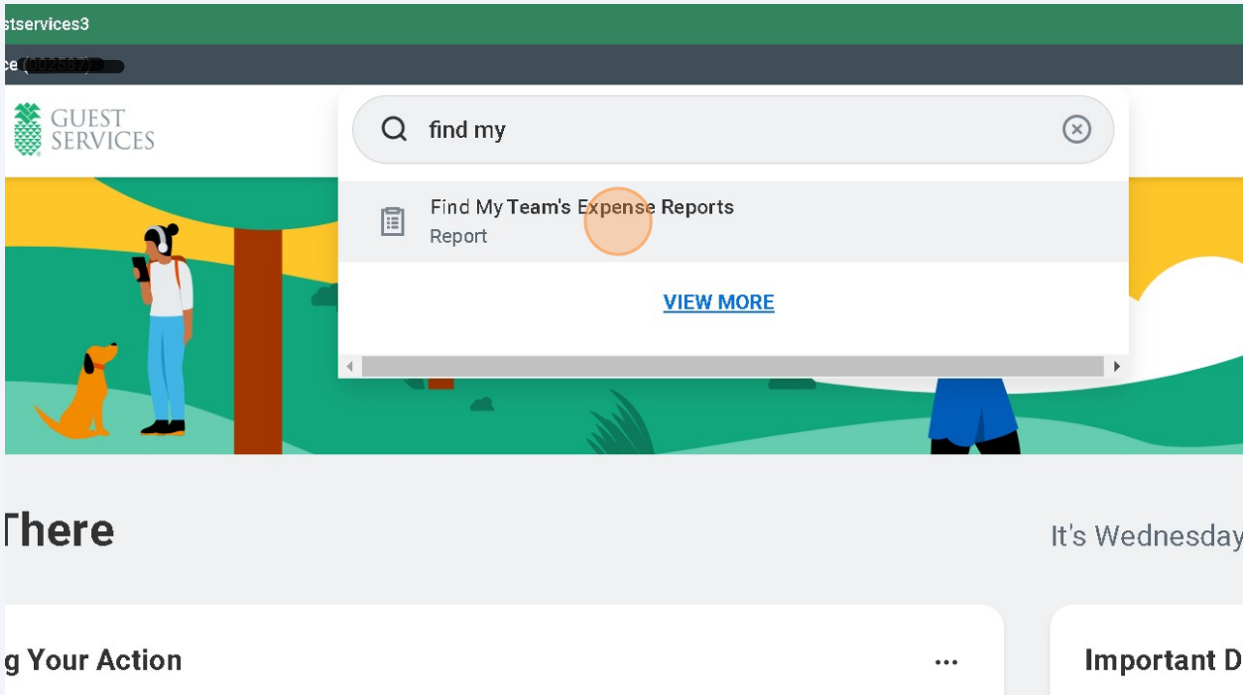


View Your Employees' Expense Reports

1

Search for the "Find My Team's Expense Reports" report.



