Training Guide – Travel & Expenses

How to Find an Expense Report Number or an Employee ID

State of Kansas

**Travel & Expenses – How to Find an Expense Report Number
or an Employee ID**
Training Guide
Statewide Management, Accounting and Reporting Tool

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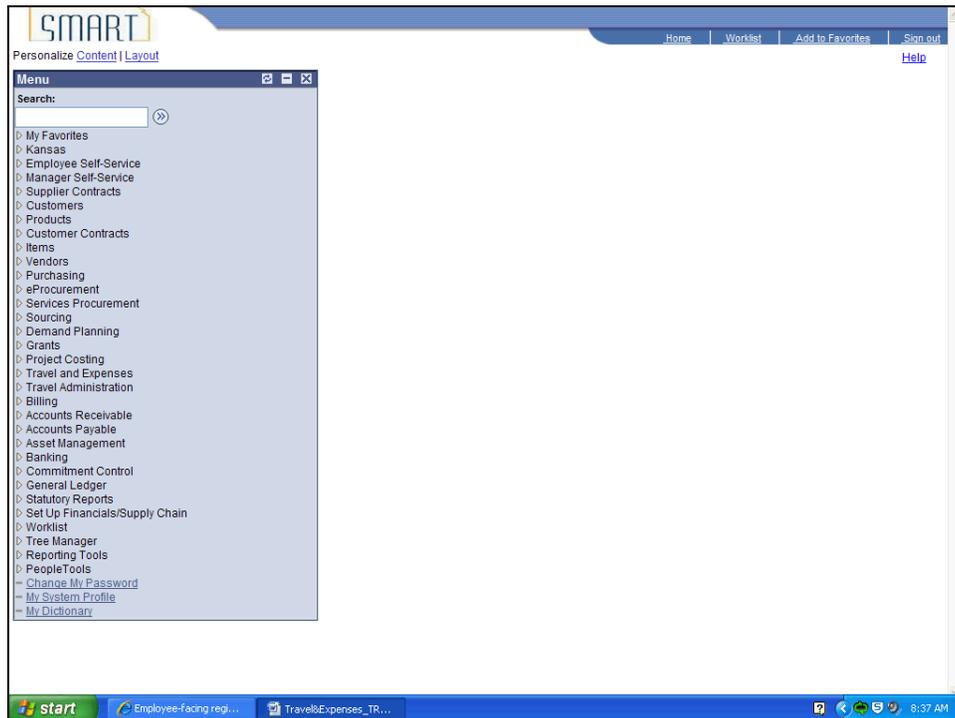**Training Guide**
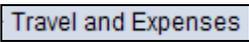Statewide Management, Accounting and Reporting Tool

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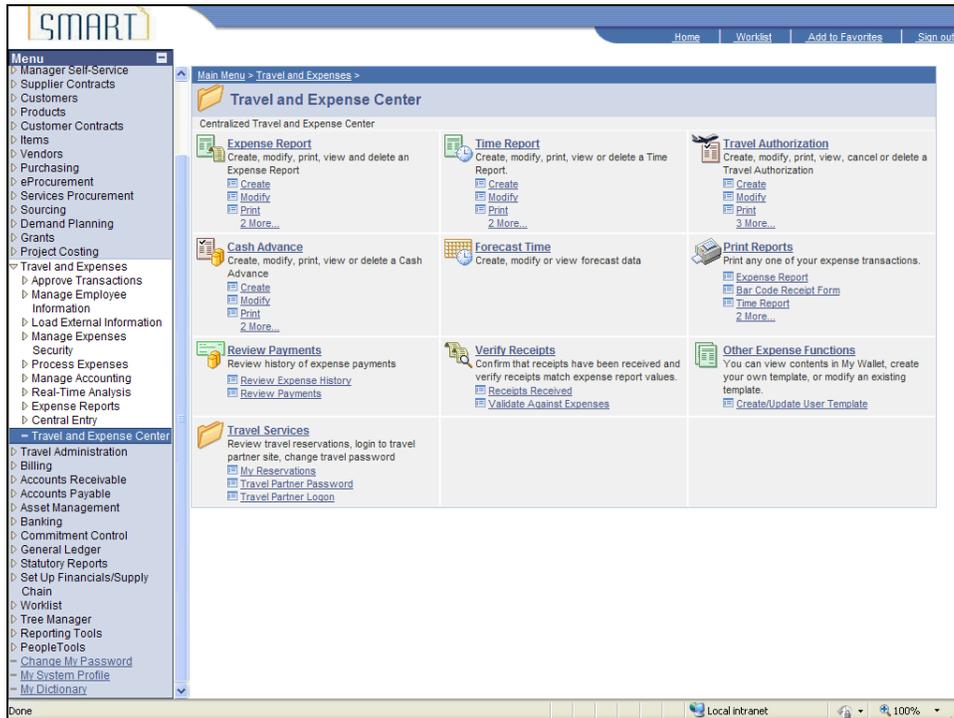## How to Find an Expense Report Number or an Employee ID

