

Projector

Expense Entry

To ensure that you are paid on time and to enable Pierce Washington, LLC (PW) to bill our clients in a timely manner for the services you perform, it is important that you understand and closely adhere to our Business Expense Policy. As part of your new hire orientation, you should receive a login and password to Projector, so that you can access the system.

1. Expenses for the entire month are due by 5 pm on the last working day of the month in which you incurred expense. We recommend that you compile and submit your expense report each week, as reimbursements are usually paid out on Thursday's after noon PT. Reimbursements are paid via direct deposit and in general take 3 to 5 days to process once they are entered and approved in the banking system.
2. Please use Projector to submit all client and PW expenses. Navigate to <https://secure.projectorpsa.com/login.aspx?ReturnUrl=%2fDefault.aspx> and login.
3. Within Projector, please navigate to the " Create Expense Reports" link, located on the middle of the screen.

Dashboard for Stacy Kent for week of 22 Apr 2013

ANNOUNCEMENTS
Approved expenses are processed for immediate payment every Thursday afternoon/Friday morning. You should expect to see payment hit your back account within 3-5 days, depending on your banks processing time. If you have any questions, please contact Kari Blair.
Don't forget that time should be entered each Monday for the previous week.

TIME & EXPENSES

EXPENSE REPORTS 3
View expense reports | Create expense report

STATS (Based on approved time)
2012 2013
You don't have any stats to display

MY SCHEDULE

THIS WEEK
22 23 24 25 26 27 28 29 30 31
MON TUE WED THU FRI SAT SUN MON TUE WED THU FRI SAT SUN

NEXT WEEK
26 27 28 29 30 31 01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

FOLLOWING WEEKS
06-12 13-19 20-26 27-02

PROJECTS
TIMEOFF
Memorial Day

SUMMARY
Total scheduled hours

PROJECTOR TIPS AND NEWS
Entering expense reports in Projector Web just got easier. Version 4.5.1 of Projector includes a new expense import tool that gives users the ability to upload files—such as those downloadable from credit card providers—to populate expense reports. To learn more, please visit www.projectorpsa.com/release_notes.html
We'd love your input as we continue our effort to redesign Projector. If you're interested in fielding an occasional question, giving us feedback in design reviews, or participating in usability and beta tests, please reach out to David Katz at david@projectorpsa.com.

Time and Billing Policy | Business Expense Policy | How To Enter Expenses | How To Enter Time | Projector Help | Projector Support

4. Name Expense Report. Search For and Add Project Information

Expenses for **Expense report created 21 Apr 2013**

Expense report for Richard Clark | Approver

ADD A PROJECT AND/OR EXPENSE TYPE
IDEXX
Enter a client, engagement, or project

15 APR 16 APR 17 APR 18 APR 19 APR 20 APR

RESULTS: 6 FOUND

- IDEXX - Coverage for R2 pushback (R2 CO#1)
P001035-007 | IDEXX Laboratories, Inc.
- IDEXX - DocuSign Integration
P001062-001 | IDEXX Laboratories, Inc.
- IDEXX - March and April enhancements releases (R1 CO#7)
P001035-006 | IDEXX Laboratories, Inc.
- IDEXX - May, June & July enhancements releases (R1 CO#8)
P001035-009 | IDEXX Laboratories, Inc.
- IDEXX - Ref Labs Pricing Integrations (CO#5)
P001035-005 | IDEXX Laboratories, Inc.
- IDEXX - Release 3
P001040-001 | IDEXX Laboratories, Inc.

Project info
Engagement Manager
John Carey
Project Manager
Richard Clark

Expense Types
Select expense types: All or None

- ☒ Travel
- ☐ Meals and Entertainment
- ☐ Telecom
- ☐ Printing and Copying
- ☐ Subcontractors
- ☐ Recruiting Fees
- ☐ Mileage
- ☐ Office Supplies
- ☐ Lodging
- ☐ Other

1 of 10 Add to Expense Report

5. Add expense types and details to your expense report.

List of expense reports
Expenses for **IDEXX Onsite for May 6-10, 2013**
Expense report for Richard Clark | Approver

ADD A PROJECT AND/OR EXPENSE TYPE
IDEXX
Enter a client, engagement, or project

15 APR MON 16 APR TUE 17 APR WED 18 APR THU 19 APR FRI 20 APR SAT 21 APR SUN NET DUE 678.53

IDEXX - May, June & July enhancements releases (R1 CO#8)
P001035-009 | IDEXX Laboratories, Inc.

Lodging 678.53

Draft expense
Description: Hotel Lodging at the Hampton Inn.
Location:
Cancel region:
Currency:
Paid in United States Dollars (USD)
☐ Non-chargeable

Meals and Entertainment 0.00
Travel 0.00

Expenses sub-total 678.53
- Cash advance 0.00
Net due 678.53

6. Click Save or Submit

List of expense reports
Expenses for **IDEXX Onsite for May 6-10, 2013**
Expense report for Richard Clark | Approver

ADD A PROJECT AND/OR EXPENSE TYPE
IDEXX
Enter a client, engagement, or project

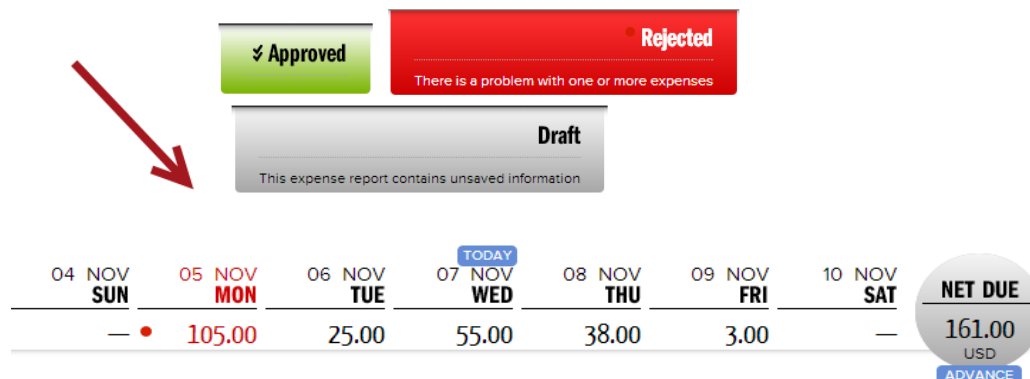
15 APR MON 16 APR TUE 17 APR WED 18 APR THU 19 APR FRI 20 APR SAT 21 APR SUN NET DUE 678.53

WEEKEND: 18-21 APR Add a week

Draft
This expense report contains unsaved information

Save Submit

- The upper right contains a status window about the current invoice. The color indicates whether the report is approved, rejected, or draft/submitted.



- You will receive an email from Projector indicating that your expense submission has been made and the expense submission number, including a link to said submission.
- The approver will approve/reject the expense and email notification will be made to you.
- If your expense report is rejected, please modify it and resubmit.
- Please keep all paper receipts, organizing them into chronological order and taping them to 8 1/2" x 11" sheet(s) of paper. Please date the document with the submission date for expense report and place the receipt packet in the designated filing cabinet for your office. (San Francisco → team room and Chicago → printer stand/main office area.)

Version 2.0
April 23, 2013