



**HEXAGON**

# HEXAGON XALT **EXPENSE REPORTS** **APPLICATION:** USER GUIDE

Xalt Expense Reports User Guide

3 June 2019

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## OVERVIEW

The Expense Report app has been developed to provide a tool to enable employees to create and submit electronic expense reports.

Advantages and solutions delivered by this application include:

- Easy to create and submit expense reports
- Show individual expense line items
- Capture attachments (images, documents) verifying expense line items
- Mobile device camera can be used to capture receipt images directly.
- Mileage expenses are automatically calculated using IRS allowances maintained within the system
- Real-time status is shown against each expense report
- Workflows pass the expense report to the appropriate resources based on the action take
- Notifications can be sent to the appropriate resources whenever an action is taken on an expense report

## ROLES

There are 4 distinct roles in the Expense Report app:

- Employee
  - An employee creates and submits expense reports
  - Has their own dashboard of launchers (Expense Report)
- Manager
  - A manager can also create and submit expense reports and has the capability to approve the expense reports of employees who report to him
  - Has their own dashboard of launchers (Expense Report - Manager)
- Admin
  - An administrator has the capability to create and maintain settings and operational data that determines the operation surrounding expenses (Accounting Classes, Employees, Exchange Rates, Employee Roles, Employee Types, Expense Years, GL Accounts, Payroll Dates)
  - Has their own dashboard of launchers (Expense Report - Admin)
- Payroll Admin
  - Control when an expense report is extracted for payment, and mark when an expense report will be paid
  - No separate dashboard, but they are part of a security role group where only they can perform certain operations
  - Has the ability to view all expense reports, and can also approve any of those expense reports



## DATA ENTRY CONVENTIONS

### ADDING DATA

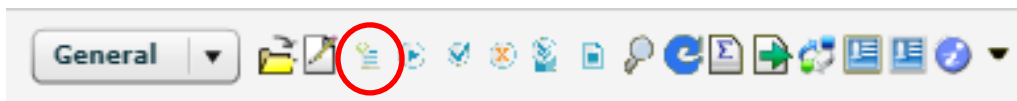
Data can be added in 3 separate ways. Each method ultimately works in the same way.

To confirm that you would like to add the new data, click on the 'Continue' button. Click on the 'Cancel' button to quit this screen; data will not be saved.



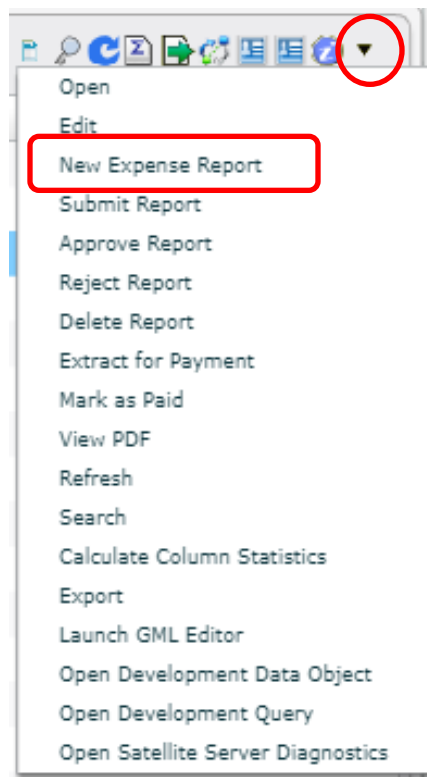
#### Method #1 – 'Add' icon

Each screen here data can be entered will have an icon to represent the 'Insert' function. Click once on the icon and the associated data entry screen will appear.



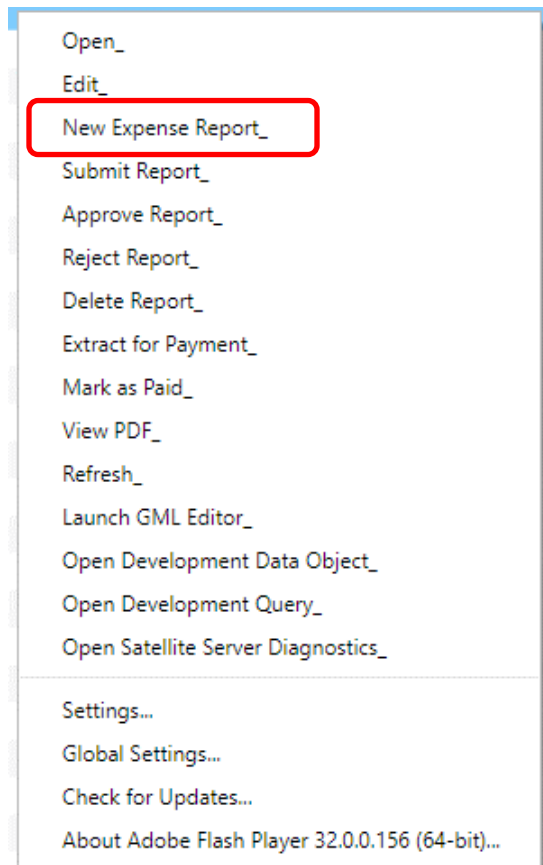
### Method #2 – Context menu

The Context menu is activated by clicking the small downward facing black triangle on the end of the tool bar located in the top right of the screen. Select the New / Insert option from the list.



### Method #3 – right-click menu

Right-click anywhere on an existing expense report line and select the New / Insert option from the resulting dropdown. If there are no pre-existing expense report lines on the screen, then you will need to use the Context Menu (method #2) to add a new expense report.



## EDITING DATA

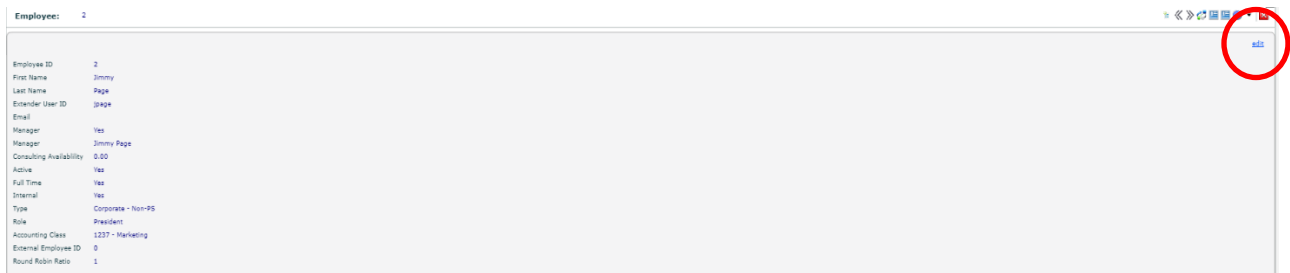
Data can be edited in 3 separate ways. Each method ultimately works in the same way.

To confirm that you would like to edit the data, click on the 'Save' button. Click on the 'Cancel' button to quit this screen; changes will not be saved.



### Method #1 – Select row & Select edit

Double-click on the row you wish to edit. Initially the row will be shown in more detail on an additional screen. On this screen click on the 'Edit' link to place the row in edit mode.



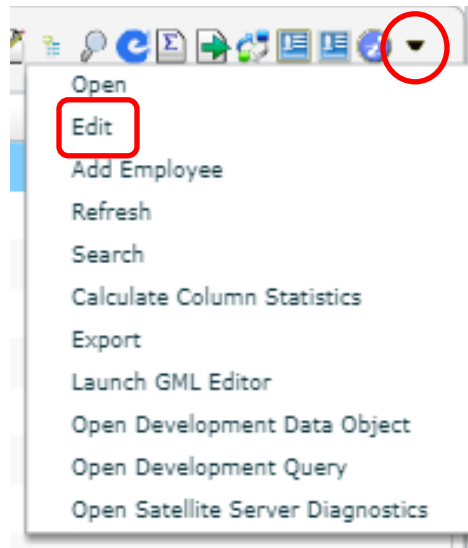
Employee: 1

Employee ID	1
First Name	Robert
Last Name	Plant
Extender User ID	rplant
Email	
Manager	<input type="checkbox"/>
Manager	Jimmy Page
Active	<input checked="" type="checkbox"/>
Full Time	<input checked="" type="checkbox"/>
Internal	<input checked="" type="checkbox"/>
Type	Corporate - Non-PS
Role	VP
Accounting Class	1237 - Marketing
External Employee ID	0

**Save** **Cancel**

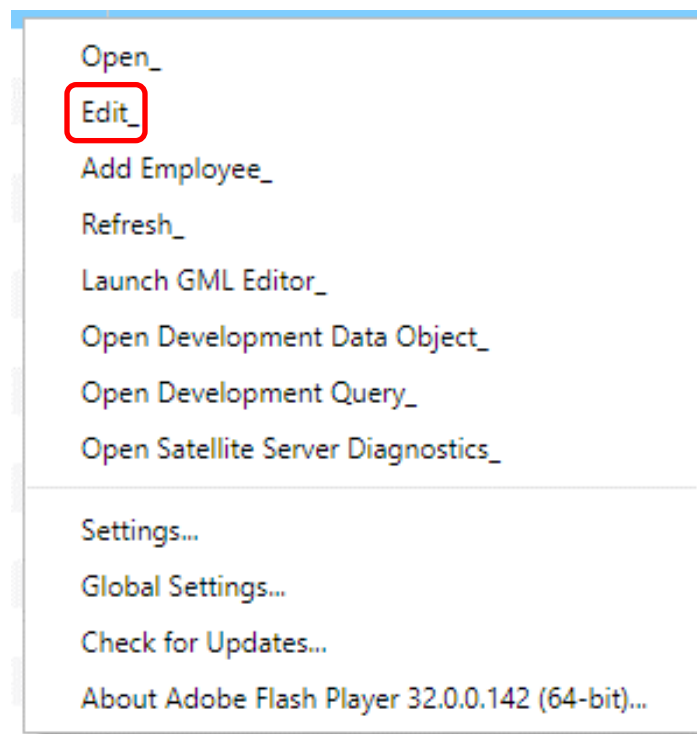
### Method #2 – Context menu

Highlight the row you wish to edit by clicking on it once. Click on the Context menu icon and select the 'Edit' option from the resulting dropdown menu list.



