Tracker Suite®

Expense Tracker

User Guide

Automation Centre

software that works for you™

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On an ongoing basis, Automation Centre continues to make improvements to both our Software and Documentation as our goal is to enhance the overall user experience with Tracker Suite. In this pursuit, while Automation Centre makes every effort to ensure that our User Guides match our software, some features or functionality within the Tracker Suite modules may differ from their respective User Guides between releases.

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Contents

Figures

1. Introduction

Welcome to the *Expense Tracker User Guide*. Expense Tracker is a useful tool for automating and managing your expense reporting processes.

About this Guide

This guide describes the features of Expense Tracker. It is intended to serve as a central guide for all the major functionality and specific operations that a user can perform. It also covers the necessary information required to properly configure the application.

This documentation has been designed to be read in either electronic or hardcopy format. If you are reading the electronic copy, the text has been cross-referenced, so when you are referred to a page number or section, you can press CTRL and click that text and it will take you to the relevant information.

This guide should be treated as a companion guide to the *Tracker Suite Base Installation Guide* and the *Tracker Suite Base Configuration Guide*. It is also assumed that the reader has a basic familiarity with browser functionality and terminology, specifically Internet Explorer (IE), Chrome and Mozilla Firefox.

Refer to the *Tracker Suite Base Installation Guide* and the *Tracker Suite Base Configuration Guide* for:

- An overview of the Tracker Suite philosophy and how the various modules fit together.
- A review of Tracker Suite views, tools, and functionality common to all Tracker Suite modules.
- Complete installation and configuration instructions including information on the Tracker Suite security model.
- A glossary of Tracker Suite terms.

Notes, Tips and Comments

Within this manual, you will find the following icons with comments and key information about Expense Tracker.

	Notes The Note icon designates useful side-comments and information.
	Important The Important icon designates crucial information or warnings that could have potentially serious consequences.
	Tip The Tip icon designates helpful troubleshooting or technical information, or perhaps an alternate shortcut.

Other Help Sources

In addition to this guide, more information about the Tracker Suite products is located at the Tracker Suite website: http://www.TrackerSuite.Net.

Users can visit our website for further information about our products, including sales literature, demos, and FAQ databases. For general information about our company, the Automation Centre, visit http://www.Acentre.com.

About Expense Tracker

Expense Tracker records and monitors employee project and travel expenses. It automates the entire expense tracking process, eliminating inefficient and wasteful paper expense forms and their processing routines.

Employees submit Expense Reports online, charging their expenses to projects or activities. These Expense Reports are automatically routed to the appropriate supervisor for approval. The supervisor can manage expenses associated with projects with useful, customized views. When an Expense Report is approved, it is automatically forwarded to accounting for billing. All actions against the Expense Report are recorded throughout the whole process.

Expense Tracker integrates and shares information with other Tracker Suite modules to completely automate your organization’s front office business activities. In addition, Expense Tracker also integrates with QuickBooks Online Edition, the setup and configuration of which is described in the *Tracker Base Installation Guide* and the *Tracker Base Configuration Guide*.

Typical User Roles

Expense Tracker has work areas for specific user roles. The table below lists some of the common user roles and how they use Expense Tracker.

Roles	Use Expense Tracker to
Employees	• Create and submit Expense Reports. • Accurately charge expenses to appropriate projects or activities.
Managers	• Approve or disapprove employee Expense Reports. • Verify that expenses are charged to appropriate projects or activities. • Manage on-time creation and updating of Expense Reports. • Create and submit Expense Reports for employees or contractors who do not have access to the database or cannot create their own Expense Reports (working off-site or sick).
Accounting / Payroll	• Process Expense Reports for billing and payroll functions.
Human Resources	• Maintain approval rules in the workflow profile.
Executives	• Monitor project status and expenses associated with projects.

Expense Tracker Standard Features

- Easy-to-use online Expense Reports.
- Items entered are charged to clients, projects, or marked as non-billable.

- In/Out boxes allow users to track their Expense Reports as they move through the approval process.
- Expense Tracker Suite monitors and records all activity to reports, including authorization, creation, and modifications.
- Secure and automated routing based on pre-determined roles and approval cycles configured in Workflow Profile.
- All billing information is carried through the entire Expense Reporting process.
- Detailed billing slips suitable for mailing are automatically generated.
- Supports the billing of expenses back to customers or internal cost centers.
- Up-to-date accounts payable lists.
- Automatic reporting allows for real-time data viewing by employee, project, customer, cost center, or period.
- Currency and rate conversion support.
- The ability to set company policy checks and limits on charge amounts.
- Faster access to Expense Reports.
- Ability to create an unlimited number of line items on the Expense Report.
- Automatic posting to the SQL Tracker Data Warehouse Database.
- Supports all date and time and number formats.
- Expense Report Entry on IE, Chrome and Firefox browsers.

