eZbusiness
Expense Management
Admin Guide

Treasury Services
833-774-6897
TS@anbank.com

Table of Contents

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 cardholder 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.

Managing Expense Management and Receipt Imaging configurations

1. Log into eZbusiness
2. From the **Home page,** Click Company Management.
3. Click Expense Management.
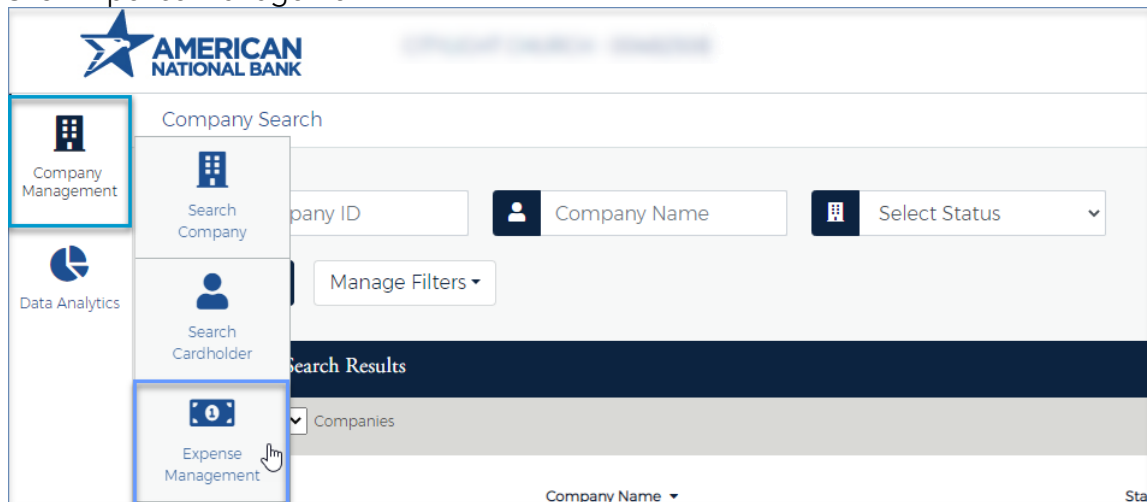
Expense Management Settings

1. **Enable Expense Management** – This toggle indicates if the company administrator has enabled Expense Management.
   Note: This setting should remain off until all final company settings have been set and expense management is ready to be utilized by cardholders. Once enabled, cardholders will see Expense Management in eZcard.

2. **Send Reminder Email if there is no Response in ___ days** – Enter the number of days you want to send out a reminder email to the expense report reviewer after the initial report was sent out.

3. **Statement cycle to be used for importing transaction** – Choose from the dropdown menu for how many statement cycles you want to import transactions for cardholders into eZcard. Example: Last 2 previous statement cycles.
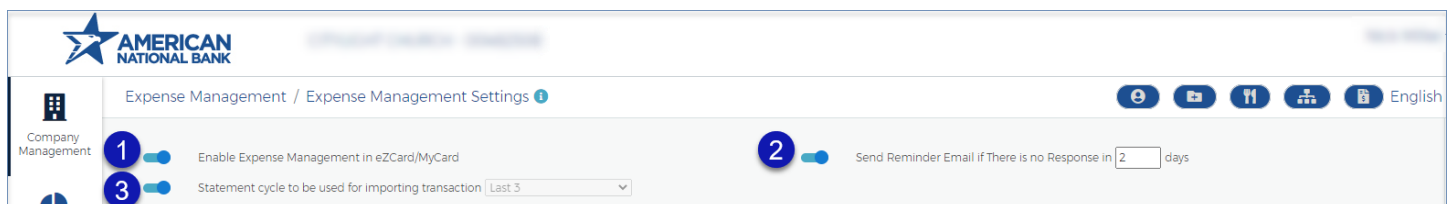
Receipt Imaging Settings (Recommended but Optional)

4. Enable Receipt Imaging Access (Toggle):
   ➢ This feature must be enabled to allow cardholders to attach receipts in eZcard.

5. Require receipts for transactions over $___:
   ➢ Enter in a dollar amount that will require cardholders to submit receipts over a certain $ amount. If you want receipts for all transactions, enter 0.

6. 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

7. Require receipts for all out-of-Pocket Transactions:
   ➢ This feature allows you to require receipts for **all** out-of-Pocket Transactions
   Note: If you enable this, you must also enable step 12.

8. Require Receipt Imaging for MCC:
   ➢ This feature allows you to require a receipt for specific MCC's. Click edit to toggle on certain MCC's that require Receipts. Which is a specific category EX: Veterinary Services MCC Code 5001.

9. Require Receipt imaging for Expense Categories:
   ➢ This feature allows you to require a receipt for specific Expense Categories. Click edit to toggle on certain MCC's that require Receipts. Then you will toggle for the specific categories.

10. Require receipts for all Mileage Transactions:
    ➢ This feature allows you to require receipts for **all** Mileage Transactions.
    Note: If you enable this, you must also enable step 11.

Mileage/Out of Pocket Settings (Optional)

11. 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.

12. 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)

13. 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)

14. 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)

15. 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 (Optional)

16. 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 There is a default message, but you can remove the message and include your own message.

17. Custom Expense Report Text
    - This field is configurable for the Company Admin to create a response message when a cardholder submits an expense report.

18. Click **Submit** to Save settings

19. Expense Management Settings Saved Successfully message will appear.
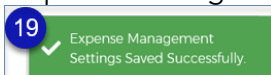
Additional Fields Setup (Optional)

Additional fields are *optional* and can be 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), such as Client Name, Employee Name, Receipt Number, etc. Companies may also have separate divisions, locations, or projects they need to identify as part of the accounting data. This field is especially useful for obtaining additional information related to each transaction.

