



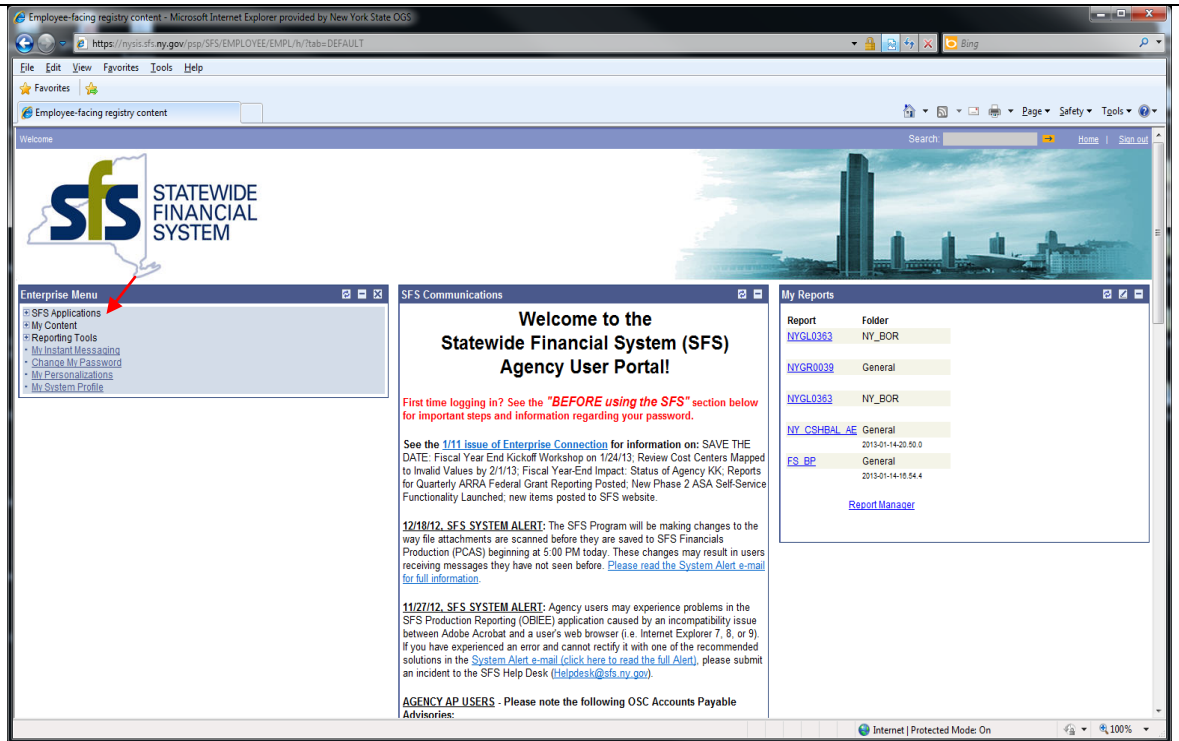
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Business Services Center
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Albany, NY 12242
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Approving Travel Documents Using the Travel and Expense Center

