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Expense Reports User Manual

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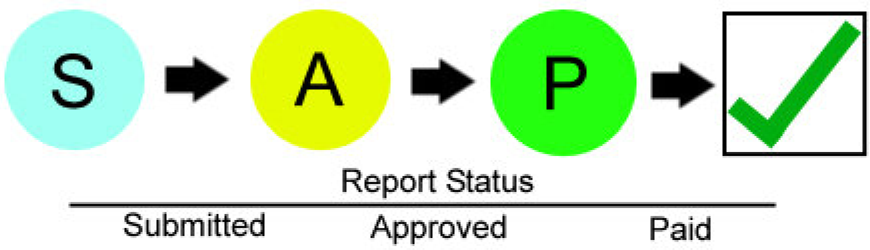
Expense Reports

The Expense Reports module of MRSware allows you to track all the expenses you and your employees accrue during business trips, meetings, sales campaigns, etc. The module encapsulates all the functions and data involved in the expense report approval and reconciliation process. Using MRSware Expense Reports instead of paper reports gives users access to the data at anytime. Users and managers can run reports and data analysis to determine where expenses are being spent and when. Additionally, managers can evaluate the amount of money spent on a sales campaign compared to amount of business it brought in to determine its effectiveness.

Process Overview

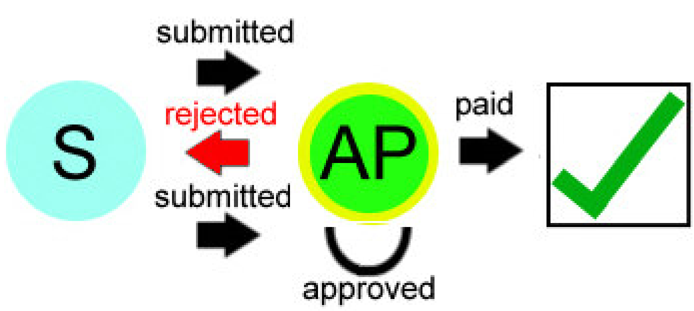
The Expense Reports module defines a three stage process that reports move through before an employee is reimbursed. These stages are reflected in three roles, or permissions, which users of the system can be assigned. The roles can be summarized as **S**ubmitter, **A**pprover and **P**ayer and are illustrated by the two scenarios below. Determining who has these permissions in the system is covered in Appendix A.

In scenario 1, a standard MRSware user submits an expense report to his or her manager. The manager then approves the expense report which indicates to the payroll department that the report must be reimbursed. They payroll department then marks the report as paid (which the manager and submitter are not able to do) and the report is considered closed and no further action can be taken on it.



Scenario 1

In scenario 2, a user again submits a report to his or her manager, but this time the manager rejects one or more of the expenses on the report. The user then adjusts the report (either by removing the offending expense or altering its amount) and resubmits it. Now that the report is valid, the manager approves the report and then, after making a real-world payroll adjustment, marks the report as paid. There is no need for a separate payer because, in this case, the manager is both the approver and payer of the report.



Scenario 2

Accessing and Navigating the Module

The Expense Report module can be accessed in MRSware by using the *Go To → Expense Reports → Expense Reports* menu. The screen below (figure 1) will display in the main MRSware window.

