Add Expenses in My Outstanding Expenses: Quick Steps

To add expenses in My Outstanding Expenses, begin by opening the My Outstanding Expenses Application.

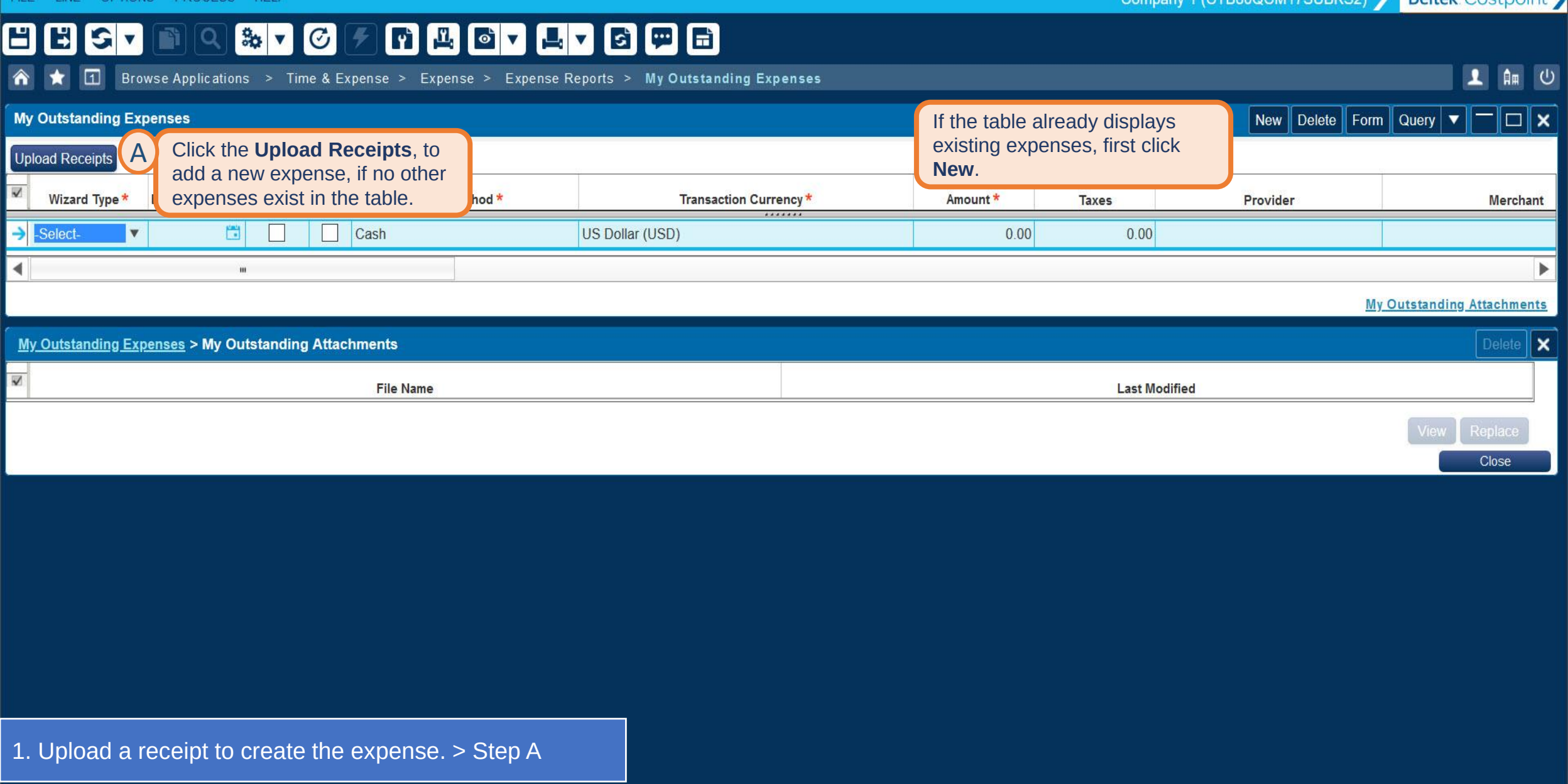
1. Click Time & Expense
2. Click Expense
3. Click Expense Report
4. Click My Outstanding Expenses

