Routing and Approving Employee Reimbursements in E-Forms Approval

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**Introduction**

E-Forms Approval and Employee Reimbursements are separate systems within AccessPlus. The Employee Reimbursement System allows you to create Authorizations and Reimbursements, as well as to put these forms into routing. However, the actual approval or rejection takes place in **E-Forms Approval**.

The routing process for travel reimbursements is the same as for non-travel reimbursements.

Persons designated by their departments as approvers, proxies or originators (verifiers) have access to **E-Forms Approval**. However, most employees do not.
Browsing Forms in E-Forms Approval

To browse forms in E-Forms Approval, log in to AccessPlus, click the **Ubusiness** tab at the top right, then click the **E-Forms Approval** menu option at the left. You can choose one of the browses described below, depending on what you want to see.

**For Approval**

If you are designated as an approver (or proxy) for your department, you will receive an e-mail that you have a Reimbursement (either travel or non-travel) or Authorization to approve. To view all the items to be approved, click the **For Approval** menu option under **Browse Forms**. In the **For Approval** browse you will see Electronic Personnel Actions and Purchase Requisitions to approve, in addition to the Employee Reimbursements (EMP RMBRS).
by E-Form Key
You can reduce the volume of forms in the browse by choosing the by E-Form Key browse instead. The e-mail you received as the approver or proxy gave you the six-digit Rmbrs# (e.g., 183145), which you can enter in the E-Form Key field in the top right. Next, you can click on the drop-down menu under E-Form Type and select EMP RMBRS. (If you do not select EMP RMBRS under E-Form Type you will not be able to see any information.) Finally, click on the by E-Form Key menu option at the top left. This will allow you to browse only the Employee Reimbursement forms beginning with the Rmbrs # you entered.

After an Authorization or Reimbursement has been approved it will not appear under the For Approval browse. You also will not be able to use the For Approval browse if you were not designated as an approver or proxy. In either case, you can also use the by E-Form Key browse to access what you need to see.

by Originator
The by Originator browse allows the person logged in to AccessPlus see all the Authorizations or Reimbursements s/he has entered that are still unapproved. The originator is defined as the person logged in. Simply entering a new department code in the Dept key field at the top of the screen will not change the data displayed. If you do not select EMP RMBRS under E-Form Type you will not be able to see any information. After an Authorization or Reimbursement has been approved, you will have use the by E-Form Key browse to view it.

by Department
The by Department browse allows the person logged in to see all the Authorizations or Reimbursements entered by the department that are still unapproved. The department is defined as the Vacation/Sick Leave home of the person logged in to AccessPlus. Simply entering a new department code in the Dept key field at the top of the screen will not change the data displayed. If you do not select EMP RMBRS under E-Form Type you will not be able to see any information.
Routing

Routing of Air Ticket Requisitions
Air Ticket Requisitions are not routed to the designated approvers for the traveler's Vacation/Sick Leave home or the fund account number(s) used. The persons listed by the originating department's Employee Reimbursement System Routing form as approvers, proxies or originators (verifiers) have authorization to create and fax the Air Ticket Requisitions directly to the contracted travel agency, unless the department requested otherwise. Air ticket reservations usually expire after 24 hours, which requires a more expedited process. Air tickets are not billed intramurally until at least a month after the tickets are ordered, which allows time to change the account number(s) being used if there is an objection when the encumbrance appears.

All employees have access to the Employee Reimbursement System and are able to enter their own Air Ticket Requisitions if they choose. However, employees who are not approvers, proxies or originators (verifiers) do not have the ability to fax Air Ticket Requisitions to the contracted travel agencies. After they complete the Air Ticket Requisition screen, an e-mail will be sent to the persons listed at the bottom of the Employee Reimbursement System routing form as designated verifier/faxers, prompting them to log in and fax that Air Ticket Requisition to the travel agency on behalf of the traveler.

Routing of Authorizations
All employees have access to the Employee Reimbursement System and are able to enter their own Authorizations if they choose. The routing path will be slightly different, depending on who enters the Authorization.

