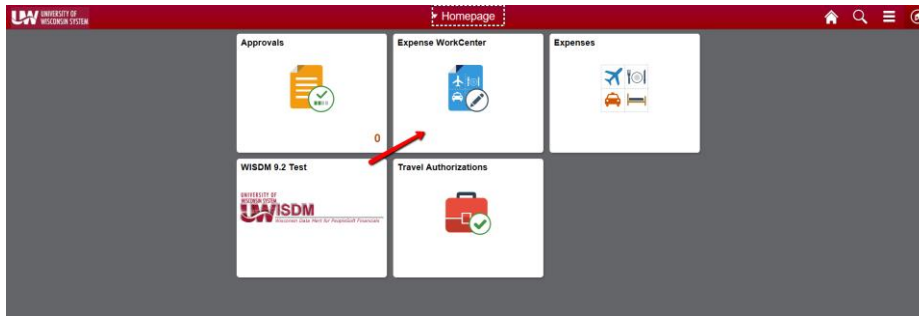


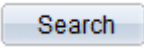
How to Find an Expense Report Payment Reference Number

1. Click the **Expense WorkCenter Tile**



2. Scroll down and expand **Void/Reissue Payment**
1. Click the **View Payment History** menu
2. **Enter** Empl ID and SetID.

A screenshot of the 'Employee Payment History' search interface. The left sidebar shows a navigation menu with 'View Payment History' highlighted. The main content area has a search form with the following fields: 'Empl ID' (dropdown 'begins with'), 'Name' (dropdown 'begins with'), 'Payment Number' (dropdown 'begins with'), 'SetID' (dropdown 'begins with' with 'UWSTO' entered), 'Bank Code' (dropdown 'begins with'), 'Bank Account' (dropdown 'begins with'), and 'Payment Reference' (dropdown 'begins with'). There is also a 'Case Sensitive' checkbox and buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

3. Click  and a list will be returned which includes the Payment Reference Number

Employee Payment History

SHARON SCHWARTZ

Payment Info

Payment Reference 003202

Bank Code Firstar State Contract Bank

Bank Account Zero Balance Checking Account

Payment Amount 276.94 USD

Pay Status Void

Payment Method ACH

Action Close

Date Cancelled 06/28/2018

[Payee Address](#)

Payments							Personalize	Find	Print	First	1 of 1	Last
Type	ID	Descr	Status	Created	Amount							
Expense Report	0000444234	Training at UW Stout	Paid	03/27/2017	276.94 USD							

Save

Return to Search

Previous in List

Next in List