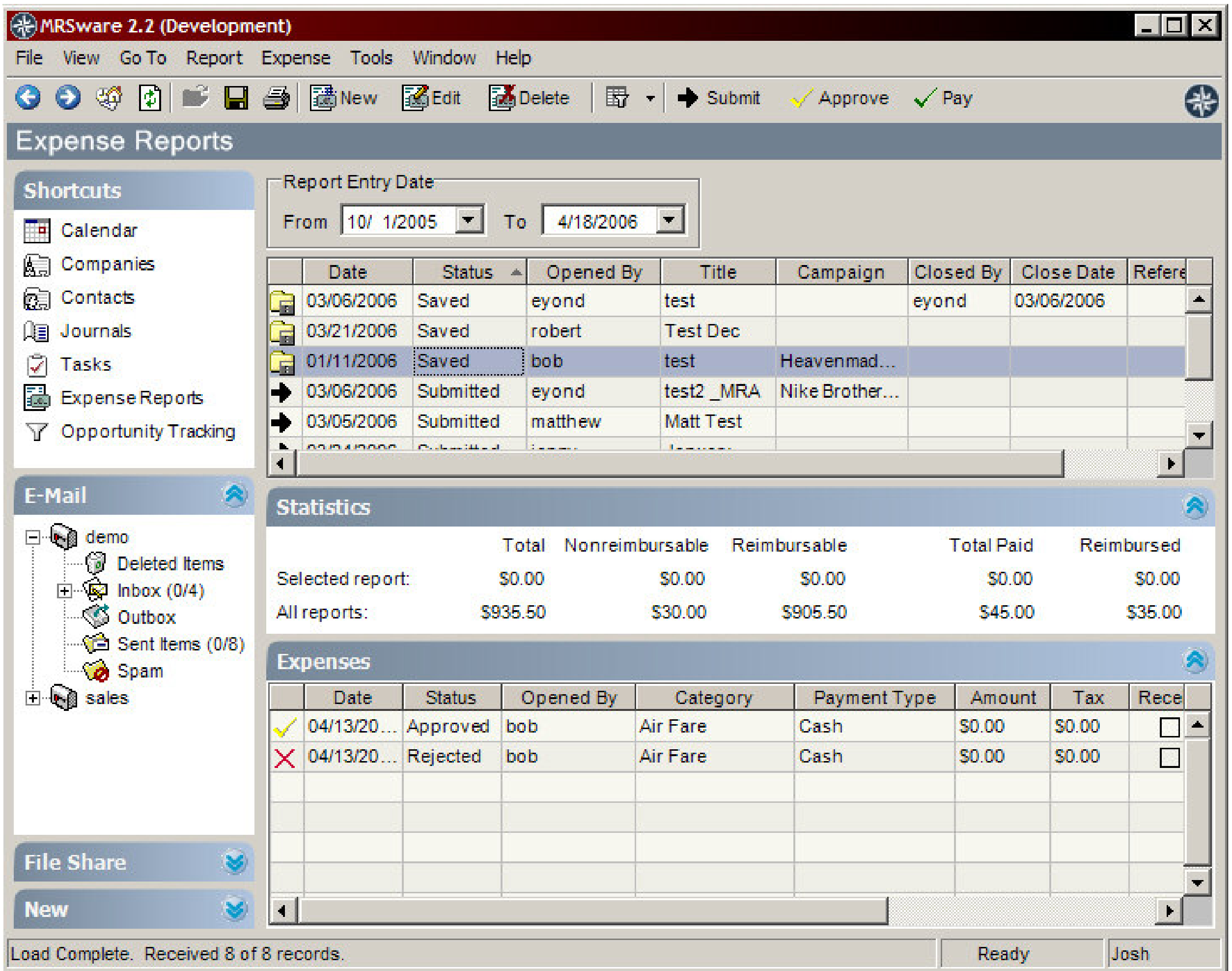


Figure 1 – the main expense report module

As is standard in most MRSware modules, the Save, Print, New, Edit and Delete options can be found along the toolbar at the top of the screen. Directly to the right of these options is a drop-down style button that controls which reports are displayed by default in the list. This button gives you the option of filtering reports based on their status (submitted, approved, etc). To the right of the view filter button are buttons that submit, approve and pay a report, respectively. All of the buttons in the toolbar are mirrored in the menu structure found under then main menu entry *Report*.

In addition to using the filter button, reports can be filtered by the date range selectors at the top of the module window. These two filter options control which reports are displayed in the main report table which if found directly beneath the Report Entry Date range filters.

Understanding the Data Panels

Below the main report table are two panels which display information about the currently displayed reports. The first, "Statistics", gives a summary of the dollar amounts that are potentially reimbursable and those that have been paid, reimbursed and rejected. If a report is selected in the report table, its statistics are displayed in the "Selected report" row; the totals for all the reports currently in the table are displayed in the "All reports" row. Below is a detailed description of the columns in the table (Table 1).

Column	Description
Total	The sum of all the expenses in the report(s) including tax.
Nonreimbursable	The portion of the "Total" column that has been prepaid by the company (via company credit card, cash advance, etc).
Reimbursable	The portion of the "Total" column that came out of the employees' pockets and can potentially be refunded.
Total Paid	The portion of the "Total" column that has been paid out. This includes both company pre-paid and employee reimbursed expenses.
Reimbursed	The portion of the "Reimbursable" column that has been paid out to the employees.
Rejected	The portion of the "Reimbursable" column which is not valid to be refunded.

Table 1 – explanation of statistics panel

At the bottom of the module window is the "Expenses" panel. This panel displays any expenses that are currently assigned to the report that is selected in the main report table. This panel provides a way to quickly browse the expenses on the selected report and make changes to them. This functionality is described in the Managing Expenses section below.

Managing Expense Reports

Clicking the New button on the menu bar opens the Add/Edit Expense Report dialog (Figure 2).

