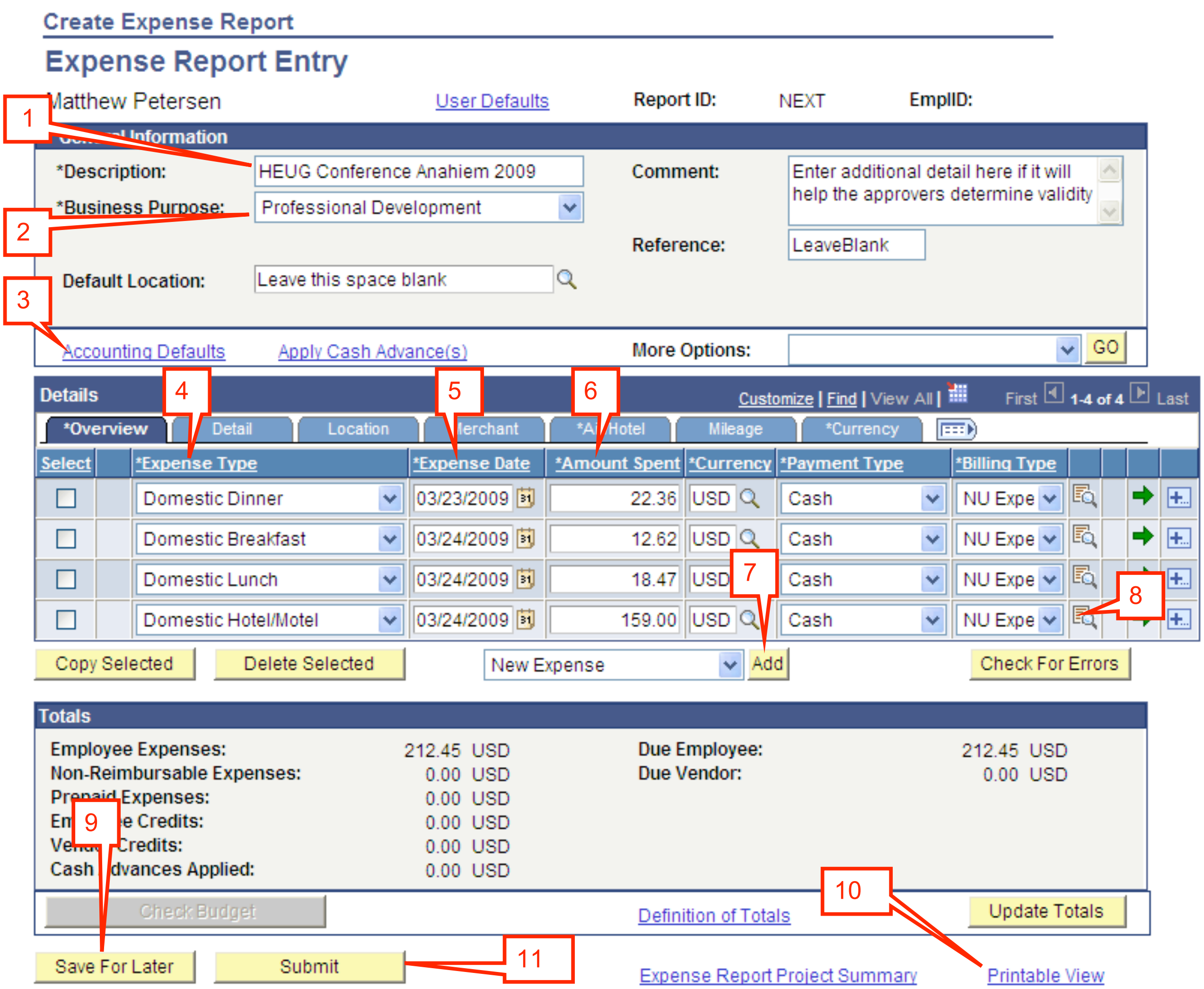
Expenses Entry Quick Reference Sheet



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).