## **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.

|                  | E' Proci         | urement Card / Expe       | ense Repo                      | ort   |   | Contact Us         | Global Policy            | Home Logout Pre         | eferences Di | agnostics     |
|------------------|------------------|---------------------------|--------------------------------|---|---|--------------------|--------------------------|-------------------------|--------------|---------------|
|                  |                  |                           |                                |   |   |                    |                          |                         |              | Home          |
| Home Report      | s   Card Tra     | ansactions   Preferences  | s   Access A                   | Authorizations                              | Projects and  | Tasks   Pa         | ayments Se               | earch                   |              |               |
| Expenses Ho      | Ter C            |                           |                                |   |   |                    |                          |                         |              |               |
|                  |                  |                           |                                |   |   |                    | Create E                 | Expense Report )        | Export Sp    | readsheet )   |
| Track Subm       | itted Expe       | nse Reports               |                                |   |   |                    |                          |                         |              |               |
| The following it | ems have be      | en submitted. They are ei | ither pending                  | approval or we                              | re processed in   | the last 30        | days .                   |                         |              |               |
|                  |                  |                           |                                |   |   |                    |                          | Previous                | 1-5 💙        | <u>Next 5</u> |
| Name             | Report<br>Number | Report Submit Date ▽      | Report<br>Status               | Last Report<br>Status<br>Activity<br>(Days) | Current<br>Approver   | Receipts<br>Status | Report<br>Total<br>(USD) | Purpose                 | Duplicate    | Withdraw      |
|                  | <u>ER714863</u>  | 26-May-2011               | Pending<br>Manager<br>Approval | 1   | an and a state of the state of | Required           | 596.15                   | lkg-TR#63722<br>Knoxvi  |              | <b>P</b>      |
|                  | ER713850         | 23-May-2011               | Paid                           | 1   |   | Not<br>Required    | 52.67                    | NON ALCOHOL<br>COST BUS |              | <b>V</b>      |
|                  | ER713633         | 23-May-2011               | Paid                           | 1   |   | Not<br>Required    | 5.97                     | COLUMBUS,<br>OHIO - MAY |              | 1             |
|                  | ER713641         | 23-May-2011               | Paid                           | 1   |   | Not<br>Required    | 5.01                     | IOWA CITY, IA -<br>3/24 |              | Ø             |
| A REAL PROPERTY. | ER713274         | 20-May-2011               | Paid                           | 1   |   | Received           | 383.62                   | lkg-TR#63684<br>Boise,  |              | Ø             |

D 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'.

|                                      | rement Card / Expense Report                 |               |                               | Contact Us Global Pe       | olicy Home     | Logout Prefere | nces Diagnostics |     |
|--------------------------------------|--|---------------|-------------------------------|----------------------------|----------------|----------------|------------------|-----|
|                                      |  |               |                               |                            |                |                | Home             |     |
| Home   Reports   Card Tra            | ansactions   Preferences   Access Au         | thorizations  | Projects and                  | Tasks   Payment            | s Search       |                |                  |     |
| Expense and Verificatio              | n Reports                                    |               |                               |                            |                |                |                  |     |
|                                      |  |               |                               | 0                          | reate New E    | xpense Report  | ) Save Search    | D   |
| Search                               |  |               |                               |                            |                |                |                  |     |
| Please enter your search cr          | iteria and select the "Go" button to see t   | the result. N | ote that the sea              | rch is case insensi        | tive.          | ( A            | dvanced Search   | )   |
| Name                                 |  |               |                               |                            |                |                |                  |     |
| Report Number                        |  |               |                               |                            |                |                |                  |     |
| Report Date                          |  |               |                               |                            |                |                |                  |     |
| Report Bute                          | (example: 27-May-2011)                       |               |                               |                            |                |                |                  |     |
| Report Submitted Date                | m  |               |                               |                            |                |                |                  |     |
|                                      | (example: 27-May-2011)                       |               |                               |                            |                |                |                  |     |
| Report Status                        | Pending Manager Approval                     | ~             |                               |                            |                |                |                  |     |
| Receipts Status                      | Cancelled                                    |               |                               |                            |                |                |                  |     |
|                                      | Hold Pending Receipts                        |               |                               |                            |                |                |                  |     |
| (Export)                             | Paid   |               |                               |                            |                |                |                  |     |
| Name Rei                             | Pending Individual's Approval                | it Date       | Report Status                 | Receipts Status            | Report T       | otal (USD) Pu  | rpose Payment    | ts  |
| No search conducted.                 | Pending Manager Approval                     |               |                               |                            |                |                |                  |     |
|                                      | Pending Payables Approval<br>Pending Payment |               |                               |                            | roato Now F    | vnonce Renort  | ) (Save Search   |     |
|                                      | Pending System Administrator Action          |               |                               |                            |                | Apense Report  |                  | _   |
| Copyright (c) 2006 Oracle All rights | Pending Your Resolution                      | r   Home      | e   <u>Logout</u>   <u>Pr</u> | references   <u>Diag</u> r | <u>iostics</u> |                |                  |     |
| About this Page                      | Ready for Payment                            |               |                               |                            |                |                | Privacy Stateme  | ent |

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                 |   | <br> |   | <br> | <br> | <br> |  |

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.

|  |                |                   |                       |                             |                    | Create New Exp        | ense Report 🔵          | Save Search     |
|--|----------------|-------------------|-----------------------|-----------------------------|--------------------|-----------------------|------------------------|-----------------|
| Search   |                |                   |                       |                             |                    |                       |                        |                 |
| Please enter your search   | criteria and s | elect the "Go" bu | itton to see the res  | ult. Note that the sea      | arch is case ins   | ensitive.             | Adva                   | nced Search )   |
| Name   | 9              |                   |                       |                             |                    |                       |                        |                 |
| Report Number  | r              |                   |                       |                             |                    |                       |                        |                 |
| Report Date  | e              |                   |                       |                             |                    |                       |                        |                 |
| Report Submitted Date  | (example: 27   | 7-May-2011)       |                       |                             |                    |                       |                        |                 |
| Report Status  | Pending N      | Manager Approva   | <b>~</b>              |                             |                    |                       |                        |                 |
| Receipts Status  | 3              |                   | ~                     |                             |                    |                       |                        |                 |
|  | G0 (C          | lear              |                       |                             |                    |                       |                        |                 |
| (Export)   |                |                   |                       |                             |                    |                       |                        |                 |
| Re<br>Name N   | eport<br>umber | Report Date ▽     | Report Submit<br>Date | Report Status               | Receipts<br>Status | Report Total<br>(USD) | Purpose                | Payment         |
| entration, statistic E   | R714863        | 25-May-2011       | 26-May-2011           | Pending Manager<br>Approval | Required           | 596.15                | lkg-TR#63722<br>Knoxvi | .96.            |
| Participant and the Participant Participan | RC713837       | 18-May-2011       | 25-May-2011           | Pending Manager<br>Approval | Required           | 252.81                |                        | .96.            |
|  |                |                   |                       |                             |                    | Create New Exp        | ense Report)           | Save Search     |
|  | Hom            | e   Contact Us    | Global Policy         | Home   Logout   P           | references   D     | aqnostics             |                        |                 |
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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.