******State of Kansas**



**Status Field on an Expense Report**

***Statewide Management, Accounting, & Reporting Tool***

The ‘Status’ field on an expense report can be one of the following values (the equivalent value returned from a query is shown in parentheses):

* Pending (PND)
* Submitted for Approval (SUB)
* Approvals in Process (PAR)
* Approved for Payment (APY)
* Staged (STG)
* Paid (PD)
* Closed (CLS)
* Denied (DEN)

**An explanation of each status is below:**

**Pending (PND):** The traveler or their proxy has created and saved the expense report but the expense report has not been submitted.

* To move the expense report forward, the traveler or their proxy should submit the expense report.
* To delete the expense report, the traveler or their proxy can delete the expense report.
* Known issues - An expense report may have this status if the expense report was sent back during the approval process. If the traveler or their proxy tries to resubmit the expense report and the expense report remains in “pending” status, submit a Service Desk ticket for assistance.

**Submitted for Approval (SUB)**: The traveler or their proxy has submitted the expense report which is awaiting initial supervisor approval.

* To move the expense report forward, determine whose approval worklist the expense report is on and have the approver approve the expense report.
* To delete the expense report, have the approver deny the expense report. The traveler or their proxy can then delete the expense report.

**Approvals in Process (PAR)**: The expense report has been approved by at least one approver and is awaiting additional approvals.

* To move the expense report forward, determine whose approval worklist the expense report is on and have the approver approve the expense report.
* Known issues - If this status is showing on an old expense report, most likely the expense report has encountered an error in the approval process. For example, if the expense report appears to have received all levels of approval but the expense report header status has not changed to ‘Approved for Payment’, an error in the approval process has occurred. Submit a Service Desk ticket for assistance, be sure to indicate if the expense report should be processed or deleted.

**Approved for Payment (APY)**: The expense report has been approved for payment processing.

**Staged (STG):** The expense report is ready to bepaid.

**Paid (PD):** The expense report has been paid.

**Closed (CLS):** The expense report has been closed. If an expense report has been posted, the expense report must be closed, it cannot be deleted.

**Denied (DEN):** The expense report has been denied. The basis for denial in included at the top of the expense report.