

Expense Report Wizard

1

Getting Started

2

Details Tab

3

Locations Tab

4

Default Charges Tab

5

Expenses Tab

The screenshot shows the 'Manage Expense Report' interface. At the top, there's a navigation bar with 'Browse Applications > Time & Expense > Expense > Expense Reports > Manage Expense Report'. Below this, a table displays report details: Report ID, Description, Revision (0), Total To Me (0.00), Date, Correction (0), and Payment Received (0.00). The status is 'Draft'. On the left, a sidebar lists tabs: Details, Locations, Default Charges, Outstanding Advances, and Expenses. A large purple overlay box contains the following text:

This click-thru tutorial presents a general introduction to the Expense Wizard for Manage Expense Report.

Press the Page Down or Down Arrow key to proceed through the presentation in chronological order.

Press the Page Up or Up Arrow key to return to previous slides.

To jump to the beginning of a section, click a numbered circle on the left pane.

At the bottom of the overlay is a 'Begin' button.

At the bottom right of the interface, there are 'Back' and 'Continue' buttons.

Expense Report Wizard

1

Getting Started

2

Details Tab

3

Locations Tab

4

Default Charges Tab

5

Expenses Tab


The screenshot shows the 'Manage Expense Report' window. At the top, a breadcrumb trail reads: 'Browse Applications > Time & Expense > Expense > Expense Reports > Manage Expense Report'. The interface includes a top toolbar with icons for file operations and a 'New Expense Report' button. A left sidebar contains a 'Details' tab and other options like 'Locations', 'Default Charges', 'Outstanding Advances', and 'Expenses'. The main area is titled 'Provide details about the purpose of the' and contains form fields for 'Date' (05/26/2019), 'Type' (1033100 OptEA CONUS 0%), 'Authorization' (-None-), 'Description', 'From' (05/26/2019), and 'To' (05/26/2019). Checkboxes for 'First Day of Trip' and 'Last Day of Trip' are also present. On the right, a summary table shows 'Revision' (0), 'Correction' (0), 'Total To Me' (0.00), 'Payment Received' (0.00), and 'Currency' (USD). At the bottom right, there are 'Exit', 'Back', and 'Continue' buttons. Annotations with arrows point to various elements: a toggle icon in the top toolbar, the 'New Expense Report' button, a 'Toggle' button in the top right, the sidebar tabs, and the bottom navigation buttons.

This button switches between Wizard Mode and Expert Mode. See the note below.

Click **New Expense Report** to begin entering a new expense report.

Click the Toggle button to activate the navigation buttons, which you can use to navigate to an existing expense report.

All navigation pane tabs are clickable. However, if you click them instead of using the Wizard navigation buttons at bottom right, you will be asked to save your work.

Note: Expert Mode is the default view. To change the default view to Wizard Mode, click  at top right to open User Preferences.

Under Application Preferences, click **Save Application Layout**. You can also request assistance from your system administrator.

Getting Started

Details Tab

Locations Tab

Default Charges Tab

Expenses Tab

The header area is blank until Details, Location, and Default Charge information is entered.

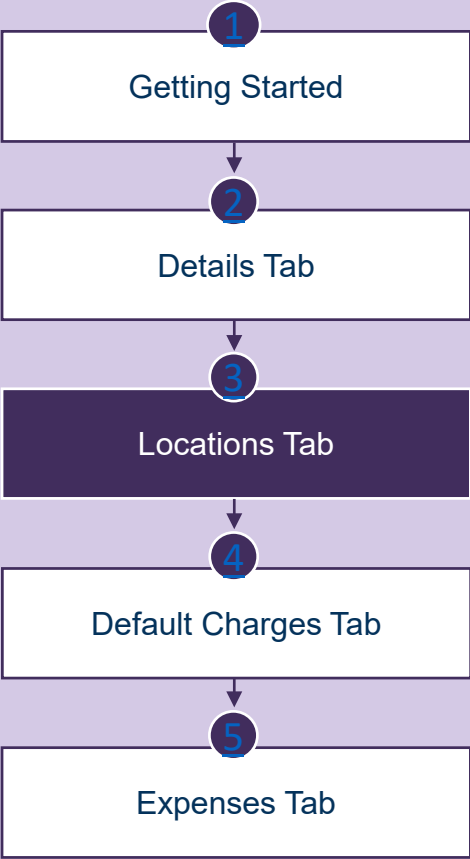
The application toolbar and the **New Expense Report** button display on the Purpose tab.