2 Fill out any desired filters and click "OK."

Find My Team's Expense Reports

Expense Report Status

Expense Report Worker Payment Status

Expense Report Credit Card Payment Status

Submitted On or After

Submitted On or Before

Approved On or After

Approved On or Before

Cancel OK

3 Click here to add a filter to your current results.

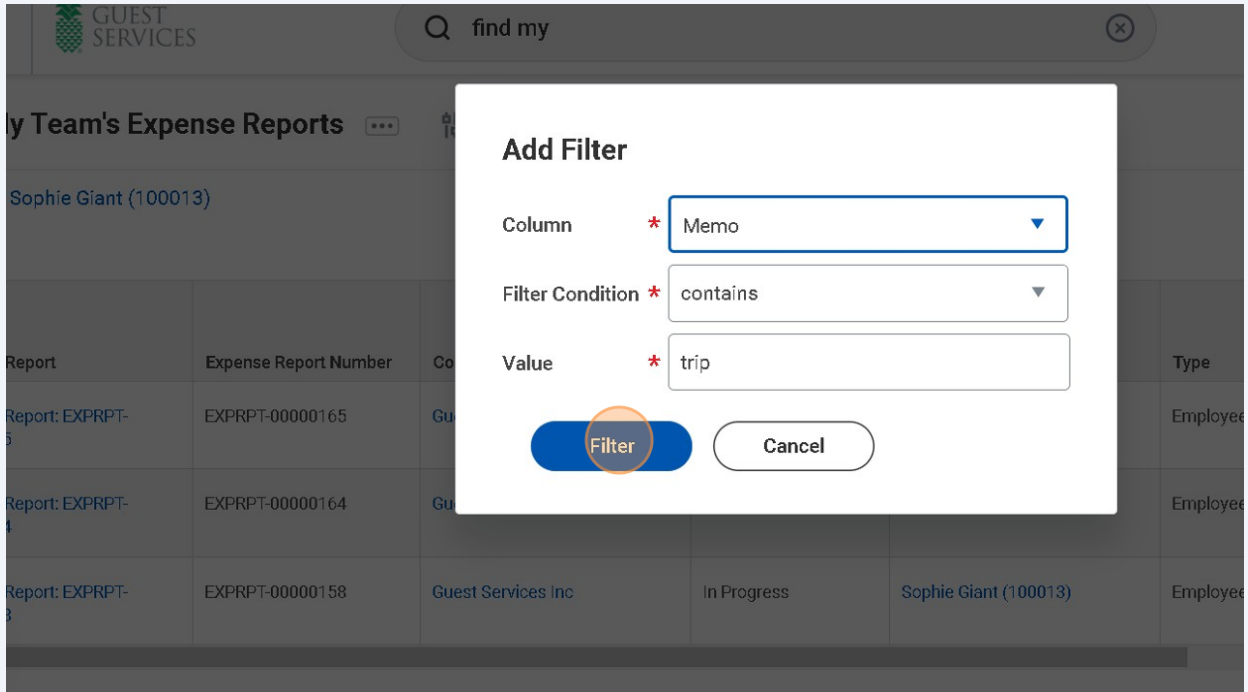
find my

Company Expense Report Status Pay To Type Expense Report Date Memo

it Services Inc	In Progress	Sophie Giant (100013)	Employee	04/30/2024	Business trip
it Services Inc	Draft	Sophie Giant (100013)	Employee	04/30/2024	Business trip
it Services Inc	In Progress	Sophie Giant (100013)	Employee	04/17/2024	Dinner with client

4

For example, you can filter by expense reports that include the word "trip" in the memo.



