




Deltek

# Deltek Time & Expense™

## 10.0

Expense Wizard Release Notes

**September 27, 2019**



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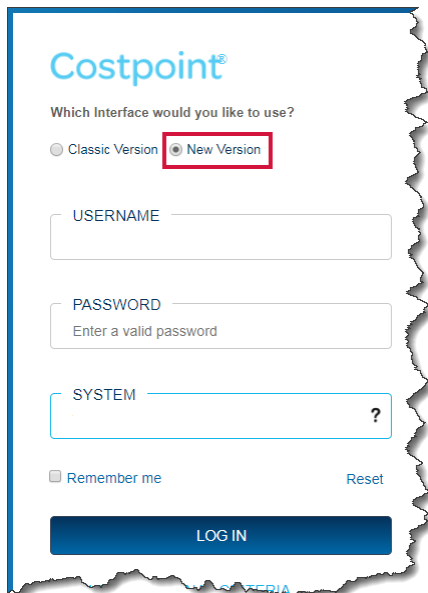
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## Overview

This document describes changes associated with the release of the new Expense Wizard interface, available in both the Manage Expense Report and Manage Expense Authorization applications.

The Expense Wizard interface is not available from either the Manage/Approve Expense Reports application or the Manage/Approve Expense Authorizations application. It is also only available if you log on to Costpoint using the New Version. It is not available in the Classic Version.

A screenshot of the Costpoint login page. The page has a white background with a blue header area containing the 'Costpoint®' logo. Below the logo, the text 'Which Interface would you like to use?' is displayed. There are two radio button options: 'Classic Version' and 'New Version'. The 'New Version' option is selected and highlighted with a red rectangular box. Below the radio buttons are three input fields: 'USERNAME', 'PASSWORD' (with a hint 'Enter a valid password'), and 'SYSTEM' (with a question mark icon). At the bottom left, there is a 'Remember me' checkbox. At the bottom right, there is a 'Reset' link. A large blue 'LOG IN' button is centered at the bottom. The entire screenshot is framed with a torn paper effect on the right side.

The original format, now referred to as Expert mode, remains the default version, but instructions for switching to Wizard mode, or selecting it as your default mode, are included in the next section.

Additionally, similar instructions are included in a system message that displays automatically open Manage Expense Report or Manage Expense Authorization. The message displays for 30 days, unless otherwise changed by your system administrator.

Instructions for switching to Wizard mode are also provided in a system message that automatically displays when you open Manage Expense Report or Manage Expense Authorization. The message displays for 30 days, unless otherwise changed by your System Administrator.

### Attention System Administrators:

The system message that introduces users to the Wizard interface was implemented in the following location: **Admin » System Administration » System Administration Utilities » Administrative Messages.**

The message applies only to the Manage Expense Report and Manage Expense Authorization applications. You can modify or remove the message if desired. You can also change the number of days the message will display by updating the **Active To Date** field.

For more information on other new settings and configuration options, see the “Expense Wizard Administration” section at the end of this guide.

# About the Wizard

This section provides an overview of Wizard mode, which is a guided process for entering and submitting expense authorizations and expense reports.


## Wizard Mode Versus Expert Mode


Following installation of Expense Wizard, the original expense layout, now referred to as Expert mode, remains the default. Users can instead opt to set the Expense Wizard as the default layout. Thereafter, they can toggle between the two modes from the application menu.

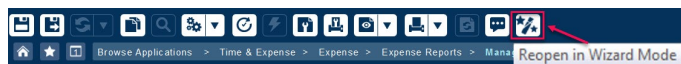
In addition to providing a more guided process, the Wizard differs from Expert mode in the following ways:

- The tabs display as a vertical list, arranged top to bottom by entry order, on the left side of the form, rather than horizontally across the top of the form or as subtask links.

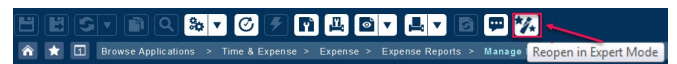
Although the tabs in the left pane can be used to move between sections of the form, navigation is most easily accomplished by clicking the **Back** and **Continue** action buttons at the bottom right of the Wizard screen.

- The Wizard screen that displays for each tab includes a green action button (for example, **Continue**, **Save Report**, **Submit**) that advances you through the process.
- When clicked, action buttons automatically trigger any required validations for the current tab.
- Additional tabs display as they become relevant to the process. For example, when you begin adding expenses, the tabs refresh to reflect all the steps for that process.
- Completed tabs update with a green check mark (  ).
- Most tabs display text that describes the step, and include an Instruction Text hyperlink that provides directions for completing the step. System Administrators can customized the text.

To toggle between Expert and Wizard mode, click the Magic Wand button (  ) on the global toolbar.



If you are in Expert Mode, click the **Magic Wand** button to switch to the Wizard mode.



If you are in Wizard mode, click the **Magic Wand** button to switch to the Expert mode.

