QUANTUM FINANCIALS: VIEWING A LIST OF YOUR SAVED & SUBMITTED EXPENSE REPORTS

Travel and Expenses

Expense Items
15 Card Charges

Expense Reports
1 Requires Action
2 In Progress
1 Paid

Approvals
0

Navigate to the Travel and Expenses page.
Click the Magnifying Glass Icon.

EXP0018433856 - February 2020
Saved
13 items
4,074.56 USD
02/08/2020

EXP0020547852 - TEST_WillyPatch_Multi-line
Saved
1 item
119.97 USD
03/27/2020

EXP0020547475 - TEST - Weekly Patch 3.25
Rejected
1 item
746.60 USD
03/25/2020

EXP0017390719 - October, 2019
Paid
38 items
12,844.09 USD
12/10/2019
## QUANTUM FINANCIALS: VIEWING A LIST OF YOUR SAVED & SUBMITTED EXPENSE REPORTS

### Travel and Expenses

<table>
<thead>
<tr>
<th>Expense Items</th>
<th>Expense Reports</th>
<th>Approvals</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 Card Charges</td>
<td>1 Requires Action</td>
<td>0</td>
</tr>
<tr>
<td>2 In Progress</td>
<td>2 In Progress</td>
<td></td>
</tr>
<tr>
<td>1 Paid</td>
<td>1 Paid</td>
<td></td>
</tr>
</tbody>
</table>

### Expense Reports

<table>
<thead>
<tr>
<th>Expense ID</th>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXP0019433866 - February 2020</td>
<td>Saved</td>
<td>13 items</td>
</tr>
<tr>
<td>EXP0020475852 - TEST_WeeklyPatch_Multi-line</td>
<td>Saved</td>
<td>1 item</td>
</tr>
<tr>
<td>EXP0020547475 - TEST_WeeklyPatch_3.25</td>
<td>Rejected</td>
<td>1 item</td>
</tr>
<tr>
<td>EXP0017290719 - October, 2019</td>
<td>Paid</td>
<td>38 items</td>
</tr>
</tbody>
</table>

Click the Advanced link.
The Manage Expense Reports page opens to the default Saved Search: Expense Reports Saved or Submitted in the Last 6 Months.

Your list of saved and submitted expense reports displays on the left side of the page.

To open and review a report, click the Report Number.

<table>
<thead>
<tr>
<th>Report Number</th>
<th>Date</th>
<th>Report Status</th>
<th>Report Total (USD)</th>
<th>Purpose</th>
<th>Amount (USD)</th>
<th>Payment Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXP0010633856</td>
<td>03/13/2020</td>
<td>Saved</td>
<td>4,074.55</td>
<td>February 2020</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EXP0010623457</td>
<td>01/23/2020</td>
<td>Paid</td>
<td>10,567.22</td>
<td>December, 2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EXP0017399719</td>
<td>12/10/2019</td>
<td>Paid</td>
<td>12,844.09</td>
<td>October, 2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EXP0010686169</td>
<td>10/14/2019</td>
<td>Paid</td>
<td>18,549.95</td>
<td>September, 2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EXP0020547476</td>
<td>03/20/2020</td>
<td>Rejected</td>
<td>745.50</td>
<td>TEST - Weekly Patch 3-26</td>
<td>0.00</td>
<td>03/26/2020</td>
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<tr>
<td>EXP0019259123</td>
<td>02/14/2020</td>
<td>Paid</td>
<td>9,266.71</td>
<td>January, 2020</td>
<td>0.00</td>
<td>02/14/2020</td>
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<tr>
<td>EXP0010953092</td>
<td>01/03/2020</td>
<td>Paid</td>
<td>21,884.25</td>
<td>November, 2019</td>
<td>0.00</td>
<td>01/30/2020</td>
</tr>
<tr>
<td>EXP0020547552</td>
<td>03/27/2020</td>
<td>Saved</td>
<td>119.97</td>
<td>TEST_WithPatch_Multi-line</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
When your list gets too long, click the triangle next to Search to open the Search fields. Enter value(s). Then click the Search button.
### QUANTUM FINANCIALS: VIEWING A LIST OF YOUR SAVED & SUBMITTED EXPENSE REPORTS

If needed, add Search fields (such as CreatedBy).
-- Click the triangle on the Add Fields button.
-- Click the field you’d like to add.
-- Use the Save... button to save your customizations.

