

# 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	Employee
ER00000101	test	10010	Pasternak, Laura
ER00000100	test	10010	Pasternak, Laura
ER00000099	test	10010	Pasternak, Laura
ER00000098	test	10010	Pasternak, Laura
ER00000097	testing	10010	Pasternak, Laura
ER00000096	test	10010	Pasternak, Laura

Manage Expense Report

New

Delete

16 of 81 Existing

Table

Query

Purpose

Locations

Default Charges

Details

Void

ID

ER00000081

test

Date \*

03/28/2016

Employee

10010

Pasternak, Laura D.

Status

Draft

Type \*

International - Government

Authorization

Launch

From \*

03/28/2016

To \*

03/30/2016

Purpose

Union Jack Client conference

Code 1

12345678901234567

Code 2

TEST33

Code 3

TEST34

Submit

Correct

Total Expenses

10.00

[ - ] Company Paid

10.00

[ - ] Advance

0.00

[ - ] Personal

6.00

[ - ] Non-Reimbursable

0.00

[ - ] Payment Received

0.00

Total Amount Due to Employee

-6.00

Billable

Charge Distribution

Company Paid

Non Reimbursable

Payment

Revision History

Attachment

Advances

Category View

Date View

Workflow

Claimed Expenses

Details

Amount

Room Rates

Taxes

Other Lodging Expenses

ID

1

Category

Lodging

Expense Type

Per Diem Lodging

Location

LONDON, UNITED KINGDOM

Expense Date

03/30/2016

Check-in Date

03/28/2016

Provider

Check-Out Date

03/29/2016

Short Description

ER00000081 / LODGINGPD / 2016-03-

Number of Nights

1

Late Check Out

Itinerary

Comments

Rm rate incl's comp Guinness

Agreement Number

Per Diem Rates

Charge Allocations Under Ceiling

Charge Allocations Over Ceiling

Charge Allocations Unallowable

Attachment

### 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.

### Record Selection

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

### 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.

# Time & Expense 10.0

## Manage Expense Report

### Quick Reference Card

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## Header Area Tabs


### Locations Tab

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

The screenshot shows the 'Locations' tab selected. The form contains the following fields: Seq (1), Location (ABBEVILLE, ALABAMA), State (alabama state), Start Date (05/06/2016), City (abbeyville city), End Date (05/06/2016), County (HENRY COUNTY), and checkboxes for Frequent Location and Active. A Comment field is also present.

The screenshot shows the 'Default Charges' tab selected. The form contains the following fields: ID, Charge Type, Charge, Description, and Default Allocation %. There is an 'Add To Favorites' button and a 'Submit' button at the bottom.

### 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.

The screenshot shows the 'Details' tab selected. The form contains the following fields: Class (Government Div Employee), Charge (20001), Project, Notes, Revision Explanation, and a checkbox for Change Status to Draft. There are also fields for Correction (0) and Revision (1). A summary box on the right shows Total Unallowable (0.00) and Total Over Ceiling (71.00). 'Submit' and 'Correct' buttons are at the bottom.

The screenshot shows the 'Void' tab selected. The form contains a 'Reason' field with the text 'Conference rescheduled to next year' and a 'Void' button. At the bottom, there are links for 'Billable' and 'Charge Distribution'.

### Void Tab

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

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## 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.

[Charge Distribution](#) [Revision History](#) [Attachment](#) [Advances](#) [Category View](#) [Date View](#) [Workflow](#)

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

The screenshot shows the 'Manage Expense Report' interface with three main sections:

- Workflow:** A table with columns: Sequence, Primary Role, Task, Task Item, Expense/Charge, Amount, Rule, Status, and Rejection/Missing. It shows two tasks: 'Create' (Completed) and 'Submit' (Pending).
- Advances:** A table with columns: Select, Date, Check/EFT Number, Currency Code, and Amount. It shows one advance entry for 09/21/2015 with an amount of 123.00.
- Billable:** A table with columns: Expense ID, Date, Category/Expense Type, Description, Currency, Reimbursable, and Amount. It shows two expense entries for 01/29/2016, one for 'OTHER/Amel's ET1:Others' and one for 'CAR RENTAL/Amel's ET1:Car Rentals'.

### 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.

The screenshot shows the 'Claimed Expenses' form with the 'Details' tab selected. The form includes fields for:

- ID:** 1
- Category:** Lodging
- Expense Type:** Per Diem Lodging
- Outstanding Expense:** (Searchable)
- Location:** LONDON, UNITED KINGDOM
- Expense Date:** 03/30/2016
- Check-in Date:** 03/28/2016
- Check-out Date:** 03/29/2016
- Provider:** (Empty)
- Short Description:** ER00000081 / LODGINGPD / 2016-03-
- Number of Nights:** 1
- Late Check Out:** (Checked)
- Itinerary:** (Empty)
- Comments:** Rm rate incl comp Guinness
- Agreement Number:** (Empty)



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## 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**.

Manage Expense Report > Attachment

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

Buttons: New, Copy, Delete, Query, Upload Attachment, View Attachment, Ok

### 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\*  Browse...

Description

Buttons: Upload, Close

### 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

### Allocate By

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

Claimed Expenses > Charge Allocations Under Ceiling

Allocate By Amount

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		

Buttons: Query, Ok

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		

Buttons: Query, Ok

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				

Buttons: Query, Ok

There are three Charge Allocation subtasks:

- Unallowable
- Over Ceiling
- Under Ceiling