

## Add Expenses in My Outstanding Expenses: Quick Steps

To add expenses in My Outstanding Expenses, begin by opening the My Outstanding Expenses Application.

1. Click Time & Expense

2. Click Expense

3. Click Expense Report

4. Click My Outstanding Expenses

### Navigation:

- Use the **PAGE DOWN** key to proceed to the next slide.
- Use the **PAGE UP** key to return to a prior slide.



## My Outstanding Expenses

New Delete Form Query ▾ − □ ×

**A** Click the **Upload Receipts**, to add a new expense, if no other expenses exist in the table.

If the table already displays existing expenses, first click **New**.

Wizard Type *	Method *	Transaction Currency *	Amount *	Taxes	Provider	Merchant
-Select-	Cash	US Dollar (USD)	0.00	0.00		

[My Outstanding Attachments](#)

## My Outstanding Expenses &gt; My Outstanding Attachments

Delete ×

File Name	Last Modified

View Replace Close

1. Upload a receipt to create the expense. > Step A



Browse Applications &gt; Time &amp; Expense &gt; Expense &gt; Expense Reports &gt; My Outstanding Expenses



**A** Click Browse to select to find the receipt you want to upload.

**B** Click Upload to add the receipt. If ICR is enabled, data will be extracted from the image.

**File Upload**

File Name\*  No file selected.

Description

My Outstanding Expenses > My Outstanding Attachments

File Name	Last Modified

My Outstanding Attachments

2. Browse for file to upload. &gt; Steps A and B



**My Outstanding Expenses** New Delete Form Query

[Upload Receipts](#)

Wizard Type *	Expense Date *	Personal	Hide	Pay Method *	Transaction Currency *	Amount *	Taxes	Provider	Merchant
Meals	03/31/2019	<input type="checkbox"/>	<input type="checkbox"/>	Cash	US Dollar (USD)	220.00	0.25		Cinema '76 Anonas

After processing, certain details are extracted from the image and added to the expense if ICR processing is enabled by your System Administrator.

[My Outstanding Attachments](#)

**My Outstanding Expenses > My Outstanding Attachments** Delete

File Name	Last Modified
outstandingatt_Meal20200821004924.jpg	

The uploaded file is added to the My Outstanding Attachments table.

View Replace  
Close

Results of file upload.



## My Outstanding Expenses

New Delete 1 of 1 New Table Query

## Basic Information

## Identification

Upload Receipts

Batch ID MANUAL

Batch Type Manual for MyOutstanding

Transaction ID 39F19C67-D939-4982-8287-F45D176C2A5F

This is the same information on the previous slide presented in Form view to show additional detail on extracted fields.

## Details

Provider

Merchant Cinema '76 Anonas

Comments

## General

Expense Report Type -None-

Expense Type

Wizard Type \* Meals  Personal

Expense Date \* 03/31/2019  Hide

Pay Method \* Cash

Transaction Currency \* US Dollar (USD)

Amount \* 220.00

Taxes 0.25

[My Outstanding Attachments](#)

Results of file upload in Form view.

Delete



Browse Applications > Time & Expense > Expense > Expense Reports > My Outstanding Expenses



### My Outstanding Expenses

New Delete Form Query

Upload Receipts

A

Click **Upload Receipts** for any additional attachments you want to add. Note, however, that only the first attachment is scanned by the ICR process.

Wizard Type *	Transaction Currency *	Amount *	Taxes	Provider	Merchant
Meals	US Dollar (USD)	220.00	0.25		Cinema '76 Anonas

[My Outstanding Attachments](#)

### My Outstanding Expenses > My Outstanding Attachments

Delete

File Name	Last Modified
outstandingatt_Meal20200821004924.jpg	
outstandingatt_Other20200821012445.pdf	

All additional uploaded attachments display in the My Outstanding Attachments subtask table.

View Replace

Close



A Click Save to save your changes.