The Expense Report Process

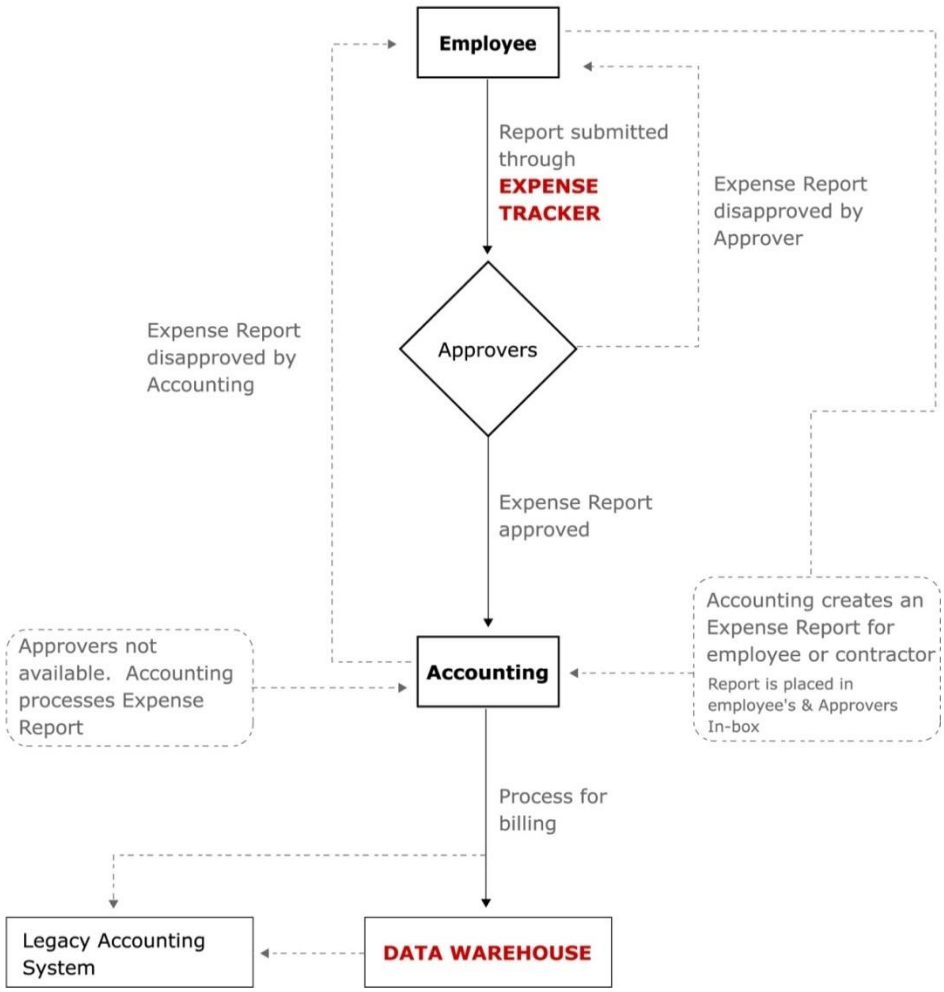


Figure 1 - The Expense Tracker Process

Integration with Other Modules

Expense Tracker interacts with Personnel Tracker, Project Tracker, and Customer Tracker as shown in below.

- **Personnel Tracker:** Personnel Tracker provides the list of people who can submit an Expense Report as well provides other person related information like Business Unit, Manager etc. The user’s Person Document also includes the employees’ expense and travel authorizations, as well as their approval workflow for expense reports. Multiple workflows may be defined,
- **Project Tracker:** Project Tracker provides the list of projects against which Expense can be charged.

- **Customer Tracker:** Customer Tracker is a Customer Relationship Management (CRM) solution that automates your customer service processes by allowing other Tracker Suite modules electronic access to current CRM data such as Customer Information, Contacts, Contracts, Activities and related History.

All Expense Report related data is pushed to the Tracker Reports, a powerful reporting engine.

Summary

This chapter provided an overview of the Expense Tracker module and how it streamlines the expense reporting and approval process.

This chapter examined the role-based user interface Tracker Suite provides, and how the various user roles, including Employees, Managers, Accounting and Payroll, HR and Executives interact with Expense Tracker. In the following chapters, we will take a closer look at these role-based interactions as we learn how Expense Reports are created, approved and processed.

We also touched on the interaction between Expense Tracker and other Tracker Suite modules, Personnel Tracker, Project Tracker, Customer Tracker and the Tracker Reports. The reports available are discussed in *Chapter 4. Reporting*.

In the next chapter, we will look at the Expense workspace and how it is utilized.

2. Expense Tracker Basics

In this chapter, we will learn the basic functions of Expense Tracker that all employees utilize in creating and tracking their Expense Reports.

In the next chapter, we will look at the experience of Managers with Expense Tracker, and the exclusive features available to them to better manage the expense reporting process of the organization.

In this section, we will review the Expense Tracker workspace, how to access it and how to navigate within it, and how the user's role in Tracker Suite shapes their work experience and access privileges.

For more information on setting up Expense Tracker (as well as the other Tracker Suite modules), please refer to the *Tracker Suite Base Installation Guide* and the *Tracker Suite Base Configuration Guide*.

Opening Expense Tracker

To access Expense Tracker, open a supported internet browser (IE, Chrome, and Firefox) and enter the URL that corresponds to the location of Tracker Suite on your Web server. By default, Tracker Suite is installed in the TrackerApps folder on your Web server. Typically, you can access Tracker Suite by navigating to http://tracker/trackerapps/

Depending on the web server and domain configurations, a company may access Tracker Suite differently.

> *For example, a company using the domain www.Bizco.com might access Tracker Suite at http://Tracker.Bizco.com/TrackerApps/Default.htm.*

After opening Tracker Suite in a Web browser, you are presented with a screen similar to the one shown below.

