

Deltek.

Maconomy Essentials

*Working with Expense
Sheets in Touch*
Quick Steps



Working with Expense Sheets in Touch

1

Step 1: Create an expense sheet.

2

Step 2: Copy an expense sheet.

3

Step 3: Edit an expense sheet.

4

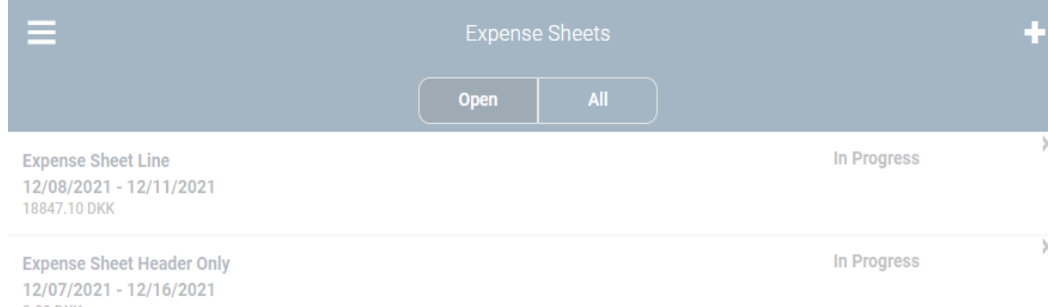
Step 4: Delete an expense sheet.

5

Step 5: Attach a receipt.

6

Step 6: Submit an expense sheet.



Overview of Quick Steps Procedure

Click the numbered circles on the left to move to the first step in each phase.

Use the arrows or Pg Up/Down keys to proceed through each step and sub-step.

Begin

Working with Expense Sheets in Touch

1

Step 1: Create an expense sheet.

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Step 2: Copy an expense sheet.

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Step 3: Edit an expense sheet.

4

Step 4: Delete an expense sheet.

5

Step 5: Attach a receipt.

6

Step 6: Submit an expense sheet.

Expense Sheet Line	In Progress
12/08/2021 - 12/11/2021 18847.10 DKK	>
Expense Sheet Header Only	In Progress
12/07/2021 - 12/16/2021 0.00 DKK	>

Use the **Expense Sheet** screen to easily manage your expense reports.

You can create expense sheets, and add details as needed, including receipts. In addition, you can modify, copy, or delete an expense sheet. After recording your expenses, you can submit these for approval.

Working with Expense Sheets in Touch

1

Step 1: Create an expense sheet.

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Step 2: Copy an expense sheet.

3

Step 3: Edit an expense sheet.

4

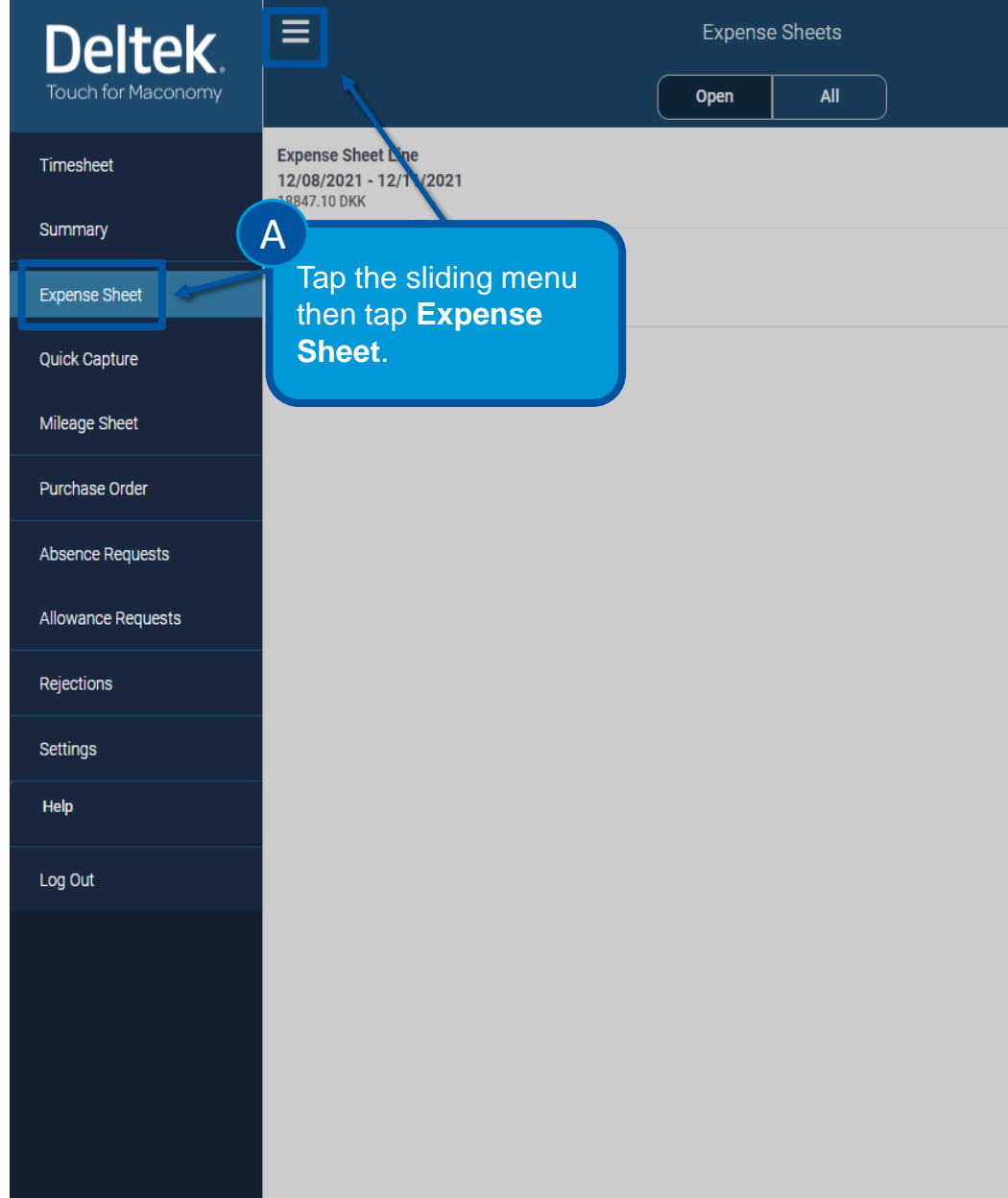
Step 4: Delete an expense sheet.

5

Step 5: Attach a receipt.

6

Step 6: Submit an expense sheet.



Working with Expense Sheets in Touch

1

Step 1: Create an expense sheet.

2

Step 2: Copy an expense sheet.

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Step 3: Edit an expense sheet.

4

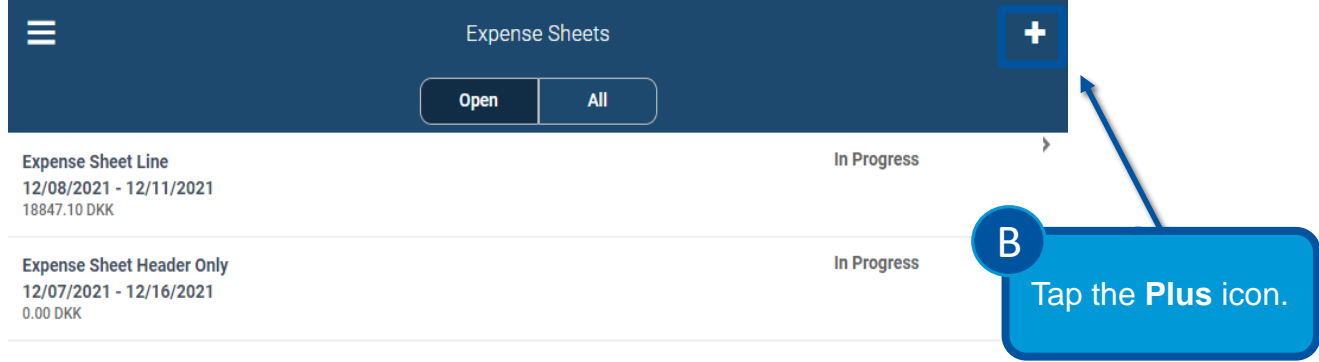
Step 4: Delete an expense sheet.

5

Step 5: Attach a receipt.

6

Step 6: Submit an expense sheet.



Working with Expense Sheets in Touch

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Step 1: Create an expense sheet.

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6

Step 6: Submit an expense sheet.

C

Tap any field to add details.

For example, add a description and an expense sheet line.

Tap the **Description** field then enter a description and tap **Done** to save your changes.

The screenshot shows the 'Expense Sheet' app interface. At the top, there is a back arrow and the title 'Expense Sheet'. Below the title, there is a 'New' button and a total amount of '0.00'. The main form has several fields: 'Description', 'Period', 'Job', and 'Currency', each with a right-pointing arrow indicating it is a dropdown menu. At the bottom right of the form, there is a 'Receipt (0)' button. Below the form, there is a section titled 'Expense Sheet Lines'. A blue arrow points from the 'Description' field in the form to the 'Description' field in the 'Expense Sheet Lines' section. The 'Expense Sheet Lines' section shows a list with one entry: 'Lunch expenses'. The list has a 'Cancel' button on the left and a 'Done' button on the right. A blue arrow points from the 'Description' field in the 'Expense Sheet Lines' section to the 'Done' button.

