

EXPENSE REPORT: AVAILABLE EXPENSES



CAL POLY

Strategic Business Services

ADMINISTRATION & FINANCE

AVAILABLE EXPENSES View: All Expenses ▾

Delete Combine Expenses Move to ▾

<input type="checkbox"/>	Receipt	Payment Type	Expense Type	Vendor Details	Date ▾	Amount
<input type="checkbox"/>		Pending Card Transaction	Hotel	Choice	04/11/2018	\$0.00 <i>Estimated</i>
<input type="checkbox"/>		Visa	Taxi	Uber Technologies	03/09/2018	\$56.00
<input type="checkbox"/>		Visa	Hotel	Hyatt Hotels	03/09/2018	\$614.13
<input type="checkbox"/>		Visa	Breakfast	Daily Grill	03/09/2018	\$24.00

- The **Receipt** column has been added to help you easily scan the list for items needing a receipt. You can sort (by clicking the column heading) to bring these to the top for action. The thumbnail image in the **Receipt** column indicates that the expense has an image attached.
- The **Source** column has been replaced with the **Payment Type** column to help you quickly scan for the expenses that have card information attached (so they are ready to be submitted) and which are still waiting for additional source information to arrive.
- In the **Amount** column, *Estimated* appears for hotel and car itinerary amounts. *Estimated* indicates that the actual amount is unknown, since the itinerary likely does not include other taxes, fees, etc. that will appear in the final card charge.

To view a receipt image, click the image in the **Receipt** column.

AVAILABLE EXPENSES View: All Expenses

Buttons: Delete, Combine Expenses, Move to

Receipt	Payment Type	Date	Amount
	Pending Card Transaction	04/11/2018	\$0.00 <i>Estimated</i>
	Visa	03/09/2018	\$56.00
	Visa	03/09/2018	\$614.13
	Visa	03/09/2018	\$24.00
	Visa	03/08/2018	\$36.00
	Visa	03/08/2018	\$22.00
	Visa	03/07/2018	\$130.00
	Visa	03/07/2018	\$31.00

Receipt Modal:

CHOICE HOTELS

\$779.00

Visa - 1111
04/11/2018 3:05 PM

CHOICE
433 Hotel Street
San Francisco CA US 94080
123-456-1999

Tax Invoice
Tax ID: 123-21213
1234 Main St
Dallas TX US 75001
Receipt: 6343430

Check-in	Daily Rate	Number of Guests
April 7, 2018	\$170.00	1

Check-out	Room Number	Total Nights
April 11, 2018	1601	3

Date	Description	Type	Amount
04/07/2018	Room Rate	ROOMRATE	\$170.00
	Hotel Room Tax	Tax	\$18.00
04/07/2018	Internet	FEE	\$5.99

To view the expense source(s), click anywhere in the row – **other than** the check box or receipt image.

AVAILABLE EXPENSES View: All Expenses

Buttons: Delete, Combine Expenses, Move to

Receipt	Payment Type	Date	Amount
	Pending Card Transaction	04/11/2018	\$0.00 <i>Estimated</i>
	Visa	03/09/2018	\$56.00
	Visa	03/09/2018	\$614.13
	Visa	03/09/2018	\$24.00
	Visa	03/08/2018	\$36.00
	Visa	03/08/2018	\$22.00
	Visa	03/07/2018	\$130.00
	Visa	03/07/2018	\$31.00

Expense Source Modal:

Expense Source
Choice | April 11, 2018 | \$779.00

Source	Vendor	Date	Amount
E-Receipt	Choice	04/11/2018	\$779.00

Receipt Modal (Background):

CHOICE HOTELS

\$779.00

Visa - 1111
04/11/2018 3:05 PM

CHOICE
433 Hotel Street
San Francisco CA US 94080
123-456-1999

Tax Invoice
Tax ID: 123-21213
1234 Main St
Dallas TX US 75001
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Check-in	Daily Rate	Number of Guests
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Date	Description	Type	Amount
04/07/2018	Room Rate	ROOMRATE	\$170.00
	Hotel Room Tax	Tax	\$18.00

This sample shows a card charge without a receipt image.

The screenshot displays a software interface for managing expenses. A modal window titled "Expense Source" is open, showing details for a transaction from "Daily Grill" on "March 9, 2018" for "\$24.00". The modal includes a table with columns for Source, Vendor, Date, and Amount. A summary box shows the amount "\$24.00" and transaction details. A "Close" button is at the bottom right.

