

## **To reconcile LaCarte charges tied to a Pre-Approval**

- Create a new expense report
- Click the “Import Pre-Approval” link and then select the Pre-Approval that you want to import, and then click “Import” block at the bottom of the screen. Save.
- Click the + with a circle around it
- Click on "Credit Card"
- Using your left mouse button, click and hold on the charge that you want to move
- While holding the mouse button, drag the charge onto the line on the left side
- Code the charge (Fiscal Year, number of attendees, etc.), attach your itemized receipt and then click Save. Tax must have a dollar amount even if it is \$0.00. Once you save, the “Pay Me” amount on the line should change to \$0.00.
- Repeat this for all charges that need to be reconciled for this Pre-Approval.
- If there is a charge in your credit card wallet that does not have a related line on the left side (Ex: unanticipated charge like a Highway Toll), Go to + with a circle around it, click “Credit Card,” click the block above the price, click Add, code the charge (Choose correct tile, Fiscal Year, number of attendees, etc.), attach your itemized receipt, and then click Save.
- Once you have moved or added all charges tied to this Pre-Approval from your wallet, delete any lines from the left side that are not needed.
  - Note: Deleting lines from the left side will not delete the lines from the actual Pre-Approval. They are only being deleted from this Expense Report.
  - Example: You are attending a conference but need to pay for registration a few months before the actual conference. You cannot wait until you attend the conference to reconcile this charge. To reconcile the registration fee, you will create an expense report, import the Pre-Approval, delete all lines except Registration, and then reconcile the registration charge as instructed above. After the trip, you will create another expense report, import the Pre-Approval again, and all lines will be there. This time, you will delete the Registration line (since that charge has already been reconciled), and any other lines not needed.
- Submit the expense report