Deltek + ComputerEase

ExpenseEase

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Part I

1 ExpenseEase

ExpenseEase is a mobile app that allows users in the field to easily enter expenses for reimbursement or payment without having to come into the office. These expenses are submitted to ComputerEase via our secure API. For more information on ExpenseEase, please contact your ComputerEase sales representative.

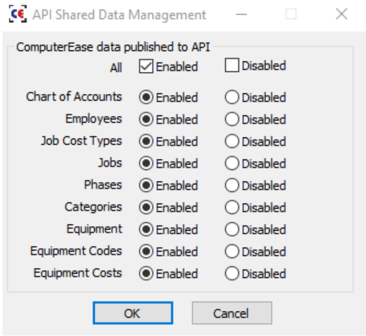
1.1 API Management

The ComputerEase API is a powerful tool that allows real-time access to your ComputerEase data files from ExpenseEase. In order to utilize the ComputerEase API, you must have installed and be running CE Live.

1.1.1 API Shared Data Management

When utilizing the API, you have the ability to determine what data is shared to the API. You may determine that only certain tables are necessary depending on your use of the API. This is where you will both enable or disable the API sync and select which tables to sync to the API.

Select **Configure > API Management > API Shared Data Management.**



All - Check **Enabled** to all access to the API. This will enable API syncing of all tables. To disable syncing of individual tables, disable one by one using the radio buttons below. To disable syncing of all tables, check **Disabled**.

Chart of Accounts - **Enable** or **Disable** syncing of your chart of accounts using the radio buttons.

Employees - **Enable** or **Disable** syncing of your employees using the radio buttons.

Job Cost Types - **Enable** or **Disable** syncing of your cost types using the radio buttons.

Jobs - **Enable** or **Disable** syncing of your jobs using the radio buttons. If you are using ExpenseEase and want your users to enter cost codes for expenses, you will need to enable syncing of jobs.

Phases - **Enable** or **Disable** syncing of your phases using the radio buttons. If you are using ExpenseEase and want your users to enter cost codes for expenses, you will need to enable syncing of phases.

Categories - **Enable** or **Disable** syncing of your categories using the radio buttons. If you are using ExpenseEase and want your users to enter cost codes for expenses, you will need to enable syncing of categories.

Equipment - **Enable** or **Disable** syncing of your equipment using the radio buttons.

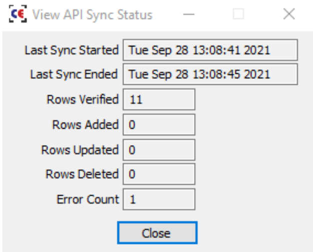
Equipment Codes - **Enable** or **Disable** syncing of your equipment codes using the radio buttons.

Equipment Costs - **Enable** or **Disable** syncing of your equipment costs using the radio buttons.

1.1.2 Viewing API Sync Status

You may want periodically to check the status of your system's latest sync with the API. This feature allows you to see when your last sync began, ended, how much data was synced, added, updated, deleted, and how many errors were encountered.

Select **Configure > API Management > View API Sync Status.**



Last Sync Started - Date and time that the last sync with the API began.

Last Sync Ended - Date and time that the last sync with the API completed. Depending on your network speed, data size and other factors, the sync could take more or less time than shown here.

Rows Verified - This is the number of rows of data verified; all data previously uploaded that remain unchanged.

Rows Added - This is the number of records added; for example, if you added a job since you last synced.

Rows Updated - This is the number of records updated; for example, if you made a change to a job name after it was previously synced.

Rows Deleted - This is the number of records deleted; for example, if you deleted a job or a category from a job after it was previously synced.

Error Count - The number of errors encountered; this could be due to an error in your data or on the server. You should review your log file and contact support for assistance with any errors you see.

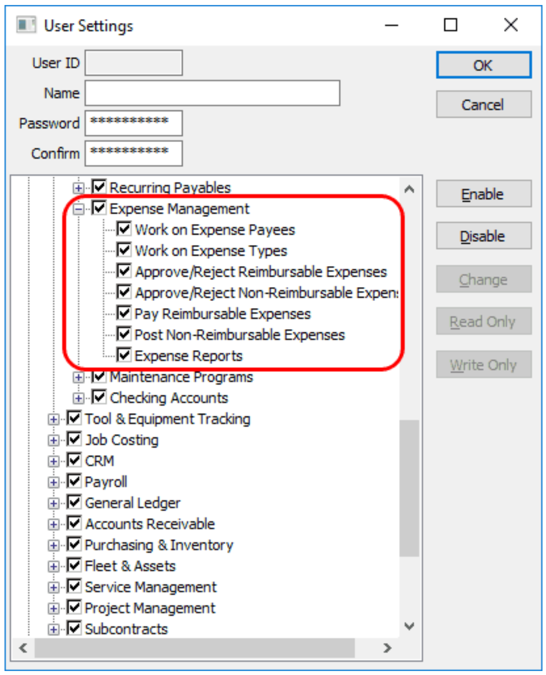
Click **Close** to leave the screen.