Proceed to the next slide for another example.

Working with Expense Sheets in Touch

1

Step 1: Create an expense sheet.

2

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Step 3: Edit an expense sheet.

4

Step 4: Delete an expense sheet.

5

Step 5: Attach a receipt.

6

Step 6: Submit an expense sheet.

Another example is to add an expense sheet line.

Tap the Action Menu then tap **New Line**.

On the **Expense Sheet Line** screen that displays, tap the fields to add details then tap the **Save** icon when you are done with your changes.

The image shows two screenshots from the Expense Sheet application. The top screenshot is the 'Expense Sheet' screen, which has a dark blue header with a back arrow and the title 'Expense Sheet'. Below the header is a 'New' button. To the right of the 'New' button is an action menu with options: 'New Line', 'Submit', 'Duplicate', and 'Attach Receipt'. The 'New Line' option is highlighted with a blue box. Below the menu are several form fields: 'Description', 'Period', 'Job', and 'Currency', each with a right-pointing chevron. At the bottom right of this section is a 'Receipt (0)' button with a chevron. The bottom screenshot is the 'Expense Sheet Line' screen, also with a dark blue header and back arrow. It contains a form with the following fields: 'Date *' (01/12/2022), 'Description', 'Job', 'Task', 'Expense Amount Activity', 'Quantity' (1), 'Unit test Price' (0), 'Amount' (0), 'Currency *' (DKK), and 'Amount, Base' (0). Each field has a right-pointing chevron, except for 'Date *' and 'Currency *' which have a calendar icon and a chevron respectively.

Working with Expense Sheets in Touch

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Step 1: Create an expense sheet.

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Step 2: Copy an expense sheet.

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Step 3: Edit an expense sheet.

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Step 4: Delete an expense sheet.

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Step 5: Attach a receipt.

6

Step 6: Submit an expense sheet.

A

Browse through your expense sheets then tap the expense sheet you want to copy.

For example, tap the first expense sheet.

Expense Sheets		+
Open		All
Expense Sheet Line	In Progress	>
12/08/2021 - 12/11/2021		
18847.10 DKK		
Expense Sheet Header Only	In Progress	>
12/07/2021 - 12/16/2021		
0.00 DKK		

Follow the step on the next slide to copy an expense sheet.

Working with Expense Sheets in Touch

1

Step 1: Create an expense sheet.

2

Step 2: Copy an expense sheet.

3

Step 3: Edit an expense sheet.

4

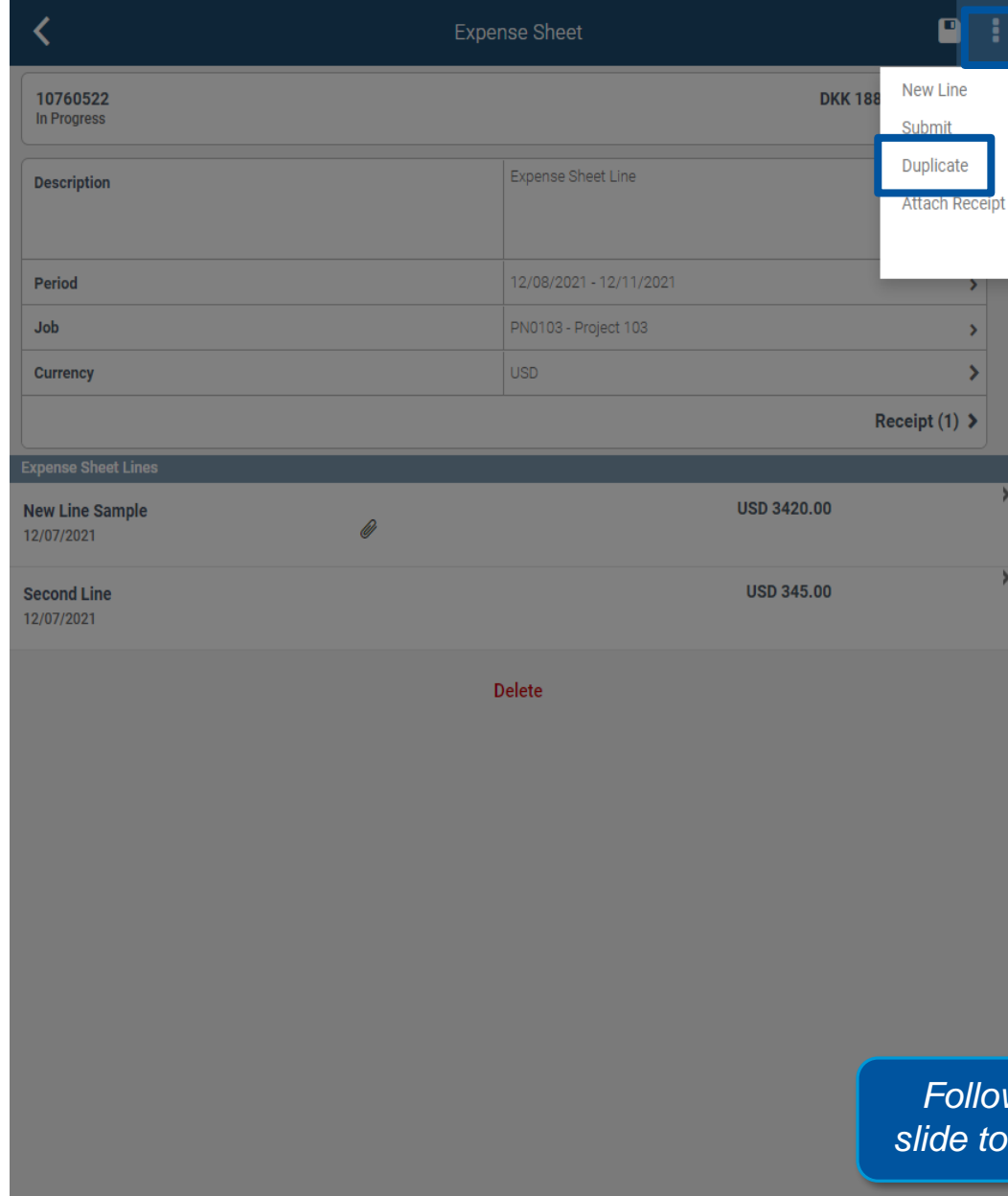
Step 4: Delete an expense sheet.

5

Step 5: Attach a receipt.

6

Step 6: Submit an expense sheet.



B

Tap the Action Menu then tap **Duplicate**.

Follow the steps on the next slide to copy an expense sheet.

Working with Expense Sheets in Touch

1

Step 1: Create an expense sheet.

2

Step 2: Copy an expense sheet.

3

Step 3: Edit an expense sheet.

4

Step 4: Delete an expense sheet.

5

Step 5: Attach a receipt.

6

Step 6: Submit an expense sheet.

C

A new expense sheet is created. You can edit the expense sheet as needed.

For example, edit the description to rename the expense sheet you copied.

Expense Sheet

10760564
In Progress

DKK 18847.10

Description	Expense Sheet Line	>
Period	12/08/2021 - 12/11/2021	>
Job	PN0103 - Project 103	>
Currency	USD	>
		Receipt (0) >

Expense Sheet Lines

New Line Sample 01/17/2022	USD 3420.00	>
Second Line 01/17/2022	USD 345.00	>

Delete

D

Tap the **Save** icon.

Working with Expense Sheets in Touch

1

Step 1: Create an expense sheet.

2

Step 2: Copy an expense sheet.

3

Step 3: Edit an expense sheet.

4

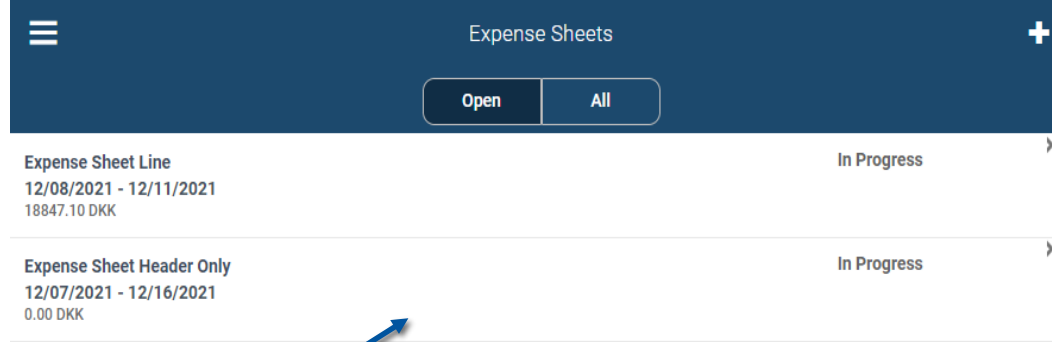
Step 4: Delete an expense sheet.

5

Step 5: Attach a receipt.

6

Step 6: Submit an expense sheet.



The screenshot shows the 'Expense Sheets' app interface. At the top, there is a dark blue header with a hamburger menu icon on the left, the text 'Expense Sheets' in the center, and a plus sign icon on the right. Below the header, there are two buttons: 'Open' and 'All'. The main content area displays a list of expense sheets. The first entry is 'Expense Sheet Line' with dates '12/08/2021 - 12/11/2021' and a value of '18847.10 DKK'. The second entry is 'Expense Sheet Header Only' with dates '12/07/2021 - 12/16/2021' and a value of '0.00 DKK'. Both entries have 'In Progress' status and a right-pointing arrow.

