

Submitting and Printing Expense Reports

When all fields have been filled and saved to ensure all are correct; all receipts and documents have been uploaded to match all expense transactions; You can now press **Submit**.

Receipt Attached: Yes

Action: [?]

<input type="checkbox"/>	Remove	Delete	Split Status	Detail	Date Posted	Date Occurred	Billing Amount	Merchant Name	Description	Indexes	Accounts	Activity
<input type="checkbox"/>			●	...	7/22/2015	7/21/2015	\$47.03	ACCO BRANDS DIRECT	Test 1	PURCH	71201	NonPer
<input type="checkbox"/>			●	...	7/27/2015	7/24/2015	\$1,356.08	TRUFFLES FINE FOODS-CATER	Test 2	PURCH	71201	NonPer
<input type="checkbox"/>			●	...	8/3/2015	7/31/2015	\$300.31	ABOVEGROUND ENTERPRISES	Test 3	PURCH	71201	NonPer

Submit Expense Report(s) will pop up over the screen with a grey background. Check off the box for your Approver, add notes if you wish and **Submit**. This Final submit will then send an email to your Approver to notify them the report is ready for their approval.

SUBMIT **PRINT EXPENSE REPORT** Save

Report History [?]

Terms &

Submit Expense Report(s)

Select Approver(s)

User Name	Business Unit	Approver Type	
<input type="checkbox"/>	Chris Arnold-Forster	Direct Assign	Final

Note (Optional):

SUBMIT Cancel

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You can now press **Print Expense Report** which will bring up a window with grey background and ask if you wish to Print Receipts? In most cases because you have all the original receipts you would press Continue without checking off the box.

<input type="checkbox"/>	Remove	Delete	Split Status	Detail	Date Posted	Date Occurred	Billing Amount	Merchant Name	Description	Indexes	Accounts	Activity
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<input type="checkbox"/>			●	...	7/27/2015	7/24/2015	\$1,356.08	TRUFFLES FINE FOODS-CATER	Test 2	PURCH	71201	NonPer
<input type="checkbox"/>			●	...	8/3/2015	7/31/2015	\$300.31	ABOVEGROUND ENTERPRISES	Test 3	PURCH	71201	NonPer

Print Expense Report

Print Receipts?

