
EX.060.018 – Viewing Expense Report Accounting Entries

Purpose	• To identify what can be reviewed on the Expense Report Accounting Entries page. • To view expense report accounting entries.
Description	Through the Expense Report Accounting Entries page, you can view ChartFields, currency details, and journal information on an expense report. In addition, if you have the right security access, you may be able to view the Employee Profile of the person who submitted the cash advance.
Security Role	BOR_EX_AUD_EXP_TRANS_INQ, BOR_EX_EMPLOY_DATA, BOR_EX_MANAGER
Dependencies/Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to view expense report accounting entries.

Step	Action
1.	Click the NavBar icon.
2.	Click the menu link.
3.	Click the Travel and Expenses link.
4.	Click the Manage Accounting link.
5.	Click the View/Adjust Accounting Entries link.
6.	Click the Expense Report Acctg Entries link.
7.	If you are searching for a particular Expense Report, you may enter that transaction number in the begins with field and click the Search button. If you wish to search for all expense reports, you may click the Search button without any values in the begins with field. Click the Search button.
8.	Click an entry in the Report ID column.
9.	The Expense Report Acctg Entries page can be viewed more easily if you close the menu pagelet. Click the Collapse Menu button at the top of the left menu bar.
10.	If you click the Employee Profile button next to the User ID in the ID field, this will open up a new window with that employee's profile (if you have the security access).
11.	If you click the Expense Report Detail button next to the transaction number in the Report ID field, a separate window will open which displays a view of the expense report (if you have the security access).
12.	Click the View All link.
13.	Click the Show all columns button to see all details on this Expense report, which includes the currency and journal information for your review.
14.	Click the horizontal scrollbar to view the right side of the page.
15.	This concludes the Viewing Expense Report Accounting Entries process.