### Method #3 – Right-click menu

Highlight the row you wish to edit by clicking on it once. Right-click and select the 'Edit' option from the resulting dropdown menu list.



## DELETING DATA

Data can be deleted in 3 separate ways. Each method ultimately works in the same way.

To confirm that you would like to delete the data, click on the 'Continue' button. Click on the 'Cancel' button to quit this screen; data will not be deleted.

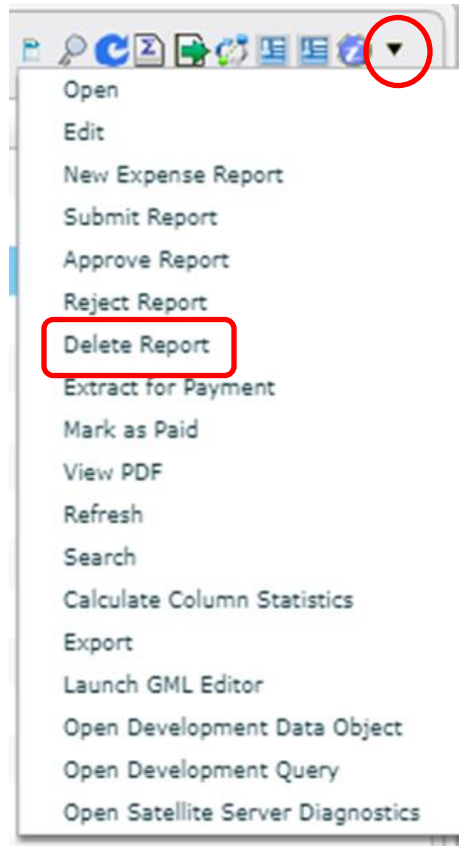


### **Method #1 – Delete key**

Highlight the row you wish to delete by clicking on it once. Press the DELETE key on your keyboard to delete the row.

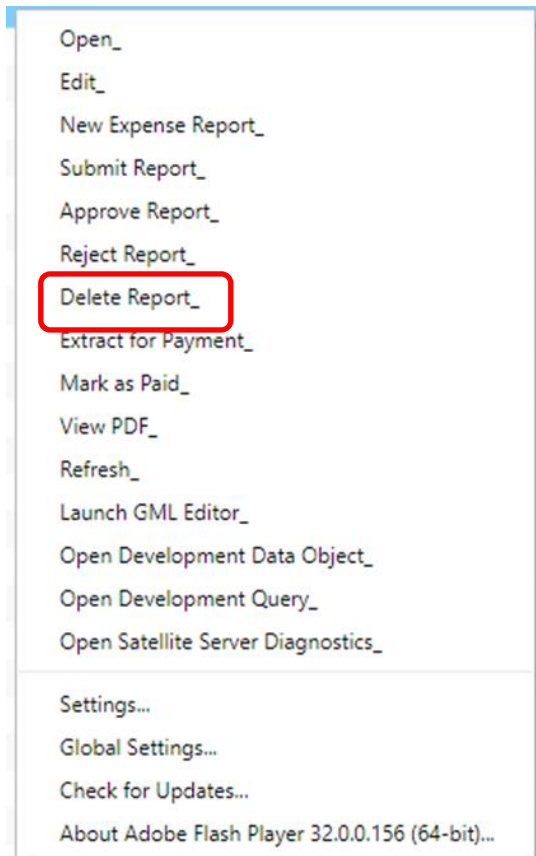
**Method #2 – Context menu**

Highlight the row you wish to delete by clicking on it once. Click on the Context menu icon and select the 'Delete' option from the resulting dropdown menu list.



### Method #3 – Right-click menu

Highlight the row you wish to delete by clicking on it once. Right-click and select the 'Delete' option from the resulting dropdown menu list.



## CLIENTS & PROJECTS

When entering expense line items on an expense report the app will prompt via dropdowns for a Client and a Project to bill against.

Initially, the app is referring to 2 tables that were included as a part of the SQL Script package.

- **xalt\_client** : stores a list of clients and their details
  - Client id (\*)
  - Client name (\*)
  - Internal
  
- **xalt\_project** : stores a list of projects and their details
  - Project id (\*)
  - Project description (\*)
  - Project type
  - Internal
  - Billing type
  - Total billable hours
  - This month billable hours
  - Quoted hours
  - Quoted cost
  - Hourly rate
  - Client id
  - Service order
  - Project status id
  - Estimate start date
  - Estimate end date
  - Estimate date end
  - Primary resource id

The fields marked by (\*) are the only ones that the Expense Report needs to function. The other fields are available to be utilized by other apps in the Xalt Mobility App Catalog.

There are 3 options for incorporating Clients and Projects into the Expense Report app:

- 1) Use the embedded Client and Project tables, populating the required data into those tables.
- 2) Integrate your own back-end Client and Project tables into the Expense Report app. Please consult with your Account Executive if you would like more information on integrating Xalt Mobility apps with your back-end applications.
- 3) Do not use any Client or Project data when creating expense reports.

## NOTIFICATIONS

The Expense Report app sends Notifications to various users upon the following actions:

- Expense Report Submitted – notification message is sent to the employee's approval manager
- Expense Report Approval – notification message is sent to the employee
- Expense Report Rejected – notification message is sent to the employee
- Expense Report Paid – notification message is sent to the employee

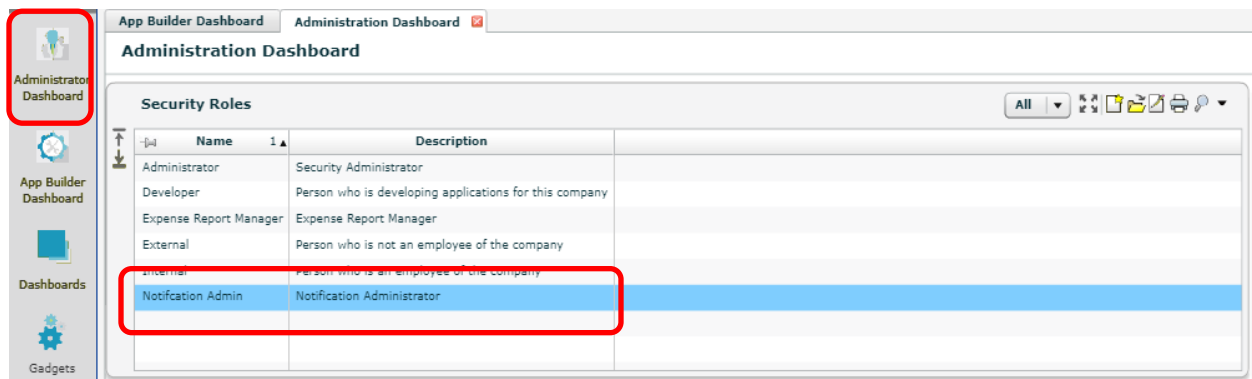
Notifications will only be received by users of the app if the following components are set up:

- The Notifications Service has been installed and configured in the tenant
- Individual users are set up in the Notifications Groups/Users and have notifications preferences established.

## ADMINISTERING NOTIFICATION GROUPS AND NOTIFICATION GROUP USERS

To administer Notification Groups and Notification Groups and Notification Group Users you must first be a Notification Admin user.

From the 'Home' tab select the 'Administrator Dashboard' launcher and then double-click on the Notification Admin security role.



The screenshot shows the 'Administration Dashboard' with a sidebar on the left containing 'App Builder Dashboard', 'Dashboards', and 'Gadgets'. The 'Administrator Dashboard' launcher is highlighted with a red box. The main content area displays a table titled 'Security Roles' with columns 'Name' and 'Description'. The 'Notification Admin' role is highlighted with a red box.

Name	Description
Administrator	Security Administrator
Developer	Person who is developing applications for this company
Expense Report Manager	Expense Report Manager
External	Person who is not an employee of the company
Internal	Person who is an employee of the company
Notification Admin	Notification Administrator

Within the 'Notification Admin' screen click on the 'New' icon in the 'Users' section.



A screen of all user's setup within the tenant will then be displayed. Double-click on the required userid to add them to the Notification Admin group.

**Add User Profile Role**  
to Security Role: Notification Admin

Available								Active		Selected	
User ID	Name	Password Expires	Email	Phone	Organization	Last Maintained On	Last Maintained By	User ID	Name	Password Expires	Email
admin	System Administrator					12/21/2018 12:40 PM	admin				
ahyche	Adam Hyche		adam.hyche@hexagon.com			1/8/2019 9:08 PM	ahyche				
catavolt	Yali Support					1/9/2019 1:14 PM	catavolt				
cheyman	Christophe Heyman		christophe.heyman@hexagon.com			1/10/2019 2:48 PM	catavolt				
dneuson	David Neuson		david.neuson@hexagon.com			3/15/2019 2:01 PM	dneuson				
jeolozano	Joanie Solozano		joanie.solozano@hexagon.com			1/3/2019 8:58 PM	jeolozano				
jurison	James Wilson		james.wilson@hexagon.com			12/21/2018 8:57 PM	catavolt				
koruwi	Kim Brown		kim.brown@hexagon.com			3/22/2019 4:02 PM	dneuson				
kipinada	Kira Pineda		kira.pineda@hexagon.com			1/21/2019 3:57 PM	kipinada				
goseph	Phil Joseph		phil.joseph@hexagon.com			1/3/2019 4:48 PM	goseph				
smuruviami	Sangeetha Muruviami		sangeetha.muruviami@hexagon.com			2/15/2019 8:47 PM	smuruviami				
evard	Stephen Ward		stephen.ward@hexagon.com			5/8/2019 7:38 PM	evard				
telassen	Tim Elissen		tim.elissen@hexagon.com			4/4/2019 3:47 PM	telassen				

