

How to run the Expenses in Workflow-by Employee report

This guidance will show you how to run the Expenses in Workflow-by Employee report.

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Navigate to the **'Reports'** menu option

Click on the **'Employee Self-Service Reports'** folder

Click on the **'Expenses'** folder

Click on the **'Expenses in Workflow - by Employee'** report

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Expenses in Workflow-by Employee

Selection criteria

Results

Search Detail level All levels Copy to clipboard

#	Current WF User (T)	Resource ID	TransNo	TransDate	Line	Quantity	£Amount	Line Description
1	Test Line Manager	0000004	900113258	29/01/2021	1	2.00	22.24	Overtime - Plain Time
2	Test Line Manager	0000004	900113258	29/01/2021	2	1.00	16.68	Overtime - Time + Half
3	Test Line Manager	0000004	900113258	29/01/2021	3	2.00	22.24	Overtime - Plain Time
4	Test Line Manager	0000004	900113258	29/01/2021	4	2.00	33.36	Overtime - Time + Half
Σ2	Test Line Manager		900113258			7.00	94.52	
6	Test Line Manager	0000004	900113262	31/01/2021	1	0.00	5.20	Train fare Paisley Gilmour to Glasgow Central RTN for training course
Σ2	Test Line Manager		900113262			0.00	5.20	

All lines of overtime & expense claims which have not yet been approved will then be displayed. You can view & filter on various categories such as the transaction number.