

Quick Entry Expense Report

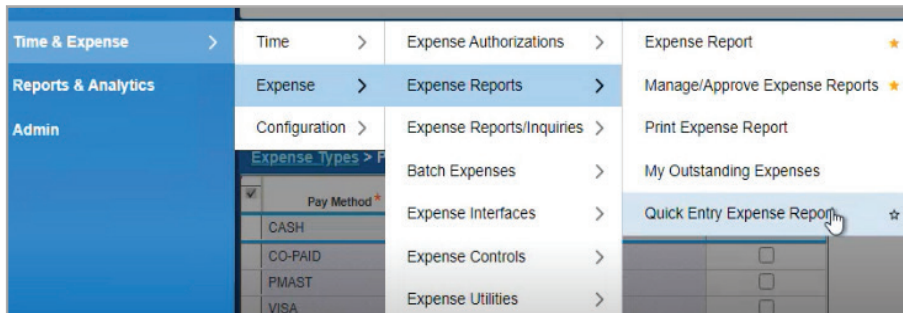
Overview

The Quick Entry Expense Report infographic guides users through the process of navigating, setting up, and using the Quick Entry Expense Report feature, including how to add an expense.



Navigation

Navigate to Quick Entry Expense Report by going to **Time & Expense > Expense > Expense Reports > Quick Entry Expense Report**.

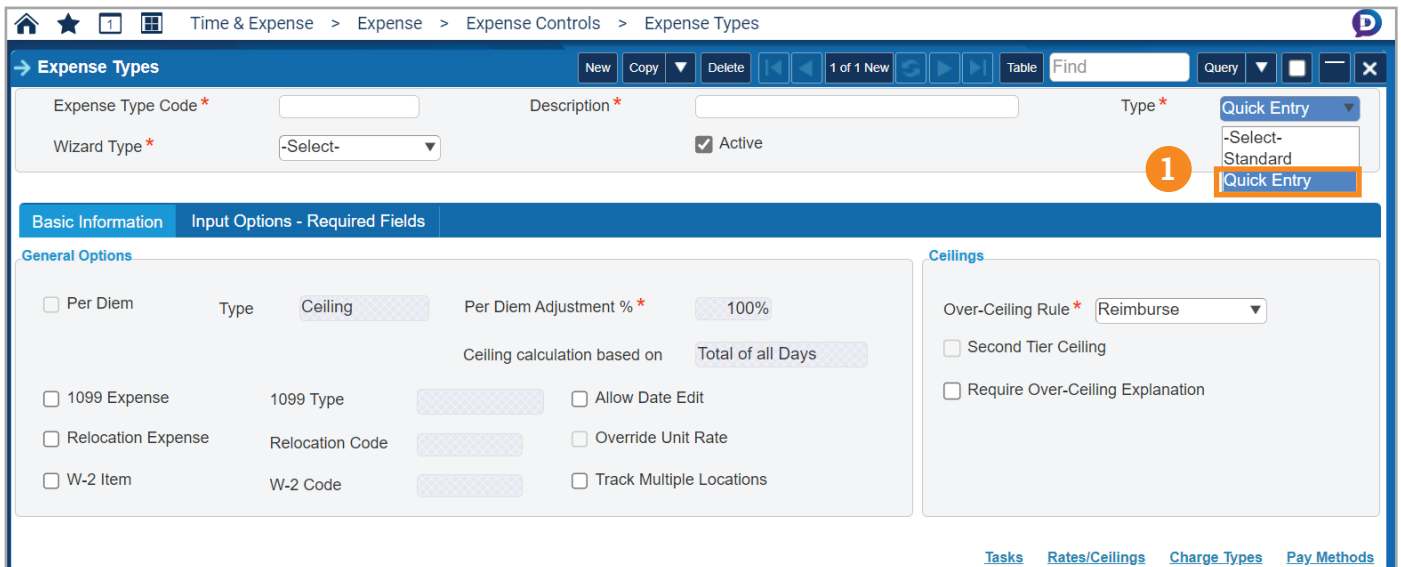


Setup in Expense

Expense Types

To enable the Quick Entry Expense Report application, take the following steps on these screens found under **Time & Expense > Expense > Expense Controls > Expense Types**.

