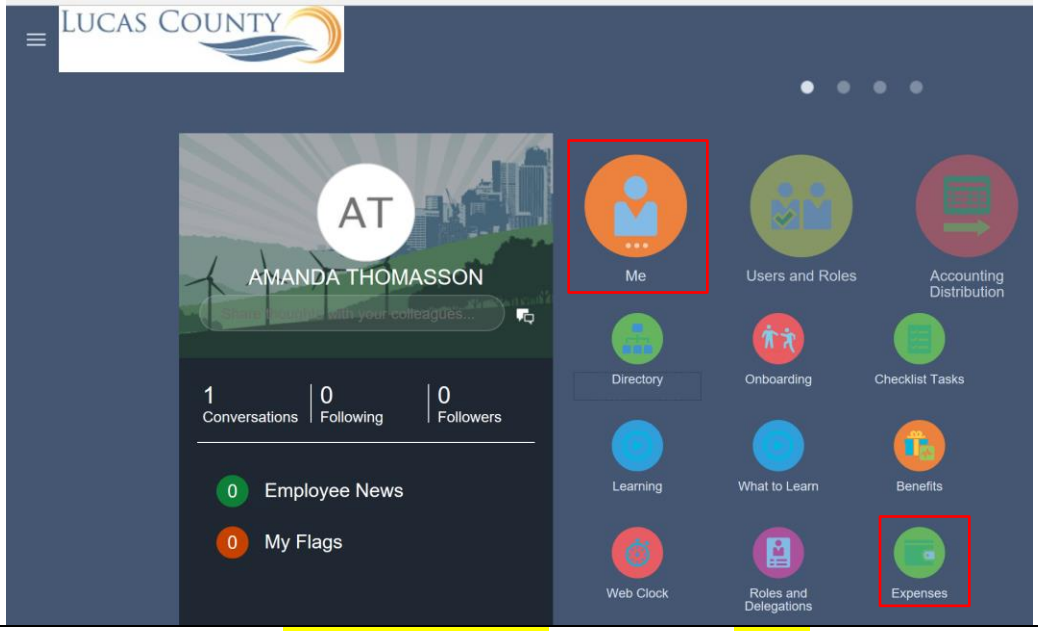
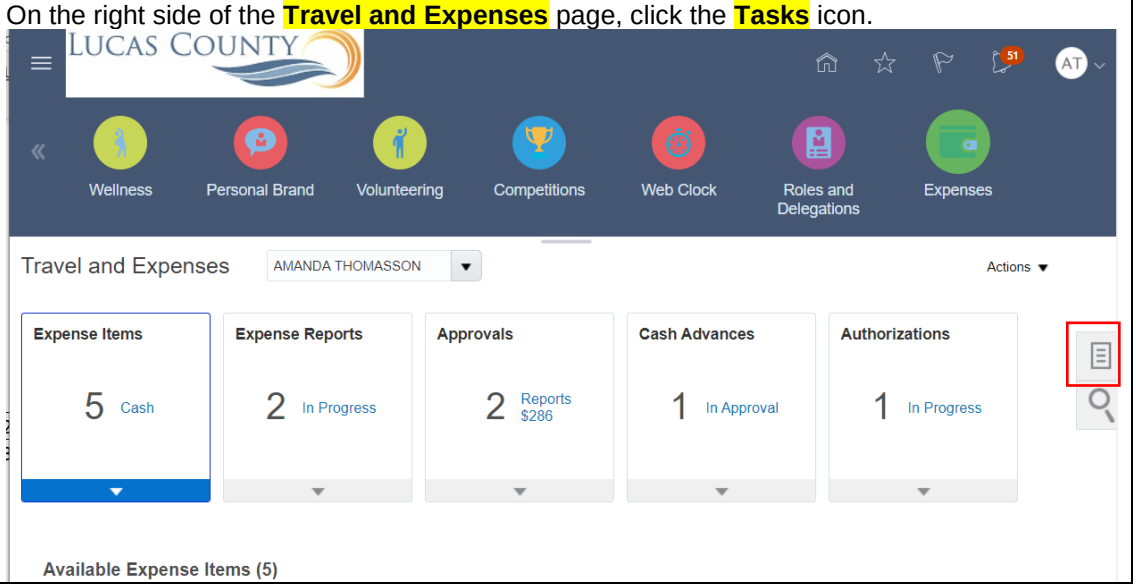
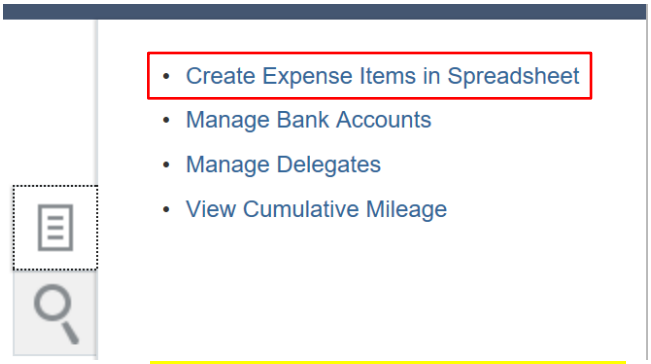
