AMERICAN NATIONAL BANK®

eZcard
Expense Management
User Guide

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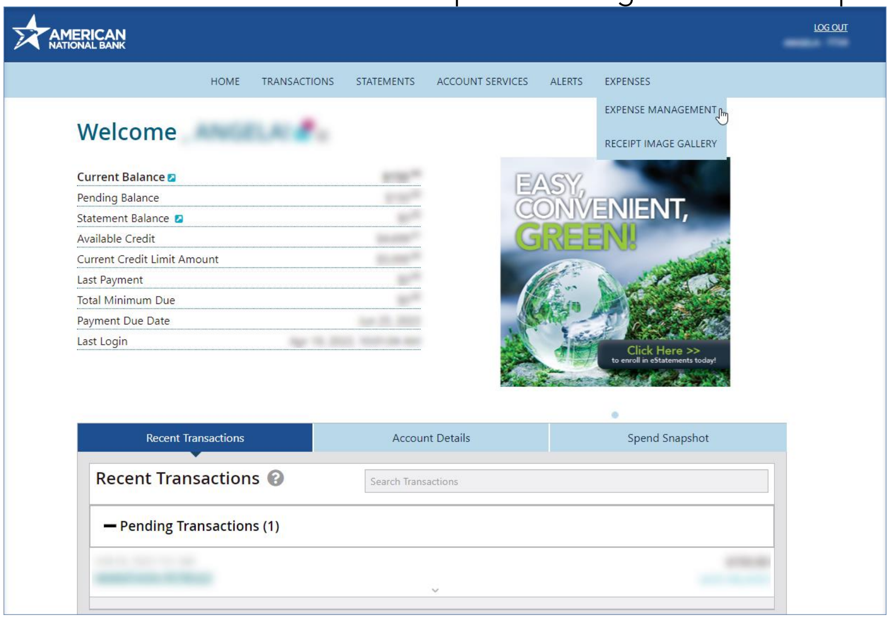
eZcard Home Page

Navigation

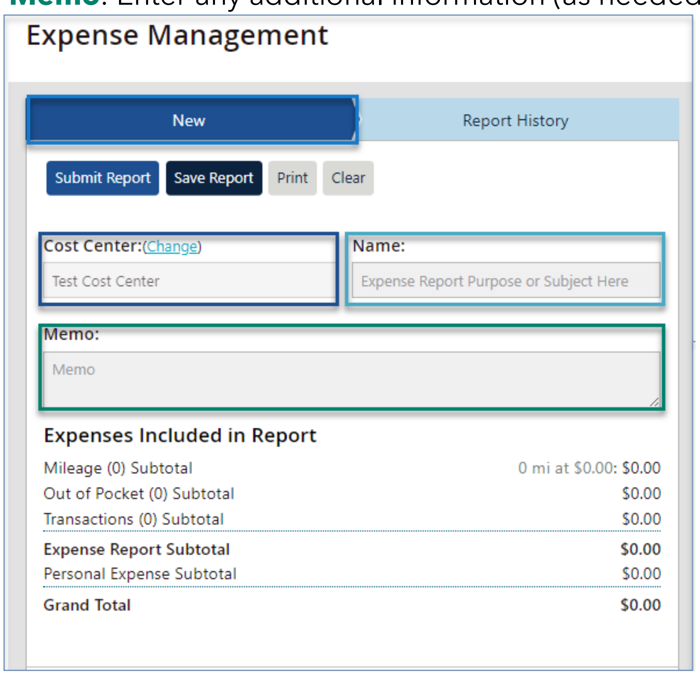
Once logged into eZcard, click on the Expenses Tab.
You will be able to select either Expense Management or Receipt Image Gallery.



Expense Management

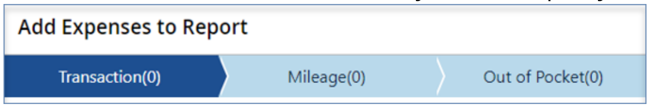
New Expense Management Report

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).



