eZBusiness
Expense Management Guide

MidFirst Bank

eZBusiness Expense Management Guide

Expense Management is an additional module available for eZBusiness. Cardholders may submit expense reports online through MidFirst's Business Credit Card online banking service, and the reports may be reviewed and approved through eZBusiness.

The guide provides instructions for important common functions related to Expense Management, including searching for and approving expense reports.

If you have questions, please contact MidFirst Commercial Services at 877-516-2777 or commercialservices@midfirst.com. Thank you for choosing MidFirst Bank for your company's expense management needs!

Reviewing Expense Reports

When a cardholder submits an expense report, the first level reviewer will receive an email notification. The second level reviewer (if assigned) will also receive a notification once the first reviewer completes the task.
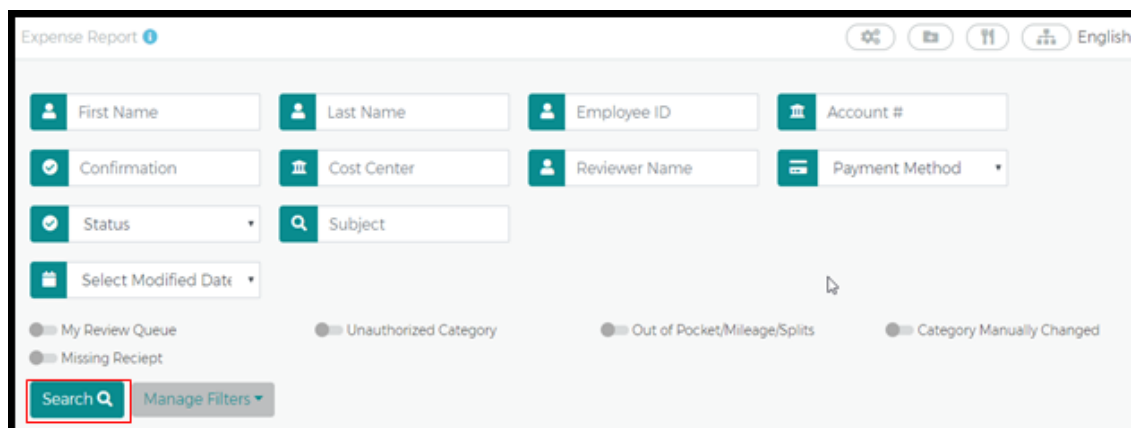
To search for an expense report:

1. From the Home page, click **Company Management > Expense Management.**
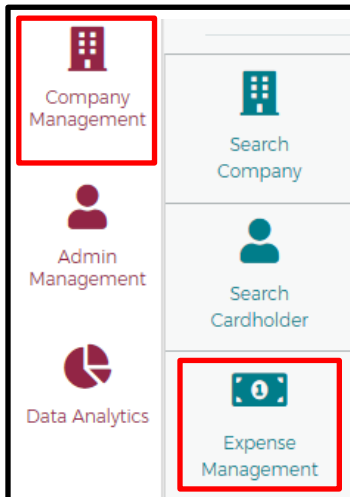
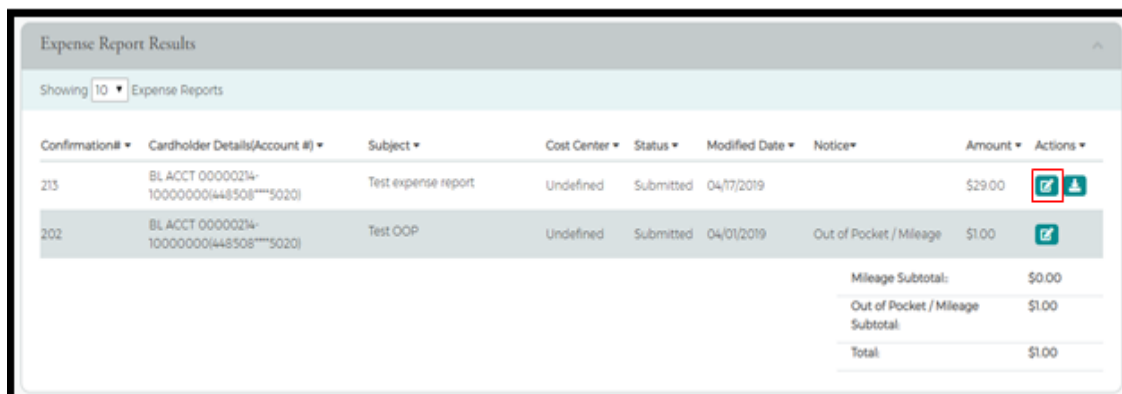2. From the Expense Management Settings page, click the **Expense Report** icon.