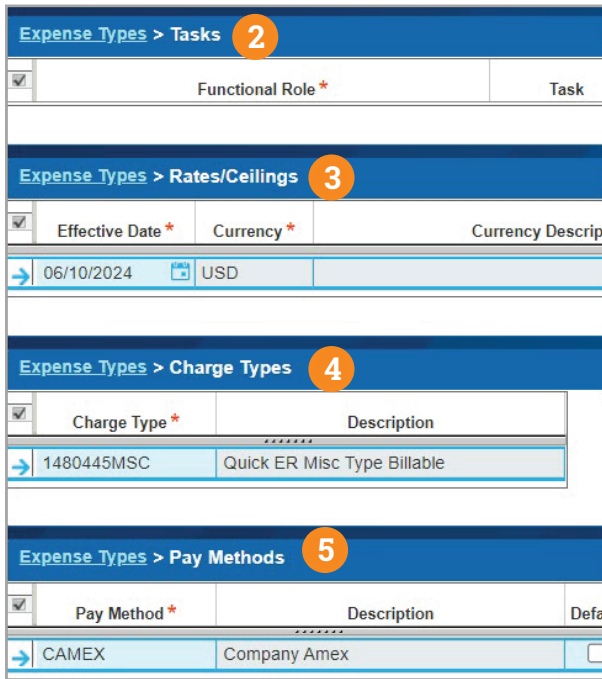
- 1 On the Expense Types screen, select **Quick Entry** from the Type dropdown list.



Quick Entry Expense Report



Set up the following subtasks:

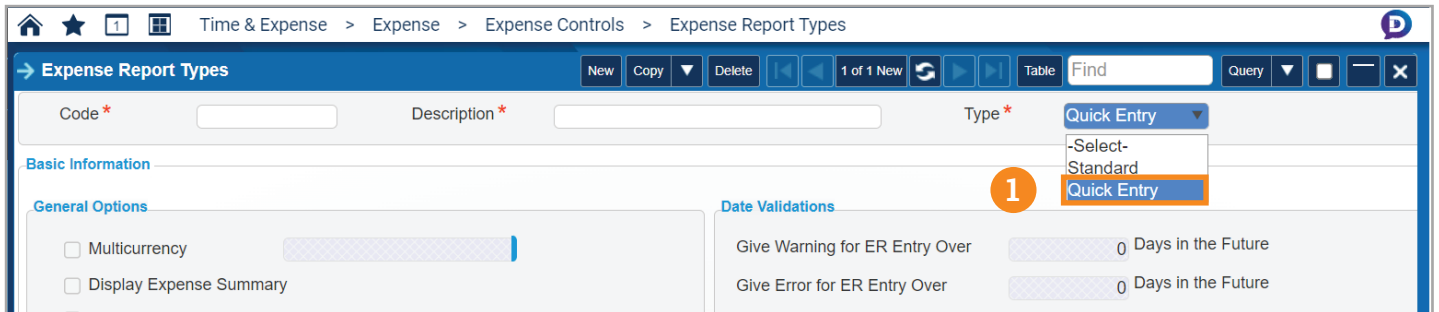


- 2** In the Tasks subtask, set up tasks for the expense type.
- 3** In the Rates/Ceilings subtask, add a default unit rate if using unit-based expense types.
- 4** In the Charge Types subtask, add at least one quick entry charge type.
- 5** In the Pay Methods subtask, add at least one pay method and set it to default.

Expense Report Types

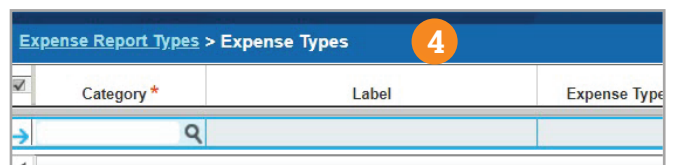
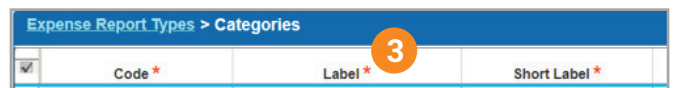
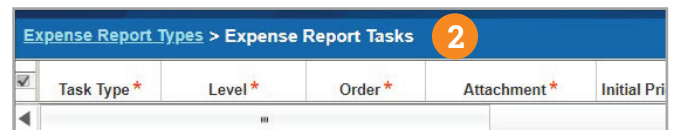
Take the following steps on these screens found under **Time & Expense > Expense > Expense Controls > Expense Report Types**.

