

Expense Report – Help File

1. Setup Screen

	A	B	C	D	E
1	Setup				SKC CONSULTING
2					
3					
4	Please complete these details on the first time you use this application:				
5					
6					
7	Company Name	ABC Technology Pty Ltd			
8					
9	Accounts Department Email	accounts@abctech.com			
10					
11					
12					
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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**

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2. Expense Statement Screen

Date 18-July-2007 **Start New Expense Claim**

ABC Technology Pty Ltd

Employee

Request No. R2007-05 **Staff #** 001 **Position** Accounts Executive **Manager** Greg McGowen

Department Sales

Expense Report No. 2007-7-18-Michael Williams

Expense Period 11-Jul-07 to 16-Jul-07

Expense Statement

Date	Description	Lodging	Transport	Fuel	Meals	Phone	Entertainment	Allowance	Other	GST/VAT	Cost Party	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

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

Select destination and press ENTER or choose Paste

NUM

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3. Employees Maintenance Screen

Employee ID	Employee Name	Employee Email	Department	Employee Position	Manager Name
001	Michael Williams	m.williams@abc.com	Sales	Accounts Executive	Greg McGowen
002	Jenny Johnson	j.johnson@abc.com	Marketing	Marketing Executive	Greg McGowen
003	Greg McGowen	g.mcgowen@abc.com	Sales	General Manager	Derrick Mawson
004	Derrick Mawson	d.mawson@abc.com	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

ABC Technology Pty Ltd

Employee: Michael Williams

Request No.: R2007-05

Department: Sales

Staff #: 001

Position: Accounts Executive

Manager: Greg McGowen

Date	Description	Lodging	Transport	Fuel	Meals	Phone	Entertainment
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						

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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

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

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

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5. Customers Screen

ABCDEFG

Customers Maintenance

Customer Name

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.

The screenshot shows the 'Expense Report v1.xls' application. At the top, it displays the date '18-July-2007' and the employee 'Michael Williams'. Below this, there's a table of expenses. A blue callout bubble points to the 'Customer' column in the table, indicating that this screen is used to select a customer for the expense.

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

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6. Email to Manager

The screenshot shows an email client window titled "Expense claim from Michael Williams for your approval : 2007-07(Jul)-18 : \$1,714.00 - Message (HTML)". The window has a menu bar (File, Edit, View, Insert, Format, Tools, Actions, Help) and a toolbar with various icons. The email fields are as follows:

- To:** g.mcgowen@abc.com
- Cc:** (empty)
- Bcc:** m.williams@abc.com
- Subject:** Expense claim from Michael Williams for your approval : 2007-07(Jul)-18 : \$1,714.00
- Attach:** Expense Report v1.xls (169 KB)

The email body contains the following text:

Dear Greg,

Please kindly approve my attached expense claim and forward to the accounts department (accounts@abctech.com) for processing.

Thank you.

Kind regards,

Michael Williams

A callout box on the right side of the email body contains the following text:

When the **Email to Manager** button is pressed, an email will be created addressing to the employee's manager. The subject line is automatically filled in and the expense report excel file is automatically attached to the email for the manager to approve.

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

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7. Email to Accounts

Expense claim from Michael Williams for your processing : 2007-07(Jul)-18 : \$1,714.00 - Message (HTML)

File Edit View Insert Format Tools Actions Help

Calibri 10

Send

To... accounts@abctech.com

Cc...

Bcc... m.williams@abc.com

Subject: Expense claim from Michael Williams for your processing : 2007-07(Jul)-18 : \$1,714.00

Attach... Expense Report v1.xls (169 KB) Attachment Options...

Dear Accounts,

Please kindly process my attached expense claim

Thank you.

Kind regards,

Michael Williams

When the [Email to Accounts](#) button is pressed, an email will be created addressing to the accounts department. The subject line is automatically filled in and the expense report excel file is automatically attached to the email for processing by the accounts department.

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