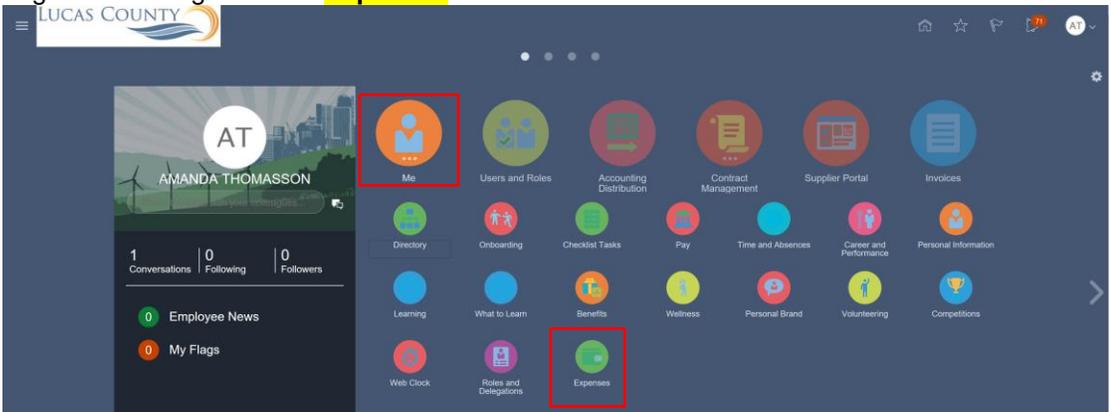
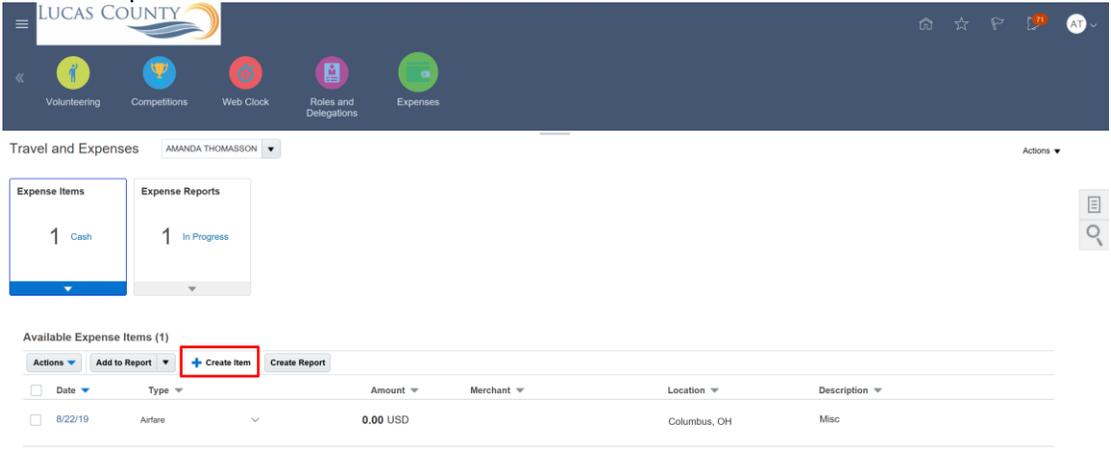


Create, Edit or Delete Expense Items

Audience: Employee

Purpose: This job aid will assist you with creating, editing or deleting expense items. **Note:** At Lucas County, attachments can only be added to expense *reports*, not to expense *items*.

Create Expense Items

| Step | Action |
|------|---|
| 1 | <p>Log on and navigate to the Expenses Work Area.</p>  |
| 2 | <p>The Expense Items Info Tile displays the following screen. You can create expense items here for expenses <i>other than PCards and travel cards</i>.</p>  <p>Click the + Create Item button to create an expense item. Note: For PCARDS and travel cards, skip this section.</p> |
| 3 | <p>The Create Expense Item window displays basic fields for entry. Some field entries will then open additional fields.</p> |

Create Expense Item

Add to Report
Create Another
Save and Close
Cancel

* Date: 09-05-2019

* Template: Lucas Purchase Card

* Type: [dropdown]

* Amount: USD - [input]

Enter required fields.

