

View Employee Payment History

The **Employee Payment History** page is used to view payments to an employee for cash advances and expense report reimbursements. This history can be helpful when tracking payment details for an employee.

- 1. To view an employee's expense history, begin by navigating to: NavBar > Menu > Financials > Travel and Expenses > Process Expenses > Review Payments > Payment History
- 2. The Employee Payment History page is displayed.
 - a. From the Find an Existing Value tab, you can perform a search by Employee ID or Name. Enter the employee's information into the appropriate field.
 Employee Payment History Enter any information you have and click Search. Leave fields blank for a list of field.
 - b. UTARL will prepopulate the **Set ID** field. Replace that with **UTSHR.**
 - c. Click Search.

Note: After clicking Search, if there is only one Payment for the employee, the payment history page will display. If there are multiple payments, a list will appear in a Search Results table. If applicable, click the appropriate link for the payment that you want to view from the Search Results table.

Employee Payment History	
Enter any information you have and click Search. Leave fields blank for a	a list of all values.
Find an Existing Value	
Search Criteria	
Empl ID begins with 🔻	
Name begins with 🔻	
Payment Number begins with 🔻	
SetID = 🔻 UTARL Q	
Bank Code begins with 🔻	
Bank Account begins with 🔻	
Payment Reference begins with 🔻	
Case Sensitive	
Search Clear Basic Search 🖾 Save Search Criteria	

- d. The **Employee Payment History** page is displayed.
- 3. The **Payment Info** section displays the payee's bank, the payment amount, payment status, payment method, and the payment date.
- 4. The **Payments** table displays the report used to process the payment (Cash Advance or Expense Report), description, status, creation date, and the dollar amount.
- 5. In order to view report used to process the payment, you will need to navigate to the

Sam May	e Paymen /erick	t History				elsewhe
Payment In	fo					Expense
Payment	t Reference 10	000268042				module
Bank Code JPMorgan Chase Bank, N.A.						
Bank Account UTARL Vendor / AP						
Payme	ent Amount	1,000.00	0 USD			
	Pay Status Pa	Paid Status Posted		Status Posted		
Payment Method ACH				Payment Date 04/30/2018		
Payee Addre	ess					
Payments			Personalize	Find 🖓 🔢	First 🕚 1 of 1 🕑 Last	
	ID	Descr	Status	Created	Amount	
Туре						