



## Getting Started Guide for Expense Reporting

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This document has been prepared to conform to the current release version of Open Systems Accounting Software. Because of our extensive development efforts and our desire to further improve and enhance the software, inconsistencies may exist between the software and the documentation in some instances. Call your customer support representative if you encounter an inconsistency.

Open Systems, Inc.  
4301 Dean Lakes Boulevard  
Shakopee, Minnesota 55379

General Telephone: (800) 328-2276 or (952) 403-5700  
General Fax: (952) 496-2495  
Support Telephone: (800) 582-5000  
Support Fax: (952) 403-5870  
Support Email: [osas\\_support@osas.com](mailto:osas_support@osas.com)  
Internet Address: [www.osas.com](http://www.osas.com)

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## Overview

Expense reporting is a way for an employee to enter into OSAS personal purchases that are business expenses which will be reimbursed by the company. Common expenses that the company will pay back to the employee are meals, hotels, car rental, or other authorized expenditures. For example, employee X goes to a business conference in Chicago, and must take a taxi from their home to the airport. He or she can submit an expense for that personal cost paid, which the company will pay back. Other examples of expenses for which you can use the expense reporting process as an avenue to pay employees for expenditures might include medical spending or childcare allowances through an FSA program.

Use the **Expense Reporting** functions to enter business-related or other approved expenses to receive reimbursement. Expenses entered will be processed back at the office by the accounting department in order to reimburse the employee. An **Expense Report** is a collection of related expenses (for example, expenses for airfare, hotels, and meals during a single business trip). You can select from among the expenses you have entered to create the expense report.

You can also edit, approve, and audit expense reports before posting them.

## Set up Expense Reporting Users

Before you can enter expenses, you must set up users who will have permission to enter expenses, as well as users who will approve expenses. There are a number of steps to complete before you can set up expense reporting users.

### Vendors

Users who will be reimbursed for submitted and approved expenses must be assigned a **Vendor ID**. Open the **Vendors** function from the AP (or Contractors' AP) **File Maintenance** menu.

Create a Vendor ID to assign to each expense reimbursement user. Ensure each vendor has a terms code assigned.

#### Tips:

- You can use the **Maintenance (F6)** command to run the Vendor maintenance screen and create the Vendor ID at the time you create the expense reimbursement user.
- Create a common naming convention for AP Expense vendors, such as **EXxxxx**, for easier selection or omission on common AP reports such as Aged Trial Balance, history reports, and Pay Invoices functions.

### Expense User Groups

There are two types of groups to which you can associate users: assistant and approval. Assistant group members have permission to create and/or edit expense reports for expense reimbursement users associated with their group. Approval group members have permission to approve expenses for expense reimbursement members associated with their group, but cannot enter or edit expenses or expense reports. Members of either group can also be set up as expense reimbursement users.

- **Any** expense reimbursement user can enter and edit their own expenses.
- **Any** OSAS user can be associated with one or more expense user groups. An OSAS user can be a member of an assistant group **and** an approval group.
- **Assistant** group members:
  - Can enter and edit expenses, as well as create and edit expense reports for any expense reimbursement user associated with their group
  - Can NOT approve expenses
- **Approval** group members:
  - Can approve expenses for expense reimbursement users associated with their group
  - Can NOT enter or edit expenses or expense reports for any other member of their group

- If an expense reimbursement user is not associated with an approval group, their submitted expense reports are automatically approved.
- If an expense reimbursement user is not associated with an assistant group, that user will be the only user able to enter and edit expenses and expense reports for themselves.
- An expense reimbursement user can always enter and edit their own expenses and expense reports.

The following charts illustrate how groups work:

**Expense Reimbursement Users**  
These users can enter and edit expenses and expense reports for themselves. Each expense reimbursement user must be assigned a vendor ID.

**Assistant Group #1**  
This group can enter and edit expenses and expense reports for reimbursement users in this group

**Assistant Group #2**  
This group can enter and edit expenses and expense reports for reimbursement users in this group

**Approval Group #1**  
This group can approve expenses and expense reports for reimbursement users in this group

**Approval Group #2**  
This group can approve expenses and expense reports for reimbursement users in this group

User (* indicates Expense Reimbursement User)	Assistant Group #1	Assistant Group #2	Approve Group #1	Approve Group #2
Happy	Happy			
Sneezy	Sneezy		Sneezy	
*Bashful				
*Dopey	*Dopey			
*Grumpy		*Grumpy		
Doc				Doc
Sleepy				Sleepy
*Snow White		*Snow White	*Snow White	
*Maleficent			*Maleficent	*Maleficent

Who can create, edit, and submit their own expenses and expense reports?	Who can create, edit, and submit expenses and expense reports for someone else?	Whose expense reports are automatically approved?	Who can approve someone's expense reports?
	Happy--for Dopey		
	Sneezy--for Dopey		Sneezy--for Snow White, Maleficent
Bashful		Bashful	
Dopey	Even though he is in an assistant group, no one else in his group is an expense reimbursement user	Dopey (not a member of an approve group)	
Grumpy	Grumpy--for Snow White	Grumpy (not a member of an approve group)	
			Doc--for Maleficent
			Sleepy--for Maleficent
Snow White	Snow White--for Grumpy		Snow White--for Maleficent
Maleficent			Maleficent--for Snow White

Open the **Expense User Groups** function from the AP (or Contractors' AP) **Codes Maintenance** menu.

