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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

My Approval Requests

Stack	Resource	Approval Status	Project	Incurrd	Disbursed	Created On	Actions
ES16674	Rajeswari Kanupuru	Submitted	PEP Development and Implementation	₹ 2.00	₹ 2.00	07-Mar-2022	
ES16640	Lakshmi Reddy Mula	Submitted	SalesForce Internal Automation	\$ 200.00	\$ 200.00	25-Feb-2022	
ES16585	Sai Manoj Neerukonda	Submitted	PEP Redesign	₹ 1,998.00	₹ 1,998.00	15-Feb-2022	
ES16534	Lakshmi Reddy Mula	Submitted	SalesForce Internal Automation	₹ 1,000.00	₹ 1,000.00	29-Jan-2022	
ES16527	Balarama Revanth Gali	Submitted	PPM Development and Implementation	₹ 1,178.00	₹ 1,178.00	27-Jan-2022	

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My Requests

S No	Expense #	Project	Dates	Saved On	Due Amount	Status
1	EP16697	Prolifica	20 Oct	22-Mar-2022	₹ 0.00	Paid
2	ES16449	IA Support	14 Dec	16-Dec-2021	₹ 500.00	Drafted
3	ES15747	IA Support	07 Jun	09-Jun-2021	₹ 123.00	Submitted
4	ES15141	IA Support	19 Oct	19-Oct-2020	₹ 1,260.00	Drafted
5	ES00275	IA Support	09 Apr	11-Apr-2018	₹ 585.00	Submitted

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Team Requests

S No	Expense #	Project	Created By	Dates	Saved On	Due Amount	Status
1	ES16703	IA Support	Bala Siddeswar Peddi	11 Apr	11-Apr-2022	₹ 100.00	Drafted
2	ES16676	PPM Development and Implementation	Balarama Revanth Gali	07 Mar	07-Mar-2022	₹ 1.00	Drafted
3	ES16674	PEP Development and Implementation	Rajeswari Kanupuru	07 Mar	07-Mar-2022	₹ 2.00	Submitted
4	ES16640	SalesForce Internal Automation	Lakshmi Reddy Mula	25 Feb	25-Feb-2022	\$ 200.00	Submitted
5	ES16585	PEP Redesign	Sai Manoj Neerukonda	15 Feb	15-Feb-2022	₹ 1,998.00	Submitted

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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.

My Approval Requests													
Stack		Resource		Approval Status		Project		Incurred		Disbursed		Created On	Actions
ES1674		Rajeshwari Kanupuru		Submitted		PEP Development and Implementation		₹ 2.00		₹ 2.00		07-Mar-2022	 
<input type="checkbox"/>	Name	Date	Payee	Expense Type	Billable	Incurred	Disbursed	Approval	Payment	Comments	Details		
<input type="checkbox"/>	PEP Development and Implementation InternalAutomation_PEP_2022	07-Mar-2022	Self	Air Travel	No	₹ 2.00	₹ 2.00	Submitted			View		
<div>🔍</div>													
ES16640		Lakshmi Reddy Mula		Submitted		SalesForce Internal Automation		\$ 200.00		\$ 200.00		25-Feb-2022	 
ES16585		Sai Manoj Neerukonda		Submitted		PEP Redesign		₹ 1,998.00		₹ 1,998.00		15-Feb-2022	 
ES16534		Lakshmi Reddy Mula		Submitted		SalesForce Internal Automation		₹ 1,000.00		₹ 1,000.00		29-Jan-2022	 
ES16527		Balarama Revanth Gali		Submitted		PPM Development and Implementation		₹ 1,178.00		₹ 1,178.00		27-Jan-2022	 
<div>🔍</div>													
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My Requests							
S.No	Expense #	Project	Dates	Saved On	Due Amount	Status	
1	EP16697	Profitics	20 Oct	22-Mar-2022	₹ 0.00	Paid	
2	ES16449	IA Support	14 Dec	16-Dec-2021	₹ 500.00	Drafted	
3	ES15747	IA Support	07 Jun	09-Jun-2021	₹ 123.00	Submitted	
4	ES15141	IA Support	19 Oct	19-Oct-2020	₹ 1,260.00	Drafted	
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Team Requests							
S.No	Expense #	Project	Created By	Dates	Saved On	Due Amount	Status
1	ES16703	IA Support	Bala Siddeswar Peddi	11 Apr	11-Apr-2022	₹ 100.00	Drafted
2	ES16676	PPM Development and Implementation	Balarama Revanth Gali	07 Mar	07-Mar-2022	₹ 1.00	Drafted

