

# The Active Dispute Detail Report

The *Active Dispute Detail* Report shows all reports that have been prepared and submitted but have NOT YET BEEN APPROVED. This report is helpful for quickly viewing the status of a prepared report to determine why it has not moved on to the manager approval stage.

The **Reason** column lists any exceptions for a particular report. “Manager must Review and Release Report” is always present until the report receives final approval. Other reasons, such as “Employee must approve report” or “Receipt images not Received” indicate that the report is parked and will not move forward until an action is taken. Other exceptions such as “Duplicate Expense” also require attention.

Since this report contains information on all unapproved EMS reports in your department, the use of excel is recommended to allow easier filtering by report status.

*Note: Only EMS users who are setup as reviewers or approvers have the reporting function described below.*

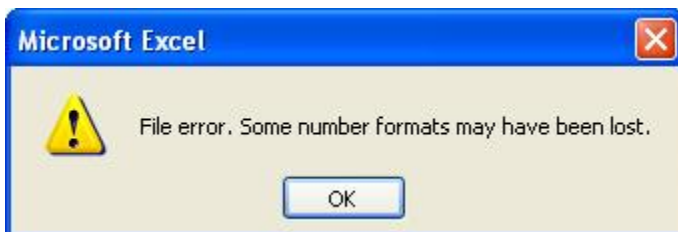
	A	B	C	D	E	I	J
1							
2	Last Name	First Name	Rpt Num	Proc. Date	Total Exp.	Reason	Currency
3	cardholder	Employee 6	ER5035794	14-Nov-2006	\$1,536.30	Manager must Review and Release Report	USD
4	cardholder	Employee 6	ER5035794	14-Nov-2006	\$1,536.30	Employee must approve report.	USD
5	cardholder	Employee 6	ER5021764	14-Aug-2006	\$212.00	Manager must Review and Release Report	USD
6	Cardholder	Employee 7	ER5021764	14-Aug-2006	\$212.00	Employee must approve report.	USD
7	Cardholder	Employee 8	ER5021796	14-Aug-2006	\$100.98	Manager must Review and Release Report	USD
8	Cardholder	Employee 8	ER5021796	14-Aug-2006	\$100.98	Employee must approve report.	USD
9	Cardholder	Employee 9	ER5022249-r3	18-Sep-2006	\$39.10	Please enter a valid award	USD
10	Cardholder	Employee 9	ER5022249-r3	18-Sep-2006	\$39.10	Manager must Review and Release Report	USD
11	Cardholder	Employee 10	ER5022249-r3	18-Sep-2006	\$39.10	Employee must approve report.	USD
12	Cardholder	Employee 10	ER5031280	20-Oct-2006	\$263.94	Manager must Review and Release Report	USD
13	Cardholder	Employee 1	ER5031280	20-Oct-2006	\$263.94	Receipt images not received (report parked)	USD
14	Cardholder	Employee 1	ER5031280	20-Oct-2006	\$263.94	Employee must approve report.	USD
15	cardholder	Employee 5	ER5031289	20-Oct-2006	\$100.00	Manager must Review and Release Report	USD
16	cardholder	Employee 5	ER5031289	20-Oct-2006	\$100.00	Receipt images not received (report parked)	USD
17	cardholder	Employee 6	ER5031289	20-Oct-2006	\$100.00	Employee must approve report.	USD
18	cardholder	Employee 6	ER5034863	09-Nov-2006	\$312.62	Manager must Review and Release Report	USD
19	cardholder	Employee 6	ER5036839	20-Nov-2006	\$75.00	Manager must Review and Release Report	USD
20	cardholder	Employee 7	ER5036839	20-Nov-2006	\$75.00	Receipt images not received (report parked)	USD
21	cardholder	Employee 8	ER5037156	21-Nov-2006	\$1,576.80	Manager must Review and Release Report	USD
22	cardholder	Employee 8	ER5037156	21-Nov-2006	\$1,576.80	Employee must approve report.	USD
23	cardholder	Employee 9	ER5036836	20-Nov-2006	\$199.97	Manager must Review and Release Report	USD
24	cardholder	Employee 9	ER5037072	21-Nov-2006	\$339.01	Manager must Review and Release Report	USD
25	cardholder	Employee 10	ER5037072	21-Nov-2006	\$339.01	Employee must approve report.	USD
26	cardholder	Employee 10	ER5034987	09-Nov-2006	\$818.45	There are duplicate expenses in this report	USD
27	cardholder	Employee 1	ER5034987	09-Nov-2006	\$818.45	Manager must Review and Release Report	USD
28	cardholder	Employee 1	ER5036813	20-Nov-2006	\$632.88	Manager must Review and Release Report	USD
29	cardholder	Employee 5	ER5036809	20-Nov-2006	\$93.93	Manager must Review and Release Report	USD
30	cardholder	Employee 5	ER5035148	10-Nov-2006	\$96.16	Manager must Review and Release Report	USD
31	cardholder	Employee 6	ER5035151	10-Nov-2006	\$122.00	Manager must Review and Release Report	USD
32	cardholder	Employee 6	ER5035151	10-Nov-2006	\$122.00	Receipt images not received (report parked)	USD
33	cardholder	Employee 6	ER5014774	25-May-2006	\$349.78	Expense is a duplicate of an expense in a previous	USD
34	cardholder	Employee 7	ER5014774	25-May-2006	\$349.78	Manager must Review and Release Report	USD

## Key Points:

1. The unfiltered *Active Dispute Detail* report displays a single record for each expense report “Reason” and, therefore, one expense report may be listed in multiple rows.
2. Expense Reports must receive their final approval to be removed from this report.
3. Expense Reports which are not approved are not visible on your financial reports and have not been charged against the source of funds (including grants).

### To Run The *Active Dispute Detail* Report in EMS:

1. Click **Reports Awaiting Approval** button from the EMS Home page.
2. Click **Reporting** button in the upper right corner of Vinnet Manager Window.
3. Click **Active Dispute Detail** link on the left side of the screen under the “Reports List.”
4. Click on the drop down menu under “HTML (display to screen)” and select **Microsoft Excel**.
5. Click **Submit** button. A popup window will appear with a title bar that reads “Processing, Please wait...” A separate message window will then open, providing the option to Open, Save, or Cancel.
6. Click **Open** button in the “File Download” window. This will launch Excel to open with a file name similar to Active\_Dispute\_Detail[2].xls.
7. Click **OK** button to the warning message (below):



8. Save the file, using the File, **Save-As** menu option. Rename the file removing any bracket notation in the file name and save to a familiar folder/location.
9. Filter Results: Click in cell A2.
10. Select **Data, Filter, AutoFilter** from the Excel menu bar.
11. Scroll to Column I, titled “Reason”, and use the drop down arrow to select either the “Receipt images not received” value **or** the “Employee must approve report” value to see all reports with the selected status.