eZBusiness Expense Management

User Guide

AMERICAN NATIONAL BANK®

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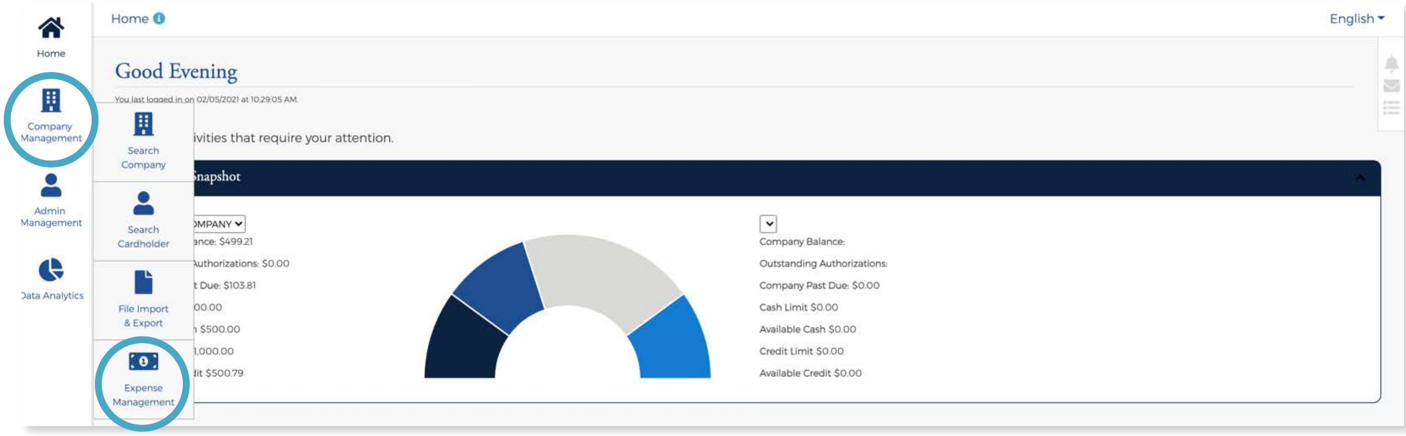
Overview

Expense Management and Receipt Imaging are additional feature within the eZbusiness module that are utilized by Companies to manage their credit card programs. Expense Management allows a Company Administrator to add credit card accounts to cost centers and assign GL allocations to cost centers, credit card accounts, and expense categories. It allows cardholders to submit an expense report including credit card transactions, out of pocket expenses and mileage expenses to an administrative approver. This feature also provides the ability for cardholders to attach receipts to transactions that may or may not be required by the company based on setup. This guide provides Company Administrators with the information needed to configure and maintain the Expense Management feature for their company.

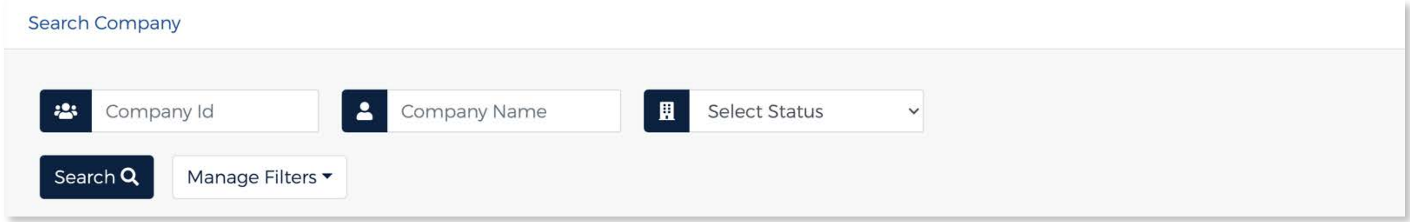
FIS will help assist with implementation of Expense Management for your Financial Institute as well as assist you with the initial upload of General Ledger Codes, Cost Centers and Expense Categories. FIS recommends enabling your Institution for Expense Management first, this will allow you to practice and test setting up a company before enabling them.

Managing a Company for Expense Management and Receipt Imaging Configurations

From the Home page
Step 1. Click Company Management
Step 2. Click Expense Management



Step 3. Enter Company ID to search if you have access to multiple companies
Step 4. Locate the Company you want to manage/configure from the Company List
Step 5. Click the Manage icon

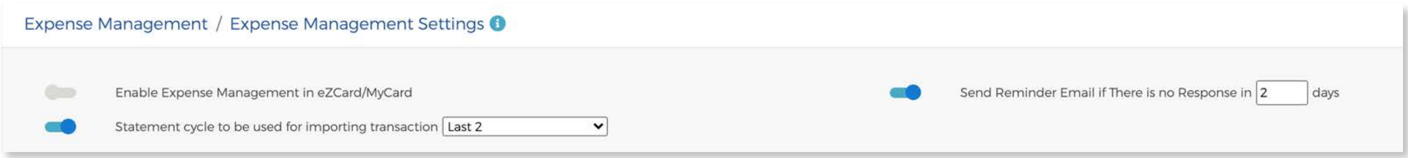


Expense Management Settings

Enable Expense Management—This toggle indicates if the company administrator has enabled Expense Management. This setting should remain off until all final company settings have been set and expense management is ready to be utilized by cardholders. Once it's enabled, cardholders will see Expense Management in eZCard.

Step 1. Send Reminder Email if there is no Response in xx days
Enter the amount of days you want to send out a reminder email to the expense report reviewer after the initial report was sent out

Step 2. Statement cycle to be used for importing transaction
Choose from the dropdown menu how many statement cycles you want to import transactions for cardholders into eZCard



Receipt Imaging Receipts

Step 1. Enable Receipt Imaging Access (optional feature)—Click the toggle to enable Receipt Imaging
This feature must be enabled to allow cardholders to attach receipts in eZCard

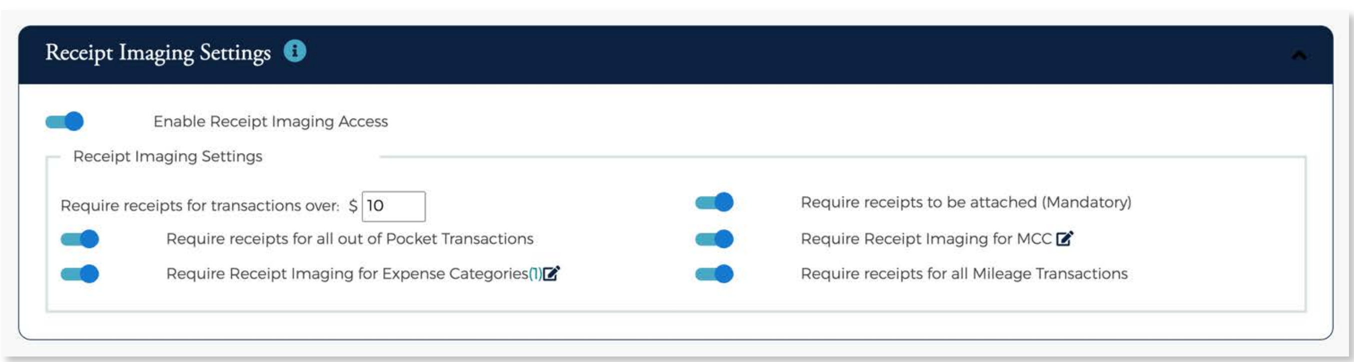
Step 2. Require receipts for transactions over
This feature allows you to require cardholders to submit receipts over a certain $ amount

Step 3. Require receipts to be attached (mandatory)
This feature allows you to make it mandatory for cardholders to attach receipts to all credit card transactions being submitted in an expense report

Step 4. Require receipts for all out of Pocket Transactions
This feature allows you to require receipts for all out of Pocket Transactions

Step 5. Require Receipt imaging for Expense Categories
This feature allows you to require a receipt for specific Expense Categories

Step 6. Require Receipt Imaging for MCC
This feature allows you to require a receipt for specific MCC's



Mileage/Out of Pocket Settings

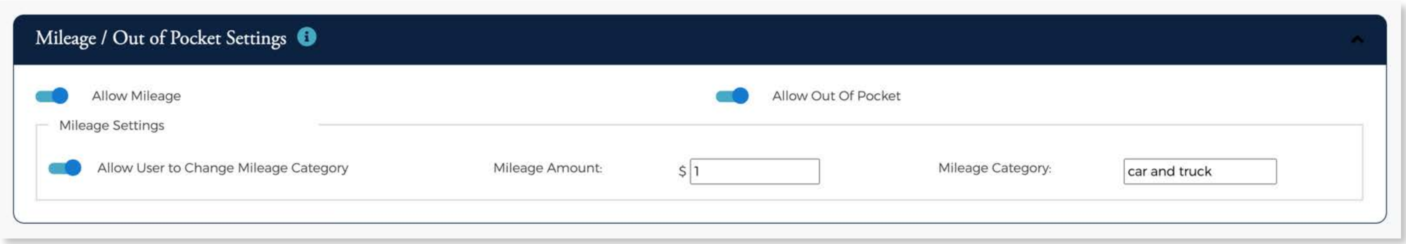
Step 1. Allow Mileage (optional feature)—Click the toggle button to enable Allow Mileage
This feature allows cardholders to submit Expense Reports via eZCard for mileage reimbursement

Step 2. Allow Out of Pocket
This feature allows cardholders to submit an expense report for an out of pocket expense. (when this feature is enabled it is viewable by cardholders in eZCard

Step 3. Allow User to Change Mileage Category
This feature allows the cardholder when completing a mileage expense reimbursement to change the default category set by the company for mileage (default category is setup in Step 14)

Step 4. Mileage Amount $
This feature allows you to enter a Mileage amount $ being paid per mile to cardholders submitting expense report via eZCard (if Allow Mileage is enabled, this field must be populated)

Step 5. Mileage Category
Choose from the dropdown menu what category you want Mileage Category to be the default (if Allow Mileage is enabled)



Configurations for eZCard

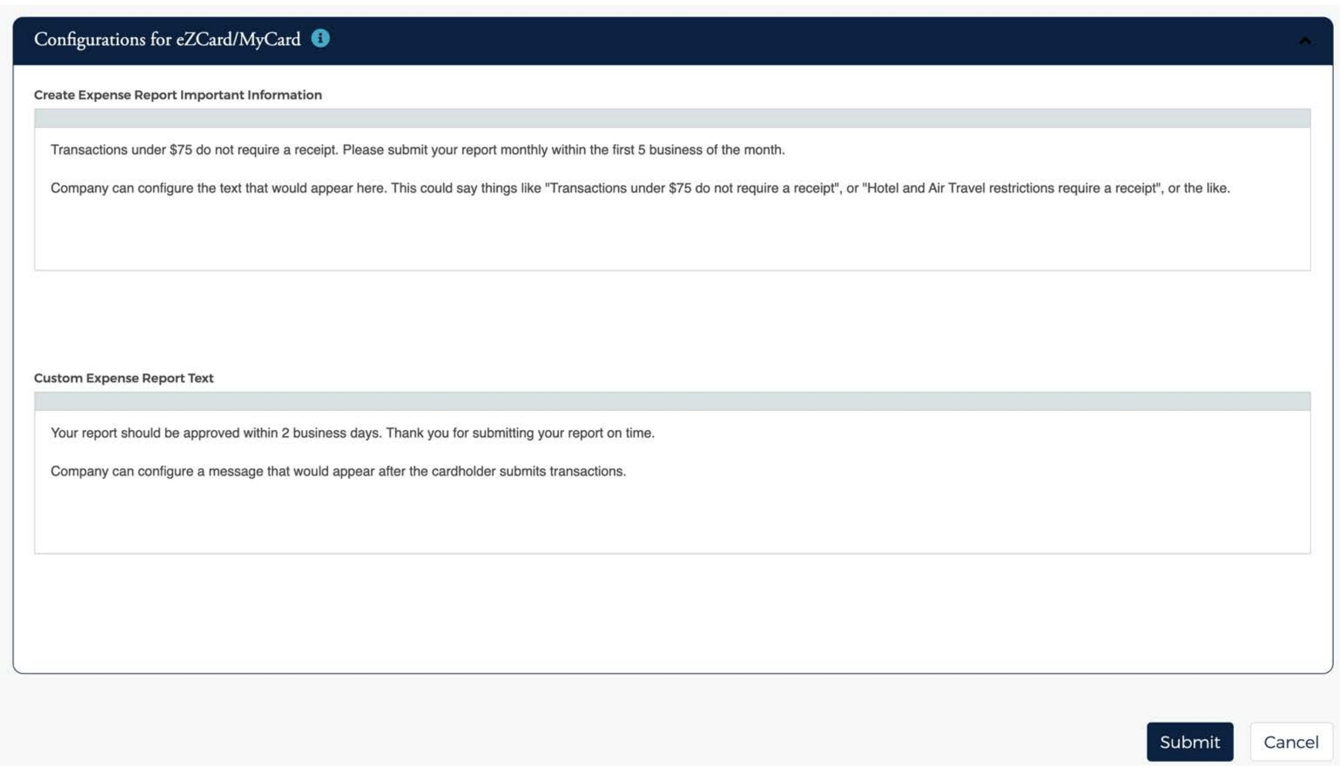
Step 1. Create Expense Report Important Information

