

RPT – Find Expense Reports Looking for your transactions

Fulbright Finance Team

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For assistance, please email askarsc@uark.edu

What can you view with this report

- You can use this to check the status of expense reports submitted either by you or on your behalf.
- This includes personal reimbursements and travel claims.

RPT - Find Expense Reports

Who can use this report?

- Any faculty or staff member who holds a worker role can submit on their own behalf.
- Anyone with the Expense Data Entry Specialist role can submit expense reports on behalf of other workers.
- Expense Data Entry Specialists can also submit expense reports on behalf of non-workers, if needed.

Setting the search parameters- most commonly used fields

- Company (required): Always enter UAF
- All remaining fields are optional:
 - Pay To: The employee receiving the payment (you can enter multiple names in this field)
 - Expense Report Created by Worker: If your ER was created by another person, put their name here.
 - Created/Approved on or After/Before: If you know the approximate date the ER was either created or approved, you can narrow it down. This is especially useful if you only know who created the ER, as they may create a large number of transactions.

RPT - Find Expense Reports

Company	*	<input type="text"/>
Pay To		<input type="text"/>
Payee Type		<input type="text"/>
Report Date On or After		<input type="text" value="MM/DD/YYYY"/>
Report Date On or Before		<input type="text" value="MM/DD/YYYY"/>
Supplier for Contingent Worker		<input type="text"/>
Corporate Credit Card Accounts for Expense Report		<input type="text"/>
Document Number		<input type="text"/>
Expense Report Status		<input type="text"/>
Expense Report Worker Payment Status		<input type="text"/>
Expense Report Credit Card Payment Status		<input type="text"/>
Expense Report Created by Worker		<input type="text"/>
Created On or After		<input type="text" value="MM/DD/YYYY"/>
Created On or Before		<input type="text" value="MM/DD/YYYY"/>
Approved On or After		<input type="text" value="MM/DD/YYYY"/>
Approved On or Before		<input type="text" value="MM/DD/YYYY"/>

Saving a Filter

- The parameters to the right will find all expenses reports paid to this employee. To save these settings, you can save a filter.
- To save a filter, fill in your fields and then type a name in the box labelled Filter Name and click save.
- These filters will show up under the Manager Filters heading thereafter.
- To update an existing filter, update the fields in the form and then re-type the exact name of the filter in the box and click save. It will confirm that you want to overwrite your filter.

The image shows a screenshot of a web application interface for finding expense reports. The main form is titled "RPT - Find Expense Reports" and has three input fields: "Company" (with a dropdown menu showing "University of Arkansas, Fayetteville"), "Pay To" (with a dropdown menu showing "Employee: Kim Gillow"), and "Payee Type" (with an empty dropdown menu). Below the form is a "Filter Name" input field, a "Manage Filters" section showing "1 Saved Filters", and a "Save" button. A confirmation dialog box is overlaid on the bottom, with a blue header "Kim Gillow's Expense Reports" and two buttons: "OK" (orange) and "Cancel" (grey).

Reading the Report

3 items



Expense Report	Expense Report Number	Company	Expense Report Status	Pay To	Payee Type	Expense Report Date	Memo	Total Amount	Currency	Expense Payee Paid
Expense Report: ER-0000006178	ER-0000006178	University of Arkansas, Fayetteville	In Progress	Employee: [REDACTED]	Employee	11/03/2020	October cell phone reimbursement	100.00	USD	
Expense Report: ER-0000004096	ER-0000004096	University of Arkansas, Fayetteville	Approved	Employee: [REDACTED]	Employee	10/01/2020	September cell phone reimbursement	100.00	USD	Yes
Expense Report: ER-0000002377	ER-0000002377	University of Arkansas, Fayetteville	Approved	Employee: [REDACTED]	Employee	08/31/2020	August cell phone reimbursement	100.00	USD	Yes
Expense Report: ER-0000001460	ER-0000001460	University of Arkansas, Fayetteville	Approved	Employee: [REDACTED]	Employee	08/12/2020	[REDACTED]	30.74	USD	Yes
Expense Report: ER-0000001423	ER-0000001423	University of Arkansas, Fayetteville	Draft	Employee: [REDACTED]	Employee	08/12/2020	[REDACTED]	30.74	USD	

- **Expense Report:** This is the Transaction ID- to view the actual transaction, click on this link
- **Expense Report Status:** Where is it in the process? Options are Draft (not submitted), In Progress (submitted but not approved) and Approved.
- **Pay To:** Employee Name
- **Memo:** Description of Expense
- **Expense Payee Paid:** Will be marked as Yes when check/ACH has been processed. You can see which method of payment was used by clicking on the Transaction ID link and looking in the header of the ER.