1.2 Setting up ExpenseEase in ComputerEase Desktop

1.2.1 PW MAINT Options

The ComputerEase Administrator has the ability to set several user specific permissions for Expense Reimbursements in ComputerEase using the PW MAINT login.

From within the PW MAINT **User Settings** screen, select **Programs > Accounts Payable > Expense Management**.



Work on Expense Payees - When enabled, the user will have access to create/edit/invite payees to the ExpenseEase app.

Work on Expense Types - When enabled, the user will have access to edit Expense Types.

Approve/Reject Reimbursable Expenses - When disabled, the user will be able to view reimbursable expenses but not approve or reject them.

Approve/Reject Non-Reimbursable Expenses - When disabled, the user will be able to view non-reimbursable expenses but not approve or reject them.

Pay Reimbursable Expenses - When disabled, the user will be able to view/approve/reject reimbursable expenses, but not pay them.

Post Non-Reimbursable Expenses - When disabled, the user will be able to view/approve/reject non-reimbursable expenses, but not post them.

Expense Reports - When enabled, the user will have access to reports within Expense Management.

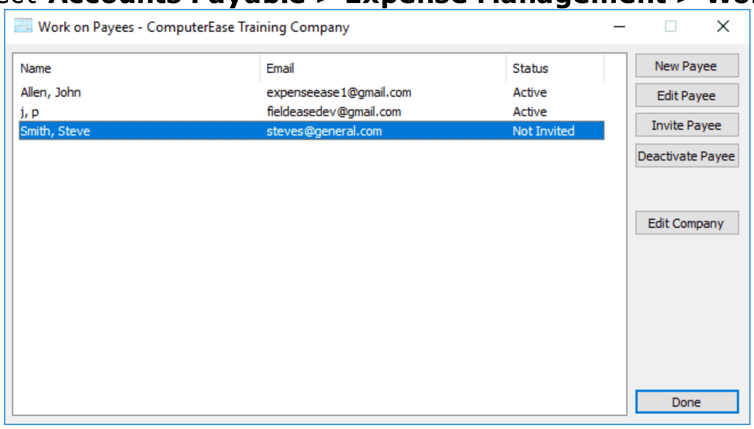
From within the PW MAINT **User Settings** screen, select **Programs > Configure**.

API Management - When enabled, the user will have access to API Shared Data Management.

View API Sync Status - When enabled, the user will have access to View API Sync Status.

1.2.2 Work on Payees

Payees are the users that will use ExpenseEase to record expenses. To enter/edit Payees, from the System Menu select **Accounts Payable > Expense Management > Work on Payees.**

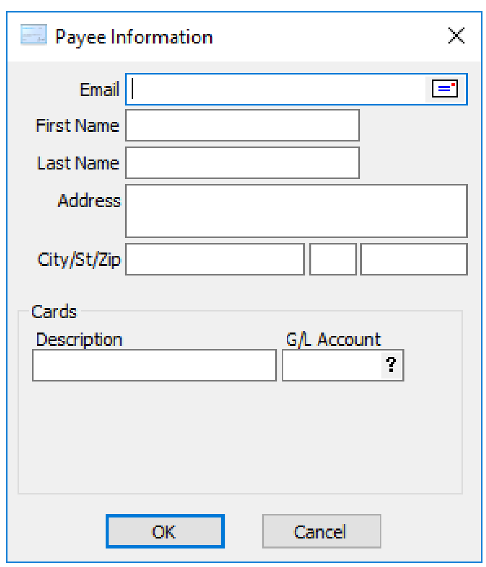


Name - Last Name, First Name of payee

Email - Email address of payee

Status - Status will update to Active (payee received and verified invite), Inactive (payee has been deactivated and cannot enter expenses), Not Invited (payee has been created but invite has not been sent) or Not Verified (invite sent but payee has not verified)

New Payee - Select New Payee to create a new Payee



Email - Enter the Email address of the payee. This is the email where the payee will receive the invitation so ensure that it is a valid email.

First Name - Enter the First Name of the payee.

Last Name - Enter the Last Name of the payee.

Address - Enter the address of the payee.

City/St/Zip - Enter the City, State and Zip of the payee.

Cards - Use this section to record any cards/payment methods used by this payee to pay for non-reimbursable expenses.

Description - Description of card for non-reimbursable expenses (up to 12 alphanumeric characters).

G/L Account - Select the G/L Account to which non-reimbursable expenses for this card will post (required field if Description is entered).

Click OK to save or Cancel to exit.