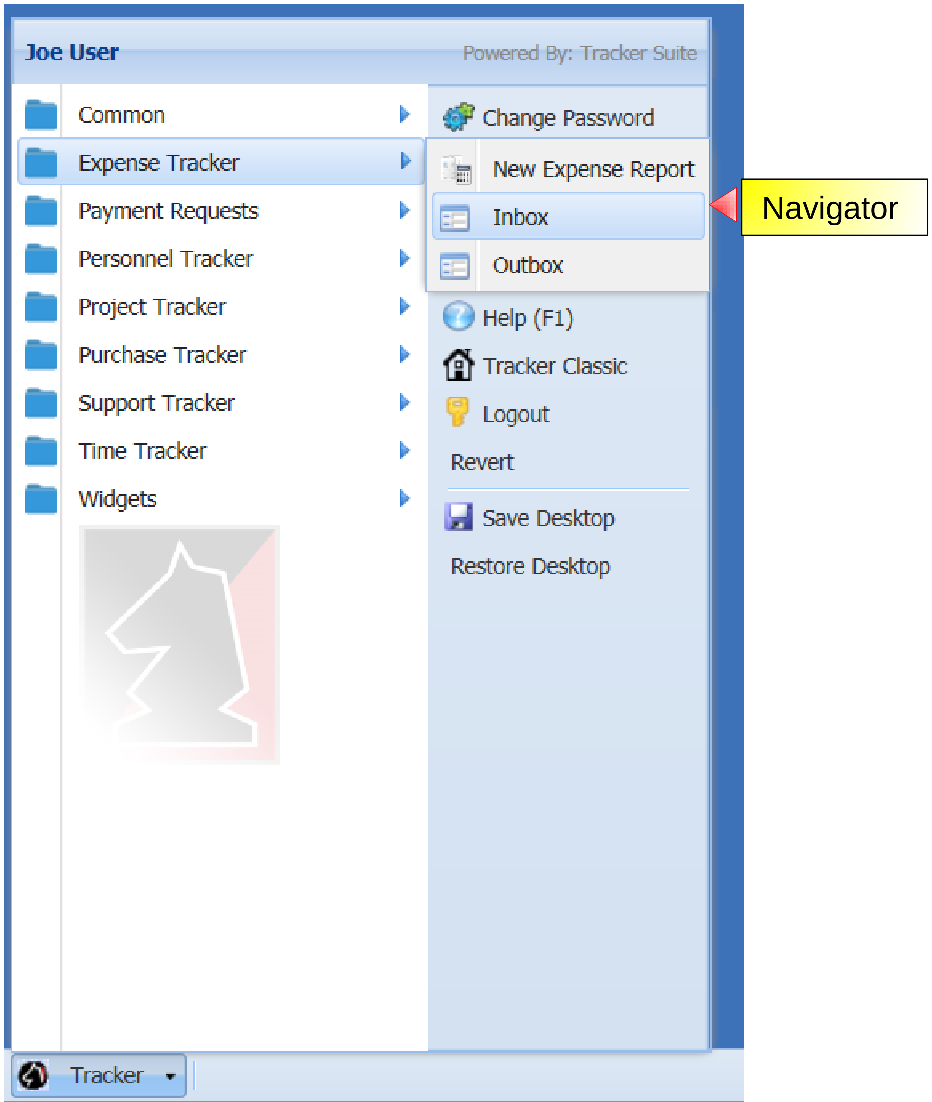


Figure 2 - Tracker Suite Welcome Screen

To open Expense Tracker, click the Tracker icon in the lower left corner of the screen to open the Navigator. A menu will appear of the various Tracker Suite modules that have been installed. Click Expense Tracker to bring up a sub-menu of available views, such as New Expense Report, Inbox and Outbox.

The available menu items in the Navigator are controlled by the user's role in Expense Tracker. For example, Administrators will typically have more menu items available to them than other users such as Managers.

Following is an overview of all the menu items available in Expense Tracker, with a brief description.

- **New Expense Report:** For creating a new Expense Report. Typically available to all users.

- **Inbox / Outbox:** These are message boxes for an internal email account for managing Expense Reports. All users have their own Inbox and Outbox. They are utilized in different ways, depending on the user's role.

  For example:

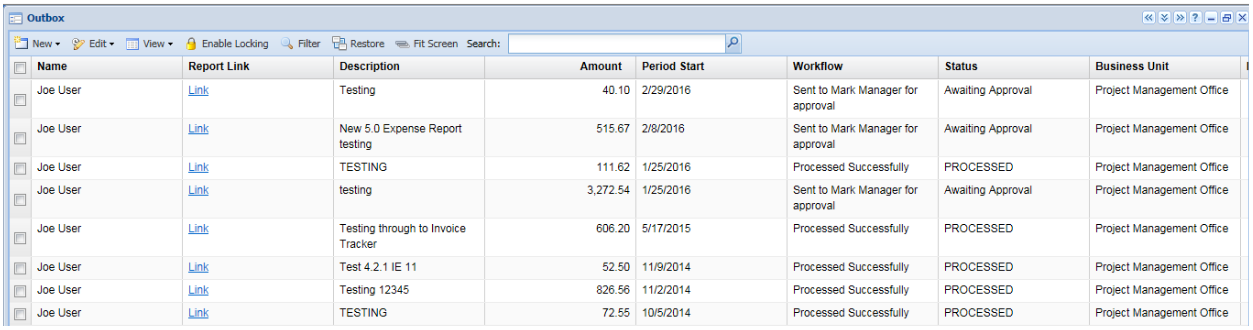
  The regular Inbox/Outbox views are utilized to track the user's saved, approved, or disapproved Expense Reports.

  The Accounting Inbox/Outbox views are utilized to manage Expense Reports awaiting processing.

- **All Expense Reports:** A view of all Expense Reports in the system that have not been disapproved or fulfilled. This view is typically available to Managers and Administrators.
- **Administration Dashboard:** The views and tools within this category are used for high-level management of the Expense Reporting process, including administrative dashboards as well as views of archived and cancelled Expense Reports.
- **Proxy Inbox:** A view that will show all Expense Reports where the current user is a proxy and can approver and disapprove an Expense Report.
- **Expense Code Templates:** A view of Expense Report templates that simplify reporting. For example, a "Per Diem" template could be created with allocations for meals and travel, which could be utilized by travelling salespeople or project staff working in the field.

Managing Personal Expense Reports

Expense Tracker offers users the ability to track and review their own Expense Reports with an easy-to-use Inbox / Outbox interface.