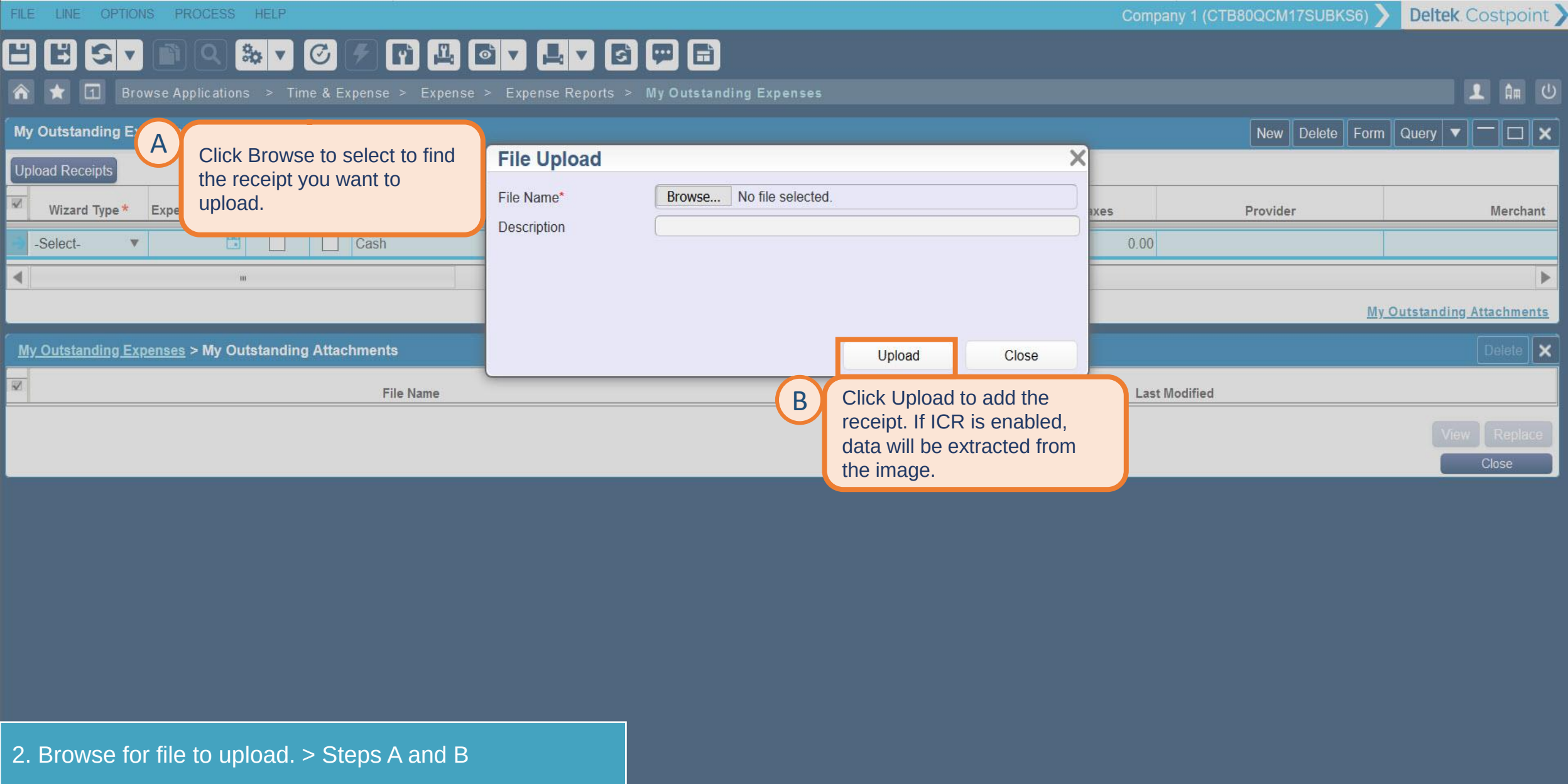
Navigation:

- Use the **PAGE DOWN** key to proceed to the next slide.
- Use the **PAGE UP** key to return to a prior slide.

