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Modifying an Expense Report After it Has Been Denied

An Expense Report (ER) may be denied and returned to you for more information or alteration. The BSC recommends you check the status of your expense reports **weekly** to ensure that you modify any denied Expense Reports in a timely manner. If an Expense Report has been denied you must review, modify, and re-submit it before it can be reviewed for approval.

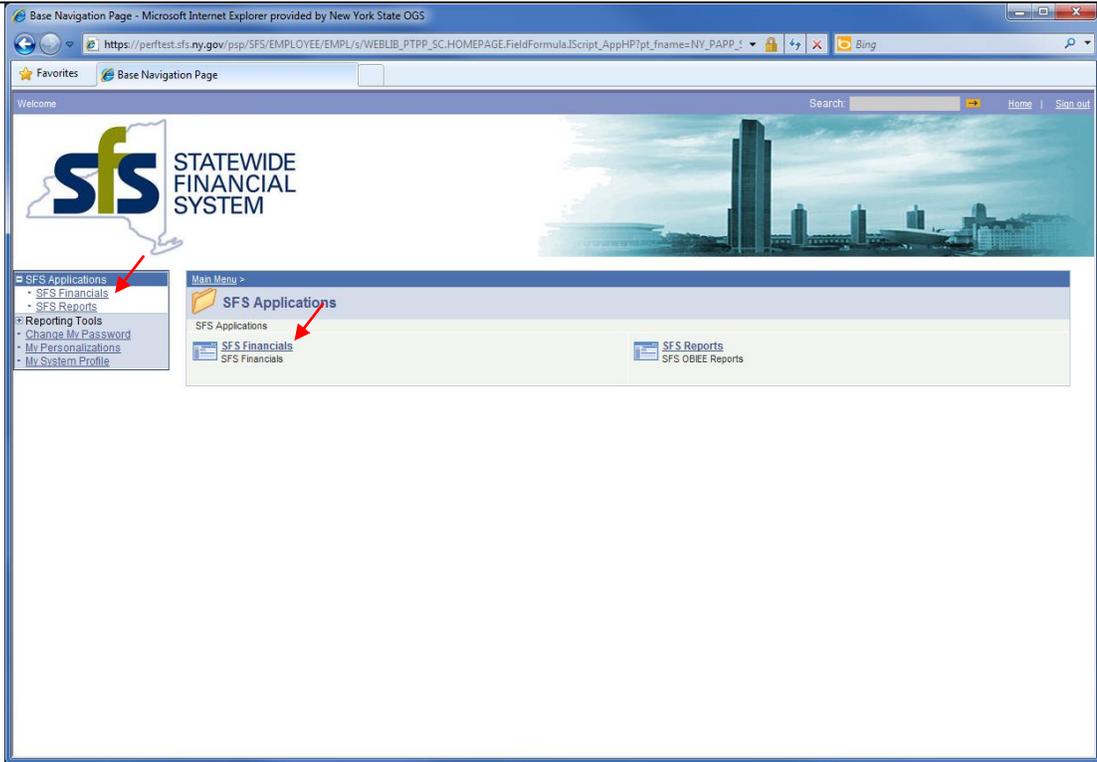
This module will show you how to modify reports that have been denied.

To check whether any expense reports have been denied, begin by clicking **SFS Applications** from the SFS home page.