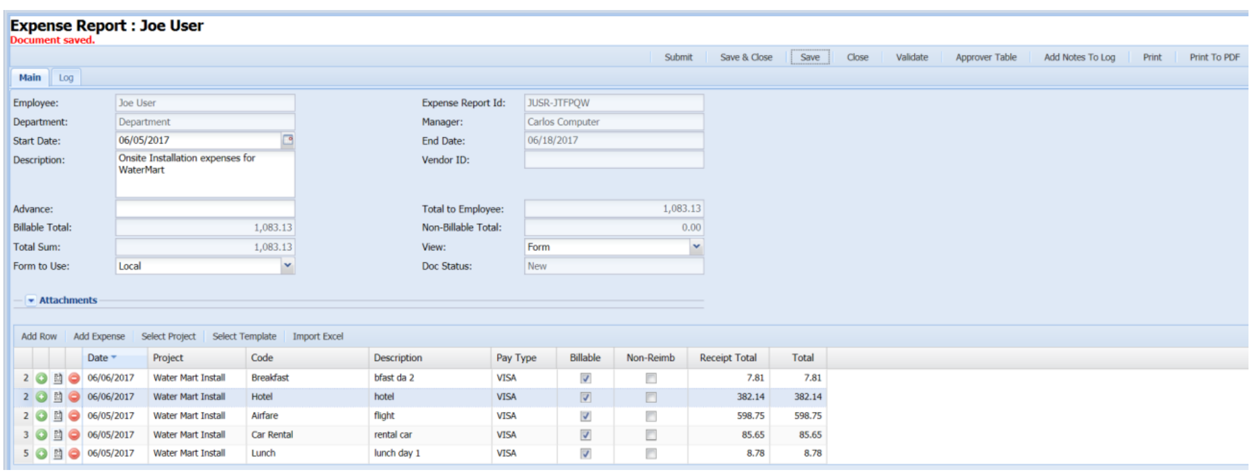
Name	Report Link	Description	Amount	Period Start	Workflow	Status	Business Unit
Joe User	Link	Testing	40.10	2/29/2016	Sent to Mark Manager for approval	Awaiting Approval	Project Management Office
Joe User	Link	New 5.0 Expense Report testing	515.67	2/8/2016	Sent to Mark Manager for approval	Awaiting Approval	Project Management Office
Joe User	Link	TESTING	111.62	1/25/2016	Processed Successfully	PROCESSED	Project Management Office
Joe User	Link	testing	3,272.54	1/25/2016	Sent to Mark Manager for approval	Awaiting Approval	Project Management Office
Joe User	Link	Testing through to Invoice Tracker	606.20	5/17/2015	Processed Successfully	PROCESSED	Project Management Office
Joe User	Link	Test 4.2.1 IE 11	52.50	11/9/2014	Processed Successfully	PROCESSED	Project Management Office
Joe User	Link	Testing 12345	826.56	11/2/2014	Processed Successfully	PROCESSED	Project Management Office
Joe User	Link	TESTING	72.55	10/5/2014	Processed Successfully	PROCESSED	Project Management Office

Figure 3- The Expense Tracker Outbox

- The Inbox holds all Expense Reports that the user has saved but not submitted, as well as Expense Reports which have been returned to them after being disapproved by the user's Manager, or Accounting.
- The Outbox provides links to all the Expense Reports the user has submitted that have been approved, as well as those Expense Reports awaiting approval. The Outbox allows users to easily track the status of their Expense Reports.

Creating a New Expense Report

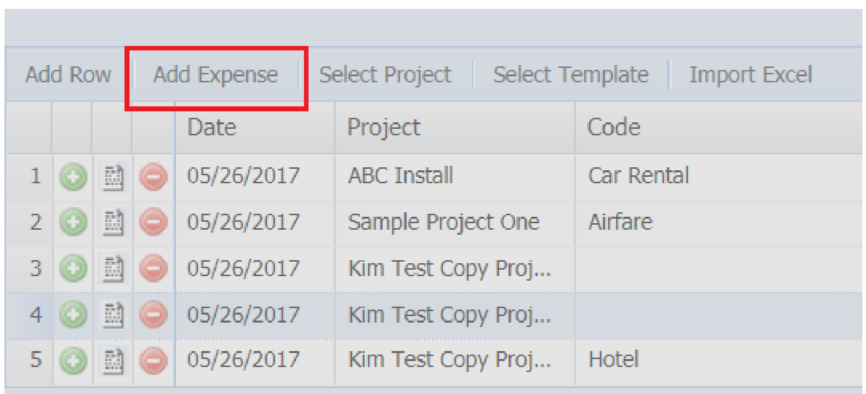
To create a new Expense Report, either navigate to the New Expense Report view, or click New > Expense Report in the top menu of the Inbox / Outbox view, to open a new Expense Report.



	Date	Project	Code	Description	Pay Type	Billable	Non-Reimb	Receipt Total	Total
2	06/06/2017	Water Mart Install	Breakfast	bfast da 2	VISA	☑	☐	7.81	7.81
2	06/06/2017	Water Mart Install	Hotel	hotel	VISA	☑	☐	382.14	382.14
2	06/05/2017	Water Mart Install	Airfare	flight	VISA	☑	☐	598.75	598.75
3	06/05/2017	Water Mart Install	Car Rental	rental car	VISA	☑	☐	85.65	85.65
5	06/05/2017	Water Mart Install	Lunch	lunch day 1	VISA	☑	☐	8.78	8.78

Figure 4 - A Personal Expense Report (Local Form)

1. Select the International Form if this Expense Report includes expenses incurred outside the United States.
2. If the time period for the Expense Report is not the default value, choose a new Period Start date by clicking the arrow button next to the field.
3. Provide a detailed overview of the Expense Report in the Description field.
4. There are a several ways to enter line items in the Expense Report:
    a. Enter your first expense item on the first row, select the appropriate Project, Code, Disc, Pay Type, Amount, etc. and then click the Add Row button or the Insert icon (). This will carry down the Date and Project identified on the first row.
    b. You can also use the Add Expense button, which bring up a form instead of grid for entry, but will not carry down previous information unless you subsequently click the Fill From Previous button on this form.

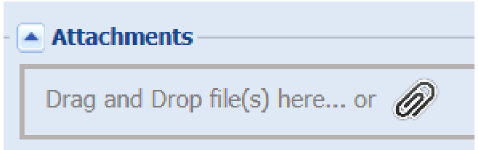


    c. You can type information directly into the line-item fields. A type-ahead function will generate possible values in the text fields, based on available projects and the configuration of Expense Tracker. Values outside of these parameters will not be accepted.
    d. If you would like to select a project or projects to charge the line items against, click the Select Project button. A window will appear with a list of the projects. Check the boxes next to the projects you would like to charge the items against, and click OK. A line item will be created for each project you selected. If you click the Add Row button after using the Select Project button, the default project will be the last project you selected.
5. If you would like to create a new Expense Report from a template, click the Select Template button. Creating Expense Report templates is discussed later.
6. Utilize the checkbox to indicate if the line item is billable or non-billable.

The Billable checkbox may not be editable, depending on the configuration of Expense Tracker. This is discussed later in Expense Tracker Administration.

7. The Non-Reim checkboxes mark expenses for which employees do not need to be reimbursed.
8. If the International Form is used or if the tax fields are marked to be displayed in local form, the columns for Tax Type and Tax Amount will be displayed. These are used to record the type and amount of tax charged for the expense. The choices for Tax Type include GST: Goods and Services Tax and VAT: Value Added Tax. These are defined in Company Global setup document.
9. If the International Form is used, the columns for Currency and Rate will be displayed. Select the currency that was originally used to pay for the expense and the exchange rate will automatically be populated from the currency profile. The default exchange rate can be edited directly on the form.
10. The Receipt Total is the total amount paid for the expense in the original currency.
11. The Receipt Curr is also only available in the international form. The Total column displays how much the employee will be reimbursed for in the company's default currency.
12. The Receipt Total is the total amount paid for the expense in the original currency.
13. To add another line item, click the Add Row button.
14. You can modify your line items using the icons on the left side of each row.

