ER - Review, Submit and find the status

STEP 1

Click Review and Submit.

Once you've reviewed all expense lines for accuracy, you're ready for one last review before submitting.

Click Review and Submit.

STEP 2

Review the Expense Summary page.

The Expense Summary page will be displayed. The General Information (Header) can be updated by clicking the pencil icon to the right of the ER Description and the expense lines can be updated by clicking Update Details.

Click Submit.

Once you've reviewed everything and you're satisfied, you're ready to click Submit.
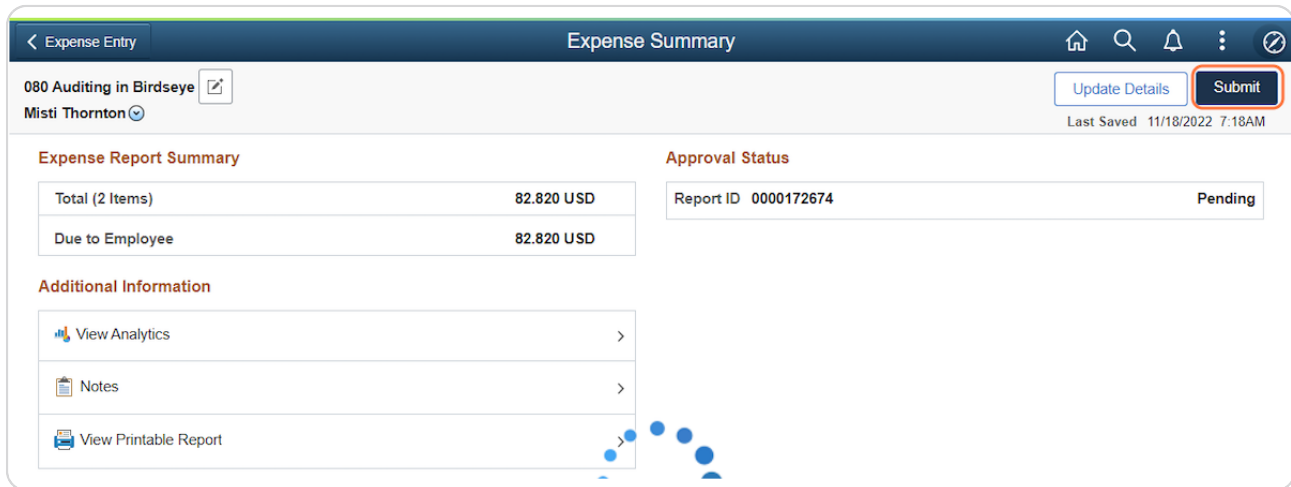
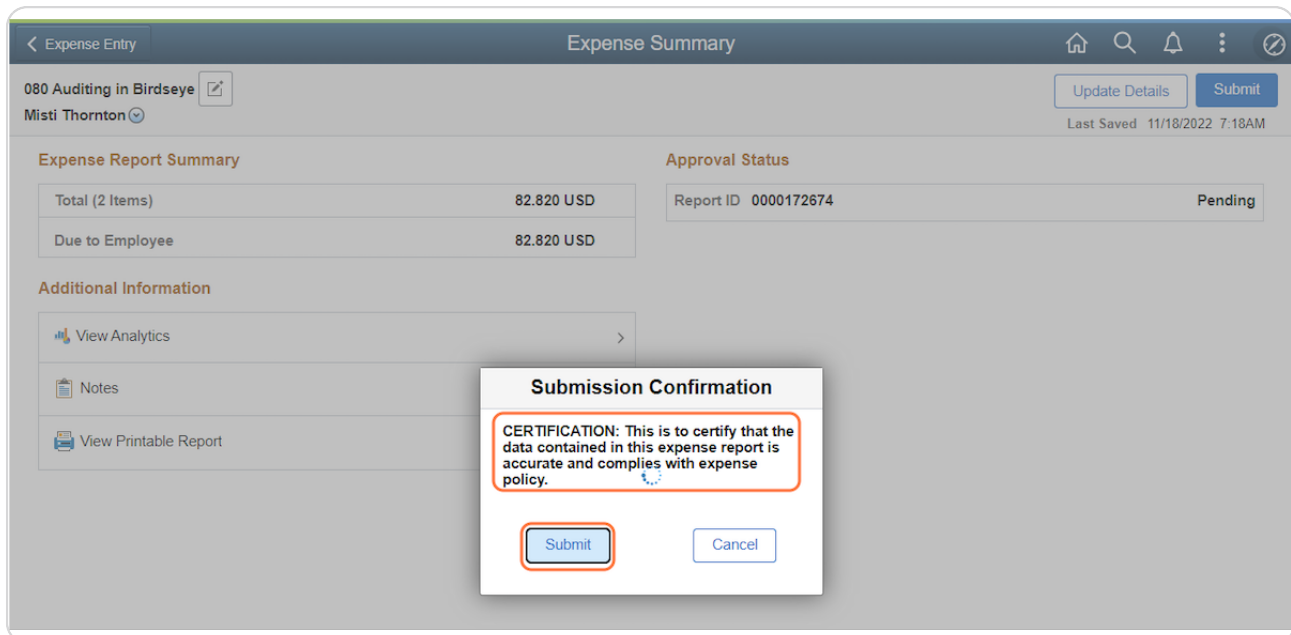## Click Submit on the Submission Confirmation warning pop-up.

Read the Submission Confirmation warning and click Submit.

A brief confirmation message will be displayed.

STEP 5

Open the ER from the Awaiting Approval tab.

After the process completes, it'll take you to the Awaiting Approval tab of the My Expense Reports page. On the appropriate Report ID line, you'll see "Submission in Process" under the Status column; click anywhere on the line to open it.

STEP 6

Review the Expense Summary page.

Review the Expense Summary page as desired.

Under Approval Status, you'll see the required approval steps and the status on each one. The icons to the left of each step will give you a quick update: a checkmark means that step is completed, an hourglass means that step is in progress, and an exclamation point means that step hasn't been started yet.