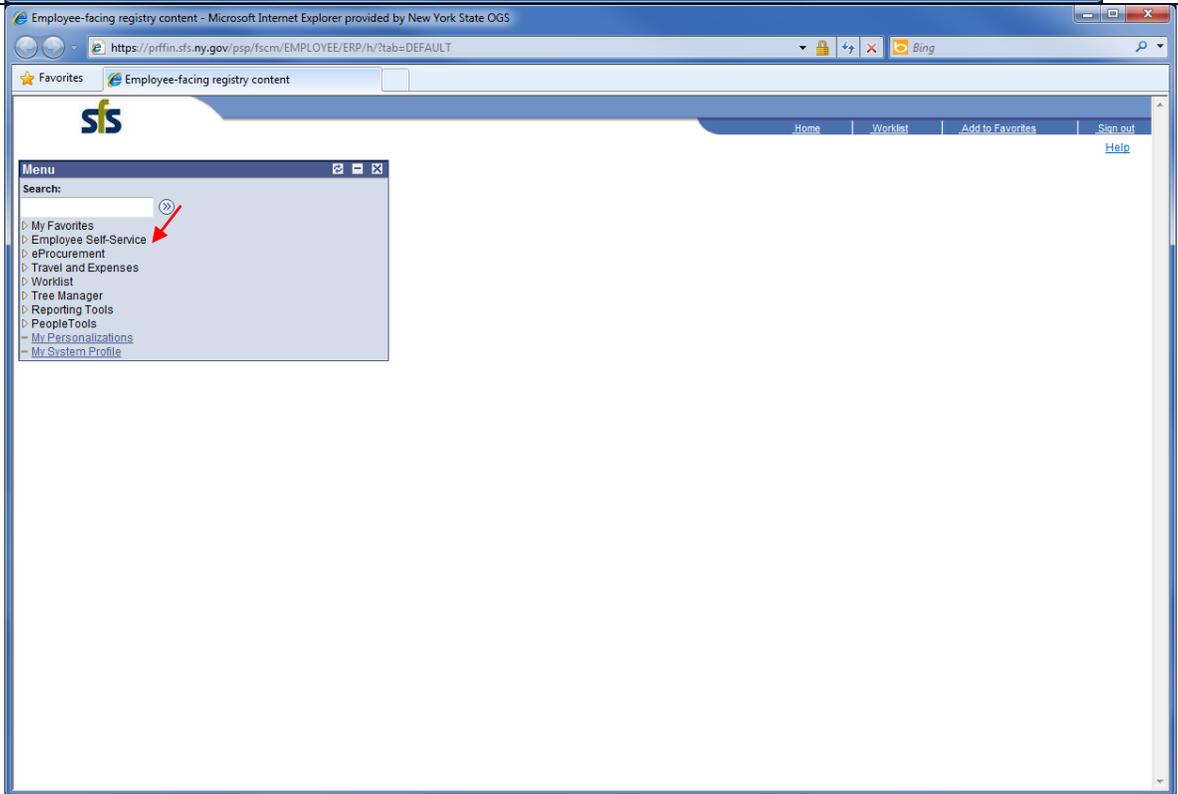
NOTE: Save periodically as SFS times out after 20 minutes.

Report	Folder
NYGL0363	NY_BOR
NYGR0039	General
NYGL0363	NY_BOR
NY_CSHBAL_AE	General 2013-02-08-00.21.3
NY_CSHBAL_AE	General 2013-02-08-22.30.5

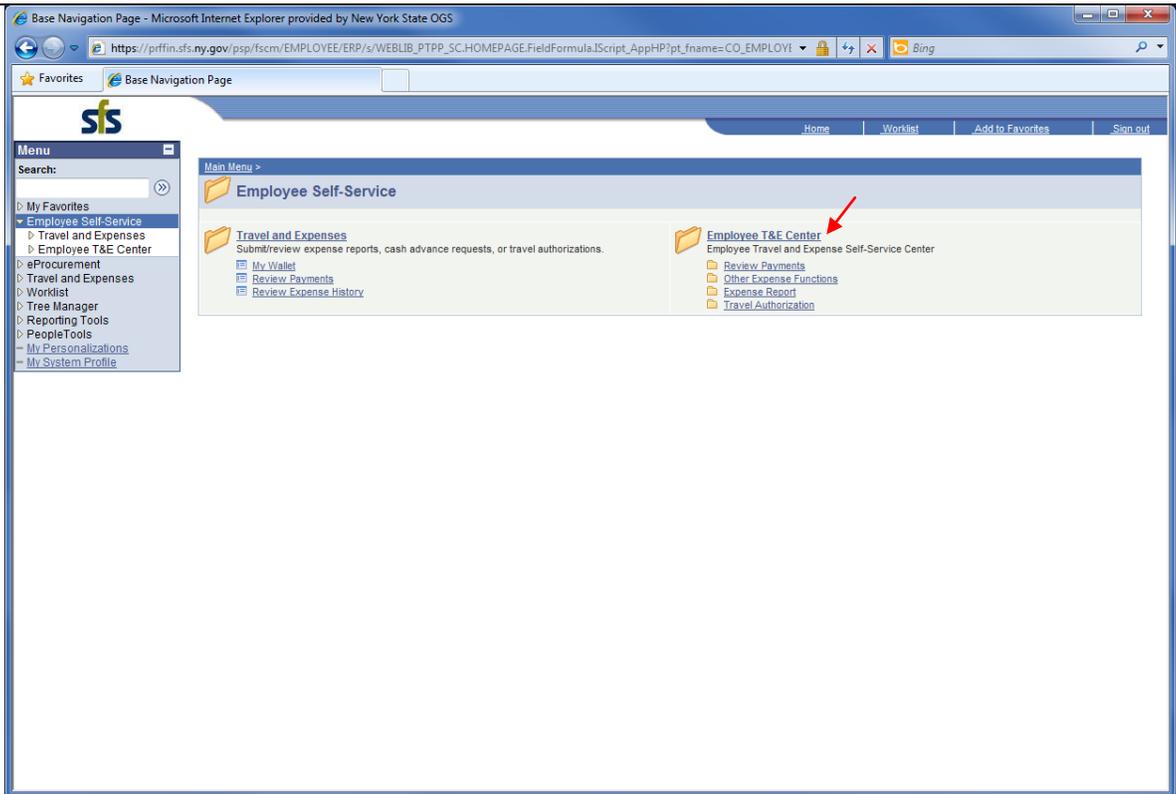
Click **SFS Financials** (either location).



