Deltek Vision® 7.x Expense Report Quick Reference Card

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Use the fields in the **Expense Report grid** to enter expense items.

The row selector displays to the left of the currently selected row.

You can enter as many lines as you need on each expense report.

To capture a snapshot of the grid information, click and select **Print** or **Export to Excel** from the drop-down list.

In the **Category** field, select an expense category from the drop-down list. Categories allow you to enter expenses using pre-defined account values.

In **Description**, enter a short description of the expense.

Click in the **Detail** field to enter details for an expense.

Depending on the category selected, Vision displays the General, Business Meals, Travel/ Mileage, or No Detail form.

If you are not using categories, only the General Detail form is available.

In **Amount**, enter the monetary amount of the expense item.

Click in the **Project**, **Phase**, or **Task**, to open the associated Lookup list and select data.

Select the **Bill** option if you want to bill the client for the expense item.

Select the **Paid** option if the expense item is one for which your company sends payment directly to the vendor instead of reimbursing the employee.

Use the fields at the top of the form to enter a report name and date.

The Expense Report form displays the active employee and the status of the currently selected expense report.

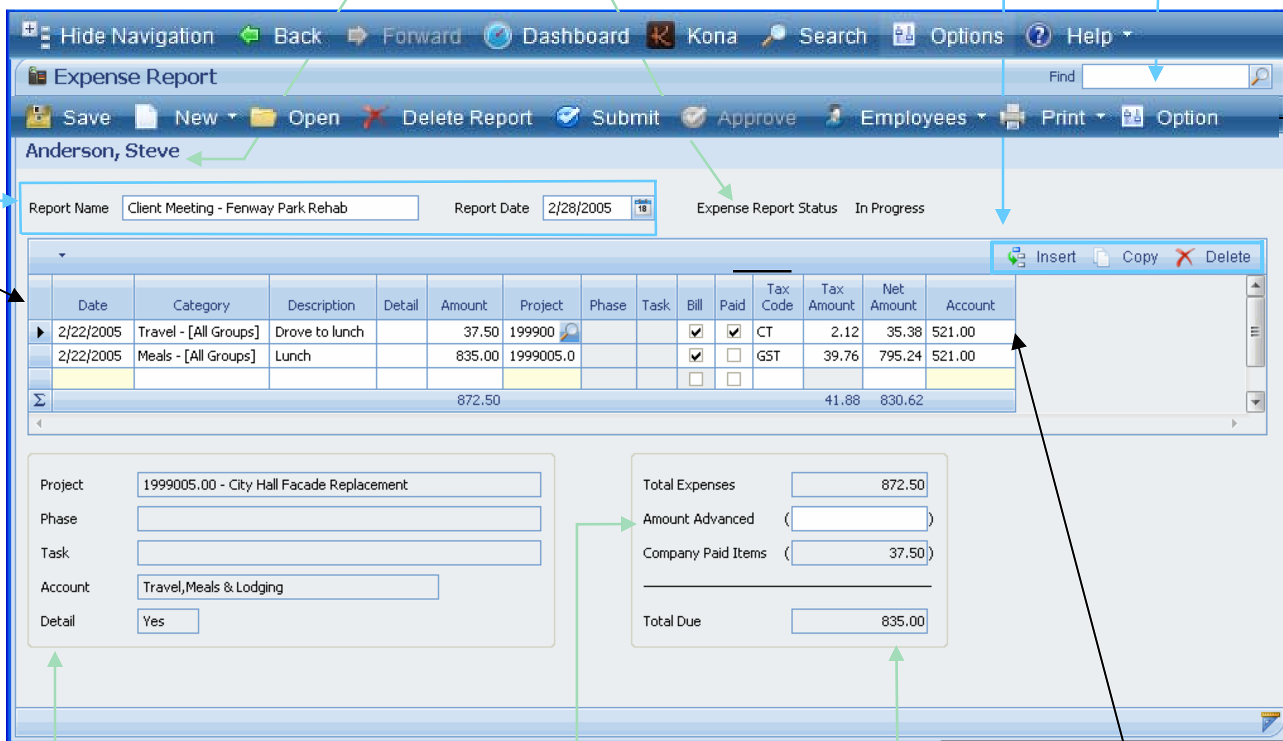
Expense reports can be **In Progress**, **Submitted**, **Approved**, or **Posted**.

Insert — Insert a new row below the currently selected row.

