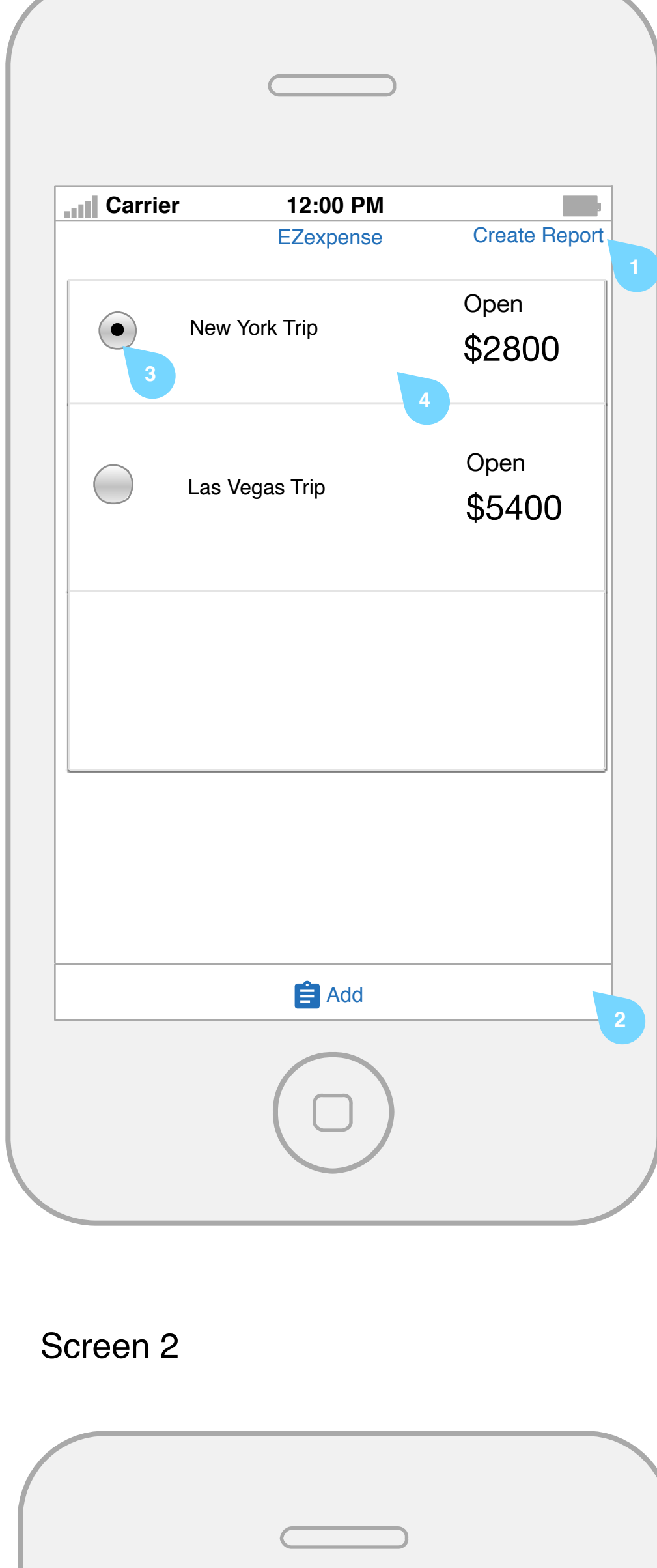


EZexpense Report

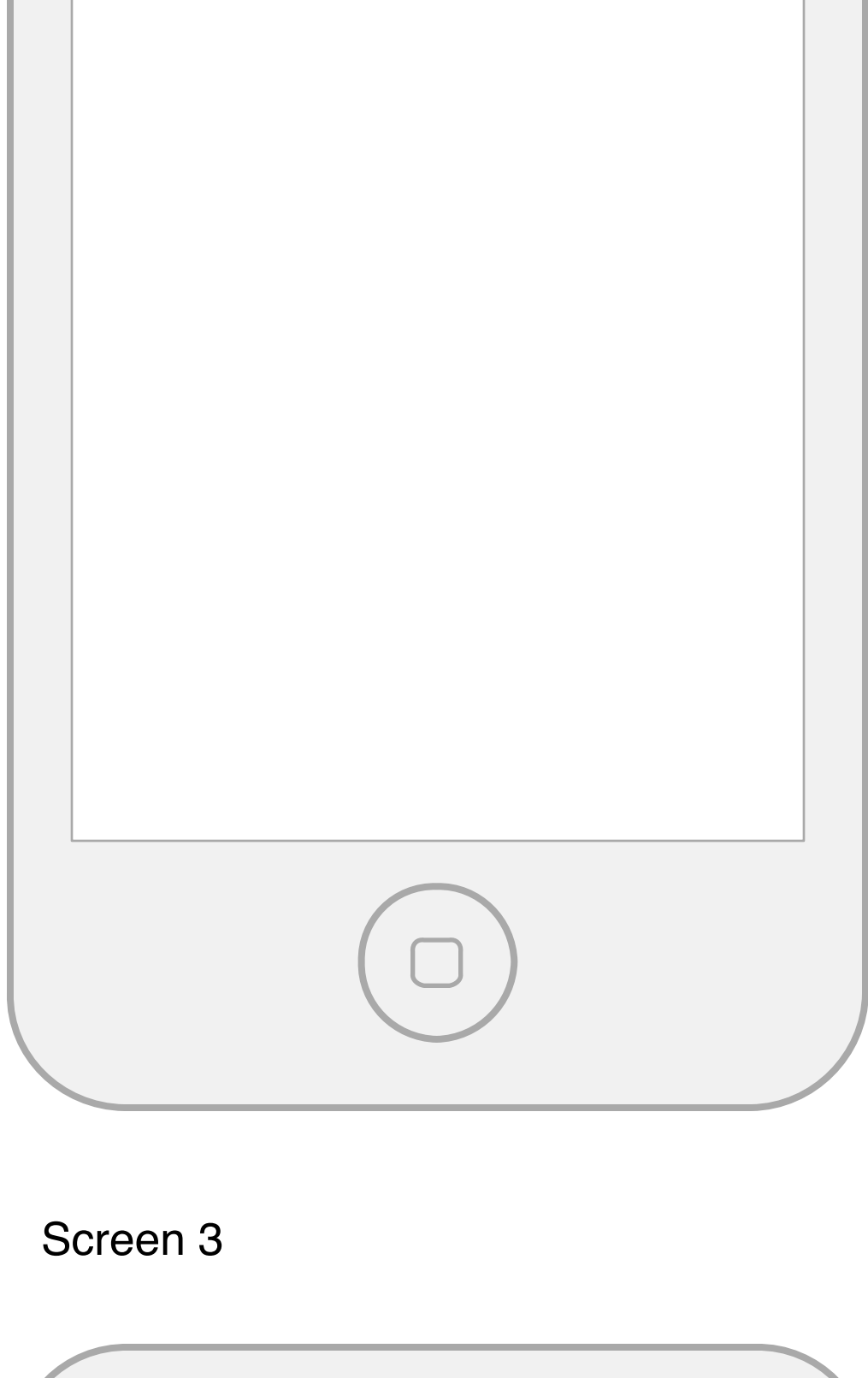
Screen 1



Notes

1. To create a new report, tap the Create report .
2. Tapping the Add Expense button directs to Screen : 4
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 Screen 3: where you can edit the details
5. Header and Footer details are denoted in Blue.