This field is configurable for the Company Admin to create a message that appears to cardholders via eZCard when creating an expense report

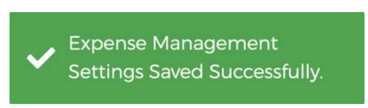
Step 2. Custom Expense Report Text

This field is configurable for the Company Admin to create a response message when a cardholder submits an expense report

Step 3. Click—Submit to Save settings



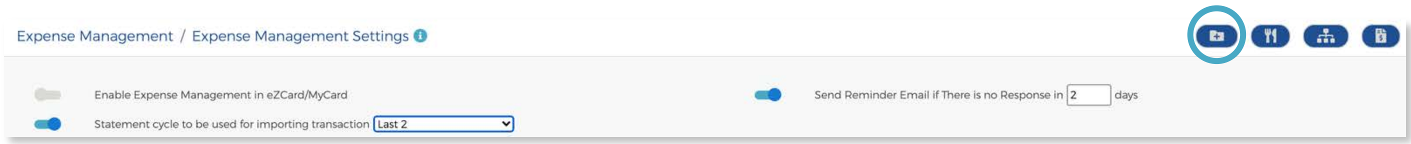
Step 4. Expense Management Settings Saved Successfully message will appear



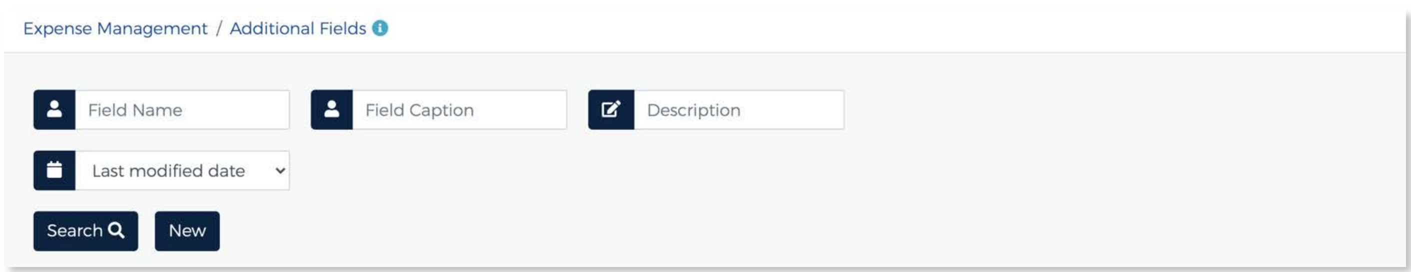
Additional Fields Setup

Additional fields are **optional** and can be very powerful yet flexible. Before setting up additional field(s), you need to determine how you want this field to be utilized. Additional fields can be used to provide supplementary accounting information about transaction(s), particularly where a company may breakout their accounting by more than one cost center or expense category. Companies may also have separate divisions, locations, or projects they need to identify as part of the accounting data. Depending on the type of additional field you're creating; some fields are required, and some are optional.

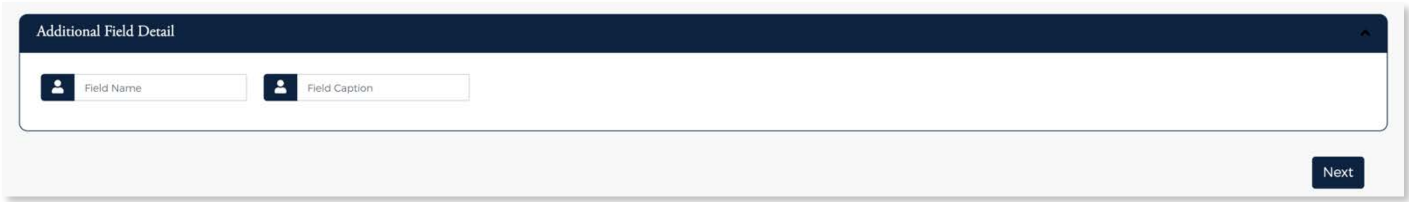
Step 1. Click the Additional Fields icon
Step 2. Click New



Additional Field Detail



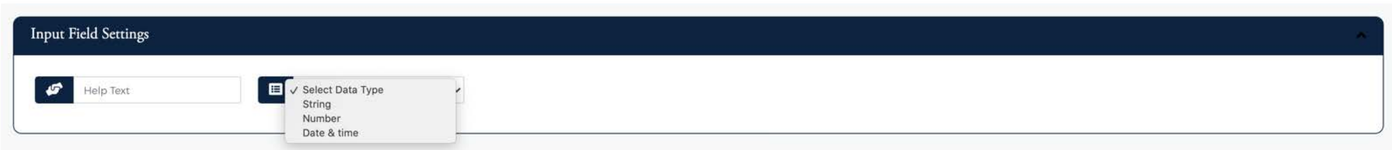
Step 3. Field Name—provide a name associated with this additional field
Step 4. Field Caption—provide a description for this field
Step 5. Click Next



Input Field Settings

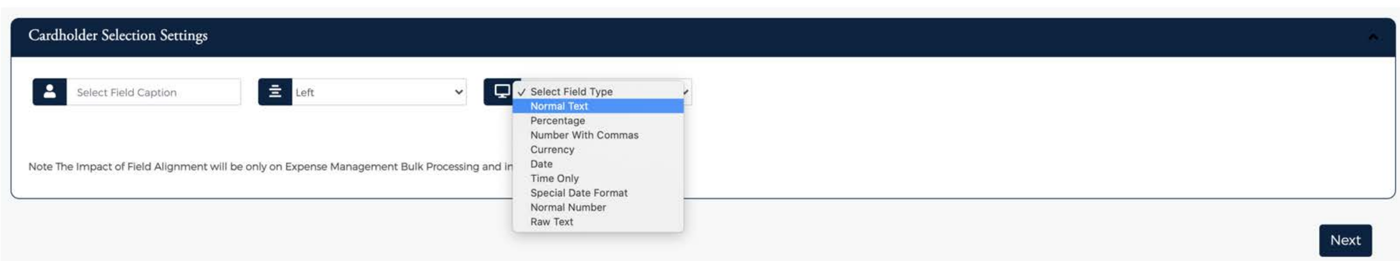
Step 1. Help Text—Provide text to appear when hovering over this field to help cardholders understand what needs to be entered in this field

Step 2. Select Data Type—Choose one from drop-down



String Data—If part of the data is alpha or special characters, then the field should be string
Select Field Type—Choose one from the dropdown as to what format type this field will be

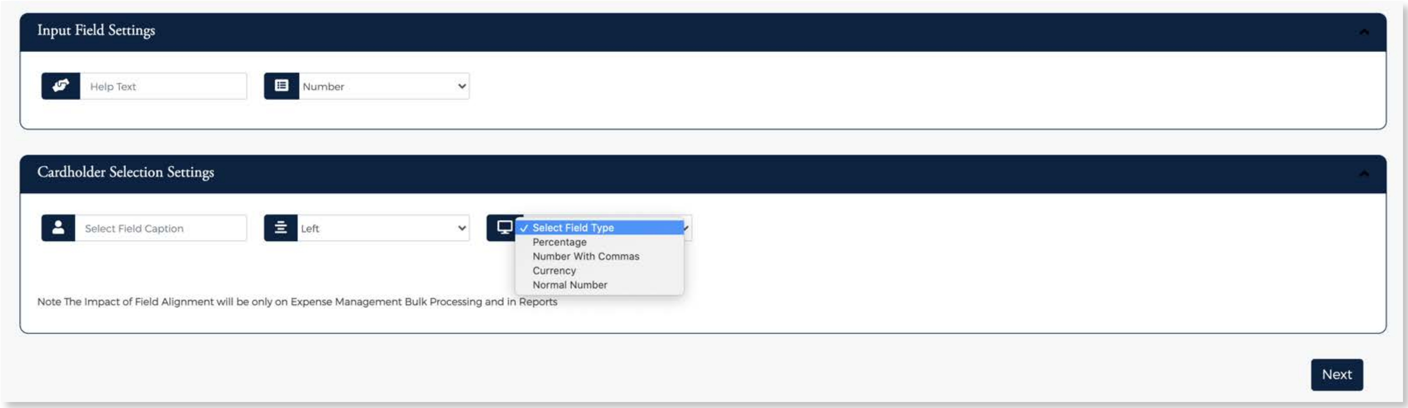
- Percentage
- Number with Commas
- Currency
- Date
- Time Only
- Special Date Format
- Normal Number
- Raw Text



Input Field Settings (continued)

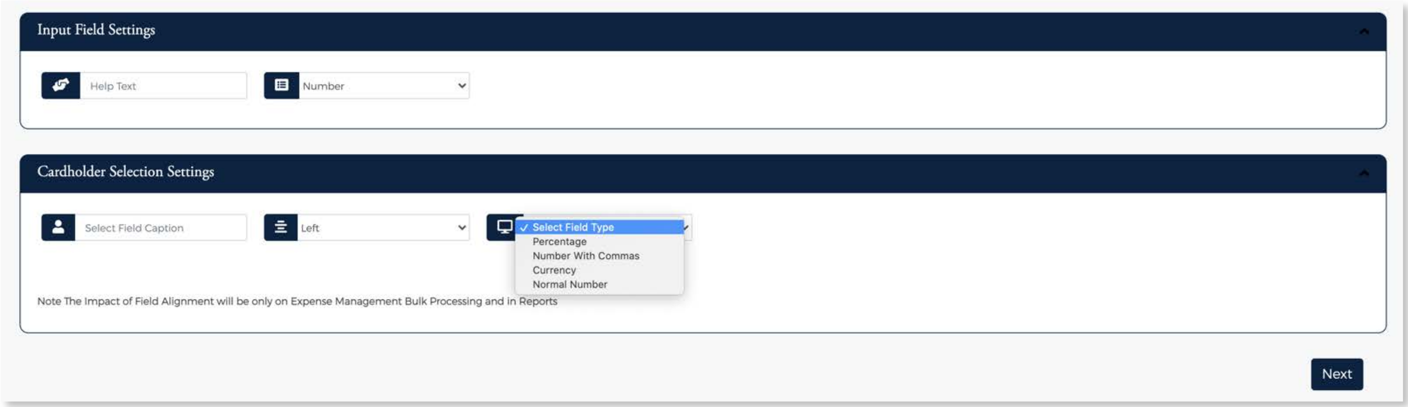
Number—Data that only consists of numbers
Select Field Type—Choose one from the dropdown as to what format type this field will be

- Percentage
- Number with Commas
- Currency
- Normal Numbers



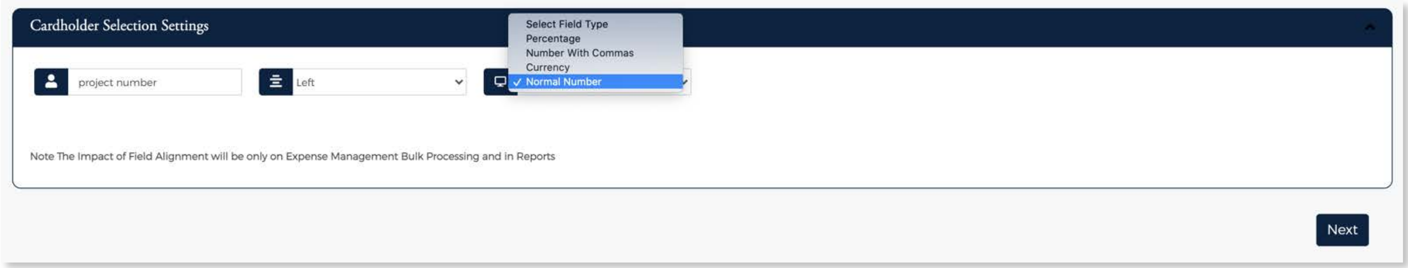
Date & Time
Select Field Type—Choose from the dropdown what format type this field will be

- Date
- Time Only
- Special Date Format



Cardholder Selection Settings

Step 1. Column Header Name—is the header for this data in reports. If this is left blank, the field will not be available for reports
Step 2. Select Field Alignment from dropdown—The position where this field will appear within a transaction in eZCard
Step 3. Select Field Type—Choose one from the dropdown for the type of format this field will be
Step 4. Click Next

