Viewing Analytics for an Expense Report as an Approver

Navigation: **Main Menu – Travel and Expenses – Approve Transactions**

Or via email notification hyperlink

Select ER that you are approving and you will be defaulted to the Expense Summary Page

Use the **View Analytics** link to view expenses by day, department, and project/activity for this expense report.
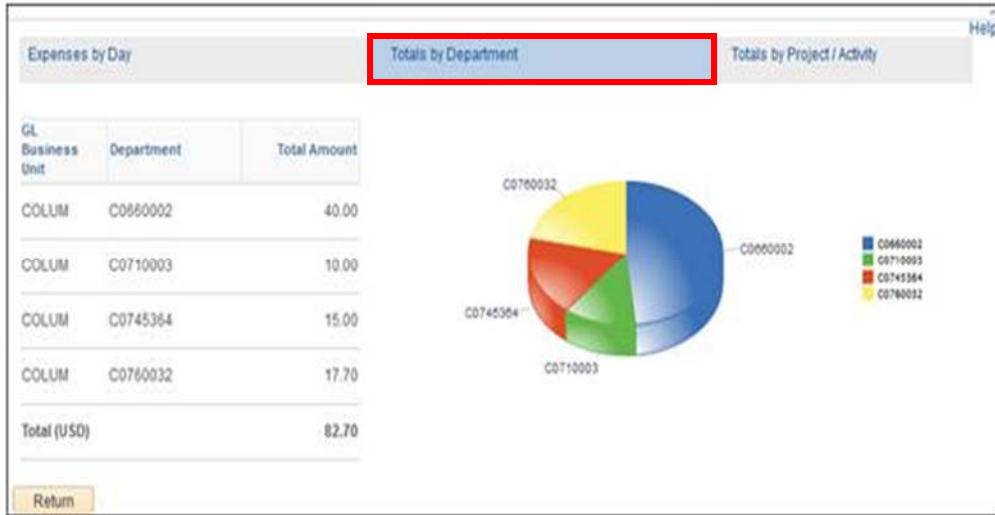
Use the **Expenses by Day** page to view all expense, one week at a time

By Clicking on **Totals by Department** this will take you to view totals based on the department IDs entered in the Accounting Detail section of the expense report.

By Clicking on **Totals by Project/Activity** this will take you to view totals based on the projects and activities entered in the Accounting Detail section of the expense report.
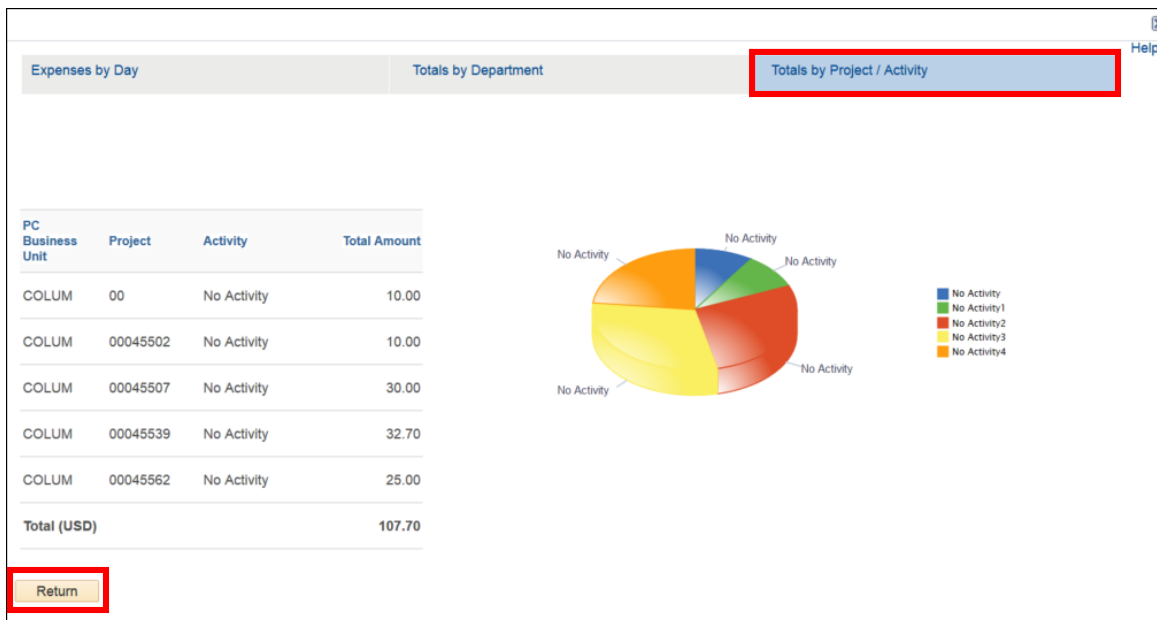
Click on the Return button to go back to the View Expense Report page.