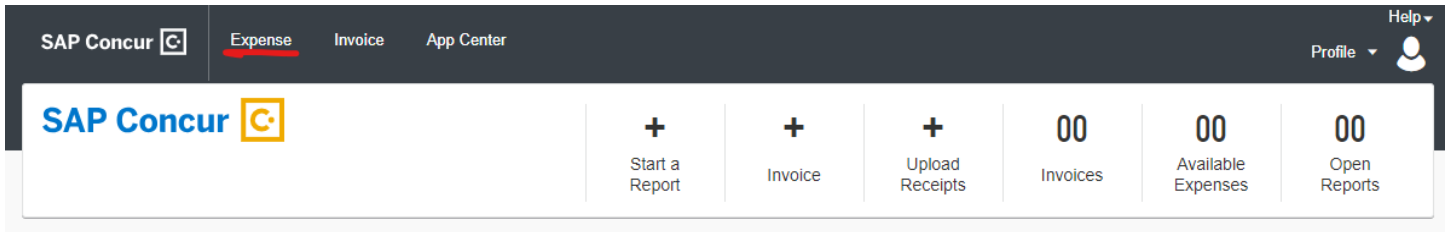


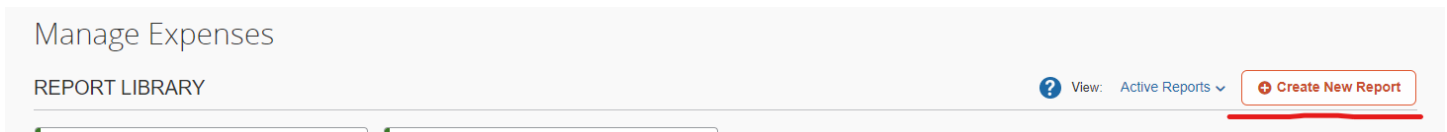
Concur Expense Guide

1. Open up Concur and click the Expense tab. Your report library and available expenses will then pop up on the screen.



2. Next, make sure all of your credit card receipts are either uploaded to your computer (as a scan or download the digital receipt) or in the "Available Receipts" section in Concur or that you have the receipt with you while completing this process. (All in all it will be easier to complete if you have the receipts ready.)

3. Click Create New Report in the upper right side of the screen.



4. Creating a new report:

- a. Report Name. Put (Month) Expense and then the date.

Create New Report x

Report Name *
Report Date
Business Purpose
Entity *
Entity - Department *
Department
Entity - Project *
Project
Entity - Class *
Class *
Fund *
Comment

Cancel

- b. Business Purpose. Give a short general description of some or all of the expenses that are in this report.

Create New Report x

Report Name *
Report Date
Business Purpose
Entity *
Entity - Department *
Department
Entity - Project *
Project
Entity - Class *
Class *
Fund *
Comment

Cancel

The next few boxes will vary depending on what you're coding for. But must NEVER stay on (TOP_LEVEL_ENTITY) Top Level or blank.

- c. Entity. Select LAM regardless of which ministry is responsible for the payment of the expense. The selection that is made should be the same for every box that starts with Entity from here on out. (***Note: Personal Reimbursements should be coded as Entity "Revive Our Hearts if you are an ROH employee"**)

The screenshot shows a 'Create New Report' form with the following fields and values:

- Report Name: (Empty)
- Report Date: 07/12/2023
- Business Purpose: (Empty)
- Entity: Life Action Ministries (highlighted with a red line)
- Entity - Department: (E100) Life Action Ministries
- Department: (D-6040) Accounting
- Entity - Project: (E100) Life Action Ministries
- Project: (Empty)
- Class: (C-000) Null
- Fund: LA
- Entity - Class: (E100) Life Action Ministries

At the bottom right, there are 'Cancel' and 'Create Report' buttons.

- d. Entity - Department. Select either (E100) Life Action Ministries or (E200) Revive Our Hearts depending on which ministry is responsible for the expenses.