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

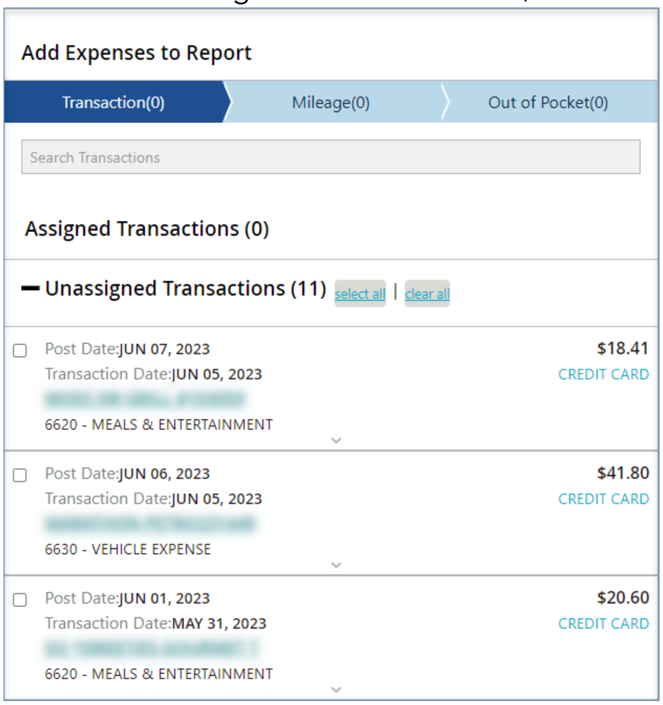
6. If enabled, you may see various tabs in additional to the Transaction tab (Mileage and Out of Pocket tabs must be enabled by the company Admin in order to be viewable).



Transaction Tab

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

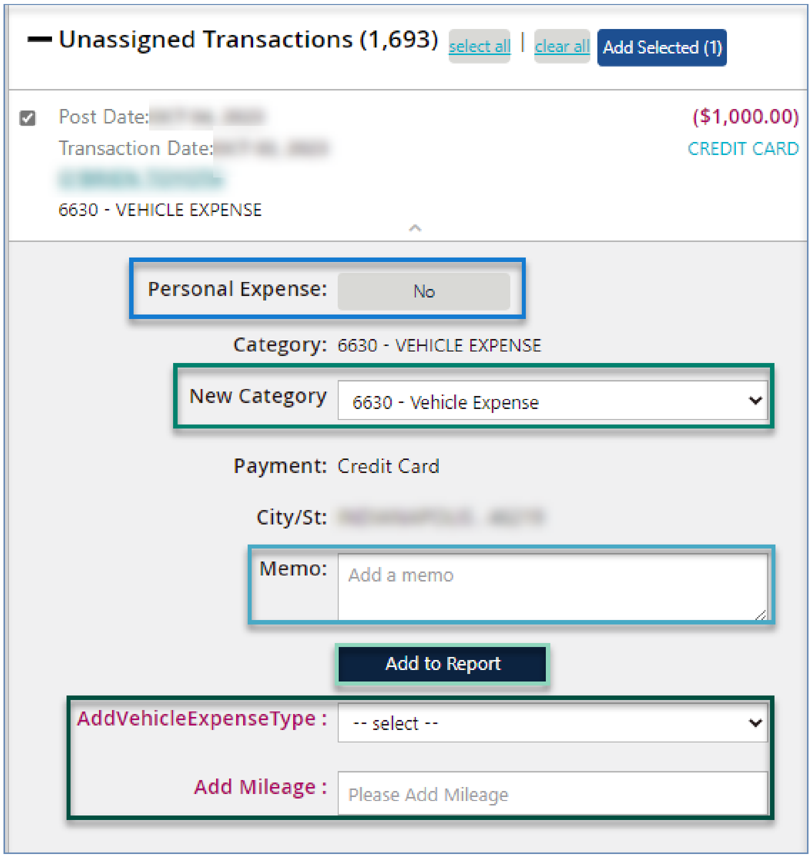
1. Under the Unassigned Transactions list, locate a transaction you would like to expense.



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**.