- ***Date** (date of expense)
- ***Template** (from pull down list)
- ***Type** (expense type, select from dropdown list)
- ***Expense Location** (Geographic search)
- ***Amount**
- Optionally, **Number of Days**
- Optionally, **Daily Amount** (defaults from Amount and Number of Days)
- Optionally, **Description** (free format)
- Optionally, **Merchant Name** (free format)

4

The window expands upon entry of information, displaying additional fields. The fields that need to be entered are based on the expense type selected. For example, if **Mileage** is selected, there are fields for total mileage; if **Per Diem** is selected there are fields for number of days. Enter all required and pertinent information, including itemization details when required to itemize taxes and other charges from a receipt.

Create Expense Item

Add to Report
Create Another
Save and Close
Cancel

* Date: 09-05-2019

* Template: Mental Health and Recovery Tra

* Type: Car Rental

* Expense Location: Chicago Heights, Cook, IL, Un

* Amount: USD - [input]

Number of Days: [input] 1

Daily Amount: [input] USD

* Description: Car rental from work location to event location and back

* Merchant Name: Rental Company Name Here

Agency: [input]

Account: 1010.114001.50.640025.00000.00000

Special 1: [input]

Special 2: [input]

Special 3: [input]

Itemization: [dropdown] Remaining Balance: 0.00

| * Type | * Date | Daily Amount | Days | * Amount (USD) | Personal |
|------------|------------|--------------|---------|----------------|-----------|
| [dropdown] | 09-05-2019 | [input] | [input] | 0.00+ | [input] X |

Note: you can remove expense itemization lines by clicking the X at the end of the item line row.

5

Click the **Save and Close** button complete adding the expense item.

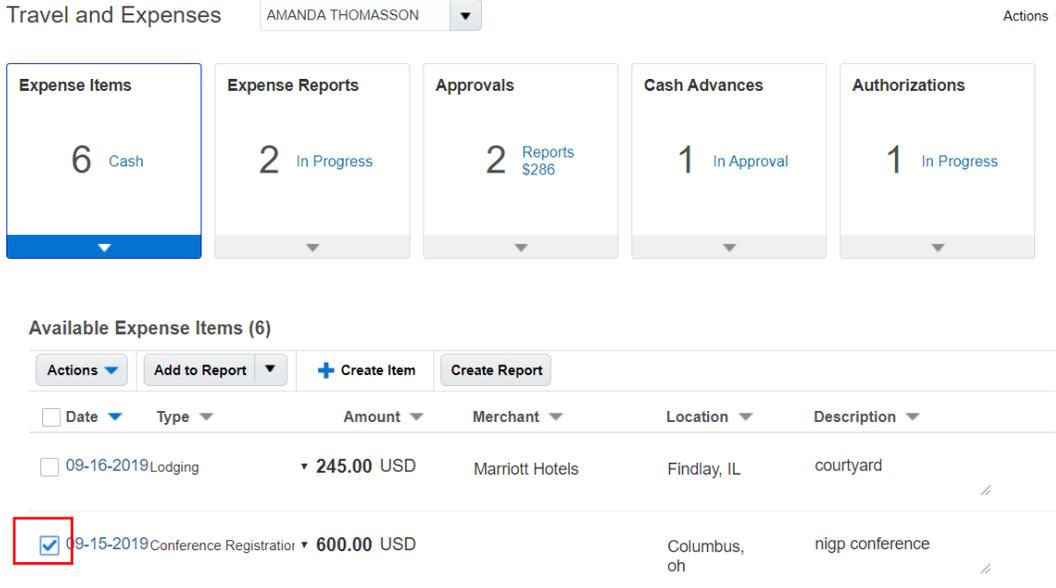
Add to Report
Create Another
Save and Close
Cancel