To begin your expense report, complete the

To begin your expense report, complete the fields on the Purpose tab.

Click **Continue** to proceed to the Locations tab, or click **Exit** to exit without saving your draft.

Expense Report Wizard



Use the Locations tab to enter the locations where the expenses were incurred. Click **Continue** when finished.

Note that the application toolbar does not display as you advance through pages of the wizard.

A Click **Add Location** to add a location.

The action buttons that pertain to the current screen display above the data entry table.

Report ID
Date
Status [Draft](#)

Revision 0
Correction 0
Total To Me 0.00
Payment Received 0.00
Currency USD

Details ☒ Locations Default Charges Outstanding Advances Expenses

Add Location Delete Add to Favorites Delete Favorites

	Location	Per Diem Rates		
<input checked="" type="checkbox"/>	ALEXANDRIA, VIRGINIA	View	05/23/2019	05/23/2019

[Instruction Text](#)

Submit Exit Back Continue

Getting Started

Details Tab

Locations Tab

Default Charges Tab

Expenses Tab

The screenshot shows the 'Manage Expense Report' page. The breadcrumb trail is 'Browse Applications > Time & Expense > Expense > Expense Reports > Manage Expense Report'. The left sidebar has tabs for 'Details', 'Locations', 'Default Charges', 'Outstanding Advances', and 'Expenses'. The 'Locations' tab is active, showing a table with columns for 'Location' and 'Per Diem Rates'. Annotations include:

- A purple box at the top left with the text: "Use the Locations tab to enter the locations where the expenses were incurred. Click **Continue** when finished." with an arrow pointing to the 'Locations' tab.
- A purple box at the top right with the text: "Note that the application toolbar does not display as you advance through pages of the wizard. However, you can access the toolbar by clicking the Details tab." with an arrow pointing to the 'Details' tab.
- A purple box at the bottom left with the text: "Click the Add Location button to add a new location." with an arrow pointing to the 'Add Location' button in the table.

The application toolbar is visible at the bottom with buttons: Submit, Exit, Back, and Continue.

Use the Locations tab to enter the locations where the expenses were incurred. Click **Continue** when finished.

Note that the application toolbar does not display as you advance through pages of the wizard. However, you can access the toolbar by clicking the Details tab.

To add your first location, click the **Add Location** hyperlink.

The action buttons that pertain to the current screen display above the data entry table.

Expense Report Wizard

1

Getting Started

2

Details Tab

3

Locations Tab

4

Default Charges Tab

5

Expenses Tab

Report ID

Description

Sample

Revision

0

Total To Me

0.00

Date

Correction

0

Payment Received

0.00

Status

Draft

Currency

USD

Details

Locations

Default C

Outstand

Expense

Provide details about the locations where expenses were incurred.

New Location

Country *

UNITED STATES

State *

VIRGINIA

City *

-Select-

County *

-Select-

Location *

Comment

Use a Favorite Location

Select Favorite Location

None

A

When you click **Add Location**, a separate dialog box opens where you can look up and select locations.

B

Click **Apply** to save your selections to the form.

Apply

Exit

Back

Continue

Expense Report Wizard

1

Getting Started

2

Details Tab

3

Locations Tab

4

Default Charges Tab

5

Expenses Tab

Expense Report Wizard

Browse Applications > Time & Expense > Expense > Expense Reports > Manage Expense Report

Report ID: [Blank] Description: [Blank] Sample: [Blank] Revision: 0 Total To Me: 0.00
Date: [Blank] Correction: 0 Payment Received: 0.00
Status: Draft USD

Details [✓] Add Location Delete
Locations Add to Favorites Delete Favorites
Default Charges
Outstanding Advances
Expenses

Location	Per Diem Rates	Start Date *	End Date *	Comment
ALEXANDRIA, VIRGINIA	View	05/23/2019	05/23/2019	

Submit Exit Back Continue

Result: Your location selection is added to the Locations table.

A

After you have specified the first location for your expense report, click the **Add Location** button to add any additional locations.

B

Click **Continue** to proceed to the Default Charges tab.