Note: Depending on the type of additional field your creating; some fields are required, and some are optional.

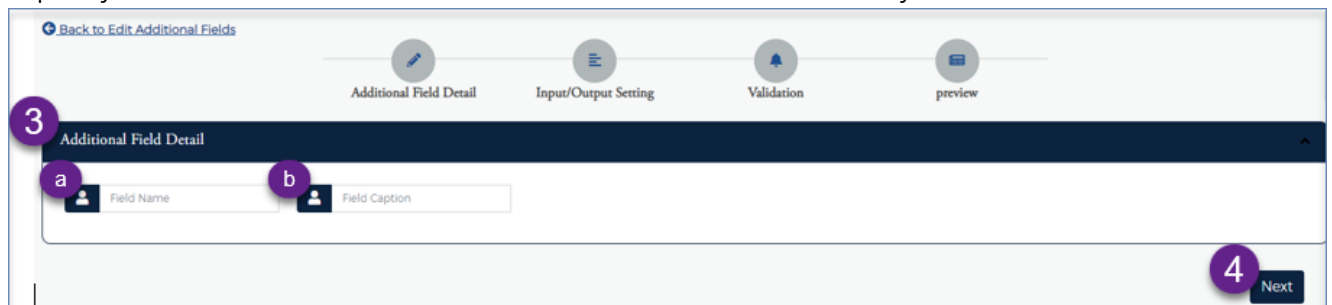1. Click the Additional Fields icon
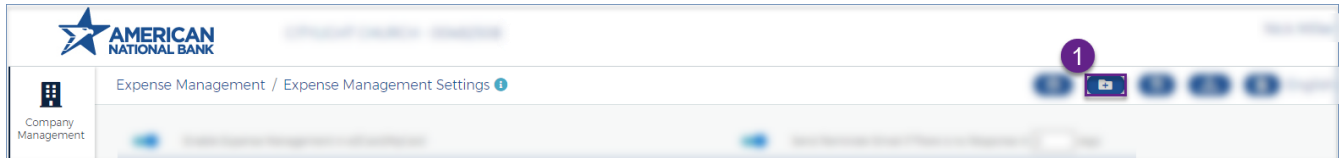
2. Click Create New Additional Field
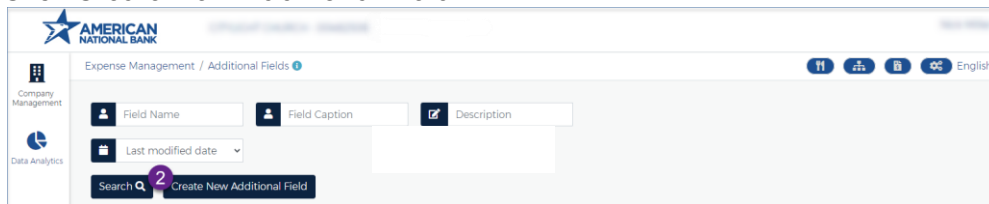

3. Additional Field Detail:
   Once you create the additional field, you then need to enable them. It's a twostep process. You attach to a specific category/or & cost center. Example: Traveling for Training but at the end of report you would attach the client to their ID To show the client they worked with.

   a. **Field Name** – provide a name associated with this additional field. Examples: AddClientName, AddEmployeeName, AddMileage, etc.).
   b. **Field Caption** – provide a description for this field. This can mirror the Field Name if additional information isn't needed.

4. Click Next

5. Input Field Settings:
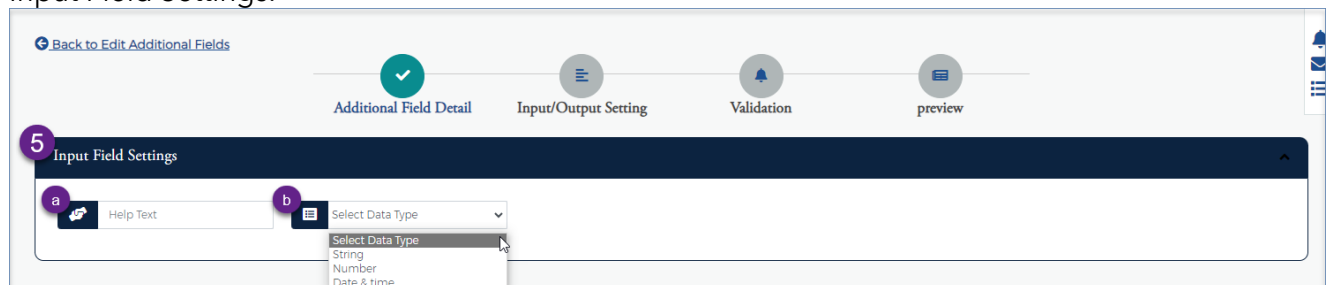
a. **Help Text** – Provide text to appear when hovering over this field to help cardholders understand what needs to be entered in this field (i.e., Enter Client Name Here, Enter Purpose Here, etc.).

b. **Select Data Type** – Choose one from drop-down ('String' is most commonly utilized).
- String – If part of the data is alpha or special characters (i.e., A,B,C... and/or !@#$%^&*...).
- Number – Data that only consists of numbers (i.e., 1,2,3...)
- Date & Time – Date & Time information (i.e., 06/01/2025 and/or 12:25pm).

