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:

![Search Interface]

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**

**Search**

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

- Name
- Report Number
- Report Date
- Report Submitted Date
- Report Status: Pending Manager Approval
- Receipts Status

![Search Results Table]

**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.