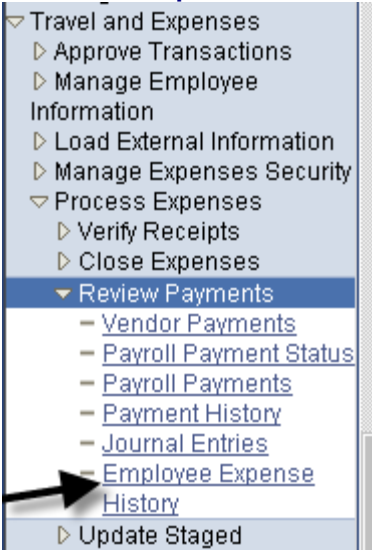
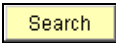


## Viewing Employee Expense Transaction History

1.	<p>Use the <b>Employee Expense History</b> page to view an employee's expense transactions for cash advances and expense reports. You can link to corporate card payments and employee payments through Accounts Payable from this page. You <i>cannot</i> access payments through payroll from this page.</p>
2.	<p>Begin by navigating to the <b>Employee Expense History</b> page.</p> <p><b>Travel and Expenses</b> → <b>Process Expenses</b> → <b>Review Payments</b> → <b>Employee Expense History</b></p> 
3.	<p>Enter the employee id.</p> <p><b>Employee Expense History</b> Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><b>Find an Existing Value</b></p> <p><b>Search by:</b> <input type="text" value="Employee ID"/> begins with <input type="text" value="19955668"/></p> <p><input type="button" value="Search"/> <a href="#">Advanced Search</a></p>
4.	<p><b>NOTE:</b> You can click the 'Advanced Search' list to search by employee name</p>
5.	<p>Click the <b>Search</b> button.</p> 
6.	<p>The transaction type view defaults to a year date range and all report types, but you can narrow the search to view only specific types or date ranges. NOTE: the date range is the <b>date of travel</b> not the date the expense report was created.</p>

7.

## Employee Expense History

Patricia Obrien

**Expense Dates**

**From Date:** 05/11/2008

**Through Date:** 05/11/2009

**Transaction Type:** All

Search

Type	ID	Date	Through Date	Submitted Amount
Expense Reports				
Travel Authorizations				

Change the date range if desired and select Expense Reports.

8.

Click the **Search** button.

Search

9.

## Expense Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**Report ID:** begins with

**Report Description:** begins with

**Name:** begins with

**EmpID:** begins with 19955668

**Report Status:** =

**Creation Date:** =

Case Sensitive

Search Clear Basic Search Save Search Criteria

## Search Results

View All First 1-8 of 8 Last

Report ID	Report Description	Name	EmpID	Report Status	Creation Date
0000000371	Anaheim,CA	Obrien,Patricia Roper	19955668	Pending	05/11/2009
0000000369	Shrewsbury, MA	Obrien,Patricia Roper	19955668	Pending	05/08/2009
0000000368	Anaheim,CA	Obrien,Patricia Roper	19955668	Submitted	05/08/2009
0000000169	TEST CROSS CAMPUS	Obrien,Patricia Roper	19955668	Paid	03/10/2009
0000000168	TEST CROSS CAMPUS	Obrien,Patricia Roper	19955668	Paid	03/10/2009
0000000119	Shrewsbury, MA	Obrien,Patricia Roper	19955668	Pending	02/19/2009
0000000067	Shrewsbury	Obrien,Patricia Roper	19955668	Paid	02/06/2009
0000000066	Shrewsbury for HR T the T	Obrien,Patricia Roper	19955668	Paid	02/06/2009

The status column gives the status of the expense report:

- Pending – “saved for later”
- Submitted – clicked the Submit button to put the report into workflow
- Approved – Approver has approved the Expense report
- Paid – the expense report has been paid.