6. Cardholder Selection Settings:

a. **Select Field Caption** – is the header for this data in reports. If this is left blank, the field will not be available for reports (i.e., Client Name, Purpose, Truck Number, etc.).

b. **Select Field Alignment from dropdown** – The postion where this field will appear within a transaction in Expense Management Reporting ('Left' is most commonly utilized).

c. **Select Field Type** – Choose one from the dropdown for the type of format this field will be.
- String– Percentage, Number with Commas, Currency, Date, Time Only, Special Date Format, Normal Number, Raw Text, Percentage. (Raw Text is most commonly utilized).
- Number – Number with Commas, Currency, Normal Numbers.
- Date & Time – Date, Time Only, Special Date Format.

7. Click Next

8. Field Validation: Choose one field validation from the dropdown, for how this field will be utilized.
   a. Min/Max - If the field is for data to be keyed in, this field can be used as numeric, text, or date/time.
   - Min Size - field used for the minimum acceptable value for a numeric field (i.e., 1,2,3...9999).
   - Max Size- field used for the maximum number of characters in a string field (i.e., 1,2,3...9999).
   - Validation Error Text – the message that will appear if the user enters an invalid value for the field.

   b. Expression – This option is utilized for Guidance.
   - Expression – message or guidance on what's required.
   - Validation Error Text - is a message that will appear if the user enters an invalid value for the field.

   c. Drop down – This option is utilized for data to be selected from a drop down list.

7

- **Validation Error Text** - is a message that will appear if the user enters an invalid value for the field.

d. Lookup Values –
  - **Dropdown Value** – is a lookup value associated with the Order by Value Toggle.
    - **Order By Value** - to configure the dropdown for cardholders by Value; click the toggle to enable.
  - **ID /Key** – is a lookup value associated with the Order by Key Toggle.
    - **Order By Key** – to configure the dropdown for cardholders by ID/Key; click the toggle to enable.
e. For each Lookup Value entered, click the **+** Icon.

9. Click Next

10. **Preview**: This option allows you to preview the various settings prior to saving the changes. If you need to adjust or change verbiage or settings, click the various tabs to do so.

11. Next, you will need to assign the additional field to the Expense Category and Cost Centers (depending on setup).

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 GLs to what you use in your general ledger. At this time, you cannot upload your own Chart of Accounts/Expense Categories. A company can add as many expense categories as you need. If an Expense category is no longer needed it can be made inactive or deleted.

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:

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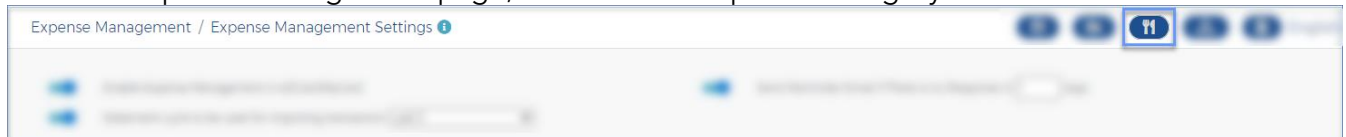
2. The list of Expense Categories will appear:
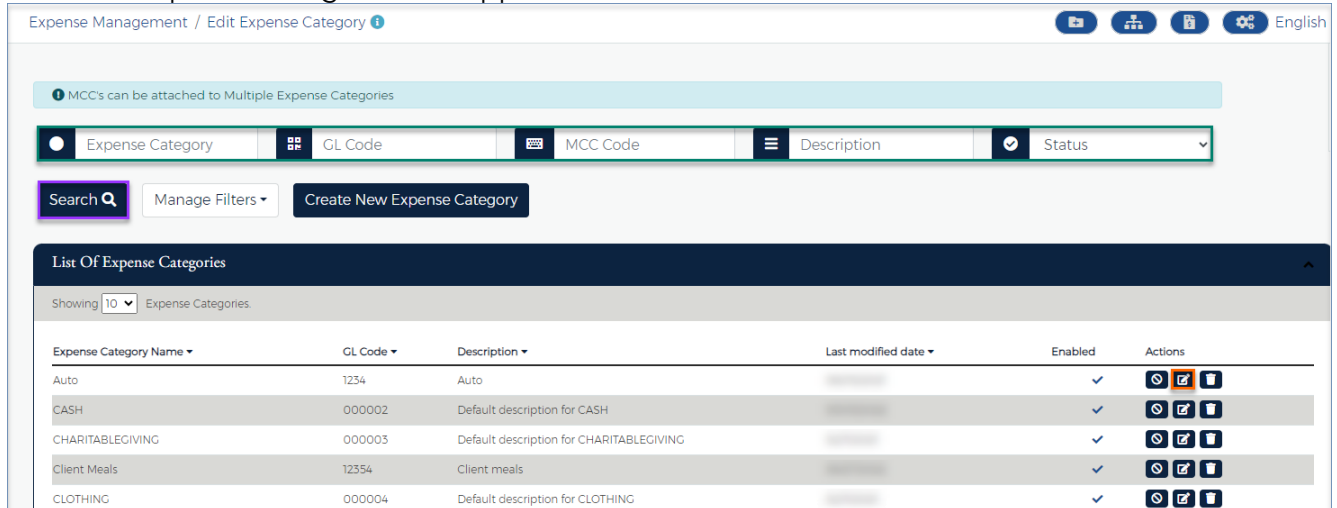
3. You can **Search by**:
   - Expense Category
   - GL Code
   - MCC Code
   - Description

4. Click **Search**
5. Click the **Edit Icon** on the category you searched for.
6. The MCC Codes and Additional Fields mapped to this category will show on this page.