User ID	Name	Mandatory?
julie	julie	<input type="checkbox"/>
test	TEST user	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

1. Enter a name for the group in the **User Group** field.
2. Enter a **Description** for the group.
3. Select the **Type** of user group to create:
  - 'Assistant' creates an assistant group, which allows its members to enter or edit expenses or expense reports for any expense reimbursement user associated with the group. However, assistant group members cannot approve expenses. Assistant users are not required to be expense reimbursement users.
  - 'Approval' creates an approval group, which allows its members to only approve expense reports for any expense reimbursement user associated with the group. Approval users are not required to be expense reimbursement users.
4. If you are creating an approval group, enter a number of **Approvals Required**. By default, a minimum of one approval is required. The Approvals Required value indicates the number of users from the group who are required to approve an expense report. For instance, if the group has 5 members, and the number of approvals required is 2, any two of the five members are required to approve an expense. **Note** that the number of approvals required in an assistant group is **0**, and cannot be changed. This is because the group is unable to approve expense reports.
5. Use the **Proceed (PgDn)** command to continue to the HLE section of the screen.
6. To add users to the group, press **A** to open the Append Group User screen. Select a **User ID** from the drop-down list. If you mark the optional **Mandatory?** check box (enabled for Approval groups only), it indicates that particular user must approve any expense report (for reimbursement users associated



with their group). The number of mandatory approvers cannot exceed the number of required approvals.

7. Use the **Proceed (PgDn)** command to continue. Repeat until you are finished associating users with the group.
8. When finished, press **F7** to save your changes and return to the menu.

## Expense Categories

Use the Expense Categories function to establish codes to which you can assign expenses. You can assign a default GL account for the expenses that fall into the selected category, which can be overridden if necessary when you enter the expenses in the Expense Entry screen.

You can also select default GL accounts, rates, and limits for specific users by adding those users to the override section of the screen.

Open the **Expense Categories** function from the AP (or Contractors' AP) **Codes Maintenance** menu. The Expense Categories screen opens.

The screenshot shows the 'Expense Categories' window with a menu bar (Commands, Edit, Modes, Other, Scroll Commands, Help) and a toolbar with icons for file operations, a search icon, and buttons for 'Export', 'Archive', 'OK', and 'Abandon'.

Category	Description	GL Account	Reimb Pct	Reimb Limit	Rct?
AIR	Air transportation	511001	100.00	.00	<input checked="" type="checkbox"/>
HOTEL	Hotel expenses	511000	100.00	1000.00	<input checked="" type="checkbox"/>
MEALS	per diem	511003	100.00	100.00	<input checked="" type="checkbox"/>
TRNSPORT	Transportation	511001	50.00	.00	<input checked="" type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

Below the table is the 'User Overrides' section with a table:

User ID	Name	GL Account	Reimb Pct	Reimb Limit	Rct?

At the bottom of the window are buttons for 'Enter=Edit', 'Append', 'Switch to overrides', and 'Go to'. The status bar at the very bottom shows 'Company H', 'Terminal T000', and 'INS'.

If there are no current categories, the Append Category screen will appear.

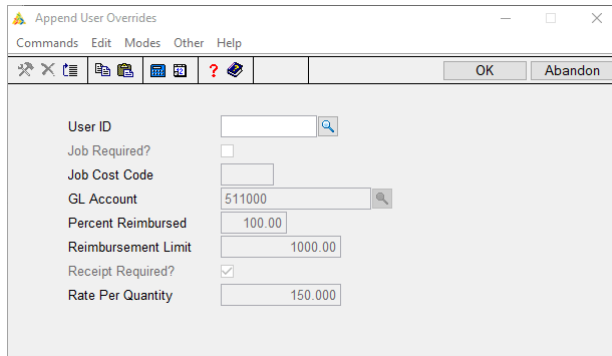
1. If the screen is not already open, press **A** to open the Append Category screen to add a new category, or press **Enter** to edit an existing category.
2. Enter an expense **Category Code**.
3. Enter a **Description** for the expense category.
4. Enter a **Type** for the expense category. This value is for reference only.

**Tip:** Use the category Type as a grouping option.  
For example: Breakfast, Lunch, and Dinner might all have a category type of MEALS.

The screenshot shows the 'Append Category' window with the following fields and values:

Category Code	HOTEL
Description	Hotel expenses
Type	Travel
Job Required?	<input type="checkbox"/>
Job Cost Code	000
GL Account	511000 TRAVEL AND ENTERTAINMENT
Percent Reimbursed	100.00
Reimbursement Limit	1000.00
Receipt Required?	<input checked="" type="checkbox"/>
Rate Per Quantity	150.000

5. If Accounts Payable is interfaced with Job Costs or Contractors' Job Costs, and you require expenses in the category to be tied to a job cost code, mark the **Job Required?** check box (or enter **Y** in text mode). You can enter an optional **Job Cost Code**, as needed.
6. Select a default **GL Account** code for the category. You can override the GL account, if necessary, when you enter expenses.
7. Enter the percentage of the expense that will be reimbursed in the **Percent Reimbursed** field. You can leave the field blank to indicate 100%.
8. If there is a dollar amount limit to the reimbursement for expenses in the category, enter the amount in the **Reimbursement Limit** field; otherwise leave the field blank.
9. If you require a receipt to be submitted before the expense will be approved, mark the **Receipt Required?** check box (or press **Y** in text mode).
10. If your company reimburses the expense as a rate per quantity, enter the **Rate Per Quantity**. For instance, the rate for meals could be \$20 per meal, so an expense user will receive \$20 for each meal no matter the actual cost of the meal.
11. Use the **Proceed (PgDn)** command to continue.
12. If you have one or more expense reimbursement users whose expenses in the category should be applied to a different GL account and/or job code, or a user has different percentage or limit for reimbursement, you can create an individual override for the user(s). Press **S** on the Expense Category screen to switch the cursor to the User Overrides section of the screen.



