Export Expenses

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You can export your expense entries to an Excel® spreadsheet (.XLSX). Before exporting, you can also apply filters to the table to include only those expense entries you need to view.

Required Permissions: You must have the **Vendor/Receipts** permission enabled on your account to access and work with Expenses.

1. From the menu to the left, click **Expenses**.
2. Click **View Expenses**.
3. Set filters, as needed.
4. Click **Export**.

Depending on your browser settings, the spreadsheet downloads automatically, or you are prompted to select a folder to which to download it.