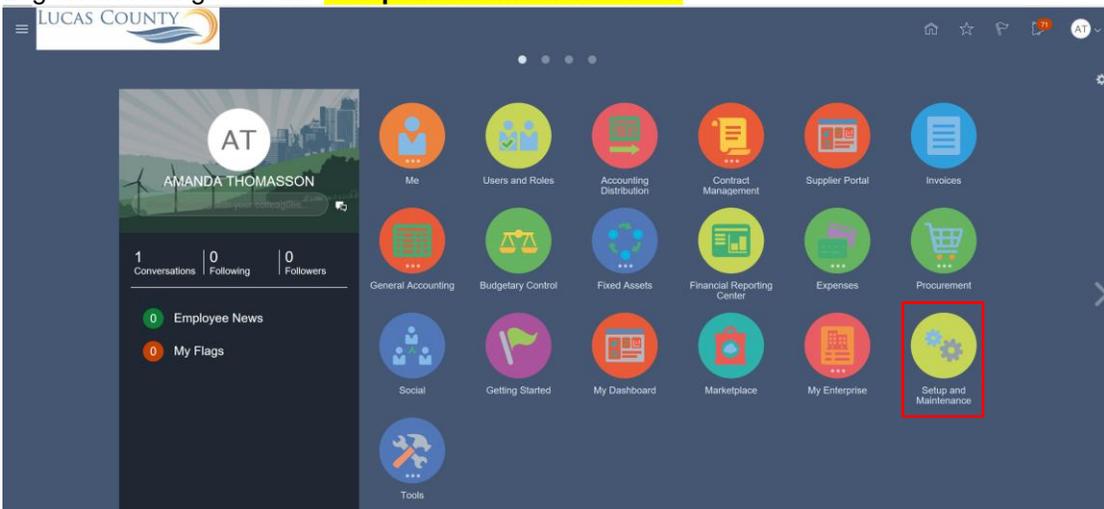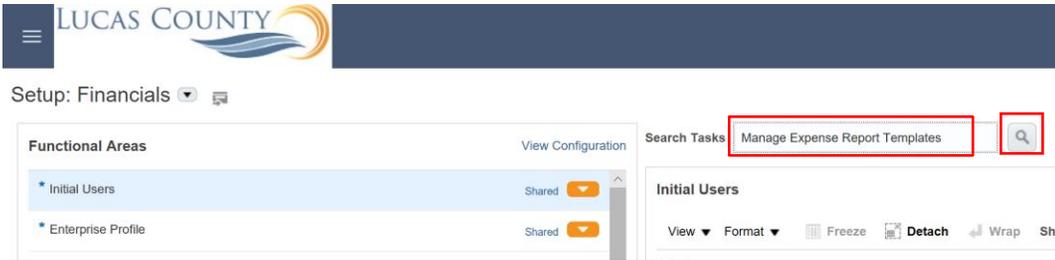# Maintain and Update Expense Types
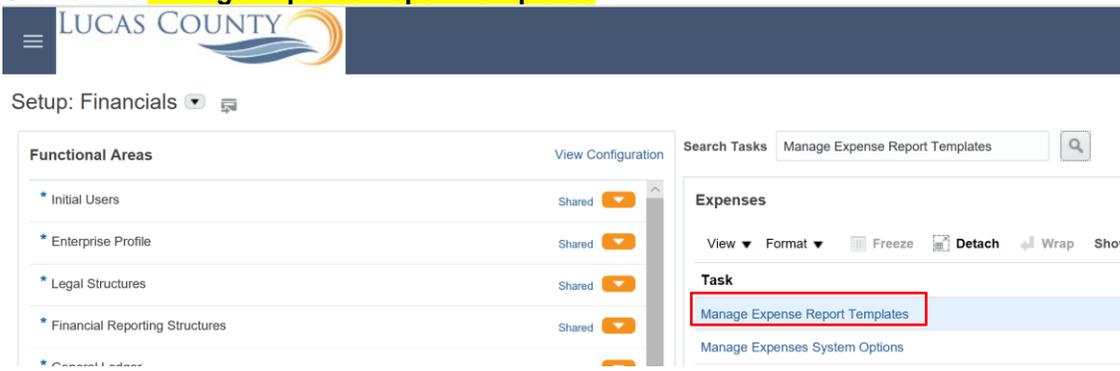
Audience: Expense Auditor

Purpose: When you create an expense type you assign an account to the expense type. This enables the application to allocate expenses to a specific account. Additionally, you can specify whether receipts are required when users submit expense reports for approval. You can also require submission of a receipt over a specified amount. Receipt submission requirements can be set up for cash expenses, P-Card expenses, or both.

