

Expense Reports are used when employees purchase goods or services on their own, which are then reimbursed by the company. These expenses have to be submitted to the company using Expense Reports. Please refer to your company specific policy by clicking policy button. For your convenience and to handle different volumes, there are two ways you can submit your expenses – Detailed View & Grid View. By default you are taken to the detailed view mode.

If the expense report you are completing is not on your behalf, select [Change](#). From the list of employees, choose the employee & select [Set New Owner](#). Once the new owner is accepted, proceed by clicking the view you would like to use to enter expenses.

DETAILED VIEW MODE (Default):

Accounting Forms -> Expense Report

- Refer to Company Policy to see what is eligible for an Expense Report.
- Fill out the date, description, and total amount for each expense item.
- Select tags associated with the expense item (refer to policy). At a minimum include an Account type for the expense item which is controlled by Accounting. For reimbursable expenses (expenses to be charged to clients) select the applicable client or project.
- Fill in the GST if it is known, otherwise use the GST tax code for an estimate or leave it blank (refer to policy). The general rules are – for any transactions taking place outside Canada there is no GST, Goods and Services in your own province generally includes PST + GST, Services anywhere in Canada include GST and record any Meals and Entertainment as M+E.
- Select [Add Expense](#) and for every item you add it will appear on the grid below. You can edit or delete the items at any time until the report is submitted.
- Once you have finished entering all your expense items, select an approver (refer to policy) and select [Preview Expense Report](#).
- If you wish to edit any of the entered items when in preview mode, select [Back](#) and edit the individual expense. To delete an expense click [Delete](#).
- Once all edits are complete, click on [Preview Expense Report](#) and select [Submit](#).

The screenshot shows the 'Expense Report' interface in 'Detailed View Mode'. At the top, there is a navigation bar with links for 'My Tasks', 'Accounting Forms', 'Company', 'Resource Management', 'Dashboard', and 'Logout'. Below this, the 'Expense Report' section is active, with tabs for 'Instructions', 'Policy', 'Credit Card', and 'Grid View'. The 'On behalf of' dropdown is set to 'Luigi Angelo (luigi)'. The 'Details' section contains fields for Date, Description, Type (set to 'Meals'), Amount, and GST. There are buttons for 'Add Expense' and 'Keep Description'. A 'Selected Tags' section has 'Select', 'Remove', and 'Remove All' buttons. Below the details is a table with columns: Date, Description, Type, Amount, GST, and Tags. The table contains one entry: '07-Nov-07 We Lunch with Mario meals \$53.00 \$0.00'. At the bottom, there are 'Records per page' and 'Records: 1 to 1 of 1 - Pages' controls. Summary statistics show 'Total Amount: 53.00' and 'Total GST: 0.00'. An 'Approver' dropdown is set to 'Jahzel Misner (Jahzel) All'. At the very bottom, there are buttons for 'Preview Expense Report' and 'Clear All Items'.

Date	Description	Type	Amount	GST	Tags
07-Nov-07 We	Lunch with Mario	meals	\$53.00	\$0.00	

Total Amount: 53.00
Total GST: 0.00

Approver: Jahzel Misner (Jahzel) All

Contact Us

Telephone: 604.241.8400

Website: www.qcdocs.com

Toll Free: 1.877.241.8444

Email: support@qcdocs.com

GRID VIEW MODE:

Accounting Forms -> Expense Report --> Grid View

- Refer to Company Policy to see what is eligible for an Expense Report.
- Select the approver, who would be approving the expenses.
- Grid view is tailored towards fast, tab enabled entry. Enter Date, Description of expense, Total Amount.
- Continue by entering GST if known or the tax code if not known. The general rules are – for any transactions taking place outside Canada there is no GST, Goods and Services in your own province generally includes PST + GST, Services anywhere in Canada include GST and record any Meals and Entertainment as M+E.
- Select the customer (if expenses are reimbursable) and the account. These act as tags for the expense. At a minimum include an Account type for the expense item which is controlled by Accounting.
- Continue entering the expenses and select [Add Items](#). The expense items will become present in the Edit Items grid, above the Add Items grid. If you wish to edit any of the added items, simply make the change and select [Update Items](#).
- Once you have finished entering all your expense items, select [Preview Expense Report](#).
- If you wish to edit any of the entered items when in preview mode, select [Back](#) and edit the expenses, select [Update Items](#). To delete an expense select [Del](#) next to the expense item.
- Once all edits are complete, select [Preview Expense Report](#) and select [Submit](#).

Date	Description	Amount	GST	Tax Code	Customer	Account	
1/11/2008	Lunch with Mario	\$3.00	3.00	<-->	-- none --	Travel and Ent:Meals	Del
1/11/2008	New router for the office	107.78	6.10	<-->	-- none --	Office Supplies	Del

On behalf of: Jahzel Misner (Jahzel) Approver: Jahzel Misner (Jahzel) All

record updated successfully!

Date	Description	Amount	GST	Tax Code	Customer	Account
				<-->	-- none --	-- none --
				<-->	-- none --	-- none --
				<-->	-- none --	-- none --
				<-->	-- none --	-- none --
				<-->	-- none --	-- none --

©2007 QCDocs - Privacy Policy

HELPFUL HINTS:

- The expense report will be routed to the approver along with an email notification advising that you've submitted your expense report.
- You will receive another email notification when the expense report is approved or declined.
- Declined reports may contain incorrect information. Contact your approver for instructions.
- You can see the status of all expense reports in your accounting form history.
- Be sure to submit manual receipts in envelopes to accounting (refer to policy).