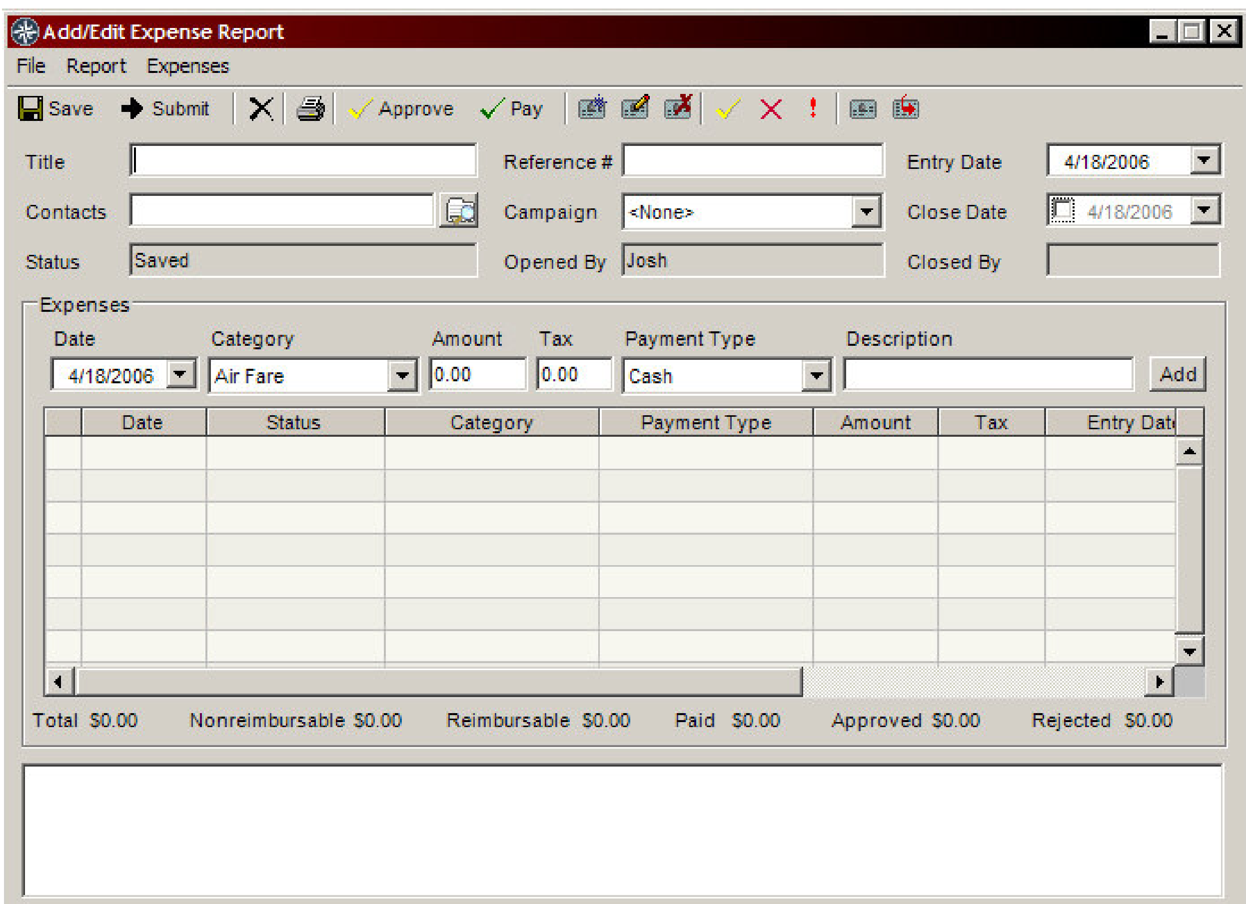


Figure 2 – the add/edit expense report dialog

An expense report serves as a way to group and categorize individual expenses. Although the expenses actually get approved or rejected, an entire report can not be approved or paid unless all expenses on the report are approved or paid. The fields in Table 2 are available on an expense report. Expense management as well as the *Expenses* menu, toolbar and table will be covered in the Managing Expenses section below.

Field Name	Description
Title	The name of the expense report to distinguishes a set of expenses.
Reference #	Any internal code used to represent the expenses.
Entry Date	The date the report was entered into the system.
Contacts	Other people (customers, prospects, etc) involved with the expenses.
Campaign	The sales campaign that the expenses should be logged against. See The Role of Campaigns section.
Close Date	The date the report was paid, can only be set by a "payer".
Status	Indicates the last action that took place on the report; automatically generated.
Opened By	The user who opened the report, the submitter; automatically generated.
Closed By	The user who closed the report, the payer; automatically generated.
Notes	Free form text for a description.