Create New Report

Report Name * Report Date 07/12/2023 Business Purpose Entity * Life Action Ministries

Entity - Department * (E100) Life Action Ministries

Department (D-6040) Accounting Entity - Project * (E100) Life Action Ministries Project Entity - Class * (E100) Life Action Ministries

Class * (C-000) Null Fund * LA

Comment

Cancel Create Report

Dropdowns (These will look the same for most of the boxes):

i. Text - Use the title for the search.

Department 2

Text Search by Text

Text Recently Used

Code (D-6040) Accounting

Either (D-0000) Accounting

(D-3000) Advancement

(D-3010) Advancement-Administration

ii. Code - Use "D-" then the number for the search.

Department 2

Text Search by Text

Text Recently Used

Code (D-6040) Accounting

Either (D-0000) Accounting

(D-3000) Advancement

(D-3010) Advancement-Administration

Department 2

Text Search by Text

Most Recently Used

(E100-D-6040) Accounting

iii. The bold numbers/words - Once an "Entity-Department - Department number" is used it will stay at the top in the Most Recently Used section for you to use again and you do not have to search it each time. It will also auto fill the next box if you select it from this section.

e. Department. Select the department that is going to pay for this expense from the dropdown.

Create New Report

Report Name * Report Date 07/12/2023 Business Purpose Entity * Life Action Ministries

Entity - Department * (E100) Life Action Ministries

Department (D-6040) Accounting Entity - Project * (E100) Life Action Ministries Project Entity - Class * (E100) Life Action Ministries

Class * (C-000) Null Fund * LA

Comment

Cancel Create Report

f. Entity - Project. Select either (E100) Life Action Ministries or (E200) Revive Our Hearts depending on which ministry is responsible for paying this expense.

Create New Report

Report Name * Report Date 07/12/2023 Business Purpose Entity * Life Action Ministries

Entity - Department * (E100) Life Action Ministries

Department (D-6040) Accounting Entity - Project * (E100) Life Action Ministries Project (E100) Life Action Ministries Entity - Class * (E100) Life Action Ministries

Class * (C-000) Null Fund * LA

Comment

Cancel Create Report

g. Project. If there is a project number that is associated with your invoice, then select that from the dropdown. If there is not then select the "(99999999) General" account.

Create New Report

Report Name * Report Date 07/12/2023 Business Purpose Entity * Life Action Ministries

Entity - Department * (E100) Life Action Ministries

Department (D-6040) Accounting Entity - Project * (E100) Life Action Ministries Project Entity - Class * (E100) Life Action Ministries

Class * (C-000) Null Fund * LA

Comment

Cancel Create Report

h. Entity - Class. Select either (E100) Life Action Ministries or (E200) Revive Our Hearts depending on which ministry is responsible for paying this expense.

Create New Report

Report Name * Report Date 07/12/2023 Business Purpose Entity * Life Action Ministries

Entity - Department * (E100) Life Action Ministries

Department (D-6040) Accounting Entity - Project * (E100) Life Action Ministries Project Entity - Class * (E100) Life Action Ministries

Class * (C-000) Null Fund * LA

Comment

Cancel Create Report

- i. Class. This is always (C-000) Null for any expense that is for LAM. If coding an ROH expense, then this is whatever the old 3 digit department codes were. If unsure what number to use, contact Melanie Dewey.

Create New Report

Report Name * Report Date 07/12/2023 Business Purpose Entity * Life Action Ministries

Entity - Department * (E100) Life Action Ministries

Department (D-6040) Accounting Entity - Project * (E100) Life Action Ministries Project Entity - Class * (E100) Life Action Ministries

Class * (C-000) Null Fund * LA

Comment

Cancel Create Report

- j. Fund. Is always LA, unless it's ROH. Hopefully at this point you'll know who is paying for this.

Create New Report ✕

Report Name * **Report Date** **Business Purpose** **Entity ***

Entity - Department *

Department **Entity - Project *** **Project**

Class * **Fund ***

Entity - Class *

Comment

Cancel **Create Report**

k. Create Report. Click the Create Report button.