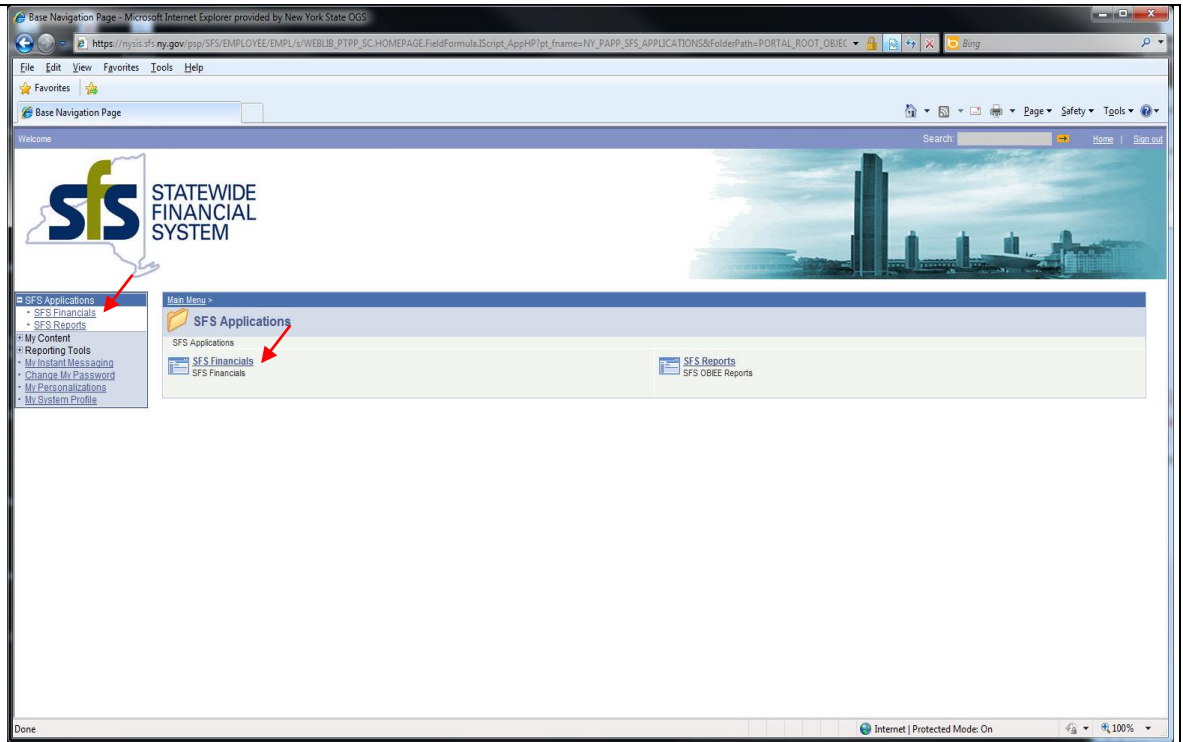
As a supervisor or approver you may need to approve travel expense reports (ER) or travel authorizations (TA) for employees. A best practice is to routinely check your worklist to ensure that travel documents are approved in a timely manner and within established guidelines.

The preferred way to approve documents in SFS is via the Manager Self-Service link.

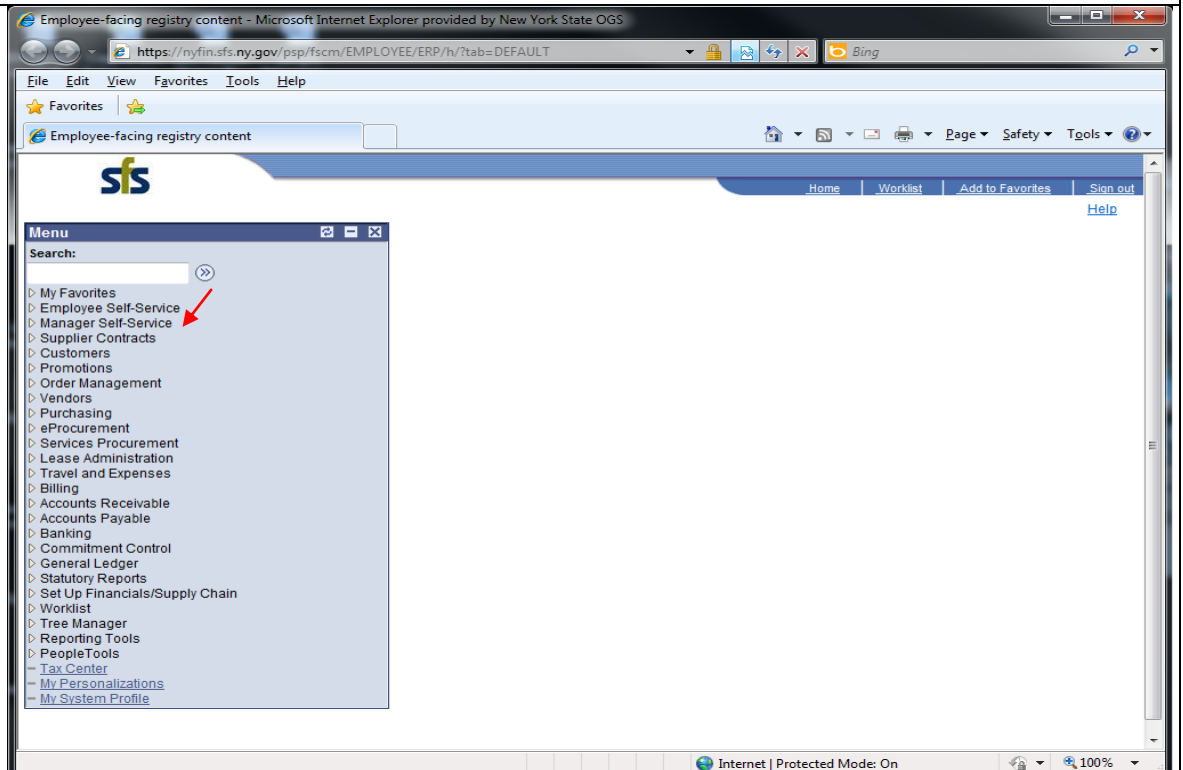
To access the Manager Self-Service link, begin by clicking **SFS Applications**.



