



PROCAS[®]

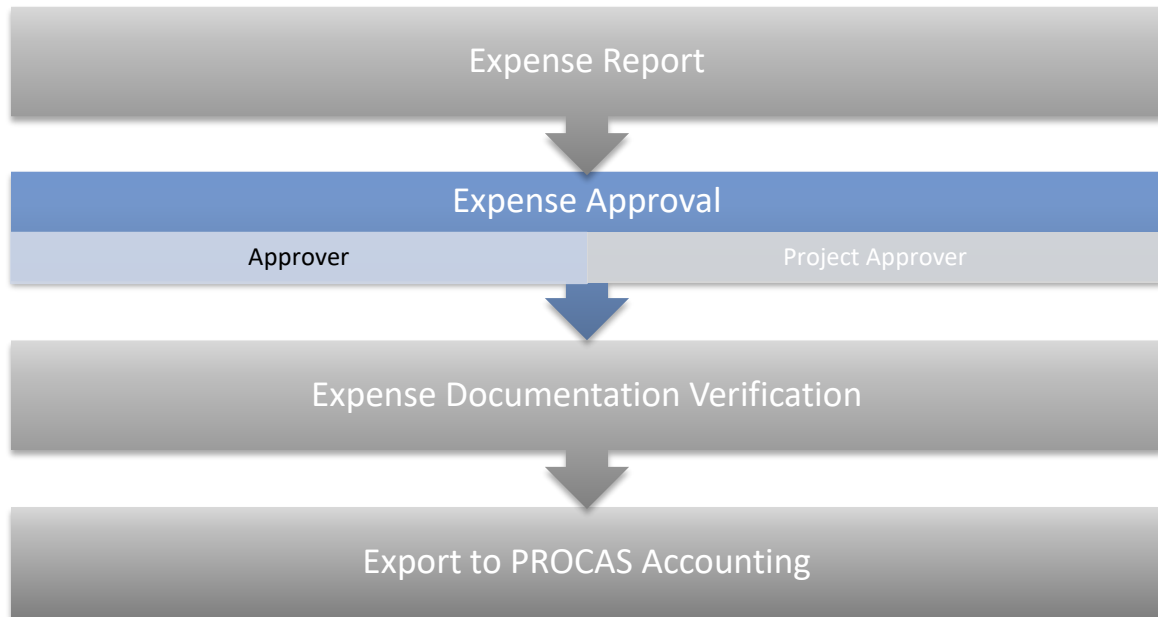
PROCAS Expense Approver Instructions

v10.00

TABLE OF CONTENTS

| | |
|--|-----------|
| Introduction..... | iii |
| Chapter 1 | 5 |
| PROCAS Expense Basics | 5 |
| Log In | 6 |
| Change Settings..... | 7 |
| Changing Your Password..... | 7 |
| Changing Your Theme | 7 |
| Resources | 7 |
| Notification Hyperlinks | 7 |
| Sign Out..... | 8 |
| Chapter 2 | 9 |
| Approve Expenses..... | 9 |
| Alternate Approvers..... | 10 |
| View the Expense Report Status Summary..... | 11 |
| Send Email Reminders to Submit Open Expense Reports | 11 |
| Send Email Reminders to Project Managers to Approve Expense Reports..... | 12 |
| Send Email Reminders to Administrators to Approve Expense Reports..... | 13 |
| Send Email Reminder that Expense Reports Are Not Locked..... | 13 |
| Approve/Disapprove Submitted Expense Reports | 14 |
| Undo Expense Report Approvals..... | 15 |
| Undo Expense Report Disapprovals..... | 15 |
| Chapter 3 | 17 |
| Approver Reports..... | 17 |
| Expense Report Viewing Options | 18 |
| View Per Diem | 18 |
| PDF | 18 |
| View All Electronic Receipts | 18 |
| View Individual Electronic Receipt..... | 19 |
| View Expense Reports..... | 20 |
| View Expense Reports – PDF | 21 |
| Expense Authorization Detail Export | 22 |
| Expense Detail Export | 23 |

INTRODUCTION



The Expense Report Approval Workflow in PROCAS Expense

PROCAS Expense is an expense reporting system that you access using a web browser. Your administrator will send you an invitation to establish your credentials to access your information.

The *PROCAS Expense Approver Instructions* are intended to provide guidance on the use of PROCAS software for those who are responsible for the approval of expense reports, i.e., supervisors. This document assumes that the owners and/or management of the company have collaborated with a PROCAS consultant to complete the initial setup of the system and that the system is currently in operation. It is not within the scope of these instructions to teach accounting or government contracting. It is within the scope of these instructions to document what steps must be taken in the software to approve claimed business expenses.

