

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	Approved

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.

The screenshot shows the 'Manage Expense Report' interface. At the top, there are fields for Report ID (ER00000081), Description (sdfsf), Revision (0), Total To Me (0.00), Date (11/20/2015), Correction (0), Payment Received (0.00), Status (Draft), and Currency (USD). Below these are tabs: Purpose, Locations, Default Charges, Details, Void, Workflow, and Attachment. The 'Purpose' tab is active, showing fields for Date (11/20/2015), Description (sdfsf), Type (Arnel's ERT: ER Only), Authorization (Launch), From (11/20/2015), To (11/20/2015), and Purpose (asdas). Below the tabs are subtask links: Billable, Charge Distribution, Company Paid, Non Reimbursable, Payment, Category View, and Date View. At the bottom, there is a 'Claimed Expenses' section with fields for Report ID, Expense ID (1), Description (sdfsf), Expense Type (Arnel's ET2: Car Rental), Report Start (11/20/2015), Report End (11/20/2015), Expense Date (11/20/2015), and Expense Amount (0.00). A 'New' button is also visible in the top right of the interface.

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.

The screenshot shows the 'Locations' tab selected in the header area. The form contains the following fields and values:

Seq	1	Country	UN
Location	HERNDON, VIRGINIA	State	HE
Start Date *	04/18/2017	City	VA
End Date *	04/18/2017	County	VA
<input checked="" type="checkbox"/> Frequent Location		Per Diem Rates	
<input checked="" type="checkbox"/> Active			
Comment			

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.

The screenshot shows the 'Default Charges' tab selected in the header area. The form contains the following fields and values:

ID	1	Add to Favorites
Charge Type *	UDT02	
Charge *	DZ1000	
Description	DZ1000 Project	
Default Allocation %	100.00	

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 and values:

Class	Arnel's EC: Class One	Total Expenses
Charge	DZ1000	[-] Company Paid
UDT02		[-] Advance
Notes		[-] Personal

Void Tab

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

The screenshot shows the 'Void' tab selected in the header area. The form contains the following field and value:

Reason	Conference postponed
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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.

The screenshot shows the 'Workflow' tab selected in the header area. The main content area contains a form with the following fields and values:

Sequence	1
Primary Role	Employee
Task	Submit
Task Item	Overall
Expense/Charge	
Amount	

On the right side of the form, there are three buttons: 'Upload Attachment File', 'Attachment Missing', and 'View Attachment'. A navigation bar at the top right shows '2 of 2 Existing'.

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**.

The screenshot shows the 'Attachment' tab selected in the header area. The table below has the following structure and data:

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

At the top right of the table, there are buttons for 'New', 'Copy', 'Delete', and 'Query'. At the bottom right, there are buttons for 'Upload Attachment' and '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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Subtask Options

[Charge Distribution](#) [Revision History](#) [Attachment](#) [Advances](#) [Category View](#) [Date View](#) [Workflow](#)

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.

Use these subtask options to display expenses either by category or date.

Manage Expense Report > Charge Distribution										
<input checked="" type="checkbox"/>	Allocation ID	Charge Type	Charge	Description						
<input checked="" type="checkbox"/>	1	UDT02	AUEXP21	Automation Expense UDT02 Charge 01						

Charge Details										
<input checked="" type="checkbox"/>	Exp ID	Expense Date	Category/Expense Type	Currency	Under Ceiling Amount	Under Ceiling Percentage	Over Ceiling Amount	Over Ceiling Percentage	Unallowable Amount	Unallo
<input checked="" type="checkbox"/>	1	03/07/2017	Airfare/Airfare - Com/Exec	USD	123.00	100.00	0.00	0.00	0.00	0.00
					123.00		0.00		0.00	

Manage Expense Report > Advances					
<input checked="" type="checkbox"/>	Select	Date	Check/EFT Number	Currency Code	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	04/23/2018	INITIALLOADING123	USD	200.00
					0.00

Multiple Subtask Display
 You can display and work in multiple sub-tasks 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.

Claimed Expenses				New	Copy	Delete	1 of 1 Existing
Report ID	ER00000039	Description	Default	Report Start	03/07/2017	Report End	
Expense ID	1	Expense Type	Airfare - Com/Exec	Expense Date	03/07/2017	Expense Amount	
Details		Amount		Attachment			
Payment Method *	Personal Amex	Ceiling	2,000.00				
Transaction Currency	US Dollar (USD)	[+] Adjustment	0.00				
Exchange Rate *	1.00	Adjusted Ceiling	2,000.00				
Expense Incurred *	123.00	Over Ceiling	0.00				
[-] Personal	0.00						
Unallowable	0.00						

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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 type="checkbox"/>		EXPENSE RECEIPTS	ER00000105_20160730002639.pdf

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*

Description

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	UDT08	UDT07	UDT15	Expense Reference Code
1	100.00	11.00	Amel's CT: Charge Tree	DZ1000	DZ1000 Project	01801-010								

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	UDT08	UDT15	Expense Reference Code
1	0.00	0.00	Amel's CT: Charge Tree									

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	UDT08	UDT13	UDT14	UDT15	Expense Reference Code
1	0.00	0.00	Amel's CT: Charge Tree											