Step	Action
1	Log on and navigate to the **Setup and Maintenance icon**.
2	Click the **Setup: Customer Data Management** dropdown list and select **Financials**.
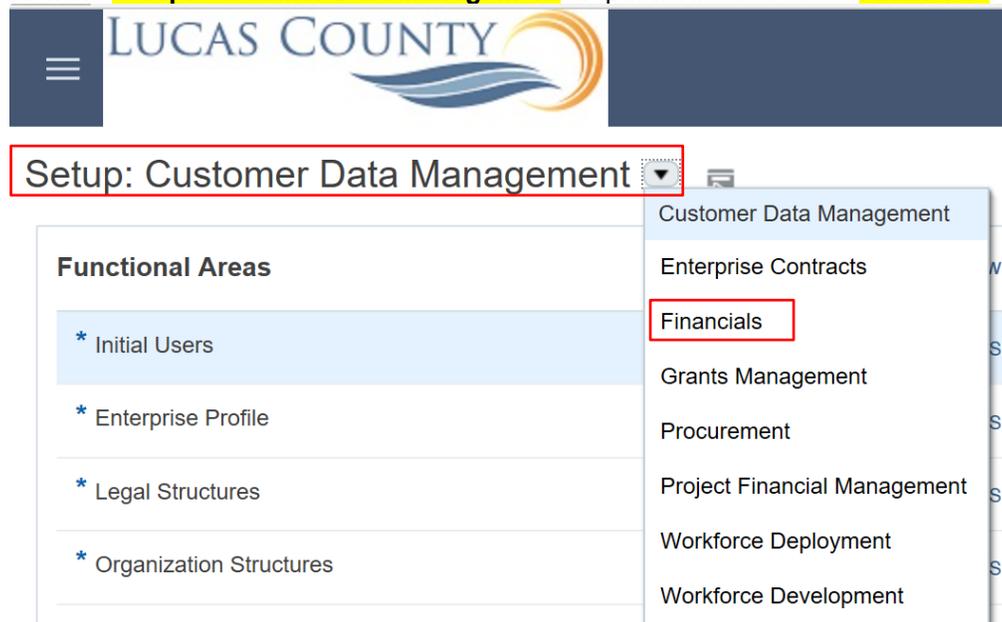