Delete: Delete the entire line item.
Edit: This will open the Expense Detail dialog box for the row, allowing you to make changes.
Insert Row: This will insert a new row before the current row.

15. To add attachments, such as scanned receipts, open the Attachments area and


the paperclip icon.

16. This will open a window for adding and removing attachments to the Expense Report form. Once you've attached files and closed the Manage Attachments window, the files you've attached will appear in the Attachments section. Clicking on the file's hyperlink will allow you to open or save the file.
17. If the user attempts to submit an Expense Report that does not satisfy the configured rules for validation, the user will be notified and directed to make corrections. To avoid this, the user can click the Validate button in the upper right area of the Expense Report form. If all fields in the Expense Report have not been correctly entered then a notification outlining the errors will appear.

Once the Expense Report is complete, the user may save the Expense Report for future editing by clicking the Save or Save and Exit button, or submit the Expense Report for approval by clicking the Submit button.

If the user submits the Expense Report for approval, an email notification will be sent to the designated approver, and it will also appear in that individual's Expense Tracker Inbox as well. The user may review their submitted Expense Report and its status in their own Outbox.

Expense Tracker may be configured to alter its approval workflow if a line item exceeds the maximum daily allotment for its account code. In such a case, the submitted Expense Report will be sent for special approval from a profiled user, before continuing in the regular approval process. This is discussed in the Tracker Suite Base Configuration Guide.

Depending on the stage of workflow an Expense Report is in, informative messages for each Expense Report are listed in Inbox views in the Workflow Message column as to whose approvals are required and when to complete processing.

Creating an Expense Report from a Template

Users also have the option to create a new Expense Report from a pre-configured template. This is a useful function if the user is routinely submitting similar Expense Reports, for example, if their job responsibilities require travel on a regular basis.

To create an Expense Report based on a template, the user clicks the Select Template button. A dialog boxes will appear, asking the user to select the template to use (for example, our travelling user might utilize a Per Diem or Per Diem International template), the period of the activity, and the cost center to charge it to. After selecting the appropriate option, the Expense Report will be auto-populated based on the template, with the amount fields left for the user to fill in.

The configuration of these templates is discussed in the *Tracker Suite Base Configuration Guide.*

Updating a Personal Expense Report

Users can update their saved or disapproved Expense Reports by just clicking the link provided in the Inbox view, which will open the Expense Report form for editing. After making changes, the user can save, validate or submit the updated Expense Report.

Summary

In this chapter, we learned how users can manage their personal Expense Reports using Expense Tracker's intuitive Inbox / Outbox interface. The Inbox makes it easy to save and update Expense Reports prior to submission, and the Outbox simplifies the tracking of recently submitted Expense Reports and their status, as well as the review of previous, approved reports.

We walked through the creation of an Expense Report, including how to use an International form if the Expense Report includes charges accrued in a foreign currency, and how the user can validate an Expense Report prior to submitting it.

This chapter covered an activity that all Expense Tracker users participate in, creating personal Expense Reports. The next chapter will cover the experience of Managers and Accounting in managing and processing Expense Reports.

3. Advanced Expense Tracker

This chapter will study the tools that users with Supervisor, Manager and/or Accounting roles may utilize to better manage the expense reporting process. We will learn how to create an Expense Report for another employee, how to track and review Expense Reports in the system, and how the Expense Report approval process works in Expense Tracker.

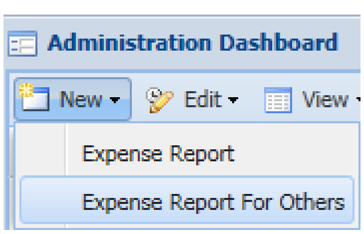
In Tracker Suite, there is usually more than one way to accomplish any single action. The activities described in this chapter may only illustrate one workflow from a particular view, but the activity may be available in other views as well, depending on the user's role in Tracker Suite.

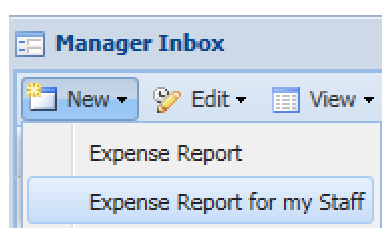
Creating an Expense Report for another User

Users may be profiled in the Expense Tracker Database Setup Document to have the ability to create Expense Reports for others, a useful feature when an employee is absent on vacation or extended travel. The Database Setup Document is discussed in more detail the *Tracker Suite Base Configuration Guide*.

Users with this ability may create an Expense Report for another employee from the Administration Dashboard view by clicking New > Create Expense Report for Others from the top menu. A dialog box will appear with a list of employees, pulled from Personnel Tracker. Select the employee on whose behalf the Expense Report is to be created. A new Expense Report form will open, named with the selected.

Managers can also create Expense Reports on behalf of their staff. In the Expense Tracker Manager Inbox, there is an option under the New button for "Expense Report for My Staff". This will return a list of employees where they are designated as Manager in Personnel Tracker.





Fill out the Expense Report as needed. An Expense Report template, as discussed in the previous chapter, may be utilized. When the Expense Report is submitted, it will follow the approval workflow designated for the employee on whose behalf it was created.

Although the Expense Report will be in the name of the selected employee, the actual creator of the Expense Report will be named in the Activity Log.

Reviewing Expense Reports

Expense Tracker simplifies the review of Expense Reports in the system and those awaiting approval.

For users who are designated approvers of Expense Reports, their Expense Tracker Inbox and Outbox not only hold the Expense Reports they have created, but also the Expense Reports they are responsible for reviewing and approving.

- Their Expense Tracker Inbox holds Expense Reports awaiting their review and approval.
- Their Expense Tracker Outbox holds Expense Reports they have either approved or disapproved.

Once an Expense Report is submitted, it is automatically routed to the Expense Tracker Inbox of the designated approver. Depending on the configured approval workflow, an Expense Report may require more than one approver.