Copy — Copy the currently selected row to a new row. Amounts are not copied.

Delete — Delete the currently selected row.

Use the **Find** field to search for and open any expense reports to which you have access.



The expense report displays project, phase, task, account, and detail data for the currently selected row. Additional fields may display if you use the Vision Multicurrency or Credit Card features.

Enter any monetary advances in the **Amount Advanced** field. Advances reduce the amount of the reimbursement owed to the

If you are using Transaction Document Management, a **Document** column displays in the grid. Use this column to attach supporting documents to the expense.

Tax fields display only if you are using the Tax Auditing feature.

In the **Tax Code** , enter the tax code for the expense.

In **Tax-2 Code**, enter a secondary tax code if applicable; this code is often used to calculate compound taxes, such as Canadian provincial tax.

Vision automatically completes the tax amounts and net expense amount.

If the **Account** field and/or **Tax Code** fields are shaded gray, you cannot change the default entries in these fields.

The expense report displays totals for all expense and tax amounts entered, as well as the total net expense (total expense minus total tax and company paid items).

Click here to open Screen Designer, which you can use to change default label names mark fields as required for Accounting and/ or CRM users.

Save - Save entries to the current expense report.

New - Create a new expense report from scratch, copy the current expense report, or select another expense report to copy. Report name and date, expense dates, and expense amounts are not copied.

Open - Access the Expense Report Selection dialog and open a different expense report.

Delete Report - Delete the current expense report.

Submit - Submit the current expense report for processing.

Approve - Approve the current expense report (administrators only).

Employees - Access the Select Expense Report dialog (administrators only). This dialog allows you to review the status of employee expense reports and select expense reports to open.

Print - Print a detailed or summarized report for the current expense report.

Option - Specify whether you want Vision to print a detailed or summarized report each time you submit an expense report.

Currency- Click this option to display the Currency Override dialog box, which you can use to override the exchange rate for the expense report or select a different transaction currency for the expense report.

Help - Open the Vision Expense Report Help.

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Removing Imported Charges

If you manually entered a credit card charge on an expense report before the charge was imported into Vision from a charge card statement, the imported charge displays on the Credit Card pane, and you have no need to add it to an expense report. It will be removed from the Credit Card pane when the credit card charge is cleared in **Accounting » Credit Cards » Credit Card Reconciliation**.

Credit Card Pane

This pane displays on the right side of the Expense Report form when:

- You use the Credit Card feature in Vision.
- A credit card is configured to import charges into Vision.
- You have a secondary credit card assigned to you in **Configuration » Accounting » Credit Cards**.

The fields that display in this grid are based on the fields that you selected on the Import tab in **Configuration » Accounting » Credit Cards**. These are the fields that are imported into Vision from your credit card statement that identify a charge.

Select	Merchant Description	Date	Remaining Amount	Currency	Original Amount	Payment Amount
☐	Dell	4/11/2014	2,890.00	USD	2,890.00	2,890.00
☐	FederalExpress	4/12/2014	56.00	USD	56.00	56.00
☐	Staples	4/12/2014	38.00	USD	38.00	38.00
☐	Hertz Rental	4/12/2014	340.00	USD	340.00	340.00
☐	Holiday Inn	4/15/2014	290.00	USD	290.00	290.00
☐	Staples	4/15/2014	78.00	USD	78.00	78.00
☐	Holiday Inn	4/15/2014	210.00	USD	210.00	210.00
☐	Dell	4/15/2014	1,790.00	USD	1,790.00	1,790.00
☐	Conference	4/20/2014	500.00	USD	500.00	500.00
☐	Staples	4/22/2014	122.00	USD	122.00	122.00
☐	Marriott NYC	4/25/2014	670.00	USD	670.00	670.00
Σ			8,056.00		8,606.00	8,606.00

Selecting Charges

From this pane, you select and add imported credit card charges to an expense report. Click **Select** by the desired charges, and then click **Add to Expense Report** to add them to the expense report.

After you add a charge to an expense report, the charge displays in the expenses grid on the Expense Report form, and it is removed from the Credit Card pane.

Deleted Expense Reports and Deleted Imported Charges from an Expense Report

If you delete an expense report before it is posted, any imported credit card charges that were on the expense report are added back to the Credit Card pane.

If you delete an imported charge from the expense grid on the Expense Report form, it is added back to the Credit Card pane.

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