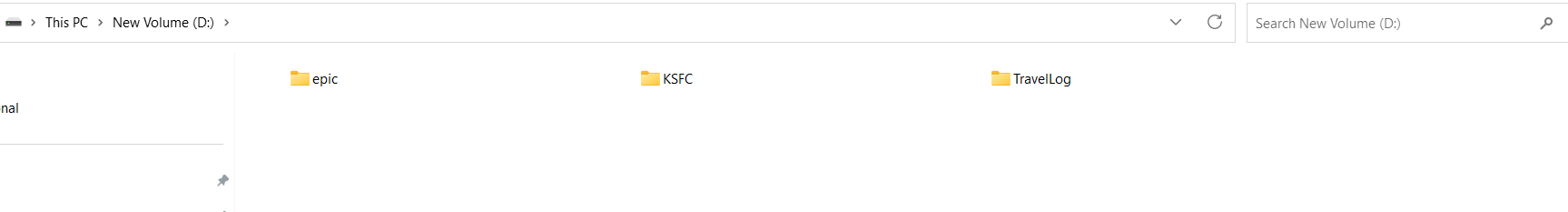
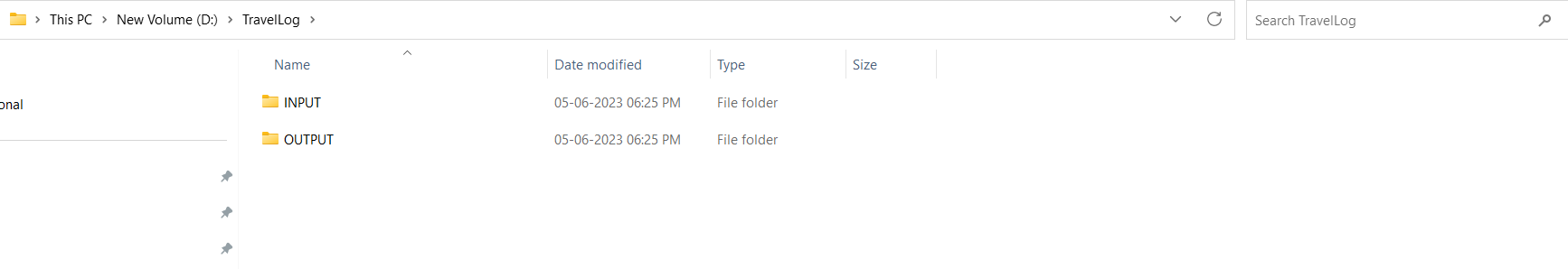
**PJMargo Expense Report Generation Process**

**Step – 1 :**

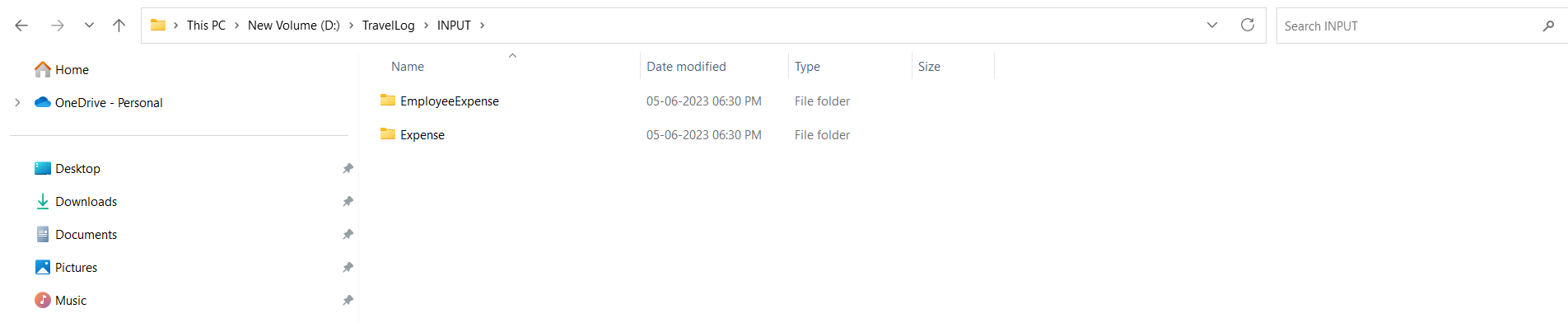
* Create Folder named “**Travel Log**”



