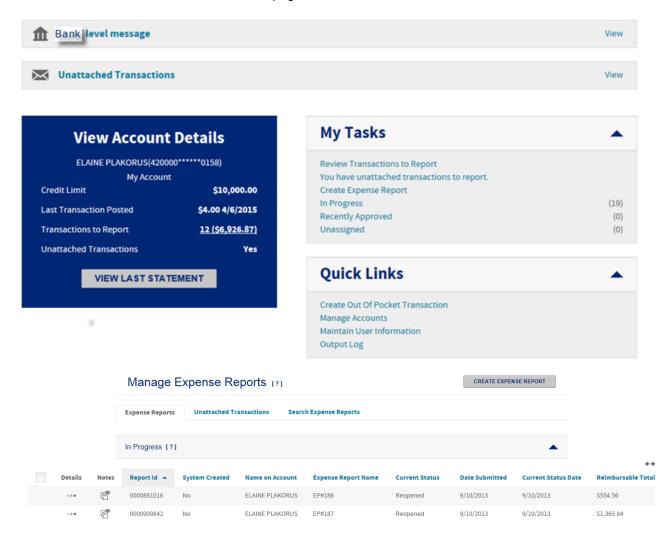
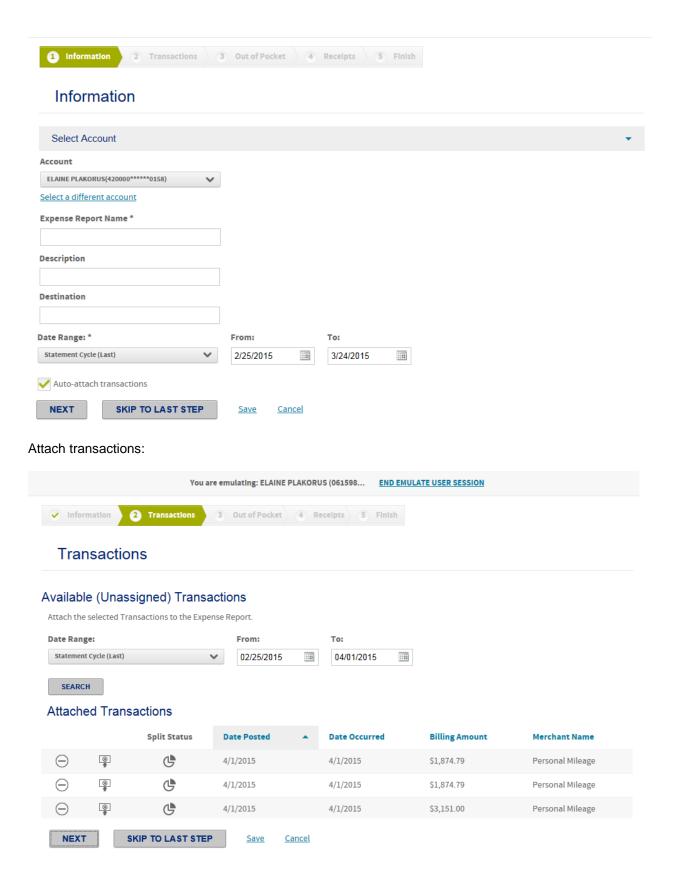
Expense Module Overview – Expense Reports

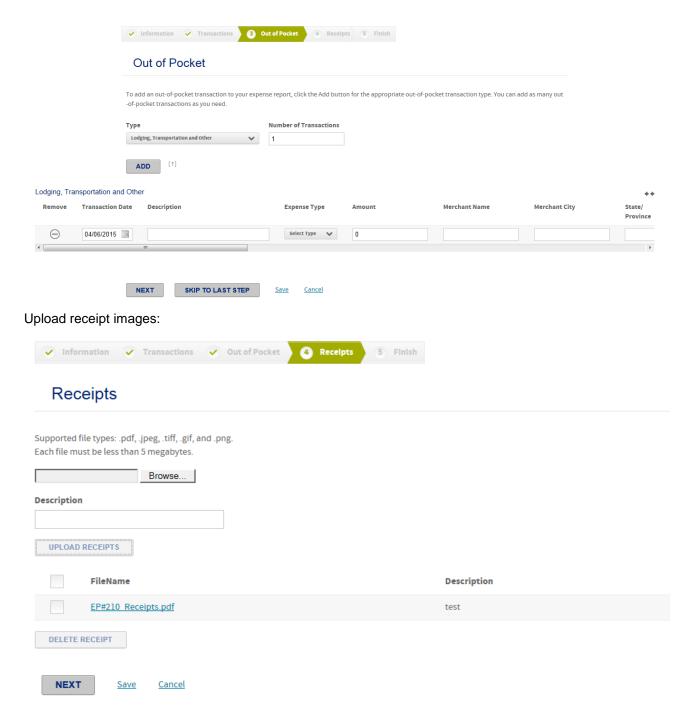
Within the Expense Module, the Manage Expense Report and Create Expense Report screens will be modified to support the ongoing goal to improve the user experience including a responsive design along with improved system stability. The base functionality will remain the same as it is today with a few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



