







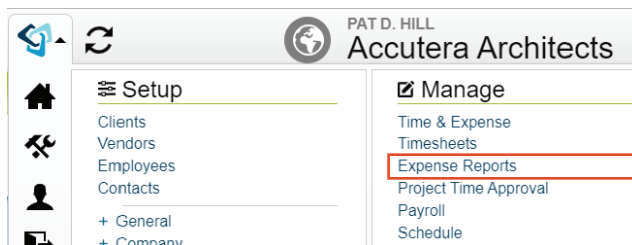


Ajera 9.3 Browser Based Expense Reports

What's New

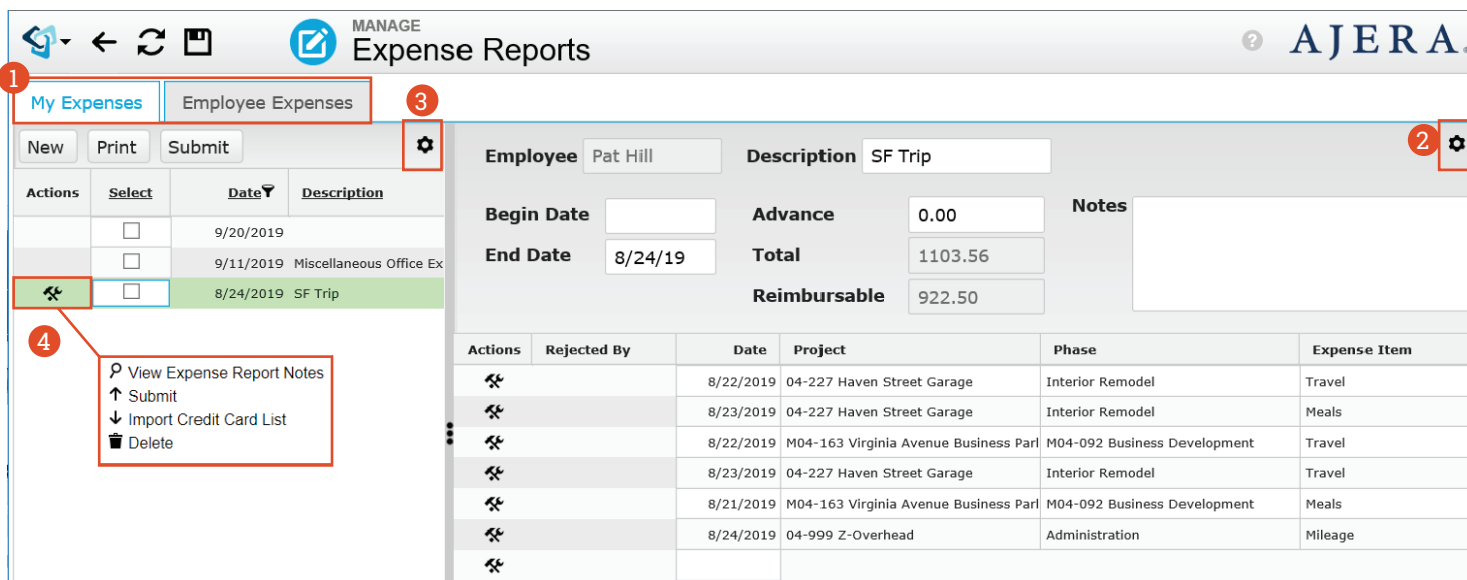
-  New browser based expense report entry and approval. Access from Chrome, Firefox, Safari, Edge, IE
-  View Expense Report List and Detail on one screen. Saving changes to Expense Report doesn't close window
-  Click-once and mobile expense report entries remain
-  Submit & Approve multiple Expense Reports
-  Manage attachments with new Has Attachments and Preview Attachments columns
-  Print multiple Expense Reports
-  View Expense Report Notes
-  Separate Security from Timesheets

Access: Manage > Expense Reports



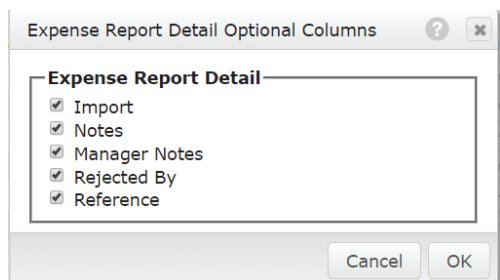
- ✓ New menu item for Expense Reports
- ✓ Separate Security Option
- ✓ Turned on for Administrators only
- ✓ Widget Open and New actions will use this if Role has access


Browser Based Expense Reports




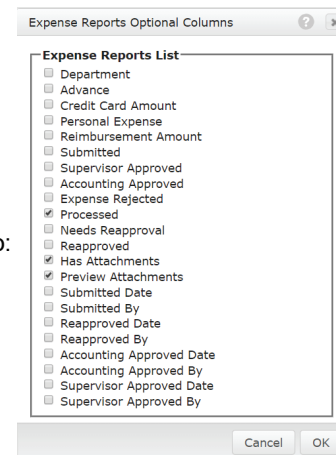
- 1 **My Expenses and Employee Expenses Tab**
Display based on accounting and supervisor rights

- 2 **Expense Report Detail Optional Columns**
Click on the gear icon  to view Expense Report Detail Optional Columns



