






Middle Georgia State College

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 - Manager Self-Service
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Main Menu >

Employee Self-Service

 Profiles and Preferences Manage your personal, organizational and financial details for travel and expense reporting. Review/Edit Profile	 Review Payments Review history of expense payments Review Expense History Review Payments	 Other Expense Functions View contents in My Wallet, create your own template, or modify and existing template. Create/Update User Template
 Expense Report Create, modify, print, view or delete an Expense Report Create Modify View / Print 2 More...	 Cash Advance Create, modify, print, view or delete a Cash Advance Create Modify View / Print Delete	

select View/Print

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Expense Report

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

Find an Existing Value

Search by: Report ID

[Advanced Search](#)

enter report number

If you do not know your report # click search. It will display all your reports.




View Expense Report

Expense Report Detail

Erika Dennard [User Defaults](#) **Report ID:** 0000442744

General Information	
Description:	Georgia Summit Conference
Business Purpose:	Attend Conference
Status:	Paid
Destination Location:	AUGUSTA-RICHMOND COUNTY
Post State:	Posted
Comment:	
Reference:	
Last Updated:	10/04/2011
By:	RHARRELL
Authorization ID:	0000409740
Business Unit:	84000

[Accounting Defaults](#) **More Options:**

Details [Customize](#) | [Find](#) | [View All](#) |  First  1-6 of 6  Last

Overview 							
*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type		
Emp Dinner	09/29/2011	20.00	USD	Visa	Internal	Detail	
Emp Lodging	09/28/2011	280.00	USD	Prepaid Hotel (AP)	Internal	Detail	
Emp Lunch	09/28/2011	9.00	USD	Visa	Internal	Detail	
Emp Mileage	09/28/2011	107.61	USD	N/A (e.g. Mileage)	Internal	Detail	
Emp Parking	09/28/2011	10.00	USD	Prepaid Other (AP)	Internal	Detail	
Emp Lunch	09/30/2011	9.00	USD	Visa	Internal	Detail	

Totals			
Employee Expenses:	435.61	USD	
Non-Reimbursable Expenses:	0.00	USD	
Prepaid Expenses:	290.00	USD	
Employee Credits:	0.00	USD	
Vendor Credits:	0.00	USD	
Cash Advances Applied:	0.00	USD	
Due Employee:	145.61	USD	
Due Vendor:	0.00	USD	

[Definition of Totals](#)

[Printable View](#)

Action History			
Profile	Name	Action	Date/Time
	Dennard,Erika	Submitted	10/03/2011 10:01:06AM
1st Level Finance Dept Manager	Veal,Angela Lee Harrell	Approved	10/03/2011 10:06:19AM
1st Level Finance Dept Manager	Hobbs,Lynn	Approved	10/04/2011 8:49:17AM
AP Payment Approval - Rcpt Ver	Harrell,Roxanne	Approved	10/04/2011 8:57:08AM

[Return to Employee Self-Service](#)

Select this option

This is what your pop-up box will display.
shortly your report will appear.

Queued

Process Name: EXC4500- Expense Sheet
Process Instance: 4867076 **Process Type:** Crystal

If you have this pop-up box, then stop here. If you do not get a pop-up box please continue on next page.....

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Search:

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View Expense Report

Expense Report Detail

Erika Dennard

[User Defaults](#)

Report ID

General Information

Description: Georgia Summit Conference **Comment**

Business Purpose: Attend Conference

Status: Paid **Reference**

Destination Location: AUGUSTA-RICHMOND COUNTY **Last Update**

Post State: Posted

Authoriza

Business

[Accounting Defaults](#)

More Opti

Details

[Custom](#)

Overview

*Expense Type	*Expense Date	*Amount Spent	*Currency	*Pa
	09/29/2011	20.00	USD	Vis
	09/28/2011	280.00	USD	Pre
Emp Lunch	09/28/2011	9.00	USD	Vis
Emp Mileage	09/28/2011	107.61	USD	N/A
Emp Parking	09/28/2011	10.00	USD	Pre
Emp Lunch	09/30/2011	9.00	USD	Vis

Select Process Monitor

Totals

Employee Expenses: 435.61 USD **Due Emp**

Non-Reimbursable Expenses: 0.00 USD **Due Venc**

Prepaid Expenses: 290.00 USD

Employee Credits: 0.00 USD

Vendor Credits: 0.00 USD

Cash Advances Applied: 0.00 USD

[Definition](#)

This is the process monitor. Yours may only have one item in the listing.

click refresh until you see 'success' and 'posted'

