EZexpense Create Report

New York Trip

Open
\$2800

Las Vegas Trip

Open
\$5400

Screen 1

**EZexpense Report** 

**Notes** 

report .

Blue.

**Notes** 

**Notes** 

**Notes** 

**Notes** 

another page

required.

1. Expense Type Opens as a List box in

2. The expense report is listed by default. The user can change the expense report if

3. Rest of the fields are auto populated from

the receipt through OCR

the receipt.

1. Tapping the Capture button takes a picture of

1. Tapping the Add Expense button opens the

Add Expense screen.

1. The user enters the Expense report name

and taps create button.

Screen: 4

1. To create a new report, tap the Create

2. Tapping the Add Expense button directs to

3. The expense reports are sorted by date, the latest report are listed on top and oldest report at the bottom. The latest Open expense report is selected by default.

4. Tapping on the New York Trip directs to

5. Header and Footer details are denoted in

Screen 3: where you can edit the details

Screen 2

Screen 2

Expense Report Name Miami Trip

Screen 3

Screen 3

Screen 3

Add Expense

Screen 4

... Carrier

12:00 PM Add Expense

Take a photo of the receipt. Cancel Screen 5 **Carrier** 12:00 PM Add Expense Add **Expense Type Expense Report** Miami Trip Amount (\$) \$287 Feb 20, 2015 **Date** Loyola Ct Location Comment text Screen 6 Carrier 12:00 PM Select Expense Type (Search Expense Type Car Rental ₩ **Hotel Stay** Breakfast

Lunch

Dinner

Cab Expense

Team Lunch

Flight Ticker

Train Ticket

Internet Other Screen 7 \_\_\_ Carrier 12:00 PM Add Expense Add **Expense Type** Car Rental **Expense Report** Miami Trip Amount (\$) \$287 Feb 20, 2015 **Date** Location Loyola Ct Comment text Screen 8 **Carrier** 12:00 PM Submit Miami Trip Report + Add Expense Car Rantal \$287.00 Feb 20, 2015 Total: \$287.00 Screen 9 **Carrier** 12:00 PM EZexpense Create Report Open New York Trip \$2800

Open

\$5400

Submitted

\$287

Las Vegas Trip

Miami Trip

**Add** 

Notes

1. As the user types in the Search field, the below list gets filtered as per the entered text.

2. Here the user chooses the expense type

Notes

1. Tapping on the Add button adds the expense. Redirects the user to Screen 8.

Notes

1. The user can add another expense by tapping on the Add Expense button.

2. The user can submit the expense report for claiming to the finance department.

Notes

1. The Open reports are sorted by the latest reports on top . The submitted reports are listed at the bottom.

2. The radio button is made invisible for submitted reports.