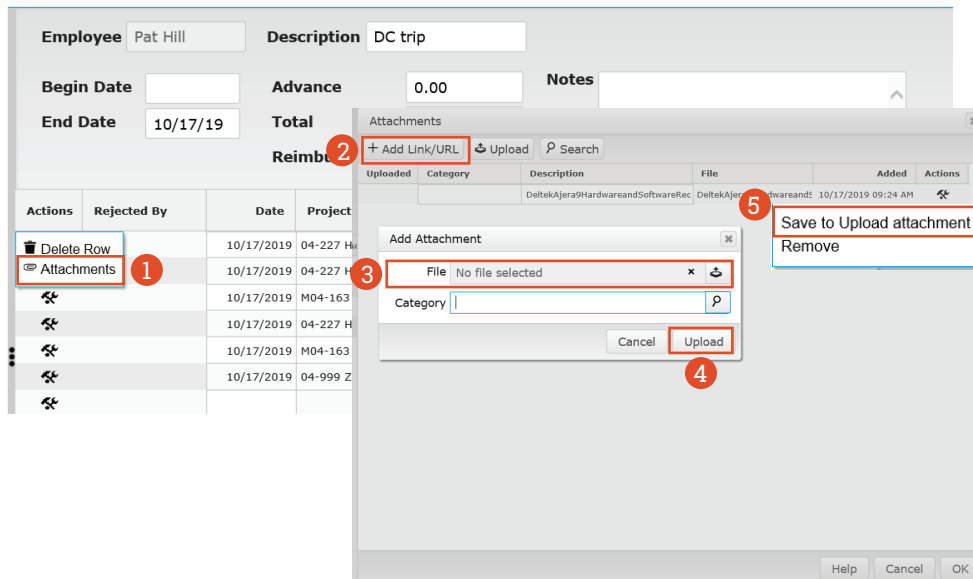
- 3 **Expense Report List Optional Columns**
Click on the gear icon  to view Expense Report List Optional Columns

- 4 **Expense Report Actions**
Click on the Action icon  to:
 - View expense report notes
 - Submit an expense report
 - Access the Import Credit and List to insert new detail rows based on imported items
 - Delete a non-submitted expense report



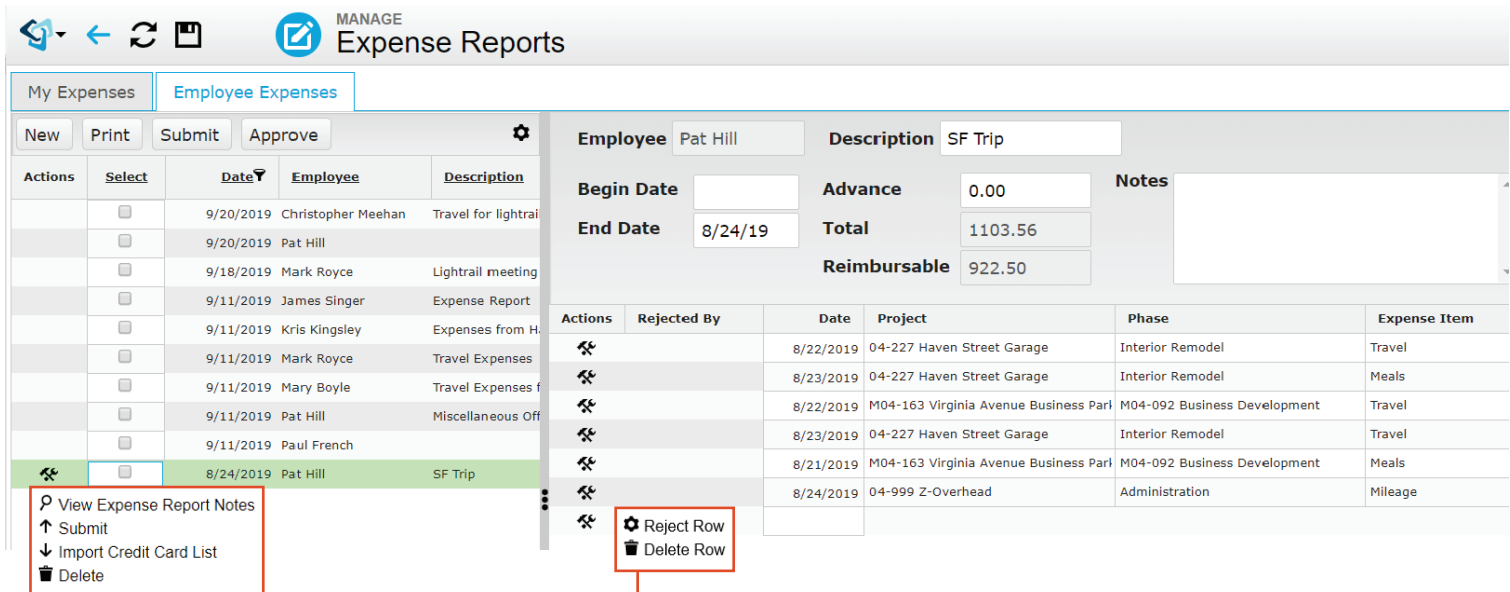
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Adding Attachments



- 1 **Attachments**
Click on Expense Detail Row and select **Attachments**
- 2 **Add Link/URL**
Same attachment functionality as JE. Enter full path or URL for attachment.
- 3 **Add Upload**
Use this to add an Upload attachment
- 4 **Add File**
Select **File & Save**
- 5 **Save to Upload attachment**
Attachment is not saved until Expense Report is saved or on Attachment Action select **Save to Upload attachment**

Expense Report Approval /Reject



Approve using Actions on expense report row or Select expense report(s) and use **Approve** button

Reject using Actions on detail row