Viewing Analytics for an Expense Report as an Approver

Navigation: Main Menu – Travel and Expenses – Approve Transactions

Or via email notification hyperlink

Select ER that you are approving and you will be defaulted to the Expense Summary Page

Use the View

Expenses by Day	Č.	Totals by Department			out a T, throject / Activity		Help
GL Business Unit	Department	Total Amount					
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By Clicking on **Totals by Project/Activity** this will take you to view totals based on the projects and activities entered in the Accounting Detail section of the expense report.



Click on the Return button to go back to the View Expense Report page.