Click **SFS Financials**
(either location).



Next, click **Manager Self-Service**.



Click on **Approvals** under **Travel and Expense Center**.

The screenshot shows the SFS web interface. The browser address bar displays the URL: https://prffin.sfs.ny.gov/psp/fscm/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?pt_fname=CO_MANAGER_SELF_SERVICE2&FolderPath=PORTAL. The page title is "Manager Self-Service". A left-hand menu is open, showing a tree structure of options. The "Travel and Expense Center" folder is expanded. In the main content area, the "Travel and Expense Center" folder is also expanded, showing sub-items: "Approvals", "Review Payments", "Budget Check", and "3 More...". A red arrow points to the "Approvals" sub-item.

Click **Approve Transactions**.

The screenshot shows the SFS web interface with the browser address bar displaying the URL: https://prffin.sfs.ny.gov/psp/fscm/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?pt_fname=CO_MANAGER_SELF_SERVICE2&FolderPath=PORTAL_ROOT_OBJECT.CO_M. The page title is "Approvals". The left-hand menu is open, and the "Approvals" sub-item under "Travel and Expense Center" is selected. The main content area shows the "Approvals" menu with two sub-items: "Approve Transactions" and "Approve Transactions". A red arrow points to the "Approve Transactions" sub-item.

This is the **Overview-Transactions to Approve** tab. It displays *all* travel documents that are ready for approval.

The tabs at the top of the page filter **Expense Reports** and **Travel Authorizations** ready for approval.

Menu

- My Favorites
- Employee Self-Service
- Manager Self-Service
- Supplier Contracts
- Vendors
- Purchasing
- Procurement
- Services Procurement
- Lease Administration
- Travel and Expenses
 - Approve Transactions
 - Manage Employee Information
 - Load External Information
 - Manage Expenses Security
 - Process Expenses
 - Manage Accounting
 - Real-Time Analysis
 - Travel and Expense Center
 - T and E Administration Center
- Accounts Payable
- Banking
- Commitment Control
- General Ledger
- Set Up Financials/Supply Chain
- Worklist
- Tree Manager
- Reporting Tools
- PeopleTools
- Tax Center
- My Personalizations
- My System Profile

Overview Expense Reports Travel Authorizations Errors

Search Pending Transactions

Change Sort Order

Select All Clear All Approve Deny Refresh List

Select	Alert	Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input type="checkbox"/>		Expense Report	125.82	USD	DOE,JOHN	N01605598	net due from paper voucher	0000031199	06/15/2012	Denied	HR Supervisor
<input type="checkbox"/>	⚠	Travel Authorization	563.00	USD	DOE,JOHN	N01605598	NYC Meeting with Staff	0000001458	01/22/2013	Submitted for Approval	HR Supervisor
<input type="checkbox"/>	⚠	Travel Authorization	572.00	USD	DOE,JOHN	N01605598	NYC Meeting with Staff	0000001459	01/28/2013	Submitted for Approval	HR Supervisor

Select All Clear All Approve Deny Refresh List

Comments

Employee Expense History

Return to Approvals

Overview Expense Reports Travel Authorizations Errors

Once you have chosen your desired view of travel documents, you can begin the process of approving.

Note: Yield Signs imply that an error, duplicate expense, or tax implications exist in the report.

To review the summary page of a travel document, click the link in the **Description** field.

