

Expenses Entry

If your position requires that you submit job expenses through the Web Time Entry (WTE) Expense Report. The documentation in this section outlines how to create an Expense Report from start to finish.

You can access these instructions online here:

<https://kb.bullhorn.com/bte/Content/BHTE/LP/expensesLP.htm>

If you need support with Expense Entry: Catena_Consultants@advancedgroup.com

Upload Expense Receipts

When creating a Web Time Entry Expense Report the first step you should take is uploading expense receipts/images for your report. When you later create the report, you enter expenses in the application and link the receipt image to the expense line item for approvals and audits.

Step 1: Upload Receipts (Select from one of the following options)

Method	Action
File Upload	Upload File(s) From Your Computer Acceptable formats: jpg, png, gif, tif, pdf
Email	Email Images to expenses@peoplenet-us.com . You may also send images from your smartphone, e.g. iPhone, Android, or Blackberry. Images should be less than 4Mb in size. Acceptable formats: jpg, png, gif. Manage Email Address Add additional email addresses that should be recognized as a valid "Sender" address

Step 2: Ensure Uploaded Images Appear in the Receipt Bank

- No receipts available for attachment -

Step 3: Start a New Expense Report

Select the Week-Ending Date for the new Expense Report:

8/28/2022

Start a New Report

Preparing an Image for Upload

All receipt files must adhere to the following guidelines:

- **Acceptable file types:** .jpg, .png, .gif, .tif, .pdf
- **Maximum Image size:** 4MB

Use one of the following methods to create a file or image:

- Take a photo from your smart phone and upload or email it to your computer.
- Scan documents and save as images on your computer.
- Convert an existing image from your screen. Right click and choose **Edit** or **Open With** to convert the image to one of the acceptable image formats.
- Capture a picture of your screen using {Fn+PrScr} or {Alt+PrtScrn}, paste to Paint, then save as one of the acceptable image formats.
 - If you are using Paint, make sure the image is on one page, not a multi-page document.

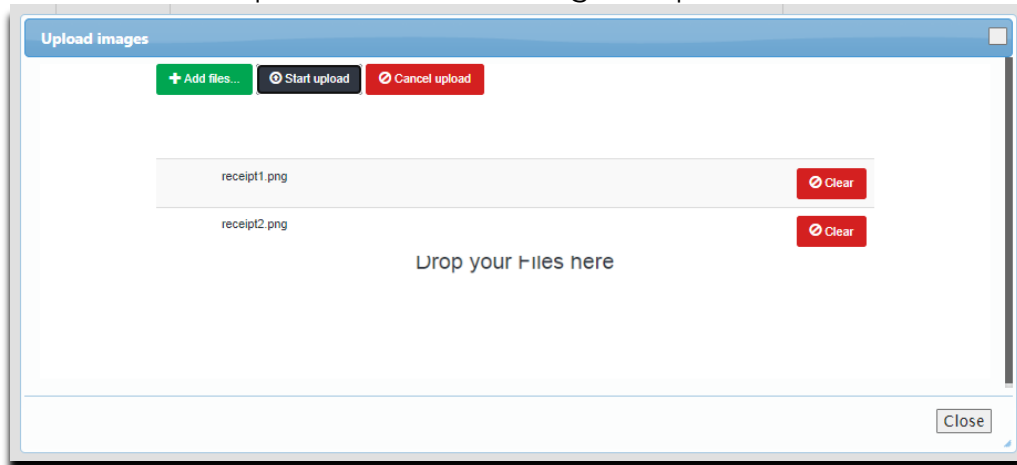
Select an Upload Option

- **File Upload:** Allows you to browse your local hard drive to upload scanned images.
- **Email:** Sends images to expenses@peoplenet-us.com.

Upload Receipt Files From Your Computer

1. Click **Upload File(s) From Your Computer**.

2. Click the **Add files...** button to find receipt images on your local hard drive.
3. Double click on the file to add it to the *Upload images* window.
4. Click **Start upload** to upload the receipts to the Expense Receipt Bank. Wait until all files are uploaded before closing the upload window.