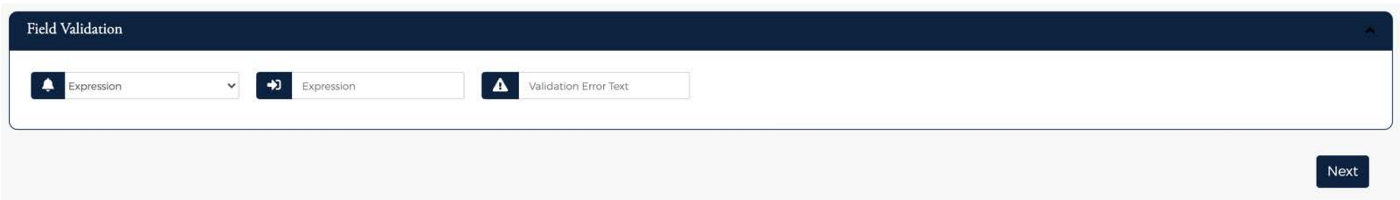


Field Validation

Choose <u>one</u> field validation from the dropdown, for how this field will be utilized

Min/Max—If the field is for data to be keyed in, this field can be used as numeric, text, or date/time
<u>Min Value</u>—field used for the minimum acceptable value for a numeric field
<u>Max Value</u>—field used for the maximum number of characters in a string field
<u>Decimal</u>—field used for the number of acceptable decimal places for numeric data. If this is set to “0” then only whole numbers are used. If left blank for a numeric field, then any number of decimals will be accepted
<u>Validation Error Text</u>—the message that will appear if the user enters an invalid value for the field

Expression
<u>Validation Error Text</u>—is a message that will appear if the user enters an invalid value for the field

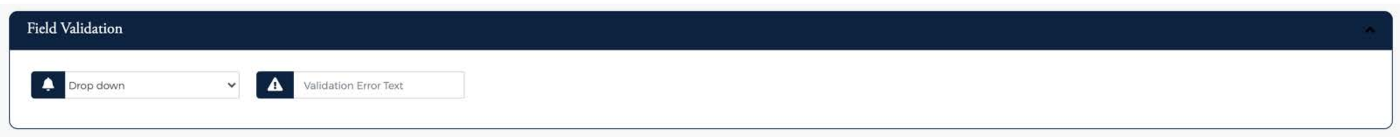


Lookup Values
<u>Dropdown Value</u>—is a lookup value that could be selected. There is an option to order the lookup by Value or Key

- *Order By Value*—to configure the dropdown for cardholders by Value; click the toggle to enable

<u>ID/Key</u>—is a lookup value associated with the dropdown value chosen

- *Order By Key*— to configure the dropdown for cardholders by ID/Key; click the toggle to enable



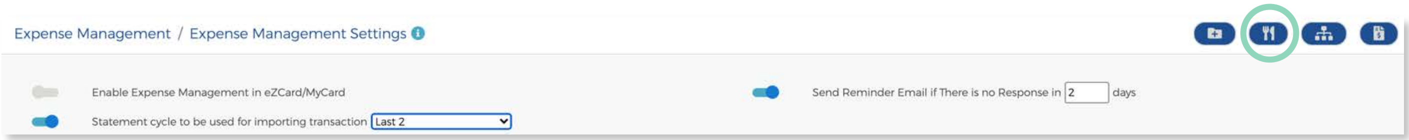
Edit Expense Categories

The Edit Expense Category feature allows a Company administrator to customize the category drop-down list that appears to the cardholder when creating an expense report and assign GL account numbers to the categories. It also allows MCC Code Routing to be specified for categories, and additional fields to be assigned to categories.

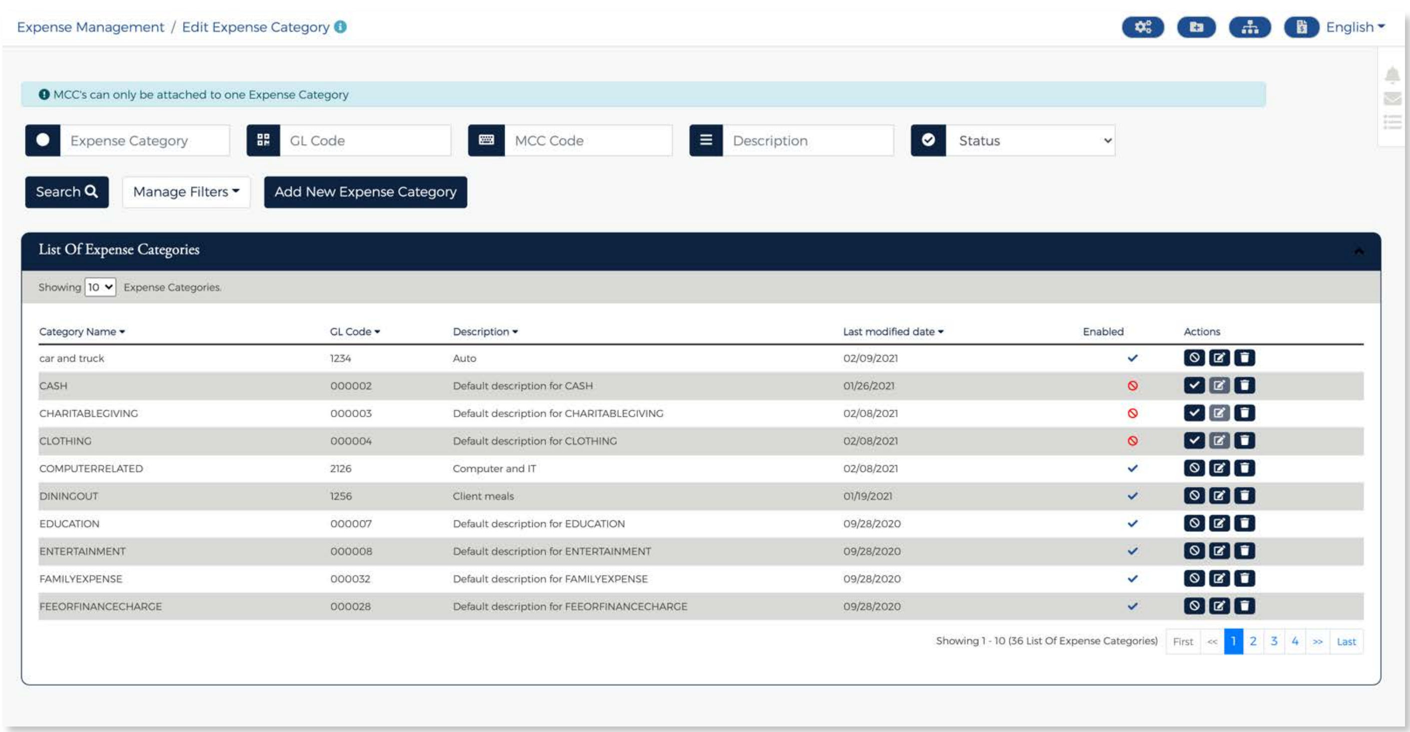
Expense Categories/Chart of Accounts

When a company is initially enabled for Expense Management, a generic chart of accounts with MCC code mapping is loaded for that company. Companies can either manually change those Expense Category names and GL's to the what you use in your general ledger, or you can upload your own Chart of Accounts/Expense Categories. A company can load as many expense categories as you need. If an Expense category is no longer needed it can be made inactive or deleted. Below are the steps to manually add and edit an Expense Category.

Step 1. Click on Edit Expense Category icon



The list of generic expense categories will appear



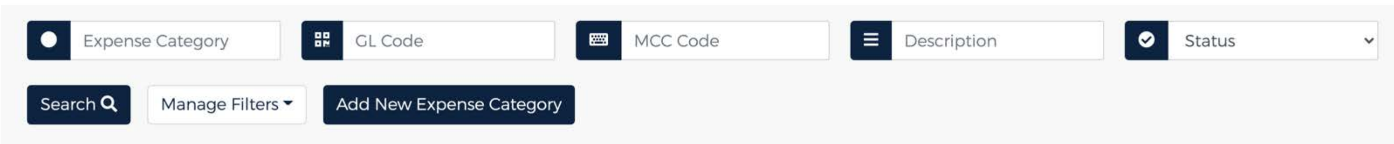
Edit Expense Categories (continued)

Searching for an Expense Category

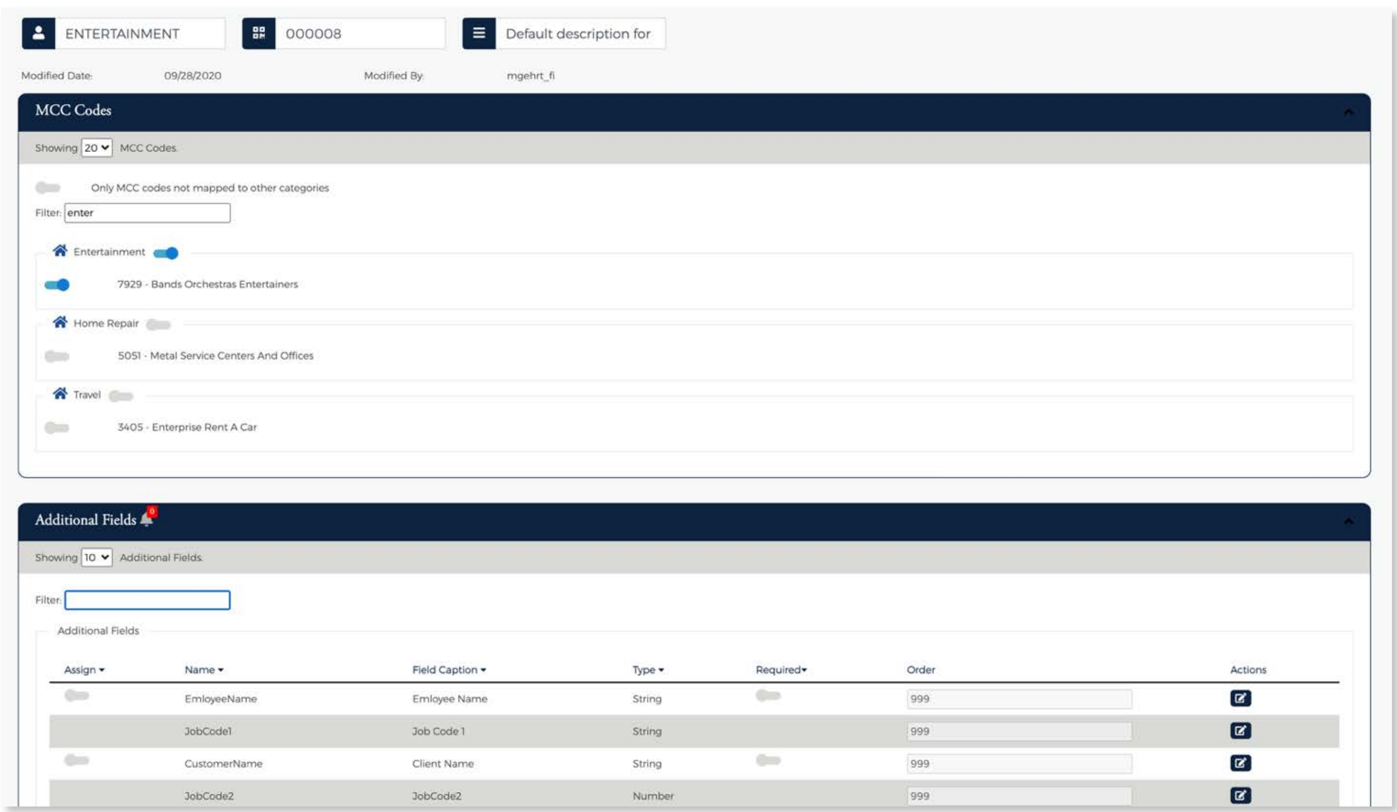
The Edit Expense Category Search screen allows you to quickly find previously defined expense categories, or to create a new expense category. Companies can make changes, updates to Expense Categories and create new ones.

