Accessing the Expense Reports Dashboard from the main OBIEE Home Page

**Step 1:** Click on Dashboards

**Step 2:** Click Expense Details

**Step 3: Enter search criteria**

Preparers or Payees can search by Report Number, Preparer or Payee Name, Expense Type, Expense Status, or Date. No results will display if no data is found or when someone other than the preparer or payee tries to access restricted data.