

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.

The screenshot displays two panels. The left panel shows a list of expenses for a 'New York Trip' report. The right panel provides a detailed preview of the selected 'Airfare' expense.

DATE	EXPENSE	SPENT	PAY ME
Thu 10/27/2016	Airfare	400.00 USD	400.00 ✓
Thu 10/27/2016	Car Rental	120.00 USD	120.00 ✓
Thu 10/27/2016	Hotel	150.00 USD	150.00 ⚠
Thu 10/27/2016	Travel Actual	23.50 USD	23.50 ✓

Expense Report Summary:
 Expense Report ID: 010014738344
 Total Pay Me Amount: **693.50 USD**
 Submit

Airfare Expense Details:
 Date: 10/27/2016
 Spent: 400.00 USD
 Description: Airfare
 Air Class: Coach/Economy
 Airline: American Airlines
 Includes a companion:
 Did the companion have a bona fide business purpose?: -- Select --
 FM Work Order #:
 Company Paid:
 Personal Charge:
Allocation:
 101472-101 **SG00025**
 MB-Procurement Services-Task 1
 20140 FM-Financial Operations
 1 of 4
 Next >

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.

CHROME RIVER
+ New Jack Jensen

Draft Expense Reports

Test - Flight to Orlando - Sep., 2016	09/15/2016	450.00 USD	✓
New York Trip	10/27/2016	693.50 USD	▲
Test - Compliance Conference - Nov., 2016	11/18/2016	1,349.59 USD	▲
Training Conference - December, 2016	12/29/2016	0.00 USD	✓
Training Conference - January 2017	01/04/2017	0.00 USD	▲
Expenses on 01/10/2017 01:54 PM	01/10/2017	0.00 USD	✓
Test	01/19/2017	500.00 USD	▲
test	01/20/2017	200.00 USD	✓
Training Conference - January, 2017	01/26/2017	450.00 USD	✓

Training Conference - January, 2017

Report OwnerJack Jensen

Expense Report ID010016060475

Financial Summary

	AMOUNT (USD)	APPROVED (USD)
Total Expense Reported	450.00	0.00
Less Cardholder Responsibility	0.00	0.00
Less Company Paid Expenses	0.00	0.00
Less Company Paid Personal Expenses	0.00	0.00
Less Personal Expenses	0.00	0.00
Amount Due Employee	450.00	0.00

Expense Summary

	AMOUNT (USD)	APPROVED (USD)
Car Rental	150.00	0.00
Airfare	300.00	0.00
Totals	450.00	0.00

Account Summary

	AMOUNT (USD)	APPROVED (USD)
101472-101	450.00	0.00
SG50025 MIP/Requirement Services-Task 1 20490 FIFinance Outreach & Compliance	450.00	0.00
Totals	450.00	0.00

Attachments (2)

Browse File to Attach