

## Workflow Status of Expense Reports (ER) and Travel Plans (TP)

	Column Heading: <i>Activity Name</i>	Column Heading: <i>Pending</i>	<i>Activity Name and Pending Description</i>
1.	ER/TP Create	(blank)	ER is being created or has been rejected.
2.	ER Receipt Hold	AutoApprovalBkgRobot	ER has been submitted by the owner and the system is waiting for the document images to be matched to the electronic report.
3.	ER/TP Manager Review	Name of Manager Reviewer	ER is ready for manager review and the reviewer name is listed.
4.	ER Charge Code Manager Review	Name of Charge Code Reviewer	ER is ready for Charge Code review and the reviewer's name is listed.
5.	ER Pre-Pay Audit (XM)	ER: Employee Reimbursement Auditors	ER is in University Payables waiting for approval.
6.	ER Export	ExportDocRobot	ER is in the process of being exported to <b>Banner</b> .
7.	ER Verify	ERExportVerifyRobot	Waiting for <b>Banner</b> acceptance of the ER.
8.	ER Post-Export Exception	ER Exception Handling Administrators	There is a problem with the ER; therefore, not exported to <b>Banner</b> .