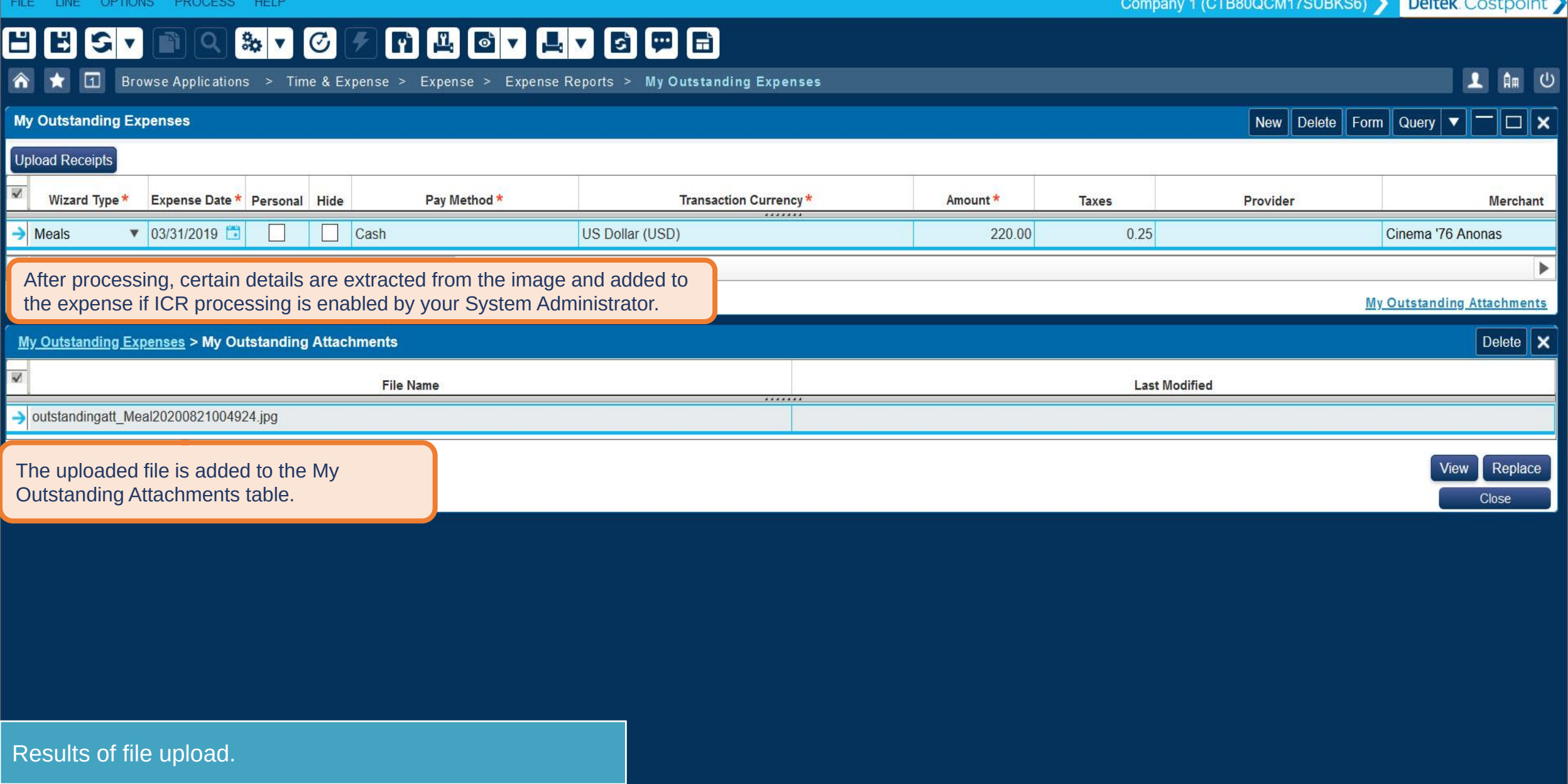
Deltek

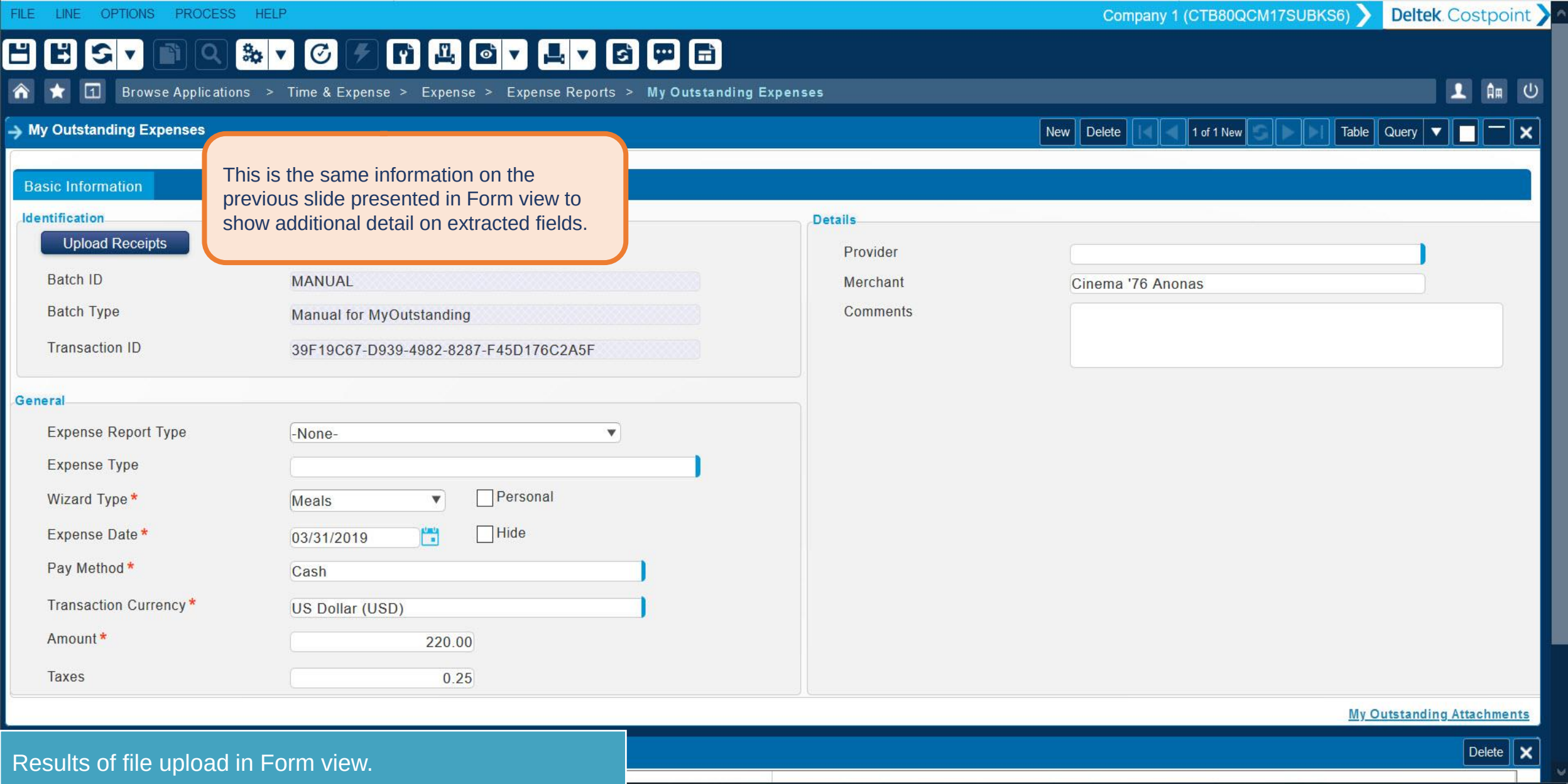
Best viewed in IE or Adobe PDF Reader.

