

# Expense Report – Help File

## 1. Setup Screen

	A	B	C	D	E
1	<b>Setup</b>			SKC CONSULTING	
2					
3					
4	Please complete these details on the <b>first time</b> you use this application:				
5	_____				
6					
7	Company Name	<input type="text" value="ABC Technology Pty Ltd"/>			
8					
9	Accounts Department Email	<input type="text" value="accounts@abctech.com"/>			
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					

At the first time the application is run, please enter your company name and the email address of the department processing expense reports.

Register / Expense Statement / Employees / Rates / Customers / **Setup** /

# Expense Report – Help File

## 2. Expense Statement Screen

**Date** 18-July-2007 **Expense Report No.** 2007-7-18-Michael Williams

**ABC Technology Pty Ltd** Email to Manager

**Employee** Email to Accounts

**Employee** Michael Williams **Staff #** 001 **Expense Report Number:** automatically created based on the expense report date and the employee name.

**Request No.** R2007-05 **Position** Accounts Executive **Expense Period** 11-Jul-07

**Department** Sales **Manager** Greg McGowen **Expense Period** 16-Jul-07

Date	Description	Lodging	Transport	Fuel	Meals	Phone	Entertainment	Allowance	Other	GST/VAT	Cost Party		Total
											Department	Customer	
11-Jul-07	Airfares - returns to/from Melbourne	\$ 400.00								\$ 40.00	Sales		\$ 440.00
11-Jul-07	Taxis to airport		\$ 50.00							\$ 5.00	Sales		\$ 55.00
12-Jul-07	Transport to office		\$ 40.00							\$ 4.00	Sales		\$ 44.00
13-Jul-07	Customer Training Expenses								\$ 1,000.00	\$ 100.00		SKC Pty Ltd	\$ 1,100.00
14-Jul-07	Marketing team lunch				\$ 250.00					\$ 25.00	Marketing		\$ 275.00
15-Jul-07	Travel Allowance - 5 days							\$ 300.00		\$ -	Sales		\$ 300.00

Register \ Expense Statement \ Employees \ Rates \ Customers \ Setup /

Select destination and press ENTER or choose Paste

NUM

Select Employee from drop-down list and enter a Travel Request Number.

These fields are automatically filled in based on Employee selected.

Expense Report Number: automatically created based on the expense report date and the employee name.

Expense period

Enter the party/cost centre who'll bear the

GST/VAT amount.

# Expense Report – Help File

## 3. Employees Maintenance Screen

Employee ID	Employee Name	Employee Email	Department	Employee Position	Manager Name
001	Michael Williams	<a href="mailto:m.williams@abc.com">m.williams@abc.com</a>	Sales	Accounts Executive	Greg McGowen
002	Jenny Johnson	<a href="mailto:j.johnson@abc.com">j.johnson@abc.com</a>	Marketing	Marketing Executive	Greg McGowen
003	Greg McGowen	<a href="mailto:g.mcgowen@abc.com">g.mcgowen@abc.com</a>	Sales	General Manager	Derrick Mawson
004	Derrick Mawson	<a href="mailto:d.mawson@abc.com">d.mawson@abc.com</a>	Sales	Managing Director	

The **Employee Maintenance** table captures all employee records. This table should be kept up to date all the time. Employee's details must be in this table before his/her name is available in the drop-down list on the expense statement.

His/her **Staff Number, Department, Position** and **Manager's Name** will also appear automatically on the expense statement.

Date: 18-July-2007 Start New Expense Claim

**ABC Technology Pty Ltd**

**Employee**

Employee	Michael Williams	Staff #	001
Request No.	R2007-05	Position	Accounts Executive
Department	Sales	Manager	Greg McGowen

Date	Description	Lodging	Transport	Fuel	Meals	Phone	Enterta
11-Jul-07	Airfares - returns to/from Melbourne	\$ 400.00					
11-Jul-07	Taxis to airport		\$ 50.00				
12-Jul-07	Transport to office		\$ 40.00				
13-Jul-07	Customer Training Expenses						

# Expense Report – Help File

## 4. Rates Maintenance Screen

Country	Allowance
United Kingdom	\$ 95.00
United States	\$ 85.00
Japan	\$ 100.00
China	\$ 70.00
Hong Kong	\$ 80.00
Singapore	\$ 80.00
Germany	\$ 90.00

This screen captures the amount of allowance (per-diem) per day payable to an employee when travelling to an overseas country. When filling in an expense report, the employee can refer to this table for amount of allowance he/she can claim.

