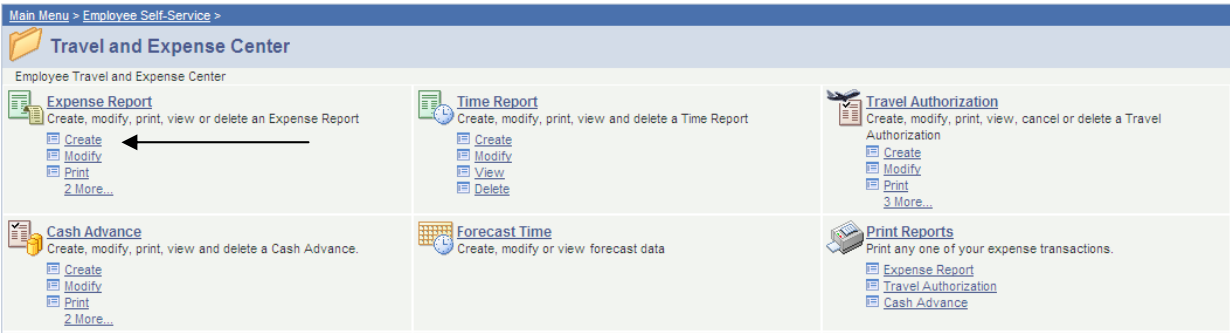


Creating Expense Reports

<p>1.</p>	<p>Begin by navigating to the Expense Report Entry page.</p> <p>Employee Self Service → Travel and Expense Center</p> 
<p>2.</p>	<p>Click Create under Expense Report in the Main Page</p> 
<p>3.</p>	<p>A search box appears. Your employee id will default in.</p> <p>Expense Report</p> <p>Find an Existing Value Add a New Value</p> <p>EmplID: <input type="text" value="19955668"/> 🔍</p> <p>Add</p> <p>Find an Existing Value Add a New Value</p>
<p>4.</p>	<p>Enter the correct employee id into the EmplID field and click </p>

5. The **Expense Report Entry** page enables you to easily add expense lines and provide general information as well as other details that are specific for expense types.

Create Expense Report

Expense Report Entry

Patricia Obrien [User Defaults](#) Report ID: NEXT

Quick Start:

General Information

*Description: Comment:

*Business Purpose: Reference:

Default Location:

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options:

Details [Customize](#) | [Find](#) | [View All](#) | 1-4 of 4

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type			
	<input type="text"/>								<input type="button" value="+"/>
	<input type="text"/>								<input type="button" value="+"/>
	<input type="text"/>								<input type="button" value="+"/>
	<input type="text"/>								<input type="button" value="+"/>

Totals

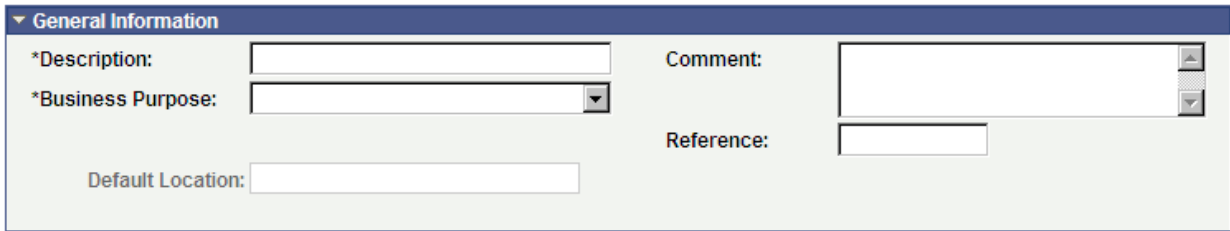
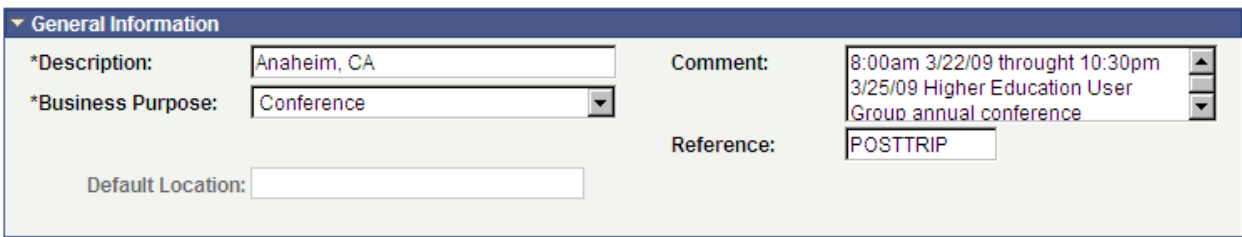
Employee Expenses:	0.00 USD	Due Employee:	0.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

