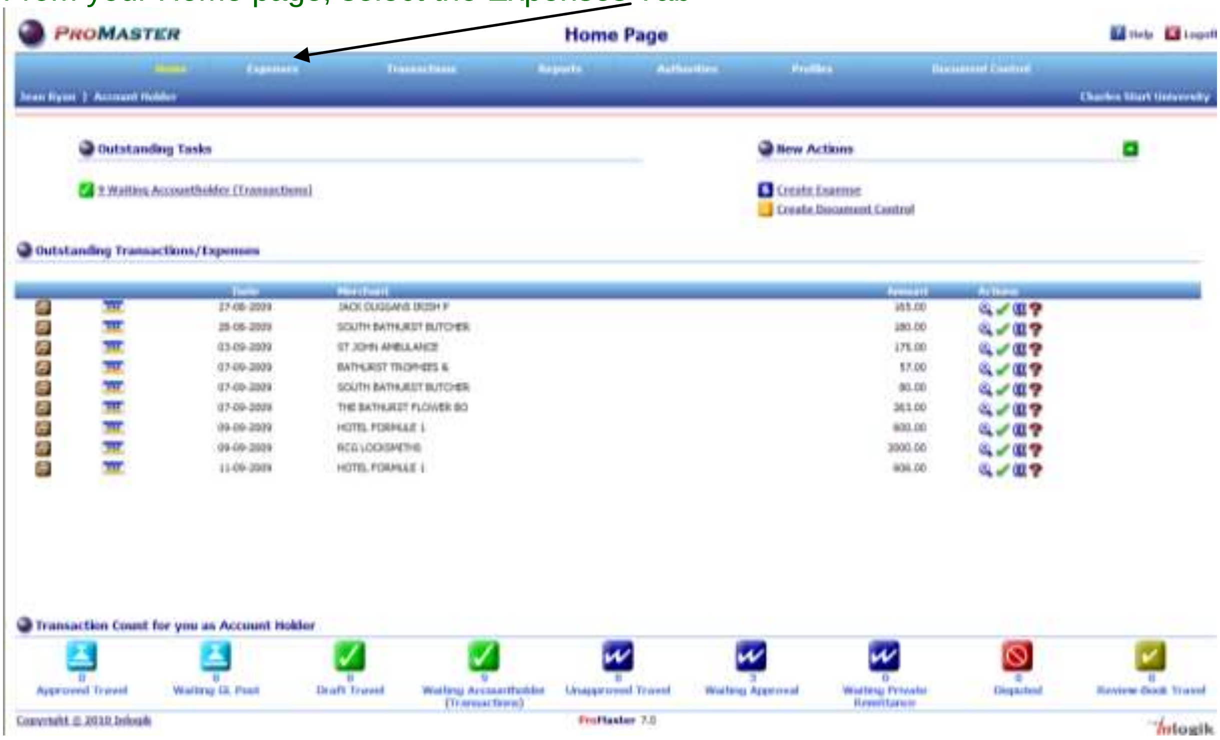
Question

I have processed my transactions and submitted it to be approved. How do I look up that transaction?

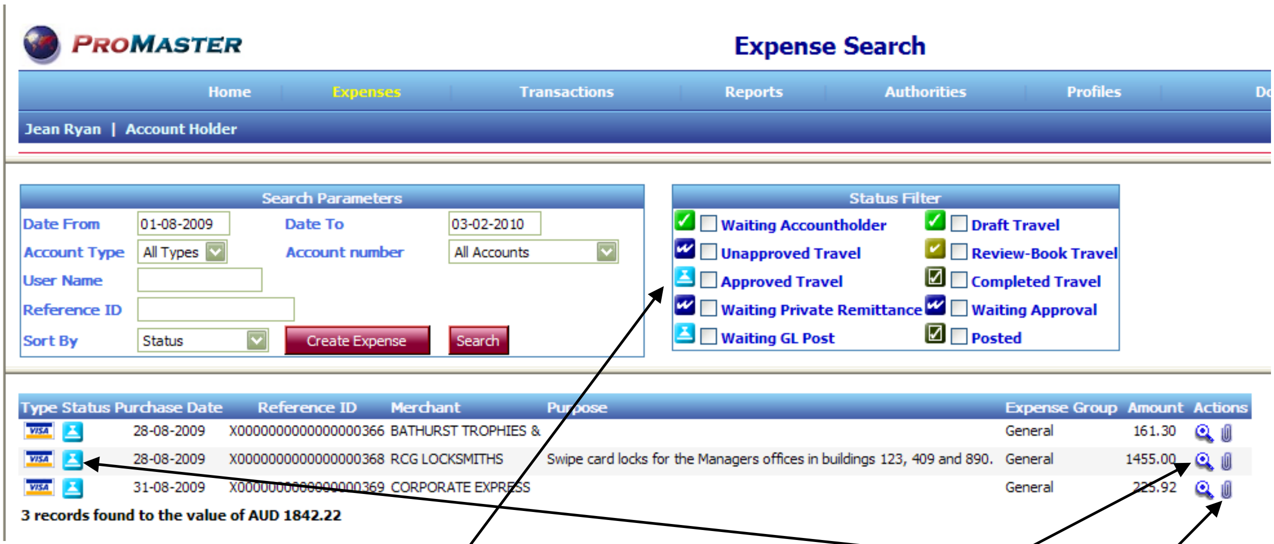
Answer

From your Home page, select the Expenses Tab



Click in the date from box and a calendar will pop up on the right hand side of the screen. Use the arrow buttons on the calendar so that you can go back and select a date before the transaction you are looking for or if you want all you transactions select the date 1 August 2009 (arrow to the month and click on the date)

Then click on the search button to bring up all the transactions.



You will be able to see where your transaction is up to by the icons on the left hand side. You can refer to the Status Filter box to see what these icons mean.

You can view the transactions details by clicking on the icon beside the transaction. You can see the attached documentation by clicking on the icon beside the transaction.