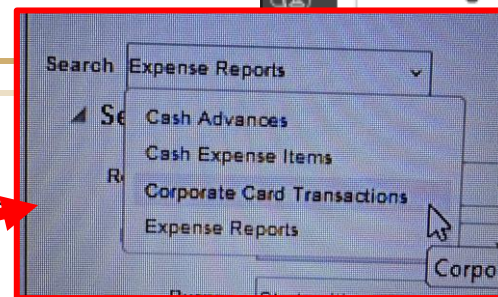
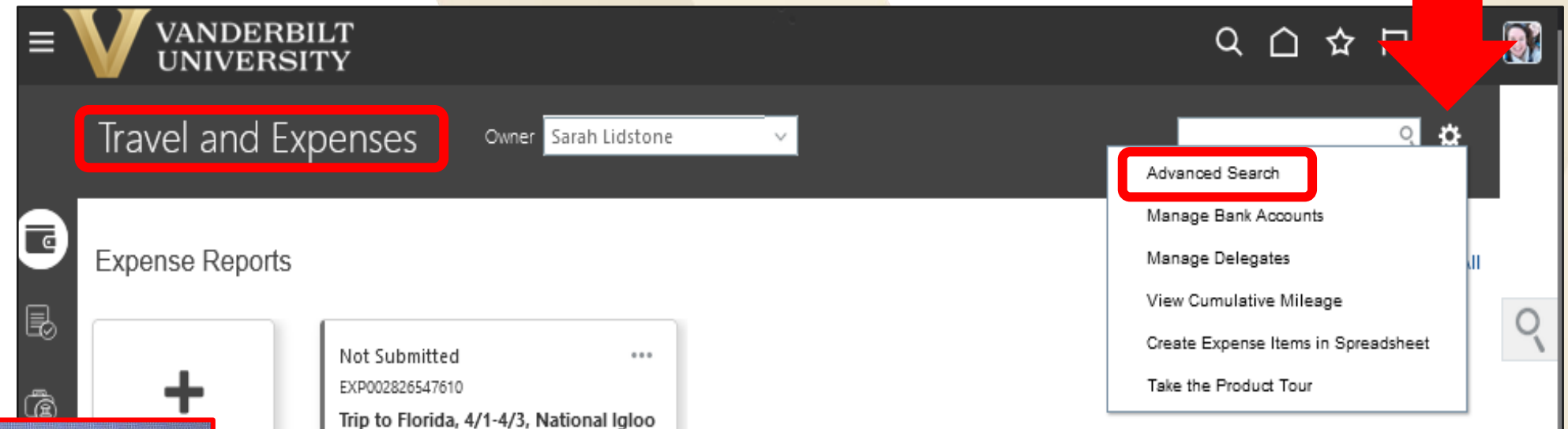


Advanced Search: How do I find it?

Looking for a One Card transaction, Cash Advance, or an Expense Report (new or old)? Use the **ADVANCED SEARCH** function within the expense module. You can find *almost* anything with this.



Search Expense Reports

Search

Report Number Equals

Report Status Equals

Purpose Starts with

Currency Equals

Basic Saved Search All

Date On or after 1/1/18

Age in Days Less than

Trip Name Contains

Search Reset Save... **Add Fields**

Change the search parameters to find what you need.

You may need to search more than once.

You can even add fields to search by...