- 1** On the Expense Report Types screen, select **Quick Entry** from the Type dropdown list.



Set up the following subtasks:

- 2** In the Expense Report Tasks subtask, select applicable tasks.
- 3** Set up the Categories subtask.
- 4** In the Expense Types subtask, set up the quick entry expense types for that report type.



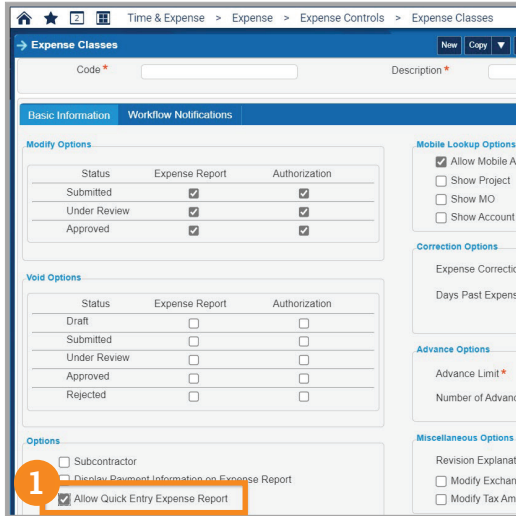
Quick Entry Expense Report



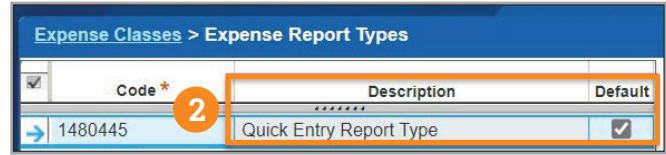
Expense Classes

Take the following steps on these screens found under **Time & Expense > Expense > Expense Controls > Expense Classes**.

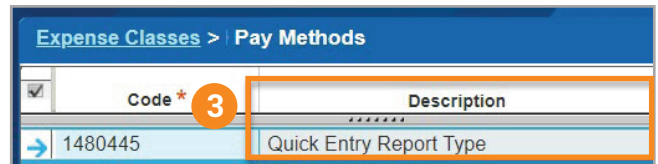
- 1 On the Basic Information tab of the Expense Classes screen, select the **Allow Quick Entry Expense Report** checkbox.



- 2 In the Expense Report Types subtask, designate Quick Entry Report Type as the Expense Report Type. Also, select the **Default** checkbox to make it the default report type.

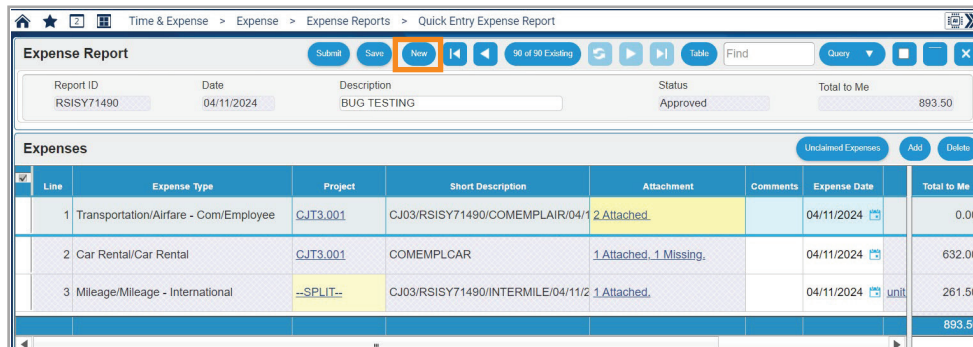


- 3 In the Pay Methods subtask, designate Quick Entry Report Type as the Pay Method.