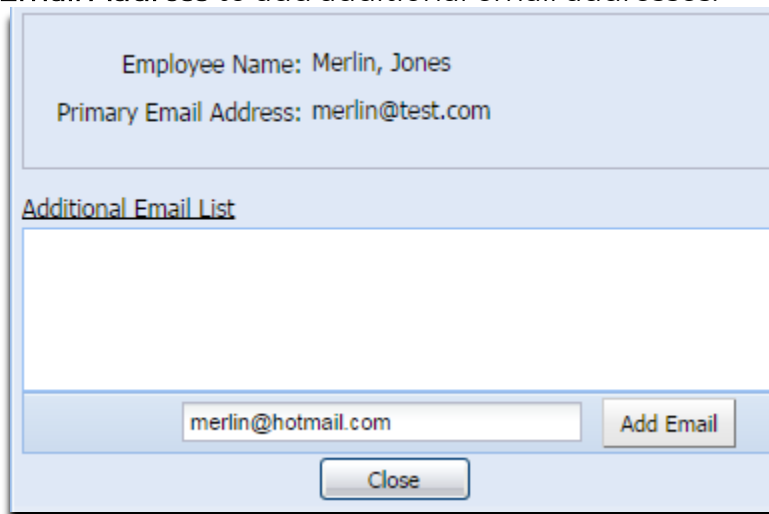


5. Check the *Receipt Bank* on the main Expenses screen to confirm receipt images have been uploaded to Bullhorn Time & Expense.

Email Receipt Images

Email images or scanned receipts to: expenses@Peoplenet-us.com

- The Bullhorn Time & Expense system determines which Receipt Bank to upload images to based on the email address you have on file (the email address you registered with for Web Time Entry).
- If you plan to email receipts from a different email address click the **Manage Email Address** to add additional email addresses.



Review Receipt Bank

Once images are uploaded, they will appear in the Receipt Bank. The images are automatically available for New or Existing Expense Reports.

- Click the orange Refresh button to refresh the screen if your receipt is not showing.
- Click the blue Search button to manage previously loaded images. You do not need to select the images here, simply verify that the images you uploaded are showing in this window.

Step 2: Ensure Uploaded Images Appear in the Receipt Bank

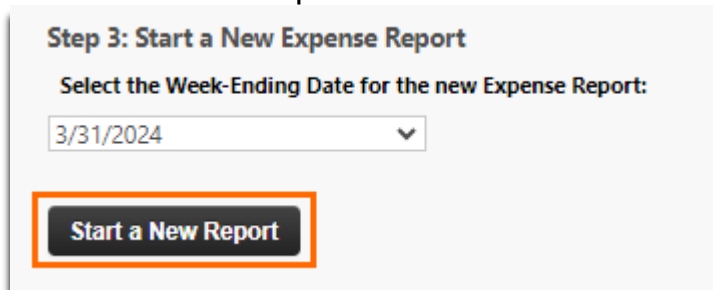
Display Mode ☒ List ☐ Thumbnails



☐	File Name	File Type	Pages	Created
☐	myprofile	Image	1	3/8/2024
☐	receipt1	Image	1	3/8/2024
☐	receipt2	Image	1	3/8/2024
☐	receipts	Image	1	3/8/2024

Entering Expenses

1. Click **Expenses** in the top menu.
2. Upload the receipts you'll need for your report. See [Upload Expense Receipts](#) for detailed steps on uploading receipts.
3. Under *Step 3: Start a New Expense Report* select the correct week ending date for your expense.
4. Click **Start a New Report**.