Create New Report ✕

Report Name * **Report Date** **Business Purpose** **Entity ***

Entity - Department *

Department **Entity - Project *** **Project**

Class **Fund ***

Entity - Class *

Comment

Cancel **Create Report**

5. Filling in a report:

- a. Add Expense. Click the add expense button to see a list of the available expenses.

June Expenses \$0.00 [Delete Report](#) [Submit Report](#)

Not Submitted | Report Number: XDTCG4

[Report Details](#) [Print/Share](#) [Manage Receipts](#) [View Available Receipts](#)

[Add Expense](#) [Edit](#) [Delete](#) [Copy](#) [Allocate](#) [Combine Expenses](#) [Move to](#)

No Expenses
Add expenses to this report to submit for reimbursement.

- b. Checkboxes.

- i. If **all** of your expenses need to be approved by the same person then you can check the box at the top and that will check all of the expenses that are available.

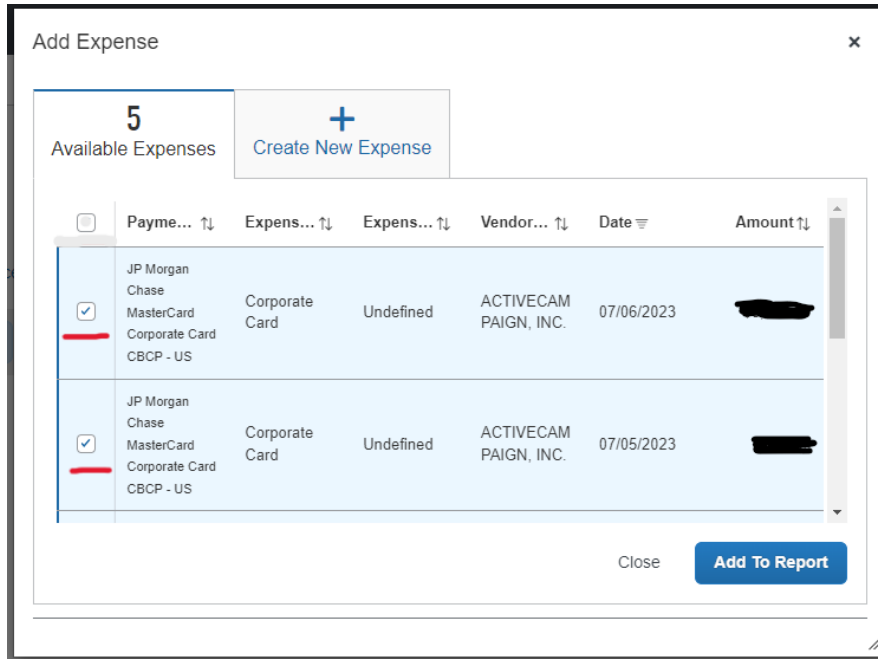
Add Expense x

5 Available Expenses [+ Create New Expense](#)

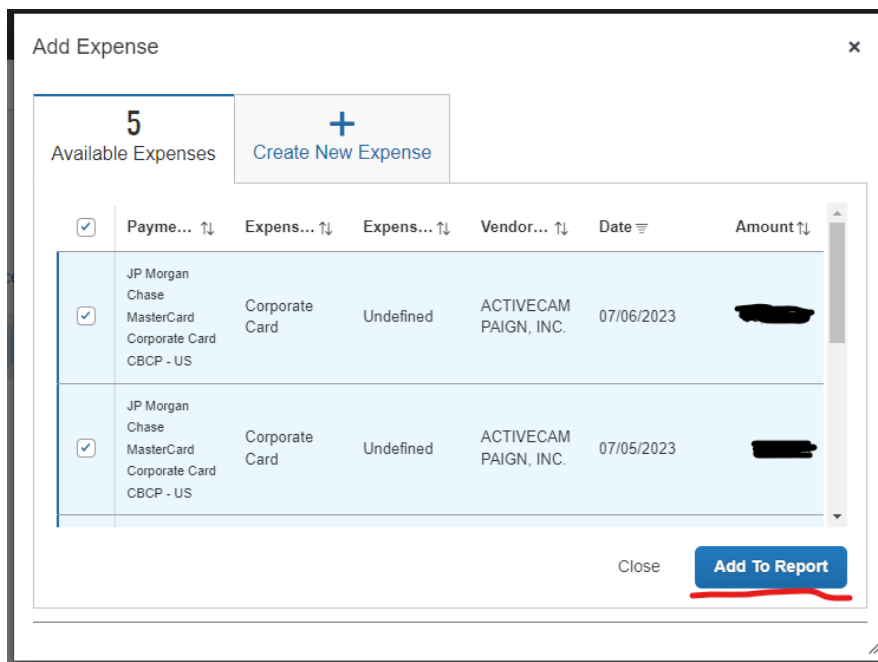
<input checked="" type="checkbox"/>	Payme... ↑↓	Expens... ↑↓	Expens... ↑↓	Vendor... ↑↓	Date	Amount ↑↓
<input checked="" type="checkbox"/>	JP Morgan Chase MasterCard Corporate Card CBCP - US	Corporate Card	Undefined	ACTIVECAM PAIGN, INC.	07/06/2023	[REDACTED]
<input checked="" type="checkbox"/>	JP Morgan Chase MasterCard Corporate Card CBCP - US	Corporate Card	Undefined	ACTIVECAM PAIGN, INC.	07/05/2023	[REDACTED]

Close [Add To Report](#)

- ii. If you have expenses that need to be approved by multiple people then you will need to create different reports for each of the departments.



c. Add To Report. After the expenses have been selected, click the Add to Report button.



d. Selecting expense to edit. You can either check the box at the beginning of the row for the expense that you would like to edit and then click the blue edit button **OR** you can click anywhere in the row past the Payment Type row.

