Follow the below written steps to copy the required assets and generate your first expense report.

Step 1

Google Sheet (To record your expenses)
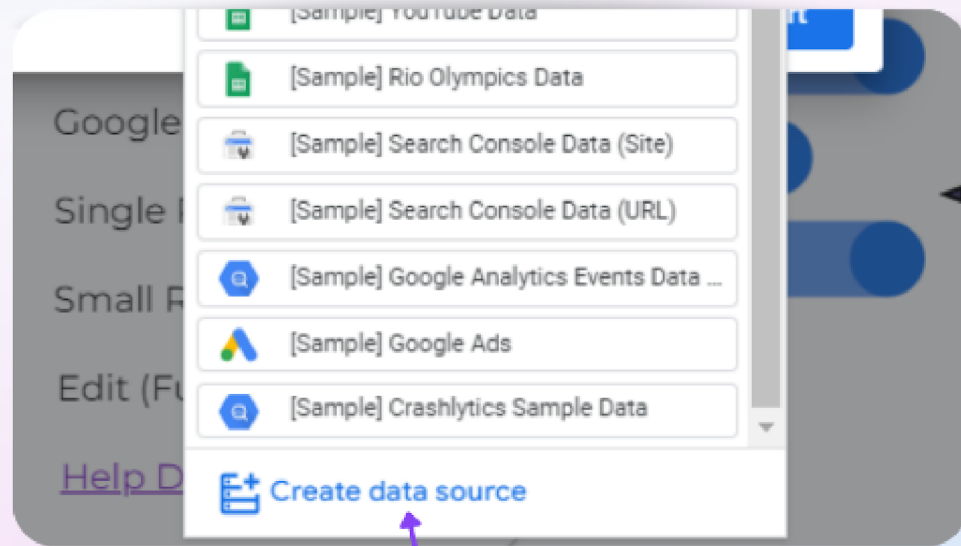
Copy Google Sheet

Step 2

Data Studio Expense Report Template (To generate detailed expense reports)