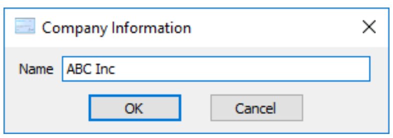
Note: If the email entered here was previously entered in another ComputerEase company, the Payee will be added to the summary screen and the status will update from the other company.

Edit Payee - Select Edit Payee to modify any of the existing payee information.

Invite Payee - Select a payee that is Not Invited and click Invite and change the status to Not Verified while awaiting payee verification.

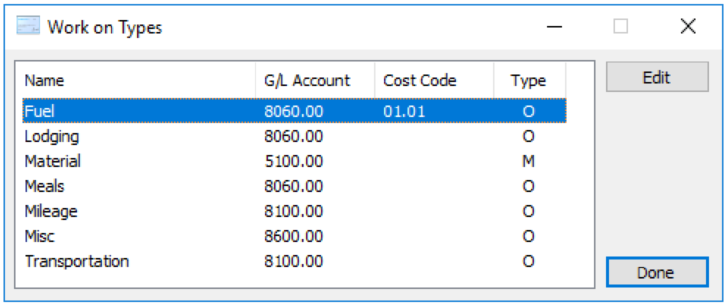
Deactivate Payee - Select a payee that is not Inactive and click here to deactivate a payee and change their status to Inactive.

Edit Company - Enter the company name you want to display in ExpenseEase if it is different than the default ComputerEase display name.



1.2.3 Work on Types

To add/edit expense types, from the System Menu select **Accounts Payable > Expense Management > Work on Types.**



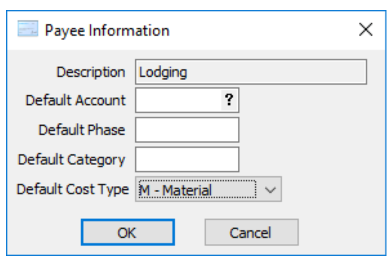
Name - Expense Type Name. The seven available Expense Types are Fuel, Lodging, Material, Meals, Mileage, Misc. and Transportation. These cannot be changed or edited.

G/L Account - Displays the default G/L Account for the Expense Type, if applicable.

Cost Code - Displays the default Phase/Category or Category for the Expense Type, if applicable.

Type - Displays the default cost type (material, labor, etc.) for the Expense Type, if applicable.

Edit - Select Edit to edit the available defaults for the highlighted Expense Type.



Description - Displays the description of the Expense Type. This cannot be edited.

Default Account - Enter the default G/L Account for this expense type. This field is optional.

Default Phase - Enter the default phase number for this expense type. This field is optional.

Default Category - Enter the default category number for this expense type. This field is optional.

Default Cost Type -Choose the default cost type for this expense type.

Click **OK** to save or **Cancel** to exit.

1.3 Using ExpenseEase for Mobile Devices

Once your users have been invited to submit expenses, they will use the ExpenseEase mobile app to create and submit expenses.

1.3.1 Install ExpenseEase

ExpenseEase can be downloaded from either the Google Play Store or the Apple App Store to a mobile device (phone/tablet).

Search for "ComputerEase".

The App name is "ExpenseEase".

The Developer name is "ComputerEase Software Inc.".

1.3.2 Login to ExpenseEase

ExpenseEase uses an Email Address + Password to access your account.

Email Address - The email address used to create your account

Password - The password used to create your account.

Enter both your Email Address and Password, tap "Login" to access your account.

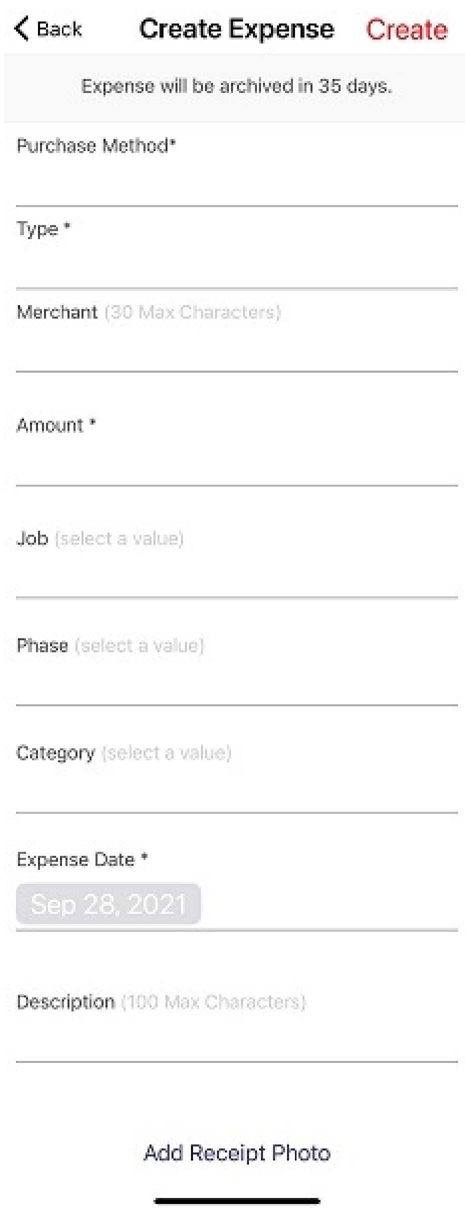
Save Email - Enabling this option will remember your Email Address when launching the app.

