

## EX.070.012 - PRINTING AN EXPENSE REPORT

<b>Purpose</b>	To print an Expense Report.
<b>Description</b>	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.
<b>Security Role</b>	BOR_PeopleSoft_User
<b>Assumptions</b>	None
<b>Dependencies/ Constraints</b>	None
<b>Additional Information</b>	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 <b>My Expense Reports</b> tile.
2.	<p>To locate the expense report to print, select one of the following options from the left menu:</p> <ul style="list-style-type: none"> <li>• Returned</li> <li>• Not Submitted</li> <li>• Awaiting Approval</li> <li>• Pending Payment</li> <li>• View All</li> </ul>
3.	Select a <b>Report ID</b> . The expense report displays.
4.	<p>In the Additional Information section, click the <b>View Printable Report</b> link. A new window automatically opens to the printable expense report. Then print via the browser's print feature.</p> <p><b>Note:</b> <i>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></p>

### **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 <b>NavBar</b> icon.
6.	Click the <b>Navigator</b> icon.
7.	Click the <b>Employee Self-Service</b> link.
8.	Click the <b>Travel and Expenses</b> link.
9.	Click the <b>Expense Reports</b> link.
10.	Click the <b>Print Report</b> link.

Step	Action
11.	If users know the Expense Report they wish to print, enter the Report ID number directly in the <b>Report ID</b> field.  <i><b>Note:</b> 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 <b>Search</b> button. The system generates search results based on criteria entered in the step above.
13.	Click an entry in the <b>Report ID</b> column.
14.	Click the <b>Print Expense Report</b> link. A new window automatically opens and then the expense report can be printed via the browser's print feature.