July Expenses (07/01/2023) \$14.00

Delete Report Copy Report Submit Report

Not Submitted | Report Number: CWQ00A

Report Details Print/Share Manage Receipts

View Available Receipts

<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>			JP Morgan Chase MasterCard Corporate Card CBCP - US	Computer Software and Licenses (5603)	PLANNINGCENTERBILL.COM Carlsbad, California	07/08/2023	\$14.00
							\$14.00

- e. Expense Type. Select the ET for this receipt from the list of dropdowns. (These are the GL numbers.) Sometimes Concur auto-populates the box, but still make sure it is correct.

The screenshot shows the 'Fuel \$55.80' expense entry form. The 'Expense Type' dropdown is set to 'Fuel' and is highlighted with a red line. The 'Business Purpose' field is empty and has a red border, indicating it is a required field. The form includes fields for Transaction Date (05/10/2023), Vendor Description (SPEEDWAY 08778 KALAMAZ), Amount (55.80), Currency (US Dollar (USD)), Entity (Life Action Ministries), Department, Project, Class ((C-000) Null), and Fund (LA). There is also a checkbox for 'Personal Expense (do not reimburse)'. On the right side, there is a large red-bordered box with an 'Add Receipt' button and instructions: 'Click to upload or drag and drop files to upload a new receipt. Valid file types for upload are: png, jpg, jpeg, pdf, tif or tiff. 5MB limit per file.'

- f. Business Purpose. This just needs to be a short description of what the purchase was. (Similar to the Description section in SmartData.)

← → Fuel \$55.80 Cancel Delete Expense Save Expense

05/10/2023 | SPEEDWAY 08778 KALAMAZ | Corporate Card Hide Receipt

Details | Itemizations

Allocate * Required field

Expense Type *
Fuel x

Transaction Date: 05/10/2023
Business Purpose *

Vendor Description: SPEEDWAY 08778 KALAMAZ
Payment Type: JP Morgan Chase MasterCard Corporate Card CBC...