Save Password - Enabling this option will remember your Password when launching the app.

Once you have entered your email address and password, click on the **Log in** button to access ExpenseEase.

1.3.3 Create an Expense

If you have multiple companies for which you enter expenses, choose the company for which you are entering an expense by tapping on it under **My Companies**. Any expenses you have entered and saved but not submitted will be listed under your *CompanyName* Expenses. To enter a new expense, click the **+** in the upper right corner of your screen.



Purchase Method - Choose the purchase method from those defined by your admin in ComputerEase.

Type - Choose the expense type. The predefined types are Material, Mileage, Fuel, Lodging, Meals, Transportation or Misc.

Merchant - Enter the merchant; this field is optional.

Amount - Enter the amount of the expense; this is a required field.

Job - Enter the job for which the expense was incurred, if applicable. If you are connected to the API, the list of your jobs will be available in real-time. If you are not connected to the API for any reason, you can enter data here for validation and correction once imported to

ComputerEase.

Phase - Enter the phase for which the expense was incurred, if applicable. If you are connected to the API, the list of your phases will be available in real-time if they exist for the job selected. If you are not connected to the API for any reason, this field will not be available.

Category - Enter the category for which the expense was incurred, if applicable. If you are connected to the API, the list of your catgories will be available in real-time for the job and/or phase selected. If you are not connected to the API for any reason, this field will not be available.

Expense Date - The date of the expense defaults to your device's date. You can change it by selecting and editing.

Description - Enter an optional description of the expense.

Add Receipt Photo - Press here to add a photo of your receipt. Then select whether you want **Use camera** to take a picture, **Use document scanner** to scan an image or **Choose from library** to attach an image or file already on your device.

Once you have finished recording your expense, press **Create** in the upper right corner.

Tip: You can attach additional images to an expense once you have saved it by editing the expense and scrolling down to the receipt image and pressing **Add Receipt Photo** again. Then, press **Save** to save the additional photo with the expense.

1.3.4 Edit an Expense

To edit any unsubmitted expense, choose it from your list of *CompanyName* Expenses and tap it. You can edit any field for an unsubmitted expense. Once an expense has been submitted, it cannot be edited and can only be viewed.

1.3.5 Submit an Expense

Once you are ready to submit your expenses for approval and payment from ComputerEase, select the checkbox next to each expense you want to submit. You can select all expenses by tapping on **Select All** or select each expense individually. Then tap **Submit** at the bottom of the screen.

1.3.6 View Submitted Expenses

You can view all of your previously submitted expenses and see their status in ComputerEase in the ExpenseEase app. Tap on the menu icon in the upper left corner (three lines), which will expand the ExpenseEase menu. From there, you can tap Submitted Expenses. Each expense you have submitted will be listed with the merchange, amount, expense date and status. The status can be **Submitted** (submitted to ComputerEase but not yet approved or rejected), **Approved** (approved for payment in ComputerEase) or **Rejected** (rejected for payment in ComputerEase.

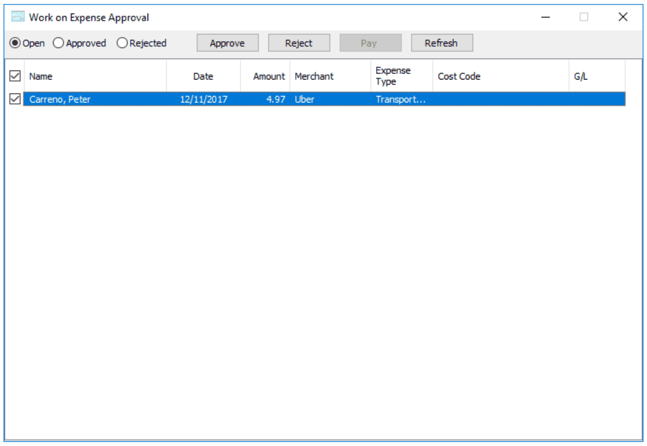
1.3.7 View Submitted Expense Details

If you want to see the details of any previously submitted expense, you can simply tap on that expense from the **Submitted Expenses** screen. Note that you cannot make any changes to previously submitted expenses, but you can view all of the information that you submitted, including any receipts that you submitted.

1.4 Managing Expenses in ComputerEase

1.4.1 Work on Reimbursable Expenses

Work on Reimbursable Expenses is where reimbursable expenses are approved, rejected and paid. To access the Work on Reimbursable Expenses screen, from the System Menu select **Accounts Payable > Expense Management > Work on Reimbursable Expenses.**



Name - Payee name displayed as last name, first name.

