

# Expense Report Wizard

1

Getting Started

2

Purpose Tab

3

Locations Tab

4

Default Charges Tab

5

Expenses Tab

The screenshot shows the 'Manage Expense Report' interface. At the top is a navigation bar with a breadcrumb trail: 'Browse Applications > Time & Expense > Expense > Expense Reports > Manage Expense Report'. Below this is a toolbar with buttons for 'New Expense Report', 'Delete', and navigation controls. The main content area is divided into a left sidebar and a right pane. The sidebar contains a list of tabs: 'Purpose', 'Locations', 'Default Charges', 'Outstanding Advances', and 'Expenses'. The right pane displays a form with fields for 'Report ID', 'Description', 'Revision', 'Total To Me', 'Date', 'Correction', 'Payment Received', and 'Status' (which is set to 'Draft'). A currency dropdown is set to 'USD'. A large purple overlay box is centered on the screen, containing instructional text and a 'Begin' button.

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.

[Begin](#)

# Expense Report Wizard

1

Getting Started

2

Purpose Tab

3

Locations Tab

4

Default Charges Tab

5

Expenses Tab


The screenshot shows the 'Manage Expense Report' window. The breadcrumb trail is 'Browse Applications > Time & Expense > Expense > Expense Reports > Manage Expense Report'. The left navigation pane has tabs for 'Purpose', 'Locations', 'Default Charges', 'Outstanding Advances', and 'Expenses'. The main area is titled 'Provide details about the purpose of the expense' and contains fields for Date (05/26/2019), Type (1033100 OptEA CONUS 0%), Authorization (-None-), Description, From, To (05/26/2019), and checkboxes for 'First Day of Trip' and 'Last Day of Trip'. The top right shows 'Revision' and 'Correction' both at 0, and 'Total To Me' and 'Payment Received' both at 0.00. The currency is set to USD. A 'New Expense Report' button is highlighted in the top right. A 'Toggle' button (a circular arrow icon) is also highlighted. At the bottom right, there are 'Exit', 'Back', and 'Continue' buttons. A 'Note' box at the bottom explains that Expert Mode is the default view and provides instructions on how to switch to Wizard Mode via User Preferences.

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.

# Expense Report Wizard

1

Getting Started

2

Purpose 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]  
Date: [Blank]  
Status: [Draft](#)

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

**Application Toolbar:** New Expense Report, Delete, 1 of 1 New, Table, Query

**Left Tab Bar:** Purpose, Locations, Default Charges, Outstanding Advances, Expenses

**Purpose Tab Content:**

Provide details about the purpose of the expense report.

Date\*: 05/26/2019  
Type\*: 1033100 OptEA CONUS 0%/75%  
Authorization: -None-  
Description\*:  
From\*: [Blank] ☒ First Day of Trip  
To\*: 05/26/2019 ☒ Last Day of Trip  
Purpose: [Blank]

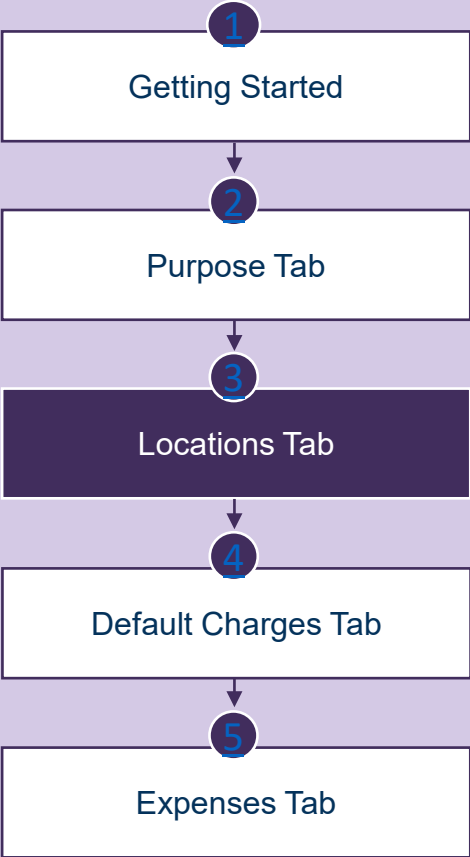
Instruction Text

**Bottom Buttons:** Exit, Back, Continue

**Annotations:**

- The header area is blank until Purpose, 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 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

