Transitioning to NextGen Expense

Revised: March 12, 2018
Manage Expenses Page

The **Report Library** section contains your active reports – those that are submitted, not submitted, or returned.

In this section, you can:
- Work with your active reports
- Create new expense reports
- Locate and view older (paid, sent for payment) reports

The **Available Expenses** section contains your card charges, e-receipts, etc.

In this section, you can:
- View e-receipts (**Receipt** column)
- View the expense source (card charge, e-receipt) (**Payment Type** column)
- Combine duplicate card charges, e-receipts into one Available Expense
- Move your Available Expenses to a new or existing report
- Delete Available Expenses
- Sort, using the column headings

The **Available Receipts** section contains your uploaded receipt images. You can view and upload additional images in the section.
Create a New Expense Report

When you click **Create New Report** in the **Report Library** section of the **Manage Expenses** page, the **Create New Report** page appears.

The fields are bigger and easier to navigate.

Complete the fields and click **Create Report**.

**NOTE:** Since these pages are configurable, yours may be different from the one shown here.

When you click **Create Report** on the **Create New Report** page, the expense report appears.

On this page, you can:

- Add, edit, delete, copy, allocate, combine, and move expenses
- Copy, delete, and submit the expense report
- Using the **Report Details** menu, view the report header, report totals, report timeline (approval flow and comments), audit trail, and allocation summary
- Using the **Print/Share** menu, print the expense report
- Using the **Manage Receipts** menu, view all receipts and access the Missing Receipt Declaration (formerly Affidavit), if allowed
When you click Add on the expense report, the Add Expense page appears. Start by doing one of these:

- To use your Available Expenses, select one or more and then click Add to Report.
- To add a new expense, click the Create New Expense tab. Click the desired expense type. (The sample on the following pages assumes that you want to create a new expense.)
Add an Expense

When you click an expense type on the Create New Expense tab, the New Expense page appears.

Click + to attach a receipt to the expense, by selecting from the receipt images in your Available Receipts library or by uploading a new image.

Complete the fields as directed by your company.

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Then, depending on the remaining tasks, click Attendees, Allocate, Itemizations, or Save Expense.
When you click **Attendees** on the **Details** tab of the **New Expense** page, the **Add Attendees** page appears.

Start with one of these:

- To use one of your recently used attendees, on the **Recent Attendees** tab, select one or more and then click **Add To List**.

- To choose from your Favorites, use the **Favorites** group on the **Attendee Groups** tab.

- To search for attendees that are not in Favorites or on the **Recent Attendees** tab, click the **Add Attendee** tab. Complete the search fields.

- After exhausting your search options, to add an attendee, click the **Add Attendee** tab. Click **Create New Attendee**.

- Other options, like declaring No Shows may also be available to you.

Click **Search All Attendee History** to search all attendees you have ever used.

- To choose from your Favorites, use the **Favorites** group on the **Attendee Groups** tab.

- To search for attendees that are not in Favorites or on the **Recent Attendees** tab, click the **Add Attendee** tab. Complete the search fields.

- After exhausting your search options, to add an attendee, click the **Add Attendee** tab. Click **Create New Attendee**.

- Other options, like declaring No Shows may also be available to you.
Allocate an Expense

When you click **Allocate** on the Details tab of the **New Expense** page, the **Allocate** page appears.

Your default allocation appears, indicating that any part of the expense that is not allocated is charged to your department/cost center. As you add or change allocations, the percentage/amount in this row changes accordingly.

On this page, you can add, edit, and remove allocations. You can also create Favorites.

To add, click **Add** and then:

- On the **New Allocation** tab, define the allocation as directed by your company. You may see lists or text fields, depending on your company’s configuration.
- or –
- On the **Favorite Allocations** tab, select an existing favorite.
When you click the Itemizations tab on the New Expense page, the New Itemization page appears.

Choose the expense type and then:

- For recurring itemizations, choose Recurring Itemization in the Entry Type field.
- Click The Same Every Night for identical rates.
- Click Not the Same if the nightly rates/taxes differ over the length of the stay.
- For one-time charges, choose Single Itemization in the Entry Type field.