

Determine When an Expense Report (ER) was Received

Follow these steps to determine when University Payables (UPAY) received your ER.

Step	Task
1.	Click the Inbox tab.
2.	Locate the ER to review.
3.	Click the View Document History icon.
4.	Look for the "Sent to Pre-Pay Audit (XM)" status under the Status column. NOTE: An ER with this status means it was received by UPAY.
5.	Look under the Date column. This is the date and time it was received by UPAY.