Employee Enters the Authorization:
If the employee is not an approver, proxy or originator (verifier), s/he cannot route the Authorization for approval. After s/he completes the Authorization s/he will click the Send E-mail button, and the persons listed at the bottom of the Employee Reimbursement System Routing form as designated verifier/faxers will receive an e-mail prompting them to log in and route it for approval.

[Exception: If the employee has the role of approver, proxy or originator (verifier), s/he should continue to use the Ubusiness tab rather than the Employee tab in AccessPlus; otherwise, it may not route properly. As the approver, proxy or originator (verifier) is part of the routing chain s/he must click the Route button to forward the Authorization for approval. When the employee enters his/her own Authorization and the employee is a verifier, proxy or approver no e-mail will be sent to another person in the department to prompt them to click Route on behalf of the employee. ]

Originator (Verifier) Enters the Authorization on Behalf of the Employee:
If an originator (verifier) enters the authorization on behalf of the employee, s/he can click Route to route it for approval. The approver and proxies will receive an e-mail prompting them to log in and approve the Authorization. The employee
does not need to log in to confirm the Authorization, as would be required for a Reimbursement.

Authorizations are routed first to the designated approvers (and proxies) for the department codes associated with the employee's Vacation/Sick Leave home and then sequentially to the approvers (and proxies) of the fund account number(s) used. Any persons with a For Information Only role will be informed after the last approver has approved. The For Information Only person will not delay the approval if s/he fails to act. However, s/he can reject the Authorization. The Reimbursement may not be completed until after the last approver has approved the Authorization.

Routing of Reimbursements
All employees have access to the Employee Reimbursement System and are able to enter their own travel or non-travel reimbursements if they choose. The routing path will be slightly different, depending on who enters the reimbursement.

Employee Enters the Reimbursement:
After entering expenses and allocating them between fund accounts, the employee is prompted immediately to go to Rmbrs Requests to confirm the amount of expenses submitted. This step takes the place of the signature that used to be required on paper vouchers. After the employee confirms, an e-mail is sent to the persons listed on the bottom on the Employee Reimbursement System Routing form as designated verifier/faxers, prompting them to log in to AccessPlus, review the expenses, and route them for approval.

Exception: If the employee has the role of approver, proxy, or originator (verifier), s/he should continue to use the Ubusiness tab rather than the Employee tab in AccessPlus. Otherwise, it may not route properly. After entering expenses and allocating them between fund accounts, the employee is prompted immediately to go to Rmbrs Requests to confirm the expenses submitted. As the verifier, proxy or approver is part of the routing chain s/he must go to Route Trvl Rmbrs (for travel reimbursements) or Route Non-Trvl Rmbrs (for non-travel reimbursements) and click the Route button to forward the Reimbursement for approval. When the employee enters his/her own expenses and the employee is a verifier, proxy or approver no e-mail will be sent to another person in the department to prompt them to click Route on behalf of the employee. However, the approvers and proxies responsible for approving the employee's Reimbursement will get an e-mail telling them they have a Reimbursement to approve.

Originator (Verifier) Enters the Reimbursement on Behalf of the Employee:
After the originator (verifier) enters the expenses on behalf of the employee and allocates them between fund accounts, the originator (verifier) goes to Route Trvl Rmbrs (for travel reimbursements) or Route Non-Trvl Rmbrs (for non-travel reimbursements) to click Route. The system sends an e-mail to the employee, requesting the employee to log in and confirm expenses. After the employee confirms expenses, an e-mail will be sent to the originator (verifier) and
the first person listed at the bottom of the Employee Reimbursement System Routing form as a designated verifier/faxer. (The faxer is included in the message in case the originator (verifier) is out of the office.) The e-mail will prompt them to again go to Route Reimbursement to click Route. Only then is the Reimbursement routed to the approver and proxies for approval.