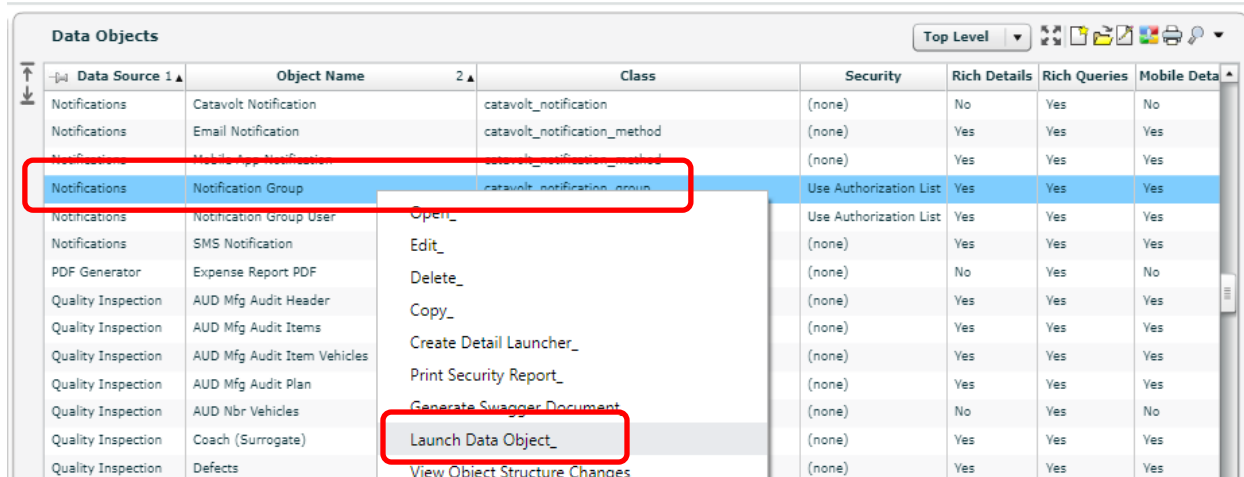
As a member of the Notification Admin group you can setup and maintain Notification Groups and Notification Group Users.

## SETTING UP USERS IN NOTIFICATION GROUPS / NOTIFICATION GROUP USERS

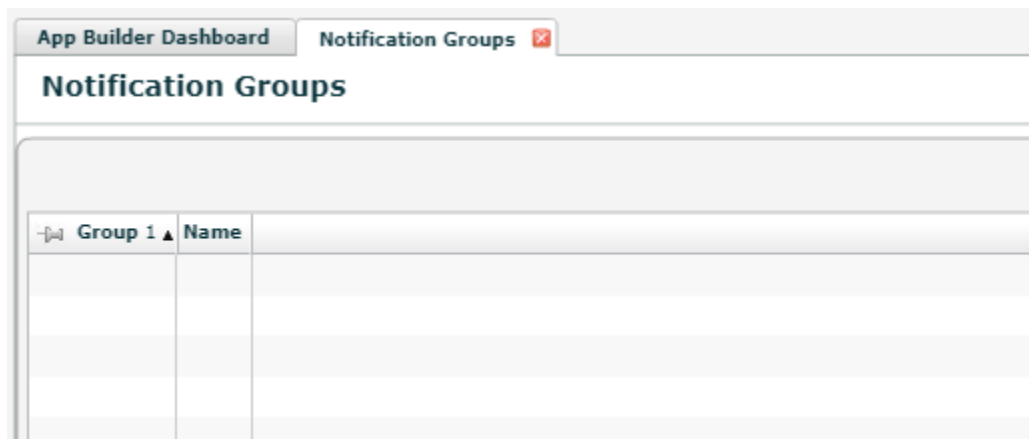
Typically, Notification Groups are used to establish a role/group that number of individual users are then associated with, much like an Email Group associates a group of people in Microsoft Outlook. Notification Group Users then identifies the users associated with each Notification Group.

However, notifications are sent to individuals in the Expense Report app, and the Notification Group will be identifying single users. There will be a 1:1 relationship between a Notification Group entry and a Notification Group User entry.

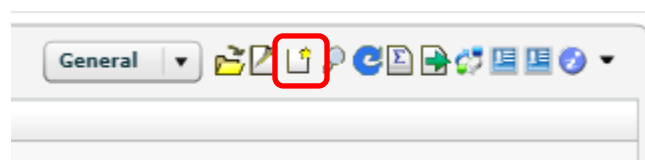
To view the list of Notification Groups already established, launch the 'Notification Group' object form the 'Data Objects' pane.



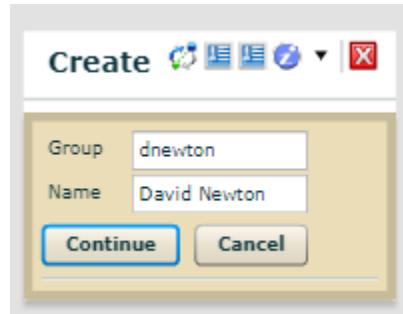
The screen will display a list of existing Notification Group entries. There are no Notification Groups setup as yet in the example below.



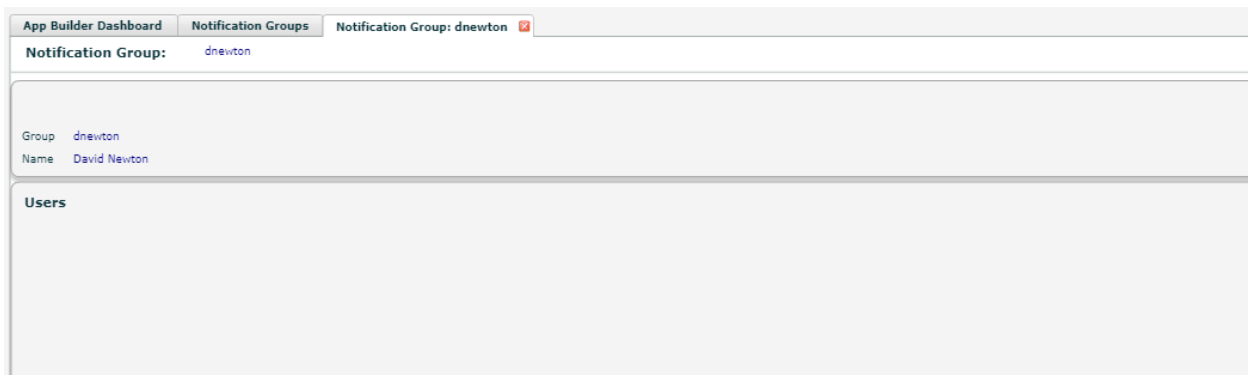
To add a new Notification Group click on the 'Create' icon.



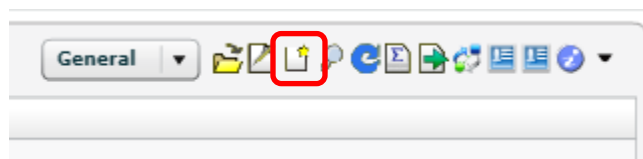
Enter the userid in the 'Group' field and the actual name in the 'Name' field. Click 'Continue' to save the new entry.

A dialog box titled "Create" with a close button (X) in the top right corner. It contains two text input fields: "Group" with the value "dnewton" and "Name" with the value "David Newton". Below the fields are two buttons: "Continue" and "Cancel".

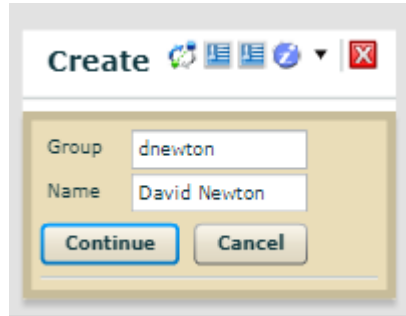
A Notification Group Users tab will open, showing the newly created Notification Group and providing a method to add users to the group.

A screenshot of the "Notification Group Users" tab in the App Builder Dashboard. The tab title is "Notification Group: dnewton". Below the title, there is a section for the "Notification Group" with the name "dnewton". Underneath, the "Group" is listed as "dnewton" and the "Name" as "David Newton". The main area of the tab is labeled "Users" and is currently empty.

To add a new Notification Group User click on the 'Create' icon in the 'Users' pane.



As was done with the Notification Group, enter the userid in the 'Group' field and the actual name in the 'Name' field. Click 'Continue' to save the new entry.



The name is now associated with the group and notifications generated by the Expense Report app can now be routed to the appropriate individuals.

**Notification Group:** dnewton

---

Group dnewton  
Name David Newton

---

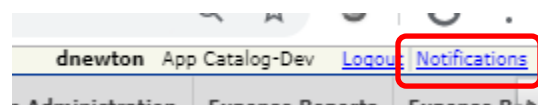
**Users**

Active	User ID 1 ▲	User Name
Yes	dnewton	David Newton

## PERSONAL NOTIFICATION PREFERENCES

This next section must be completed by the actual user of the app, as the screens are directly related to their userid. An app user can choose to receive any combination of the 3 available notification methods.

Click on the Notifications link in the top right of the screen.



The Notifications screen will be displayed showing all of the notification messages sent to date.

Catavolt Notifications

ID	TD	Status	Title	Body	Type
91		Notified	Your Vacation request has been approved	Joanne Solisano has approved your Vacation request.	PTO
174		Notified	Hi David Newton!	This is your wakeup call!	MESSAGE
172		Notified	A new daily report has been submitted	A new daily report has been submitted for Job: TEST TEST JOB by: David Newton with total hours: 8.0.	MESSAGE
160		Notified	A new daily report has been submitted	A new daily report has been submitted for Job: TEST TEST JOB by: Stephen Ward with total hours: 3.0.	MESSAGE
168		Notified	A new daily report has been submitted	A new daily report has been submitted for Job: TEST TEST JOB by: David Newton with total hours: 8.0.	MESSAGE
164		Notified	A new daily report has been submitted	A new daily report has been submitted for Job: TEST TEST JOB by: Stephen Ward with total hours: 2.0.	MESSAGE
162		Notified	A new Impact Project Log has been submitted	A new Impact Project Log has been submitted for Job: TEST TEST JOB by: Stephen Ward	MESSAGE
159		Notified	A new daily report has been submitted	A new daily report has been submitted for Job: 09002-001 SUB TEST by: Stephen Ward with total hours: 5.0.	MESSAGE
156		Notified	A new daily report has been submitted	A new daily report has been submitted for Job: 09002-001 FS REDEPLOYMENT CENTER by: Stephen Ward with total hours: 3.0.	MESSAGE
150		Notified	A new Rework Project Log has been submitted	A new Rework Project Log has been submitted for Job: 09002-001 FS REDEPLOYMENT CENTER by: Stephen Ward	MESSAGE
154		Notified	A new Rework Project Log has been submitted	A new Rework Project Log has been submitted for Job: 09002-001 FS REDEPLOYMENT CENTER by: Stephen Ward	MESSAGE
153		Notified	A new Impact Project Log has been submitted	A new Impact Project Log has been submitted for Job: 09002-001 FS REDEPLOYMENT CENTER by: Stephen Ward	MESSAGE
152		Notified	A new Impact Project Log has been submitted	A new Impact Project Log has been submitted for Job: 09002-001 FS REDEPLOYMENT CENTER by: Stephen Ward	MESSAGE

Click on the 'Notification Methods' icon to show the preferences screen.