To search for an Expense Category, refer to the following steps:

Step 1. From the Expense Management page, click the Edit Expense Category icon. The list of Expense Categories will appear
Step 2. You can Search by: Expense Category | GL Code | MCC Code | Description
Step 3. Click Search



Step 4. Click the Edit icon on the category you searched for
Step 5. The MCC Codes and Additional Fields mapped to this category will show on this page



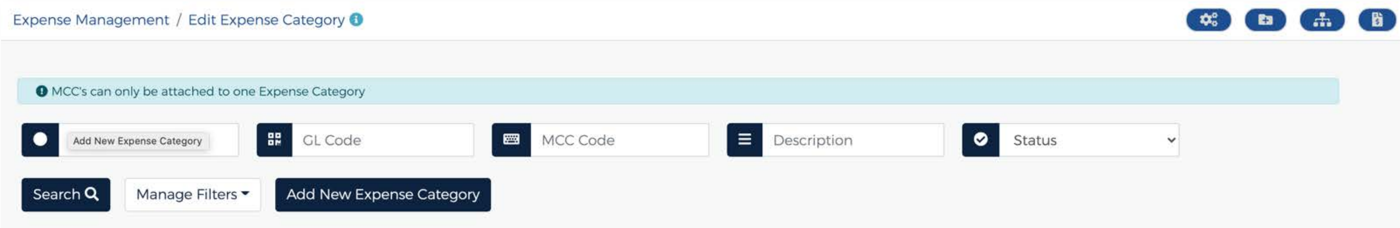
Edit Expense Categories (continued)

Creating a New Expense Category

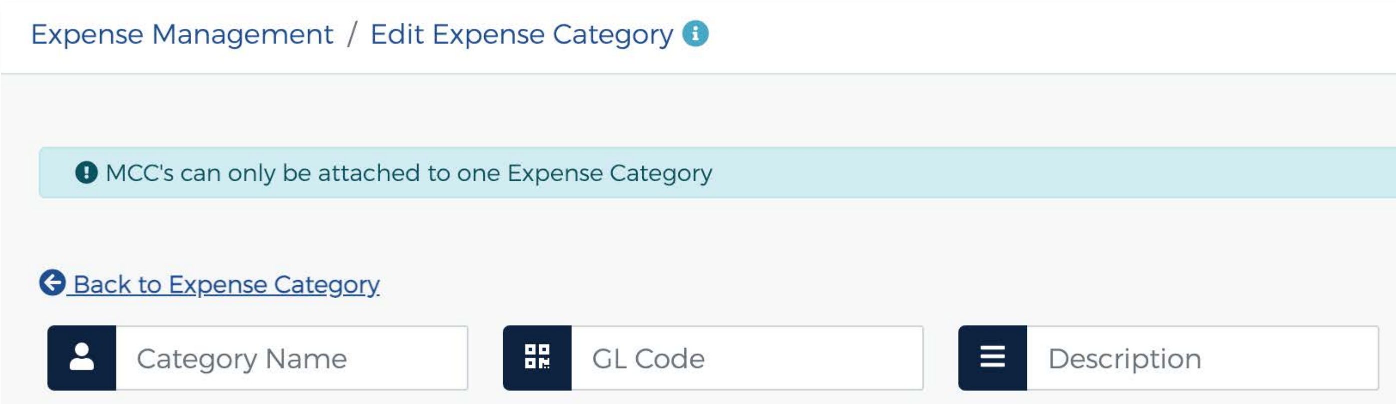
From the Expense Management Settings page:

Step 1. Click the Edit Expense Category icon

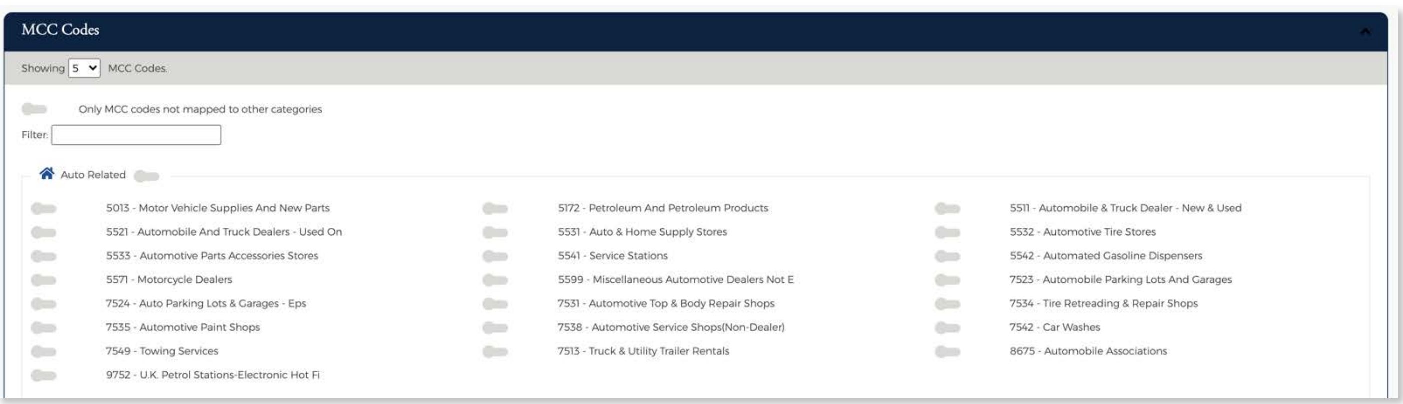
Step 2. Click Add New Expense Category



A. Name Field—Enter the name of the Expense Category you're creating
B. GL Code—Enter the GL code that corresponds to the Expense Category you're creating
C. Description—Enter a Description to describe the expense category you're creating

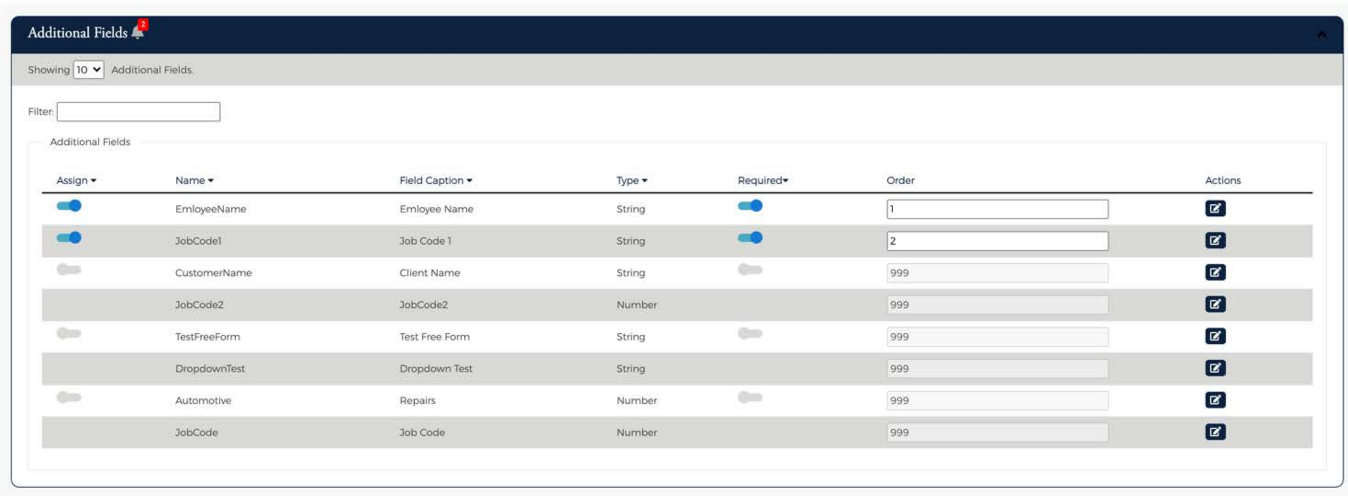


Step 3. Toggle the MCC's you want link to this expense category. You do have the ability to link the same MCC to multiple Expense Categories



Additional Fields
You have the option to link additional fields to a Cost Center. Any additional field you've created will appear in the additional fields section of this page. To link an additional field to any one Expense Category, refer to the steps below:

Step 1. Toggle to assign the additional field you want to add
Step 2. If you want to make this field <u>Required</u>—*Toggle the Required option for that field*
Step 3. If you assigned more than one additional field to this Expense Category, you have the option to put them in order, this order will appear when this Expense Category is used in an Expense Report
Step 4. To edit an additional field from this screen, click on the Edit icon and it will take to the edit additional fields page


Additional Fields

Showing 10 Additional Fields.

Filter:

Additional Fields

Assign	Name	Field Caption	Type	Required	Order	Actions
	EmloyeeName	Emloyee Name	String		1	
	JobCode1	Job Code 1	String		2	
	CustomerName	Client Name	String		999	
	JobCode2	JobCode2	Number		999	
	TestFreeForm	Test Free Form	String		999	
	DropdownTest	Dropdown Test	String		999	
	Automotive	Repairs	Number		999	
	JobCode	Job Code	Number		999	

Editing an Expense Category

From the Expense Management Settings page:

Step 1. Click the Edit Expense Category icon
Step 2. Choose the Expense Category you want to edit, click the Edit icon


List Of Expense Categories

Showing 10 Expense Categories.

Category Name	GL Code	Description	Last modified date	Enabled	Actions
car and truck	1234	Auto	02/09/2021	✓	
CASH	000002	Default description for CASH	02/11/2021	✓	
CHARITABLEGIVING	000003	Default description for CHARITABLEGIVING	02/11/2021	✓	
CLOTHING	000004	Default description for CLOTHING	02/11/2021	✓	
COMPUTERRELATED	2126	Computer and IT	02/08/2021	✓	
DININGOUT	1256	Client meals	01/19/2021	✓	
EDUCATION	000007	Default description for EDUCATION	09/28/2020	✓	
ENTERTAINMENT	000008	Default description for ENTERTAINMENT	09/28/2020	✓	
FAMILYEXPENSE	000032	Default description for FAMILYEXPENSE	09/28/2020	✓	
FEEORFINANCECHARGE	000028	Default description for FEEORFINANCECHARGE	09/28/2020	✓	

Showing 1 - 10 (36 List Of Expense Categories) First << 1 2 3 4 >> Last

Enable / Disable an Expense Category

From the Expense Management Settings page:

Step 1. Click the Edit Expense Category icon

Step 2. The enabled column will show an icon if the Expense Category is enabled

Step 3. To make this column inactive click the icon the enabled column will now show an icon

Delete an Expense Category

Step 1. To delete an Expense Category, click the icon. Once an expense category is deleted it will no longer be viewable and any MCC's that were mapped to that category will now be unmapped. Be cautious when deleting expense categories in the event they were previously tied to an expense report

MCC Codes

MCC codes are a part of every credit card transaction and is the merchant classification code for the merchant which entered the credit card transaction. One purpose of the MCC codes in Expense Management is to simplify assignment of expense categories for transactions by employees. If a charge from an airline can be routed to 'air travel' or 'travel' through the MCC code, then that reduces the number of manual changes by employees to transactions in expense reporting.

All applicable MCC codes already exist in Expense Management and have assigned descriptions. These are industry standard codes and cannot be modified. Companies will need to assign MCC codes to expense categories in Expense Management, to make full use of the system. MCC codes can be actively mapped to multiple expense category.

MCC Considerations

- If the Expense Category is specific to a type of good/service, there may not be an MCC that maps precisely. There could be a range of merchant types which sell that product in addition to many other products. For instance, an office supply vendor may sell office supplies, printers, computers, furniture, and small equipment, on which company might wish to isolate expenses. The MCC for that vendor type can only be assigned to one of those.
- Some individual purchases may include more than one type of item and category in the same purchase. In these instances, assigning the correct Expense Category and amount must be manually completed by the person creating the expense report and can be split many ways between expense categories.
- You may choose not to map specific MCC's to an Expense Category, in this scenario when a cardholder creates an expense report they would manually choose the expense category if the cardholder has access within their cost center setup.
- Routing specific MCC's (for example an airline transaction to the 'air travel' or 'travel' Expense Category based on the MCC) reduces the number of manual steps for cardholders when completing expense reports
- To edit or to create a new expense category where MCC codes are mapped to, reference back to Editing an Expense Category section.

Cost Centers

Expense Management allows companies to create cost centers (i.e. departments, entities, divisions etc.) with the ability to assign cardholders to these cost centers as well as assign Admin Users/Expense Report Approvers to a Cost Center. Additional Fields and Expense Categories can be added to these cost centers as well.

Creating Cost Centers/Departments

By default, an *Undefined* Cost Center is created within Expense Management and ALL new cardholders created will automatically load here. You will need to create new Cost Centers which can be either manually set up or via a file upload. Once new cost centers have been created you will need to move cardholders from the undefined cost to the new one. Please note the *Undefined* Cost Center cannot be deleted as again all new cardholders are automatically loaded here when the account is created, you will need to monitor and map new cardholders to the correct cost center.

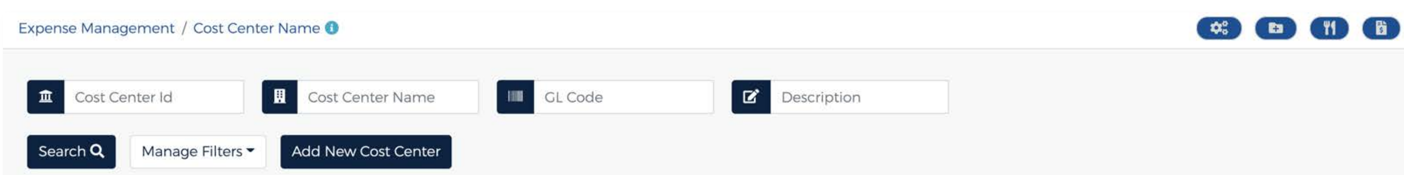
Cardholders can be assigned to multiple Cost Centers. If the employee is making purchases charged to more than one Cost Center, map the employee to every Cost Center for which they will be incurring expenses.