Reimbursements are routed first to the designated approvers (and proxies) for the department code associated with the employee's Vacation/Sick Leave home and then sequentially to the approvers (and proxies) of the fund account number(s) used. Any persons with a For Information Only role will be informed after the last approver has approved. The For Information Only person will not delay the approval if s/he fails to act. However, s/he can reject the Reimbursement if needed.

The approvers and proxies will receive simultaneous e-mails informing them of an Authorization or Reimbursement that needs approval. (However, if multiple departments are approving, the first department must approve before the others will be notified.) Although the Authorization or Reimbursement was created in the Employee Reimbursement System, the approval takes place in E-Forms Approval. These are separate systems in AccessPlus.

If the designated approver for the department originated the Authorization or Reimbursement, and the Vacation/Sick Leave home and the fund account are in the same department, no e-mail is sent, as no further approval is required. However, if an Authorization or Reimbursement was originated by anyone other than the designated approver, or if another department is involved by the Vacation /Sick Leave home or fund account, an e-mail will be sent to the all approvers and proxies involved.
Additional Information

In most cases the E-Forms Approval summary screen shown below will not provide sufficient detail for the approver to make a decision to approve or reject the Authorization or Reimbursement. For further detail, click the gray Additional Info button at the bottom left of the selected Authorization or Reimbursement record. This will take you out of E-Forms Approval and into the Employee Reimbursement System.
Clicking on the **Additional Info** button allows the user to see information from the Daily Expense Detail browse.
**View Routing**

On the screen below, you also could have clicked the View Routing button to view the routing chain and actions taken for this Reimbursement or Authorization.

The result will be similar to the screen below.

The name in red is the next person who must take action. The **Action Taken by** column may reflect a different name if the proxy acted instead of the approver.
Approve

In most cases, the approver will need to click the **Additional Info** button and physically review the receipts before making the decision whether to approve the Reimbursement. If you are satisfied that the receipts support the expenses being claimed, and that the expenses are reasonable, you can click the **Approve** button.

(If you click more than once you will get an error message reading "SQL CODE = 181 928 SELECT EFB0130 CONTACT ADP ANALYST." When this error message appears you should click OK to make the message disappear. To confirm that your approval has been registered despite the error message, follow the steps detailed in **View Routing**. If you continue to get this error message even when you are sure you have clicked only once, please contact Carole Gill at 294-5181.)

If there is another person following you in the approval chain s/he will be notified by e-mail of the action needed.

If you are the last person in the approval chain the Reimbursement will be added to the batch to be reimbursed on the next payment date.
Reversing an Approval or Rejection

If you are the last approver on the list and find that you mistakenly approved or rejected a reimbursement request, you can undo this action by going to the Employee Reimbursement System and selecting the Rmbrs Requests menu option for the Rmbrs # involved, and then clicking the Unroute button. You must click the Unroute button before the close of business on Wednesday or Friday to prevent payment of a Reimbursement.

When the final approver clicks the Unroute button, an e-mail is sent to the originator, indicating that the Reimbursement has been rejected. It is recommended for the originator to correct the existing Reimbursement rather than to create a new one from scratch.

After clicking Unroute, go to Daily Expense Detail, click the underlined date for the expenses that need correcting, enter the changes, go to Allocate Expenses to change the amounts, and route again for approval.

If you are not the last approver on the list and want to reverse an approval, you can call the next approver and request that the next approver reject the Reimbursement. You can determine who the last approver is by using the View Routing function in E-Forms Approval.
Hold

If you are unsure about whether to approve or reject, you can click the Hold button. This will prevent one of your proxies from approving it while you finalize your decision.
Reject / Add Comment

An approver cannot make changes. An approver can only reject and add a comment for the originator to fix the problem, then the originator can go in to the Employee Reimbursement System, fix the problem, and route again for approval.

If you are an approver and decide to reject the Reimbursement, you can click the Add Comment button. You will see a screen similar to the one below. (You could also have added a comment if you were approving instead of rejecting, although this is not required as part of the approval.)