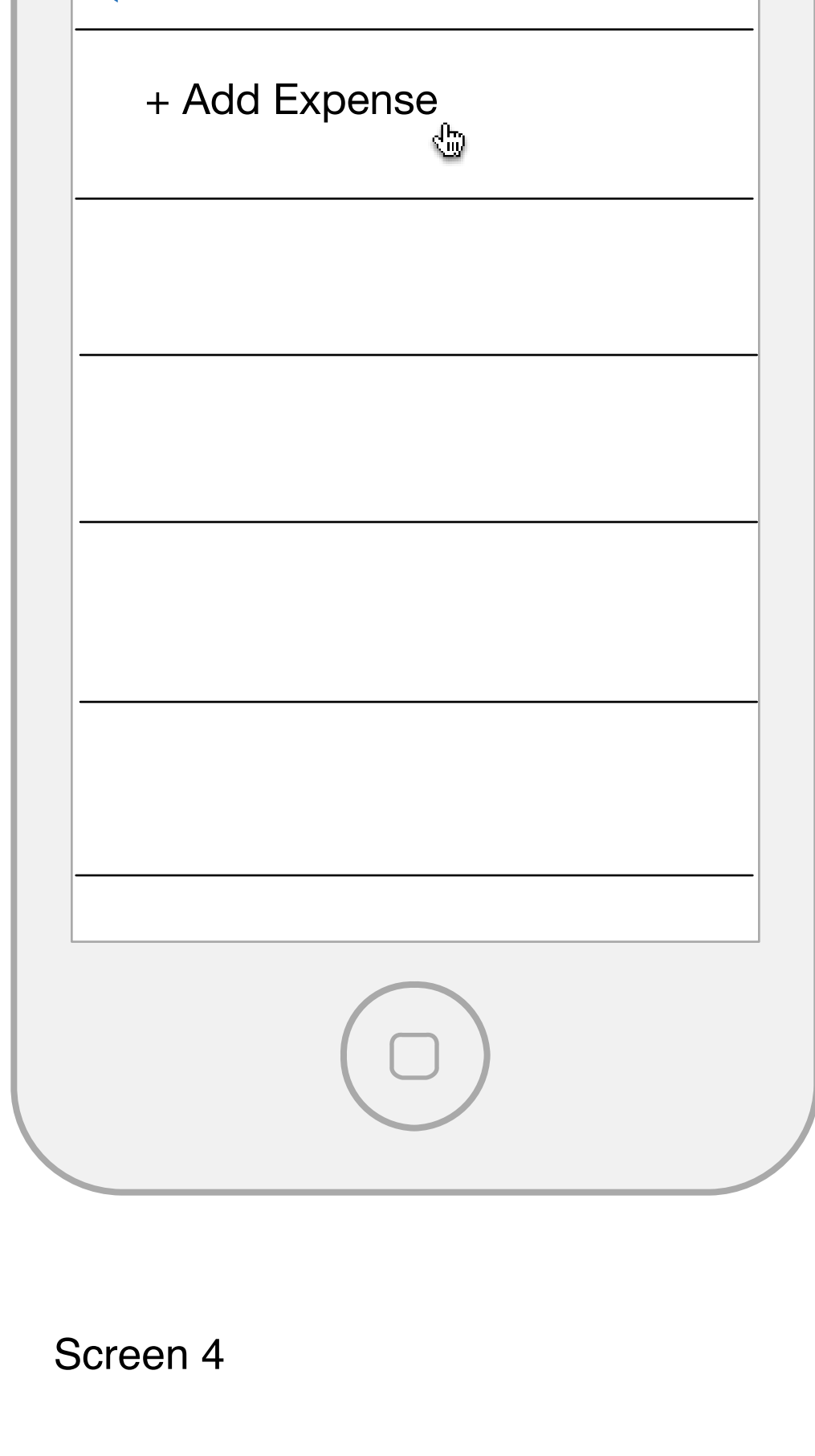
Screen 2



Notes

1. The user enters the Expense report name and taps create button.

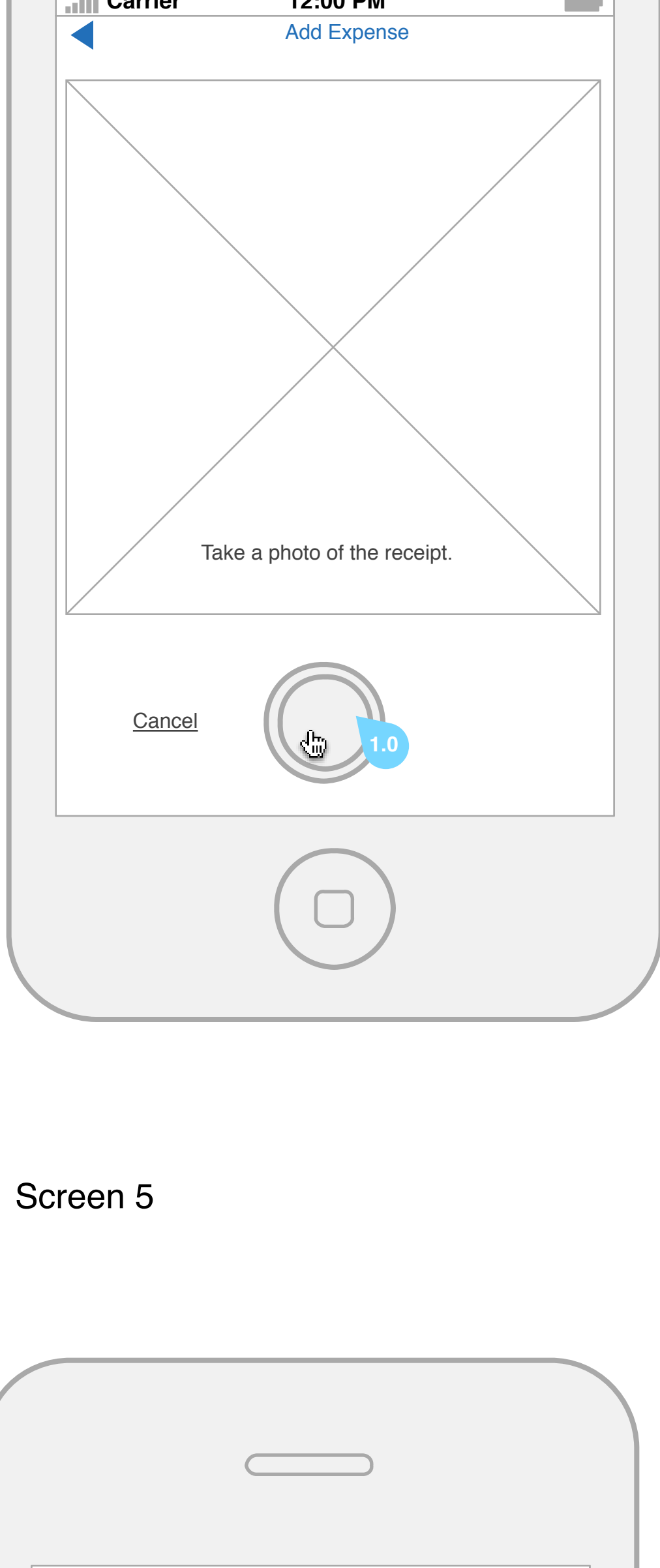