The image shows a software window titled "Append User Overrides". It has a menu bar with "Commands", "Edit", "Modes", "Other", and "Help". Below the menu bar is a toolbar with icons for undo, redo, save, print, and a help icon, followed by "OK" and "Abandon" buttons. The main area contains several fields:

User ID	<input type="text"/>
Job Required?	<input type="checkbox"/>
Job Cost Code	<input type="text"/>
GL Account	511000 <input type="text"/>
Percent Reimbursed	100.00 <input type="text"/>
Reimbursement Limit	1000.00 <input type="text"/>
Receipt Required?	<input checked="" type="checkbox"/>
Rate Per Quantity	150.000 <input type="text"/>

- To add a user override to the category, select a **User ID** from the drop-down list.
  - If Accounts Payable is interfaced with Job Costs or Contractors' Job Costs, and you require expenses in the category to be tied to a job cost code, mark the **Job Required?** check box (or enter **Y** in text mode). If you require a job cost code, you have the option to enter a default **Job Cost Code**.
  - Select a default **GL Account** code (optional) for the category. You can override the GL account when you enter expenses.
  - If applicable, enter the percentage of the expense that will be reimbursed in the **Percent Reimbursed** field.
  - If there is a dollar amount limit to the reimbursement for expenses in the category, enter the amount in the **Reimbursement Limit** field; otherwise, leave the field blank.
  - If you require a receipt to be submitted before the expense will be approved, mark the **Receipt Required?** check box (or press **Y** in text mode).
  - If your company reimburses expenses as a rate per quantity, enter the **Rate Per Quantity**.
  - Use the **Proceed (PgDn)** command to continue.
  - Press **S** to switch back to the category section.
13. Continue to append categories as needed.
  14. To edit a category, select a category and press **Enter**.
  15. To go to a particular line item, press **G**, then enter the line number (this command is available only if there is more than one screen of line items).
  16. When finished, press **F7** to save your changes and return to the menu.

## Expense Reimbursement Users

Use the **Expense Reimbursement Users** function to enter users who will be reimbursed on an expense report. Users who submit expenses that will be reimbursed to them must be listed as expense reimbursement users. Expense reimbursement users must also be assigned a vendor ID.

Select **Expense Reimbursement Users** from the AP (or Contractors' AP) **Codes Maintenance** menu. The Expense Users maintenance screen appears.

User ID	Name	Vendor	Assistant Grp	Approval Grp
julie	julie	EXP001		Approvals
test	TEST user	EXP002		Approvals
test2	test user 2	EXP004	Sales	
test3	test user 3	EXP003		

1. Press **A** to open the Append User screen to add a new expense reimbursement user.

User ID	test	TEST user
Vendor ID	EXP002	Expense Test User
Assistant Group		
Approval Group	Approvals	In the approval grou

2. Select a **User ID** from the drop-down list.
3. Select a **Vendor ID** for the expense user from the drop-down list, or use the **Maintenance (F6)** command to create a Vendor ID for the user. **Tip:** Use a naming convention for AP expense users, such as EXxxxx, to allow for easier grouping and filtering in other common AP functions.
4. If the user will assist in expense entries and/or expense report creation, select an **Assistant Group** from the drop-down list. Assistant groups are not allowed to approve expense reports.
5. If the user will approve expense reports, select an **Approval Group** from the drop-down list.

**Note:** Expense reimbursement users do not have to belong to a group. If an expense reimbursement user does not belong to an assistant or an approval group, when that user submits an expense report it is

automatically approved. If the user is associated with an assistant group but not an approval group, expense reports are also automatically approved.

6. Use the **Proceed (PgDn)** command to continue.
7. Continue to add users as needed.
8. To edit a user, select a user and press **Enter**.
9. To go directly to a particular line item, press **G**, then enter the line number. (This command is available only if there is more than one screen of line items.)
10. Use the **F7** command to save your changes and return to the menu.

## Entering Expenses

Use **Expense Entry** to enter business-related expenses for reimbursement. Expenses entered will be processed by the accounting department in order to reimburse the employee. An **Expense Report** is a collection of related expenses (for example, expenses for airfare, hotels, and meals during a single business trip). You can select from among the expenses you have entered to create the expense report.

Because expense reimbursement is a common activity for users with Job Cost or Contractors' Job Cost, you can attribute expenses to any job, phase, and cost code active in the appropriate job module.

Select **Expense Entry** from the **Expense Reporting** menu. The Expense Transactions screen appears.

By default, the logged-in user will be selected in the **User ID** field. If you are a member of an assistant group, you can select a **User ID** of a reimbursement user associated with your group from the drop-down list.

**TIP:** To check which assistant group(s) a reimbursement user is associated with, use the Reimbursement Users function. To check which assistant group(s) you are a member of, use the Expense User Groups function.

1. Select a **View Status** from the drop-down list. This will determine the expenses that will display: **New** (default), **Reported**, **Denied**, or **All** expenses.
2. Use the **Proceed (PgDn)** command to continue.

- Press **A** to open the Append Expense screen to add a new expense. If there are no current expenses, the Append Expense screen will open automatically.

Append Expense

Commands

Edit

Modes

Other

Scroll

Commands

Help

✕

✕

📄

📄

📄

📄

?

