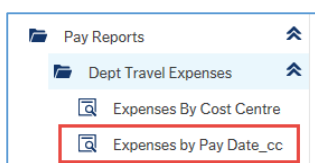


HOW DO I CHECK IF AN EMPLOYEE'S EXPENSE CLAIM HAS BEEN PAID

To check if an Employee's Expense has been paid, run the Report: Expenses by Pay Date cc:



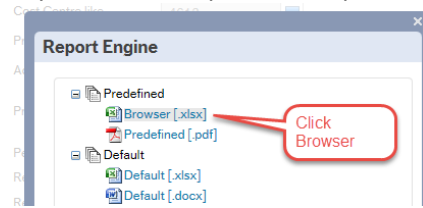
The screenshot shows the 'Expenses by Pay Date_cc' report interface. It includes a 'Selection criteria' section with various filter boxes and a 'Results' table. Numbered callouts are present: 1 points to the 'CostC like' box; 2 points to the 'Period between' date range; 3 points to the 'Employee Resno like' box; and 4 points to the 'Copy to clipboard' button. The results table shows columns for #, T, TT, TransNo, Pay date, Account, Amount, Employee Resno, Employee Resno (T), PO NO, InvoiceNo, Description, Period, CostC, CostC (T), and Project. The table contains 5 rows of data, with a summary row at the bottom.

#	T	TT	TransNo	Pay date	Account	Amount	Employee Resno	Employee Resno (T)	PO NO	InvoiceNo	Description	Period	CostC	CostC (T)	Project
1	B	PE	610097772	10/11/2017	4071	11.20	54027			0 610097772	Breakfast	201802			
2	B	PE	610097772	10/11/2017	4071	11.00				0 610097772	Drink	201802			
3	B	PE	610097772	10/11/2017	4071	11.50				0 610097772	Lunch	201802			
4	B	PE	610097772	10/11/2017	4071	33.55				0 610097772	Dinner	201802			
Σ						67.25									

No.	Item	Details
1	Selection Criteria	Enter your cost centre number in the Costc like box. If you have any other information that you would like to filter with, e.g. project or Transaction no., then enter the information in the relevant boxes. If you wish to bring back all information for your access, leave the boxes blank. Click Search.
2	Period between	The Report will default to the current 12 month period. If you need to include a different year(s), change the 'from' period, e.g. 201700 (2017).
3	Employee Resno like	If you know the Employee's staff no (resno), enter into the Employee Resno like Box or enter it on the filter box for Employee Resno.
4	Pay Date	The date in the Pay Date column is the Date that the payment was sent from UCC Finance Office, most likely through an electronic payment to the employee.

Export to Excel

If you wish to Export the Report to Excel, click Export:



You will be asked to Open or Save.



Save to your server drive or open and then save from Excel.

The exported file does not bring the selection criteria with it, so you should include dates on the file name.