How to View Expense Reimbursement Payments in Finance 9.2

The following Job Aid will demonstrate how to report on which payroll periods expense reports were paid.

1. **Log into Finance Production** with your User ID and password.

2. Select the **NavBar** at the top, right side of the screen.

3. Select **Navigator** from the vertical menu.

4. Navigate to the following path:
   - **Travel & Expenses** >> **Process Expenses** >> **Review Payments** >> **Payroll Payments**

5. Enter **Employee ID**, and click **Search**.

6. Click **Search** again, at the top right corner of the screen.
7. Click **View All**

Note: This view allows the finance system user/employee to report on employee reimbursement payments paid through various pay periods.

![Employee Payroll Payment History](image)