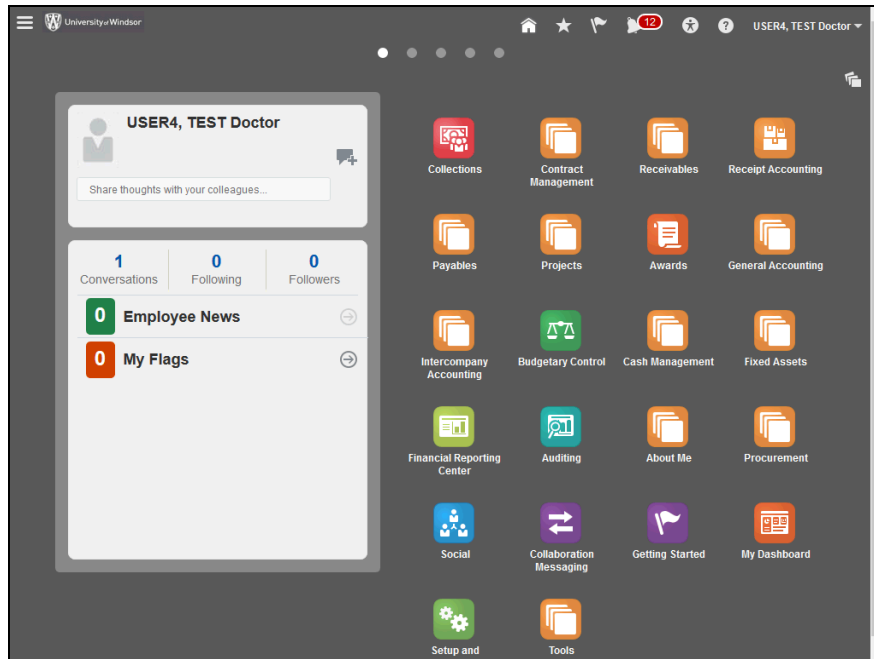



**AP 08: Audit an expense report submitted via iExpenses\***  
**Created on 2/22/2018**

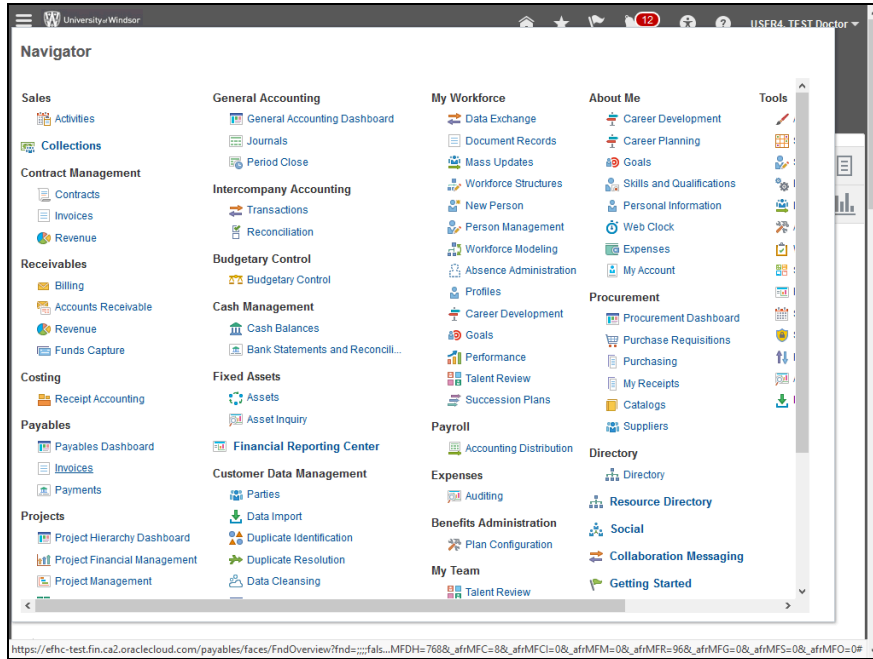
## AP 08: Audit an expense report submitted via iExpenses\*

### Procedure

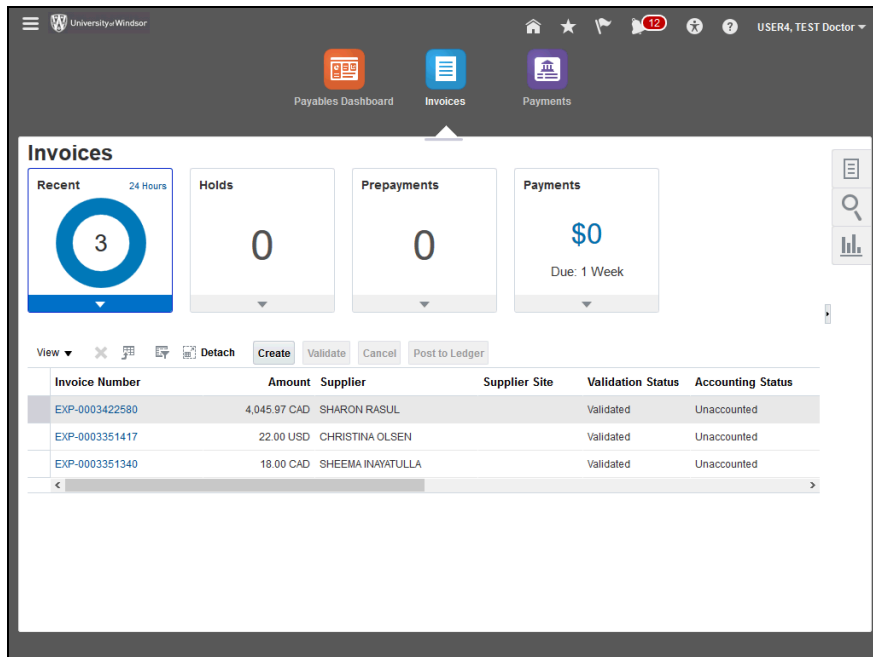
This User Guide outlines the steps required to audit an expense report submitted via iExpenses.