Table 2 – fields available on an expense report

The actions in Table 3 can be taken on an expense report. They (in order) across the button bar at the top of the screen as well as under the *File* and *Report* menus.

Action	Description
Save	Save the report and all the expenses in it.
Submit	Save the report and marks all the expenses as "Submitted".
Delete	Deletes the report and all the expenses in it.
Print	Runs the report *Expense Report Printout* using the selected report.
Approve	Approves all submitted expenses.
Pay	Mark as Paid all approved expenses.

Table 3 – actions that can be taken on an expense report

The Submit, Approve and Pay buttons are available on the main Report module window. They will perform the corresponding actions (Table 3) on the selected expense report. Clicking the Edit button will open the selected report in the Add/Edit Expense Report screen for editing.

Managing Expenses

There are multiple ways to add, edit and delete expenses in MRSware. The most common is to use the menu buttons on the Add/Edit Expense Report screen (Figure 2). These buttons are immediately to the right of the *Pay* button and correspond, respectively to the following actions: new, edit, delete, approve, reject, mark incomplete, add existing and remove. These options can also be accessed by right-clicking on the Expenses table on both the main Expense Report screen (Figure 1) and the Add/Edit Expense Report screen (Figure 2). Above the Expenses table there is a quick add area which contains the most commonly used expense fields. This section can be used to quickly add expenses that do not need any detailed information. To access all the fields on an expense, choose new or highlight an existing expense and choose edit. This will display the Add/Edit Expense screen (Figure 3).

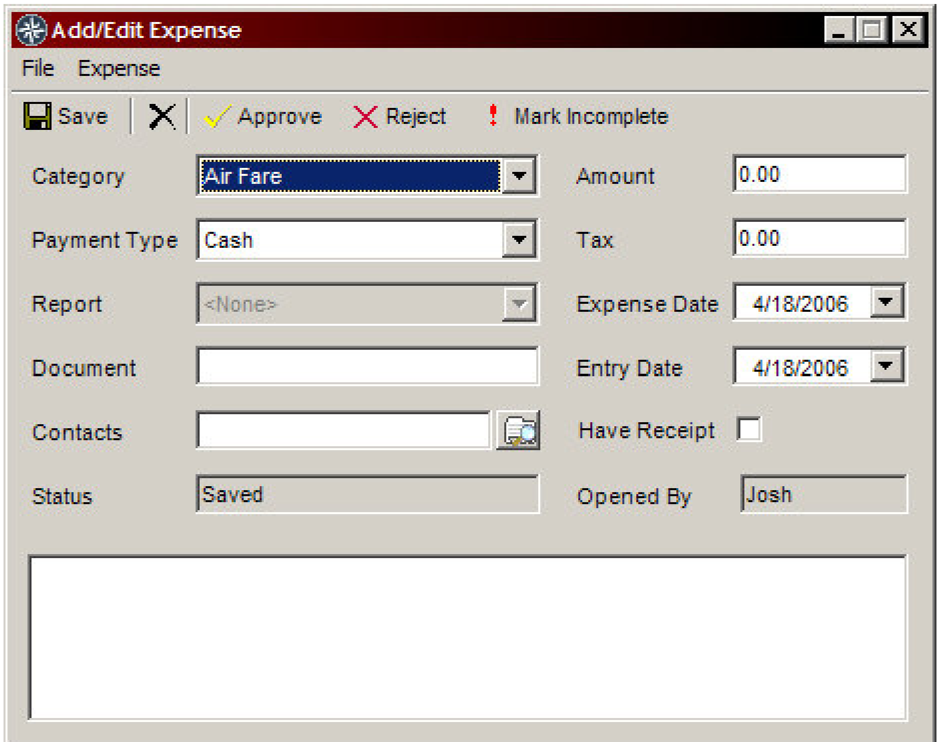


Figure 3 – the add/edit expense dialog

As with the Add/Edit Expense Report screen (Figure 2), many of the options that were available in other areas are mirrored on the menu bar and under the *File* and *Expense* menus. The fields in Table 4 are available when adding or editing an expense.

Field Name	Description
Category	The type of expense, customizable – see the Expense Categories and Payment Types section below
Payment Type	How the expense was paid, customizable – see the Expense Categories and Payment Types section below
Report	The report the expense is assigned to, disabled by default – see the My Expenses section below.
Document	Free form field to reference internal document ID or file share path.
Contacts	Other people (customers, prospects, etc) involved with the expense.
Amount	The dollar amount of the expense.
Tax	The tax on "Amount" – if not tracking, simply include with "Amount".
Expense Date	The date the expense occurred.
Entry Date	The date the expense was entered into MRSware.
Have Receipt	Whether a receipt was kept for the expense.
Status	Indicates the last action that took place on the expense; automatically generated.
Opened By	The user who opened the expense, the submitter; automatically generated.
Notes	Free form text for a description.