After entering your comment, click the Submit button. After clicking Submit, the screen will show that the message under the Comment Added: heading.

Next, click the Return to Form button. (If you had clicked Return to Form before clicking Submit, your comment would not have been recorded.)
You must now click the **Reject** button or the rejection will not take place. You also will see the rejection message at the bottom of this screen.

After the Reimbursement has been rejected, a "Form has been rejected." Message appears at the bottom of the screen.

After the approver has rejected the Reimbursement, the originator will receive an e-mail notifying the originator to review that specific Rmbrs # (e.g., 183159). If any other approvers had approved it before you rejected it, they also would receive a message that it had been rejected, although no action would be required on their part.
Reimbursement request for event E103150 to WENT DEB MOI on 2006-12-11 has been rejected for the reasons listed.

Click on the web address below to access the Reimbursement screen.

https://accessplus.iastate.edu/servicex/edp_DirectConnect?APP=TRV18xEVENT=183150

Click the 'Cancel' button by the desired reimbursement sequence number.
After unselecting the form, go to the Enter Expense and/or Review Expense Allocation screens and make changes as needed.

Reasons for rejection:
Wrong fund account. Use 701-1200 instead.
Add Routing

The approver and proxies were determined by the Employee Reimbursement System Routing form your department completed. If the funding source is from another department that department also will receive an e-mail notification that its approval is requested. You also have the option of manually adding someone "for information only" for that specific transaction by clicking the Add Routing button.

To manually add a name to the approval chain, you must enter the last name and first name in capital letters without a separating comma in the Search: field and then click the Slct button.

The Route To: box will appear on the refreshed screen. Next, you must click the gray button with the down arrow in the Route To: box to activate the drop-down menu to see the list of names. Select the name role that you want to add to the routing path by clicking on it with your mouse cursor.
The screen below will appear with your selected name and role. If this is correct, click on the Submit button.

Next, click Return to Form.
If you click View Routing, you will see that Stephanie Fox has been added, albeit with an INF (For Information Only) role.

An INF role can reject a Reimbursement, but a failure of someone with an INF role to act will not stop a reimbursement if the designated approvers have approved.
Correcting / Resubmitting a Rejected Reimbursement

After the approver rejects a Reimbursement, the originator will receive an e-mail giving the Rmbrs # of the Reimbursement that must be corrected, as well as the reason it was rejected.

The rejection message also is available in E-Forms Approval. To access it, the originator can enter the Rmbrs # in the E-Form Key field, select EMP RMBRS in the E-Form Type field, and click the by E-Form Key menu option. Be careful to select the Reimbursement (RMBRS) rather than the Authorization (ATHRN) if both are present.

The rejection message sometimes is on the second page of the document, as each page is limited to 25 lines. To view the second page, click on the Next button in the bottom right corner of the screen.
The originator does not have to click a button in **E-Forms Approval**. Instead, the originator should make a note of the rejection message and return to the Employee Reimbursement System, enter the Rmbrs #, click **Rmbrs Requests**, and click **Unroute**.

<table>
<thead>
<tr>
<th>Rmbrs #</th>
<th>Seq</th>
<th>Type</th>
<th>Amount</th>
<th>Status</th>
<th>Status Date</th>
<th>Unroute</th>
<th>Confirmation</th>
</tr>
</thead>
<tbody>
<tr>
<td>183145</td>
<td>1</td>
<td>TRVL</td>
<td>884.23</td>
<td>Duread</td>
<td>12-07-2016</td>
<td>Unroute</td>
<td>Confirmed</td>
</tr>
</tbody>
</table>

Once **Unroute** has been clicked, go to **Daily Expense Detail** and select the day to be corrected. If you change an expense amount, please remember to go to **Allocate Expenses** and adjust the amounts to be charged to each fund account. The final step is to go to **Route Trvl Rmbrs** and route the corrected Reimbursement for approval. The employee will not have to re-confirm the corrected reimbursement, although the employee is informed that a change has been made.