**Employee Self-Service**

<table>
<thead>
<tr>
<th>Profiles and Preferences</th>
<th>Review Payments</th>
<th>Other Expense Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage your personal, organizational and financial details for travel and expense reporting.</td>
<td>Review history of expense payments</td>
<td>View contents in My Wallet, create your own template, or modify and existing template.</td>
</tr>
<tr>
<td><a href="#">Review/Edit Profile</a></td>
<td><a href="#">Review Expense History</a> <a href="#">Review Payments</a></td>
<td><a href="#">Create/Update User Template</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expense Report</th>
<th>Cash Advance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create, modify, print, view or delete an Expense Report</td>
<td>Create, modify, print, view or delete a Cash Advance</td>
</tr>
<tr>
<td><a href="#">Create</a> <a href="#">Modify</a> <a href="#">View / Print</a> 2 More...</td>
<td><a href="#">Create</a> <a href="#">Modify</a> <a href="#">View / Print</a> <a href="#">Delete</a></td>
</tr>
</tbody>
</table>

Select View/Print
Expenses Report
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search by: Report ID begins with

Search | Advanced Search

If you do not know your report # click search. It will display all your reports.

enter report number
### Expense Report Detail

**Erika Dennard**

**Report ID:** 0000442744

#### General Information

- **Description:** Georgia Summit Conference
- **Business Purpose:** Attend Conference
- **Status:** Paid
- **Destination Location:** AUGUSTA-RICHMOND COUNTY
- **Post State:** Posted
- **Last Updated:** 10/04/2011
- **By:** RHARRELL
- **Authorization ID:** 000409740
  - **Business Unit:** 84000

#### Details

<table>
<thead>
<tr>
<th><em>Expense Type</em></th>
<th><em>Expense Date</em></th>
<th><em>Amount Spent</em></th>
<th><em>Currency</em></th>
<th><em>Payment Type</em></th>
<th><em>Billing Type</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>Emp Dinner</td>
<td>09/29/2011</td>
<td>20.00 USD</td>
<td>Visa</td>
<td>Internal</td>
<td>Detail</td>
</tr>
<tr>
<td>Emp Lodging</td>
<td>09/28/2011</td>
<td>280.00 USD</td>
<td>Prepaid Hotel (AP)</td>
<td>Internal</td>
<td>Detail</td>
</tr>
<tr>
<td>Emp Lunch</td>
<td>09/28/2011</td>
<td>9.00 USD</td>
<td>Visa</td>
<td>Internal</td>
<td>Detail</td>
</tr>
<tr>
<td>Emp Mileage</td>
<td>09/28/2011</td>
<td>107.61 USD</td>
<td>N/A (e.g. Mileage)</td>
<td>Internal</td>
<td>Detail</td>
</tr>
<tr>
<td>Emp Parking</td>
<td>09/28/2011</td>
<td>10.00 USD</td>
<td>Prepaid Other (AP)</td>
<td>Internal</td>
<td>Detail</td>
</tr>
<tr>
<td>Emp Lunch</td>
<td>09/30/2011</td>
<td>9.00 USD</td>
<td>Visa</td>
<td>Internal</td>
<td>Detail</td>
</tr>
</tbody>
</table>

#### Totals

- **Employee Expenses:** 435.61 USD  
  - Due Employee: 145.61 USD
- **Non-Reimbursable Expenses:** 0.00 USD
- **Prepaid Expenses:** 290.00 USD
- **Employee Credits:** 0.00 USD
- **Vendor Credits:** 0.00 USD
- **Cash Advances Applied:** 0.00 USD

#### Action History

- **Dennard,Erika** Submitted 10/03/2011 10:01:06AM
- **Vaal, Angela Lee Harrell** Approved 10/03/2011 10:06:19AM
- **Hobbs, Lynn** Approved 10/04/2011 8:49:17AM
- **Harrell, Roxanne** Approved 10/04/2011 8:57:08AM

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**Return to Employee Self-Service**

- [Return to Search](#)
- [Previous in List](#)
- [Next in List](#)
- [Notify](#)

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**Printable View**

Select this option
Queued

Process Name: EXC4500-
Process Instance: 4867076
Process Type: Crystal

This is what your pop-up box will display. Shortly your report will appear.

