Expense App

Username

Password

Log In

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Home screen

Logout: to log out of the application.

Create new expense goes to the wizard. (if there was already a form filled in, but not yet sent to the server, a popup should be shown asking if you want to continue with the previous form or start a new one).

View my expenses goes to the overview screen of expenses.

Log Out

Expense App

Welcome, <employee name>

I want to:

Create New Expense

View My Expenses

Expense App

New Expense

1. Your info
2. Overview
3. Add Expense
4. Sign & Send

Home

1. Your info

Month / Year

First Name

Last Name

Employee Number

Unit

Email

Next

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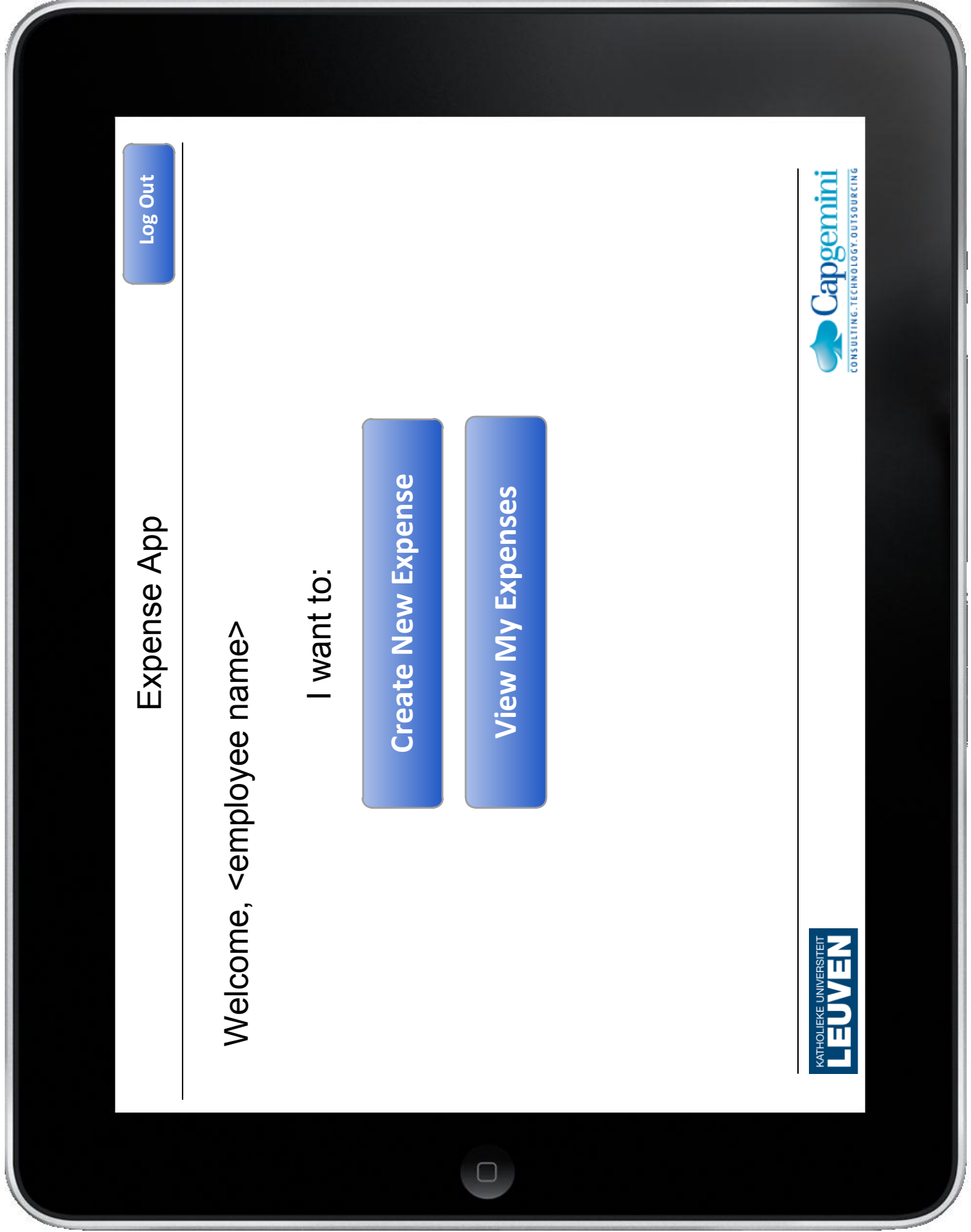
1st step in filling out the expense form.

