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Manage Expense Report
Quick Reference Card

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Screen Overview

Header Area

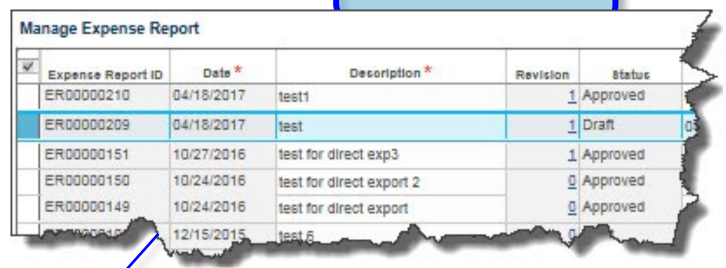
This section of the expense report screen displays information related to the authorization, organized in a series of tabs.

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.

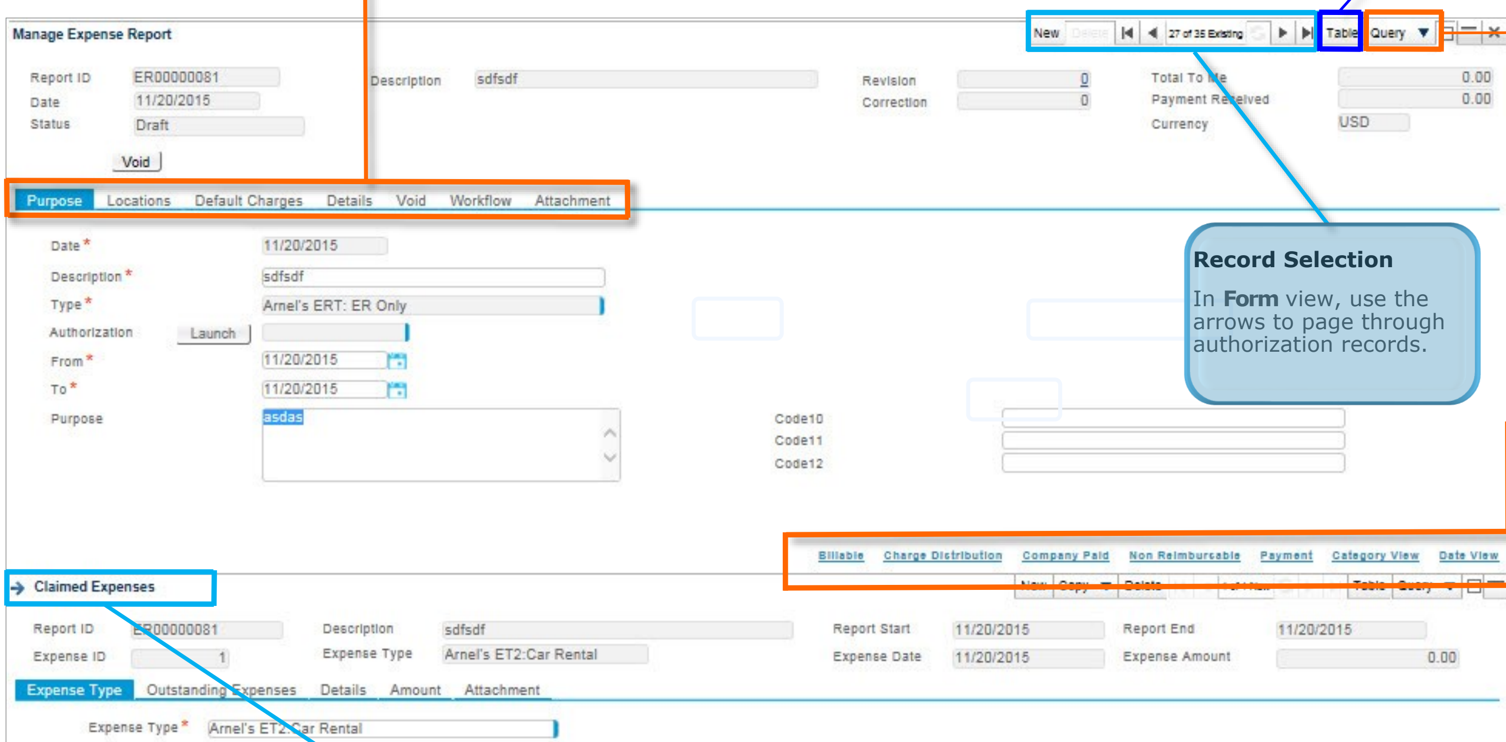
Table View

Use Table view to display multiple records at a glance.



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.