An approver in PROCAS Expense is a designated supervisor of one or more company employees (expense users) for the purpose of approving the expenses for those users. In PROCAS, an approver must ensure that expense report users are properly recording their company paid expenses. The information recorded on expense reports is then used to capture the appropriate costs and payable amounts in PROCAS Accounting. This document describes the various approver functions to ensure the proper recording of costs on expense reports.

If you disapprove expense reports, it is your responsibility to ensure the expense users correct the errors found and then resubmit their expense reports for approval.

Notes and tips have been added throughout these instructions. Notes provide additional information about system operation. Tips provide helpful, but not essential, suggestions for system use. Reading the notes and tips is recommended for a more complete understanding of system operation.

CHAPTER I

PROCAS EXPENSE BASICS

When accessing PROCAS Expense, there are options available to customize your login password and the appearance of your expense reports.

These instructions are designed for those that have been assigned as either a primary or alternate approver within PROCAS Expense. Alternate approvers have the same access to timesheet data and to performing approvals, but only primary approvers receive email notifications from the system.

Topics covered in this chapter:

- Log In
- Change Settings
 - Changing Your Password
 - Changing Your Theme
- Resources
- Notification Hyperlinks
- Sign Out

LOG IN

Before you can log in for the first time, you must first accept an invitation that has been sent from an accounting system security administrator. The administrator will establish your access to PROCAS and send you an invitation. Instructions for establishing your username and password are provided in the invitation and on the logon setup screen.

These instructions assume that you have successfully accepted the invitation and created your logon credentials.

Here's how to log into PROCAS:

1. Open a web browser, e.g., **Firefox**.
2. Type the web address <https://accounting.procas.com/ProcasACT>.

TIP: Save this web address as a favorite.

3. Type your user name in the **Username** field.
4. Type your password in the **Password** field.
5. Click **Log In**.

NOTE: If you have access to more than one company, select the company from the dropdown list and click **Ok**.

TIP: If you have access to more than one company, you can opt to select **the Set as my default company** checkbox to establish a default company.

CHANGE SETTINGS

You can access the Change My Password and Themes options from the **Settings** menu.

You can use the Themes option to change the general appearance of your session. The Themes option is saved on a user by user basis and can be changed as often as you like.

Changing Your Password

1. Click the **Settings** link in the right-hand corner of the screen.
2. Click **Change My Password**.
3. Type your current password in the **Current Password** field.
4. Type your new password in the **New Password** field.
5. Type your new password again in the **Confirm Password** field.
6. Click **Save**.

Changing Your Theme

1. Click **Settings**.
2. Click **Themes**.
3. Click on the desired theme. Clicking on a theme automatically saves your selection.

RESOURCES

You can download PROCAS system instructions and other helpful documents from the Resources submenu on any of the main menus. The documents can be downloaded and saved.

Here's how to download the documents:

1. On any main menu, click **Resources**.
2. Click the topic (e.g., T&E Admin) to display the list of documents available.
3. Click the document link name.
4. Open or save the document.

NOTIFICATION HYPERLINKS

When you have pending tasks, notification hyperlinks will be displayed in the upper-right side of the screen header. For example, if you have a disapproved timesheet, the notification will be displayed as **Disapproved: Timesheet** where **Timesheet** is a hyperlink that will take you directly to the timesheet that requires review.

SIGN OUT

The **Sign Out** hyperlink is in the upper right-hand corner of the window. Use this to end your session to prevent unauthorized users from accessing your data. Your session will time out automatically after twenty minutes of inactivity.

Here's how to sign out of PROCAS:

1. Click the **Sign Out** hyperlink in the upper right-hand corner of the screen.

CHAPTER 2

APPROVE EXPENSES

This chapter describes the common tasks you will perform in order to approve an expense report. All of these functions will also be available to you if you are assigned as an alternate approver.

Topics covered in this chapter:

- Alternate Approvers
- View the Expense Report Status Summary
 - Send Email Reminders to Submit Open Expense Reports
 - Send Email Reminders to Project Managers to Approve Expense Reports
 - Send Email Reminders to Administrators to Approve Expense Reports
 - Send Email Reminder that Expense Reports Are Not Locked
- Approve/Disapprove Expense Reports
- Undo Expense Report Approvals
- Undo Expense Report Disapprovals

ALTERNATE APPROVERS

One supervisor must be established for each approval group as a primary approver by the administrator. Alternate approvers may also be established for the group(s) if desired. The primary approver will receive automatic email notifications when employees submit, retrieve or delete their expense reports. Alternate approvers will have the same access and approval rights of the employee expense report information but do not receive the automatic email notifications.

