

# Expense Report Wizard

1

Getting Started

2

Purpose Tab

3

Locations Tab

4

Default Charges Tab

5

Expenses Tab

The screenshot shows the 'Manage Expense Report' interface. At the top, there's a navigation bar with 'Browse Applications > Time & Expense > Expense > Expense Reports > Manage Expense Report'. Below this, a table displays report details: Report ID, Description, Revision (0), Total To Me (0.00), Date, Correction (0), and Payment Received (0.00). The status is 'Draft'. On the left, a sidebar lists tabs: Purpose, Locations, Default Charges, Outstanding Advances, and Expenses. A purple overlay box contains the following text:

This click-thru tutorial presents a general introduction to the Expense Wizard for Manage Expense Report.

Press the Page Down or Down Arrow key to proceed through the presentation in chronological order.

Press the Page Up or Up Arrow key to return to previous slides.

To jump to the beginning of a section, click a numbered circle on the left pane.

At the bottom of the overlay is a 'Begin' button.

At the bottom right of the interface, there are 'Back' and 'Continue' buttons.

# Expense Report Wizard

1

Getting Started

2

Purpose Tab

3

Locations Tab

4

Default Charges Tab

5

Expenses Tab

The screenshot shows the 'Manage Expense Report' window. The breadcrumb trail is 'Browse Applications > Time & Expense > Expense > Expense Reports > Manage Expense Report'. The left navigation pane has tabs for 'Purpose', 'Locations', 'Default Charges', 'Outstanding Advances', and 'Expenses'. The main area is titled 'Provide details about the purpose of the expense' and contains fields for Date (05/26/2019), Type (1033100 OptEA CONUS 0%), Authorization (-None-), Description, From, To (05/26/2019), and checkboxes for 'First Day of Trip' and 'Last Day of Trip'. The top right shows 'Revision' and 'Correction' both at 0, and 'Total To Me' and 'Payment Received' both at 0.00. A 'Currency' dropdown is set to 'USD'. The bottom right has 'Exit', 'Back', and 'Continue' buttons. Annotations include: a star icon in the top toolbar; a 'New Expense Report' button; a 'Toggle' button (circular arrow icon); a callout for the 'Purpose' tab; and a callout for the bottom right buttons.

This button switches between Wizard Mode and Expert Mode. See the note below.


Click **New Expense Report** to begin entering a new expense report.

Click the Toggle button to activate the navigation buttons, which you can use to navigate to an existing expense report.

All navigation pane tabs are clickable. However, if you click them instead of using the Wizard navigation buttons at bottom right, you will be asked to save your work.

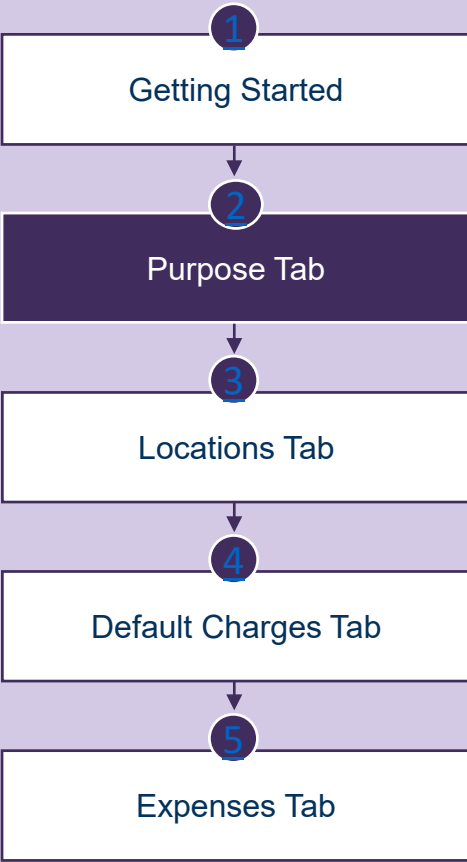
[Instruction Text](#)

Exit Back Continue

**Note:** Expert Mode is the default view. To change the default view to Wizard Mode, click  at top right to open User Preferences.

