

Expense Entry



Expense entry is where you enter expenses against a project. These costs could be paid by you, paid by a company credit card, or paid from a cash advance. Each cost you enter is called a cost card in Projector. You then submit the cards for approval by your organization. The typical workflow for cost entry is:

- Select the week when the costs were incurred
- Find the project the expense goes against
- Select the type of cost (airfare, meals, etc)
- Enter the amount of the cost
- Enter additional details like location or exchange rate
- Optionally attach receipts
- Submit the cost for approval

Single-currency tutorial

Multi-currency tutorial

Permissions and Settings

The following permissions are for Projector Administrators, Engagement Managers, or Project Managers. If you are only here for expense entry, then these settings are probably not very interesting to you.

To access expense entry you must either be

- A [resource](#) (enter expenses for yourself)
- A [user](#) with the [cost center permission](#) **View Resource/Disbursed Expense Reports** (enter expenses for groups of other people)
- Be the cost entry delegate on a [resource's profile](#) (enter cost on behalf of a specific person. Often used by administrative staff to enter expenses for C-level executives)

An expense report's currency is determined by the [company](#) assigned to the [resource's cost center](#) at the time of the ER's creation.

You can enter expenses for other people in your organization if you have the [cost center permission](#) **Maintain Expenses**.

Expenses can only be entered for projects that are open for expense entry. A project is considered open if the **Open for Cost** checkbox is ticked on the [Project Info Tab](#).

Some projects limit expense entry to those assigned to the project. This is controlled by the **Only allow booked resources to report expenses to project** checkbox on the [Project Info Tab](#).

Once an expense report is completely [approved to pay](#), you can no longer add new cost cards.

If you are using Projector's accounting module, then the [period](#) must also be open for cost.

To upload receipt documents the [document storage module](#) must be enabled.

A large number of additional expense entry related settings can be found on the [System Settings Editor Cost Tab](#).

When entering expenses, we remember the last cost card's details and duplicate them. For example, if you create a cost card for location Germany and set the currency to Euros, when you create your next time card we'll default to those same settings. This stickiness lasts until you leave expense entry or refresh the expense entry page. "Sticky" fields include Paid By, Location, and Currency.

Mileage reimbursement rates are driven by the [resource's](#) location. You can also set a location on a where a cost was incurred, but it does not impact mileage rates.

Mileage distance units can be miles or kilometers. The unit chosen is determined by your resource's location.

Projector does not allow the upload of [Portfolio PDF files](#). A portfolio is multiple PDF files combined into a single document. We disallow them because the PDF rendering engine cannot handle this file format.

Page Header

The header contains top level actions for the page and displays notifications. From here you will specify the week, add projects, save, submit, and view warnings or alerts.

List of expense reports

Draft

Expenses for Acme Sales Pitch

Expense report #ER00038 for Tom was created 06 Nov 2012 | Includes expenses from 05 Nov - 11 Dec 2012

Week(s): 04-10 Nov 09-15 Dec Add a Week

Save

Submit

ADD A PROJECT AND/OR EXPENSE TYPE

Enter a client, engagement, or project

04 NOV SUN	05 NOV MON	06 NOV TUE	07 NOV WED	08 NOV THU	09 NOV FRI	10 NOV SAT
—	95.00	25.00	55.00	35.00	—	—

NET DUE

145.00
USD

ADVANCE

Expenses for

Enter the expense report name here.

Expenses for Acme Sales Pitch

Expense Report Details

Details about this expense report are shown just under the name.

Expense report #ER00038 for Tom was created 06 Nov 2012 | Includes expenses from 05 Nov - 11 Dec 2012

Expense Report Status

The upper right contains a status window about the current invoice. The color indicates whether the report is approved, rejected, or draft/submitted.

✓ Approved

✓ **Approved to Pay**

Received 100.00 USD, Received 180.00 USD, Received 438.00 USD

This expense report can no longer be modified

✗ **Rejected**

There is a problem with one or more expenses

Draft

This expense report contains unsaved information

Navigating Weeks

By default a new expense report defaults to the current week. Click on **Add a Week** to add additional weeks. Each additional week is added to the list. The current week is highlighted in gray.

Week(s): 04-10 Nov 09-15 Dec Add a Week

Save

The **Save** button is available whenever a change has been made to the current expense report. In addition, navigating away from the current week by using the calendar will automatically save any pending changes. Saved changes are not submitted.

