DATABASICS Expense User's Guide v4.0

A Guide to CALIBRE's Expense Reporting Website

September 2019

CALIBRE
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Introduction

This site allows you to request reimbursement for the expenses you have incurred while performing work-related tasks such as travel. With this system, CALIBRE Expense Report preparation, approval, and processing are all performed on-line, resulting in the expedited processing of your reimbursement. In addition, CALIBRE credit card users can access and account for their credit card transactions to their expense report. You can also track your expense report throughout the approval process. Additionally supervisors and PMs can track their project accounting reports, namely the Job Summary Report (JSR). Note that DATABASICS Expense was designed to work in coordination with CALIBRE Policies & Procedures. The primary relevant P&P sections are:

5.1 Remote Travel and Subsistence
5.2 Travel Advances
5.3 Expense Report
5.5 Bank/Credit Cards
5.6 Use of Privately Owned Automobiles

Before You Get Started

There are a few important things to note about DATABASICS Expense before you get started.

- Ensure the site is under Trusted Sites. Follow the steps below to check the internet settings and contact the IT Service Desk (ITServiceDesk@calibresys.com) if you need assistance.
    - Open Internet Explorer and from the top navigation menu, go to **Tools** then select **Internet Options**.
    - Click on the **Security** tab. Click on the **Trusted Sites** icon, and then click on the **Sites** button.
    - In the **Trusted Sites** window, ensure that the DATABASICS Time/Expense site (https://time.calibresys.com) is listed in the text box and then click **Add**.
    - Click **Close** and **OK** to exit the window.
- **Disable all pop-up blockers** for the DATABASICS Expense. You will notice that many DATABASICS Expense buttons do not work, or may simply beep if you have a pop-up blocker enabled.
- Direct all computer configuration, log-in, connectivity or performance issues to ITServiceDesk@calibresys.com. Questions about using DATABASICS Expense should be sent to ExpenseHelpDesk@calibresys.com.
- For more information on Federal Travel Regulations, please visit the link below: https://www.gsa.gov/cdnstatic/FTR2011-02Complete.pdf

Accessing DATABASICS Expense

To access CALIBRE's DATABASICS system, go to Time & Expense on CALPortal Quick Links or open your web browser and go to https://time.calibresys.com.

Logging In

DATABASICS Time is "Active Directory (AD) aware." Employees logged into the CALIBRE network (either direct connect or VPN) will not have to enter a password to enter DATABASICS. Employees off the network, subcontractors and consultants will have to log on using their CALIBRE passwords.

- User ID:
  - Employees: calibre\<CALIBRE network username> (This is your firstname.lastname)
  - Subcontractors & Consultants: calibre\<CALIBRE network username>
    You should receive this with your "**Subcontractor DATABASICS Time/Expense Access**" e-mail.
- Password: <CALIBRE network password>
- If you require log-in assistance, contact ITServiceDesk@calibresys.com.
- After logging on, you will be directed to the Dashboard, which contains the following windows:

ℹ	If you already use DATABASICS Time to process your timesheets, please skip to the **MY EXPENSES** section on page 5.

  - Announcements: This will contain some helpful hints to navigating the software and other current information. Please read these on first use and review periodically (see Figure 1).
  - Home Shortcuts: The shortcut icons include: Current Timesheet, My Timesheets, My Time Off, My Expenses, Time Proxy, Expense Proxy, Ad Hoc Reports, Time Approval and Expense Approval, and Credit Card Charges. The shortcuts are dependent on active modules, user role and application triggers (e.g. credit card transactions available) (see Figure 1).

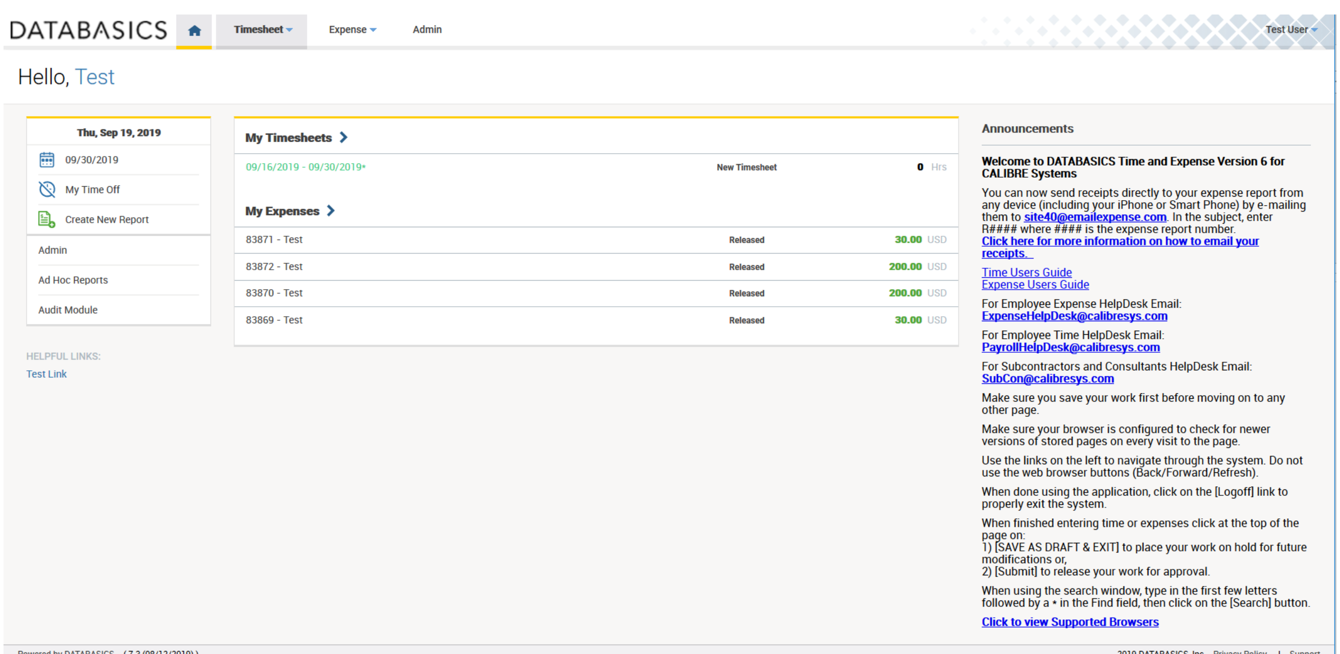


Figure 1: Dashboard

My Expenses

The **My Expenses** screen allows you to view the status of your expense reports (see Figure 2).

You can view your expense reports by clicking the arrow next to **Expenses** and selecting from the drop down menu. The number in parenthesis refers to the number of current reports. Clicking on **Current Reports** link will take you directly to your current expense reports.

Criteria/Screen	Report Status	Definition
Current Reports	**Open**	In use or not properly saved.
	On Hold	Saved but not ready for approval.
	Released	Released to be approved
	In Approval Process	Approval process started but has not yet finished.
	Rejected	The expense report has been rejected by at least one approver.

From this screen, you may also:

- Create A New Report
- Print/Preview
- Delete an Expense Report
- Access an Existing Report
- Access unaplied credit card charges
- Submit a Report for Approval

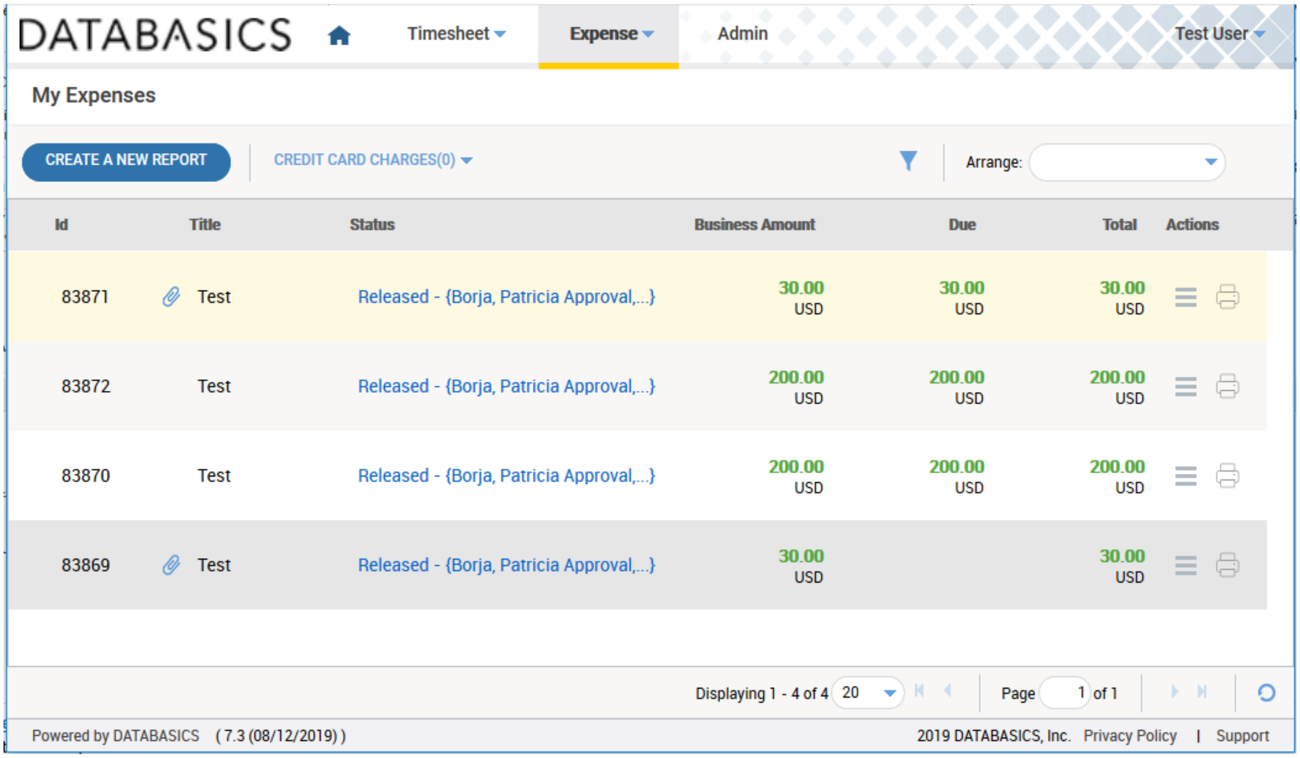


Figure 2: My Expenses

Create a Report

1. To Create a New Expense Report:
   a. Click on Expense
   b. Click on Create a New Report
   c. Select the type of report from the menu. Contact your supervisor if you are unsure of which type of report to use.
   d. Select the **Expense Report Type** (see Figure 3); choices include: **1 - Expense Report**, **2 - Request for Travel Advance**.