Under Application Preferences, click **Save Application Layout**. You can also request assistance from your system administrator.

# Expense Report Wizard



Report ID

Date

Status

Draft

Purpose

Locations

Default Charges

Outstanding Advances

Expenses

Date \*

05/26/2019

Type \*

1033100 OptEA CONUS 0%/75%

Authorization

-None-

Description \*

From \*

To \*

05/26/2019

Purpose

Revision

0

Total To Me

0.00

Correction

0

Payment Received

0.00

Currency

USD

1 of 1 New

Table

Query

Exit

Back

Continue

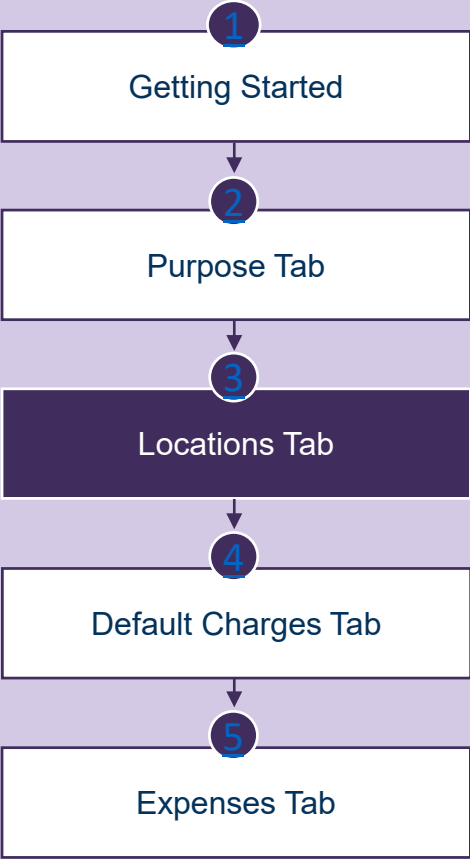
The header area is blank until Purpose, Location, and Default Charge information is entered.

The application toolbar and the **New Expense Report** button display on the Purpose tab.

To begin your expense report, complete the fields on the Purpose tab.

Click **Continue** to proceed to the Locations tab, or click **Exit** to exit without saving your draft.

# Expense Report Wizard



Use the Locations tab to enter the locations where the expenses were incurred. Click **Continue** when finished.

Note that the application toolbar does not display as you advance through pages of the wizard.

A Click **Add Location** to add a location.

The action buttons that pertain to the current screen display above the data entry table.

Report ID  
Date  
Status [Draft](#)

Revision 0  
Correction 0  
Currency USD

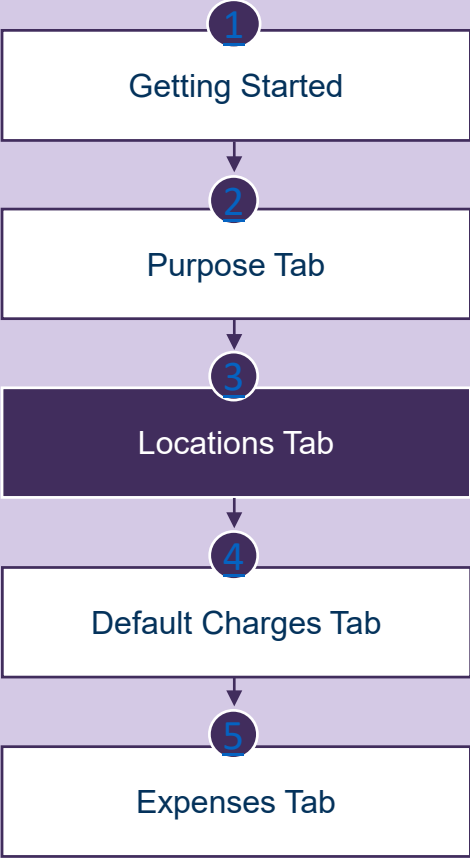
Total To Me 0.00  
Payment Received 0.00