Procedure

Occasionally, you will need to look at an Expense Report or look up an Employee ID. You can do that easily if you know the Expense Report ID Number.

Step	Action
1.	You will need to go to the **Travel and Expenses** module. Click the **Travel and Expenses** link. Travel and Expenses
2.	SMART opens the **Travel and Expenses** menu. Click the **Travel and Expense Center** link. Travel and Expense Center

Step	Action
3.	SMART opens the **Travel and Expense Center** menu. Click the **Expense Report** link. Expense Report
4.	SMART opens the **Expense Report** menu. Click the **View** link. View

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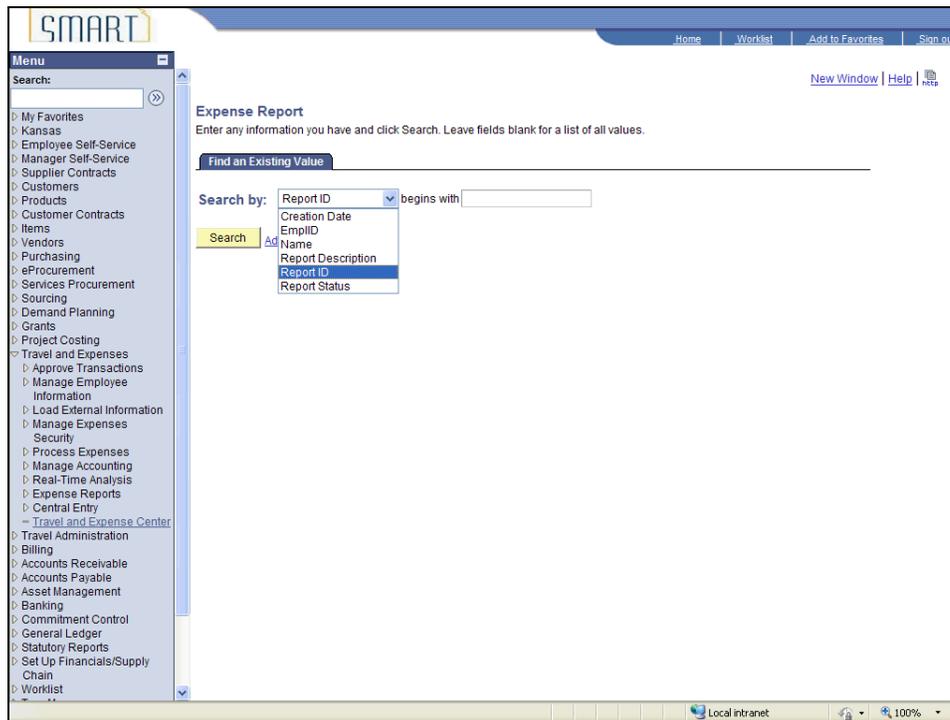or an Employee ID**
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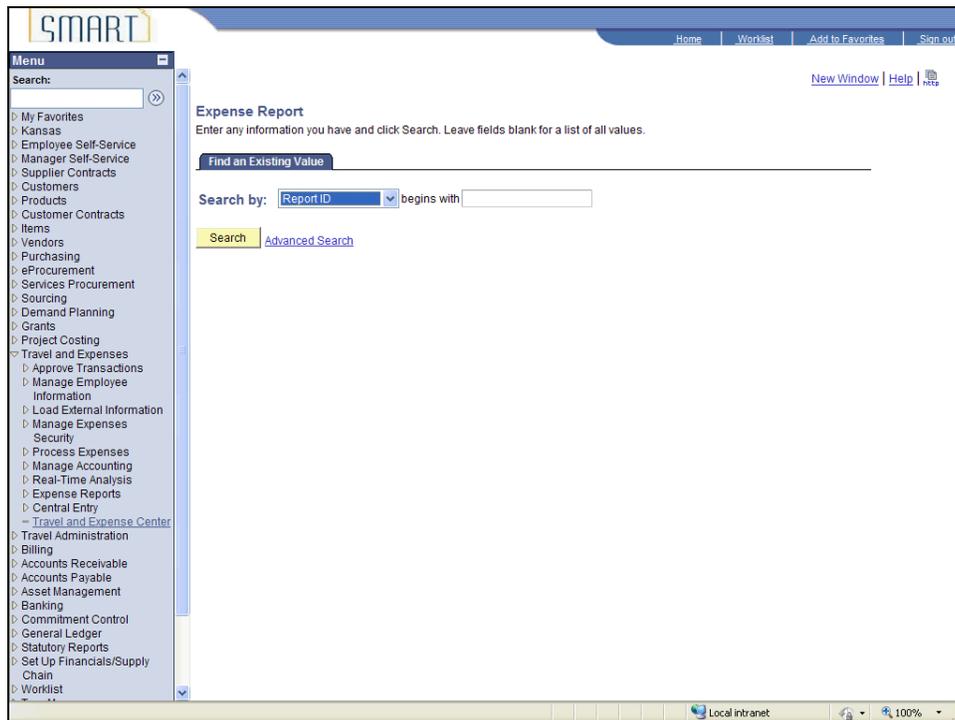
Step	Action
5.	SMART opens the **Expense Report** page. You can search by several categories. Use the drop-down menu to see those. Click the **Search by** drop-down list.