Date - Date of the expense.

Amount - Amount of the expense.

R - Y if receipt is available for the expense; otherwise N.

Merchant - Merchant Name for the expense.

Expense Type - Expense type.

Cost Code - Cost code of the expense, if applicable.

G/L - G/L account for the expense, if applicable.

To select which expenses you want to review, choose the expense type.

Open - Select to view all open expenses (expenses that have not been approved, rejected or paid).

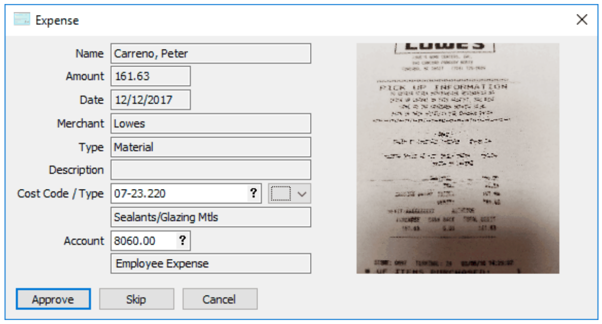
Approved - Select to view all expenses that have been approved, but not yet paid.

Rejected - Select to view all expenses that have been rejected.

Refresh - Click here to sync with the app and populate any expenses that may have been submitted since the screen was initially opened.

To Approve Expenses

To approve any expense(s) for payment, choose the expense(s) you want to approve and click **Approve**.



Name - The Payee Last Name, First Name will display here. Name cannot be edited.

Amount - Amount of the expense. Amount cannot be edited.

Date - Date of the expense. Date cannot be edited.

Merchant - Merchant name for the expense. Merchant cannot be edited.

Type - Expense type. Type cannot be edited.

Description - Description of the expense. Description cannot be edited.

Cost Code/Type - The cost code and cost type for the expense, if applicable.

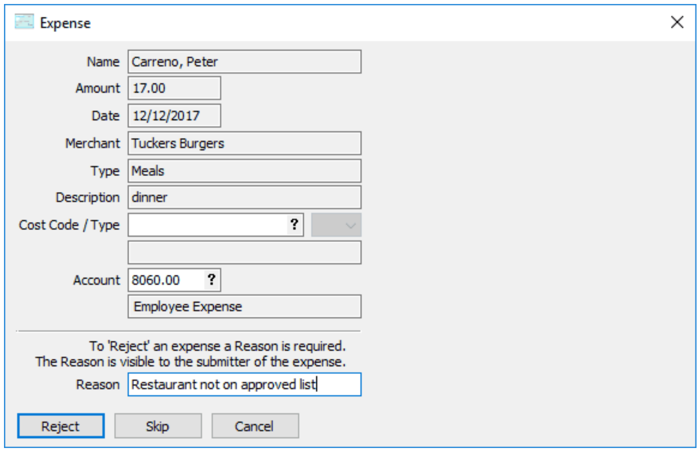
Account - G/L account for the expense (the account description will show below the account number). The G/L Account may default based on Type settings. This is a required field.

Note: If a receipt image is attached to the expense, it will be visible on the right side of the screen.

Click **Approve** to approve and save the expense. Click Skip to exit the expense (if approving in a batch, this will take you to the next expense and leave the current expense in open status). Click Cancel to exit without saving.

To Reject Expenses

To reject any expense(s) and bar it from payment, choose the expense(s) you want to reject and click **Reject**.



Name - The Payee Last Name, First Name will display here. Name cannot be edited.

Amount - Amount of the expense. Amount cannot be edited.

Date - Date of the expense. Date cannot be edited.

Merchant - Merchant name for the expense. Merchant cannot be edited.

Type - Expense type. Type cannot be edited.

Description - Description of the expense. Description cannot be edited.

Cost Code/Type - The cost code and cost type for the expense, if applicable.

Account - G/L account for the expense (the account description will show below the account number). The G/L Account may default based on Type settings. This is a required field.

Note: If a receipt image is attached to the expense, it will be visible on the right side of the screen.

Reason - A reason is required when rejecting expenses.

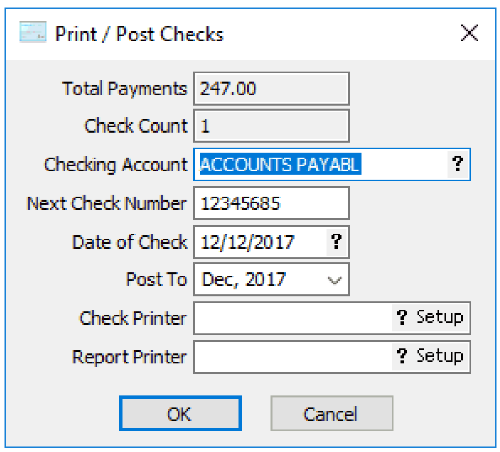
Click **Reject** to reject and save the expense. Click Skip to exit the expense (if approving in a batch, this will take you to the next expense and leave the current expense in open status). Click Cancel to exit without saving.