Expense Report Wizard

1

Getting Started

2

Details Tab

3

Locations Tab

4

Default Charges Tab

5

Expenses Tab

The screenshot displays the 'Manage Expense Report' interface. At the top, a breadcrumb trail reads: 'Browse Applications > Time & Expense > Expense > Expense Reports > Manage Expense Report'. The main content area is divided into two sections. The left section contains a sidebar with a list of tabs: 'Details' (marked with a green checkmark), 'Locations' (marked with a green checkmark), 'Default Charges' (highlighted with a blue border), 'Outstanding Advances', and 'Expenses'. The right section displays the 'Default Charges' table. The table has columns: 'ID', 'Charge Type *', 'Charge *', 'Description', 'TE Organization *', and 'Default Allocation %'. A single row is visible with ID '1', Charge Type 'TEProjects MOs1', and Default Allocation % '100.00'. Above the table, there are buttons for 'New', 'Delete', and 'Add to Favorites'. Below the table, there are buttons for 'Submit', 'Exit', 'Back', and 'Continue'. A purple arrow points from a text box at the bottom to the table.

ID	Charge Type *	Charge *	Description	TE Organization *	Default Allocation %
1	TEProjects MOs1				100.00

Use the Default Charges table to enter the specific charges to which the expense estimates will default. Enter as many charge allocations as necessary and enter the default allocation percentage for each allocation.