Table 4 – expense fields

Normally, expenses can only be added directly to a report. By using the My Expenses section (explained below), it is possible to add expenses that are not assigned to a report. It is also possible to remove an expense from a report in order to add it to another report. This functionality can be accomplished with the *Add Existing* and *Remove* buttons on the Add/Edit Expense Report screen (Figure 2). These buttons are on the far right of the toolbar and their actions can also be found by right-clicking on the Expenses table and under then *Expenses* menu. Expenses that are approved or paid can not be removed from an expense report and an expense can only be assigned to one report at a time.

My Expenses

If expense reports are submitted on a weekly or monthly basis, but you would like to enter the individual expenses more frequently, the *My Expenses* section can be used to add expenses that are not assigned to a report. To access this part of the module, click on *Go To* → *Expense Reports* → *My Expenses*. The screen in Figure 4 will load.

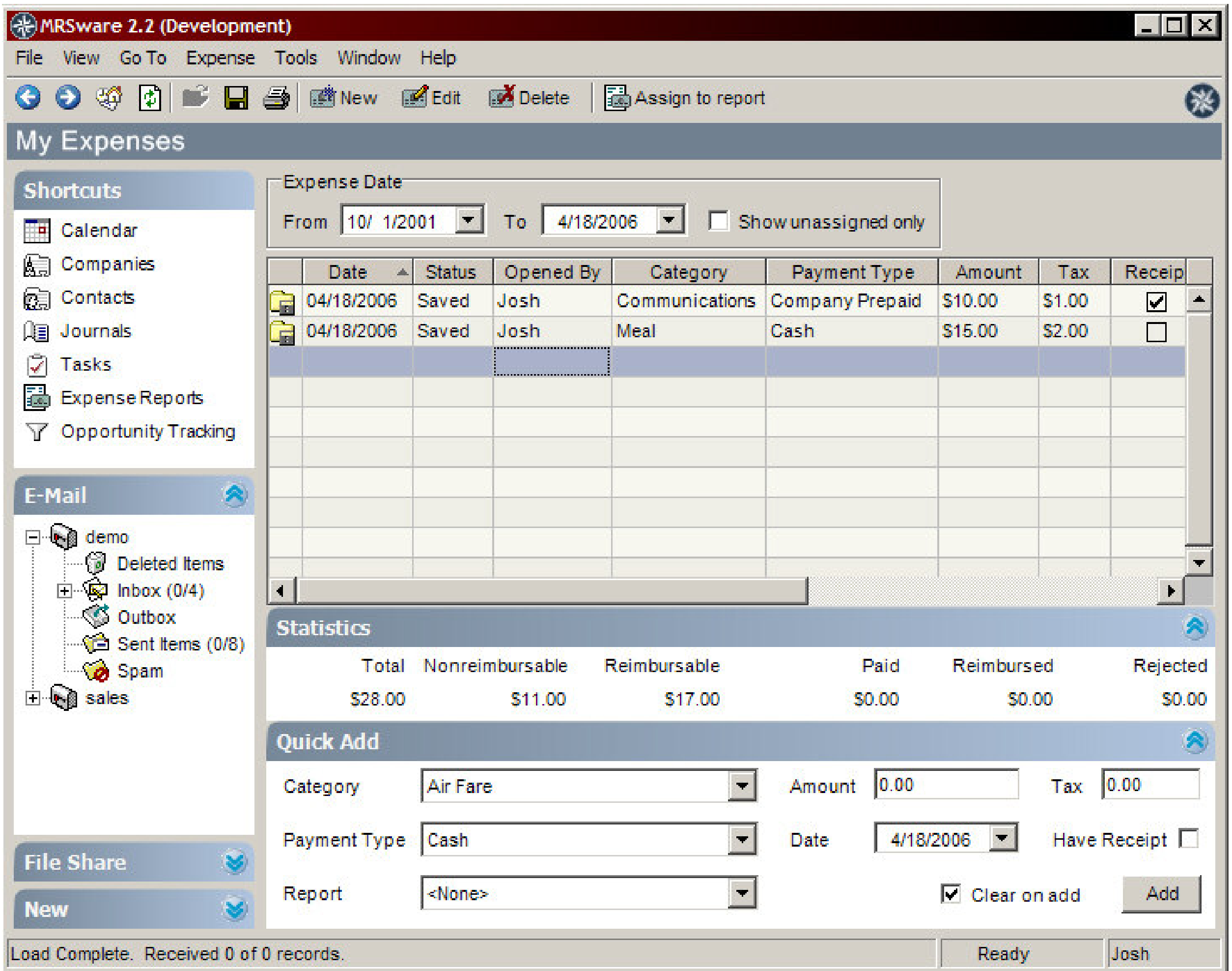


Figure 4 – the my expenses module

This module has all the standard features commonly found in MRSware as well as a date range filter described in the Accessing and Navigating the Module section. In addition to the date range filter, there is a check box which controls whether expenses that are not assigned to a report will display. Generally, this should remain checked, as expenses that are assigned to a report should be managed from the Expense Reports module.

