



eZcard Expense Management User Guide

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Table of Contents

Section

eZcard Home Page3

 Navigation 3

Expense Management3

 New Expense Management Report 3

 Transaction Tab 4

 Mileage Tab 6

 Out of Pocket Tab..... 7

 Saving an Expense Report 8

 Submitting an Expense Report..... 8

 Report History 8

Receipt Image Gallery9

 Adding a New Receipt 9

 Attaching a Receipt..... 10

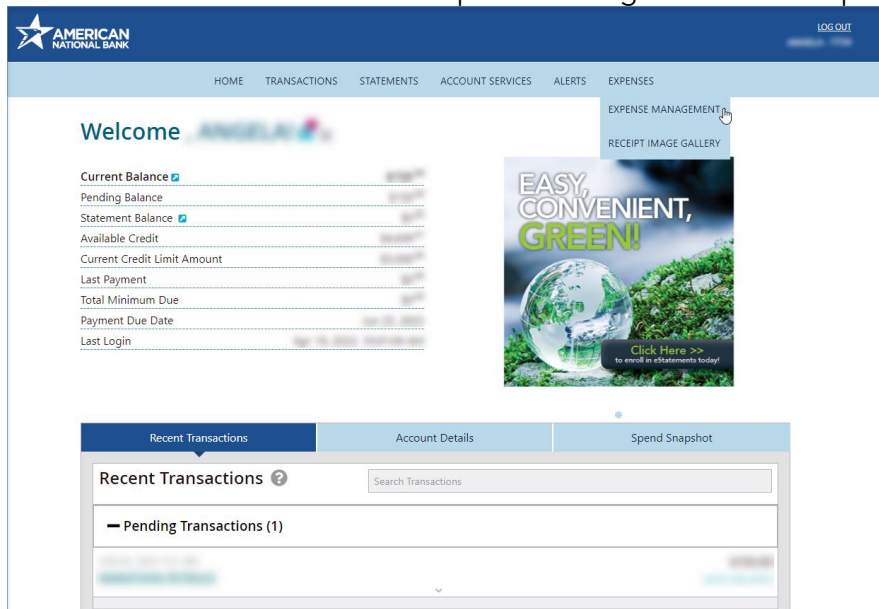
 Editing a Receipt..... 11

eZcard Home Page

Navigation

Once logged into eZcard, click on the Expenses Tab.

You will be able to select either Expense Management or Receipt Image Gallery.



Expense Management

New Expense Management Report

1. Click on the **New** Tab (should default to this).
2. **Cost Center:** Validate or **Change** to the corresponding Cost Center (if needed).
3. **Name:** Enter the Expense Report Name (i.e., Expense Report - May 2023, John Doe - May 2023, etc.).
4. **Memo:** Enter any additional information (as needed).

The screenshot shows the 'Expense Management' form. At the top, there's a 'New' tab and a 'Report History' tab. Below the tabs are buttons: 'Submit Report', 'Save Report', 'Print', and 'Clear'. There are two input fields: 'Cost Center:(Change)' with a dropdown menu showing 'Test Cost Center', and 'Name:' with a text box containing 'Expense Report Purpose or Subject Here'. Below these is a 'Memo:' section with a text area containing 'Memo'. At the bottom, there's a table titled 'Expenses Included in Report' with columns for the expense type and the amount. The table shows: Mileage (0) Subtotal (0 mi at \$0.00: \$0.00), Out of Pocket (0) Subtotal (\$0.00), Transactions (0) Subtotal (\$0.00), Expense Report Subtotal (\$0.00), Personal Expense Subtotal (\$0.00), and Grand Total (\$0.00).

5. Scroll down to the Add Expenses to Report Section.

6. If enabled, you may see various tabs in additional to the Transaction tab (Mileage and Out of Pocket tabs must be enabled by the company Admin in order to be viewable).