Screen 3



Notes

1. Tapping the Add Expense button opens the Add Expense screen.

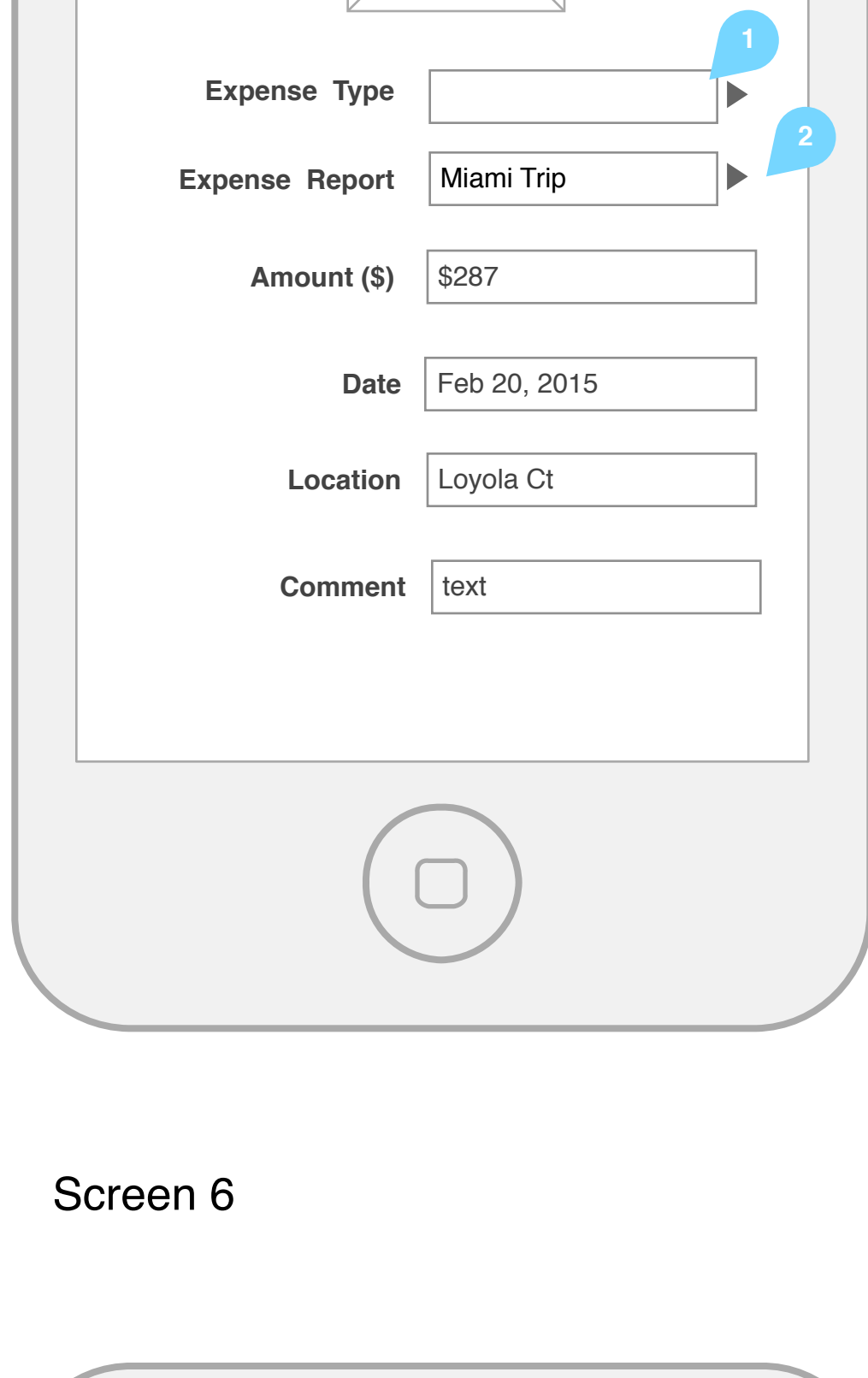
Screen 4



Notes