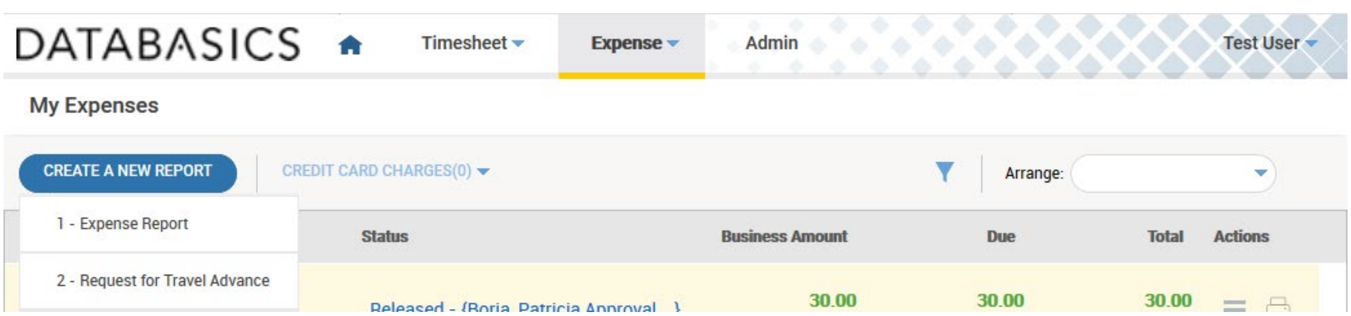


Figure 3: The Expense Report Type Options

2. Fill out the Expense Report **Purpose** name field (see Figure 5), using a name that is meaningful to you and other readers, such as “Fort Bragg Trip #1” or “PMI Advanced Training Sept 2019.”

This is the name that will show on your My Expenses page. You and your supervisor will be able to use the field search function to find your expense report at any time in the future.

3. Complete the Descriptive Title (see Figure 5). This is the description that will show on the JSR. This information will be shown on accounting reports and cannot be more than 30 characters. Please follow these guidelines:
   a. **For Expense Type 1 – Expense Report**: Enter a description of the expense.
      i. If the expense is for travel, enter the travel dates (mm/dd/yyyy - mm/dd/yyyy), site or city (For example, Ft. Bragg, NYC, etc.).
      ii. If the expense is for employee expenses, such as, monthly internet reimbursement, monthly phone charges, or monthly parking fees, specify the period (For example, "Home Office Expenses December 2019"). Expense detail will be entered for each line of the report later.
   b. **For Expense Type 2 – Request for Travel Advance** (see Figure 4): Enter the travel dates (mm/dd/yyyy – mm/dd/yyyy), city and site.
      i. Confirm you have read the agreement.

4. Please enter a thorough description in the Notes field (see Figure 5). This information will not appear on the JSR. The Notes will be different for each type of expense report:
   a. For travel expense reports, enter the business purpose of the travel. Entering simply a city name and/or project number is not sufficient. Please ensure that the description of business purpose will withstand audit many years from now without requiring the auditor to request additional information from you or the customer. For Allowable Indirect expenses please enter adequate information to support allowable expenses.
   b. Reason for travel advance (see Figure 4).

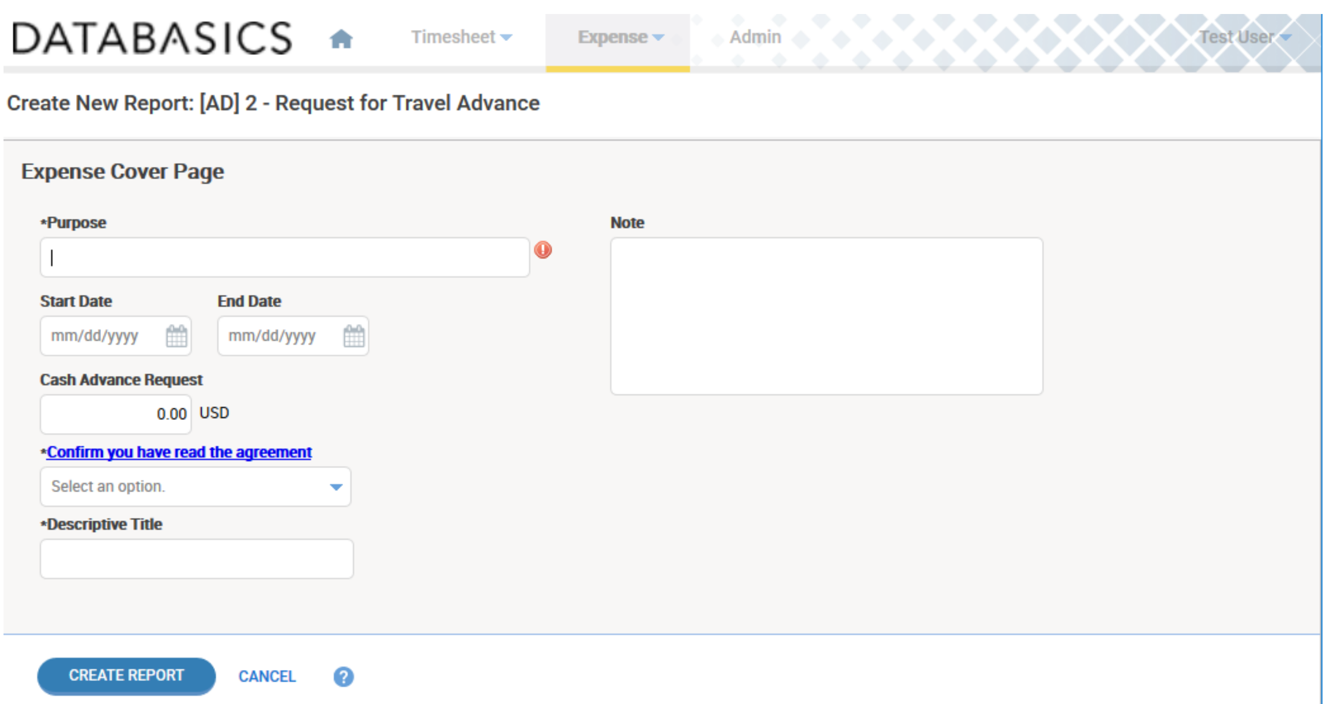


Figure 4: Submitting Travel Advance.

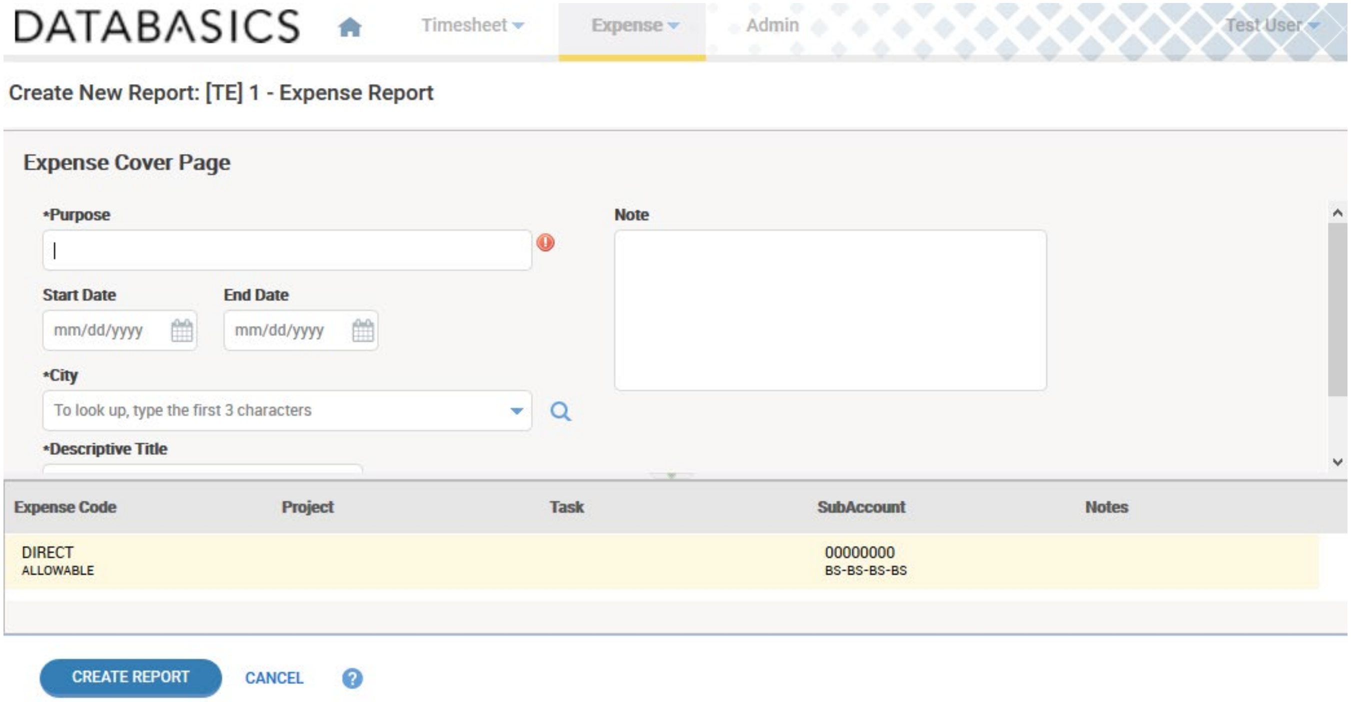


Figure 5: The Basic Information Fields – Expense Report

5. You will notice the **Required Distribution** screen at the bottom of the page, which is where you enter the default project that you wish to charge (see Figure 5). If an expense report covers more than one project or department, the charges may be required to be distributed over those projects or departments. This distribution on the Cover page will become the default for the rest of the expense report. The distribution for individual expense line items can be modified, if required after each expense is entered.

6. Enter the appropriate **Project**, **Task** and **Subaccount** if you know them (just start typing), or use the Search function to find:
   a. Click the **Search** icon (magnifying glass symbol) next to the corresponding fields.
   b. Enter the search criteria in the **Find** field by just typing in the Project
   c. Click the **Search** button.
   d. Click the **Arrow** icons on top to scroll across as necessary.
   e. Click the **Go to Next Level**.
   f. Click the desired task code.
   g. Click on **Copy** when you have all desired codes to copy them into the expense report.