Cost Centers/Departments appear in a drop-down for cardholders when creating their expense report and are used to track expenses by operating areas within the company. They allow companies to compare actual expenses with those budgeted by operating area. Cost Center structure for each company is based on how you choose to track and organize expenses. There is no standard default setup for that.

Add New Cost Center

Step 1. From Expense Management Settings page—Click on the Edit Cost Center icon

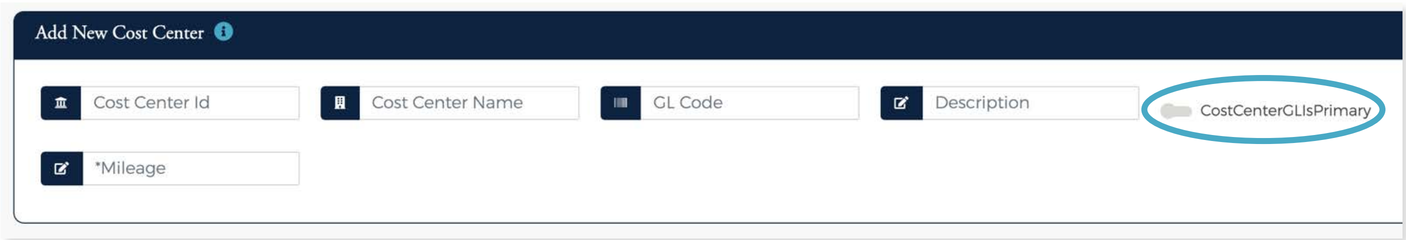
Step 2. Click Add New Cost Center



Cost Centers (continued)

Step 3.

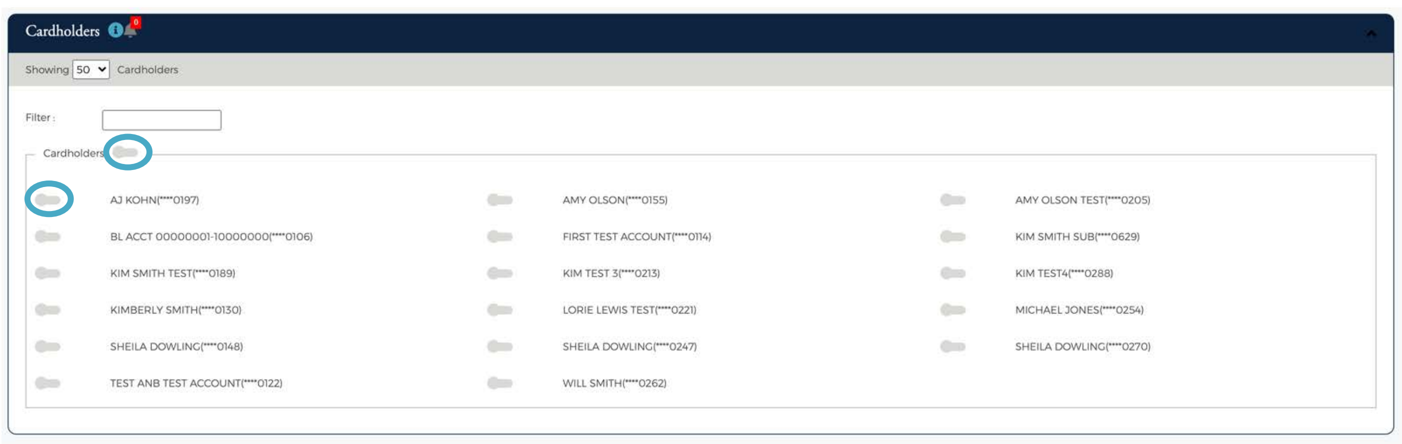
- **Cost Center ID**—enter a unique Identifier for this cost center (alpha or numeric)
- **Cost Center Name**—enter a name in the Name field for the cost center
- **GL Code**—enter cost center code, this field is optional (alpha or numeric)
- **Description**—describe the cost center, this field is optional
- **Mileage**—enter a mileage payout for this category if applicable, if not enter the number zero
- **Cost Center GL is Primary**—if you want to make the GL for this Cost Center primary, click the toggle button (if toggled on, all expenses mapped to this cost center will default to specified cost center GL Code export



Step 4. Assign individual cardholders to a cost center—click on the toggle button next to the cardholder's name

A. To toggle ALL cardholders—click the toggle next to cardholders, this will assign ALL cardholders to this cost center

B. The icon next to Cardholders will show you how many cardholders you have assigned to this cost center

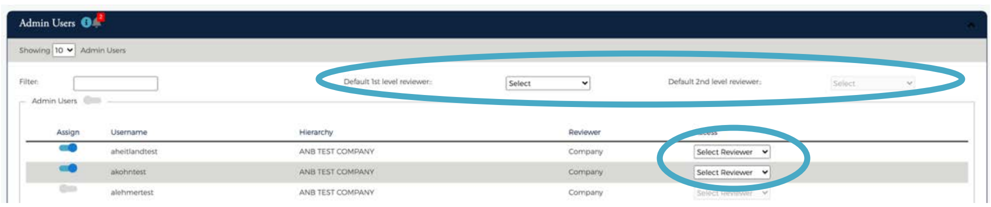


Cost Centers (continued)

Step 5. Assign Admin Users/Expense Report Reviewers

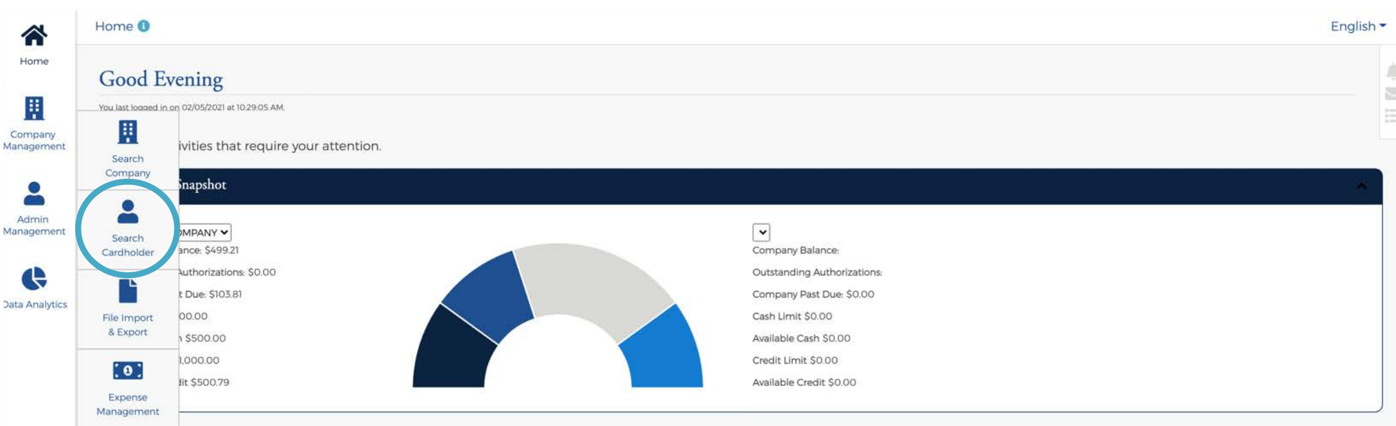
A. Assign Reviewers access to a cost center by clicking the toggle next to the Username of the reviewer

- Choose from the Access drop-down column to specify the default level for this reviewer specific to this cost center
- 1st level Reviewer—allows you to make this person by default in this particular cost center the "Default 1st level reviewer or no default and you set the reviewer at the cardholder level
- 2nd Level Reviewer—allows you to make this person by default in this particular cost center the "Default 2nd level reviewer or no default and you set the reviewer at the cardholder level
- Assign Reviewers—allows this reviewer to be set at any reviewer level by default or at the cardholder level



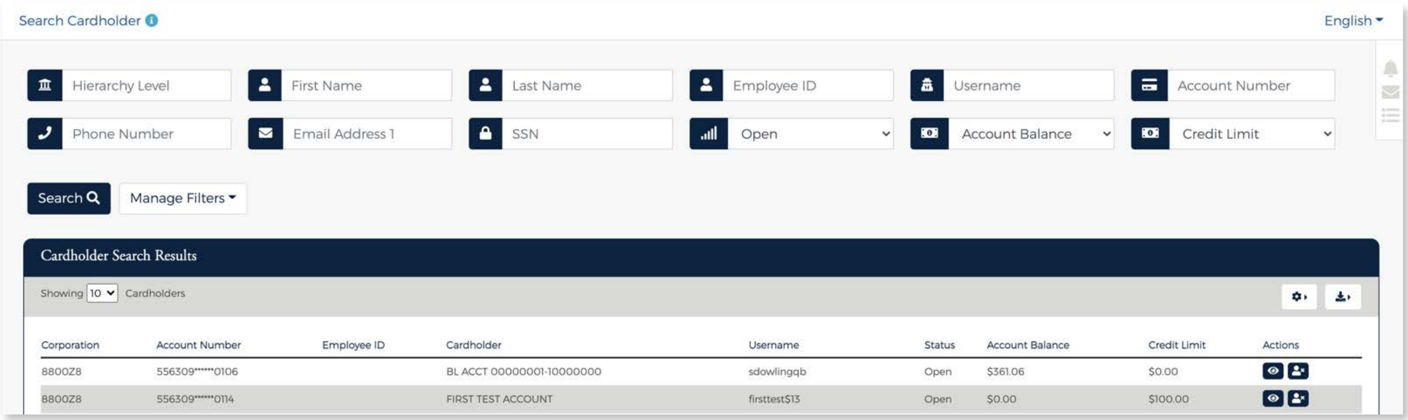
When Admin Users/Reviewers are mapped to a Cost Center and assigned to a particular cardholder, they appear on the Cardholder's Account Details screen in eZbusiness. Please note until *a cardholder is mapped to a Cost Center, all their transactions go to the Undefined Cost Center.*

From the Home Page, click Company Management—Search Cardholder



Cost Centers (continued)

Click the View Account Details icon



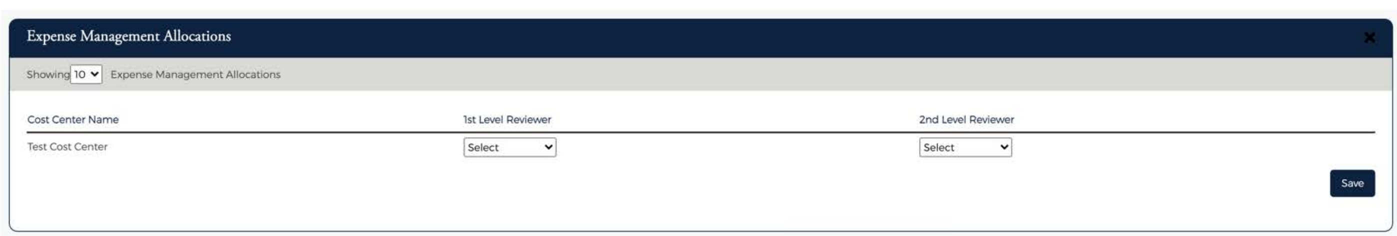
Click on Expense Management Allocations

The Expense Management Allocations page will appear,

- 1st level approver will show
- 2nd level approved will show (if one was set)

If you need to change the reviewer at the cardholder level, click the drop-down and choose a new admin user/approver

- Click Save
- Only Admin Users Assigned to this Cost Center will appear in the drop-down
- Admin Users must be setup in eZbusiness to be able to be assigned to a cost center or cardholder



Cost Centers (continued)

Mapping Expense Categories to Cost Centers

Mapping Expense Categories to a Cost Center can be used to flag certain expense categories as unauthorized. For example, you might have an ‘advertising’ expense category, but those purchases may be limited to certain cost centers only—Sales might be able to place ads, but not Customer Service, for instance. This also allows cardholders to manually override the general expense category for the item, if they are given the rights to do so. A company that does catering, has a restaurant, and vending machines, might put food purchases in different accounts for the different operations. Rather than forcing employees to manually override the automatic coding in their expense report, it can be changed beforehand. The fields used in this mapping are as follows:

Assigned—this toggle signifies what expense categories this cost center has access to. All newly created expense categories will default to unassigned. These are what the cardholders see in the drop-down for their transactions. If not used, all Categories appear for all cardholders providing flexibility when creating the expense report. If a Reviewer doesn’t want to approve a particular transaction, they can exclude that amount from the final payout.

