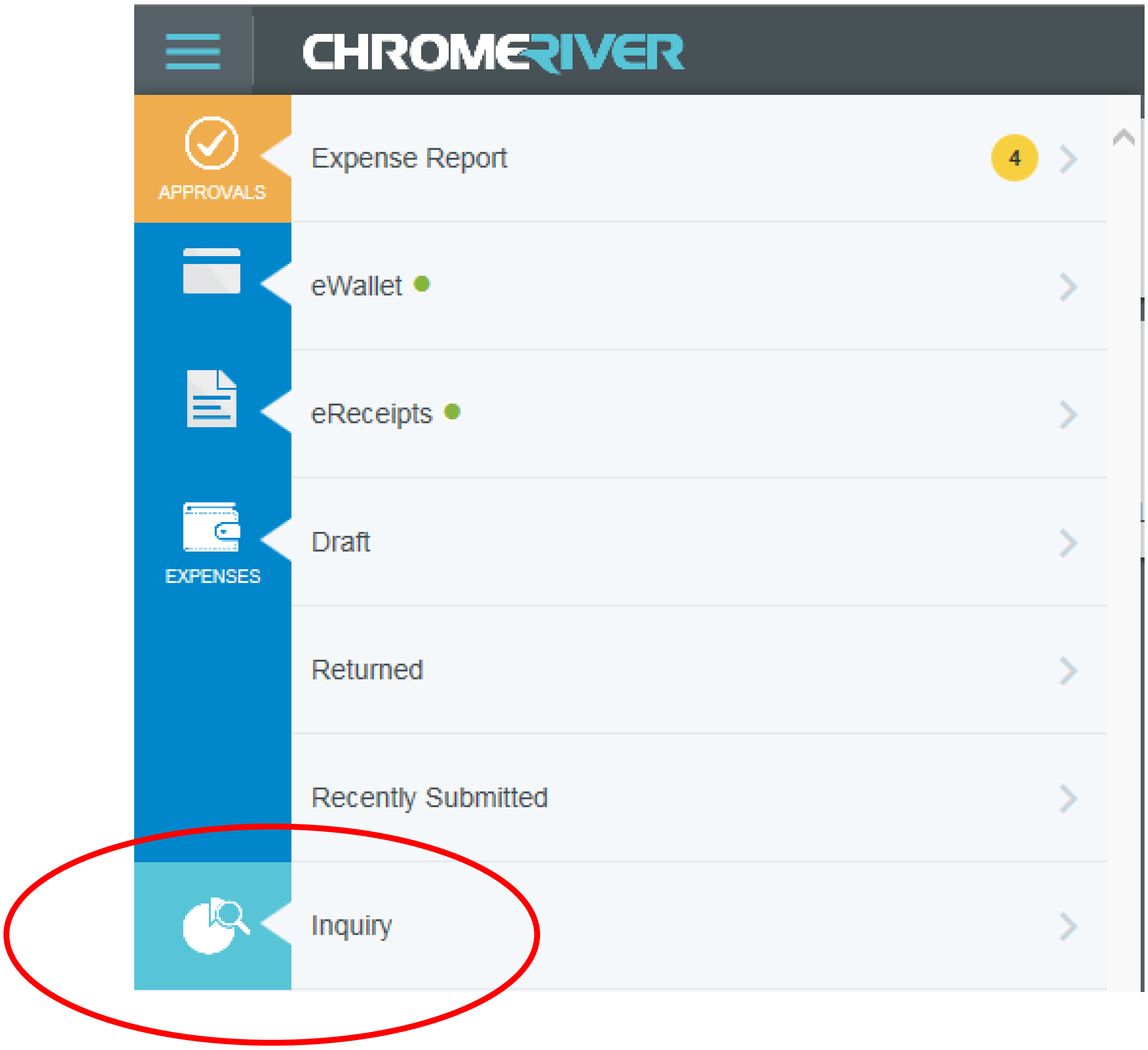
# Inquiry

1. To access inquiry reports, tap the **MENU** button in the upper left corner.
2. Then tap **INQUIRY**.




You will see a list of inquiry reports created to give a snapshot of the activity in each category and allow you to quickly find specific information.

## Inquiry

**All**

### My Expense Reports
Listing of your expense reports created within a specified date range. Sorted by: Create Date, Name, and Amount.

### My Expense Items
Listing of your itemized expenses within a specified date range. Sorted by: Transaction Date, Expense Type, and Amount.

### My Expense Calendar
Listing of expenses

### My Firm Paid Items
Expenses that are marked as firm paid

### My Expense Approval Items
Expenses in approval process with each line item's allocation information

### My Invoice Approvals
List submitted invoices that you (delegated user) have approved.

### My Paid Invoices
List invoices where you (delegated user) are the Requester of the invoice and the invoice has been fully or partially paid.

### My Paid Expenses
My Paid Expenses

### My Invoices
Lists invoices where you are the creator or assigned Requestor of the invoice.