If you have this pop-up box, then stop here. If you do not get a pop-up box please continue on next page.....
View Expense Report

Expense Report Detail

Erika Dennard

General Information

Description: Georgia Summit Conference
Business Purpose: Attend Conference
Status: Paid
Destination Location: AUGUSTA-RICHMOND COUNTY
Post State: Posted

Accounting Defaults

Details

*Expense Type | *Expense Date | *Amount Spent | *Currency | *Paid
--- | --- | --- | --- | ---
Emp Dinner | 09/29/2011 | 20.00 | USD | Vis
Emp Lodging | 09/28/2011 | 280.00 | USD | Vis
Emp Lunch | 09/28/2011 | 9.00 | USD | Vis
Emp Mileage | 09/28/2011 | 107.61 | USD | N/A
Emp Parking | 09/28/2011 | 10.00 | USD | Pre
Emp Lunch | 09/30/2011 | 9.00 | USD | Vis

Totals

Employee Expenses: 435.61 USD Due Employee
Non-Reimbursable Expenses: 0.00 USD Due Vendor
Prepaid Expenses: 290.00 USD
Employee Credits: 0.00 USD
Vendor Credits: 0.00 USD
Cash Advances Applied: 0.00 USD

Definition
This is the process monitor. Yours may only have one item in the listing.

Select Details

Should be Success

Should be posted

Should say Crystal

click refresh until you see 'success' and 'posted'
## Process Detail

<table>
<thead>
<tr>
<th>Process</th>
<th>Update Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instance: 4867076</td>
<td>Type: Crystal</td>
</tr>
<tr>
<td>Name: EXC4500-</td>
<td>Description: Expense Sheet</td>
</tr>
<tr>
<td>Run Status: Success</td>
<td>Distribution Status: Posted</td>
</tr>
</tbody>
</table>

### Run

<table>
<thead>
<tr>
<th>Run Control ID:</th>
<th>Server: PSNTSS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location: Server</td>
<td></td>
</tr>
<tr>
<td>Recurrence:</td>
<td></td>
</tr>
</tbody>
</table>

### Date/Time

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request Created On: 04/04/2013 8:23:49AM EDT</td>
<td>Parameters  Transfer</td>
</tr>
<tr>
<td>Run Anytime After: 04/04/2013 8:23:49AM EDT</td>
<td>Message Log</td>
</tr>
<tr>
<td>Began Process At: 04/04/2013 8:24:15AM EDT</td>
<td>Batch Timings</td>
</tr>
<tr>
<td>Ended Process At: 04/04/2013 8:24:42AM EDT</td>
<td>View Log/Trace</td>
</tr>
</tbody>
</table>

[Click View Log/Trace]
**View Log/Trace**

**Report**
- Report ID: 4263382
- Process Instance: 4867076
- Name: EXC4500-
- Process Type: Crystal
- Run Status: Success

**Expense Sheet**

**Distribution Details**
- Distribution Node: DNODESS
- Expiration Date: 07/03/2013

**File List**

<table>
<thead>
<tr>
<th>Name</th>
<th>File Size (bytes)</th>
<th>Datetime Created</th>
</tr>
</thead>
<tbody>
<tr>
<td>Message Log</td>
<td>0</td>
<td>04/04/2013 8:24:42.000000AM EDT</td>
</tr>
<tr>
<td>EXC4500- 4867076.PDF</td>
<td>90,398</td>
<td>04/04/2013 8:24:42.000000AM EDT</td>
</tr>
<tr>
<td>pssqltrace.trc</td>
<td>495</td>
<td>04/04/2013 8:24:42.000000AM EDT</td>
</tr>
</tbody>
</table>

**Distribute To**

<table>
<thead>
<tr>
<th>Distribution ID Type</th>
<th>*Distribution ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>User</td>
<td>edennard84</td>
</tr>
</tbody>
</table>

Click here: Your file name should be in this format EXC4......PDF