Step 1. To assign ALL expense categories to this cost, click the toggle to the right. To assign categories individually click the toggle for only the categories you want assigned to this cost center

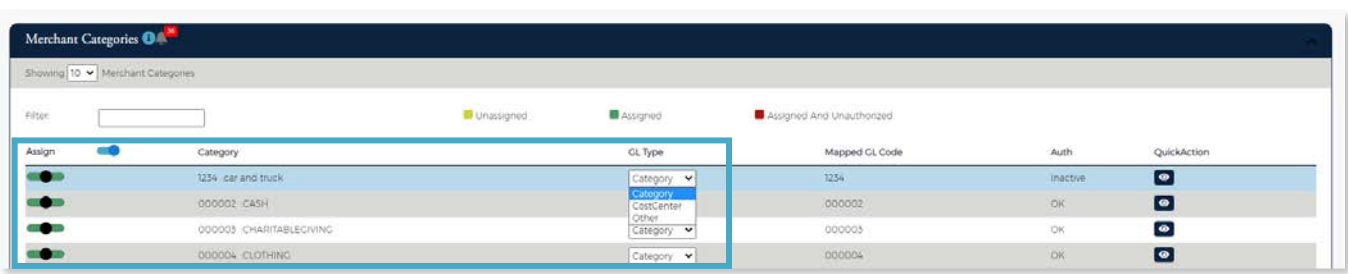
Yellow—Unassigned
Any expense category in this status and cardholders assigned to this cost center, charges do not automatically map to this cost center. It would be a manual process by the cardholder at time of expense report completion

Green—Assigned
Any expense category in this status and cardholders in this cost center, charges automatically charge here but can be overridden by the cardholder

Red—Assigned and Unauthorized
Any expense category in this status and cardholders in this cost center, charges automatically map to this expense category and cannot be overridden by the cardholder

Category—is the ledger code/name for this expense category

GL Type—the drop-down identifies the GL assigned to this expense category
By Category—ledger code/name for this expense category
Cost Center—GL code for the cost center
Other—manually assign a GL for this category at the cost center level



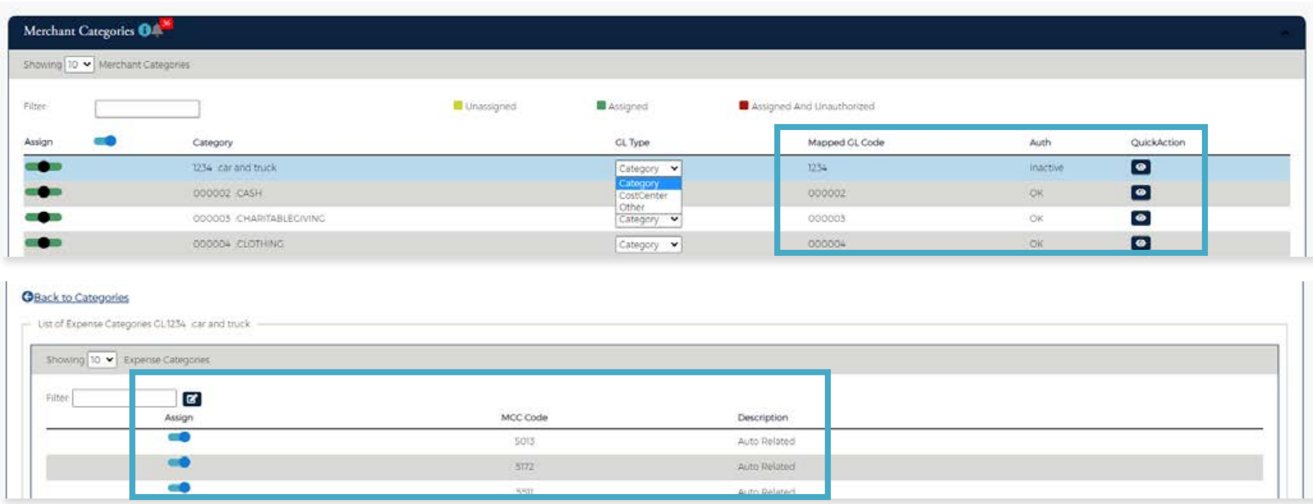
Mapped GL Code—shows the code/name for what GL Type is chosen in the drop-down field
Auth—shows the authorized status for this cost center

- ***Inactive***—expense category is not active for this cost center
- ***OK***—expense category is active for this cost center

Not OK—expense category is active but not able to be overridden by the cardholder in this cost center

Cost Centers (continued)

Quick/Action—by click on the icon, this allows you to quickly view and make a change(s) to the expense category

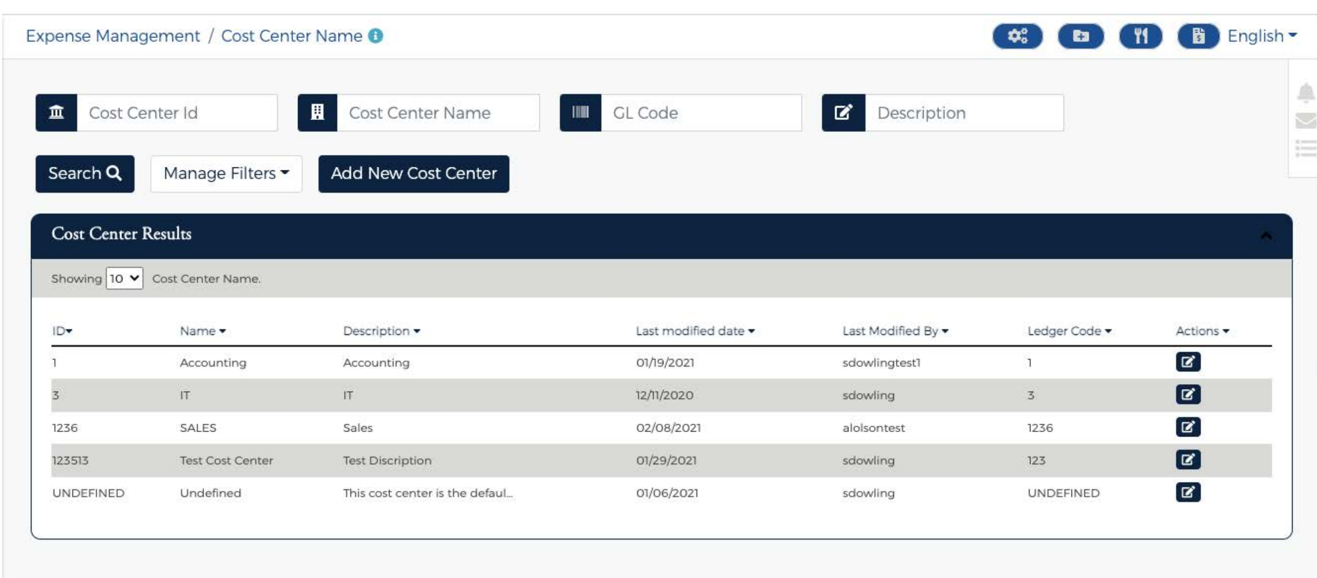


Editing a Cost Center

To edit an existing cost center, refer to the following steps:

Step 1. From Expense Management Settings page—Click on the Edit Cost Center icon

Step 2. Click on the modify icon of the Cost Center you want to edit

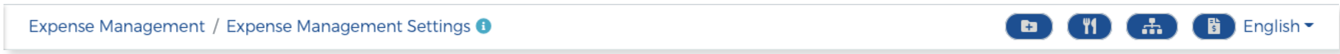


Cost Centers (continued)

Searching for Cost Centers

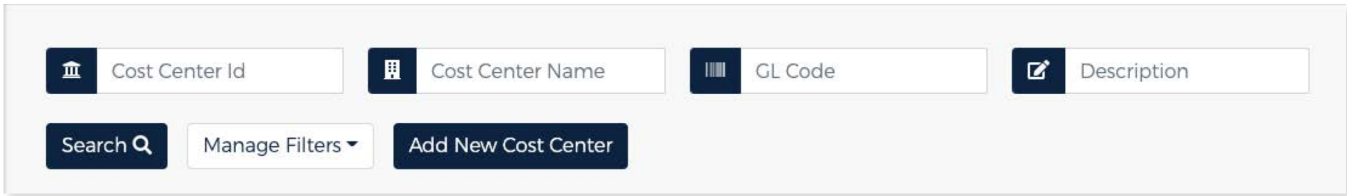
To search for Cost Centers, refer to the following steps:

Step 1. From Expense Management Settings page—Click on the Edit Cost Center icon



Step 2. Search by Cost Center ID | Cost Center Name | GL Code | Description

Step 3. Click Search and the modify cost center page will appear



Reviewing Expense Reports

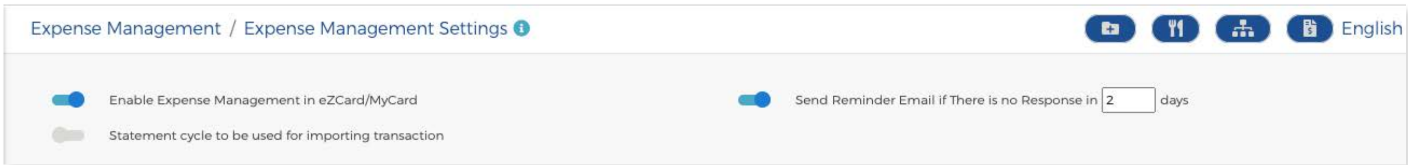
When a cardholder submits or re-submits an expense report, the 1st Reviewer receives an email. The second level reviewer (if assigned) will also receive an email once the first Reviewer completes their review. The cardholder will receive an email when reviewed by first and 2nd level approver as final approval.

In the event of an account transfer, the following information is transferred to the new replacement account:

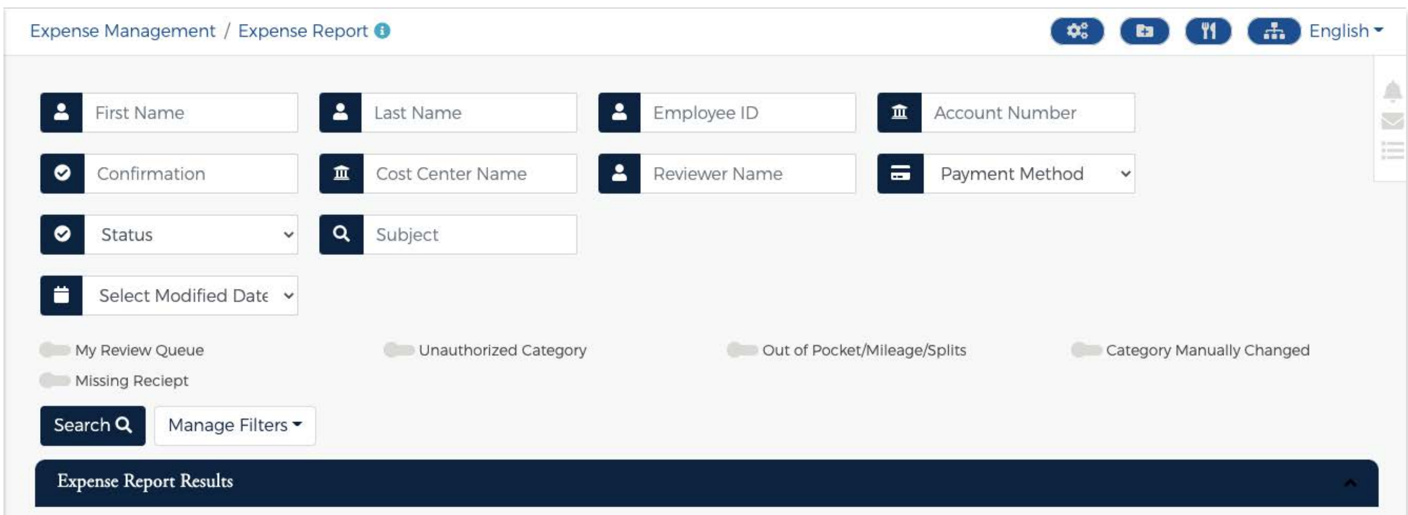
- Cardholder's Cost Center
- 1st and 2nd Reviewer
- Previously submitted Expense Reports

To search for Expense Report

Step 1. From the Expense Management Settings page, click the Expense Report icon



Step 2. Click Search to view a list of all expense reports or
Step 3. Type one or more search criteria to view a list of reports that meet specific criteria, for example the Expense Report number in the Confirmation # field. Search can be made for up to 24 months