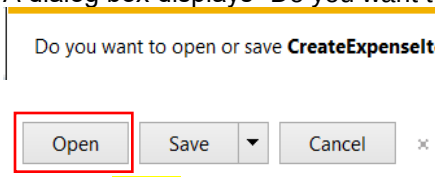
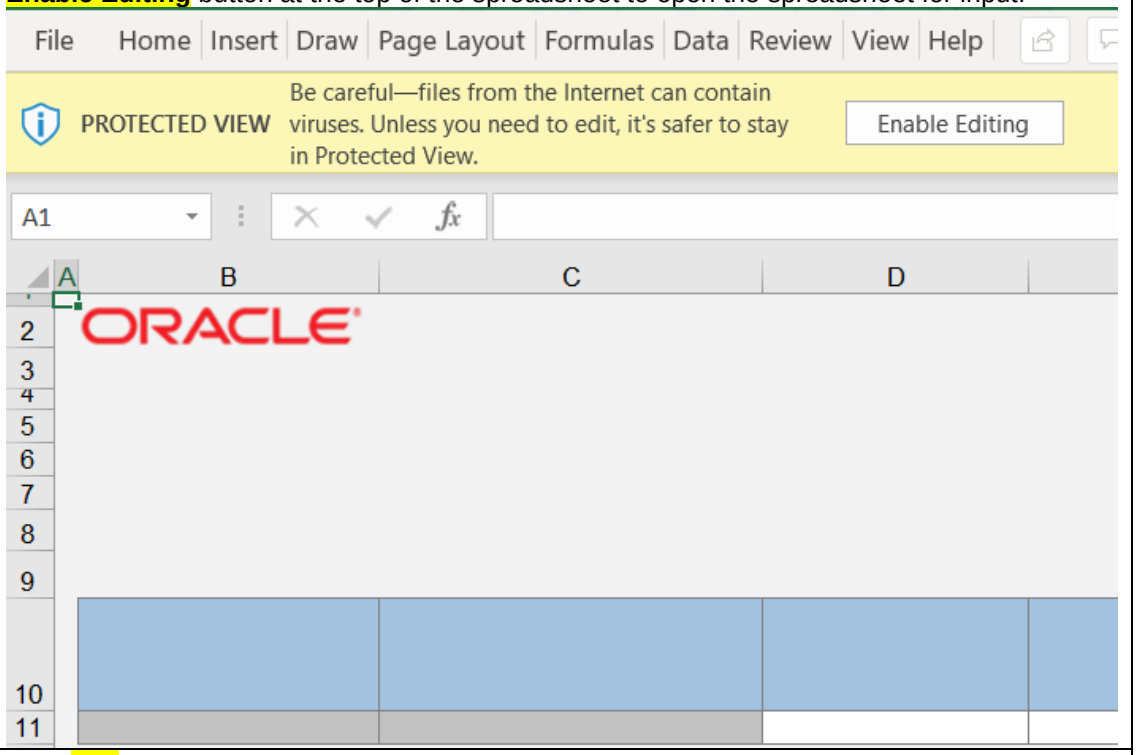
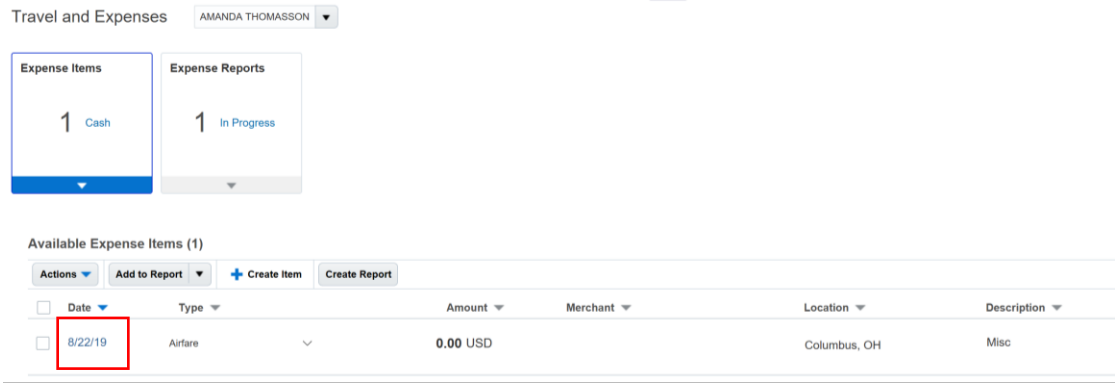
Create Expense Items with Spreadsheet