Save

Submit

The **Submit** button checks in all cost cards so that they can go through your organization's approval process. Even after submitting you can still edit the cards as long as they are not approved. Once approved you can no longer edit the a card. An approved card has the symbol ✓.

Submit

When you submit an expense report, you'll be prompted to notify potential approvers. Tick the checkbox next to each person that you would like an email sent to.

Submit this expense report

5.00 USD to be reimbursed

Selected people to notify via email:

- Charles Flood
- Guest User
- Joe Collins
- Scott Raymond
- Steve Chong
- Tom Sherman

Message to selected people:

Can one of you approve this expense please?

Week Header

The week across the top shows the total of all cost cards on that day. If any cost cards are rejected then the day and hours display in red.

04 NOV SUN	05 NOV MON	06 NOV TUE	07 NOV WED	08 NOV THU	09 NOV FRI	10 NOV SAT	NET DUE
—	• 105.00	25.00	55.00	38.00	3.00	—	161.00 USD
							ADVANCE

The **Net Due** area shows the amount you can be reimbursed for this week. Cash advances and company paid expenses are not included in this amount.

Subtotals

The subtotals section shows the gross amount of your expenses, the amount covered by a cash advance, the amount covered by company paid credit cards, and the net amount you will be reimbursed.

Expenses sub-total	408.20
– Cash advance	85.00
– Paid by others	55.00
Net due	268.20

Add Project / Expense Type

The search field is how you will add projects and expense types to your expense report screen.

Clicking in the search field displays a list of your most recently used projects. In addition you can search by typing in a client, engagement or project name.

- Clicking in the search field displays a list of projects you've used recently.
- Typing a character initiates a search after a brief pause. Pressing **Enter** immediately initiates the search.
- Unavailable projects are shown grayed out. Hovering over the unavailable project presents a tooltip for the reason why.

ADD A PROJECT AND/OR EXPENSE TYPE

Enter a client, engagement, or project

Click on a project to view its details.

ADD A PROJECT AND/OR EXPENSE TYPE

Enter a client, engagement, or project

Roller Skate Equipped Coyote Testing

P001056-001 | ACME ROCKETS

Meals and Entertainment

Personal Auto Mileage

Telecom

04 NOV 05 NOV 06 NOV

RESULTS: 4 FOUND

Heathrow usability testing and revisions

P001000-001 | Heathrow Financial Group

Heathrow website redesign

P001003-001 | Heathrow Financial Group

PO Testing

P001000-002 | Heathrow Financial Group

PO TESTING

P001061-001 | Heathrow Financial Group

Finally select the expense types you need to enter costs against. You can select multiple types if you wish. If the expense type is grayed out then it has already been added to your expense report.

04 NOV 05 NOV 06 NOV 07 NOV 08 NOV 09 NOV

RESULTS: 4 FOUND

- Heathrow usability testing and revisions
P001000-001 | Heathrow Financial Group
- Heathrow website redesign**
P001003-001 | Heathrow Financial Group
- PO Testing
P001000-002 | Heathrow Financial Group
- PO TESTING
P001061-001 | Heathrow Financial Group

P001003-001 | Heathrow Financial Group
Heathrow website redesign

PROJECT INFO

Engagement Manager
Virginia Flores

Project Manager
Virginia Flores

EXPENSE TYPES

Select expense types: or

- Travel
- Meals and Entertainment
- Telecom
- Printing and Copying
- Research Fees
- Personal Auto Mileage
- VAT Test

2 of 7

Cost Entry Grid

The cost entry grid is where you type in your expenses. The grid is grouped by project, with a row for each expense type. In the example below you can see one project with three expense types underneath it. If you have multiple expenses for a single day, then a green bubble indicates the number of cost cards (**2**). To enter an expense, click in a cell for the appropriate day of the week and expense type.

Roller Skate Equipped Coyote Testing
P001056-001 | ACME ROCKETS

		115.20	50.40	65.20	38.00	3.00		346.80
Meals and Entertainment	<input type="text"/>	<input checked="" type="checkbox"/> 10.00	<input checked="" type="checkbox"/> 5.00	<input checked="" type="checkbox"/> 55.00	<input checked="" type="checkbox"/> 3.00	<input checked="" type="checkbox"/> 3.00	<input type="text"/>	151.00
Personal Auto Mileage	<input type="text"/>	<input type="text"/> 10.20	<input type="text"/> 20.40 2	<input type="text"/> 10.20	<input type="text"/>	<input type="text"/>	<input type="text"/>	40.80
Telecom	<input type="text"/>	<input checked="" type="checkbox"/> 95.00	<input checked="" type="checkbox"/> 25.00	<input type="text"/>	<input checked="" type="checkbox"/> 35.00	<input type="text"/>	<input type="text"/>	155.00

A popover appears for you to enter your expenses for that day.