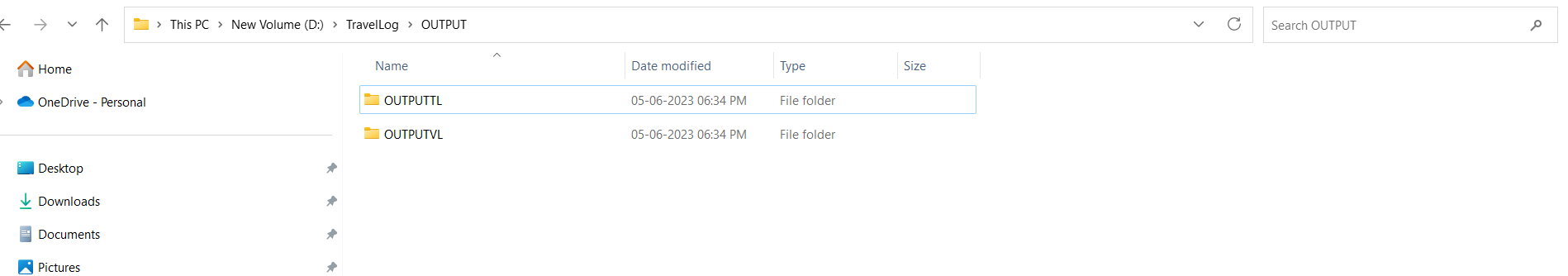
* Create Folder name INPUT and OUTPUT in the same folder



