


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


Home Star Flag Share SM

Personal Information
Learning
What to Learn
Benefits
Current Jobs
Wellness
Personal Brand
Volunteering
Competitions
Web Clock
Roles and Delegations
Expenses

Travel and Expenses

Navigate to the Travel and Expenses page.

Click the Magnifying Glass Icon.



<b>Expense Items</b> 15 Card Charges	<b>Expense Reports</b> 1 Requires Action 2 In Progress 1 Paid	<b>Approvals</b> 0
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Actions	Status
EXP0019433956 - February 2020 Saved	13 items 4,074.56 USD 02/06/2020
EXP0020547552 - TEST_WklyPatch_Multi-line Saved	1 item 119.97 USD 03/27/2020
EXP0020547475 - TEST - Weekly Patch 3-26 Rejected	1 item 746.60 USD 03/26/2020
EXP0017390719 - October, 2019 Paid	38 items 12,844.09 USD 12/10/2019

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QUANTUM FINANCIALS

Personal Information Learning What to Learn Benefits Current Jobs Wellness Personal Brand Volunteering Competitions Web Clock Roles and Delegations Expenses

Travel and Expenses

Click the Advanced link.

Expense Items: 15 Card Charges

Expense Reports: 1 Requires Action, 2 In Progress, 1 Paid

Approvals: 0

Expense Reports

Advanced

Actions	Status
EXP0019433956 - February 2020 Saved	13 items
EXP0020547552 - TEST_WklyPatch_Multi-line Saved	1 item
EXP0020547475 - TEST - Weekly Patch 3-26 Rejected	1 item
EXP0017390719 - October, 2019 Paid	38 items

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## Manage Expense Reports

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

Done

Search Expense Reports

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.

Search

Basic

Saved Search

Expense Reports Saved or Submitted in the Last 6 Months

Actions View Detach **Create Report**

Report Number	Date	Report Status	Report Total (USD)	Purpose	Amount (USD)	Payment Date
<a href="#">EXP0019433956</a>	03/13/2020	Saved	4,074.56	February 2020		
<a href="#">EXP0018826457</a>	01/23/2020	Paid	10,507.22	December, 2019	0.00	02/18/2020
<a href="#">EXP0017390719</a>	12/10/2019	Paid	12,844.09	October, 2019	0.00	03/03/2020
<a href="#">EXP0016866189</a>	10/14/2019	Paid	18,549.96	September 2019	0.00	12/10/2019
<a href="#">EXP0020547475</a>	03/26/2020	Rejected	746.60	TEST - Weekly Patch 3-26		
<a href="#">EXP0019250123</a>	02/14/2020	Paid	9,260.71	January, 2020	0.00	02/21/2020
<a href="#">EXP0018533092</a>	01/03/2020	Paid	21,894.26	November, 2019	0.00	02/18/2020
<a href="#">EXP0020547552</a>	03/27/2020	Saved	119.97	TEST_WklyPatch_Multi-line		

Columns Hidden 1

https://efzv-dev3.fa.us6.oraclecloud.com/fscmUI/faces/FuseWelco...\_afrMFCI=0&\_afrMFM=0&\_afrMFR=96&\_afrMFG=0&\_afrMFS=0&\_afrMFO=0#

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



## Manage Expense Reports

Done

Search Expense Reports

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.

Search

Basic Saved Search Expense Reports Saved or Submitted in the Last 6 Months

Report Number Equals

Report Status Equals

Purpose Starts with

Report Total Equals

Currency Equals

Date Equals mm/dd/yyyy

Age in Days Less than 180

Trip Name Contains

Search Reset Save... Add Fields Reorder

Actions View Detach Create Report

Report Number	Date	Report Status	Report Total (USD)	Purpose	Amount (USD)	Payment Date
EXP0019433956	03/13/2020	Saved	4,074.56	February 2020		
EXP0018826457	01/23/2020	Paid	10,507.22	December, 2019	0.00	02/18/2020
EXP0017390719	12/10/2019	Paid	12,844.09	October, 2019	0.00	03/03/2020
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Columns Hidden 1

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## Manage Expense Reports

Done

Search 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.

### Search

Basic Saved Search Expense Reports Saved or Submitted in the Last 6 Months

Report Number Equals

Report Status Equals

Purpose Starts with

Report Total Equals

Currency Equals

Date Equals mm/dd/yyyy

Age in Days Less than 180

Trip Name Contains

Search Reset Save... Add Fields Reorder

- Age in Days
- Amount
- Authorization Number
- CreatedBy
- Currency
- Date
- Imaged Receipt Status
- LastUpdatedBy
- Payment Date
- Purpose
- Report Number
- Report Status
- Report Total
- Trip Name

Actions View Detach Create Report

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Columns Hidden 1

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QUANTUM FINANCIALS
Home Star Flag Share SM

**Manage Expense Reports**

Search

**Search**

Report Number Equals

Report Status Equals

Purpose Starts with

Report Total Equals

**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

Basic Saved Search Expense Reports Saved or Submitted in the Last 6 Months

Currency Equals

Date Equals

Age in Days Less than

Trip Name Contains

**Create Saved Search** X

Name

Set as Default

Run Automatically

OK Cancel

Actions View Detach Create Report

Report Number	Date	Report Status	Report Total (USD)	Purpose	Amount (USD)	Payment Date
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