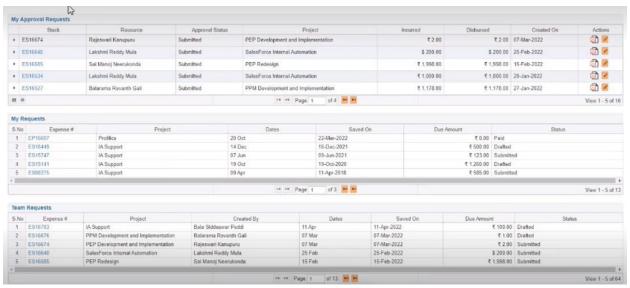
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### **Search Expenses**

This screen can be used for approving the requests created by the Resources who reports and can approve those expenses or reject those expenses.

#### 1. Overview



In this screen we can view the details of the expenses in three different tables, those details of the tables are as follows,

# 1a. My Approval Requests

Here we can see the expense requests created by the resources those needs to be approved by the particular project manager will be displayed here the manager who needs to approve can either approve, Reject or can edit the request created and can add the comments.

### 1b. My Requests

Here we can see the requests created by the particular person who has logged in and those details and details of those expenses.

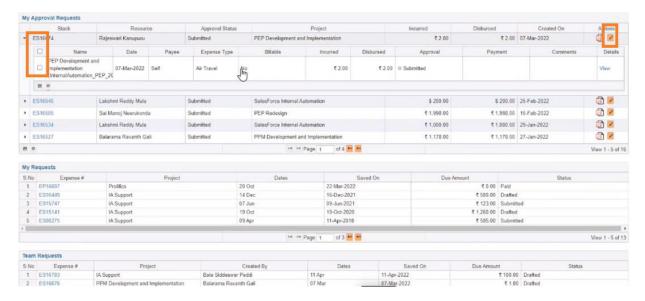
### 1c. Team Requests

This table specifies the details of all the requests created by the Team members and can the details and status of the expense requests.

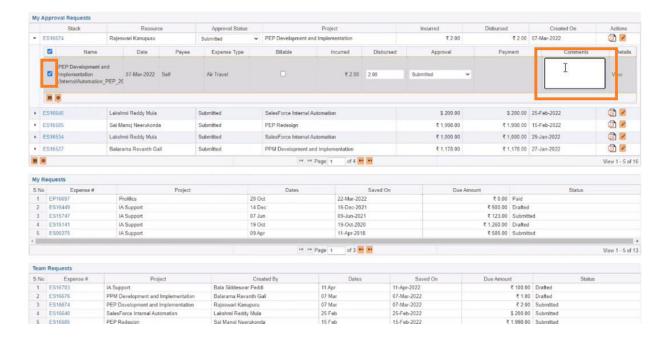
#### 2. Process Flow

Step 1: In the first table i.e., My approval requests these are the expenses that needs to be addressed by the manager so that it moves on to next level for process.

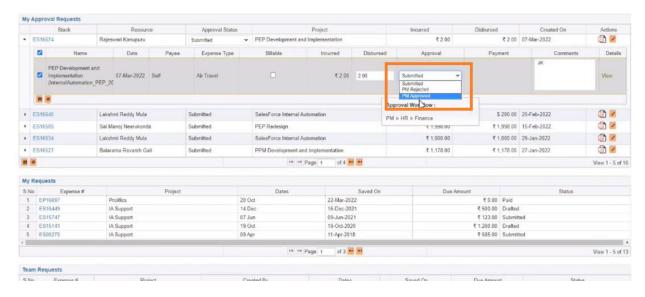
Step 2: By clicking on the arrow below can view the details of the expense.



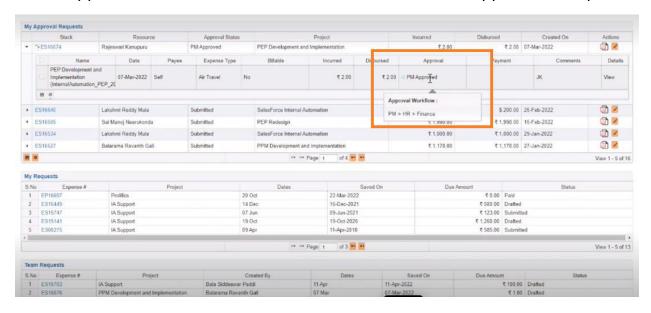
Step 3: Now the manager can add any comments if any for that expense.



Step 4: Here in the approval column can edit the approval status by selecting those details here either he can accept or reject the expense request and save those details.



Step 5: Now we can see the details of the entered the manager and by hovering on the approval column can see the next flow who needs to approve the expense.



Even in the next approval process the manager needs to follow the same process for either approving or rejecting the Expense.