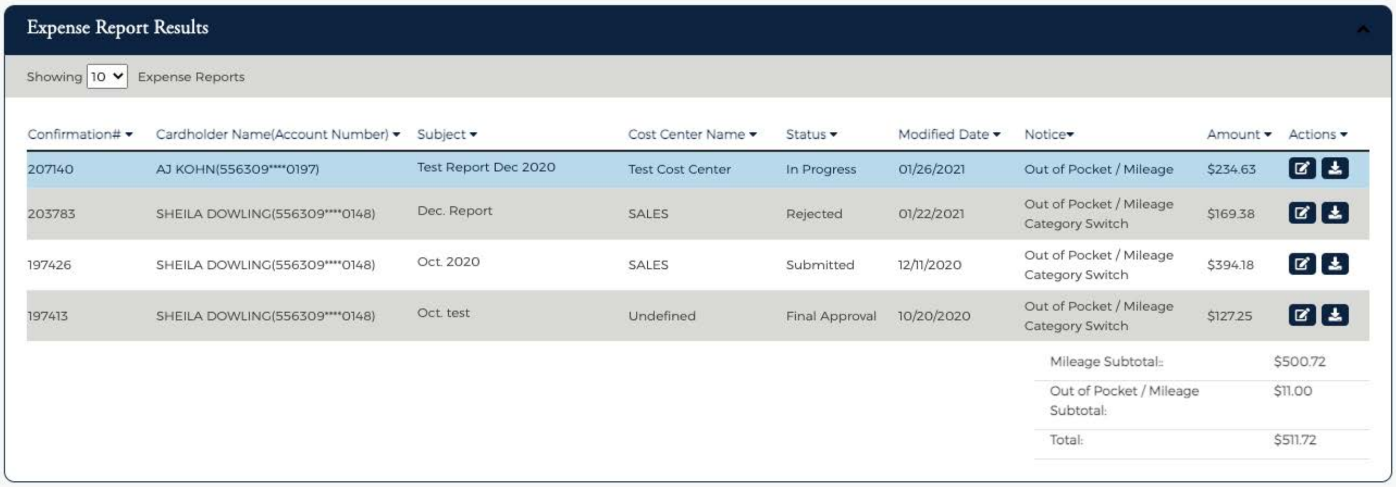
Reviewing Expense Reports (continued)

Step 4. After the search criteria is entered, a list of expense reports matching that search appears

Expense Report Status

Status	Description
Submitted	The report is waiting for review.
Pending	The cardholder can initiate an expense report but has not yet submitted one.
In Progress	The cardholder has started an expense report but has not yet submitted it.
Approved	The 1st level Reviewer approved the report. If a 2nd Level Reviewer is established, that person can now complete their review. When the 2nd Level Reviewer approves the status will move to **Final Approval**. When completing the Export GL report, clicking the *Finalize Expense Reports* box gives the Final Approval to all submitted reports, and marks them as Paid.
Rejected	The first or second level Reviewer rejected the expense report and returned it to the cardholder in their Inbox within eZCard. The cardholder needs to correct the error and resubmit the report.
Review Expense Report	Click to complete the review after clicking *Approve* or *Reject.*

Step 5. Select the report you want to view by click on the modify icon


Expense Report Results

Showing 10 Expense Reports

Confirmation#	Cardholder Name(Account Number)	Subject	Cost Center Name	Status	Modified Date	Notice	Amount	Actions
207140	AJ KOHN(556309****0197)	Test Report Dec 2020	Test Cost Center	In Progress	01/26/2021	Out of Pocket / Mileage	$234.63	
203783	SHEILA DOWLING(556309****0148)	Dec. Report	SALES	Rejected	01/22/2021	Out of Pocket / Mileage Category Switch	$169.38	
197426	SHEILA DOWLING(556309****0148)	Oct. 2020	SALES	Submitted	12/11/2020	Out of Pocket / Mileage Category Switch	$394.18	
197413	SHEILA DOWLING(556309****0148)	Oct. test	Undefined	Final Approval	10/20/2020	Out of Pocket / Mileage Category Switch	$127.25	

Mileage Subtotal:	$500.72
Out of Pocket / Mileage Subtotal:	$11.00
Total:	$511.72

Reviewing Expense Reports (continued)

Step 6. Once the reviewer clicks on modify to view a cardholder's expense report, the report will automatically become locked for review, so the cardholder temporarily cannot modify the report. A pop-up message will appear that the report is locked for review by the reviewer

Expense Report Detail

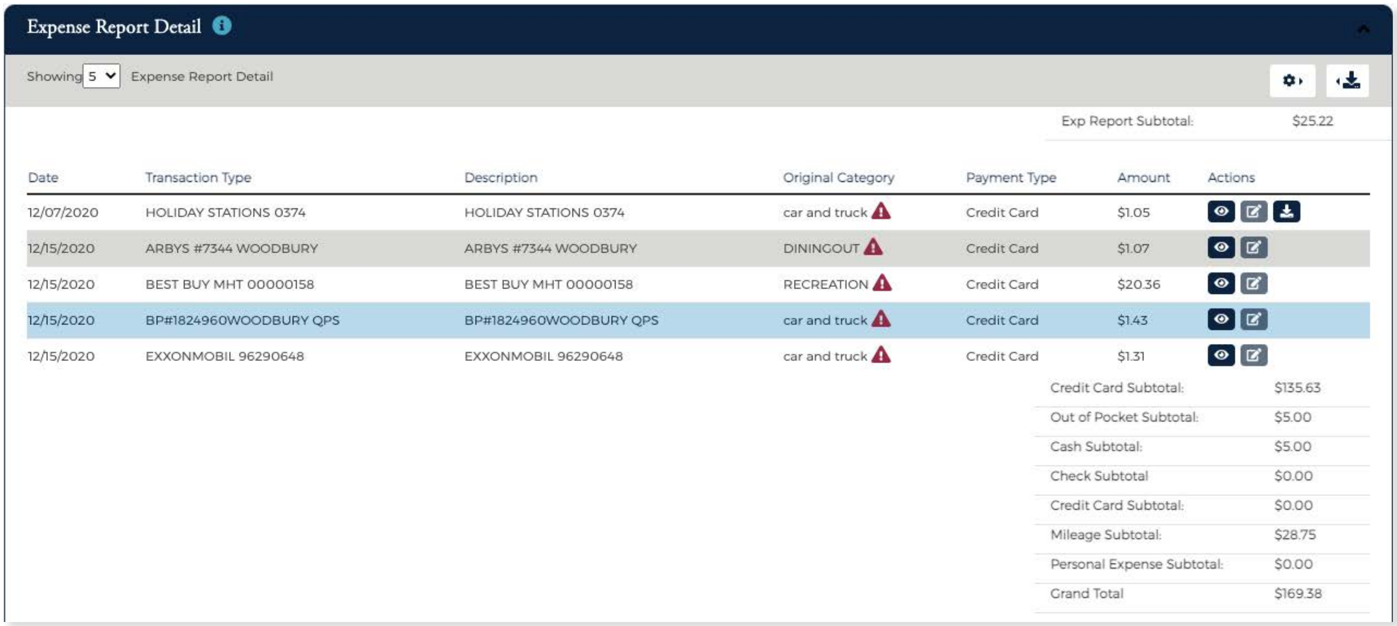
Showing 5 Expense Report Detail

Exp Report Subtotal: $127.25

Date	Transaction Type	Description	Original Category	Payment Type	Amount	Actions

Expense Report Detail

Step 7. To view the expense report, Click the view icon



Expense Report Detail

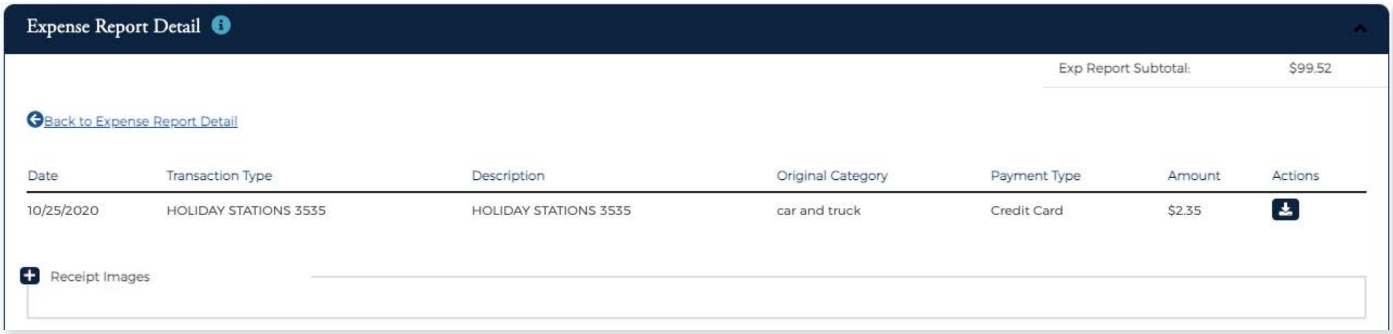
Showing 5 Expense Report Detail

Exp Report Subtotal: $25.22

Date	Transaction Type	Description	Original Category	Payment Type	Amount	Actions
12/07/2020	HOLIDAY STATIONS 0374	HOLIDAY STATIONS 0374	car and truck	Credit Card	$1.05	
12/15/2020	ARBYS #7344 WOODBURY	ARBYS #7344 WOODBURY	DININGOUT	Credit Card	$1.07	
12/15/2020	BEST BUY MHT 00000158	BEST BUY MHT 00000158	RECREATION	Credit Card	$20.36	
12/15/2020	BP#1824960WOODBURY QPS	BP#1824960WOODBURY QPS	car and truck	Credit Card	$1.43	
12/15/2020	EXXONMOBIL 96290648	EXXONMOBIL 96290648	car and truck	Credit Card	$1.31	

Credit Card Subtotal:	$135.63
Out of Pocket Subtotal:	$5.00
Cash Subtotal:	$5.00
Check Subtotal	$0.00
Credit Card Subtotal:	$0.00
Mileage Subtotal:	$28.75
Personal Expense Subtotal:	$0.00
Grand Total	$169.38

Step 8. To view Transaction Receipt Images, click the to view images



Expense Report Detail

Exp Report Subtotal: $99.52

Back to Expense Report Detail

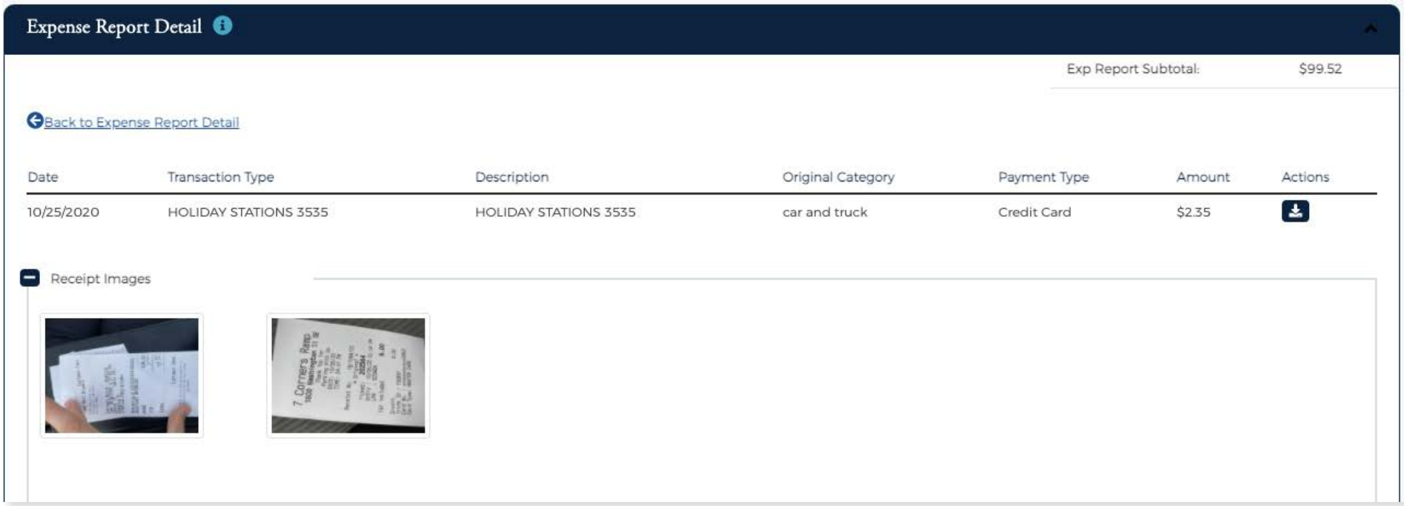
Date	Transaction Type	Description	Original Category	Payment Type	Amount	Actions
10/25/2020	HOLIDAY STATIONS 3535	HOLIDAY STATIONS 3535	car and truck	Credit Card	$2.35	

Receipt Images

Expense Report Detail (continued)

The receipt image will appear.