You can also edit any expense by double-clicking it to open and review, approve, reject or pay any expense.

Fill in the appropriate fields & click the appropriate button to save, approve, reject or pay the expense.

To Pay Expenses

You can pay approved expenses by choose the expense(s) you want to pay and clicking **Pay**.



Total Payments - The total amount of payments you will make.

Check Count - The number of checks that will be required for payments.

Checking Account - This field defaults to the checking account setup for Accounts Payable in **Configure > System Parameters > Accounts Payable Parameters**. If you have multiple checking accounts and need to switch to a different account, click your mouse on the question mark and select the correct account off the displayed list.

Next Check Number - ComputerEase keeps track of your check numbers for each checking account you set up. The default check number is usually correct. However, since some checks are voided without being used and others used for manual checks, occasionally you will need to enter the correct check number into this field.

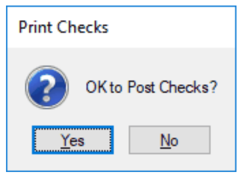
Date of Check - This field defaults to your current log-in date. If you need a check dated with a different date you may change it here.

Post To - This field contains the G/L period to which checks will be posted. This will default to the current G/L period and year. Choose the correct G/L period and year for this batch of checks if the default is incorrect.

Check Printer – This field will default to the printer you have setup under **Configure > Configure User** for check printing. If this is not the correct printer, use the **F2** key to bring up a menu with a list of printers from which to choose.

Report Printer – This field will default to the printer you have set up under **Configure > Configure User** for plain paper printer. If this is not the correct printer, use the **F2** key to bring up a menu with a list of printers from which to choose.

Select **OK** to print or **Cancel** to exit without saving.

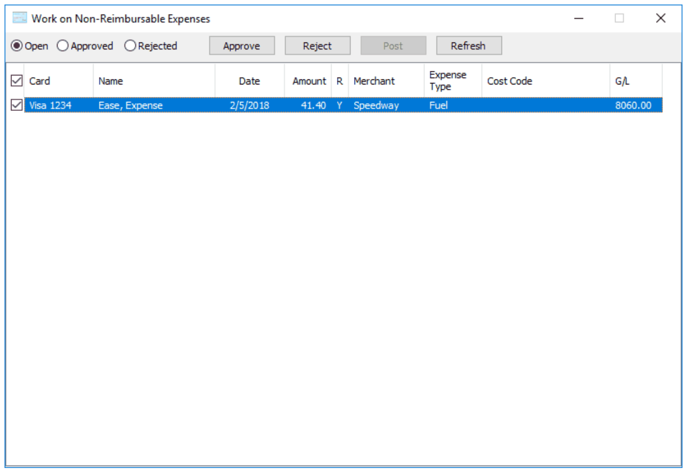


Select **Yes** to post checks or **No** to exit without posting.

Note: Once an expense is posted, it will post to the G/L and post to Job Costing if applicable.

1.4.2 Work on Non-Reimbursable Expenses

Work on Reimbursable Expenses is where reimbursable expenses are approved, rejected and paid. To access the Work on Non-Reimbursable Expenses screen, from the System Menu select **Accounts Payable > Expense Management > Work on Non-Reimbursable Expenses.**



Card - The card used for paying the expense.

Name - Payee name displayed as last name, first name.

Date - Date of the expense.

Amount - Amount of the expense.

R - Y if receipt is available for the expense; otherwise N.

Merchant - Merchant Name for the expense.

Expense Type - Expense type.

Cost Code - Cost code of the expense, if applicable.

G/L - G/L account for the expense, if applicable.

To select which expenses you want to review, choose the expense type.

Open - Select to view all open expenses (expenses that have not been approved, rejected or paid).

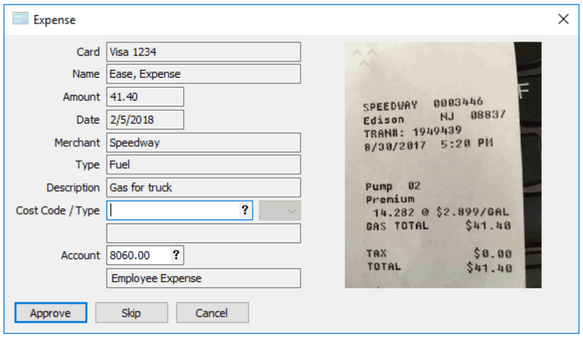
Approved - Select to view all expenses that have been approved, but not yet paid.

Rejected - Select to view all expenses that have been rejected.

Refresh - Click here to sync with the app and populate any expenses that may have been submitted since the screen was initially opened.