By default, menu options selected from the Approvals menu will display results for your primary approval. If you are an alternate approver, a hyperlink will be displayed in the top section of the screen. Clicking on the hyperlink will display results for you as an alternate approver. A new hyperlink will be displayed that can be used to toggle back to the results for you as a primary approver.

The **Alternate Approver** hyperlink will be found on the following screens:

- Expense Report Status Summary
 - Subordinates who have open expense reports
 - Submitted expense reports that have not been approved
 - Submitted expense reports that have not been approved - Admin
 - Approved Expense Reports – Not Locked
- Approve Expense Reports
- View Expense Reports
- View Expense Reports – PDF

VIEW THE EXPENSE REPORT STATUS SUMMARY

You can use the Expense Report Status Summary to see how many expense reports are in the various stages of the approval process. The information displayed will be limited to the data that you have been authorized to access by your administrator. Emails can be sent to remind users, approvers and administrators to submit or approve expense reports.

Here's how to view the expense report status summary:

1. Click the **Approvals** main menu, within the Expense Reports submenu, click **Approvals**, and then click **Expense Report Status Summary**.

Send Email Reminders to Submit Open Expense Reports

The Expense Report Status Summary will display the number of expense reports that have not been submitted. You can send an email to these employees to remind them to submit their expense reports. The email will be sent to the email address set up by your administrator.

Here's how to send an email reminder to submit open expense reports:

1. From the **Expense Report Status Summary** screen, click **View** next to **Subordinates who have open expense reports**.
2. Click the check box next to each employee who should receive an email reminder.

TIP: Click the expense user's name hyperlink to view the expense report.

TIP: Click **Select All** to select all open expense reports. Individual expense reports may then be included or excluded from selection as necessary by clicking individual check boxes. Only one reminder will be sent per person, regardless of the number of open expense reports selected for the expense user.

3. Click **Send Email**.
4. Click **Cancel** to return to **Expense Report Status Summary**.

Send Email Reminders to Project Managers to Approve Expense Reports

You do not need to approve expense reports in a specific order relative to project managers. However, both you and project managers (if applicable) must approve expense reports before your administrator creates financial transactions in PROCAS Accounting.

You can monitor the progress of the project approvals and send primary project managers requests to approve submitted expense reports using the **Expense Report Status Summary** menu option.

Here's how to send an email reminder to primary project managers to approve submitted expense reports:

1. From the **Expense Report Status Summary** screen, click **View** next to **Submitted expense reports that have not been approved**.

NOTE: If you have not approved your users' expense reports, you will be listed in this screen as a supervisor who has not approved expense reports.

2. Click the checkbox next to each project manager who should receive an email reminder.

TIP: Click **View Personnel** to display a list of the personnel who have expense reports that have not been approved.

TIP: Click **Select All** to select all listed project managers. Individual project managers may then be included or excluded from selection as necessary by clicking individual checkboxes.

3. Click **Send Email**.
4. Click **Cancel** to return to **Expense Report Status Summary**.

Send Email Reminders to Administrators to Approve Expense Reports

Once you and the project manager(s) have approved an expense report, the expense report must be approved by an administrator. This is the final approval before your administrator creates financial transactions in PROCAS Accounting and can reimburse the expense user.

You can monitor the progress of the administrator approvals and send your administrator(s) requests to approve submitted expense reports using the **Expense Report Status Summary** menu option.

Here's how to send an email reminder to administrators to approve submitted expense reports:

1. From the **Expense Report Status Summary** screen, click **View** next to **Submitted expense reports that have not been approved – Admin**.
2. Click the check box next to any of the expense reports listed.
3. Click **Send Email**.

NOTE: All administrators will receive an email notification that expense reports require administrator approval.

4. Click **Cancel** to return to **Expense Report Status Summary**

Send Email Reminder that Expense Reports Are Not Locked

The Expense Reports Status Summary will display the number of expense reports that have been approved but not locked. Unlocked expense reports can still be retrieved and edited by expense users. Typically, an unlocked expense report means that it has not yet been exported to the accounting system. An expense report must be exported to PROCAS Accounting before reimbursement.

Here's how to view approved unlocked expense reports:

1. From the **Expense Report Status Summary** screen, click **View** next to **Approved Expense Reports – Not Locked**.
2. Click a check box next to any of the expense reports listed.
3. Click **Send Email**.

