

# Time & Expense 10.0 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.

Expense Report ID	Date *	Description *	Revision	Status
ER00000210	04/18/2017	test1	1	Approved
ER00000209	04/18/2017	test	1	Draft
ER00000151	10/27/2016	test for direct exp3	1	Approved
ER00000150	10/24/2016	test for direct export 2	0	Approved
ER00000149	10/24/2016	test for direct export	0	Approved
ER00000148	12/15/2015	test 6	0	

### 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.

Manage Expense Report

Report ID: ER00000081, Date: 11/20/2015, Status: Draft, Description: sdfsd, Revision: 0, Total To Me: 0.00, Payment Received: 0.00, Currency: USD

Buttons: New, Delete, 27 of 35 Existing, Table, Query

Tabs: Purpose, Locations, Default Charges, Details, Void, Workflow, Attachment

Form Fields: Date\*, Description\*, Type\*, Authorization, Launch, From\*, To\*, Purpose, Code10, Code11, Code12

Subtasks: Billable, Charge Distribution, Company Paid, Non Reimbursable, Payment, Category View, Date View

Buttons: New, Copy, Delete, Attach, Table, Query

Report ID: ER00000081, Expense ID: 1, Description: sdfsd, Expense Type: Arnel's ET2:Car Rental, Report Start: 11/20/2015, Report End: 11/20/2015, Expense Date: 11/20/2015, Expense Amount: 0.00

Tabs: Expense Type, Outstanding Expenses, Details, Amount, Attachment

Expense Type\*: Arnel's ET2:Car Rental

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## Header Area Tabs


### Locations Tab

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

The screenshot shows the 'Locations' tab selected in the header area. The form contains the following fields: Seq (1), Location (HERNDON, VIRGINIA), Start Date (04/18/2017), End Date (04/18/2017), Frequent Location (checked), Active (checked), Country (dropdown), State (dropdown), City (dropdown), County (dropdown), and Per Diem Rates (dropdown). A comment field is also present at the bottom.

The screenshot shows the 'Default Charges' tab selected in the header area. The form contains the following fields: ID (1), Charge Type (UDT02), Charge (DZ1000), Description (DZ1000 Project), and Default Allocation % (100.00). There is an 'Add to Favorites' button and a 'New Delete' button.

### 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.

The screenshot shows the 'Details' tab selected in the header area. The form contains the following fields: Class (Amel's EC: Class One), Charge (DZ1000), UDT02, and a Notes field. On the right side, there are summary fields: Total Expenses, [-] Company Paid, [-] Advance, and [-] Personal.

The screenshot shows the 'Void' tab selected in the header area. The form contains a Reason field with the text 'Conference postponed'.

### 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.

Purpose Locations Default Charges Details Void **Workflow** Attachment

Sequence 1

Primary Role Employee

Task Submit

Task Item Overall

Expense/Charge

Amount

Upload Attachment File

Attachment Missing

View Attachment

### 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**.

Purpose Locations Default Charges Details Void Workflow **Attachment**

New Copy Delete Query

Description	Attachment Type *	Missing Receipt	Reason for missing Receipt	File Name	Original File Name
→ Receipt spreadsheet	EXCEL03	<input checked="" type="checkbox"/>	Lost but found		

Upload Attachment View Attachment

### 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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## 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**.

Manage Expense Report > Attachment

Original File Name	Description	Attachment Type *	Missing Receipt	Reason for missing Receipt	Storage Location	File Name
Airfare Receipt.pdf	Airfare receipt	AIRFARE	<input checked="" type="checkbox"/>		EXPENSE RECEIPTS	ER00000105_20160730002639.pdf

Upload Attachment View Attachment

### 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

File Name\* C:\Users\Downloads\Hotel Receipt.pdf Browse...

Description

Upload Close

### 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.

Claimed Expenses > Charge Allocations Under Ceiling

Allocate By Amount

Allocation ID	Percentage	Amount	Charge Type	UDT02	Description	UDT01	UDT03	UDT04	UDT05	UDT06	UDT07	UDT15	Expense Reference Code
1	100.00	11.00	Amel's CT: Charge Tree	DZ1000	DZ1000 Project	01801-010							

Close

### 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.

Claimed Expenses > Charge Allocations Over Ceiling

Allocation ID	Percentage	Amount	Charge Type	UDT02	Description	UDT01	UDT03	UDT04	UDT05	UDT06	UDT07	UDT15	Expense Reference Code
1	0.00	0.00	Amel's CT: Charge Tree										

Close

There are three Charge Allocation subtasks:

- Under Ceiling
- Over Ceiling
- Unallowable

Claimed Expenses > Charge Allocations Unallowable

Allocation ID	Percentage	Amount	Charge Type	UDT02	Description	UDT01	UDT03	UDT04	UDT05	UDT06	UDT07	UDT15	Expense Reference Code
1	0.00	0.00	Amel's CT: Charge Tree										

Close