9

| Auto | | 1234 | | Auto | |

Modified Date: 08/05/2021   Modified By: lmillagetest

MCC Codes

Showing 5 ▾ MCC Codes.

Missing Element: txtOMCNMTOC---EZBExpenseCategories

Filter: [   ]

🏠 Auto Related ⬤━

⬤━	5013 - Motor Vehicle Supplies And New Parts	⬤━	5172 - Petroleum And Petroleum Products	⬤━	5511 - Automobile & Truck Dealer - New & Used
⬤━	5521 - Automobile And Truck Dealers - Used On	⬤━	5531 - Auto & Home Supply Stores	⬤━	5532 - Automotive Tire Stores
⬤━	5533 - Automotive Parts Accessories Stores	⬤━	5541 - Service Stations	⬤━	5542 - Automated Gasoline Dispensers
⬤━	5599 - Miscellaneous Automotive Dealers Not E	⬤━	5571 - Motorcycle Dealers	⬤━	7513 - Truck & Utility Trailer Rentals
⬤━	7523 - Automobile Parking Lots And Garages	⬤━	7524 - Auto Parking Lots & Garages - Eps	⬤━	7531 - Automotive Top & Body Repair Shops
⬤━	7534 - Tire Retreading & Repair Shops	⬤━	7535 - Automotive Paint Shops	⬤━	7538 - Automotive Service Shops(Non-Dealer)
⬤━	7542 - Car Washes	⬤━	7549 - Towing Services	⬤━	8675 - Automobile Associations
⬤━	9752 - U.K. Petrol Stations-Electronic Hot Fi				

Additional Fields 🔖⁰

Showing 10 ▾ Additional Fields.

Filter: [   ]

Additional Fields

Assign ▾	Name ▾	Field Caption ▾	Type ▾	Required▾	Order	Actions
⬤━	Automotive	Repairs	Number	⬤━	999	🖉
	CustomerName	Client Name	String		999	🖉

Creating a New Expense Category

From the Expense Management Settings page:

1. Click the **Edit Expense Category Icon** 🍴
2. Click **Create New Expense Category**

Expense Management / Edit Expense Category ⓘ   📁 🔗 📄 ⚙️

ⓘ MCC's can only be attached to one Expense Category

| ⬤ Expense Category | ▦ GL Code | ▦ MCC Code | ≡ Description | ☑ Status ▾ |

[Search 🔍] [Manage Filters ▾] [Create New Expense Category]

3. Enter in the below information
   1. **Expense Category Name Field** – Enter the name of the Expense Category you're creating.
   2. **GL Code** – Enter the GL code that corresponds to the Expense Category you're creating.
   3. **Description** – Enter a Description to describe the expense category you're creating.

| 👤 Expense Category Nam | ▦ GL Code | ≡ Description |

4. **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.
   - To Enable all related MCC codes (Recommended), locate the expense type (example **Cash**), and toggle the overall toggle on.
   - To view other Category groups, click the other MCC code section.

10

MCC Codes

Showing 5 ▾ MCC Codes.

☐ Only MCC codes not mapped to other categories

Filter: [   ]

🏠 **Auto Related** ⬤

5013 - Motor Vehicle Supplies And New Parts	5172 - Petroleum And Petroleum Products	5511 - Automobile & Truck Dealer - New & Used
5521 - Automobile And Truck Dealers - Used On	5531 - Auto & Home Supply Stores	5532 - Automotive Tire Stores
5533 - Automotive Parts Accessories Stores	5541 - Service Stations	5542 - Automated Gasoline Dispensers
5599 - Miscellaneous Automotive Dealers Not E	5571 - Motorcycle Dealers	7513 - Truck & Utility Trailer Rentals
7523 - Automobile Parking Lots And Garages	7524 - Auto Parking Lots & Garages - Eps	7531 - Automotive Top & Body Repair Shops
7534 - Tire Retreading & Repair Shops	7535 - Automotive Paint Shops	7538 - Automotive Service Shops(Non-Dealer)
7542 - Car Washes	7549 - Towing Services	8675 - Automobile Associations
9752 - U.K. Petrol Stations-Electronic Hot Fi		

🏠 **Cash**

6011 - Financial Institutions - Automated Cas	6050 - Electronic Cash Withdrawl

🏠 **Charitable Giving**

8398 - Charitable And Social Service Organiza

🏠 **Clothing**

7251 - Shoe Repair Shops Shoe Shine Parlors	5699 - Miscellaneous Apparel & Accessory Stor	5611 - MenS & BoyS Clothing & Furnishing St
5621 - WomenS Ready-To-Wear Stores	5631 - WomenS Accessory & Specialty Shops	5641 - ChildrenS And Infants Wear Stores
5651 - Family Clothing Stores	5655 - Sports Apparel Riding Apparel Stores	5661 - Shoe Stores
5681 - Furriers And Fur Shops	5691 - MenS & Ladies Clothing Stores	5697 - Tailors Seamstress Mending Alterati
5137 - Children/Adult Uniforms And Comercial	5139 - Commercial Footwear	

🏠 **Computer Related**

5045 - Computers Computer Peripheral Equipme	4816 - Computer Network/Information Services	5405 - Computers Computer Peripheral Equipme
5734 - Computer Software	7372 - Computer Prgmng Integrtd Sys Dsgn Dp	7375 - Information Retrieval Services
7379 - Computer Maint Repair And Svcs Not El		