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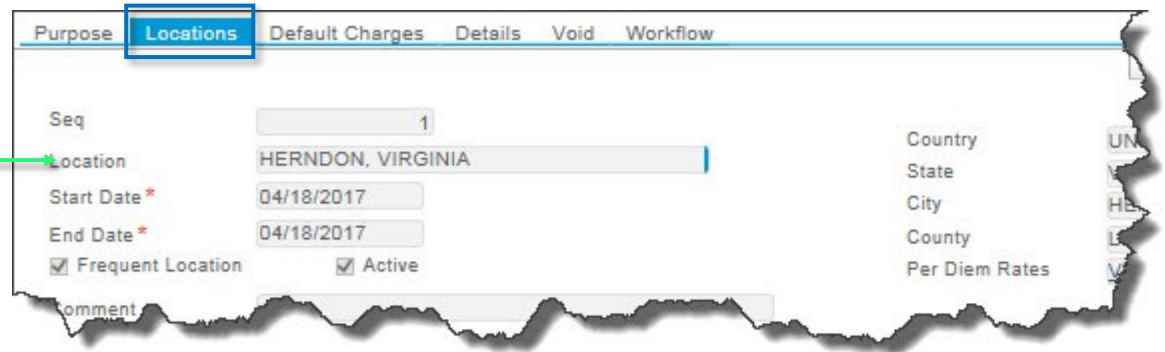
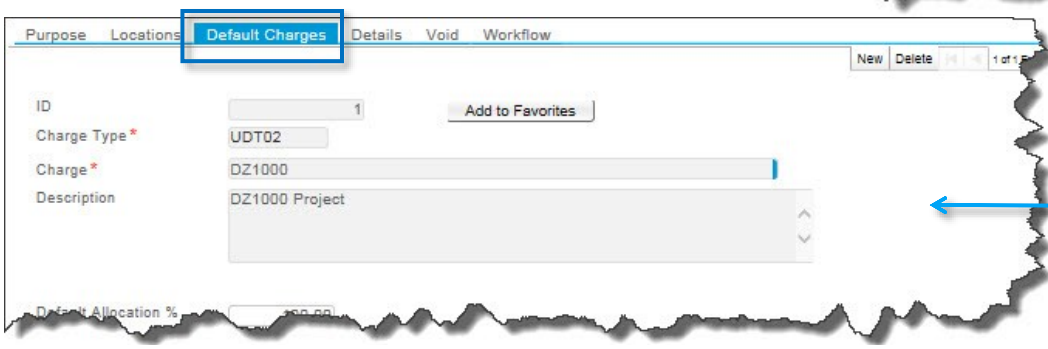
Header Area Tabs



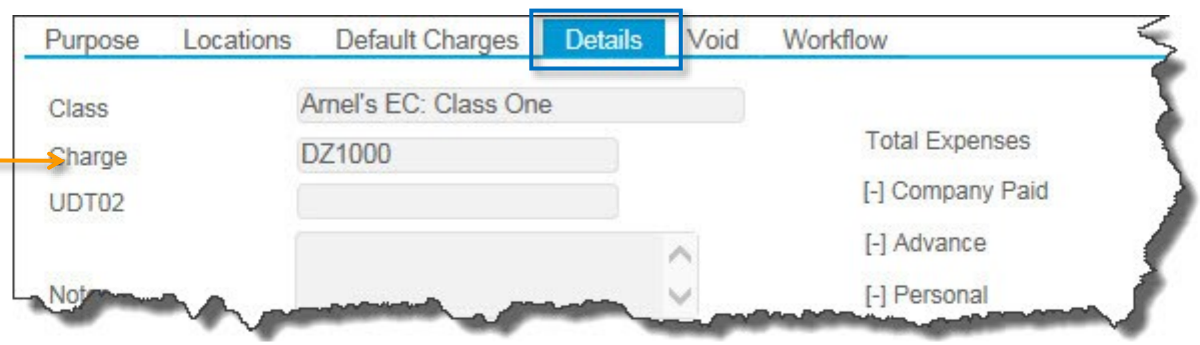
Locations Tab

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



Default Charges Tab

Use this tab to enter specific charges to which the expense estimates will 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.