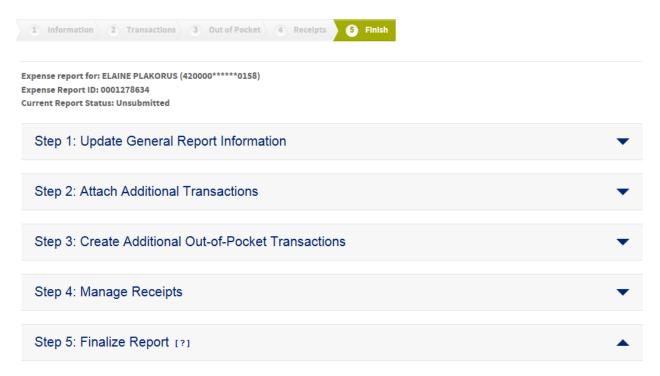
The flow to create a new Expense Report will remain largely the same as it is today. Users will see our new tool at the top to indicate which step in the process is being completed. The number of steps will continue to depend on the options that are enabled along with the users permissions. For example,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



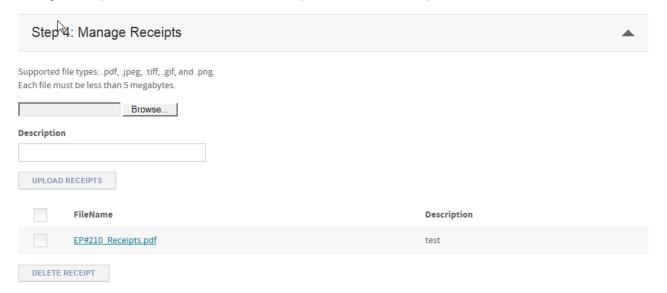
Create Out of Pocket Transactions:



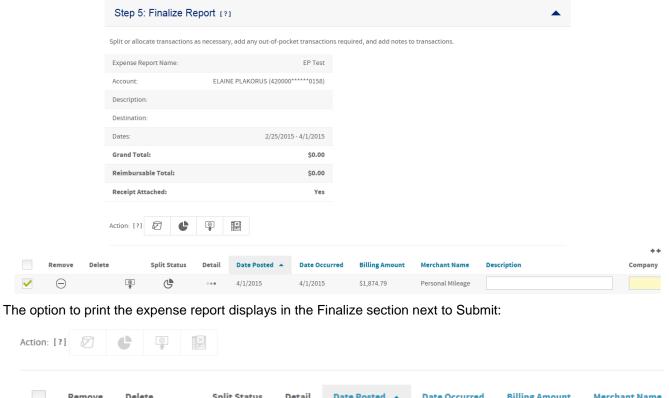
Finalize Expense Report:

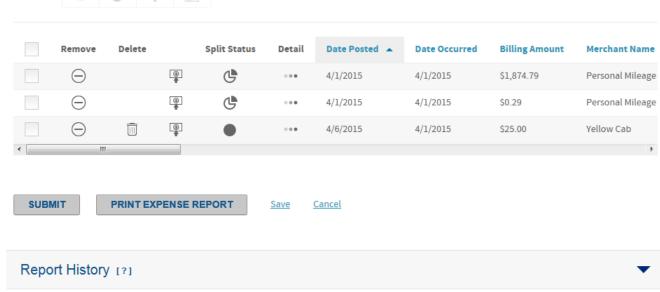


On the finalize screen, users will now manage receipts by expanding the section versus clicking on the Manage Receipts button. Users will be able to upload additional receipts or delete files, if needed.

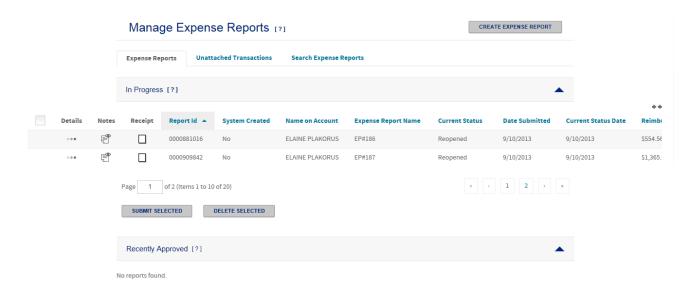


Users will continue to edit allocation information and spit transactions from this screen as well. The action options will now display as icons on the screen versus selecting from a drop down list.

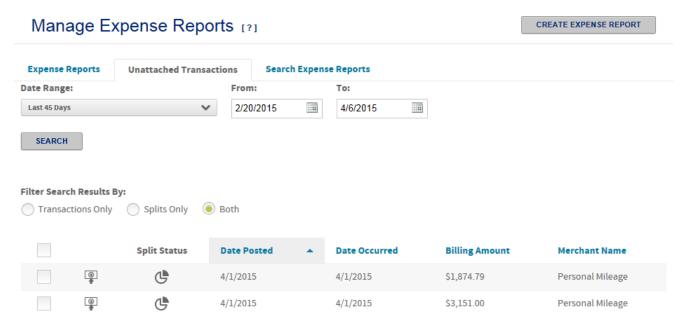




The Manage Expense Reports screen remains the same with users having access to reports in progress, waiting to be approved and recently approved. This will continue to depend on the users permissions.



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



Manage Expense Reports [?]

CREATE EXPENSE REPORT

Expense Reports	Unattached Tran	Unattached Transactions		Search Expense Reports			
Report Status:	Pending Approval	✓ Appro	oved/Closed	✓ Reiec	ted 🗸 R	Reopened	✓ Incomplete
Date Range:	3 11	Fron		To:			
Last 45 Days		~ 2/20	0/2015	4/6	2015		
Search by: • Last Status Date	O Date Created						
Search Using:							
SEARCH							