[Definition of Totals](#)

[Expense Report Project Summary](#) [Printable View](#)

6. You can use the **Quick Start** drop-down at the top of the page to select from the following values to change the method used for creating an expense report. You can set up the **Quick Start** drop-down to default in values through User Defaults.

- **A Blank Report:** Select to start with a blank report.
- **An Existing Report:** Select to access the **Copy From an Existing Report** page, where you can select an existing expense report from which to create a new expense report that contains similar information.
- **A Template:** Select to access the **Select a Template** page, where you can select a template to use to base a new expense report on.
- **A Travel Authorization:** Select to access the **Populate From A Travel Authorization** page, where you can select a travel authorization from which to create a new expense report that contains similar information. **NOTE:** most departments will not have *online* travel authorizations. This is not to be confused with the requirement to have an *authorization to travel*.

7.	<p>General Information section defines general information about the expenses incurred for the report.</p> 
8.	<p>The Description field will <i>usually</i> have no default value, but you can override this if it does.</p> <p>Travel Expense: Enter the City, State (or City, Country if foreign travel) of the travel.</p> <p>Business Expense: Enter RMB then something that identifies the reimbursement plus the date. Ex: RMBMEAL/022309 or RMBSTAPLES/012909</p>
9.	<p>Select a purpose from the Business Purpose list. Because tax laws require a business purpose for business expenses, this field is required.</p> <p>Click the Business Purpose list and select the appropriate purpose for the travel or employee reimbursement.</p> <p>NOTE: If no purpose seems appropriate, you may choose "OTHER-WRITTEN DESCR REQ'D".</p>
10.	<p>In the Comments field enter the following information:</p> <p>Travel Expense: enter the time and date(s) of the travel. Ex: 10:00am 2/1/09 through 9:00pm 2/4/09 and a brief description of the travel.</p> <p>Business Expense: Enter an explanation of the business purpose of the reimbursement. You must address who, what, when, where and why</p>
11.	<p>Reference: This field is an open field but we recommend that you enter PRETRIP or POST TRIP. This should help with tracking pre and post trip expenses for travel.</p>
12.	

Job Aid

13. The **Accounting Defaults** link to accesses the **Accounting Defaults** page to view or modify the accounting Chartfields and the distribution split. The split can only be by a percentage. If you need to split an expense by a dollar amount, we recommend entering two expense lines and charge each one to the different Chartfield string
- The Chartfields entered here apply to all lines on the expense report. You can override this at the line level.
- [Create Expense Report](#)
- Expense Report Entry**
- Patricia Obrien [User Defaults](#) Report ID: NEXT
- Quick Start:
- General Information**
- *Description: Comment:
 *Business Purpose:
 Reference:
 Default Location:
- [Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options:
14. Click the **Accounting Defaults**
- [Create Expense Report](#)
- Accounting Defaults**
- Patricia Obrien Report ID: NEXT
- Accounting Summary**
- | % | *GL Unit | SpeedChart | Fund | Dept | Program | Class | PC Bus Unit | Project | Activity |
|--------|----------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| 100.00 | UMAMH | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
- [User Defaults](#)
15. Enter the SpeedChart for the expense report and tab out. Chartfields will populate.
- [Create Expense Report](#)
- Accounting Defaults**
- Patricia Obrien Report ID: NEXT
- Accounting Summary**
- | % | *GL Unit | SpeedChart | Fund | Dept | Program | Class | PC Bus Unit | Project | Activity |
|--------|----------|----------------------|-------|----------|---------|----------------------|----------------------|----------------------|----------------------|
| 100.00 | UMAMH | <input type="text"/> | 51342 | A8600000 | F10 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
- [User Defaults](#)
- ←
16. Click **OK** to return to expense report
17. NOTE: If you had received a cash advance, click the **Apply Cash Advance(s)** link to access the **Apply Cash Advance(s)** page and select and apply part or all of a cash advance to the expense report. See "Applying Cash Advances" job aid.

