



EMS Expense Report Status & Notifications

This quick guide provides descriptions of the EMS report status appearing in the three distinct areas of the EMS homepage:

- A. Track Submitted Expense Reports
- B. Update Expense Reports
- C. Notifications

A. Track Submitted Expense Reports

Within the Preparer's "Track Submitted Expense Reports" section, the "Report Status" column provides information about submitted expense reports.

Track Submitted Expense Reports				
The following expense reports are either outstanding or have been paid in the last 30 days.				
Name	Report Number	Report Submit Date	Report Status	Last Report Status Activity (Days)
Riccitelli, Nicole	ER2233177	20-Mar-2013	Hold Pending Receipts	0
Buccino, Brian	ER2258566	20-Mar-2013	Pending Manager Approval	0

The Report Status column shows the status of a submitted expense report.

Status	Meaning	Available in:
Hold – Pending Receipts	The expense report has been submitted but is on hold due to missing receipts.	Status appears in FINEM1* report
Pending Individual's Approval	The expense report is pending Certification approval from Initiator.	Status appears in FINEM1* report
Pending Manager Approval	The expense report is pending one or more approvals.	Status appears in FINEM1* report
Ready for Payment*	Your expense report is ready for payment. No action is required.	Use Procurement Inquiry to view the transactional information on a Paid ER.
Paid	The expense report has been processed and expenses paid.	Use Procurement Inquiry to view ER information
Pending System Administrator Action	The expense report is pending action by system administrator.	<i>Does not appear in any DWH reports. Contact the helpdesk to report the status and receive assistance.</i>

* The FINEM1 report is located in the DWH Portal in the Expense Management folder under Finance.

B. Update Expense Reports

Within the “Update Expense Reports” section, the “Status” column provides information about expense reports that have not been submitted.

Update Expense Reports			
Click an Update icon to make changes to a saved, rejected, or returned expense report.			
Name	Report Number	Creation Date	Status
Kennedy-Chambers, Dorothy (Kathy)	ER2212585	04-Sep-2012	Saved
Kennedy-Chambers, Dorothy (Kathy)	ER2253572	28-Dec-2012	In Progress
Poddar, Amit K	ER2256567	09-Jan-2013	Rejected
Poddar, Amit K	ER2256569	09-Jan-2013	Rejected
Lucker, Scott D	ER2256580	10-Jan-2013	Withdrawn

The Status column shows the status of an un-submitted expense report.

Status	Meaning	Available in:
In Progress	The expense report has not been submitted and is still a work in progress.	Status appears in FINEM1 report.
Saved	The expense report has been saved and not submitted. Note: if an ER is being Saved and used as a template, indicate this in the report name. “Template for....”	Appears in FINEM1 but the status is – In Progress.
Withdrawn	The expense report was called back by the preparer after it was submitted.	Status appears in FINEM1 report.
Rejected*	The expense report has been rejected by the Certifier or by an Approver. Review the rejection reason; modify the expense report and re-submit, if required.	Status appears in FINEM1 report.

* If an ER is rejected, the rejection reason is displayed in the email notification and at the top of the expense report

C. Notifications

The following statuses are found in the Status column under the **Notifications** section of the EMS Homepage. Notifications are the emails generated by the system with the appropriate subject line.

Note: In the View field, use the drop down arrow to select other view options.

Select/From	Subject	Sent	Due	Status
<input type="checkbox"/>	Weekly PCard Transactions Received for Buccino, Brian	20-Mar-2013		CLOSED
<input type="checkbox"/>	Weekly PCard Transactions Received for Riccitelli, Nicole	20-Mar-2013		CLOSED
<input type="checkbox"/>	Weekly PCard Transactions Received for Darden, Eric Troy	20-Mar-2013		CLOSED
<input type="checkbox"/>	Weekly PCard Transactions Received for Buccino, Brian	20-Mar-2013		CLOSED
<input type="checkbox"/>	Weekly PCard Transactions Received for Riccitelli, Nicole	20-Mar-2013		CLOSED

The **Status** column shows the status of notifications.

Status	Meaning
Open	The approver needs to take action to process this expense report.
Forwarded	The expense report has been transferred to another approver using the "Transfer" button.
Closed	Action was taken and the notification is now closed (Not the ER just the notification).
Cancelled*	Another approver responded to this notification or the notification has expired.

***If a notification has expired, a new notification will be re-issued.**

Type of Questions	Who to Contact	Contact Information
Log-in Password System Functionality	ITS Help Desk	Hours: Monday - Friday 7:00 AM - 9:00 PM Phone: 203.432.9000 Email: helpdesk@yale.edu
P-T-A-E-O VIP	Yale Shared Services	Hours: Monday - Friday 8:00 AM - 5:00 PM Phone: 203-432-5394 Email: yss.ems@yale.edu
Policy & Procedure Deployment Transition from Concur to EMS iExpense New access requests	E-Commerce	Scott Lucker, Associate Director E-Commerce 203.436.4184 scott.lucker@yale.edu Kathy Chambers, Manager, E-Commerce 203.432.9977 Katherine.chambers@yale.edu