**Add Location** **Delete**  
**Add To Favorites** **Delete Favorites**

Location	Per Diem Rates
<a href="#">ALEXANDRIA, VIRGINIA</a> <a href="#">View</a>	05/23/2019 05/23/2019

[Exit](#) [Back](#) [Continue](#)

# Expense Report Wizard



Use the Locations tab to enter the locations where the expenses were incurred. Click **Continue** when finished.

Note that the application toolbar does not display as you advance through pages of the wizard. However, you can access the toolbar by clicking the Purpose tab.

To add your first location, click the **Add Location** hyperlink.

The action buttons that pertain to the current screen display above the data entry table.

Report ID  
Date  
Status [Draft](#)

Revision  
Correction  
Currency USD

Total To Me  
Payment Received  
USD

0  
0  
0.00  
0.00

Purpose ☒  
Locations  
Default Charges  
Outstanding Advances  
Expenses

Add Location Delete

Add To Favorites Delete Favorites

Location Per Diem Rates

Add Location View

Exit Back Continue

# Expense Report Wizard

1

Getting Started

2

Purpose Tab

3

Locations Tab

4

Default Charges Tab

5

Expenses Tab

Report ID

Description

Sample

Revision

0

Total To Me

0.00

Date

Correction

0

Payment Received

0.00

Status

Draft

Currency

USD

Purpose

Locations

Default C

Outstand

Expense

Provide details about the locations where expenses were incurred.

New Location

Country \*

UNITED STATES

State \*

VIRGINIA

City \*

-Select-

County \*

-Select-

Location \*

Comment

Use a Favorite Location

Select Favorite Location

None

A

When you click **Add Location**, a separate window opens where you can look up and select locations.

B

Click **Apply** to save your selections to the form.

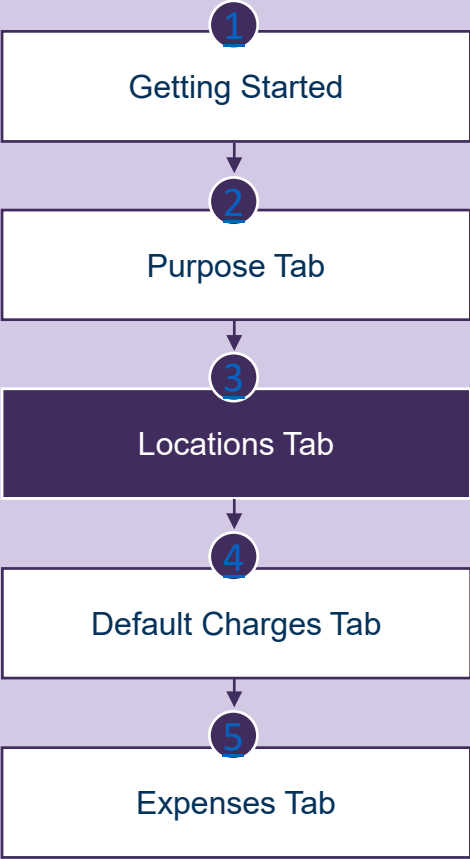
Apply

Exit

Back

Continue

# Expense Report Wizard



Report ID

Date

Status

Description

Draft

Sample

Revision

0

Total To Me

0.00

Correction

0

Payment Received

0.00

USD

Purpose

Locations

Default Charges

Outstanding Advances

Expenses

Add Location

Delete

Add To Favorites

Delete Favorites

Location	Per Diem Rates	Start Date *	End Date *	Comment
ALEXANDRIA, VIRGINIA	View	05/23/2019	05/23/2019	

Exit

Back

Continue

Result: Your location selection is added to the Locations table.