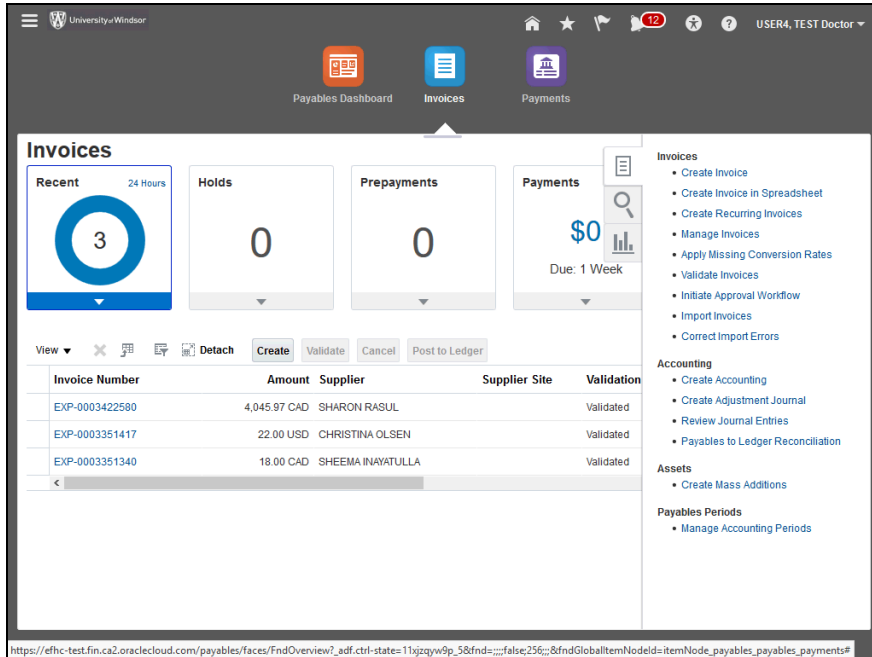
Step	Action
1.	Click the <b>Navigator</b> button. 



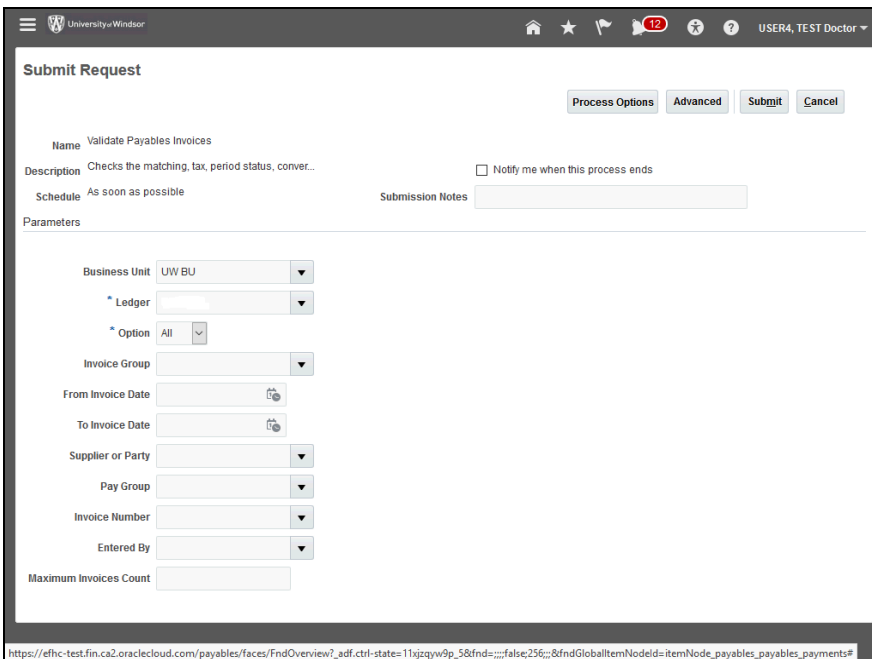
Step	Action
2.	Click the <b>Invoices</b> link. <a href="#">Invoices</a>




Step	Action
3.	Click the <b>Go to Task</b> menu. 



Step	Action
4.	Click the <b>Validate Invoices</b> link. <a href="#">Validate Invoices</a>



Step	Action
5.	Enter the appropriate information in the following fields: <b>1.Ledger</b> <b>2.From Invoice Date</b> <b>3.To Invoice Date</b>

Step	Action
6.	Click the <b>Pay Group</b> drop-down button. 

Step	Action
7.	Click the appropriate <b>Pay group</b> .

Step	Action
8.	Click the <b>Submit</b> button.

**Submit**

Step	Action
9.	Click the <b>OK</b> button.

**OK**

Step	Action
10.	<b>End of Procedure.</b>