10. Click a report ID link in the **ID** column to open the expense document.


### Employee Expense History





Patricia Obrien

#### Expense Dates

From Date:  
















Through Date:  

Transaction Type:  

Type	ID	Description	Status	From Date	Through Date	Submitted Amount	
Expense Report	<a href="#">0000000168</a>	TEST CROSS CAMPUS	Paid 	01/27/2009	01/27/2009	72.70	USD
Expense Report	<a href="#">0000000169</a>	TEST CROSS CAMPUS	Paid 	01/27/2009	01/27/2009	72.70	USD
Expense Report	<a href="#">0000000066</a>	Shrewsbury for HR T the T	Paid 	01/20/2009	01/22/2009	145.40	USD
Expense Report	<a href="#">0000000067</a>	Shrewsbury	Paid 	01/27/2009	01/27/2009	72.70	USD

# Job Aid

<p>11.</p>	<p>Review the expense report.</p> <p><a href="#">View Expense Report</a></p> <h3>Expense Report Detail</h3> <p>Patricia Obrien <a href="#">User Defaults</a> <b>Report ID:</b> 0000000368</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>General Information</b></p> <p><b>Description:</b> Anaheim,CA <b>Comment:</b> 8:00am 3/22/09 through 10:30pm 3/25/09</p> <p><b>Business Purpose:</b> Conference</p> <p><b>Status:</b> Submitted for Approval <b>Reference:</b> POSTTRIP</p> <p><b>Default Location:</b> <input type="text"/> <b>Last Updated:</b> 05/08/2009 <b>By:</b> APROPER</p> <p><b>Post State:</b> Not Applied</p> </div> <p><a href="#">Accounting Defaults</a> <b>More Options:</b> <input type="text"/> <input type="button" value="GO"/></p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Details</b> <span style="float: right;"><a href="#">Customize</a>   <a href="#">Find</a>   <a href="#">View All</a>   <input type="button" value="First"/> 1-7 of 7 <input type="button" value="Last"/></span></p> <p><b>*Overview</b>   <b>*Detail</b>   <b>Location</b>   <b>Merchant</b>   <b>Air/Hotel</b>   <b>*Mileage</b>   <b>*Currency</b>   <input type="button" value="Filter"/></p> <table border="1"> <thead> <tr> <th>*Expense Type</th> <th>*Expense Date</th> <th>*Amount Spent</th> <th>*Currency</th> <th>*Payment Type</th> <th>*Billing Type</th> </tr> </thead> <tbody> <tr> <td>Airfare</td> <td>03/22/2009</td> <td>648.00</td> <td>USD</td> <td>UMass Travel Card</td> <td>Out-of-State Travel</td> </tr> <tr> <td>Hotel/Lodging</td> <td>03/22/2009</td> <td>580.00</td> <td>USD</td> <td>UMass Travel Card</td> <td>Out-of-State Travel</td> </tr> <tr> <td>Mileage</td> <td>03/22/2009</td> <td>107.80</td> <td>USD</td> <td>Out of Pocket</td> <td>Out-of-State Travel</td> </tr> <tr> <td>Parking/Tolls</td> <td>03/22/2009</td> <td>4.50</td> <td>USD</td> <td>Out of Pocket</td> <td>Out-of-State Travel</td> </tr> <tr> <td>Parking/Tolls</td> <td>03/22/2009</td> <td>95.00</td> <td>USD</td> <td>UMass Travel Card</td> <td>Out-of-State Travel</td> </tr> <tr> <td>Registration-Conf/Training</td> <td>03/22/2009</td> <td>350.00</td> <td>USD</td> <td>UMass Travel Card</td> <td>Out-of-State Travel</td> </tr> <tr> <td>Meals (Per Diem)</td> <td>03/22/2009</td> <td>140.00</td> <td>USD</td> <td>Out of Pocket</td> <td>Out-of-State Travel</td> </tr> </tbody> </table> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p><b>Totals</b></p> <p><b>Employee Expenses:</b> 1,925.30 USD <b>Due Employee:</b> 252.30 USD</p> <p><b>Non-Reimbursable Expenses:</b> 0.00 USD <b>Due Vendor:</b> 1,673.00 USD</p> <p><b>Prepaid Expenses:</b> 0.00 USD</p> <p><b>Employee Credits:</b> 0.00 USD</p> <p><b>Vendor Credits:</b> 