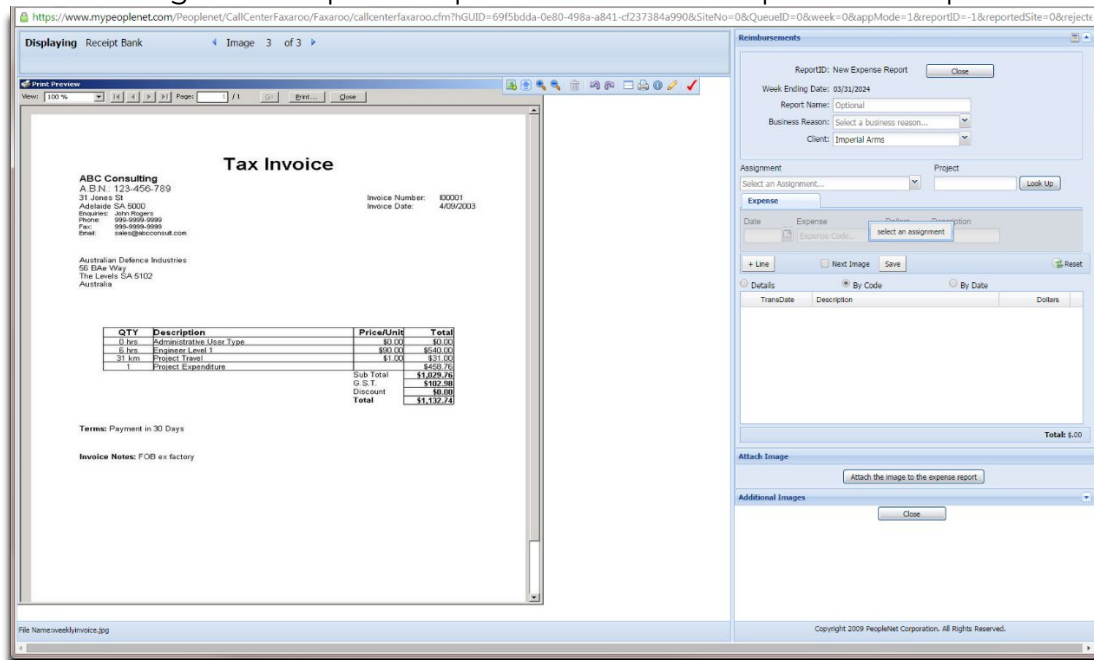
Step 3: Start a New Expense Report

Select the Week-Ending Date for the new Expense Report:

3/31/2024

Start a New Report

5. The following is a display of the expense application window that appears after starting a new expense report. The window is split into two panels:



Displaying Receipt Bank

Print Preview

View: 100% 1 of 3 Pages

Tax Invoice

ABC Consulting
A.B.N. 123-456-789
31 Jones St
Adelaide SA 5000
Request: John Rogers
Phone: 999-9999-9999
Fax: 999-9999-9999
Email: saw@abcconsult.com

Invoice Number: 800001
Invoice Date: 4/09/2003

Australian Defence Industries
55 Elms Way
The Levels SA 5102
Australia

QTY	Description	Price/Unit	Total
0 hrs	Administrative User Type	\$0.00	\$0.00
6 hrs	Engineer Level 1	\$90.00	\$540.00
31 km	Project Travel	\$1.00	\$31.00
1	Project Expenditure		\$459.75
	Sub Total		\$1,229.75
	G.S.T.		\$162.98
	Discount		\$89.88
	Total		\$1,302.85

Terms: Payment in 30 Days

Invoice Notes: FOB ex factory

File Name: web\invoice.jpg

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Reimbursements

ReportID: New Expense Report

Week Ending Date: 03/31/2024

Report Name: Optional

Business Reason: Select a business reason...

Client: Imperial Arms

Assignment: Select an Assignment...

Project: Look Up

Expense: select an assignment

+ Line Next Image Save Reset

Details By Code By Date Dollars

TransDate	Description
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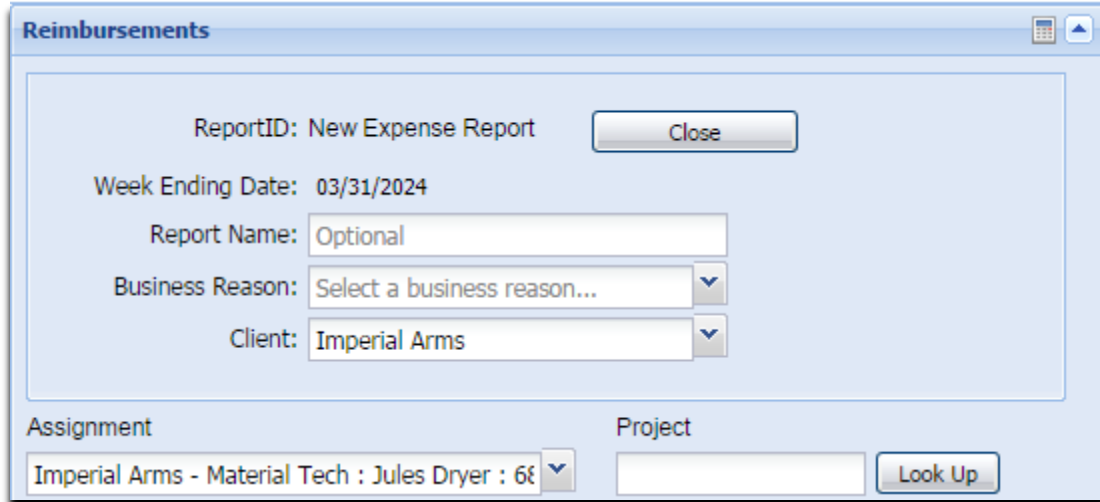
Total: 5.00