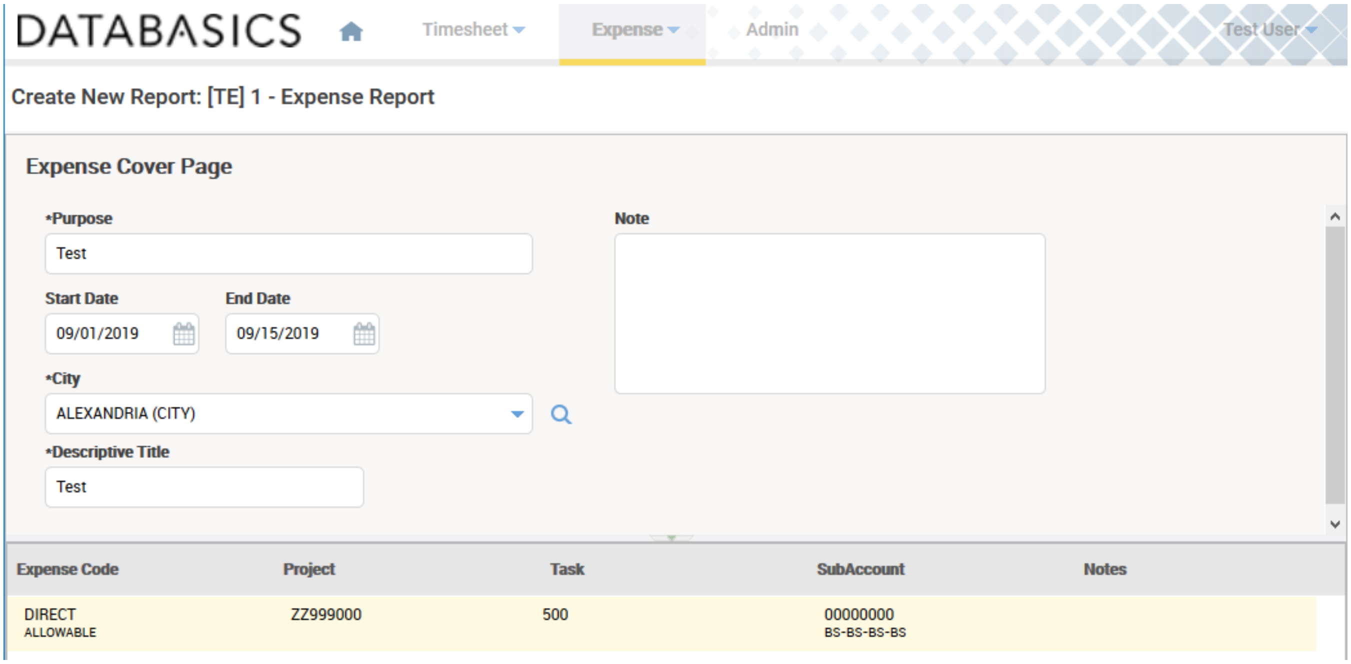


Figure 6: Entering the Default Project and Task on the Cover (Overview) Page

7. If you are charging a normal project, you will not have to change your subaccount (in fact, if you change it, the system will change it back to your default subaccount upon Validation). For those of you charging to an indirect project (generally ZZ99xxxx), you change only the first digit of your subaccount to charge the pool for which you worked (see Figure 7). Typically this would only apply to Directors, Vice Presidents, Corporate Officers, and those directed to do so by their supervisors. If this does not apply to you, skip this step and proceed to step #8. Please note the difference between charging the pool for which you worked and your default pool. It is important to charge the pool(s) that you support, not the pool where you are located. Directors and VPs generally support multiple pools, as they have employees in more than one pool, and should therefore charge multiple pools.

Pool	Description
1	Corporate (CORP)
2	Client (CLIENT)
3	Overseas (OVS)
4	Technical Support (TECH)
5	Service Contract Act (SCA)
6	Material Handling (MH)
7	General & Administrative (G&A)

Figure 7: Subaccount Pool Table

8. Please note that if you neglect to enter a Project, Task and Subaccount, the DATABASICS Expense will not let you add any expenses.

9. When finished entering the data, click **Create Report** at the bottom of the Distribution screen. This will take you to the **Expenses** screen where you can now **Add Expenses** to the report.

10. Click on **Add An Expense**. Select an **Expense Type** from the pull-down menu (see Figure 8).
    a. Use Expense Types beginning with **A** for Travel Expenses.
    b. Use Expense Types beginning with **B** for Other Direct Expenses.
    c. Use Expense Types beginning with **I** for Indirect Expenses such as home office supplies and monthly parking which are chargeable to an indirect project.
    d. Use Expense Types beginning with **U** for Unallowable charges to an indirect project.

To add a new expense to an Expense Report:

- Click on Add An Expense
- Select the Expense Type from the menu (See Figure 8).
- Click on **Apply And Add New** to save and add another expense.
- Click on **Cancel** to cancel any changes.
    - If the Expense has not been applied, it will cancel the expense.
    - If the Expense has been applied, it will cancel any changes since it was last saved.

Fields may vary depending on the type of expense being reported. Standard fields include:

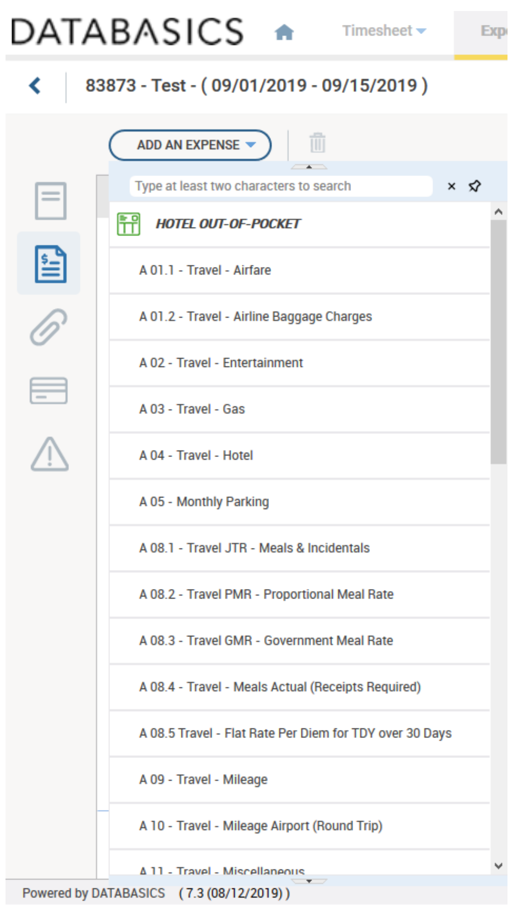


Figure 8: The Expense Type Drop-down List

11. Enter information into fields (Fields may vary depending on type of expense). Fields marked with a * are required.

12. Complete the **Date** field using the actual date of the expense (see Figure 9). You can also use the **Use Recurring Charges** by checking the box then enter start and end date.

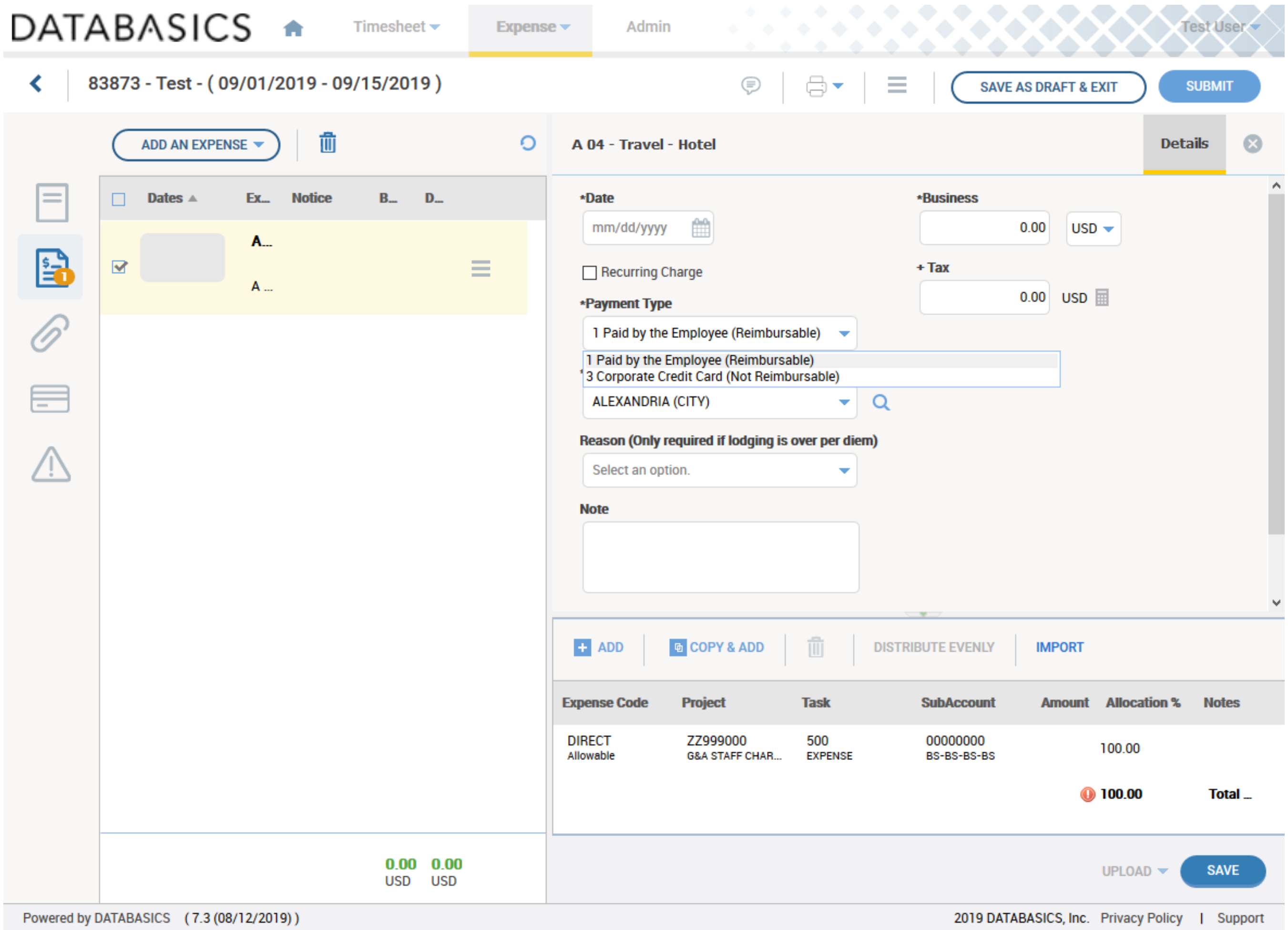
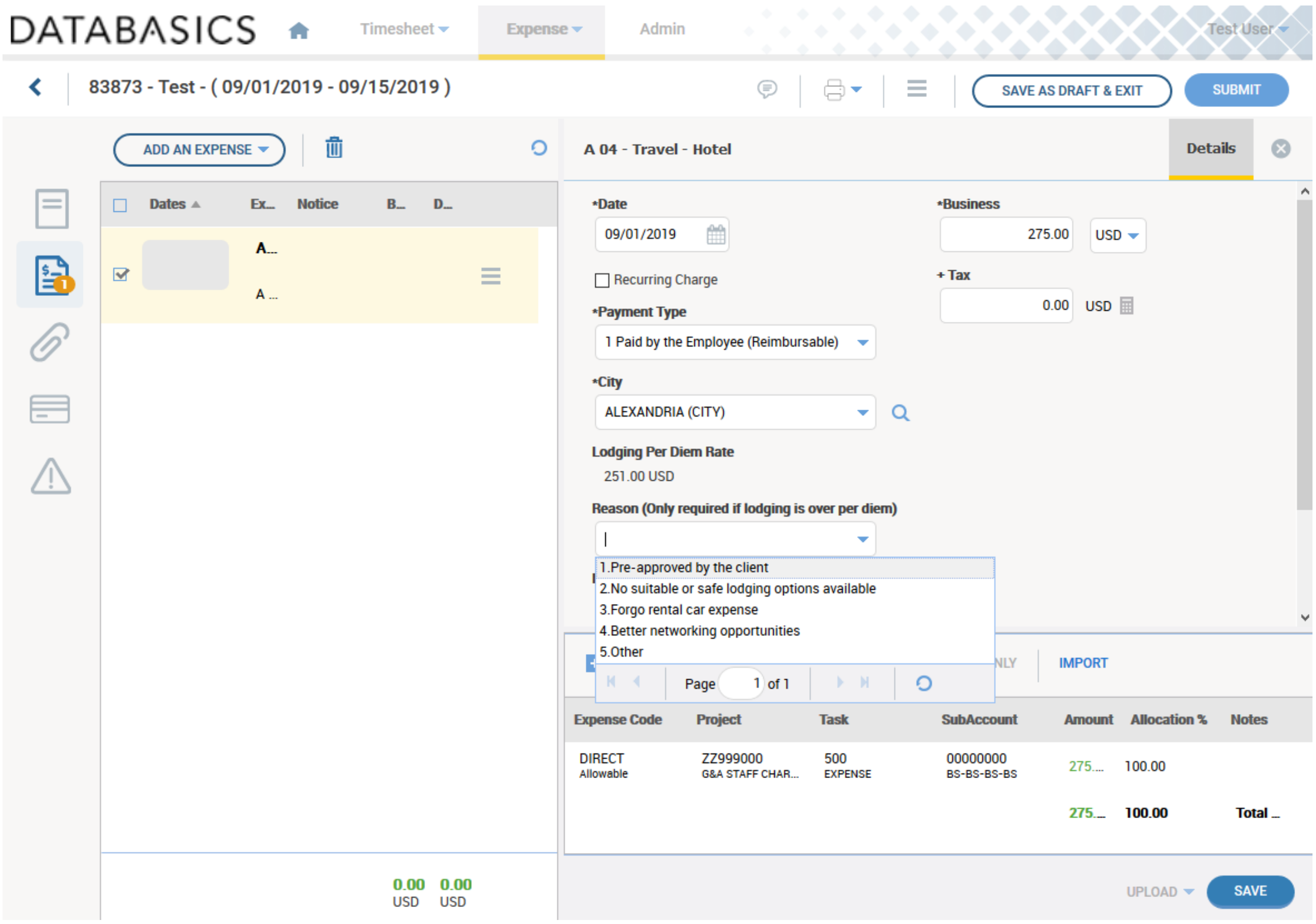