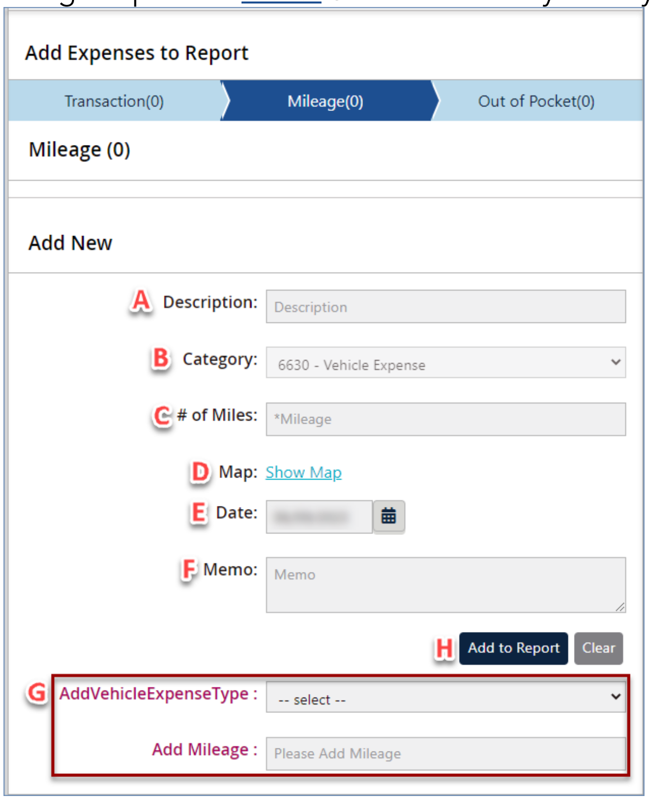


This will move the transaction from the Unassigned section to the Assigned section under the Transactions tab.

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.



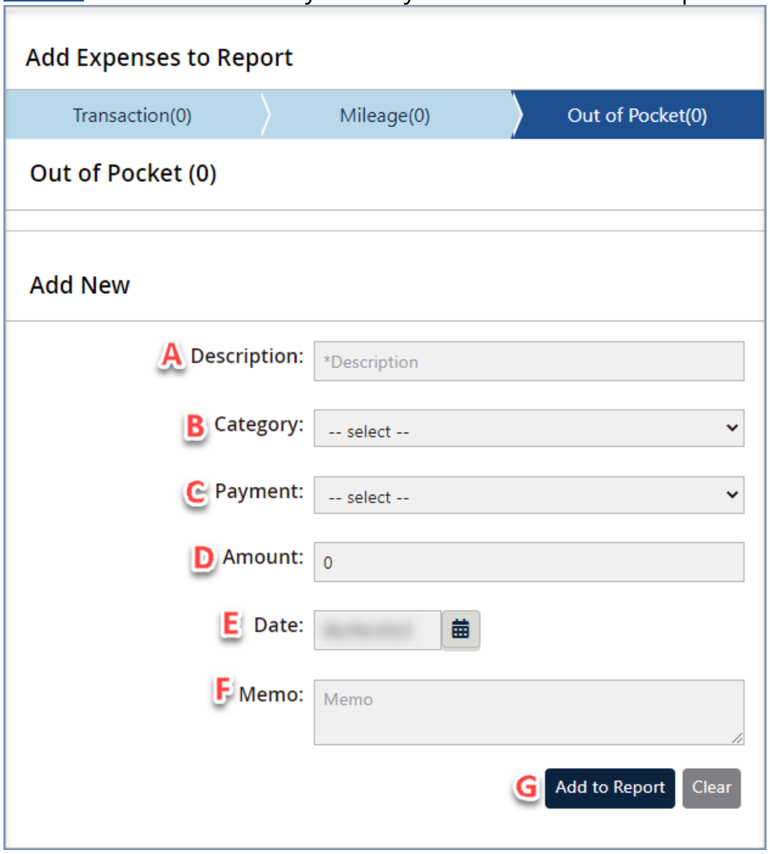
A. **Description:** This is used to add a specific Description the transaction was used for (i.e., Lunch for Trip, Gas for Truck, Insurance for Car, etc.).
B. **Category:** This is auto filled based off the MCC Code of the transaction. This filed must be enabled by the company admin in eZbusiness in 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.