Copy Template

Step 3

Once you click "**Copy Template Button**" , you will be redirected to the data studio template. From the top right corner, click "**More options**" & Make A Copy of the expense report template.
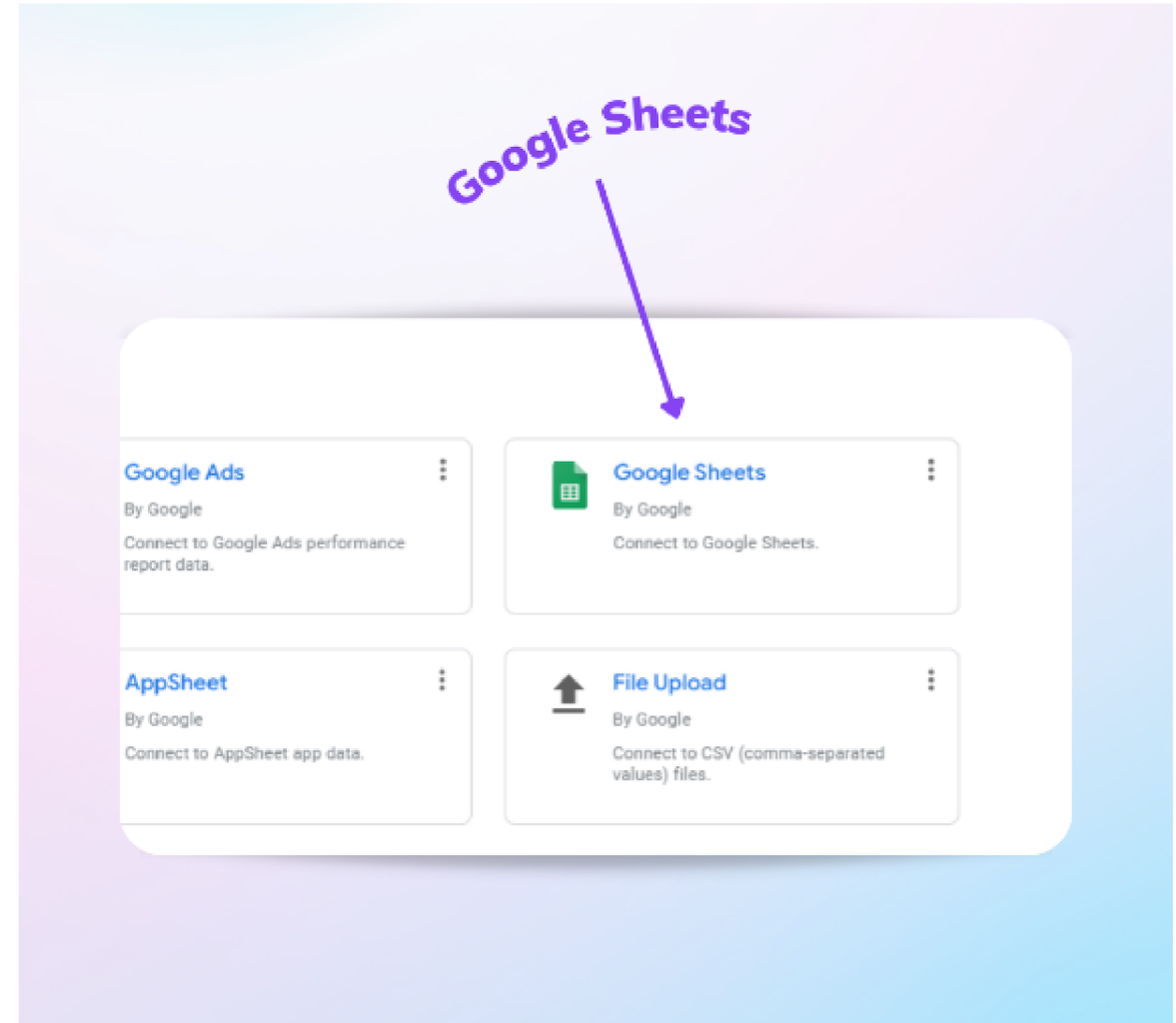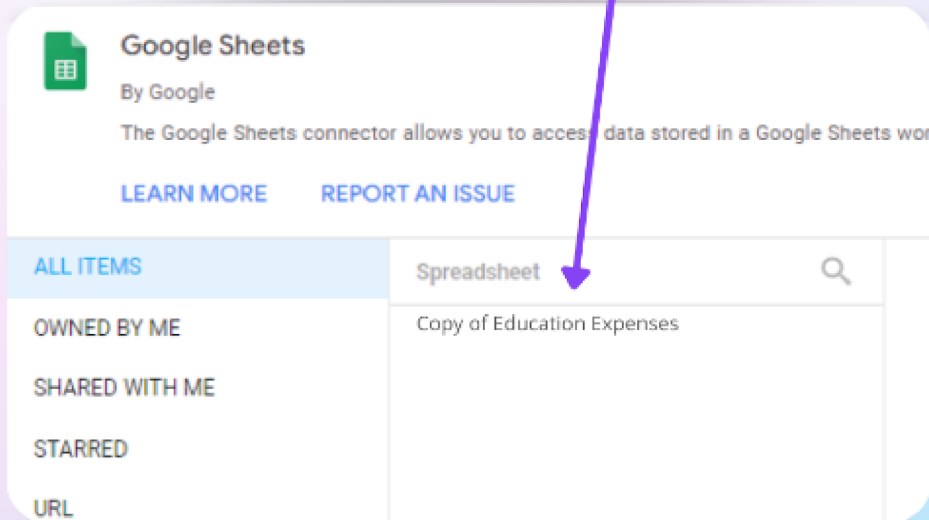
Create Data Source

