



Company 13 Expense Report Guide

How to Approve an Expense Report

This guide contains steps and information to approve an expense report.

Contents

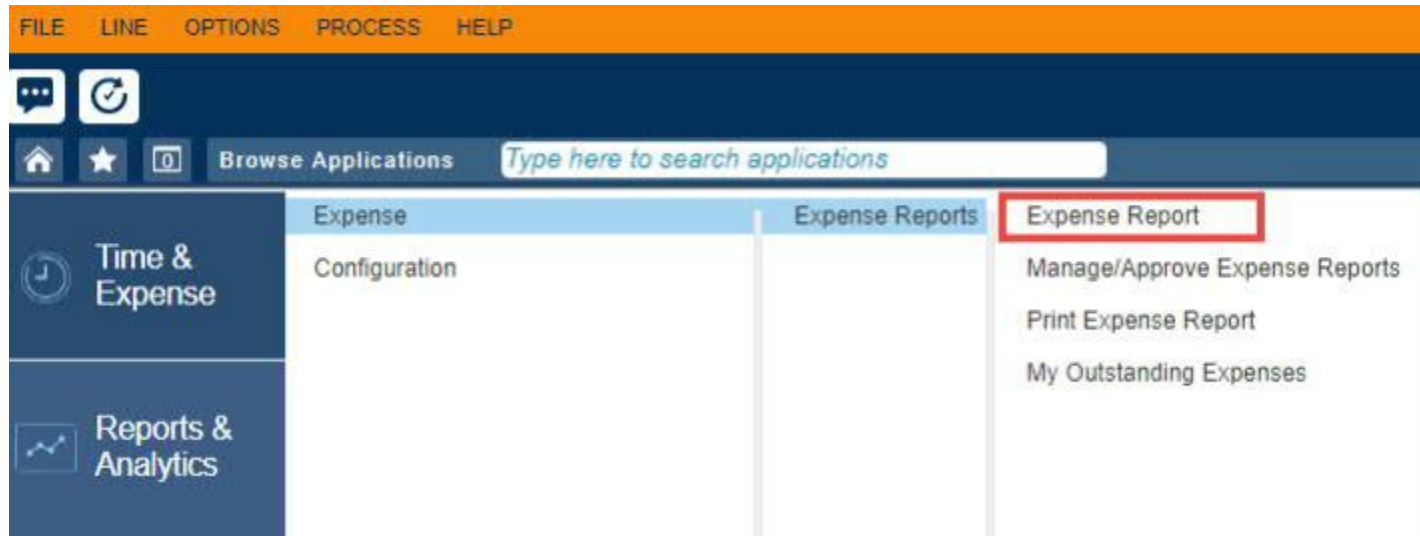
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Creating an Expense Report as a Proxy Using Expense Wizard

1. After logging into Costpoint, select **Time and Expense > Expense > Expense Reports > Expense Report**.

Expense Wizard is the default view.



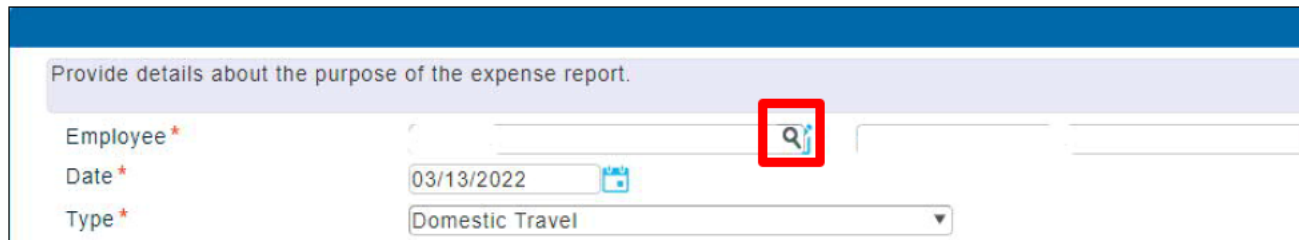
2. Select New Expense Report

Select **New Expense Report** from the options at the top of the window.


A screenshot of the 'New Expense Report' form in the Costpoint application. The top bar is blue with a right arrow icon on the left and a toolbar on the right containing 'New Expense Report' (highlighted with a red rectangle), 'Delete', navigation arrows, '1 of 1 New', 'Table', 'Query', and window controls. The form fields are arranged in two columns. The left column contains 'Report ID' (empty), 'Date' (empty), and 'Status' (set to 'Draft'). The right column contains 'Description' (empty), 'Employee' (set to '590460'), 'Revision' (set to '0'), 'Correction' (set to '0'), 'Total To Me' (set to '0.00'), 'Payment Received' (set to '0.00'), and 'Currency' (set to 'USD').


Report ID		Description		Revision	0	Total To Me	0.00
Date		Employee	590460	Correction	0	Payment Received	0.00
Status	Draft					Currency	USD

3. Search for the employee's name by selecting the magnifying glass in the **Employee** field.



Provide details about the purpose of the expense report.

Employee* 

Date* 03/13/2022 

Type* Domestic Travel ▼

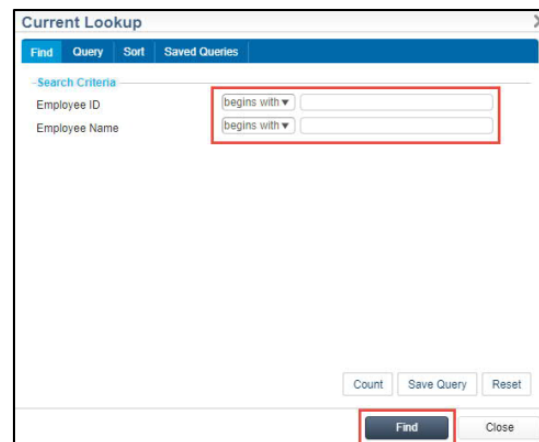
4. Select **Query**



Lookup Query ▼  

<input checked="" type="checkbox"/>	Employee ID	Employee Name
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
5. In the **Current Lookup** window, enter the **Employee ID** or **Employee Last Name**. Then, Select **Find**.