18. To enter the individual expenses, use the Details Section:

Create Expense Report

Expense Report Entry

Patricia Obrien [User Defaults](#) Report ID: NEXT

Quick Start:

General Information

*Description: Comment:

*Business Purpose: Reference:

Default Location:

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options:

Details Customize | Find | View All | First 1-4 of 4 Last

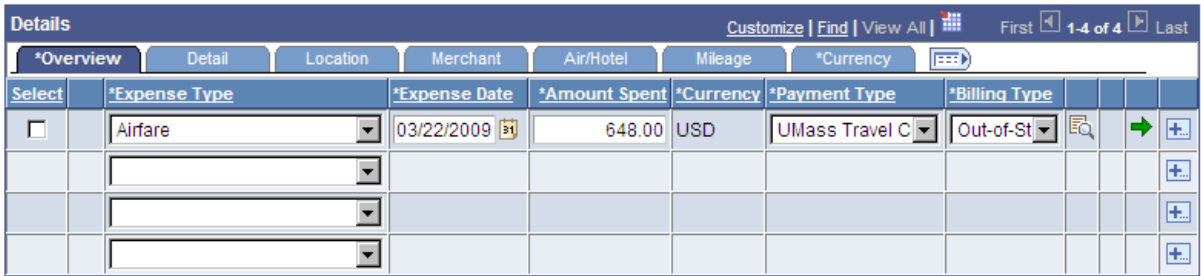


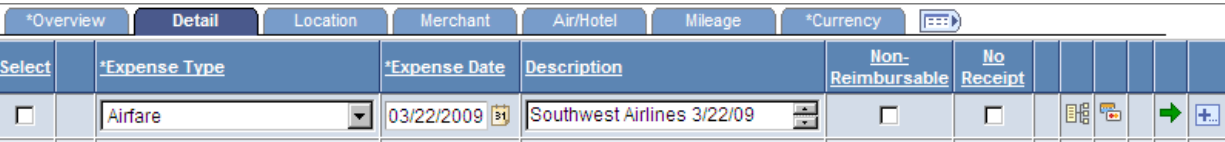
Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type			
<input type="checkbox"/>	<input type="text"/>								<input type="button" value="+"/>
<input type="checkbox"/>	<input type="text"/>								<input type="button" value="+"/>
<input type="checkbox"/>	<input type="text"/>								<input type="button" value="+"/>
<input type="checkbox"/>	<input type="text"/>								<input type="button" value="+"/>

19. Click the **Expense Type** list and choose the appropriate Expense type

***Expense Type**

- Airfare
- Automobile Rental
- Business Meeting
- Hotel/Lodging
- Meals (Per Diem)
- Membership Dues/Fees
- Mileage
- Mileage-Moving Only
- Moving Expenses
- Non-Capital Equipment
- Other Job Related Expenses
- Other Travel Expenses
- Parking/Tolls
- Registration-Conf/Training
- Taxable Travel
- Telephone/Internet
- Tuition