Amount: 55.80
Currency: US, Dollar (USD)

Entity * (1)
Life Action Ministries x

Entity - Department * (1)
(E100) Life Action Ministries x

Department (2)

Entity - Project * (1)
(E100) Life Action Ministries x

Project (2)

Entity - Class * (1)
(E100) Life Action Ministries x

Class (2)
(C-000) Null x

Fund *
LA

Personal Expense (do not reimburse)

↑

Add Receipt

Click to upload or drag and drop files to upload a new receipt.
Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff.
5MB limit per file.

- g. Vendor Description, Payment Type, Amount, and Currency should all be filled in and you won't be able to change anything on them. So you can just skip over those boxes.
- h. Entity, Entity-Department, Department, Entity-Project, Project, Entity-Class, Class, and Fund should all fill in with the information that you put in when creating the report. **BUT** these boxes still need to be checked to make sure they are coded to the correct entity, department, project and class numbers. (Just a reminder that Top Level or (TOP_LEVEL_ENTITY) Top Level should never be left in these boxes.)

← → Fuel \$55.80 Cancel Delete Expense Save Expense

05/10/2023 | SPEEDWAY 08778 KALAMAZ | Corporate Card Hide Receipt

Details | Itemizations

Allocate * Required field

Expense Type *
Fuel x

Transaction Date: 05/10/2023
Business Purpose *

Vendor Description: SPEEDWAY 08778 KALAMAZ
Payment Type: JP Morgan Chase MasterCard Corporate Card CBC...

Amount: 55.80
Currency: US, Dollar (USD)

Entity * (1)
Life Action Ministries x

Entity - Department * (1)
(E100) Life Action Ministries x

Department (2)

Entity - Project * (1)
(E100) Life Action Ministries x

Project (2)

Entity - Class * (1)
(E100) Life Action Ministries x

Class (2)
(C-000) Null x

Fund *
LA

Personal Expense (do not reimburse)

↑

Add Receipt

Click to upload or drag and drop files to upload a new receipt.
Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff.
5MB limit per file.

- i. **Personal Expense (do not reimburse) checkbox.** This only gets checked if you used a ministry card by mistake for a personal expense.

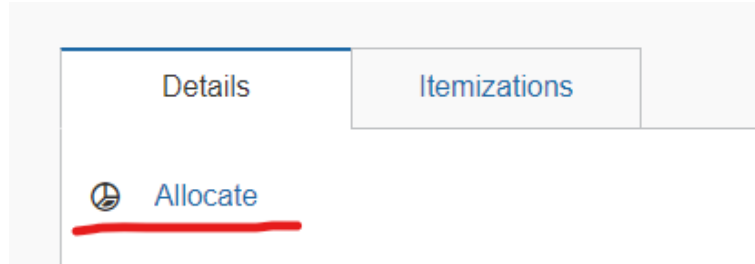
The screenshot shows an expense entry form for a fuel transaction. The title is "Fuel \$55.80" and it is categorized as a "Corporate Card" expense. The form includes fields for "Expense Type" (Fuel), "Transaction Date" (05/10/2023), "Vendor Description" (SPEEDWAY 08778 KALAMAZ), "Payment Type" (JP Morgan Chase MasterCard Corporate Card CBC...), "Amount" (55.80), "Currency" (US, Dollar (USD)), "Entity" (Life Action Ministries), "Department" ((E100) Life Action Ministries), "Project" ((E100) Life Action Ministries), "Class" ((C-000) Null), and "Fund" (LA). A "Business Purpose" field is present but empty. At the bottom, there is a checkbox for "Personal Expense (do not reimburse)" which is currently unchecked. To the right of the form is a large red-bordered box with an "Add Receipt" button and instructions: "Click to upload or drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff. 5MB limit per file."

- j. **Comment.** This is where more of a description can be put in if needed. (An example would be who was there for a meal.)

