

**Overview & Objective** – The purpose of this I M & U is to demonstrate the approval of Expense Reports from the Employee Expense Module. These procedures are completed by an A/P Manager or Officer(s).

**Initial Navigation** – To navigate to the Approve Expenses Screen (from the Accounting Console):

1. Go to the Applications dropdown (upper right hand corner)
2. Select the Employee Expense Module
3. Once in the Employee Expense Module go to the Activities dropdown (upper left hand corner)
4. Select the Activity “Approve Expenses”

**Approval Selection** – The title “Approve Expenses” should appear in the upper left hand corner, click on one of the following links:

- **Report** – For Expense Report review, click on Report...after review approve or reject:
  - ⇒ For Expense Report approval click on the [Approve] button (upper right hand corner). This will send the Report to the “Select to Reimburse” Screen (see additional IM & U: “Select to Reimburse”).
  - ⇒ For Expense Report rejection click on the [Unapprove] button (upper right hand corner). This will then send the Expense Report back for further changes.
- **Approve** – For approval of the Expense Report without review click on the Approve.
- **Unapprove** – For rejection of the Expense Report without review click on the Unapprove.

**Unapproval Selection** – For Unapproval of an Expense Report that previously had been Approved

**Note:** This activity can only be completed by the Approving Manager. Other Users, including the CPAUser, can not complete this process as approved Expense Reports are not viewable by non-approvers.

1. Once in the Employee Expense Module go to the Activities dropdown (upper left hand corner)
2. Select the Activity “Approve Expenses”
3. Click “View All” in the upper right hand corner. This will display all Expense Reports that are in Approved and Unapproved status.
4. Click on the Unapprove (link) for the corresponding Expense Report
5. The “Unapprove Expense Report” Screen appears. Click “Unapprove” in the upper right hand corner.

**Deletion of the Expense Report** – If deletion of the Expense Report is required navigate as follows:

1. Once in the Employee Expense Module go to the Activities dropdown (upper left hand corner)
2. Select the Activity “Expense Batches”
3. Drill down on the specific Batch which contains the Expense Report for deletion
4. Click on the Delete (link) for the corresponding Expense Report
  - ⇒ This completes Expense Report Unapproval and Deletion.

**Overview of Process** – An overview of expense entry, approval, select to reimburse, and check printing:  
Enter Expense Report (Expense Batch) => Approval => Select to Reimburse => Print Checks

**Further Instruction & Use** – For further information regarding the approval of payments contact your Account Executive or call The NDH Group, Ltd. at 312.461.0505.