A

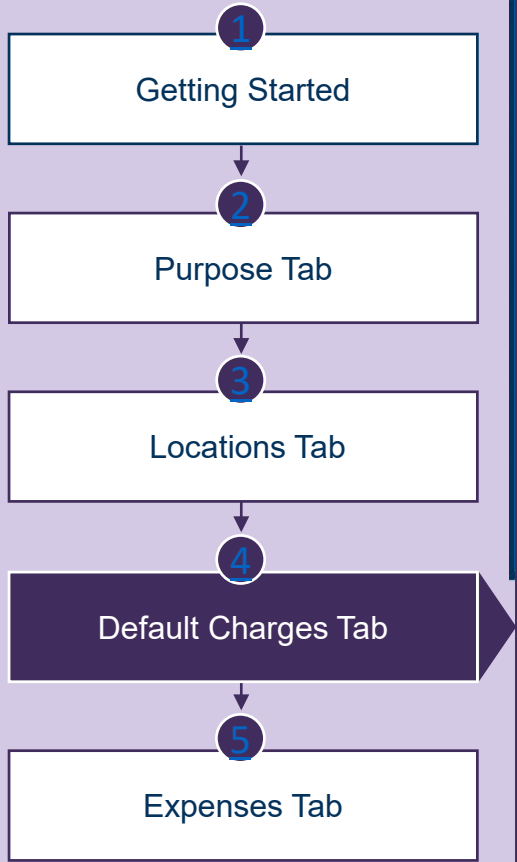
After you have specified the first location for your expense report, click the **Add Location** button to add any additional locations.

B

Click **Continue** to proceed to the Default Charges tab.



# Expense Report Wizard



Expense Report Wizard

Browse Applications > Time & Expense > Expense > Expense Reports > Manage Expense Report

Report ID: [ ] Description: [ ] Sample: [ ] Revision: [0] Total To Me: [0.00]

Date: [ ] Correction: [0] Payment Received: [0.00]

Status: Draft Currency: USD

Purpose [✓]  
Locations [✓]  
Default Charges  
Outstanding Advances  
Expenses

New Delete

Add to Favorites

✓	ID	Charge Type *	Charge *	Description	TE Organization *	Default Allocation %
→	1	TEProjects MOs1				100.00

Instruction Text

Exit Back Continue

Use the Default Charges table to enter the specific charges to which the expense estimates will default. Enter as many charge allocations as necessary and enter the default allocation percentage for each allocation.



