Deltek Vision 6.1 Expense Report Quick Reference Card

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Insert - Insert a new row below the currently selected row.

Copy - Copy the currently selected row to a new row. Amounts are not copied.

Delete - Delete the currently selected row.

Use the fields in the **Expense Report grid** to enter expense items.

The row selector displays to the left of the currently selected row.

You can enter as many lines as you need on each expense report.

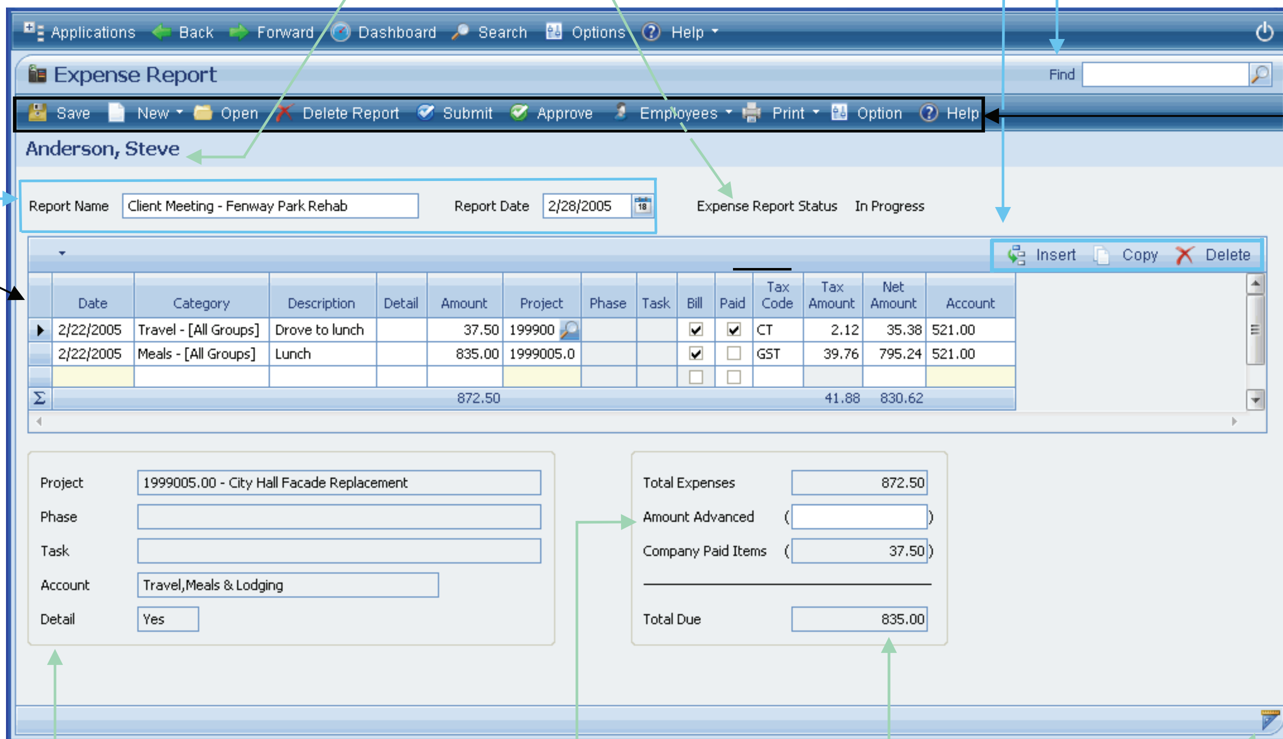
To capture a snapshot of the grid information, click and select **Print** or **Export to Excel** from the drop-down list

Use the fields at the top of the form to enter a report name and date.

The Expense Report form displays the active employee and the status of the currently selected expense report.

Expense reports can be In Progress, Submitted, Approved, or Posted.

Use the Find field to search for and open any expense reports to which you have access.



Save - Save entries to the current expense report.

New - Create a new expense report from scratch, copy the current expense report, or select another expense report to copy. Report name and date, expense dates, and expense amounts are not copied.

Open - Access the Expense Report Selection dialog and open a different expense report.

Delete Report - Delete the current expense report.

Submit - Submit the current expense report for processing.

Approve - Approve the current expense report (administrators only).

Employees - Access the Select Expense Report dialog (administrators only). This dialog allows you to review the status of employee expense reports and select expense reports to open.

Print - Print a detailed or summarized report for the current expense report.

Option - Specify whether you want Vision to print a detailed or summarized report each time you submit an expense report.

Help - Open the Vision Expense Report Help.

In the **Category** field, select an expense category from the drop-down list. Categories allow you to enter expenses using predefined account values.

In **Description**, enter a short description of the expense.

Click in the **Detail** field to enter details for an expense.

Depending on the category selected, Vision displays the General, Business Meals, Travel/ Mileage, or No Detail form.

If you are not using categories, only the General Detail form is available.

In **Amount**, enter the monetary amount of the expense item.

Click in the **Project**, **Phase**, or **Task**, to open the associated Lookup list and select data.

Select the **Bill** option if you want to bill the client for the expense item.

Select the **Paid** option if the expense item is one for which your company sends payment directly to the vendor instead of reimbursing the employee.

The expense report displays project, phase, task, account, and detail data for the currently selected row.

Enter any monetary advances in the **Amount Advanced** field. Advances reduce the amount of the reimbursement owed to the employee.

The expense report displays totals for all expense and tax amounts entered, as well as the total net expense (total expense minus total tax and company paid items).

Click here to open Screen Designer, which you can use to change default label names mark fields as required for Accounting and/ or CRM users.

Tax fields display only if you are using the Tax Auditing feature.

In the **Tax Code** , enter the tax code for the expense.

In **Tax-2 Code**, enter a secondary tax code if applicable; this code is often used to calculate compound taxes, such as Canadian provincial tax.

Vision automatically completes the tax amounts and net expense amount.

If the **Account** field and/or **Tax Code** fields are shaded gray, you cannot change the default entries in these fields.