Job Aid

20.	<p>NOTE: Select the Expense Type that most accurately reflects what the reimbursement is for. If nothing seems appropriate you may select Other Travel Expenses if travel or Other Job Related Expenses or Non-Capital Equipment as appropriate for non travel reimbursements. A written description is required on the detail tab if you select any of these.</p>
21.	 <ul style="list-style-type: none"> ➤ Enter the date traveled into the Expense Date field. Enter the date when the transaction began or occurred. ➤ Enter the desired information into the Amount Spent field. ➤ Click the Payment Type list and select appropriate type. "Out of Pocket" will reimburse the employee, "UMass Travel Card" will reimburse the employee's travel card ➤ Click the Billing Type list and select appropriate type: Out-of-State, In-State, Foreign Travel, or Non Travel Expense
22.	<p>Click the Accounting Detail button at the end of the row, , to access the Accounting Detail page and view or edit ChartFields. If you need to change the accounting from what you entered on the header, [Step 15] do it here.</p>
23.	<p>Click the Detail tab.</p> 
24.	 <p>The Description field entry depends on the expense type on the line:</p> <ul style="list-style-type: none"> • The Merchant or vendor of the auto rental, the name of the hotel or the airline and the date range the expense occurred. For example on an expense line for hotel: "Marriot NY, 2/1/09 through 2/3/09" or "Avis Rent-a-Car, 1/18/09 through 1/20/09"; for airfare: "Southwest Airlines 3/22/09 departure from Boston; 3/25/09 arrival from Anaheim" • Registration: the name of the conference attending • Business meeting: you will need to list the attendees and description of the meeting. • Non travel reimbursement – complete description of what the reimbursement is for
	<p>NOTE: <i>do not</i> select "Non-Reimbursable" for any expense type</p>


NOTE: When driving your own vehicle the Expense Type chosen will be "Mileage". Enter the number of miles travelled on the **Mileage** tab and the system will calculate the reimbursement amount.

NOTE: For expense type 'Business Meeting' you must click the icon at the end of the row and insert the list of attendees.



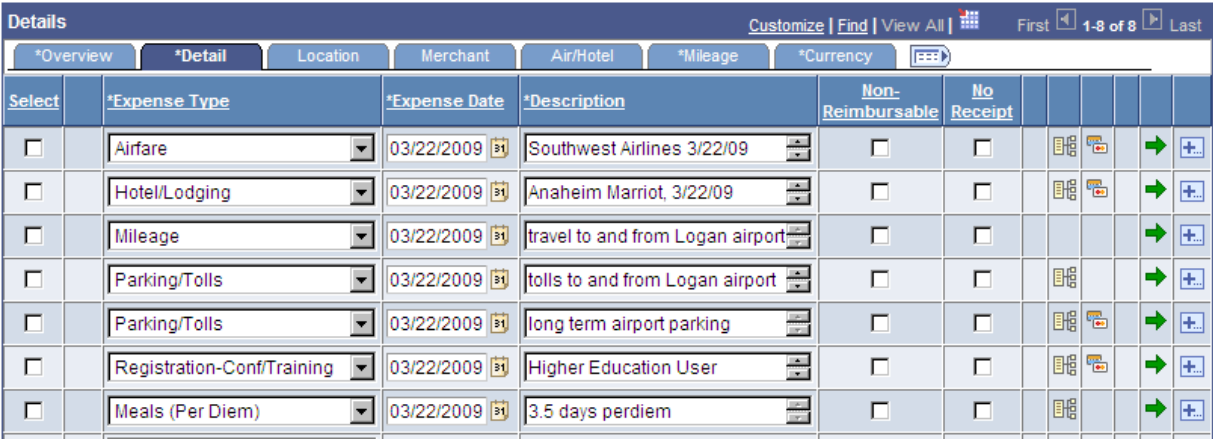
25. Click the **Overview** tab. Continue to add expense lines [repeat from step 19]
 If you need to add more expense lines, click the  at the end of the row. If you know you will have multiple lines, you can add lines quickly – see job aid “Adding Multiple Expense Report Lines”

26. The **Overview** tab for the example being used in this job aid:



Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type			
<input type="checkbox"/>	Airfare	03/22/2009	648.00	USD	UMass Travel C	Out-of-St			
<input type="checkbox"/>	Hotel/Lodging	03/22/2009	580.00	USD	UMass Travel C	Out-of-St			
<input type="checkbox"/>	Mileage	03/22/2009	107.80	USD	Out of Pocket	Out-of-St			
<input type="checkbox"/>	Parking/Tolls	03/22/2009	4.50	USD	Out of Pocket	Out-of-St			
<input type="checkbox"/>	Parking/Tolls	03/22/2009	95.00	USD	UMass Travel C	Out-of-St			
<input type="checkbox"/>	Registration-Conf/Training	03/22/2009	350.00	USD	UMass Travel C	Out-of-St			
<input type="checkbox"/>	Meals (Per Diem)	03/22/2009	140.00	USD	Out of Pocket	Out-of-St			

