|  |  |
| --- | --- |
| Security Role | **BOR\_EX\_REPORTS** |
| Responsibility/Role |  |
| File Name |  |
| Version |  |
| Document Generation Date | **12/15/2010** |
| Date Modified | **12/15/2010** |
| Last Changed by |  |
| Status |  |

## EX.070.004 - Running the Expense Type Group Report

#### Trigger:

#### Concept

This topic demonstrates how to run the Expense Type Group Report. This report lists different categories used for expense reports, such as lodging, mileage, etc.

The Expense Type Group Report displays the following information:

Type Group

Description

Short Description

Billing Action

Account

The parameter for this report is the business unit. This report can also be run in the Self-Service Portal (see business process EX.070.054).

**Topic Objective:**

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

- Run the Expense Type Group Report.

|  |
| --- |
| Assumptions |
|  |

|  |
| --- |
| Dependencies/Constraints |
|  |

#### Additional Information

#### Procedure

For this topic, run the Expense Type Group Report for unit 27000.

| Step | Action |
| --- | --- |
|  | Click the **Set Up Financials/Supply Chain** link. |
|  | Click the **Product Related** link. |
|  | Click the **Expenses** link. |
|  | Click the **Reports** link. |
|  | Click the **Expense Type Groups** link. |
|  | If you wish to use an existing Run Control, you can search for this value on the **Find an Existing Value** tab.  For this exercise, we will add a new run control. |
|  | Click the **Add a New Value** tab. |
|  | Enter "**Expense\_Type\_Group**" in the **Run Control ID** field. |
|  | Click the **Add** button. |
|  | Enter "**27000**" in the **SetID**field.  You can also search for your SetID by clicking the "Look-up" button next to this field. |
|  | Click the **Run** button. |
|  | You can run the report either to the Web or to the Window. You can specify this output by clicking the **Type** drop-down list.  For this exercise, we will run the report to the Web. |
|  | Click the **OK** button to run the report. |
|  | Click the **Report Manager** link. |
|  | Click the **Administration** tab. |
|  | Click the **Refresh** button until your Status displays **Posted**. |
|  | Click the **Expense Type Groups** entry in the **Description** column. |
|  | The report is displayed in a new window.  You can print the report using your browser's print button. |
|  | Congratulations. You have just completed the **Running the Expense Type Group Report** topic. This report lists different categories used for expense reports, such as lodging, mileage, etc.  **End of Procedure.** |