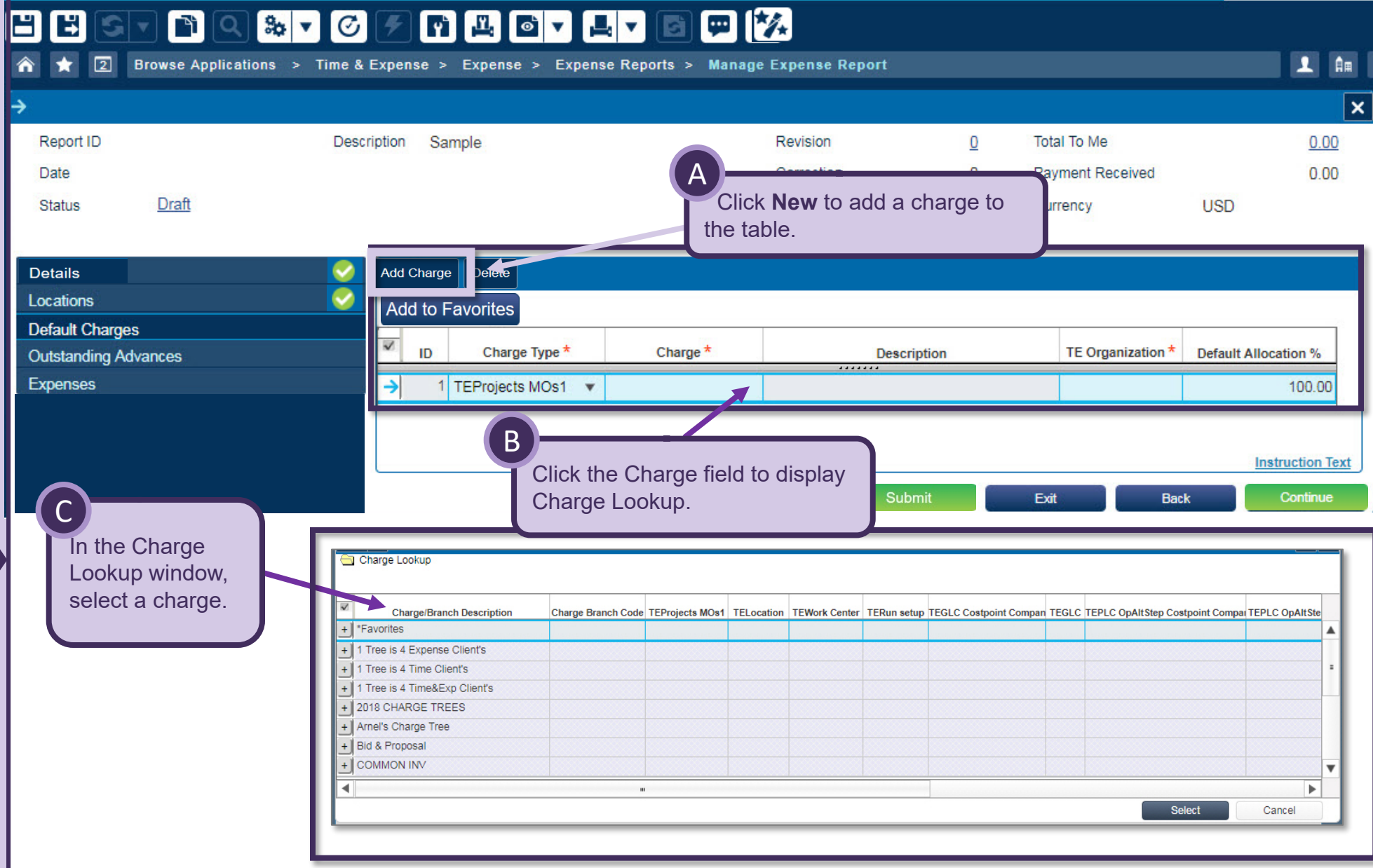
Getting Started

Details Tab

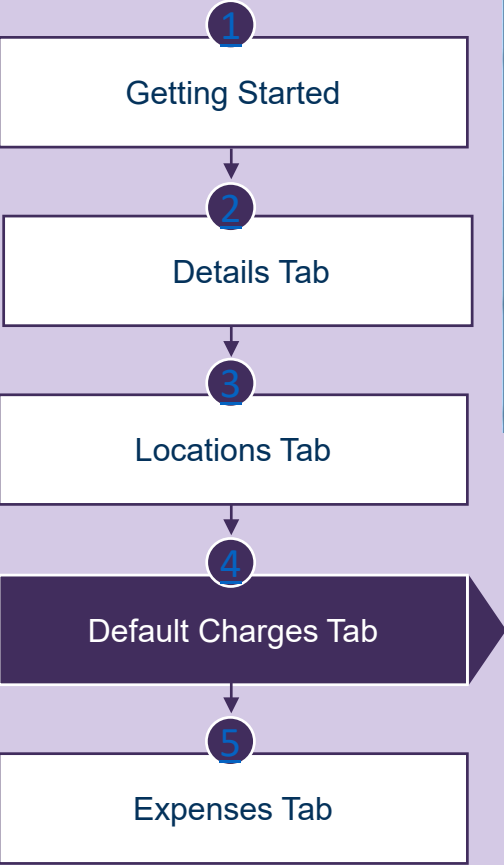
Locations Tab

Default Charges Tab

Expenses Tab



Expense Report Wizard



Report ID

Date

Status

Description

Sample

Revision

Correction

0

0

Total To Me

Payment Received

Currency

0.00

0.00

USD

Details

Locations

Default Charges

Outstanding Advances

Expenses

Select

Additional tabs, such as Outstanding Advances or Overall Attachments may also display based on the type of expense.

Exit

Back

Save Report

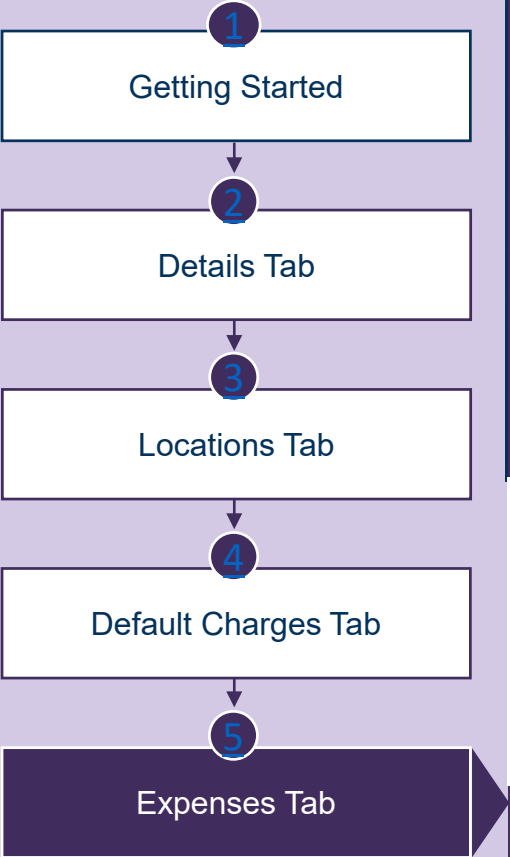
Save Report

The **Save Report** button may display on the previous tab, Default Charges, if no other basic information is required to create the draft.

A

After you have entered all basic information, you must save the report before you can begin entering expenses. Click **Save Report** to save your data.

Expense Report Wizard



Expense Report Wizard

Report ID: [RSISY71253](#) Description: Sample

Date: 05/26/2019

Status: [Draft](#) [Void](#)

Result: After saving, the header section populates with basic information, and the Wizard advances to the Expenses tab.

