

Setting up expense reports

Goal: Set up Ajera to process expense reports.

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Step 1: Review preferences for expense reports

1. Click **Company > Preferences**.
2. Click the **Balance Sheet Accounts** tab.

Be sure the correct account is set up for Employee receivables.

3. Click the **Time & Expense Entry** tab.

Select the appropriate check boxes to indicate if you want the supervisor and/or accounting manager to be able to change an expense report.

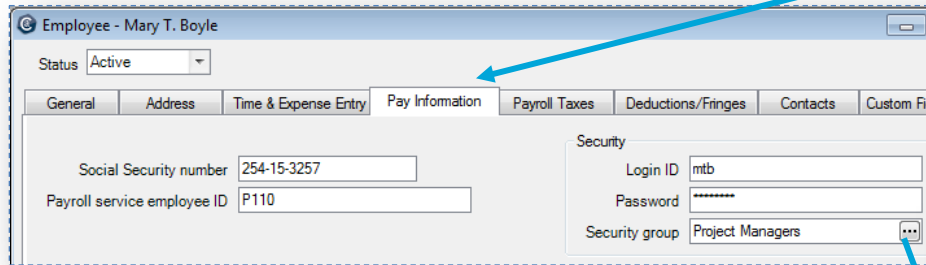
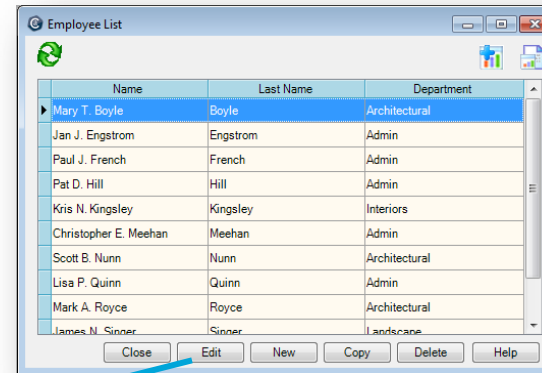
If you want to be able to change an expense report after it is submitted (or approved, if your company requires approvals), select this check box.

Select these check boxes to require that supervisors and/or accounting managers approve expense reports.

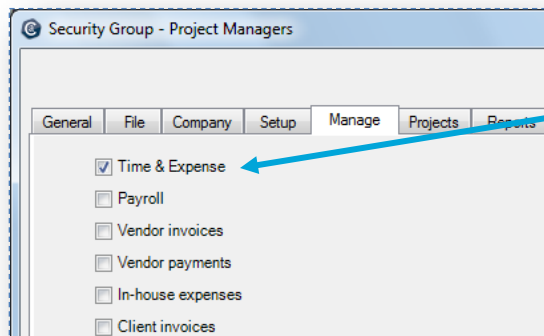
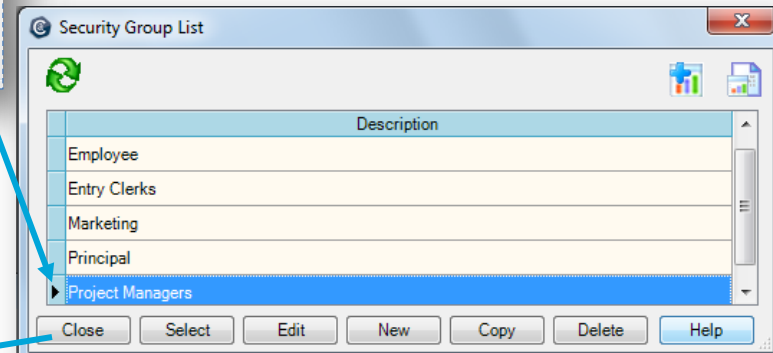
Step 2: Review options for employees

For each employee who will use expense reports, verify that the employee's security group has access to expense reports and that the employee is allowed to use expense reports.

1. Click **Setup > Employees**.
2. An employee who uses expense reports must belong to a security group with access to Time & Expenses.
Select the employee who uses expense reports, and click **Edit**.
3. Click the **Pay Information** tab.
4. Click the button in the Security Group field.



5. On the Security Group List window, double-click the employee's security group.
6. On the Security Group window, click the **Manage** tab, and ensure that the **Time & Expense** check box is selected.



Step 2: Review options for employees (continued)

7. After saving your work and returning to the Employee window, click the **Time & Expense Entry** tab.
8. If it is not already selected, select the **Use expense reports** check box.
9. Review and change the settings in the other fields, if needed.

Employee - Mary T. Boyle

Status: Active

General | Address | Time & Expense Entry | Pay Information | Payroll Taxes | Deductions/Fringes | Contacts | Custom

Timesheet Entry

Overhead group: Architectural

Expense Entry

Use expense reports

Credit card 1: American Express Card

Credit card 2: - Washington Mutual

Credit card 3:

Credit card 4:

Credit card 5:

Credit card 6:

Vendor type: Employee

Calculate payment date by: Day of the month

Number of days from invoice date: 0

Day of the month to pay: 22

Close Save Cancel Delete Help

If the employee uses credit cards, enter them here.

