Printing a Barcode Receipt for Faxing Receipts/Documents

To fax your receipts or other related documents and associate them with a T&E transaction (travel authorization, cash advance, or expense report), you will need to perform the following steps.

1. Create the T&E transaction and click the Submit or Save For Later button.
2. Note the automatically generated ID number for the transaction.
3. Print an expense barcode receipt for the transaction in PeopleSoft.
4. Fax the receipts/documents, including the expense barcode receipt as the first page. The fax number is 1-855-TRIPEXP (1-855-874-7397).

Your faxed receipts/other documents will be converted into images by ImageNow, the electronic document imaging system accessed via WebNow. Refer to the Viewing Receipts or Other Documents topic for instructions on how to view the receipt/document via WebNow.

You may also email your receipts or other related documents in lieu of faxing them. Please refer to the Emailing Receipts or Other Documents topic for instructions.

In this topic, you will print the expense barcode receipt and get instructions on how to fax your receipts/documents.

Procedure

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## Training Guide
### UMSYS FS 9.0 Travel and Expenses (T&E) - Traveler

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| 1.   | The first time a user runs the Expense Barcode Receipt process, the user will have to use the **Add a New Value** mode to add a **Run Control ID**. A Run Control ID is a name that users create to store and re-use a set of run control instructions.  
**Note:** After a Run Control ID has been established by the user, choose the Find an Existing Value mode, enter the Run Control ID, and click Search. |
| 2.   | For this training example, click the **Add a New Value** tab. |

![Oracle Expense Barcode Receipt](image)

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| 3.   | The **Run Control ID** should be something specific to the process.  
For this training example, enter "EXBARCODE" into the **Run Control ID** field. |
| 4.   | Click the **Add** button. |

Add
### Step 5
The Expense Receipt page will display.

Enter the T&E transaction ID in the Report ID field or search for the ID. For this training example, click the lookup feature (magnifying glass icon) to search for the ID.

![Image of Expense Receipt page]

### Step 6
For this training example, click the **000000103** link in the search results.

### Step 7
Click the Run button.
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<tr>
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<tr>
<td>8.</td>
<td>The <strong>Process Scheduler Request</strong> page will display. In the <strong>Server Name</strong> drop-down list, click the <strong>PSUNX</strong> list item.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="ORACLE screenshot" /></td>
</tr>
<tr>
<td>9.</td>
<td>In the <strong>Type</strong> drop-down list, click the <strong>Window</strong> list item.</td>
</tr>
<tr>
<td>10.</td>
<td>In the <strong>Format</strong> drop-down list, click the <strong>PDF</strong> list item.</td>
</tr>
</tbody>
</table>
Step 11. Click the **OK** button.

**OK**
### Step 12

A separate window opens with the processing status of the report. The status begins with Queued, then changes to Processing, and ends with Success.
# Training Guide

**UMSYS FS 9.0 Travel and Expenses (T&E) - Traveler**

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<td>13.</td>
<td>When the processing is complete, a PDF of the expense receipts barcode opens.</td>
</tr>
<tr>
<td>14.</td>
<td>Click the Print button in the browser to print the expense receipt barcode.</td>
</tr>
</tbody>
</table>
| 15.  | When you fax your receipts/documents, include the expense receipt barcode page as the first page of the materials that you fax.  
The number for faxing receipts/documents related to a T&E transaction is 1-855-TRIPEXP (1-855-874-7397).  
**Note:** After faxing the receipts/documents, it typically takes 10 to 15 minutes for them to be associated with the T&E transaction in PeopleSoft. Refer to the Viewing Receipts or Other Documents topic for instructions on how to view the receipt/document via WebNow.  
You can also email your receipts or other related documents. Please refer to the Emailing Receipts or Other Documents topic for instructions. |
| 16.  | You have successfully printed an expense receipt barcode for faxing receipts or other related documents.  
**End of Procedure.** |