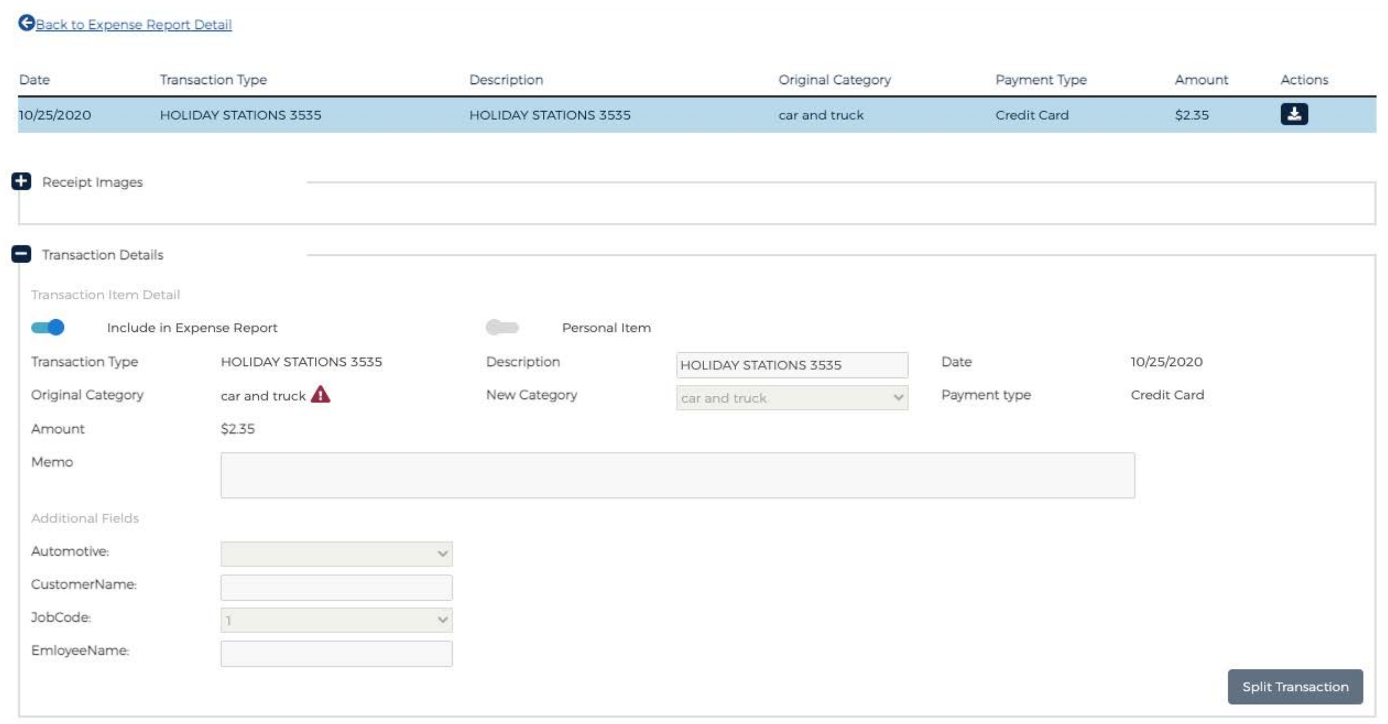
PDF's will not display, they will need to be downloaded via the download button.



Step 9. To view Transaction Details, click the Transaction Details

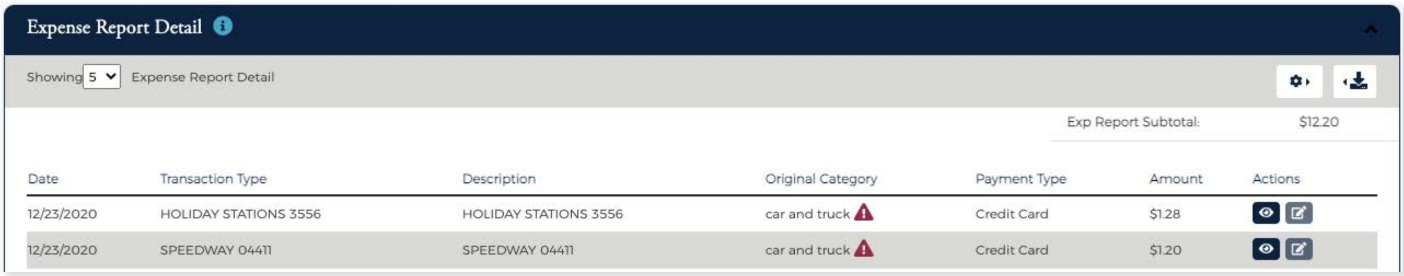
Step 10. To get back to the expense report, click Expense Report Detail

Step 11. If you would like to see PDF images, please use the download button

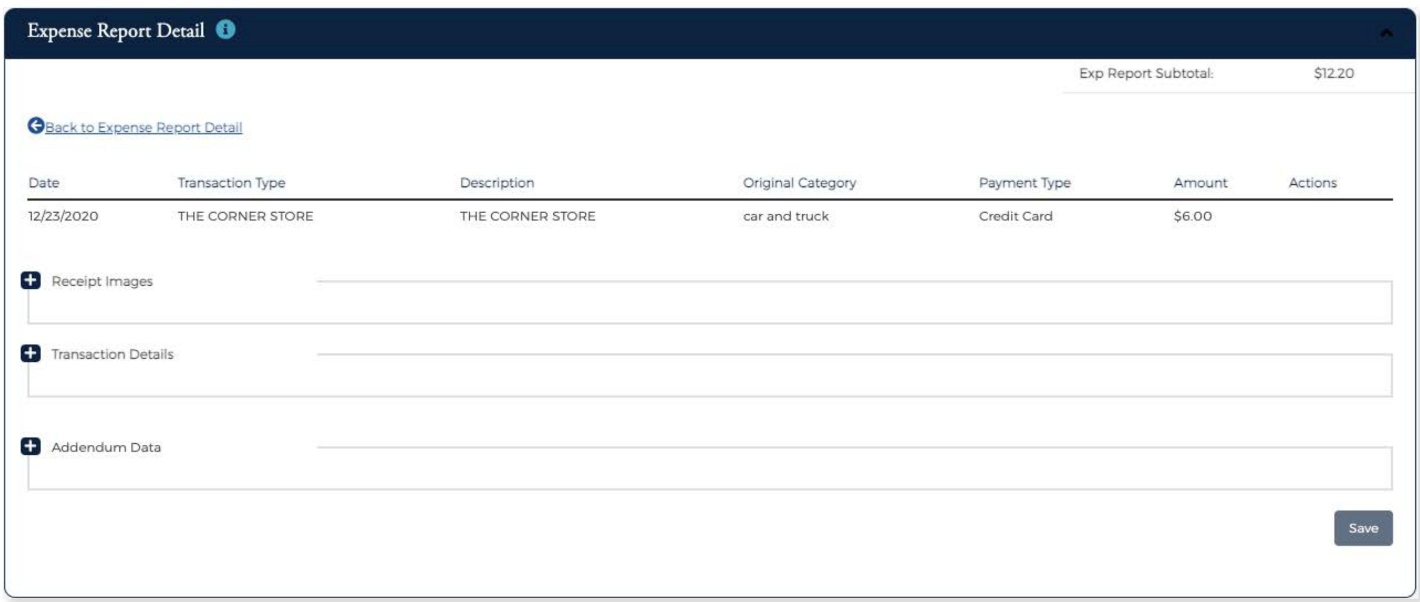


Expense Report Detail (continued)

Step 12. To edit an expense report, click the edit icon



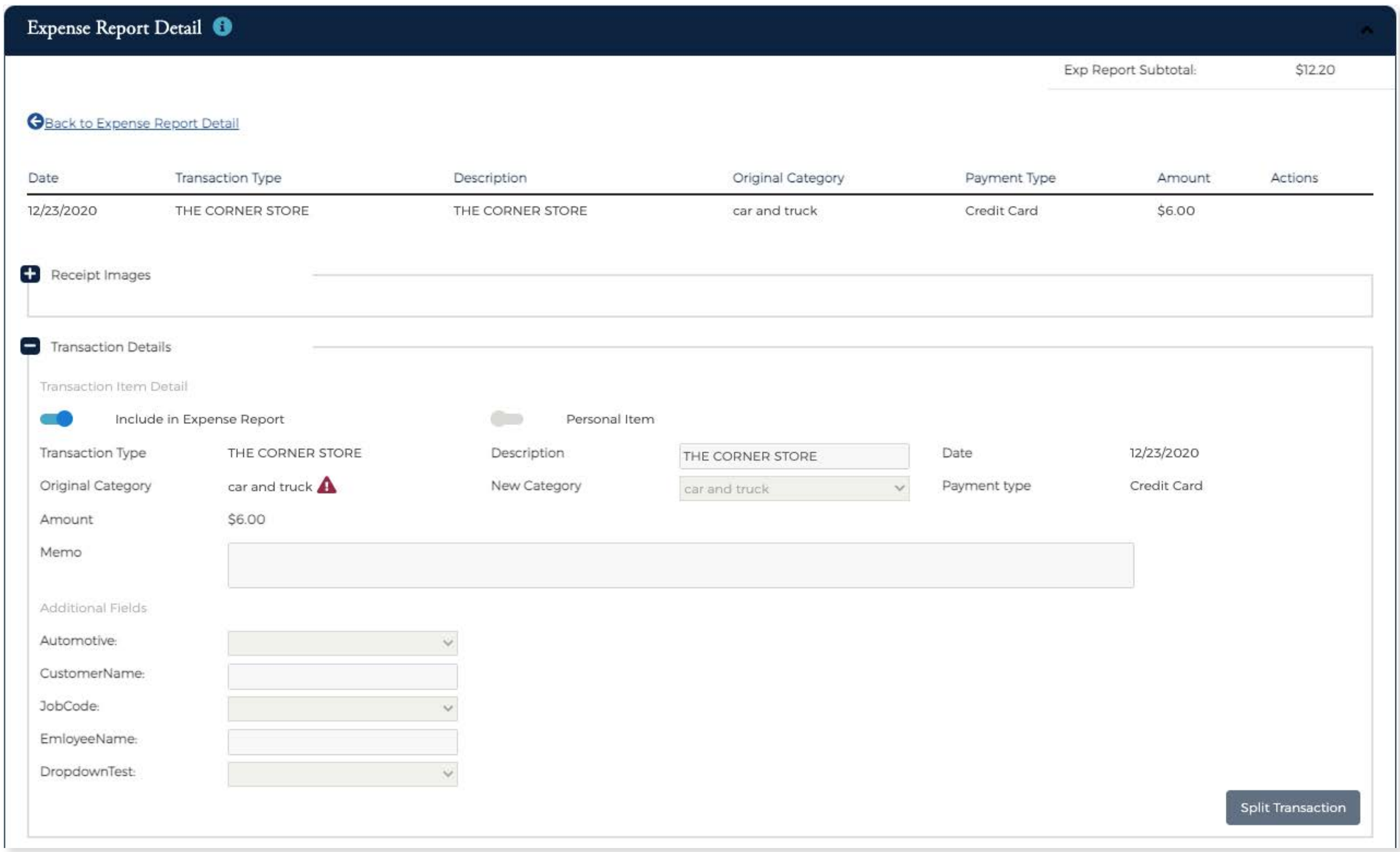
Step 13. Click the icon for Transactions Details to open this field and make changes if needed



Expense Report Detail (continued)

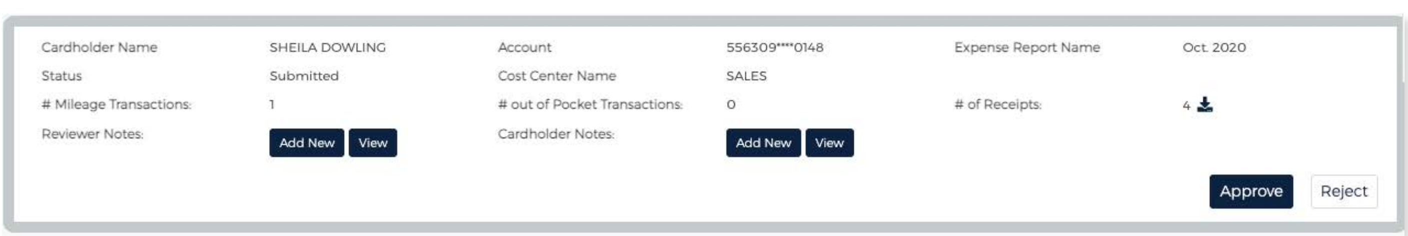
Step 14. In the event an admin user/reviewer would like to edit an expense report rather than reject it back to the cardholder, the following fields can be edited:

- **Include In Expense Report**—toggle on or off to include this transaction in the submitted expense report
- **Personal Item**—toggle on or off to make it a personal item
- **New Category drop-down**—the ability to change the expense category
- **Split Transaction**—the ability to split to the transaction between



Step 15. To view cardholder notes, click the View icon

Step 16. To view Reviewer notes, click the View icon



Expense Report Detail (continued)

Step 17. To Approve an Expense Report

- The reviewer must add a note before approving. To add note, click Add New to the right of Reviewer notes
- Click Approve

Step 18. To Reject an Expense Report

- The reviewer must add a note before rejecting. To add note, click Add New to the right of Reviewer notes
- Click Reject