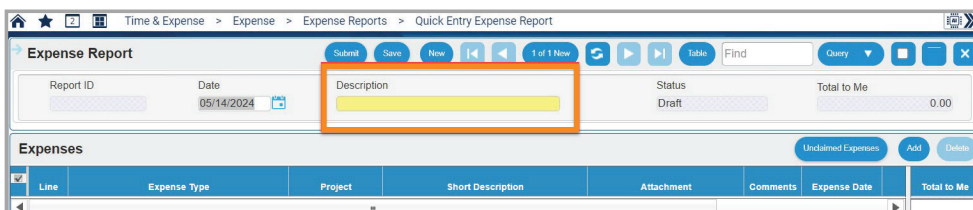
Quick Entry Expense Report Form

If earlier expense reports exist, the last one displays by default. To add a new expense report, click **New**.



Blank Expense Report

The blank form defaults to today's date. Yellow indicates that a field is required. However, you can save your work at any time, even if required fields remain incomplete.



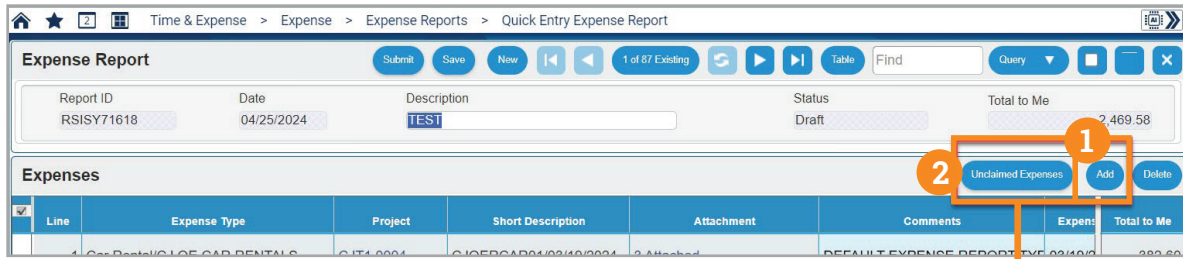
Quick Entry Expense Report



Adding Expenses

Add an Expense

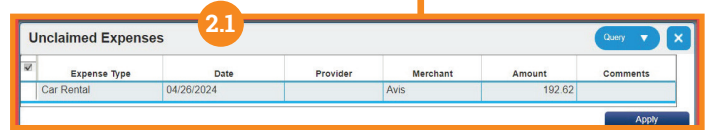
- 1 Click **Add** to add an expense.



Unclaimed Expenses

- 2 If unclaimed expenses exist, click **Unclaimed Expenses** to view them.

- 2.1 Click **Unclaimed Expenses** to display any existing outstanding expenses. Select the checkbox at left for all expenses you want to include and click **Apply**.



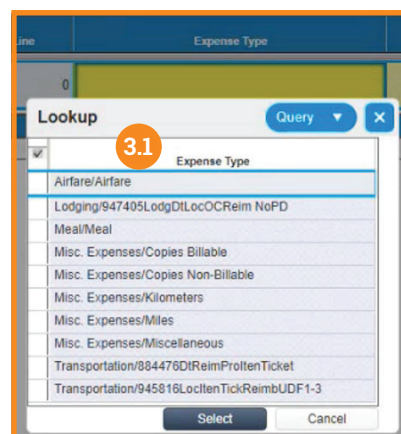
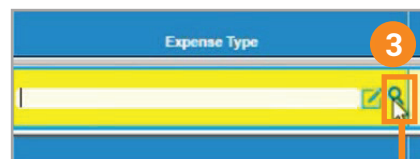
New lines containing those previously unclaimed expenses are added to the current report.

Expense Type Lookup

- 3 When you add an expense line, you must first complete the **Expense Type** field, since the other fields remain disabled until the expense type is added.

Click the **Lookup** icon on the field to select an expense type.

- 3.1 When you select your expense type, other fields on the form become available.

