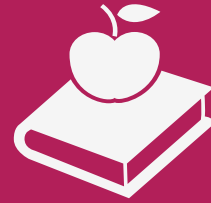


Approver Learning Map



KEY TASKS AND LEARNING AREAS

★ **REVIEWING EXPENSES**
APPROVING, DISAPPROVING, & INQUIRING

★ **REPORTING ANALYTICS**
FIND PENDING EXPENSES
THE ENTERPRISE DASHBOARD

1 Expense Reports

General Overview

[Get Started with Professional](#)

[Review the Creation Process](#)

(Video - 2:49)



2

An Approver's Toolbox

Approval Tools

[Other Actions Menu](#)

★ [Inquiring](#)

[Editing Amounts](#)

(Video 5:45-9:05)

[Adding Notes](#)

(Video 9:05-11:11)

[Administrative Flags](#)

Approvals

[Approving Expense Reports](#)

[Disapproving Expense Reports](#)

[Approving on the Mobile App](#)

3

Reporting & Analytics

Helpful Reports to Reconcile

★ [Locate Pending Reports](#)

[Data on the Enterprise Dashboard](#)