Details ☒ **Locations** ☒ **Default Charges** ☒ **Outstanding Advances** ☒ **Expenses**

[Add Claimed Expense](#) [Delete](#) [Form](#)

Expense ID	Expense Type	Expense Date	Payment Method	Expense Incurred	Status

A To continue with your expense report, click **Add Claimed Expense** to begin adding expenses.

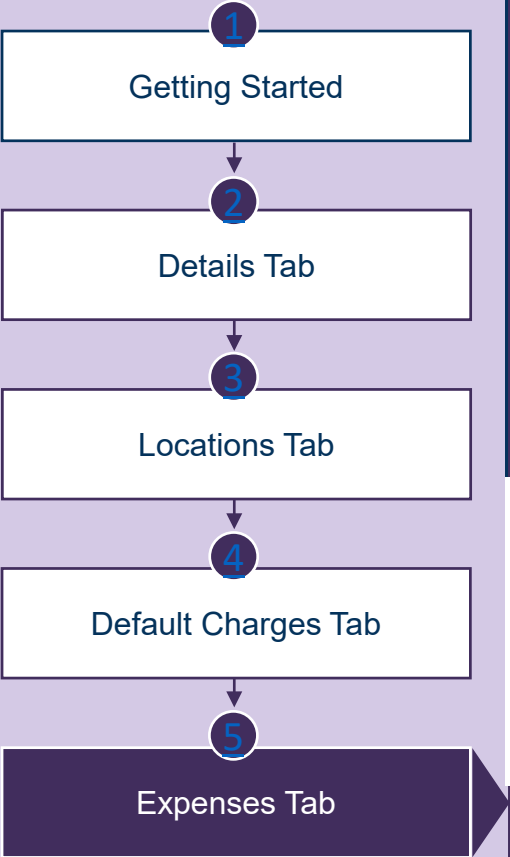
Or

To instead add expenses at a later time, click **Exit** to leave the wizard. When you reopen Manage Expense Report in Wizard mode, it automatically opens to the Expenses tab.

[Submit](#) [Exit](#) [Back](#)

Primary Role	Task Item	Status	Assigned	Expense
Employee	Create - Expense Authorization (Required)	Created	Will, Thomas R. (9439) - Sun, 15 Sep 2019 21:21:48	
Employee	Submit - Expense Authorization (Required)	Pending	Will, Thomas R. (9439)	

Expense Report Wizard



Expense Report Wizard

1 Getting Started

2 Details Tab

3 Locations Tab

4 Default Charges Tab

5 Expenses Tab

Expense Type

Expense Details

Expense Amount

Charge Allocations Under Ceiling

Expense Attachments

Report ID RSISY71253 Description Sample

Expense ID 0 Expense Type

Use lookup below to select the type of expense you are claiming.

Expense Type *

A The left navigation refreshes to display tabs specific to adding expenses. Other tab buttons are dimmed until you click **Continue**.

B All Lookups open in a separate window. Click the row that displays the type of expense you want to add and click **Select**.

Expense entry defaults to Form view for ease of entry. Click the **Table** button to switch to Table view.

Category	Expense Type
meals	1036649PDCellEaDt75nonReimLoc
meals	947865 PDMealsAllowTOAD100%
meals	947887 MealsPDAllow75EDNonReim
meals	947895 PDMealsCeilTOAD100%Prov
meals	948405 PDMealsCeilTOAD75%
meals	948407 PDMealsCeilTOAD100%Prov
meals	948408 PDMealsCeilEA100% DtEd
meals	948409PDMealsCeilEADay100%ProL
meals	948410 PDMealsCeilEaDay75%Reim
meals	948466 PDMealsCeilTOAD75%2tier
Alr	884476DtReimProtenTicket
Alr	884971NonReim1LocUDF1,3
Alr	945816Loc1tenTickReimbUDF1-3
Lodging	947405LodgDtLocOCReim NoPD

