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.

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'.

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

Report Status Pending Manager Approval

Receipts Status

Go   Clear

5. 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 Pending Manager Approval

Receipts Status

Go   Clear

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...	
	PRC713837	18-May-2011	25-May-2011	Pending Manager Approval	Required	252.81		

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.