



How to Import Available Expenses Into a New Expense Report

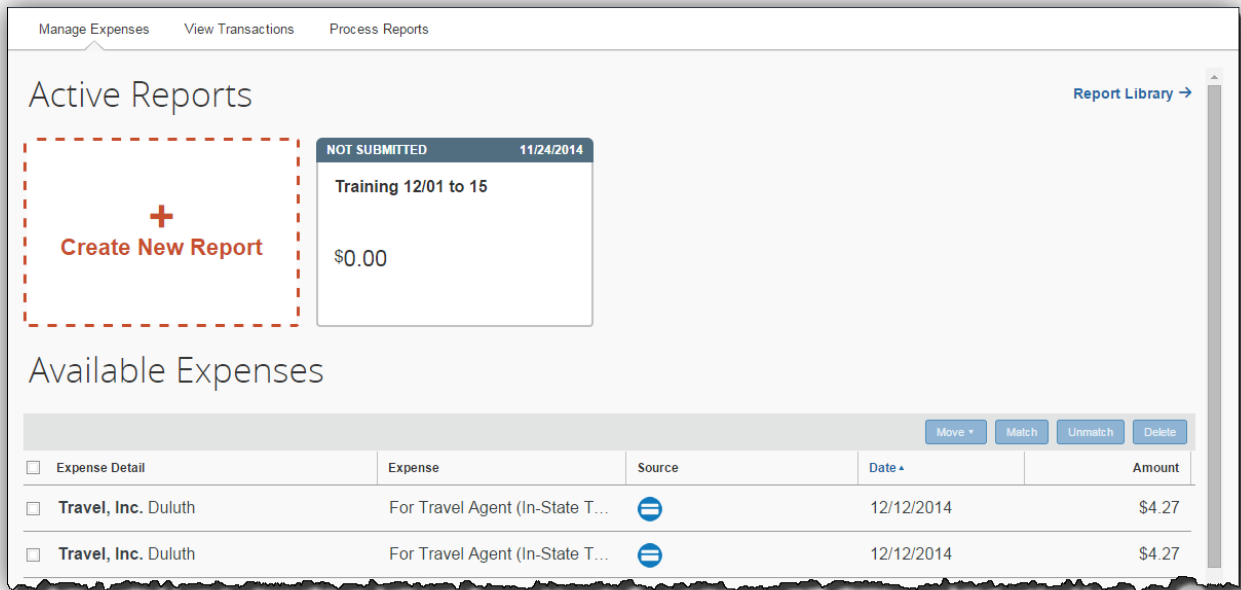
There are multiple ways to import Available Expenses into an expense report. The following is a frequently used method:

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

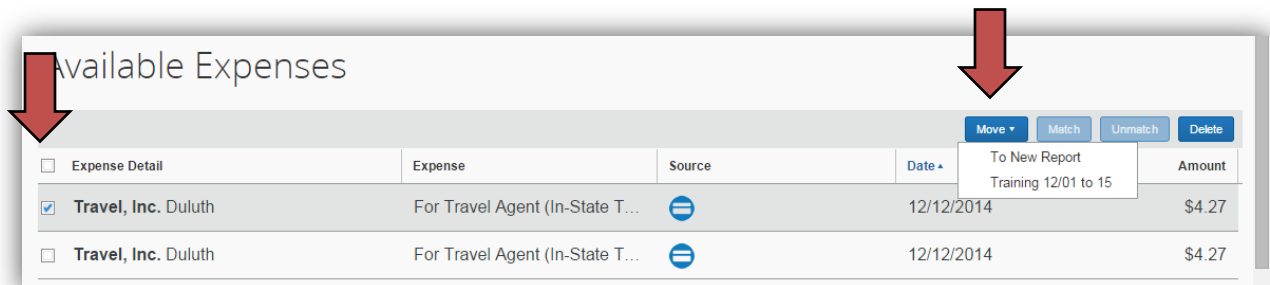
The screenshot shows the Expense Management System interface. The top navigation bar includes Home, Requests, Travel, Expense, Reporting, and App Center. The 'Expense' tab is highlighted. Below the navigation bar, there is a user profile section with the name 'Hello, Donna' and a 'Profile' dropdown. The main content area is divided into several sections: 'TRIP SEARCH' with flight search options, 'ALERTS' with a Tript notification, 'COMPANY NOTES' with a 'Welcome back, Administrator' message and a '19 DAYS remain until the Enhanced UI.' notification, and 'MY TASKS' with three widgets: 'Open Requests' (00), 'Available Expenses' (02), and 'Open Reports' (01). A red arrow points to the 'Available Expenses' widget, which has a blue arrow pointing right. Another red arrow points to the 'Read' button on the right side of the 'MY TASKS' section.

- 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
 - a. 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:
 - a. Select the credit card expense and the reservation
 - b. Click on **Match**
 - c. 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

How to Import Smart Expenses Into a New Expense Report

Manage Expenses View Transactions Process Reports

Create a New Expense Report

Report Header

Report Date: 01/12/2015
Report Name:
Trip Type: In-State Travel
Policy: State of Georgia Expense
Trip Start Date:
Trip End Date:
Purpose of Trip:
Comment:
Report Key:
Vendor ID: 0000504595

Special Activity:

Requests

Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
--------------	------------	-----------	---------------	-----------------	------------------

- Respond to Travel Allowance or Cash Advance Options as usual

Travel Allowances

Will this report include meals per diem?

