

## 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 should be moved to expense reports at least monthly but can remain on the expense items list for up to 60 days before the system identifies them as 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 reports as fully paid.

**Manager Rejected** – After the expense report was submitted, the approver rejected the expense report. The approver can include a reason for the rejection that can be read in the bell notification. The cardholder or delegate can access the expense report to make the required changes before resubmitting it.

If any items on the expense report were mistakenly allocated to a SOAPF with a source of 285 or any source that begins with 3, the expense report will process as submitted but be automatically returned in this status.

**Approval Complete** – The expense report has been approved by the manager but not messaged to Accounts Payable for processing. After a nightly process runs, it should be in the Paid status. The report should only remain in this status for no more than a business day.

**Pending Manager Approval** – The cardholder or delegate has submitted the expense report to the approver. The approver has not approved or rejected it. In this status, the cardholder or delegate can only withdraw the expense report.

**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.

**Submitted** – This status is only viewable from the cardholder/delegate Expense screen in Quantum Financials immediately after submitting an expense report. Its status will then change to Pending Manager Approval. If the expense report remains in this status, notify [help@umaryland.edu](mailto:help@umaryland.edu) for assistance.

**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.

## List of PCard Expense Report Status Definitions currently not used by UMB

**Awaiting Receipts** – Currently not used. No transaction should be in this status

**Hold Pending Receipts** – Currently not used. No transaction should be in this status

**Invoice Canceled** – Currently not used. No transaction should be in this status

**Pending Audit** – Currently not used. No transaction should be in this status

**Pending Expense Auditor Approval** – Currently not used. No transaction should be in this status

**Pending Individual Approval** – Currently not used. No transaction should be in this status

**Pending Individual Response** - Currently not used. No transaction should be in this status

**Partially Paid** - Currently not used. No transaction should be in this status

**Pending System Administrator Action** – Currently not used. No transaction should be in this status

**Ready for Payment** – Currently not used. No transaction should be in this status

**Rejected By Individual** – Currently not used. No transaction should be in this status

**Returned** – Currently not used. No transaction should be in this status

The expense report statuses listed above are not currently used in UMB business operations. If an expense report is in one of these statuses, notify [help@umaryland.edu](mailto:help@umaryland.edu) for assistance.