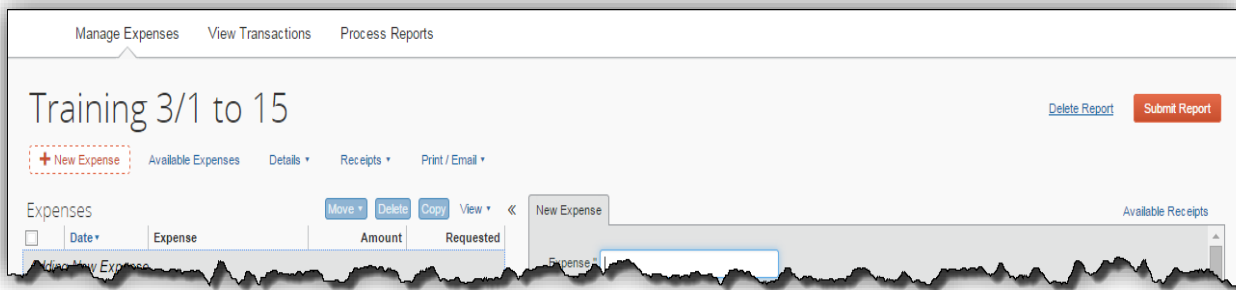




How to Import Available Expenses Into An Existing Expense Report

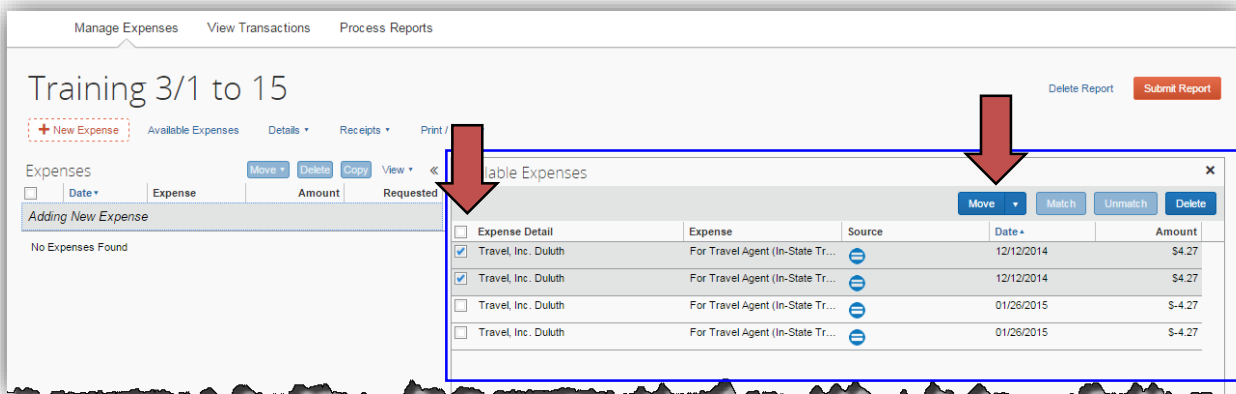
There are multiple ways to import Available Expenses into an expense report. The following is a frequently used method:

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.



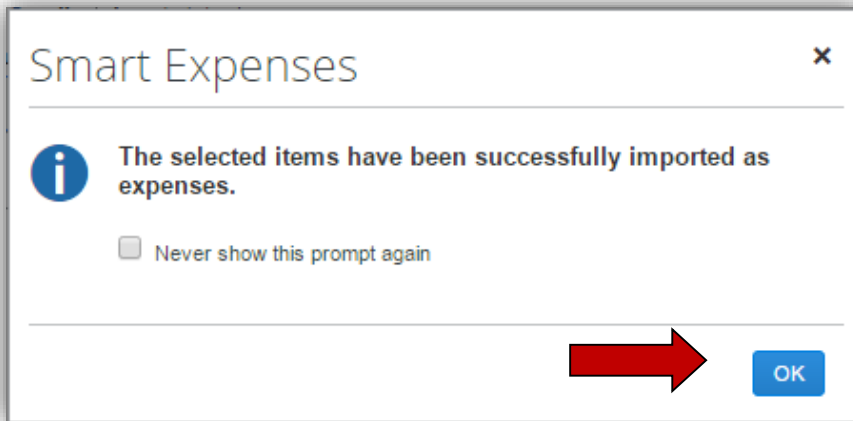
2. Click on the **Available Expenses** tab to open the **Available Expense** window.
 - A. Click on the check box next to the expenses you wish to add to this expense report.
 - 1) In our example we are selecting two Available Expenses.
 - 2) These items could be airfare, hotel, car rental or travel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

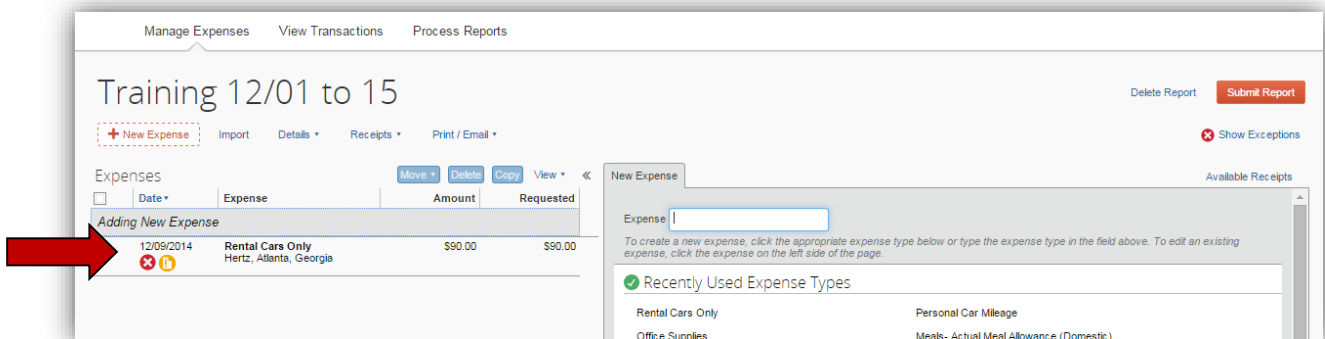


- B. Click on the **Move** button in the **Available Expenses** box.
 - 1) If you clicked on the drop down arrow for the Move button and not the tab itself here you will see two options.

- 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.



3. The selected expenses are now assigned to this Expense Report.
- A. If you see a Red Exception Flag on any expense, you must resolve the issue or the expense report cannot be submitted.
 - 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 Rental Cars Only	Transaction Date 12/09/2014	Number of days the vehicle was rented
Purpose of Trip test	Vendor Hertz	City Atlanta, Georgia
Payment Type Out of Pocket	Amount 90.00 USD	Avg. Daily Rate
<input type="checkbox"/> Personal Expense (do not reimburse)	Car Class 	Trip Type In-State Travel
Reservation Number 	Comment 	

- 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.