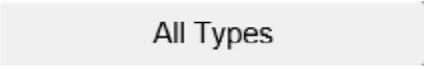
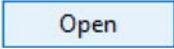


Adding a Quick Expense to My Wallet

Step	Action
1.	Click the Expenses tile.
2.	Click the Add Quick Expense tile.
3.	The My Wallet page is displayed. From this page, you can add, delete, or filter individual expenses.
4.	Click the Add Expense button. 
5.	A new expense page is created and displayed. Note that the Date field will automatically populate with the current date. You will enter appropriate date into the Date field.
6.	To search for an Expense Type, click the Lookup magnifying glass within the Expense Type field. 
7.	The Expense Type Search page is displayed. Please note that when selecting an Expense Type for a Quick Expense, mileage and per diems are not to be selected. Mileage and per diems are added directly to an expense report for calculated amounts. Press [Enter] to continue.
8.	To view all Expense Types, click the All Types tab. 
9.	Click the D-Car Rental Expense Type. 
10.	You will enter appropriate information into the Description field.
11.	You will enter appropriate information into the Amount field.
12.	To select a preferred merchant, click the Preferred Merchant list. 
13.	Click the Enterprise Car Rental list item. 
14.	To select and attach a receipt to the expense, click the Attach Receipt link.
15.	The Attachments page is displayed.

	<p>Click the Add Attachment button.</p> 
16.	<p>NOTE: This lesson only takes you through the perspective of a desktop user. The displays will be slightly different for phone users.</p> <p>Click the My Device button.</p> 
17.	<p>A File Explorer window will appear. Locate and click the appropriate file for attachment.</p> <p>Click on the car-rental-invoice-template.jpg file.</p> 
18.	<p>Once selected, click the Open button.</p> 
19.	<p>Click the Upload button.</p> 
20.	<p>After your upload is complete, click the Done button.</p> 
21.	<p>You will enter appropriate information into the Description field.</p> <p>Enter a valid value e.g. "Rental receipt".</p>
22.	<p>Click the Done button.</p> 
23.	<p>Click the Save button.</p> 
24.	<p>You have completed the steps to add a quick expense. End of Procedure.</p>