

# Printing Expense Transactions

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### Access the Expense or Travel Authorization Print function from the Employee Self Service Tile.

1. Make sure that you are logged into PeopleSoft Financials 9.2.
2. Click on Employee Self Service Tile



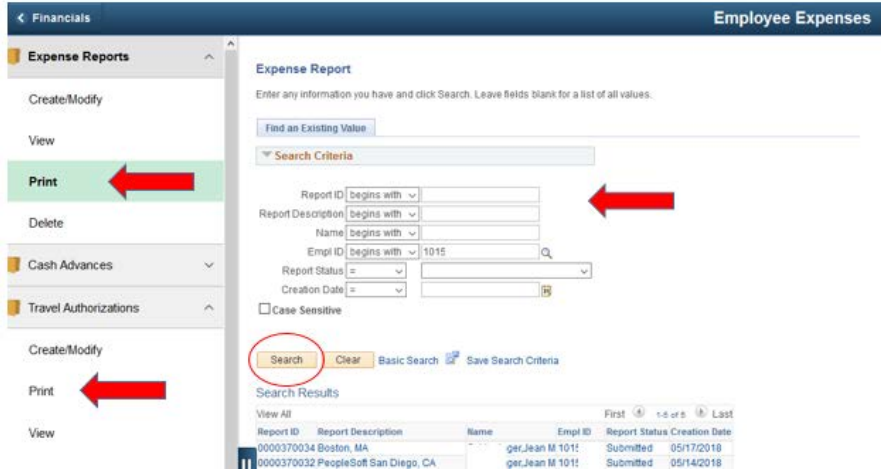
3. The Expense Menu will open in the left hand navigation.



### PRINTING EXPENSE TRANSACTIONS

#### Access the Print Menu from the Expense Reports Folder

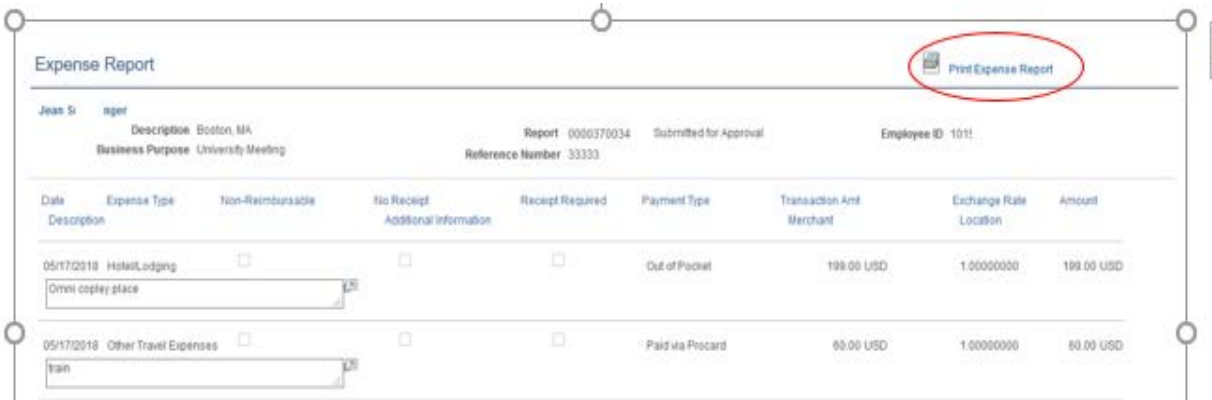
- To print an Expense report, click on the **Expense Reports Folder** to open it and Click on the **Print** menu.
- To print a Travel Authorization, go to step 15
- The “Find An existing Value” search page will open



- Enter Search Criteria such as the Report ID, Last Name, Employee ID, Report Status, and Creation Date and click the **Search** Button. Enter a combination of any of those fields to narrow the search.
- All reports that match the criteria will appear in the search results.
- Click on the report you wish to print.

#### Print the Expense Report

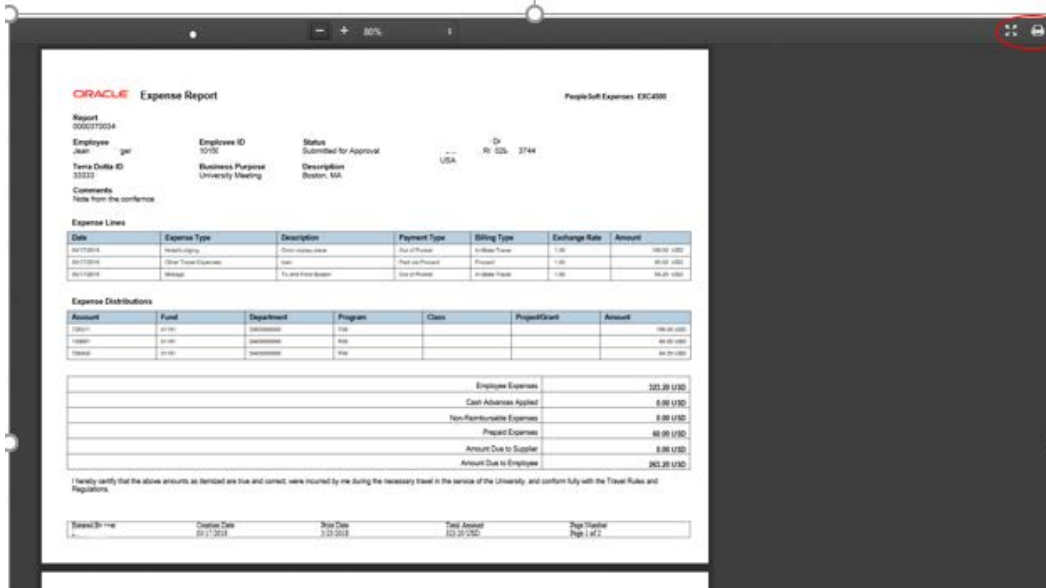
- The Expense Report is retrieved.
- Click on Print Expense Report in the upper right.