1. Tapping the Capture button takes a picture of the receipt.

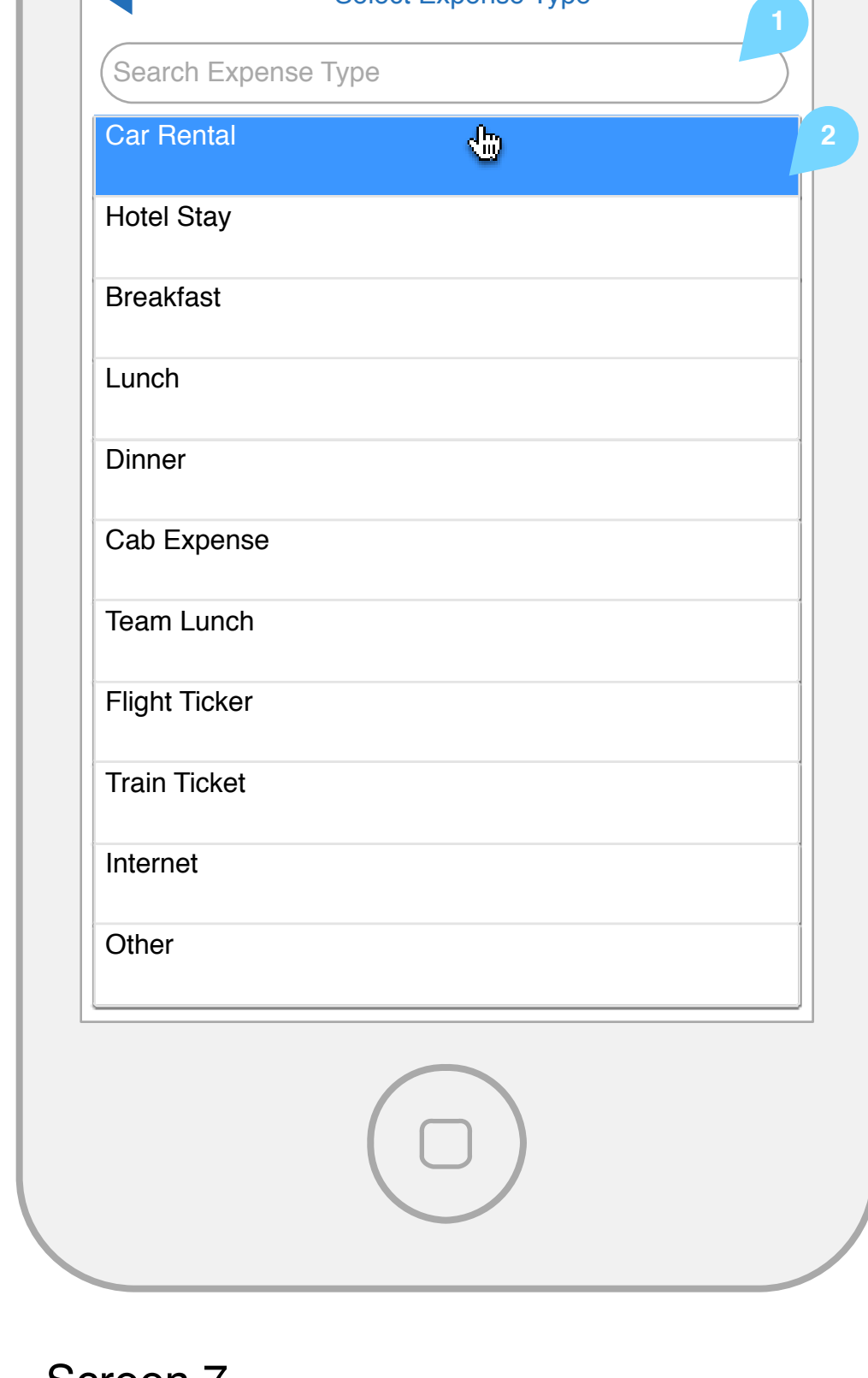
Screen 5



Notes

1. Expense Type Opens as a List box in another page
2. The expense report is listed by default. The user can change the expense report if required.
3. Rest of the fields are auto populated from the receipt through OCR

