

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

Approve Expense Report - Expense Summary

CTRAVELER01 CTRAVELER01

Business Purpose: Miscellaneous
Description: Dept Ad Expenses
Reference: [blank]
Accounting Date: 04/19/2016
Budget Status: Not Budget Checked

Report: 0000216100 Submitted for Approval
Created: 04/19/2016 CTRAVELER01 CTRAVELER01
Last Updated: 04/19/2016 CTRAVELER01 CTRAVELER01
Accounting Template: STANDARD

Totals

Employee Expenses (2 Lines)	82.70 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee 82.70 USD Amount Due to Supplier 0.00 USD

Use the **View Analytics** link to view expenses by day, department, and project/activity for this expense report.

Use the **Expenses by Day** page to view all expense, one week at a time

Expenses by Day

Totals by Department

Totals by Project / Activity

Average Daily Amount

53.85 USD

Highest Expense by Day

75.00 USD Friday 04/01/2016

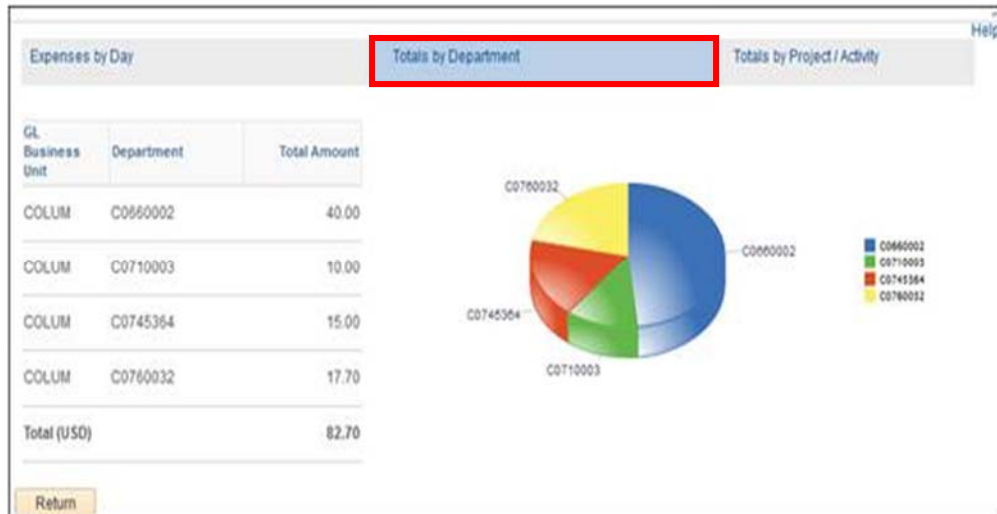
Lowest Expense by Day

32.70 USD Monday 04/04/2016

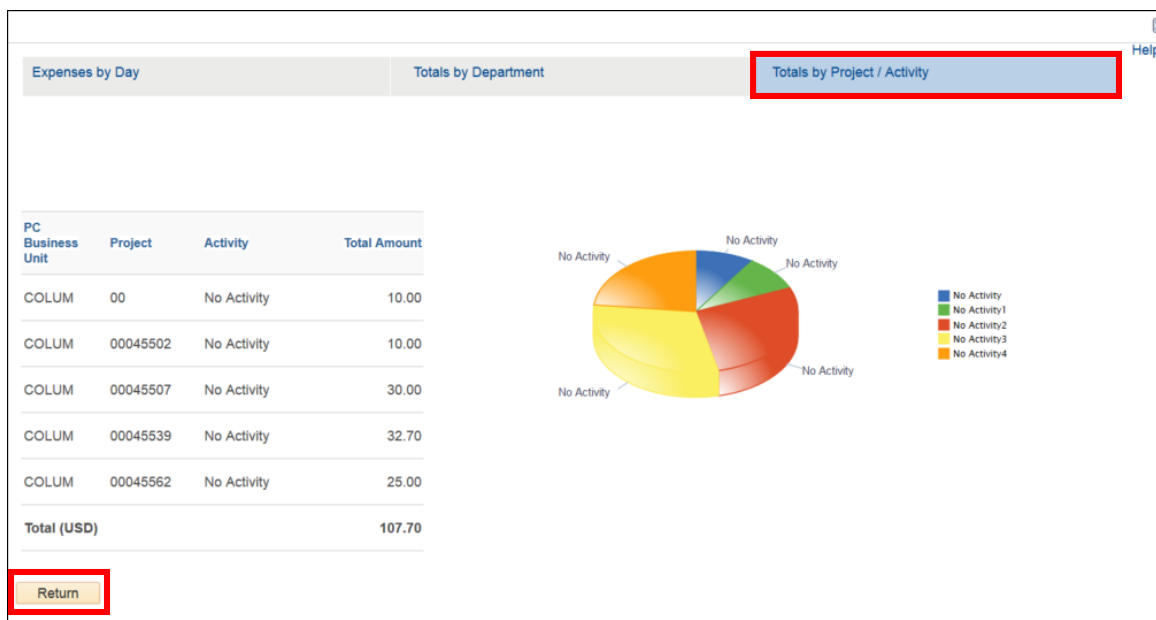
Expense Type	Total Amount	Fr 04/01/2016	Sa 04/02/2016	Su 04/03/2016	Mo 04/04/2016
Supplies	75.00	75.00	0.00	0.00	0.00
Transp - Mileage (Persnl Veh)	32.70	0.00	0.00	0.00	32.70
Total (USD)	107.70	75.00	0.00	0.00	32.70

Return

By Clicking on **Totals by Department** this will take you to view totals based on the department IDs entered in the Accounting Detail section of the expense report.



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.