📄

OK

Abandon

Expense Date

04/18/2018

Status

New

Category

HOTEL

Hotel expenses

Type

Travel

Description

2 days for marketing seminar

Quantity

2.0000

Rate

150.000

Expense Amt

300.00

Reimbursed Pct

100.00

Reimbursed Amt

300.00

GL Account	Job	Phase	Cost Code	Alloc Pct	Allocated Amount
511000				100.00	300.00
Total Allocation					300.00

Enter=Edit

Append

Header

Done

- The current workstation date defaults into the **Expense Date** field. Accept or edit the date to which you will apply the expense.
- Select an expense **Category** from the drop-down list.
- Enter a **Description** of the expense and press the **Enter** key. If the AP/PO/LC option to use additional descriptions is set to 'Yes', an **Additional Description** window will appear. Add additional description of the expense as needed.
- If the category has a rate per quantity greater than zero, enter a **Quantity** of the expense, as applicable. For instance, if the expense is for two nights at a hotel, enter **2**. This field is disabled if the category does not have a rate per quantity greater than zero.
- The **Rate** field is read-only. If you need to change the rate, or enter a rate override for a user, use the Expense Category function for the selected category.
- The **Expense Amount**, by default, is the quantity times the rate. If the expense category uses a rate per quantity, this field is disabled. Accept or edit the expense amount.
- The read-only **Reimbursed Pct** is the default reimbursed percentage set in the Expense Category function for the selected category. To change it, change the percentage for the expense category itself, or add an override for the user in the category.
- The **Reimbursed Amt** is the reimbursed percentage of the expense amount. Accept or edit the amount, if available.

- Use the **Proceed (PgDn)** command to continue.
  - The GL Account section becomes active. By default, the first allocation entry allocates 100 percent of the reimbursed amount, utilizing the default GL account for the expense category. If you need to allocate expenses to multiple job/phase/cost codes, you must first reduce the default allocation amount/percentage. Press **Enter** to edit the default allocation. Press **A** to add a new allocation and edit the **GL Account**, **Job ID**, **Phase ID**, **Cost Code**, **Allocation Percentage**, and **Allocated Amount** as needed. Use the **Proceed (PgDn)** command to continue.
  - Press **H** to return to the header portion of the Edit Expense screen.
  - Press **D** to complete the expense entry and return to the Expense Transaction screen.
4. To add receipts for an expense, press **R** to open the Expense (Reimbursement) Receipts screen.

The screenshot shows the 'Expense Receipts' window. At the top, it displays 'Expense No 00000019' and 'one day workshop'. Below this is a 'Document Information' section with a list of documents. The first document is '(DOC)SOTAXRPT.XLS (hotel receipt from workshop)'. To the right of the list are up and down arrow buttons. At the bottom of the window, there are several buttons: 'Enter = edit', 'Append', 'Upload', 'View', 'Open doc', 'Done', 'Sort', and 'Go to'. The status bar at the bottom shows 'Company H | 10/15/2018 | Terminal T000 | OVR'.

- If you have electronic copies of the receipts saved to your workstation, press **U** to open the Upload Document screen and upload the file from your workstation to the server. Multiple expense transactions may reference the same document once it is uploaded.

The screenshot shows the 'Upload Document' window. It has fields for 'Upload File', 'Document', and 'Description'. The 'Upload File' field contains the path 'C:/Users/Julie.Holmes/OPEN\_SYSTEMS/Documents/Doc1.pdf'. The 'Document' field contains the path 'C:/OSAS80Vers/OSASStd/Document/UberRcpt122818-Holmes.pdf', which is highlighted with a red box. The 'Description' field contains the text 'Receipt for Uber from airport to hotel'. A red callout box points to the 'Document' field with the text: 'Note that you can change the file name when you upload it to the server.' The window also has 'OK' and 'Abandon' buttons at the top right.

Use the **Browse** button of the **Upload File** field to navigate to the document's location on your workstation. Select the document and choose **Open**. The **Document** field shows the destination of the file once it is uploaded to the server. The Document field defaults a path to the Document folder

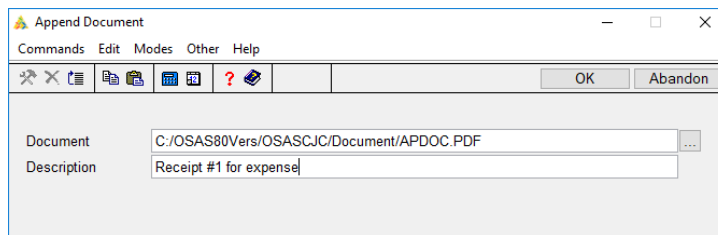
and filename. **Tip:** Ensure the DocumentShare path is defined in the Resource Manager so the file can be opened from the software.

Enter a **Description** for the electronic receipt document.

Use the **Proceed (PgDn)** command to continue.

Once the file is uploaded and saved, it will appear in the Document Information HLE. The file path is replaced with: (DOC) filename. If you place the file in a subdirectory, such as ../OSAS80/Documents/Receipts/filename, only the path through the Documents folder is replaced: (DOC)/Receipts/filename.

- If you have electronic copies of the receipts already saved in the Document folder on the server, press **A** to open the Append Document screen and add those receipts to the expense transaction.



The **Document** field defaults a path to the Document folder and filename. **Tip:** Ensure the DocumentShare path is defined in the Resource Manager so the file can be opened from the software.

Use the **Browse** button of the **Document** field to navigate to the document's location on the server. Select the document and choose **Open**. Enter a **Description** for the electronic receipt document.

Use the **Proceed (PgDn)** command to continue.

Once the file is appended, it will appear in the Document Information HLE. The file path is replaced with: (DOC) filename. If you place the file in a subdirectory, such as ../OSAS80/Documents/Receipts/filename, only the path through the Documents folder is replaced: (DOC)/Receipts/filename.

