



KEY TASKS AND LEARNING AREAS

- ★ **PROCESSING REPORTS**
PROCESSING EXPENSES
REIMBURSEMENTS
- ★ **RECONCILIATION**
REVIEWING TRANSACTIONS
- ★ **ACCOUNTS PAYABLE DATA**
PULLING AP REPORTS
USING CUSTOM REPORTS

1 Come On In: The Basics

Expense Report Processing Overview

- ★ [Processing Expense Reports](#)
- ★ [Bulk Processing Expenses](#)
- ★ [The Processing Queue](#)

2 The Accountant's Toolbox

Editing

- [Editing Allocations](#)
- [The Other Actions Menu](#)

★ Reconciliation 101

- [Creating New Expenses from the Workbench](#)



Plan Ahead

- [Understanding Reimbursement](#)



3 The First Processing Cycle

Processing Expenses

- [Processing Expense Reports](#)
- [Unprocessing Expense Reports](#)



4 Pull Your First Reports

Review the Data

- [Using the Enterprise Dashboard](#)
- [View Previously Processed Expense Reports](#)

★ Reports

- ★ [Create a Custom Report](#)
- [The Custom Report Builder](#)
- [Access & Review Your Accounts Payable Report](#)



6 Did You Know?

Optional Certify Services & Reports

Instant Audit

- [The Instant Audit Queue](#)

Extra Reports

- [Browse Users](#)
- [Expense Report Statistics](#)

Spend Requests

- [Deleting Approved Spend Requests](#)

5 Reconciliation

Credit Card Reconciliation

- [Using the P-Card Reconciliation Report](#)
- [Reconciling Credit Card Statements](#)

Find Expenses

- [Find Pending Expense Reports](#)