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

My Approval Requests															
Stack		Resource		Approval Status		Project		Incurred		Disbursed		Created On		Actions	
ES16674		Rajeshwari Kanupuru		Submitted		PEP Development and Implementation		₹ 2.00		₹ 2.00		07-Mar-2022			
<input checked="" type="checkbox"/>	Name	Date	Payee	Expense Type	Billable	Incurred	Disbursed	Approval	Payment	Comments		Details			
<input checked="" type="checkbox"/>	PEP Development and Implementation InternalAutomation_PEP_2022	07-Mar-2022	Self	Air Travel	<input type="checkbox"/>	₹ 2.00	2.00	Submitted		<div></div>		View			
ES16640		Lakshmi Reddy Mula		Submitted		SalesForce Internal Automation		\$ 200.00		\$ 200.00		25-Feb-2022			
ES16585		Sai Manoj Neerukonda		Submitted		PEP Redesign		₹ 1,998.00		₹ 1,998.00		15-Feb-2022			
ES16534		Lakshmi Reddy Mula		Submitted		SalesForce Internal Automation		₹ 1,000.00		₹ 1,000.00		29-Jan-2022			
ES16527		Balarama Revanth Gali		Submitted		PPM Development and Implementation		₹ 1,178.00		₹ 1,178.00		27-Jan-2022			
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My Requests							
S No	Expense #	Project	Dates	Saved On	Due Amount	Status	
1	EP16697	Profitics	20 Oct	22-Mar-2022	₹ 0.00	Paid	
2	ES16449	IA Support	14 Dec	16-Dec-2021	₹ 500.00	Drafted	
3	ES15747	IA Support	07 Jun	09-Jun-2021	₹ 123.00	Submitted	
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Team Requests							
S.No	Expense #	Project	Created By	Dates	Saved On	Due Amount	Status
1	ES16703	IA Support	Bala Siddeswar Peddi	11 Apr	11-Apr-2022	₹ 100.00	Drafted
2	ES16676	PPM Development and Implementation	Balarama Revanth Gali	07 Mar	07-Mar-2022	₹ 1.00	Drafted
3	ES16674	PEP Development and Implementation	Rajeshwari Kanupuru	07 Mar	07-Mar-2022	₹ 2.00	Submitted
4	ES16640	SalesForce Internal Automation	Lakshmi Reddy Mula	25 Feb	25-Feb-2022	\$ 200.00	Submitted
5	ES16585	PEP Redesign	Sai Manoj Neerukonda	15 Feb	15-Feb-2022	₹ 1,998.00	Submitted

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.

My Approval Requests

Stack	Resource	Approval Status	Project	Incurring	Disbursed	Created On	Actions			
ES16674	Rajeshwar Kanupuru	Submitted	PEP Development and Implementation	₹ 2.00	₹ 2.00	07-Mar-2022				
Name	Date	Payee	Expense Type	Billable	Incurred	Disbursed	Approval	Payment	Comments	Details
PEP Development and Implementation (InternalAutomation_PEP_20	07-Mar-2022	Self	Air Travel	<input type="checkbox"/>	₹ 2.00	2.00	<div><div>Submitted</div><div>Submitted</div><div>PM Rejected</div><div>PM Approved</div></div>		JK	View
<div>Approval Workflow :</div> <div>PM > HR > Finance</div>										
ES16640	Lakshmi Reddy Mula	Submitted	SalesForce Internal Automation					\$ 200.00	25-Feb-2022	
ES16505	Sai Manoj Neerukonda	Submitted	PEP Redesign		₹ 1,990.00			₹ 1,990.00	15-Feb-2022	
ES16534	Lakshmi Reddy Mula	Submitted	SalesForce Internal Automation		₹ 1,000.00			₹ 1,000.00	29-Jan-2022	
ES16527	Balarama Revanth Gali	Submitted	PPM Development and Implementation		₹ 1,178.00			₹ 1,178.00	27-Jan-2022	

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S.No	Expense #	Project	Dates	Saved On	Due Amount	Status
1	EP16697	Profitecs	20 Oct	22-Mar-2022	₹ 0.00	Paid
2	ES16449	IA Support	14 Dec	16-Dec-2021	₹ 500.00	Drafted
3	ES15747	IA Support	07 Jun	09-Jun-2021	₹ 123.00	Submitted
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2	ES16676	PPM Development and Implementation	Balarama Revanth Gali	07 Mar	07-Mar-2022	₹ 1.00	Drafted

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.

My Approval Requests

Stack	Resource	Approval Status	Project	Incurring	Disbursed	Created On	Actions				
> ES16674	Rajeshwar Kanupuru	PM Approved	PEP Development and Implementation	₹ 2.00	₹ 2.00	07-Mar-2022					
<input type="checkbox"/>	Name	Date	Payee	Expense Type	Billable	Incurred	Disbursed	Approval	Payment	Comments	Details
<input type="checkbox"/>	PEP Development and Implementation (InternalAutomation_PEP_20	07-Mar-2022	Self	Air Travel	No	₹ 2.00	₹ 2.00	PM Approved		JK	View
<div>Approval Workflow :</div> <div>PM > HR > Finance</div>											
> ES16640	Lakshmi Reddy Mula	Submitted	SalesForce Internal Automation			\$ 200.00	25-Feb-2022				
> ES16505	Sai Manoj Neerukonda	Submitted	PEP Redesign	₹ 1,990.00	₹ 1,990.00	15-Feb-2022					
> ES16534	Lakshmi Reddy Mula	Submitted	SalesForce Internal Automation	₹ 1,000.00	₹ 1,000.00	29-Jan-2022					
> ES16527	Balarama Revanth Gali	Submitted	PPM Development and Implementation	₹ 1,178.00	₹ 1,178.00	27-Jan-2022					

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