This close-up view shows the "Class" field set to "(C-000) Null" and the "Fund" field set to "LA". Below these fields is the "Personal Expense (do not reimburse)" checkbox, which is unchecked. A large text area labeled "Comment" is provided for additional details. A red horizontal line is drawn across the bottom of the form, above the "Save Expense" and "Cancel" buttons.

*If you need to put multiple departments, project numbers, whatever, then there is a way to do this, don't stress. (This would be similar to a split transaction in SmartData.)

- *1. **Allocate.** Click the word Allocate located under the Details tab.



*2. Add. Click the Add button.

Allocate

Expenses: 1 | \$14.00

Percent	Amount
Allocated 100%	\$14.00
Generating 0%	\$0.00

Default Allocation

Code: E100-E100-D-6040-E100-10702011-E100-C-000-1 Amount USD \$14.00

Add Edit Remove Save as Favorite

No Allocations
This expense is assigned to your default allocation shown above. Click the allocate button to allocate part or all of this expense differently.

Cancel Save

*3. Fill in all of the coding for this part of the transaction. This is going to be done the same way. I have faith that you can do it. You've got this.

Add Allocation

+ New Allocation ★ Favorite Allocations

* Required field

Entity *
Life Action Ministries

Entity - Department * (1)
(E100) Life Action Ministries

Department (2)
(D-6040) Accounting

Entity - Project * (1)
(E100) Life Action Ministries

Cancel Save

*4. Save. Click the Save button located at the bottom of this box.

*5. Choose how you want to Allocate the expense - Percent or Amount

Allocate
Expenses: 1 | \$14.00

Percent | Amount

Amount: \$14.00 | Allocated: \$14.00 (100%) | Remaining: \$0.00 (0%)

Default Allocation
Code: E100-E100-D-6040-E100-10702011-E100-C-000-1 | Percent %: 100

Add | Edit | Remove | Save as Favorite

No Allocations
This expense is assigned to your default allocation shown above. Click the allocate button to allocate part or all of this expense differently.

Cancel | Save

*5.1. Amount USD. Then go in and add the amount of the transaction that is supposed to be charged to this department. (This is easier if you have specific items for different departments.)

Allocate
Expenses: 1 | \$14.00 | View Allocation Group

Percent | Amount

Amount: \$14.00 | Allocated: 100% (\$14.00) | Remaining: 0% (\$0.00)

Default Allocation
Code: E100-E100-D-6040-E100-10702011-E100-C-000-1 | Amount USD: \$0.00

Add | Edit | Remove | Save as Favorite

<input type="checkbox"/>	Entity 1:	Entity - Department 1:	Department 1:	Entity - Project 1:	Project 1:	Entity - Class 1:	Class 1:	Fund 1:	Code 1:	Amount USD
<input type="checkbox"/>	Life Action Ministries	Life Action Ministries	Churches	Life Action Ministries	Blue Team	Life Action Ministries	Null	LA	E100-E100-D-4100-E100-10702011-E100-C-000-1	14.00

Cancel | Save

*5.2. Percent %. Or you can add the percentage of the receipt that needs to be paid by that department. (This is easier if you are using 1 thing but 2 departments need to pay for it equally.)

Allocate

Expenses: 1 | \$14.00 | View Allocation Group

Percent	Amount
Amount \$14.00	Allocated \$14.00 100%
Default Allocation	Remaining \$0.00 0%
Code E100-E100-D-6040-E100-10702011-E100-C-000-1	Percent % 0

<input type="checkbox"/>	Entity 1	Entity - Department 1	Department 1	Entity - Project 1	Project 1	Entity - Class 1	Class 1	Fund 1	Code 1	Percent %
<input type="checkbox"/>	Life Action Ministries	Life Action Ministries	Churches	Life Action Ministries	Blue Team	Life Action Ministries	Null	LA	E100-E100-D-4100-E100-10702011-E100-C-000-1	100

Cancel

*6. Repeat the process until you have allocated everything on the receipt.

*7. Save. When that is finished. Click the save button at the bottom of the screen.

