

# Expense Report Training

## Brief description:

This Quick Topic provides an overview of creating, editing and submitting an expense voucher. A description of the approval process and expense statuses is also provided.

## What's covered in this document:

- Expense Report Creation
- Expense Report Summary Screen
  - PURPOSE and LOCATION
  - PROJECT and TASK
  - ALLOCATION
- Expense Report Detail
  - Adding Rows to the Expense Report Details Screen
- Expense Wizards
- Display Custom Text Messages on Wizard
- Expense Report Attachments
- Completing an Expense Report
  - Expense Report Status
- Submitting Expense Reports

## Expense Report Creation

From either **Expense > Dashboard** or **Expense > List**, click the **+Expense** link in the right corner above the grid to create a new expense report.

Expense – Dashboard 

Demo Notice  
*This is the demo site for demo\_wlanham*

Active Expense Reports  Expense

	EXPENSE #	EXPENSE	REIMBURSE	STATUS		PURPOSE	VOIDING / VOIDED BY
 	331	\$456.00	\$456.00	APPROVING	5/17/2019 3:34 PM	Training	
   	323	\$644.41	\$248.22	INUSE	5/3/2019 10:45 AM	Subsequent trip to New York	
   	322	\$496.50	\$271.50	INUSE	5/17/2019 2:40 PM	Trip to New York to talk to the investme...	
  	321	\$456.00	\$456.00	SUBMITTED	5/17/2019 3:33 PM	Training	
   	320	\$534.22	\$232.00	INUSE	5/17/2019 2:25 PM	Followup trip to New York	

## Expense Report Summary Screen

The Summary page captures information about the trip or expense report as a whole.

## Expense – Create Expense Report

**Accounting (FN-ACCOUNTING)**

**PURPOSE**

**LOCATION**

	PROJECT	TASK	ALLOCATION (%)	
1.		CUSTOMER-1 10.10.7011.102 ▼	1. Project Support ▼	100
1				100

**Save** **Details**

### PURPOSE and LOCATION

Enter the purpose of the expense and the location where it was incurred.

### PROJECT and TASK

Choose a project and task (where applicable) from the dropdown menu to report the expenses. The list will include all assigned projects available for the expense user.

### ALLOCATION

If this expense report is for one project, ALLOCATION (%) should be 100%. If the expenses are for more than one project, you can define how to allocate the expenses to each project. For example, if the employee travels to one location to work on two projects and wants to evenly split the expenses, he/she would do as follows:

1. Add one more row by clicking the **Add a row** icon beneath the existing entries.
2. Enter "50" for ALLOCATION (%) for each project to split the expense equally.
3. Click **Save** if complete, or **Details** to add specific line item information.

**Note:** Clicking the **Details** button will automatically save the request and direct the user to the *Expense Report Details* screen.

	PROJECT	TASK	ALLOCATION (%)	
1.		CUSTOMER-1 10.10.7011.102 ▼	1. Project Support ▼	50
2.		CUSTOMER-1 10.STUDY-X ▼	6. Project Management ▼	50
1				100

**Save** **Details**

# Expense Report Detail

The *Expense Report Details* screen is used to record the detailed expense items.

## Adding Rows to the Expense Report Details Screen

Click the **Add a row** icon to add more expense detail rows. A sample details screen is shown below.

### Expense – Expense Report Details for Controller, Frank T.

**Accounting (FN-ACCOUNTING)**  
**Purpose:** Support & Management expense  
**Location:** San Diego, CA

#	PROJECT	TASK	ALLOCATION	DEFAULT PROJECT TYPE
1.	CUSTOMER-1 10.10.7011.102 (CP)	1. Project Support	50%	BILLABLE
2.	CUSTOMER-1 10.STUDY-X (FP)	6. Project Management	50%	BILLABLE

DATE	EXPENSE TYPE	AMOUNT (USD)	PAYMENT METHOD	CHARGE TO PROJECT
1. 5/2/2019	Airfare	400.00	*Company Paid	Allocation
2. 5/2/2019	Business Meals	40.00	*Company Paid	Allocation

1

Total Expenses: 440.00  
(-) Non Reimbursable: 440.00  
(-) Advances: 0.00  
Cash Returned: 0.00  
**Total Reimbursement: 0.00**

Wizard Summary

Receipt Provided  
People: Mr. Smith  
Mr. Jones  
Attendees: 2  
Amount For Meals Cap: 20.00

Comments

Save Submit Preview Allocate Purpose Threshold Import Attach

Expense items are entered as individual rows on this screen. Required fields include DATE, EXPENSE TYPE, AMOUNT, and PAYMENT METHOD.

- **DATE** - Date the expense was incurred.
- **EXPENSE TYPE** - Type of expense incurred.
- **AMOUNT (USD)** - Based on the EXPENSE TYPE field, the AMOUNT field accepts either a monetary amount or invokes a wizard data entry screen. The wizard data entry screen is invoked when the cursor is placed in the AMOUNT field. The wizard data entry screen collects the required and optional information associated with the EXPENSE TYPE.
- **PAYMENT METHOD** - Available payment methods include Employee, Corp. Card, and Company Paid based on who is expected to be charged for the expense item.
- **CHARGE TO PROJECT** - Allows charging expenses according to the specified Project Allocation or to a particular project using its associated number in the top section of the *Expense Report Details* screen.

The buttons at the bottom of the screen represent the actions that can be applied to the expense report.

- **Save** - Save the expense report.
- **Submit** - Submit the expense report.
- **Preview** - Displays a read-only view of the expense report.
- **Allocate** - Allows the expense user to view the total cost of the expense report.
- **Purpose** - Displays the expense summary screen.
- **Threshold** - Displays system-configured expense thresholds by expense types.
- **Import** - Only appears if *Enable Credit Card Functionality* property is enabled. Displays imported credit card transactions screen.