Purpose ☒  
Locations ☒  
Default Charges  
Outstanding Advances  
Expenses

[Add Location](#) [Delete](#)  
[Add To Favorites](#) [Delete Favorites](#)

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

[Exit](#) [Back](#) [Continue](#)

[Instruction Text](#)

## Getting Started

## Purpose Tab

## Locations Tab

## Default Charges Tab

Expenses Tab

Report ID

Date

Status [Draft](#)

Revision 0

Correction 0

Total To Me 0.00

Payment Received 0.00

Currency USD

Purpose ☒

Locations

Default Charges

Outstanding Advances

Expenses

Add Location Delete

Add To Favorites Delete Favorites

Location Per Diem Rates

Add Location View

Exit Back Continue

Instruction Text

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 Purpose tab.

Click the Continue button to proceed to the next page.

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.

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

# Expense Report Wizard

1

Getting Started

2

Purpose 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

Purpose

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 window opens where you can look up and select locations.

B

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

Apply

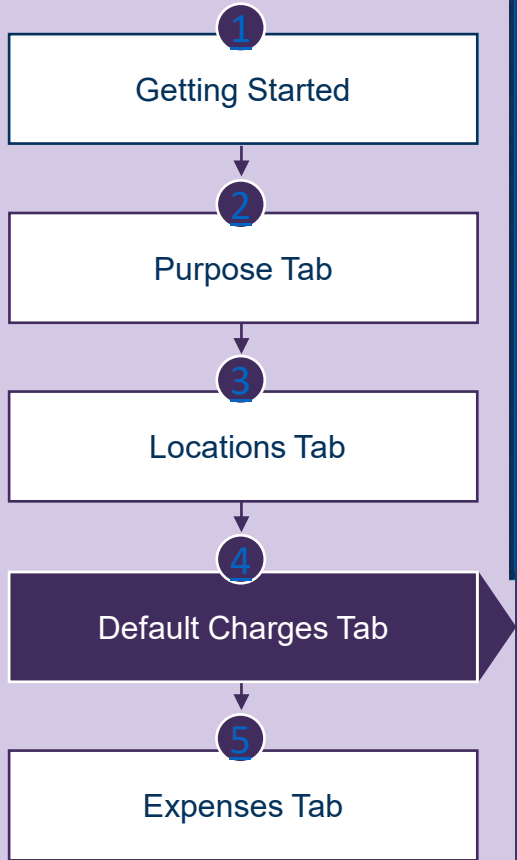
Exit

Back

Continue



# Expense Report Wizard



Expense Report Wizard

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

Report ID: [ ] Description: [ ] Sample: [ ] Revision: [0] Total To Me: [0.00]

Date: [ ] Correction: [0] Payment Received: [0.00]

Status: Draft Currency: USD

Purpose [✓]  
Locations [✓]  
Default Charges  
Outstanding Advances  
Expenses

New Delete

Add to Favorites

| ✓ | ID | Charge Type *   | Charge * | Description | TE Organization * | Default Allocation % |
|---|----|-----------------|----------|-------------|-------------------|----------------------|
| → | 1  | TEProjects MOs1 |          |             |                   | 100.00               |

Instruction Text

Exit Back Continue

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.

