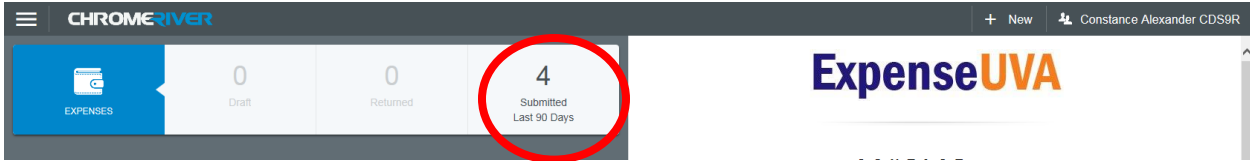
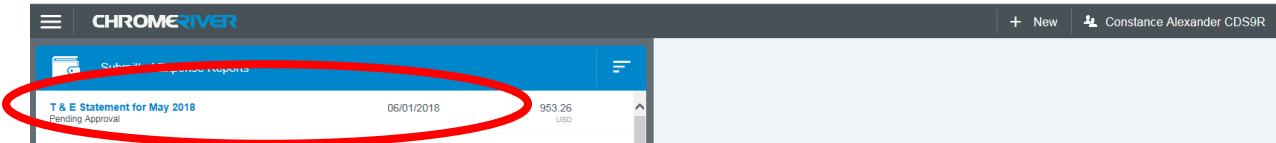


Tracking Expense Reports

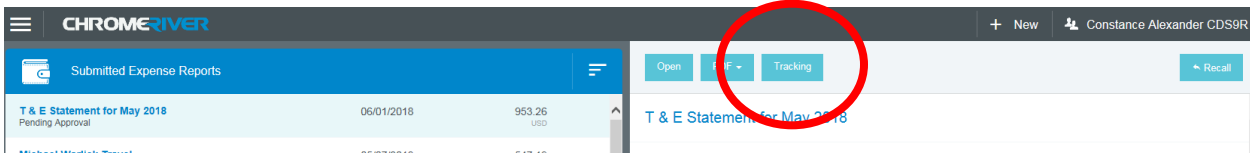
1. Click on Submitted Reports



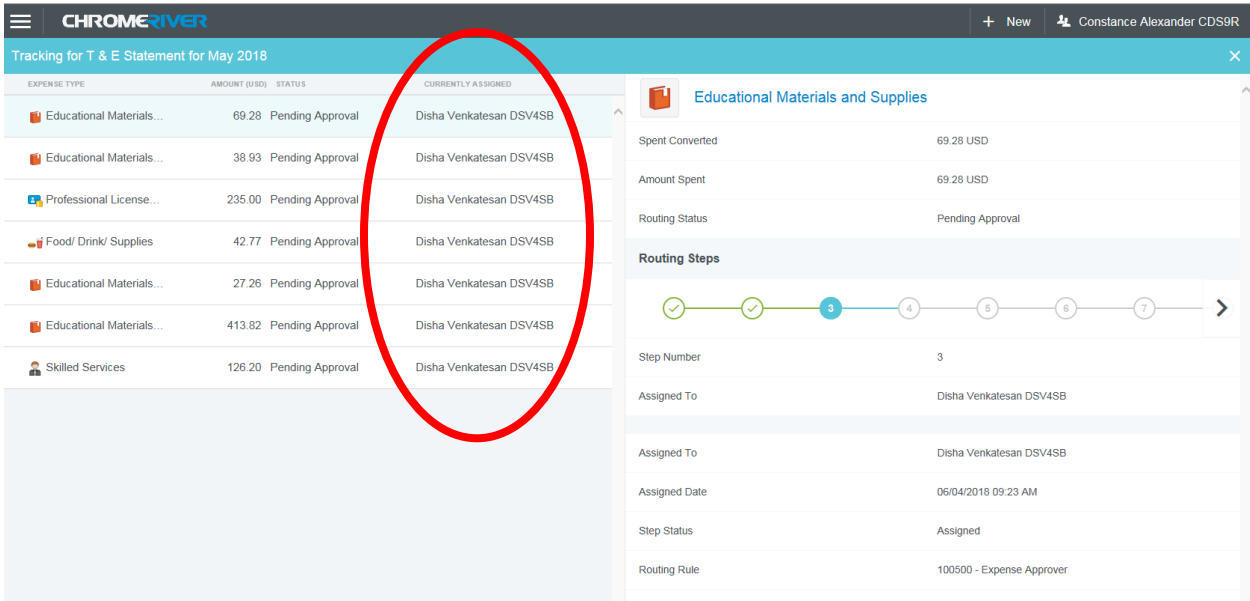
2. Select the report you wish to track and single click



3. The tracking button will appear




4. Click the Tracking button. The individual currently assigned to each expense line is shown.



5. By clicking on each individual expense, you are able to see the past or future steps in the approval process by clicking on each numbered step.

Routing Steps



Step Number	3
Assigned To	Disha Venkatesan DSV4SB
Assigned To	Disha Venkatesan DSV4SB
Assigned Date	06/04/2018 09:23 AM
Step Status	Assigned
Routing Rule	100500 - Expense Approver