Works® Quick Reference Guide

Creating and Managing Expense Reports
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About this Guide

This Works® quick reference guide provides the information needed to manage expense reports. Within this guide, you will learn how to:

- Create an expense report.
- Sign off on an expense report.
- Delete an expense report.
- Add and/or remove transaction from an expense report.

Each of the above topics includes step-by-step instructions for performing a specific task. You can review all of the tasks in this guide or review the task that is specific to your interest.

**Note:** You can print each topic individually for your convenience, if desired.
Creating Expense Reports

Introduction

This card provides the information needed to create an expense report within Works®.

**Note:** The following roles can create an expense report:

- Owner
- Approver
- Accountant
- Auditor

Procedure

To create an expense report, complete the following:

1. Click **Expenses > Expense Reports**.
2. Select the desired role. The Pending Sign Off screen displays by default.
   - **Note:** This procedure can also be completed from the Signed Off and All screens.
3. Select **Create**. The **Create** drop-down menu displays.
4. Select **Create Expense Report**. The Create Expense Report window displays (Figure 1).

![Create Expense Report Window](image)

**Figure 1**: Create Expense Report Window

5. Enter the **Expense Report Name**.

6. Select the primary report owner.

<table>
<thead>
<tr>
<th>If...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>The primary owner is you</td>
<td>The default is set to the user who is logged in.</td>
</tr>
<tr>
<td></td>
<td>Go to step 7.</td>
</tr>
<tr>
<td>If the primary owner is another person</td>
<td>a. Click the option for the text field.</td>
</tr>
<tr>
<td></td>
<td>b. Click the search icon (🔍). The Select User(s) window displays.</td>
</tr>
<tr>
<td></td>
<td>c. Select the Primary Owner.</td>
</tr>
<tr>
<td></td>
<td>d. Select the option for the desired user.</td>
</tr>
<tr>
<td></td>
<td>e. Click <strong>OK</strong>. The Create Expense Report window displays the selected primary owner.</td>
</tr>
<tr>
<td></td>
<td>f. Go to step 7.</td>
</tr>
</tbody>
</table>

7. Enter an expense report **Description**, if desired.

8. Click **OK**. The Pending Sign Off screen displays a confirmation message and the newly created expense report is listed.

This completes the procedure.
Introduction

This card provides the information needed to sign off on an expense report within Works®.

The following roles can sign off on an expense report:

▪ Owner
▪ Approver
▪ Auditor

Procedure

To sign off on an expense report, complete the following:
1. Click Expenses > Expense Reports.
2. Select the desired role. The Pending Sign Off screen displays by default.
3. Select the check box for each desired Expense Report Name. The action buttons become enabled.
4. Click Sign Off. The Sign Off window displays.
5. Click OK. The Pending Sign Off screen displays a confirmation message.

This completes the procedure.
Deleting Expense Reports

Introduction

This card provides the information needed to delete an expense report within Works®.

Procedure

To delete an expense report, complete the following:

1. Click Expenses > Expense Reports > Owner. The Pending Sign Off screen displays by default.
2. Select the check box for each desired Expense Report Name. The action buttons become enabled.
3. Click Delete. The Delete window displays.
4. Click OK. The Pending Sign Off screen displays a confirmation message.

This completes the procedure.
Adding Transactions to and/or Removing Transactions from Expense Reports

Introduction

This card provides the information needed to add transactions to and/or remove transactions from an expense report within Works®.

Procedure

To add transactions to and/or remove transactions from an expense report, complete the following:

1. Click Expenses > Expense Reports > Owner. The Pending Sign Off screen displays by default.
2. Click the desired Expense Report Name. A drop-down menu displays.
3. Click View Full Details. The Expense Report Details screen displays.
4. Do you wish to remove a transaction?

<table>
<thead>
<tr>
<th>If...</th>
<th>Then...</th>
</tr>
</thead>
</table>
| Yes   | a. Select the check box for each desired transaction. The action buttons become enabled.  
      | b. Click Remove. The Remove Expenses window displays.  
      | c. Click OK. The Expense Report Details screen displays a confirmation message, and the selected  
      |     transactions are removed from the expense report.  
      | d. Go to step 5. |
| No    | Go to step 5. |
5. **Do you wish to add a transaction?**

<table>
<thead>
<tr>
<th>If...</th>
<th>Then...</th>
</tr>
</thead>
</table>
| Yes   | a. Click **Add**. The Select Transaction(s) window displays.  
b. Select the check box for each desired transaction.  
c. Click **OK**. The Expense Report Details screen displays a confirmation message, and the selected transactions are added to the expense report.  
This completes the procedure. |
| No    | This completes the procedure. |