

Step One

Navigate to the Expense section under My Profile

= WwiCloud 🗠	4 F B			
Navigator				
j				
My Profile Directory Conboarding Career and Performance Personal Information Learning Current Jobs	Product Management ldeas Payables Payables Dashboard Invoices Projects Project Financial Management	Procurement Purchase Requisitions Purchase Orders My Receipts Suppliers Social Cetting Started		
 Wellness Personal Brand Volunteering Competitions Roles and Delegations Expenses 	Wellness General Accounting Personal Brand Imilian General Accounting Dashboard Volunteering Imilian General Accounting Dashboard Competitions Budgetary Control Roles and Delegations Budgetary Control Imilian Fixed Assets Imilian Fixed Assets	My Dashboard Marketplace Cloud Customer Connect Tools Set Preferences		
My Team		Worklist Spaces Reports and Analytics		
Contract Management	 Duplicate Identification Duplicate Resolution Hierarchies 	 Import Management File Import and Export Download Desktop Integration 		

Step Two

Click on the magnify glass on the right

Travel and Expense	Your Name	•	Actions 🔻		
Expense Items	Expense Reports	Approvals	E		
0	0	0	9		
•	~	*			
Actions V 🕂 Add to Report V Create Report Sort By Date V			Sort By Date 🗸		
No data to display.					



Expense Reports should default to the search option. Either click on the grey circle with the white arrow **OR** the Advanced hyperlink (both options take you to the same place to Manage Expense Reports).

	Expense Reports 🗸
E	Advanced

Step Three

All of your expense reports and their statuses will show in the Manage Expense Reports page. Expense Reports with a date **prior** to **01/07/2019** that have a status of anything other than "Paid" are affected (Example – Orange Box).

Manage Expense Reports							
Search	Expense Repo	rts	•				
► S	earch						
Action	s 🔻 View 🔻	严 辱	Detach	Create R	eport		
Re	eport Number	Date	Report	Status	•	Report Total (USD)	
EX	P0041161258	1/02/2019	Saved			2,575.31	
EX	P0041161293	12/21/2018	Ready fo	or payment		12.00	
EX	P0029700543	1/10/2019	OK Ready fo	or payment		5,017.57	
EX	P0029715200	12/21/2018	Pending	manager aj	pproval	25.58	
EX	P0026287593	11/21/2018	Paid 🚽	OK		844.00	