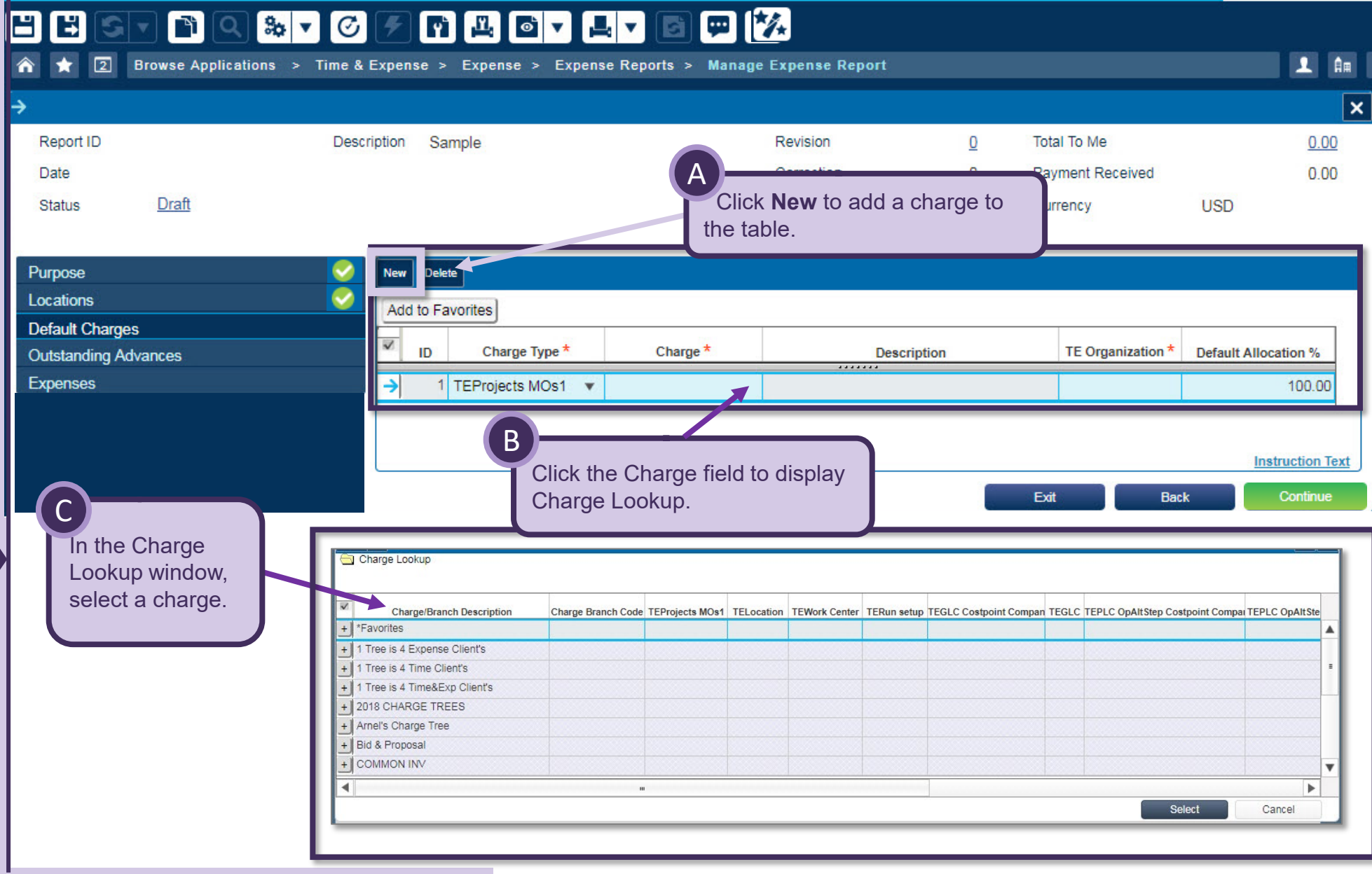
# Getting Started

## Purpose Tab

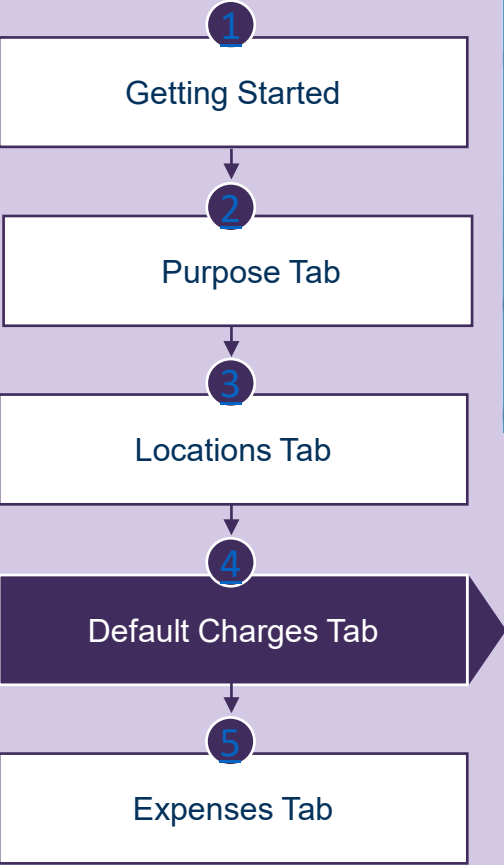
## Locations Tab

Default Charges Tab

Expenses Tab



# Expense Report Wizard



Report ID

Date

Status

Description

Sample

Revision

Correction

0

0

[Draft](#)

Purpose

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.

Total To Me

Payment Received

Currency

0.00

0.00

USD

Exit

Back

Save Report

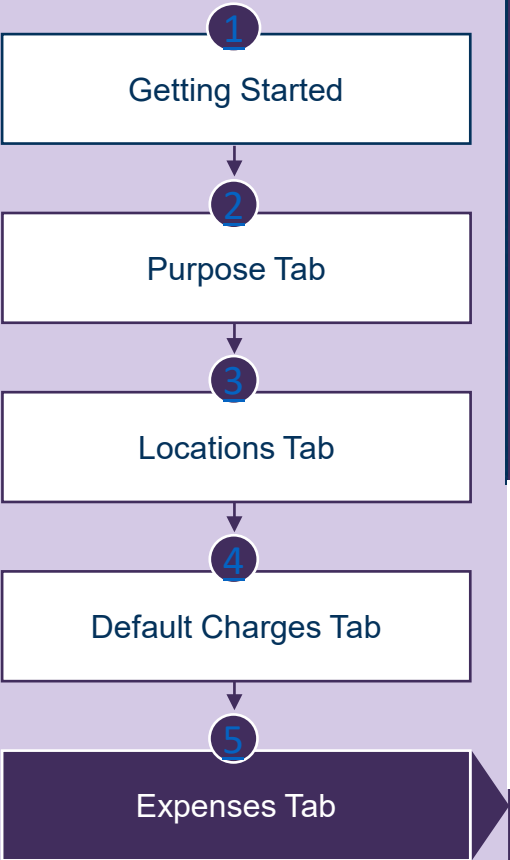
A

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.

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.

# Expense Report Wizard



Report IDRSISY71253DescriptionSample

