# Cleanup Cheat Sheet

## Expensify

## What the Symbols by Transactions on the Expenses Page Mean

This indicates a manually entered expense. A manually entered expense occurs when:

a) You manually enter an expense
b) A receipt is smartscanned (this creates the expense details based on the receipt)
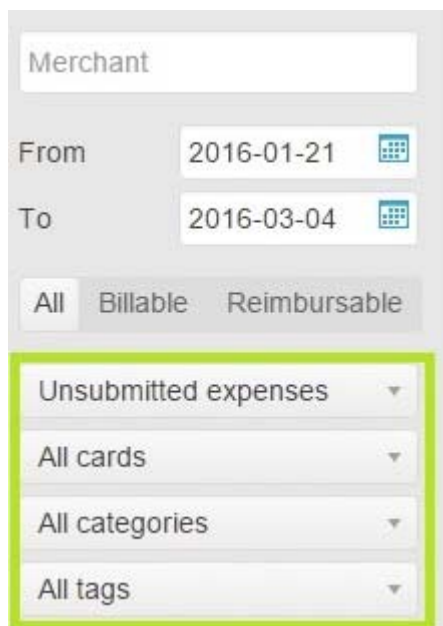c) You imported expense detail from a spreadsheet

This indicates a personal card link. A personal card link occurs when you set up a card to automatically sync with Expensify from your personal credit card settings area. If you see this symbol next to any expenses from the company issued Amex, please go into your personal settings area and delete the link. There will be a trash can symbol next to it.

This indicates a company assigned card link. All of your green card transactions should have this symbol next to them. If any duplicates are coming into your account you will see this symbol next to both transactions.

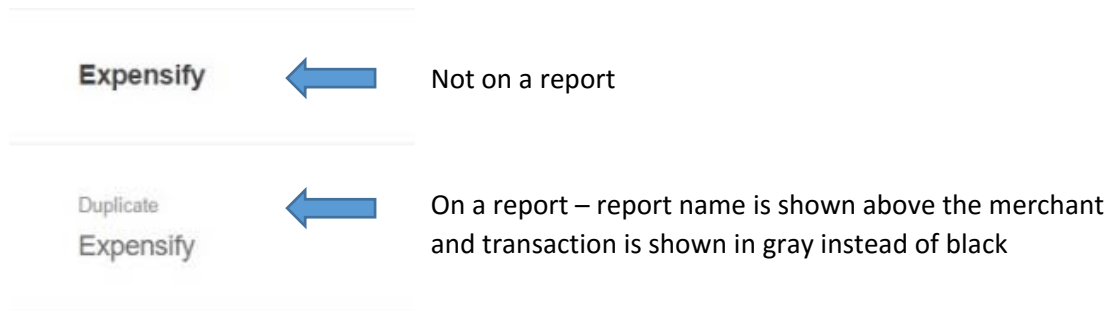## How to Use the Filters on the Expenses Page

The date range controls the date rage of the transaction you see. Make sure it captures all the expenses you would like to review.

For the cleanup review, please set your filters as shown. This will ensure you are able to correctly identify duplicates, manually entered expenses and expenses on bad card links.

## What to Do with the Duplicates that Come in on the Assigned Card Link

1. Tag as Duplicate
2. Put on report titled Duplicate (you can use the tag filter on the expenses page to get them all at once This does not have to be done by month)
3. Once all duplicates are on the report, go to the report and change the report policy to none
4. The option to mark as closed will now be available on top of the report
5. Mark the report as closed. You will now no longer see these transactions in your expenses tab.

**Expensify** ⬅ Not on a report

Duplicate
Expensify ⬅ On a report – report name is shown above the merchant and transaction is shown in gray instead of black

## Why You Can't Check or Uncheck the Billable or Reimbursable Box (and why that's ok)

Anything that comes in on a company managed links restricts the settings available to you.

Two of those settings are the reimbursable and billable checkboxes

In order for transactions to be marked reimbursable Finance uses an Admin function called automatic statement reporting. This forces the reimbursable and billable settings.

## This Only Works if the Transactions Are NOT on Reports

Please make sure any transactions that need to be made reimbursable or billable are kept off reports until we capture them and force these settings.

| | DATE | MERCHANT | TOTAL | | CATEGORY | TAG | COMMENT |
|---|---|---|---|---|---|---|---|
| ☐ | Mar 4 | **Expensify, Inc.** | 🚫 | $360.00 | 68210 -- Computer Software | general & administrative | Expensify Monthly Charge Expensify Monthly Charge Monthly Expensify Charge Expensify Monthly Charge |
| ☐ | Mar 4 | **Expensify** | ✔️ | $360.00 | 68210 -- Computer Software | general & administrative | Expensify Monthly Charge |
| ☐ | Mar 4 | Duplicate Expensify | ✔️ | $360.00 | ➕ Uncategorized | duplicate | Expensify Monthly Charge Expensify Monthly Charge Monthly Expensify Charge Expensify Monthly Charge |

## What to do if You Have Already Submitted

## & Been Reimbursed for Manually Entered Expenses

You will still need to submit expenses from the company managed link

1. Categorize as Ask My Accountant
2. Tag as Suspense
3. Comment the Report Name the transaction was submitted on originally
4. Use the Cleanup Receipt from the portal as the receipt
5. Name the Report CGXXReconciliation
6. Add a comment to the bottom that this is for reconciliation purposes only

## Quick Tips

- Try to categorize, tag, and add receipts to your expenses as soon as possible

- Deleted Expenses (and any receipts attached) are still available in the deleted expenses section. You can reach this section by doing to the expenses tab and changing the status filter to deleted expenses.

- Make sure smartscan is turned off. You can do this in your settings area.

- Make sure the default categories and tags are set to off. This can be done in your settings area

- If you aren't sure about something, please reach out to ilana@impacctusa.com and ask as many questions as you need until you feel confident. I'm promise you are not being annoying.