

How to View and Search Expense History

1. Open the Expense module.
2. Use the date-range selector to choose the period.
3. Select one or more payees to narrow the list.
4. Use the search field for matching visible information.
5. If needed, choose the one-time all-dates search option.
6. Review the date, employee, payee, funding indicator, amount, and attachment count.

The total row summarizes the expenses currently returned by the selected view. Keep the date and filters in mind when interpreting it.

Revision #1

Created 2026-09-13 03:15:29 UTC by Sunny

Updated 2026-09-13 03:15:30 UTC by Sunny