To Approve Expenses

To approve any expense(s) for posting, choose the expense(s) you want to approve and click **Approve**.



Card - The card used to pay for the expense. Card cannot be edited.

Name - The Payee Last Name, First Name will display here. Name cannot be edited.

Amount - Amount of the expense. Amount cannot be edited.

Date - Date of the expense. Date cannot be edited.

Merchant - Merchant name for the expense. Merchant cannot be edited.

Type - Expense type. Type cannot be edited.

Description - Description of the expense. Description cannot be edited.

Cost Code/Type - The cost code and cost type for the expense, if applicable.

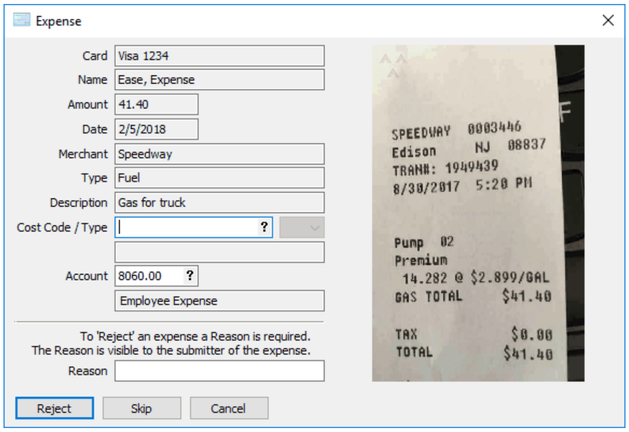
Account - G/L account for the expense (the account description will show below the account number). The G/L Account may default based on Type settings. This is a required field.

Note: If a receipt image is attached to the expense, it will be visible on the right side of the screen.

Click **Approve** to approve and save the expense. Click Skip to exit the expense (if approving in a batch, this will take you to the next expense and leave the current expense in open status). Click Cancel to exit without saving.

To Reject Expenses

To reject any expense(s) and bar it from payment, choose the expense(s) you want to reject and click **Reject**.



Card - The card used to pay for the expense. Card cannot be edited.

Name - The Payee Last Name, First Name will display here. Name cannot be edited.

Amount - Amount of the expense. Amount cannot be edited.

Date - Date of the expense. Date cannot be edited.

Merchant - Merchant name for the expense. Merchant cannot be edited.

Type - Expense type. Type cannot be edited.

Description - Description of the expense. Description cannot be edited.

Cost Code/Type - The cost code and cost type for the expense, if applicable.

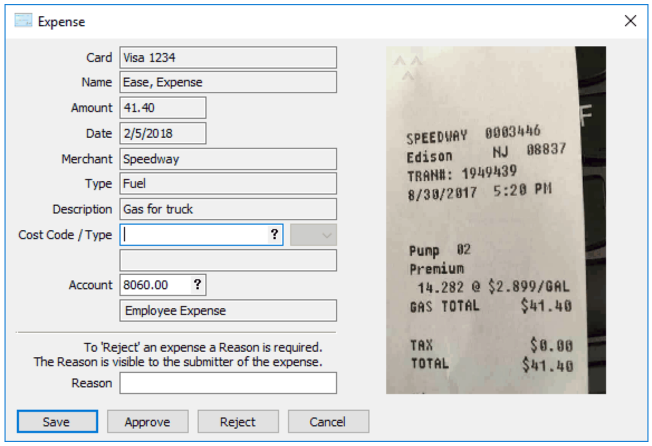
Account - G/L account for the expense (the account description will show below the account number). The G/L Account may default based on Type settings. This is a required field.

Reason - A reason is required when rejecting expenses.

Note: If a receipt image is attached to the expense, it will be visible on the right side of the screen.

Click **Reject** to reject and save the expense. Click Skip to exit the expense (if approving in a batch, this will take you to the next expense and leave the current expense in open status). Click Cancel to exit without saving.

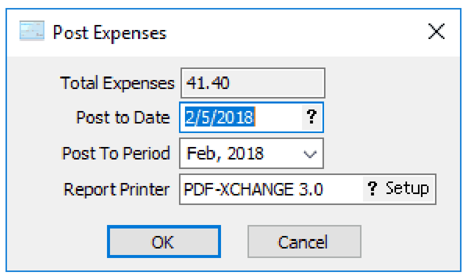
You can also edit any expense by double-clicking it to open and review, approve, reject or pay any expense.



Fill in the appropriate fields & click the appropriate button to save, approve, or reject the expense.

To Post Expenses

You can post approved expenses by choose the expense(s) you want to post and clicking **Post.**



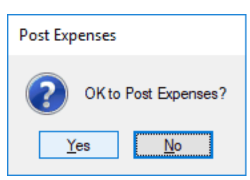
Total Expenses - The total amount of expenses you will post.