27. The **Detail** tab for the example being used in this job aid:



Select	*Expense Type	*Expense Date	*Description	Non-Reimbursable	No Receipt				
<input type="checkbox"/>	Airfare	03/22/2009	Southwest Airlines 3/22/09	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	Hotel/Lodging	03/22/2009	Anaheim Marriot, 3/22/09	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	Mileage	03/22/2009	travel to and from Logan airport	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	Parking/Tolls	03/22/2009	tolls to and from Logan airport	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	Parking/Tolls	03/22/2009	long term airport parking	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	Registration-Conf/Training	03/22/2009	Higher Education User	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	Meals (Per Diem)	03/22/2009	3.5 days perdiem	<input type="checkbox"/>	<input type="checkbox"/>				

28. The **Mileage** tab for the example being used in this job aid:

Select	*Expense Type	*Expense Date	Transportation ID	*Miles	Rate	Passengers	Originating Location	
<input type="checkbox"/>	Airfare	03/22/2009						➔ +
<input type="checkbox"/>	Hotel/Lodging	03/22/2009						➔ +
<input type="checkbox"/>	Mileage	03/22/2009		196.0	0.5500			➔ +
<input type="checkbox"/>	Parking/Tolls	03/22/2009						➔ +
<input type="checkbox"/>	Parking/Tolls	03/22/2009						➔ +
<input type="checkbox"/>	Registration-Conf/Training	03/22/2009						➔ +
<input type="checkbox"/>	Meals (Per Diem)	03/22/2009						➔ +

29. Once all the expense items have been entered, you can complete the report.

Create Expense Report

Expense Report Entry

Patricia Obrien [User Defaults](#) Report ID: NEXT

General Information

*Description: Anaheim, CA Comment: 8:00am 3/22/09 through 10:30pm
3/25/09 Higher Education User
Group annual conference

*Business Purpose: Conference Reference: POSTTRIP

Default Location: _____

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options: _____ **GO**

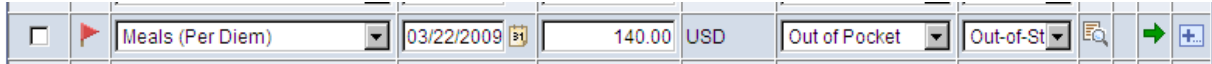
Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	Airfare	03/22/2009	648.00	USD	UMass Travel C	Out-of-St	➔ +
<input type="checkbox"/>	Hotel/Lodging	03/22/2009	580.00	USD	UMass Travel C	Out-of-St	➔ +
<input type="checkbox"/>	Mileage	03/22/2009	107.80	USD	Out of Pocket	Out-of-St	➔ +
<input type="checkbox"/>	Parking/Tolls	03/22/2009	4.50	USD	Out of Pocket	Out-of-St	➔ +
<input type="checkbox"/>	Parking/Tolls	03/22/2009	95.00	USD	UMass Travel C	Out-of-St	➔ +
<input type="checkbox"/>	Registration-Conf/Training	03/22/2009	350.00	USD	UMass Travel C	Out-of-St	➔ +
<input type="checkbox"/>	Meals (Per Diem)	03/22/2009	140.00	USD	Out of Pocket	Out-of-St	➔ +

Copy Selected Delete Selected New Expense Add **Check For Errors**

Click the **Check For Errors** button to check the expense transaction lines for missing or invalid information.

Lines flagged with errors display an error icon between the Select and Expense Type columns.. You can click the icon to go to the **Expense Report - Expense Detail** page, which displays all the errors associated with the expense line.