The screen refreshes in Wizard mode

The screen refreshes in Expert mode:



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In Wizard mode, tabs display on the left, and the action buttons used to move between screens display at bottom right. The left navigation pane updates depending on where you are in the process, for example, entering basic information, entering claimed or planned expenses, or submitting the form.

In Expert Mode, the tabs display horizontally, and there are no action buttons to move between sections. Note also that the Purpose tab displays additional subtask links for supporting schedules that do not display in Wizard mode.

## Set Expense Wizard as Your Default Layout

If your configuration of Costpoint allows you to save application layout changes in your User Profile, you can set the Wizard mode as your default layout. To set Wizard mode as the default layout:

1. Click **Expense » Expense Reports » Manage Expense Report** to display the Manage Expense Report application.
2. If the Wizard interface is not displayed, click  to switch from Expert mode to Wizard mode.
3. Click  at top right to open User Preferences.
4. Under Application Preferences, click **Save** in the Application Layout Changes row.

You can also request assistance from your system administrator.

**System Administrators:** See the “Expense Wizard Administration” section for information on setting this by UI Profile.

## Graphical Learning Aid for the Expense Wizard

For a visual overview of the Expense Wizard interface, see the [Expense Wizard Click-Thru](#) presentation (*DeltekTimeAndExpense1000ExpenseWizardERClickThru.pdf*).

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# Expense Wizard Enhancements

This section describes enhancements that apply to Manage Expense Report and Manage Expense Authorization in Wizard mode. Note that some of these enhancements also apply to Expert mode in both applications, as well as to Expert mode in the following applications:

- Manage/Approve Expense Reports
- Manage/Approve Expense Authorizations.

These instances are noted within each enhancement description when applicable.

Note also that some updates described in this section were implemented in response to feedback from participants in the Early Adopter program. These instances are also noted within the descriptions below.

## Overall Wizard Updates

Changes described in this section apply to the Manage Expense Report and Manage Expense Authorization applications.

### Purpose Field Modifications

On the Purpose tab in both Wizard and Expert modes, the vertical size of the **Purpose** field was increased to allow at least four lines of text.

### Location Entry Streamlined

Based on Early Adopter feedback, locations display in table format on the Locations tab in both Wizard and Expert modes. To add your first location, click the **Add Location** hyperlink in the first row of the table.

Location	Per Diem Rates	Start Date *	End Date *	Comment
<a href="#">Add Location</a>	<a href="#">View</a>	09/05/2019	09/05/2019	

(Note: Use the Add Location button only after the first location has been added.)

After you click **Add Location**, a pop-up dialog box displays, where you select the location:

Provide details about the locations where expenses were incurred.

**New Location**

Country \*  
State \*  
City \*  
County \*  
Location \*  
Comment

**Use a Favorite Location**

Select Favorite Location: -None-

Apply

From the dialog box, you can use Lookup to choose a regional option or use the **Select Favorite Location** drop-down to choose a previously saved location.



Provide details about the locations where expenses were incurred.

New Location:

Country \*

State \*

City \*

County \*

Location \*

Comment

Lookup

Country

AFGHANISTAN

ALBANIA

ANGOLA

ANTIGUA AND BARBUDA

ARGENTINA

ARMENIA

ASCENSION ISLAND

AUSTRALIA

AUSTRIA

Select Cancel

Use a Favorite Location

Select Favorite Location

None

None

MISSISSAUGA, CANADA

SIEM RIEP, CAMBODIA

Apply

For per diem expense reports that do not include multiple locations, a pre-selected location may display in the table.

Purpose

Locations

Default Charges

Expenses

Add Location Delete

Add To Favorites Delete Favorites

Location	Per Diem Rates	Start Date *	End Date *	Comment
FAIRFAX CITY VIRGINIA	View	09/05/2019	09/05/2019	

Instruction Text

Note also that **Frequent Location** was changed to **Add to Favorites**, similar to existing functionality in Charge Favorites.

This update was also applied to Manage/Approve Expense Reports and Manage/Approve Expense Authorizations.

## Add Charge Allocation Made Easier

You now have the ability to add a charge while entering a claimed expense in Manage Expense Report or entering a planned expense in Manage Expense Authorization.

When entering either type of expense, click **Add Charge** on the Charge Allocations Under Ceiling tab. You can select the charge from either the standard Charge Lookup or from Charge Favorites.

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 Details

Details (Other)

Expense Amount

Charge Allocations Under Ceiling

Charge Allocations Unallowable

Add Charge Allocate By Amount

Allocation ID	Percentage	Amount	Expense Charge Type	TEProjects MOs1	Description	TEAccount
1	100.00	28.05	Deftek Charge Type(Chrg Tree)	9800.004.10	1234567890123456789C	01801

Exit Back Continue

When in Wizard mode, this enhancement ensures that you remain positioned within the Expense section of the Wizard instead of being diverted back to the Default Charges section. However, **Add Charge** is also available in Expert mode.

