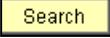
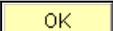




Print an Expense Report

1.	Click the Employee Self-Service link. 
2.	Click the Travel and Expense Center - E link. 
3.	Click the Expense Report link. 
4.	Click the Print link. 
5.	Printing (generating a pdf) requires a Run Control which sets the parameters for the process. EXISTING RUN CONTROL Click the Search button. If the search provides results, Run Controls have been created and may be selected for use. Click one of the Run Control ID links. NEW RUN CONTROL If the search doesn't provide results or a new Run Control is needed, click the Add a New Value tab. 
6.	When naming a Run Control ID, the title must be entered using all capital letters, and include no spaces or special characters. The title used, though, may be anything that identifies the process. For this example, Enter Run Control ID field. a valid value e.g. " PRINT_ER ".
7.	The only information required for this Run Control is the Expense Report ID to be printed. The number may be entered into the Report ID field manually, or located using the Look up Report ID (magnifying glass) icon. 
8.	If using the Look Up feature, search criteria options are available to assist in narrowing the results. Locate the correct Expense Report in the search results provided and click an entry the Report ID link. 



9.	<p>After the Report ID has been entered or selected using the Look Up feature, click the Run button.</p> 
10.	<p>The Process Scheduler Request page will open.</p> <p>The information above the Process List section (dark blue band) should not be changed.</p> <p>It is IMPORTANT to select TRAVEL VOUCHER from the Process List using the checkbox. DO NOT select the Expense Sheet option.</p> 
11.	<p>Click the OK button.</p> 
12.	<p>When the process is launched, it will be assigned a Process Instance number.</p> <p>To follow the progress of the process, click the Process Monitor link.</p> 
13.	<p>The Process Monitor page will display the most current process at the top of the Process List.</p> <p>The Run Status and Distribution Status columns will indicate when the process is finished and the pdf is available.</p>
14.	<p>The page will not automatically update as the process runs.</p> <p>Click the Refresh button every 15 - 30 seconds until the Run Status column displays Success, and the Distribution Status displays Posted.</p> 
15.	<p>To access the pdf to be printed, click the Details link.</p> 
16.	<p>Click the View Log/Trace link.</p> 
17.	<p>Click the PDF link.</p> <p>A new window will pop up displaying the Expense Report in pdf format.</p> 
18.	<p>Click the Save button (if desired) to save a copy of the file.</p> <p>Click the Print button to print the file/hard copy.</p> <p>Close the pop-up window when finished.</p> 



19.	Click the Return button to leave the View Log/Trace page. 
20.	Click the OK button to leave the Process Detail page.
21.	Click the Go back to Expense Report link to return to the Run Control page, or if finished, use the main menu for navigation or sign out of the application. Go back to Expense Report
22.	End of Procedure.