Current Lookup ×

Find Query Sort Saved Queries

Search Criteria

Employee ID 

Employee Name 

Count Save Query Reset

Find Close

6. Select on the **employee's name** in the lookup window and click select.

The screenshot shows a 'Lookup' dialog box. It has a title bar with 'Lookup', a 'Query' dropdown, and window control buttons. Below the title bar is a table with two columns: 'Employee ID' and 'Employee Name'. The first row of the table contains the values 'JAMENTUM' and 'AMENTUM, JOHN'. Below the table are two buttons: 'Select' and 'Cancel'. The 'Select' button is highlighted with a red rectangular box.

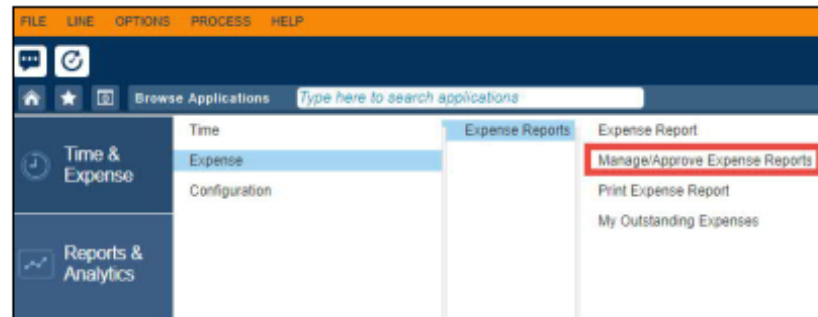
Employee ID	Employee Name
JAMENTUM	AMENTUM, JOHN

7. Select **Continue** at the bottom righthand corner of the screen to create the expense report as a proxy for the selected employee.

The screenshot shows three buttons arranged horizontally: 'Exit' (dark blue), 'Back' (light blue), and 'Continue' (green). The 'Continue' button is highlighted with a red rectangular box.

Approving an Expense Report

1. After logging into Costpoint, select **Time and Expense > Expense > Expense Reports > Manage/Approve Expense Reports**



Alternatively, on the Home Page, select **Show My Tasks** and select the blue **Approve** Link.



2. View Outstanding Tasks

Ensure Filter By is set to display Outstanding Tasks. By Default, Outstanding Tasks will be selected.



The screenshot shows the 'Manage/Approve Expense Reports' interface. At the top, there is a breadcrumb trail: 'Browse Applications > Time & Expense > Expense > Expense Reports > Manage/Approve Expense Reports'. Below this, the title 'Manage/Approve Expense Reports' is displayed. A 'Filter By' dropdown menu is highlighted with a red box and set to 'Outstanding Tasks'. Below the dropdown, there are several filter criteria: 'Function', 'Group' (set to 'All'), 'Type', 'Filter', 'Filter Value', 'Special Filter', 'Start Date', and 'End Date'. On the right side, there is a 'Status' section with checkboxes for 'Draft', 'Submitted', 'Under Review', 'Approved', 'Rejected', 'Processed', and 'Voided'.

3. Select Form

Select the Form option for an easy-to-review list of all submitted expense reports.



The screenshot shows the top navigation bar of the application. It contains several buttons: 'New Expense Report', 'Delete', 'Form' (highlighted with a red box), 'Query', and a dropdown menu. The 'Form' button is the one to be selected according to the instructions.

When approving an expense report, the following menu options are useful:

- **Voucher distribution:** lists all expenses and the project and account to which they are aligned.
- **Workflow:** used to approve expense reports and view receipts.

- To approve the expense report, click on **Workflow**, if not open already.

Expense Report > Workflow				
Primary Role	Task Item	Status	Attachment	

- Click on the Attach Line to view receipts. If one file is attached, click the View button. If adding more than one file, select the **Number** to view the list of receipts.

Expense Report > Workflow									
Primary Role	Task Item	Status	Assigned	Amount	Expense/Charge	Currency	Sequence	Attachment	
Employee	Create - Expense Report (Required)	Created	Ashiru, Rahman O. (391996) - Thu, 8 Sep 2022 14:52:58				0		
Employee	Submit - Expense Report (Required)	Submitted	Ashiru, Rahman O. (391996) - Thu, 8 Sep 2022 19:42:31				1		
Employee	Attach - Expense Receipt(s) (Required)	Attached	Ashiru, Rahman O. (391996) - Thu, 8 Sep 2022 19:42:34	794.01000	LODGING/LODGING PUT IN/O'S ALL USD		2	2 Files	
Primary T&E Approve	Approve - Expense Report (Required)	Completed	Lehman, Martin G. (398437) - Fri, 9 Sep 2022 10:48:55				3		
Expense Administrator Approve	Approve - Expense Report (Required)	Pending	Edgreen, Matthew S. (324248) - Ethan, Lynda M. (387)				4		

Within the Workflow window, items highlighted in yellow are in pending status.

Review attached receipts by selecting the line labeled Attach; then, select View.

After viewing the receipts, select the yellow Approve line and choose either Approve or Reject.

Expense Report > Workflow									
Primary Role	Task Item	Status	Assigned	Amount	Expense/Charge	Currency	Sequence	Attachment	
Employee	Create - Expense Report (Required)	Created	Ashiru, Rahman O. (391996) - Thu, 8 Sep 2022 14:52:58				0		
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