Date: 18-July-2007 Start New Expense Claim

**ABC Technology Pty Ltd** Email to Manager

Email to Accounts

**Employee**

<b>Employee</b> Michael Williams	<b>Staff #</b> 001
<b>Request No.</b> R2007-05	<b>Position</b> Accounts Executive
<b>Department</b> Sales	<b>Manager</b> Greg McGowen

Date	Description	Lodging	Transport	Fuel	Meals	Phone	Entertainment	Allowance
11-Jul-07	Airfares - returns to/from Melbourne	\$ 400.00						
11-Jul-07	Taxis to airport		\$ 50.00					
12-Jul-07	Transport to office		\$ 40.00					
13-Jul-07	Customer Training Expenses							
14-Jul-07	Marketing team lunch				\$ 250.00			
15-Jul-07	Travel Allowance - 5 days							\$ 300.00

**Expen**

# Expense Report – Help File

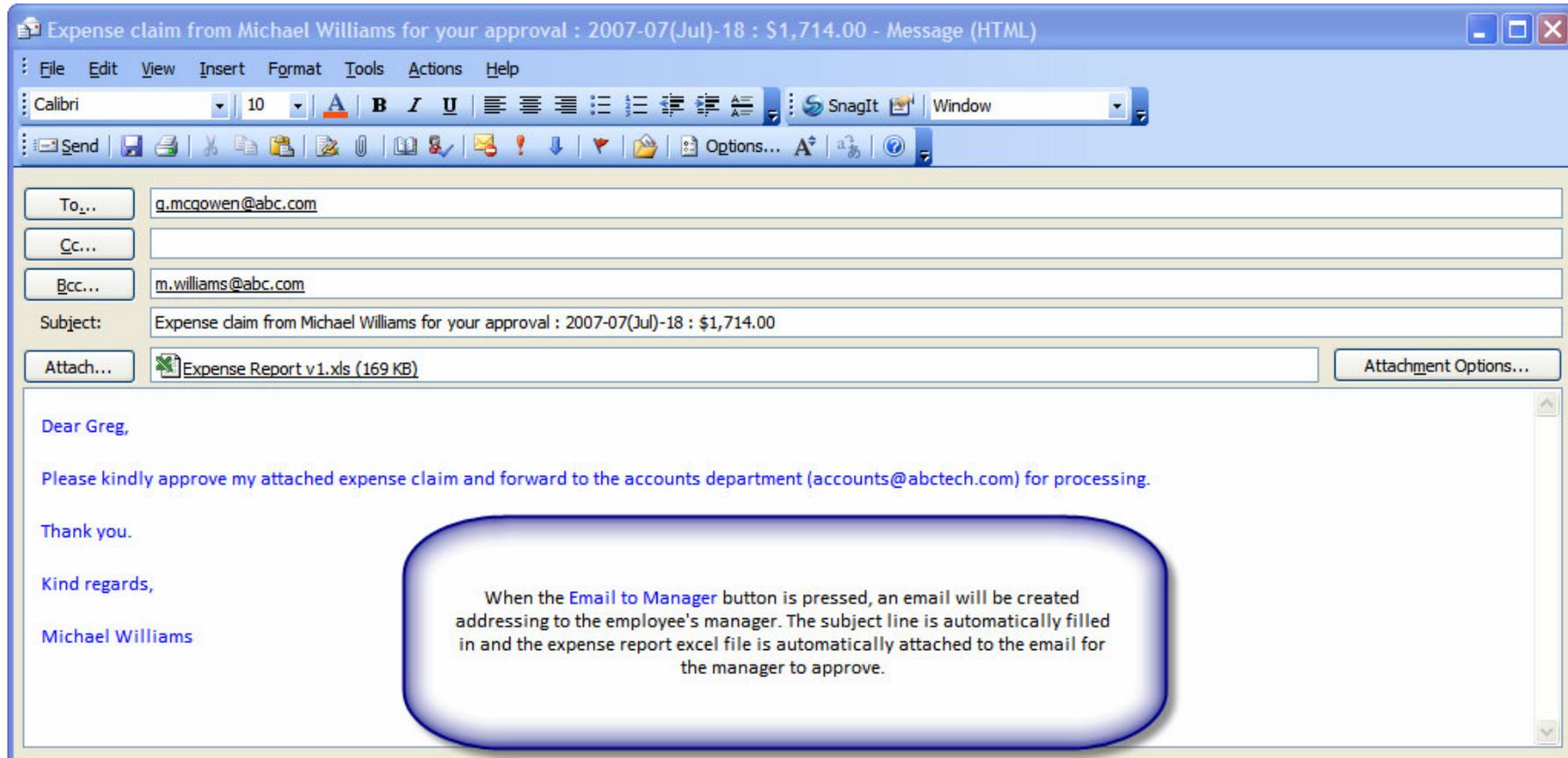
## 5. Customers Screen

This screen contains a list of the company's customers. It will assist an employee when filling out which customer(s) an expense needs to be charged to.

