

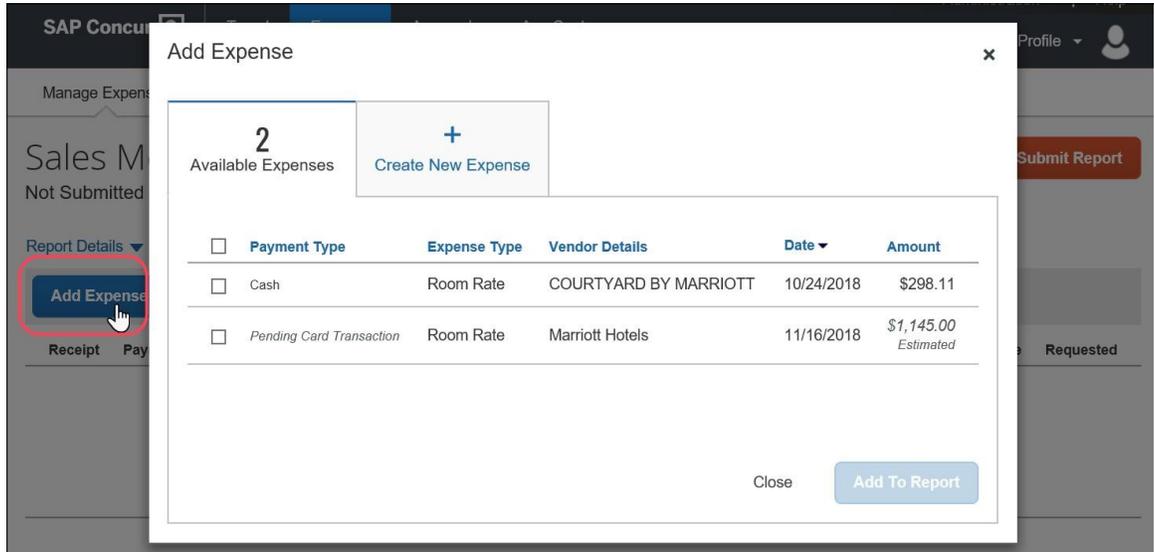
EXPENSE REPORT: CREATE NEW EXPENSE



CAL POLY
Strategic Business Services
ADMINISTRATION & FINANCE

CREATE AN EXPENSE – TYPICAL PROCESS

To get started, click **Add Expense**. The **Add Expense** window appears; all of the options for adding expenses to the report are available in this window. The default choice is to add items from your Available Expenses library, to encourage you to use those expenses first before creating a new expense – which helps reduce duplicate entries.

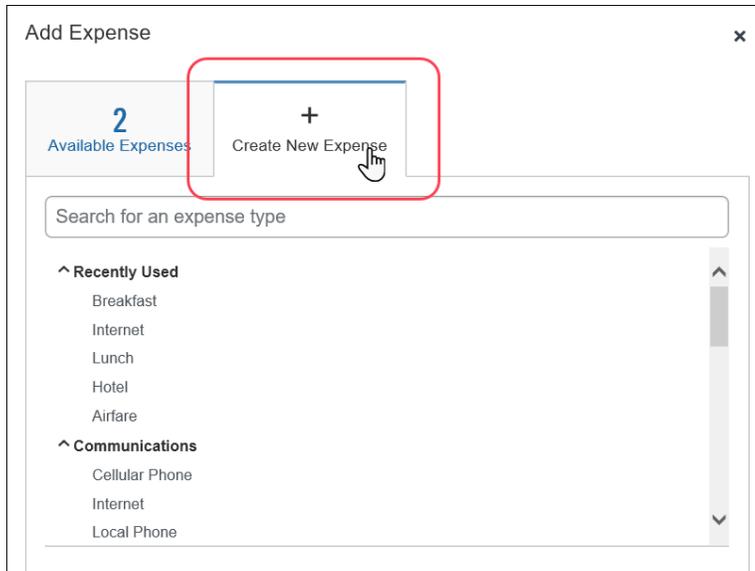


In the **Add Expense** window:

- To add Available Expenses, select the desired expenses and then click [Add To Report](#).
- To create a new expense, click **Create New Expense**. This process is shown below.