There are 3 methods by which a user can receive notifications:


- Mobile App Notifications – notifications will be received within the app on the mobile device
- Email Notifications – notifications will be received at all the email addresses identified in this section
- SMS Notifications – notifications will be received at all the text message devices identified in this section

## Notification Methods


### Mobile App Notifications

 Active	Device Type	Description	Device ID 1 ▲	notification_userid

### Email Notifications

 Active	Email Address	1 ▲	Description
Yes	david.newton@hexagon.com		Dave Email

### SMS Notifications

 Active	Mobile Number 1 ▲	Description
Yes	6303839455	Dave Mobile

Mobile App Notifications must be added using the actual mobile device, as the required device id is taken from the device.

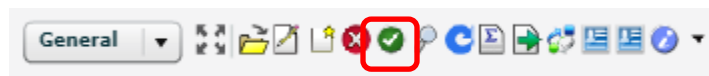
Email and SMS notifications are added using the 'Create' icon.



Entries for either Mobile App, Email or SMS notifications can be de-activated by clicking the line detail once to highlight it, and then clicking the 'Suspend' icon.



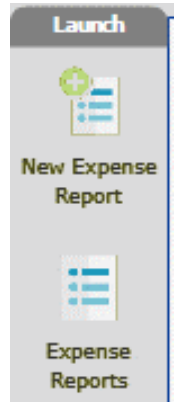
Entries for either Mobile App, Email or SMS notifications can be activated by clicking the line detail once to highlight it, and then clicking the 'Activate' icon.



## EMPLOYEE WORKBENCH

The Employee Workbench contains 2 launchers.

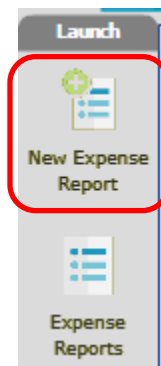
- 1) New Expense Report – create a new initial expense report (line item detail and attachments are performed in the 'Expense Reports' launcher).
- 2) Expense Reports – list all expense reports for that employee, add line items and attachments to expense reports. New expense reports can also be initiated from this launcher.



## NEW EXPENSE REPORT

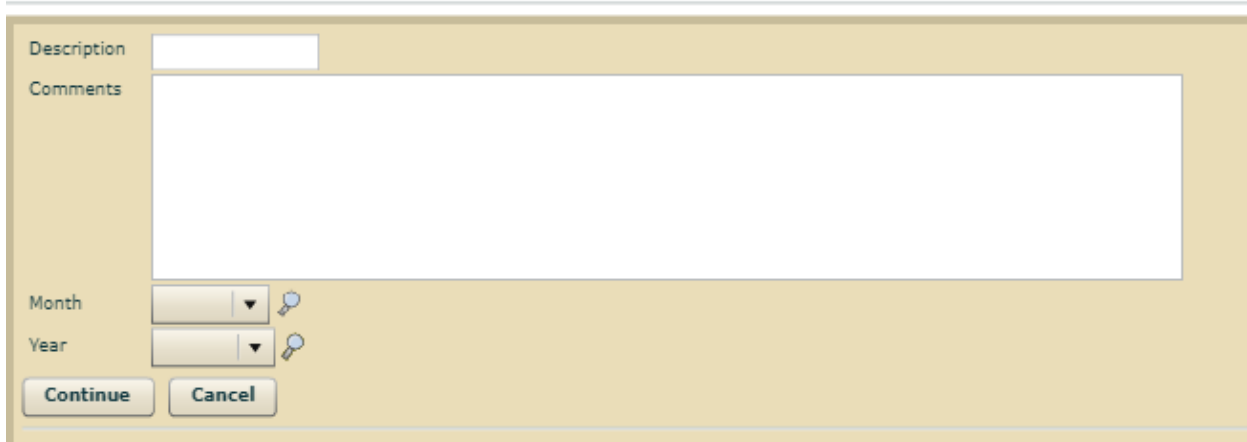
*An Employee wishing to use the app to submit expense reports must be setup in the app prior to creating expense reports. Please refer to the Employees setup instructions under the Administrator Workbench section in this guide.*

Select the 'New Expense Report' launcher to begin the process of creating a new expense report.



A data entry screen will display that captures the initial details for an expense report.

### New Expense Report

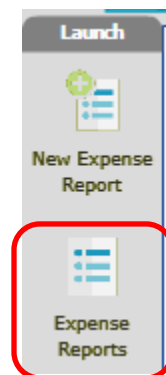


Enter the following details:

- Description: A short title describing the purpose of the expense report.
- Comments: A longer description that supports the reason for the expense report and any of the line items included within the expense report.
- Month: Select the month that the expense report should be reported against from a dropdown list.
- Year: Select the year that the expense report should be reported against from a dropdown list.

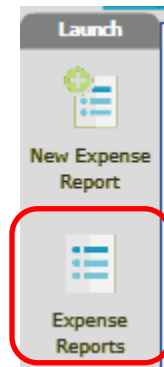
To view the expense report header that you just created, use the Expense Reports launcher in the same Workbench to view all your expense reports, including the newly created expense report.

You can also create a new expense report in the Expense Reports launcher, so you have two ways to create a new expense report.



## EXPENSE REPORTS

Select the 'Expense Reports' launcher to view a list of previously created expense reports. The list will contain all reports for an individual, and includes expense reports in any status (i.e. Created, Submitted, Approved, etc).



A screen will display showing all expense reports in a descending chronological sequence. Initially, the expense report line will show the details entered when the first created. The date fields will get populated when those events occur in the system.

### Expense Reports

	Created	Description	User	Manager	Month	Year	Total Amount	Status	QB Status	Submitted	Approved	Rejected	Extracted	Paid	Report ID 1	Attachments
	3/5/2019	Hexagon Live 2018:2018/6	David Newton	Jimmy Page	JUN	2018	\$0.00	Created							6	

Double-click the line item to view more details, add line items and attachments.

Expense Report: 6

**Report Details**

**General**

User: David Newton  
Description: Hexagon Live 2018:2018/6  
Comments: List of expenses incurred during my trip to Hexagon Live in Las Vegas.  
Manager: Jimmy Page

**Dates**

Created: 3/5/2019  
Submitted: JUN  
Approved: Status: Created  
Rejected: Total Amount: \$0.00  
Extracted: Attachments: 0  
Paid: Expense Lines: 0  
Entered in QB: No

**Accounting Info**

Year: 2018  
Month: JUN  
Status: Created  
Total Amount: \$0.00  
Attachments: 0  
Expense Lines: 0  
Entered in QB: No

**Attachments**

All

**Expense Lines**

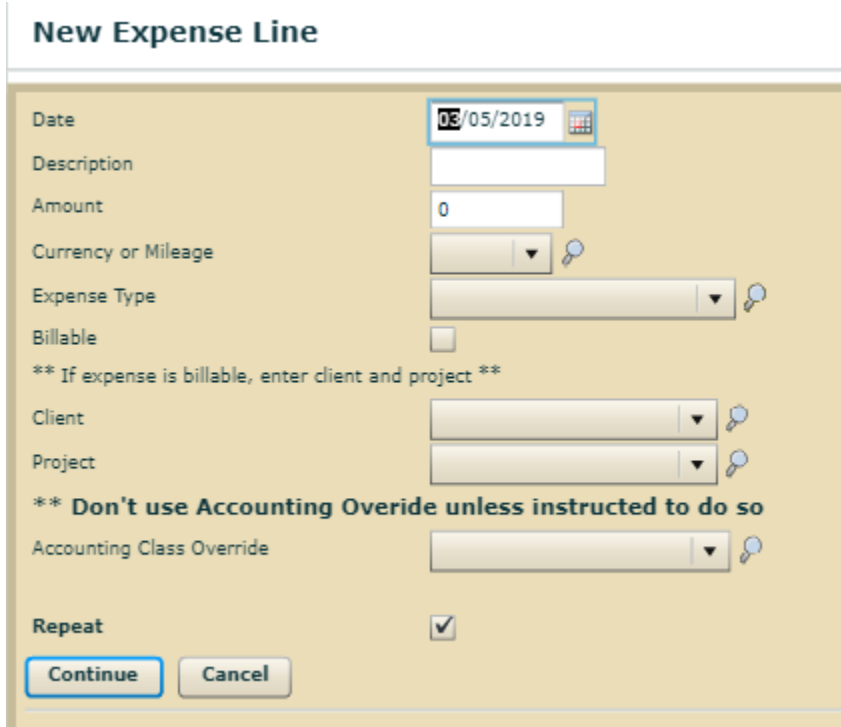
General

## ADDING EXPENSE LINE ITEMS

The total value of the expense report claim amount is calculated from totalling the value of all of the line items entered. Mileage is converted to a monetary amount using the mileage rates setup in the Admin section of the app.

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Create a new expense line using any of the methods (Icon, Context menu, right-click) and a detail capture screen will be shown.