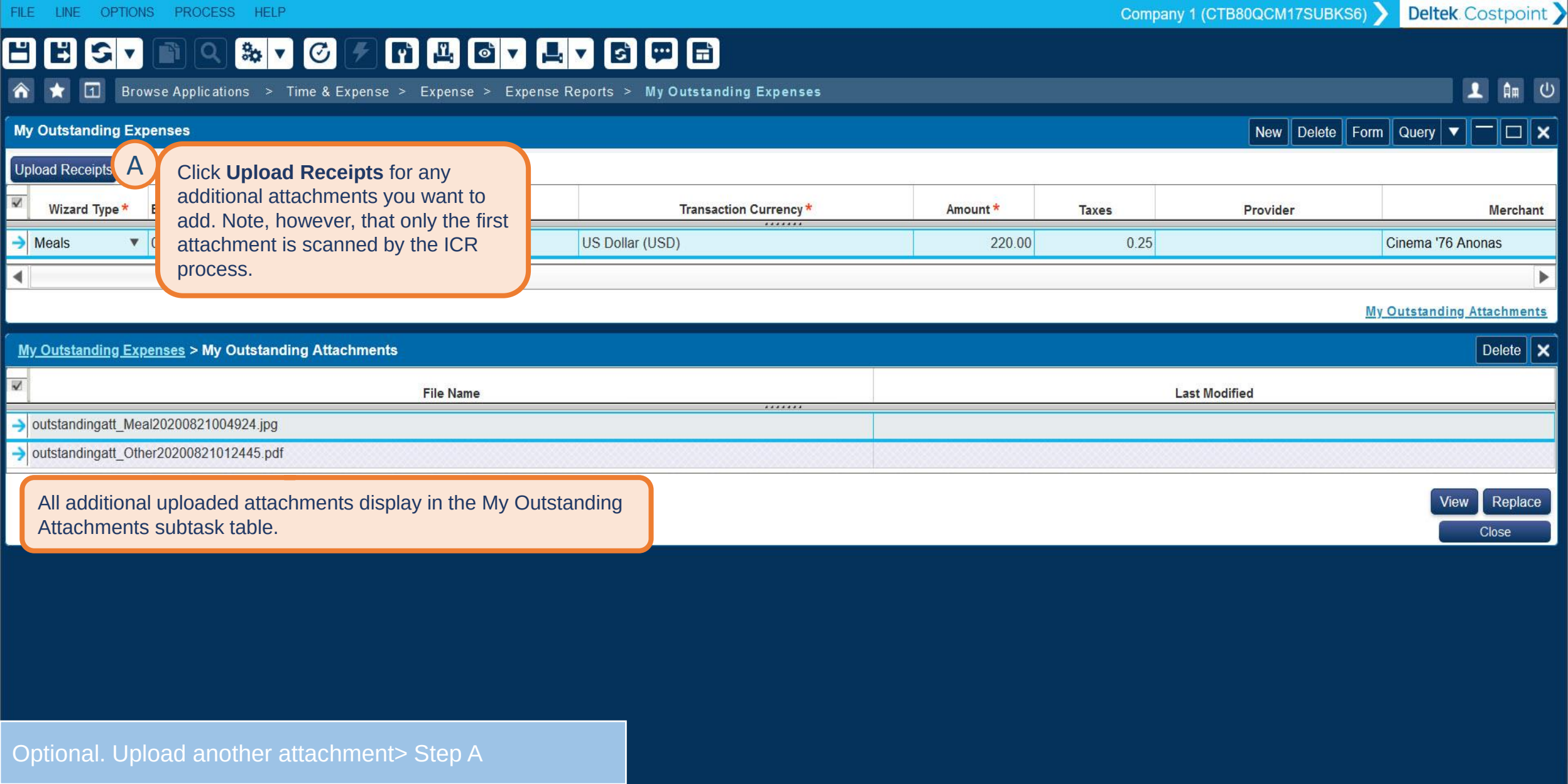

Browse Applications > Time & Expense > Expense > Expense Reports > My Outstanding Expenses
My Outstanding Expenses
New
Delete
Form
Query
Upload Receipts
A
Click the **Upload Receipts**, to add a new expense, if no other expenses exist in the table.
If the table already displays existing expenses, first click **New**.
Wizard Type *
Transaction Currency *
Amount *
Taxes
Provider
Merchant
-Select-
Cash
US Dollar (USD)
0.00
0.00
My Outstanding Attachments
My Outstanding Expenses > My Outstanding Attachments
Delete
File Name
Last Modified
View
Replace
Close
1. Upload a receipt to create the expense. > Step A

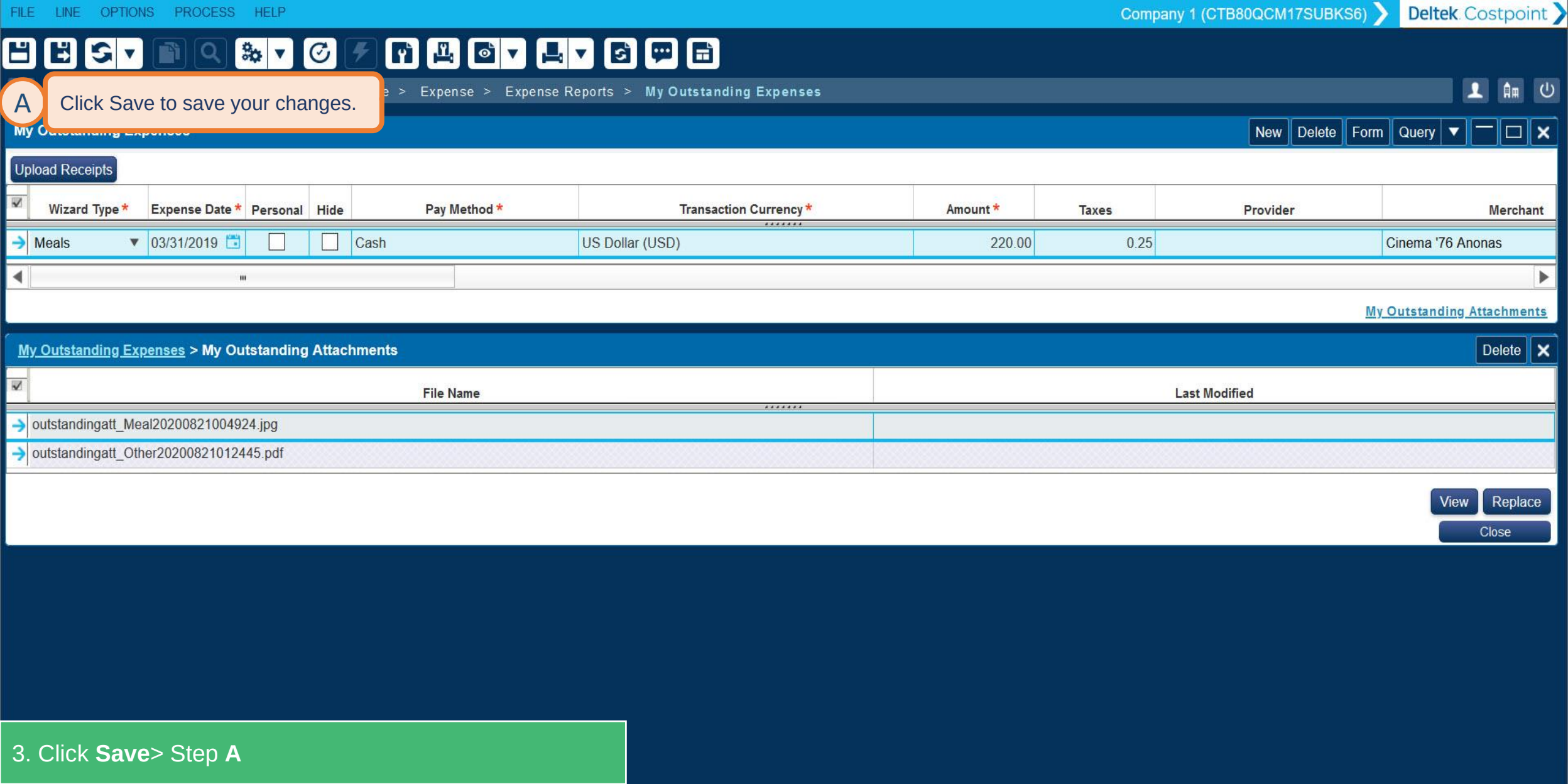


2. Browse for file to upload. > Steps A and B

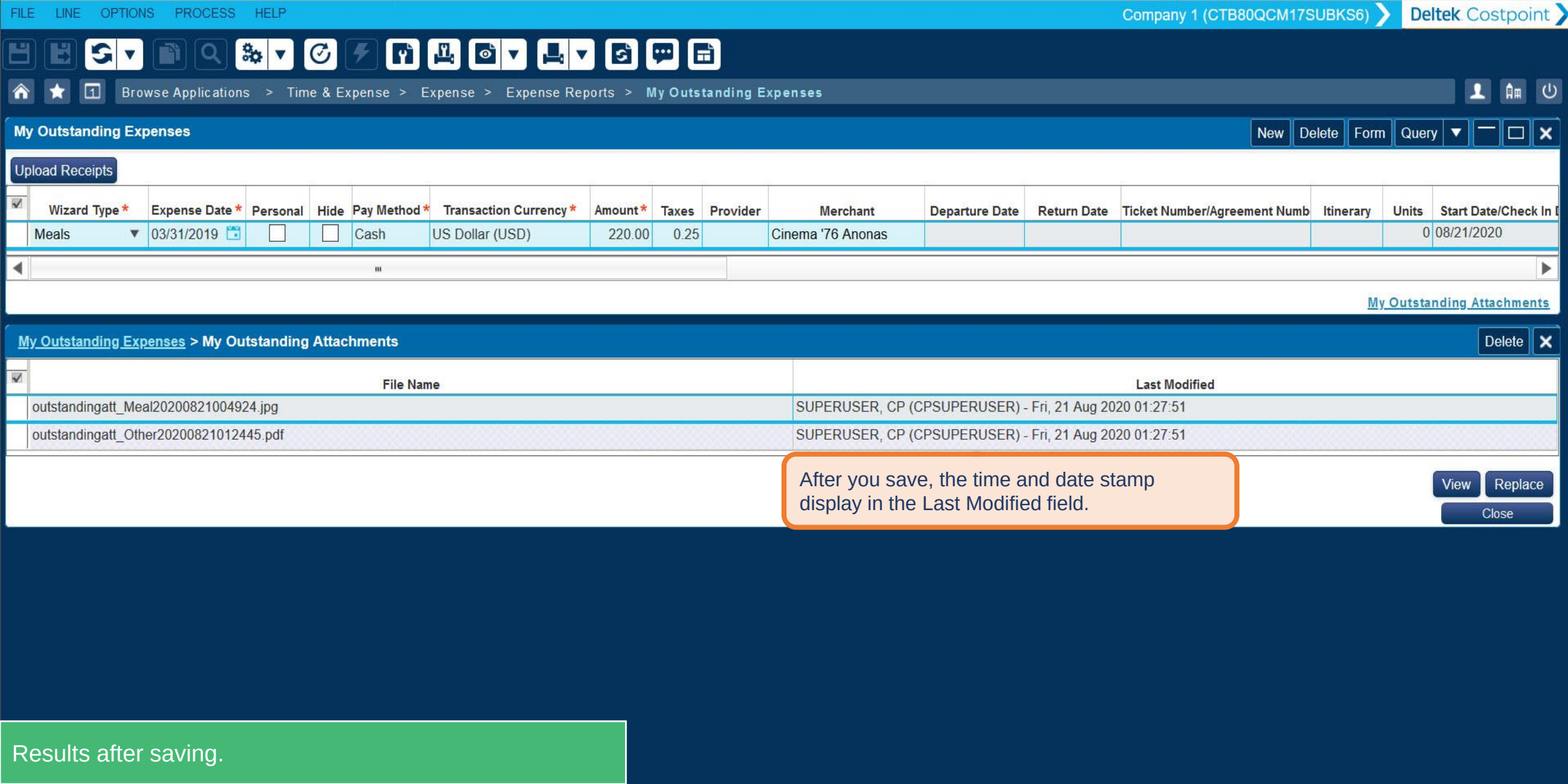

FILE LINE OPTIONS PROCESS HELP
Company 1 (CTB80QCM17SUBKS6)
Deltek Costpoint
Browse Applications > Time & Expense > Expense > Expense Reports > My Outstanding Expenses
My Outstanding Expenses
New Delete Form Query
Upload Receipts
Wizard Type * Expense Date * Personal Hide Pay Method * Transaction Currency * Amount * Taxes Provider Merchant
Meals 03/31/2019 Cash US Dollar (USD) 220.00 0.25 Cinema '76 Anonas
After processing, certain details are extracted from the image and added to the expense if ICR processing is enabled by your System Administrator.
My Outstanding Attachments
My Outstanding Expenses > My Outstanding Attachments
Delete
File Name Last Modified
outstandingatt_Meal20200821004924.jpg
The uploaded file is added to the My Outstanding Attachments table.
View Replace
Close
Results of file upload.

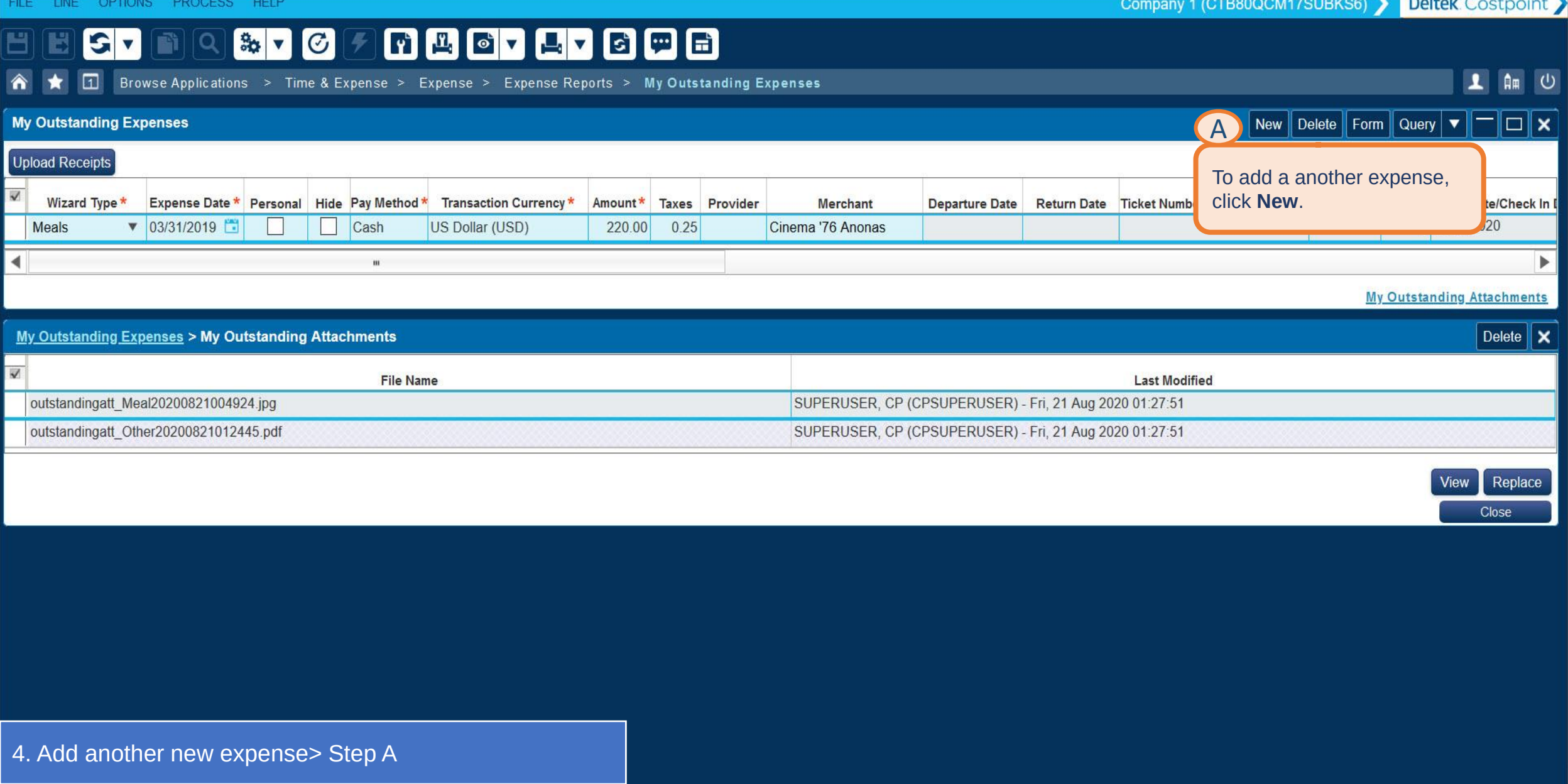

FILE LINE OPTIONS PROCESS HELP
Company 1 (CTB80QCM17SUBKS6)
Deltek Costpoint
Browse Applications > Time & Expense > Expense > Expense Reports > My Outstanding Expenses
My Outstanding Expenses
New Delete 1 of 1 New Table Query
Basic Information
Identification
Upload Receipts
Batch ID MANUAL
Batch Type Manual for MyOutstanding
Transaction ID 39F19C67-D939-4982-8287-F45D176C2A5F
General
Expense Report Type -None-
Expense Type
Wizard Type * Meals
Personal
Expense Date * 03/31/2019
Hide
Pay Method * Cash
Transaction Currency * US Dollar (USD)
Amount * 220.00
Taxes 0.25
Details
Provider
Merchant Cinema '76 Anonas
Comments
My Outstanding Attachments
Delete
This is the same information on the previous slide presented in Form view to show additional detail on extracted fields.
Results of file upload in Form view.


FILE LINE OPTIONS PROCESS HELP
Company 1 (CTB80QCM17SUBKS6)
Deltek Costpoint
Browse Applications > Time & Expense > Expense > Expense Reports > My Outstanding Expenses
My Outstanding Expenses
New Delete Form Query
Upload Receipts
A
Click Upload Receipts for any additional attachments you want to add. Note, however, that only the first attachment is scanned by the ICR process.
Wizard Type * Transaction Currency * Amount * Taxes Provider Merchant
Meals US Dollar (USD) 220.00 0.25 Cinema '76 Anonas
My Outstanding Attachments
My Outstanding Expenses > My Outstanding Attachments
Delete
File Name Last Modified
outstandingatt_Meal20200821004924.jpg
outstandingatt_Other20200821012445.pdf
All additional uploaded attachments display in the My Outstanding Attachments subtask table.
View Replace
Close
Optional. Upload another attachment> Step A

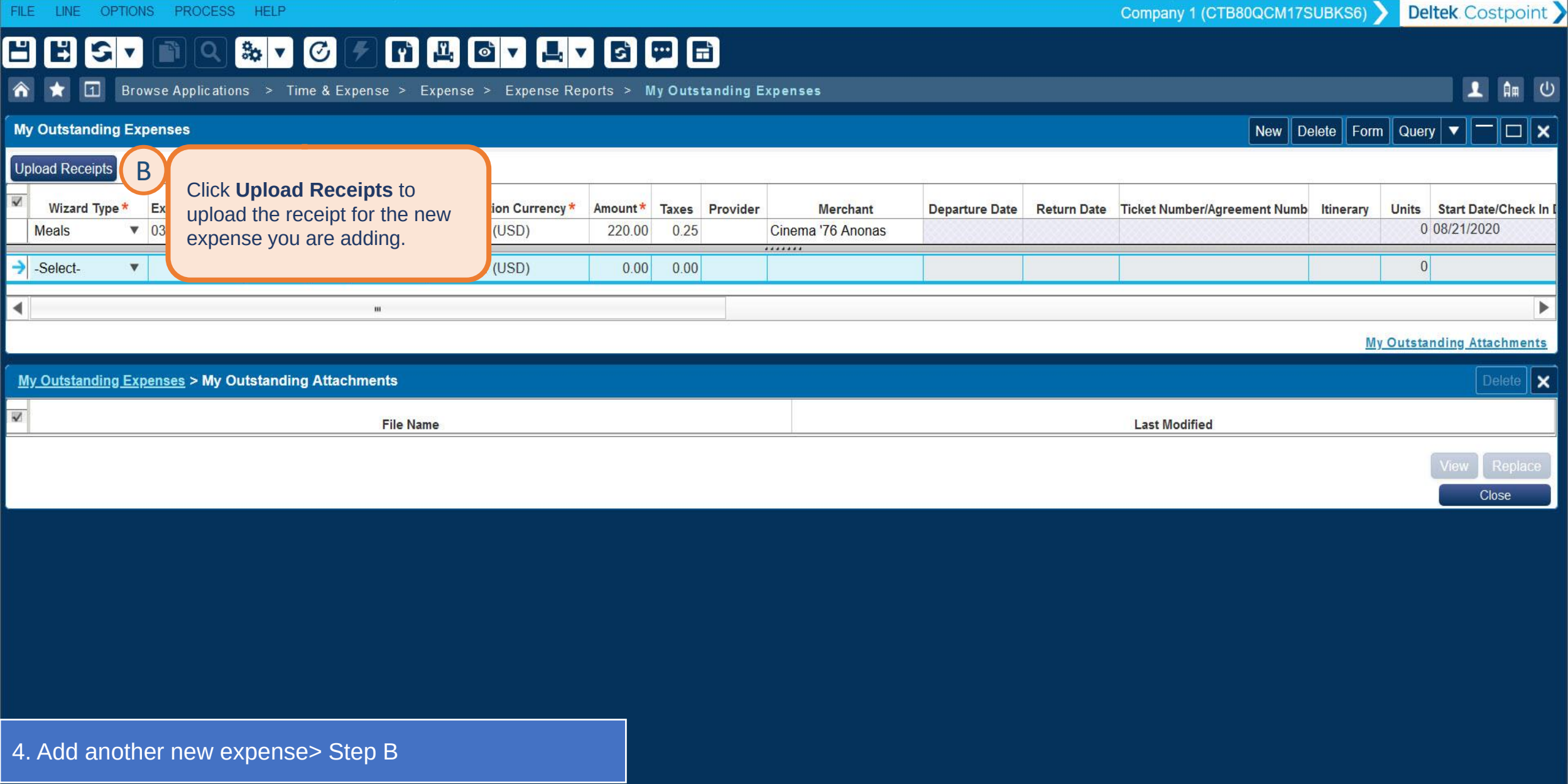


3. Click **Save**> Step **A**

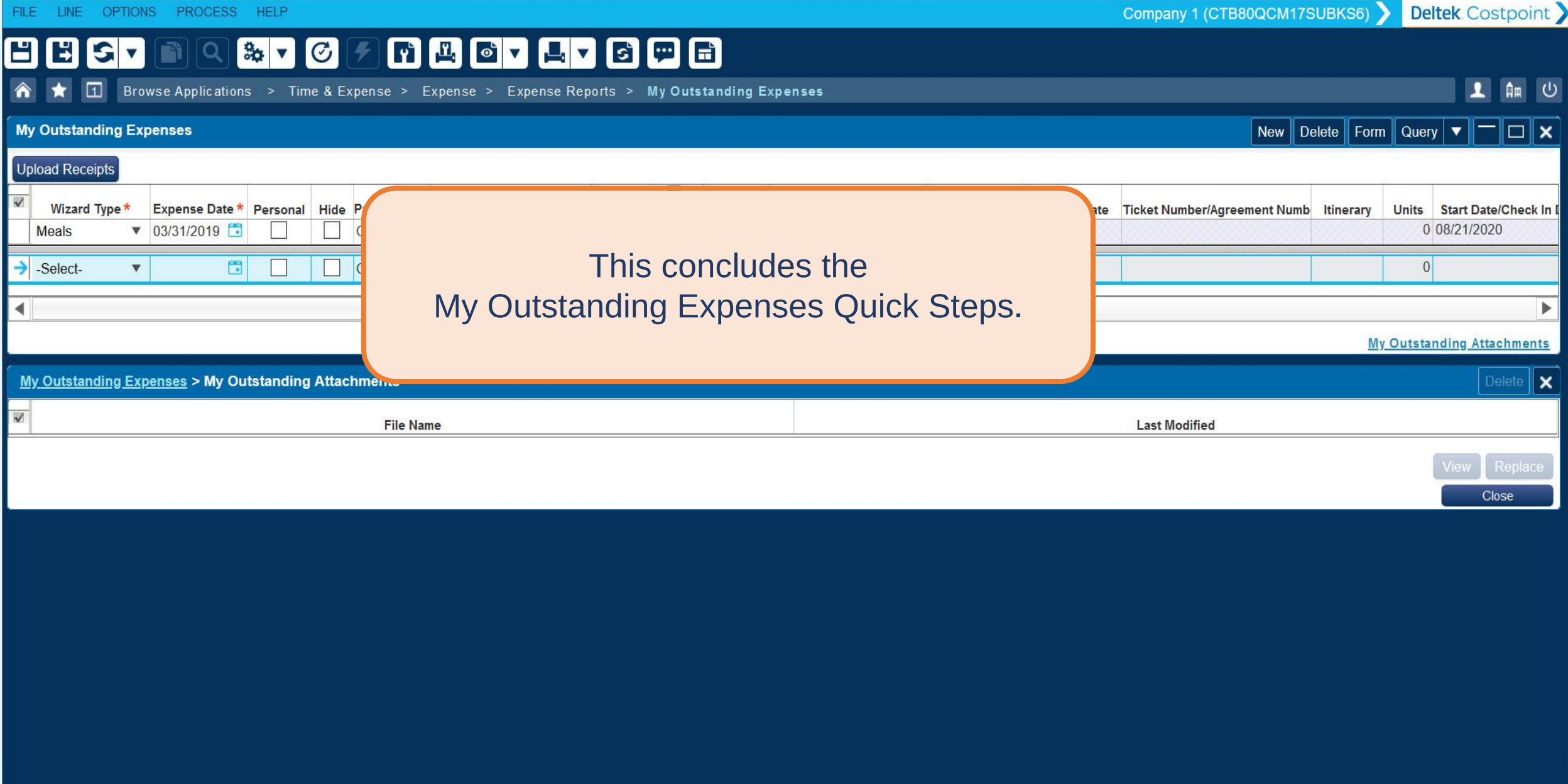

FILE LINE OPTIONS PROCESS HELP
Company 1 (CTB80QCM17SUBKS6)
Deltek Costpoint
Browse Applications > Time & Expense > Expense > Expense Reports > My Outstanding Expenses
My Outstanding Expenses
New Delete Form Query
Upload Receipts