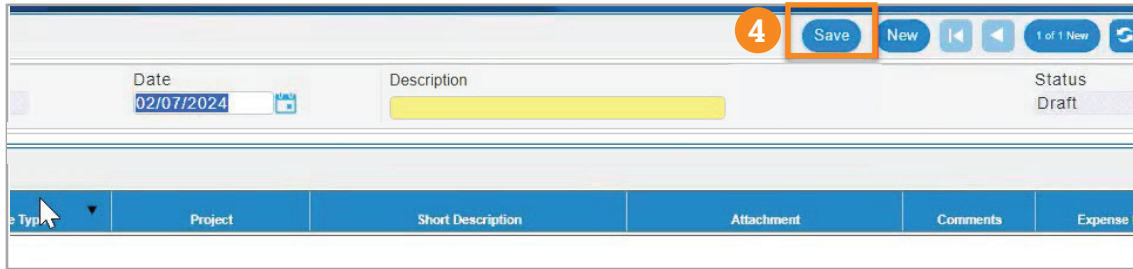


Quick Entry Expense Report



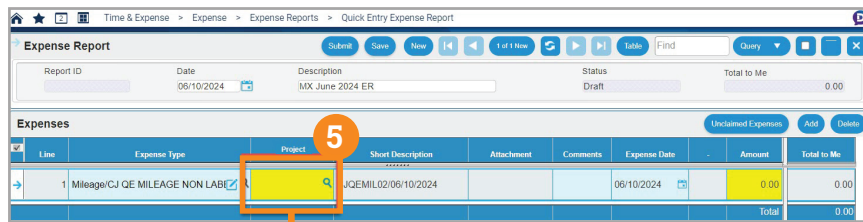
Save the Expense Report

- 4 The Save button functions like exactly the one on the Global Toolbar and is placed for your convenience. The Save button is always enabled even when there are not yet any entries present to save. You can **Save** at any time, but you can only **Submit** after you complete all fields marked with yellow.

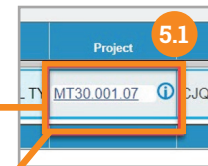


Select a Project

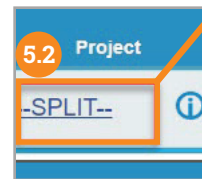
- 5 On a new expense line, use Lookup in the **Project** field to select a project.



- 5.1 Selected projects display as hyperlinks, and the field disables.

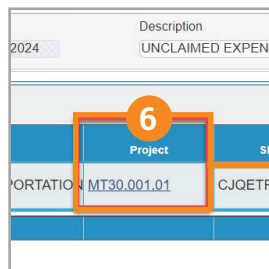


- 5.2 The word 'SPLIT' displays when there is more than one project.

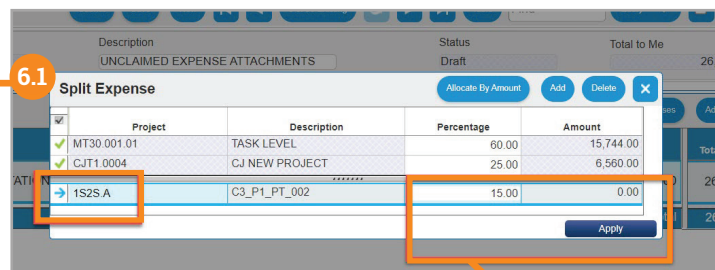


Split Expense

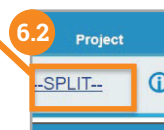
- 6 Click the project hyperlink to display the Split Expense dialog box, where you can add charges.



- 6.1 Allocate by percentage or **Allocate by Amount**. Click **Apply**.



- 6.2 The split expense is indicated by a 'Split' hyperlink in the Project column.