## My Outstanding Expenses

New Delete Form Query

Upload Receipts

Wizard Type *	Expense Date *	Personal	Hide	Pay Method *	Transaction Currency *	Amount *	Taxes	Provider	Merchant
Meals	03/31/2019	<input type="checkbox"/>	<input type="checkbox"/>	Cash	US Dollar (USD)	220.00	0.25		Cinema '76 Anonas

[My Outstanding Attachments](#)

## My Outstanding Expenses &gt; My Outstanding Attachments

Delete

File Name	Last Modified
outstandingatt_Meal20200821004924.jpg	
outstandingatt_Other20200821012445.pdf	

View Replace

Close

3. Click **Save** > Step A



Browse Applications > Time & Expense > Expense > Expense Reports > My Outstanding Expenses



## My Outstanding Expenses

New Delete Form Query ▾ □ ×

Upload Receipts

Wizard Type *	Expense Date *	Personal	Hide	Pay Method *	Transaction Currency *	Amount *	Taxes	Provider	Merchant	Departure Date	Return Date	Ticket Number/Agreement Numb	Itinerary	Units	Start Date/Check In
Meals ▾	03/31/2019	<input type="checkbox"/>	<input type="checkbox"/>	Cash	US Dollar (USD)	220.00	0.25		Cinema '76 Anonas					0	08/21/2020

[My Outstanding Attachments](#)

## My Outstanding Expenses &gt; My Outstanding Attachments

Delete ×

File Name	Last Modified
outstandingatt_Meal20200821004924.jpg	SUPERUSER, CP (CPSUPERUSER) - Fri, 21 Aug 2020 01:27:51
outstandingatt_Other20200821012445.pdf	SUPERUSER, CP (CPSUPERUSER) - Fri, 21 Aug 2020 01:27:51

After you save, the time and date stamp display in the Last Modified field.

View Replace

Close

Results after saving.



My Outstanding Expenses

A
New
Delete
Form
Query
⌵
⌵
⌵

To add a another expense, click **New**.

Upload Receipts

Wizard Type *	Expense Date *	Personal	Hide	Pay Method *	Transaction Currency *	Amount *	Taxes	Provider	Merchant	Departure Date	Return Date	Ticket Num	Rate/Check In
Meals	03/31/2019	<input type="checkbox"/>	<input type="checkbox"/>	Cash	US Dollar (USD)	220.00	0.25		Cinema '76 Anonas				20

[My Outstanding Attachments](#)

My Outstanding Expenses > My Outstanding Attachments

Delete

File Name	Last Modified
outstandingatt_Meal20200821004924.jpg	SUPERUSER, CP (CPSUPERUSER) - Fri, 21 Aug 2020 01:27:51
outstandingatt_Other20200821012445.pdf	SUPERUSER, CP (CPSUPERUSER) - Fri, 21 Aug 2020 01:27:51

View
Replace
Close

4. Add another new expense> Step A



Browse Applications &gt; Time &amp; Expense &gt; Expense &gt; Expense Reports &gt; My Outstanding Expenses



## My Outstanding Expenses

New Delete Form Query

Upload Receipts

B

Click **Upload Receipts** to upload the receipt for the new expense you are adding.

Wizard Type *	Exp	ion Currency *	Amount *	Taxes	Provider	Merchant	Departure Date	Return Date	Ticket Number/Agreement Numb	Itinerary	Units	Start Date/Check In
Meals	03	(USD)	220.00	0.25		Cinema '76 Anonas					0	08/21/2020
-Select-		(USD)	0.00	0.00							0	

[My Outstanding Attachments](#)

## My Outstanding Expenses &gt; My Outstanding Attachments

Delete

File Name	Last Modified

View Replace

Close

4. Add another new expense&gt; Step B



My Outstanding Expenses New Delete Form Query

Upload Receipts

Wizard Type *	Expense Date *	Personal	Hide P	ate	Ticket Number/Agreement Numb	Itinerary	Units	Start Date/Check In
Meals	03/31/2019	<input type="checkbox"/>	<input type="checkbox"/>				0	08/21/2020
-Select-		<input type="checkbox"/>	<input type="checkbox"/>				0	

This concludes the My Outstanding Expenses Quick Steps.

[My Outstanding Attachments](#)

My Outstanding Expenses > My Outstanding Attachments Delete

File Name	Last Modified
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View Replace Close