Add Expenses to Report

Transaction(0)
Mileage(0)
Out of Pocket(0)

Transaction Tab

Note: Some Fields may or may not be available depending on your companies setup.

1. Under the Unassigned Transactions list, locate a transaction you would like to expense.

Add Expenses to Report

Transaction(0)
Mileage(0)
Out of Pocket(0)

Search Transactions

Assigned Transactions (0)

— Unassigned Transactions (11)
select all
clear all

☐ Post Date: JUN 07, 2023
Transaction Date: JUN 05, 2023
6620 - MEALS & ENTERTAINMENT
\$18.41
CREDIT CARD

☐ Post Date: JUN 06, 2023
Transaction Date: JUN 05, 2023
6630 - VEHICLE EXPENSE
\$41.80
CREDIT CARD

☐ Post Date: JUN 01, 2023
Transaction Date: MAY 31, 2023
6620 - MEALS & ENTERTAINMENT
\$20.60
CREDIT CARD

2. Next to the transactions, click the **check mark**.
3. Click on the **Transaction Name Hyperlink**.
4. **Personal Expense:** Yes or No (See below).
 - a. If the transaction **is** a personal expense, click the No button. This will change to Yes.
 - b. If the transaction **is not** a personal expense, leave the button at No.
5. Category: This is auto filled based off the MCC Code of the transaction.
6. **New Category:** If the defaulted Category is incorrect, you may change the Category utilizing this dropdown.
7. Payment: This is auto filled based off the type of transaction.
8. City/St: This will auto fill based off of where the transaction originated from.
9. **Memo:** Add a memo to explain what the expense was used for or other related information.
10. **Additional Fields:** This section can be added by an admin in eZbusiness.

Examples of what this might look like below:

 - AddClientName: This can be used to add a specific client the transaction was used for.
 - AddDescription: This can be used to add a specific Description the transaction was used for (i.e., Lunch for Trip, Gas for Truck, Insurance for Car, etc.).

Note: Admins can view the [Expense Management Admin Guide](#) for assistance with creating Additional Fields.

11. Click **Add to Report**.

— Unassigned Transactions (1,693) [select all](#) | [clear all](#) [Add Selected \(1\)](#)

☒ Post Date: 07/16/2022 (\$1,000.00)
Transaction Date: 07/16/2022 CREDIT CARD
6630 - VEHICLE EXPENSE

Personal Expense:

Category: 6630 - VEHICLE EXPENSE

New Category: 6630 - Vehicle Expense

Payment: Credit Card

City/St: 07/16/2022

Memo:

[Add to Report](#)

AddVehicleExpenseType : -- select --

Add Mileage :

This will move the transaction from the Unassigned section to the Assigned section under the Transactions tab.

12. To add a New Receipt, view the [Adding a New Receipt](#) section of this guide.
13. To attach existing receipts to the assigned transaction, view the [Attaching a Receipt](#) section of this guide.

Mileage Tab

If your company has allowed Mileage Transactions, the Mileage tab will be viewable for you to enter in new Mileage expenses. **Note:** Some Fields may or may not be available depending on your companies setup.

- A. **Description:** This is used to add a specific Description the transaction was used for (i.e., Lunch for Trip, Gas for Truck, Insurance for Car, etc.).
- B. **Category:** This is auto filled based off the MCC Code of the transaction. This field must be enabled by the company admin in eZbusiness in order to change the Mileage Category.
- C. **# of Miles:** Enter in the # of Miles for the trip.
- D. **Map:** Click the Show Map hyperlink to map the trip taken. This will provide you the # of Miles (if not already known).
- E. **Date:** Select the corresponding Date of the transaction.
- F. **Memo:** Add a memo to explain what the mileage was used for or other related information.
- G. **Additional Fields:** This section can be added by an admin in eZbusiness.

Examples of what this might look like below:

- AddVehicleExpenseType: This can be used to add a specific client the transaction was used for.
- AddMileage: This can be used to Enter in Vehicle mileage information.