- The command buttons for the Expense Receipts screen are:
  - Press **Enter** to edit the selected receipt.
  - Press **A** to add another receipt if the electronic file is stored on the server.
  - Press **U** to upload a receipt if the electronic file is stored on your workstation. This will upload the file to the server.
  - Press **V** to view the document path/name and description. Press any key to return to the main screen.



- Press **O** to open the document with the default application for that document type.
- Press **D** to finish attaching receipts to the expense entry and return to the Expense Transactions screen.
- Press **S** to choose a sorting method for the documents. You can sort by sequence number, document description, document path, or document file name.
- Press **G** to go to the next window of receipts. This button is only available if you have more than one window of receipts.

Once you have added a receipt for an expense, the **Rcpt** check box will be marked.

The screenshot shows the 'Expense Entry' window. At the top, there's a menu bar with 'Commands', 'Edit', 'Modes', 'Other', 'Scroll Commands', and 'Help'. Below the menu is a toolbar with icons for various actions. The main area has a 'User ID' field with 'julie' and a 'View Status' dropdown set to 'New'. Below this is a table with columns: Exp No, Date, Category, Description, Amount, Rcpt, and Stat. The first row is highlighted in blue and contains the following data: Exp No 00000019, Date 10/15/2018, Category HOTEL, Description one day workshop, Amount 150.00, Rcpt (checked), and Stat New. Below the table are buttons for 'Enter=edit', 'Append', 'User', 'sTatus', 'View', 'Receipts', and 'Go to'. At the bottom, there's a status bar showing 'Company H', '10/15/2018', 'Terminal T000', and 'OVR'.

On the Expense Entry screen, use one of these commands to perform the associated action:

Command	Action
Enter=Edit	Press <b>Enter</b> to open the Edit Expense screen and edit the selected expense.
Append	Press <b>A</b> to add an expense.
User	Press <b>U</b> to select a different user to work with.
sTatus	Press <b>T</b> to move focus to the <b>View Status</b> field and select a different status to view. Use the <b>Proceed (PgDn)</b> command to continue.
View	Press <b>V</b> to view details of the expense.
Receipts	Press <b>R</b> to add receipts to the selected expense.
Go to	Press <b>G</b> to go to the next window of expenses. This button is only available if you have more than one window of expenses.

Use the **Exit (F7)** command to save your changes and return to the menu.

## Creating Expense Reports

Use the **Expense Reports** function to gather your entered expenses into an expense report. Remember, an expense report is a collection of reimbursable expenses. The Expense Reports function will finalize mandatory values, allow for further proportional allocation of an expense to multiple job/phase or GL accounts, and make sure any necessary supporting documents are attached where reimbursement categories require it.

Select **Expense Reports** from the **Expense Reporting** menu. The Expense Reports screen appears.

The screenshot shows the 'Expense Reports' window for user 'julie'. The 'Status' is 'Pending'. The 'Report Total' is 365.00. The table below shows the expenses included in the report.

Stat	Exp No	Date	Category	Description	Amount	Rcpt
PEND	00000054	11/20/2018	HOTEL	offsite training	300.00	<input checked="" type="checkbox"/>
PEND	00000055	11/20/2018	TRANSPORT	mileage to/from	25.00	<input type="checkbox"/>
PEND	00000056	11/20/2018	MEALS	lunch	40.00	<input checked="" type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
Report Total					365.00	

Buttons at the bottom: Enter = edit, Header, View, Receipts, Append, Import, Save, hOld/release, show apProvals, vieW log, Go to, Company H, Terminal T000 OVR.

**NOTE:** The screen display is different depending on the status of the expense report you choose. If the expense report you open has a status of 'Approved' or 'Pending' (submitted), the screen will appear as in the screenshot above. If the expense report status is 'New' (not yet submitted), the screen will appear as shown below:

The screenshot shows the 'Expense Reports' window for user 'julie'. The 'Status' is 'New'. The 'Total Tagged' is .00. The table below shows the expenses available for selection.

Tag?	Exp No	Date	Category	Description	Amount	Rcpt
<input checked="" type="checkbox"/>	00000060	12/04/2018	TRANSPORT	Uber from hotel to conv	28.16	<input checked="" type="checkbox"/>
<input type="checkbox"/>	00000065	12/31/2018	TRANSPORT	Taxi to Denver airport	42.50	<input type="checkbox"/>
<input type="checkbox"/>						<input type="checkbox"/>
<input type="checkbox"/>						<input type="checkbox"/>
<input type="checkbox"/>						<input type="checkbox"/>
<input type="checkbox"/>						<input type="checkbox"/>
<input type="checkbox"/>						<input type="checkbox"/>
Total Tagged					.00	

Buttons at the bottom: Enter=edit, Header, View, Receipts, Tag, aLI, None, Append, Save, show apProvals, vieW log, Go to, Company H, Terminal T000 OVR.

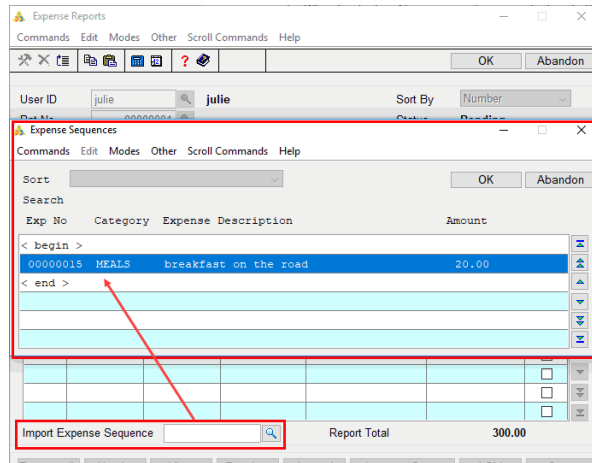
1. By default, the currently logged-in user is selected in the **User ID** field. If you are a member of an assistant group, you can select a different reimbursement user associated with your group for whom you want to create or edit an expense report. A popup window will notify you if you are not allowed to create or edit an expense report for a selected user.