Date	Description	Lodging	Transport	Fuel	Meals	Phone	Entertainment	Allowance	Other	GST/VAT	Department	Customer	Total
11-Jul-07	Airfares - returns to/from Melbourne	\$ 400.00								\$ 40.00	Sales		\$ 440.00
11-Jul-07	Taxis to airport		\$ 50.00							\$ 5.00	Sales		\$ 55.00
12-Jul-07	Transport to office		\$ 40.00							\$ 4.00	Sales		\$ 44.00
13-Jul-07	Customer Training Expenses								\$ 1,000.00	\$ 100.00		SKC Pty Ltd	\$ 1,100.00
14-Jul-07	Marketing team lunch				\$ 250.00					\$ 25.00	Marketing		\$ 275.00
15-Jul-07	Travel Allowance - 5 days							\$ 300.00		\$ -	Sales		\$ 300.00

## Expense Report – Help File

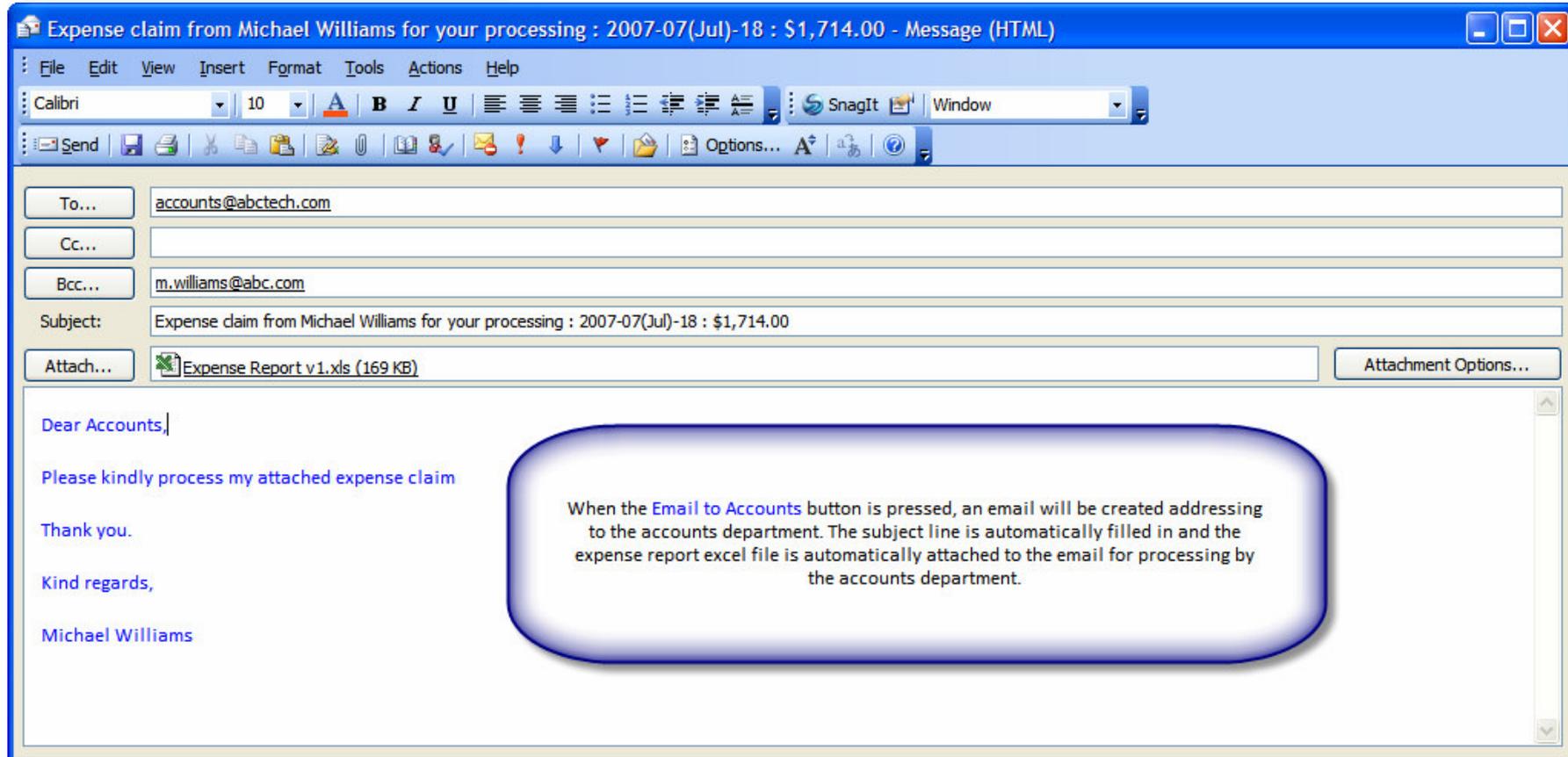
### 6. Email to Manager



Once you've checked that all details are correct, click on [Send](#) to send out the email.

## Expense Report – Help File

### 7. Email to Accounts



Once you've checked that all details are correct, click on [Send](#) to send out the email.