How To View e-Reimbursement Payment History and Accounting Entries

e-Reimbursement approvers, auditors, backup auditors, expense analysts and NCAA reviewers can view expense report payments and accounting entries for travelers as follows:

1. Click Employee Expense History

   ![Employee Expense History Screen](image)

   **Note**: clicking on “Employee Expense History” is a shortcut to the full navigation of Travel and Expenses > T and E Administration Center > Review Payments > Employee Expense History

2. Select Employee ID or Name from the drop down listing, then enter the Employee ID (when Employee ID field is chosen) or last name (when Name is chosen), then click “Search”

   ![Employee Expense History Search](image)

   **Employee Expense History**
   Enter any information you have and click Search. Leave fields blank for a list of all values.

   ![Search Fields](image)
3. A listing of expense reports paid to the traveler for the last year will be displayed. The dates displayed can be modified to the user’s preference by modifying the dates:

**Employee Expense History**

<table>
<thead>
<tr>
<th>Type</th>
<th>ID</th>
<th>Description</th>
<th>Status</th>
<th>From Date</th>
<th>Through Date</th>
<th>Submitted Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expense Report</td>
<td>0000000</td>
<td>Alignment Studies Mtg</td>
<td>Paid</td>
<td>03/01/2011</td>
<td>03/04/2011</td>
<td>976.32 USD</td>
</tr>
</tbody>
</table>

4. Click on the icon next to “Paid” in the Status column to view links that display expense report details, payment information and accounting entries for that expense report.

Please select one of the following links:

- Transaction Detail
- Employee Payment Detail
- Vendor Payment Detail
- Accounting Detail

Click the “Transaction Detail” link to display the associated expense report.
Click the “Employee Payment Detail” link to display detailed payment information and payment type (direct deposit or check):

### Employee Payment History

**Payment Info**

<table>
<thead>
<tr>
<th>Type</th>
<th>ID</th>
<th>Descr</th>
<th>Status</th>
<th>Created</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expense Report</td>
<td>000000001</td>
<td>Training Class Supplies</td>
<td>Paid</td>
<td>05/09/11</td>
<td>1.49 USD</td>
</tr>
</tbody>
</table>

**Payee Address**

Click for check mailing address

- **Payment Reference:** 043599
- **Bank Code:** USBANK
- **Bank Account:** MSN State Contract Bank
- **Payment Amount:** 1.49 USD
- **Pay Status:** Paid
- **Payment Method:** ACH

**Payment available in traveler's bank account 3 business days after this date**

### Employee Payment History

**Payment Info**

<table>
<thead>
<tr>
<th>Type</th>
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<th>Status</th>
<th>Created</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expense Report</td>
<td>000000001</td>
<td>Alignment Studies Mtg</td>
<td>Paid</td>
<td>03/23/11</td>
<td>323.31 USD</td>
</tr>
</tbody>
</table>

**Payee Address**

- **Check Number:** 758612
- **Bank Code:** USBANK
- **Bank Account:** MSN State Contract Bank
- **Payment Amount:** 323.31 USD
- **Pay Status:** Paid
- **Payment Method:** Check

**Check mailed within 1 business day of this date**

- **Click for check**
• The “Vendor Payment” link is not active
• Click the “Accounting Details” link to display accounting entries. After the screen displays, click all instances of “View All” and the “Show All Columns” icon to fully display all accounting entries:

![Diagram showing steps to fully display accounting entries](image_url)