**TIP:** To check which assistant group(s) a reimbursement user is associated with, use the Reimbursement Users function. To check which assistant group(s) you are associated with, use the Expense User Groups function.

2. Enter through the **Rpt No** field to create a new expense report. Use the **F2 (Inquiry)** command to select an existing expense report to edit.
3. Accept or enter the date for the report in the **Rpt Date** field.
4. Accept or enter the period and year to associate with the report in the **Pd/Yr** field.
5. Enter a **Note**, if necessary, to describe the expense report. Once you edit the **Note** field, you must **Save** and submit the report (the option to submit appears when you use the **Save** button) to write the changes.
6. Choose the sort criteria for the expense report items from the **Sort By** drop-down list.
7. Use the **Proceed (PgDn)** command to continue. Expenses that have not yet been submitted will be listed with a status of 'New' and on a screen with the option to tag the expenses on the report. Expense reports that have been submitted or approved will be listed on a screen with no option to tag the expenses on the report.
8. Select an expense, then use one of these commands:
  - Press **Enter** to open the Edit Expense screen and edit the selected expense. The Edit Expense screen is similar to the Append Expense screen.
  - Press **H** to return to the header and select a different report date, period/year, and/or enter/edit the note. Use the **Proceed (PgDn)** command to continue.
  - Press **V** to view details of the selected expense.
  - Press **R** to open the Reimbursement Receipts screen. If you add receipts to an approved expense report, the report must go through the approval process again.
  - If available, press **T** to tag the expense to submit for approval. This will tie the expense transaction to the expense report. Press **L** to tag all listed expenses, or press **N** to clear all tagged expenses.
  - Press **A** to add additional expense transactions to the selected report.

- If you are adding expenses to an expense report with a status of 'Pending', you may have an option to import expenses. If you have entered a number of expenses via the Expense Entry function that are not included on any expense report, you can import those expense transactions to the current report. The import process only ties the expense to the expense report, as opposed to appending an expense, which creates a new expense transaction as well as tying the expense to an expense report.

If available, press **I** to show the **Import Expense Sequence** field.



Select an expense to import, then use the **Proceed (PgDn)** command to continue.

- If available, press **O** to put the expense on hold. Only the user placing the hold can release it.
  - If available, press **P** to show approvers available to approve the expense report.
  - If available, press **W** to view the expense approval log for the report.
  - Press **G** to go to the next window of expenses. This button is only available if you have more than one window of expenses.
9. If the option to tag expenses is available, press **S** to save the tagged expenses and create an expense report. You will see a notification window asking you to save the report. Select **Yes**. You will then see a notification window offering you the option to submit the expense report for approval or reimbursement. Select **Yes**. A notification window will appear listing the expense report number and the reimbursement amount on the report.

If you do not have the option to tag expenses, press **S** to save the expense report. You will see a notification window asking if you want to submit the report for reimbursement. Select **Yes**. A notification window will appear listing the expense report number and the reimbursement amount on the report.

10. Use the **Exit (F7)** command to return to the menu.

## Approving Expense Reports

Use the **Approve Expense Reports** function to approve expense reports for reimbursement. Expense reports that need at least one approval from the specified approval group are processed by this function. The logged-in user will see a list of expense reports they are eligible to approve according to approval groups.

**TIP:** To check which approval group(s) a reimbursement user is associated with, use the Reimbursement Users function. To check which approval group(s) you are associated with, use the Expense User Groups function.

Expense reimbursement users who are not associated with an approval group do not need to use this function because the expense reports submitted by those users are automatically approved. Those users **do** need to utilize the Audit Expense Reports function.

Select **Approve Expense Reports** from the **Expense Reporting** menu. The Approve Expense Reports screen appears.

Approve Expense Report

Commands Edit Modes Other Scroll Commands Help

Approval User julie julie Approve Only? ☒

Submitted Reports

Report No	Date	Expense User	Note	Reimburse Amt	Status
00000001	10/10/2018	julie		320.00	Pending
00000002	10/11/2018	julie		300.00	Pending
00000003	10/11/2018	test		450.00	Pending

Line No ( 000001 of 000003 )

Enter=select report Log display Show approvals Toggle display Go to

Company H Terminal T000 INS

The logged-in user is set as the **Approval User** by default.

1. Mark the **Approve Only?** check box to view only expense reports that need to be approved. Clear the check box to view all expense reports you have access to.
2. Use the **Proceed (PgDn)** command to continue.
3. Select an expense report, then use one of these commands:
  - Press **Enter** to open the Approve Expense Report detail screen. The Approve Expense Report detail screen displays details about the expense report.

Exp No	Date	Category	Description	Amount	Rct	Stat
00000002	10/10/2018	HOTEL	2 days for marketing se	300.00	<input checked="" type="checkbox"/>	PEND
00000015	10/11/2018	MEALS	breakfast on the road	20.00	<input checked="" type="checkbox"/>	PEND
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
Report Total				320.00		

- Press **A** to approve the expense report.
- Press **D** to deny the expense report.
- Select a line expense of the expense record, then press **V** to view details of the selected expense.
- Press **R** to open the Expense Receipts screen. This screen is the same as the Reimbursement Receipts screen.
- Press **S** to show the approvers available for the report.
- Press **N** to return to the main approval screen to select a different report.
- Press **L** to view the approval log for the report.
- Press **H** to toggle the Hold/release status for the report. Only the user placing the hold can release it.
- Press **G** to go to the next window of expenses. This button is only available if you have more than one window of expense records.
- Use the **Exit (F7)** command to return to the main approval screen. The remaining expense reports to be approved will display.
- Press **L** to view the approval log for the report.
- Press **S** to show the approvers available for the report.
- Press **T** to toggle the **Approve only?** check box. When the check box is clear, all reports available (not yet posted) to the approval user will display, including approved and denied reports.