#### Manage Expense Reports

**Search**: Expense Reports

**Search**

<table>
<thead>
<tr>
<th>Field</th>
<th>Operator</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Number</td>
<td>Equals</td>
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</tr>
<tr>
<td>Report Status</td>
<td>Equals</td>
<td></td>
</tr>
<tr>
<td>Purpose</td>
<td>Starts with</td>
<td></td>
</tr>
<tr>
<td>Report Total</td>
<td>Equals</td>
<td></td>
</tr>
</tbody>
</table>

**Actions**

- View
- Detach
- Create Report

### Expense Reports

<table>
<thead>
<tr>
<th>Report Number</th>
<th>Date</th>
<th>Report Status</th>
<th>Report Total (USD)</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>EXP0017389719</td>
<td>12/10/2019</td>
<td>Paid</td>
<td>12,844.09</td>
<td>October, 2019</td>
</tr>
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<td>EXP0010659189</td>
<td>10/14/2019</td>
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<td>September 2010</td>
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<tr>
<td>EXP0020547475</td>
<td>03/25/2020</td>
<td>Rejected</td>
<td>746.50</td>
<td>TEST - Weekly Batch 3-26</td>
</tr>
<tr>
<td>EXP0019259123</td>
<td>02/14/2020</td>
<td>Paid</td>
<td>9,260.71</td>
<td>January, 2020</td>
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<tr>
<td>EXP0018333092</td>
<td>01/03/2020</td>
<td>Paid</td>
<td>21,894.25</td>
<td>November, 2019</td>
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<td>02/27/2020</td>
<td>Saved</td>
<td>119.97</td>
<td>TEST_WithPatch_Multi-line</td>
</tr>
</tbody>
</table>

Columns Hidden 1
### QUANTUM FINANCIALS: VIEWING A LIST OF YOUR SAVED & SUBMITTED EXPENSE REPORTS

#### Manage Expense Reports

**Name Your Report.**

Click 'Set as Default' to display customized results on page entry.

Click 'Run Automatically' to always run the report with Saved Search values

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#### Search

<table>
<thead>
<tr>
<th>Report Number</th>
<th>Date</th>
<th>Report Status</th>
<th>Report Total (USD)</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
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<td>10,567.22</td>
<td>December 2019</td>
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<td>EXP0017937319</td>
<td>12/10/2019</td>
<td>Paid</td>
<td>12,844.09</td>
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</tr>
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<td>EXP0016995180</td>
<td>10/14/2019</td>
<td>Paid</td>
<td>18,549.96</td>
<td>September 2019</td>
</tr>
<tr>
<td>EXP0020547475</td>
<td>03/25/2020</td>
<td>Rejected</td>
<td>746.60</td>
<td>TEST - Weekly Patch 3-26</td>
</tr>
<tr>
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<td>02/14/2020</td>
<td>Paid</td>
<td>9,260.71</td>
<td>January 2020</td>
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<td>01/03/2020</td>
<td>Paid</td>
<td>21,884.26</td>
<td>November 2019</td>
</tr>
<tr>
<td>EXP0020547552</td>
<td>03/27/2020</td>
<td>Saved</td>
<td>119.97</td>
<td>TEST_WrPatch_Null-line</td>
</tr>
</tbody>
</table>

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**Create Saved Search**

- *Name*
  - Enter Your Report Name
- **Set as Default**
- **Run Automatically**

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### Additional Information

- Created by Robin Reid
- Last Updated: March 31, 2020

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