3. Click **Search** to view a list of all expense reports or type one of more search criteria to view a list of reports that meet specific criteria.
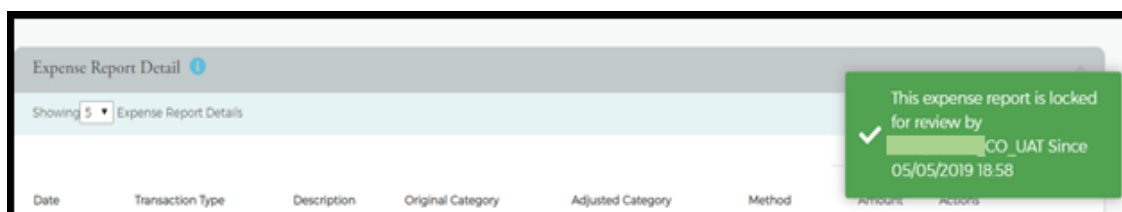
4. After the search criteria are entered, a list of expense reports appears. Select the report you want to view by clicking the **Modify** icon.
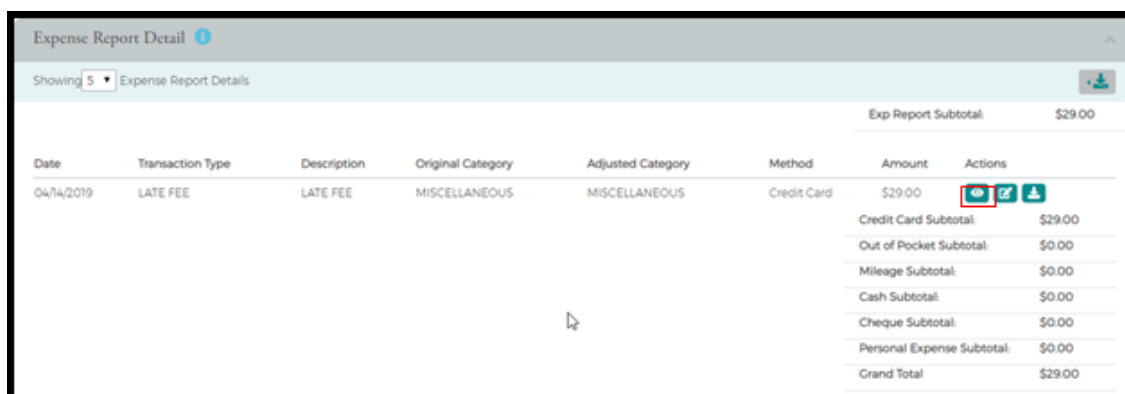

Report statuses include:

- ➤ Submitted – The report is waiting for review
- ➤ Pending – The cardholder can initiate an expense report, but has not yet submitted one
- ➤ In Progress – The cardholder has started an expense report but has not yet submitted it
- ➤ Approved – The first level reviewer approved the report. If a second level reviewer is established, that person can now complete their review. When the second level reviewer approves the report, the status will move to Final Approval.
- ➤ Rejected – The first or second level reviewer rejected the expense report and returned it to the cardholder. The cardholder receives an email communicating the rejected report. The cardholder should correct the error(s) and resubmit the report.