Showing 1 - 5 (29 MCC Codes) | First | << | 1 | 2 | 3 | 4 | 5 | 6 | >> | Last

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 these an additional field to any one Expense Category, refer to the steps below:
1. **Assign** (Toggle): Toggle to assign the additional field you want to add.
2. **Required** (Toggle): Toggle if you want to make this field <u>Required</u>.
   Note: 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 (i.e., 1,2,3...).
3. **Actions** (Icon): 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
⬤	Automotive	Repairs	Number	○	1	✎
	CustomerName	Client Name	String		999	✎
⬤	JobCode	Job Code	Number	○	2	✎
	EmloyeeName	Emloyee Name	String		999	✎
⬤	TestFreeForm	Test Free Form	String	○	3	✎
	JobCode1	Job Code 1	String		999	✎
⬤	DropdownTest	Dropdown Test	String	○	4	✎
	JobCode2	JobCode2	Number		999	✎
⬤	client	client	String	○	5	✎
	test	test	String		999	✎

Editing an Expense Category

From the Expense Management Settings page:

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

Expense Category Name ▼	GL Code ▼	Description ▼	Last modified date ▼	Enabled	Actions
Auto	1234	Auto	08/05/2021	✓	
CASH	000002	Default description for CASH	03/03/2022	✓	

Enable / Disable an Expense Category

From the Expense Management Settings page:

1. Click the Edit Expense Category Icon
2. The enabled column will show an ✓ icon if the Expense Category is enabled
3. To make this column inactive click the ⊘ icon the enabled column will now show an ⊘ icon

Expense Category Name ▼	GL Code ▼	Description ▼	Last modified date ▼	Enabled	Actions
Auto	1234	Auto	08/05/2021	✓	
CASH	000002	Default description for CASH	03/03/2022	✓	

Delete an Expense Category

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.

Expense Category Name ▼	GL Code ▼	Description ▼	Last modified date ▼	Enabled	Actions
Auto	1234	Auto	08/05/2021	✓	
CASH	000002	Default description for CASH	03/03/2022	✓	

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. **Note:** 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, the cardholder will 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

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

Expense Management / Expense Management Settings ⓘ

Enable Expense Management in eZCard/MyCard

Statement cycle to be used for importing transaction [Last 3 ⌄]

Send Reminder Email if There is no Response in [1] days

2. Click Create New Cost Center

Expense Management / Cost Center Name ⓘ

| 🏛 Cost Center ID | 🏢 Cost Center Name | ▥ GL Code | ☑ Description |

[Search 🔍] [Manage Filters ▾] [Create New Cost Center]

3. Enter in the below information into the corrresponding field(s):
    A. **Cost Center ID** – enter a unique Identifier for this cost center (alpha or numeric)
    B. **Cost Center Name** – enter a name in the Name field for the cost center.
    C. **GL Code** – enter cost center code, this field is optional (alpha or numeric)
    D. **Description** – describe the cost center, this field is optional
    E. **Mileage** – enter a mileage payout for this category if applicable, if not enter the number zero
    F. **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).

Add New Cost Center ⓘ

| 🏛 Cost Center ID | 🏢 Cost Center Name | ▥ GL Code | ☑ Description | ⬤ Cost Center GL Is Primary |

| ☑ Mileage |

4. Assign individual cardholders to a cost center – click on the toggle button next to the cardholder's name
   ➢ To toggle ALL cardholders – click the toggle next to cardholders, this will assign ALL cardholders to this cost center. Note: You will want to leave the BL Acct's untoggled.
   ➢ The icon next to Cardholders will show you how many cardholders you have assigned to this cost center.
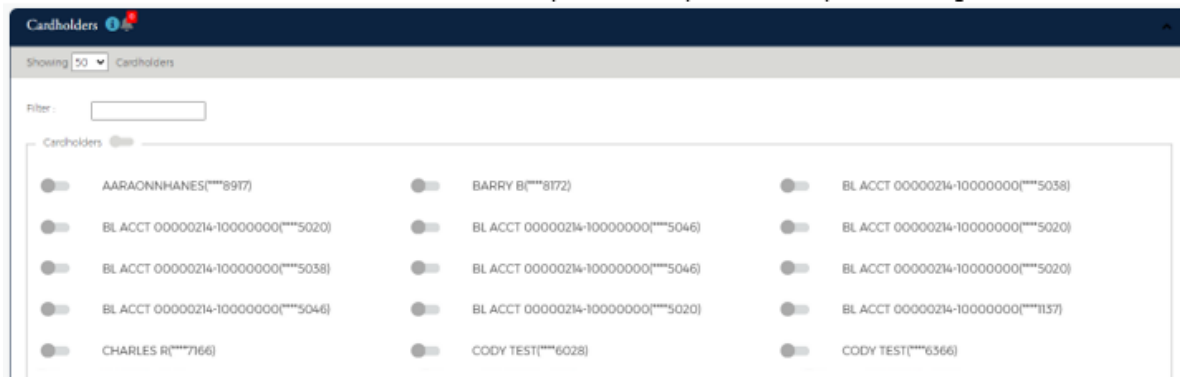
5. Assign Admin Users/Expense Report Reviewers
   ➢ Assign Reviewers access to a cost center by clicking the toggle next to the Username of the reviewer.
   ➢ Choose from the Access drop-down column to specify the default level for this reviewer specific to this cost center.
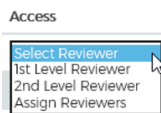
   o 1st level Reviewer – allows you to make this person by default in this particular cost center the "Default 1st level reviewer or no default and you set the reviewer at the cardholder level.
   o 2nd Level Reviewer – allows you to make this person by default in this particular cost center the "Default 2nd level reviewer or no default and you set the reviewer at the cardholder level.
   o Assign Reviewers – allows this reviewer to be set at any reviewer level by default or at the cardholder level.
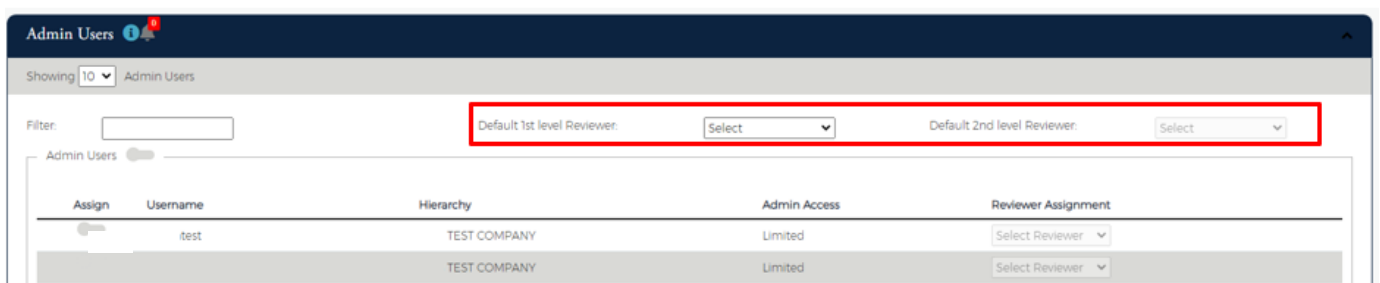
When Admin Users/Reviewers (Dual Control Can Be Enabled) are mapped to a Cost Center and assigned to a particular cardholder, they appear on the Cardholder's Account Details screen in eZbusiness. Please note until *a cardholder is mapped to a Cost Center, all their transactions go to the Undefined Cost Center.*