Month/year should be equal to this month if day > 15th of the month otherwise previous month.

Firstname, lastname should be filled in but read only.

Employee number, email and unit should be filled in but Read-write.

List of units should be fetched at logging in.

Validation:
-Employee number can't be empty.
-Email must be valid and non-empty
- unit must be chosen

Validation must be done when clicking on next or menu button (except home)

Expense App

2. Overview

Home

New Expense

1. Your info

2. Overview

3. Add Expense

4. Sign & Send

DD/MM/YYYY	Description (amount)
DD/MM/YYYY	Description (amount)
DD/MM/YYYY	Description (amount)
DD/MM/YYYY	Description (amount)
DD/MM/YYYY	Description (amount)

Add Expense

Sign & Send

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Overview of added expenses. In the beginning this will be an empty list. The list is sorted (most recent last)

The overview must be scrollable.

When clicking on the expense you go to the detail of the expense (next screen).

Via the buttons you can go to step 3 or 4.

Or via the menu items.

For each expense, the date is shown, description (hotel, restaurant, other) and the amount in euro.

Expense App

Home

New Expense

1. Your info

2. Overview

3. Add Expense

4. Sign & Send

2. Overview

Abroad **Domestic**

Date Of Expense ▶

Project Code

○ Hotel
● Restaurant
○ Other (please specify)

Amount

Currency ▶

(€ amount)

Remarks

Evidence

Back

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Expense App

Home

New Expense

2. Overview

1. Your info

2. Overview

3. Add Expense

4. Sign & Send

Abroad | **Domestic**

Date Of Expense ▶

Project Code

○ Hotel
◉ Restaurant (Lunch)
○ Other (please specify)

○ Train / Plane tickets
○ Restaurant (Diner)

€ Amount

Remarks

Evidence

Back

Expense App

Home

3. Add Expense

New Expense

1. Your info
2. Overview
3. Add Expense
4. Sign & Send

Abroad **Domestic**

Date Of Expense ▶

Project Code

○ Hotel
◉ Restaurant (Lunch)
○ Other (please specify)

○ Train / Plane tickets
○ Restaurant (Diner)

€ Amount

Remarks

Evidence

Upload Evidence

Add

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Expense App

Home

New Expense

3. Add Expense

1. Your info

2. Overview

3. Add Expense

4. Sign & Send

Abroad   **Domestic**

Date Of Expense ▶

Project Code

○ Hotel
● Restaurant
○ Other (please specify)

Amount   Currency ▶   (€ amount)

Remarks

Evidence

Upload Evidence   **Add**

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Expense App

Home

New Expense

4. Sign & Send

1. Your info

2. Overview

3. Add Expense

4. Sign & Send

Signature

Remarks

Status notification via Email: ON

Send

Screen shown when clicking on "view my expenses" on the home screen.

The list should be scrollable.

If no expense is in the list, the screen should show, "no expenses submitted".

If clicked on an item: It should open the corresponding pdf of the expense. (only online, offline optional).

This list should be ordered (most recent first).

Expense App

Home

DD/MM/YYYY	Status
DD/MM/YYYY	Status
DD/MM/YYYY	Status
DD/MM/YYYY	Status
DD/MM/YYYY	Status

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An error is always indicated in an overlayer. The fields that contain an error are summed up.

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New Expense

Home

3. Add Expense

1. Your info

2. Overview

3. Add Exper

4. Sign & Ser

Please complete the following fields

Fieldname: Message
Fieldname: Message
Fieldname: Message

Close

amount)

