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

Once logged into Oracle Internet Expenses with either the Org Internet Expenses or Internet Expenses Audit Manager, click the Payments Search tab to search for advances or reimbursements.

Note: You may also conduct a payments search using the Org Internet Expenses Responsibility.
1. Click the **Reimbursements** tab to conduct a search of travel reimbursements.

2. **Advanced Search** 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.
### Conduct Payments Search in iExpenses Module

**Job Aid**

**Contact:** rftravel@rfsuny.org

#### 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

<table>
<thead>
<tr>
<th>General Properties</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>View Name</strong></td>
</tr>
<tr>
<td>Number of Rows Displayed: 10 Rows(s)</td>
</tr>
</tbody>
</table>

#### Column Properties

Update the appropriate column attributes as desired.

##### Available Columns

- JobID
- EmployeeID
- InvoiceID
- CheckID
- ReimbursementAmount

##### 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

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Sort Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Sort</td>
<td>no sort order</td>
</tr>
<tr>
<td>Second Sort</td>
<td>no sort order</td>
</tr>
<tr>
<td>Third Sort</td>
<td>no sort order</td>
</tr>
</tbody>
</table>

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**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
Once there are saved searches, in the future click the Views button to access that search again.
Access the saved search from the View drop down list and click Go to see the results.

You have successfully searched for payments.