1. **Black Menu Bar** – Select Expense to access the Expense module

2. **White Menu Bar**
   a. Manage Expenses
      i. Active Reports
      ii. Available Expenses
      iii. Available Receipts
   b. View Transactions to view a list of Company Card Charges not assigned to a Report
   c. View Cash Advances (if activated) to view a list of the user’s Cash Advances; use View drop-down menu to access Cancelled, Completed, Pending, etc.

3. **Report Library**
   a. View lists of Reports to check approval statuses or review previously reported expenses
   b. Use View drop-down menu to access prior Reports
Active Reports

1. Select “Create New Report” to initiate a new Report from scratch (not linked to a Request)
2. Provides Reports not approved for payment with their status and position in approval flow (if submitted)
3. Select a Report to open
## Available Expenses & Receipts

### AVAILABLE EXPENSES

<table>
<thead>
<tr>
<th>Expense Detail</th>
<th>Expense Type</th>
<th>Source</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Warehouse Fairbanks, AK</td>
<td>Dispute/Fraud</td>
<td>📂</td>
<td>07/10/2020</td>
<td>$88.23</td>
</tr>
<tr>
<td>Cafe Monte Fairbanks, AK</td>
<td>Personal/Non Reimbursable</td>
<td>📂</td>
<td>07/10/2020</td>
<td>$45.76</td>
</tr>
<tr>
<td>Alaska Airlines Fairbanks, AK</td>
<td>Airfare</td>
<td>📂</td>
<td>07/10/2020</td>
<td>$305.20</td>
</tr>
<tr>
<td>Alaska Airlines Fairbanks, AK</td>
<td>Airfare</td>
<td>📂</td>
<td>07/10/2020</td>
<td>$427.70</td>
</tr>
</tbody>
</table>

### AVAILABLE RECEIPTS

- **Upload New Receipt**
  - Click here or drag & drop files to upload new receipt images.

1. **Available Expenses** – List of expenses including travel card charges, itineraries, e-receipts, and uploads from ExpenseIt that are not assigned to a Report
   a. Concur AI fills in the columns using information from the merchant; some information is changeable on the Report
      i. Expense Detail – Vendor name and location; this is sometimes changeable
      ii. Expense Type – Expense type that Concur AI thinks the expense falls under; this is changeable
      iii. Source – From where the information was obtained (See Introduction: [Concur Icons](#))
      iv. Date – Date of transaction; this is changeable if manually uploaded by user
      v. Amount – Amount of transaction; this is changeable if manually uploaded by user
   b. Select expense to assign it to an unsubmitted Report from the Move drop-down menu
   c. Users can Delete expenses except for agency and travel card charges
2. **Available Receipts** – Uploaded receipts not assigned to a Report