NOTE: All administrators will receive an email notification that expense reports require locking.

4. Click **Cancel** to return to **Expense Report Status Summary**.

APPROVE/DISAPPROVE EXPENSE REPORTS

You will not be able to approve or disapprove an expense report until it has been submitted. When an employee submits his/her expense report, you will receive an email notification only if you are the employee's primary supervisor.

Here's how to approve/disapprove submitted expense reports:

1. Click the **Expense** hyperlink next to "Approve:" in the upper right-hand corner of the screen.

TIP: The **Approve Expense Reports** screen can also be accessed from the **Approvals** main menu, within the Expense Reports submenu, by clicking **Approvals**, and then clicking **Approve Expense Reports**.

2. Click an expense user's name hyperlink to display a submitted expense report.
3. Review expense report, as per company policy. If a purchase/receipt header has an **Electronic-receipt** hyperlink, click it to view an electronic copy of the receipt uploaded by the employee submitting the expense report.

TIP: You can create a PDF of all attached electronic receipts by clicking the **Print Receipts** button.

4. In the Status column, select **Approve** or **Disapprove** from the list next to each itinerary and expense line of detail.

TIP: Click **Approve All** or **Disapprove All** to mark all expense report line items for approval or disapproval. The status of individual line items may then be modified as necessary.

5. Type a reason for disapproval in the **Disapproval Comment** box. A disapproval comment is required to disapprove an expense report line item.

NOTE: All expense report lines must have an **Approve** status in order to submit an approved expense report. One or more expense report lines with a **Disapprove** status will result in a disapproved expense report.

TIP: Click **Save for Later** to save the Status and Disapproval Comment information currently recorded for later editing and submission of the expense report approval.

6. Click **Submit**. Your electronic signature will be recorded as the approver of the expense report(s). The status displayed at the bottom of the expense report(s) will reflect this. The employee will receive an email notification of the approval or disapproval.

UNDO EXPENSE REPORT APPROVALS

If an expense report has been approved in error, you can undo the approval as long as the expense report has not been exported and locked by your administrator. You can only undo the approvals that you have made. After an approval has been undone, you will need to either reapprove or disapprove the expense report.

Here's how to undo expense report approvals:

1. On the **Approvals** main menu within the Expense Reports submenu, click **Approvals** and then click **Undo Expense Report Approvals**.

NOTE: Only expense reports that you have approved but have not been locked by the administrator will be displayed.

2. Click the **Undo Approvals** check box to the left of the individual expense reports.

TIP: Click the expense user's name hyperlink to view the expense report.

3. Click **Submit**. The expense user will receive an email notification of the status change.

UNDO EXPENSE REPORT DISAPPROVALS

If an expense report has been disapproved in error, you can undo the disapproval at any time. You can only undo the disapprovals that you have made. After a disapproval has been undone, you will need to either approve or disapprove the expense report again.

Here's how to undo expense report disapprovals:

1. On the **Approvals** main menu within the Expense Reports submenu, click **Approvals** and then click **Undo Expense Report Disapprovals**.
2. Click the **Undo Disapprovals** check box to the left of the individual expense reports.

TIP: Click the expense user's name hyperlink to view the expense report.

3. Click **Submit**. The expense user will receive an email notification of the status change.

CHAPTER 3

APPROVER REPORTS

You can view or export the expense report information that has been recorded in PROCAS Expense. The information displayed will be limited to the data that you have been authorized to access by your administrator.

Topics covered in this chapter:

- Expense Report Viewing Options
 - View Per Diem
 - PDF
 - View All Electronic Receipts
 - View Individual Electronic Receipt
- View Expense Reports
- View Expense Reports – PDF
- Expense Authorization Detail Export
- Expense Detail Export

EXPENSE REPORT VIEWING OPTIONS

When viewing expense reports, various options will be available to display or print additional information.

View Per Diem

A **View Per Diem** hyperlink is displayed in the expense report header section. Clicking the link will open the per diem screen in a new tab or window.