**New Expense Line**

Date: 03/05/2019

Description:

Amount: 0

Currency or Mileage:

Expense Type:

Billable: ☐

**\*\* If expense is billable, enter client and project \*\***

Client:

Project:

**\*\* Don't use Accounting Override unless instructed to do so**

Accounting Class Override:

Repeat: ☒

[Continue](#) [Cancel](#)

Enter the following details:

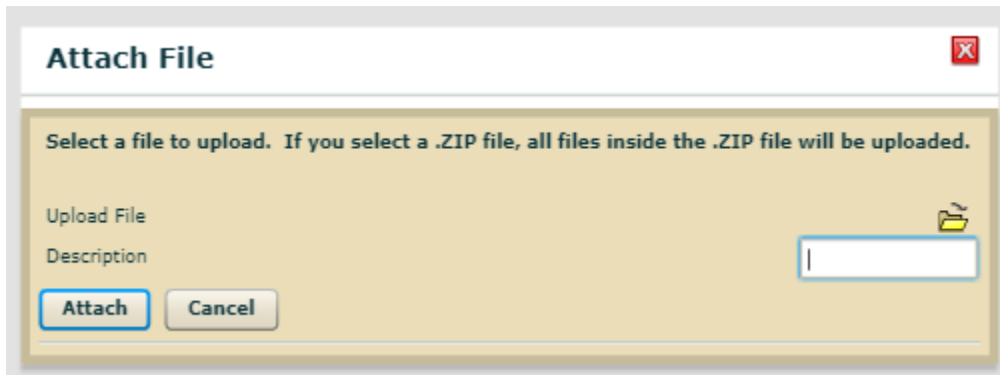
- Date: Date that the expense occurred.
- Description: Description of the expense item.
- Amount: Enter the monetary amount for an expense item, or mileage value for a mileage claim.
- Currency or Mileage: From the dropdown, select 'CUR' for an expense item, or 'MIL' for a mileage claim.
- Expense Type: select the appropriate expense classification from the dropdown.
- Billable: Check the box if this item will be billable to a customer. Leave unchecked for an internal expense claim.
- Client: Only select a client from the dropdown list if this expense item is billable to a customer.
- Project: Only select a project from the dropdown list if this expense item is billable to a customer.
- Accounting Class Override: Each employee is assigned a default accounting class when they are setup in the system. Use this option to override their accounting class if necessary.

- Repeat: The repeat checkbox is automatically selected. With this option selected a new expense line item screen will be presented when the existing line item is saved. By unchecking this box, the original expense report details screen will be displayed when the current line item is saved.

## ADDING ATTACHMENTS


*Attachments are optional in the Expense Report app, but most companies require physical verification of an expense via an attachment of a receipt.*

Create a new expense attachment using any of the methods (Icon, Context menu) and an attachment capture screen will be shown.



**Attach File**

Select a file to upload. If you select a .ZIP file, all files inside the .ZIP file will be uploaded.

Upload File 

Description

**Attach** **Cancel**

Click on the yellow folder icon to initiate a standard operating system file search. Locate and select the file (typically a PDF) you wish to attach.

You can provide a short description of that file that helps identify which attachments are associated with which expense report line items.

## SUBMITTING EXPENSE REPORTS

Click once on the expense report you wish to highlight the line.

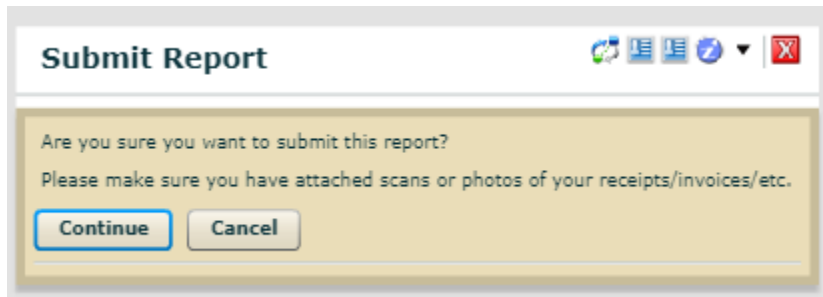
Expense Reports

	Created	Description	User	Manager	Month	Year	Total Amount	Status	QB Status	Submitted	Approved	Rejected	Extracted	Paid	Report ID 1 ▼	Attachments
3/5/2019	Hexagon Live 2018:2018/6	David Newton	Jimmy Page	JUN	2018	\$0.00	Created								6	

Then click on the 'Submit' icon.



Click 'Continue' to proceed.

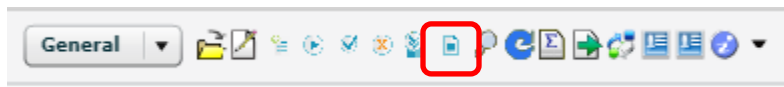


## VIEWING EXPENSE REPORT AS PDF

An expense report can be viewed as a PDF document. To perform this operation, click once on the desired expense report line to highlight it.

Expense Reports																
	Created	Description	User	Manager	Month	Year	Total Amount	Status	QB Status	Submitted	Approved	Rejected	Extracted	Paid	Report ID	Attachments
	3/20/2019	Another Test:2019/3	David Newton	Jimmy Page	MAR	2019	\$29.43	Submitted		3/20/2019					6	
	3/20/2019	Test:2019/3	David Newton	Jimmy Page	MAR	2019	\$123.00	Extracted for Payment	Extracted	3/20/2019	3/20/2019		3/20/2019		5	

Click on the View PDF' icon.



The expense report will be displayed as a PDF document in a separate window.

Expense Report Test:2019/3					
Description:	Test:2019/3	Create Date:	03/20/2019		
Comments:	Test	Submit Date:	03/20/2019		
Employee:	David Newton	Approval Date:	03/20/2019		
Manager:	Jimmy Page	Rejected Date:			
Total Amount:	\$123	Extracted Date:	03/20/2019		
Reference Year/Month:	2019 / March	Paid Date:			
Status:	Extracted for Payment	Entered in QB:	true		

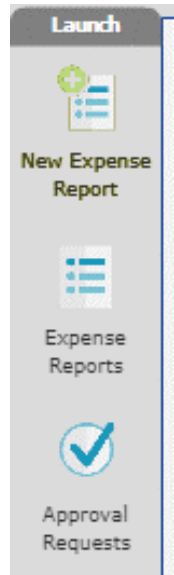
  

Date	Description	Curr/Mil Code	Local Amount	USD Amount	G/L Account
03/20/2019	Test Expense	USD	123.0000	\$123.00	1000 - Travel

## MANAGER WORKBENCH

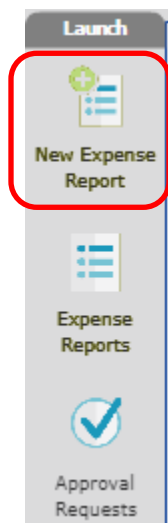
The Employee Workbench contains 3 launchers.

- 1) New Expense Report – create a new initial expense report (line item detail and attachments are performed in the 'Expense Reports' launcher).
- 2) Expense Reports – expense reports dashboard showing
  - a. Managers own personal expense reports (add line items and attachments to expense reports)
  - b. Expense reports with a status of 'Created'
  - c. Expense reports with a status of 'Submitted'
  - d. All expense reports regardless of status.
- 3) Approve Requests – approve or reject expense reports that have been submitted.



## NEW EXPENSE REPORT

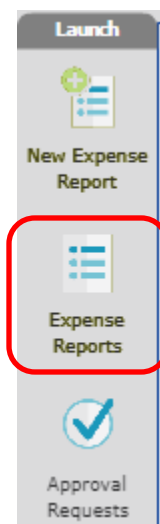
Select the 'New Expense Report' launcher to begin the process of creating a new expense report.



*The process of creating a new expense report item is covered in the 'New Expense Report' in the Employee Workbench section.*

## EXPENSE REPORTS

Select the 'Expense Reports' launcher to view a list of previously created expense reports.



The screen will display a dashboard that has 4 distinct views.

## Expense Reports



- 1) My Expense Reports: Personal expense reports related to the manager.
- 2) Created: Expense reports with a status of 'Created' for the manager and his direct reports.
- 3) Submitted: Expense reports with a status of 'Submitted' for the manager and his direct reports.
- 4) All: All expense reports regardless of status for the manager and his direct reports.

## MY EXPENSE REPORTS

*The process of managing expense reports (adding line items, attaching images, submitting) is covered in the 'Expense Reports' in the Employee Workbench section.*

## CREATED

This tab displays all expense reports that have been created but have not yet been submitted. These are typically expense reports that are in the process of being compiled prior to submission to a manager for approval.

For a Manager, both their personal expense reports and those of their direct reports will be displayed on this screen.

Expense Reports															
<div> <div>My Expense Reports</div> <div>Created</div> <div>Submitted</div> <div>All</div> </div>															
Created															
↑	Created	Description	User	Manager	Month	Year	Total Amount	Status	QB Status	Submitted	Approved	Rejected	Extracted	Paid	Report ID 1 ▼ Attachments
↓	3/22/2019	New example:2019/3	David Newton	Jimmy Page	MAR	2019	\$0.00	Created							7

## SUBMITTED

This tab displays all expense reports that have been submitted and are awaiting review by a manager.

For a Manager, both their personal expense reports and those of their direct reports will be displayed on this screen.

Personal expense reports will need approval by their manager, but they have the capability to either approve or reject the expense reports of their direct reports.



## Expense Reports

My Expense Reports Created Submitted All																
Submitted																
Created	Description	User	Manager	Month	Year	Total Amount	Status	QB Status	Submitted	Approved	Rejected	Extracted	Paid	Report ID	Attachments	
3/20/2019	Another Test:2019/3	David Newton	Jimmy Page	MAR	2019	\$29.43	Submitted		3/20/2019					6		

## ALL

This tab displays all expense reports in any status.

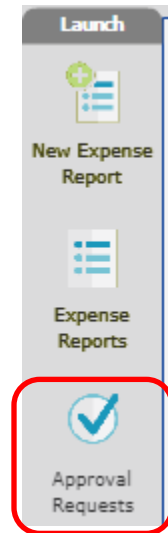
For a Manager, both their personal expense reports and those of their direct reports will be displayed on this screen.

Expense Reports My Expense Reports Created Submitted All																
All																
Created	Description	User	Manager	Month	Year	Total Amount	Status	QB Status	Submitted	Approved	Rejected	Extracted	Paid	Report ID	Attachments	
3/22/2019	New example:2019/3	David Newton	Jimmy Page	MAR	2019	\$0.00	Created							7		
3/20/2019	Another Test:2019/3	David Newton	Jimmy Page	MAR	2019	\$29.43	Submitted		3/20/2019					6		
3/20/2019	Test:2019/3	David Newton	Jimmy Page	MAR	2019	\$123.00	Extracted for Payment	Extracted	3/20/2019	3/20/2019		3/20/2019		5		



## APPROVE REQUESTS

Select the 'Approve Requests' launcher to begin the process of approving expense reports.



