

While not required, cardholders may **submit** transactions to remove them from the “Open” Expense Inbox list. Submitting *locks* any future editing of descriptions/codes and is recommended only to be done after the monthly expense report is complete.

To quickly **Submit** many transactions at once, go to **Expense Inbox** and utilize the **Expenses checkbox** at the top of the list to highlight/check all items on a page. *Uncheck any current expenses you do not wish to submit at this time.* Click **Submit**. If needed, click **View Filters** and check the checkbox for **Show expenses over a year old** to view older transactions.

Note: Any transactions that were previously “split” with multiple account codes under the old system may fail to submit and give an error. You’ll need to manually re-enter the description. You may copy/paste the description previously entered by opening the transaction and expanding the splits to retrieve the previously entered information, copy/paste it, save, and submit.

RECEIPTS

Expenses ☒ Open ☐ Rejected ☐

Status Transaction Amount ☒ Exact amount ☐ Amount range

☐ Show expenses over a year old

AUGUST 14, 2026

☒ INSURANCE* HPSO ☐ Open

FEBRUARY 23, 2026

☒ SPO*SPICEROOTRESTAURAN ☐ Open

FEBRUARY 18, 2026

Submit (25) EDIT (25) ADD TO GROUP (25)

Create Group

Expenses ☐ Open ☐ Rejected ☐

AUGUST 14, 2026

☐ INSURANCE* HPSO

MARCH 31, 2026

☒ BJS WHOLESALE #0355

FEBRUARY 23, 2026

☐ SPO*SPICEROOTRESTAURAN

FEBRUARY 18, 2026

☐ GOLDEN BAMBOO

FEBRUARY 9, 2026

BJS WHOLESALE #0355

\$92.94 ☐ Open

Summary Splits Receipt

Please correct the following error
Business Justification: Justification is required

* Required

SUMMARY

Business Justification * 0/255

Business justification is required

Transaction Date 03/30/2026 Posting Date 03/31/2026

Transaction Reference Number 000011511829012

Tax Amount

SPLITS

☒ Split

Splits (2 - 250)

Apply

☒ Split 1 \$36.47

☐ Split 2 \$56.47

Percent 100.00%

Amount \$92.94