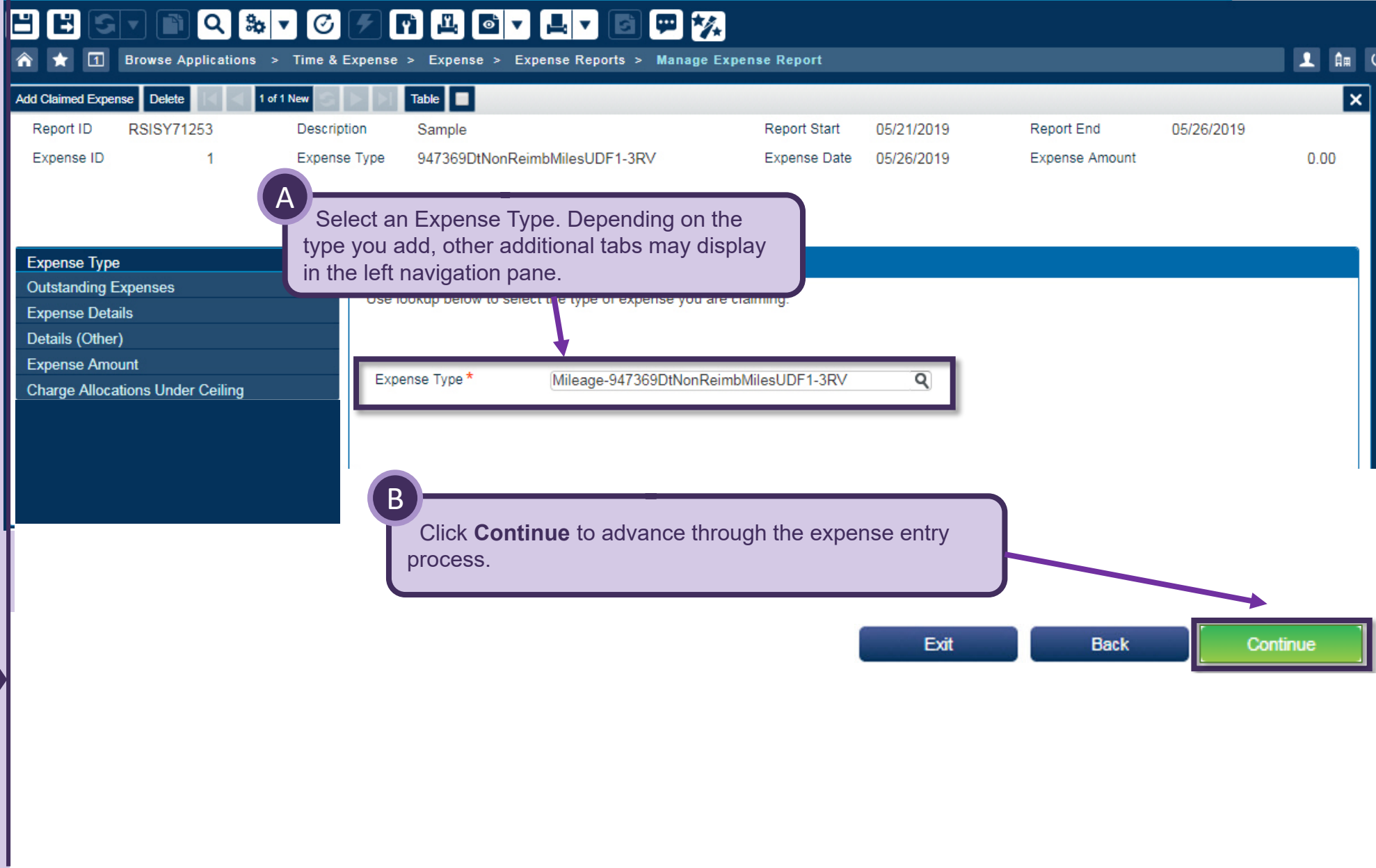
Getting Started

Details Tab

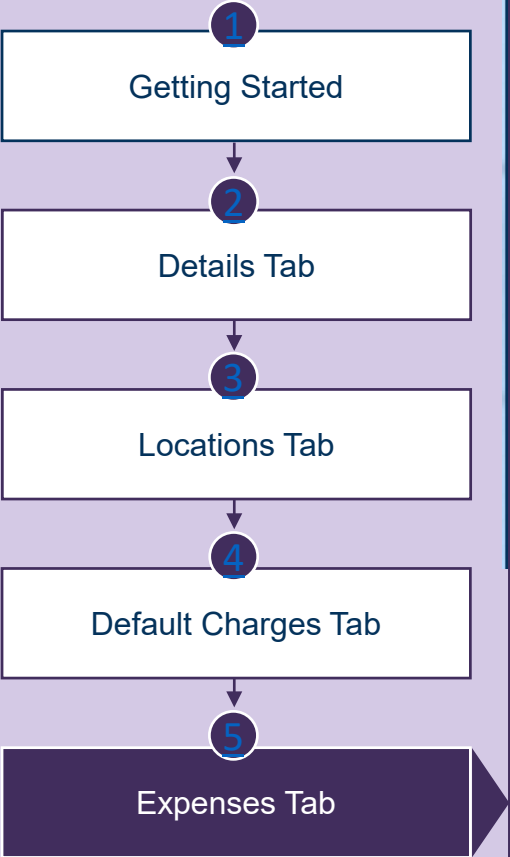
Locations Tab

Default Charges Tab

Expenses Tab



Expense Report Wizard



Report ID RSISY71253 Description Sample Report Start 05/21/2019 Report End 05/26/2019

Expense ID 1 Expense Type 947369DtNonReimbMilesUDF1-3RV Expense Date 03/02/2018 Expense Amount 34.50

Expense Type	Allocation ID	Percentage	Amount	Charge Type	TEProjects MOs1
Expense Type					
Outstanding Expenses					
Expense Details					
Details (Other)					
Expense Amount					
Charge Allocations Under Ceiling					
Charge Allocations Unallowable					
	1	100.00	5.00	Delttek Charge Type(Chrg Tree)	9800.004.10

Exit Back Save Expense

Green check marks display on tabs that have been completed.

A The **Save Expense** button displays on the final step. Click **Save Expense** to finish adding the expense to the expense report.

Expense Report Wizard

1

Getting Started

2

Details Tab

3

Locations Tab

4

Default Charges Tab

5

Expenses Tab

Browser Applications > Time & Expense > Expense > Expense Reports > Manage Expense Report

New Expense Report X

Report ID	RSISY71253	Description	Sample	Revision	0	Total To Me	31.05
Date	05/26/2019						0.00
Status	Draft					USD	

Void

Details ☒

Locations ☒

Default Charges ☒

Expenses ☒

Add Claimed ExpenseDeleteForm

Expense ID	Expense Type	Expense Date	Payment Method	Expense Incurred	St
1	Mileage - 947369DtNonReimbMilesUDF1-3RV	03/02/2018	Cash	34.50	9439/RSISY

Submit

Exit

Back

Result: The page refreshes. The added expense displays in the table.

A

Click **Add Claimed Expense** to add another expense.

Or

Click **Submit** if you are done adding expenses and want to finish your expense report and submit it for approval.

B

Click **Exit** to save a draft of your expense report without submitting it.

