How to Import Available Expenses Into a New Expense Report
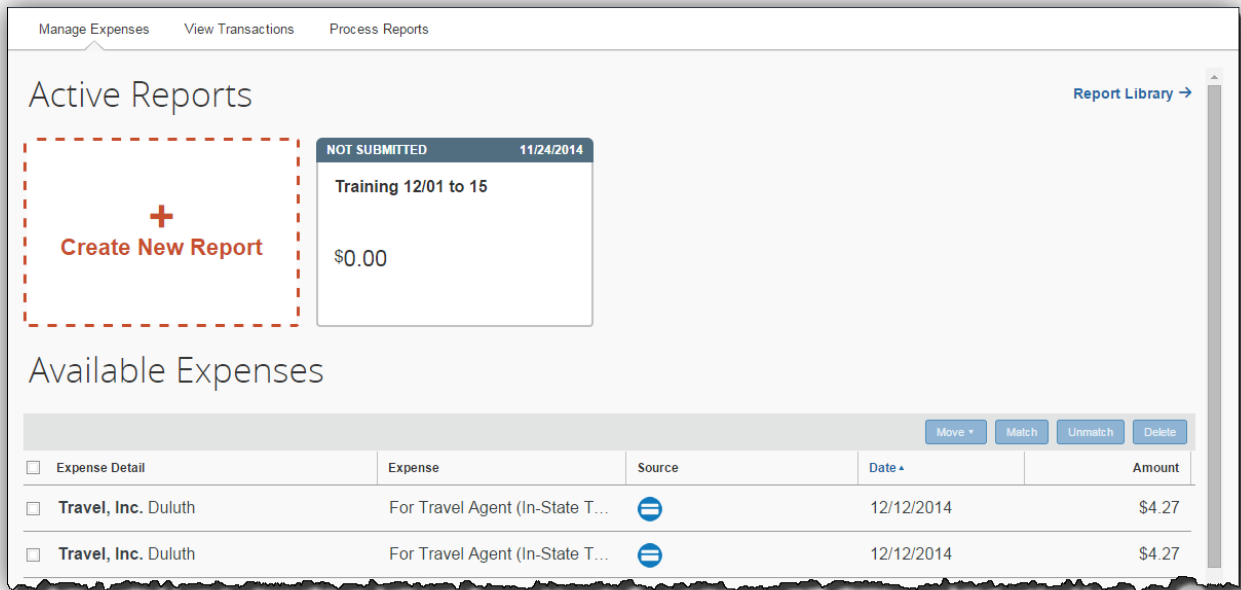
There are multiple ways to import Available Expenses into an expense report. The following is a frequently used method:

1. Select *Available Expenses from the* **Quick Task Bar**, *the blue arrow in Available Expenses* under **My Tasks** or click the **Expense Tab**


- Available Expenses Display

How to Import Smart Expenses Into a New Expense Report

2. Select the items to import by clicking on the checkbox next to the items you want to import
   a) In our example we are selecting one of the two Available Expenses
   b) These items could be airfare, hotel, car rental or travel agency fees
      i. **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
3. Click on the **Move** tab in the *Available Expenses* box
   o Select **To New Report** from the drop down box
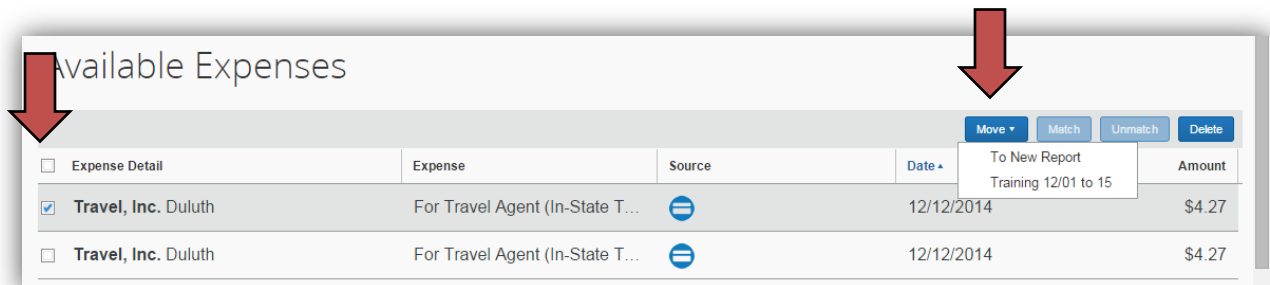
- If the Expense and the Credit Card items appear as two separate items do the following:
   o Select the credit card expense and the reservation
   o Click on **Match**
   o The items will be transferred to the expense report as a single item
4. The Report Header opens; complete as usual and click **Next** to create a new expense report

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- Respond to Travel Allowance or Cash Advance Options as usual