Like the Expense Reports module, the My Expenses module has a standard table and statistics panel that totals the same information as in Table 1 for the display expenses. One main difference is that there is a Quick Add panel, which allows expenses to be added without using the Add/Edit Expense screen (see Figure 3).

After expenses have been added, they can be assigned to an existing report by first selecting one or more expenses in the table and then clicking the *Assign to report* button. This will bring up a dialog that shows all open reports. Simply choose the report to add the expenses to and click *OK*. As mentioned in the Managing Expenses section, expenses that have been removed from a report will show up in this table and can be reassigned as described.

Expense Categories and Payment Types

The categories and payments types described in the Managing Expenses section are customizable and can be configured to suit specific business needs. To add, edit or delete categories or payment types, select *Go To* → *Expense Reports* → *Manage* → *Categories* or *Payment Types*, respectively (Figure 5).

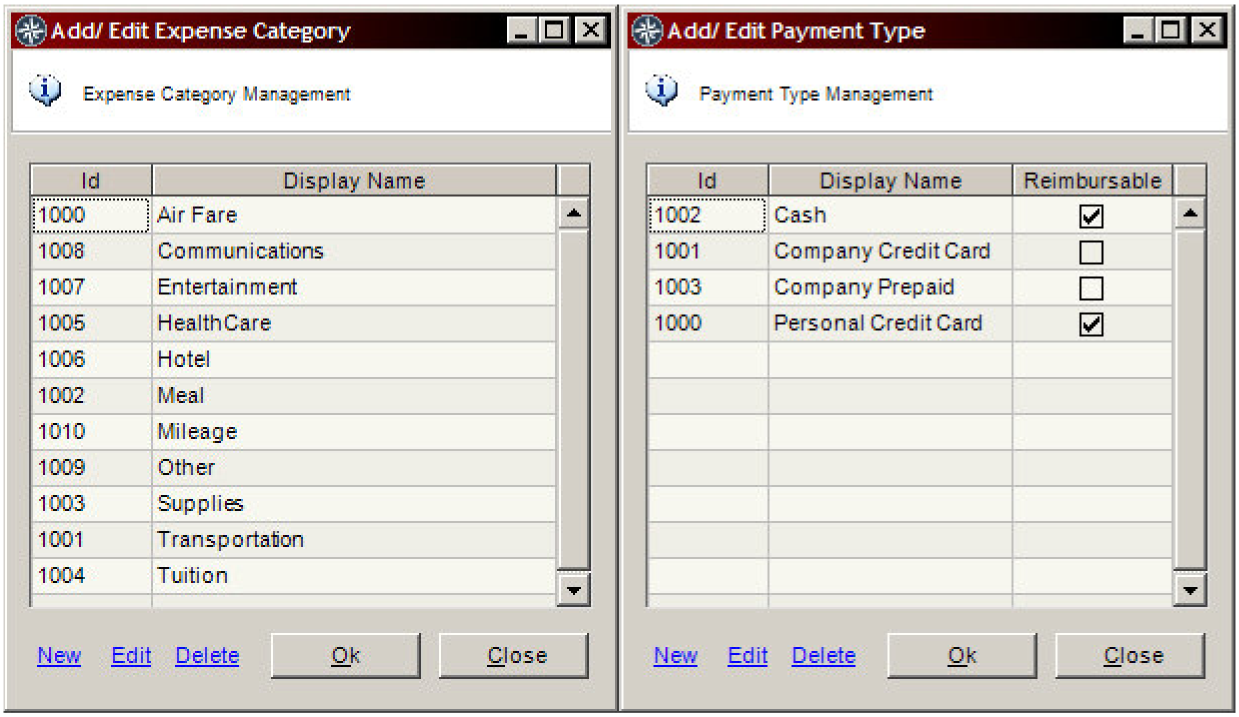


Figure 5 – the add/edit expense category and payment type dialogs

Simply use the links at the bottom of the screens to manage the data. Payment types have a special "Reimbursable" field which indicates whether expenses marked as the selected type can be paid out to employees or if the expense was a company prepaid one (for example, an expense against a company credit card would not be reimbursable to an employee). This affects how the totals described in the Understanding the Data Panels section are calculated.

