Select Find Expense Reports from Main Menu



*Find Expenses – Expense data from e-Reimbursement*

1. Two view options
	1. Expenses Breakdown
	2. Find a Report
2. Pin the search to your Dashboard

*Expenses Breakdown*

Enter criteria for search – the more criteria supplied, the narrower the search results.

There are sample entries populating search fields to assist with knowing what to enter.

1. Begin typing last name – selectable possible match list populates
2. Enter Project number
3. Date – enter start and end range or use Date range selector (#6)
4. Toggle between Search & Results screens
5. Display Department picker or enter Department number in field
	1. Picker allows you to find a department in the tree to select (helpful if you don’t know number)
6. Date range selector
	1. Last 30 days
	2. Last Month
	3. This Fiscal Year
	4. Last Fiscal Year
	5. Clear
7. Begin Search with criteria entered

Search Results for Expenses Breakdown:



1. Toggle back to search screen
2. Search results summary
3. Breakdown by type
	1. Hyperlinks to additional details
	2. Headers can be used to sort
4. Report listing
	1. Hyperlinks to individual reports
5. Export to Excel and Pin to Dashboard (create tile) options
6. Graph depiction of each breakdown

*Find a Report*



1. Enter Report ID – example populated
2. Additional entry hint pop-up when cursor is in field
	1. Leading zeros are optional/Start with G to indicate GET ID
3. Begin search with ID entered

*Search results for Find Expense Report*



1. Expense report details
2. Breakdown of Expense Lines
3. Attachment list – hyperlinks to document
4. Accounting Summary
5. Pin to Dashboard (create tile)