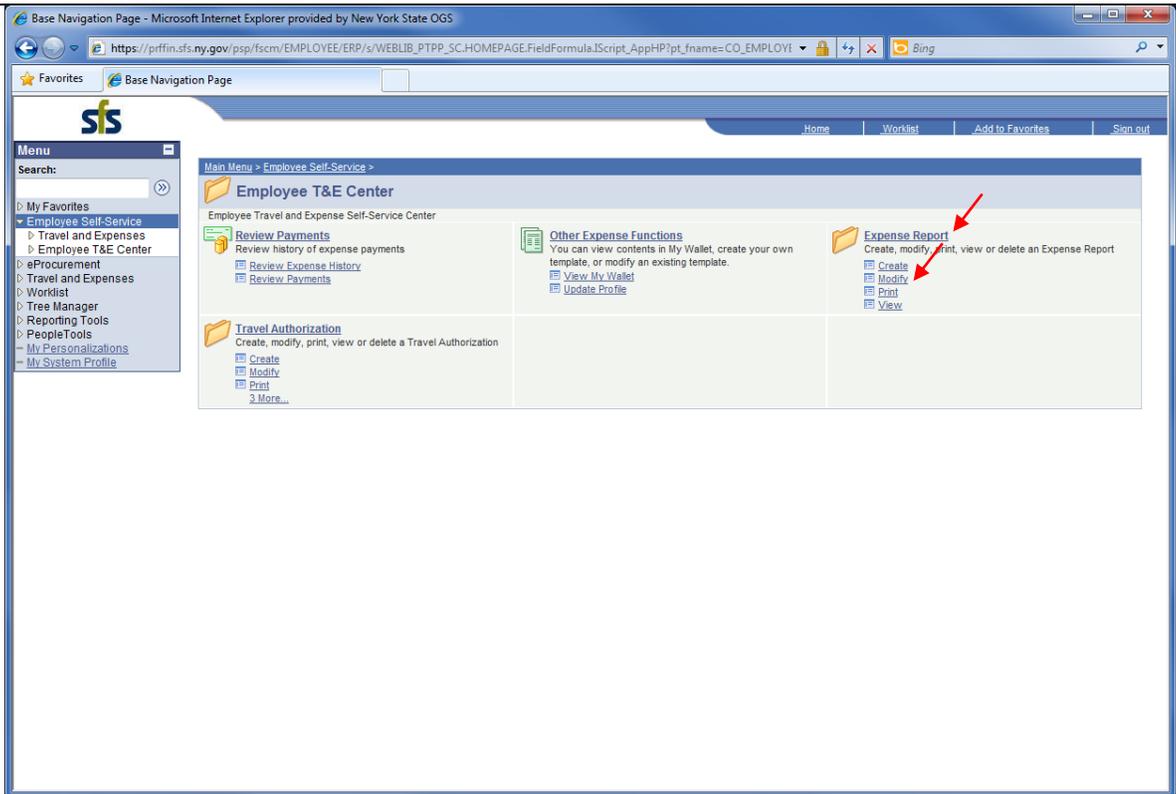
Next, click **Employee Self-Service**.



Click **Employee T&E Center**.



