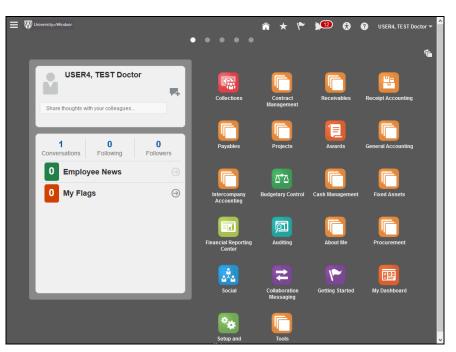


AP 08: Audit an expense report submitted via iExpenses\* Created on 2/22/2018

## 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.

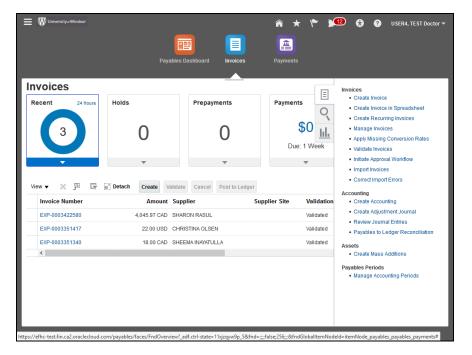


Sales	General Accounting	My Workforce	About Me	Tools
Activities	🔃 General Accounting Dashboard	컱 Data Exchange	荢 Career Development	1
m Collections	📰 Journals	Document Records	🛉 Career Planning	<b>::::</b> ::::::::::::::::::::::::::::::::
Contract Management	Reriod Close	🚔 Mass Updates	a Goals	ی د
Contracts	Intercompany Accounting	🐉 Workforce Structures	🎥 Skills and Qualifications	°o I
	Transactions	💒 New Person	Personal Information	🚔 ( –
Revenue	Reconciliation	🧞 Person Management	🗴 Web Clock	<b>※</b>
-	Budgetary Control	3 Workforce Modeling	C Expenses	2 Y
Receivables	Budgetary Control	Absence Administration	My Account	88 :
Billing		Profiles	Procurement	<b>1</b>
Accounts Receivable	Cash Management	🚖 Career Development	Procurement Dashboard	<u>111</u>
🔇 Revenue	Cash Balances	Goals	🕎 Purchase Requisitions	ە 😐
📼 Funds Capture	Bank Statements and Reconcili	Performance	Purchasing	14 I
Costing	Fixed Assets	Talent Review	My Receipts	pi /
Receipt Accounting	Assets	🚔 Succession Plans	Catalogs	±+
Payables	🕅 Asset Inquiry	Payroll	Suppliers	
🔢 Payables Dashboard	Financial Reporting Center	Accounting Distribution	Directory	
Invoices	Customer Data Management	Expenses	The Directory	
Payments	Parties	Auditing	Resource Directory	
Projects	🛃 Data Import	Benefits Administration		
Project Hierarchy Dashboard	Duplicate Identification	Plan Configuration	📩 Social	
ett Project Financial Management	Duplicate Resolution	•••	arr Collaboration Messaging	
E Project Management	🖧 Data Cleansing	My Team	r Getting Started	
<	_	Talent Review	1 0 000	~

Step	Action
2.	Click the Invoices link.
	Invoices

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Invoices						Ξ
Recent 24 Hours	O	Prepayments		<b>\$</b> 0 : 1 Week		○ ( 」
View • X 3 Er int	Detach Create Validate Amount Suppli	Cancel Post to Ledger	oplier Site	▼ Validation Status	Accounting Status	•
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EXP-0003351417	22.00 USD CHRIST	'INA OLSEN		Validated	Unaccounted	
EXP-0003351340	18.00 CAD SHEEM	A INAYATULLA		Validated	Unaccounted	
K						>

Step	Action
3.	Click the Go to Task menu.



Step	Action
4.	Click the Validate Invoices link.
	Validate Invoices

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	Submit Request	
		Process Options Advanced Sub <u>m</u> it <u>C</u> ancel
	Name Validate Payables Invoices	
	Description Checks the matching, tax, period status, conver	Notify me when this process ends
	Schedule As soon as possible	Submission Notes
	Parameters	
	Business Unit UW BU	
	Ledger	
	* Option All	
	Invoice Group	
	From Invoice Date	
	To Invoice Date	
	Supplier or Party	
	Pay Group	
	Invoice Number	
	Entered By	
	Maximum Invoices Count	
•		f.ctrl-state=11xjzqyw9p_5&fnd=;;;;false;256;;;&fndGloballtemNodeld=itemNode_payables_payables_payments#
Step	Action	
5.	Enter the appropriate inforr 1.Ledger 2.From Invoice Date 3.To Invoice Date	

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Submit Request									
					Process	Options	Advanced	Sub <u>m</u> it	<u>C</u> ancel
Submit Request	les Invoices								
Description Checks the ma	atching, tax, period statu	s, conver		Notify me who	en this proce	ss ends			
Schedule As soon as po	ssible		Submission Notes						
Parameters									
Business Unit	UW BU	•							
* Ledger	UW CAD	•							
* Option	All 🗸								
Invoice Group		•							
From Invoice Date	01-Oct-2017	to.							
To Invoice Date	01-Dec-2017	t <b>o</b>							
Supplier or Party		•							
Pay Group		•							
Invoice Number		•							
Entered By		•							
Maximum Invoices Count									

Step	Action
6.	Click the Pay Group drop-down button.

Submit Request							
				Process Options	Advanced	Sub <u>m</u> it	Cancel
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	Czech group						
Business Unit	DTA		Swiss DTA electronic funds transfer f				
* Ledger	Domestic		Domestic invoices.				
* Option	ECS ACH supplier						
Invoice Group	ECS check						
From Invoice Date	EDI		Electronic data interchange pay group.				
To Invoice Date	EFT		Electronic funds transfer pay group.				
Supplier or Party	Employee		~				
	Search	_					
Pay Group		•					
Invoice Number		•					
Entered By		•					
Maximum Invoices Count							

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



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Submit Request									
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Description Checks the ma	atching, tax, period status, co	nver		Notify me whe	en this p	process ends			
Schedule As soon as po	ssible		Submission Notes						
Parameters									
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* Ledger	UW CAD	•							
* Option	All 🗸								
Invoice Group		•							
From Invoice Date	01-Od-2017								
To Invoice Date	01-Dec-2017								
Supplier or Party		•							
Pay Group	Employee	•							
Invoice Number		•							
Entered By		•							
Maximum Invoices Count									

Step	Action
8.	Click the <b>Submit</b> button.
	Sub <u>m</u> it

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Submit Request									
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Schedule As soon as possible Submissi			Submission Notes						
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From Invoice Date 0	01-Oct-2017								
To Invoice Date 0	01-Dec-2017								
Supplier or Party		•							
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Invoice Number		•							
Entered By		•							
Maximum Invoices Count									

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



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Submit Request							
					Process Option	s Advanced	Sub <u>m</u> it <u>C</u> ancel
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Invoice Group		•					
From Invoice Date	01-Oct-2017						
To Invoice Date	01-Dec-2017						
Supplier or Party		•					
Pay Group	Employee	•					
Invoice Number		•					
Entered By		•					
Maximum Invoices Count							
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Step	Action
10.	End of Procedure.