Approving from Email Notifications

Expense Report Approvals may be done

- using Action Required email notification
  - delivered to approvers' default @UW email

**TIP**

- Pine Users can view ariba emails in html format by hitting the ‘>’ key twice
From **Action Required** email double Click **Open** under **Actions** to access ER summary screen for approval

**TIP:**

Email **Subject** will list ER number, title and action required
1. Review each item listed under **Expenses** of ER
2. Use **Detail** button to review specifics for each item

**TIP:** scroll down to view entire ER comments/attachments below reimbursement amount
Detail of items allows you to:

- view budgetary information
- view comments
- add comments or attachments

Use Back button to return to ER summary.
## Summary

- **Trip Name:** 09-41w
- **Type of Traveler:** Non-UW
- **Traveler/Claimant:** Non-Traveler
- **US Citizen:** No
- **NRA Info:** NRA Info
- **Visa Type/Status:** H-1B
- **Personal Time Taken:** No
- **Personal Time Info:** Personal Time
- **Purpose of Trip:** Participate in INT-09-41W workshop: New Frontiers held at UW, February 3-5, 2009.

- **Receipts:** Receipts have been received.
- **My Labels:** Apply Label...

### Expenses

<table>
<thead>
<tr>
<th>Type</th>
<th>No.</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>Tax Amount</th>
<th>Adj. Amount</th>
<th>Adj. Tax</th>
<th>Require Receipt</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>02/07/09</td>
<td>Lodging Per Diem</td>
<td>$475.00 USD</td>
<td>$0.00 USD</td>
<td>$475.00 USD</td>
<td>$0.00 USD</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>02/07/09</td>
<td>Meal Per Diem</td>
<td>$240.00 USD</td>
<td>$0.00 USD</td>
<td>$240.00 USD</td>
<td>$0.00 USD</td>
<td>No</td>
</tr>
</tbody>
</table>

**Total Expenses:** $715.00 USD
**Reimbursement Amount:** $715.00 USD

### Comments

Use tabs to access details for ER Approval Flow and History.
Sample **Approval Flow**
Approvals/Notifications are made in approval flow role order

Legend:
- **Active**: Role where action needed
- **Pending**: Role awaiting action
- **Watcher**: No action required

*TIP*: Click on role/name in flow to view authorizers for that role
This screen accessed by clicking **History** Tab and shows all activity associated with this ER

<table>
<thead>
<tr>
<th>Date</th>
<th>User</th>
<th>Real User</th>
<th>Action</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri, 6 Mar, 2009</td>
<td>Anba System</td>
<td></td>
<td>Expense sent.</td>
<td>Expense report has been sent.</td>
</tr>
<tr>
<td>Fri, 6 Mar, 2009</td>
<td>Anba System</td>
<td></td>
<td>Sending expense.</td>
<td>Sending expense report.</td>
</tr>
<tr>
<td>Fri, 6 Mar, 2009</td>
<td>Travel Office Approver</td>
<td>approver</td>
<td>Approved</td>
<td><a href="#">ER10320</a> approved.</td>
</tr>
<tr>
<td>Fri, 6 Mar, 2009</td>
<td>TRAVEL</td>
<td>rcptmngntr</td>
<td>Approved</td>
<td><a href="#">ER10320</a> approved.</td>
</tr>
<tr>
<td>Fri, 6 Mar, 2009</td>
<td>TRAVEL</td>
<td>rcptmngntr</td>
<td>Receipts Recv.</td>
<td>Receipts have been received.</td>
</tr>
<tr>
<td>Thu, 5 Mar, 2009</td>
<td>Joe Preparer</td>
<td>preparer</td>
<td>Approved</td>
<td><a href="#">ER10320</a> approved.</td>
</tr>
<tr>
<td>Thu, 5 Mar, 2009</td>
<td>John Approver</td>
<td>approver</td>
<td>Approved</td>
<td><a href="#">ER10320</a> approved.</td>
</tr>
<tr>
<td>Thu, 5 Mar, 2009</td>
<td>John Approver</td>
<td>approver</td>
<td>Approved</td>
<td><a href="#">ER10320</a> approved.</td>
</tr>
<tr>
<td>Wed, 4 Mar, 2009</td>
<td>Joe Preparer</td>
<td>preparer</td>
<td>Submitted</td>
<td><a href="#">ER10320</a> submitted for approval. Comments</td>
</tr>
</tbody>
</table>
Review expense items and details; add clarification comments prior to approval then select **Approve** or **Deny**

**TIPS:**
- Options may vary (approve, deny, edit, withdraw) depending on role
- Deny, withdraws ER and sends it back to preparer for edits and resubmission through approval flow.
- Use Deny with caution, preparer/compliance approvers may edit without denying
- Comments field may provide clarification and prevent denials