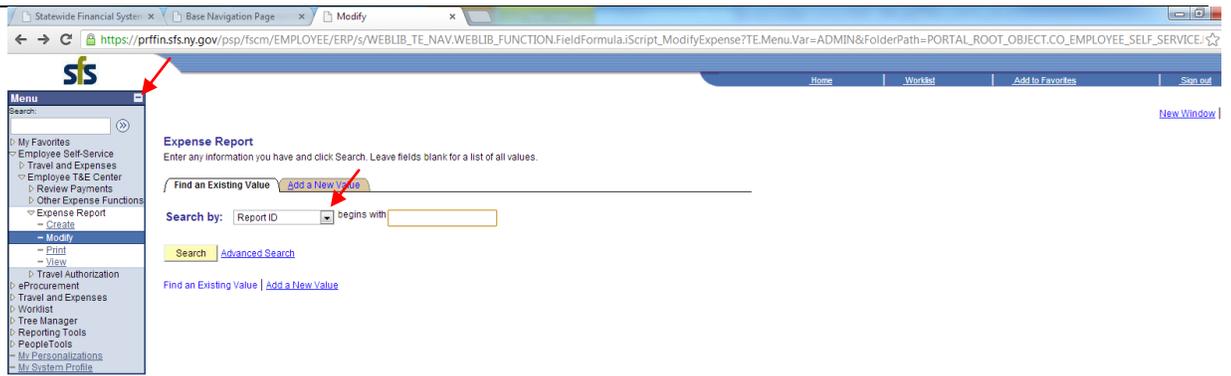
Under **Expense Report** click **Modify**. This will allow you to check whether expense reports have been denied and, if they have been denied, to modify the expense report so that it can be re-submitted for approval.



You will be directed to the **Expense Report** search page.

You can click the minimize button of the menu pagelet to get a better view of your Expense Reports.

You can use the **Search by** drop down menu to indicate how you want to search for your expense report (for example, you can search for it by Report ID, Employee name, etc).



Once you have entered the relevant search for your expense report, you will see a list of expense reports that have a Report Status of **Pending**. Reports that are pending require further modification from you. There are two reasons why a report would be pending:

1. The expense report has been submitted back to you for more information or editing of existing information
2. You saved an expense report to edit at a later date, and did not submit the report to the supervisor's worklist.

The screenshot shows the SFS Expense Report search results page. The page includes a search bar with a dropdown menu set to 'Report ID' and a text input field for 'begins with'. Below the search bar are buttons for 'Search' and 'Advanced Search'. The search results are displayed in a table with the following columns: Report ID, Report Description, Name, EmplID, Report Status, and Creation Date. The table contains seven rows of data, with the row for Report ID 0000031199 highlighted in red and marked with a red arrow, indicating it is in a 'Rejected' status.

Report ID	Report Description	Name	EmplID	Report Status	Creation Date
0000045458	Program meeting in Buffalo	DOE, JOHN	N01605598	Submitted	01/29/2013
0000045448	Program Meeting in Buffalo	DOE, JOHN	N01605598	Submitted	01/24/2013
0000045340	Trip to Rochester	DOE, JOHN	N01605598	Pending	11/16/2012
0000035557	Participate in mtg for DFS	DOE, JOHN	N01605598	Pending	06/19/2012
0000031199	net due from paper voucher	DOE, JOHN	N01605598	Rejected	06/12/2012
0000016803	to Long Island	DOE, JOHN	N01605598	Pending	05/18/2012
0000003124	Net due from EA 2012	DOE, JOHN	N01605598	Paid	04/23/2012

Click the report you want to modify.

Statewide Financial System - Base Navigation Page - Modify

https://prffins.sfs.ny.gov/psp/fscm/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FUNCTION.FieldFormula.iScript.ModifyExpense?TE.Menu.Var=ADMIN&FolderPath=PORTAL_ROOT_OBJECT.CO_EMPLOYEE_SELF_SERVICE.i

Expense Report
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search by: Report ID | begins with

Search | Advanced Search

Search Results
View All | First | 1-3 of 3 | Last

Report ID	Report Description	Name	EmpID	Report Status	Creation Date
0000045340	Trip to Rochester	DOE, JOHN	N01605598	Pending	11/16/2012
0000035547	Participate in mtg for DFS	DOE, JOHN	N01605598	Pending	06/19/2012
0000016803	Trip to Long Island	DOE, JOHN	N01605598	Pending	05/18/2012

Find an Existing Value | Add a New Value

Waiting for prffins.sfs.ny.gov...