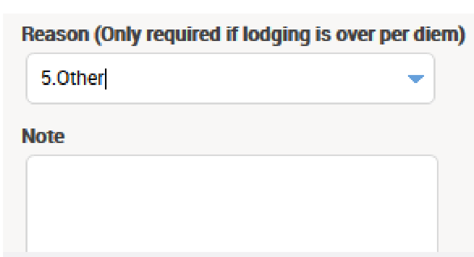
Figure 9: Date and Payment Type

13. Hotel bills and Meals & Incidentals will be entered with multiple day periods, so that the amount can be compared to the Joint Travel Regulation (JTR) per diem limits. If the lodging expense exceeds the per diem limit, a business reason must be provided by selecting one of the reasons from the drop down menu. If one of the business reasons is not selected, it will result in a validation error during submission. Refer to the P&P 5.1 Procedure #6 and [Memo - Hotel Over Per Diem.pdf] for examples of appropriate business reasons for staying at a hotel in excess of the per diem.

ℹ	Enter Daily Amount in the Business field for proper calculation. Do not enter the Total Amount for the entire date range. For Hotel, enter Daily Hotel Taxes in the Tax field. The JTR calculation will be based on the amount in the Business field (Hotel amount before taxes) so you <u>do not</u> need to create a separate expense line for Hotel Tax.



If Reason # 5 (Other) is selected, a valid business reason should be provided in the "Note" section



14. Complete the **Payment Type** field by selecting the payment method from the drop-down list. Payment Type denotes how the expense was paid for (i.e. paid by employee or charged to the company credit card) (see Figure 9)

Payment Types

1 Paid by the employee (Reimbursable): Employee paid for with cash or personal credit cards and must be reimbursed.

3 Corporate Credit Card (Not Reimbursable): Paid by CALIBRE Corporate credit card (not a card that the employee pays). The employee will not be reimbursed.

15. Some **Expense Types** require a **City Code**. Just start typing the City in the Drop down Box and a Selection for you to choose from will appear along with your previous frequently traveled cities that the system has saved (see Figure 10).

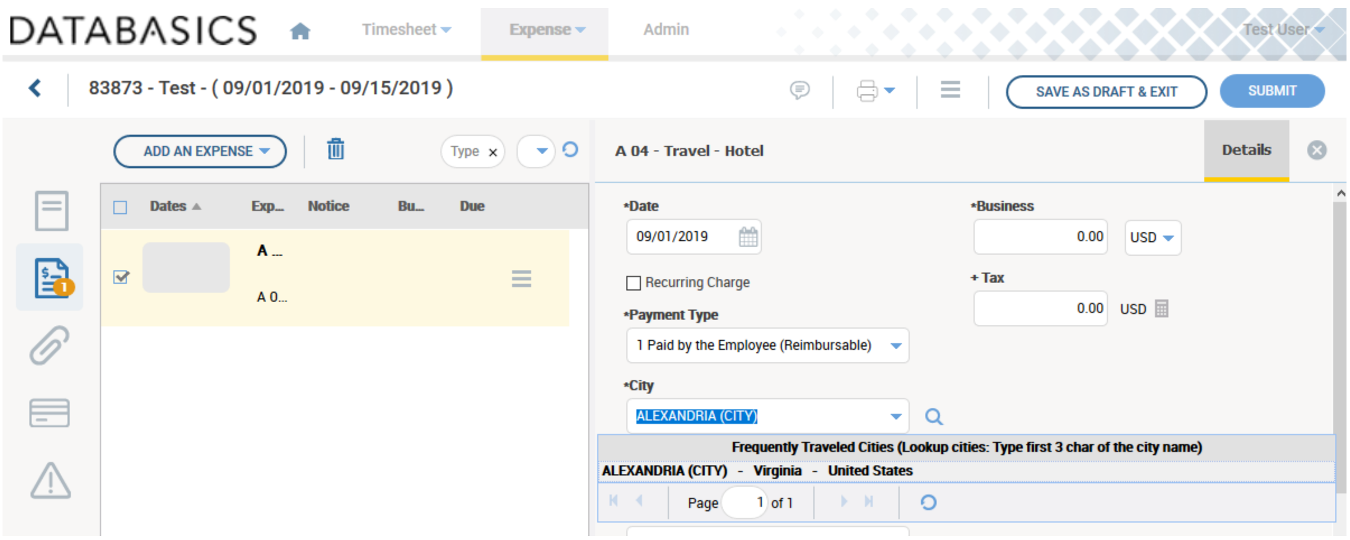


Figure 10: Per Diem City List

16. **Currency** – The unit of currency the expense was incurred in. If you incurred expenses in a foreign currency, complete the **Currency** field. Otherwise, leave the default setting US Dollars.
17. **Business** – Amount of the expense that the company is responsible for.
18. **Personal** – Non reimbursable personal expense incurred by the traveler.
19. **Notes** – Any additional notes that the user may want to add. Complete the **Notes** field to add any relevant comments as necessary. This is especially important if a per diem is being adjusted or an unbillable expense is reported. Notes are required for the Expense Reports with the following conditions:
    a. Reason for business lunch / meeting / entertainment.
    b. Claiming less or more than what is on receipts.
    c. Explain if meals were provided at a conference/training/seminar and if you ate any meals in a military facility, especially if you are charging full JTR per diem for a military base location.

ℹ	DATABASICS Expense will apply the JTR 75% Per Diem Meals and Incidentals rule on the first and last day of travel, as per P&P 5.1 #8. There are certain circumstances where this 75% rule may be overridden, such as travel that spans over multiple expense reports.

20. Mileage is calculated automatically; please leave the **Amount** field blank.

21. Mileage MapQuest Feature - The MapQuest Mileage Distance Search allows the end user to calculate the mileage quickly and it provides the manager a way to verify that the mileage is being reported according to policy (see Figure 11).
    a. To use the Mileage Distance Search tool:
        i. Click on **Add An Expense**.
        ii. From the menu, select the appropriate mileage Expense Type (A 09 – Travel Mileage)
        iii. Click on the Search icon (it looks like a map) next to the **Mileage** Field. This will open the MapQuest Mileage Search Window
        iv. Enter the **To** and **From** addresses or select an airport or saved address from the database (Expense Type A 10 – Travel-Mileage Airport (Round Trip)).
            a) **To select an Airport**
                - Click on the Airport (looks like an airplane) icon next to the **Address** field.
                - Select the **Country** from the drop down menu.
                - In the **Name/Code/City** Field, enter any search parameters (Standard Search Conventions apply) or leave blank to return all results for that country.
                - Click on the **Search** button.
                - Select the correct airport from the search results and click on the **Copy** link to copy the address into the Address Fields.
            b) **To select a Business or Saved Address**
                - Click on the Search icon next to the **Address** field
                - Select the **Category** from the drop down menu.
                - In the **Name/Code/City** Field, enter any search parameters (Standard Search Conventions apply) or leave blank to return all results for that category.
                - Click on the **Search** button.
                - Select the correct address from the search results and click on the **Copy** link to copy the address into the Address Fields.
        v. Click **Get Direction**.
        vi. If it was a round trip, click on the **Round Trip** check box.
        vii. Click **Copy Distance** to import the mileage and addresses into the Expense Report.