New Win



Process List Server List

View Process Request For

User ID: should say Crystal

Last: 1 Days Refresh

Server: Name: Instance: to Should be Success

Run Status: Distribution Status Save On Refresh

Should be posted

Process List Customize Find View All First 1-25 of 25 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4867076		Crystal	EXC4500-	edennard84	04/04/2013 8:23:49AM EDT	Success	Posted	Details
<input type="checkbox"/>	4865819		Application Engine	FS_BP	edennard84	04/03/2013 4:38:43PM EDT	Success	Posted	Details
<input type="checkbox"/>	4865807		Application Engine	FS_BP	edennard84	04/03/2013 4:37:12PM EDT	Success	Posted	Details
<input type="checkbox"/>	4865798		Application Engine	FS_BP	edennard84	04/03/2013 4:36:14PM EDT	Success	Posted	Details
<input type="checkbox"/>	4865734		Application Engine	FS_BP	edennard84	04/03/2013 4:30:39PM EDT	Success	Posted	Details
<input type="checkbox"/>	4865679		Application Engine	FS_BP	edennard84	04/03/2013 4:25:02PM EDT	Success	Posted	Details
<input type="checkbox"/>	4865678		Application Engine	FS_BP	edennard84	04/03/2013 4:25:01PM EDT	Success	Posted	Details
<input type="checkbox"/>	4865677		Application Engine	FS_BP	edennard84	04/03/2013 4:25:02PM EDT	Success	Posted	Details
<input type="checkbox"/>	4865324		Application Engine	FS_BP	edennard84	04/03/2013 3:58:26PM EDT	Success	Posted	Details
<input type="checkbox"/>	4865247		Application Engine	FS_BP	edennard84	04/03/2013 3:49:47PM EDT	Success	Posted	Details
<input type="checkbox"/>	4865161		Application Engine	FS_BP	edennard84	04/03/2013 3:40:55PM EDT	Success	Posted	Details
<input type="checkbox"/>	4863540		Crystal	EXC4500-	edennard84	04/03/2013 12:24:29PM EDT	Success	Posted	Details
<input type="checkbox"/>	4863535		Crystal	EXC4500-	edennard84	04/03/2013 12:23:56PM EDT	Success	Posted	Details
<input type="checkbox"/>	4863534		Crystal	EXC4500-	edennard84	04/03/2013 12:23:50PM EDT	Success	Posted	Details
<input type="checkbox"/>	4863533		Crystal	EXC4500-	edennard84	04/03/2013 12:23:43PM EDT	Success	Posted	Details
<input type="checkbox"/>	4863530		Crystal	EXC4500-	edennard84	04/03/2013 12:23:34PM EDT	Success	Posted	Details
<input type="checkbox"/>	4863529		Crystal	EXC4500-	edennard84	04/03/2013 12:23:28PM EDT	Success	Posted	Details
<input type="checkbox"/>	4863526		Crystal	EXC4500-	edennard84	04/03/2013 12:23:18PM EDT	Success	Posted	Details
<input type="checkbox"/>	4863525		Crystal	EXC4500-	edennard84	04/03/2013 12:23:11PM EDT	Success	Posted	Details
<input type="checkbox"/>	4863500		Crystal	EXC4500-	edennard84	04/03/2013 12:20:55PM EDT	Success	Posted	Details
<input type="checkbox"/>	4863496		Crystal	EXC4500-	edennard84	04/03/2013 12:20:28PM EDT	Success	Posted	Details
<input type="checkbox"/>	4863482		Crystal	EXC4500-	edennard84	04/03/2013 12:19:11PM EDT	Success	Posted	Details
<input type="checkbox"/>	4863478		Crystal	EXC4500-	edennard84	04/03/2013 12:18:41PM EDT	Success	Posted	Details
<input type="checkbox"/>	4862662		Application Engine	FS_JGEN_BOR	edennard84	04/03/2013 10:44:24AM EDT	Success	Posted	Details
<input type="checkbox"/>	4861908		Application Engine	FS_BP	edennard84	04/03/2013 9:10:07AM EDT	Success	Posted	Details

Should be Success

Select Details

Save Notify

Process List | Server List

Process Detail

Process

Instance: 4867076 **Type:** Crystal
Name: EXC4500- **Description:** Expense Sheet
Run Status: Success **Distribution Status:** Posted

Run

Run Control ID: PrintableView
Location: Server
Server: PSNTSS
Recurrence:

Update Process

- Hold Request
- Queue Request
- Cancel Request
- Delete Request
- Restart Request

Date/Time

Request Created On: 04/04/2013 8:23:49AM EDT
Run Anytime After: 04/04/2013 8:23:49AM EDT
Began Process At: 04/04/2013 8:24:15AM EDT
Ended Process At: 04/04/2013 8:24:42AM EDT

Actions

- [Parameters](#) Transfer
- [Message Log](#)
- Batch Timings
- [View Log/Trace](#)



View Log/Trace

Report

Report ID: 4263382 **Process Instance:** 4867076 [Message Log](#)
Name: EXC4500- **Process Type:** Crystal
Run Status: Success

Expense Sheet

Distribution Details

Distribution Node: DNODESS **Expiration Date:** 07/03/2013

File List

Name	File Size (bytes)	Datetime Created
Message Log	0	04/04/2013 8:24:42.000000AM EDT
EXC4500- 4867076.PDF	90,398	04/04/2013 8:24:42.000000AM EDT
pssqltrace.trc	495	04/04/2013 8:24:42.000000AM EDT

Distribute To

Distribution ID Type	*Distribution ID
User	edennard84

Click here: Your file name should be in this format EXC4.....PDF

Return