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Use this job aid to look up past payments based on selected parameters in iExpense.

THE RESEARCH FOUNDATION
The State University of New York

Expenses Audit

Audit Expense Reports | Manage Expense Reports | Auditor Setup | Receive Receipt Package | **Payments Search**

Search by Expense Report Number [Advanced Search](#)

Expense Report

No search conducted or no data found.

[Verify Expenses](#) [Process Exceptions](#) [Review Allocations](#)

Line	Policy Violations	Expense Type	*Amount	Allowable Amount	Receipt Amount	Receipt Verified	Receipt Rec
No results found.							

[Verify Expenses](#) [Process Exceptions](#) [Review Allocations](#)

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1	<p>Once logged into Oracle Internet Expenses with either the <i>Org Internet Expenses</i> or <i>Internet Expenses Audit Manager</i>, click the Payments Search tab to search for advances or reimbursements</p> <p>Note: You may also conduct a payments search using the <i>Org Internet Expenses Responsibility</i></p>
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The screenshot shows the 'Expense Reports' section of the iExpenses module. A blue navigation bar contains 'Expenses', 'Expense Reports', 'Credit Card Transactions', 'Access Authorizations', 'Projects and Tasks', and 'Payments Search'. The 'Reimbursements' tab is selected. Below the navigation bar is an 'Advanced Search' section with a 'Flashlight' icon. The search criteria are: Name is Smithgall, Mrs. Linda E; Reimbursement Amount is; Age of Reimbursement in days is; Reimbursement Number is. There are 'Go', 'Clear', and 'Add Another' buttons. An 'Add' button is next to the 'Age of Reimbursement in days' criterion. Below the search criteria is a table with columns: Name, Reimbursement Number, Reimbursement Date, Reimbursement Amount, and Currency. The table contains the text 'No search conducted.' A 'Save Search' button is located at the bottom right of the search area.

1	Click the Reimbursements tab to conduct a search of travel reimbursements
2	<i>Advanced Search</i> allows you to search by various criteria. You can search using multiple conditions or one condition, depending on which radio button is selected. When searching by Name , use the Flashlight icon to bring up a search window. Use the drop-down menu next to each condition name to choose between is or is not . Click Go to conduct the search or Clear to get rid of any values entered.
3	You also have the ability to Add Another search criteria. Use the drop-down menu to select a criterion, then click the Add button
4	Use the Save Search button to create a saved search



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Create View

Below is a list of attributes that can be edited to change the view and/or filter the data that is displayed in your table.
* Indicates required field

Cancel Revert Apply and View Results Apply

1

General Properties

* View Name

Number of Rows Displayed 10 Rows
 Set as Default

Description

2

Column Properties

Update the appropriate column attributes as desired.

Rename Columns / Totaling

Columns Shown and Column Order

Available Columns

- NoOfDays1
- Employeeld1
- Invoiceld1
- Checkld1
- ReimbursementAmtNum1

-
- Move
-
- Move All
-
- Remove
-
- Remove All

Columns Displayed

- Name
- Reimbursement Number
- Reimbursement Date
- Reimbursement Amount
- Currency

-
-
-
-

TIP Columns with totaling capabilities shown can only display as the end column of the table.

Sort Settings

	Column Name	Sort Order
First Sort	<input type="text"/>	no sort order <input type="button" value="v"/>
Second Sort	<input type="text"/>	no sort order <input type="button" value="v"/>
Third Sort	<input type="text"/>	no sort order <input type="button" value="v"/>

1	Entered information into all required fields (indicated with an asterisk) to create a Saved Search. Example: View Name = Name for Saved Search
2	Use the appropriate button: Cancel – Cancels the creation of the search Revert – Returns form fields to original values Apply and View Results – Apply the changes to the saved search and run it Apply – Apply the changes to the saved search



Reimbursements

Reimbursements

Advanced Search

Specify parameters and values to filter the data that is displayed in your results set.

- Show table data when all conditions are met.
- Show table data when any condition is met.

1

Views

Name is

Reimbursement Amount is

Age of Reimbursement in days is

Reimbursement Number is

Name	Reimbursement Number	Reimbursement Date	Reimbursement Amount	Currency
No search conducted.				

Reimbursements

1

Once there are saved searches, in the future click the **Views** button to access that search again



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[Expenses: Payments Search](#) >

Reimbursements

Reimbursements

Views

View

Name	Reimbursement Number	Reimbursement Date	Reimbursement Amount	Currency
No search results				

Reimbursements

1

Access the saved search from the **View** drop down list and click **Go** to see the results
You have successfully searched for payments.