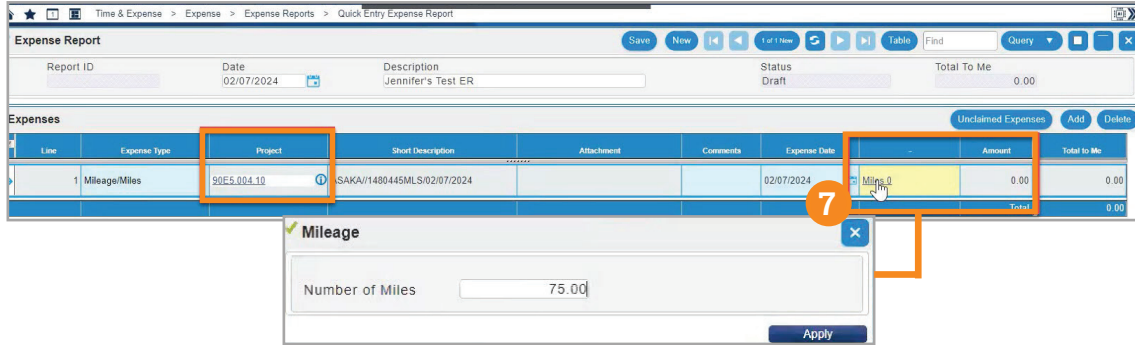


Quick Entry Expense Report

Miles

- 7 The untitled column is empty and disabled unless required to display a specific type of unit expense, in this case, Miles. Photocopies and long-distance telephone minutes are other examples of enumerated units of expense.

The unit total displays as a hyperlink. Click the hyperlink to display a dialog box where you can review or enter the number of units in the charge.



Expense Data Copies to New Lines

- 8 Every time you add an expense, the charge specifications from the previous line automatically carry over to the new one.

| Line | Expense Type | Project | Short Description | Attachment | Comments | Expense Date | Amount | Total to Me |
|------|-------------------------------------|-----------|-----------------------|------------------------|----------|--------------|--------|-------------|
| 1 | Car Rental/CJ QE CAR RENTALS | CJT1.0004 | CJQERCAR01/04/17/2024 | 1 Attached, 1 Missing. | | 04/17/2024 | 200.00 | 200.00 |
| 2 | Transportation/CJ QE TRANSPORTATION | CJT1.0004 | CJQETRAN01/04/17/2024 | 2 Attached. | | 04/17/2024 | 200.00 | 0.00 |
| 3 | Meals/CJ QE MEALS | CJT1.0004 | CJQEMEA01/04/17/2024 | 2 Attached. | | 04/17/2024 | 600.00 | 0.00 |
| 4 | Car Rental/CJ QE CAR RENTALS | CJT1.0004 | CJQERCAR01/04/17/2024 | 0 Attached, 1 Missing. | | 04/17/2024 | 60.00 | 60.00 |
| | | | | | | | Total | 260.00 |

New Comments Field

- 9 Use the **Comments** field to record additional information required by your company. For example, the reason for the expense, or the location where the expense was incurred.

| Attachment | Comments | Expense Date |
|------------------|----------|--------------|
| 0 attachment(s). | | 05/05/2021 |
| 1 attachment(s). | | 02/04/2024 |
| | | 03/09/2024 |
| | | 03/20/2024 |

Unit: Types of Expenses

- 10 When expenses are counted as units, the type of unit (for example, Miles or Copies) is specified in the unnamed column. The number of units displays in the Amount field.





Attachments

| Description | Attachment | Comments |
|---------------|--|----------|
| 01/04/17/2024 | 1 Attached, 1 Missing. | |
| 01/04/17/2024 | 2 Attached | |
| 01/04/17/2024 | 2 Attached | |
| 01/04/17/2024 | 0 Attached, 1 Missing. | |

11 Attachments display as hyperlinks summarizing the total number of attachments for each charge line.

Click a hyperlink to view the separate attachments for that charge.

11.1 On the Attachments table, you can supply an explanation for any missing invoices or other documents.

| Attachment Type | Required | File Name | Reason for Missing Attachment | Completed By |
|-------------------------|----------|-------------|-------------------------------|--|
| Expense Level Receipt 1 | Yes | Airfare.pdf | | Fortune, JDEMP L. (CJ03), Thu, 11 Apr 2024 19:45:4 |
| Expense Level Receipt 2 | Yes | | MISSING | Fortune, JDEMP L. (CJ03), Thu, 11 Apr 2024 19:45:4 |

Clone a Record

12 You can clone an existing record, including its expense types and project codes, using the **Clone Record** option found on the Global Toolbar.