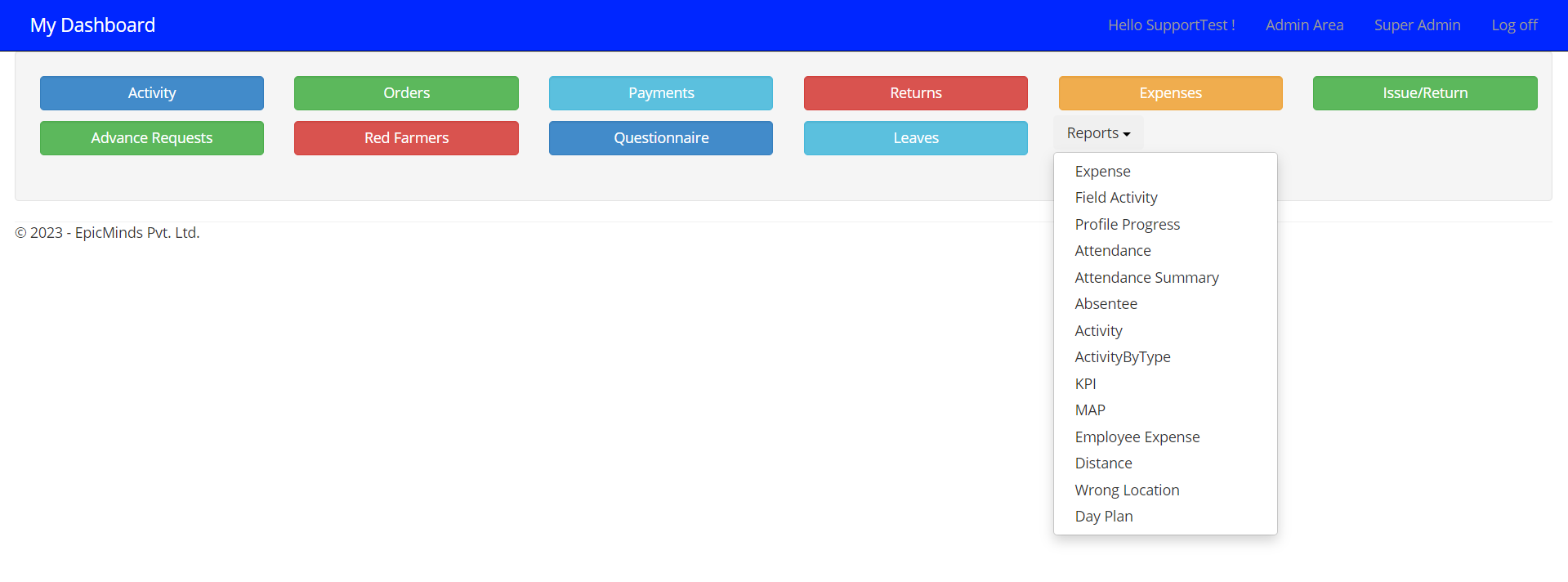
* Input File Folders

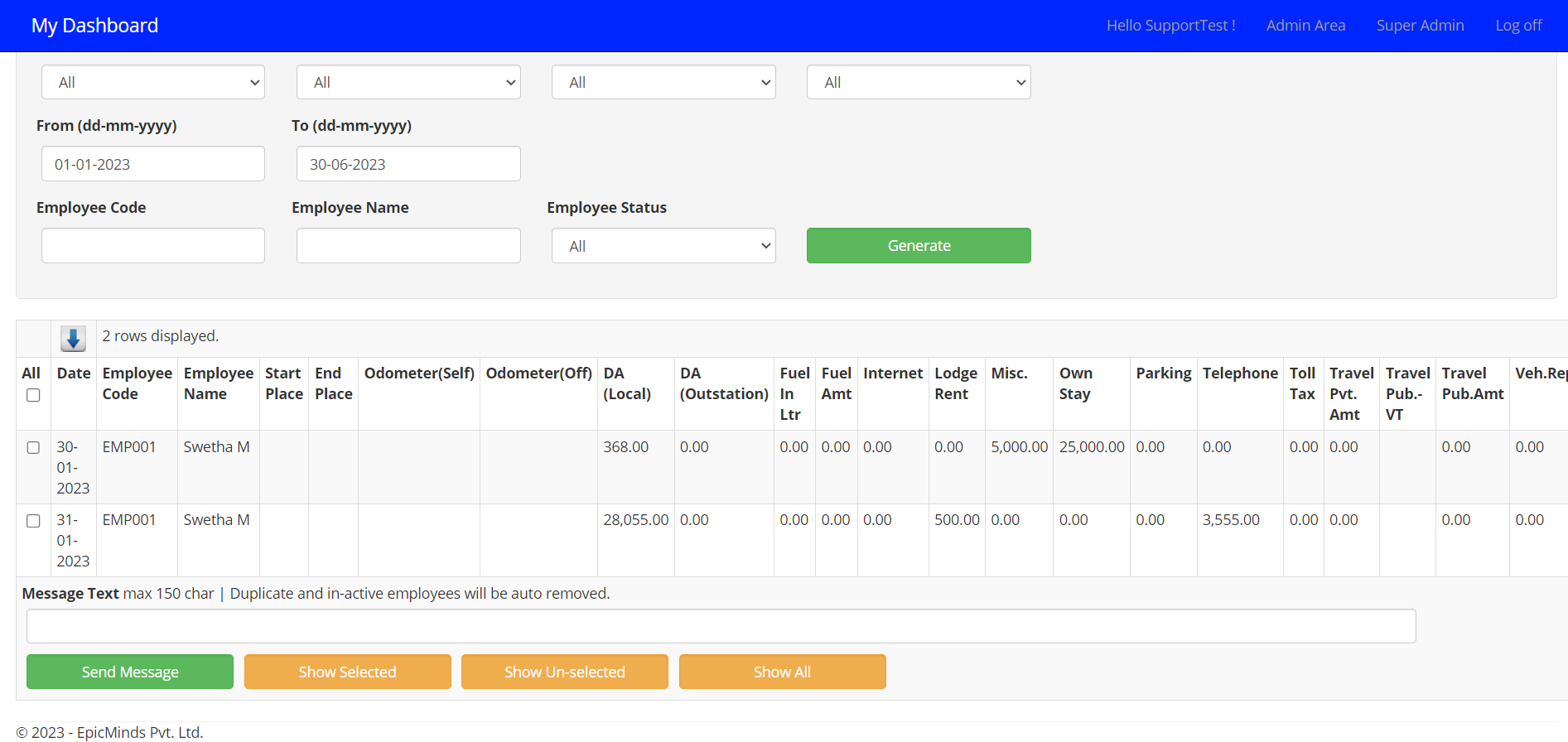


* Output File Folders

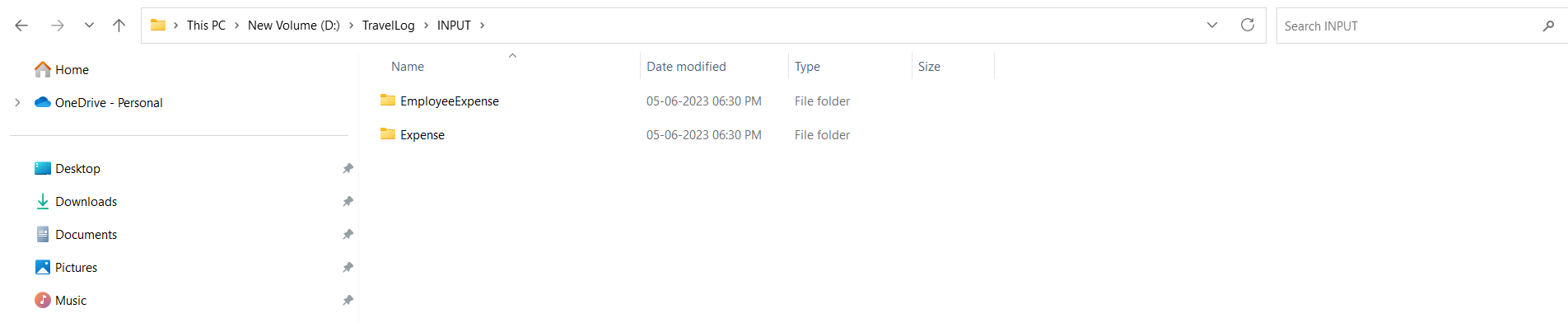


* Download **Expense** and **Employee Expense** Files and save to Designated folders of **Expense** and **Employee Expense**