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- Procurement
- Services Procurement
- Lease Administration
- Travel and Expenses
 - Approve Transactions
 - Manage Employee Information
 - Load External Information
 - Manage Expenses Security
 - Process Expenses
 - Manage Accounting
 - Real-Time Analysis
 - Travel and Expense Center
 - T and E Administration Center
- Accounts Payable
- Banking
- Commitment Control
- General Ledger
- Set Up Financials/Supply Chain
- Worklist
- Tree Manager
- Reporting Tools
- PeopleTools
- Tax Center
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Overview Expense Reports Travel Authorizations Errors

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<input type="checkbox"/>		Expense Report	125.82	USD	DOE,JOHN	N01605598	net due from paper voucher	0000031199	06/15/2012	Denied	HR Supervisor
<input type="checkbox"/>	⚠	Travel Authorization	563.00	USD	DOE,JOHN	N01605598	NYC Meeting with Staff	0000001458	01/22/2013	Submitted for Approval	HR Supervisor
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Select All Clear All Approve Deny Refresh List

Comments


Employee Expense History

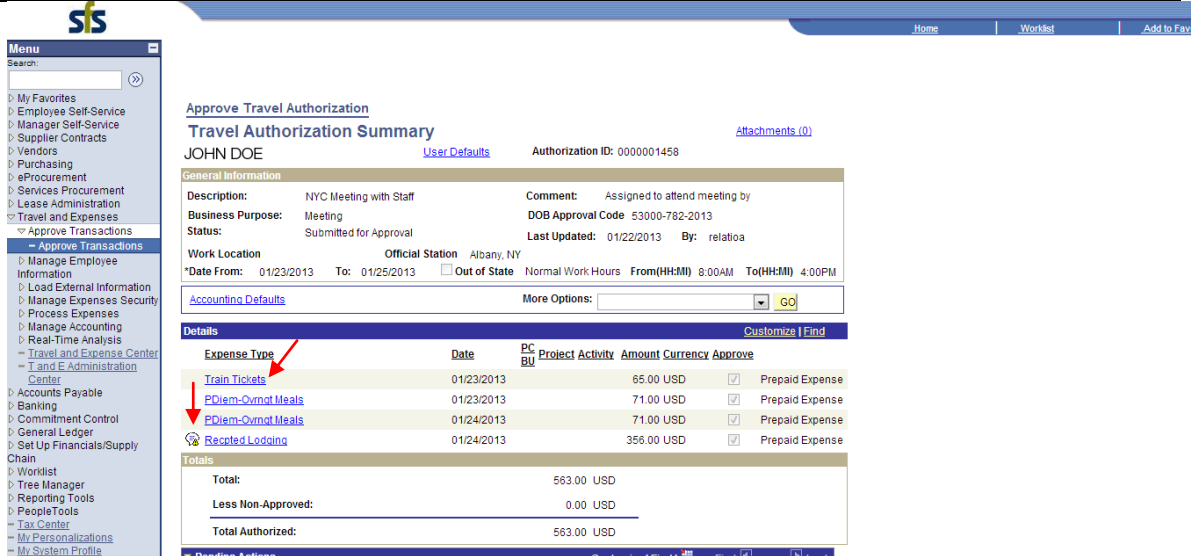
Return to Approvals

Overview Expense Reports Travel Authorizations Errors

The **Description** link will take you to the **Travel Authorization Summary** screen of the travel document you are reviewing. Review the information contained in the document.

To review information by line, click the link below the **Expense Type**.

To see additional comments, click on  to the left of the Expense Type.



Approve Travel Authorization
Travel Authorization Summary Attachments (0)
 JOHN DOE User Defaults Authorization ID: 0000001458

General Information

Description: NYC Meeting with Staff **Comment:** Assigned to attend meeting by
Business Purpose: Meeting **DOB Approval Code:** 53000-782-2013
Status: Submitted for Approval **Last Updated:** 01/22/2013 **By:** relatioa

Work Location: Albany, NY **Official Station:** Albany, NY
***Date From:** 01/23/2013 **To:** 01/25/2013 **Out of State** **Normal Work Hours:** From(HH:MM) 8:00AM To(HH:MM) 4:00PM

[Accounting Defaults](#) More Options:

Details Customize | Find

Expense Type	Date	PC BU	Project Activity	Amount	Currency	Approve
Train Tickets	01/23/2013			65.00	USD	<input checked="" type="checkbox"/> Prepaid Expense
PDjem-Curnat Meals	01/23/2013			71.00	USD	<input checked="" type="checkbox"/> Prepaid Expense
PDjem-Curnat Meals	01/24/2013			71.00	USD	<input checked="" type="checkbox"/> Prepaid Expense
Recpted Lodging	01/24/2013			358.00	USD	<input checked="" type="checkbox"/> Prepaid Expense