The charge you select rolls up to charge allocations in the header.

## Workflow Tab Converted to a Hyperlink

Based on Early Adopter feedback, the Workflow details for expense reports and expense authorizations in both entry modes are now accessed by clicking the **Status** hyperlink, which displays in the header area after basic information is entered and the form is saved successfully.

Report ID: RSISY71253  
Date: 05/26/2019  
Status: Rejected  
Description: Sample  
Revision: 0  
Correction: 0  
Total To Me: 31.05  
Payment Received: 0.00  
Currency: USD

After you click the hyperlink, the Workflow details display in a pop-up dialog box:

Primary Role	Task Item	Status	Assigned	Expense/Charge	Amount	Currency	Sequence
Employee	Create - Expense Report (Required)	Created	Will, Thomas R. (9439) - Wed, 7 Aug 2019 16:39:36				0
Employee	Submit - Expense Report (Required)	Submitted	Will, Thomas R. (9439) - Wed, 7 Aug 2019 16:40:25				1

Buttons: Attach, Missing, View, Close

(1123586, 1122947) Additionally, in response to Early Adopter feedback, the attachment task displays in red if the attachment is missing.

Primary Role	Task Item	Status	Assigned	Expense/Charge	Amount	Currency	Sequence
Employee	Create - Expense Report (Required)	Created	Mack, Greg V. (9440) - Thu, 26 Oct 2017 17:09:20				0
Employee	Submit - Expense Report (Required)	Submitted	Will, Thomas R. (9439) - Mon, 13 May 2019 11:45:5				1
Employee	Attach - Excel spreadsheet (Required)	Missing (1900010908.00)	Will, Thomas R. (9439) - Mon, 13 May 2019 11:45:5				2
Employee	Attach - Expense Receipt(s) (Required)	Missing (1900010908.00)	Will, Thomas R. (9439) - Mon, 13 May 2019 11:45:5	Other/Parking	23.00000	USD	3
Primary Supervisor	Approve - Excel spreadsheet (Required)	Pending	Bobtail, American B. (BB); Compher, Bob S. (9440)				4
Primary Supervisor	Approve - Expense Receipt(s) (Required)			Other/Parking	23.00000	USD	5
Primary Supervisor	Review - Expense Report (Required)						6
Primary Supervisor	Approve - Expense Report (Required)						8

Buttons: Attach, Missing, View

Other colors indicate the following states of completion of various tasks:

- Green – Completed task
- Yellow – Pending task
- No Color – Task not assigned

## Attachments Subtask Converted to Tab

In both Wizard and Expert modes, Attachments now displays as tab. Prior to this release, Attachments displayed as a subtask link, for example, in the earlier version:

Close Blanket  
3456789012345678  
ST33  
ST34  
Total Expenses  
[-] Company Paid 10.00  
[-] Advance  
[-] Personal  
[-] Non-Reimbursable 0.00  
[-] Payment Received  
Total Amount Due to Employee -6.00  
Company Paid Non Reimbursable Payment Revision History Attachment Advance  
Category View Date View Workflow

In the revised layout of the Wizard, in Manage Expense Report, for example, the layout displays like this:

In Expert mode, it displays like this:

Note also that this same layout change also applied to the Manage/Approve Expense Reports and Manage/Approve Expense Authorizations applications.

## Expense Type Selection in Wizard Mode

In Wizard mode, the Expense Type and Expense Category are combined as a single Lookup.

This enhancement was made in response to Early Adopter feedback. Note also that your System Administrator can change this setting to display Expense Category as a separate Lookup. The Lookups are always separate in Expert mode.

Additionally, when viewing or editing a previously added claimed or planned expense, the Expense Type tab does not display in the left pane.

## If No Draft Report or Authorization Exists Wizard Opens to New

Based on Early Adopter feedback, when you open Manage Expense Report or Manage Expense Authorization in Wizard mode, the form opens to the Expenses tab if there is an existing report or authorization still in *Draft* status. If there is more than one with a *Draft* status, the display defaults to the last one created.

For example, in Manage Expense Report:

From this point, you can continue with the current report or authorization by adding a new expense or editing an existing one, or click **Submit** to submit the completed form.

To view or modify information on the preceding tabs, click **Back** or click the tab itself in left pane.

If you open either application and there are no reports or authorizations in *Draft* status, the form defaults to a new report or authorization starting in the Purpose tab, where you can begin entering basic information.

To open a different report or authorization, click  to exit New mode. The toolbar refreshes and the navigation buttons become active, or click **Table** to select display all.

## Default Position for Existing for Reports or Authorizations

When you open a previously saved expense report or expense authorization in *Draft* status, the Wizard opens to the Expenses tab. Here you can add a new expense or click **Submit**, as indicated in the following image:

## Default Field Focus

In response to Early Adopter feedback, when the next page of the Wizard displays, the insertion point defaults to the first input field with the text highlighted so that you can start typing without having to click an insertion point first. For example:

## Clicking **Continue** Automatically Validates Required Fields

In Wizard mode, system validation occurs when you click **Continue** on any screen. Validation ensures that all required fields are completed and that '0.00' is not accepted as a valid entry in amount fields.