6. From the Home Page, click Company Management – Search Cardholder

15

7. Click the View Account Details Icon

8. Click on Expense Management Allocations

Expense Management Allocations 🔍

9. The Expense Management Allocations page will appear.
   ➢ 1st level approver will show
   ➢ 2nd level approved will show (if one was set)

10. 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

16
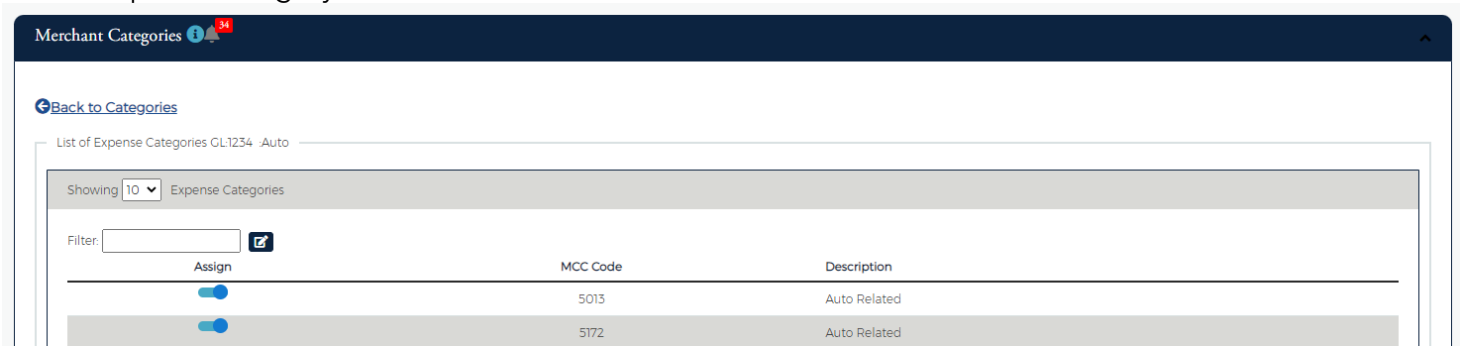
Mapping Expense Categories to Cost Centers

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 too 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.

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. **Note:** There can be different levels such as by Departments or by Location for Example.
- **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

- **Quick/Action** – by click on the 👁 icon, this allows you to instantly view and make a change(s) to the expense category
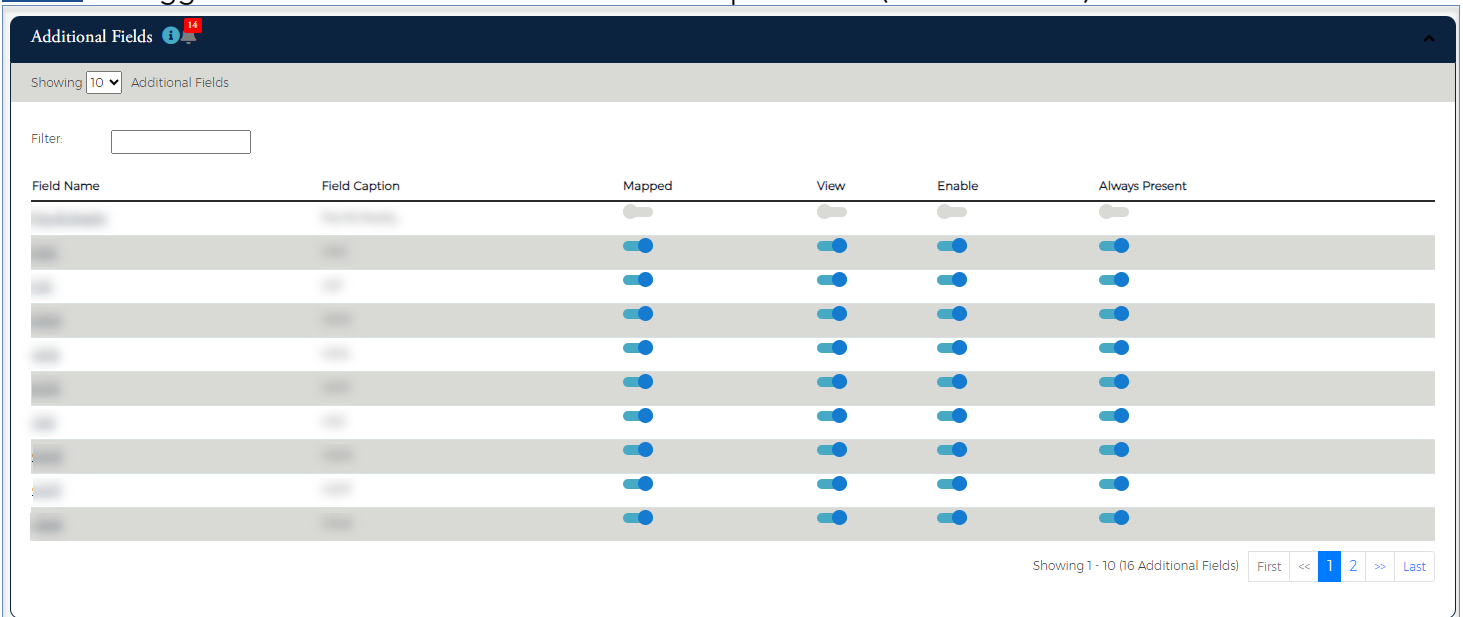
Mapping Additional Fields to Cost Centers