Reports

There are three standard printable reports that can be used to track your company's expenses. Each one can be accessed from the *Report Explorer* and is outlined below.

Expense Report Printout – Provides a breakdown of all the fields on an Expense Report including the individual expenses, the contacts assigned and a financial summary. It is primarily meant to be run from the *Expense Report* module under the *Report* → *Print Report* menu.

Expenses By Category – Provides a financial breakdown of expenses by their assigned category. The parameters consist of a date range which filters on the expense date and a user field which allows the selection of an individual employee or al" employees that you have system permission to view. The option to view only paid expenses is also provided.

Expenses By User – Provides a breakdown of expenses by the user who entered them and then by their assigned category. Financial totals are provided for each user and the entire report. The parameters consist of a date range which filters on the expense date and a user field which allows the selection of an individual employee or all employees that you have system permission to view. The option to exclude rejected expenses is provided.

The Role of Campaigns

As described in the Managing Expense Reports section, reports can be logged against existing sales campaigns (Figure 6). A sales campaign in MRSware acts as a place to store company sales goals and unify sales drive information. Because the goals themselves do not help indicate how much business has taken places, various modules in MRSware link to campaigns in order to allow managers to determine if a given campaign was successful. In this case, the two modules that provide the most information are Expense Reports and Sales Opportunities. By properly logging the expenses accrued and sales opportunities gained at a given sales event, it can be determined, over time, if the event was successful or if too much was spent for too little of a gain.

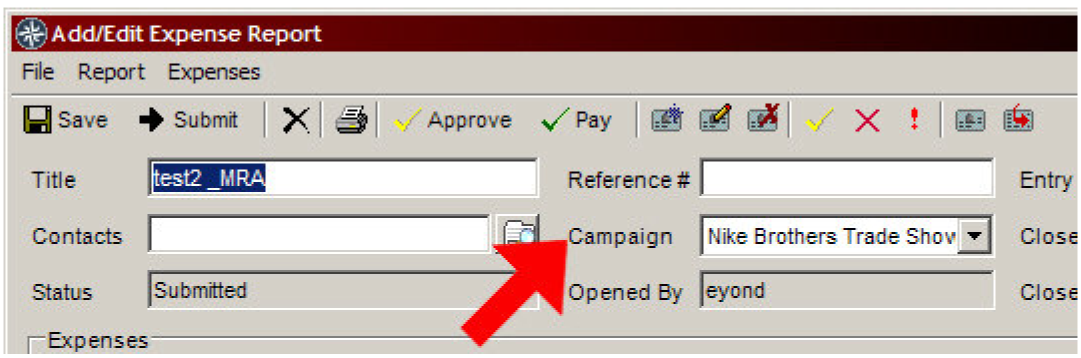


Figure 6 – the campaign selector on the add/edit expense report dialog

In order to provide a powerful way to examine this kind of trending data, the Data Analysis portion of MRSware contains a *Campaign Analysis* feature which allows users to compare expenses versus opportunities as previously described. To access the Campaign section of Data Analysis select *Go To* then *Data Analysis*. The main analysis module will load, and then simply select *Campaigns Analysis*.

Appendix A: Granting Approve and Pay Permissions

As described in the [Process Overview] section, there are special permissions which must be granted in order to allow a manager to approve and pay expense reports. To access these permissions, you must have permissions to the System Administration portion of MRSware which if located in the *Go To* menu. If you do not see this option, please contact your organization's designated System Administrator, who does have these privileges.

When the main System Administration screen loads, you will see a *Roles* section (Figure A-1).