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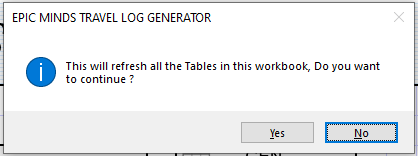
* Copy and paste the files in following folders



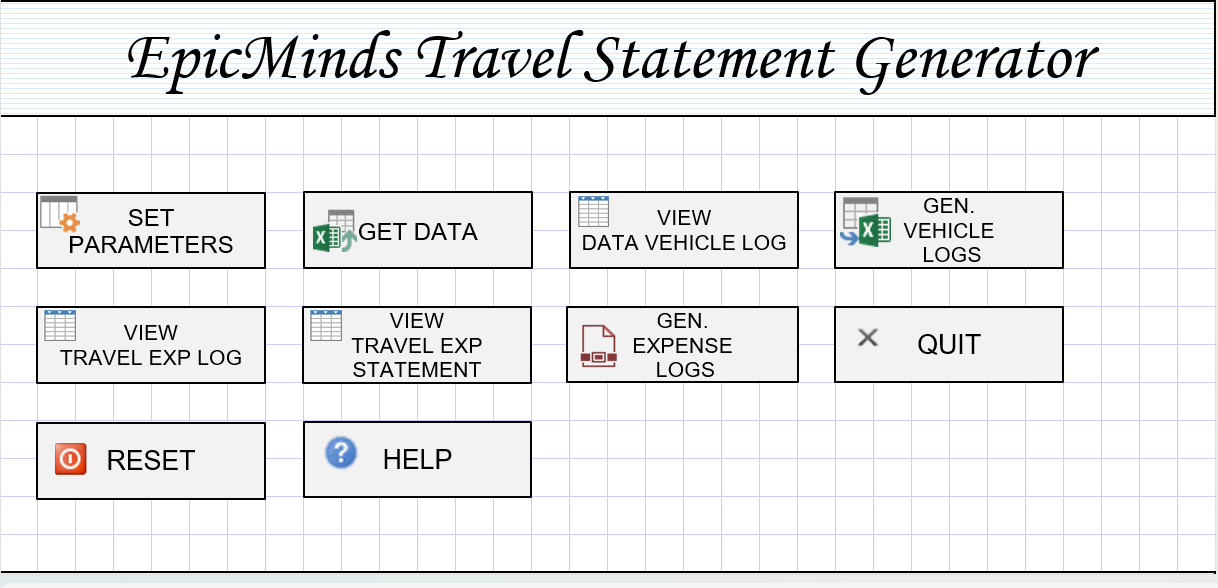
**Step – 2 :**

* Open “**Copy of MBC\_TRAVEL.XLSB**” File