5. Click **OK** on the dialogue box that pops up
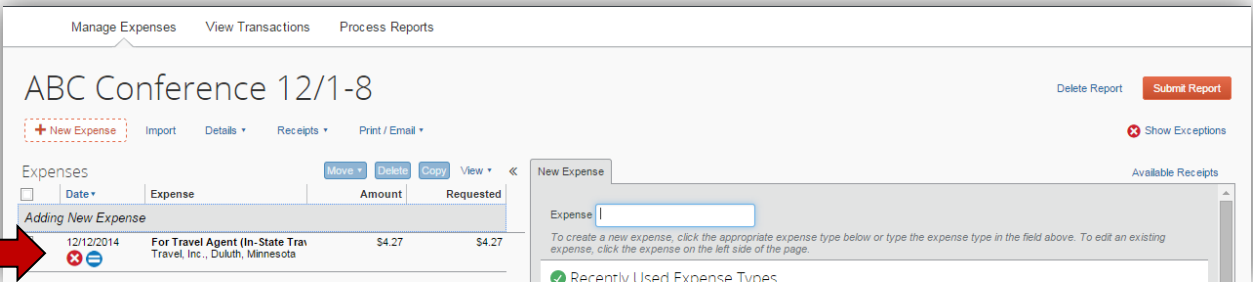
o The selected expenses are now assigned to this Expense Report

6. If you see a Red Exception Flag ❌ on <u>any</u> expense, you must resolve the issue or the expense report cannot be submitted

- o Click on the item with the red flag you wish to correct
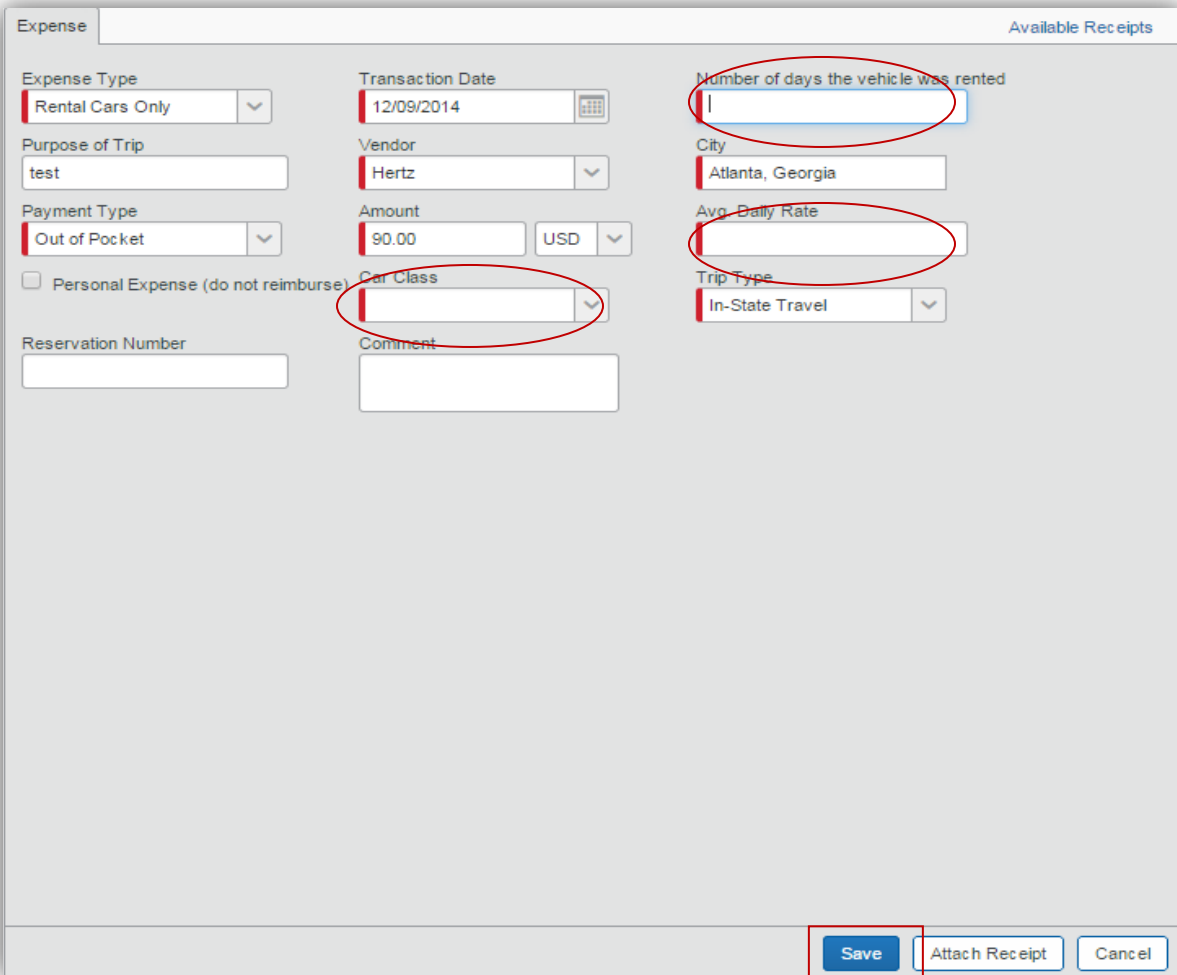
- o The Expense data for that item will appear

- o Enter any missing required data

- - Each expense type has its own fields and required fields.
  - o Attach any required or necessary receipts
  - o Click on **Save** to update the Expense Entry