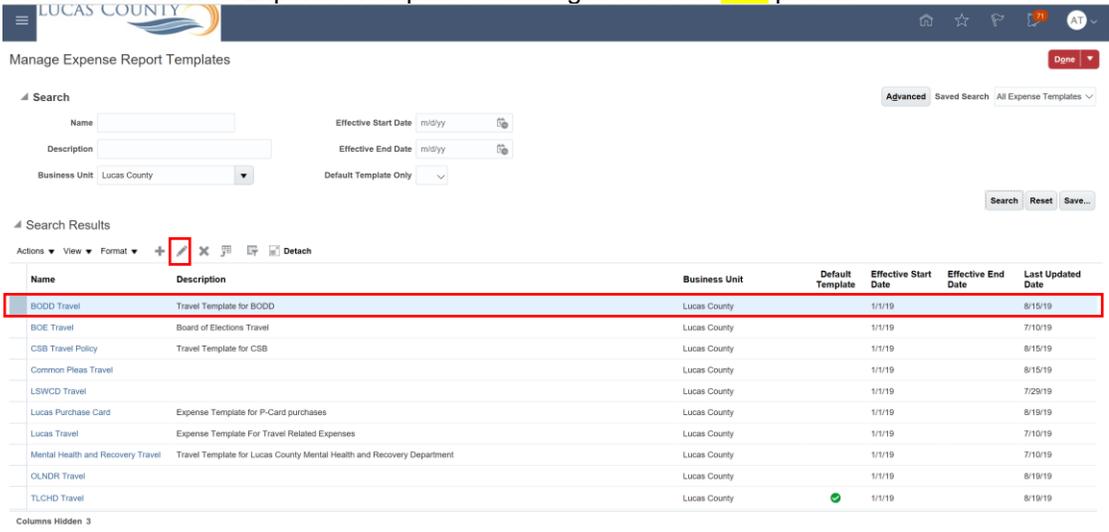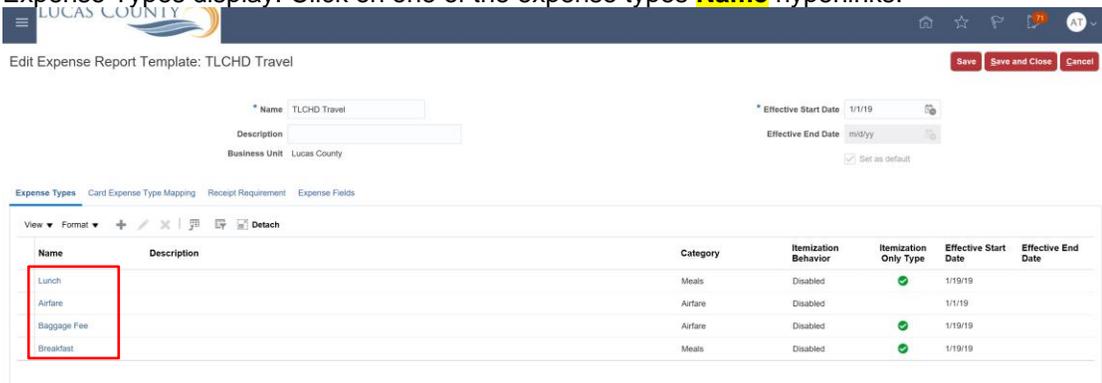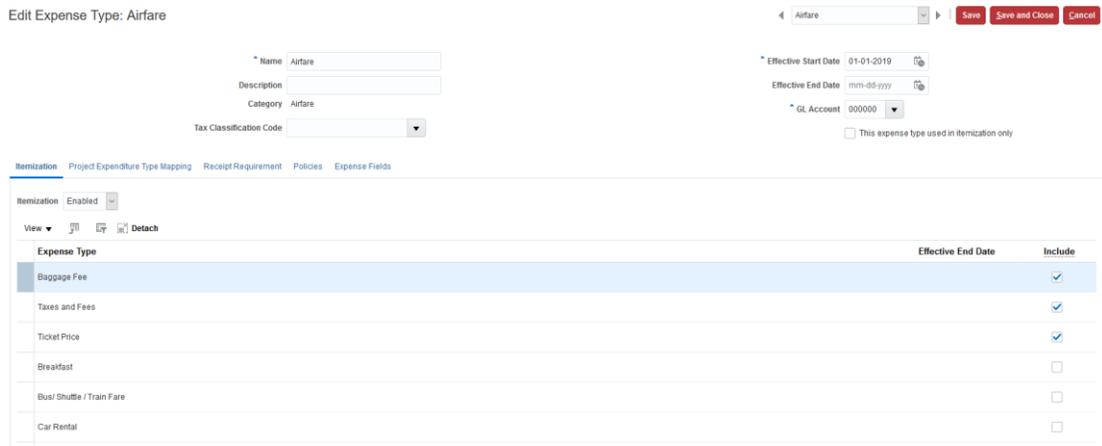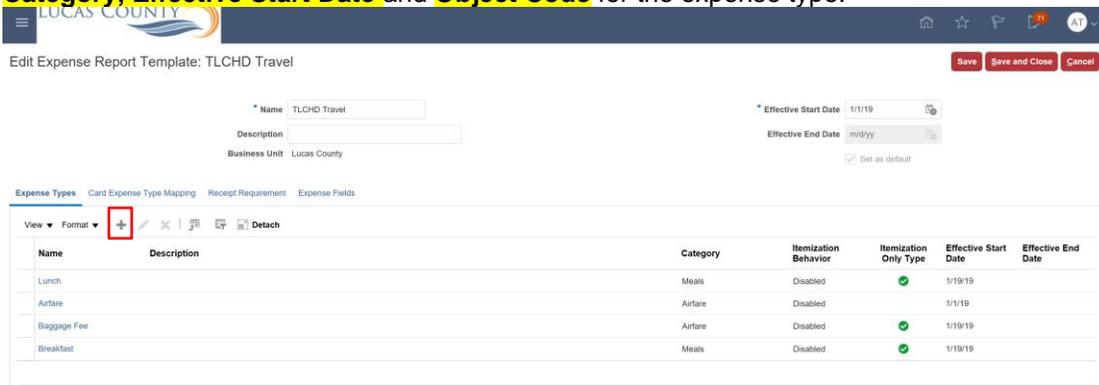| 3	In the search field on the top type **"Manage Expense Report Templates"** and click search icon.
