



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](#)



5 Reconciliation

Credit Card Reconciliation

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

[Reconciling Credit Card Statements](#)

Find Expenses

[Find Pending Expense Reports](#)



6 Did You Know?

Optional Services & Reports

Instant Audit

[The Instant Audit Queue](#)

Extra Reports

[Browse Users](#)

[Expense Report Statistics](#)

Spend Requests

[Deleting Approved Spend Requests](#)

