This how-to sheet outlines the steps required: For managers or cost object approvers to approve expense reports.

Who is the manager?
The manager (i.e. Manager Approval in the approval flow) must be an individual in a one-up role or higher from the claimant.

Who is the cost object approver?
The financial approval authority/ies (i.e. Cost Object Approval in the approval flow) for the index/es that a given report has been charged to.

What if the approver is both?
If the approver is both the manager and cost object approver, they will be approving BOTH STEPS in the ‘Manager Approval’ step.

Governing Policies can be found on the University Secretariat’s site:
- Approval and Delegation of Authority
- Travel and Related Expenses
- Hospitality and Working Meal Expenses
- Alcohol and Cannabis Use Policy
1. From the landing page, click on the dark grey ‘Approvals’ button at the top of the screen.

2. If there is a number on the ‘Expense Reports’ tab, an expense report is waiting for your approval.

   Click on the blue ‘Report Name’ you want to approve.

3. If you need to send the report back to the claimant, click on the blue ‘Send Back to User’ button.
4a. You may be responsible for more than one approval step. As an approver, you can check your current approval step.

4b. Checking your current approval step con’t ...

The arrow will always point to the current step. In this case it is the ‘Manager Approval’ step.

**Tip:** If you are both the manager and cost object approver, you will be approving BOTH STEPS in the ‘Manager Approval’ step. If you need to double check if you are both, then you can check the index (see Step 5).
5a. **Approvers can change** the index (also called FOAPAL or funding source) the expense report has been charged to.

To change the index, click on the blue ‘details’ text (hidden behind the drop down menu in this screen capture) and choose ‘Allocations’ from the drop down menu.

5b. **change the index con’t ...**

In the window that opens, click on the box beside the expense line that requires a different index.

**Tip:** To choose all expense lines, click on the box beside the blue ‘Date’ text.

5c. **change the index con’t ...**

Click on the blue ‘Allocate Selected Expenses’ button.
5d. change the index con’t ...

Click on the blue ‘Add New Allocation’ button.

In the new line, click on the box at the beginning of the line. Adjust the percentage accordingly and choose an index.

To delete the original index, click on the box at the beginning of the expense line. Click on the blue ‘Delete Selected Allocations’ button.

Click the blue ‘Save’ button when you are finished.
6. The box outlined in red indicates whether the claimant has any open cash advance requests.

**IMPORTANT!** A processor has already ensured that relevant cash advance requests are attached.

7. The columns will tell you ...
   - **Date:** date of purchase
   - **Expense Type:** broad category and city of purchase
   - **Amount:** amount claimed for the expense
   - **Approved:** shows any changes made by approver

**IMPORTANT!** A processor has already verified that the details provided here match the receipts.

8. Click on any row to view additional detail or modify fields.

**Tips:**
- The ‘Amount’ field can only be adjusted down.
- The comments appear at the top of the grey box.
- Hover over the blue arrow and question mark icon for an explanation about a given field.

9. Click on the ‘Receipt Image’ tab to view related documentation.
10. When you are ready, click the orange ‘Approve’ button.

11. Read the ‘User Electronic Agreement.

   Click the blue ‘Accept’ button to **certify** that the text in the ‘User Electronic Agreement’ window is true.

12. After you’ve finished approving a report, the system will return to the remaining reports pending your approval.

   **Tip:** To view reports that you have already approved, click on blue ‘View’ button.

What next?
- Visit the carleton.ca/facts/travel to find more how-to sheets.
- Questions about the system? Email financial.systems@carleton.ca.