Once you have entered the report you can see that it has been denied, who denied it, and why it was denied.

You can click the reason for denial to view the complete details of the reasons for denial. This information will be displayed in red.

Statewide Financial System - Base Navigation Page - Modify

https://prffins.sfs.ny.gov/psp/fscm/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FUNCTION.FieldFormula.iScript.ModifyExpense?TE.Menu.Var=ADMIN&FolderPath=PORTAL_ROOT_OBJECT.CO_EMPLOYEE_SELF_SERVICE.i

Expense Report Entry

Report ID: 0000045340 | Attachments (0)

By: SMITH, JANE | User Defaults | Ensure receipts are attached

Denied

General Information

*Description: Trip to Rochester | Comment: | Reference: |

*Business: Routine Travel | Purpose: Pending | Status: Pending | DOB Approval Code: |

Default: NY ROCHESTER | Location: | Last Updated: 02/11/2013 By: kravallj

Post State: | Official Station: Albany, NY | Work Location: |

Travel Dates: From 06/13/2012 To 06/14/2012

Normal Work Hours: From (HH:MM) 8:30AM To (HH:MM) 4:30PM

Accounting Defaults: Apply Cash Advance(s) | More Options: |

Details | Overview | Find | View All | First | 1-10 of 10 | Last

Select	Expense Type	Expense Date	Amount Spent	Currency	Payment Type	Billing Type
<input type="checkbox"/>	Return To State Charges	06/14/2012	30.36	USD	Travel Card	In State Detail
<input type="checkbox"/>	Vehicle Rental	06/14/2012	63.84	USD	Travel Card	In State Detail
<input type="checkbox"/>	Fuel for Travel	06/14/2012	51.66	USD	Travel Card	In State Detail
<input type="checkbox"/>	Fuel for Travel	06/14/2012	43.85	USD	Travel Card	In State Detail
<input type="checkbox"/>	Recpted Lodging	06/14/2012	96.00	USD	Travel Card	In State Detail
<input type="checkbox"/>	Return To State Charges	06/13/2012	49.64	USD	Travel Card	In State Detail
<input type="checkbox"/>	Return To State Charges	06/14/2012	-30.36	USD	Personal Funds	In State Nonbillable Detail
<input type="checkbox"/>	Return To State Charges	06/13/2012	-49.64	USD	Personal Funds	In State Nonbillable Detail

Once you click the reason for denial you will be directed to a page where you can see the **Name** of the approver, the **Action**, what **Date and Time** the action was undertaken, and **Comment** explaining why the report was denied.

Click **Return** to go back to the main Expense Report page so you can make the appropriate adjustments / edits and, if necessary, add attachments to your report.

The screenshot shows a web browser window with the URL https://prffin.sfs.ny.gov/psp/fscm/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FUNCTION.FieldFormula.Script_ModifyExpense?TE.Menu.Var=ADMIN&FolderPath=PORTAL_ROOT_OBJECT.CO_EMPLOYEE_SELF_SERVICE. The page title is "View Approver Comments". The table below shows the details of the denial:

Approver's Comment	
Name:	Smith, Jane
Action:	Denied
Date/Time:	02/11/2013 12:24:51PM
Comment:	Ensure receipts are attached

At the bottom of the table, there is a yellow button labeled "Return". A red arrow points to this button. Another red arrow points to the "View Approver Comments" title. On the left side of the page, there is a menu with the following items: My Favorites, Employee Self-Service, Travel and Expenses, Employee T&E Center, Review Payments, Other Expense Functions, Expense Report, Create, Modify, Print, View, Travel Authorization, eProcurement, Travel and Expenses, Worklist, Tree Manager, Reporting Tools, People Tools, My Personalizations, My System Profile.

The adjustments you have to make to resubmit the Expense Report will depend on the reason for denial. Some of the most common reasons for denial include:

- + Receipts are not attached to the expense report
- + Travel dates are not filled in
- + Normal work hours are not filled in
- + Mileage is not specified

There could be other reasons for denial that were not mentioned here.