- The Expense Report or Travel Authorization report will be retrieved in your browser.

PRINTING EXPENSE TRANSACTIONS

13. Click on the Browsers Print Function. Navigate to upper right of Browser to find the print function.



**Note:** a. Firefox Print Function is in the Upper Right- Printer Icon- See red circled icon above.

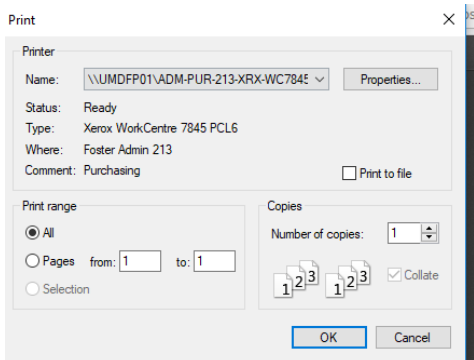
b. Microsoft Edge Printing is found by clicking on the three horizontal Dots in the upper right of the screen.



c. Chrome's Print function can be found by clicking the three Vertical dots in the upper right of the screen



14. Select the printer and click OK.



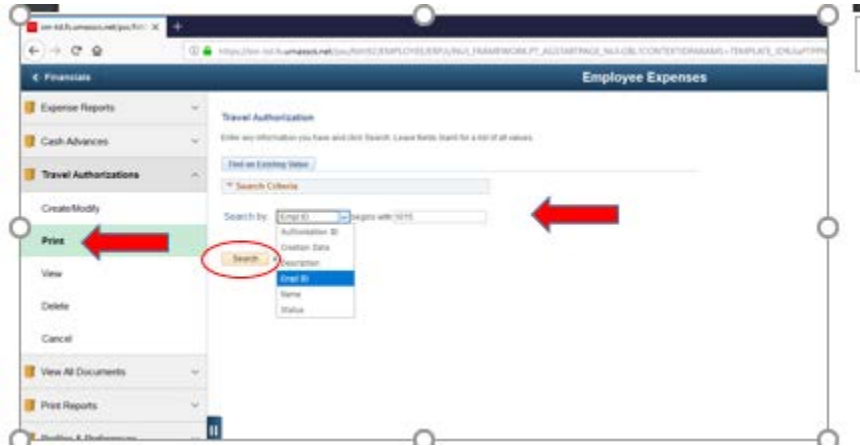
**Navigate to Print a Travel Authorization**

15. To print a Travel Authorization, click on the **Travel Authorization Folder** to open it and then click on the **Print** menu.

16. The "Find An existing Value" search criteria page will open.



### PRINTING EXPENSE TRANSACTIONS



17. Click on the drop down to Enter Search Criteria such as the Report ID, Last Name, Employee ID, Report Status, and Creation Date and click the **Search** Button.

Or

18. Click on **Advanced Search** to open the search box with options to enter a combination of any of the above fields to narrow the search.

Find an Existing Value

▼ Search Criteria

Search by:  begin

Search **Advanced Search**

19. All reports that match the criteria will appear in the search results.

Find an Existing Value

▼ Search Criteria

Search by:  begins with

Search **Advanced Search**

Search Results

view All First 1-10 of 10 Last

Empl ID	Authorization ID	Description	Name	Status	Creation Date
10150153	0000013518	Seattle, WA	Schlesinger, Jean M	Submitted	05/17/2018
10150153	0000013516	AgConference/San Francisco, CA	Schlesinger, Jean M	Pending	05/15/2018
10150153	0000013515	Seattle, WA	Schlesinger, Jean M	Submitted	05/15/2018

20. Click on the report you wish to print.



### PRINTING EXPENSE TRANSACTIONS

21. The Travel Authorization is retrieved.

To print this report, please use your browser's print feature.

PeopleSoft®

#### Travel Authorization

Jean C...

Operator ID D...

Report Date 05/25/2018

Report Time 12:25:28PM

<b>Authorization ID</b> 0000013518	<b>Employee ID</b> 101
<b>Description</b> Seattle, WA	<b>Status</b> Submitted for Approval
<b>Business Purpose</b> Training	<b>Department</b> Accounting
<b>Date From</b> 05/25/2018 <b>To</b> 05/31/2018	<b>Terra Dotta ID</b> 30411
<b>Notes</b> Training in Seattle for PeopleSoft 9.2	

<u>Date</u>	<u>Expense Type</u>	<u>Payment Type</u>	<u>Description</u>	<u>Amount</u>	<u>Location</u>
-----	Out of		From Dartmouth to Boston Logan. From Logan to	---	

#### Print the Travel Authorization

22. Click on the Browsers Print Function. Navigate to upper right of the browser to find the print function.

a. Firefox's Print Function is in the Upper Right under the hamburger Icon



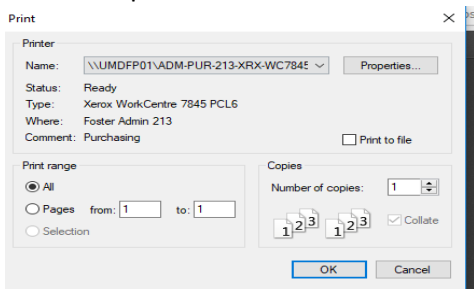
b. Microsoft Edge Printing is found by clicking on the 3 horizontal Dots in the upper right of the screen.



c. Chrome's Print function can be found by clicking the three Vertical dots in the upper right of the screen



23. Select the printer and click OK.



24. End of Procedure.