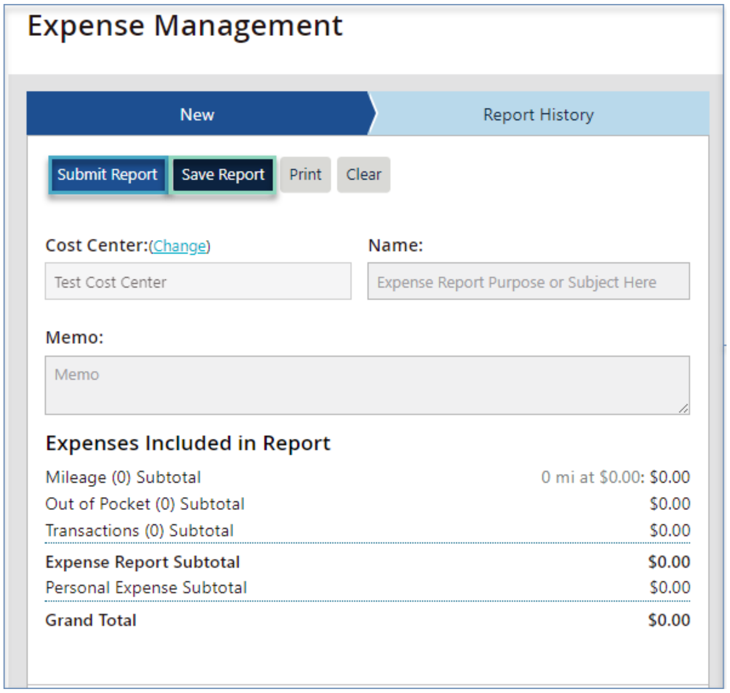
A. **Description:** This is used to add a specific Description the transaction was used for (i.e., Lunch for Trip, Gas for Truck, Insurance for Car, etc.).
B. **Category:** Select from the Category list of expense options.
C. **Payment:** Select payment type (i.e., Cash, Check, Credit Card).
D. **Amount:** 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

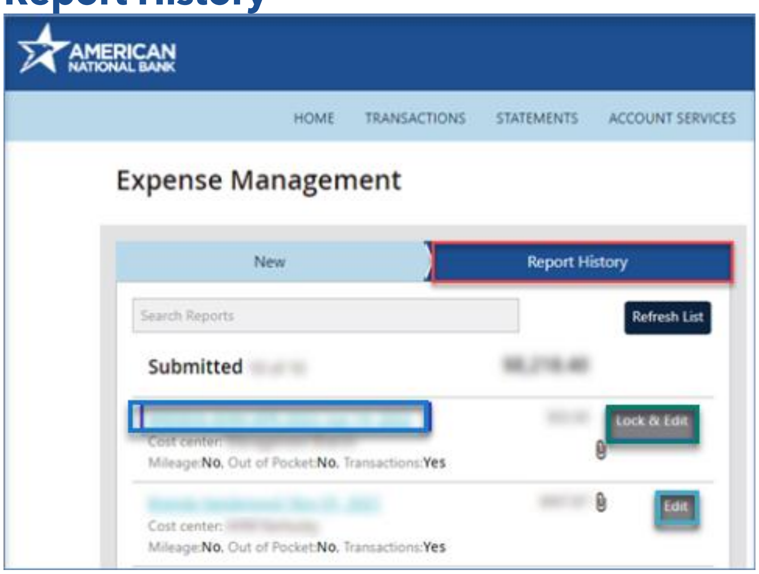
If you would like to Save the Expense report, click the **Save Report** Icon.

Submitting an Expense Report

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



Report History



- 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.

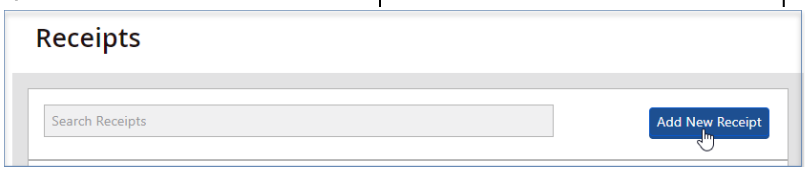
Cardholders have the ability to:

- 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

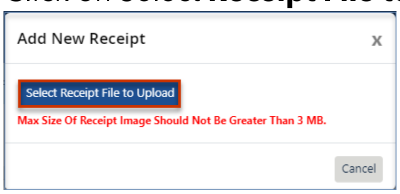
Adding a New Receipt

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.