| Line | Expense Type | Project | Short Description | Attachment | Comments | Total to Me |
|------|---------------------------------------|-----------|-------------------------------------|--|----------|-------------|
| 1 | Transportation/Airfare - Com/Employee | CJT3_001 | CJ03/RSISY71490/COMEMPLAIR/04/11/24 | 2 Attached | | 0.00 |
| 2 | Car Rental/Car Rental | CJT3_001 | COMEMPLCAR | 1 Attached, 1 Missing. | | 632.00 |
| 3 | Mileage/Mileage - International | --SPLIT-- | CJ03/RSISY71490/INTERMILE/04/11/24 | 1 Attached | | 261.50 |
| | | | | | | 893.50 |

| Line | Expense Type | Project | Short Description | Attachment | Comments | Expense Date | Total to Me |
|------|---------------------------------------|-----------|-------------------|------------|----------------|--------------|-------------|
| 1 | Transportation/Airfare - Com/Employee | CJT3_001 | | | | 06/07/2024 | 0.00 |
| 1 | Transportation/Airfare - Com/Employee | CJT3_001 | | | | 06/07/2024 | 0.00 |
| 2 | Car Rental/Car Rental | CJT3_001 | | | | 06/07/2024 | 632.00 |
| 3 | Mileage/Mileage - International | --SPLIT-- | | | unit 523.00000 | 06/07/2024 | 261.50 |
| | | | | | | 893.50 | |

12.1 Expense date entries for the new report default to the current day.

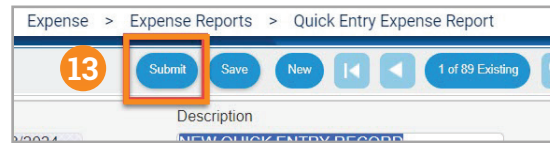
12.2 Though the cloned report retains project codes and expense types from the original, attachments and descriptions do not carry over to the new report.

Quick Entry Expense Report



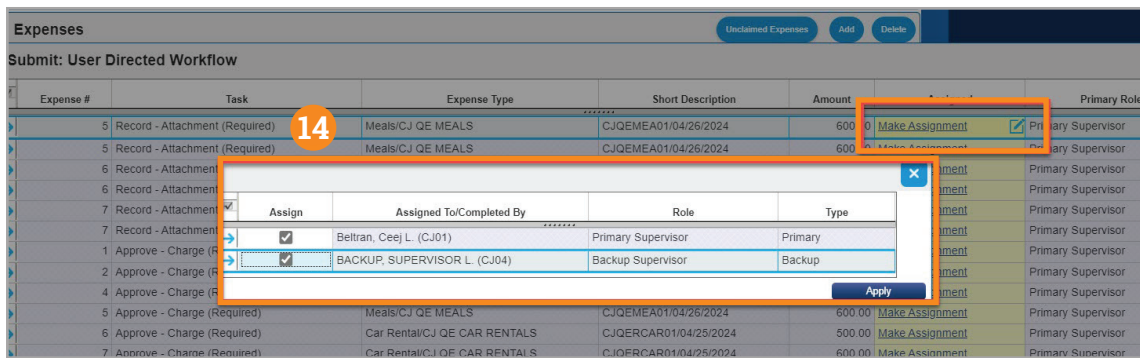
Submit the Expense Report

- 13 When you have finished entering the charges that make up your expense report, click **Submit** to route the report to your manager for approval.



User-Directed Workflow

- 14 After you **Submit**, user-directed popups display the next stages of the workflow.



Additional Information

- At present, Quick Expense allows only one Quick Expense Report Type to be set as the default. This functionality will be enhanced in a future release.
- When setting up Quick Expense Report types, you are required to set up a version specifically for Quick Expense. Note that not all previous options are compatible with the Quick Entry Expense Report. Setting up these types for Quick Entry ensures that only supported fields can be configured.

The easiest way to do this using an existing Expense Report Type is to:

- Copy the existing Expense Report Type.
- Change the Type from 'Standard' to 'Quick Entry.'

After switching the Type to 'Quick Entry,' you'll notice that unsupported fields have been disabled.

- As of version 8.2.12, the Quick Entry Expense Type must be set as the default on the Expense Class. However, this will change with the Fall Release (8.2.15). With this release, if you have two Expense Report Types listed in the Expense Class (one Quick Entry, and one Standard), the system will automatically select the Quick Entry type when creating a Quick Entry Report, even if it's not set as the default.