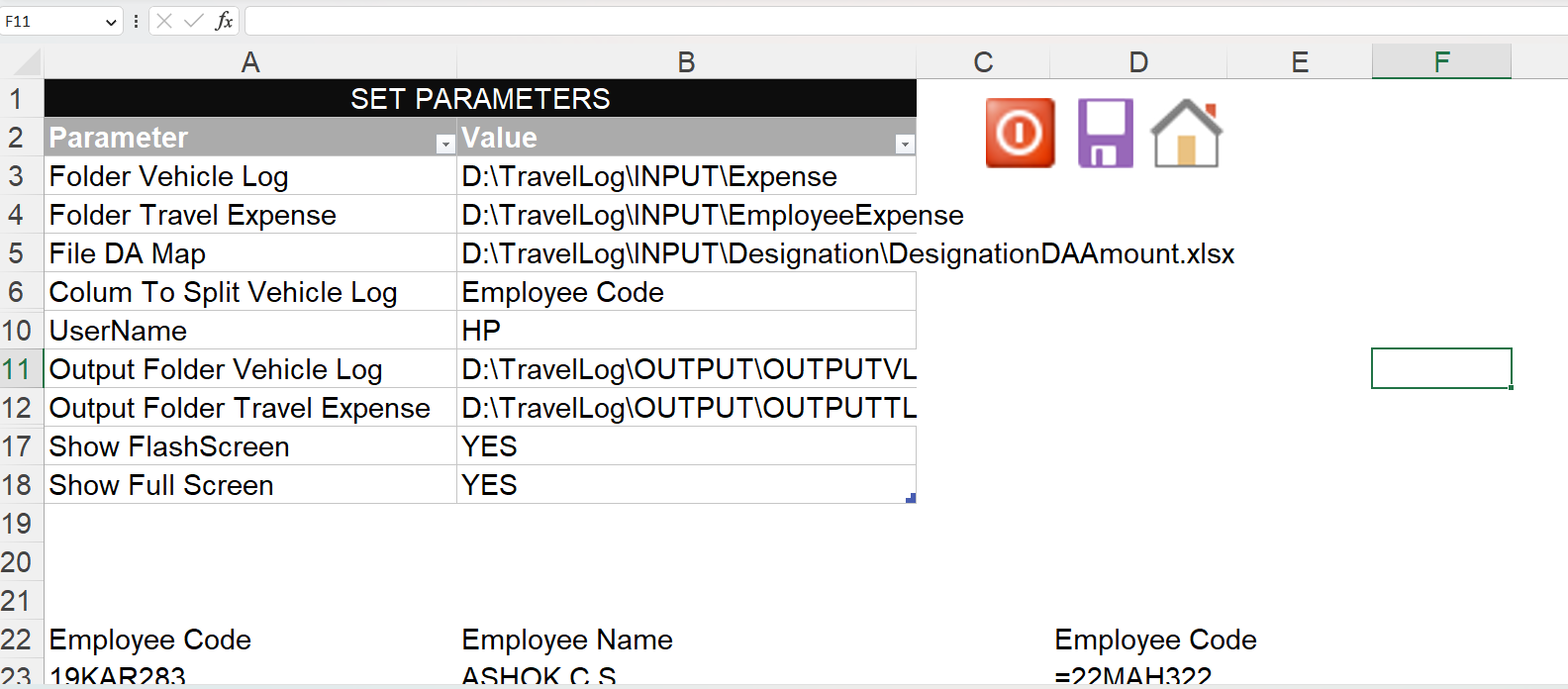
Click No to Refresh All the Table in Workbook



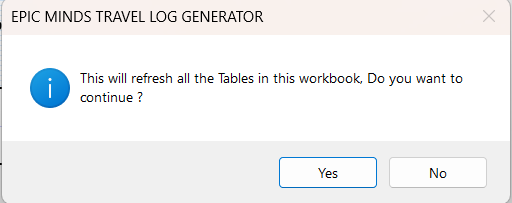
* Click on SetParameters



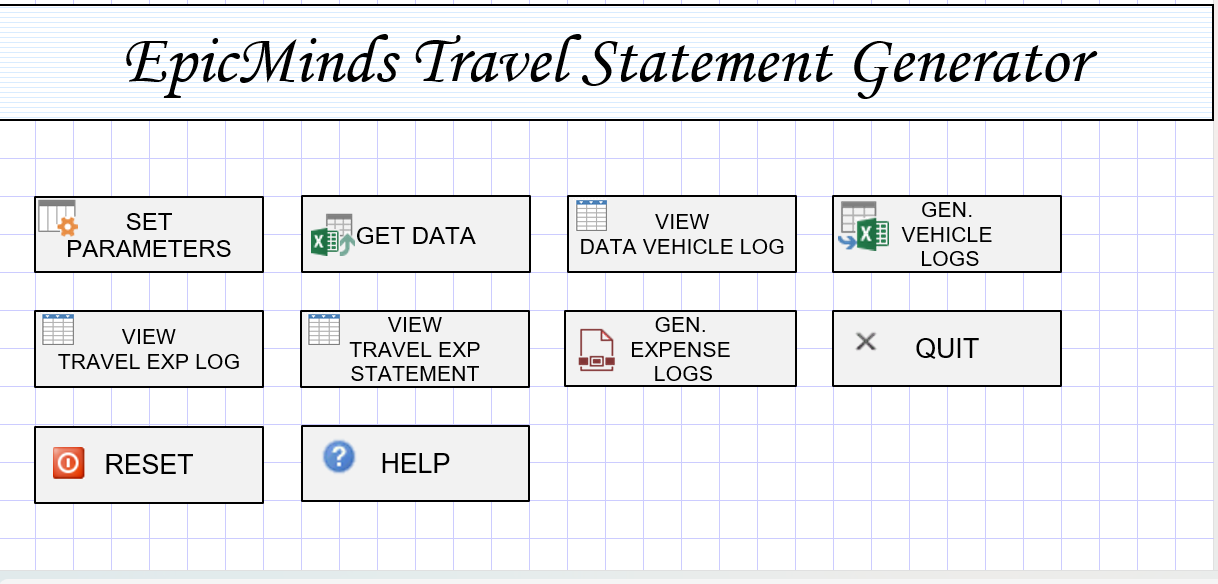
* Set Input, Output Files Parameters Paths and then Click Save



