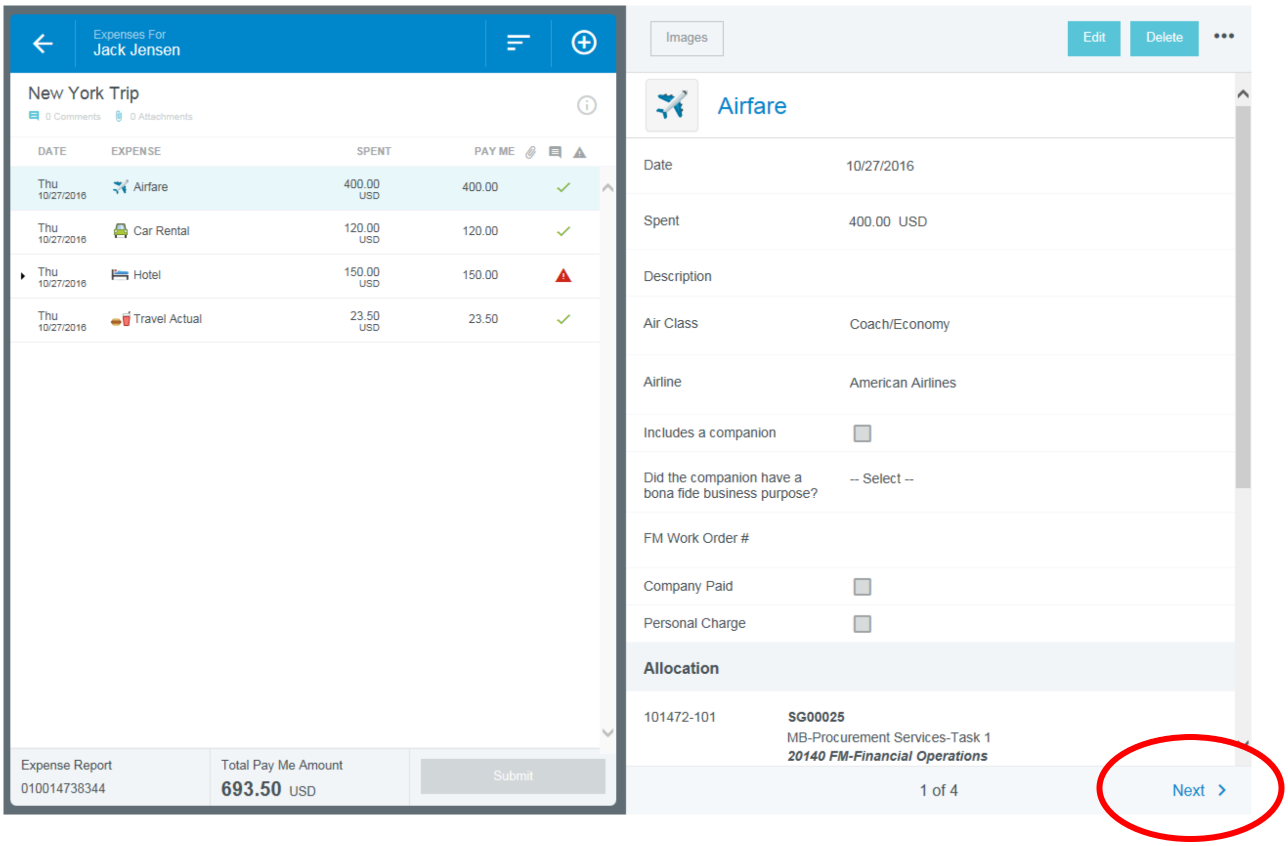
UVAFinance

Preview Expenses

Previews appear on the right half of the screen or, on smaller screens, you are taken to a preview screen. They display a summary of the expenses you have added and allow you to add comments or receipts to your expense report.

WITHIN A REPORT

Tap a line item to highlight and preview it. You will see a summary of that expense and be able to add comments and images to it. To advance to the next item, either click the arrow in the bottom right corner of the preview or tap on it in the list of expenses on the left.



DRAFT AND SUBMITTED SCREENS

When you tap on an expense to get a preview, you will be able to attach receipts and see

- **Header** data like the date and report ID.

- **Financial Summary** of total expenses.
- **Expense Summary** of each line item.
- **Account Summary** of allocations for billing purposes.
- **Receipts** attached to the expense report. These will appear at the bottom of the preview. You can tap on these to enlarge them or rotate them.