DATABASICS

Expense v8 | Quick Reference Guide

Browser Requirements

DATABASICS Recommends:
Full List of supported browsers [click here](.).

Logging In

- Enter your login id.
- Enter your password.
- The password *is* case sensitive.
- You will be taken to the Dashboard.

Dashboard

- This contains company policies and company announcements.
- Summarizes status of expense reports.
- Click on **Expense** to begin an expense report.

Expenses

This screen lists all expense reports. You can view current reports, print/preview them or delete selected reports.

Click on Create a New Report to begin. You will be prompted to enter:

- Purpose
- Start and End dates
- Distribution if necessary (see below)
- Click on **Create Report** when finished

To modify a report click on the report ID to open the report.

For Mobile app click [here.](.)

Distribution

The distribution screen might appear if you are required to allocate your charges to certain codes. To do this:

- Fill out the required fields by looking up applicable codes. Click on the field and start typing in the code or name to find the matching records or click on the search (🔍) icon to look up a list of records
- Enter a percentage allocation. This will serve as a default percentage split on the expense lines, but can be changed on the line level
- To allocate to more than code, click **Add** and repeat
- When done, click **Create Report**.

For Mobile click [here](.).

Add a New Expense

To add a new expense, click on Add An Expense and select the expense type from the menu:
Fill in the required fields (marked by an asterisk *).

- Click **Save** to save the expense to the report.
- Once you have initially saved your expense details, you can click **Save & Add** to Save and add another expense

For Mobile app click [here.](.)

Out of Pocket Itemization

Some expenses are required to be itemized such as hotel bills that are not charged on corporate credit card:

- Click on **Add An Expense** and select **Hotel OUT-OF-POCKET**
- Enter a Description (ex. "Hotel Expenses")
- Payment type: Paid by Employee
- Select Date
- Select a Currency (This will default to your home currency)
- Enter Total Amount
- Click **Start**
- Select an expense and follow the itemization wizard steps by filling out the required steps and click Next to proceed to the next step (line items should equal Total Amount entered)
- Click **Finish**

Credit Card Charges

To add credit card transactions into an expense report:
Click the Credit Card Charges icon 🗒 **from the main menu or from the Expense Type drop down list**

- Select the appropriate transactions and click on **Apply**(if a default expense is defined), **Apply As** (select the appropriate expense) **or** to itemize credit card transactions, click on the **Itemize** hyperlink in the Action column
- Select an expense and follow the itemization wizard steps by filling out the required steps and click **Next** to proceed to the next step (line items should equal Total Amount entered)
- Click **Finish**

For Mobile app click [here](.).

Submit Report for Approval

If not ready to submit a report click Save As a Draft & Exit

- Once the report is complete click **Submit** button. In case the report includes any validation warnings it will notify you upon submission of any policy violations or missing information. If there is an error, you can click on the expense to go back and correct them
- If the report passed validation, click **Confirm**

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Adding Receipts / Attachments

Manually attaching scanned document:
- Scan the document and save it on your computer.
- Click on **Receipts** tab on the line item or on the report level through the paperclip icon ✏ from the main menu.
- Click **Upload** and select **Browse from local computer**.
- Attach a file by clicking on the computer icon 🖥 to browse for the file
- Click **Upload**

Email an attachment:
- E-mail an attachment to siteXX@emailexpense.com using one of the registered e-mails
- Specify the report ID r##### or report line r#####-# in the e-mail subject field or leave it blank to send the receipt to a repository
- If a report ID is provided the receipt will automatically get attached to a report
- If the receipt was sent to the repository, go to an expense report
- Click on **Receipts** tab, then click **Upload** and select **Browse from receipt repository**.
- Select a receipt and click **Attach** button to attach the receipt on a report or line level

Send an attachment via Fax:
- Select the Expense Report you wish to print the cover sheet for from the list of report
- Click on printer icon 🖨
- Select "Fax Cover Sheet for Receipts"
- Fax the cover sheet along with the receipts to the fax number indicated on the cover sheet

For Mobile app click here.

Reviewing Report Status

Report status is displayed on the report list.

