



c. Check the Deduction Flag.

d. Click OK.

e. The Amount will update to reflect the

6. When you tab out of the Amount field, the system will prompt for Credit information.
Enter "Lunch Provided." Then click OK.

7. A window will display containing Payment type/credit info. The contents

8. The total reimbursable amount on the Expense Report should now be reduced to account for the credit line you entered for the meal provided.