- Clicking the **View Per Diem** hyperlink will display the Per Diem List, which includes the following information:
 - City – City travelled to (used to determine appropriate per diem rate)
 - Date – Date of travel (used to determine per diem rate)
 - Lodging – Lodging per diem (Pre-tax if CONUS and OCONUS, total lodging if foreign)
 - M&IE – Total Meals & incidental expense per diem allowance, adjusted for partial day of travel and furnished meals
 - Incdtls (Incidentals) – Per diem allowance for incidental expenses
 - Brkfst (Breakfast) – Per diem allowance for breakfast
 - Lunch – Per diem allowance for lunch
 - Dinner – Per diem allowance for dinner
 - Furnished Breakfast – If selected, the daily allowance is reduced by the breakfast per diem
 - Furnished Lunch – If selected, the daily allowance is reduced by the lunch per diem
 - Furnished Dinner – If selected, the daily allowance is reduced by the dinner per diem

If all meals are furnished on a particular day, the per diem for the day will be the allowance amount for incidentals. For partial days of travel (75%), the M&IE Per Diem is reduced by the full amount of the meal allowance in accordance with GSA guidelines.

PDF

A **PDF** hyperlink is displayed below the expense report.

1. Click the **PDF** hyperlink.
2. Open or save the file.

View All Electronic Receipts

A **Print Receipts** button is displayed below the expense report. This allows you to print all of the electronic receipts associated with the expense report in PDF format.

1. Click the **Print Receipts** hyperlink.
2. Open or save the file.

NOTE: The file will include a cover page that displays the following information:

- Company name
 - Employee number
 - Employee name
 - Expense report number
 - Expense report name
-

View Individual Electronic Receipt

If a claimed expense has an electronic supporting document associated with it, an **Electronic-receipt** hyperlink is displayed in the receipt's header on the expense report.

1. Click the **Electronic-receipt** hyperlink next to the expense.
2. Open or save the file.

VIEW EXPENSE REPORTS

The **View Expense Reports** option allows you to review expense reports, regardless of the status. Expense reports are displayed one at a time.

Here's how to view your users' expense reports:

1. On the **Approvals** main menu within the Expense Reports submenu, click **Reports** and then click **View Expense Reports**.

NOTE: Search criteria are optional. Clicking **Search** without specifying criteria will display all of your active users' expense reports by default.

2. Modify any desired search criteria.
3. Click **Search**.
4. Click the expense user's name hyperlink next to the expense report you would like to view.

TIP: If the expense report has electronic receipts associated with it, a **Print** button will be available to print all of the receipts in PDF format.

TIP: Click **Cancel** to return to the View Expense Report screen.

VIEW EXPENSE REPORTS – PDF

The **View Expense Reports – PDF** option allows you to review expense reports, regardless of status in PDF format. Options are available to limit the expense report information displayed, and the requested expense reports will be compiled in a single PDF file.

Here's how to view expense reports in PDF format:

1. On the **Approvals** main menu within the Expense Reports submenu, click **Reports**, and then click **View Expense Reports – PDF**.

NOTE: Search criteria are optional. Clicking **OK** will display all expense reports that have been exported within the past 30 days by default.

2. Modify any desired search criteria.

TIP: Select **Display complete exp rpt for the selected tasks** to display the complete expense reports for expenses recorded within the specified task range. Select **Display only selected tasks** to display only the expense information recorded for the specified task range.

NOTE: The beginning date can be as early as necessary. However, the date ranges cannot exceed three months.

3. Click **OK**.
4. Open or save the file.

EXPENSE AUTHORIZATION DETAIL EXPORT

You can export expense authorization details in comma-separated value (CSV) format for further analysis. Exporting this information will not affect expense reporting data within PROCAS Expense.

Here's how to export expense authorization information:

1. On the **Approvals** main menu, within the Expense Reports submenu, click **Reports**, and then click **Expense Authorization Detail Export**.
2. Type the ending date in the **End Date** field. The default date will be today's date. The **End Date** field is required.

NOTE: The remaining search criteria are optional. Clicking **Download** without specifying criteria will display the expense authorizations for all active expense users by default.

3. Modify any desired search criteria.
4. Click **Download**.
5. Open or save the file.

EXPENSE DETAIL EXPORT

You can export expense report entry details in comma-separated value (CSV) format for further analysis. Exporting this information will not affect expense report data within PROCAS Expense.

Here's how to export expense detail information:

1. On the **Approvals** main menu, within the Expense Reports submenu, click **Reports**, and then click **Expense Detail Export**.
2. Type the beginning date in the **Date From** field. The default date will be **01/01/2001**. The **Date From** field is required.
3. Type the ending date in the **Date To** field. The default date will be today's date. The **Date To** field is required.

NOTE: The remaining search criteria are optional. Clicking **Download** without specifying criteria will display information for all expense reports users by default.

4. Modify any desired search criteria.
5. Click **Download**.
6. Open or save the file.