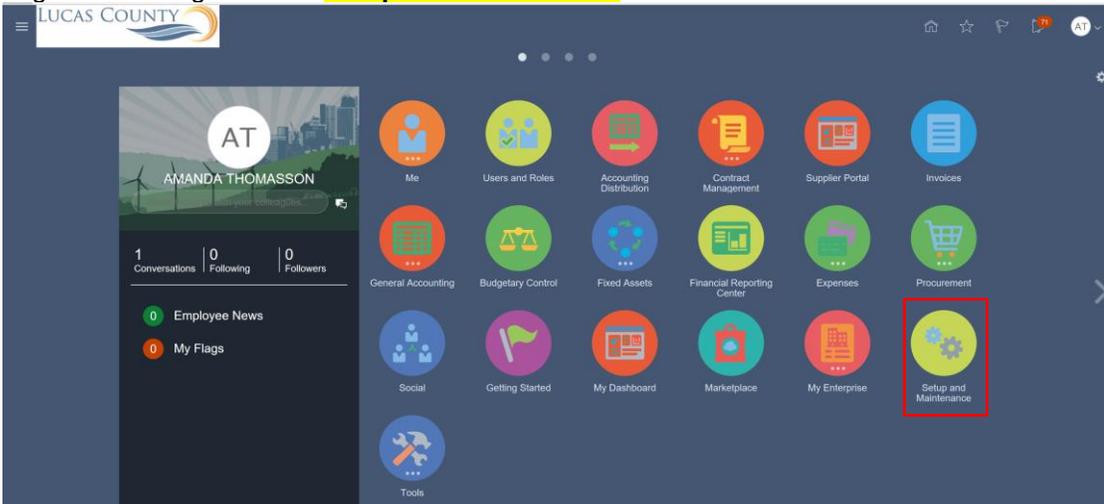
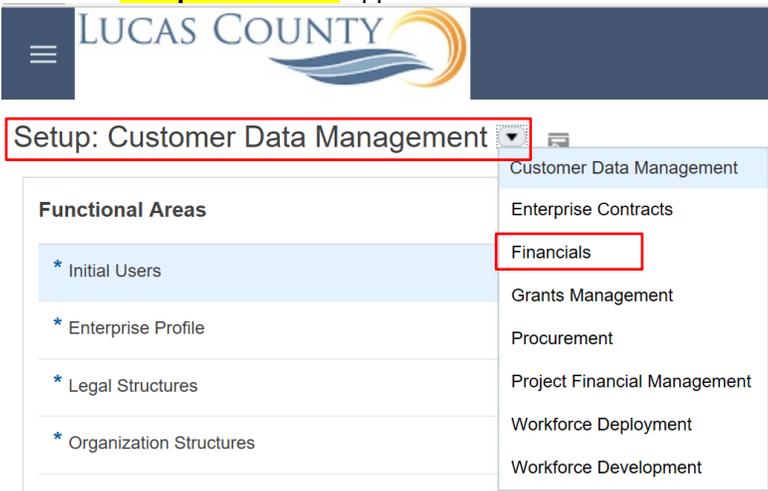


## Maintain and Update Expense Templates

**Audience:** Expense Auditor

**Purpose:** An expense template is a grouping of related expense types that are defined for a specific business unit. Examples of groupings of related expense types include expense templates for travel, education, and relocation. Expense templates enable companies to control the expense types visible to each business unit. Additionally, since your company processes card transactions and you want expense types automatically assigned during card transaction processing, you must set a default template.

Step	Action
	<p><b>Maintain and Update Expense Templates.</b></p>
<p>1</p>	<p>Log on and navigate to the <b>Setup and Maintenance</b> icon.</p> 
<p>2</p>	<p>Select the <b>Setup: Financials</b> application.</p> 

- 3 In the search field on the top type **“Manage Expense Report Templates”** and click the **search** icon.

- 4 Click on the **Manage Expense Report Template** Link.

The **Manage Expense Report Templates** window opens.

- 5 Click the **Search** button. Templates will display for you to manage.

- 6 Click on the desired Expense Template in the Search Results list.

Name	Description	Business Unit	Default Template	Effective Start Date	Effective End Date	Last Updated Date
BOED Travel	Travel Template for BOED	Lucas County		1/1/19		8/15/19
BOE Travel	Board of Elections Travel	Lucas County		1/1/19		7/10/19
CSB Travel Policy	Travel Template for CSB	Lucas County		1/1/19		8/15/19
Common Pleas Travel		Lucas County		1/1/19		8/15/19
LSWCD Travel		Lucas County		1/1/19		7/29/19
Lucas Purchase Card	Expense Template for P-Card purchases	Lucas County		1/1/19		8/19/19
Lucas Travel	Expense Template For Travel Related Expenses	Lucas County		1/1/19		7/10/19
Mental Health and Recovery Travel	Travel Template for Lucas County Mental Health and Recovery Department	Lucas County		1/1/19		7/10/19
OLNDR Travel		Lucas County		1/1/19		8/19/19
TLCHD Travel		Lucas County	✓	1/1/19		8/19/19

- 7 Click the **Edit** pencil. Edit Expense Report Template: XXXXXXXX Expense Template window opens.

- 8

- 9 Update the **Name** and/or **Description** of the template as required.  
Change the Effective Start Date if you wish.

Click **Save and Close** button to exit out of the "Edit Expense Report Template" window.

The screenshot shows a web interface for editing an expense report template. At the top, there is a navigation bar with the Lucas County logo and a user profile icon labeled 'AT'. Below the navigation bar, the title of the window is 'Edit Expense Report Template: TLCHD Travel'. In the top right corner, there are three buttons: 'Save', 'Save and Close', and 'Cancel'. The 'Save and Close' button is highlighted with a red box. The main content area contains a form with the following fields: 'Name' (containing 'TLCHD Travel'), 'Description' (empty), and 'Business Unit' (containing 'Lucas County'). To the right of these fields, there are two date pickers: 'Effective Start Date' (containing '1/1/19') and 'Effective End Date' (containing 'm/d/yyyy'). A checkbox labeled 'Set as default' is located below the 'Effective End Date' field. At the bottom of the form, there are four tabs: 'Expense Types', 'Card Expense Type Mapping', 'Receipt Requirement', and 'Expense Fields'. The 'Expense Types' tab is currently selected.

You will return to Manage Expense Report Template window.