Source	Vendor	Date	Amount
Visa 1111	Daily Grill Seattle, WA	03/09/2018	\$24.00

Card Charge
Daily Grill
Seattle, WA 98007

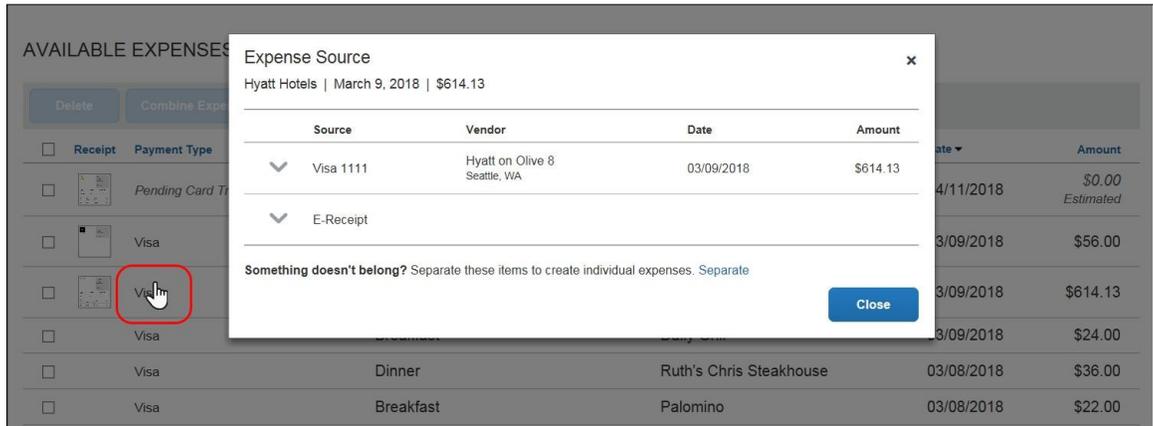
Reference Number
2576799926

Description
Test transaction

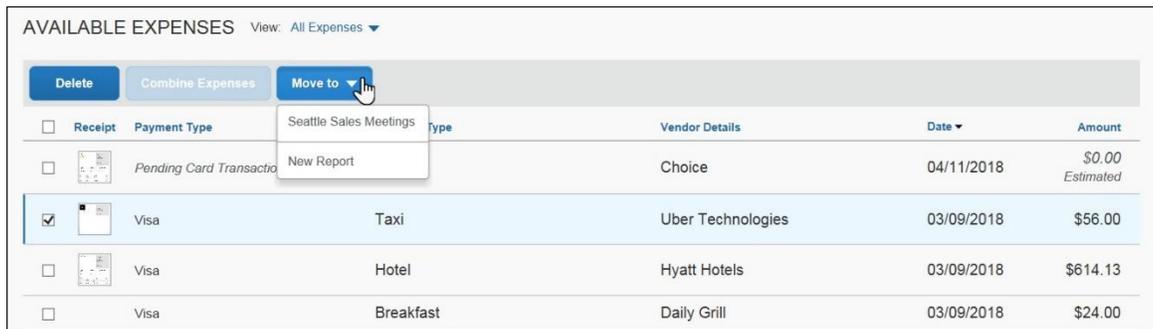
Summary:
\$24.00
Visa 1111
Transaction Date: March 9, 2018
Posted Date: March 9, 2018
Billing Date: March 9, 2018

Close

This sample shows a card charge and an e-receipt.



Other options available in the **Available Expenses** section:



- If you select at least one expense check box, then the **Delete** and **Move to** buttons become available. Using **Move to**, you can move the selected expense(s) to an existing report (in this case, named *Seattle Sales Meetings*) or to a new report.
- If you select at least two expense check boxes **and** if the selected expenses are from different sources (for example, credit card and e- receipt) **and** if the selected expenses can be matched, then the **Combine Expenses** button becomes available.

As mentioned previously, you use the **Expense Source** page to "unmatch" expenses – now called **Separate** – that were matched in error.

Expense Source ×

Hyatt Hotels | March 9, 2018 | \$614.13

	Source	Vendor	Date	Amount
▼	Visa 1111	Hyatt on Olive 8 Seattle, WA	03/09/2018	\$614.13

▼ E-Receipt

Something doesn't belong? Separate these items to create individual expenses. [Separate](#)

Close