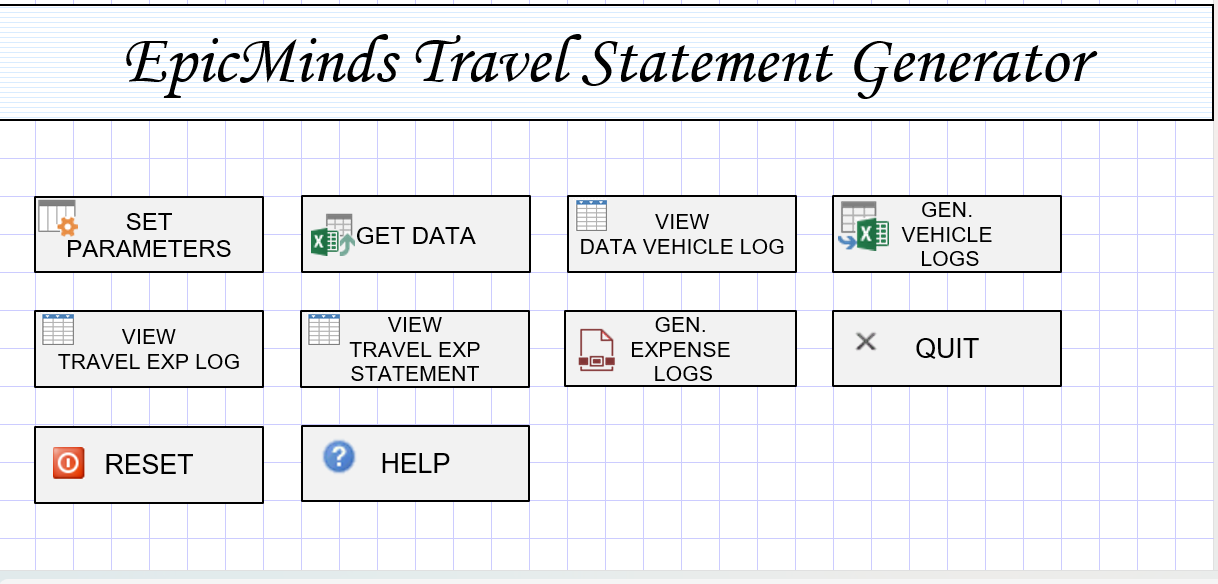
* Click Yes to Refresh all the Tables in the Workbook