- **Attach** - Allows files to be attached to the expense report. This option can be used to attach soft-copy expense receipts.

## Expense Wizards

Many of the Expense Types are associated with an Expense Wizard, which will pop up when you click the AMOUNT field. Each wizard is unique and should be populated with as much information as possible. Additionally, the wizard allows you to enter the paid currency and exchange rate, a vendor, and to check if a receipt is provided.

Some expense type wizards may also contain a list of applicable vendors. Select the vendor from the dropdown menu. If the vendor you used for the transaction is not included, you can type the Vendor into the Vendor Name field.

The screenshot shows a web browser window titled "v11.0.4 Expense Wizard - Airfare - Google Chrome". The address bar shows "sites.unanet.com/demo\_wlanham/action/expense/wizard/air?etk...". The main content area is titled "Expense Wizard - Airfare" and contains the following form fields:

- Receipt Provided:
- If Not Provided, Why:
- Vendor: Southwest \*preferred
- Vendor Name:
- Departed From: IAD
- Arrived At: SAN
- Departure Date: 5/2/2019
- Return Date (if round trip): 5/4/2019
- Ticket Number:
- Expense Amount: 400.00
- Currency Used: USD - (US Dollar)
- Exchange Rate to USD: 1.000000
- USD Amount: 400.00
- Comments:

At the bottom of the form are two buttons: "Save" and "Cancel".

## Display Custom Text Messages on Wizard

It is possible to display custom text messages on a wizard in much the same way you would for a timesheet. HTML tags are allowed to format the message (but not required).

**Note:** If HTML is not used, the message will display in bold text under the title.

- Navigate to **Admin > Setup > Expense > Expense Types**.
- Click the **edit pencil icon** for the desired Expense Type and select the *Summary* tab.
- In the *Description* box, enter the custom text message, using HTML tags if desired.
- In the EXPENSE REPORTING OPTIONS section, select the check box for *Show Description*.
- Click **Save**.

In this example, when the AMOUNT field is clicked for *Airfare* on the expense report, the wizard will display with the custom text message as

shown.

### Admin Setup – Edit Airfare

**Summary**   Vendor   Wizard   Other

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ENABLED

\* Expense Type Name:     \* Expense Type:  
Cost Account:     Markup %:  
Description:    Threshold:  
External System Code:

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EXPENSE REPORTING OPTIONS

Require Vendor    Require Receipt    Show Description    Allow on Request

   Airfare	AIRFARE	Air	<input type="text" value="&lt;font color='red'&gt;&lt;b&gt;&lt;i&gt;IMPORTANT! Most economical flight must be selected.&lt;/i&gt;&lt;/b&gt;&lt;/font&gt;"/>
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### Expense Wizard – Airfare

**IMPORTANT! Most economical flight must be selected.**

Receipt Provided:	<input checked="" type="checkbox"/>
If Not Provided, Why:	<input type="text"/>
Vendor:	United <input type="text"/> *preferred
Vendor Name:	<input type="text"/>
Departed From:	DCA
Arrived At:	JFK
Departure Date:	8/19/2019 <input type="text"/>
Return Date (if round trip):	8/27/2019 <input type="text"/>
Ticket Number:	fg4t5334g
Expense Amount:	199.00
Currency Used:	USD - (US Dollar) <input type="text"/>
Exchange Rate to USD:	1.000000
USD Amount:	199.00
Comments:	<input type="text"/>

## Expense Report Attachments

Attachments can be associated with the expense report as a whole, or with an individual line item. See the topic below for detailed information.

[Attachments For Expense Reports & Customer Invoices](#)

## Completing an Expense Report

Once all the details have been entered, click **Save**. This preserves the expense report in the user's queue for future modification. It will not be submitted for approval and reimbursement until **Submit** is clicked.

## Expense Report Status

Navigate to **Expense > List** to see all your active expense reports and their current status. The status of the expense report will be one of the following.

- **INUSE** - The expense report is in use by the expense user. It has been saved but not submitted for approval.
- **SUBMITTED** - The expense report has been submitted by the user and is waiting for the first approval to be made.
- **APPROVING** - The expense report has been approved by one or more approvers, but has not been through all levels of approval. You can choose to view the expense report using the **magnifying glass icon** next to the report, and choose Approval History to see who has approved the report.
- **DISAPPROVED** - The expense report has been disapproved. The user must edit and resave the expense report where it will then revert to INUSE status. It must then be resubmitted and go through the approval process again.
- **COMPLETED** - When all approvals have been made, the status of the expense report is changed to COMPLETED. When the expense report enters this state, it is no longer visible in the Active Expenses list. The user is required to navigate to the *Completed Expenses* list to see the report listing.

- **LOCKED** - The expense report is locked and cannot be edited by the user. This status is an intermediate status between COMPLETED and EXTRACTED.
- **EXTRACTED** - When the expense report has been exported from Unanet to be paid through the accounting or payroll system, the status may be change to EXTRACTED. At this point, no further corrections are possible in the expense report.

## Submitting Expense Reports

It is critical to review your expense report for accuracy prior to submitting it. Click **Submit** to move the report into the approval stage. A text dialog is displayed where the user can enter optional comments for this expense report.

The approval of an Expense Report is required from Finance and the Project Lead(s) of each charge number associated with the expense. These approvals are allowed to proceed in parallel, as either approver can act before the other.

### Expense – Expense Report Details for Controller, Frank T.

Submit Comments:

You have selected to submit this expense report/request. You may optionally include comments with your submission. To confirm and continue the submission process, click on the Submit button.  
If you have reached this screen in error, simply click Cancel.