## "Success" Messages No Longer Display

In response to Early Adopter feedback, messages indicating that an action was completed successfully do not display in Wizard mode. Instead, messages display only for warnings and errors or when a corrective action is required.

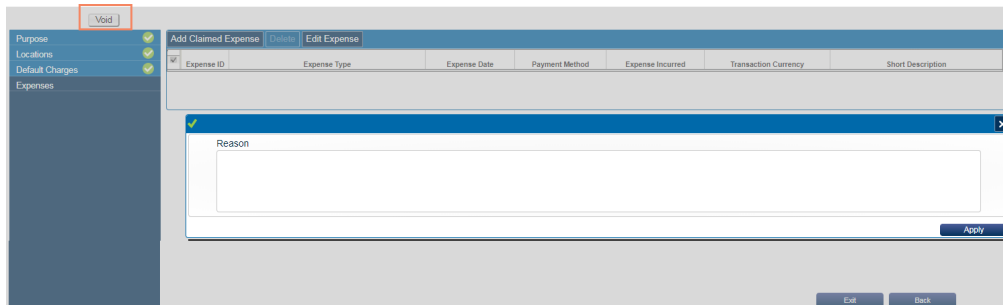
## Pop-Up Dialog Box Functionality

To improve usability, the expense report and expense authorization forms now include pop-up dialog box functionality in both the Wizard and Expert modes.

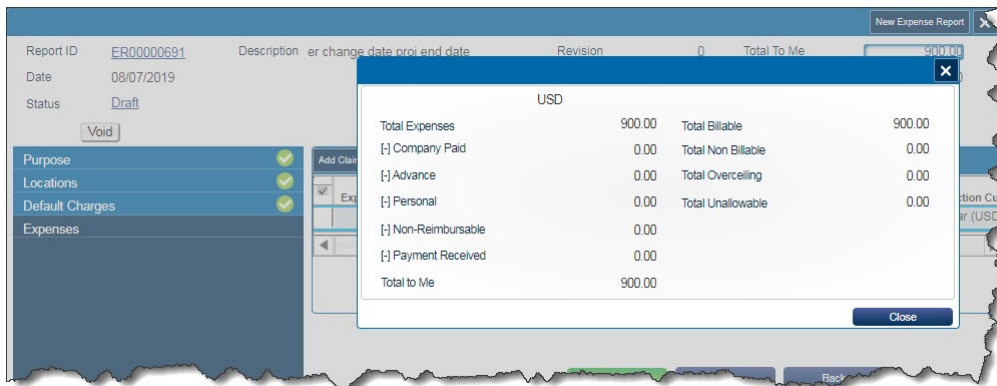
See the table below for a complete list of all applications affected by this interface enhancement. In addition to the Manage Expense Report and Manage Expense Authorization applications, the following applications were also updated:

- Manage/Approve Expense Reports
- Manage/Approve Expense Authorizations.
- Manage Timesheet
- Manage/Approve Timesheets

In some cases, the dialog box opens automatically due to a workflow trigger, such as when a rejected or revised form requires an explanation. For example, when you click **Void**, a box displays where you enter the reason for voiding the report.



In other instances, it opens when you click a hyperlink on the interface, such as when you click **Total To Me** in the header area of an expense report to display report details:



Where added, the pop-ups eliminate other interface elements such as tabs or subtasks, which previously required you to navigate to a different location on the form to complete an action or view data.

The specific functions that were converted to pop-up dialog boxes are described below.

Function	Affected Applications	Notes
Revision Explanation	<ul style="list-style-type: none"> <li>Manage Expense Report</li> </ul>	Displays if a reason is required for revisions.

Function	Affected Applications	Notes
	<ul style="list-style-type: none"> <li>Manage Expense Authorization</li> <li>Manage/Approve Expense Reports</li> <li>Manage/Approve Expense Authorizations</li> </ul>	
Rejection Explanation	<ul style="list-style-type: none"> <li>Manage Expense Report</li> <li>Manage Expense Authorization</li> <li>Manage/Approve Expense Reports</li> <li>Manage/Approve Expense Authorizations</li> </ul>	Displays if a reason is required for rejections.
Void Reason	<ul style="list-style-type: none"> <li>Manage Expense Report</li> <li>Manage Expense Authorization</li> <li>Manage/Approve Expense Reports</li> <li>Manage/Approve Expense Authorizations</li> </ul>	Displays if a void explanation is required.
Overceiling Explanation	Manage Expense Report	Displays if an overceiling explanation is required.
Report ID	<ul style="list-style-type: none"> <li>Manage Expense Report</li> <li>Manage/Approve Expense Reports</li> </ul>	Displays details (Class and Charge) about the expense report when the user clicks the hyperlinked ID in the report header.
Authorization ID	<ul style="list-style-type: none"> <li>Manage Expense Authorization</li> <li>Manage/Approve Expense Authorizations</li> </ul>	Displays details (Class and Charge) about the expense authorization when the user clicks the hyperlinked ID in the report header.
Revision History	<ul style="list-style-type: none"> <li>Manage Expense Report</li> <li>Manage Expense Authorization</li> <li>Manage/Approve Expense Reports</li> <li>Manage/Approve Expense Authorizations</li> </ul>	Displays when user clicks the Revision History hyperlink in the header of the form.
Total To Me (Formerly Details Tab)	<ul style="list-style-type: none"> <li>Manage Expense Report</li> <li>Manage/Approve Expense Reports</li> </ul>	The Details tab was replaced with a Total To Me hyperlink