Attach Image: Attach the image to the expense report

Additional Images: Close

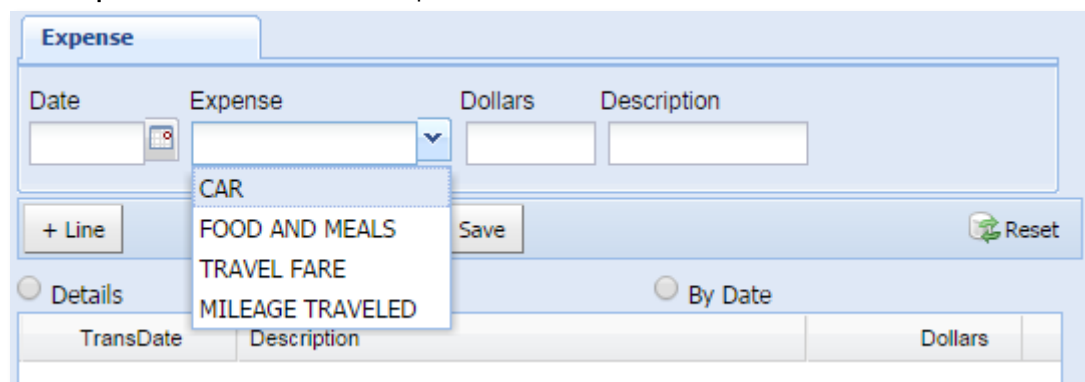
- o **Left Panel (Expense Image):** Shows 1 of x receipts uploaded.
- o **Right Panel (Expense Entry):** Interface used to enter expense items to be linked to the receipt image displayed in the left panel.

6. Enter the following expense details in the top right of your screen under *Reimbursements*. Do not use any special characters like @, \$, &, #, etc.



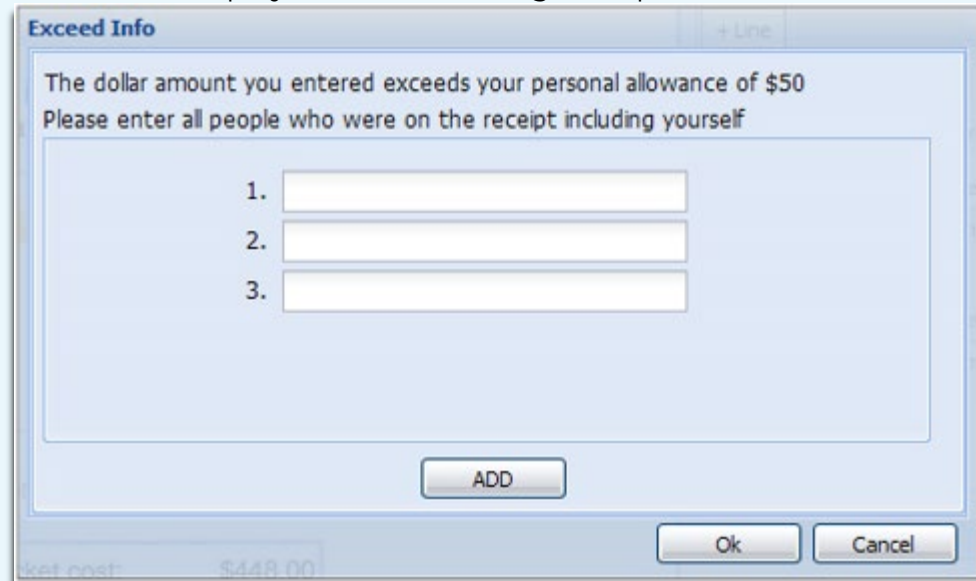
The screenshot shows a window titled "Reimbursements". Inside, there is a "ReportID: New Expense Report" with a "Close" button. Below this is the "Week Ending Date: 03/31/2024". The "Report Name" field contains "Optional". The "Business Reason" is a dropdown menu showing "Select a business reason...". The "Client" is a dropdown menu showing "Imperial Arms". At the bottom, there are two sections: "Assignment" with a dropdown showing "Imperial Arms - Material Tech : Jules Dryer : 68" and "Project" with an empty field and a "Look Up" button.

- **Report Name:** Enter a unique name for your report (optional).
 - **Business Reason:** Add a business reason for the expense if applicable (optional).
 - **Client:** Select a client from the drop down.
 - **Assignment:** Select the appropriate assignment from the drop-down menu.
 - **Project:** Enter the project name or select a previously entered project name by clicking **Look Up** (optional).
7. Ensure the correct receipt image that should be linked to the expense line item is displayed in the left panel. If not, use the navigation arrows at the top of the left panel to move to the correct receipt.
8. Fill out the following information under *Expense*:
- **Date:** Date of the expense.
 - **Expense:** Pick the applicable expense code from the drop down. The drop-down options are specific to your agency.
 - When selecting an expense code that involves calculations (e.g. mileage), the expense application automatically calculates the dollar amount after the data is entered.
 - **Dollars:** Enter the amount of the expense.
 - **Description:** Describe the expense.



The screenshot shows a form titled "Expense". It has four main input fields: "Date" (with a calendar icon), "Expense" (a dropdown menu), "Dollars" (a text input), and "Description" (a text input). Below the "Expense" dropdown, a list of options is visible: "CAR", "FOOD AND MEALS", "TRAVEL FARE", and "MILEAGE TRAVELED". There is a "+ Line" button on the left and a "Save" button on the right. At the bottom right, there is a "Reset" button. Below the main form, there is a section with radio buttons for "Details" and "By Date". The "Details" section has a table with columns "TransDate", "Description", and "Dollars".

