

Expenses Entry Quick Reference Sheet

Create Expense Report

Expense Report Entry

Matthew Petersen [User Defaults](#) Report ID: NEXT EmplID:

1 *Description: HEUG Conference Anaheim 2009 Comment: Enter additional detail here if it will help the approvers determine validity

2 *Business Purpose: Professional Development Reference: LeaveBlank

3 Default Location: Leave this space blank

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options: GO

4 **5** **6** **7** **8**

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
<input type="checkbox"/>	Domestic Dinner	03/23/2009	22.36	USD	Cash	NU Expe
<input type="checkbox"/>	Domestic Breakfast	03/24/2009	12.62	USD	Cash	NU Expe
<input type="checkbox"/>	Domestic Lunch	03/24/2009	18.47	USD	Cash	NU Expe
<input type="checkbox"/>	Domestic Hotel/Motel	03/24/2009	159.00	USD	Cash	NU Expe


Copy Selected Delete Selected New Expense Check For Errors

9 **10** **11**

Totals			
Employee Expenses:	212.45 USD	Due Employee:	212.45 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

[Definition of Totals](#)

[Expense Report Project Summary](#) [Printable View](#)

1. Enter a **Description** for the Expense Report.
2. Select a **Business Purpose** from the drop down (choose something close if your exact purpose isn't listed).
3. Select **Accounting Defaults**. This applies the Chart string(s) you enter to each line on the report.
4. Select an **Expense Type** from the drop down. These are specific.
5. Enter the **date** the expense occurred.
6. Enter the **amount** spent for that expense on that date.
7. To add additional lines, click the **Add** button next to "New Expense" in the center of the page.
8. *Optional:* If you want to change a single expense's chart string, click the  icon on the expense line.
9. Click **Save for Later**, then **Check Budget**.
10. Click the **Printable View** link to print out a copy for signatures and approval routing (be sure to include receipts).
11. Click **Submit** to send your report through electronic approval routing (workflow).