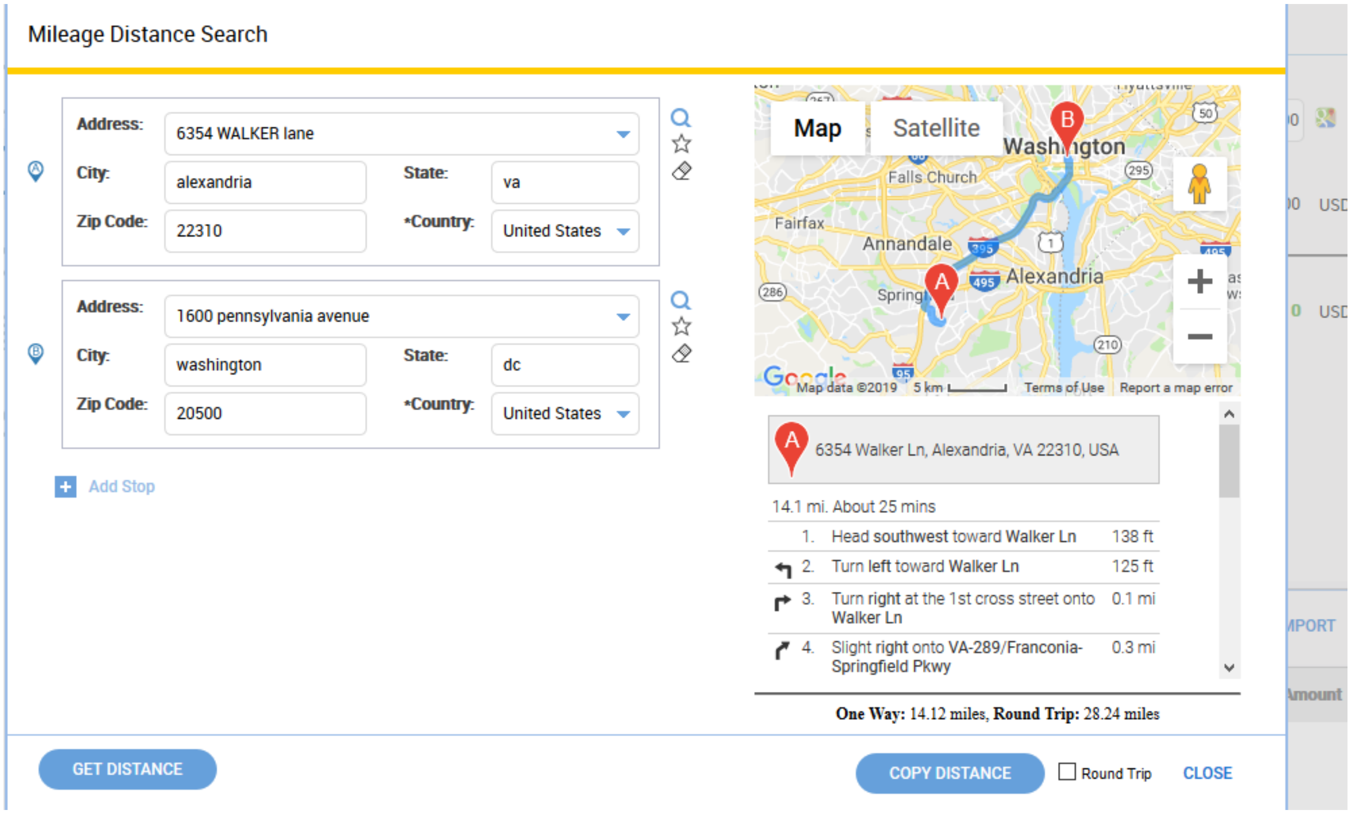


Figure 11: Mileage MapQuest Feature

22. Click on **Cancel (located on bottom in Red)** to cancel any changes.
    a. If the Expense has not been applied, it will cancel the expense.
    b. If the Expense has been applied, it will cancel any changes since it was last saved.

23. Once all fields are complete, click the **Apply Changes** Tab on the bottom left. Click on **Apply and Add New** Tab (on bottom left) to save and add another expense (see Figure 12).

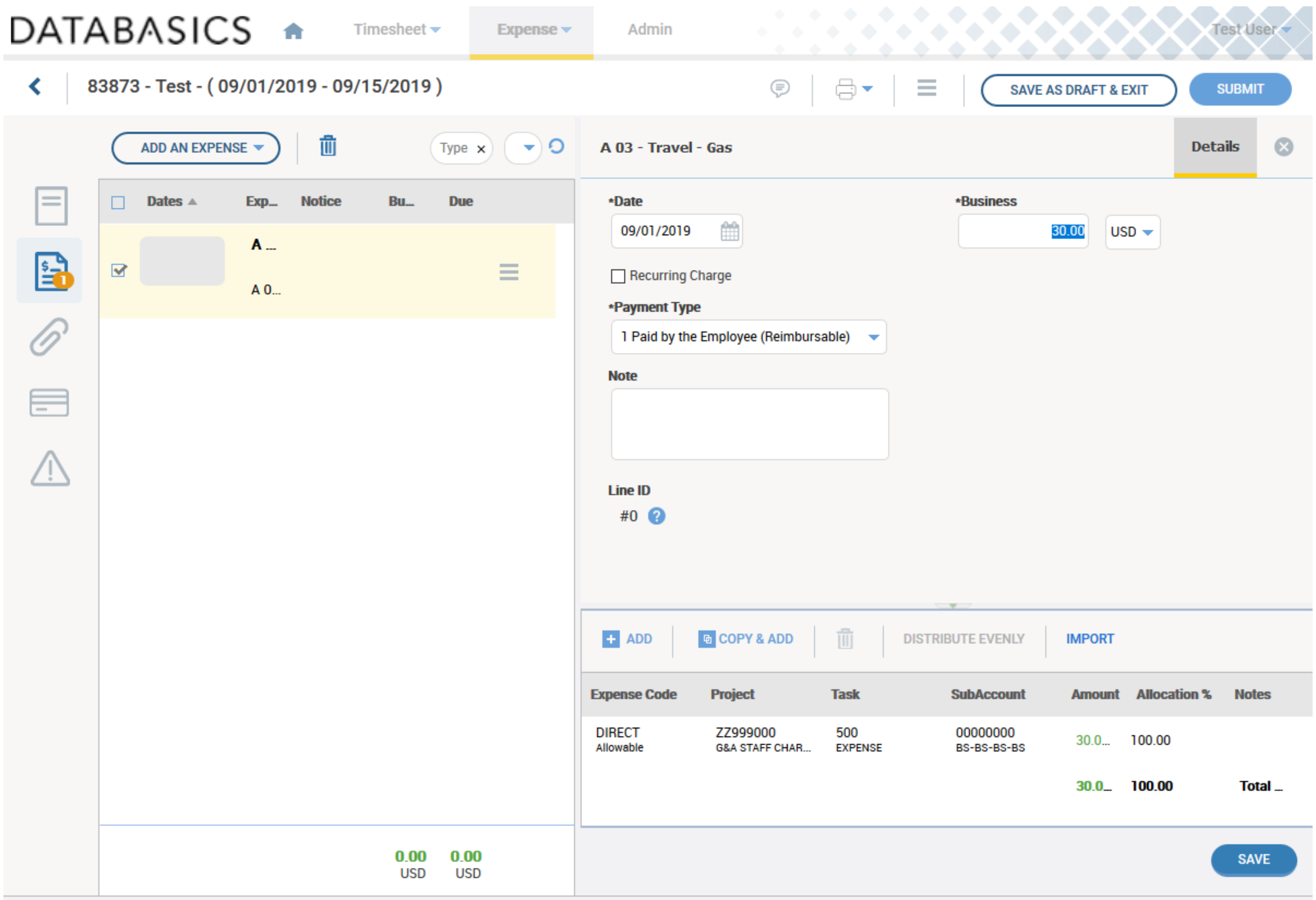


Figure 12: Entering Expense Details

24. Depending on how the expense types are set up, attendees may be required or optional. After filling in the expense details, you will need to access the attendees screen.

- If attendees are required, click on the **Apply and Go To Attendees** button.
- If attendees are *optional*, click on the **Apply** button and then click on the **Attendees** tab.

This will access the Attendee tab and allow you to add attendees to the expense.

25. Once you click on the **Apply Changes**, you will notice that there is another tab created next to the right of the **Details** tab titled ***Distribution**. The new tab ***Distribution** is where you can change the Project to be charged and allocate among Projects (see Figure 13).
    a. Click **Add A Distribution** for each additional line that you wish to distribute the expenses among multiple projects or tasks by adding a new line for each charge.
    b. If you wish to distribute the expenses among multiple projects or tasks, add a new line for each charge and entering the percentage for each, as shown below.
    c. Make sure that the **Allocation %** column totals to 100%.

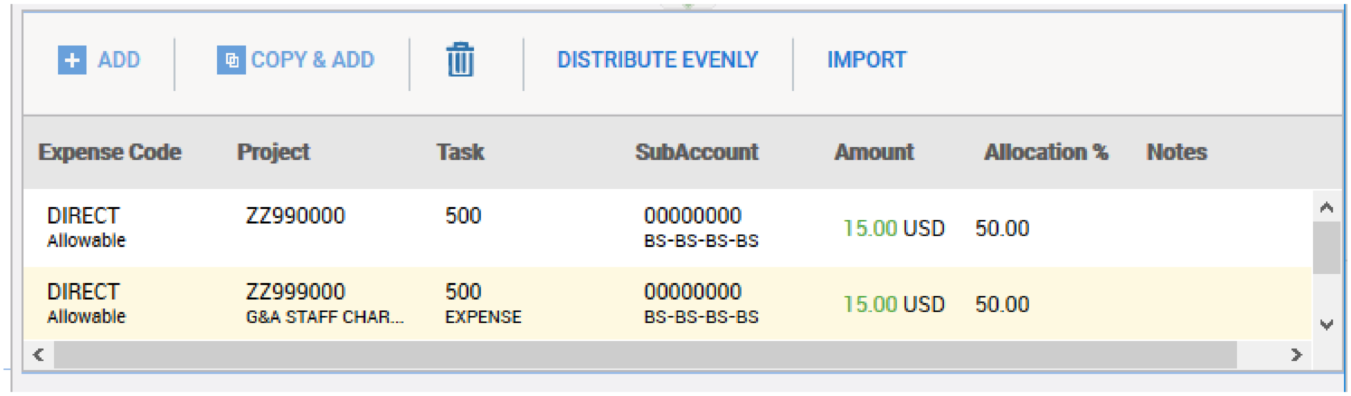


Figure 13: Distribution Allocation

View / Edit Report

1. To view and/or edit specific expense lines, click on a specific expense line to view the details of that expense.
   a. The details will appear in a window at the bottom of the screen.
   b. Edit any details or amounts as needed. (Boxes that are grayed out cannot be changed).
   c. If all fields are not visible, the user can expand the expense details area. Click the icon again to contract it.