Function	Affected Applications	Notes
		in the header area of the form.
View Per Diem Rates	<ul style="list-style-type: none"> <li>Manage Expense Report</li> <li>Manage Expense Authorization</li> </ul>	Displays when you click the View hyperlink in the View Rates column on the Locations tab.
Status Change	<ul style="list-style-type: none"> <li>Manage/Approve Expense Reports</li> <li>Manage/Approve Expense Authorizations</li> </ul>	When an authorized role revises a signed expense report or expense authorization, this pop-up displays the question of whether to change the status back to <i>Draft</i> .

If you also use the Time module, note that pop-up dialog box functionality was included in this release for the functions described in the table below.

Function	Affected Applications	Notes
Correction Request	Manage Timesheet	Displays when the user requests approval to correct a timesheet.
Revision Explanation	<ul style="list-style-type: none"> <li>Manage Timesheet</li> <li>Manage/Approve Timesheets</li> </ul>	Displays if a reason is required for revisions.
Rejection Explanation	<ul style="list-style-type: none"> <li>Manage/Approve Timesheets</li> </ul>	Displays if a reason is required for rejections.
Correction Request	Manage Timesheet	Displays when the user requests approval to correct a timesheet. The pop-up includes a text window where the explanation is entered.
Line Level Approval – Approved Lines	<ul style="list-style-type: none"> <li>Manage Timesheet</li> <li>Manage/Approve Timesheets</li> </ul>	This pop-up displays information about a timesheet line that has been approved displays in pop-up dialog box.
Line Level Approval – Rejected Lines	<ul style="list-style-type: none"> <li>Manage Timesheet</li> <li>Manage/Approve Timesheets</li> </ul>	This pop-up displays information about a timesheet line that has been rejected displays in pop-up dialog box.



Function	Affected Applications	Notes
Line Level Approval – Pending Lines	<ul style="list-style-type: none"> <li>Manage Timesheet</li> <li>Manage/Approve Timesheets</li> </ul>	This pop-up displays information about a timesheet line that is pending approval displays in pop-up dialog box

## Other Layout Improvements

In response to Early Adopter feedback, the following updates were made to the Expense wizard interface.

### Improved Visibility for Wizard Navigation Buttons

Navigation button visibility was improved.

### Submit Button Repositioned


On the last step of the Wizard, the **Save Expense** button now displays at bottom right.

### Back Button Disables When Not Valid

Though the **Back** button still displays on the form even when it is not valid for a given step, its display is dimmed so that, while still remaining visible, it is nevertheless clearly disabled.

### Wizard Navigation Button Updates

In response to Early Adopter feedback, labels for navigational buttons are dynamically updated to suit the current step in process. For example, when the form is ready to be saved, the buttons display as **Save Authorization** or **Save Report** instead of as **Save and Continue**.

The button for creating a new report or authorization is **New Expense Report** or **New Expense Authorization**, respectively. Note also that button that advances you to the next step is always green (for example, ).

### Reset Default Positioning Button Disabled

To ensure that users do not lose completed work, the **Reset Default Positioning** button disables in Wizard mode.

## Expense Report Wizard Updates

Changes described in this section apply only to Manage Expense Report.

### Details Tab Converted to Hyperlink

Information that previously displayed on the Details tab now displays in a pop-up dialog box when you click the **Total to Me** hyperlink in the header area of the form. This change was made in both Expert and Wizard modes. The dialog box displays the following fields:

- Total Expenses

- 

Note that this update was also applied to the Manage/Approve Expense Reports application.

The ability to open an associated expense authorization from an expense report is now controlled by a hyperlink on the Purpose tab.

Previously, the expense authorization was opened by clicking the **Launch** button.

In Wizard mode, the selection of outstanding expenses is a separate step, completed after you select the expense type. To make selection easier, the expenses now display in table format. For example:

Note that in Wizard mode this table is not editable. It is editable in Expert mode.

Labels on the Claimed Expenses section of the form were updated as follows:

- “Claimed Expenses” was changed to “Expenses.”
- “Details” was changed to “Expense Details.”
- “Amount” was changed to “Expense Amount.”