Note: Admins can view the [Expense Management Admin Guide](#) for assistance with creating Additional Fields.

- H. Click **Add to Report**. This will move the transaction from the Unassigned section to the Assigned section under the Transactions tab.

Out of Pocket Tab

If your company has allowed Out of Pocket transactions, the Out of Pocket tab will be viewable for you.

Note: Some Fields may or may not be available depending on your companies setup.

Add Expenses to Report

Transaction(0)

Mileage(0)

Out of Pocket(0)

Out of Pocket (0)

Add New

A

Description:

*Description

B

Category:

-- select --

C

Payment:

-- select --

D

Amount:

0

E

Date:

F

Memo:

Memo

G

Add to Report

Clear

- A. **Description:** This is used to add a specific Description the transaction was used for (i.e., Lunch for Trip, Gas for Truck, Insurance for Car, etc.).
- B. **Category:** Select from the Category list of expense options.
- C. **Payment:** Select payment type (i.e., Cash, Check, Credit Card).
- D. **Amount:** Enter the amount of the transaction.
- E. **Date:** Select the corresponding Date of the transaction.
- F. **Memo:** Add a memo to explain what the Transaction was used for or other related information.
- G. Click **Add to Report**. This will move the transaction from the Unassigned section to the Assigned section under the Transactions tab.

Saving an Expense Report

If you would like to Save the Expense report, click the **Save Report** Icon.

Submitting an Expense Report

After all expenses have been Added to the expense report, Click **Submit Report**.

Expense Management

New | Report History

Submit Report **Save Report** Print Clear

Cost Center: [\(Change\)](#) Name:
Test Cost Center Expense Report Purpose or Subject Here

Memo:
Memo

Expenses Included in Report

Mileage (0) Subtotal	0 mi at \$0.00: \$0.00
Out of Pocket (0) Subtotal	\$0.00
Transactions (0) Subtotal	\$0.00
Expense Report Subtotal	\$0.00
Personal Expense Subtotal	\$0.00
Grand Total	\$0.00

Report History

AMERICAN NATIONAL BANK

HOME TRANSACTIONS STATEMENTS ACCOUNT SERVICES

Expense Management

New | **Report History**

Search Reports Refresh List

Submitted 10/1/23 \$0.00

1 [Report Name] Lock & Edit

Cost center: [Cost Center] Mileage: No, Out of Pocket: No, Transactions: Yes

[Report Name] Edit

Cost center: [Cost Center] Mileage: No, Out of Pocket: No, Transactions: Yes

- To obtain a snapshot of the submitted report, click on the **Report Name**.
- If the report is locked, it will say **Edit**.
- If the report is unlocked, it will say **Lock & Edit**.
- To unlock a report, click Lock & Edit, then click Unlock Report.
- To edit a previous report, click Lock & Edit.

Receipt Image Gallery

Receipt imaging allows receipts to be uploaded and attached to expense reports in eZCard.

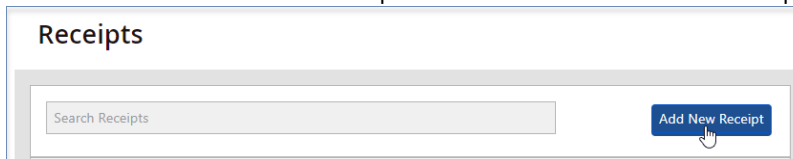
Cardholders have the ability to:

- Search and view receipt images by:
 - Create date
 - Modified date
 - Dollar Amount
 - Description
 - Merchant Name
- View image detail with the expense report name/number
- Delete images that are not associated with an expense report

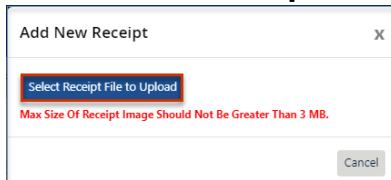
Adding a New Receipt

To add a new receipt:

1. Click on the Add New Receipt button. The Add New Receipt pop-up window is displayed.



2. Click on Select **Receipt File to Upload** and upload a new receipt.



3. Enter the following details:
 - Description - Enter the description for the uploaded receipt.
 - Amount - Enter the amount for the uploaded receipt.
 - Merchant Name - Enter the merchant name for the uploaded receipt.
 - Receipt Date - Select the receipt date.
4. Click **Update Receipt** to save the entered details.