Step	Action
6.	In this simulation, you will use the **Report ID** to look up the **Expense Report**. Click the **Report ID item** drop-down list.
	Report ID
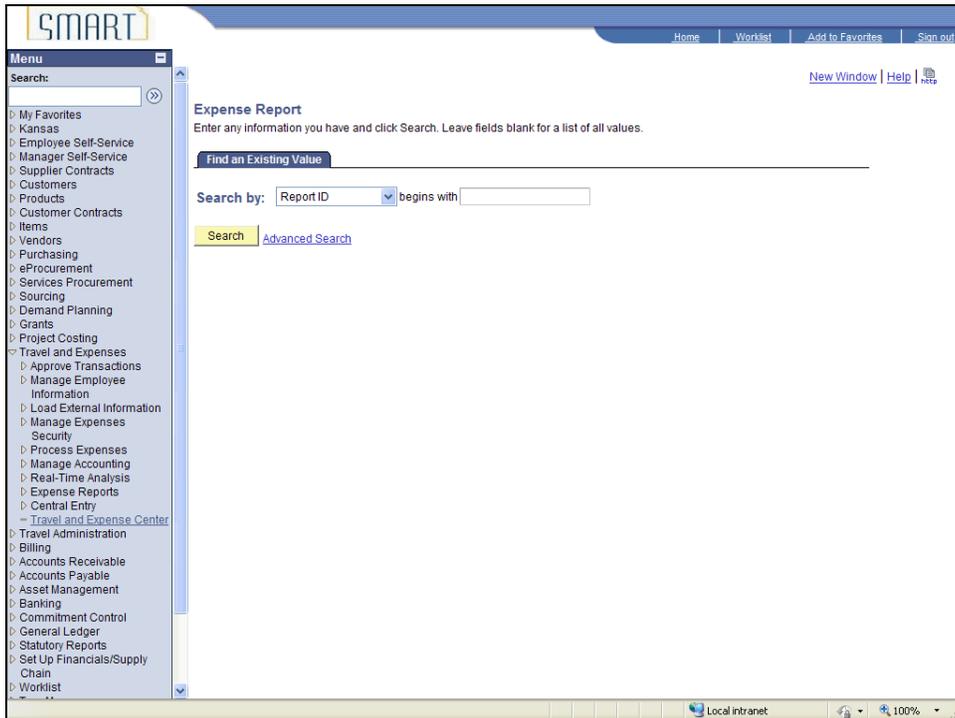
Step	Action
7.	The "**begins with**" field is where you will enter the **Report ID** for the **Expense Report** you want to review. Enter the desired information into the **begins with** field. For this simulation, enter "**0000121653**".
8.	Click the **Search** button. Search