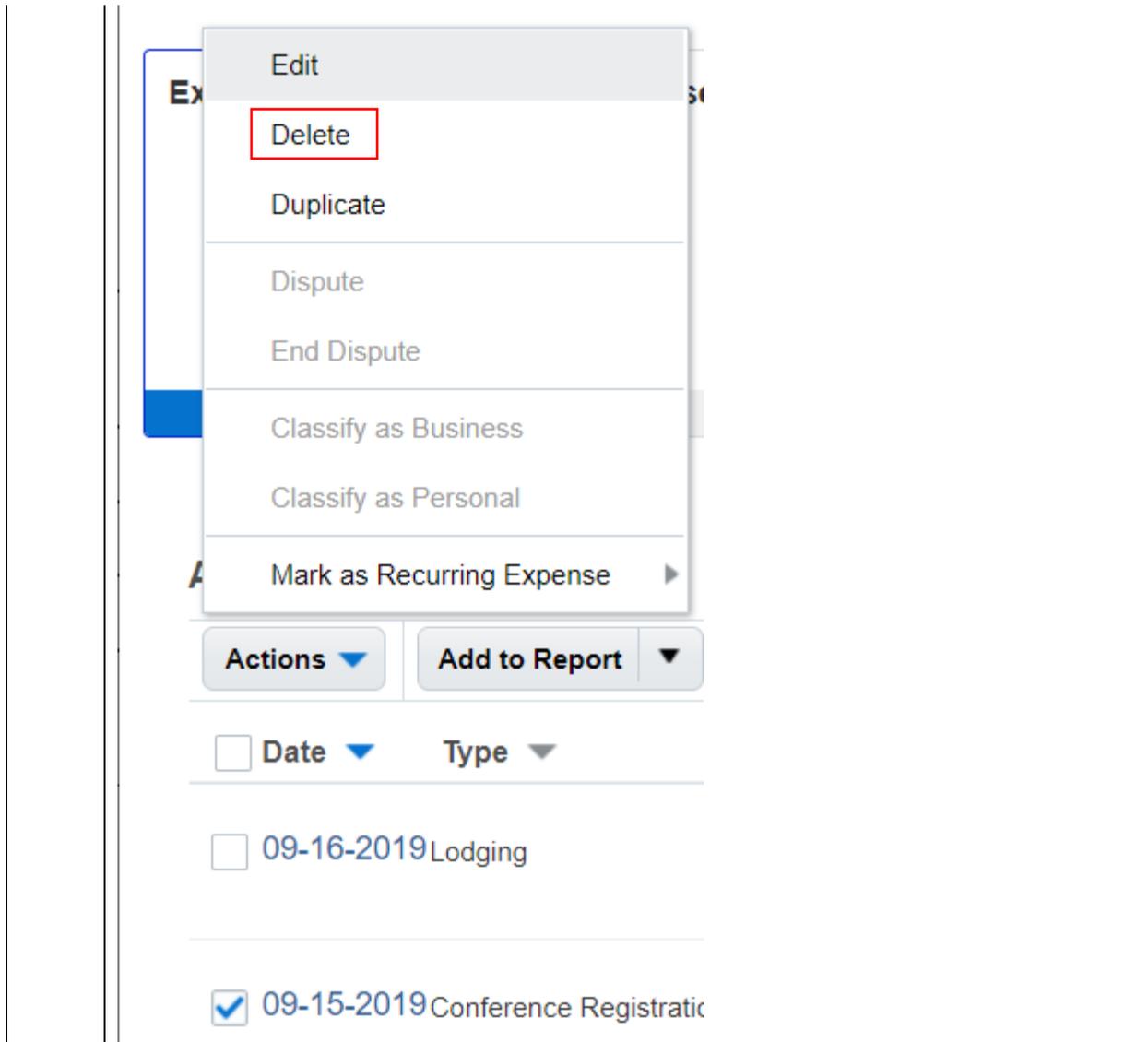
Alternatively, the following other actions are available:

- **Add to Report** (Opens the New Expense Report or shows a list of the reports that are in progress)
- **Save** (save the current entry but you can then continue with additional entry activities, drop down under Save and Close)
- **Create Another** (allows you to add another expense item in this window)
- **Cancel** (cancel Add Expense Item activity)

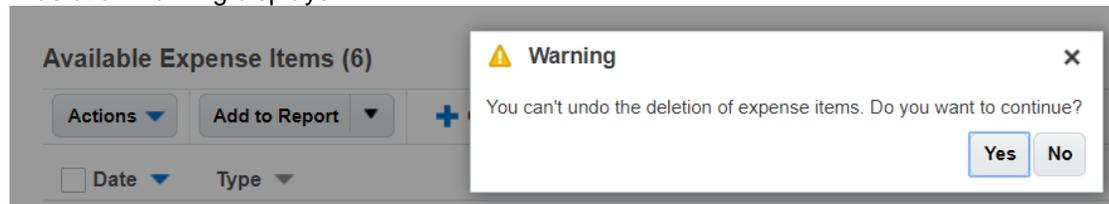
Delete Expense Items

NOTE: PCard expense items and travel expenses created by credit card transactions cannot be deleted. Please skip this step for all credit card transactions.

