

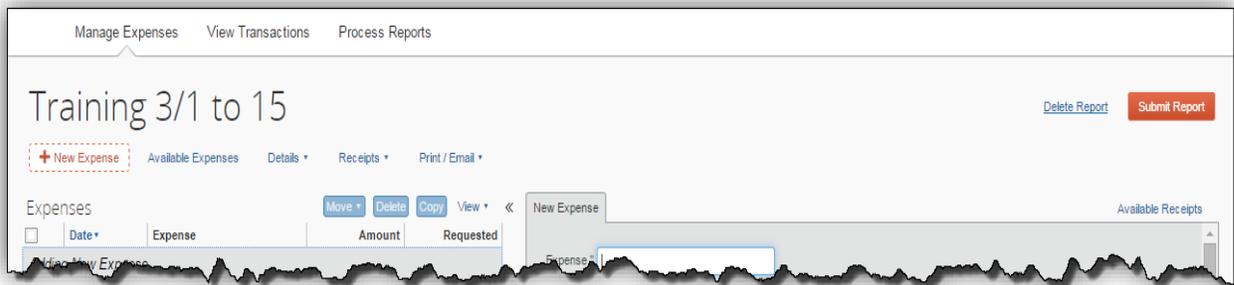


# How to Import Available Expenses Into An Existing Expense Report

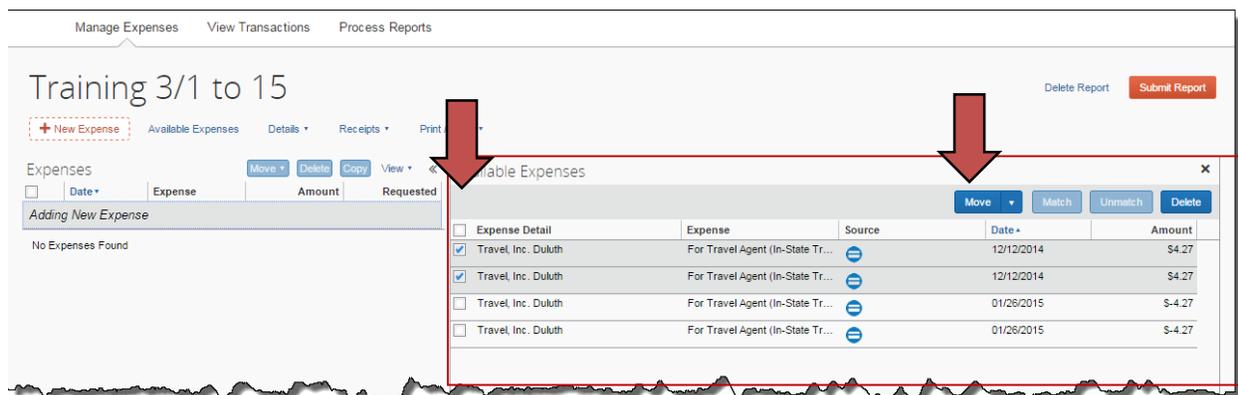
There are multiple ways to import Available Expenses into an expense report. The following is a frequently used method:

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

The Expense Report Opens

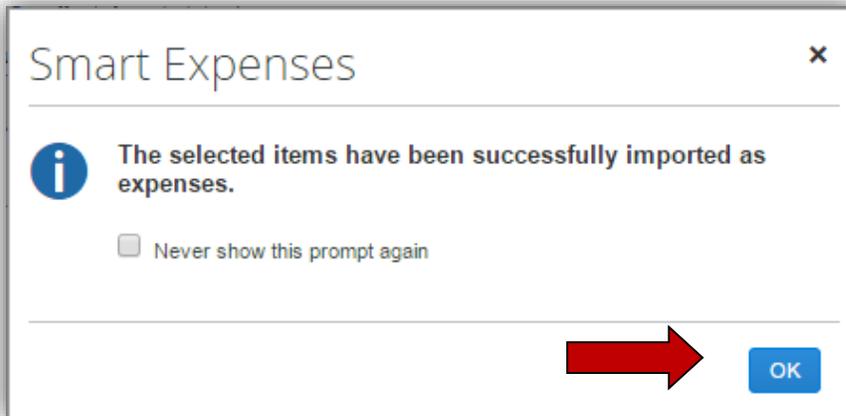


2. Click on the **Available Expenses** tab to open the **Available Expense** window
  - a) Click on the check box next to the expenses you wish to add to this expense report
    - In our example we are selecting one of the two Available Expenses
    - These items could be airfare, hotel, car rental or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

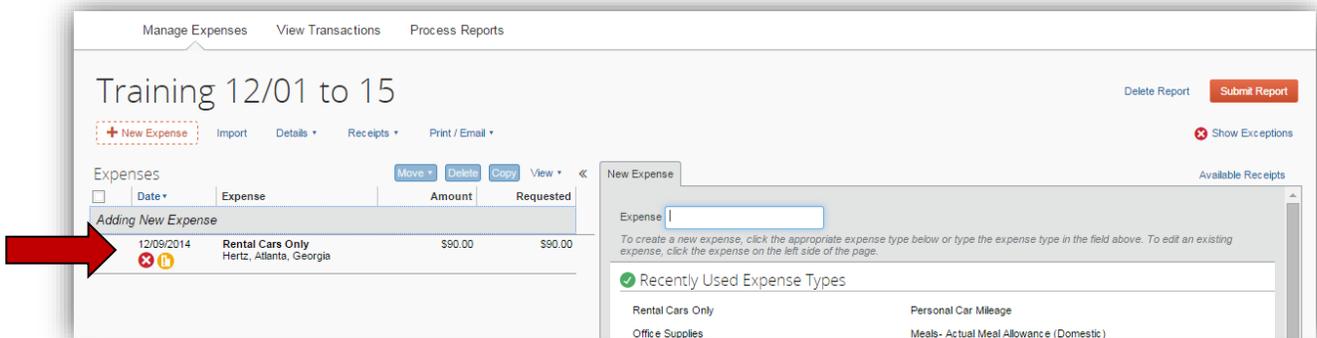


- b) Click on the **Move** tab in the **Available Expenses** box
  - o If you clicked on the drop down arrow in the Move Tab and not the tab itself here you will see two options
    - To New Report
    - To Current Report

- **Select To Current Report**
    - If you clicked on the Move Tab 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:
  - Select the credit card expense and the reservation
  - Click on **Match**
  - The items will be transferred to the expense report as a single item
- d) Click **OK** if the a dialogue box pops up



- The selected expenses are now assigned to this Expense Report
- e) 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



- 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 1
Purpose of Trip test	Vendor Hertz	City Atlanta, Georgia
Payment Type Out of Pocket	Amount 90.00 USD	Avg. Daily Rate 1
<input type="checkbox"/> Personal Expense (do not reimburse)	Car Class [Redacted]	Trip Type In-State Travel
Reservation Number [Empty]	Comment [Empty]	

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