

**Time & Expense 10.0**  
**Manage Expense Report**  
**Quick Reference Card**

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**Screen Overview**

**Header Area**  
 This section of the expense report screen displays information related to the authorization, organized in a series of tabs.

**Purpose Tab** — This tab displays basic information about the expense report: employee name and ID, authorization ID, dates covered by the report, and the report's current status. The employee submits the expense report from this tab, and can also correct it here.

For information on the **Locations, Default Charges, Details, and Void** tabs, see page 2.

**Table View**  
 Use Table view to display multiple records at a glance.

Expense Report ID	Description *	Employee	Emplo
ER00000101	yrdy	10010	Pasternak, La
ER00000100	test	10010	Pasternak, Laura
ER00000099	test	10010	Pasternak, La
ER00000098	test	10010	Pasternak, Lau
ER00000097	testing	10010	Pasternak, La
ER00000096	test	10010	Pasternak, La

The screenshot shows the 'Manage Expense Report' application. The top section is the 'Purpose' tab, which includes fields for ID (ER00000081), Employee (10010), Date (03/28/2016), and Status (Draft). It also has sections for 'Type' (International - Government), 'From' (03/28/2016), 'To' (03/30/2016), and 'Purpose' (Union Jack Client conference). A summary table on the right shows 'Total Expenses' of 10.00 USD, with a 'Total Amount Due to Employee' of -6.00. Below this are navigation tabs: Billable, Charge Distribution, Company Paid, Non Reimbursable, Payment, Revision History, Attachment, and Advances. The bottom section is 'Claimed Expenses', showing details for a lodging expense at 'LONDON, UNITED KINGDOM' on '03/30/2016' for 'Per Diem Lodging'.

**Record Selection**  
 In Form view, use the arrows to page through authorization records.

**Query Button**  
 Click this button to display the Query dialog box. You can also click the drop-down arrow on this button to quickly access any existing saved queries.

**Subtasks**  
 Click these subtask links to enter or review information related to the expense report. You can attach an invoice, view workflow, review advances, and perform many additional tasks.

**Claimed Expenses**  
 Use this section of the form to add, edit, or delete detailed expense and charge allocation information. See page 3 for more information.

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## Header Area Tabs

### Locations Tab

Use this tab to record information concerning the location where expenses were incurred.

### Default Charges Tab

Use this tab to enter specific charges to which the expense estimates default. You can allocate charges by percentage of the total report amount. Use to look up charges.

### Details Tab

This tab displays information that was automatically generated when you created the expense report. You can add notes and reasons for any revisions you have made.

### Void Tab

Use the Void tab to void the expense report and record your reason for doing so.

## Subtask Options

Use subtask links to view additional information about the expense report, such as charge distributions, or to perform tasks, such as uploading attachments or updating workflow assignments.



Use these subtask options to display expenses either by category or by date.

**Manage Expense Report > Workflow**

Sequence	Primary Role	Task	Task Item	Expense/Charge	Amount	Rule	Status	Rejection/Missing
0	Employee	Create	Overall			Required	Completed	
1	Employee	Submit	Overall			Required	Pending	

**Manage Expense Report > Advances**

Select	Date	Check/EFT Number	Currency Code	Amount
<input type="checkbox"/>	09/21/2015	43tr3trgdgfdgfsdsg	USD	123.00
				0.00

**Manage Expense Report > Billable**

Expense ID	Date	Category/Expense Type	Description	Currency	Reimbursable
1	01/29/2016	OTHER/Arnel's ET1:Others	ET07 / 2016-01-29	USD	24.00
2	01/29/2016	CAR RENTAL/Arnel's ET1:Car Rentals	ET01 / 2016-01-29 / 2016-01-28 / 2016-1-29	USD	125.00
					149.00
1	01/29/2016	OTHER/Arnel's ET1:Others	ET07 / 2016-01-29	USD	24.00
2	01/29/2016	CAR RENTAL/Arnel's ET1:Car Rentals	ET01 / 2016-01-29 / 2016-01-28 / 2016-1-29	USD	125.00
					149.00

**Multiple Subtask Display**  
 You can display and work in multiple sub-tasks simultaneously.

Additional tabs and their fields vary depending on the type of claimed expense (for example, lodging, car rental, or airfare).

## Claimed Expenses Section

**Details Tab**  
 Use this tab to enter information concerning location, date range, and expense ceiling. Required details may vary depending on the type of expense.

**Amount Tab**  
 Use this tab to record such details as payment method, personal portions of expenses, and ceiling adjustments.

**Claimed Expenses**

Details | Amount | Room Rates | Taxes | Other Lodging Expenses

ID: 1 | Category: Lodging | Expense Type: Per Diem Lodging | Outstanding Expense: [Search]

Location: LONDON, UNITED KINGDOM

Expense Date: 03/30/2016 | Check-in Date: 03/28/2016 | Check-out Date: 03/29/2016

Provider: [Field]

Short Description: ER00000081 / LODGINGPD / 2016-03- | Number of Nights: 1 |  Late Check Out

Itinerary: [Field]

Comments: Rm rate incl comp Guinness

Agreement Number: [Field]

Per Diem Rates | Charge Allocations Under Ceiling | Charge Allocations Over Ceiling | Charge Allocations Unallow

## Claimed Expenses Section (cont.)

When you click **New** to add an attachment to the planned expense, a new line displays in the Attachment table, where you can enter details related to the attachment. These include **Description** and **Attachment Type**.

Original File Name	Description	Attachment Type *	Missing Receipt	Reason for missing Receipt	Storage Location	File Name
Airfare Receipt.pdf	Airfare receipt	AIRFARE	<input type="checkbox"/>		EXPENSE RECEIPTS	ER00000105_20160730002639.pdf

### Missing Receipt

Select this check box to indicate the receipt for the expense is missing. Enter an explanation in the **Reason for Missing Receipt** field.

**File Upload Manager**

File Name\*

Description

### File Upload Manager

Use this dialog box to browse for the document, file, or receipt you want to attach. Enter a description of the item in the **Description** field.

## Charge Allocation Subtasks

Claimed Expenses > Charge Allocations Under Ceiling											
Allocation ID	Percentage	Amount	Charge Type	Project	Description	Account	UDT04	UDT09	UDT10	Expense Reference Code	
1	100.00	2.50	Car Rental - Direct	20001	GSA Schedule #1	505-20		2.01.4120			

### Allocate By

Click this button to select how you want the expense allocated. The valid values are *Percentage* and *Amount*.

Claimed Expenses > Charge Allocations Over Ceiling											
Allocation ID	Percentage	Amount	Charge Type	Project	Description	Account	UDT04	UDT09	UDT10	Expense Reference Code	
1	0.00	0.00	Car Rental - Direct	20001	GSA Schedule #1	555-20		2.01.4120			

These Claimed Expenses subtasks display information regarding how the expense is allocated and allows you to change the percentage or the amount that is allocated to each of the charges.

Claimed Expenses > Charge Allocations Unallowable											
Allocation ID	Percentage	Amount	Charge Type	Project	Description	Account	UDT04	UDT09	UDT10	Expense Reference Code	
1	0.00	0.00	Car Rental - Direct			999-00					

There are three Charge Allocation subtasks:

- Unallowable
- Over Ceiling
- Under Ceiling