Creating A Report from A Request
Creating A Report from A Request

Use approved requests to create an expense report

1. Click Authorization Requests

2. On the Manage Requests screen, select the appropriate approved request from the Request Library
3. Once you have selected the appropriate approved request, click Create Expense Report in the upper right-hand corner.

4. If there are no expenses that need to be added to the report, click Submit Report.
If there are expenses that need to be added to the report, click Add Expense

From here, you can select an Available Expense or Create New Expense
For an Available Expense select the box that is needed from the list of charges then select Add To Report. Then click Submit Report explained in step #4.

To create a new expense click Create New Expense then select an expense type(s) that needs to be added to the report.
Complete the required Details for the new expense and click Save Expense. Then click Submit Report explained in step #4. If a new expense requires Itemizations, this can be completed once you click Save Expense.