4. Use the **Exit (F7)** command to return to the menu.

## Audit Expense Reports

Use the **Audit Expense Report** function to review the current expenses reported for each expense user. The audit function reviews all the individual expense transactions within an expense report to make sure they meet all requirements based on valid category, GL accounts, Job/Phase/Cost codes (as required by a category), required documents attached, user overrides, and category limits.

**NOTE:** Permissions to use this function are based solely on User Roles set up in the Resource Manager and are not based upon any of the AP Expense Reporting user setup.

Prior to auditing reimbursement expenses, you must have a default tax class entered into the **EXRPT** (Expense Reports Default) table. Use the Tables function on the AP File Maintenance menu to create a company-specific EXRPTxxx table and add a tax class value to the table. This default value can be edited if necessary via AP or PO Transactions.

Select **Audit Expense Reports** from the Expense Reporting menu. The Audit Expense Reports screen appears.

Tag	Rpt Num	Date	Expense User	Last Audit Result	Stat	Reimb Amount
<input type="checkbox"/>	00000014	11/20/2018	julie		PEND	40.00
<input type="checkbox"/>	00000019	11/20/2018	julie	Fail W/O Override	PEND	365.00
<input type="checkbox"/>	00000017	11/20/2018	test	Pass	APRV	1210.00
<input type="checkbox"/>	00000018	11/20/2018	test	Pass	APRV	27.00
<input type="checkbox"/>	00000015	11/20/2018	test3	Pass	APRV	1062.00
<input type="checkbox"/>	00000016	11/20/2018	test3	Pass	APRV	25.00
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

1. Choose the sort criteria for the expense reports in the **Sort By** drop-down list. By default, the reports are sorted by Expense User.
2. Choose the types of reports to audit: submitted reports, approved reports, audited reports, or failed audited reports. By default, Submitted reports are displayed.
3. Use the **Proceed (PgDn)** command to continue.
4. Select an expense report, then use one of these commands:
  - Press **Enter** to edit the selected expense report.

- Select **T** to toggle the **Tag** check box for the selected report. Tagged reports will be audited.
  - Press **A** to tag all reports listed.
  - Press **N** to clear the tag on all reports.
  - Press **P** to tag all reports with an APRV status.
  - Press **B** to begin an audit of the tagged reports. Select the output device for the report.
  - Press **H** to return to the header to select a different sort by value and display filter.
  - Press **V** to override audit failures for the report, or clear a previous override.
  - Press **L**, if available, to view details of the last audit conducted for the selected report.
  - Press **D** to deny the selected report.
  - Press **O** to toggle the Hold/release status for the report. Only the user placing the hold can release it. Once the user removes the hold, they need to save and resubmit the report.
  - Press **R** (if available) to re-approve the selected report. This will set the report status back to 'Pending'.
  - Press **G** to go to the next window of reports. This button is only available if you have more than one window of reports.
5. Once the audit is complete, the Audit Expense Reports screen will display the expense reports that failed the audit.
  6. Use the **Exit (F7)** command to return to the menu.

### Sample Expense Report Audit Results

Builders Supply Expense Report Audit Results By Expense user				Page 1 of 1
Report No	Report Date Audit Date	Expense User Time	User Name Audit Result	
00000015	11/20/2018	test3	test user 3	
	11/20/2018	14:46:36	Pass	
00000016	11/20/2018	test3	test user 3	
	11/20/2018	14:46:36	Pass	
00000017	11/20/2018	test	TEST user	
	11/20/2018	14:46:36	Pass	
00000018	11/20/2018	test	TEST user	
	11/20/2018	14:46:36	Pass	
00000019	11/20/2018	julie	julie	
	11/20/2018	14:46:35	Fail W/O Override	
	11/20/2018	14:46:35	Expense report 00000019 has not been approved.	
	11/20/2018	14:46:35	Expense 00000055 Missing Receipts	



# Expense Report Journal

The **Expense Report Journal** function allows you to review approved expense reports, as well as expense reports with a status other than 'Approved'. If you find incorrect approvals in the Expense Report Journal, use the Expense Reports function to edit them.

Use the Expense Report Journal to review the status of expense reports, including if a report is denied or if a report is not approved and the remaining users who need to approve it, to verify the reports that are waiting for your approval or those that are held for various reasons, and to verify the expense reports you can expect to post.

It is recommended that you produce the Expense Report Journal for future auditing purposes before you post the expenses.

Select **Expense Report Journal** from the Expense Reporting menu. The Expense Report Journal screen appears.

1. Enter the range of **Expense Users** to include in the journal, or leave blank to include all expense users.
2. Select the range of **Expense Report** numbers to include, or leave blank to include all expense report numbers.
3. Select the range of **Expense Report Dates** to include, or leave blank to include all dates.
4. Select the range of **Approval Users** you want in the journal, or leave blank to include all approval users.
5. Select the option by which to sort the journal.
6. Select the amount of detail you want in the journal.

7. Select the expense report status you want in the journal: New, Pending, Denied, Approved, Held, or All. Approved reports are included by default.
8. Mark the **Page Break by Expense User** check box if you want each user to start on a new page.
9. Mark the **Print Approvals** check box to filter the report for approvals only. The journal will only include approved reports.
10. Select the output device for the report. After the journal is produced, the Expense Reporting menu appears.