Expense Sheet Line	Status
12/08/2021 - 12/11/2021 18847.10 DKK	In Progress
12/07/2021 - 12/16/2021 0.00 DKK	In Progress

A

Tap the expense sheet you want to modify.

Follow the steps on the next slide to edit an expense sheet.

Working with Expense Sheets in Touch

1

Step 1: Create an expense sheet.

2

Step 2: Copy an expense sheet.

3

Step 3: Edit an expense sheet.

4

Step 4: Delete an expense sheet.

5

Step 5: Attach a receipt.

6

Step 6: Submit an expense sheet.

B

Tap any field to edit the details.

C

You can use the Action Menu to perform the following tasks:

- Add a new expense sheet line
- Attach a receipt

D

Tap the **Save** icon.

The screenshot shows the 'Expense Sheet' application interface. At the top, there is a header with a back arrow, the title 'Expense Sheet', and icons for a document and a menu. Below the header, there is a summary bar showing '10760521 In Progress' and 'DKK 0.00'. The main content area is a form with the following fields:

Description	Expense Sheet Header Only	>
Period	12/07/2021 - 12/16/2021	>
Job	MTJ01 - Maconomy Touch Job	>
Currency	GBP	>
		Receipt (1) >

Below the form, there is a section titled 'Expense Sheet Lines' with a 'Delete' button.

Working with Expense Sheets in Touch

1

Step 1: Create an expense sheet.

2

Step 2: Copy an expense sheet.

3

Step 3: Edit an expense sheet.

4

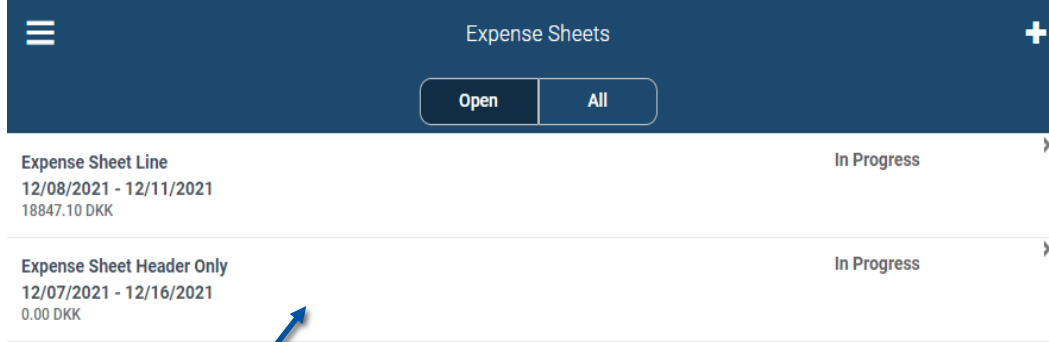
Step 4: Delete an expense sheet.

5

Step 5: Attach a receipt.

6

Step 6: Submit an expense sheet.



The screenshot shows the 'Expense Sheets' app interface. At the top, there is a dark blue header with a hamburger menu icon on the left, the text 'Expense Sheets' in the center, and a plus sign icon on the right. Below the header, there are two buttons: 'Open' and 'All'. The main content area displays a list of expense sheets. The first entry is 'Expense Sheet Line' with a date range of '12/08/2021 - 12/11/2021' and a value of '18847.10 DKK'. The second entry is 'Expense Sheet Header Only' with a date range of '12/07/2021 - 12/16/2021' and a value of '0.00 DKK'. Both entries have 'In Progress' status and a right-pointing arrow.

Expense Sheet Line	Status
12/08/2021 - 12/11/2021 18847.10 DKK	In Progress
12/07/2021 - 12/16/2021 0.00 DKK	In Progress

A

Tap the expense sheet you want to delete.

You can only delete time sheets you have not submitted yet.

Follow the step on the next slide to delete an expense sheet.

Working with Expense Sheets in Touch

1

Step 1: Create an expense sheet.

2

Step 2: Copy an expense sheet.

3

Step 3: Edit an expense sheet.

4

Step 4: Delete an expense sheet.

5

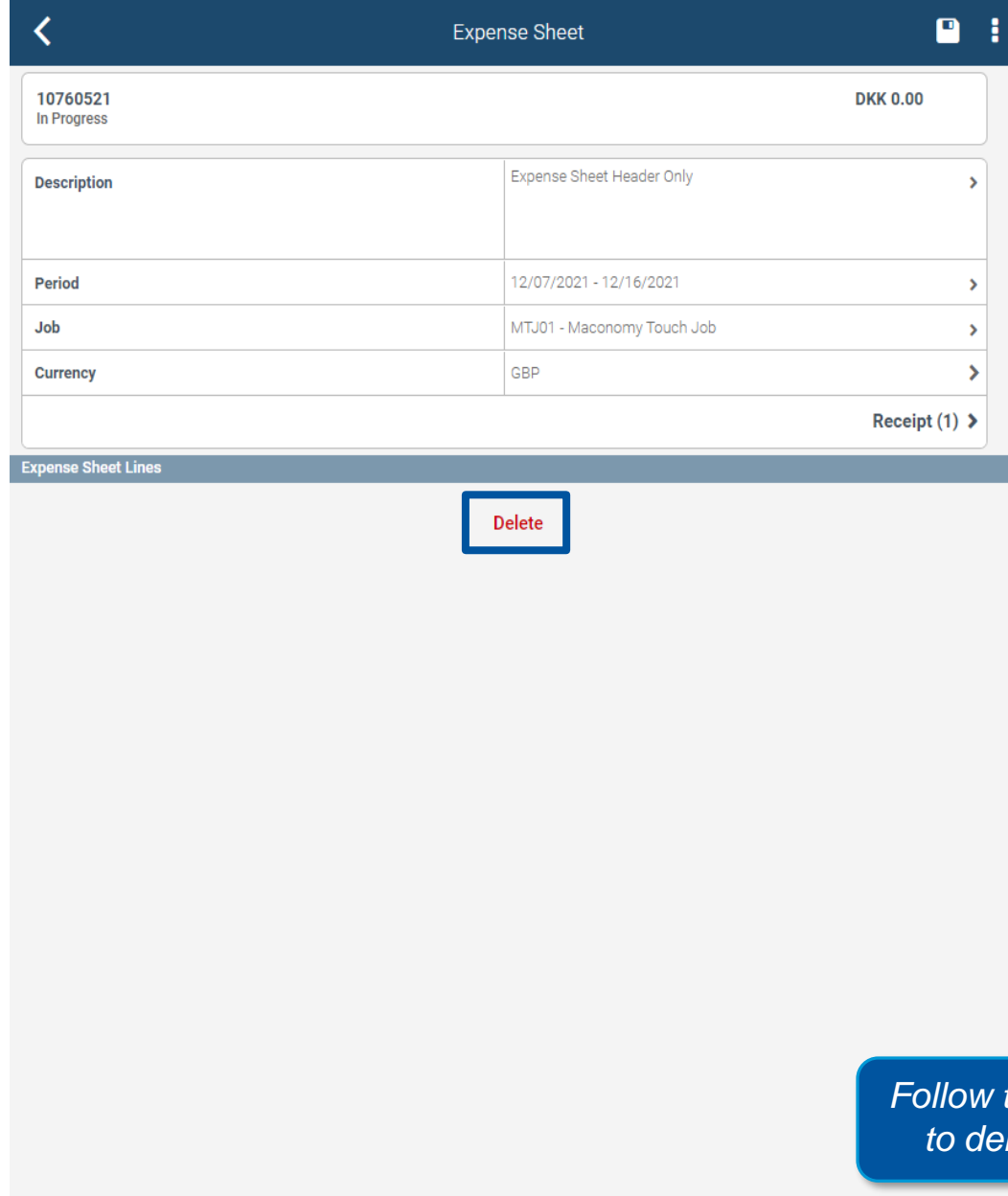
Step 5: Attach a receipt.

6

Step 6: Submit an expense sheet.

B

On the Expense Sheet screen, tap **Delete**.



Follow the step on the next slide to delete an expense sheet.

Working with Expense Sheets in Touch

1

Step 1: Create an expense sheet.

2

Step 2: Copy an expense sheet.

3

Step 3: Edit an expense sheet.

4

Step 4: Delete an expense sheet.