Expense Report Wizard

1

Getting Started

2

Details Tab

3

Locations Tab

4

Default Charges Tab

5

Expenses Tab

Expense Report Wizard

Browse Applications > Time & Expense > Expense > Expense Reports > Manage Expense Report

Report ID: RSISY71253 Description: Sample Revision: 0 Total To Me: 31.05

Date: 05/26/2019 Correction: 0 Payment Received: 0.00

Status: Draft Currency: USD

Void

Certification

☒ I Agree

By Checking the "I Agree" check block you are confirming that you have read and understand the company policies for submitting expenses and have chosen the correct charges to the best of your ability. Please be sure to attach any required receipts.

Submit Exit Back Update Report

Select the **I Agree** check box to certify your report.

After you click **Submit**, you may be required to certify your expense report to finish the process.

B Click **Update Report** to finish. The status on the expense report changes from *Draft* to *Submitted*.

Expense Report Wizard

1

Getting Started

2

Details Tab

3

Locations Tab

4

Default Charges Tab

5

Expenses Tab

Home

Star

1

Browse Applications > Time & Expense > Expense > Expense Reports > Manage Expense Report

New Expense Report

Delete

7 of 162 Existing

Table

Query

▼

✕

Report ID	RSISY71230	Description	EA00000329	Revision	0	Total To Me	180.00
Date	05/20/2019			Correction	0	Payment Received	0.00
Status	Draft					Currency	USD

Void

Details

Locations

Default Charges

Outstanding Advances

Overall Attachments

Expenses

Provide details about the purpose of the expense report.

Date *05/20/2019

Type *Toms Local ER Type

Authorization

Instruction Text

Submit

Exit

Back

Continue

This concludes this Expense Wizard click-thru presentation. For additional information about this release, please see the Deltek Time & Expense 10.0 Release Notes.