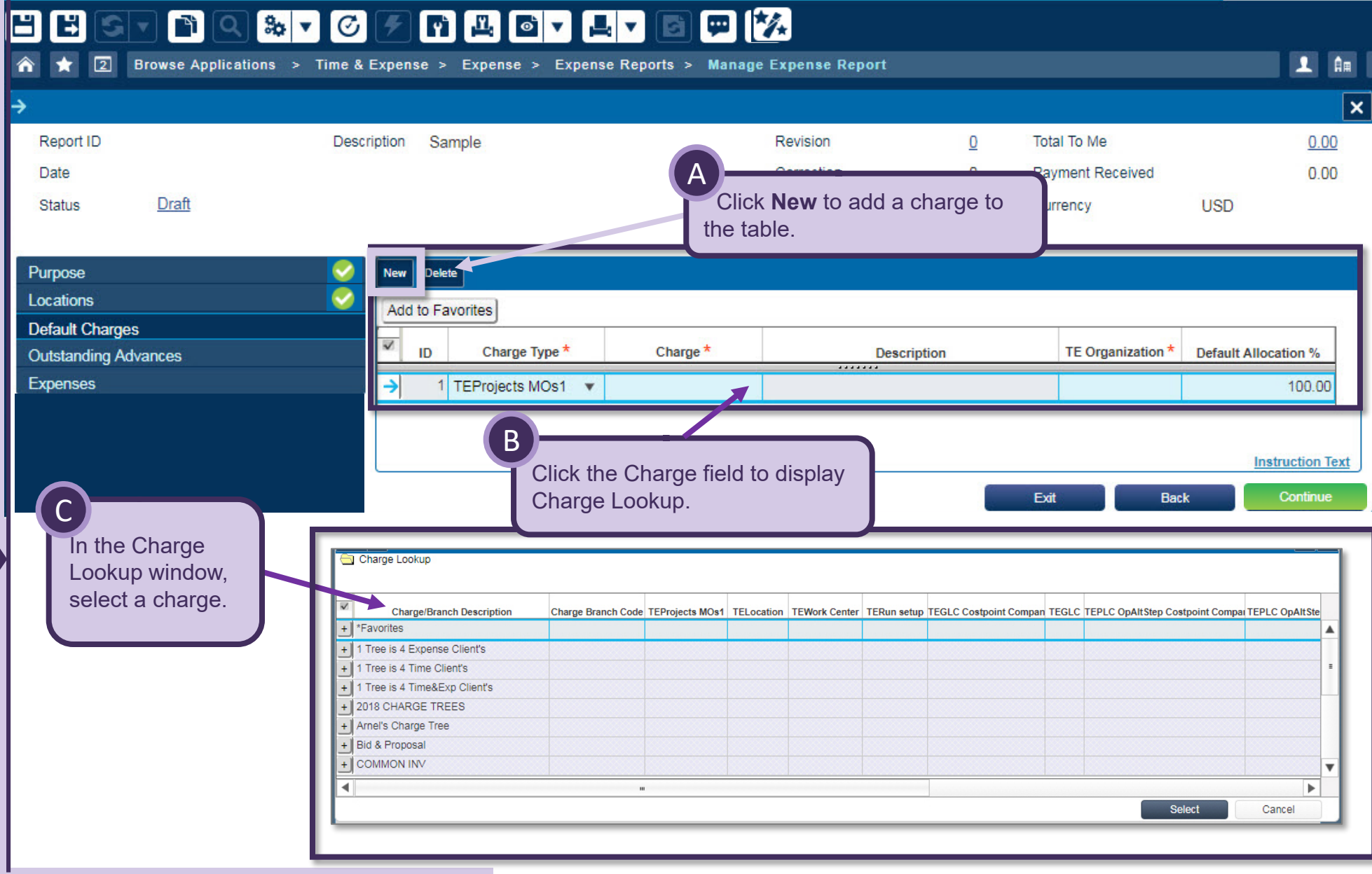
## Getting Started

## Purpose Tab

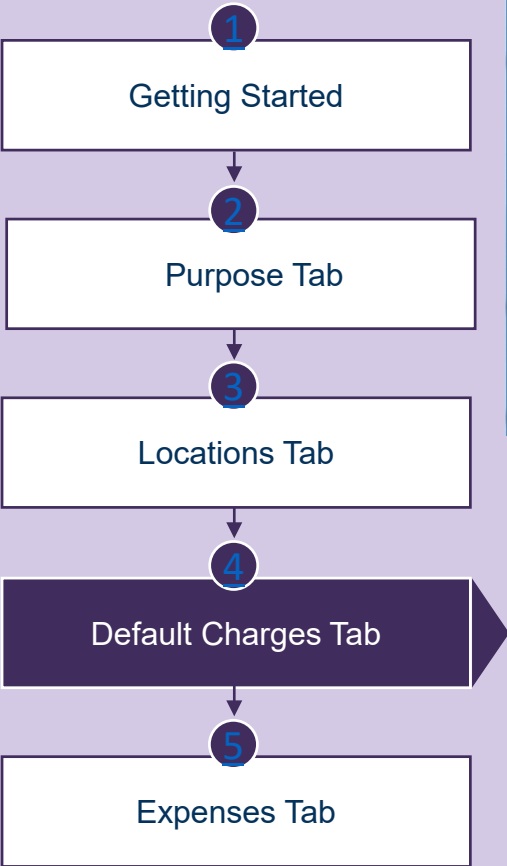
## Locations Tab

Default Charges Tab

## Expenses Tab

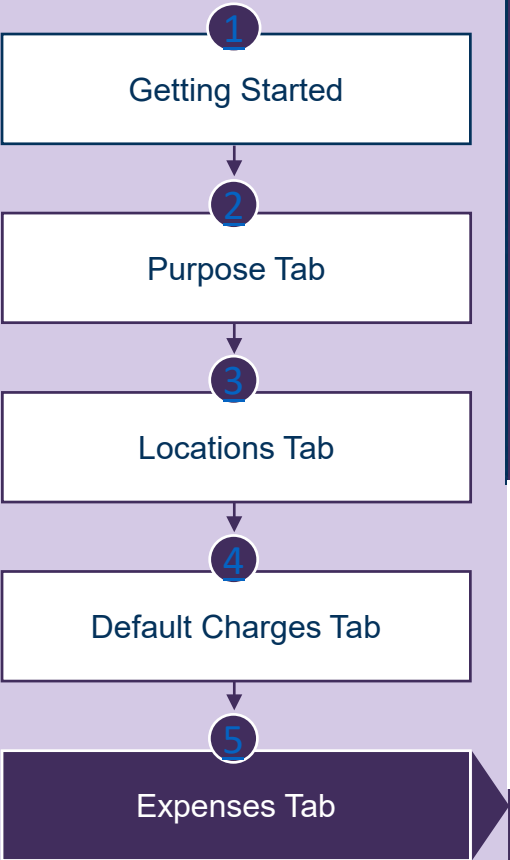


# Expense Report Wizard



The screenshot shows the 'Manage Expense Report' interface. At the top, a breadcrumb trail reads: 'Browse Applications > Time & Expense > Expense > Expense Reports > Manage Expense Report'. Below this, a form contains fields for 'Report ID', 'Description', 'Sample', 'Revision', 'Total To Me', 'Date', 'Correction', 'Payment Received', 'Status' (set to 'Draft'), and 'Currency' (set to 'USD'). A left-hand menu lists 'Purpose', 'Locations', 'Default Charges', 'Outstanding Advances', and 'Expenses', with 'Purpose' and 'Locations' marked with green checkmarks. A 'Select' dropdown is visible next to 'Outstanding Advances'. At the bottom right, there are three buttons: 'Exit', 'Back', and 'Save Report'. A callout box labeled 'A' points to the 'Save Report' button and contains the text: 'After you have entered all basic information, you must save the report before you can begin entering expenses. Click **Save Report** to save your data.' Another callout box points to the 'Outstanding Advances' menu item and contains the text: 'Additional tabs, such as Outstanding Advances or Overall Attachments may also display based on the type of expense.' A third callout box points to the 'Save Report' button and contains the text: 'The **Save Report** button may display on the previous tab, Default Charges, if no other basic information is required to create the draft.'

# Expense Report Wizard



Report IDRSISY71253

Date05/26/2019

StatusDraft

Void

Purpose

Locations

Default Charges

Outstanding Advances

Expenses

Add Claimed Expense

Delete

Form

Expense ID	Expense Type	Expense Date	Payment Method	Expense Incurred	Status
------------	--------------	--------------	----------------	------------------	--------

Exit

Back

**Result:** After saving, the header section populates with basic information, and the Wizard advances to the Expenses tab.