Expense Report Entry
 Denied By: **Smith, Jane** Report ID: 0000045340
 Ensure receipts are attached

General Information

Description: Trip to Rochester
 Business Purpose: Routine Travel
 Status: Pending
 Default Location: NY ROCHESTER
 Official Station: Albany, NY
 Travel Dates: From 06/13/2012 To 06/14/2012
 Normal Work Hours: From(HH:MM) 8:30AM To(HH:MM) 4:30PM

Accounting Defaults
 Apply Cash Advance(s) More Options: GO

Select	Expense Type	Expense Date	Amount Spent	Currency	Payment Type	Billing Type
<input type="checkbox"/>	Return To State Charges	06/14/2012	30.36	USD	Travel Card	In State
<input type="checkbox"/>	Vehicle Rental	06/14/2012	83.84	USD	Travel Card	In State
<input type="checkbox"/>	Fuel for Travel	06/14/2012	51.65	USD	Travel Card	In State
<input type="checkbox"/>	Fuel for Travel	06/14/2012	43.85	USD	Travel Card	In State
<input type="checkbox"/>	Receipted Lodging	06/14/2012	96.00	USD	Travel Card	In State
<input type="checkbox"/>	Return To State Charges	06/13/2012	49.64	USD	Travel Card	In State
<input type="checkbox"/>	Return To State Charges	06/14/2012	-30.36	USD	Personal Funds	In State Nonbillable
<input type="checkbox"/>	Return To State Charges	06/13/2012	-49.64	USD	Personal Funds	In State Nonbillable

Make changes in your expense report as indicated by the denial comments.

To review how to correctly enter all the fields in an expense report, see the "Creating an Expense Report in SFS using a Blank Report" module.

Expense Report Entry
 Denied By: **Smith, Jane** Report ID: 0000045340
 Ensure receipts are attached

General Information

Description: Trip to Rochester
 Business Purpose: Routine Travel
 Status: Pending
 Default Location: NY ROCHESTER
 Official Station: Albany, NY
 Travel Dates: From 06/13/2012 To 06/14/2012
 Normal Work Hours: From(HH:MM) 8:30AM To(HH:MM) 4:30PM

Accounting Defaults
 Apply Cash Advance(s) More Options: GO

Select	Expense Type	Expense Date	Amount Spent	Currency	Payment Type	Billing Type
<input type="checkbox"/>	Return To State Charges	06/14/2012	30.36	USD	Travel Card	In State
<input type="checkbox"/>	Vehicle Rental	06/14/2012	83.84	USD	Travel Card	In State
<input type="checkbox"/>	Fuel for Travel	06/14/2012	51.65	USD	Travel Card	In State
<input type="checkbox"/>	Fuel for Travel	06/14/2012	43.85	USD	Travel Card	In State
<input type="checkbox"/>	Receipted Lodging	06/14/2012	96.00	USD	Travel Card	In State
<input type="checkbox"/>	Return To State Charges	06/13/2012	49.64	USD	Travel Card	In State
<input type="checkbox"/>	Return To State Charges	06/14/2012	-30.36	USD	Personal Funds	In State Nonbillable
<input type="checkbox"/>	Return To State Charges	06/13/2012	-49.64	USD	Personal Funds	In State Nonbillable

Once you have completed making your changes, click **Check For Errors**.

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https://prffin.sfs.ny.gov/pspp/fscm/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FUNCTION.FieldFormula.iScript_ModifyExpense?E.Menu.Var=ADMIN&FolderPath=PORTAL_ROOT_OBJECT.CO_EMPLOYEE_SELF_SERVICE

Menu

- My Favorites
- Employee Self-Service
 - Travel and Expenses
 - Employee T&E Center
 - Review Payments
 - Other Expense Functions
 - Expense Report
 - Create
 - Modify
 - Print
 - View
 - Travel Authorization
 - eProcurement
 - Travel and Expenses
 - Worklist
 - Tree Manager
 - Reporting Tools
 - PeopleTools
 - My Personalizations
 - My System Profile

*Business Purpose: Routine Travel

Status: Pending

Default Location: NY ROCHESTER

Reference: [Blank]

DOB Approval Code: [Blank]

Last Updated: 02/11/2013 By: kravallj

Official Station: Albany, NY

Work Location: [Blank]

Travel Dates: From 06/13/2012 To 06/14/2012

Normal Work Hours: From (HH:MM) 8:30AM To (HH:MM) 4:30PM

Accounting Defaults: Apply Cash Advances(s)