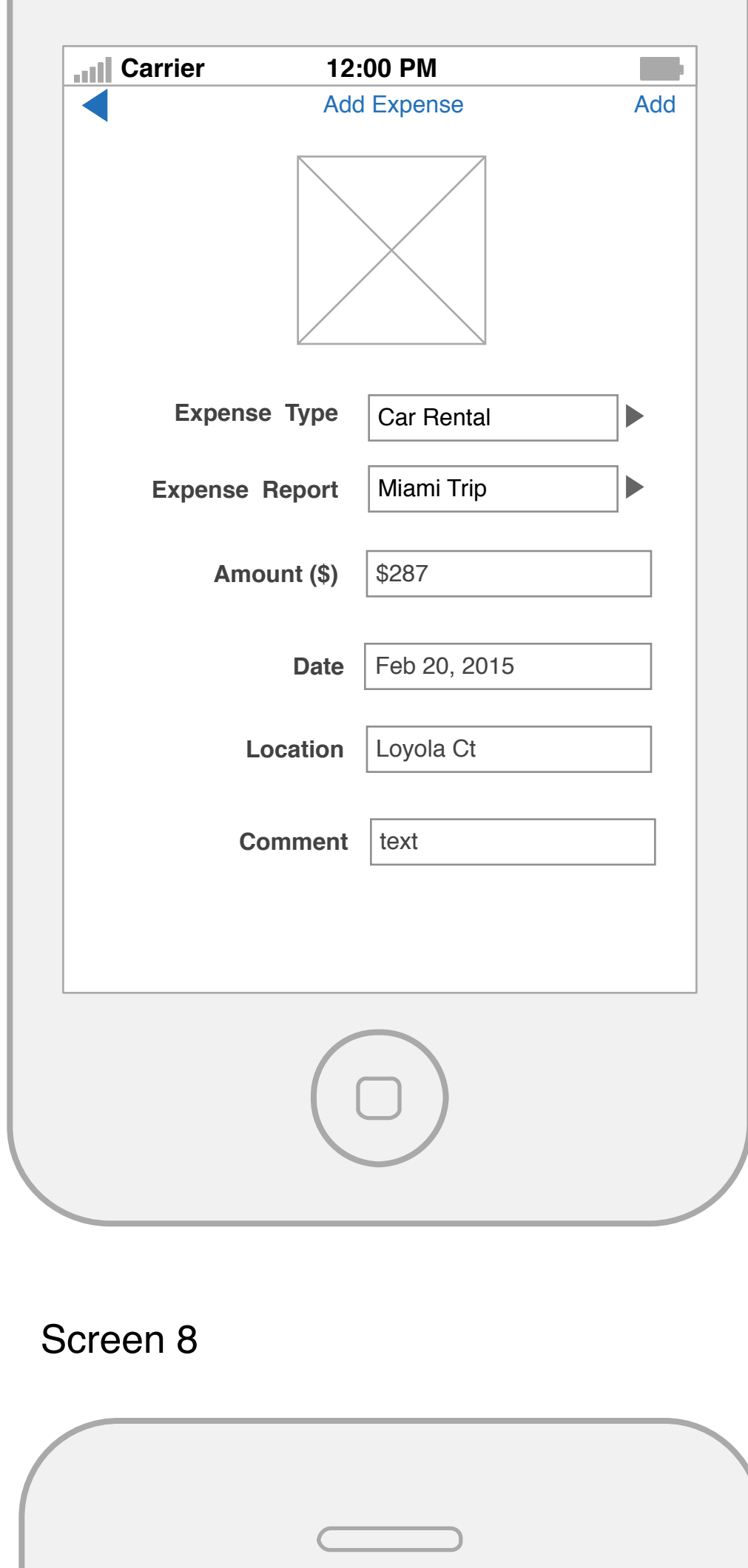
Screen 6



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

Screen 7



Notes

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

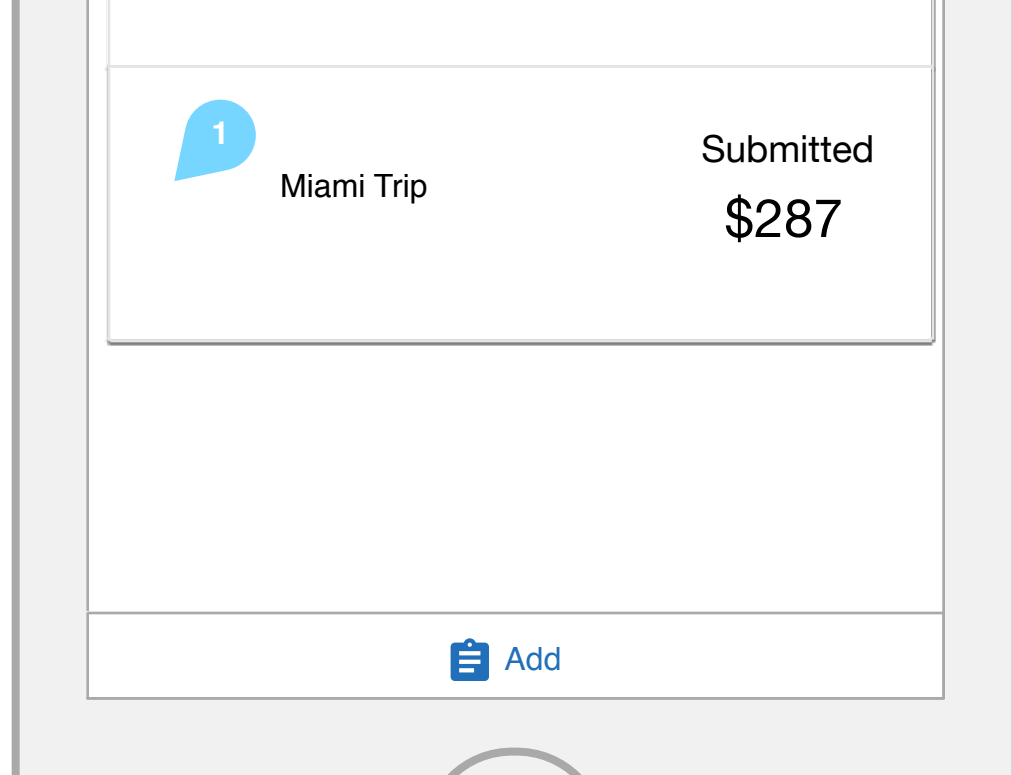
Screen 8



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.

Screen 9



Notes

1. The 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.