

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.

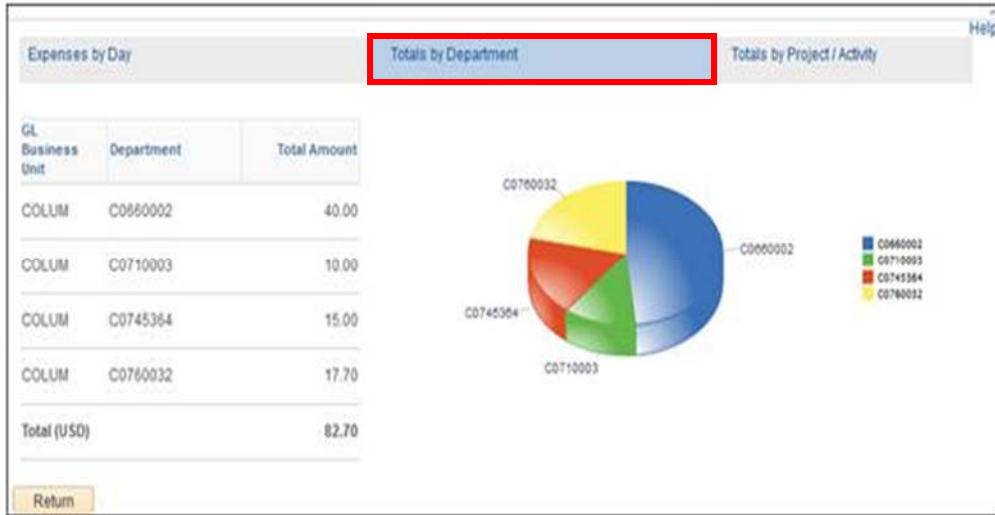
Use the **Expenses by Day** page to view all expense, one week at a time

[Help](#)

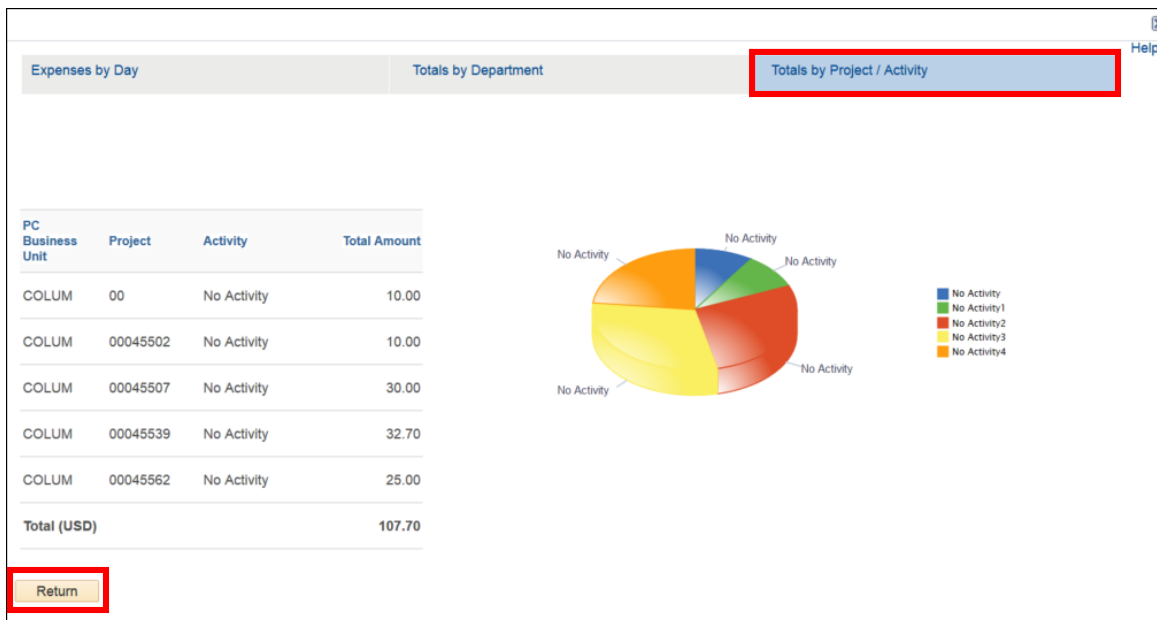
Expenses by Day	Totals by Department	Totals by Project / Activity			
<p>Average Daily Amount 53.85 USD</p> <p>Highest Expense by Day 75.00 USD Friday 04/01/2016</p> <p>Lowest Expense by Day 32.70 USD Monday 04/04/2016</p>					
Expense Type	Total Amount	Fr 04/01/2016	Sa 04/02/2016	Su 04/03/2016	Mo 04/04/2016
Supplies	75.00	75.00	0.00	0.00	0.00
Transp - Mileage (Persnl Veh)	32.70	0.00	0.00	0.00	32.70
Total (USD)	107.70	75.00	0.00	0.00	32.70

Return

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.