Tracking Expense Reports with Other Views

As well as the Expense Tracker Inbox / Outbox views, users may also have access to other views to track Expense Reports in the system, based on their role in Expense Tracker. These views include:

- **All Expense Reports:** This view shows all of the Expense Reports in Expense Tracker users, and their status.
- **Administration Dashboard:** As well as showing all of the Expense Reports in Tracker Suite, it also provides a number of management functions.

Approving or Disapproving Expense Reports

Expense Tracker Suite streamlines the approval process for Expense Reports. It offers several methods of approving and disapproving Expense Reports. Once the Expense Report has met its approval requirements, it is sent to Accounting for review and processing.

In all cases of disapproval, the reviewer will be prompted to provide a reason for disapproving the Expense Report. An optional configuration can be done that will also prompt for a reason on Approval. These reasons will be included in the Activity Log of the Expense Report. For Disapproval, this reason will be provided in the email notification sent to the creator of the Expense Report, who will also receive the disapproved Expense Report in their Inbox view.

Expense Tracker offers several views from which Expense Reports may be reviewed and approved. When an Expense Report is submitted for approval, it is routed to the Inbox of the designated approver(s). Approvers with access to the All Expense Reports and Administration Dashboard can also access Expense Reports from these locations.

First, the approver opens the submitted Expense Report.

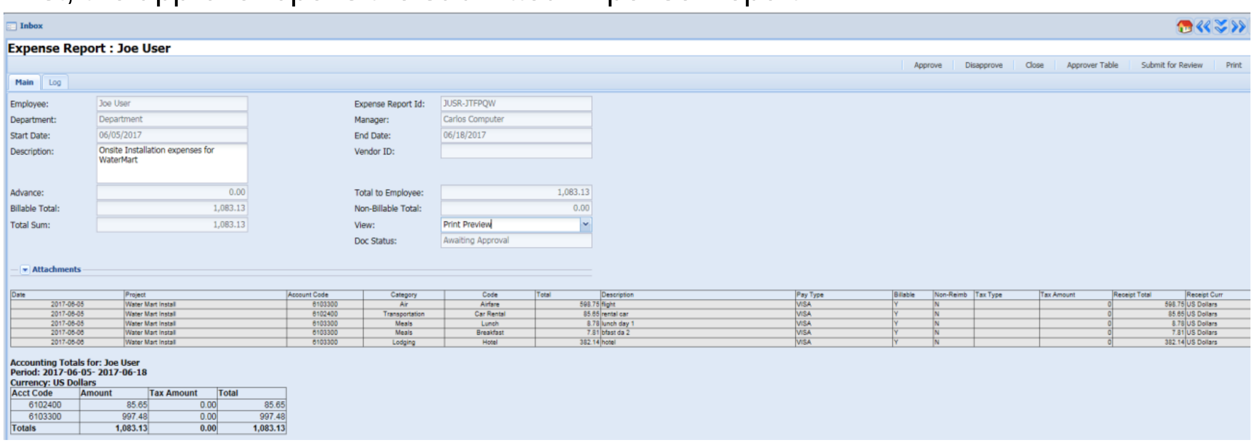


Figure 5 - Expense Report Awaiting Approval

In addition to the default Print Preview view shown in *Figure 5*, the approver can also click the View field in the header (underneath the Total to Employee field) to review the Expense Report in different formats including: Totals, By Date, By Project, By Account Code and By Payment Type.

A General Ledger area at the bottom of the form shows the accounting totals for the expense reporting period, broken down by account codes.

If a line item on the Expense Report exceeds the daily limit set for the employee submitting the report, it will be highlighted in red.

Date	Project	Account Code	Category	Code	Total	Description	Pay Type	Billabl	Non-Reiml	Tax Type	Tax Amount	Receipt Total	Receipt Curr	Rate
2012-03-20	IT Administration	6108500	Misc.	Office supplies	153.53	Printer cartridges	CASH	N	N	7.50	10.71	153.53	US Dollars	1

Figure 6 - Exception Highlighting

Submitting an Expense Report for Review

Depending on your configuration of Expense Tracker, managers may have the option to submit the Expense Report for review. If enabled, the Manager can click a Submit for Review button, which will send the Expense Report to the next step in the approval process without formally entering it into the approval cycle. Based on the response to the review, the Manager can either formally approve or disapprove the Expense Report.

Financial Review of Expense Reports

Expense Tracker workflow supports a Financial Review component. This component is enabled within the Expense Tracker Database Setup document, which is discussed in the *Tracker Suite Base User Configuration Guide*. If Financial Review is enabled, when the Expense Report is approved, designated personnel will receive email notifications of the Expense Report.

Remove from Inbox

For those who are responsible for approving Expense Reports, an option is available to clear old Expense Reports from their Inbox without having to delete them. To remove selected Expense Reports from the Inbox, the user clicks Edit > Remove from Inbox.

Approving an Expense Report from Email

Expense Tracker can be configured to email submitted Expense Report forms to designated approvers for review. These emails include hyperlinks allowing the recipient to approve or disapprove the Expense Report in the email.

Request to approve an expense report for Joe User Inbox x

Joe User <noreply@trackersuite.net> 1:43 PM (9 minutes ago)

to me

Approve Disapprove

Employee:	Joe User	**Expense Report ID:**	JUSR-JTFPQW
Vendor ID:			
Description:	Onsite Installation expenses for WaterMart		
Period Start:	2017-06-05	**Period End:**	2017-06-18
Report Total:	1,083.13	**Billable Total:**	1,083.13
Total to Employee:	1,083.13	**Non-Billable Total:**	0.00
Advance to Employee:	0		
Log:	06/16/2017 11:35 AM: Expense Report created by: Joe User 06/16/2017 11:43 AM: Expense Report saved by: Joe User 06/16/2017 11:43 AM: Expense Report submitted by Joe User		