Step 4

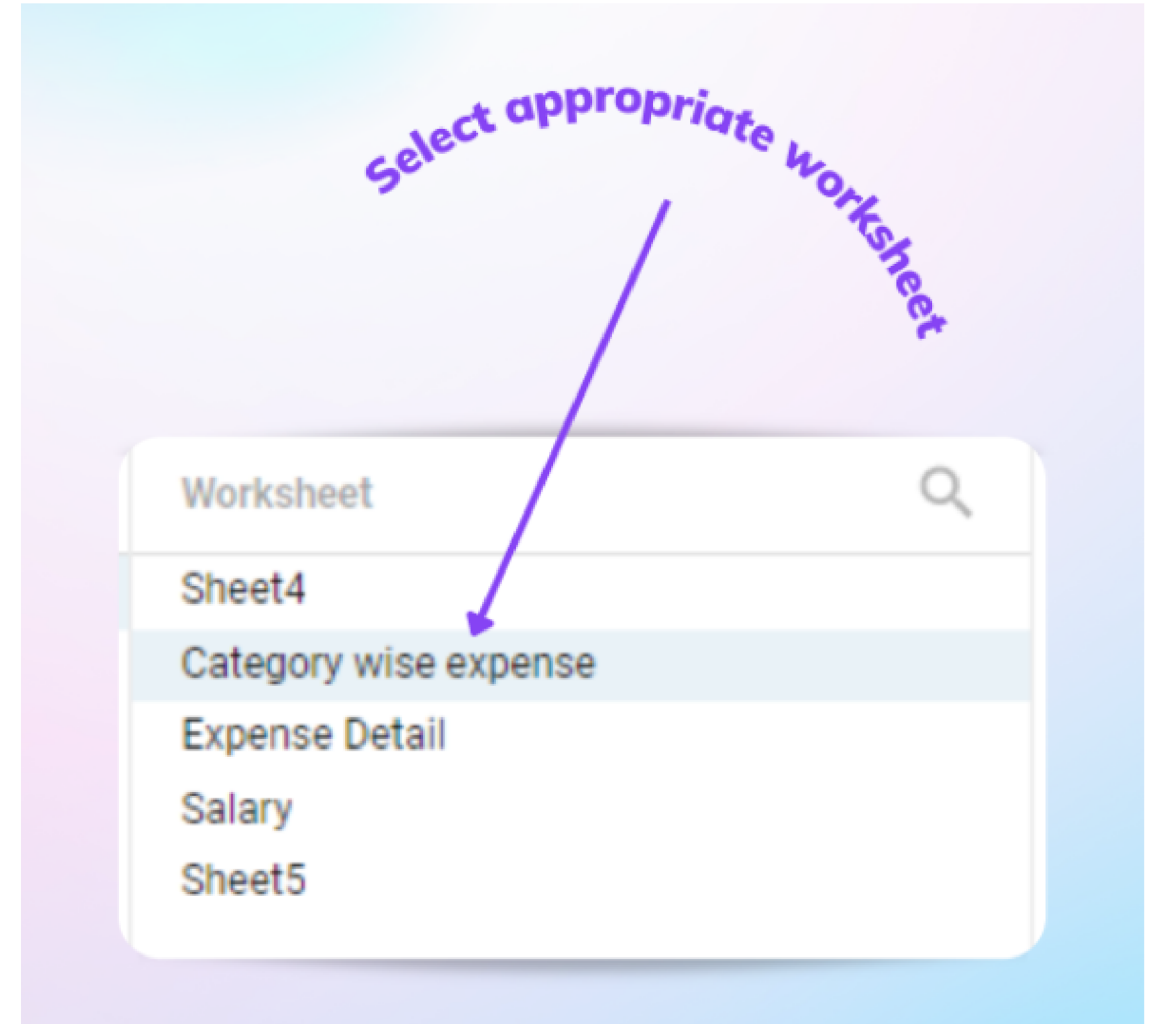## Select "Select Your Own Data Source"

Step 5

Select "Google Sheets"

Google Sheets

Google Ads	⋮	Google Sheets	⋮
By Google		By Google	
Connect to Google Ads performance report data.		Connect to Google Sheets.	

AppSheet	⋮	⬆ File Upload	⋮
By Google		By Google	
Connect to AppSheet app data.		Connect to CSV (comma-separated values) files.	