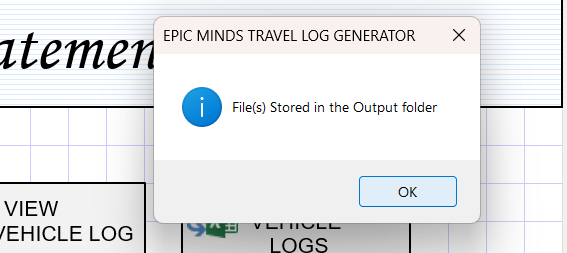


* Check the Imported Data

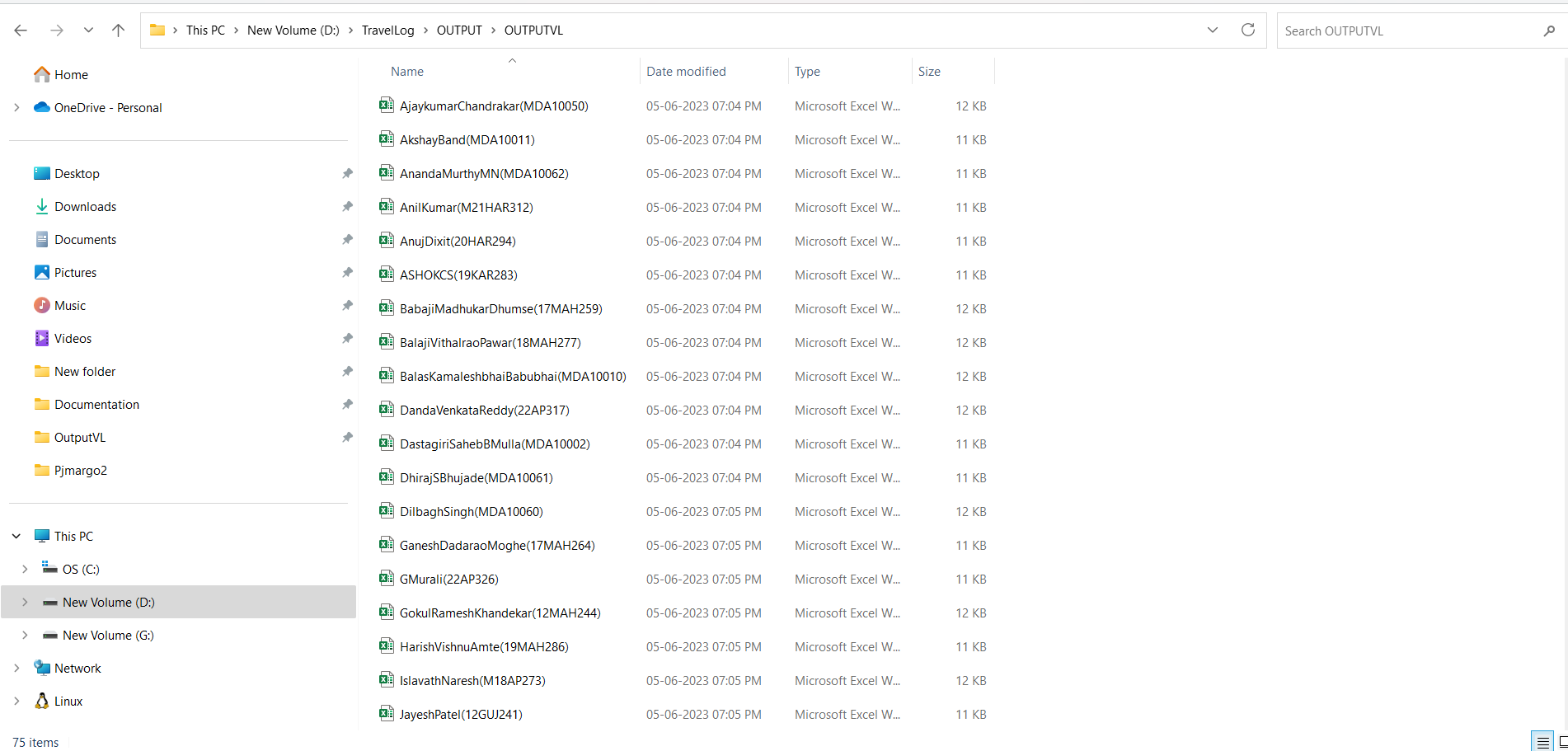


* Click on Gen Vehicle Logs for **OutputVL** Data

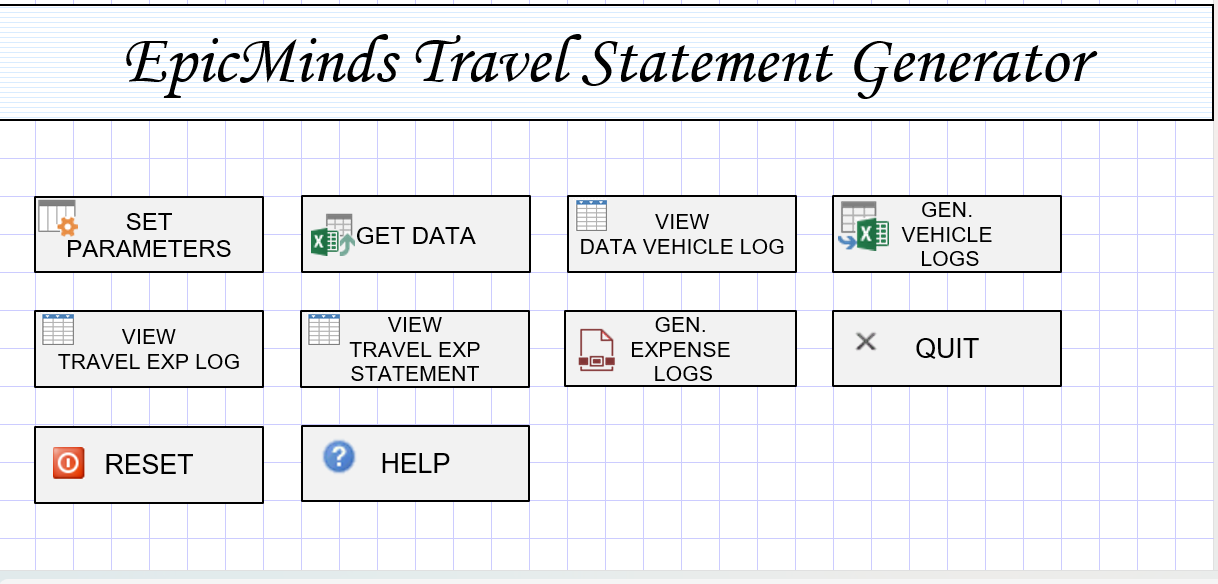


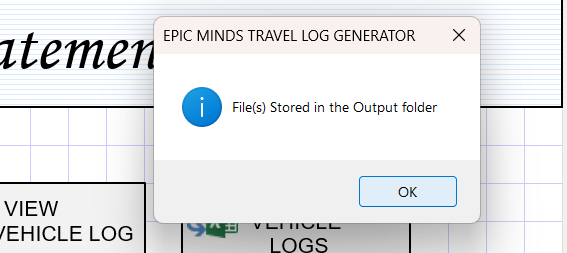