0.00 USD</p> <p><b>Cash Advances Applied:</b> 0.00 USD</p> </div> </div>	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	Airfare	03/22/2009	648.00	USD	UMass Travel Card	Out-of-State Travel	Hotel/Lodging	03/22/2009	580.00	USD	UMass Travel Card	Out-of-State Travel	Mileage	03/22/2009	107.80	USD	Out of Pocket	Out-of-State Travel	Parking/Tolls	03/22/2009	4.50	USD	Out of Pocket	Out-of-State Travel	Parking/Tolls	03/22/2009	95.00	USD	UMass Travel Card	Out-of-State Travel	Registration-Conf/Training	03/22/2009	350.00	USD	UMass Travel Card	Out-of-State Travel	Meals (Per Diem)	03/22/2009	140.00	USD	Out of Pocket	Out-of-State Travel
*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type																																												
Airfare	03/22/2009	648.00	USD	UMass Travel Card	Out-of-State Travel																																												
Hotel/Lodging	03/22/2009	580.00	USD	UMass Travel Card	Out-of-State Travel																																												
Mileage	03/22/2009	107.80	USD	Out of Pocket	Out-of-State Travel																																												
Parking/Tolls	03/22/2009	4.50	USD	Out of Pocket	Out-of-State Travel																																												
Parking/Tolls	03/22/2009	95.00	USD	UMass Travel Card	Out-of-State Travel																																												
Registration-Conf/Training	03/22/2009	350.00	USD	UMass Travel Card	Out-of-State Travel																																												
Meals (Per Diem)	03/22/2009	140.00	USD	Out of Pocket	Out-of-State Travel																																												
<p>12.</p>	<p>At the bottom of the page it indicates the status, including what approver the report is with.</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Action History</b> <span style="float: right;"><a href="#">Customize</a>   <a href="#">Find</a>   <input type="button" value="First"/> 1-3 of 3 <input type="button" value="Last"/></span></p> <table border="1"> <thead> <tr> <th>Profile</th> <th>Name</th> <th>Action</th> <th>Date/Time</th> </tr> </thead> <tbody> <tr> <td></td> <td>Obrien,Patricia Roper</td> <td>Submitted</td> <td>02/06/2009 2:44:47PM</td> </tr> <tr> <td>Expense Manager</td> <td>Watrous,Jacqueline A.</td> <td>Approved</td> <td>02/09/2009 8:35:43AM</td> </tr> <tr> <td>Prepay Auditor</td> <td>Liebowitz,Robert A</td> <td>Approved</td> <td>02/10/2009 2:27:52PM</td> </tr> </tbody> </table> <p><a href="#">Return to Review Expense Hist</a></p> <p><input type="button" value="Return to Search"/> <input type="button" value="Notify"/></p> </div>	Profile	Name	Action	Date/Time		Obrien,Patricia Roper	Submitted	02/06/2009 2:44:47PM	Expense Manager	Watrous,Jacqueline A.	Approved	02/09/2009 8:35:43AM	Prepay Auditor	Liebowitz,Robert A	Approved	02/10/2009 2:27:52PM																																
Profile	Name	Action	Date/Time																																														
	Obrien,Patricia Roper	Submitted	02/06/2009 2:44:47PM																																														
Expense Manager	Watrous,Jacqueline A.	Approved	02/09/2009 8:35:43AM																																														
Prepay Auditor	Liebowitz,Robert A	Approved	02/10/2009 2:27:52PM																																														
<p>13.</p>	<p>Click Return to Search to find another expense report or click <a href="#">Return to Review Expense Hist</a> to return to the list of employee transactions</p>																																																

