

How to Import Available Expenses Into An Existing Expense Report

There are multiple ways to import Available Expenses into an expense report. The following is a frequently used method:

- 1. Open an existing Expense report from *Open Reports in the* **Quick Task Bar**, *My Tasks* or the **Expense Tab** in *Active Reports*.
 - A. Click on an existing Expense Report name to open it.
 - B. The Expense Report Opens.

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- 2. Click on the Available Expenses tab to open the Available Expense window.
 - A. Click on the check box next to the expenses you wish to add to this expense report.
 - 1) In our example we are selecting two Available Expenses.
 - 2) These items could be airfare, hotel, car rental or travel agency fees.

Note: If you cancelled a trip, you must still import the Travel Agency Fee. The agency fee is not waived if you cancel a trip.

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Date - Expense Amount Requests				Move v Match	Unmatch Delete
	Expense Detail	Expense	Source	Date +	Amount
No Expenses Found	Travel, Inc. Duluth	For Travel Agent (In-State Tr	0	12/12/2014	\$4.27
	Travel, Inc. Duluth	For Travel Agent (In-State Tr	0	12/12/2014	\$4.27
	Travel, Inc. Duluth	For Travel Agent (In-State Tr	0	01/26/2015	\$-4.27
	Travel, Inc. Duluth	For Travel Agent (In-State Tr	-	01/26/2015	\$-4.27

- B. Click on the **Move** button in the **Available Expenses** box.
 - 1) If you clicked on the drop down arrow for the Move button and not the tab itself here you will see two options.

- a) To New Report.
- b) To Current Report.
- c) Select To Current Report.
- 2) If you clicked on the Move button without touching the drop down arrow the system will automatically select *To Current Report*.
- C. If the Expense and the Credit Card items appear as two separate items do the following:
 - 1) Select the credit card expense and the reservation.
 - 2) Click on Match.
 - 3) The items will be transferred to the expense report as a single item.
 - 4) Click **OK** if the dialogue box pops up.

Smart Expenses ×				
0	The selected items have been successfully imported as expenses.			
	Never show this prompt again			
	ОК			

- 3. The selected expenses are now assigned to this Expense Report.
 - A. If you see a Red Exception Flag on <u>any</u> expense, you must resolve the issue or the expense report cannot be submitted.

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	g New Expens 12/09/2014	Rental Cars Only			To create a new exp expense, click the ex		of the page.	expense type in the field above. T	To edit an existing

1) Click on the item with the red flag you wish to correct.

2) The Expense data for that item will appear.

Expense			Available Receipts
Expense Type	Transaction Date	Number of days the vehicle was rent	ed
Rental Cars Only	12/09/2014		
Purpose of Trip	Vendor	City	
test	Hertz 🗸	Atlanta, Georgia	
Payment Type	Amount	Avg. Daily Rate	
Out of Pocket 🗸	90.00 USD 🗸		
Personal Expense (do not reimburse)	Car Class	Trip Type In-State Travel	
Reservation Number	Comment		
		Save Attach	Receipt Cancel

- a) Enter any missing required data.b) Fields and required fields are dependent on the expense type.
- c) Attach any required or necessary receipts.
- d) Click on **Save** to update the Expense Entry.