* Generated data Will Stored in OutputVL folder

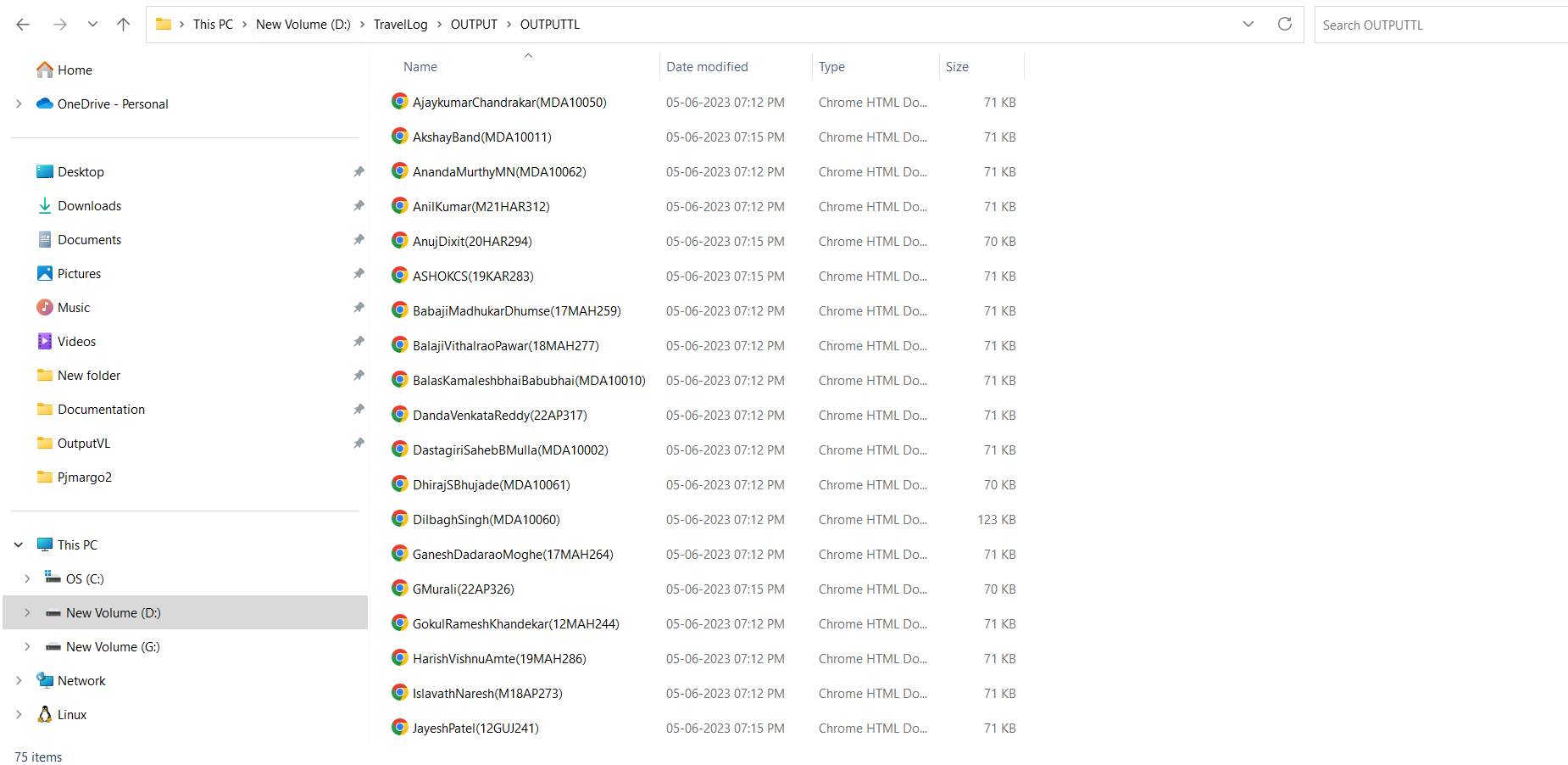


* Click on Gen Expense Logs for **OutputTADA** Data





* Generated Data Will stored in OutputTADA folder



* Click on Quit for Exist from the file