5

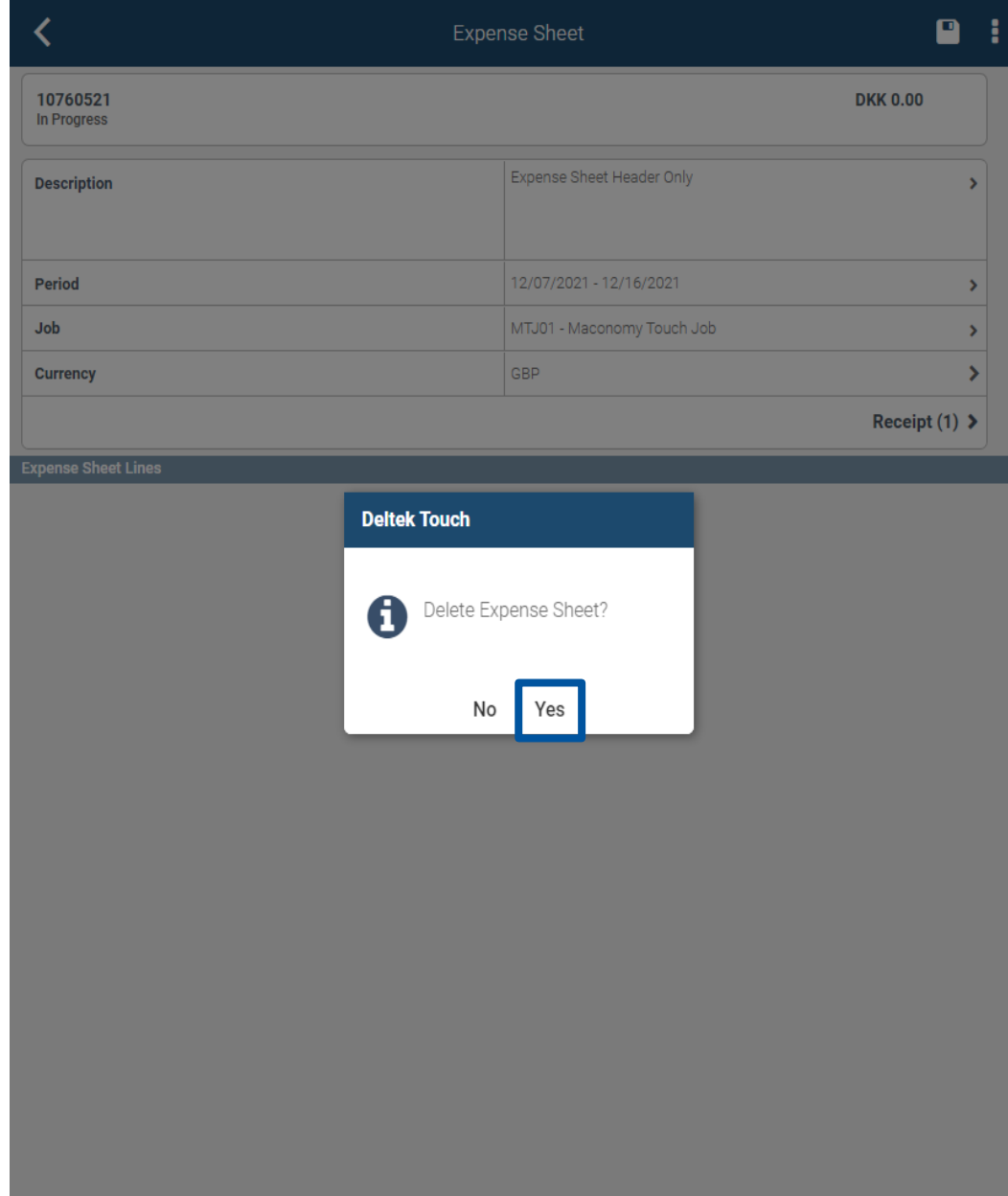
Step 5: Attach a receipt.

6

Step 6: Submit an expense sheet.

C

On the confirmation window, tap **Yes**.



Working with Expense Sheets in Touch

1

Step 1: Create an expense sheet.

2

Step 2: Copy an expense sheet.

3

Step 3: Edit an expense sheet.

4

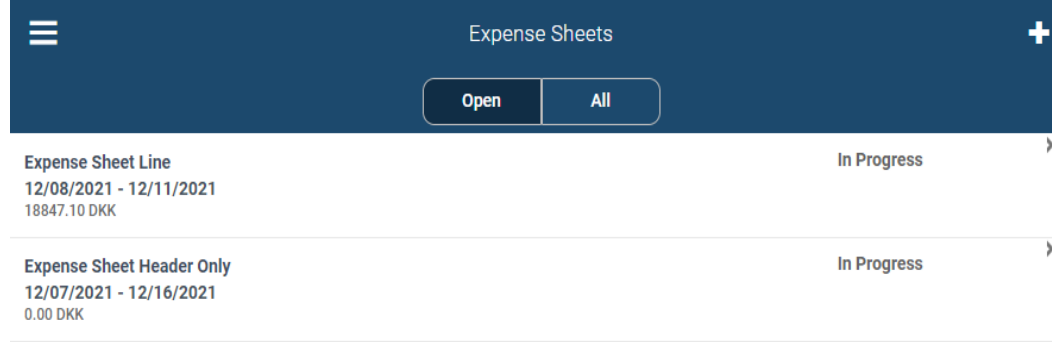
Step 4: Delete an expense sheet.

5

Step 5: Attach a receipt.

6

Step 6: Submit an expense sheet.



The screenshot shows the 'Expense Sheets' application interface. At the top, there is a dark blue header with a hamburger menu icon on the left, the text 'Expense Sheets' in the center, and a plus sign icon on the right. Below the header, there are two buttons: 'Open' and 'All'. The main content area displays a list of expense sheets. The first entry is 'Expense Sheet Line' with a date range of '12/08/2021 - 12/11/2021' and a value of '18847.10 DKK'. The second entry is 'Expense Sheet Header Only' with a date range of '12/07/2021 - 12/16/2021' and a value of '0.00 DKK'. Both entries have 'In Progress' status and a right-pointing arrow.

Expense Sheet Line	In Progress
12/08/2021 - 12/11/2021 18847.10 DKK	>
Expense Sheet Header Only	In Progress
12/07/2021 - 12/16/2021 0.00 DKK	>

You can attach a receipt in either of the following ways:

- Tap **Attach Receipt** on the **Expense Sheet** screen to attach a receipt to an existing expense sheet.
- Tap **Quick Capture** to take a photo of a receipt using your mobile device.

Either way you can take a photo using your device's camera, or select a photo from your device's gallery.

Working with Expense Sheets in Touch

1

Step 1: Create an expense sheet.

2

Step 2: Copy an expense sheet.

3

Step 3: Edit an expense sheet.

4

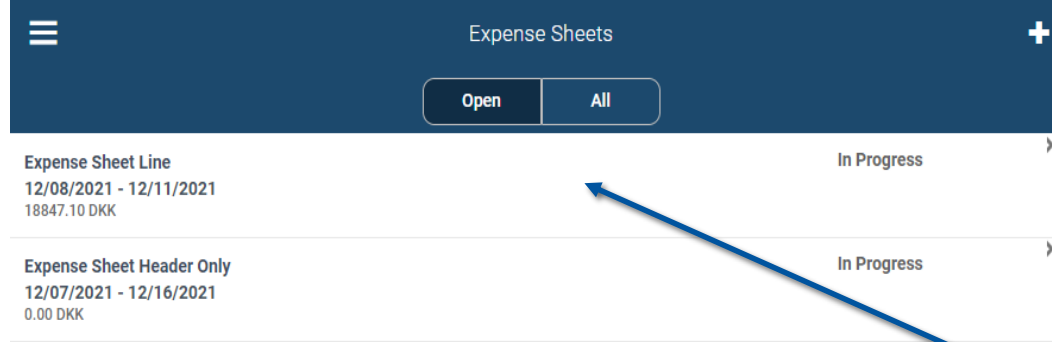
Step 4: Delete an expense sheet.

5

Step 5: Attach a receipt.

6

Step 6: Submit an expense sheet.



The screenshot shows the 'Expense Sheets' app interface. At the top, there is a dark blue header with a hamburger menu icon on the left, the text 'Expense Sheets' in the center, and a plus sign icon on the right. Below the header, there are two filter buttons: 'Open' and 'All'. The main content area displays a list of expense sheet entries. The first entry is 'Expense Sheet Line' with a date range of '12/08/2021 - 12/11/2021' and a value of '18847.10 DKK'. The second entry is 'Expense Sheet Header Only' with a date range of '12/07/2021 - 12/16/2021' and a value of '0.00 DKK'. To the right of each entry, the text 'In Progress' is displayed with a right-pointing arrow.

Expense Sheet Line	In Progress
12/08/2021 - 12/11/2021 18847.10 DKK	In Progress →
Expense Sheet Header Only 12/07/2021 - 12/16/2021 0.00 DKK	In Progress →

To attach a receipt to an expense sheet and expense sheet line using **Attach Receipt**:

A

Tap the expense sheet you want to edit.

For example, attach a receipt to the first expense sheet.

Working with Expense Sheets in Touch

1

Step 1: Create an expense sheet.

2

Step 2: Copy an expense sheet.

3

Step 3: Edit an expense sheet.

