00000000
 Base Currency Amount: 29.00 USD
 Default Rate
 Non-Reimbursable
 No Receipt
[Receipt Split](#)

Accounting Details

Chartfields

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Dept	Program	Account	Mycode	PC Bus Unit	Project
29.00	SYRUN	29.00	USD	1.00000000	11	31006	00001	560706			

- Once the expense report has been reviewed, the approver can approve or send back the report. If sending back, it is required to type in a reason in the comment box on why the report is being sent back. Please refer to the screenshot under step #5.