Quick Reference

Creat@reApprovaReport(Studen)t

Create New Pr&pproval Report

1. Click the **CREATE** utton in the upper right corner of the Preproval swim lane.

Add Expenses

- 4. Select the specific expetits eyou want to add to the Pre-Approva Report
- 6. The expense will be added to the Preval Reportand will be visible on the Idetof the screenThe AddreApprovally pespage will appear on the right side of the screen.

 Continue adding expenses to the report by selecti the appropriate expense tile, completing the expense for, and clicking save at the top singlet of the screen.

5. Complete the expense tile family fick Save at the top rightide of the screen to continue.

Submit

8. When you have completed all the entries for the PreApprovaReport, click the Submit button located at the bottom of theidefof the screen.

- <u>Estimated Amount</u> Enterthe estimated amount for this expense type.
- <u>Description</u>: Provide any additional information about this expense. This field is ab ption most expense types.
- <u>To Be Paid By Select</u> the option that best describes the anticipated payment method for the expense.

9. A submit confirmation appilear at the top of the rightside of the screen.

- <u>Cancel</u>: Clicking cancel allows you to return to the Pre Approvale port to make any needed changes. You can chose to leave the report in draft status.
- Submit: