

Expense Module Overview – Expense Reports

Within the Expense Module, the Manage Expense Report and Create Expense Report screens will be modified to support the ongoing goal to improve the user experience including a responsive design along with improved system stability. The base functionality will remain the same as it is today with a few flow changes. Users will still access the functionality by navigating to Expenses > Manage Expense Reports as well as via the Quick Links on the home page:

The screenshot displays a user interface with several key components:

- Bank Level message:** A notification bar at the top right with a 'View' link.
- Unattached Transactions:** A notification bar below the first one, also with a 'View' link.
- View Account Details:** A dark blue panel on the left showing account information for ELAINE PLAKORUS(420000*****0158). It lists:
 - Credit Limit: \$10,000.00
 - Last Transaction Posted: \$4.00 4/6/2015
 - Transactions to Report: 12 (\$6,926.87)
 - Unattached Transactions: Yes
 A 'VIEW LAST STATEMENT' button is located at the bottom of this panel.
- My Tasks:** A panel on the right with a dropdown arrow. It lists:
 - Review Transactions to Report
 - You have unattached transactions to report.
 - Create Expense Report
 - In Progress: (19)
 - Recently Approved: (0)
 - Unassigned: (0)
- Quick Links:** A panel on the right with a dropdown arrow. It lists:
 - Create Out Of Pocket Transaction
 - Manage Accounts
 - Maintain User Information
 - Output Log

Manage Expense Reports [?]

[CREATE EXPENSE REPORT](#)

Expense Reports Unattached Transactions Search Expense Reports

In Progress [?]

	Details	Notes	Report Id	System Created	Name on Account	Expense Report Name	Current Status	Date Submitted	Current Status Date	Reimbursable Total
...			0000881016	No	ELAINE PLAKORUS	EP#186	Reopened	9/10/2013	9/10/2013	\$554.56
...			0000909842	No	ELAINE PLAKORUS	EP#187	Reopened	9/10/2013	9/10/2013	\$1,365.84

The flow to create a new Expense Report will remain largely the same as it is today. Users will see our new tool at the top to indicate which step in the process is being completed. The number of steps will continue to depend on the options that are enabled along with the users permissions. For example, if the user does not have the ability to create out of pocket transactions that step will be hidden. A new step has been added to allow users to attach receipts when creating the expense report. Users will still have the ability to attach receipts when finalizing the report as they do today. Below are screen shots of each step.

Information

Select Account ▼

Account
 ELAINE PLAKORUS(420000*****0158) ▼
[Select a different account](#)

Expense Report Name *

Description

Destination

Date Range: * **From:** **To:**
 Statement Cycle (Last) ▼ 2/25/2015 3/24/2015

Auto-attach transactions

NEXT **SKIP TO LAST STEP** [Save](#) [Cancel](#)

Attach transactions:

You are emulating: ELAINE PLAKORUS (061598... [END EMULATE USER SESSION](#))

Transactions

Available (Unassigned) Transactions

Attach the selected Transactions to the Expense Report.

Date Range: **From:** **To:**
 Statement Cycle (Last) ▼ 02/25/2015 04/01/2015

SEARCH

Attached Transactions

		Split Status	Date Posted	Date Occurred	Billing Amount	Merchant Name
⊖	♀	📊	4/1/2015	4/1/2015	\$1,874.79	Personal Mileage
⊖	♀	📊	4/1/2015	4/1/2015	\$1,874.79	Personal Mileage
⊖	♀	📊	4/1/2015	4/1/2015	\$3,151.00	Personal Mileage

NEXT **SKIP TO LAST STEP** [Save](#) [Cancel](#)

Create Out of Pocket Transactions:

Out of Pocket

To add an out-of-pocket transaction to your expense report, click the Add button for the appropriate out-of-pocket transaction type. You can add as many out-of-pocket transactions as you need.

Type: Lodging, Transportation and Other
 Number of Transactions: 1
 ADD [?]

Lodging, Transportation and Other

Remove	Transaction Date	Description	Expense Type	Amount	Merchant Name	Merchant City	State/Province
	04/06/2015		Select Type	0			

NEXT SKIP TO LAST STEP Save Cancel

Upload receipt images:

Receipts

Supported file types: .pdf, .jpeg, .tiff, .gif, and .png.
 Each file must be less than 5 megabytes.

Browse...

Description

UPLOAD RECEIPTS

<input type="checkbox"/>	FileName	Description
<input type="checkbox"/>	EP#210 Receipts.pdf	test

DELETE RECEIPT

NEXT Save Cancel

Finalize Expense Report:

Expense report for: ELAINE PLAKORUS (420000*****0158)
 Expense Report ID: 0001278634
 Current Report Status: Unsubmitted

- Step 1: Update General Report Information ▼
- Step 2: Attach Additional Transactions ▼
- Step 3: Create Additional Out-of-Pocket Transactions ▼
- Step 4: Manage Receipts ▼
- Step 5: Finalize Report [?] ▲

On the finalize screen, users will now manage receipts by expanding the section versus clicking on the Manage Receipts button. Users will be able to upload additional receipts or delete files, if needed.

Step 4: Manage Receipts ▲

Supported file types: .pdf, .jpeg, .tiff, .gif, and .png.
 Each file must be less than 5 megabytes.

Description

<input type="checkbox"/>	FileName	Description
<input type="checkbox"/>	EP#210 Receipts.pdf	test

Users will continue to edit allocation information and spit transactions from this screen as well. The action options will now display as icons on the screen versus selecting from a drop down list.

Step 5: Finalize Report [?]

Split or allocate transactions as necessary, add any out-of-pocket transactions required, and add notes to transactions.

Expense Report Name: EP Test

Account: ELAINE PLAKORUS (420000*****0158)

Description:





Destination:




Dates: 2/25/2015 - 4/1/2015

Grand Total: \$0.00





Reimbursable Total: \$0.00











Receipt Attached: Yes

Action: [?]    


<input type="checkbox"/>	Remove	Delete	Split Status	Detail	Date Posted	Date Occurred	Billing Amount	Merchant Name	Description	Company
<input checked="" type="checkbox"/>				...	4/1/2015	4/1/2015	\$1,874.79	Personal Mileage	<input type="text"/>	<input type="text"/>

The option to print the expense report displays in the Finalize section next to Submit:

Action: [?]    

<input type="checkbox"/>	Remove	Delete	Split Status	Detail	Date Posted	Date Occurred	Billing Amount	Merchant Name	
<input type="checkbox"/>				...	4/1/2015	4/1/2015	\$1,874.79	Personal Mileage	
<input type="checkbox"/>				...	4/1/2015	4/1/2015	\$0.29	Personal Mileage	
<input type="checkbox"/>					...	4/6/2015	4/1/2015	\$25.00	Yellow Cab

SUBMIT **PRINT EXPENSE REPORT** [Save](#) [Cancel](#)

Report History [?] 

The Manage Expense Reports screen remains the same with users having access to reports in progress, waiting to be approved and recently approved. This will continue to depend on the users permissions.

Manage Expense Reports [?]

CREATE EXPENSE REPORT

Expense Reports Unattached Transactions Search Expense Reports

In Progress [?]

<input type="checkbox"/>	Details	Notes	Receipt	Report Id	System Created	Name on Account	Expense Report Name	Current Status	Date Submitted	Current Status Date	Reimbi
<input type="checkbox"/>	...		<input type="checkbox"/>	0000881016	No	ELAINE PLAKORUS	EP#186	Reopened	9/10/2013	9/10/2013	\$554.56
<input type="checkbox"/>	...		<input type="checkbox"/>	0000909842	No	ELAINE PLAKORUS	EP#187	Reopened	9/10/2013	9/10/2013	\$1,365.

Page 1 of 2 (Items 1 to 10 of 20)

« ‹ 1 2 › »

SUBMIT SELECTED

DELETE SELECTED

Recently Approved [?]

No reports found.

Tabs to view Unattached Transactions and Search Expense Reports will also display and function as they do today:

Manage Expense Reports [?]

CREATE EXPENSE REPORT

Expense Reports Unattached Transactions Search Expense Reports

Date Range:

Last 45 Days

From:

2/20/2015

To:

4/6/2015

SEARCH

Filter Search Results By:

Transactions Only Splits Only Both

<input type="checkbox"/>		Split Status	Date Posted	Date Occurred	Billing Amount	Merchant Name
<input type="checkbox"/>			4/1/2015	4/1/2015	\$1,874.79	Personal Mileage
<input type="checkbox"/>			4/1/2015	4/1/2015	\$3,151.00	Personal Mileage

Manage Expense Reports [?]

CREATE EXPENSE REPORT

Expense Reports

Unattached Transactions

Search Expense Reports

Report Status:

Unsubmitted Pending Approval Approved/Closed Rejected Reopened Incomplete

Date Range:

Last 45 Days

From:

2/20/2015

To:

4/6/2015

Search by:

Last Status Date Date Created

Search Using:

Select value

SEARCH