Additional messages or instructions may appear if special requests, restrictions, or limitations have been set by the client. Follow the instructions displayed when entering an expense.



Exceed Info

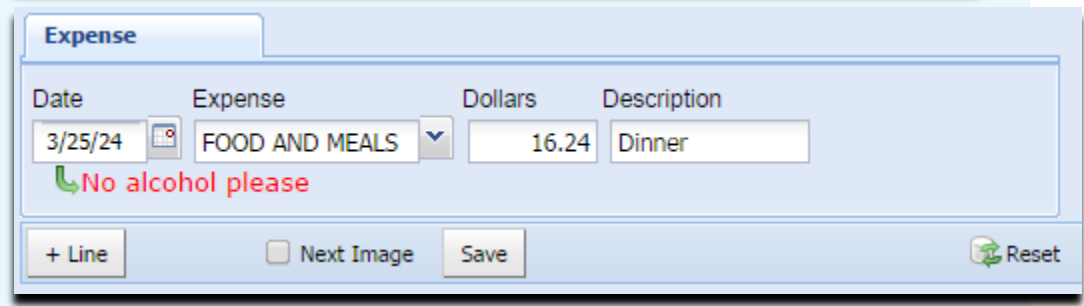
The dollar amount you entered exceeds your personal allowance of \$50
Please enter all people who were on the receipt including yourself

1.

2.

3.

Net cost: \$448.00



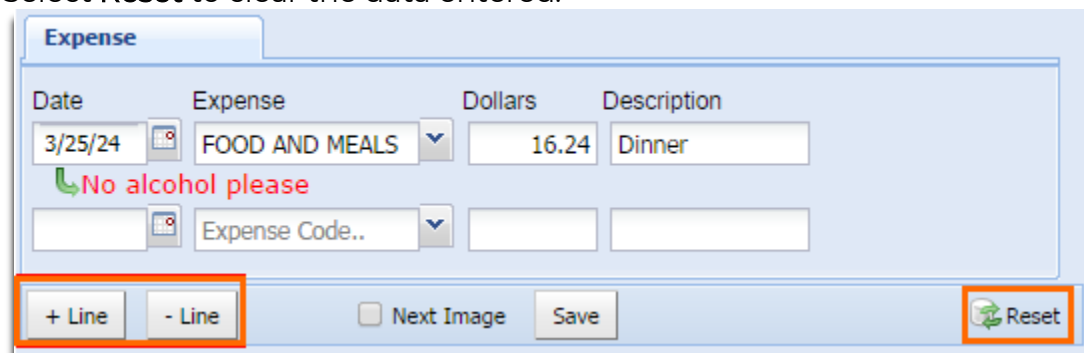
Expense

Date	Expense	Dollars	Description
3/25/24	FOOD AND MEALS	16.24	Dinner

 No alcohol please

☐ Next Image

9. Click **+ Line** to add a new expense line item. Add lines to represent what is displayed on the left image panel. For example, if you have multiple images displayed on the left, then enter an expense line for each image.
 - o Select **- Line** to remove an expense line item.
 - o Select **Reset** to clear the data entered.



Expense

Date	Expense	Dollars	Description
3/25/24	FOOD AND MEALS	16.24	Dinner

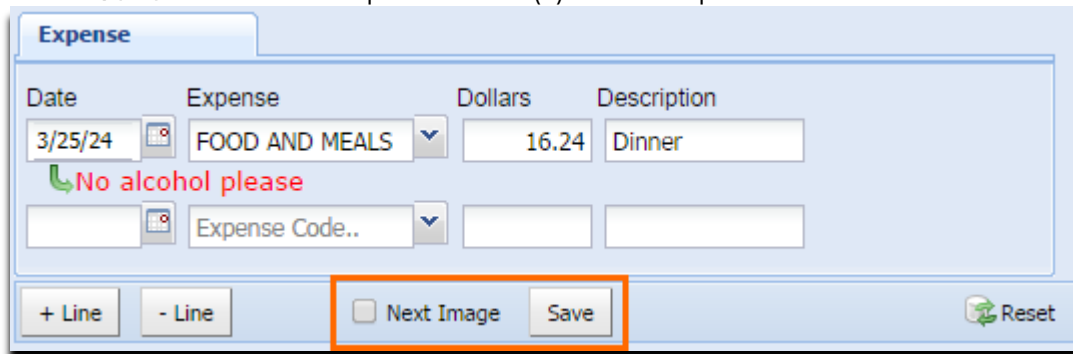
 No alcohol please

Expense Code..