These changes apply to both Wizard and Expert modes.

## Date Selection Updates to Meal Details

When an expense report includes multiple dates for meal allowances for only a single location, all the dates are now selected by default. For example:

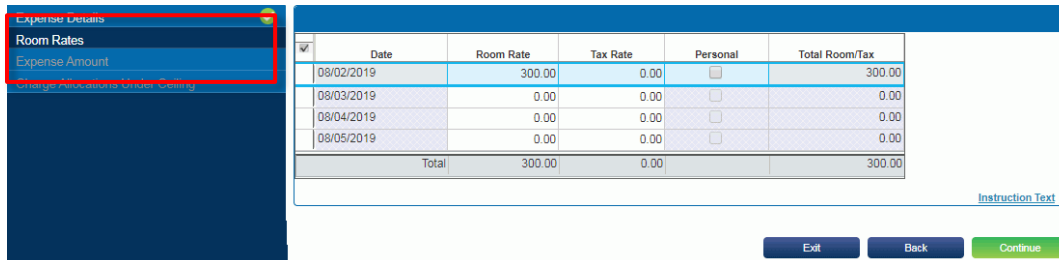


✓	Select	Date	Breakfast	Lunch	Dinner	Incidental
✓	<input checked="" type="checkbox"/>	03/05/2018	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
✓	<input checked="" type="checkbox"/>	03/06/2018	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
✓	<input checked="" type="checkbox"/>	03/07/2018	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
✓	<input checked="" type="checkbox"/>	03/08/2018	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
✓	<input checked="" type="checkbox"/>	03/09/2018	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

If the expense report includes multiple locations, the Meal Details table now only displays dates per location, where previously the table displayed date rows for the entire period covered by the expense report.

## Updates to Room Rates

To properly gather lodging expenses and per diem calculations for ceilings and allowances, the Room Rates tab displays before the Expense Amounts tab.



✓	Date	Room Rate	Tax Rate	Personal	Total Room/Tax
	08/02/2019	300.00	0.00	<input type="checkbox"/>	300.00
	08/03/2019	0.00	0.00	<input type="checkbox"/>	0.00
	08/04/2019	0.00	0.00	<input type="checkbox"/>	0.00
	08/05/2019	0.00	0.00	<input type="checkbox"/>	0.00
	Total	300.00	0.00		300.00

Additionally, when the lodging expense includes multiple locations, the Room Rates table now displays dates per location, where previously the table displayed date rows for the entire period covered by the expense report.

## Other Lodging Validation

In response to Early Adopter feedback, the Wizard indicates whether you are missing information in a step before allowing you to proceed.

## Reuse Attachment Provided for Main Lodging Expense

When a lodging expense generates a child lodging expense, any receipt that was attached to the main lodging expense is now automatically attached to the child expense so that you do not have to reattach it.

## Copy Option Removed from Claimed Expenses

In response to Early Adopter feedback, the **Copy** button was removed from the Claimed Expenses area of the form.

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## Save and Continue Button Renamed

In response to Early Adopter feedback, the **Save and Continue** button instead displays as **Continue** when the expense report is view-only.

## Correct an Expense Report in Wizard Mode

In Wizard mode, after you click **Correct** to correct a processed expense report, a Save message no longer displays. This change streamlines the correction process by reducing the number of mouse clicks. After you click **Correct**, the status of the expense report changes to *Approved* and the expense report is available for updating.

## Expense Authorization Wizard Updates

### Details Tab Removed

The Details tab was removed from both the Wizard and Expert modes. The table below describes the new location of each field that previously displayed on the tab:

Field on Details Tab	New Location of Field
Class	Displays in a pop-up dialog when you click the Authorization ID hyperlink in the header area.
Revision	Displays in the header area. The hyperlinked revision number opens the Revision History dialog box.
Total Planned	Displays in the header area.
Charge	Displays in a pop-up dialog when you click the Authorization ID hyperlink in the header area.
Notes	Converted to a tab. Displays only if there are notes.
Revision Explanation	Displays in a pop-up dialog box after you click the Revision hyperlink in the header.
Change to Draft Status	Displays as a pop-up dialog box when an authorized role revises a signed expense authorization.
Submit	In Expert mode this button displays in the header area. In Wizard mode, it is incorporated as a separate step.

Note that this update was also applied to the [Manage/Approve Expense Authorizations](#) application.

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## Expense Report ID Converted to Hyperlink

The ability to open an associated expense report from an expense authorization is now controlled by a hyperlink link on the Purpose tab.

The screenshot shows the 'New Expense Authorization' form. The top section displays metadata: Authorization ID EA00000588, Description rwe, Revision 0, Total Planned 58.00, Date 05/23/2019, Status Processed, and Currency USD. A left-hand navigation menu includes Purpose (selected), Locations, Default Charges, and Expenses. The main area is titled 'Provide details about the purpose of the expense authorization.' and contains fields for Date (05/23/2019), Type (1033100 OptEA CONUS 0%/75%), Description (rwe), From (05/23/2019), To (05/30/2019), and Purpose. The Expense Report ID RSISY71505 is highlighted with a red box and a red border. A 'Blanket Authorization' checkbox is also present. An 'Instruction Text' link is at the bottom right.