Wizard Type * Expense Date * Personal Hide Pay Method * Transaction Currency * Amount * Taxes Provider Merchant Departure Date Return Date Ticket Number/Agreement Numb Itinerary Units Start Date/Check In
Meals 03/31/2019 Cash US Dollar (USD) 220.00 0.25 Cinema '76 Anonas 0 08/21/2020
My Outstanding Attachments
My Outstanding Expenses > My Outstanding Attachments
Delete
File Name Last Modified
outstandingatt_Meal20200821004924.jpg SUPERUSER, CP (CPSUPERUSER) - Fri, 21 Aug 2020 01:27:51
outstandingatt_Other20200821012445.pdf SUPERUSER, CP (CPSUPERUSER) - Fri, 21 Aug 2020 01:27:51
After you save, the time and date stamp display in the Last Modified field.
View Replace
Close
Results after saving.



4. Add another new expense> Step A



4. Add another new expense> Step B


FILE LINE OPTIONS PROCESS HELP
Company 1 (CTB80QCM17SUBKS6)
Deltek Costpoint
Browse Applications > Time & Expense > Expense > Expense Reports > My Outstanding Expenses
My Outstanding Expenses
New Delete Form Query
Upload Receipts
Wizard Type * Expense Date * Personal Hide Ticket Number/Agreement Numb Itinerary Units Start Date/Check In
Meals 03/31/2019 0 08/21/2020
-Select- 0
My Outstanding Attachments
My Outstanding Expenses > My Outstanding Attachments
Delete
File Name Last Modified
View Replace
Close
This concludes the
My Outstanding Expenses Quick Steps.