4	Click on the **Manage Expense Report Templates** Link.
	The **Manage Expense Report Templates** window opens.
5	Click **Search** button. Various templates will display in the **Search Results**.
6	Click on the desired Expense Template to manage. Click the **edit** pencil.
	The **Edit Expense Report Template: XXXXXXXX Expense Template** window will open.

7	Expense Types display. Click on one of the expense types **Name** hyperlinks.
8	The **Edit Expense Type** window opens.
9	You can make any of the following changes/updates below to an expense type on the Itemization tab. • Enter the **Effective End Date** in the field, if you want to end date the expense type. • Change the **Description** • Change the **GL Account** • Change the **Itemization Level**
10	You can make any of the following changes/updates below to an expense type on the Receipt Requirement tab. • Modify **Require Receipts for Cash Expense Lines** setting • Modify **Require Receipts for Corporate Card Expense Lines** setting • Modify **Apply Receipt Requirement Rules to Negative Expense Lines** setting • Modify **Display receipt missing policy warning to user** setting
11	You can make any of the following changes/updates below to an expense type on the Policies tab. • Modify **Expense Policy** setting • Modify **Attendees Policy** setting • Modify **Preferred Agency Policy** setting • Modify **Preferred Merchant Policy** setting • Modify **Passenger** Setting

12	You can make any of the following changes/updates below to an expense type on the Expense Fields tab. • Modify **Description** setting • Modify **Expense Location** setting • Modify **Merchant Name** setting
13	Click **Save and Close**
14	Click on the **Create "+"** icon to enter a new expense type. Enter the **Name, Description, Category, Effective Start Date** and **Object Code** for the expense type. *Edit Expense Report Template: TLCHD Travel* * Name TLCHD Travel * Effective Start Date 1/1/19 Description Effective End Date m/d/yy Business Unit Lucas County Set as default Expense Types Card Expense Type Mapping Receipt Requirement Expense Fields View ▼ Format ▼ + ✕ Detach | Name	Description	Category	Itemization Behavior	Itemization Only Type	Effective Start Date	Effective End Date
Lunch		Meals	Disabled	✅	1/19/19	
Airfare		Airfare	Disabled		1/1/19	
Baggage Fee		Airfare	Disabled	✅	1/19/19	
Breakfast		Meals	Disabled	✅	1/19/19		
15	Click **Save and Close** button to save/conclude the transaction and exit the window. *Create Expense Type* Save Save and Close ▼ Cancel * Name * Effective Start Date 8/27/19 Description Effective End Date m/d/yy Category Miscellaneous ▼ * GL Account ▼ Tax Classification Code ▼ ☐ This expense type used in itemization only Itemization Project Expenditure Type Mapping Receipt Requirement Policies Expense Fields You will return to **Edit Expense Report Template: XXXXXXXX Expense Template** window.
16	Click **Save and Close** when done editing the Expense Report Template.
17	Click **Done.**