

How to run the History/Approved Expenses - by Employee report

This guidance will show you how to run the History/previously approved claims report.

1	<p>Menu</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 20%;"> <p>Your employment</p> <p>Forms</p> <p>Personnel</p> <p>Common</p> <p>Reports</p> </div> <div style="width: 70%;"> <p>Global on-line enquiries</p> <ul style="list-style-type: none"> Chart of Accounts values Common Employee Self-Service Reports Expenses Expenses in Workflow-by Empl.. History/Approved Expenses - b... </div> </div>	<p>Navigate to the 'Reports' menu option</p> <p>Click on the 'Employee Self-Service Reports' folder</p> <p>Click on the 'Expenses' folder</p> <p>Click on the 'History/Approved Expenses – by Employee' report</p>																																																																																																												
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