| Step | Action |
|------|--|
| 1 | <p>Within the Travel and Expenses window, you can delete selected expense items.</p>  <p>Select the expense item selection box.</p> |
| 2 | <p>With the item or items selected, click the Available Expense Items Actions dropdown and select Delete.</p> |



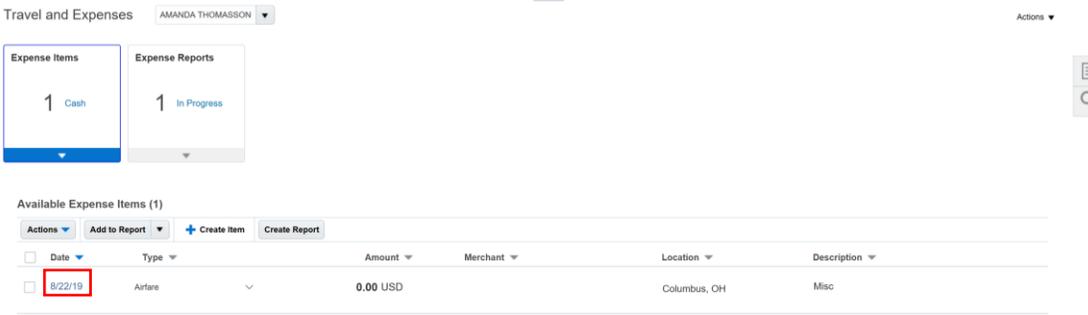
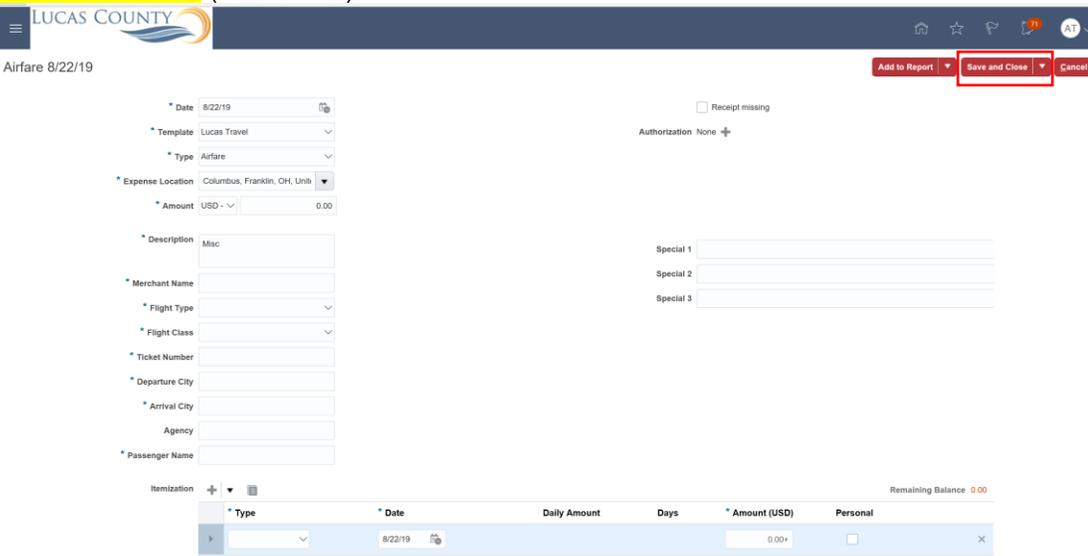
A deletion warning displays.



To continue with deletion, click **Yes** to the Warning message. The expense item will be removed, and available expense items count is reduced.

Edit an Expense Item

Credit card transactions cannot be edited. Please skip for credit card transactions.

| Step | Action |
|------|---|
| 1 | <p>You can edit available expense items.</p>  <p>For the expense item you wish to edit, click on the Date hyperlink. This will open the Expense Item window.</p> |
| 2 | <p>Use the Expense Item window to update one of more of the following fields:</p> <ul style="list-style-type: none"> *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).  <p>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.</p> |
| 3 | <p>Click the Save and Close button to complete the expense item edit.</p> |