Link to Expense Report

Attachments

Personnel Tracker 5.1 User Guide.pdf

Date	Project	Account Code	Category	Code	Total	Description	Pay Type	Billable	Non-Reimb	Tax Type	Tax Amount	Receipt Total	Receipt Curr	Rate
2017-06-05	Water Mart Install	6103300	Air	Airfare	598.75	flight	VISA	Y	N		0	598.75	US Dollars	1
2017-06-05	Water Mart Install	6102400	Transportation	Car Rental	85.65	rental car	VISA	Y	N		0.00	85.65	US Dollars	1
2017-06-05	Water Mart Install	6103300	Meals	Lunch	8.78	lunch day 1	VISA	Y	N		0	8.78	US Dollars	1
2017-06-06	Water Mart Install	6103300	Meals	Breakfast	7.81	bfast da 2	VISA	Y	N		0.00	7.81	US Dollars	1
2017-06-06	Water Mart Install	6103300	Lodging	Hotel	382.14	hotel	VISA	Y	N		0.00	382.14	US Dollars	1

Accounting Totals for: Joe User
Period: 2017-06-05 - 2017-06-18
Currency: US Dollars

Acct Code	Total
6102400	85.65
6103300	997.48

Figure 7 - Emailed Expense Report for Approval

After an Expense Report is approved, it is typically sent to Accounting for processing. However, Expense Tracker has a Financial Review process that may be enabled, which will send the approved Expense Report to a Financial Manager for a review, before it is sent in for processing. This is discussed in the Tracker Suite Base Configuration Guide.

Processing Expense Reports

Once an Expense Report is approved, it is typically sent to Accounting for processing, although Expense Tracker may be configured to automatically process Expense Reports when they are approved. Processing an Expense Report for billing is the final step in the Expense Reporting approval cycle. Once an Expense Report is processed for billing, no further changes can be made. When an Expense Report is processed for billing, the line items are sent to Tracker Reports as well as to Tracker Suite GL.

Typically, the Accounting Inbox view is utilized to review Expense Reports awaiting processing, although this can also be accomplished from the All Expense Reports and Administration Dashboard views. There are optional “Mark Paid” and “Mark Received” actions that can be done via the Administration Dashboard>Edit button. Clicking these actions will flag the Expense Reports appropriately in both the Administration Dashboard and Accounting Inbox views, as well as send an email notification to the Submitter.

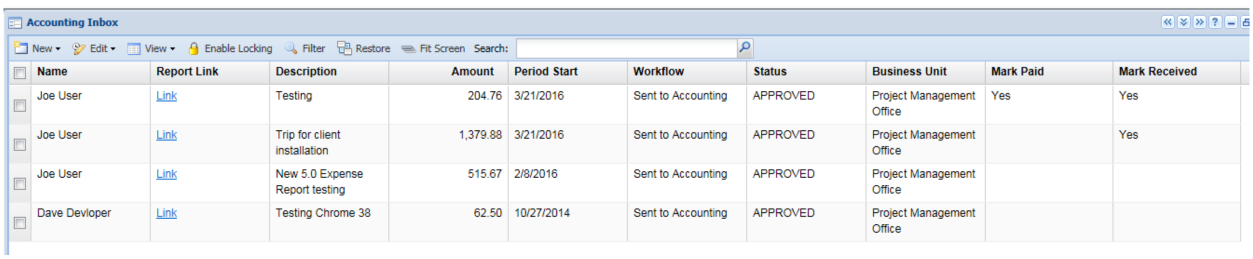


Figure 8 - Accounting Inbox

While Expense Reports may be processed from a view without being opened, as described below, typically the user opens it and, after reviewing the contents, clicks the Process button.

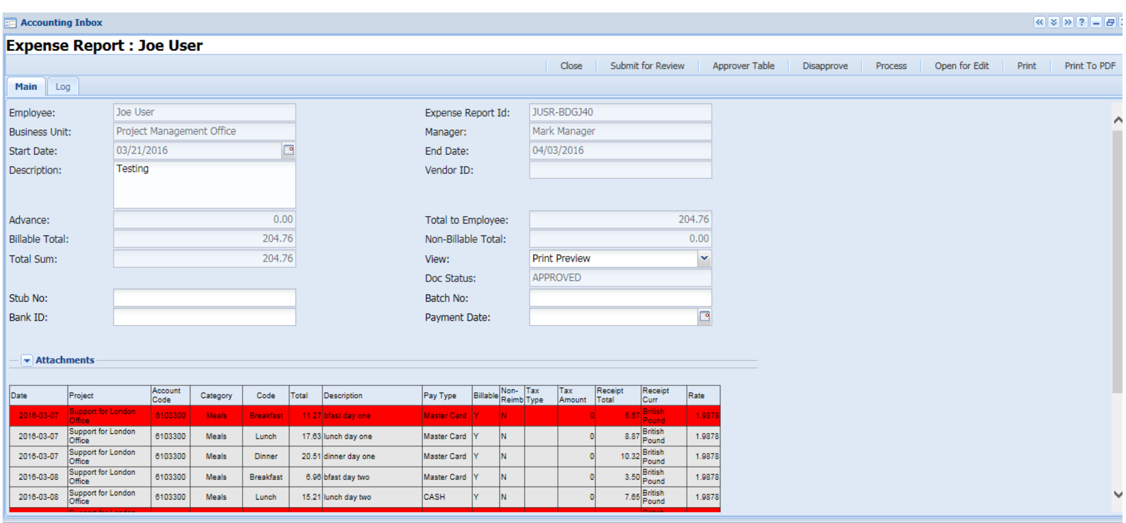


Figure 9 - Processing an Expense Report

When an Expense Report is processed this way, at this time the user is given the opportunity to enter payment information including Stub No, Batch No, Bank Id and Payment Date.

Processing Multiple Expense Reports

The user may also process the Expense Report from the Accounting Inbox view, by checking the box for the Expense Report to be processed, and clicking Edit > Process Selected. Multiple Expense Reports may be processed simultaneously in this fashion.

Un-processing Expense Reports

At times, it is necessary to call back an Expense Report that has already been processed. In this event, the user navigates to the Administration Dashboard view, which shows all Expense Reports in the system, including those that have been processed. The user clicks the check box next to the processed Expense Report(s) that the user wishes to unprocess, and then clicks Edit > Unprocess Selected.

Editing Approved or Processed Expense Reports

Users can edit approved and processed Expense Reports by opening the document and clicking the Open for Editing button in the upper right corner of the form. The user is prompted for the reason for the edit, which will be included in the form's activity log. A snapshot of the current Expense Report is also taken.

