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

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![PeopleSoft 9.2]

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.