2. Click the ***Distribution** Tab to change the distribution of the individual line item defaulted from the cover page (see Figure 13).

3. To delete an expense line:
   a. Click on the expense line to highlight.
   b. Click on **Actions** and choose **Delete** from the dropdown menu.
   c. Click **Yes** to confirm the deletion.

4. To delete an expense report:
   a. Click the check box next to the Expense Report ID.
   b. Click on **Actions** and click on **Delete** from the dropdown menu.
   c. Click **Yes** to confirm the deletion.

Important: Once an expense report is deleted, it cannot be recovered

5. Expense Report Entry Screen
   a. This screen displays all the information regarding an existing report. The screen is broken down into the following tabs:
      - **Overview**
      - **Expenses**
      - **Receipts/Attachments**
      - **Validation Log**
   b. A financial summary of the expense report is located along the left side of the screen. This includes:

i. **Total:** The total cost of the expenses covered in the report.
ii. **Total Business:** The amount that the company is responsible for.
iii. **Advance:** The advance amount applied to this Expense Report.
iv. **Due Employee:** Amount to be reimbursed to the employee.

c. While working on an expense report, you cannot return to the **My Expenses** screen unless you first exit the report. To exit the report, click on one of the following:
   i. **Exit Without Save**
   ii. **Save As Draft & Exit**
   iii. **Submit**.

Adding Receipts / Attachments

1. Receipts must be attached for any expenses of $75.00 and above.

2. The instructions below outline how to add an electronic attachment to an Expense Report.
   a. Get an electronic copy of the receipt which is non-editable (i.e. PDF instead of DOCX).
   b. Use an electronic copy of the receipt that you already have. This is the case for most on-line travel arrangements, which provides electronic receipts.
   c. Scan a paper document using any scanning technology that is convenient to you. Please note that all of Metro Park's Xerox copiers will scan and send you a PDF of any documents.

3. Receipt Imaging Service
   DATABASICS Receipt Imaging Service allows users to attach receipts to their expense reports via fax or email. This helps keep users as well as supervisors organized and helps eliminate the need for keeping track of loose receipts.

   a. **FAX SERVICE**
      i. **Step One: Print Fax Cover Sheet**
         You can print a fax cover sheet in two ways:
         a) When you submit your report.
            - At the last step of the submission process, check the box next to "Print Barcode Report to fax your receipts."
            - The Barcode Report will be printed when you click "Finish."
         b) Select the Barcode Report from the list of expense reports.
            - Select the Expense Report you wish to print the cover sheet for from your list of reports.
            - Click on the down arrow next to "Print/Preview."
            - Select "Barcode Report."
      ii. **Step Two: Fax the Cover Page with Receipts**
         Fax the receipts to the number on the Barcode Report.
         a) Use the Barcode Report as the cover page with the receipts as each subsequent page.
         b) Do NOT use another coversheet in front of the Barcode Report.
         c) Each set of receipts must be sent in a separate transmission (i.e. One Barcode Report Cover Sheet per transmission). However, you can use the same cover sheet

for multiple faxes. The service will take the new faxed images and automatically attach those images to the correct expense report file.

iii. **Step Three: View Receipts on Report**
Approximately 5-10 minutes after the receipts have been faxed, they are ready to be viewed in Expense. The paperclip icon indicates that receipts have been attached to the report. Click on the icon to view the receipts.

iv. **Hints & Tips**
For a successful fax of your receipts, the barcode cover sheet should be printed via a printer that will print a clear image of the barcodes. Light, faint or blurred print jobs can affect the receipt imaging service.

b. **EMAIL SERVICE**
Users can attach receipts directly to expense reports via e-mail. The receipts can be attached at the report level, the line level or placed in the user's repository.

i. **Step One (Optional): Set Up Your Email Address**
The CALIBRE email address is already set up to send receipts to your expense reports. However, if you wish to add additional email addresses (for example, if your phone is connected to a personal email account), up to 3 additional email addresses can be linked to DATABASICS.

a) Go to Tools > Options
b) Select the Email Accounts Tab
c) Enter up to 3 additional Email accounts
d) Click Apply
e) A confirmation email will be sent to each address. You can click on the link provided or enter the confirmation code by clicking on the <u>Waiting for Confirmation</u> link.

ii. **Step Two: Email Receipts to Your Expense Report**
The email address to send your receipts is site40@emailexpense.com.

a) To attach a receipt to a specific report, enter the following in the Subject of the email (### is the Report ID): R###
b) To attach the receipt to a specific line on a report, enter the following in the Subject of the email (### is the Report ID and # is Line Number): R###-#
c) Example: To attach a receipt to Report 323, you can enter "R323" in the subject. If you want to attach the receipt to line 2 of Report 323, then enter "R323-2"

> If there is no email subject or it is entered incorrectly, the receipt will be placed in your repository. You can access this repository from any expense report and attach it.
> You may attach more than one receipt per email. If an email has no attachment, the email message will be converted to .pdf and attached. This is useful for e-receipts from airlines and rental cars.

c. **ATTACH VIA DATABASICS EXPENSE**
The **Attachments** Tab (located on left pane) allows you to view or upload a receipt to an Expense Report. To upload a receipt:

i. Click on Attachments Tab on the Left**.**
ii. Click on Upload Attachment to bring up the Receipt Attachment Box (see Figure 14).
iii. Enter the Description and click to browse for the attachment file.

iv. Click Attach to attach receipt to report.

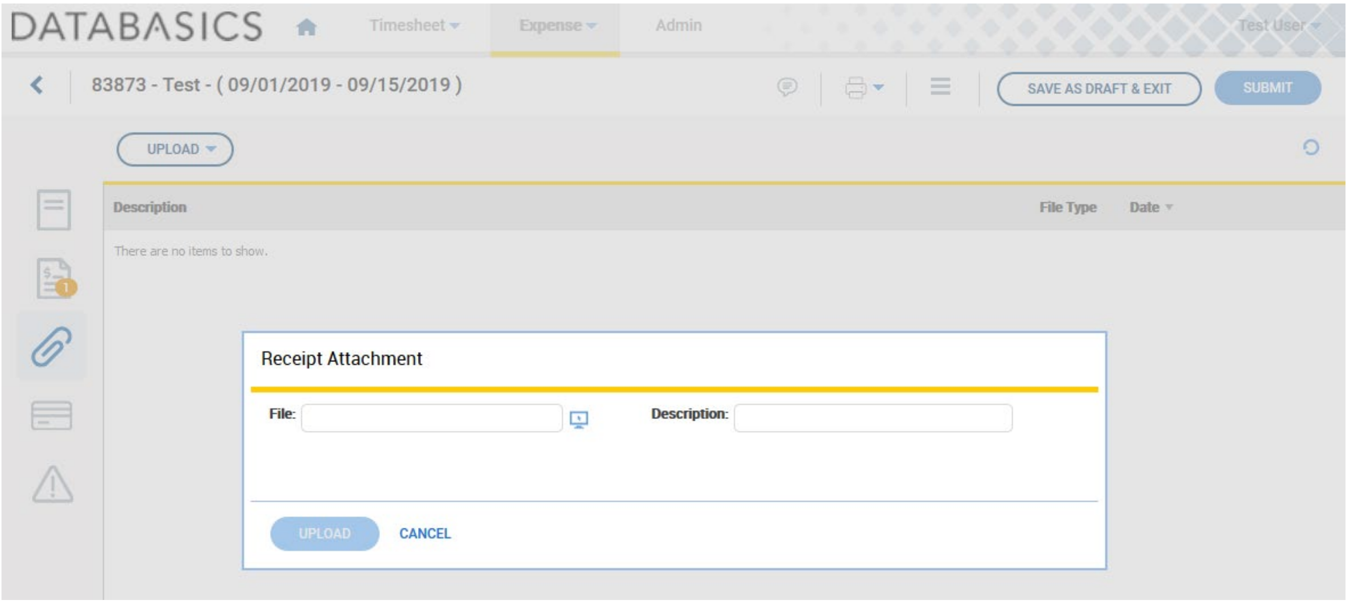


Figure 14: Attaching Receipts/Attachments

Apply Credit Card Transactions

To apply transactions charged to the **CALIBRE-issued Credit Card** to the Expense Report:

1. Click the **Credit Card Charges** tab on the left hand side of the Expense Report (See Figure 15). Note: The number of pending credit card transactions will be displayed in parenthesis; all credit card transactions must be included and allocated to an expense report.

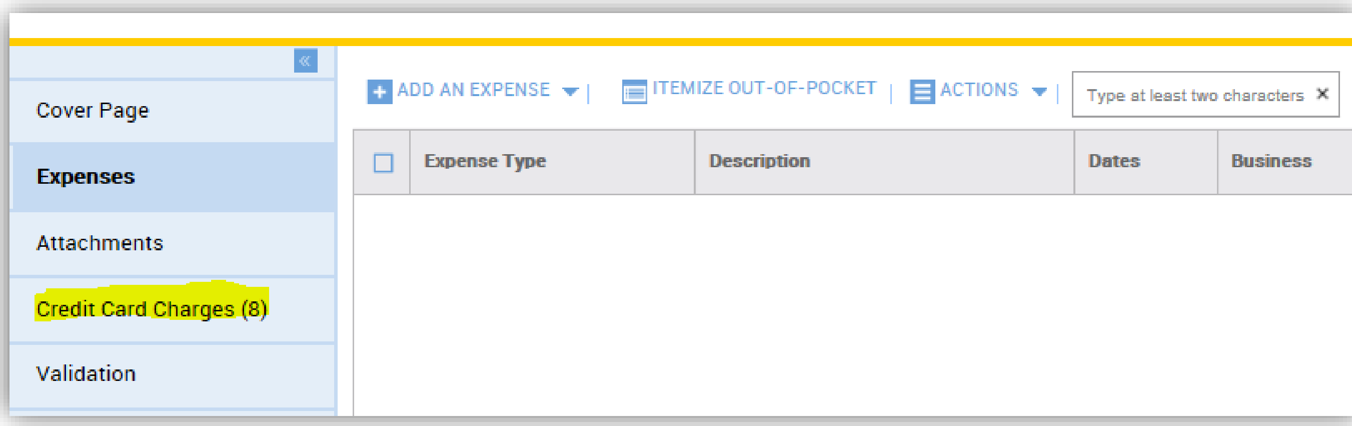


Figure 15: Credit Card Charges

2. To the right of each credit card transaction, select the appropriate **Action** (Figure 16)**:**
   a. **Apply** to add a transaction to the expense report that does not require any detailed itemization;

b. **Itemize** to add a transaction that requires detailed itemization (note: Itemize is only available when itemization is an option on the expense type); or

c. **Preview** to view the transaction.