If the Open For Editing button is not available in the form, that function may not be enabled in the Expense Tracker Database Setup document.

At that point, the Expense Report is opened and editable. After updating the form, the user clicks the Post Changes button to finalize the edits. The user is warned that this will be the only opportunity to edit the form, and that the form will be locked after posting. However, users with an Administrator or greater role may still open the document for editing, if necessary.

The Activity Log for the Expense Report now includes the editing event, and when the changes were posted. The previous snapshot of the Expense Report can be accessed by clicking the Show Change History button in the top right corner of the form, which will open a window showing all previous snapshots of the Expense Report.

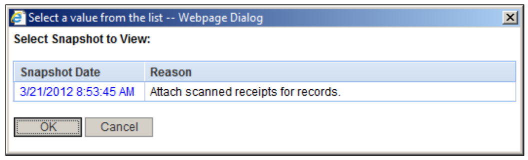


Figure 10 - Expense Report Snapshot Selection

Archiving/Un-archiving an Expense Report

Expense Reports can be archived or un-archived. Archiving greatly improves the performance in terms of loading the view and also makes it easier for the users to search and filter the records. Users can archive Expense Report by selecting them in the Administration Dashboard view and clicking Edit > Archive Selected.

Users can view archived Expense Reports in the Administration Dashboard view by clicking View > Archived from the top menu. Expense Reports can be un-archived from this view by selecting the Expense Reports and clicking Edit > Unarchive Selected.

Deleting an Expense Report

Deleting an Expense Report is an activity reserved for members with the proper privileges as defined in the Security Profile. It should be done with discretion. Before deleting an Expense Report, be sure this is the correct course of action. Following are a few examples in which deleting an Expense Report is usually a safe practice:

- Someone has submitted an Expense Report and immediately recognizes an error before others have had time to access and act upon the submission.
- The Expense Report is an obvious duplicate (or even a direct copy).
- The dates or employee name on the Expense Report are obviously incorrect.

To delete an Expense Report, locate the Expense Report in one of the views, for example the All Expense Reports view, and click the check box to the left of its name. Click Edit > Delete from the top menu. Multiple Expense Reports may be selected for simultaneous deletion. The user will be prompted for confirming the delete action.

Summary

This chapter focused on the experience of Supervisors, Managers and Accounting with Expense Tracker in managing the expense reporting process of the organization. Users with these roles have access to many more functions than General Users, in addition to having the power to approve and process Expense Reports, these users can also create Expense Reports for employees as well as delete (or preferably archive) Expense Reports.

4. Reporting

As well as simplifying and automating the processes behind Expense Report creation, approval and processing, Expense Tracker also provides organizations useful information on their expense reporting processes in the form of reports.

Tracker Reports

Tracker Reports, is a Web based reporting engine that receives data from Expense Tracker, produces the Time and Expense Ledger report. This report lists all the entries from a processed Expense Report. The report shows the summary of time and expense data by Project and Employee. More fields are available on which the data can be summarized or filtered like task, activity, billing type etc.

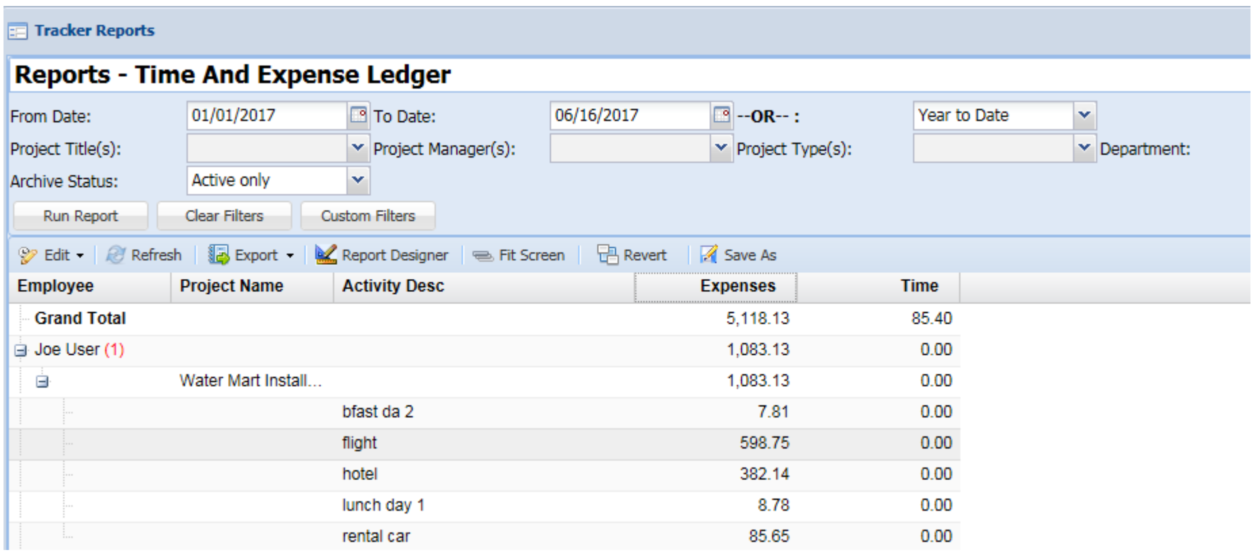


Figure 11 – Time and Expense Ledger Report

Similar to views, users can Export a report to Excel or PDF. Fields can be dropped and dragged based on preference and users can create a private version of their report by using the Save As button.

Tracker reports are accessed via the Navigator in Reporting > Tracker Report. Access to Tracker reports can be controlled via the Menu Navigator as well as through the Tracker Report Profiles, both of which are generally maintained by the Tracker Administrator or Guru. ***Please refer to the Tracker Datawarehouse Guide for more information on Tracker Reports.***

A. Troubleshooting and Support

Technical Support

To report any bugs or problems, please contact the Automation Centre at the following address:

Automation Centre
435 East 9th Street
Tucson, Arizona 85705
Phone: 520.882.9287
Fax: 520.623.8721
E-mail: support@acentre.com
Website: www.TrackerSuite.Net or www.Acentre.com

As with all other Tracker Suite Suite applications, Automation Centre can customize Expense Tracker to meet your company's specific needs.