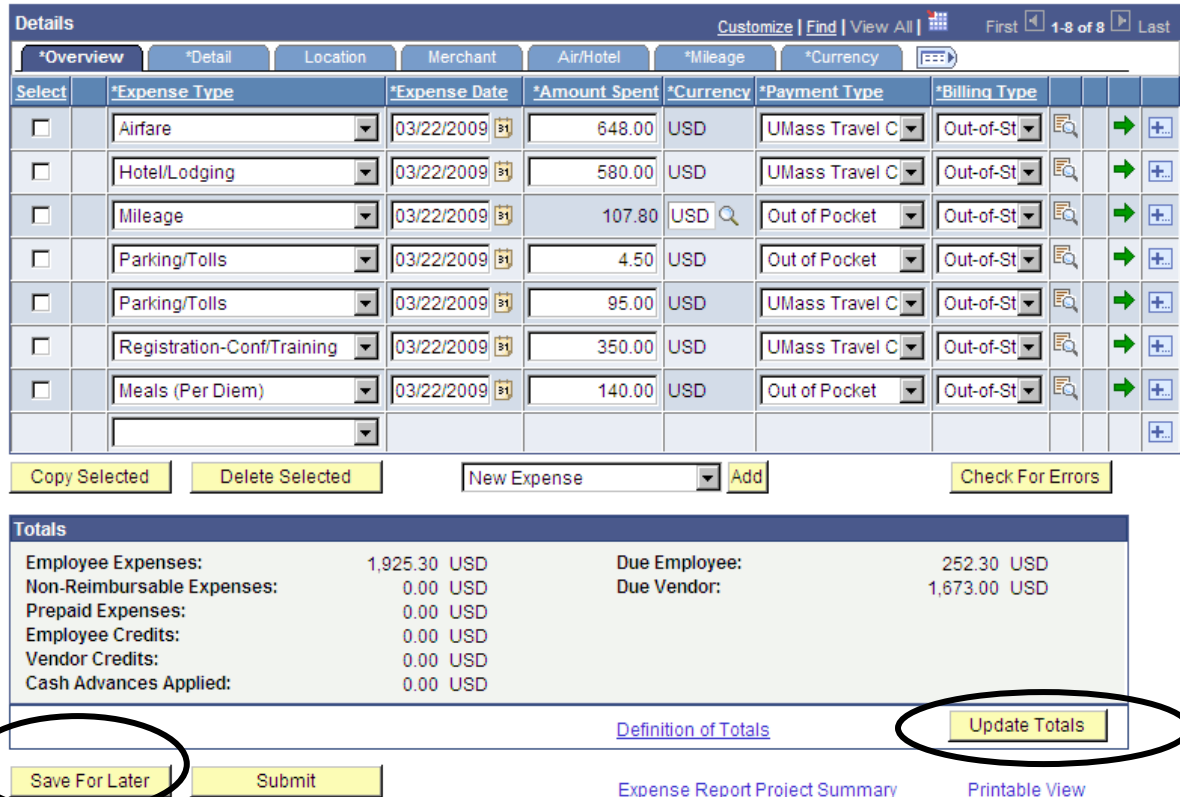
30. If errors exist for any of the expense lines a red flag will appear between the Select and Expense Type columns.



31. Click on the red flag. This will bring you to a page that highlights the missing information. You can fix the errors on the same page.

NOTE: You can save the report without errors and you can modify it later by clicking 'save for later'

32. If you make changes or additions to the expense report, you can click the **Update Totals** button to refresh the report totals.



Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
<input type="checkbox"/>	Airfare	03/22/2009	648.00	USD	UMass Travel C	Out-of-St
<input type="checkbox"/>	Hotel/Lodging	03/22/2009	580.00	USD	UMass Travel C	Out-of-St
<input type="checkbox"/>	Mileage	03/22/2009	107.80	USD	Out of Pocket	Out-of-St
<input type="checkbox"/>	Parking/Tolls	03/22/2009	4.50	USD	Out of Pocket	Out-of-St
<input type="checkbox"/>	Parking/Tolls	03/22/2009	95.00	USD	UMass Travel C	Out-of-St
<input type="checkbox"/>	Registration-Conf/Training	03/22/2009	350.00	USD	UMass Travel C	Out-of-St
<input type="checkbox"/>	Meals (Per Diem)	03/22/2009	140.00	USD	Out of Pocket	Out-of-St

Totals					
Employee Expenses:	1,925.30	USD	Due Employee:	252.30	USD
Non-Reimbursable Expenses:	0.00	USD	Due Vendor:	1,673.00	USD
Prepaid Expenses:	0.00	USD			
Employee Credits:	0.00	USD			
Vendor Credits:	0.00	USD			
Cash Advances Applied:	0.00	USD			

33. When the report is complete, Click the **Save For Later** button to save the expense report without submitting it for approval. The system will create an Expense Report id.

