

PCard Expense Report Status Definitions

A PCard Expense Report, and its related expense items, can be identified in one of these statuses throughout its lifecycle.

Not Created – the expense items are still on a cardholder’s expense items list and have not been added to an expense report yet. Items can remain on the expense items list for up to 60 days before they are considered Overdue. Once a cardholder has items identified as Overdue, those expense items must be added to an expense report and submitted for approval before any newer expense items can be submitted.

Saved – an expense report was created but not yet submitted for approval. Once saved, a cardholder or delegate can continue to add or make changes to the expense report up until it is submitted for approval. Approvers are not notified of saved expense reports and cannot view or approve them yet.

Paid – the expense report has been fully approved and accounted for in Quantum Financials. No further changes can be made to the expense report once it has reached this status. After nightly processing is run, the expense report will be reflected in Quantum Analytics balances and reports.

Manager Rejected – the expense report was rejected by the approver. The cardholder or delegate can access the expense report to make any necessary changes required by the approver.

Approval Complete – the expense report has been approved but has not been fully accounted for yet. Once the nightly processing is complete, the report will be reflected as Paid.

Pending Manager Approval – the expense report was completed and submitted for approval, but the report has not been approved yet. The report is not accessible to the cardholder or delegate while in this status, unless it is withdrawn. The approver may either reject or approve the report for it to move from this status.

Manager Requested More Information – the expense report was completed and submitted for approval, but the approver wanted more information before taking action to approve or reject. The report is not accessible to the cardholder or delegate while in this status, unless it is withdrawn. Requesting more information only allows the cardholder or delegate to provide an answer, but not to make any changes to the report. The approver may either reject or approve the report for it to move from this status.

Pending Audit – the expense report has been flagged by the system for an issue that will not allow the report to be fully processed. Financial Systems regularly monitors for expense reports in this status and will take necessary actions on a weekly basis to move them through for processing or will contact the cardholder if more information is needed. While in this status, the expense report will not be reflected in Quantum Analytics balances or reports.

Withdrawn – the expense report had been submitted for approval, but prior to the approver taking action, the cardholder or delegate withdrew the report. Once withdrawn, the cardholder or delegate will be able to make changes to the report and re-submit it for approval.