

Approve an Expense Report in isolved as Manager



This guide will walk you through how to view and approve expenses in isolved.

1 Navigate to <https://aee.myisolved.com/home>

The screenshot displays the user interface for a manager named Ryan. The top navigation bar shows the user's name and a greeting. The main dashboard is divided into several sections:

- Quick Punch:** Shows the last punch out time (01/02/2026 at 4:12 pm) and a 'Punched Out' status with a 'Punch' button and 'Options' dropdown.
- Time Off: PTO:** Displays available PTO hours (46.24 hours) and pending hours (48 hours pending). It also shows 'Taken as of 12/13/2025' (8 hours) and 'Projected through 4/8/2026' (73.96 hours). A '+ Request time off' button is present.
- To-Dos:** Features a 'Manager Time Off Request' for Christopher Bailey (0006) for 8 hours on 02/13/2026, marked as 'Past due by 2 days'. It includes 'Approves' and 'Rejects' buttons.
- Net Pay:** A section for viewing net pay information.
- Recently Visited:** Lists 'Tasks' and 'Team Expenses' with navigation arrows.

A sidebar on the left contains navigation icons for Manage, Time and Attendance, Pay and Tax, Personal, Expenses, and Third-party Apps.

2 Click on **Expenses**.

The screenshot shows a sidebar on the left with a menu. The 'Expenses' item is highlighted with an orange circle. The main content area is divided into several sections:

- Punch Card:** Shows a punch card for 01/02/2026 at 4:12 pm. It includes a 'Punch' button and an 'Options' dropdown.
- Time Off: PTO:** A summary card showing 'Available as of 12/13/2025' with '46.24 hours' and '48 hours pending'. It also shows 'Taken as of 12/13/2025' (8 hours) and 'Projected through 4/8/2026' (73.96 hours). A '+ Request time off' button is at the bottom.
- Recently Visited:** A list of links for 'Tasks', 'Team Expenses', and 'My Expenses'.

3 Click **Tasks**

The screenshot shows a sidebar on the left with a menu. The 'Tasks' item is highlighted with an orange circle. The main content area is divided into several sections:

- Pending Expenses:** A large card with the title 'Pending Expenses' and an illustration of a person on a camel. Below the illustration, it says 'No pending expenses'.
- How would you like to add your expense today?:** A prompt with two buttons: 'UPLOAD' and '+ DETAILS'.

4 Here you'll see your expenses waiting for review

The screenshot displays the 'My Expenses' section of the 'solved' application. The interface features a sidebar on the left with navigation icons for 'Manage', 'Time and Attendance', 'Pay and Tax', 'Personal', 'Expenses', and 'Third-party Apps'. The main content area is titled 'My Expenses' and shows three expense items. The first item is 'Flights' for \$255.00, submitted by Christopher Bailey on 01/14/2026, with a 'NO RECEIPT' status. The second and third items are 'Meals' for \$80.03 each, also submitted by Christopher Bailey on 01/14/2026. Each item has a 'VIEW' button and 'REJECT', 'RETURN', and 'APPROVE' options. An orange circle highlights the 'VIEW' button for the first 'Meals' item.

5 Click **View** to see more detail

This screenshot shows the same 'My Expenses' page as above, but with an orange circle highlighting the 'VIEW' button for the first 'Meals' item (\$80.03). This indicates the user's next action to view more details for that specific expense.

6

Click here to download the receipt

The screenshot shows a web application interface for expense management. On the left is a vertical sidebar with icons for 'Manage', 'Time and Attendance', 'Pay and Tax', 'Personal', 'Expenses', and 'Third-party Apps'. The main content area is titled 'Tasks' and has a sub-menu with 'Action required' (selected), 'Returned', and 'History'. The 'Action Required' section displays two expense items:

- Flights:** Christopher Bailey, \$255.00, Submitted by Christopher Bailey 01/14/2026. It includes a 'NO RECEIPT' status and a 'VIEW' dropdown menu.
- Meals:** Christopher Bailey, \$80.03, Submitted by Christopher Bailey 01/14/2026. It includes a download receipt icon (a circle with a downward arrow) highlighted by an orange circle.

At the bottom of each item are buttons for 'REJECT', 'RETURN', and 'APPROVE'.

7

If all looks good on the expense, you can click Approve

This screenshot is identical to the one above, showing the 'Action Required' section. In this view, an orange circle highlights the 'APPROVE' button at the bottom of the 'Meals' expense item, indicating the next step in the process.