



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

**Framework** – *Approval of Expense Reports* is different than the *approval of payments* for ER related items.

**Approval of Expense Reports**

See I M & U “Approval & Decline of Exp. Reports”

**Approval of Payments for Expense Reports**

This I M & U

**Initial Navigation** – To navigate to the Approve Reimbursements screen (from the Accounting Console):

1. Go to the Applications dropdown
2. Select the Time & Expenses Module
3. Under Activities, click on the Approve Reimbursements (link)

**Approval & Unapproval Selection** – The title “Approve Reimbursements” should appear in the upper left hand corner, proceed as follows:

- **Approve** – For payment approval, mark the checkbox adjacent to the Report for approval.  
**Note:** Approval for *all* payments can be made by marking the checkbox below “Approve Reimbursements.”  
  
⇒ When all approvals have been made click the [Approve] (button) (upper right hand corner)
- **Unapprove** – For payment unapproval, mark the checkbox adjacent to the Report for unapproval.  
**Note:** Unapproval for all payments can be made by marking the checkbox below “Approve Reimbursements.”  
  
⇒ When all unapprovals have been made click the [Unapprove] (button) (upper right hand corner)

**Attachments Detail** – Attached documents can be viewed by clicking on the “Yes” (link) under the right hand column header “Attachments.”

**Further Detail** – For additional detail on the Expense Report, click the dollar figure (link) presented under the column header, “Reimbursement Amount.” From here, attached documents can be viewed by clicking on the [View Attachments] (button) under the left hand column header “Expense Reports.”

**Overview of Process** – An overview of the employee expense **enter-to-pay process**:

Enter ER ⇒ Approve Expenses ⇒ Select to Reimburse ⇒ Approve Reimbursements ⇒ Print Checks

**Further Instruction & Use** – For further information regarding Approval of Expense Report Payments contact The NDH Group, Ltd. at 312.461.0505 or on the web: <http://www.ndhcpa.com>.