Add

Upload Evidence

Remarks

Evidence

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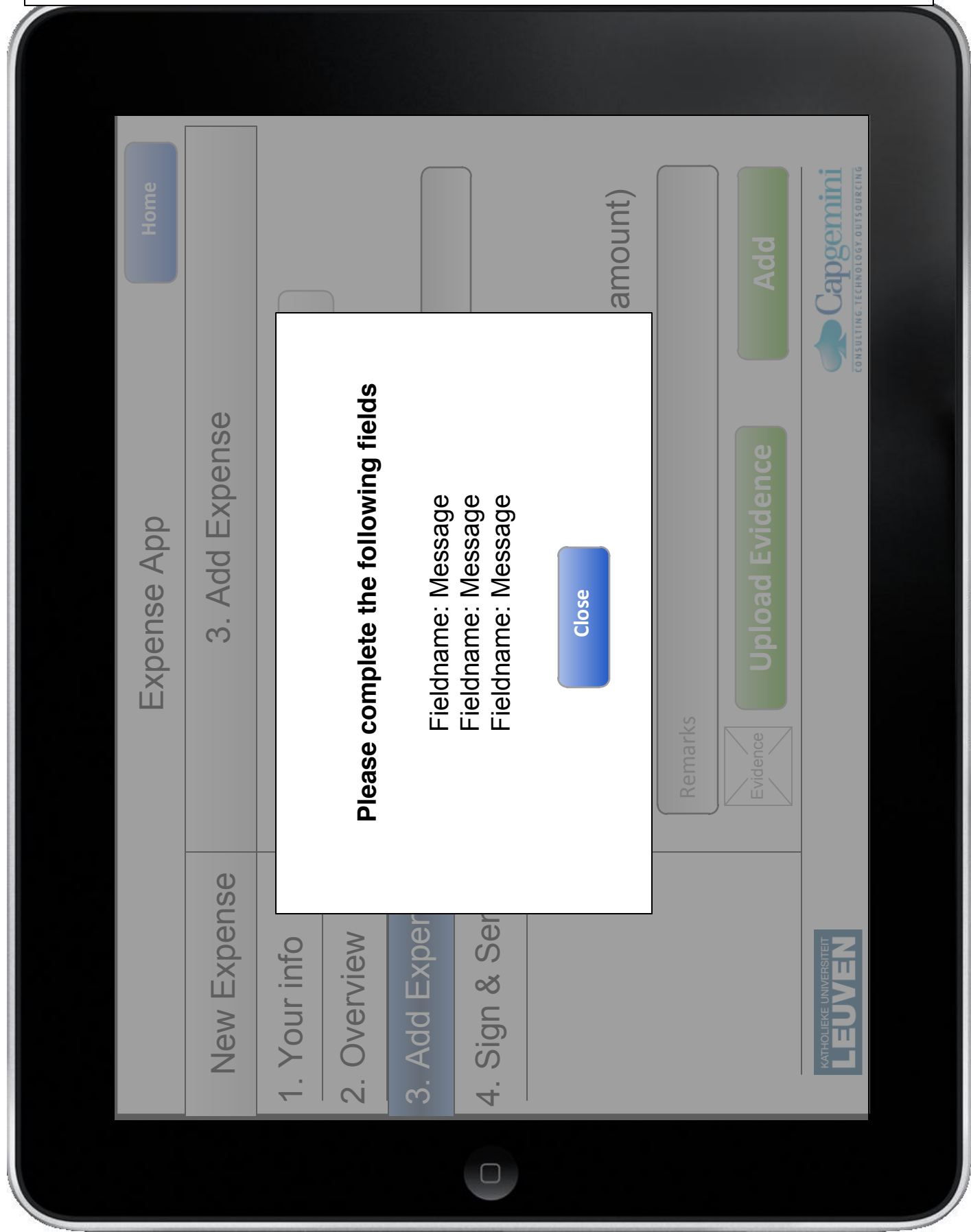
After showing the error fields in a popup.

The fields containing an error should be marked red.

Expense App

New Expense

Home

3. Add Expense

1. Your info
2. Overview
3. Add Expense
4. Sign & Send

Abroad **Domestic**

Date Of Expense ▶

Project Code

○ Hotel
◉ Restaurant
○ Other (please specify)

Amount

Currency ▶ (€ amount)

Remarks

Evidence

Upload Evidence **Add**

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Expense App

3. Add expense

Abroad | Domestic

Date Of Expense ▶

Project Code

○ Hotel
● Restaurant
Other (please specify)

Amount | Currency ▶

Expense App

New Expense

1. Your info

2. Overview

3. Add Expense

4. Sign & Send