

The screenshot displays the ARIBA Spend Management interface. At the top, the ARIBA logo and 'SPEND MANAGEMENT' are visible. The navigation bar includes 'Home', 'Procurement', and 'T & E'. Below this, a secondary bar contains 'Create', 'Search', 'Manage', 'Recent', and 'Preferences'. A red arrow points to the 'Search' dropdown menu, which is open and shows options: 'Catalog', 'Expense Report', 'Purchase Order', 'Requisition', and 'User Profile'. Another red arrow points to the 'Expense Report' option in this menu. On the left sidebar, under 'Common A', there are sections for 'Create' (Expense Report, Travel Profile, Requisition) and 'Manage' (Expense Receipts, Unassigned Charges, Reports). The main content area is titled 'Search' and lists various categories: 'Expense Report', 'Catalog', 'Requisition', 'Purchase Order', 'User Profile', and 'More...'. A red arrow points to the search input fields in the 'Expense Report' section, which are circled in red. These fields include 'Title:' and 'ID:' with corresponding text boxes, and a 'Search' button. Below the search fields, there is a section for 'Saved Searches/Labels' with a link to 'Archive Items (72)'.

To Search for a specific Expense Report either:

1. use **Search** drop down menu and select **Expense Report**

**OR**

2. use **Search** box on your dashboard

- Enter a Trip Name in Title box
- Enter an Expense Report (ER) Number in ID field
- Click the Search button

Type: Expense Report ▼

Change the search criteria or name, and then **Search**.

### Search Filters

[Search Options](#)

Report Title:

ID:

Company Expenses:  To:  [USD](#)

Date Created: No Choice ▼

Expense Type (any line item): (select a value) [ [select](#) ]

Receipt Received:  Receipts have been received.  Receipts have not been received.  Either

Requester: (select a value) [ [select](#) ]

Status: No Choice ▼

- **Requester** field defaults to Your Name
  - Only ER's created by you will be included in this search
- Click **Reset** to clear all search fields

Type: Expense Report ▼

Change the search criteria or name, and then **Search**.

### Search Filters

[Search Options](#)

Report Title:

ID:

Company Expenses:  To:  [USD](#)

Date Created: No Choice ▼

Expense Type (any line item): (select a value) [ [select](#) ]

Receipt Received:  Receipts have been received.  Receipts have not been received.  Either

Requester: Joe Preparer [ [select](#) ]

Status: No Choice ▼

- Or use **Select** and choose **Clear** to remove name from Requester field

### Search Filters

Report Title:   
ID:   
Company Expenses:  To:  [USD](#)  
Date Created:

Expense Type (any line item): (select a value) [ [select](#) ]  
Receipt Received:  Receipts have been received.  Receipts have not been received.  Either  
Requester: (sel [Jane Traveler](#) :select )  
Status:

[Search Options](#)

### Search Results

Found 320 items

<input type="checkbox"/>	Type	ID	Report Title	Status	Date Created ↓	Total
<input type="checkbox"/>		<a href="#">ER10891</a>	<a href="#">Cindy goes to New York</a>	Approved	Wed, 11 Mar, 2009	\$230.00 USD
<input type="checkbox"/>		<a href="#">ER10889</a>	<a href="#">Expenses: 3/11/2009 to 3/11/2009</a>	Submitted	Wed, 11 Mar, 2009	\$40.00 USD
<input type="checkbox"/>		<a href="#">ER10888</a>	<a href="#">Expenses: 3/11/2009 to 3/11/2009</a>	Submitted	Wed, 11 Mar, 2009	\$4.00 USD
<input type="checkbox"/>		<a href="#">ER10885</a>	<a href="#">Cindy and Sarah to NY 12.2-12.6</a>	Composing	Wed, 11 Mar, 2009	\$2,758.03 USD
<input type="checkbox"/>		<a href="#">ER10884</a>	<a href="#">AdHoc Approver Test</a>	Composing	Tue, 10 Mar, 2009	\$5.00 USD
<input type="checkbox"/>		<a href="#">ER10879</a>	<a href="#">09-41w</a>	Submitted	Thu, 5 Mar, 2009	\$715.00 USD
<input type="checkbox"/>		<a href="#">ER10877</a>	<a href="#">Expenses: 3/5/2009 to 3/5/2009</a>	Composing	Thu, 5 Mar, 2009	\$0.00 USD
<input type="checkbox"/>		<a href="#">ER10876</a>	<a href="#">Expenses: 3/5/2009 to 3/5/2009</a>	Submitted	Thu, 5 Mar, 2009	\$50.00 USD
<input type="checkbox"/>		<a href="#">ER10860</a>	<a href="#">Eveland Peter 2008 03 3-4 Carmel</a>	Submitted	Thu, 5 Mar, 2009	\$642.00 USD

|

Click **Search Options** to change search criteria

**Expense Report**

View All

My Labels  
[Archive Items \(71\)](#)

My Saved Searches  
*No Items*

Public Saved Searches  
*No Items*

Type: Expense Report

Change the search criteria or name, and then **Search**.

**Search Filters**

Report Title:

ID:

Company Expenses:  To:  USD

Date Created: No Choice

Expense Type (any line item): (select a value) [select]

Receipt Received:  Receipts have been received.  Receipts have not been received.

Requester: (select a value) [select]

Status: No Choice

[Search Options](#)

- Approved By
- Approver
- City (any line item)
- Company Expenses
- Date Approved
- Date Created
- Date Submitted
- Expense Type (any line item)
- ID
- Preparer
- Purchasing Unit
- Receipt Received
- Report Title
- Requester
- Status
- UW Budget
- UW Option
- UW Project
- UW Task
- Vendor (any line item)
- 
- Select All
- Hide All



Check marks indicate items already chosen

Select any of these items to include in your **Search Filter**

Change the search criteria or name, and then **Search**.

### Search Filters

[Search Options](#)

Report Title:

ID:

Company Expenses:  To:  [USD](#)

Date Created:

Expense Type (any line item): (select a value) [ [select](#) ]

Receipt Received:  Receipts have been received.  Receipts have not been received.  Either

Requester: (select a value) [ [select](#) ]

Status:

- Click **Search**, **Reset** or **Save Search** once options have been selected