☐ Next Image

10. When you have finished entering expense items from the receipt image, select the check box **Next Image**. The next receipt image in the Receipt Bank will be displayed after the expense line item is saved

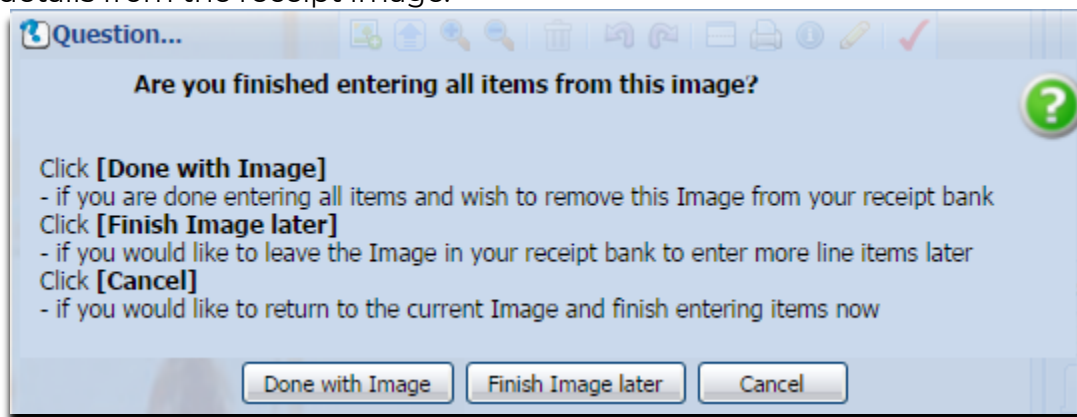
11. Select **Save** to add the expense item(s) to the report.



The image shows a software window titled "Expense". It contains a table with four columns: "Date", "Expense", "Dollars", and "Description". The first row has the following values: "3/25/24", "FOOD AND MEALS" (with a dropdown arrow), "16.24", and "Dinner". Below the table, there is a red text message "No alcohol please" with a green arrow pointing to the "Expense" column. Below this, there is another row with empty fields for "Expense Code..", "Dollars", and "Description". At the bottom of the window, there are several buttons: "+ Line", "- Line", "Next Image" (with a checkbox), "Save", and "Reset". The "Next Image" and "Save" buttons are highlighted with an orange border.

12. Click **Attach the image to the expense report**.

13. A new window will pop up. Confirm whether you have finished entering details from the receipt image.



The image shows a dialog box titled "Question...". It contains the text "Are you finished entering all items from this image?". Below this, there are instructions: "Click [Done with Image] - if you are done entering all items and wish to remove this Image from your receipt bank", "Click [Finish Image later] - if you would like to leave the Image in your receipt bank to enter more line items later", and "Click [Cancel] - if you would like to return to the current Image and finish entering items now". At the bottom, there are three buttons: "Done with Image", "Finish Image later", and "Cancel".

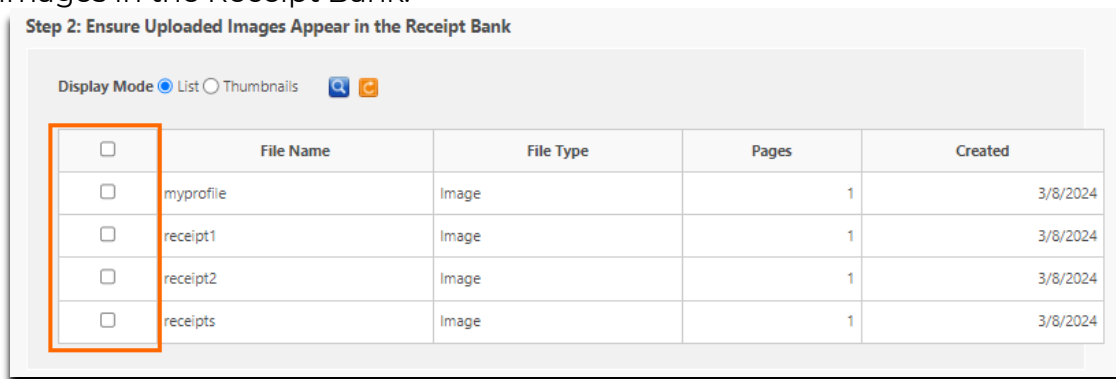
14. After responding to the confirmation prompt, the data you entered will be added with other expense entries that appear in the transaction window. The expense total is displayed at the bottom of the transaction window. This amount is automatically updated when an expense is added or deleted.
15. To edit an expense that is listed in the transaction window right click on the line item and select one of the following options:
- **Detail:** View expense details.
 - **Edit:** Modify expense entry.
 - **Delete:** Remove expense entry.
16. After all expense items have been entered into the expense report, select **Submit for Approval** to submit your expense report.
17. Select **Close** to close the expense window and submit the expense report at a later time.