Allocate

Expenses: 1 | \$14.00

Percent	Amount
Amount \$14.00	Allocated \$14.00 100%
Default Allocation	Remaining \$0.00 0%
Code E100-E100-D-6040-E100-10702011-E100-C-000-1	Percent % 100

No Allocations

This expense is assigned to your default allocation shown above. Click the allocate button to allocate part or all of this expense differently.

Cancel

k. Add Receipt.

- i. Click the orange Add Receipt button. (This process can also be done through the app, if downloading it will work for you.)

← → Fuel \$55.80 Cancel Delete Expense Save Expense

05/10/2023 | SPEEDWAY 08778 KALAMAZ | Corporate Card

Details Itemizations Hide Receipt

Allocate * Required field

Expense Type * Fuel x

Transaction Date 05/10/2023 Business Purpose *

Vendor Description SPEEDWAY 08778 KALAMAZ Payment Type JP Morgan Chase MasterCard Corporate Card CBC...

Amount 55.80 Currency US, Dollar (USD)

Entity * Life Action Ministries Entity - Department * (E100) Life Action Ministries

Department (E100) Life Action Ministries Entity - Project * (E100) Life Action Ministries

Project (E100) Life Action Ministries Entity - Class * (E100) Life Action Ministries

Class (C-000) Null Fund * LA

Personal Expense (do not reimburse)

↑ Add Receipt

Click to upload or drag and drop files to upload a new receipt.
Valid file types for upload are: .png, .jpg, .jpeg, .pdf, .tif or .tiff.
5MB limit per file.

- ii. Upload New Receipt. Click the upload new receipt button if the receipt is not in the available receipts that are showing. If the receipt is there then you can just click on it and it will upload.

Attach Receipt x

Drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff.

Upload New Receipt

IMG-8907.jpg
Uploaded: 05/26/2023 3:59 PM

Close

l. Save Expense. Hit the save expense button and after it is finished loading it should go back to the page where you can select the next expense to edit.

m. Repeat this process until all of the expenses are correct.

6. Submit Report. When all of the transactions have been filled in with the appropriate coding then you hit the orange Submit Report button in the upper right hand corner. For some of you a box will then pop up asking who to assign the report to. If this happens, type in the last name of your supervisor (for example, Rick Martin for facilities) and then click the submit report button.

Alerts: 1

July Expenses (07/01/2023) \$14.00

Not Submitted | Report Number: CWQOOA

Report Details | Print/Share | Manage Receipts | View Available Receipts

[Add Expense](#) [Edit](#) [Delete](#) [Copy](#) [Allocate](#) [Combine Expenses](#) [Move to](#)

<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>			JP Morgan Chase MasterCard Corporate Card CBCP - US	Computer Software and Licenses (5603)	PLANNINGCENTERBILL.COM Carlsbad, California	07/08/2023	\$14.00
							\$14.00

7. A report totals will show up. Hit Submit Report again.

Report Totals
✕

Company Payments

\$0.00
Employee

\$14.00
Card (JP Morgan Chase MasterCard Corporate Card CBCP - US)

Employee Payments

\$0.00
Company

Amount Total:
\$14.00

Requested Amount:
\$14.00

Due Employee:
\$0.00

Amount Due (JP Morgan Chase MasterCard Corporate Card CBCP - US):
\$14.00

Total Paid By Company:
\$14.00


Owed Company:
\$0.00

Total Owed By Employee:
\$0.00

Cancel
Submit Report

8. Then a report status will show. Hit Close.

Report Status
✕



Report Submitted

July Expenses 7/14/2023 | \$14.00

Close

An extra note:

1. Alerts. You might have noticed along the top of your expense that there is a box that says Alerts and then a number. This might prevent you from being able to submit the report. If you are submitting the report in a timely manner then they should go away after you fill in all of the appropriate information. Sometimes they do not.

Alerts: 14

- a. Red Alerts. If an alert is red then the system will not let you submit the report until the alert has been fixed.
- b. Yellow Alerts. If an alert is yellow then try to fix what it is, but the system will still let you submit the report without fixing the problem. Don't panic!
- c. Seeing the Alerts. You can click on the arrow at the end of the box to see what each of the alerts are.