Previously, the expense report was opened by clicking the **Launch** button.

## Planned Expenses Labels Updated

Labels on the Planned Expenses section of the form were updated as follows:

- “Planned Expenses” was changed to “Expenses.”
- “Details” was changed to “Expense Details.”

These changes apply to both Wizard and Expert modes.

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# Expense Wizard Administration





This section describes Expense Wizard configuration options and other configuration updates. Information in this section is for System Administrators only.

## Set Expense Wizard as the Default Layout for a UI Profile

Following installation of this release, the standard layout (referred to as Expert Mode) remains the default layout in both Manage Expense Report and Manage Expense Authorization.

Individual users can select Expense Wizard as the default layout from User Preferences. As a System Administrator, you can set Expense Wizard as the default layout for any UI Profile.

To set Expense Wizard as the default layout for UI profile, complete the following steps:

1. Close all applications and click .
2. Select the UI profile you want to modify and click **Manage Profile**.
3. Click **Expense » Expense Reports » Manage Expense Report** to display the Manage Expense Report application.
4. If the Wizard interface is not displayed, click  to switch from Expert mode to Wizard mode.
5. Click  and click **Save** to the right of **Application Layout Changes**.
6. Close the application to exit.
7. Click  and click **Exit Profile**.

To learn more about User Profiles, see **Admin System Administration » Workspace Customization » Manage User Profiles**.

## Optional Configuration Settings

The General Options tab of the **Expense » Expense Controls » Manage Expense Report Types** application includes two new optional settings:

- **Wizard Mode – Expose Expense Category Lookup** – This option controls whether the Expense Type and Expense Category are combined in a single Lookup or whether they display as two separate Lookups. The combined Lookup is the default display in Wizard mode.  
  
Select this option to display Expense Type and Expense Category as two separate Lookups. This results in a shorter list of expense types from which to choose, but does require an additional step for the user when entering an expense.
- **Wizard Mode – Require Attachments Prior to Submit** – Select this option to require that users complete outstanding attachment tasks prior to submitting the expense report.

## Customize Wizard Page Description and Instruction Text

Expense configuration was updated to provide System Administrators with the ability to customize the page description and instruction text that displays on various Expense Wizard pages.

Text customization is accomplished from a new Custom Text subtask available in these applications:

- **Expense Controls » Manage Expense Types** – Use the Custom Text subtask to modify the default text that displays based on a selected expense type.
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- **Expense Controls » Manage Expense Report Types** – Use the Custom Text subtask to modify the default text that displays based on a selected expense report type.

## Overview

In both applications, the subtask configuration options are controlled separately by locale and the application, either Expense Report or Expense Authorization.

For example, in Manage Expense Report Types, the Custom Text subtask displays as:

Page	Suppress	Text Type	Default Text	Custom Text
Attachments	<input type="checkbox"/>	Instructions Text	It displays items that you are required to include with the Expense Report.	
Attachments	<input type="checkbox"/>	Top Text	The following required attachments are missing. Please upload the attachments.	
Default Charges	<input type="checkbox"/>	Instructions Text	Use this tab to enter the specific charges to which the expense estimate is applied.	
Default Charges	<input type="checkbox"/>	Top Text	Provide the charges that expense should be claimed and default allocation.	
Company Due Options	<input type="checkbox"/>	Instructions Text	The expense report you are signing shows that you owe the company money.	
Company Due Options	<input type="checkbox"/>	Top Text	You are being presented this step because you owe the company money.	
Overall Attachments	<input type="checkbox"/>	Instructions Text	Use the Attach button to upload the attachment for the overall expense report.	
Overall Attachments	<input type="checkbox"/>	Top Text	In this step you can link attachments that pertain to entire expense report.	
Locations	<input type="checkbox"/>	Instructions Text	Use the Locations tab to enter the locations where the expenses were incurred.	
Locations	<input type="checkbox"/>	Top Text	Provide details about the locations where expenses were incurred.	
Outstanding Advances	<input type="checkbox"/>	Instructions Text	The Advance(s) tab displays all advances that you have received that have not been applied to an expense report. You can select any or all of the advances that you wish to claim. Note if advance is related to expense authorization, it will be marked with an asterisk.	