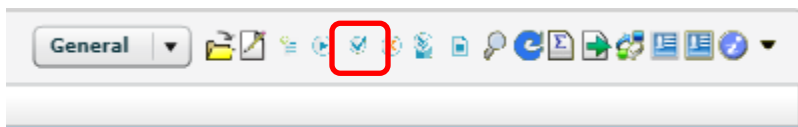
A screen will display all the expense reports that require review by a manager. Expense Reports can be rejected and sent back to the submitter for correction, or they can be approved and progressed to the accounting department for further review and subsequent payment.

## APPROVING EXPENSE REPORTS

Click once on the expense report you want to approve to highlight the line.

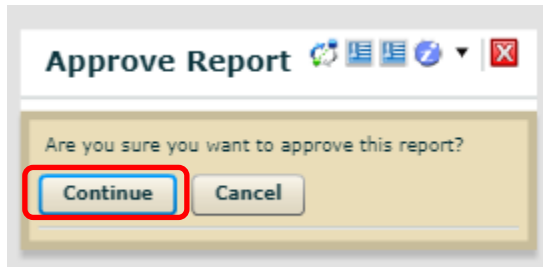
Created	Description	User	Manager	Month	Year	Total Amount	Status	QR Status	Submitted	Approved	Rejected	Extracted	Paid	Report ID	Attachments
3/20/2019	Another Test 2019/3	David Newton	Adam Hyche	MAR	2019	\$24.00	Submitted		3/20/2019					8	
3/20/2019	Test 2019/3	David Newton	Adam Hyche	MAR	2019	\$19.00	Approved		3/20/2019	3/20/2019				7	
3/5/2019	Hexagon Line 2018-2018/6	David Newton	Adam Hyche	JUN	2018	\$321.69	Approved		3/7/2019	3/7/2019				6	

Then click on the 'Approve' icon.





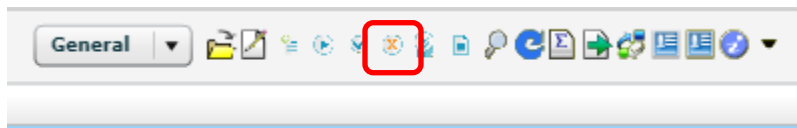
Click 'Continue' to proceed.



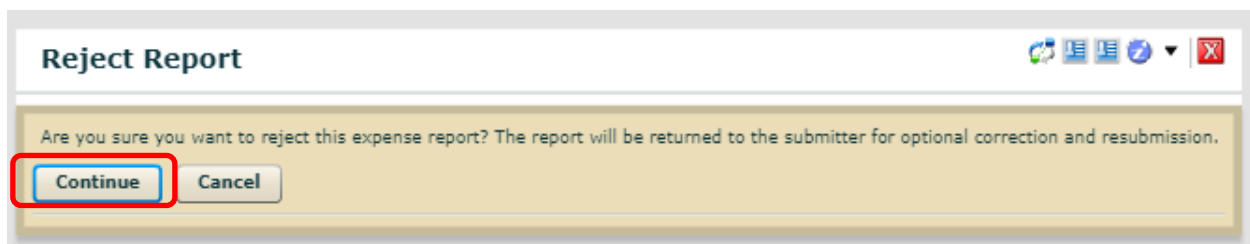
## REJECT EXPENSE REPORTS

Click once on the expense report you want to reject to highlight the line

Then click on the 'Reject' icon.



Click 'Continue' to proceed.



## ADMINISTRATOR WORKBENCH

The Administrator Workbench contains 8 launchers.

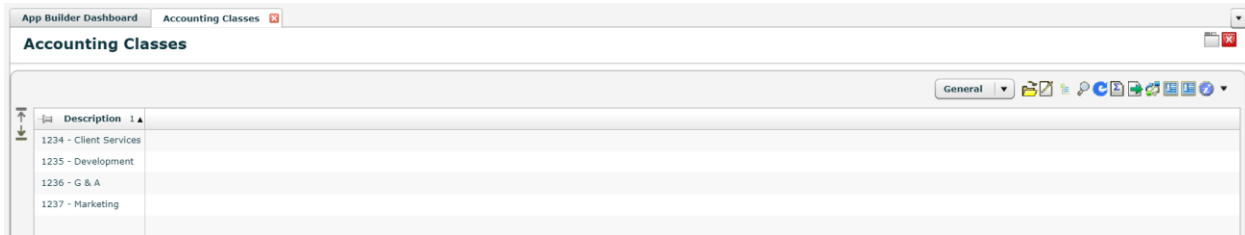
- 1) Accounting Classes – create/maintain accounting class types.
- 2) Employees – create/maintain a list of employees using the expense report system.
- 3) Exchange Rates – create/maintain exchange rates.
- 4) Employee Roles – create/maintain employee roles.
- 5) Employee Types– create/maintain employee types.
- 6) Expense Years – create/maintain expense years.
- 7) GL Accounts – create/maintain GL accounts.
- 8) Payroll Dates – create/maintain payroll dates.





## ACCOUNTING CLASSES

The Accounting Classes launcher is used to maintain the accounting classes used in an organization.



When adding a new accounting class, the app will prompt for:

- Accounting Class Description
- Active

**New Accounting Class**

Description:

Class ID:

Active: ☐

**Continue** **Cancel**

Accounting Classes are never deleted. Unused accounting classes should be set to inactive.

## EMPLOYEES

The Employees launcher is used to maintain a list of employees within the organization.

Name	Email	Manager	Internal	Type	Role	Employee ID	Full Time	Manager
Adam Hyche	adam.hyche@hexagon.com	No	Yes	Corporate - PS	Director	5	Yes	Jimmy Page
David Newton	david.newton@hexagon.com	No	Yes	Corporate - PS	Director	6	Yes	Jimmy Page
Jimmy Page		Yes	Yes	Corporate - Non-PS	President	2	Yes	Jimmy Page
John Bonham		No	Yes	Corporate - Non-PS	VP	3	Yes	Jimmy Page
John Paul Jones		No	Yes	Corporate - Non-PS	VP	4	Yes	Jimmy Page
Robert Plant		No	Yes	Corporate - Non-PS	VP	1	Yes	Jimmy Page

When adding a new employee, the app will prompt for:

- First Name – First name of employee



- Last Name – Last name of employee
- Extender User ID – The internal Xalt user id of the employee that will use to login into the expense report app
- Email – Employee email address
- Manager? – checkbox to identify whether they are a manager for other employees in the app
- Manager Name – dropdown list of managers
- Active – Are they active in the app
- Full Time – Are they a full-time employee
- Internal – Are they an internal or external employee
- Accounting Class – the accounting class they belong to
- Type – dropdown list of employee types
- Role – dropdown list of employee roles
- External Employee ID – optional field to represent an employee id for an external employee

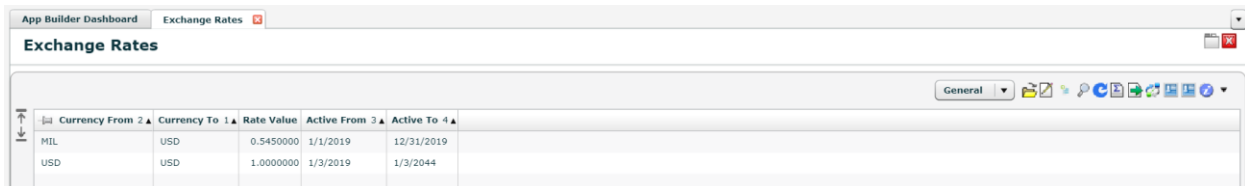
### Add Employee

First Name	<input type="text"/>
Last Name	<input type="text"/>
Extender User ID	<input type="text"/>
Email	<input type="text"/>
Manager?	<input type="checkbox"/>
Manager	<input type="text"/> ▼ 🔍
Active	<input checked="" type="checkbox"/>
Full Time	<input checked="" type="checkbox"/>
Internal	<input checked="" type="checkbox"/>
Accounting Class	<input type="text"/> ▼ 🔍
Type	<input type="text"/> ▼ 🔍
Role	<input type="text"/> ▼ 🔍
External Employee ID	<input type="text" value="0"/>

Employees are never deleted. If they are no longer working for the company, then their record should be edited and they should be identified as inactive.

## EXCHANGE RATES

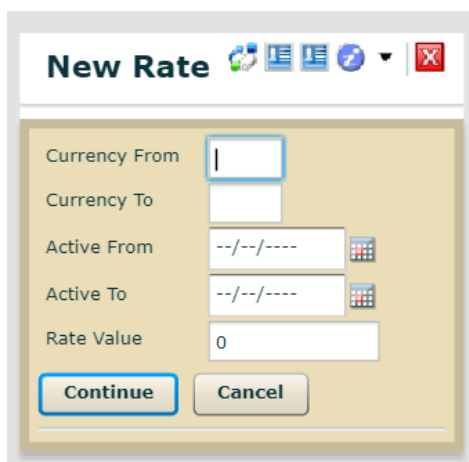
The Exchange Rates launcher is used to maintain current exchange rates when converting between different currencies. This launcher is also used to set the mileage rate allowance as determined by the IRS.





	Currency From 2 ▲	Currency To 1 ▲	Rate Value	Active From 3 ▲	Active To 4 ▲
MIL	USD		0.5450000	1/1/2019	12/31/2019
USD	USD		1.0000000	1/3/2019	1/3/2044

When adding a new exchange rate, the app will prompt for:

- Currency From – Currency symbol of the currency that the expense was incurred in. i.e. GBP
- Currency To – Currency symbol of the currency that the expense will be paid in. i.e. USD
- Active From – Starting date of the conversion rate period
- Active To – Ending date of the conversion rate period
- Rate Value – rate exchange value



### New Rate

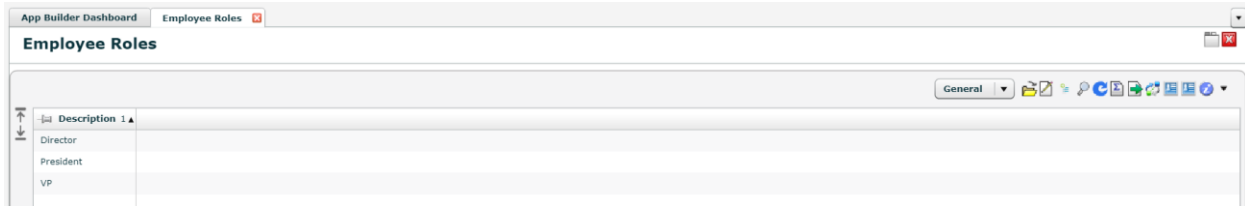
Currency From:   
 Currency To:   
 Active From:    
 Active To:    
 Rate Value:

Exchange rates are never deleted. Starting and Ending dates are used to control their activity.