Attach Receipts After Expense Report is Created

When using the Web Time Entry Expense Report feature the first step you should take is uploading expense receipts/images for your report. We recommend uploading receipts prior to creating a new report, however, you can attach receipts to an existing expense report if needed.

This option is only available if the expense report has not been submitted for approval or if the report was rejected by approver or auditor. The receipt images will only be added to the expense report for viewing and will not be linked to specific expense line items.

1. Upload receipt images into the Receipt Bank using the options provided: *By File Upload*, or *Email*.
2. In the Receipt Bank, check the box left of the image you want to attach to an expense report that has already been created. Check the top box to select all images in the Receipt Bank.



3. Click the **Attach To** button to attach an image to an expense report that has already been created.
4. In the window that appears, select the report you want to attach the image to.
5. Click **Attach** to attach the image(s) to the expense report. You will receive a pop up saying the receipt attached successfully.

Managing Expense Receipts

Your agency may require you to submit on the job expenses through a Web Time Entry Expense Report. Within the Expense application, you'll need to manage your receipt images. For information on uploading receipts, see [Upload Expense Receipts](#).

After receipt images are uploaded, they will appear in the Receipt Bank and are available for attachment to a new and/or existing expense report. Receipts have one of the following statuses:

- **New:** The receipt image appears in the Receipt Bank and is available for attachment to a new or existing expense report.
- **Processed:** The receipt image is attached to an expense report and is therefore removed from the Receipt Bank.
- **Deleted:** The receipt image does not appear in the Receipt Bank and is not attached to an expense report.

The uploaded images are displayed in a list view; however, you can select **Thumbnails** to change the display mode at any time.

For information on adding receipts to existing reports see [Attach Receipts After Expense Report is Created](#).

Removing Receipts

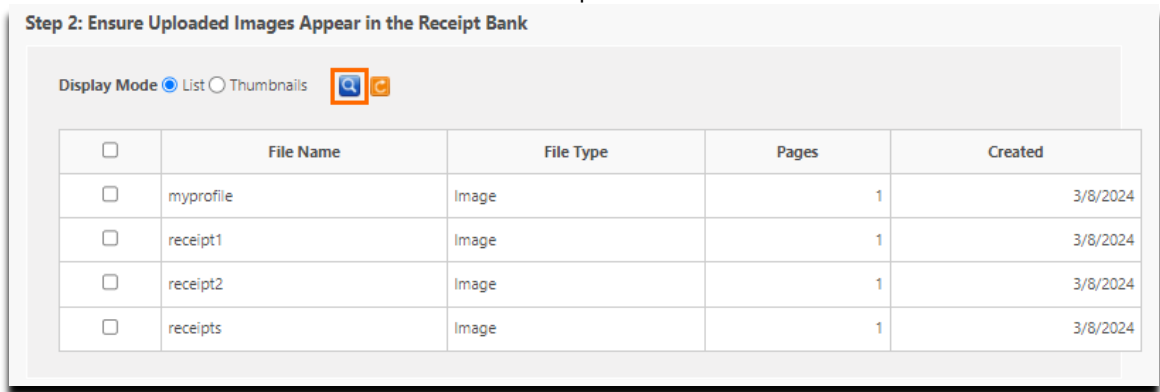
After attaching an image to a report and submitting it, you can remove receipts to stay organized:

1. Select the check box left of the image's file name in your Receipt Bank.
2. Click **Delete** to remove the image from the bank.
 - Repeat the process to remove images individually or select the top check box to flag all images for removal.