Copy of Education Expenses

Google Sheets
By Google
The Google Sheets connector allows you to access data stored in a Google Sheets wor

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ALL ITEMS

OWNED BY ME

SHARED WITH ME

STARRED

URL

Spreadsheet

Copy of Education Expenses
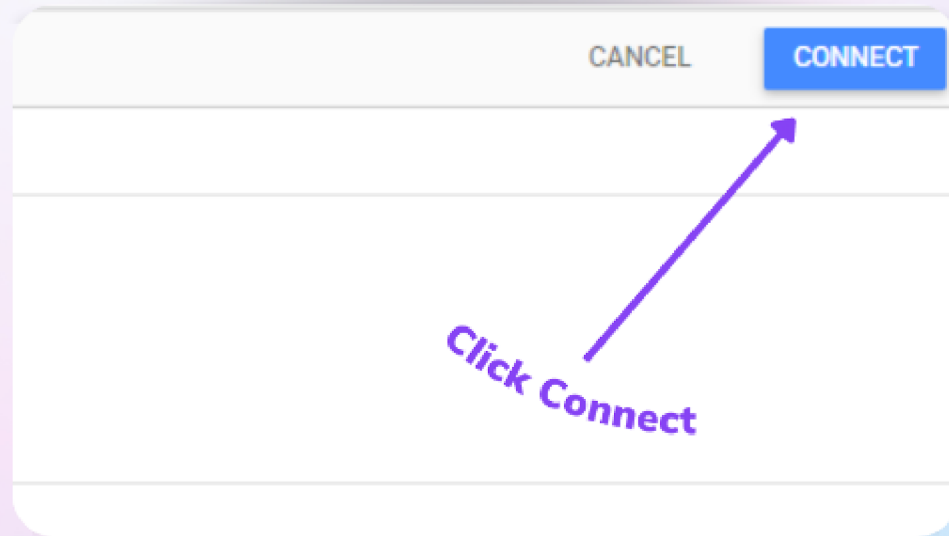
Step 6

Select **"Copy of Education Expenses data"** (This is the copy of sheet you copied in the first step!)

Step 7

Select an **appropriate worksheet**

Select appropriate worksheet
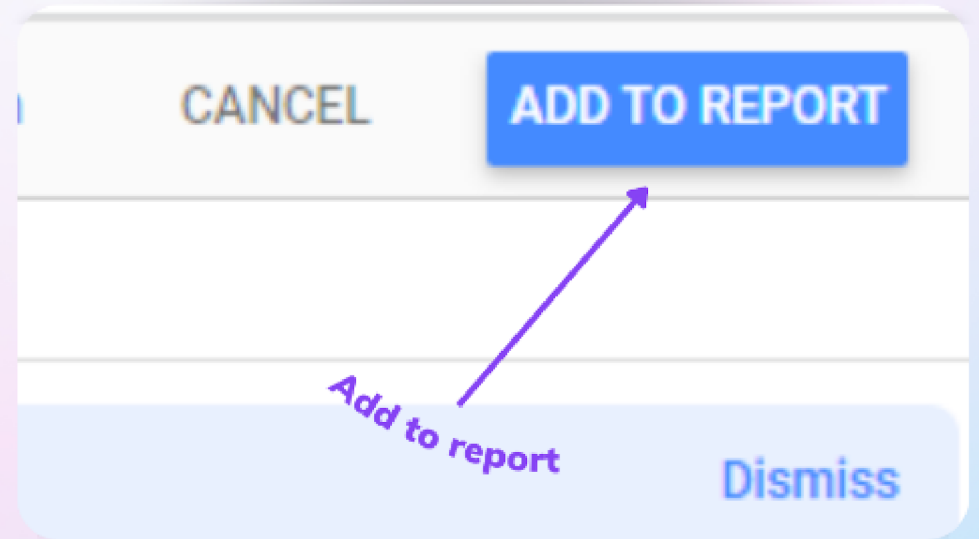
Worksheet	🔍
Sheet4	
Category wise expense	
Expense Detail	
Salary	
Sheet5	

On top right corner

CANCEL **CONNECT**

Click Connect

Step 8

From the top right corner Click the "**Connect**"

Step 9

From the top right corner Click the
"Add to report"

CANCEL   ADD TO REPORT

Add to report

Dismiss

Step 10

Click the "**Copy report**" and that's it!