5. Click **OK** on the dialogue box that pops up


Smart Expenses

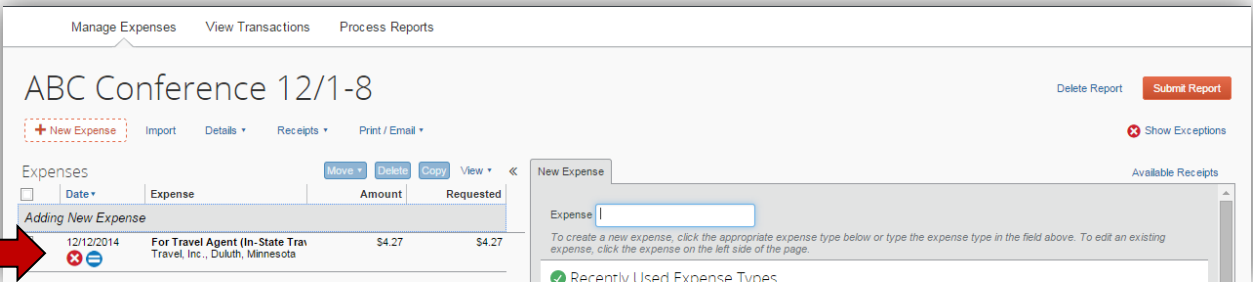
The selected items have been successfully imported as expenses.

Never show this prompt again

- The selected expenses are now assigned to this Expense Report

How to Import Smart Expenses Into a New Expense Report

- If you see a Red Exception Flag  on any expense, you must resolve the issue or the expense report cannot be submitted
 - Click on the item with the red flag you wish to correct



Manage Expenses View Transactions Process Reports

ABC Conference 12/1-8

Delete Report Submit Report

+ New Expense Import Details Receipts Print / Email Show Exceptions

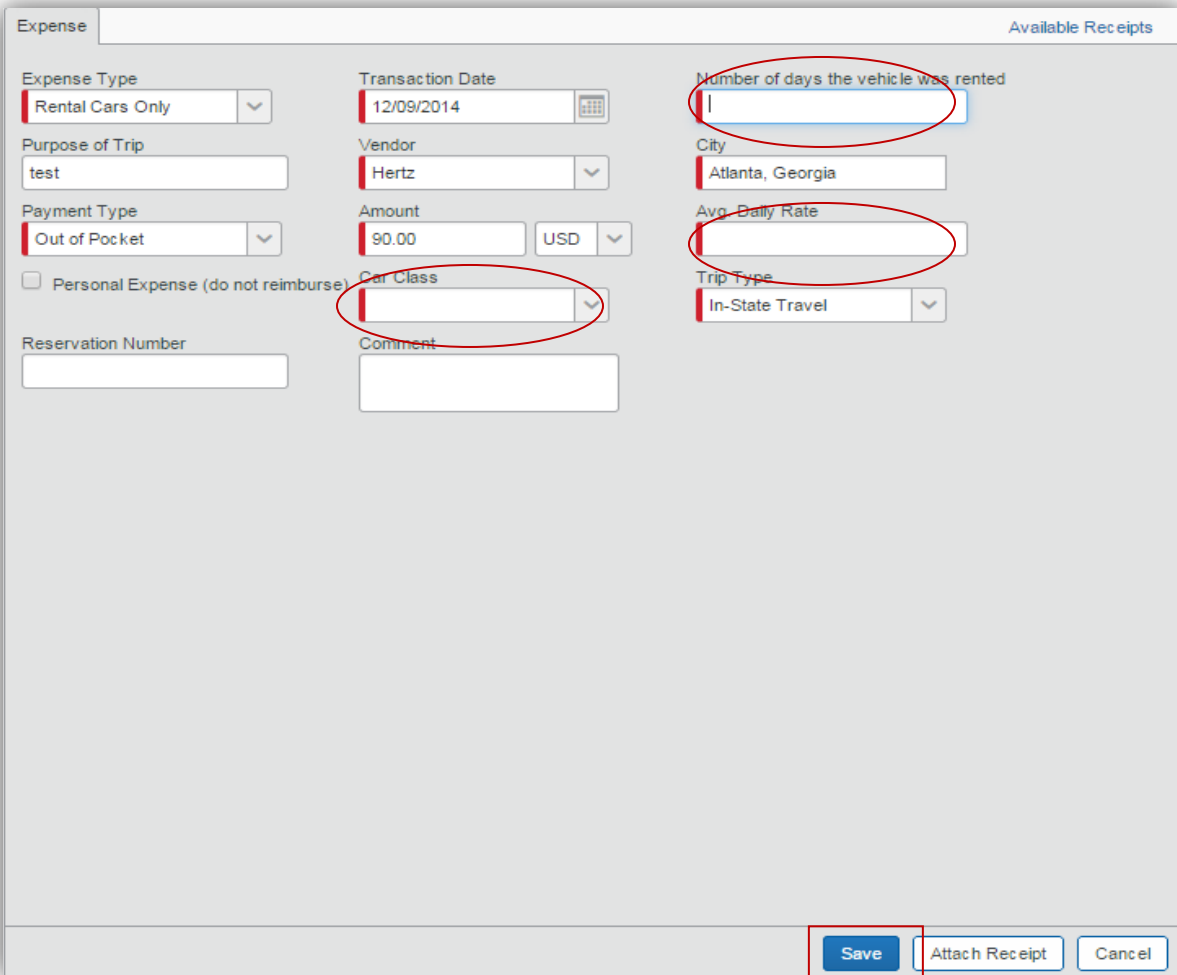
Date	Expense	Amount	Requested
12/12/2014	For Travel Agent (In-State Tra... Travel, Inc., Duluth, Minnesota	\$4.27	\$4.27

New Expense

Expense

Recently Used Expense Types

- 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: |

Personal Expense (do not reimburse):

Car Class: |

Trip Type: In-State Travel

Reservation Number: |

Comment: |

Save Attach Receipt Cancel

- Enter any missing required data

How to Import Smart Expenses Into a New Expense Report

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