Totals

Total: 563.00 USD
Less Non-Approved: 0.00 USD
Total Authorized: 563.00 USD

Pending Actions Customize | Find | First 1 of 4 | Last

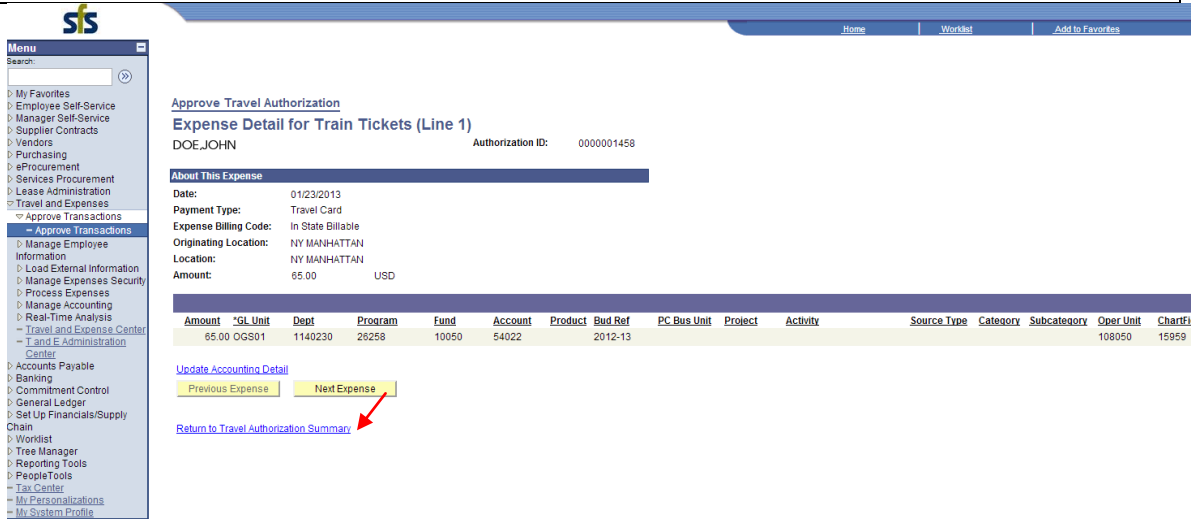
Profile	Name	Action	Date/Time
HR Supervisor	SMITH,JANE		
Program Director	(Pooled)		
Budget Unit Approver	(Pooled)		
Deputy	(Pooled)		

Action History Customize | Find | First 1 of 1 | Last

Profile	Name	Action	Date/Time
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When you click on the **Expense Type** link, you will be able to view the line details.

Once you have reviewed the line details for accuracy, return to the summary page by clicking **Return to Travel Authorization/Expense Summary**.



Approve Travel Authorization
Expense Detail for Train Tickets (Line 1)
 DOE,JOHN Authorization ID: 0000001458

About This Expense

Date: 01/23/2013
Payment Type: Travel Card
Expense Billing Code: In State Billable
Originating Location: NY MANHATTAN
Location: NY MANHATTAN
Amount: 65.00 USD

Amount	*GL Unit	Dept	Program	Fund	Account	Product	Bud Ref	PC Bus Unit	Protect	Activity	Source Type	Cateoory	Subcategory	Oper Unit	Chart
65.00	OGS01	1140230	26258	10050	54022		2012-13							108050	19595

[Update Accounting Detail](#)

[Return to Travel Authorization Summary](#)

Check the **Budget Status**. If the budget status is Valid, the report is ready for approval.

NOTE: If a travel document does not pass budget check, the Budget Status will say "Not Ch'k" and the travel document cannot be approved. It will stay in the supervisor's worklist until the supervisor takes an action on the travel document. For example, the supervisor may deny the travel document back to the traveler to update the chartfield codes, or contact the budget office to add or move monies.

When monies are available, the travel document will pass budget check the next time the budget check process runs.