Void Tab

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

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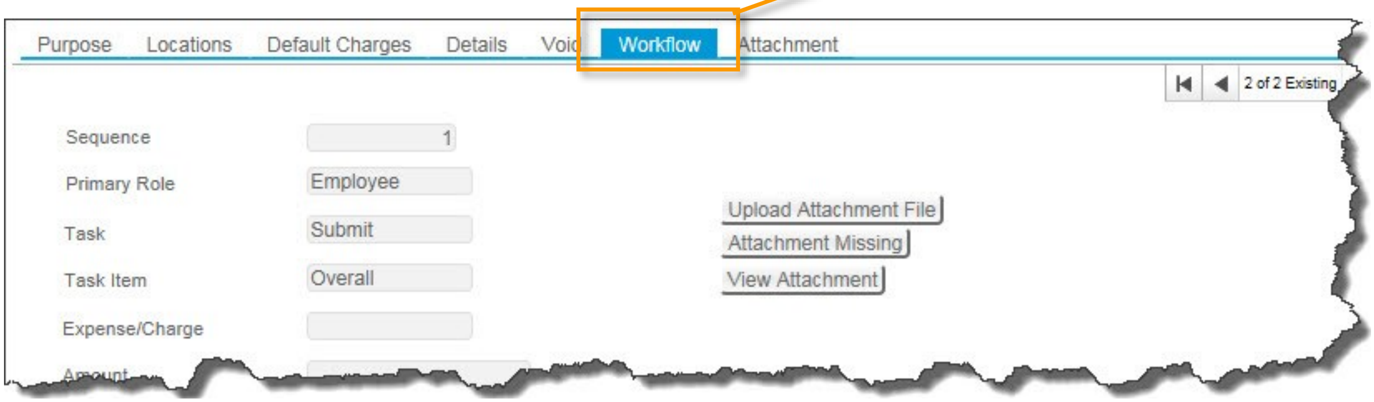
Header Area Tabs

Workflow Tab

The Workflow tab displays all required and optional tasks related to the expense report, for example, submitting the report and uploading attachments such as expense receipts.



Attachments Tab

Use this tab to upload receipts, invoices, and other documentation related to the expense.

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**.

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.

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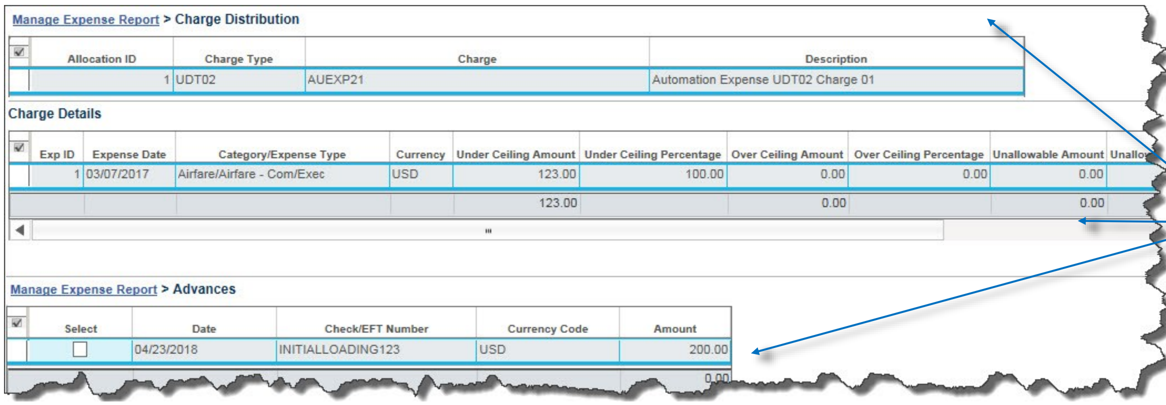
Subtask Options

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.



Multiple Subtask Display

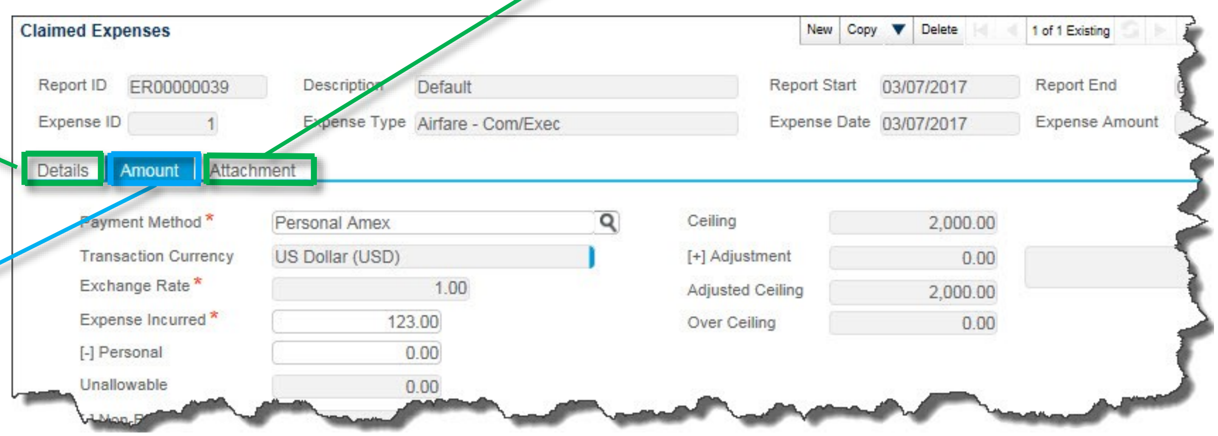
You can display and work in multiple subtasks simultaneously.