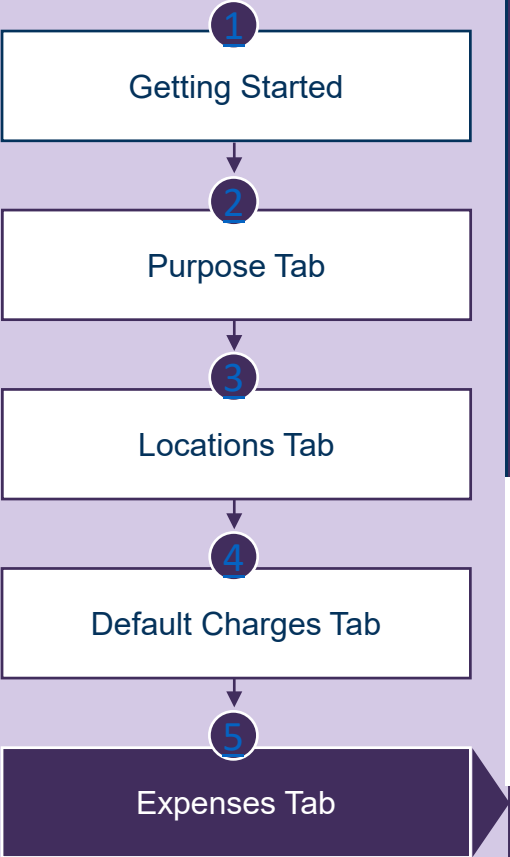
**A** To continue with your expense report, click **Add Claimed Expense** to begin adding expenses.

Or

To instead add expenses at a later time, click **Exit** to leave the wizard. When you reopen Manage Expense Report in Wizard mode, it automatically opens to the Expenses tab.

Primary Role	Task Item	Status	Assigned	Expense
Employee	Create - Expense Authorization (Required)	Created	Will, Thomas R. (9439) - Sun, 15 Sep 2019 21:21:48	
Employee	Submit - Expense Authorization (Required)	Pending	Will, Thomas R. (9439)	

# Expense Report Wizard



Expense entry defaults to Form view for ease of entry. Click the **Table** button to switch to Table view.

A The left navigation refreshes to display tabs specific to adding expenses. Other tab buttons are dimmed until you click **Continue**.

B All Lookups open in a separate window. Click the row that displays the type of expense you want to add and click **Select**.

Report ID RSISY71253 Description Sample

Expense ID 0 Expense Type

Expense Type

Expense Details

Expense Amount

Charge Allocations Under Ceiling

Expense Attachments

Use lookup below to select the type of expense you are claiming.

Expense Type \*

Category	Expense Type
meals	1036649PDCellEaDt75nonReimLoc
meals	947865 PDMealsAllowTOAD100%
meals	947887 MealsPDAllow75EDNonReim
meals	947895 PDMealsCeilTOAD100%Prov
meals	948405 PDMealsCeilTOAD75%
meals	948407 PDMealsCeilTOAD100%Prov
meals	948408 PDMealsCeilEA100% DtEd
meals	948409PDMealsCeilEADay100%ProL
meals	948410 PDMealsCeilEaDay75%Reim
meals	948466 PDMealsCeilTOAD75%2tier
Alr	884476DtReimProltenTicket
Alr	884971NonReim1LocUDF1,3
Alr	945816Loc1tenTickReimbUDF1-3
Lodging	947405LodgDtLocOCReim NoPD

# Expense Report Wizard

1

Getting Started

2

Purpose Tab

3

Locations Tab

4

Default Charges Tab

5

Expenses Tab

Report ID

RSISY71253

Description

Sample

Report Start

05/21/2019

Report End

05/26/2019

Expense ID

1

Expense Type

947369DtNonReimbMilesUDF1-3RV

Expense Date

05/26/2019

Expense Amount

0.00

Expense Type

Outstanding Expenses

Expense Details

Details (Other)

Expense Amount

Charge Allocations Under Ceiling

Expense Type \*

Mileage-947369DtNonReimbMilesUDF1-3RV

Use lookup below to select the type of expense you are claiming.

Exit

Back

Continue

A

Select an Expense Type. Depending on the type you add, other additional tabs may display in the left navigation pane.

B

Click **Continue** to advance through the expense entry process.

