

Tracking Expense Reports and/or PRC Verification Reports

To determine where Expense Reports and/or PRC Verification Reports are in the workflow process, you can follow these steps:

1. Using an IE Expense Reports or IE Procurement Card responsibility (ex. USA IE Expense Reports), navigate to the **IE Home Page**.
2. On the Home Page, click on the Reports tab.

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Track Submitted Expense Reports

The following items have been submitted. They are either pending approval or were processed in the last 30 days .

Previous 1-5 Next 5

Name	Report Number	Report Submit Date	Report Status	Last Report Status Activity (Days)	Current Approver	Receipts Status	Report Total (USD)	Purpose	Duplicate	Withdraw
	ER714863	26-May-2011	Pending Manager Approval	1		Required	596.15	lkg-TR#63722 Knoxvi...		
	ER713850	23-May-2011	Paid	1		Not Required	52.67	NON ALCOHOL COST BUS...		
	ER713633	23-May-2011	Paid	1		Not Required	5.97	COLUMBUS, OHIO - MAY...		
	ER713641	23-May-2011	Paid	1		Not Required	5.01	IOWA CITY, IA - 3/24...		
	ER713274	20-May-2011	Paid	1		Received	383.62	lkg-TR#63684 Boise, ...		

If the status is Pending Your Resolution, you were sent a notification explaining the required action.

3. The Expense and Verification Reports screen will appear and the Name field will be populated with your name. To find reports that are **Pending Manager Approval** for any employee you are a delegate of, clear the Name field of your name and use the drop down arrow on the Report Status field to choose 'Pending Manager Approval'.

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Expense and Verification Reports

Create New Expense Report Save Search

Search

Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive. Advanced Search

Name

Report Number

Report Date

(example: 27-May-2011)

Report Submitted Date

(example: 27-May-2011)

Report Status

Receipts Status

Name	Rep	Submit Date	Report Status	Receipts Status	Report Total (USD)	Purpose	Payments
No search conducted.							

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- Once 'Pending Manager Approval' has been selected, click on the 'Go' button to begin the Search:

Report Status

Receipts Status

- The search results will display any report that has been submitted for an employee that you have delegate access to that is waiting to be approved.

Expense and Verification Reports

[Create New Expense Report](#) [Save Search](#)

Search

Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

[Advanced Search](#)

Name

Report Number

Report Date

(example: 27-May-2011)

Report Submitted Date

(example: 27-May-2011)

Report Status

Receipts Status

[Export](#)

Name	Report Number	Report Date	Report Submit Date	Report Status	Receipts Status	Report Total (USD)	Purpose	Payments
	ER714863	25-May-2011	26-May-2011	Pending Manager Approval	Required	596.15	lkg-TR#63722 Knoxvi...	0.00
	PRC713837	18-May-2011	25-May-2011	Pending Manager Approval	Required	252.81		0.00

[Create New Expense Report](#) [Save Search](#)

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Note: This same process can be used to find reports that are in a 'Pending Your Resolution' status. This status will prevent reports from being processed. Reports with this status are primarily those reports that have timed-out of the approvers queue and must be re-sent to the approver for their approval.