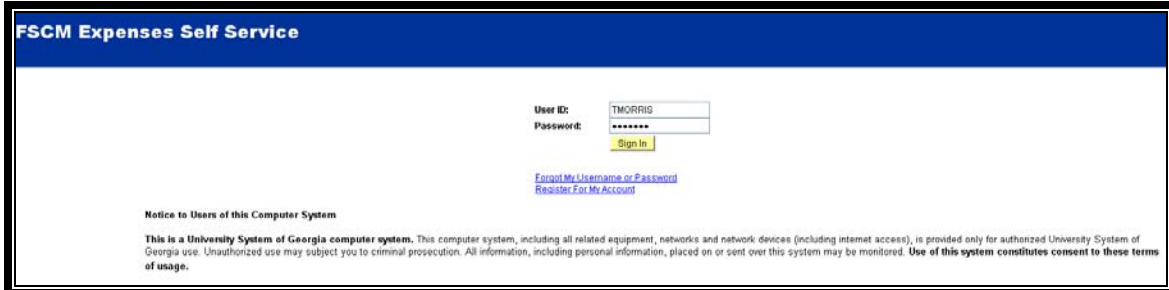


How to print an expense report from the Expenses Self Service Portal

Navigate to the Expenses Self Service Portal

Step 1: Sign-in to the [Expenses Self Service Portal](#)

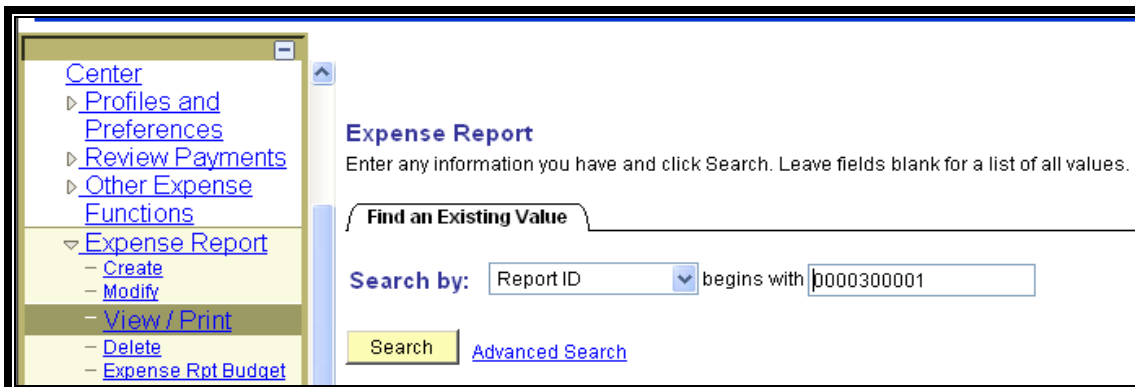


Step 2: Click on [Employee T&E Center](#)

Step 3: Click on [Expense Report](#) from the main menu page or you can eliminate a step and click on the [View/Print](#) option under Expense Report link.



Step 4: Enter your Report ID number (ie. 10 digits) or leave blank and click [Search](#) button.



Note: You may need to turn your pop-up blocker off for this to work.

How to print an expense report from the Expenses Self Service Portal

Step 5: The report should display. In the middle of the page there should be a [Printable View](#) link. Click on this link and a pop-up page should display with your report.

Totals			
Employee Expenses:	316.97	USD	Due Employee: 316.97 USD
Non-Reimbursable Expenses:	0.00	USD	Due Vendor: 0.00 USD
Prepaid Expenses:	0.00	USD	
Employee Credits:	0.00	USD	
Vendor Credits:	0.00	USD	
Cash Advances Applied:	0.00	USD	

[Definition of Totals](#)

[Printable View](#)

If the expense report page doesn't display due to unable to connect to Ren-Server then should get the process monitor as example below. Click the **Refresh** button to update the Run Status and Distribution Status.

Process List		Server List							
View Process Request For									
User ID:	TMORRIS	Type:							
Server:		Name:							
Run Status:		Distribution Status:							
Last:	3	Days	Refresh						
		Instance:	to						
		<input checked="" type="checkbox"/> Save On Refresh							
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	593270		Crystal	EXC4500-	TMORRIS	09/28/2009 4:04:46PM EDT	Queued	N/A	Details
<input type="checkbox"/>	593265		Crystal	EXC4500-	TMORRIS	09/28/2009 4:04:36PM EDT	Success	N/A	Details
<input type="checkbox"/>	592872		Application Engine	FS_BP	TMORRIS	09/28/2009 3:24:09PM EDT	Success	Posted	Details
<input type="checkbox"/>	592299		Application Engine	FS_BP	TMORRIS	09/29/2009 2:00:00PM EDT	Queued	N/A	Details
<input type="checkbox"/>	592296		Application Engine	FS_DOC_TOL	TMORRIS	09/29/2009 2:00:00PM EDT	Queued	N/A	Details

Once the Run Status is success and Distribution Status is posted you should be able to click the [Details](#) link.

Process List		Server List							
View Process Request For									
User ID:	TMORRIS	Type:							
Server:		Name:							
Run Status:		Distribution Status:							
Last:	1	Days	Refresh						
		Instance:	to						
		<input checked="" type="checkbox"/> Save On Refresh							
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	593270		Crystal	EXC4500-	TMORRIS	09/28/2009 4:04:46PM EDT	Success	Posted	Details

How to print an expense report from the Expenses Self Service Portal

On the Process Detail page, click the [View Log/Trace](#) link.

Process Detail

Process	
Instance: 593270	Type: Crystal
Name: EXC4500-	Description: Expense Sheet
Run Status: Success	Distribution Status: Posted

Run	Update Process
Run Control ID: PrintableView	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSNTSS	<input type="radio"/> Cancel Request
Recurrence:	<input checked="" type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On: 09/28/2009 4:04:46PM EDT	Parameters Transfer
Run Anytime After: 09/28/2009 4:04:46PM EDT	Message Log
Began Process At: 09/28/2009 4:05:18PM EDT	Batch Timings
Ended Process At: 09/28/2009 4:05:29PM EDT	View Log/Trace

Under **File List** there should be a .PDF file. Click on the [.PDF](#) link for the expense report to display.

View Log/Trace

Report	
Report ID: 209761	Process Instance: 593270 Message Log
Name: EXC4500-	Process Type: Crystal
Run Status: Success	
Expense Sheet	
Distribution Details	
Distribution Node: DNODESS	Expiration Date: 11/12/2009

File List		
Name	File Size (bytes)	Datetime Created
Message Log	0	09/28/2009 4:05:29.000000PM EDT
EXC4500- 593270.PDF	63,740	09/28/2009 4:05:29.000000PM EDT
pssqltrace.trc	496	09/28/2009 4:05:29.000000PM EDT

Distribute To	
Distribution ID Type	*Distribution ID
User	TMORRIS