Post to Date - This field defaults to your current log-in date. If you want to change the posting date you may change it here.

Post To Period - This field contains the G/L period to which these expenses will be posted. This will default to the current G/L period and year. Choose the correct G/L period and year for this batch of expenses if the default is incorrect.

Report Printer – This field will default to the printer you have set up under **Configure > Configure User** for plain paper printer. If this is not the correct printer, use the **F2** key to bring up a menu with a list of printers from which to choose.

Select **OK** to post or **Cancel** to exit without saving.

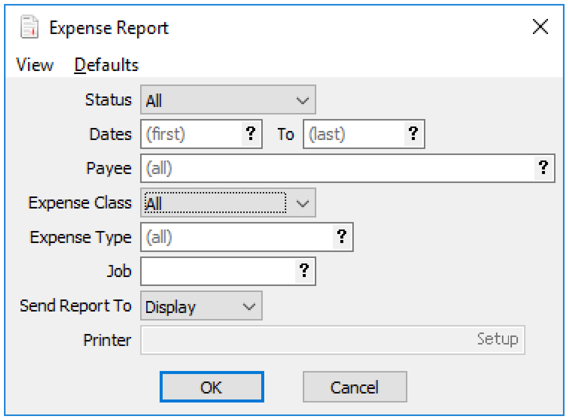


Select **Yes** to post expenses or **No** to exit without posting.

1.5 Expense Reports in ComputerEase

1.5.1 Expense Report

The Expense Report allows users to view a history of expenses that have been submitted by app users. To access the Expense Report, from the System Menu select **Accounts Payable > Expense Management > Expense Report.**



Status - Select All to run the report for all expenses statuses (All, Open, Approved, Paid, Approved+Paid or Rejected).

Dates - Leave the date fields blank to view report for all dates or enter a date range.

Payee - Leave blank to view report for all payees, or select a payee.

Expense Class - Choose whether you want to view the report for Reimbursable or Non-Reimbursable or All expenses.

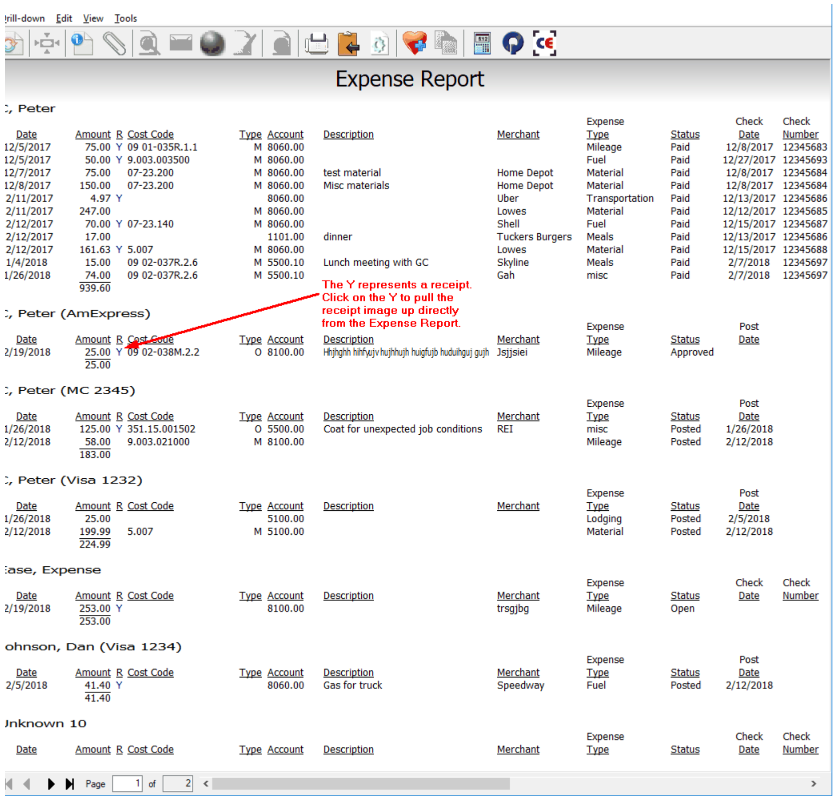
Expense Type - Leave blank to run for all types or choose the expense type for which to view the report.

Job - Leave blank to view expenses for all jobs or select a specific job.

Send Report To - Select Printer, Display, Email or Clipboard depending on what you would like to do with this report. If you are printing the report, select the appropriate printer in the next field. Click **OK** and the report will print, display or generate an email or a pdf on the clipboard depending on your choice in this field.

Printer - This will default to the printer you have selected as your **Plain Paper Printer** under **Configure > Configure User**. You may press the **F2** key or **?** to choose a different printer.

Click **OK** to run the report or **Cancel** to exit.



Note: "R" column on Expense Report will show a "Y" if a receipt is attached to the expense. Click on the "Y" to view the receipt(s) from the report.