Viewing an Expense Report

1. Navigate to the GeorgiaFIRST Financials webpage (https://www.usg.edu/gafirst-fin/)
2. Select the GeorgiaFIRST Self-Service button.
3. If prompted, select the GoWest shield logo.
4. Login using your UWG Username and Password.
5. You will be prompted to dual authenticate using the Duo authentication method previously established.
6. Select the My Expense Reports tile.
7. To view all expense reports, click the View All menu link. To see reports based on status, click any of the other available statuses (Not Submitted, Awaiting Approval or Pending Payment).
8. Click on the desired Expense Report to view the expense lines.
9. You can view each expense line by clicking on the desired line from the left hand side list.