- **Open:** In use or not properly saved.
- **Draft:** Saved but not ready for approval.
- **Released:** Ready for approval.
- **In Approval Process:** Approval process started but has not yet finished.
- **Rejected:** The expense report has been rejected by at least one approver.
- **Approved:** All approvers have approved all lines.
- **Closed:** Report is closed and cannot be accessed.

If an expense report is already submitted for approval, click on the status link of the report to view the approvers

Receipt *EXPRESS*

Use Receipt Express by starting your expense with a receipt that have already been loaded in the receipt repository via scanned upload or previously emailed receipt.

To access Receipt Express click on the Receipt EXPRESS icon 📇 from the home page or click on Expense on the top navigation bar and select Receipt EXPRESS in the drop down menu.

- You will be prompted to upload any receipts
- Select an expense report or choose to start a new report
- Click **Next** to have the system to attempt to optically recognize the amount, payment type, date and other details from the receipt and insert them on expense lines
- Add any missing details and click **Next** to follow the expense entry wizard steps.
- Continue until ready to submit the report.

For Mobile app click here.

Expense *EXPRESS*

Expense Express module can be used in case you have a single, recurring expense to be submitted. This allows easy selection of an expense category.

To access Expense Express click on the Expense EXPRESS icon 🖼 from the home page or click on Expense on the top navigation bar and select Expense EXPRESS in the drop down menu.

- Start by selecting an expense type
- Fill out required fields and click **Next** to follow through the expense entry wizard

For Mobile app click here

Credit Card *EXPRESS*

Use Credit Card Express to start an expense report from credit card transactions list.

To access Credit Card Express, click on the Credit Card EXPRESS icon 🗒 from the home page or click on Expense on the top navigation bar and then click on Credit Card Charges.

- Select a report to apply it to, or choose a new expense report.
- Select an credit card transaction.
- Click **Next**

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- Follow the expense entry wizard to complete all steps.

For Mobile app click here.

Mobile App

Simply download **DATABASICS** app from the Apple® Store or the Android™ Market and follow the instructions on how to download.

Contacts

Questions:

Contact: _____
Phone: _____
e-mail: _____

Icon	Name	Description
	Approve / Reject	Approve and Reject Action Icons
	Attachments	The Expense Report has receipts attached to it.
	Attendees	There is list of people who attended the event associated with this Expense Line.
	Browse	Click on the icon to browse files on the user's computer. Used to attach receipts to the Expense Report.
	Calendar	Click on the icon to bring u the calendar. Use the calendar to select a date for that field.
	Corporate Card	Indicates an expense line is an expense charged on a corporate credit card payment type
	Credit Card Express	Click on the icon to add credit card transactions via credit card express screen
	Delete	Click on the icon to delete
	Distribute Evenly	Distribution expense allocation to WBS evenly

	Edit	Make an edit to a previous entry
	Expand View	Click on the icon to expand the viewing area.
	Filter	Filter
	Google Maps	Click on the icon to access Google Maps
	Help	Click on the icon to bring up help related to the screen the user is viewing. This function is maintained by individual companies.
	Information	Click to view additional information attached to an expense
	Itemized Expenses	This Expense Line is an itemized portion of a larger expense. Click on the icon to view all related expenses to this itemization.
	Menu of Options	Click to see a menu of options applicable to the selected screen
	Notification	Click on the icon to add a Notification Message to the report.
	Out Of Pocket	Indicates an expense line is an out of pocket charge
	Paid	The Expenses on the Expense Report have been paid.
	Photo	Take a photo of an document to be attached to an expense report
	Posted for Payment	The Expense Report has been posted for Payment.
	Print	To Preview and Print
	Receipt Express	Click on the icon to add charges via receipt express screen
	Refresh	Refresh
	Search Icon	Click on the icon to bring up the search window.
	Select	Select an option from the list
	Validation	Click to see the validations for the expense report

⊖	**Validation Failed**	The Expense Report Failed Validation. The Report cannot be submitted until these issues are corrected.
△	**Validation Warning**	There are potential errors on the Expense Report. The user can still submit the Report, but should investigate the warning first.