# Reconciling Airline Tickets

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Begin by navigating to the <strong>Airline Tickets</strong> page. Click the <strong>Travel and Expenses</strong> link.</td>
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<tr>
<td>2.</td>
<td>Click the <strong>Manage Accounting</strong> link.</td>
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<td>3.</td>
<td>Click the <strong>Reconcile Airline Tickets</strong> link.</td>
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<tr>
<td>4.</td>
<td>Use the <strong>Airline Tickets</strong> page to query and update airline ticket data that was loaded from an external source.</td>
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</tbody>
</table>
| 5.   | You can search for tickets with the following statuses:  
  - **Cancelled**: The ticket was voided.  
  - **Not Reconciled**: The ticket is waiting to be reconciled with an expense report.  
  - **Reconciled**: The ticket was reconciled with an associated expense report. |
| 6.   | You can specify any combination of information to narrow the search parameters. |
| 7.   | You can sort resulting data by: Employee ID (default), Employee Name, Merchant, Reconciliation Status, Ticket Amount, Ticket Number, or Transaction Date. |
| 8.   | In this example, there are no outstanding airline tickets not applied to expense reports. Click the **Expenses with Airfare** tab. |
| 9.   | Use the **Expenses with Airfare** page to reconcile airline tickets to expense report IDs. |
| 10.  | This page lists airline tickets that are applied to an expense report but are not in the EX_AIRLINE_TKT table that stores airline data from a direct feed. Most likely, these tickets were entered manually into the expense system. |
| 11.  | You can click the **Report ID** link to access the **Expense Report Detail** page and view the line items of the expense report that is associated with the airline ticket. |
| 12.  | For this example, reconcile the airline ticket for Air France. Click the **Status** list. |
| 13.  | Click an entry in the list. |
| 14.  | Click the **Save** button. |
| 15.  | You have successfully reconciled an airline ticket. **End of Procedure.** |