Create Expense Report

Expense Report Entry

Patricia Obrien

[User Defaults](#)

Report ID: 0000001550

General Information

*Description: Anaheim, CA
 *Business Purpose: Conference
 Comment: 8:00am 3/22/09 through 10:30pm
 3/25/09 Higher Education User
 Group annual conference
 Reference: POSTTRIP
 Default Location:

34. Click the [printable view](#) link and print the expense report.

Create Expense Report

Expense Report Entry

Patricia Obrien

[User Defaults](#)

Report ID: 0000001550

General Information

*Description: Anaheim, CA
 *Business Purpose: Conference
 Comment: 8:00am 3/22/09 through 10:30pm
 3/25/09 Higher Education User
 Group annual conference
 Reference: POSTTRIP
 Default Location:
[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options: GO

Details

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type		
<input type="checkbox"/>	Airfare	03/22/2009	648.00	USD	UMass Travel C	Out-of-St		+
<input type="checkbox"/>	Hotel/Lodging	03/22/2009	580.00	USD	UMass Travel C	Out-of-St		+
<input type="checkbox"/>	Mileage	03/22/2009	107.80	USD	Out of Pocket	Out-of-St		+
<input type="checkbox"/>	Parking/Tolls	03/22/2009	4.50	USD	Out of Pocket	Out-of-St		+
<input type="checkbox"/>	Parking/Tolls	03/22/2009	95.00	USD	UMass Travel C	Out-of-St		+
<input type="checkbox"/>	Registration-Conf/Training	03/22/2009	350.00	USD	UMass Travel C	Out-of-St		+
<input type="checkbox"/>	Meals (Per Diem)	03/22/2009	140.00	USD	Out of Pocket	Out-of-St		+

Copy Selected Delete Selected New Expense Add Check For Errors

Totals

Employee Expenses:	1,925.30 USD	Due Employee:	252.30 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	1,673.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

[Definition of Totals](#)

Update Totals

Save For Later Submit

[Expense Report Project Summary](#)

[Printable View](#)

<p>35.</p>	<p>On the printed expense report the following needs to occur:</p> <ul style="list-style-type: none"> • The preparer should sign at the top right where the operator id of the preparer is • Employee MUST verify that the address at the top left is correct. THIS IS WHERE THE CHECK IS MAILED. If the address is not correct, then it needs to be changed in Human Resources. The address will update overnight and you can reprint the report. • Gather all signatures: the employee, supervisor, principle investigator and/or fund administrator. In cases where one person plays multiple roles, you only need the signature once and can then draw lines from the other signature blocks. • Attach any receipts.
	<p>NOTE: You must have all paperwork and signatures prior to submitting the Expense Report to the Controller's Office</p>
<p>36.</p>	<p>Navigate back to your expense report once you have all the paperwork:</p> <p>Employee Self Service → Travel and Expense Center → Expense Report → Create</p> <p>Expense Report</p> <p>Find an Existing Value Add a New Value</p> <p>EmpID: <input type="text" value="19955668"/> <input type="button" value="Search"/></p> <p><input type="button" value="Add"/></p> <p>Find an Existing Value Add a New Value</p>
<p>37.</p>	<p>Click on Find an Existing Value tab</p>
<p>38.</p>	<p>Enter the expense report id in the search box and click search. The expense report should come up.</p> <p>Expense Report</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>Search by: <input type="text" value="Report ID"/> begins with <input type="text" value="0000001550"/></p> <p><input type="button" value="Search"/> Advanced Search</p> <p>Find an Existing Value Add a New Value</p>
	<p>NOTE: You can also click <input type="button" value="Search"/> without entering a report id and you will get a list of all expense reports not yet submitted.</p>