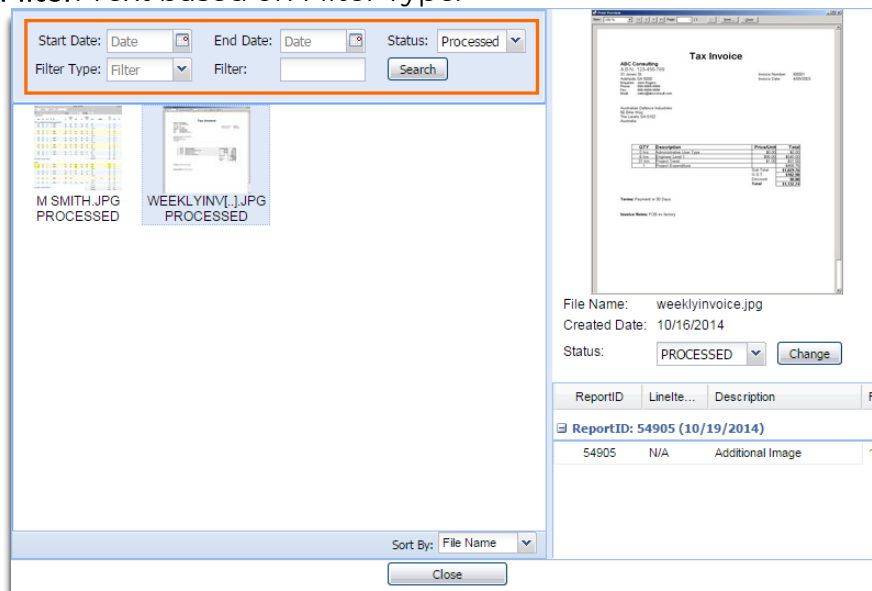
Searching for Receipts

Use the Search option to view or retrieve receipt images that are no longer in the Receipt Bank.

1. Select the blue **Search** icon in the Receipt Bank area.



2. In the popup window, select the parameters in which you would like to locate an image:
 - o **Start Date/End Date:** Time Period.
 - o **Status:** All, New, Processed, Deleted.
 - o **Filter Type:** File Name or Report ID.
 - o **Filter:** Text based on Filter Type.



3. Select an image to open the image details in the right panel:
 - o Image receipt (at top)
 - o File Name
 - o Date Uploaded
 - o Current Status
 - o Report details (Report ID, expense line item in which the image is associated and expense description)
4. Change the status of an image by selecting the *Status* from the drop-down menu and clicking **Change**. The status will determine whether the receipt is visible within the Receipt Bank and available for attachment for a new and/or

existing expense report.

File Name: weeklyinvoice.jpg
Created Date: 10/16/2014
Status: PROCESSED

NEW
DELETED
PROCESSED

ReportID	Location	Report
54905	N/A	Additional Image

Expense Report Tracking Statuses

Once the report has been saved or submitted for approval, the expense application window will close automatically. All expense reports can be viewed by clicking **Existing Expense Reports**.

Your expense report will show one of these statuses:

- **New:** The expense report has been saved but not submitted for approval. You are able to edit or cancel the expense report if necessary.
- **Pending:** The expense report is pending approval. You are unable to edit the expense report at this point.
- **Approved:** The expense report has been approved. No additional information is needed.
- **Rejected:** The expense report has been rejected by the approver and additional modifications may be required before approval.
- **Rejected by Auditor:** This status will only appear if your Staffing Firm audits expense reports for missing receipts.
- **Sent:** The expense report has been sent from Bullhorn Time & Expense to your Staffing Firm's payroll for processing.

Rejected Expense Reports

If your expense report is rejected, you will receive an e-mail notification. Follow the steps below to correct the report and resubmit it:

1. Click **Edit** next to the report status.
2. Double-click the rejected line item for detailed comments from the client.

The screenshot displays the 'Reimbursements' application window. On the left, a receipt for 'Einstein Bros Bagels' is shown. The main area displays report details for ReportID: 3357, Week Ending Date: 02/05/2012, Report Name: Company Breakfast, Business Reason: Business Meeting with Colleague, and Client: ABC Client. Below this, the 'Expense' section shows a table with columns: Date, Expense, Dollars, and Description. The table contains one entry: 02/02/2012, misc, \$88.45. A pop-up window titled 'Expense Report History' is open, showing a table with columns: Num, Action, Date, User, Dollar, and Comment. The table contains three entries: 3 Rejected by ... 02/09/2012 Christine Propst \$88.45 Entertainment not aut; 2 Submitted 02/01/2012 Employee \$88.45; and 1 Created 02/01/2012 Employee. A double-click action is shown on the 'Rejected by ...' entry, which opens a detailed view window. This window shows the following information: Action: Rejected by approver, Date: 02/09/2012, User: Christine Propst, Dollar: 88.45, and Comment: Entertainment not authorized for lunch expense.

Num	Action	Date	User	Dollar	Comment
3	Rejected by ...	02/09/2012	Christine Propst	\$88.45	Entertainment not aut
2	Submitted	02/01/2012	Employee	\$88.45	
1	Created	02/01/2012	Employee		

Date	Expense	Dollars	Description
02/02/2012	misc	\$88.45	

Action: Rejected by approver
Date: 02/09/2012
User: Christine Propst
Dollar: 88.45
Comment: Entertainment not authorized for lunch expense.

3. Close the history pop-up.

4. Click **Edit** on the rejected line item and make the appropriate changes.
5. Click **Submit for Approval** re-submit the report to your approver.