

Milestone 5 Expenses Enhancements

<i>Expenses</i>	One click to access Expenses entry screen
<i>Expenses Tabs</i>	All expense claim tabs, vouched, subsistence travel, conference travel appear on one screen
<i>Expense entry screen</i>	All expense details are entered on one screen
<i>GL Analysis</i>	The GL Analysis cost code and project code automatically update for each line of claim
<i>Edit free meals tab New expenses feature</i>	This enables claimant to edit meal options where cost was not incurred by claimant. The subsistence total is reduced by meal amounts selected
<i>Enginecc</i>	User can add the code to enginecc field when claiming mileage
<i>Add information tab</i>	User can add additional information which will appear on the claim printout
<i>Expense overview</i>	As claim details are entered a running total appears to the right of the expense entry screen
<i>Send for approval</i>	Send for approval tab replaces 'SAVE'
<i>Expense overview</i>	At a glance, expense status can be viewed, draft claim re-

	opened,modified and claim deleted by user
<i>Tasks for approval</i>	Appears as an icon on the taskbar
<i>Favourites icon</i>	Screen or module can be saved to user favourites icon