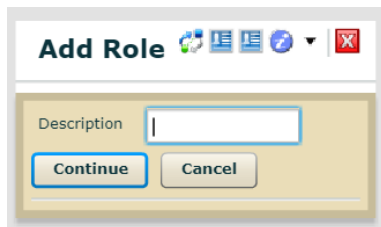
## EMPLOYEE ROLES

The Employee Roles launcher is used to maintain a list of the different employee roles within an organization.



When adding a new employee role, the app will prompt for:

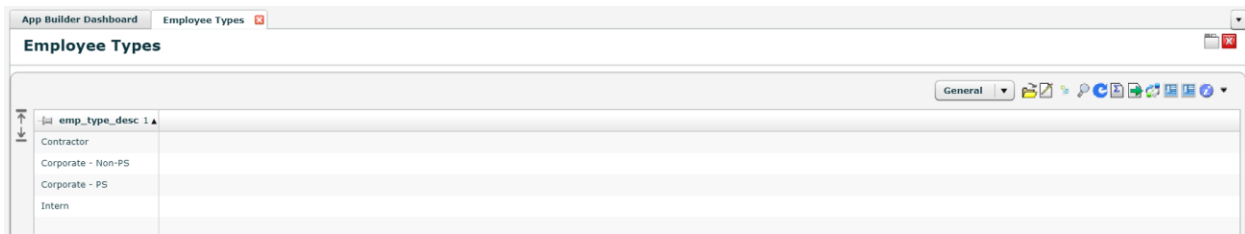
- Employee role – description of an employee role



Employee roles are never deleted.

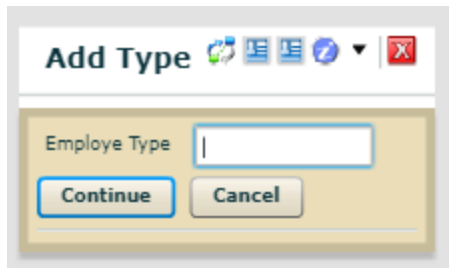
## EMPLOYEE TYPES

The Employee Types launcher is used to maintain a list of the different employee types within an organization.



When adding a new employee type, the app will prompt for:

- Employee type description



Employee types are never deleted.

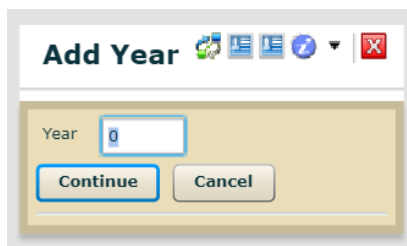
## EXPENSE YEARS

The Expense Years launcher is used to determine which years an expense report can be created for.



When adding a new expense year, the app will prompt for:

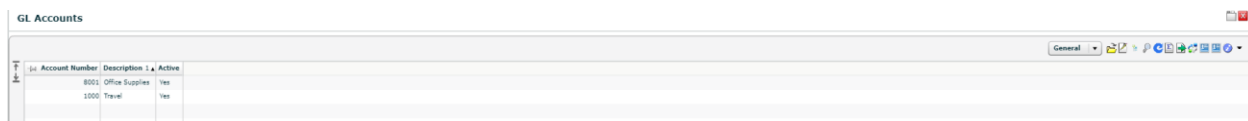
- Expense year – add a new year to the list of years an expense report can be created for



Expense years are never deleted. Expense years are inactivated when they are no longer valid.

## GL ACCOUNTS

The GL Accounts launcher is used to maintain the list of accounts to which an expense may be categorized. i.e. Travel, Meals & Entertainment, etc.



When adding a new GL account, the app will prompt for:



- Description
- Account number
- Group number
- Ledger number

The image shows a 'New GL Account' dialog box. It has a title bar with standard window controls and a toolbar with icons for help, save, undo, redo, and delete. The main area contains four input fields: 'Description' (a text box), 'Account Number' (a numeric box with '0'), 'Group Number' (a numeric box with '0'), and 'Ledger Number' (a numeric box with '0'). At the bottom are 'Continue' and 'Cancel' buttons.

GL accounts are never deleted. Unused accounts are edited and set to inactive.

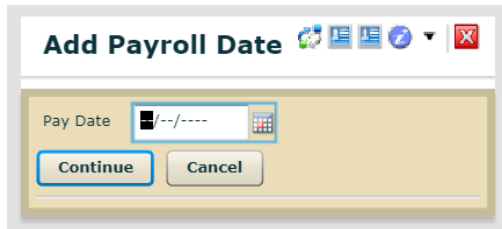
## PAYROLL DATES

The Payroll Dates launcher is used to establish the payroll dates for an organization.

The image shows the 'Payroll Dates' app interface. It has a title bar with 'App Builder Dashboard' and 'Payroll Dates'. The main area is titled 'Payroll Dates' and contains a table with a single column 'Pay Date 1'. The table has several rows with dates: 1/1/2019, 1/15/2019, 2/1/2019, 2/15/2019, 3/1/2019, 3/15/2019, 4/1/2019, 4/15/2019, and 5/1/2019. A toolbar with various icons is located at the top right of the table area.

When adding a new payroll date, the app will prompt for:

- Payroll date



Payroll dates are never deleted. Payroll dates may be edited.

## PROCESSING THE EXPENSE REPORT

Once an expense report has been approved by a manager it is then ready for processing by the payroll team. They are 2 remaining steps within the expense report app to complete the expense report workflow. These steps are performed in synchronization with the back-end payroll system.

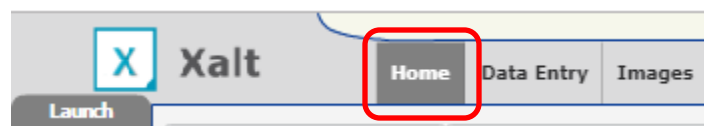
- 1) Extract for Payment
- 2) Mark as Paid

There are many different payroll systems in use by companies. Each of them has their own various mechanisms for importing and processing data. This app does not contain any specific payroll integration, but it is entirely possible to integrate this app to those external payroll systems if you are familiar with those data interfaces.

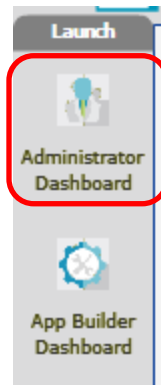
## AUTHORIZING PAYROLL ADMINS

Each of the 'Extract for Payment' and 'Mark as Paid' steps require special authorization within Xalt to perform. Anyone performing these tasks needs to be added to the 'Expense Report Manager' Security Role group. To add a resource to this group, follow the steps below:

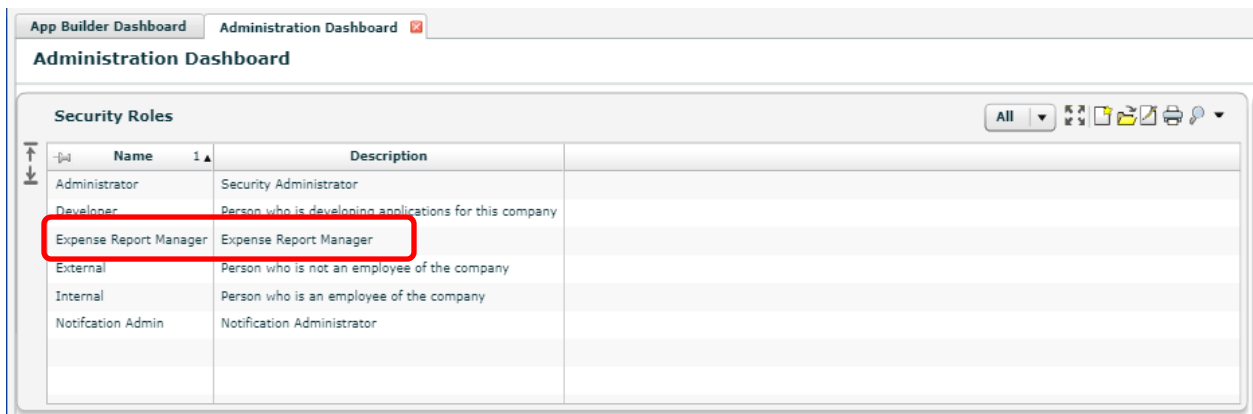
- Click on the 'Home' tab in the top left of the screen.



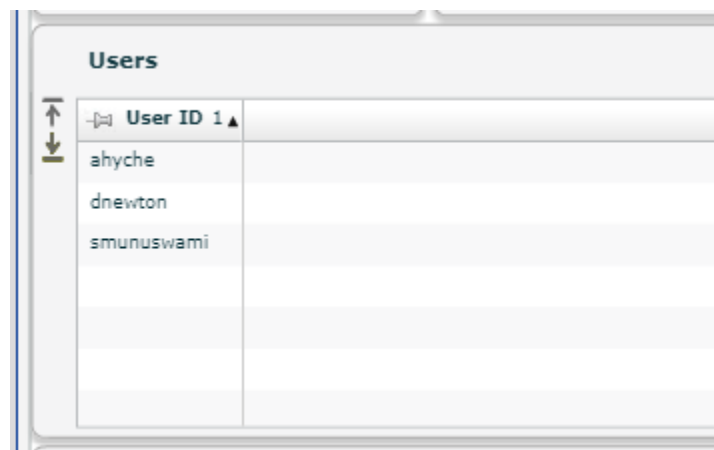
- From this screen, click on the 'Administrator Dashboard' launcher.



- Double-click on the 'Expense Report Manager' line.