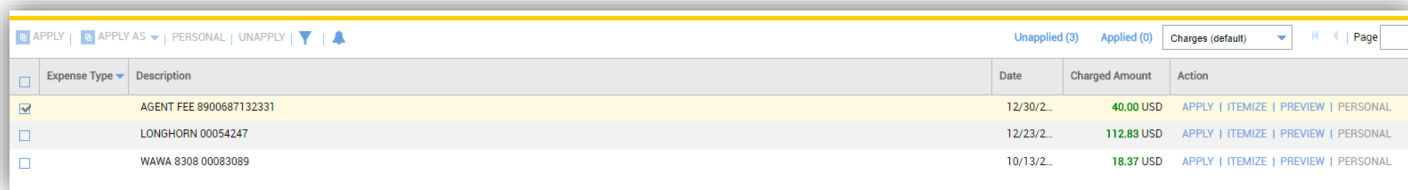


Figure 16: Actions

3. To **Apply A Credit Card Transaction**:
   After selecting Apply, the transaction detail tab will appear at the bottom of the screen:
   a. Depending on the expense type, the system pulls the date from the transaction automatically.
   b. Fill in all required fields; required fields are marked with an asterisk* (see Figure 17).
   c. Verify that the charges are allotted across the fields correctly (Business, Personal, etc.)
   d. If there are personal charges included in the bill, enter the personal amount of the credit card charge/bill that will be reimbursed by you.
   e. Click **Apply Changes**.

Note: If you chose an incorrect transaction, you can click on the **Unapply** link next to that charge to remove it from the expense report and return it to the credit card bin.

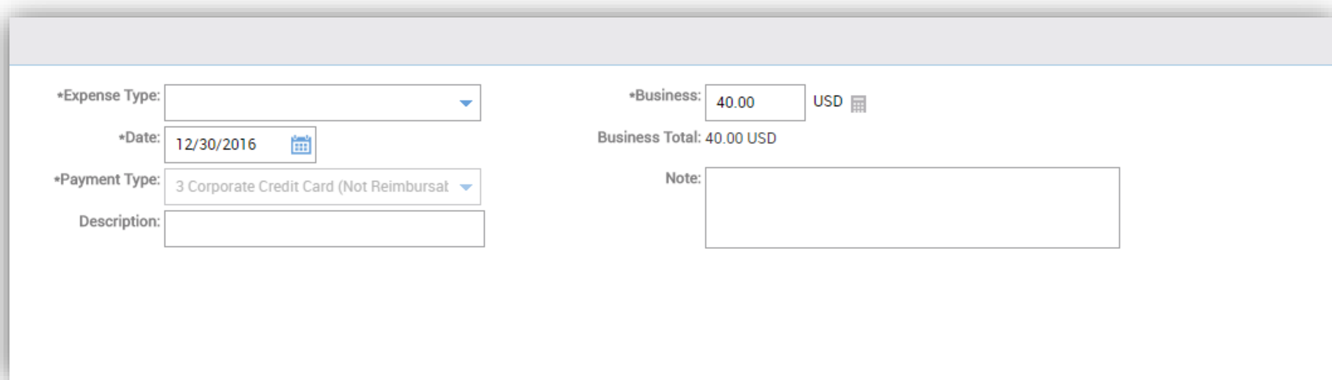


Figure 17: Credit Card expense detail

4. To **Itemize A Credit Card Transaction**:
   a. After selecting the credit card transaction, click on Itemize on the right side of the screen to itemize the charge selected.
   b. From the itemization screen, click Start, which pulls up a drop down menu with a list of available Expense Types.
   c. Click the correct Expense Type and click Next

d. Enter the date, amounts, and any other required fields indicated by asterisks.
e. Click next when done, which updates the **"Total Remaining:"** amount and indicates if there is a portion of the original amount remaining to itemize, or a negative number if your itemized amounts exceeded the original amount. Note: The expense report cannot be submitted if the total amount itemized amounts exceed the original transaction amount.
f. Click Continue on the top right hand corner of the screen to **add attachments** or to access the **attendee screen** if required for the Expense Type.
g. Click on **Finish** to complete the itemization.

Submit Report

Once the report is completed click **Submit.**

1. **Step 1:** Upload Receipts, if you have not done so already.
   a. Use the Receipt Uploader tool to upload receipts.
   b. Click **Next**.

2. **Step 2:** Apply Advances or Prepaid Transactions.
   a. If have any outstanding advances, you will be prompted to apply them to this Expense Report.
   b. If you do not have any outstanding advances, this step will be skipped.

3. **Step 3**: **Validate Expense Report** (see Figure 18).
   a. This will notify you of any expense violations or missing information. If there is an error the user can click on the expense here to go back and correct it.
   b. If the Report passed the Validation, click Next.

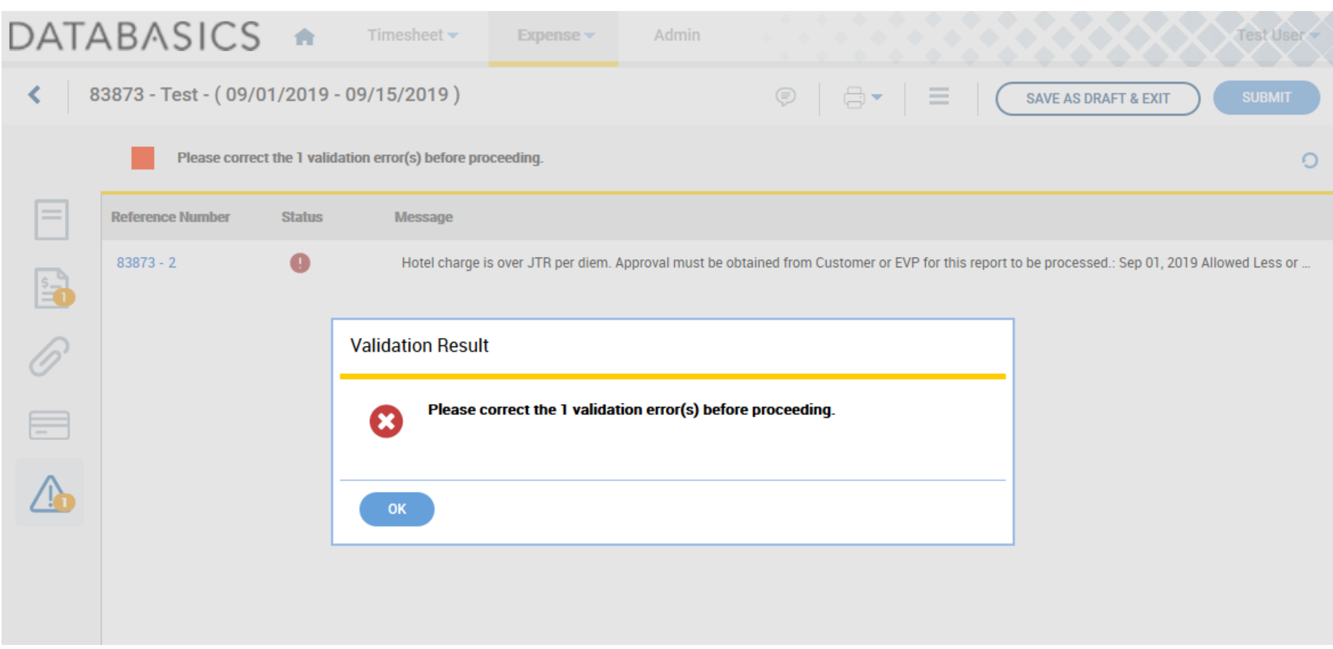


Figure 18: Validation

4. **Step 4**: Confirm (see Figure 19).
   a. If you are using the fax service:
      i. Click the Print Fax Cover Sheet (Barcode) Report check box.
      ii. Click Finish. This will print out a fax cover sheet with a barcode identifying your expense report.
      iii. Fax the report and receipts to the number on the cover sheet.
      iv. Go to our Receipt Imaging Service page for detailed instructions on how to fax receipts.
   b. If you are not using the fax service – Click Finish.

You will be returned to the My Expenses.

This will complete the expense report and submit to the appropriate approver(s).

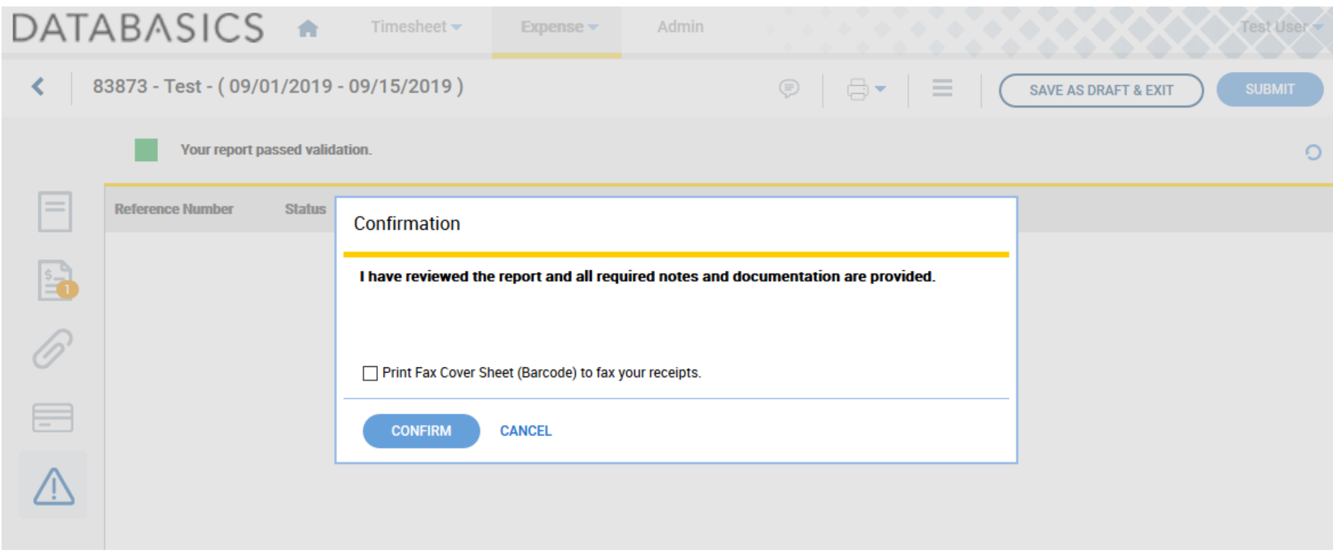


Figure 19: Submitting Report & Confirmation

5. Advances
   a. Click on the Apply link for the Advance you wish to apply to this report.
   b. The advance will be fully or partially applied as set up by the administrator.
   c. Fully Applied: The entire advance will be applied to the report. If the reimbursable amount is less than the advance, a balance back to the company may be created.
   d. Partially Applied: The advance will be applied up to the reimbursable amount. If the reimbursable amount is less than the advance, the remaining advance will remain in your bin to be applied to future expense reports.
   e. To unselect an applied advance, click the Unapply link.