## Getting Started

Purpose Tab

## Locations Tab

### Default Charges Tab

Expenses Tab

**Browse Applications > Time & Expense > Expense > Expense Reports > Manage Expense Report**

---

Report ID	RSISY71253	Description	Sample	Report Start	05/21/2019	Report End	05/26/2019
Expense ID	1	Expense Type	947369DtNonReimbMilesUDF1-3RV	Expense Date	03/02/2018	Expense Amount	34.50

- Expense Type ✓
- Outstanding Expenses ✓
- Expense Details ✓
- Details (Other) ✓
- Expense Amount ✓
- Charge Allocations Under Ceiling ✓
- Charge Allocations Unallowable

Allocation ID	Percentage	Amount	Charge Type	TEProjects MOs1
1	100.00	5.00	Delttek Charge Type(Chrg Tree)	9800.004.10

Exit Back Save Expense

**A** The **Save Expense** button displays on the final step. Click **Save Expense** to finish adding the expense to the expense report.

The **Save Expense** button displays on the final step. Click **Save Expense** to finish adding the expense to the expense report.

### Save Expense



# Expense Report Wizard

1

Getting Started

2

Purpose Tab

3

Locations Tab

4

Default Charges Tab

5

Expenses Tab

Report ID

RSISY71253

Date

05/26/2019

Status

Draft

Void

Purpose

Locations

Default Charges

Expenses

✓

✓

✓

Add Claimed Expense

Delete

Form

Expense ID	Expense Type	Expense Date	Payment Method	Expense Incurred	St
1	Mileage - 947369DtNonReimbMilesUDF1-3RV	03/02/2018	Cash	34.50	9439/RSISY

Revision

0

Total To Me

31.05

0.00

USD

Result: The page refreshes. The added expense displays in the table.

A

Click **Add Claimed Expense** to add another expense.

Or

Click **Submit** if you are done adding expenses and want to finish your expense report and submit it for approval.

B

Click **Exit** to save a draft of your expense report without submitting it.



## Getting Started

## Purpose Tab

Locations Tab

### Default Charges Tab

Expenses Tab

Report ID [RSISY71253](#) Description Sample Revision [0](#) Total To Me [31.05](#)

Date [05/26/2019](#) Correction [0](#) Payment Received [0.00](#)

Status [Draft](#) Currency USD

[Void](#)

**Certification**

☒ I Agree

By Checking the "I Agree" check block you are confirming that you have read and understand the company policies for submitting expenses and have chosen the correct charges to the best of your ability. Please be sure to attach any required receipts.

[Submit](#) [Exit](#) [Back](#) [Update Report](#)

Select the **I Agree** check box to certify your report.

**B** Click **Update Report** to finish. The status on the expense report changes from *Draft* to *Submitted*.

After you click **Submit**, you may be required to certify your expense report to finish the process.

Select the **I Agree** check box to certify your report.

After you click **Submit**, you may be required to certify your expense report to finish the process.

**B** Click **Update Report** to finish. The status on the expense report changes from *Draft* to *Submitted*.

Click **Update Report** to finish. The status on the expense report changes from *Draft* to *Submitted*.

# Expense Report Wizard

1

Getting Started

2

Purpose Tab

3

Locations Tab

4

Default Charges Tab

5

Expenses Tab

Home

Star

1

Browse Applications > Time & Expense > Expense > Expense Reports > Manage Expense Report

Profile

Menu

Power

New Expense Report

Delete

7 of 162 Existing

Table

Query

▼

✕

Report ID

RSISY71230

Description

EA00000329

Revision

0

Total To Me

180.00

Date

05/20/2019

Correction

0

Payment Received

0.00

Status

Draft

Currency

USD

Void

Purpose

Locations

Default Charges

Outstanding Advances

Overall Attachments

Expenses

Provide details about the purpose of the expense report.

Date \*05/20/2019

Type \*Toms Local ER Type

Authorization

Instruction Text

Submit

Exit

Back

Continue

This concludes this Expense Wizard click-thru presentation. For additional information about this release, please see the Deltek Time & Expense 10.0 Release Notes.