ADDING PAYMENT CARD EXPENSES TO A REPORT

1. To add expenses to the report click on Add Expense.

2. You will get the pop up below. You can sort these expenses by Payment Type, Expense Type, Vendor Details, Date or Amount.

3. To add expenses to your report check on the boxes and click at the bottom of the page Add to Report.

Add Expense   ✕

		10 **Available Expenses**		**+** **Create New Expense**	

☐	**Payment Type** ≡	**Expense Type** ⇅	**Vendor Details** ⇅	**Date** ⇅	**Amount** ⇅
☑	Payment Card	Meals	CHEDDAR'S 0202098 College Stati, Texas	06/08/2022	$81.91
☑	Payment Card	Undefined	THE FARM PATCH Bryan, Texas	06/07/2022	$85.00
☑	Payment Card	Undefined	Amazon.com 8K30C4X73	06/05/2022	$29.69
☐	Travel Card Agency Liability	Meals	DD DOORDASH POPEYES	06/04/2022	$19.98

Close   **Add To Report**

4. Once the expenses are added to a report you need to ensure they are classified to the correct expense type. To assign the expense type click on the expense.

Month-year-last four digits of the card $196.60 🗑   **Copy Report**   **Submit Report**
Not Submitted

Report Details ⌄   Print/Share ⌄   Manage Receipts ⌄   Travel Allowance ⌄

Add Expense   Edit   Delete   Copy   Allocate   Combine Expenses   Move to ⌄

☐	**Alerts** ⇅	**Receipt** ⇅	**Payment Type** ⇅	**Expense Type** ⇅	**Vendor Details** ⇅	**Date** ≡	**Requested** ⇅
☐	❗		Payment Card	Undefined	CHEDDAR'S 0202098 College Stati, Texas	06/08/2022	$81.91
☐	❗		Payment Card	Undefined	THE FARM PATCH Bryan, Texas	06/07/2022	$85.00
☐	❗	🖼	Payment Card	Undefined	Amazon.com 8K30C4X73	06/05/2022	$29.69
							$196.60

5. You can search by description.

6. You can search by Object code.

7. Once you have selected and expense type and filled out the required fields click Save Expense.

8. Some Expense Types will require additional information. Example: If you select object code 5787/Computers you will be required to fill in the 10-digit asset number. Not all system members allow for this type of purchase on their payment card.

9. If you choose the expense type memberships you will need to add comments providing the beginning and end date of the membership. Again, not all system members allow this type of purchase on their payment cards.

10. In addition, all purchases using a state account will require a Goods Received date to be selected.

11. You may want to update several expenses at once. Click in the box to select the expense then click Edit.

12. You will get the pop up below. You can make your selections then click next. All of the items you selected will be updated.

13. You can add additional expenses to a report that has already been created.   You can then proceed with assigning them an expense type.