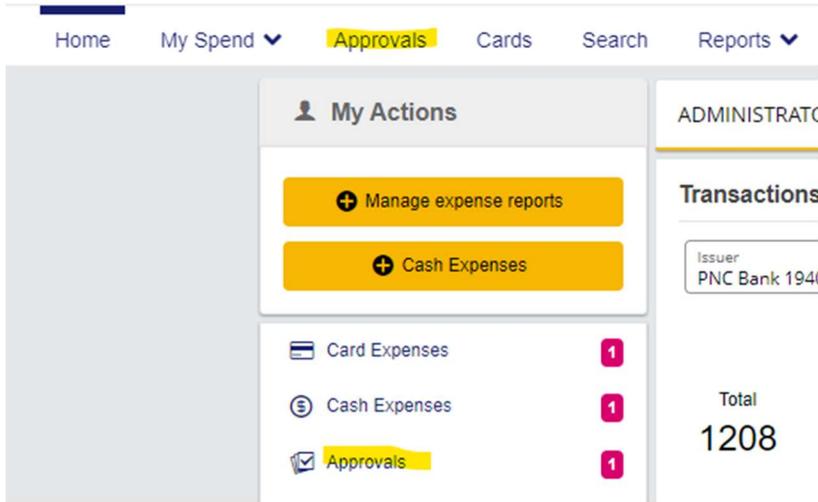
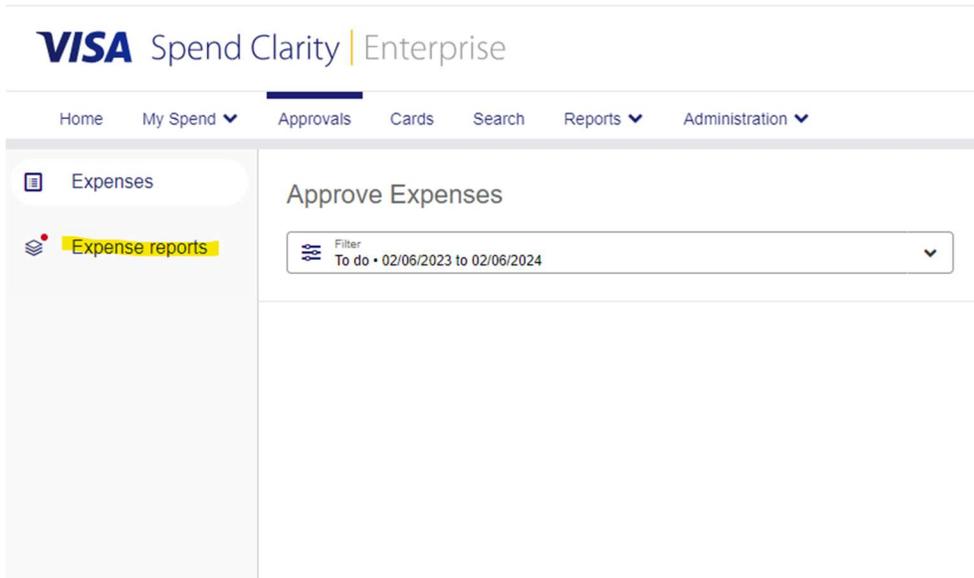


# Spend Clarity Approver Quick Guide – Approving Expense Reports

An approver can click any of the “Approval” related hyperlinks on the home screen to open the Approval page.



Click Expense Reports in the left column menu:



Click on the expense report to open it. You can review the coding and receipts attached to an expense by clicking on it:

**Expenses**    Activity

---

Expense name

Office Supplies

Office Supplies | John Smith

Amount	Date	Type
15.00 USD	01/15/2024	Cash Expense

Details

Additional information

**Description**

Office Supplies

SAMPLE RECEIPT

View

Receipt attached: Yes

**Coding**

Basic Cash - Cash Amount View Basic Cash Spend Wizard

Amount	15.00 USD	Cost Center	12345	
Tax code		GL Code	690200	SUPPLIES-OFFICE
Tax amount		WBS Element		
		Internal Order		
		Fund		

Once you are ready to approve the expense report, you will click the Approve button at the bottom of the page:

**January 2024 Smith**

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Cardholder                    John Smith

Date range                    12/27/2023 - 01/24/2024

Report number                5308

Status                            Pending approval

Approval rules                ▼ Show

---

Total amount (USD)            **15.00**

Cash expense                    15.00

Expense name

Office Supplies

Approve
Send back

If information or documentation is missing from any of the expenses on the expense report, you can send the expense report back to the cardholder to make any needed corrections. Click Send Back, enter any questions or comments about the expense report, and click Send Back:

## Send back expense report ×

Ask a question or add a comment for January 2024 Smith.

500 characters left

Send back Cancel