4

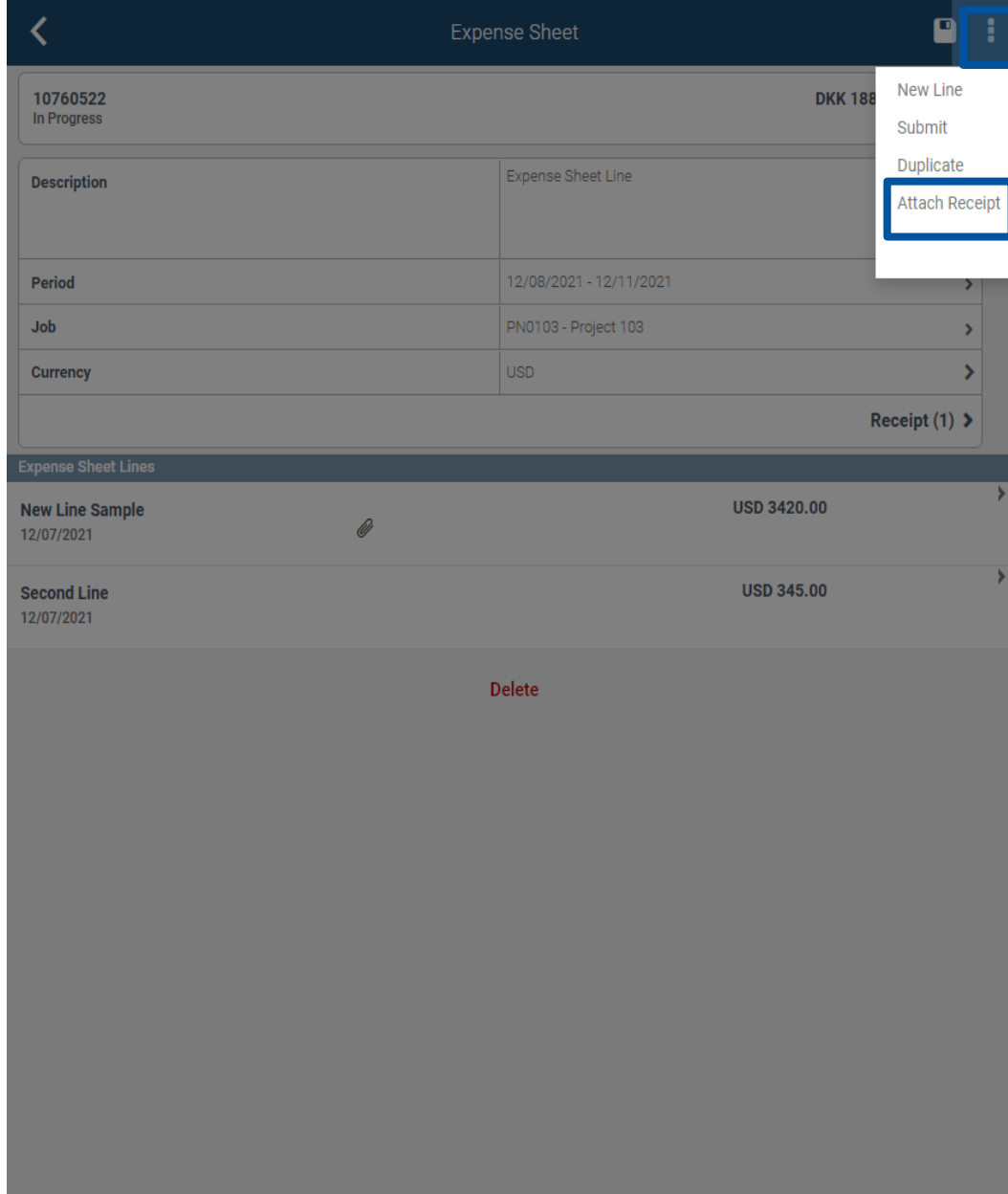
Step 4: Delete an expense sheet.

5

Step 5: Attach a receipt.

6

Step 6: Submit an expense sheet.



B

Tap the Action Menu then **Attach Receipt**.

Working with Expense Sheets in Touch

1

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2

Step 2: Copy an expense sheet.

3

Step 3: Edit an expense sheet.

4

Step 4: Delete an expense sheet.

5

Step 5: Attach a receipt.

6

Step 6: Submit an expense sheet.

Cancel

Attach Receipt



Take Picture



Pick from Gallery

C

Tap **Take Picture** to take a photo of the receipt, or tap **Pick from Gallery** to select a photo of the receipt from your device's gallery.

Working with Expense Sheets in Touch

1

Step 1: Create an expense sheet.

2

Step 2: Copy an expense sheet.

3

Step 3: Edit an expense sheet.

4

Step 4: Delete an expense sheet.

5

Step 5: Attach a receipt.

6

Step 6: Submit an expense sheet.

The screenshot shows the 'Expense Sheet' app interface. At the top, there is a header with a back arrow, the title 'Expense Sheet', and icons for a document and a menu. Below the header, a summary bar displays the sheet ID '10760564' (In Progress) and the total amount 'DKK 18847.10'. A table below lists details: Description (Expense Sheet Line), Period (12/08/2021 - 12/11/2021), Job (PN0103 - Project 103), and Currency (USD). A 'Receipt (0)' button is visible. Below this is a section titled 'Expense Sheet Lines' containing two entries: 'New Line Sample' (01/17/2022, USD 3420.00) and 'Second Line' (01/17/2022, USD 345.00). A 'Delete' button is located at the bottom of the screen.

D

You can also attach a receipt to an expense sheet line inside your expense sheet.

Tap any expense sheet line, then repeat steps B and C.

Working with Expense Sheets in Touch

1

Step 1: Create an expense sheet.

2

Step 2: Copy an expense sheet.

3

Step 3: Edit an expense sheet.

4

Step 4: Delete an expense sheet.

5

Step 5: Attach a receipt.

6

Step 6: Submit an expense sheet.

Deltak
Touch for Maconomy

Expense Sheets

Open All

Timesheet	Expense Sheet Line 12/08/2021 - 12/11/2021 18847.10 DKK
Summary	Expense Sheet Line Copy 12/08/2021 - 12/11/2021 18847.10 DKK
Expense Sheet	
Quick Capture	Expense Sheet Header Only 12/07/2021 - 12/16/2021 0.00 DKK

Log Out

With **Quick Capture**, you can take a photo using your device's camera, or select an existing photo from your device's gallery.

Depending on your configuration settings, you can also use **Quick Capture with intelligent character recognition (ICR)** to capture a receipt, and automatically fill in your expense sheet details. This feature is available on Touch 3.6 and Maconomy 2.5.2.

Working with Expense Sheets in Touch

1

Step 1: Create an expense sheet.

2

Step 2: Copy an expense sheet.

3

Step 3: Edit an expense sheet.

4

Step 4: Delete an expense sheet.

5

Step 5: Attach a receipt.

6

Step 6: Submit an expense sheet.

To attach a receipt using **Quick Capture without ICR:**

The screenshot shows the Deltek Touch for Maconomy app interface. At the top, the Deltek logo and tagline 'Touch for Maconomy' are visible. To the right, there is a 'Expense Sheets' header with 'Open' and 'All' buttons. Below this, there is a section for 'Expense Sheet Line' with details: '12/08/2021 - 12/31/2021' and '18847.10 DKK'. A sliding menu is open on the left side, listing various options: 'Expense Sheet', 'Quick Capture', 'Mileage Sheet', 'Purchase Order', 'Absence Requests', 'Allowance Requests', 'Rejections', 'Settings', 'Help', and 'Log Out'. The 'Quick Capture' option is highlighted with a blue box. A blue callout box with the letter 'A' points to the 'Quick Capture' option, containing the text: 'Tap the sliding menu then tap **Quick Capture.**'

Working with Expense Sheets in Touch

1

Step 1: Create an expense sheet.

2

Step 2: Copy an expense sheet.

3

Step 3: Edit an expense sheet.

4

Step 4: Delete an expense sheet.

5

Step 5: Attach a receipt.

6

Step 6: Submit an expense sheet.

B

Place the receipt on a well-lit, flat surface, and position your device accordingly.

C

Tap the camera button.