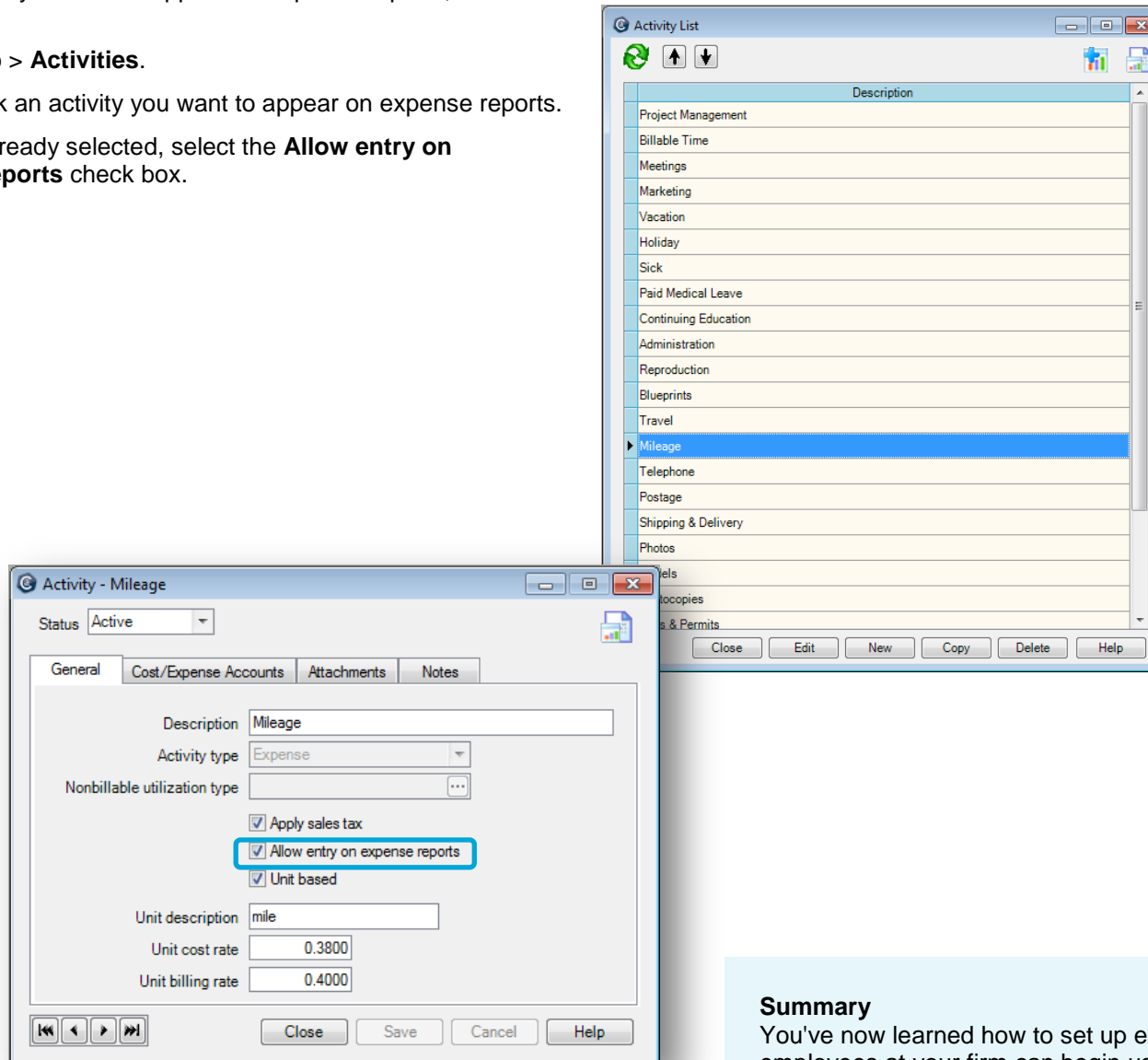
If you want to produce reports on expenses for employees, you can select the same vendor type, such as Employee, for all employees submitting expense reports.

To automatically calculate the due date for reimbursing this employee's expenses, make a selection in this field, and then complete the applicable field under it.

Step 3: Identify activities for expense reports

For each activity that you want to appear on expense reports, do the following.

1. Click **Setup > Activities**.
2. Double-click an activity you want to appear on expense reports.
3. If it is not already selected, select the **Allow entry on expense reports** check box.



Summary

You've now learned how to set up expense reports so employees at your firm can begin using expense reports.