Job Aid

39. Make any changes and/or correct any errors, then click the **Submit** button to submit it for approval.

Expense Report Entry

Patricia Obrien [User Defaults](#) Report ID: 000001550

General Information

*Description: Anaheim, CA Comment: 8:00am 3/22/09 through 10:30pm
 3/25/09 Higher Education User
 Group annual conference
 *Business Purpose: Conference
 Status: Pending Reference: POSTTRIP
 Default Location: Last Updated: 05/22/2009 By: APROPER
 Post State: Not Applied

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options:

Details [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1-7 of 7 | [Last](#)

*Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type		
<input type="checkbox"/>	Airfare	03/22/2009	648.00	USD	UMass Travel C	Out-of-St		
<input type="checkbox"/>	Hotel/Lodging	03/22/2009	580.00	USD	UMass Travel C	Out-of-St		
<input type="checkbox"/>	Mileage	03/22/2009	107.80	USD	Out of Pocket	Out-of-St		
<input type="checkbox"/>	Parking/Tolls	03/22/2009	4.50	USD	Out of Pocket	Out-of-St		
<input type="checkbox"/>	Parking/Tolls	03/22/2009	95.00	USD	UMass Travel C	Out-of-St		
<input type="checkbox"/>	Registration-Conf/Training	03/22/2009	350.00	USD	UMass Travel C	Out-of-St		
<input type="checkbox"/>	Meals (Per Diem)	03/22/2009	140.00	USD	Out of Pocket	Out-of-St		

Totals

Employee Expenses:	1,925.30	USD	Due Employee:	252.30	USD
Non-Reimbursable Expenses:	0.00	USD	Due Vendor:	1,673.00	USD
Prepaid Expenses:	0.00	USD			
Employee Credits:	0.00	USD			
Vendor Credits:	0.00	USD			
Cash Advances Applied:	0.00	USD			

[Definition of Totals](#)

[Expense Report Project Summary](#) [Printable View](#)

NOTE: After you submit the expense report, you cannot modify it

40. At the confirmation page, click OK

Expense Report

Submit Confirmation

Patricia Obrien

Report ID: 0000001550

Expense Report Totals

Employee Expenses:	1,925.30 USD	Due Employee:	252.30 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	1,673.00 USD
Prepaid Expenses:	0.00 USD	Definition of Totals	
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		



Click OK to submit, or click Cancel to return to the expense report without submitting.

OK

Cancel

41.

View Expense Report

Expense Report Detail

Patricia Obrien

[User Defaults](#)

Report ID: 0000001550

General Information

Description:	Anaheim, CA	Comment:	8:00am 3/22/09 through 10:30pm 3/25/09 Higher Education User Group annual conference
Business Purpose:	Conference	Reference:	POSTTRIP
Status:	Submission in Process	Last Updated:	05/22/2009 By: APROPER
Default Location:	<input type="text"/>		
Post State:	Not Applied		

[Accounting Defaults](#)

More Options:

GO

Details

Customize | Find | View All | First 1-7 of 7 Last

*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
Airfare	03/22/2009	648.00	USD	UMass Travel Card	Out-of-State Travel
Hotel/Lodging	03/22/2009	580.00	USD	UMass Travel Card	Out-of-State Travel
Mileage	03/22/2009	107.80	USD	Out of Pocket	Out-of-State Travel
Parking/Tolls	03/22/2009	4.50	USD	Out of Pocket	Out-of-State Travel
Parking/Tolls	03/22/2009	95.00	USD	UMass Travel Card	Out-of-State Travel
Registration-Conf/Training	03/22/2009	350.00	USD	UMass Travel Card	Out-of-State Travel
Meals (Per Diem)	03/22/2009	140.00	USD	Out of Pocket	Out-of-State Travel

Totals

Employee Expenses:	1,925.30 USD	Due Employee:	252.30 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	1,673.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

42.

End of Procedure.