Control	Description
Amount	Enter the amount of the expense
Description	Enter a description that
Optional Fields	Your installation may be set up with optional fields. In the screenshot above there is a custom field called Expense With . These are configured using the User Defined Fields Editor .
Location	Enter the location of the expense. If your installation has only one location or no locations then you will not see this field. The location you choose plus the expense type chosen sets the default VAT %. For example, meals in Quebec incur VAT at 8.02%. Locations are maintained on the Location and Holiday Editor . Set default VAT % from the Expense Type Editor .
Paid By	Who paid for the expense. Defaults to <i>Paid by me</i> . If this expense was paid via cash advance, then you should still choose <i>Paid by me</i> . This list can also include company credit cards. Company credit cards are managed in the Vendor Editor . You can only see vendors that are in the same company as the resource.
Currency	The currency of the expense. If the incurred currency differs from the default, then choose the correct currency from the dropdown list (all international currencies as defined by ISO 4217 standard). If an exchange rate for that currency is already defined then it will automatically populate. Or, if your installation has enabled the use of XE.com those fx rates will be used to convert the incurred cost and the exchange rate will be populated by XE. You may override the exchange rate if you believe it is appropriate to do so.
Add another expense	Click on this button to add another cost card to the same day. The green 2 icon will automatically increment. Switch between existing expense by selecting the appropriate tab.
Add receipts	Click Browse to find an expense on your computer. Or drag and drop an expense into the receipts area. See the adding receipts section of this help document for more information.
Add a note	Sometimes you might not have a receipt. In this case you should add a note instead.
Delete	Delete the current cost card. Approved cost cards cannot be deleted. You will need to ask your manager to unapprove the cost card before deletion is possible.
Move	This pops up a calendar control. Select the day that you want to move the cost card to.
Copy	This pops up a calendar control. Select the day that you want to copy the cost card to.

FX Rates

If you incur an expense in a foreign currency, then FX rates are used to convert the value to your home currency.

The cell at the top of the cost card is what you will receive in your native currency.

The cell at the bottom left of the cost card is your receipt value.

When you enter only one of the amount fields, we attempt to guess the other value based on your installation's FX settings. If the FX guess is wrong, correct the amounts. If you know your FX rate and want to lock it in, simply click the lock icon (🔒).

15.00

Draft expense (Add another) ✕

Description *
travel
Characters remaining: 3994
 Non-chargeable

Paid By
Paid by me

Location
Select a location

Currency
Paid in Euros (EUR)

Use Projector's exchange rate:
0.7353 EUR to 1 USD
1.3600 USD to 1 EUR

How much did you pay in EUR?
11.03
Total paid (EUR)

How much are you due in USD?
1.3600 = 15.00
USD to 1 EUR Total due (USD)

Add receipts (0) Missing receipt? Add a note Delete Move... Copy...

VAT

If your resource is part of a VAT enabled company then you will see a VAT field. Notify your administrator if you think you should have access to the VAT field.

The default VAT percentage is determined by the Location you choose plus the Expense Type. For example, in Quebec meals have an 8.02% VAT rate. If the VAT rate Projector picks is incorrect, change the VAT amount to the correct value. The rate will be automatically updated.

	32.00				
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Draft expense (Add another)

<p>Description *</p> <input type="text" value="Dinner"/> <p>Characters remaining: 3994</p> <input type="checkbox"/> Non-chargeable	<p>Paid By</p> <input type="text" value="Paid by me"/> <p>Location</p> <input type="text" value="Quebec"/> <p>Currency</p> <input type="text" value="Paid in Canadian Dollars (CAD)"/>
--	--

29.62	+	2.38	=	32.00
Amount (CAD)		VAT (8.02 %)		Total (CAD)

[Add receipts \(0\)](#)
[Missing receipt? Add a note](#)

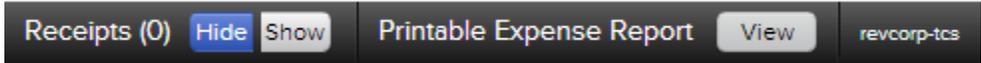
[Delete](#)
[Move...](#)
[Copy...](#)