Step	Action
9.	SMART opens **the Expense Report Detail** page for the Report ID number you entered. (Confirm that the correct employee is named.) To find the employee's ID number, scroll to the bottom of the page. Click the scrollbar.
10.	You will see a couple of buttons on the bottom of the page. Click the **Return to Search** button.
11.	SMART returns to the **Expense Report Search Page**. The name of the employee associated with the **Expense Report** appears here, with the employee's ID number.
12.	You can also use this page to find an employee by name. Click the **Search by** drop-down list.
13.	Click the **Name item from the** drop-down list.
14.	Click in the **begins with** field.

Step	Action
15.	If you know the employee's last name--in this case, "Smart"--you can enter it here. You can also use the "%" sign as a wild card character if you are unsure of the spelling. For example, in the case of "SMART," you might be unsure of how to spell the name after S-M. You could enter as much as you know, then add the % sign: Sm%. SMART will return a list of all the names that begin with "Sm." For this simulation, assume that you know the correct spelling of the employee's last name is "S-M-A-R-T." Enter the desired information into the **begins with** field. For this simulation, enter "**Smart**".
16.	Click the **Search** button. Search

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Step	Action
17.	Review the listed reports. To open an expense report, click on the employee's name just to the left of the report you want to review. For this simulation, assume you need to review the APVN Cutover travel report. The employee's name, just to the left of the **Report ID** number, is a hyperlink to the report. Click the **Employee Name** link. Smart,Anthony
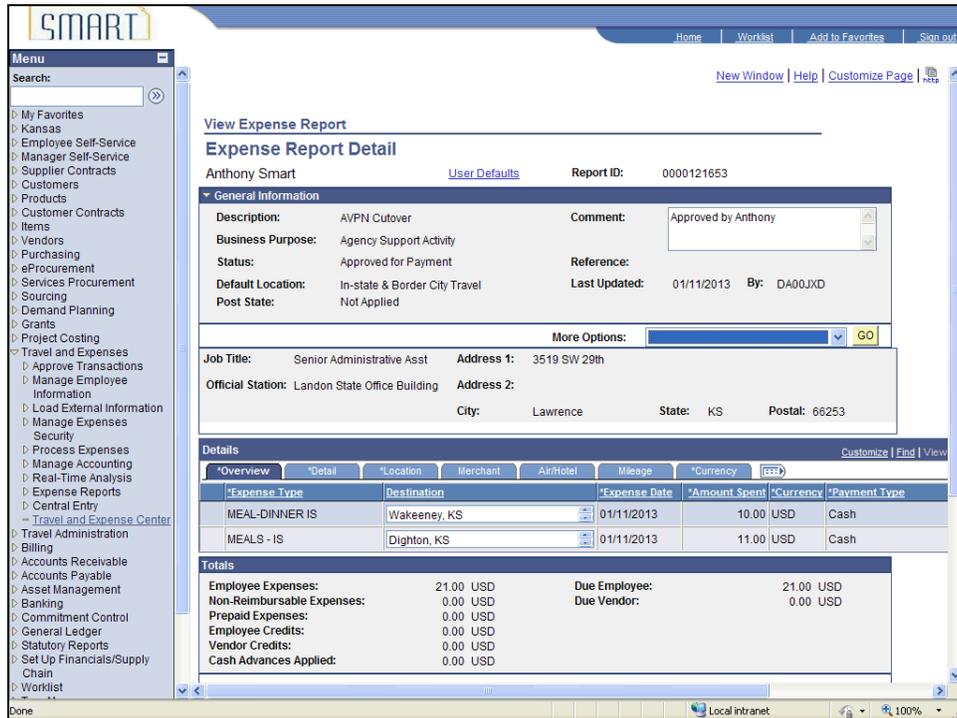
Step	Action
18.	Note that part of the expense report is off-screen to the right. If needed, use the horizontal scroll bar at the bottom of the screen to scroll to the right and view the additional information listed in the report. Click the bottom scrollbar.
19.	**AWESOME!** You can find an **Expense Report** number or an **Employee ID** number. **End of Procedure.**