Date05/26/2019

StatusDraft

Void

Purpose

Locations

Default Charges

Outstanding Advances

Expenses

Add Claimed Expense

Delete

Form

| Expense ID | Expense Type | Expense Date | Payment Method | Expense Incurred | St |
|------------|--------------|--------------|----------------|------------------|----|
|------------|--------------|--------------|----------------|------------------|----|

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

A

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

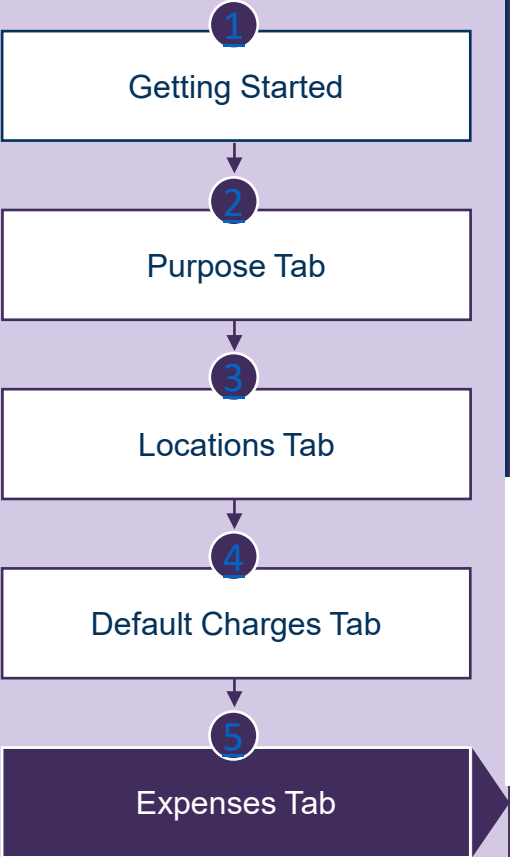
Or

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.