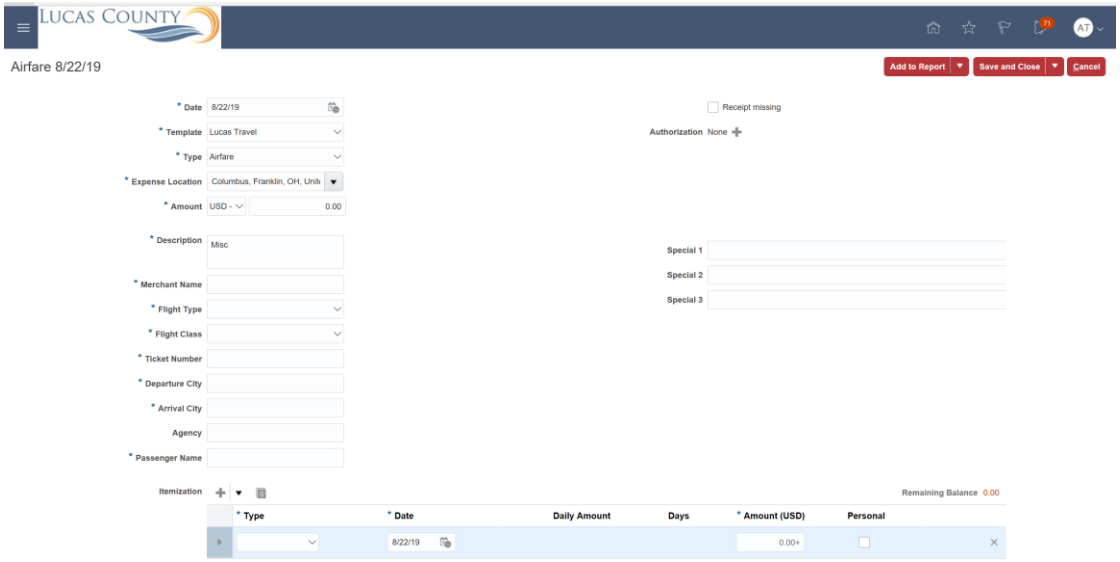
Audience: Employee

Purpose: This job aid will assist you with creating expense items using a spreadsheet. Note: creating expense items in spreadsheet may not work with all browsers. **Please Use Internet Explorer**.

Step	Action
1	Log in and navigate to **Expenses** work area, clicking **Me** and **Expenses**. 
2	On the right side of the **Travel and Expenses** page, click the **Tasks** icon. 

3	 Click on the **Create Expense Items in Spreadsheet** menu item.
4	A dialog box displays “Do you want to open or save CreateExpenseItems.xlsx…?”  Click the **Open** button. The file will open with Microsoft Excel.
5	If a security message displays, click **Allow** to proceed with the creation of the spreadsheet.
6	The spreadsheet opens in protected view with a single tab titled “Expense Items”. Click the **Enable Editing** button at the top of the spreadsheet to open the spreadsheet for input. 
7	Click **Yes** to the message “Do you want to Connect?” to allow connect to the Oracle application.
8	Log on with your user name and password.
9	Create an expense entry line.
10	Click in the Expense template cell and select **XXXXXXXX-Expense Template** from the pull down list.

11	To create each expense item entry line: • Click in the **Expense Type** cell and select the correct Type from the pull down list (Airfare, Hotel, etc.). • Click in the **Date** cell and change to the date of the expense. • Add the **Amount** in US dollars. • Scroll to **Merchant Name** and add the Merchant (free format). Repeat this for each expense item for a trip (such as Hotel, Per Diem, Rental Car, Gas).
12	Click the **Upload Expense Items** box in the Upload tab in the top section of the spreadsheet.
13	Click **Ok** to upload as expense items (other options are to add to new report or to add to existing report).
14	After the upload, expense item rows will show as "Row Inserted Successfully."
15	Click **Ok** to acknowledge the message "Refresh Expense Work area to see uploaded expense items."
16	Close the spreadsheet and ***do not save.*** Return to the Oracle application window.
17	Refresh the open window using the windows **refresh icon** or go to the Home page and return to the Expense work area.
18	The Expense Items Info Tile displays the uploaded expense items.  For any expense item you wish to edit, click on the **Date** hyperlink. This will open the Expense Item window for editing.
19	Use the Expense Item window to update one of more of the following fields: ***Date** (date of expense) ***Expense Template** ***Expense Type** (from pull down list) ***Amount** ***Expense Location** (Geographic search) Optionally **Number of Days** Optionally **Daily Amount** ***Description** (free format) **Merchant Name** (free format).



Simply replace the existing value in the field with the correct value, by selecting from a menu or list when available, or by highlighting then entering the correct value.

20 Click **Save and Close** to complete the update of each expense item.

Items are then available to add to a report.