More Options: [Dropdown] GO

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	Return To State Charges	06/14/2012	30.36	USD	Travel Card	In State	Detail
<input type="checkbox"/>	Vehicle Rental	06/14/2012	63.84	USD	Travel Card	In State	Detail
<input type="checkbox"/>	Fuel for Travel	06/14/2012	51.65	USD	Travel Card	In State	Detail
<input type="checkbox"/>	Fuel for Travel	06/14/2012	43.85	USD	Travel Card	In State	Detail
<input type="checkbox"/>	Recpted Lodging	06/14/2012	96.00	USD	Travel Card	In State	Detail
<input type="checkbox"/>	Return To State Charges	06/13/2012	49.64	USD	Travel Card	In State	Detail
<input type="checkbox"/>	Return To State Charges	06/14/2012	-30.36	USD	Personal Funds	In State Nonbillable	Detail
<input type="checkbox"/>	Return To State Charges	06/13/2012	-49.64	USD	Personal Funds	In State Nonbillable	Detail
<input type="checkbox"/>	PDiem-Ovngt Meals	06/13/2012	51.00	USD	Personal Funds	In State	Detail
<input type="checkbox"/>	PDiem-Ovngt Extra Dinner	06/14/2012	41.00	USD	Personal Funds	In State	Detail

Copy Selected Delete Selected New Expense Add Check For Errors

Totals			
Employee Expenses:	347.34 USD	Due Employee:	12.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	335.34 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Vendor Credits:	0.00 USD		

If there are no errors on your Expense Report, click **Save for Later**. If you do not click **Save For Later**, SFS may not save the most recent changes you made to the Expense Report.

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https://prffin.sfs.ny.gov/pspp/fscm/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FUNCTION.FieldFormula.iScript_ModifyExpense?E.Menu.Var=ADMIN&FolderPath=PORTAL_ROOT_OBJECT.CO_EMPLOYEE_SELF_SERVICE

Menu

- My Favorites
- Employee Self-Service
 - Travel and Expenses
 - Employee T&E Center
 - Review Payments
 - Other Expense Functions
 - Expense Report
 - Create
 - Modify
 - Print
 - View
 - Travel Authorization
 - eProcurement
 - Travel and Expenses
 - Worklist
 - Tree Manager
 - Reporting Tools
 - PeopleTools
 - My Personalizations
 - My System Profile

*Business Purpose: Routine Travel

Status: Pending

Default Location: NY ROCHESTER

Reference: [Blank]

DOB Approval Code: [Blank]

Last Updated: 02/11/2013 By: kravallj

Official Station: Albany, NY

Work Location: [Blank]

Travel Dates: From 06/13/2012 To 06/14/2012

Normal Work Hours: From (HH:MM) 8:30AM To (HH:MM) 4:30PM

Accounting Defaults: Apply Cash Advances(s)

More Options: [Dropdown] GO

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	Return To State Charges	06/14/2012	30.36	USD	Travel Card	In State	Detail
<input type="checkbox"/>	Vehicle Rental	06/14/2012	63.84	USD	Travel Card	In State	Detail
<input type="checkbox"/>	Fuel for Travel	06/14/2012	51.65	USD	Travel Card	In State	Detail
<input type="checkbox"/>	Fuel for Travel	06/14/2012	43.85	USD	Travel Card	In State	Detail
<input type="checkbox"/>	Recpted Lodging	06/14/2012	96.00	USD	Travel Card	In State	Detail
<input type="checkbox"/>	Return To State Charges	06/13/2012	49.64	USD	Travel Card	In State	Detail
<input type="checkbox"/>	Return To State Charges	06/14/2012	-30.36	USD	Personal Funds	In State Nonbillable	Detail
<input type="checkbox"/>	Return To State Charges	06/13/2012	-49.64	USD	Personal Funds	In State Nonbillable	Detail
<input type="checkbox"/>	PDiem-Ovngt Meals	06/13/2012	51.00	USD	Personal Funds	In State	Detail
<input type="checkbox"/>	PDiem-Ovngt Extra Dinner	06/14/2012	41.00	USD	Personal Funds	In State	Detail

Copy Selected Delete Selected New Expense Add Check For Errors

Totals			
Employee Expenses:	347.34 USD	Due Employee:	12.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	335.34 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Vendor Credits:	0.00 USD		

Save For Later Submit Expense Report Project Summary

Action History			
Profile	Name	Action	Date/Time
HR Supervisor	DOE, JOHN	Submitted	11/16/2012 8:49:29AM
	SMITH, JANE	Denied	02/11/2013 12:24:51PM

Return to Expense Report

Once you have saved your changes, click **Submit**. This will re-submit the Expense Report to your supervisor's worklist.