Receipts

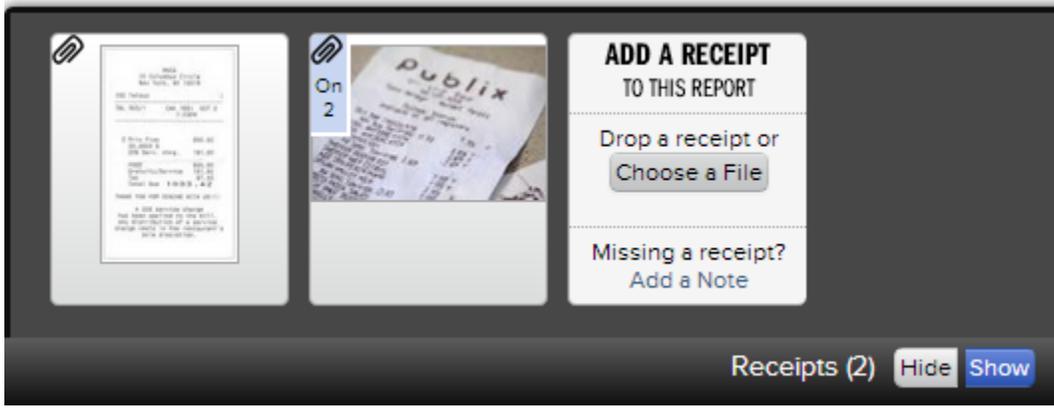
If your installation has receipts enabled, then you can attach receipts to either the entire expense report or to individual cost cards. The differentiation is important because what functions are available depends on what type of receipt you attach.

Whole ER Receipt

To attach an expense report to the entire report, click the **Show** button in the page footer.



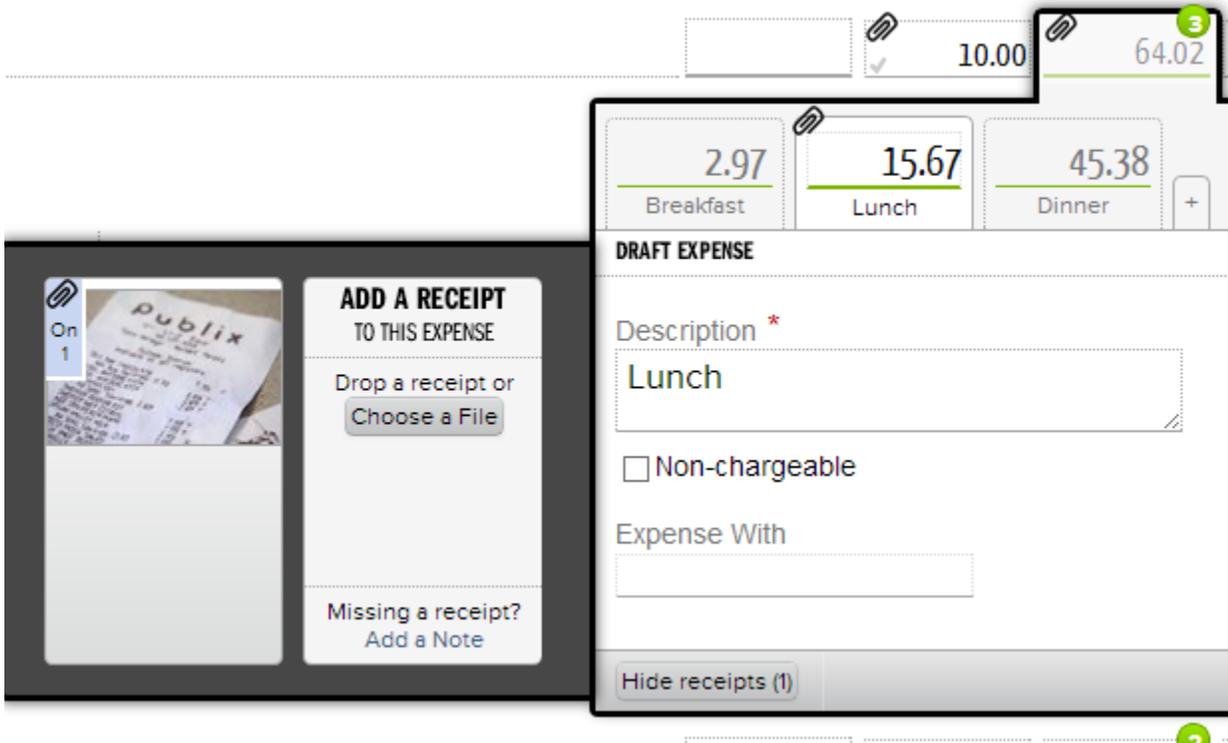
The following popup appears.