Alerts: 14

- d. Once you click on the arrow you can then see all of the alerts and if they have to be fixed or not.

Alerts: 14

All 7 7

Expense | Undefined | 07/06/2023 | [Redacted]

! The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report. [View](#)

! Missing required field: Business Purpose. [View](#)

! You must attach a receipt image to this expense. [View](#)

Expense | Undefined | 07/05/2023 | [Redacted]

! The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report. [View](#)

! Missing required field: Business Purpose. [View](#)

! You must attach a receipt image to this expense. [View](#)

- e. View. Click on the blue view word and it will open where the error is.

Alerts: 14

All 7 7

Expense | Undefined | 07/06/2023 | [Redacted]

- ❗ The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report. [View](#)
- ❗ Missing required field: Business Purpose. [View](#)
- ⚠️ You must attach a receipt image to this expense. [View](#)

Expense | Undefined | 07/05/2023 | [Redacted]

- ❗ The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report. [View](#)
- ❗ Missing required field: Business Purpose. [View](#)
- ⚠️ You must attach a receipt image to this expense. [View](#)

f. Correct the error if possible and save the expense that you are editing.

g. Once all of the red alerts are gone, submit the report.

MPD Reimbursement

This process is very similar to doing a credit card report. So most of the steps are the same as above.

1. Click the Expense tab.
2. Click [Create New Report](#).
3. [Report Name](#). Use your name followed by MPD Reimbursement.
4. [Entity](#), [Entity-Department](#), [Department](#), [Entity-Project](#), [Entity-Class](#), [Class](#), and [Fund](#) are all set the same way as you would for a personal reimbursement. Select the appropriate entity as Life Action Ministries or Revive Our Hearts. The Department should be set to the Department you work in.
5. **IMPORTANT:** Set the [Project](#) number as your MPD Project number.
6. Click [Add Expense](#).
7. You will be creating a new expense instead of adding available expenses. So select what the [Expense Type](#) (Remember these are the GL numbers) is for the first receipt you are wanting to be reimbursed for.
8. Fill in the [Transaction Date](#) that is on the receipt.
9. Put the [Business Purpose](#).
10. [Vendor Description](#) is the name of the place where the transaction occurred.
11. [Amount](#) is what the total for the receipt is.

12. If you have multiple receipts that would go into the same Expense Type (like meals or fuel or hotels) then you can leave the Vendor Description blank, in the Amount box put the total amount for all of those receipts.
13. If only 1 receipt then add the receipt and save the expense. It will take you back to the screen where you can add the next additional expenses.
14. If you have multiple receipts.
 - a. Click the save expense button.
 - b. It will take you back out to the main screen and you will have to click to go back into that expense.
 - c. Click the Itemizations tab.
 - d. Along the top it says Amount | Itemized | Remaining. You are trying to get the Amount and Itemized numbers to be the same and the Remaining number to be zero.
 - e. To start, hit the Create Itemization button.
 - f. It will ask you to put in the Expense Type. Use the same one that was used in the details section.
 - g. Then fill in the Transaction Date, the Business Purpose and the Amount. All of the rest of the boxes should be filled in already. **BUT** again, you still need to check them to make sure they are correct.
 - h. Add the receipt. Same way as before.
 - i. A good thing to note here: There has to be a receipt that is added to each itemization. You can't do a mass dump of all of them at one time. The system will think that it is missing receipts and it won't let you submit it.
 - j. It will take you back to the Itemization list. Then just continue adding them until they are all in.
 - k. After all of the itemizations are in then hit the Save Expense button. It will take you back to allow you to add another expense.
15. After all of your expenses are entered and receipts attached, then you will submit the report the same way that you do credit card expense.

APPROVERS

After you have approved the expense report for your employee, please hit Approve & Forward. Send it to Cristi Fredericks for her to approve them also.