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https://prffin.sfs.ny.gov/psp/fscm/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FUNCTION.FieldFormula.iScript.ModifyExpense?TE.Menu.Var=ADMIN&FolderPath=PORTAL_ROOT_OBJECT.CO_EMPLOYEE_SELF_SERVICE

Menu: My Favorites, Employee Self-Service, Travel and Expenses, Employee T&E Center, Review Payments, Other Expense Functions, Expense Report (Create, Modify, Print, View), Travel Authorization, eProcurement, Travel and Expenses, Worklist, Tree Manager, Reporting Tools, PeopleTools, My Personalizations, My System Profile

Details: Overview | Find | View All | First | 1-10 of 10 | Last

Select	Expense Type	Expense Date	Amount Spent	Currency	Payment Type	Billing Type
<input type="checkbox"/>	Return To State Charges	06/14/2012	30.36 USD	USD	Travel Card	In State
<input type="checkbox"/>	Vehicle Rental	06/14/2012	63.84 USD	USD	Travel Card	In State
<input type="checkbox"/>	Fuel for Travel	06/14/2012	51.65 USD	USD	Travel Card	In State
<input type="checkbox"/>	Fuel for Travel	06/14/2012	43.85 USD	USD	Travel Card	In State
<input type="checkbox"/>	Receipted Lodging	06/14/2012	96.00 USD	USD	Travel Card	In State
<input type="checkbox"/>	Return To State Charges	06/13/2012	49.64 USD	USD	Travel Card	In State
<input type="checkbox"/>	Return To State Charges	06/14/2012	-30.36 USD	USD	Personal Funds	In State Nonbillable
<input type="checkbox"/>	Return To State Charges	06/13/2012	-49.64 USD	USD	Personal Funds	In State Nonbillable
<input type="checkbox"/>	PDiem-Ovmgt Meals	06/13/2012	51.00 USD	USD	Personal Funds	In State
<input type="checkbox"/>	PDiem-Ovmgt Extra Dinner	06/14/2012	41.00 USD	USD	Personal Funds	In State

Totals: Employee Expenses: 347.34 USD, Non-Reimbursable Expenses: 0.00 USD, Prepaid Expenses: 335.34 USD, Employee Credits: 0.00 USD, Vendor Credits: 0.00 USD, Cash Advances Applied: 0.00 USD. Due Employee: 12.00 USD, Due Vendor: 0.00 USD.

Buttons: Save For Later, **Submit**, New Expense, Add, Check For Errors

Action History: HR Supervisor (DOE, JOHN) Submitted 11/16/2012 8:49:29AM; SMITH, JANE Denied 02/11/2013 12:24:51PM

The Expense Report Submit Confirmation page gives a summary of the expense report you are submitting. Click **OK**.

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https://prffin.sfs.ny.gov/psp/fscm/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FUNCTION.FieldFormula.iScript.ModifyExpense?TE.Menu.Var=ADMIN&FolderPath=PORTAL_ROOT_OBJECT.CO_EMPLOYEE_SELF_SERVICE

Menu: My Favorites, Employee Self-Service, Travel and Expenses, Employee T&E Center, Review Payments, Other Expense Functions, Expense Report (Create, Modify, Print, View), Travel Authorization, eProcurement, Travel and Expenses, Worklist, Tree Manager, Reporting Tools, PeopleTools, My Personalizations, My System Profile

Expense Report Submit Confirmation

JOHN DOE | Report ID: 0000045340

Expense Report Totals: Employee Expenses: 347.34 USD, Non-Reimbursable Expenses: 0.00 USD, Prepaid Expenses: 335.34 USD, Employee Credits: 0.00 USD, Vendor Credits: 0.00 USD, Cash Advances Applied: 0.00 USD. Due Employee: 12.00 USD, Due Vendor: 0.00 USD.

Click OK to submit, or click Cancel to return to the expense report without submitting.

Buttons: **OK**, Cancel

Congratulations, you have successfully completed Modifying an Expense Report After it Has Been Denied.