D

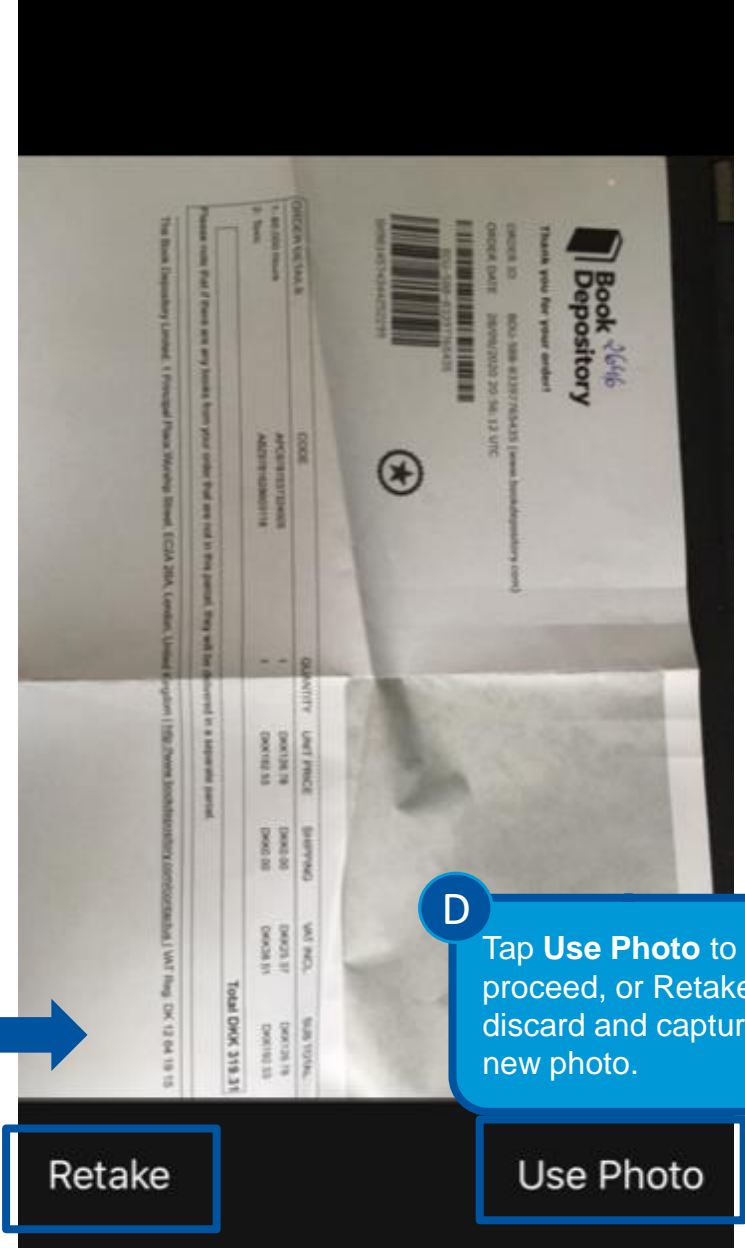
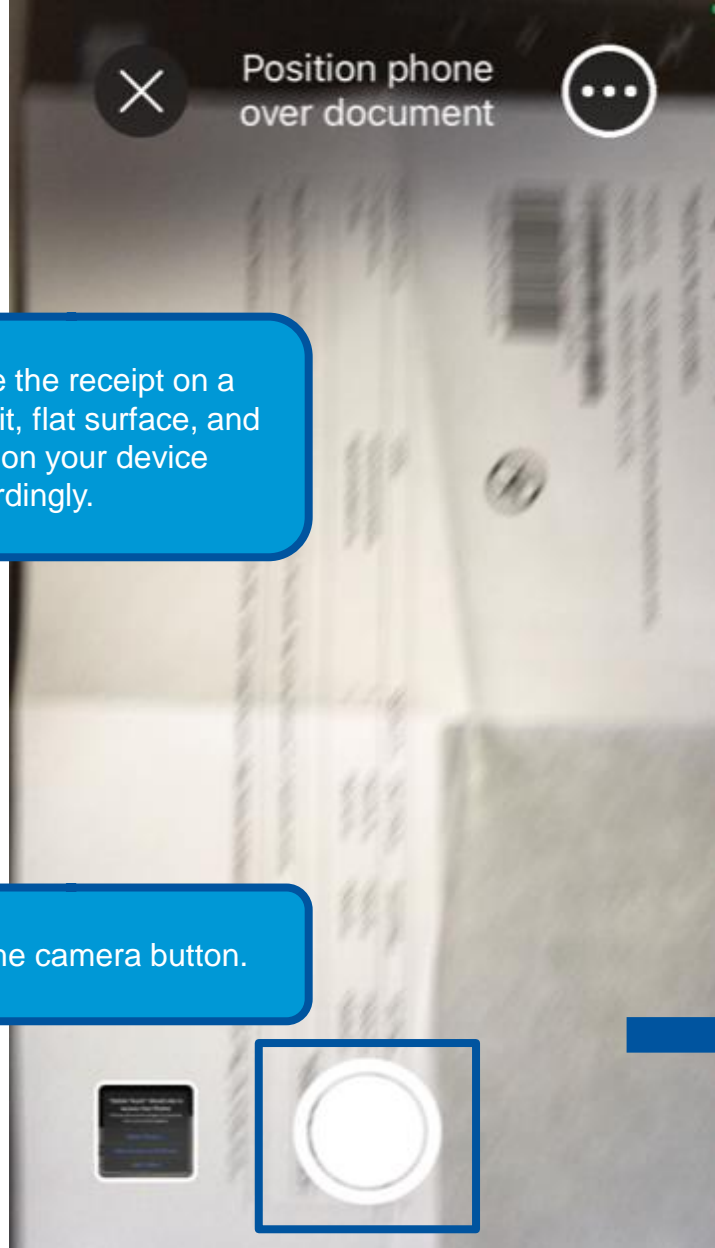
Tap **Use Photo** to proceed, or **Retake** to discard and capture a new photo.

Position phone over document



Retake

Use Photo



Working with Expense Sheets in Touch

1

Step 1: Create an expense sheet.

2

Step 2: Copy an expense sheet.

3

Step 3: Edit an expense sheet.

4

Step 4: Delete an expense sheet.

5

Step 5: Attach a receipt.

6

Step 6: Submit an expense sheet.

E

On the **Receipt Name** field, either accept the generated receipt name or enter a new one.

F

Tap an existing expense sheet to attach the receipt. Alternatively, tap **+ Create New** to create a new expense sheet. Fill in the details as needed.

Cancel Select Expense Sh... Done

Receipt Name*

Books

Select an open expense sheet from the list below or create a new expense sheet

+ Create New

9.31 DKK

✓ 10760597
Test
0.00 DKK

✓ 10760611
Csilla testing task
858.49 DKK

✓ 10760556
Expenses - 2020-10-20
3304.82 DKK

✓ 10760557

G

Tap Done.

Working with Expense Sheets in Touch

1

Step 1: Create an expense sheet.

2

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3

Step 3: Edit an expense sheet.

4

Step 4: Delete an expense sheet.

5

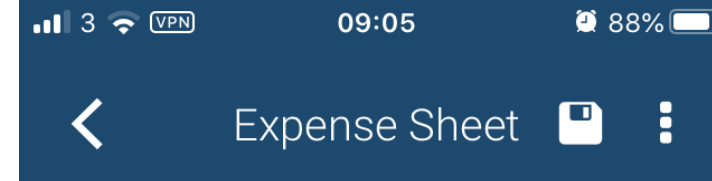
Step 5: Attach a receipt.

6

Step 6: Submit an expense sheet.

H

On the Expense Sheet Line screen, review and modify the expense details as needed.



10760611
In Progress

DKK 867.80

Description

Csilla testing task >

Period

- >

Job

- >

Currency

>

Receipt (3) >

Expense Sheet Lines

Courier

22/10/2020

DKK 9.31



With Justification

22/10/2020

DKK 9.31



I

Tap the **Save** icon.

Working with Expense Sheets in Touch

1

Step 1: Create an expense sheet.

2

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3

Step 3: Edit an expense sheet.

4

Step 4: Delete an expense sheet.

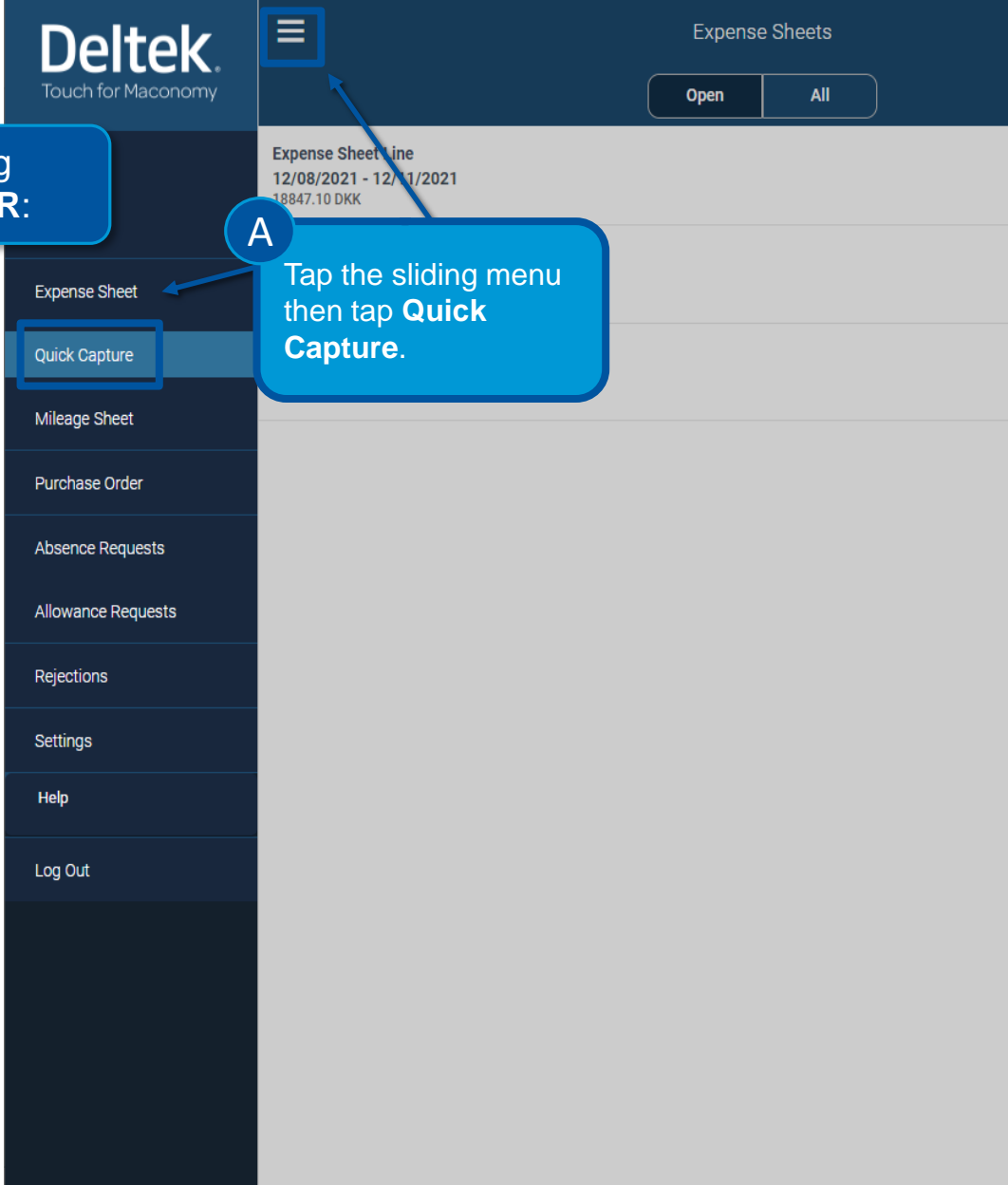
5

Step 5: Attach a receipt.

