

3. Expand Resources a. Click Expense Requests 2024 If it opens up trying to get you to log in again, this is the wrong screen, and you have to x out of the screen.	Latest paycheck 12/15/2023 Take home pay Total pay View all checks Go to my profile Announcements Resources School ERP Pro Expense Requests - 2024
4. Employee Expense Request Page a. Under View i. Choose All b. Under Employee Name i. Type Employee Name-Select Name ii. Click Apply	Employee Expense Requests File Actions Help View All Expense # Apply Clear
 5. Hit "+"symbol to add a new expense request 	vær vær C° 🔽 C1 + I ⊂ v 😨 ≔ ∋ Export To v ⊞ v ✿ v
6.Fill in red boxes a.Employee name b.DAC c.Activity Description	Expense # Notes
7. Fill out: Expense Type Description Unit Price Qty Account # a. If unsure about the account number, work with your immediate supervisor	Interaction Interaction Unit Price Qty No records to display.

b. To see the entire screen, click the box in the upper right- hand corner to expand the screen	X
8. Click Save button (disc)	स्ट फ्ट C ☑ □ + 🖍 Q 菌 ≔ ⋺ Export To ♥ ⊞ ♥ ✿ ♥
	Line Expense Type Description Unit Price Qty Item Total Account
9 Go to top left:	No records to display.
Actions	Add Request
Manago Documonts	Actions Help
Manage Documents	Manage Documents
	Manage Request Documents
	File Actions Help
	Date Doc Type Notes File Name File Type
a. Use the drop downs to fill	T T T T T
out the required description	
for the attachments	No record :
b.Use the paper clip to add	AGREEMENT
required attachments	BID
	BOOKLIST
10. Check box "Submit for Approval" and Save.	Submit for Approval Close after update? Cancel Save