Attaching a Receipt

Under the Expense Management Transaction section, you will see your assigned Transactions. These are the transactions that have already been added to your Expense Report. They are awaiting a Receipt to be added.

Add Expenses to Report

Transaction(41)

Mileage(0)

Out of Pocket(0)

Search Transactions

Assigned Transactions (41)

Post Date: 09/15/2022

Transaction Date: 09/15/2022

5114 - 5114 - OFFICE SUPPLIES

\$39.90

CREDIT CARD

Post Date: 09/15/2022

Transaction Date: 09/15/2022

5117 - 5117 - MEALS

\$8.98

CREDIT CARD

Post Date: 09/15/2022

Transaction Date: 09/15/2022

5101 - 5101 - PROGRAMS

\$20.00

CREDIT CARD

To attach a Receipt to an Assigned transaction:

1. Click on the transaction requiring a receipt.
2. Locate and Click the **Attach Receipt** button. The Attach Receipts screen is displayed.

Add Expenses to Report

Transaction(41)

Mileage(0)

Out of Pocket(0)

Search Transactions

Assigned Transactions (41)

Post Date: 09/15/2022

Transaction Date: 09/15/2022

5114 - 5114 - OFFICE SUPPLIES

\$39.90

CREDIT CARD

Personal Expense: No

Category:
New Category 5114 - 5114 - OFFICE SUPPLIES

Payment: Credit Card

City/St: 09/15/2022 09/15/2022

Amount: 39.9

Memo: 5114 - 5114 - OFFICE SUPPLIES

Receipts: **Attach Receipts**

Save

Split

3. Search for a receipt or click on the checkbox corresponding to the receipt that needs to be attached.

Attach Receipts

Search Receipts Add New Receipt

Receipts (216)
[select all](#) | [clear all](#)

<input checked="" type="checkbox"/>	Modified Date	Receipt Create Date	Receipt Date	\$15.48	Description	Merchant Name

4. Click on the **Attach Selected** button to attach the corresponding receipt.

Attach Receipts

Search Receipts Add New Receipt

Receipts (216)
[select all](#) | [clear all](#)

Attach Selected (1)

<input checked="" type="checkbox"/>	Modified Date	Receipt Create Date	Receipt Date	\$15.48	Description	Merchant Name

5. Close the attach receipts window and click **Save**.

Note: Click on the Remove from Report link to remove an attached report. Click on the Split button to split the transaction based on the expense category.

Editing a Receipt

If receipts have already been uploaded, you will see them under the receipts section.

1. Search for a transaction using the **Search Receipts** field. The search results will be displayed.

Receipts

Search Receipts Add New Receipt

Modified Date	Receipt Create Date	Receipt Date	\$58.41	Description	Merchant Name
Modified Date	Receipt Create Date	Receipt Date	\$213.92	Description	Merchant Name
Modified Date	Receipt Create Date	Receipt Date	\$61.36	Description	Merchant Name
Modified Date	Receipt Create Date	Receipt Date	\$105.23	Description	Merchant Name

2. Click on the transaction that needs to be modified. The Edit Receipt screen is displayed.

Edit ReceiptX

Modified Date

Receipt Create Date

Description

Amount

15.48


Merchant Name

Receipt Date

Attached to Expense Report

Item(s) Yes

Image Receipt



Cancel

Update Receipt

3. Make the necessary changes and click on the **Update Receipt** button.
Note: Clicking on the trash can icon, will delete the selected transaction.