As an example, the default text for Purpose in the Custom Text Subtask of Manage Expense Report Types displays two rows: one for the text that will display when the user clicks the Instruction Text hyperlink and another for the descriptive text that will show at the top of the Purpose tab. For example:

Page	Suppress	Text Type	Default Text	Custom Text
Overall Attachments	<input type="checkbox"/>	Top Text	In this step you can link attachments that pertain to entire expense report. You will be able to attach receipts when you are claiming expenses.	
Locations	<input type="checkbox"/>	Instructions Text	Use the Locations tab to enter the locations where the expenses were incurred.	
Locations	<input type="checkbox"/>	Top Text	Provide details about the locations where expenses were incurred.	
Outstanding Advances	<input type="checkbox"/>	Instructions Text	The Advance(s) tab displays all advances that you have received that have not been applied to an expense report. You can select any or all of the advances that you wish to claim. Note if advance is related to expense authorization, it will be marked with an asterisk.	
Outstanding Advances	<input type="checkbox"/>	Top Text	You have the following outstanding advances. Select any advance(s) that you wish to claim. Note if advance is related to expense authorization, it will be marked with an asterisk.	
Purpose	<input type="checkbox"/>	Instructions Text	Use the Purpose tab to enter basic background information for the expense report. If a field is required, red asterisk * displays next to the field.	
Purpose	<input type="checkbox"/>	Top Text	Provide details about the purpose of the expense report.	
Select Expense Type	<input type="checkbox"/>	Instructions Text	Use lookup below to select the type of expense you are claiming.	
Select Expense Type	<input type="checkbox"/>	Top Text	Use lookup below to select the type of expense you are claiming.	
User-Directed Options	<input type="checkbox"/>	Instructions Text	Select the person or people to whom you would prefer to perform the task.	

On the Purpose tab, it displays as:

Provide details about the purpose of the expense report.

Date \* 03/04/2019

Description \*

Use the Purpose tab to enter basic background information for the expense report. If a field is required, red asterisk \* displays next to the field.


Close

Exit Back Continue



## Modify Default Text

The steps for modifying the default text are the same in both applications.

### To customize page descriptions or instructional text:

1. Query to locate the record you want to update. For example:
  - In Manage Expense Types, you might select a transportation or lodging wizard.
  - In Manage Expense Report type, you might select the code for a per diem expense type.
2. Click the **Custom Text** subtask link.
3. In **Locale**, click  to select a different locale if necessary.
4. From the **Application Name** drop-down list, choose from the following:
  - Expense Report Custom Text
  - Expense Authorization Custom Text
5. Click **Retrieve**.

The Custom Text table updates with the options you selected.

6. In the Custom Text table, select the row that displays the page you want to update.  
Note that in Manage Expense Types, the table includes a **Wizard Type** column that displays the name of the Wizard Type associated with the record you selected in Step 1.
7. In the Custom Text field, click  to open the text box or type directly in the field.
8. Modify other pages as needed.
9. Click  when you are done.

Note also that for any row, you can suppress text from displaying by selecting the **Suppress** check box.

## Customizable Pages

This section describes pages available for customization in the Custom Subtask of both applications.

### Customizable Pages in Manage Expense Type

In Manage Expense Types, the table in the Custom Text subtask includes a Wizard Type column, and the pages available for customization vary by Wizard Type. In the table below, pages common to all the wizard types are listed first, and pages unique to each wizard type are listed after.

Expense Report	Expense Authorization
<b>Pages common to all wizard types include:</b>	
Outstanding Expenses	Expense Attachments
Expense Attachments	Charge Allocations
Charge Allocations	Expense Details
Expense Details	
Expense Amounts	



Expense Report	Expense Authorization
Expense Taxes	
<b>Entertainment Wizard Type:</b> Attendees Details Expense Meal	
<b>Lodging Wizard Type:</b> Other Lodging Expenses Room Rates	
<b>Meals Wizard Type:</b> Attendees Details Expense Meal	
<b>Mileage Wizard Type</b> Expense Details (Other)	
<b>Other Wizard Type</b> Expense Details Other	

### Customizable Pages in Manage Expense Report Types

In Manage Expense Report Types, the pages that are available in Custom Text subtask include:

Expense Report	Expense Authorization
Attachments	Advances Request
Default Charges	Attachments
Company Due Options	Default Charges
Overall Attachments	Overall Attachments
Locations	Locations
Outstanding Advances	Purpose
Purpose	Select Expense Type
Select Expense Type	User-Directed Options

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Expense Report	Expense Authorization
User-Directed Options	

## General Configuration Updates

As part of this release, **Time & Expense » Configuration » General Controls » Configure General Settings** screen was updated with one change unrelated to Expense Wizard, and one change related to the Custom Text enhancement.

### User Authentication Method Now Derived from Costpoint

The **Authentication Method** field was removed from the General Options tab of **Time & Expense » Configuration » General Controls » Configure General Settings** screen.

When you add a new employee to Time & Expense, you will enable security options from the Authentication tab of the **Costpoint » Admin » Security » System Security » Manage Users** screen.

### Custom Text

If you add a new locale on the General Options tab of **Configuration » General Controls » Configure General Settings**, that locale is made available for selection in the Custom Subtask in the following applications:

- Manage Expense Types
  - Manage Expense Report Types
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