<p>14.</p>	<p>In the list of employee expense transactions, click the 'Paid' icon to navigate to more detail about the particular payment.</p> <p><b>Employee Expense History</b></p> <p>Patricia Obrien</p> <p><b>Expense Dates</b></p> <p><b>From Date:</b> 05/11/2008 </p> <p><b>Through Date:</b> 05/11/2009 </p> <p><b>Transaction Type:</b> Expense Reports </p> <p><input type="button" value="Search"/></p> <table border="1"> <thead> <tr> <th>Type</th> <th>ID</th> <th>Description</th> <th>Status</th> <th>From Date</th> <th>Through Date</th> <th>Submitted Amount</th> </tr> </thead> <tbody> <tr> <td>Expense Report</td> <td><a href="#">0000000168</a></td> <td>TEST CROSS CAMPUS</td> <td>Paid </td> <td>01/27/2009</td> <td>01/27/2009</td> <td>72.70 USD</td> </tr> <tr> <td>Expense Report</td> <td><a href="#">0000000169</a></td> <td>TEST CROSS CAMPUS</td> <td>Paid </td> <td>01/27/2009</td> <td>01/27/2009</td> <td>72.70 USD</td> </tr> <tr> <td>Expense Report</td> <td><a href="#">0000000066</a></td> <td>Shrewsbury for HR T the T</td> <td>Paid </td> <td>01/20/2009</td> <td>01/22/2009</td> <td>145.40 USD</td> </tr> <tr> <td>Expense Report</td> <td><a href="#">0000000067</a></td> <td>Shrewsbury</td> <td>Paid </td> <td>01/27/2009</td> <td>01/27/2009</td> <td>72.70 USD</td> </tr> </tbody> </table> <p><input type="button" value="Return to Search"/> <input type="button" value="Notify"/></p>	Type	ID	Description	Status	From Date	Through Date	Submitted Amount	Expense Report	<a href="#">0000000168</a>	TEST CROSS CAMPUS	Paid 	01/27/2009	01/27/2009	72.70 USD	Expense Report	<a href="#">0000000169</a>	TEST CROSS CAMPUS	Paid 	01/27/2009	01/27/2009	72.70 USD	Expense Report	<a href="#">0000000066</a>	Shrewsbury for HR T the T	Paid 	01/20/2009	01/22/2009	145.40 USD	Expense Report	<a href="#">0000000067</a>	Shrewsbury	Paid 	01/27/2009	01/27/2009	72.70 USD
Type	ID	Description	Status	From Date	Through Date	Submitted Amount																														
Expense Report	<a href="#">0000000168</a>	TEST CROSS CAMPUS	Paid 	01/27/2009	01/27/2009	72.70 USD																														
Expense Report	<a href="#">0000000169</a>	TEST CROSS CAMPUS	Paid 	01/27/2009	01/27/2009	72.70 USD																														
Expense Report	<a href="#">0000000066</a>	Shrewsbury for HR T the T	Paid 	01/20/2009	01/22/2009	145.40 USD																														
Expense Report	<a href="#">0000000067</a>	Shrewsbury	Paid 	01/27/2009	01/27/2009	72.70 USD																														
<p>15.</p>	<p>You can navigate to more detail by clicking on one of the available links</p> <p>Please select one of the following links:</p> <p><a href="#">Transaction Detail</a></p> <p><a href="#">Employee Payment Detail</a></p> <p><a href="#">Vendor Payment Detail</a></p> <p><a href="#">Accounting Detail</a></p> <p><input type="button" value="Cancel"/></p>																																			
<p>16.</p>	<p><b>Transaction Detail:</b> View of the Expense Report. Same view as if you clicked on the report id</p> <p><b>Employee Payment Detail:</b> Payments that went through Accounts Payable. Same page as if you navigated to Payment History</p> <p><b>Vendor Payment Detail:</b> Payments to the employee's corporate card.</p> <p><b>Accounting Detail:</b> the Chartfield information for the expense report</p> <p><b>NOTE:</b> you cannot access payment detail that went through payroll from any of these links. You need to navigate directly to that page.</p>																																			
<p>17.</p>	<p><b>End of Procedure.</b></p>																																			

