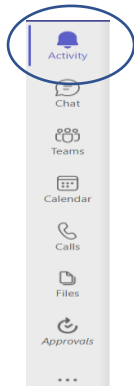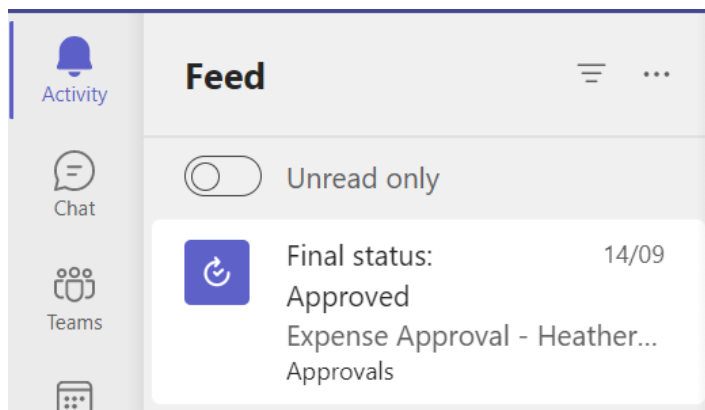# Guidance on how to download S17/23 Finance Request Approvals

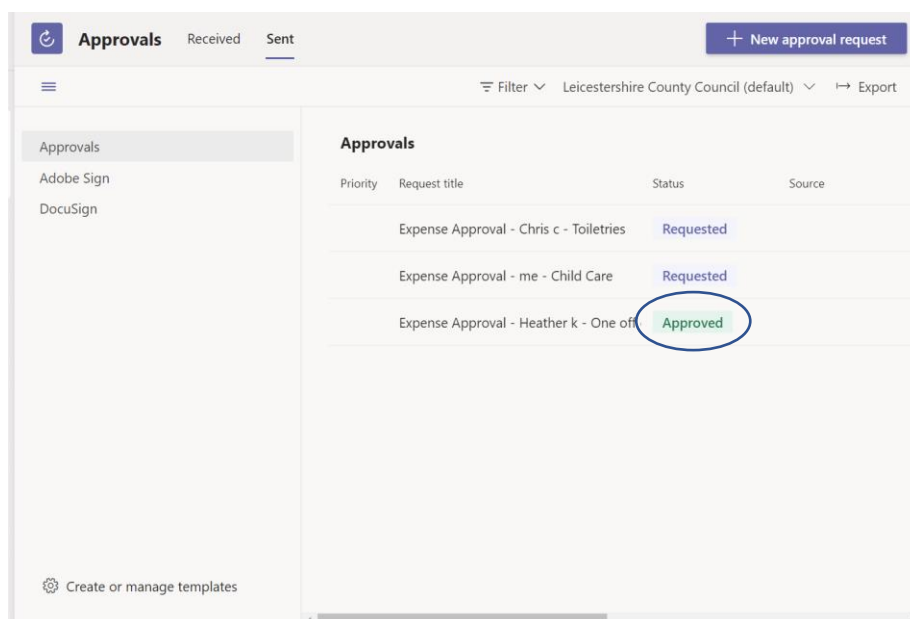When a request has been approved you will receive a teams message within the "Activity" section on the left hand side
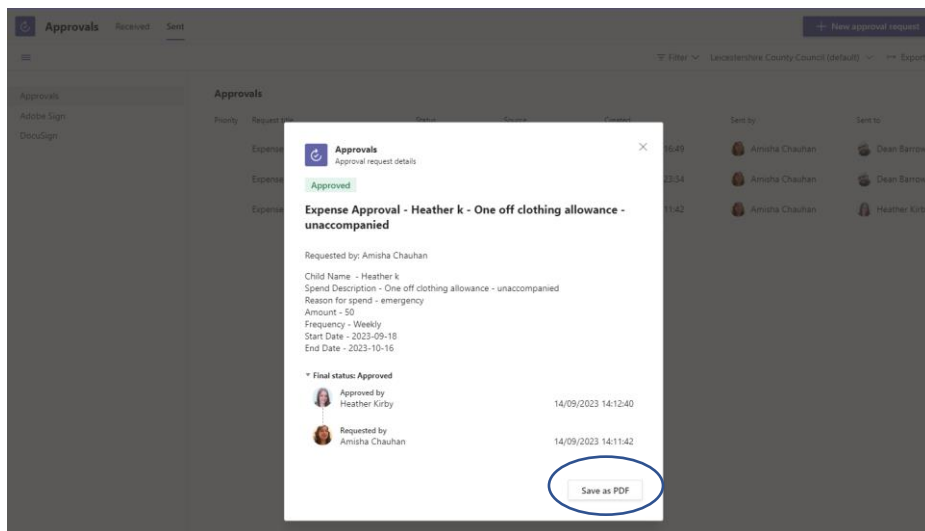

Click on this icon and under the "Feed" section you will see the approval message

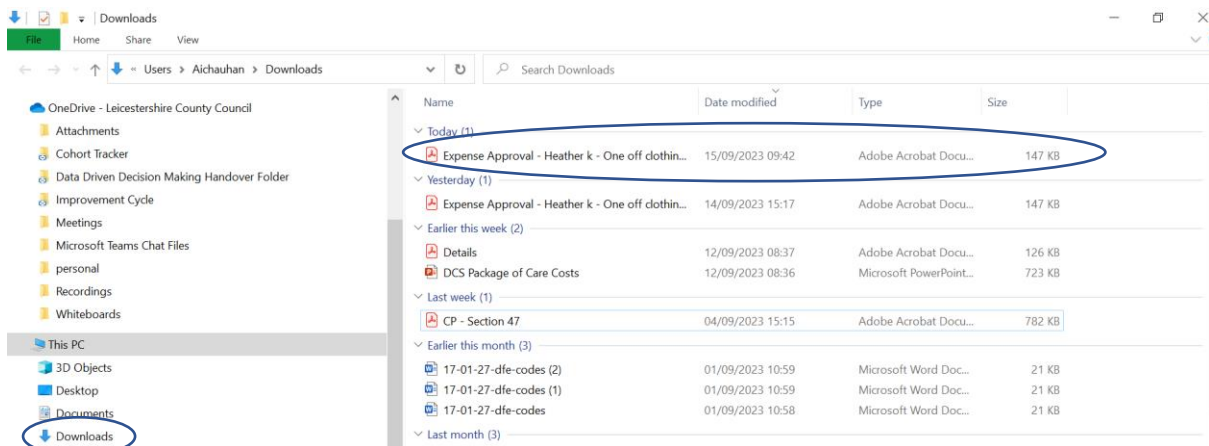Click on this message and you will see the expense request that has been approved

Click on the appropriate one, and you now see the breakdown of what has been requested, when and by who approved it.

Click on "Save as PDF", a pop-up message will come up and select download expense.

This document can now be found in the "Downloads" folder in your One Drive

Upload this document into Mosaic under the relevant child case