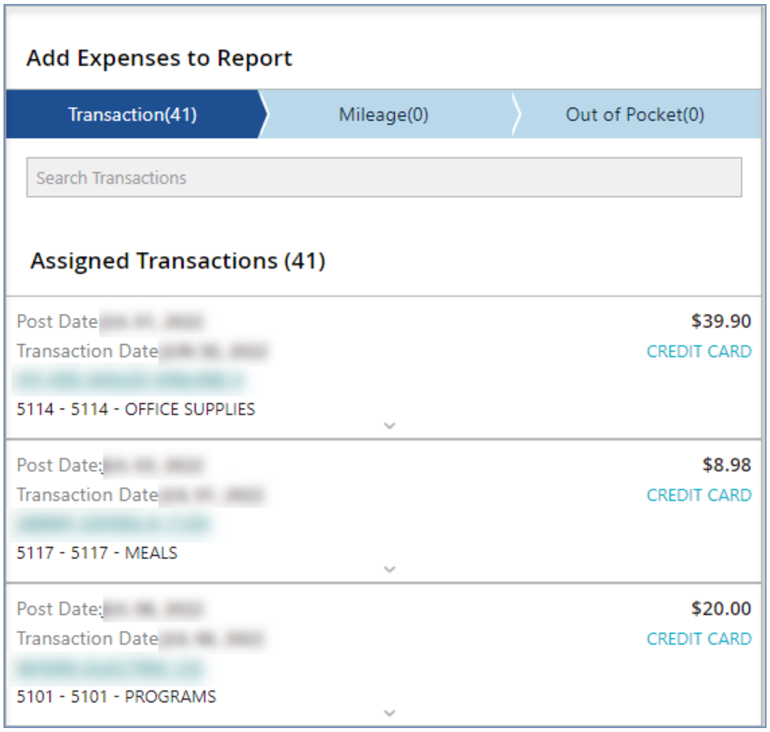


3. Enter the following details:
   - Description - Enter the description for the uploaded receipt.
   - Amount - Enter the amount for the uploaded receipt.
   - Merchant Name - Enter the merchant name for the uploaded receipt.
   - Receipt Date - Select the receipt date.

4. Click **Update Receipt** to save the entered details.

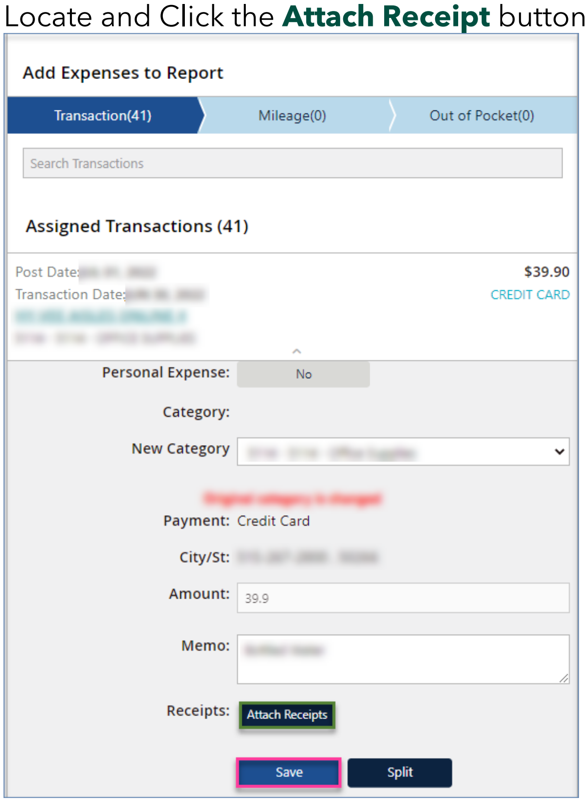
Attaching a Receipt

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.

