

## Step One

Navigate to the Expense section under My Profile

= Wwatchaud 🚓	APS	
Navigator		
	Product Management Product Management Payables Payables Dashboard Projects Projects Project Financial Management General Accounting Dashboard General Accounting Dashboard General Accounting Dashboard Budgetary Control Sudgetary Control Fixed Assets Asset Inquiry Financial Reporting Center	Procurement         Image: Purchase Orders         Image: Suppliers         Social         Image:
E** Analytics Contract Management Contracts	Customer Data Management Duplicate Identification Duplicate Resolution Hierarchies	<ul> <li>Scheduled Processes</li> <li>Import Management</li> <li>File Import and Export</li> <li>Download Desktop Integration</li> </ul>

## 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			
•	<b>~</b>	*				
Actions V 🕂 Add to Report V Create Report Octate Report			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 🗸
Ξ	Advanced
Q	

## **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 "Saved" are affected (Example – Orange Box).

Manage Expense Reports								
			Sav	ed				
Search	Expense Repo	rts	*					
▶ Search								
Action	ns 🔻 View 🔻	狎 辱	Detach (	Create Report				
R	eport Number	Date	Report St	atus 🔺 🔻	Report Total (USD)			
E	XP0041161258	1/02/2019	Saved		2,575.31			
E	XP0041161293	12/21/2018	Saved		12.00			
E	XP0029700543	1/10/2019	Ready for p	payment	5,017.57			
E	XP0029715200	12/21/2018	Saved		25.58			
E	XP0026287593	11/21/2018	Paid		844.00			