Assign additional fields that will display for the assigned cardholder when accessing this cost center.
- **Mapped:** Use the toggle to assign the additional field to the cost center
- **View:** Use the toggle to enable or disable the cardholder ability to view the additional field
- **Enable:** Use the toggle to enable or disable the cardholders ability to edit the field. If this is not toggled on, the Cardholder won't be able to select an item from a drop down or add text to the field.
- **Always Present:** Use the toggle to enable or disable whether or not the field will always appear.

Note: All toggles should be enabled if the field is a required field (most common).

Editing a Cost Center

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

1. From Expense Management Settings page – Click on the Edit Cost Center ⊞ icon.

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

Searching for Cost Centers

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

1. From Expense Management Settings page – Click on the Edit Cost Center ⊞ icon.

2. Search by:
   - Cost Center ID
   - Cost Center Name
   - GL Code
   - Description
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
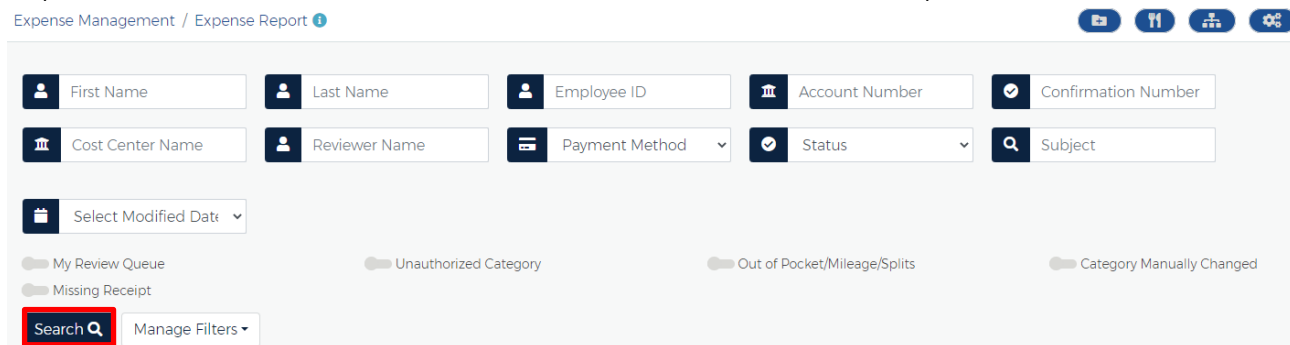- ➢ Previously submitted Expense Reports

Search for an Expense Report

1. From the Expense Management Settings page, click the 🗋 Expense Report Icon

Expense Management / Expense Management Settings ⓘ

Enable Expense Management in eZCard/MyCard   Send Reminder Email if There is no Response in [1] days

Statement cycle to be used for importing transaction [Last 3 ▾]

2. Click Search to view a list of all expense reports or
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.

Expense Management / Expense Report ⓘ

| First Name | Last Name | Employee ID | Account Number | Confirmation Number |
| Cost Center Name | Reviewer Name | Payment Method ▾ | Status ▾ | Subject |

Select Modified Date ▾

My Review Queue   Unauthorized Category   Out of Pocket/Mileage/Splits   Category Manually Changed
Missing Receipt

[Search 🔍] [Manage Filters ▾]

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

Expense Report Statuses

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*.

20

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

Confirmation Number ▾	Cardholder Name(Account Number) ▾	Subject ▾	Cost Center Name ▾	Status ▾	Modified Date ▾	Notice▾	Amount ▾	Actions ▾
258955	0233)	Test 1st level approver	SALES	Final Approval	07/26/2022		$59.32	☑ ⬇
254122	0191)	Test 2 - Email test	IT	Submitted	03/02/2022		$51.19	☑ ⬇
258253	(83)	Test Approval Only	IT	Final Approval	03/02/2022	Out of Pocket / Mileage Category Switch	$98.54	☑ ⬇
215860		Aug 2021	Accounting	Submitted	08/17/2021	Out of Pocket / Mileage	$31.36	☑ ⬇

Expense Report Results — Showing 10 Expense Reports

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 in for review by the reviewer.