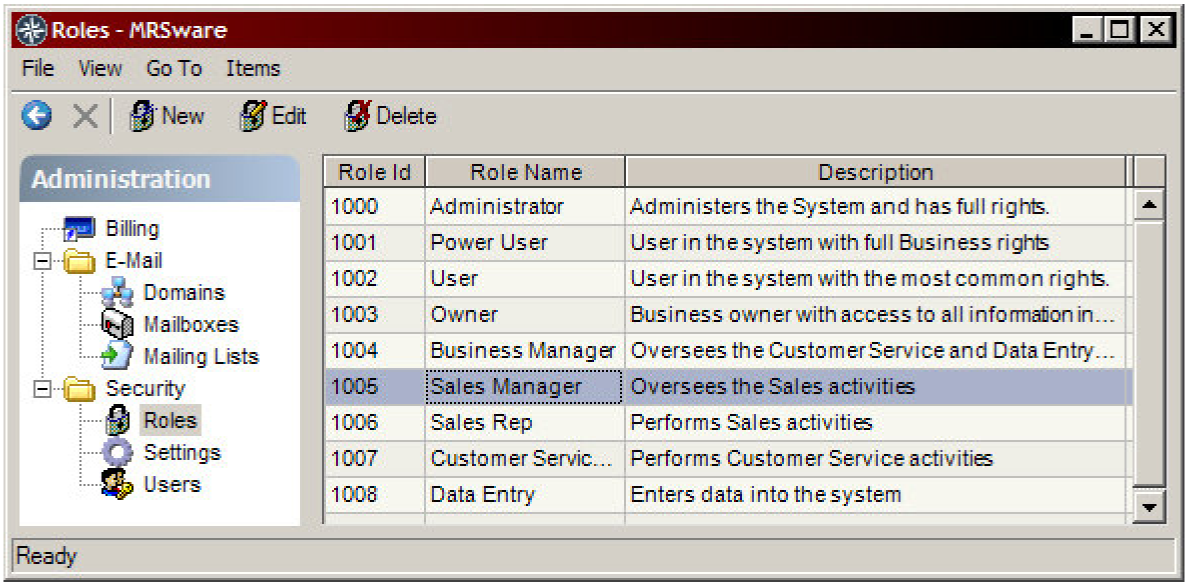


Figure A-1 – system administration

Double click on the role you want to alter in order to access the screen in Figure A-2.

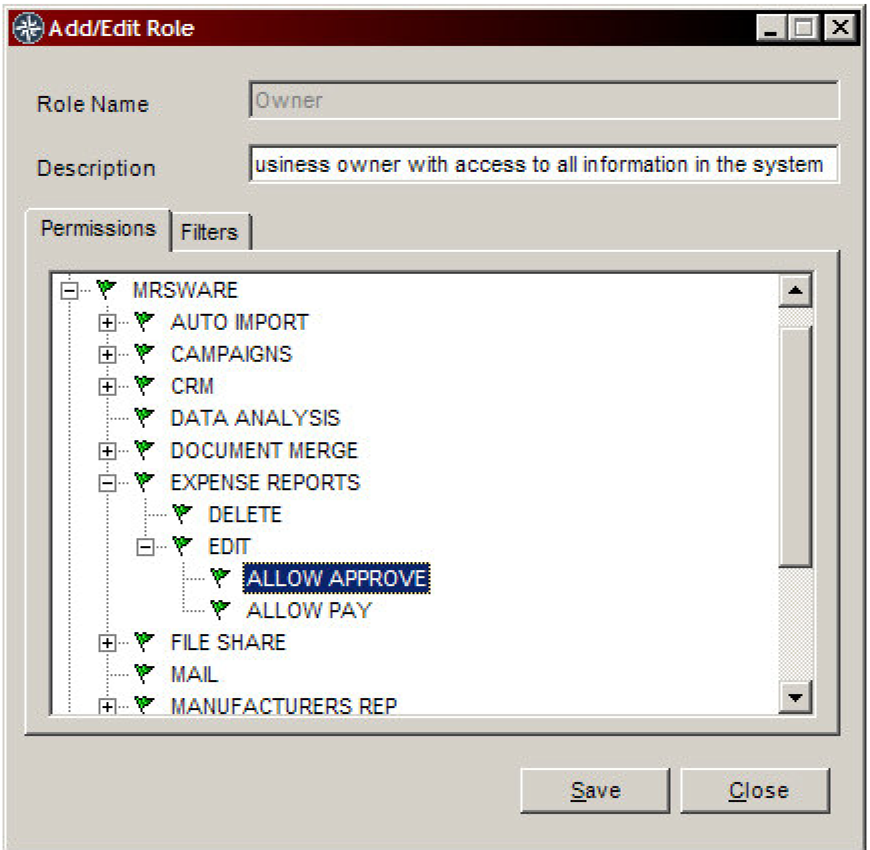


Figure A-2 – the permission tree

Simply expand out the *MRSware* branch, then *Expense Reports* and finally *EDIT*. You should see the *ALLOW APPROVE* and *ALLOW PAY* permissions. To change the value of any of the current permissions, simply right click on it and choose *Toggle*; green means users in the given role can access the feature, red means they can not. Before granting approve or pay permission to a role, be sure you know what users are in that role and if they should indeed have those permissions.

This document, and other documentation, can be accessed by any user by going to *Help* → *Documentation* → in the main MRSware menu.

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