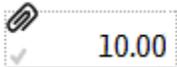
Click the **Choose a File** button and browse for one on your computer. Or you can drag and drop a file into the **Add a Receipt** area (drag and drop is not supported by IE9).

Cost Card Receipt

Receipts can also be attached to individual cost cards if your installation allows it. Click on a cost card then click **Add Receipts**. A menu slides out to the left with all the receipts attached to this cost card. You can drag and drop the receipt from this cost card to another one. This increments the **On #** field shown in the screenshot below. This is useful for receipts that cover multiple expense types. For example, you might have a receipt that contains a hotel room, lunch at the hotel, and an expense that cannot be charged to the client from the hotel bar. You would enter three separate expenses, and associate the same receipt with each one.



Once a receipt is attached to an individual cost card, a paperclip icon appears on its cell.



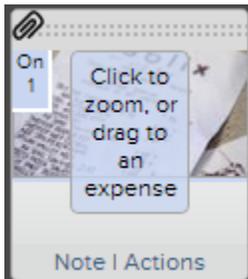
Supported Attachment Types

You can upload pretty much any file type, but only some file types can be previewed in our website. Unsupported file types are things like .exe files or things that may get blocked by our firewall, like SQL code. Previews only show the first page of multi-page PDFs. To view the entire PDF you should download it to your system again using the Actions section, discussed next. Previews are supported for:

- PDF (except [Portfolio PDFs](#))
- BMP
- GIF
- JPG
- JPEG
- JPE
- PNG

Receipt Actions

If you hover over a receipt, a **Note** and **Action** menu is shown.



A **note** is a message directly related to the receipt. This is useful for whole expense report receipts that are not associated with individual cost cards. Use the note to provide some information about which cost card it is for. You can also add notes to individual cost card receipts, but it is less common.

The action menu provides the following functions.

Action	Description
Show info	If the receipt is on an individual cost card, show the associated date, expense type and amount of the cost card.
Remove receipt	Removes the receipt. Click Save to finalize this change.
Move to report	If the receipt is associated with an individual cost card, associate it with the entire expense report instead.
View/Download	The receipt file is opened or downloaded - the action is dependent upon your browser and its settings.

Quick Entry

Some users prefer to enter there expenses through a simple static interface rather than through the cost card grid. This may be especially true if you are entering expenses from a large date range and you don't want to navigate from week-to-week. In this case we offer an interface called Quick Entry. The simple interface lets you quickly tab through all fields, enter your data, and press enter to create the cost card.

New expense | Add multiple expenses quickly

Amount Due Date * 17 Mar 2016

Description

Non-chargeable

Project *

Expense Type *

Location

Paid By

Currency

Receipt(s)

Add a receipt
[Choose a File](#)

Missing a receipt?
[Add a Note](#)

[Add Expense to this report](#)

Drop a receipt or [Choose a File](#)

[Add Expense to this report](#)

Import... Quick Entry... Receipts... ⁶ Print... revcorp-ics

Cash Advances

If you received a cash advance then enter it in the **Cash Advance** box. You will be reimbursed the net of your incurred expenses and advanced monies.

You cannot enter a greater cash advance than the incurred amounts on your expense report. For example, if you have \$100 of expenses, cash advance values between 0 and 100 are allowed.

06 JAN Fri	07 JAN Sat				
—	—			0.00	
				USD	
				20.00	
				20.00	
Expenses sub-total				20.00	
– Cash advance				20.00	
Net due				0.00	

Expense Import

Projector can bulk import your expenses. See [Expense Import](#) to learn how.

Printing

On the page footer click the button **View** to see a printable version of your expense report.



The printable version contains all of your expenses, your reimbursement total, and fields for employee and manager approvals. Click on the thumbnail below to expand.



Payment Received

Expense reports that have been approved for reimbursement to you are marked **Approved to Pay**. Underneath are checkboxes for each amount that was sent to you. Tick the checkbox when you have received the money. This checkbox is for informational purposes only.