6

Step 6: Submit an expense sheet.

To attach a receipt using Quick Capture with ICR:



Working with Expense Sheets in Touch

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Step 1: Create an expense sheet.

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Step 5: Attach a receipt.

6

Step 6: Submit an expense sheet.

B

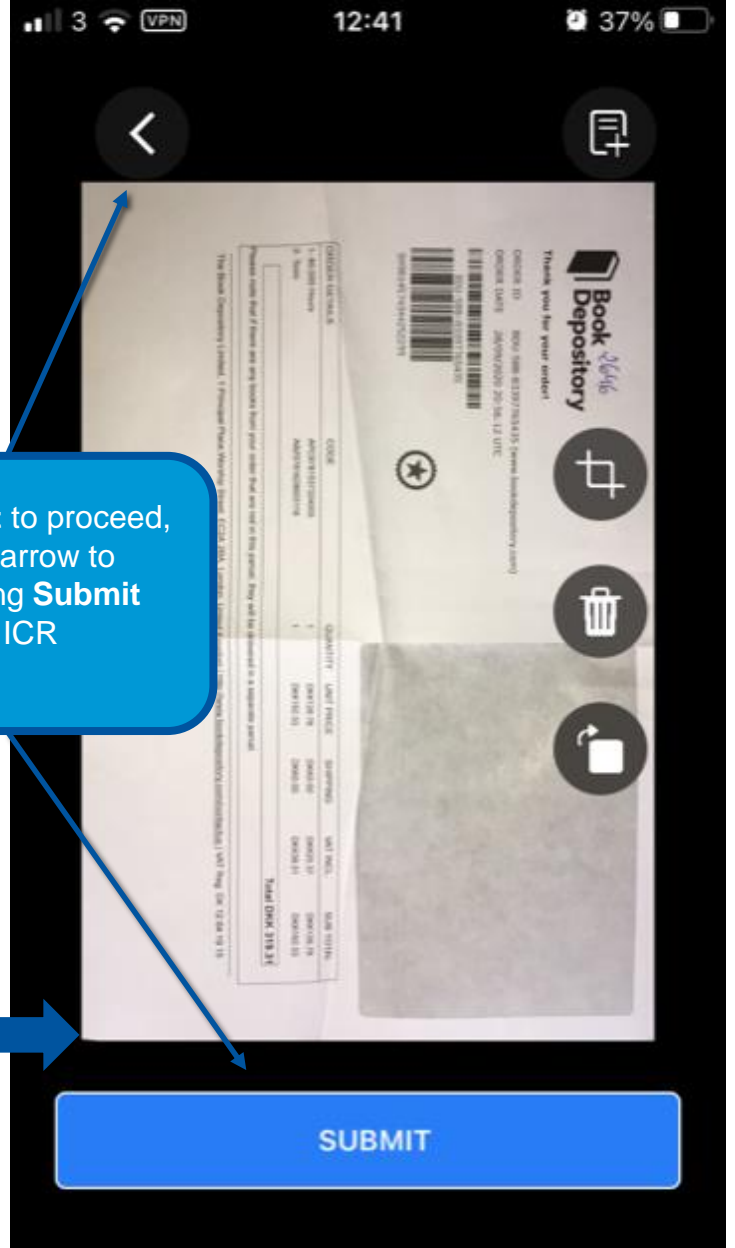
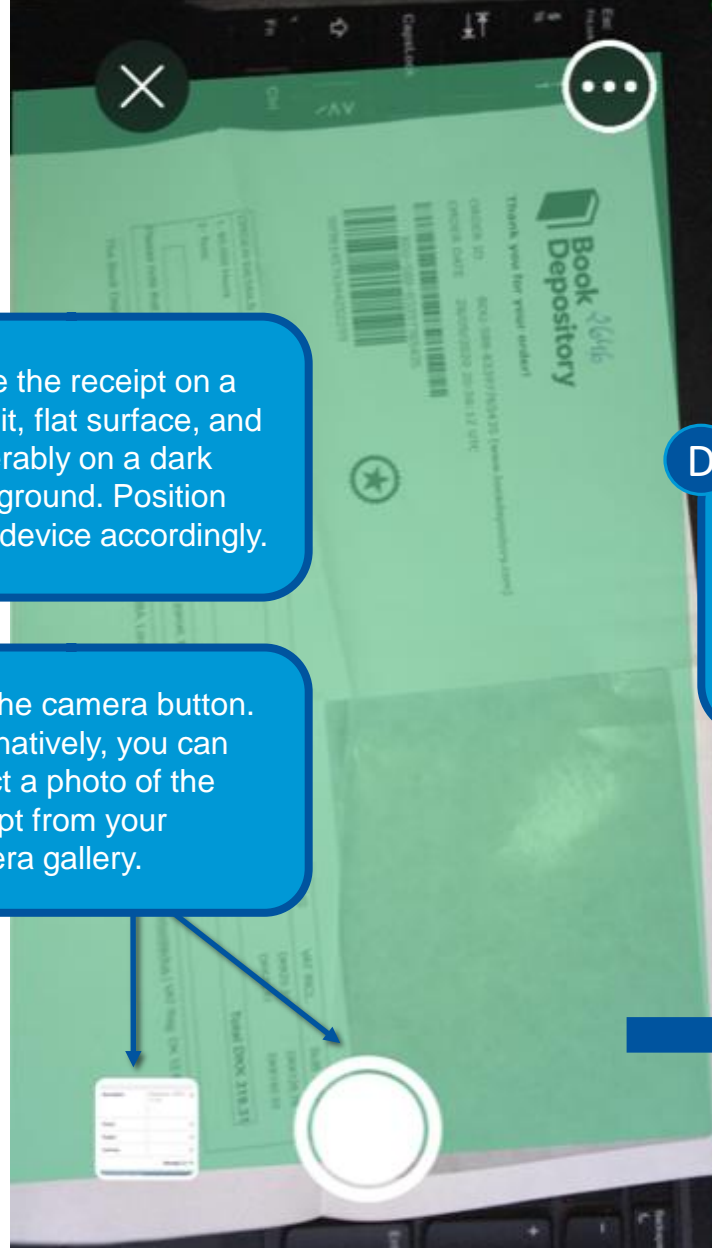
Place the receipt on a well-lit, flat surface, and preferably on a dark background. Position your device accordingly.

C

Tap the camera button. Alternatively, you can select a photo of the receipt from your camera gallery.

D

Tap **Submit** to proceed, or the back arrow to retry. Tapping **Submit** initiates the ICR process.



Working with Expense Sheets in Touch

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Step 1: Create an expense sheet.

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Step 2: Copy an expense sheet.

3

Step 3: Edit an expense sheet.

4

Step 4: Delete an expense sheet.

5

Step 5: Attach a receipt.

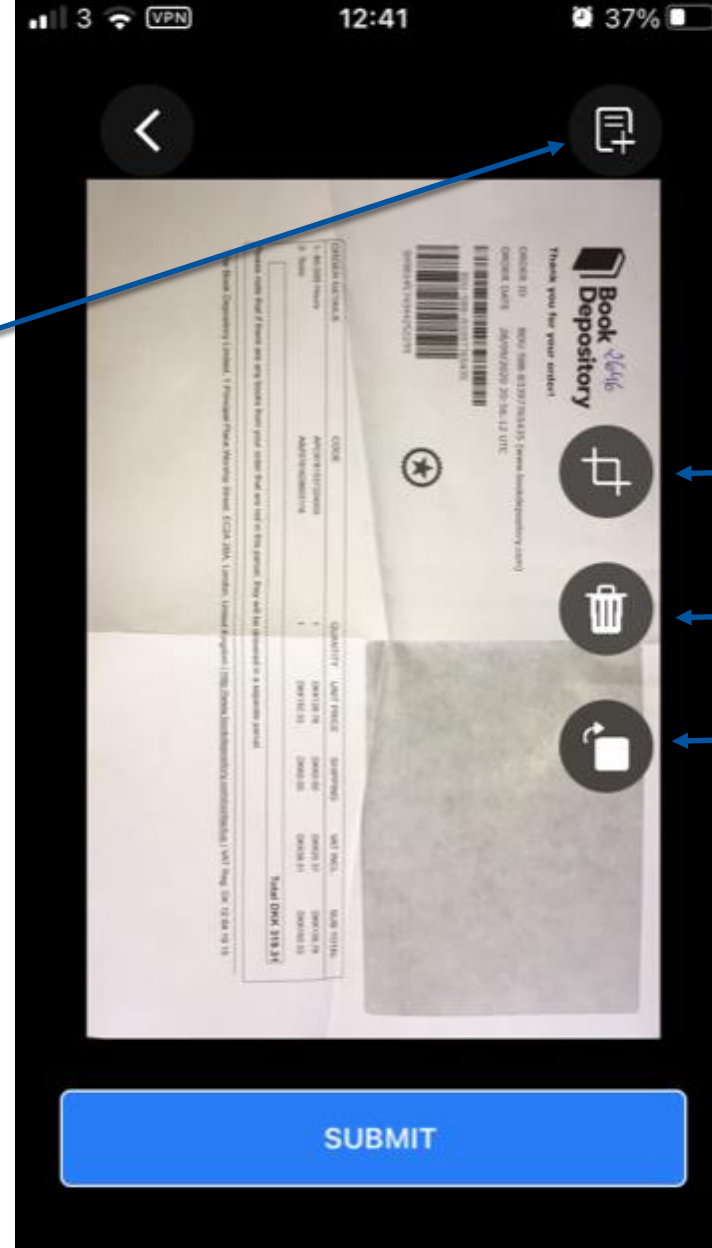
6

Step 6: Submit an expense sheet.