Claimed Expenses Section

Additional tabs and their fields vary depending on the type of claimed expense (for example, lodging, car rental, or airfare).

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.

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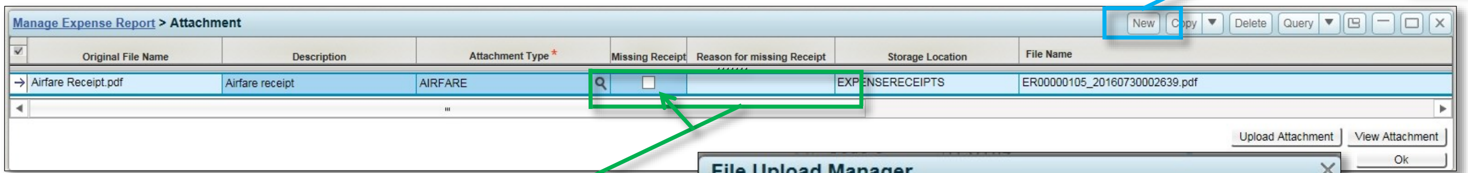
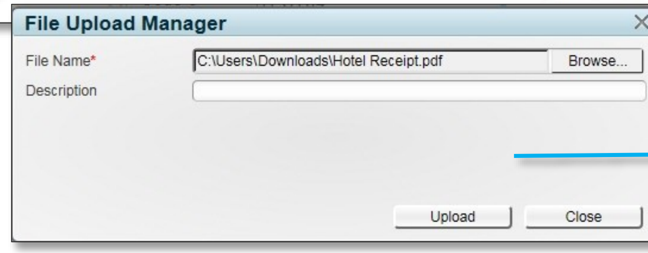
Claimed Expenses Section (cont.)

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**.



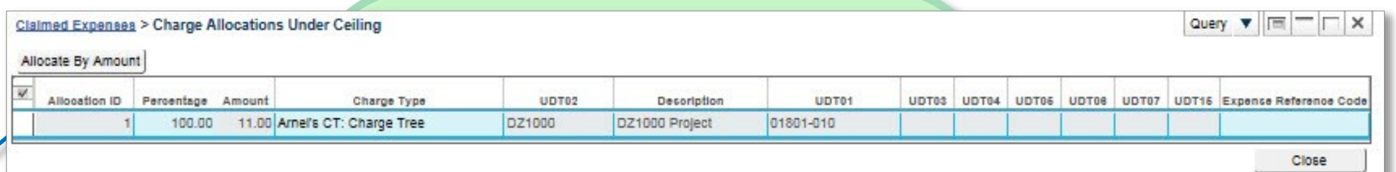
Missing Receipt

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

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.

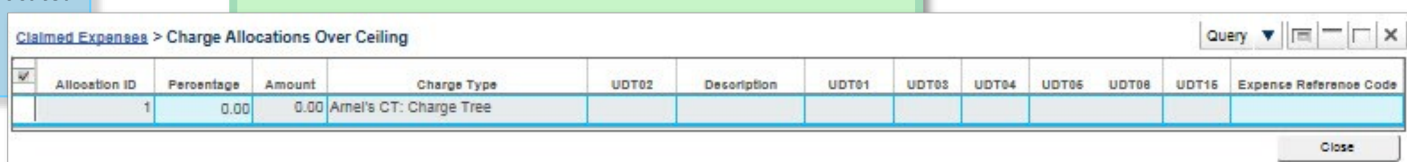


Allocate By

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

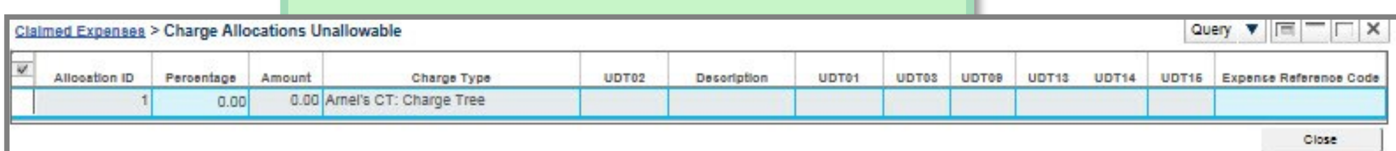
Charge Allocation Subtasks

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.



There are three Charge Allocation subtasks:

- Under Ceiling
- Over Ceiling
- Unallowable



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