5. Once the reviewer clicks **Modify**, the report will automatically become locked for review so the cardholder is unable to modify the report while in review. A pop-up message will appear communicating the report is locked for review.

6. To view expense details, click the **View** icon.
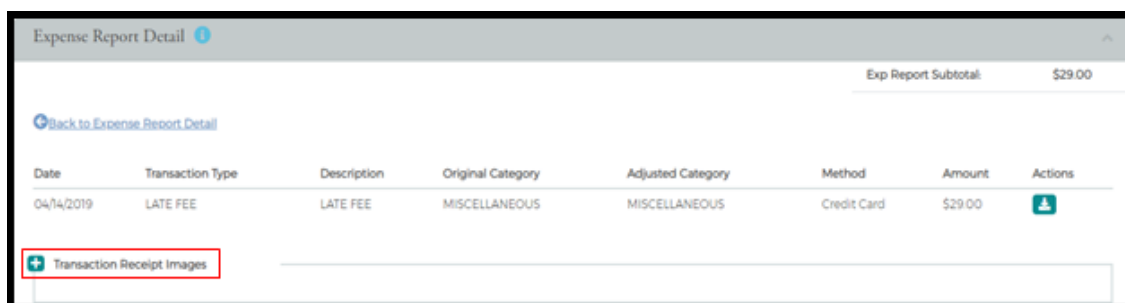
7. If your company is enrolled in Receipt Imaging, view receipt images by clicking the **Transaction Receipt Images** icon.

8. The receipt image will appear.
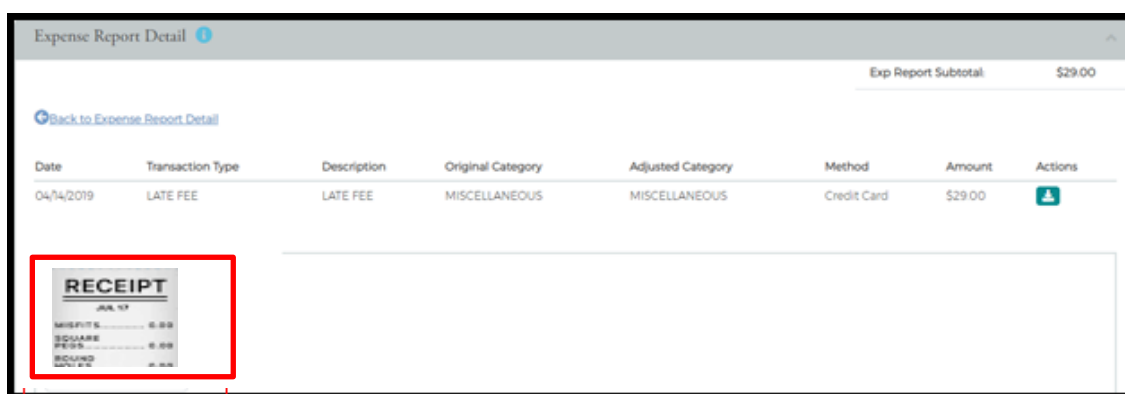
9. To return to the expense report, click **Back to Expense Report Detail**.

10. To edit an expense report, click the **Edit** icon.

11. Click the **Transactions Details** icon to open the field and make changes if needed.

12. If a Reviewer would like to edit an expense report rather than reject it back to the cardholder, the following fields can be edited:

- ➢ **Include in Expense Report** - toggle on/off to include/exclude the transaction in the submitted expense report
- ➢ **Personal Item** - toggle on/off to assign the expense as a personal item
- ➢ **New Category Drop-Down** - change expense category

13. To view cardholder notes, click the **View** icon to the right of the screen. To view reviewer notes, click the **View** icon on the left-hand side of the screen.

14. To approve an expense report, the reviewer must add a note before approving. To add a note, click **Add New** to the right of **Reviewer Notes**. Click **Approve**.

15. To reject an expense report, the reviewer must add a note before rejecting. To add a note, click **Add New** to the right of **Reviewer Notes**. Click **Reject**.

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