
EX.060.023 – REVIEWING EXPENSE PAYMENTS HISTORY

Purpose	To view expense payment history.
Description	<p>Employees can review the transactions which make up a payment through this page.</p> <p>The system displays all payments issued. If an employee has several transactions submitted/approved within a single pay cycle, the system combines these transactions into a single payment.</p> <p>If an authorized expense user is delegated authority for an employee, the authorized expense user will be able to review the employee's expense history on this page.</p>
Security Role	<ul style="list-style-type: none">• BOR PeopleSoft User• BOR_EX_CASH_ADV
Assumptions	None
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to review the history of expense payments.

Step	Action
1.	Click the NavBar icon.
2.	Click the Navigator icon.
3.	Click the Employee Self-Service link.
4.	Click the Travel and Expenses link.
5.	Click the Review Payments link.
6.	Click the Search button. The system displays all payments issued. If an employee has several transactions submitted/approved within a single pay cycle, the system combines these transactions into a single payment. <i>Note: If you are an Authorized Expense User/delegate for another user, you must enter or select an Empl ID to view their history.</i>
7.	Use the Employee Expense Payments page to view payments to an employee for cash advance and expense report transactions.
8.	Click an entry in the Payment Reference column. The system displays the transaction(s) details including Type of transaction, ID, Description, Status, Created, and Amount.
9.	Click the transaction number in the ID column to see the transaction details. The transaction details display.
10.	Click the Employee Expense Payment button to navigate back to the Employee Payment History page.
11.	Click the Return to Search button to view other expense payments. <i>Note: Users can select the Previous in List or Next in List buttons as needed, to view additional payments.</i>