> ✔ This expense report is locked for review by
> UAT Since
> 05/05/2019 18:58

Expense Report Detail

1. To view the expense report, Click the 👁 view icon.

Expense Report Detail ⓘ

Showing 5 Expense Report Detail

					Exp Report Subtotal:	$148.49

Date	Transaction Type	Description	Original Category	Payment Type	Amount	Actions
04/01/2021	N/A	Bamboo Garden	PERSONALCARE	Cash	$105.36	👁 ☑
04/01/2021	N/A	Car trip to see clients	TRAVEL	Cash	$43.13	👁 ☑

Credit Card Subtotal:	$0.00
Out of Pocket Subtotal:	$105.36
Cash Subtotal:	$105.36
Check Subtotal:	$0.00
Credit Card Subtotal:	$0.00
Mileage Subtotal:	$43.13
Personal Expense Subtotal:	$0.00
Grand Total	$148.49

2. To view Transaction Receipt Images, click the ➕ to view images

Expense Report Detail ⓘ

					Exp Report Subtotal:	$148.49

⬅ Back to Expense Report Detail

Date	Transaction Type	Description	Original Category	Payment Type	Amount	Actions
04/01/2021	N/A	Bamboo Garden	PERSONALCARE	Cash	$105.36	

➕ Receipt Images

➕ Out of Pocket / Mileage

➕ Addendum Data

Save

21

The receipt image will appear.

Receipt Images

3. To view Transaction Details, click the ➕ Transaction Details
4. To get back to the expense report, click Expense Report Detail

Expense Report Detail ℹ️

Exp Report Subtotal: $51.19

◀ Back to Expense Report Detail

Date	Transaction Type	Description	Original Category	Payment Type	Amount	Actions
01/28/2022	FOOD AT* KHAO HOM THAI	FOOD AT* KHAO HOM THAI	Client Meals	Credit Card	$51.19	⬇️

➕ Receipt Images

➖ Transaction Details

Transaction Item Detail

🔵 Include in Expense Report   ⚪ Personal Item

Transaction Type	FOOD AT* KHAO HOM THAI	Description	FOOD AT* KHAO HOM THAI	Date	01/28/2022
Original Category	Client Meals	New Category	Client Meals	Payment type	Credit Card
Amount	$51.19

Memo

Additional Fields
CustomerName :

Split Transaction

5. To edit an expense report, click the ✏️ edit icon.

Expense Report Detail ℹ️

Showing 5 ▼ Expense Report Detail   ⚙️ ⬇️

Exp Report Subtotal: $148.49

Date	Transaction Type	Description	Original Category	Payment Type	Amount	Actions
04/01/2021	N/A	Bamboo Garden	PERSONALCARE	Cash	$105.36	👁 ✏️
04/01/2021	N/A	Car trip to see clients	TRAVEL	Cash	$43.13	👁 ✏️

	Credit Card Subtotal:	$0.00
	Out of Pocket Subtotal:	$105.36
	Cash Subtotal:	$105.36
	Check Subtotal	$0.00
	Credit Card Subtotal:	$0.00
	Mileage Subtotal:	$43.13
	Personal Expense Subtotal:	$0.00
	Grand Total	$148.49

6. Click the ➕ icon for Transactions Details to open this field and make changes if needed.
7. 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 tranaction 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 Transction** - the ability to split to the transtion between

22

8. To view cardholder notes, click the [View] icon.
9. To view Reviewer notes, click the [View] icon.
10. To Approve an Expense Report:
    a. The reviewer must add a note before approving. To add note, click Add New to the right of Reviewer notes.
    b. Click the [Approve] icon.
11. To Reject an Expense Report:
    c. The reviewer must add a note before rejecting. To add note, click Add New to the right of Reviewer notes.
    d. Click the [Reject] icon.

Data Analytics

Reports are user specific and not able to be shared among other Admins in the same company.

Creating a Report

1. Enter in the **Report Name**.

2. Enter the **Report Parameters.**

Report Parameters

Cardholder Name/Account Number: 🔍 [Cardholder Name/Account Number]

AccountNumber Mask: [12]

Category Manually Changed: [▼]

Confirmation Number: [Confirmation Number]

Out of Pocket/Mileage/Split: [▼]

Cost Center Option: [All ▼]

Select Date Type: [Select ▼]

Include Additional Fields: [▼]

Include Billing Act: [▼]

Include personal: [▼]

Unauthorized Category: [▼]

Payment Method: [(All) ▼]

Status: [All ▼]

3. Select the **Report Columns**.
This allows the company to select which fields are in a certain position within the report. i.e., they want the Tran Date first, they would move the field up utilizing the arrows on the right of the certain field. If the customer doesn't want to include certain fields, uncheck the box to the left of the field.

25

Report Columns

Select / Unselect All

- ☑ Mcc Code
- ☑ Mcc Code Desc
- ☑ Posting Date
- ☑ Transaction Date
- ☑ Transaction Code
- ☑ Reason Code
- ☑ Merchant Name
- ☑ Transaction Desc
- ☑ Amount
- ☑ Reference Number
- ☑ Merchant State
- ☑ Merchant City
- ☑ Merchant Zip
- ☑ Transaction Type Desc
- ☑ Transaction Type
- ☑ Submit Date
- ☑ Cost Center Number
- ☑ Cost Center Name
- ☑ Cost Center Ledger Code
- ☑ Pay Type
- ☑ Is Manual
- ☑ Category Changed
- ☑ Orig Category Name

4. Once complete, click **Save**.