Click the Status hyperlink to display the Workflow dialog box.

| Primary Role | Task Item                                 | Status  | Assigned   | Expe |
|--------------|---|---------|--|------|
| 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 entry defaults to Form view for ease of entry. Click the **Table** button to switch to Table view.

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 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 \*

| 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      | 884476DtReimProletTicket       |
| Alr      | 884971NonReim1LocUDF1,3        |
| Alr      | 945816LocItenTickReimbUDF1-3   |
| Lodging  | 947405LodgDtLocOCReim NoPD     |

## Getting Started

## Purpose Tab

## Locations Tab

### Default Charges Tab

Expenses Tab

The screenshot shows the 'Manage Expense Report' interface. At the top, a breadcrumb trail reads: 'Browse Applications > Time & Expense > Expense > Expense Reports > Manage Expense Report'. Below this is a toolbar with buttons for 'Add Claimed Expense', 'Delete', and a table view toggle. The main area displays a table with the following data:

|            |            |              |                               |              |            |                |            |
|------------|------------|--------------|-------------------------------|--------------|------------|----------------|------------|
| Report ID  | RSISY71253 | Description  | Sample                        | Report Start | 05/21/2019 | Report End     | 05/26/2019 |
| Expense ID | 1          | Expense Type | 947369DtNonReimbMilesUDF1-3RV | Expense Date | 05/26/2019 | Expense Amount | 0.00       |

Callout A points to the 'Expense Type' field in the table and the left navigation pane, which includes options like 'Expense Type', 'Outstanding Expenses', 'Expense Details', 'Details (Other)', 'Expense Amount', and 'Charge Allocations Under Ceiling'. Callout B points to the 'Continue' button at the bottom right of the screen.

## Getting Started

## Purpose Tab

## Locations Tab

## Default Charges Tab

Expenses Tab

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

---

|            |            |              |                               |              |            |                |            |
|------------|------------|--------------|-------------------------------|--------------|------------|----------------|------------|
| 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 ✓
- Outstanding Expenses ✓
- Expense Details ✓
- Details (Other) ✓
- Expense Amount ✓
- Charge Allocations Under Ceiling ✓
- Charge Allocations Unallowable

| Allocation ID | Percentage | Amount | Charge Type                    | TEProjects MOs1 |
|---------------|------------|--------|--------------------------------|-----------------|
| 1             | 100.00     | 5.00   | Delttek Charge Type(Chrg Tree) | 9800.004.10     |

Exit Back Save Expense

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

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

[Back](#)

### Save Expense

# Expense Report Wizard

1

Getting Started

2

Purpose 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    Status: Draft    USD 0.00

Void

Buttons: Add Claimed Expense, Delete, Form

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

Buttons: 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

Purpose 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

Purpose Tab

3

Locations Tab

4

Default Charges Tab

5

Expenses Tab

Home

Star

Print

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

Profile

Menu

Power

New Expense Report

Delete

7 of 162 Existing

Table

Query

▼

✕

|           |                            |             |            |            |   |                  |                        |
|-----------|----------------------------|-------------|------------|------------|---|------------------|------------------------|
| Report ID | <a href="#">RSISY71230</a> | Description | EA00000329 | Revision   | 0 | Total To Me      | <a href="#">180.00</a> |
| Date      | 05/20/2019                 |             |            | Correction | 0 | Payment Received | 0.00                   |
| Status    | <a href="#">Draft</a>      |             |            |            |   | Currency         | USD                    |

Void

Purpose

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

Submit

Exit

Back

Continue

[Instruction Text](#)

This concludes this Expense Wizard click-thru presentation.