Add Filter

Column * Memo

Filter Condition * contains

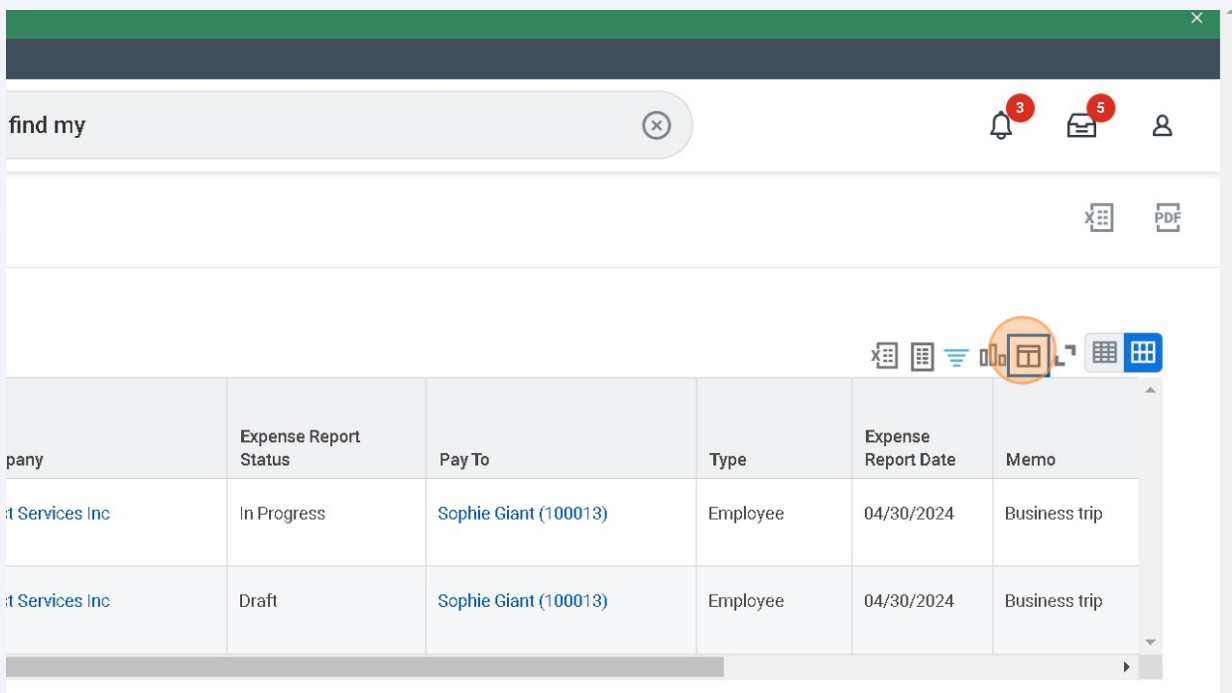
Value * trip

Filter **Cancel**

Report	Expense Report Number	Company	Type
Report: EXPRPT-00000165	EXPRPT-00000165	Guest Services Inc	Employee
Report: EXPRPT-00000164	EXPRPT-00000164	Guest Services Inc	Employee
Report: EXPRPT-00000158	EXPRPT-00000158	Guest Services Inc	Employee

5

Click here to change the order in which the columns appear.



find my

Expense Report Status

Pay To

Type

Expense Report Date

Memo

Guest Services Inc	In Progress	Sophie Giant (100013)	Employee	04/30/2024	Business trip
Guest Services Inc	Draft	Sophie Giant (100013)	Employee	04/30/2024	Business trip

6 Click here to view the data in graph or chart forms.

pany	Expense Report Status	Pay To	Type	Expense Report Date	Memo
t Services Inc	In Progress	Sophie Giant (100013)	Employee	04/30/2024	Business trip
t Services Inc	Draft	Sophie Giant (100013)	Employee	04/30/2024	Business trip

7 Click this icon to download your results in Excel format. Note that the same icon appears just below and to the left of this one. The highlighted icon will download all results, whereas the icon below only downloads data from the current page.

pany	Expense Report Status	Pay To	Type	Expense Report Date	Memo
t Services Inc	In Progress	Sophie Giant (100013)	Employee	04/30/2024	Business trip
t Services Inc	Draft	Sophie Giant (100013)	Employee	04/30/2024	Business trip

8

Click this icon to download search results in PDF format.

The screenshot shows a web application interface. At the top, there is a green header bar. Below it, a search bar contains the text 'find my'. To the right of the search bar are three notification icons: a bell with a red '3', a document with a red '5', and a user profile icon. Below the search bar, there is a table with the following columns: Company, Expense Report Status, Pay To, Type, Expense Report Date, and Memo. The table contains two rows of data:

Company	Expense Report Status	Pay To	Type	Expense Report Date	Memo
Guest Services Inc	In Progress	Sophie Giant (100013)	Employee	04/30/2024	Business trip
Guest Services Inc	Draft	Sophie Giant (100013)	Employee	04/30/2024	Business trip

At the bottom right of the table, there is a PDF download icon.

9

Click here if you would like to run the "Find My Team's Expense Reports" report again using new criteria. Alternatively, you can use the search bar to find the report again.

The screenshot shows a web application interface. At the top, there is a green header bar with the text 'Implementation - guestservices3'. Below it, a search bar contains the text 'find my'. To the left of the search bar is a 'MENU' button. Below the search bar, there is a section titled 'Find My Team's Expense Reports' with a PDF download icon. Below this section, there is a table with the following columns: Expense Report, Expense Report Number, Company, Expense Report Status, and Pay To. The table contains two rows of data:

Expense Report	Expense Report Number	Company	Expense Report Status	Pay To
Expense Report: EXPRPT-00000165	EXPRPT-00000165	Guest Services Inc	In Progress	Sophie Giant (100013)
Expense Report: EXPRPT-00000164	EXPRPT-00000164	Guest Services Inc	Draft	Sophie Giant (100013)

At the bottom left of the table, there is a '2 of 3 items' indicator.