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| Security Role | **BOR\_EX\_AUD\_EXP\_TRANS\_INQ, BOR\_EX\_EMPLOY\_DATA, BOR\_EX\_MANAGER** |
| Responsibility/Role |  |
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## EX.060.018 - Viewing Expense Report Accounting Entries

#### Trigger:

#### Concept

This topic demonstrates how to view expense report accounting entries. 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.

**Topic Objectives:**

Upon completion of this topic, you will be able to:

- Identify what can be reviewed on the Expense Report Accounting Entries page.

- View expense report accounting entries.

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| Assumptions |
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| Dependencies/Constraints |
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#### Additional Information

#### Procedure

For this topic, we need to review the expense report accounting entries for expense report 0000000020. Let’s see how this is done.

| Step | Action |
| --- | --- |
|  | Click the **Travel and Expenses** link. |
|  | Click the **Manage Accounting** link. |
|  | Click the **View/Adjust Accounting Entries** link. |
|  | Click the **Expense Report Acctg Entries** link. |
|  | 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**.** |
|  | Click an entry in the **Report ID** column. |
|  | 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. |
|  | 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). |
|  | 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). |
|  | Click the **View All** link. |
|  | Click the **Show all columns**button to see all details on this Expense report, which includes the currency and journal information for your review. |
|  | Click the **horizontal** scrollbar to view the right side of the page. |
|  | Review the rest of the page. |
|  | Congratulations. You have just completed the **Viewing Expense Report Accounting Entries** topic. Below is a summary of the key concepts of this topic:  - The Expense Report Accounting Entries page can be used to view Chartfields, currency details and journal information pertaining to an expense report.  - If you have the proper security access, you may also be able to view the Employee Profile and the actual cash advance from the Expense Report Accounting Entries page.  **End of Procedure.** |