

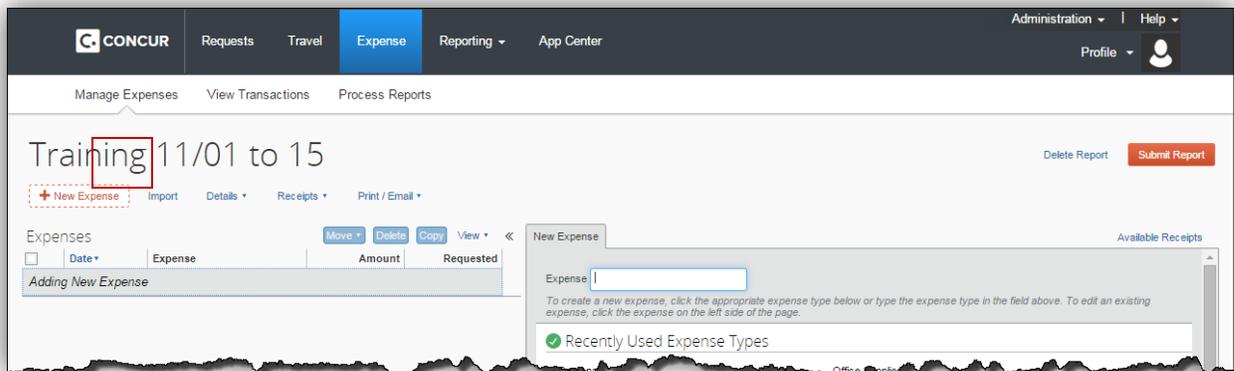


How to Import Smart Expenses Into An Existing Expense Report

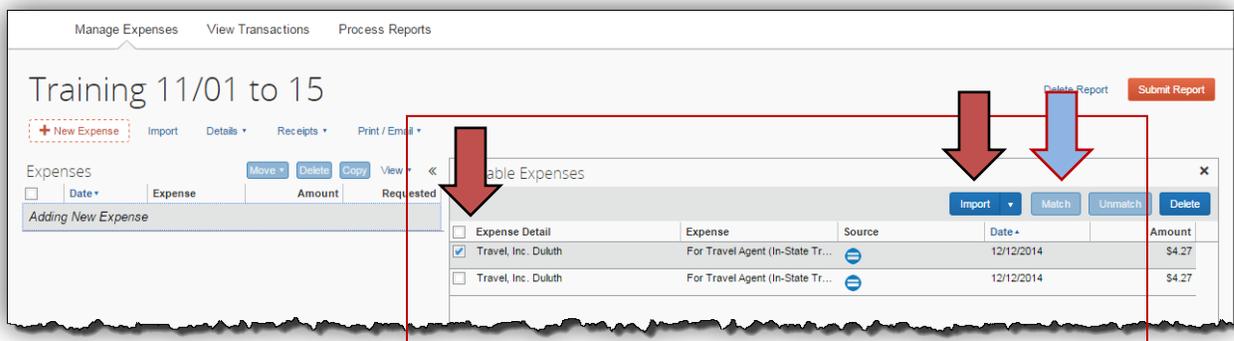
There are multiple ways to import Available Expenses into an expense report. The following is a frequently used method:

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

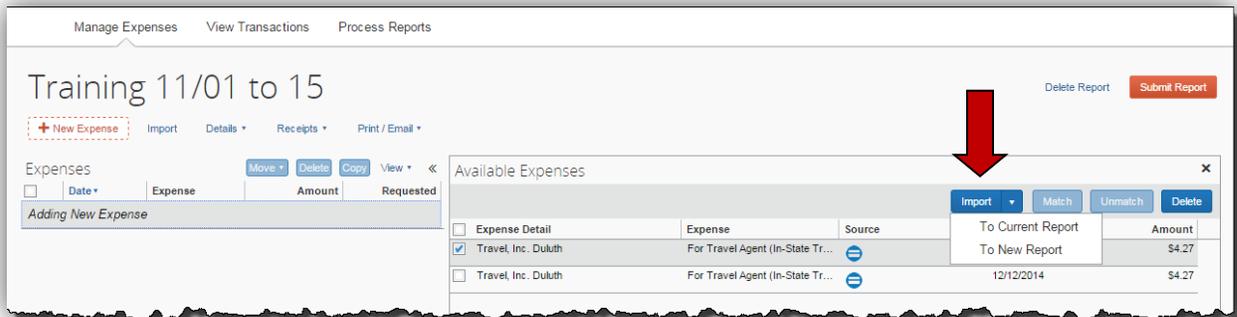


2. Click on the **Import** tab to open the **Available Expense** window
 - a) Click on the check box next to the expenses you wish to add to this expense report
 - In our example we are selecting one of the two Available Expenses
 - These items could be airfare, hotel, car rental or travel agency fees.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

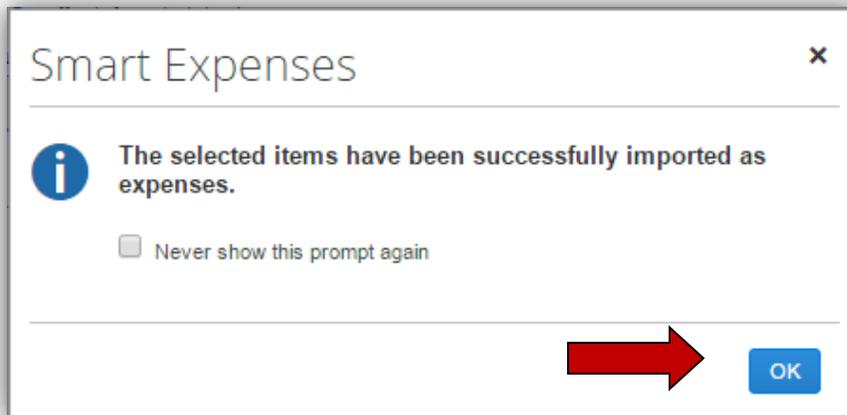


- b) Click on the **Import** tab in the **Available Expenses** box

- If you clicked on the drop down arrow in the Import Tab here you will see two options
 - To New Report
 - To Current Report
 - **Select To Current Report**
- If you clicked on the Import 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** on the **Smart Expenses** dialogue box that 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

Manage Expenses View Transactions Process Reports

Training 12/01 to 15

Delete Report [Submit Report](#)

[+ New Expense](#) Import Details Receipts Print / Email [Show Exceptions](#)

Expenses	Date	Expense	Amount	Requested
Adding New Expense				
<input type="checkbox"/>	12/09/2014	Rental Cars Only Hertz, Atlanta, Georgia	\$90.00	\$90.00

New Expense Available Receipts

Expense

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

Recently Used Expense Types

Rental Cars Only	Personal Car Mileage
Office Supplies	Meals - Actual Meal Allowance (Domestic)

- o The Expense data for that item will appear

Expense Available Receipts

Expense Type <input type="text" value="Rental Cars Only"/>	Transaction Date <input type="text" value="12/09/2014"/>	Number of days the vehicle was rented <input type="text" value="1"/>
Purpose of Trip <input type="text" value="test"/>	Vendor <input type="text" value="Hertz"/>	City <input type="text" value="Atlanta, Georgia"/>
Payment Type <input type="text" value="Out of Pocket"/>	Amount <input type="text" value="90.00"/> <input type="text" value="USD"/>	Avg. Daily Rate <input type="text"/>
<input type="checkbox"/> Personal Expense (do not reimburse)	Car Class <input type="text"/>	Trip Type <input type="text" value="In-State Travel"/>
Reservation Number <input type="text"/>	Comment <input type="text"/>	

- 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.