Menu

- Search: []
- My Favorites
- Employee Self-Service
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- Supplier Contracts
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- Purchasing
- eProcurement
- Services Procurement
- Lease Administration
- Travel and Expenses
 - Approve Transactions
 - Approve Transactions
 - Manage Employee Information
 - Load External Information
 - Manage Expenses Security
 - Process Expenses
 - Manage Accounting
 - Real-Time Analysis
 - Travel and Expense Center
 - T and E Administration Center
- Accounts Payable
- Banking
- Commitment Control
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- Set Up Financials/Supply Chain
- Worklist
- Tree Manager
- Reporting Tools
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 - Tax Center
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 - My System Profile

Header: Date From: 01/23/2013 To: 01/25/2013 Out of State Normal WORK HOURS From(From) 8:00AM To(To) 4:00PM

Accounting Defaults More Options: [] GO

Details Customize | Find

Expense Type	Date	PC BU	Project Activity	Amount	Currency	Approve
Train Tickets	01/23/2013			65.00	USD	<input checked="" type="checkbox"/> Prepaid Expense
PDiem-Ovnmgt Meals	01/23/2013			71.00	USD	<input checked="" type="checkbox"/> Prepaid Expense
PDiem-Ovnmgt Meals	01/24/2013			71.00	USD	<input checked="" type="checkbox"/> Prepaid Expense
Recepted Lodging	01/24/2013			356.00	USD	<input checked="" type="checkbox"/> Prepaid Expense

Totals

Total:	563.00	USD
Less Non-Approved:	0.00	USD
Total Authorized:	563.00	USD

Pending Actions Customize | Find | First 1-4 of 4 Last

Profile	Name	Action	Date/Time
HR Supervisor	KRAVALIS,JOHN		
Program Director	(Pooled)		
Budget Unit Approver	(Pooled)		
Deputy	(Pooled)		

Action History Customize | Find | First 1 of 1 Last

Profile	Name	Action	Date/Time
	RELATION,ALBERT	Submitted	01/22/2013 1:55:26PM

Comments

Budget Status: Valid Budget Checking completed. Report is ready for Approval/Posting.

Approve Deny Reject Save Changes

[Return to Approval List](#) [Next in List](#) [Previous in List](#)

After you have completed your review of travel document you can take the appropriate action for the report (see below).

Menu

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- My Favorites
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- Lease Administration
- Travel and Expenses
 - Approve Transactions
 - Approve Transactions
 - Manage Employee Information
 - Load External Information
 - Manage Expenses Security
 - Process Expenses
 - Manage Accounting
 - Real-Time Analysis
 - Travel and Expense Center
 - T and E Administration Center
 - Accounts Payable
 - Banking
 - Commitment Control
 - General Ledger
 - Set Up Financials/Supply Chain
 - Worklist
 - Tree Manager
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Header: Date From: 01/23/2013 To: 01/23/2013 Out of State: [] Normal Work Hours: From (PMTM) 8:00AM To (PMTM) 4:00PM

Accounting Defaults: More Options: [] GO

Details Table:

Expense Type	Date	PC BU	Project Activity	Amount	Currency	Approve
Train Tickets	01/23/2013			65.00	USD	<input checked="" type="checkbox"/> Prepaid Expense
PDiem-Overnt Meals	01/23/2013			71.00	USD	<input checked="" type="checkbox"/> Prepaid Expense
PDiem-Overnt Meals	01/24/2013			71.00	USD	<input checked="" type="checkbox"/> Prepaid Expense
Recepted Lodging	01/24/2013			356.00	USD	<input checked="" type="checkbox"/> Prepaid Expense

Totals:

Total:	563.00	USD
Less Non-Approved:	0.00	USD
Total Authorized:	563.00	USD

Pending Actions Table:

Profile	Name	Action	Date/Time
HR Supervisor	SMITH,JANE		
Program Director	(Pooled)		
Budget Unit Approver	(Pooled)		
Deputy	(Pooled)		

Action History Table:

Profile	Name	Action	Date/Time
	DOE.JOHN	Submitted	01/22/2013 1:55:26PM

Comments: []

Budget Status: Valid **Budget Checking completed. Report is ready for Approval/Posting.**

Buttons: Approve, Deny, Reject, Save Changes

Navigation: Return to Approval List, Next in List, Previous in List

Approve: Submits the record to the next level approver. You approve a report if all expenses are correctly entered and appropriate and budget status is valid.

Deny: Returns the report to the traveler for editing.

NOTE: The approver must make a notation in the comments field before clicking on the Deny tab. In the comments field, the approver can enter comments or additional information needed from the traveler. Once a report has been denied, it must be edited and resubmitted by the traveler. You might deny a report if the report requires more information or budget changes before it can be approved.

Reject: Returns the report back to the traveler and permanently terminates the report. The report can no longer be used after it has been rejected. You might reject a report if the expenses are non-reimbursable or the travel is not authorized.

Congratulations you have successfully completed the "Approving Travel Documents Using the Travel and Expense Center" module.