E

Use the **Stitching** icon to merge receipt pages into a PDF. You can capture the pages consecutively.

The PDF can be more than 2MB, and you can combine a minimum of 2 pages and a maximum of 4.



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Step 1: Create an expense sheet.

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Step 2: Copy an expense sheet.

3

Step 3: Edit an expense sheet.

4

Step 4: Delete an expense sheet.

5

Step 5: Attach a receipt.

6

Step 6: Submit an expense sheet.

G

On the **Receipt Name** field, either accept the generated receipt name or enter a new one.

H

Tap the check mark next to an existing expense sheet to attach the receipt. Alternatively, tap **+ Create New** to attach the receipt to a new expense sheet.

Cancel Select Expense Sh... Done

Receipt Name*

Books

Select an open expense sheet from the list below or create a new expense sheet

+ Create New

9.31 DKK

✓ 10760597
Test
0.00 DKK

✓ 10760611
Csilla testing task
858.49 DKK

✓ 10760556
Expenses - 2020-10-20
3304.82 DKK

✓ 10760557

I

Tap Done.

Working with Expense Sheets in Touch

1

Step 1: Create an expense sheet.

2

Step 2: Copy an expense sheet.

3

Step 3: Edit an expense sheet.

4

Step 4: Delete an expense sheet.

5

Step 5: Attach a receipt.

6

Step 6: Submit an expense sheet.

J

On the **Expense Sheet Line** screen, review and modify the expense details as needed.

12:42 37%

Expense Sheet Line

Please review and modify the data if needed. Tap the Save icon before exiting.

Date *	28/09/2020	📅
Description	Other - Book Depository	>
Project	-	>
Task	-	>
Amount	319.31	
Currency *	GBP	>
Tax Code		>
Receipt	BookDepositor...	✕

Expense Sheet >

K

Tap the **Save** icon.

Working with Expense Sheets in Touch

1

Step 1: Create an expense sheet.

2

Step 2: Copy an expense sheet.

3

Step 3: Edit an expense sheet.

4

Step 4: Delete an expense sheet.

5

Step 5: Attach a receipt.

6

Step 6: Submit an expense sheet.

A

Browse through your expense sheets then tap the expense sheet you want to submit.

For example, tap the first expense sheet.

Expense Sheets		+
Open		All
Expense Sheet Line	In Progress	>
12/08/2021 - 12/11/2021		
18847.10 DKK		
Expense Sheet Header Only	In Progress	>
12/07/2021 - 12/16/2021		
0.00 DKK		

Follow the step on the next slide to submit an expense sheet.

Working with Expense Sheets in Touch

1

Step 1: Create an expense sheet.

2

Step 2: Copy an expense sheet.

3

Step 3: Edit an expense sheet.

4

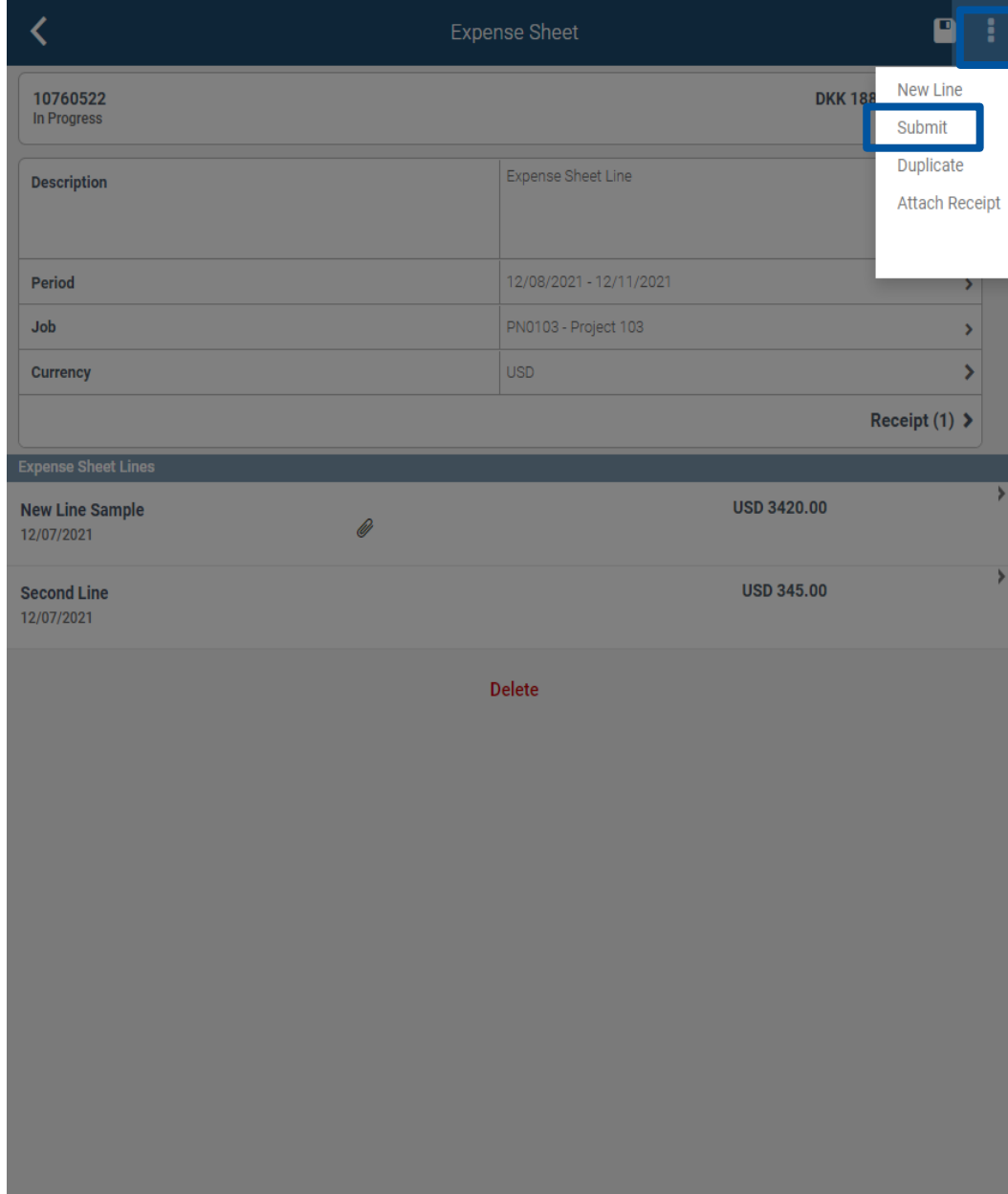
Step 4: Delete an expense sheet.

5

Step 5: Attach a receipt.

6

Step 6: Submit an expense sheet.



B

Tap the Action Menu then tap **Submit**.

Working with Expense Sheets in Touch

1

Step 1: Create an expense sheet.

2

Step 2: Copy an expense sheet.

3

Step 3: Edit an expense sheet.

4

Step 4: Delete an expense sheet.

5

Step 5: Attach a receipt.

6

Step 6: Submit an expense sheet.

The status changes from
In Progress to **Submitted**.

The screenshot shows the 'Expense Sheet' app interface. At the top, the title 'Expense Sheet' is displayed. Below the title, the expense sheet ID '10760564' is shown in a blue box, with the status 'Submitted' in green text. The total amount is 'DKK 18847.10'. The interface lists several details: 'Expense Sheet Line', '12/08/2021 - 12/11/2021', 'Job: PN0103 - Project 103', and 'Currency: USD'. A 'Receipt (0)' button is visible. Below these details, the 'Expense Sheet Lines' section is shown, listing two lines: 'New Line Sample' (USD 3420.00) and 'Second Line' (USD 345.00). A 'Delete' button is located at the bottom of the lines section.

Expense Sheet Lines	
New Line Sample 01/17/2022	USD 3420.00
Second Line 01/17/2022	USD 345.00

Working with Expense Sheets in Touch

1

Step 1: Create an expense sheet.

2

Step 2: Copy an expense sheet.

3

Step 3: Edit an expense sheet.

4

Step 4: Delete an expense sheet.

5

Step 5: Attach a receipt.

6

Step 6: Submit an expense sheet.

