

EX.070.012 - PRINTING AN EXPENSE REPORT

Purpose	To print an Expense Report.
Description	The Travel and Expense Module allows users to print expense reports as needed. By using the Print or View option, an expense report displays in a read-only format so users can review details and/or print a copy of the report.
Security Role	BOR_PeopleSoft_User
Assumptions	None
Dependencies/ Constraints	None
Additional Information	None

Procedure: Printing a Fluid Expense Report

Below are step by step instructions on how to print a Fluid expense report.

Step	Action
1.	Click the My Expense Reports tile.
2.	To locate the expense report to print, select one of the following options from the left menu: • Returned • Not Submitted • Awaiting Approval • Pending Payment • View All
3.	Select a Report ID . The expense report displays.
4.	In the Additional Information section, click the View Printable Report link. A new window automatically opens to the printable expense report. Then print via the browser's print feature. <i>Note: If the expense report was returned or not submitted it will be in a 'Pending' status. To print from a 'Pending' status, users need to click the Review and Submit button before clicking the View Printable Report link.</i>

Procedure: Printing a Classic Plus Expense Report

Below are step by step instructions on how to print a Classic Plus expense report.

Step	Action
5.	Click the NavBar icon.
6.	Click the Navigator icon.
7.	Click the Employee Self-Service link.
8.	Click the Travel and Expenses link.
9.	Click the Expense Reports link.
10.	Click the Print Report link.

Step	Action
11.	If users know the Expense Report they wish to print, enter the Report ID number directly in the Report ID field. <i>Note: If users do not know the Report ID number or wish to view all available expense reports, leave this field blank.</i>
12.	Click the Search button. The system generates search results based on criteria entered in the step above.
13.	Click an entry in the Report ID column.
14.	Click the Print Expense Report link. A new window automatically opens and then the expense report can be printed via the browser's print feature.