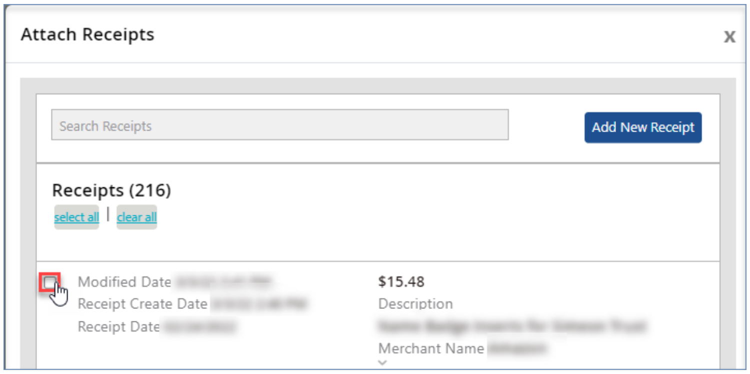


To attach a Receipt to an Assigned transaction:

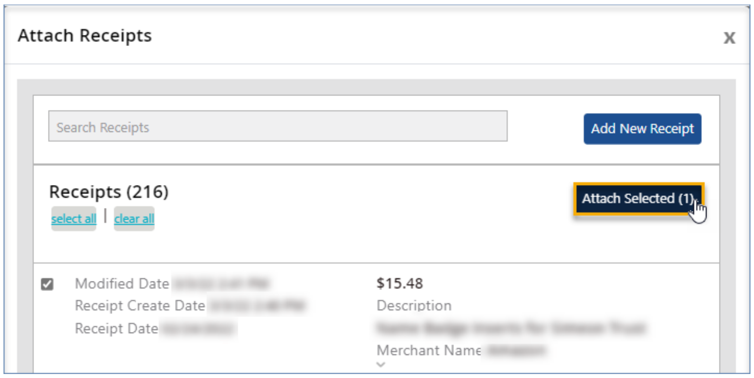
1. Click on the transaction requiring a receipt.
2. Locate and Click the **Attach Receipt** button. The Attach Receipts screen is displayed.



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



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

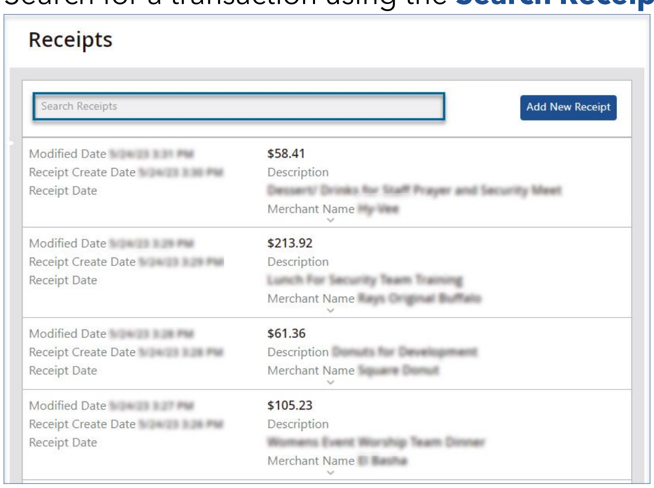


5. Close the attach receipts window and click **Save**.
Note: Click on the Remove from Report link to remove an attached report. Click on the Split button to split the transaction based on the expense category.

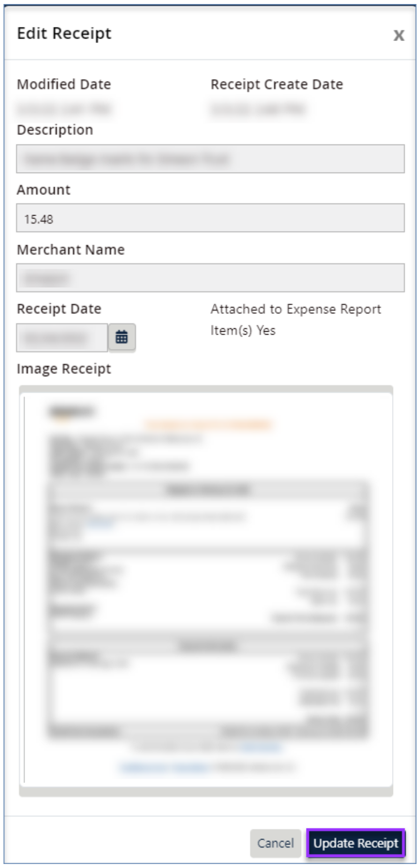
Editing a Receipt

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.



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



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