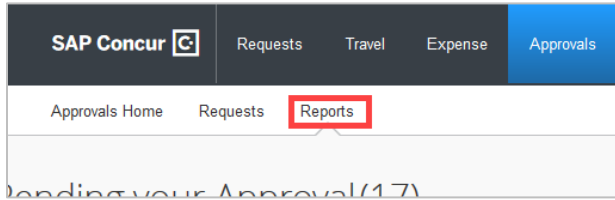
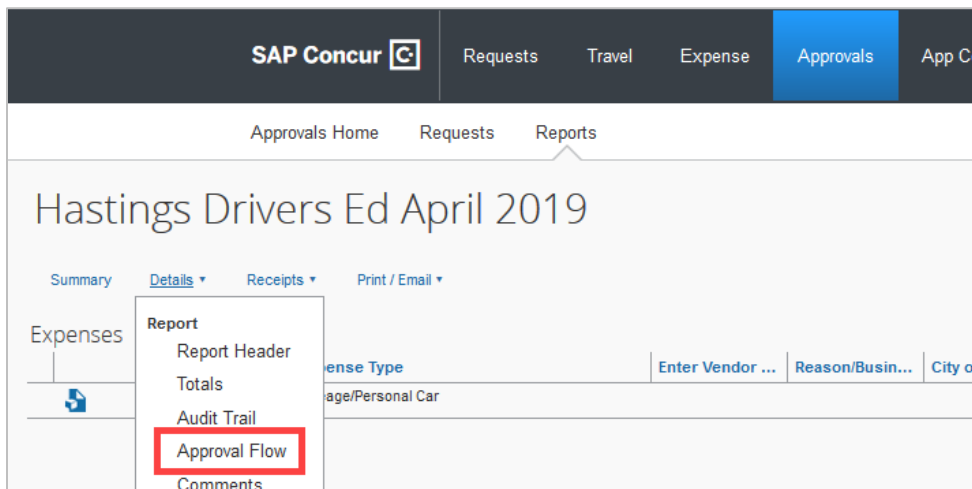


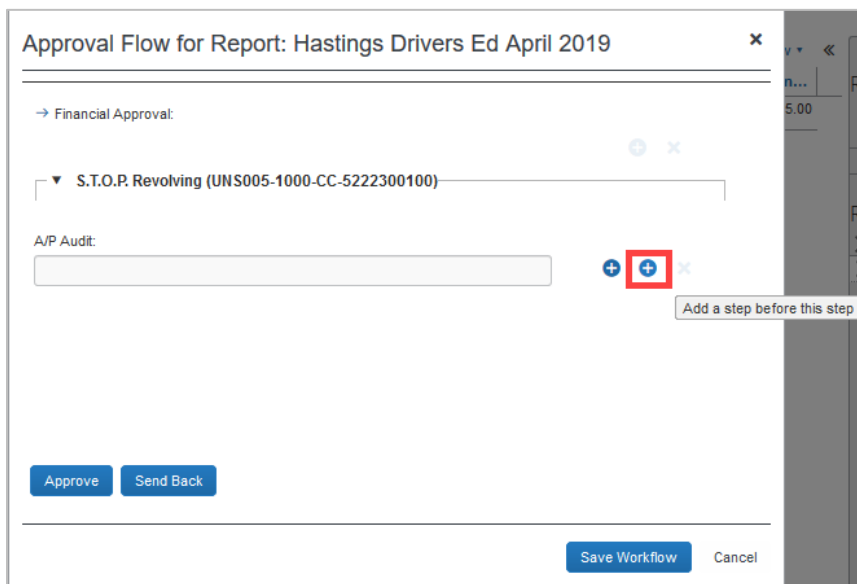
Financial approvers can approve and forward an expense report to allow another individual to review prior to the Accounts Payable (A/P) audit. From within the approvals screen, click on Reports.



Select and open the desired expense report. Click on **Details** and then *Approve Flow* from the dropdown selection.



The *Approval Flow* pop-up window will appear. To add an approval step prior to the A/P audit, click on the right button **+**. Note: if you hover over each button it will display the corresponding action.



Type in the name of the user-added approver.

Tip: (Optional) Select the drop-down arrow for 'Search Approvers By' to search by email address or other criteria.

Once the user-added approver is listed, either click on **Approve** (approves the report and forwards to added approver) or **Save Workflow** to save the added approver, but not yet act on the report.

Note: After approving an expense report, it no longer appears in the pending approvals list.