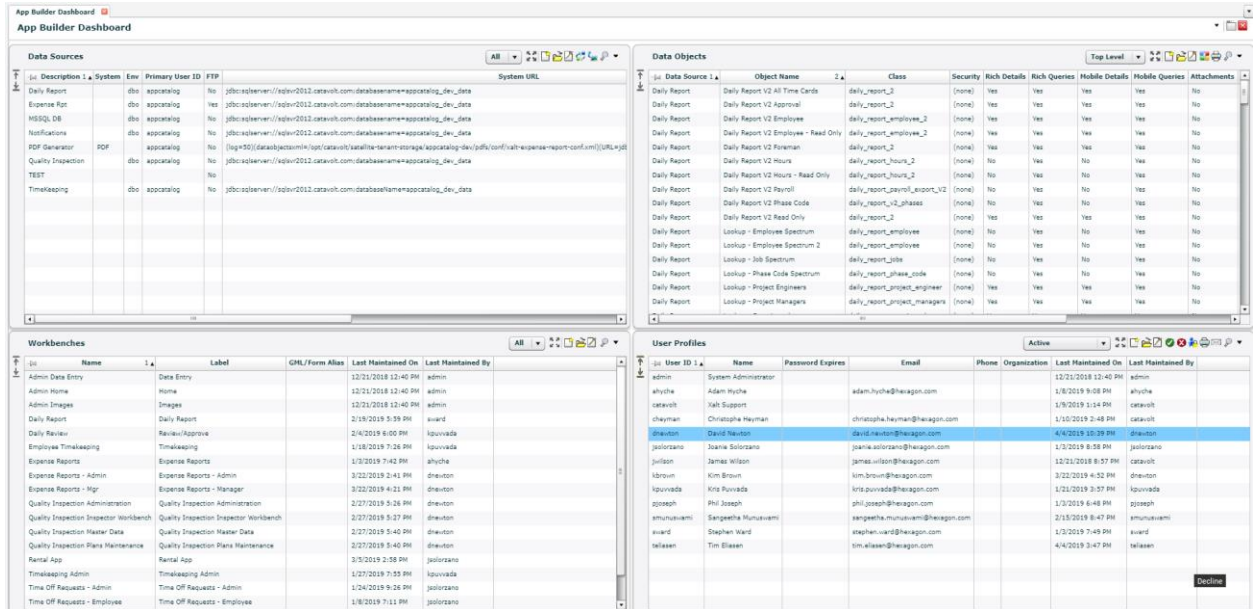


- Add the Xalt users who will be part of the team that complete expense reports.



Additionally, Payroll Admins may be granted the capability to view, approve and reject expense reports for any employees in the system. To enable this feature, each Xalt user needing this capability (typically those in the Payroll Admin group, but it can be any Xalt user) will need their Xalt user id upgrading by following the steps below:

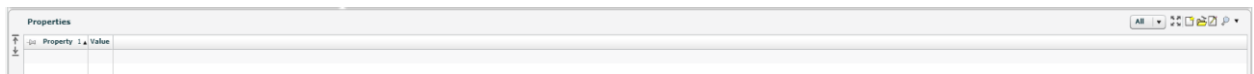
- From the main App Builder Dashboard screen, double-click on the Xalt user in the User Profiles section.



The screenshot shows the App Builder Dashboard with four main sections:

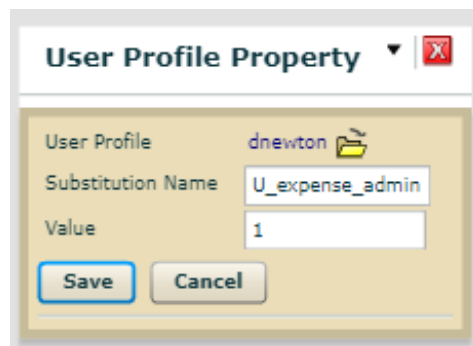
- Data Sources:** A table listing various data sources like Daily Report, Expense Rpt, MSSQL DB, Notifications, PDF Generator, Quality Inspection, and Timekeeping.
- Data Objects:** A table listing data objects such as Daily Report V2 All Time Cards, Daily Report V2 Approval, Daily Report V2 Employee, etc.
- Workbenches:** A table listing workbenches like Admin Data Entry, Admin Home, Admin Images, Daily Report, etc.
- User Profiles:** A table listing user profiles including System Administrator, Adam Wyche, Xalt Support, Christopher Heyman, David Rapson, Joanne Solisano, James Wilson, Kim Brown, Kris Ruuvada, Phil Joseph, Sangeetha Munnuswami, Stephen Ward, and Tim Elsen.

- Now click on the New icon in the Properties section to bring up a new screen where the admin function can be added.



The screenshot shows the Properties section with a table that has two columns: Property and Value. The table is currently empty.

- Enter the following information:
  - 'U\_expense\_admin' in the Substitution Name line
  - '1' on the Value line.



The screenshot shows the User Profile Property dialog box. It has the following fields:

- User Profile:** dnewton
- Substitution Name:** U\_expense\_admin
- Value:** 1

There are Save and Cancel buttons at the bottom.



- The admin capability to view, approve and reject expense reports for any employee will now show against the user profile.

Properties		
Property 1	Value	
U_expense_admin	1	

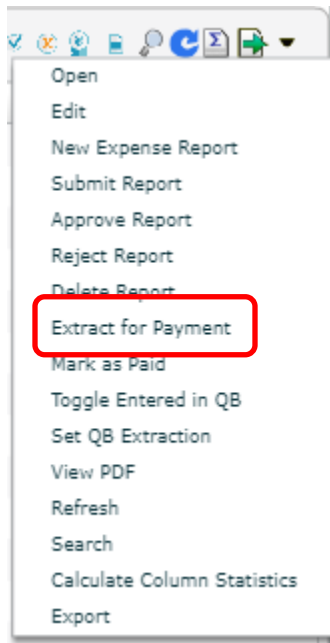
## EXTRACT FOR PAYMENT

When an expense report has been approved by a manager, it is ready to be processed by the payroll team. The next step is to extract the expense report for payment, which signifies that it is ready to be entered into the back-end payroll accounting system.

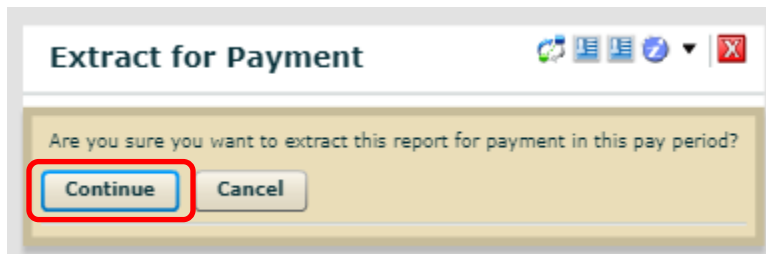
Using the 'Expense Reports' launcher in the 'Expense Reports – Manager' Workbench, select the expense report line to be extracted.

Created	Description	User	Manager	Month	Year	Total Amount	Status	QB Status	Submitted	Approved	Rejected	Extracted	Paid	Report ID	Attachments
3/20/2019	Another Test:2019/3	David Newton	Adam Hyche	MAR	2019	\$34.00	Submitted		3/20/2019					8	
3/20/2019	Test:2019/3	David Newton	Adam Hyche	MAR	2019	\$19.00	Approved		3/20/2019	3/20/2019				7	
3/5/2019	Hexagon Live 2018:2018/6	David Newton	Adam Hyche	JUN	2018	\$321.69	Approved		3/7/2019	3/7/2019				6	

Then select the 'Extract for Payment' option from the dropdown context menu.



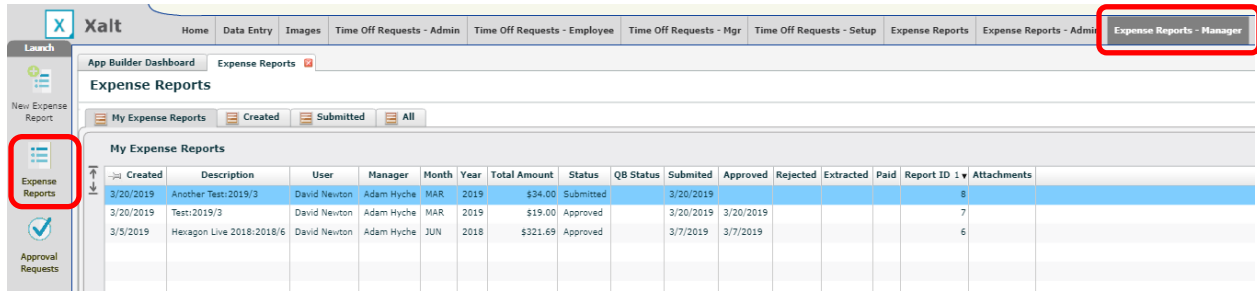
The system will prompt you to confirm this action. Click on 'Continue' to proceed.



## MARK AS PAID

Once the expense report has been processed in the back-end payroll accounting system and is ready to make a payment to an employee, the expense report in the app can be marked as paid.

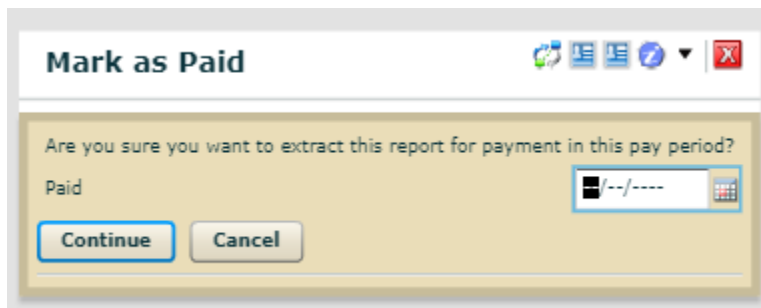
Using the 'Expense Reports' launcher in the 'Expense Reports – Manager' Workbench, select the expense report line to be extracted.



Then select the 'Mark as Paid' option from the dropdown context menu.



The system will prompt you to enter the pay period date when the employee will be reimbursed. Enter a date and click on 'Continue' to proceed.



If Notifications have been set up, then the employee will receive a notification stating the amount and the date when their expenses will be reimbursed.