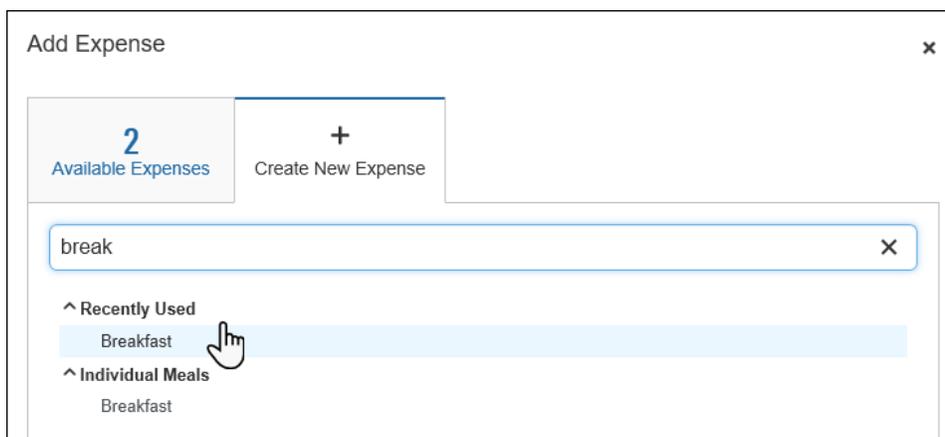
EXAMPLE

In the following example, we will assume you clicked **Create New Expense**.



After you click **Create New Expense**, click the desired expense type.

NOTE: In the search box at the top of the list, you can enter all or part of an expense type name. The list of available expense types shown will be filtered to show only those with matching text.



When you click the desired expense type, the **New Expense** page appears.

Manage Expenses Processor ▾

New Expense

Cancel Save Expense

Hide Receipt

Details Itemizations

Allocate * Indicates required field

Expense Type *
Breakfast

Transaction Date * MM/DD/YYYY Business Purpose

Enter Vendor Name City of Purchase

Payment Type *
Cash

Transaction Amount * Currency *
US, Dollar

Personal Expense (do not reimburse)

Comment

Save Expense Save and Add Another Cancel

Attach Receipt Image

On the **Details** tab, the expense fields are on the left and the receipt image area is on the right. Click **Attach Receipt Image** to attach a receipt to the expense – by selecting from the receipt images in your Available Receipts library or by uploading a new image.

NOTE: If a receipt is not required, then the receipt area does not appear.

New Expense Cancel **Save Expense**

Details Itemizations Hide Receipt

Allocate * Indicates required field

Expense Type *
Breakfast

Transaction Date * Business Purpose

Enter Vendor Name City

Payment Type *
Cash

Transaction Amount * Currency *

Receipt Status *

Receipt CFDi

You can attach the image first and then read the receipt image to easily complete the fields on the left. When done, click **Save Expense** (or **Save and Add Another** to quickly add another expense).

Once expenses have been saved, the expense report looks like this:

Sales Meeting \$39.17 **Copy Report** **Submit Report**

Not Submitted

Report Details Print/Share Manage Receipts

Add Expense Edit Delete Copy Allocate Combine Expenses Move to

<input type="checkbox"/>	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>		Cash	Breakfast	Gina's Bistro New York, New York	02/13/2018	\$23.54
<input type="checkbox"/>		Cash	Office Supplies	Office Warehouse New York, New York	02/13/2018	\$15.63
						\$39.17

NOTE: On this sample report, receipt images were added manually while creating the expense entry; the image appears in the **Receipt** column. If the expense does not yet have an image, then the  icon appears in the **Receipt** column. You can click the  to add the receipt image – without having to open the expense entry.

If a receipt is not required, for example, for a mileage expense, then the  icon does not appear.



Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Amount	Requested
		Cash	Business Meals - Meetings	Purple Bellevue, Washington	06/05/2018	\$544.00	\$50.00
		Cash	Mileage (personal car only)		06/05/2018	\$8.18	\$8.18
						\$58.18	\$58.18

When you click **Submit Report**, the report totals appear. The top section summarizes the overall movement of funds projected for this expense report, providing a quick view of the expected (prior to submission) or actual payments.



Report Totals		
Company Pays \$39.17 Employee	Employee Pays \$0.00 Company	
Amount Total: \$39.17	Due Employee: \$39.17	Owed Company: \$0.00
Requested Amount: \$39.17	Total Paid By Company: \$39.17	Total Owed By Employee: \$0.00
Cancel Submit Report		

If adjustments are required, you can easily return to the report, make the changes, and then submit the report.