Print / Preview Expense Reports

There are 6 reports that can be selected to view or print (see Figure 20). To access the menu, click on the arrow next to **Print/Preview** icon . Clicking on **Print/Preview** icon itself will default to the **Detail Report by Line**.

1. Detail Report by Day
   - Organizes the Expense Report as a Daily Grid.
   - Shows total expenses by day.
2. Detail Report by Line
   - Organizes the Expense Report by Expense Line.
   - Contains unique barcode for clients with barcode scanners to track receipts.
   - Use this report to file as a hard copy.
3. Fax Cover Sheet for Receipts
   - Receipt Fax Cover Page.
   - Used as a cover page when user is faxing receipts as part of receipt imaging service.
4. Audit Report
   - Shows the history of each expense line.
   - The date and time of each expense line was created.
   - Shows any modification to an expense entry and the user that modified it.
   - Any approval action taken on an expense line.
   - Any additional notes.
5. Audit Report of Deletion
   - The date and time of only the expense line was deleted.
6. Audit Report of Rejection
   - The date and time of only the expense line was rejected.

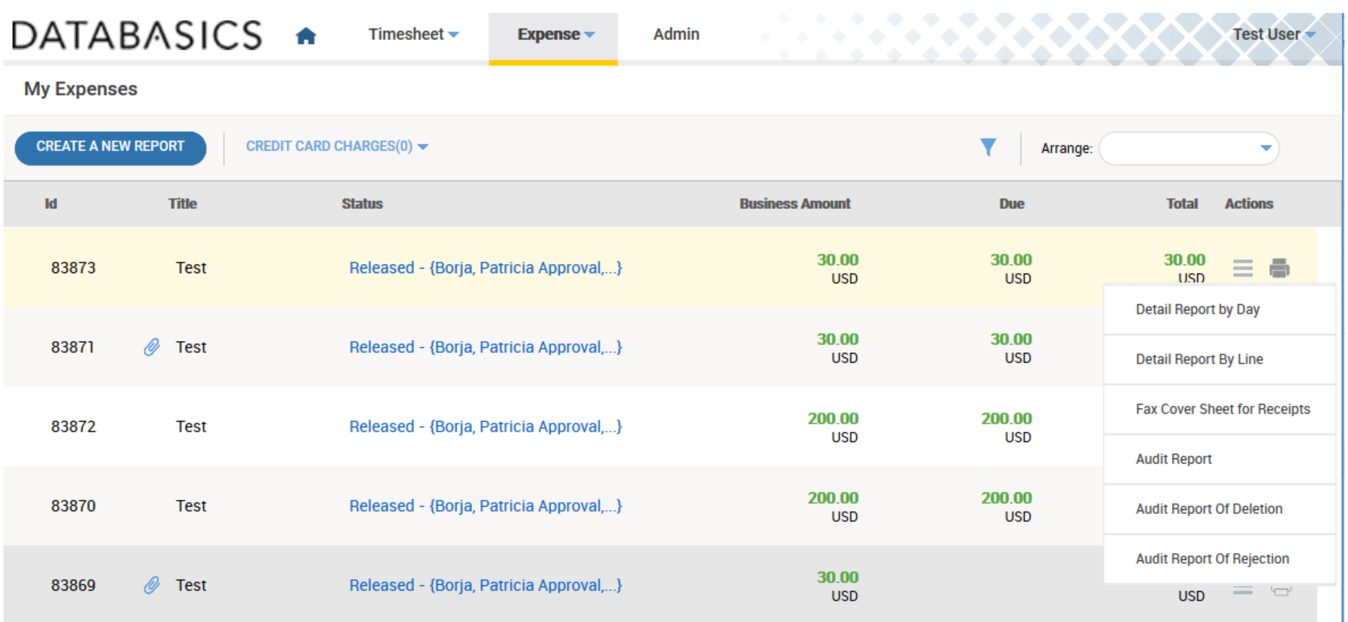


Figure 20: Print / Preview

7. Viewing All Existing Expense Reports
   - To access the menu click on arrow next to Expenses, then click on "**My Expense Query**".
   - Fill in the date range to search, for instance, of 9/1/19 to today.
   - Then click on "**Retrieve expenses**".

Expense Approvals

An approver is anyone that is set up to approve someone else's expense reports. Approvers have an additional menu item on the Dashboard called **Expense Approvals**. If you are set up as an approver, use this menu to view the reports in your approval queue.

1. **My queue:** Expense reports waiting for approval.
2. **My rejections:** Expense reports that you have rejected.
3. **Query History:** Search for Expense Reports based on:
   Report ID
   User Name/ID
   Report Type
   Start and/or **End Date**

Once an Expense Report has been selected, there are three options:

1. **Approve The Entire Report**
   The **Approve & Exit** button allows you to approve the entire report at once without having to approve each line item.
   a. Click on the **Approve & Exit** button. An "Approval Notes" window will pop up.
   b. *Optional*: Enter any notes into the field.
   c. Click on the **Finish** button.
   d. You will be taken back to the **My Approvals** screen.

2. **Reject the Entire Report**
   The **Reject & Exit** button allows you to reject the entire report without having to reject each line item.
   a. Click on the **Reject & Exit** button. A "Rejection Notes" window will pop up.
   b. *Required*: Enter the reason why the report was rejected in the notes field.
   c. Click on the **Finish** button.
   d. You will be taken back to the **My Approvals** screen.
   e. The Expense Report will be sent back to the user who submitted it with the note explaining why the report was rejected.

3. **Approve or Reject Individual Expense Lines**
   The approver can also approve or reject each expense line.
   a. On each expense line, there is an **Approve** link and a **Reject** link.
      Click on the **Approve** link to approve that line.
      Click on the **Reject** link to reject that line.
      - A note is required for each expense line that is rejected.
   b. Click on the **Save & Exit** button to finish.
   c. You will be taken back to the **My Approvals** screen.
   d. If any expense lines were rejected, the entire Expense Report will be sent back to the user who submitted the report with a note attached to the rejected expense line(s).
   Note: If the approver rejects individual expense lines, then clicks:

Approve & Exit: the individual line rejections will be overwritten and the entire report will be approved.
Reject & Exit: The entire report will be rejected and the individual line rejections and their messages will be saved and sent back to the employee that submitted the report.

DATABASICS Expense Icon Legend

Icon	Name	Description
	Add	Add an Entry
	Approve / Reject	Approve and Reject Action Icons
	Attachments	The Expense Report has receipts attached to it.
	Attendees	There is list of people who attended the event associated with this Expense Line.
	Browse	Click on the icon to browse files on the user's computer. Used to attach receipts to the Expense Report.
	Calculator	Calculator
	Calendar	Click on the icon to bring u the calendar. Use the calendar to select a date for that field.
	Certified Report	Certification by the user.
	Corporate Card	Indicates an expense line is an expense charged on a corporate credit card payment type
	Cover Page	Click on the icon to go to th expense report cover page
	Create a New Report	Click on the icon to start a new report
	Credit Card	Credit Card Transactions
	Credit Card Alert	Set a Credit Card Alert once the charges show up in the system
	Credit Card Express	Click on the icon to add credit card transactions via credit card express screen
	Daily View/List View	Click on the icon to view the Expense Report organized by day. Click on the icon to view the Expense Report organized by individual expense.
	Delete	Click on the icon to delete
	Distribute Evenly	Distribution expense allocation to WBS evenly
	Edit	Make an edit to a previous entry
	Expand View	Click on the icon to expand the viewing area.
	Expense Express	Click on the icon to add charges via expense express screen

	Failed Audit	A report has failed audit through Databasics Audit Utility
PDF	**File Types**	Export File Types
	Filter	Filter
	Google Maps	Click on the icon to access Google Maps
	Help	Click on the icon to bring up help related to the screen the user is viewing. This function is maintained by individual companies.
	Home Address	Employee Home Address
	Information	Click to view additional information attached to an expense
	Itemized Expenses	This Expense Line is an itemized portion of a larger expense. Click on the icon to view all related expenses to this itemization.
	Menu of Options	Click to see a menu of options applicable to the selected screen
	Message Reply	Click on the icon to reply to a tagged message.
	Message Tag	Click on the icon to Tag a Message to the report. Green - New message for you.
	Notification	Click on the icon to add a Notification Message to the report.
	Out Of Pocket	Indicates an expense line is an out of pocket charge
	Paid	The Expenses on the Expense Report have been paid.
	Passed Audit	A report has passed audit through Databasics Audit Utility
	Photo	Take a photo of an document to be attached to an expense report
	Posted for Payment	The Expense Report has been posted for Payment.
	Print	To Preview and Print
	Receipt Express	Click on the icon to add charges via receipt express screen
	Refresh	Refresh

	**Row Audit History Log**	Click on the icon to view current modification on a specific row.
	**Search Icon**	Click on the icon to bring up the search window.
	**Select**	Select an option from the list
	**Settings**	Click to go to Settings menu
	**Trip Link**	Lodging, Air and Car - Green means the charge is linked to Travel Data and if it is yellow that means there are transactions data that is not linked
	**User Profile**	User profile of the owner of the expense report
	**Validation**	Click to see the validations for the expense report
	**Validation Failed**	The Expense Report Failed Validation. The Report cannot be submitted until these issues are corrected.
	**Validation Warning**	There are potential errors on the Expense Report. The user can still submit the Report, but should investigate the warning first.