### Sample Expense Report Journal

Builders Supply						Page 1 of 1
Expense Report Journal						
Summary by Expense User						
Report Status	Approved					
Expense User	julie					
Report	Rpt. Date	Status	Per./Yr.	Note		Report Total
00000008	11/16/2018	Approved	11/2018			81.00
User Total						81.00
Report Status	Approved					
Expense User	test					
Report	Rpt. Date	Status	Per./Yr.	Note		Report Total
00000003	10/11/2018	Approved	10/2018			450.00
Report Status	Approved					
Expense User	test					
Report	Rpt. Date	Status	Per./Yr.	Note		Report Total
00000012	11/16/2018	Approved	11/2018			492.50
User Total						942.50
Report Status	Approved					
Expense User	test3					
Report	Rpt. Date	Status	Per./Yr.	Note		Report Total
00000010	11/16/2018	Approved	11/2018			965.00
Report Status	Approved					
Expense User	test3					
Report	Rpt. Date	Status	Per./Yr.	Note		Report Total
00000011	11/16/2018	Approved	11/2018			300.00
User Total						1265.00
Grand Total						2288.50

## Post Expense Reports

Use the **Post Expense Reports** function to post approved reimbursement expenses. Posting will NOT create GL entries, but will post to either AP or PO transactions.

Prior to posting approved reimbursement expenses, you must have a default tax class entered into the **EXRPT** (Expense Reports Default) table. Use the Tables function on the AP File Maintenance menu to add a tax class value to the table. This default value can be edited if necessary via AP or PO Transactions.

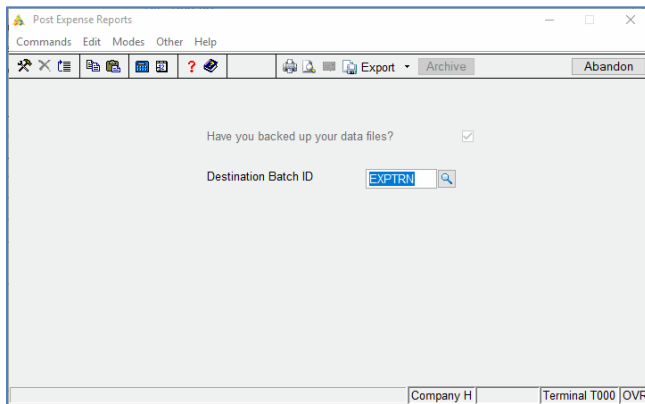
Before you post, perform these preparatory tasks:

- If you have a multiuser system, make sure that no one else is using the Accounts Payable or Purchase Order system. You cannot post if someone else is using the AP or PO functions.

- Approve eligible expense reports.
- Audit the expense reports.
- Print the expense report journal.
- Back up all the data files.

Only reports that have passed the audit process or have been given an Override status will be posted.

Select **Post Expense Reports** from the Expense Reporting menu. The Post Expense Reports screen appears.



1. Back up your data files, then mark the **Have you backed up your data files?** check box.
2. Use the **Proceed (PgDn)** command to continue.
3. Select a **Destination Batch ID** from the drop-down list (or use the **F2 (Inquiry)** command).
4. Select the output device for the log. After you post and the log prints, the Daily Work menu appears.

The log shows the posted reports, the posted transaction numbers, description, and amounts for the expense reports you posted.

After posting completes, the main menu appears.

### Sample Post Expense Reports Log

Builders Supply				Page 1 of 1
Post Expense Reports				
Posting to Batch: 000001				
Report No.	Posted Trans.	Description	Amount	
00000003	0020	Pass	450.00	
00000008	0021	Pass	81.00	
00000010	0022	Pass	965.00	
00000011	0023	Pass	300.00	
00000012	0024	Pass	492.50	
GRAND TOTAL			492.50	

## After Posting

After you have posted the expense reports, use the **Edit Transactions** mode for AP Transactions on the AP Daily Work menu or the **Edit Orders** mode for PO Enter Orders function on the PO Daily Work menu to start the process of paying the reimbursement expense. Select the posted transaction number in the Edit Transactions function to review the expense reimbursement invoice. This is also an opportunity to edit the default tax class for the expense, if necessary.

The **Vendor ID** matches the vendor ID for the reimbursement user. The **Invoice No** listed is based on the expense report number. Use the **Proceed (PgDn)** command to continue.

In the Edit Transactions screen, the expense report expense(s) are listed as line items on the transaction.

Item ID	Quantity	Units	Unit Cost	Ext Cost
Description	1.0000		450.0000	450.00
user conference				

Entry ( 001 of 001 )

Subtotal	Sales Tax	Freight	Misc	Total
450.00	.00	.00	.00	450.00

Press **Enter** to edit the transaction as you would any other AP transaction or PO order. Follow your procedures for posting and paying other AP transactions or PO orders to complete the expense reimbursement process.

## Sample AP Transaction Posting Log for Expense Transactions

<b>Builders Supply</b> <b>Post Accounts Payable</b> Post Code 00000001				Page 2 of 2
Amount posted to GL period/year 10/2018	GL Account	Debit	Credit	
AP Line Items	511000	1350.00		
AP Line Items	511003	80.00		
AP	200000		1430.00	
Balance		1430.00	1430.00	
Amount posted to GL period/year 11/2018	GL Account	Debit	Credit	
AP Line Items	511000	750.00		
AP Line Items	511001	123.50		
AP Line Items	511003	965.00		
AP	200000		1838.50	
Balance		1838.50	1838.50	
Amount posted to jobs file		.00		
Amount posted to history file	3268.50			