QCDocs™ Systems Inc.

Expense Report Quick Guide

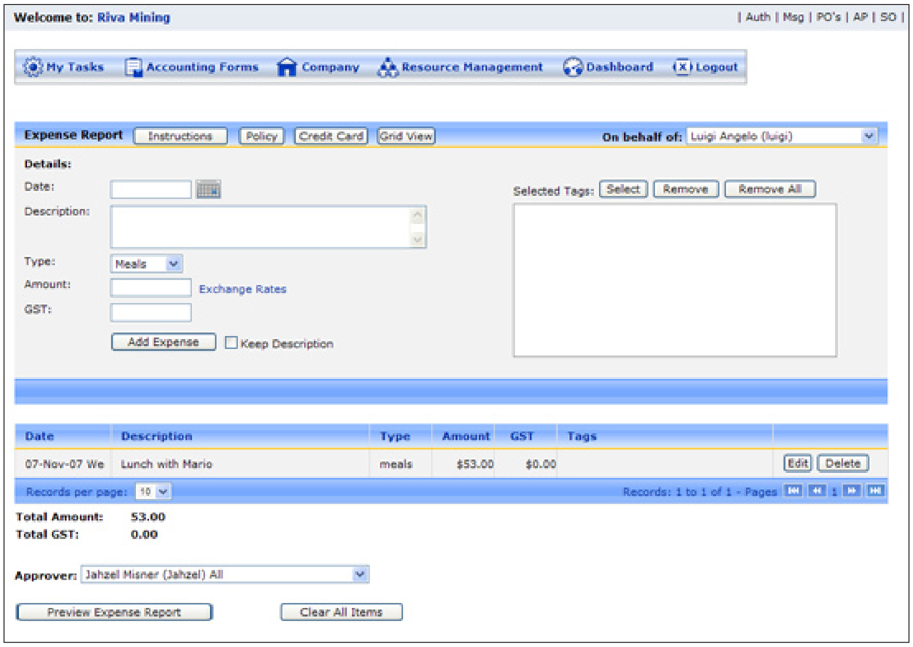
Expense Reports are used when employees purchase goods or services on their own, which are then reimbursed by the company. These expenses have to be submitted to the company using Expense Reports. Please refer to your company specific policy by clicking policy button. For your convenience and to handle 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.



Take Control of Your Business™

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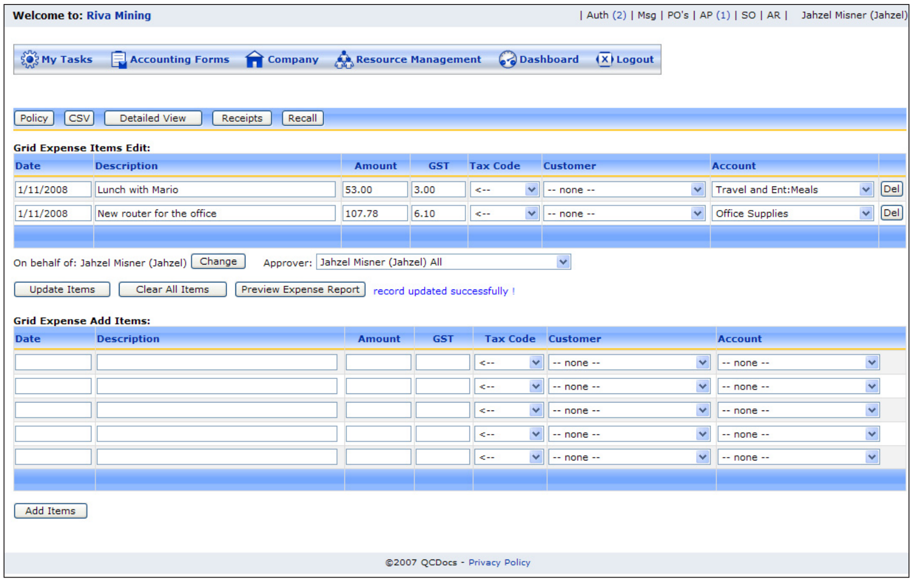
GRID VIEW MODE:

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.



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).