

eZBusiness Expense Management Guide



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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.

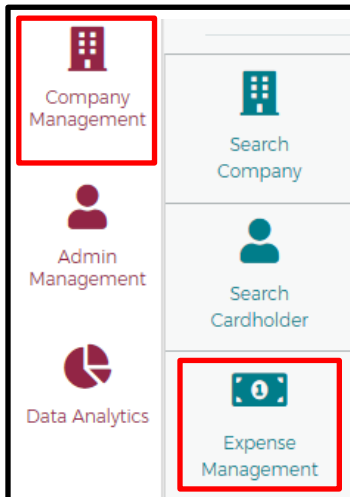
If you have questions, please contact MidFirst Commercial Services at 877-516-2777 or commercialservices@midfirst.com. Thank you for choosing MidFirst Bank for your company's expense management needs!

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:

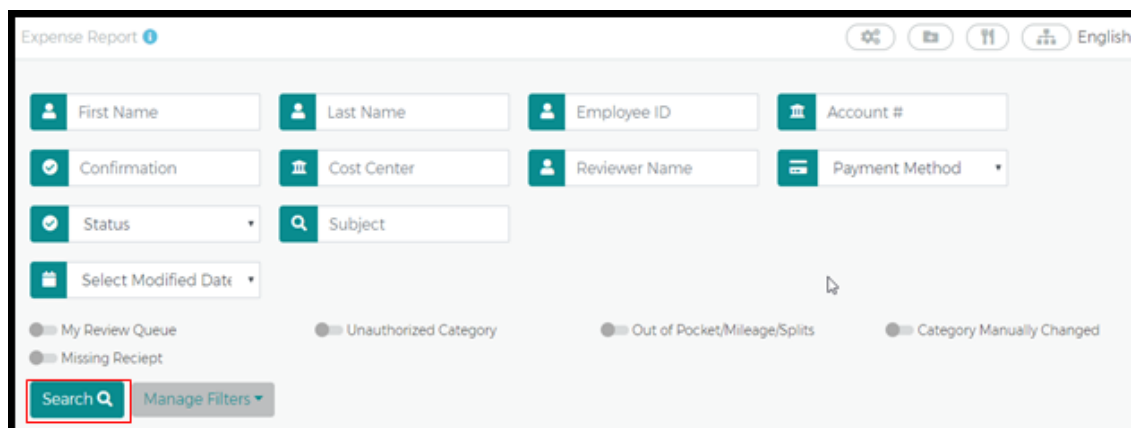
1. From the Home page, click **Company Management > Expense Management**.



2. From the Expense Management Settings page, click the **Expense Report** icon.

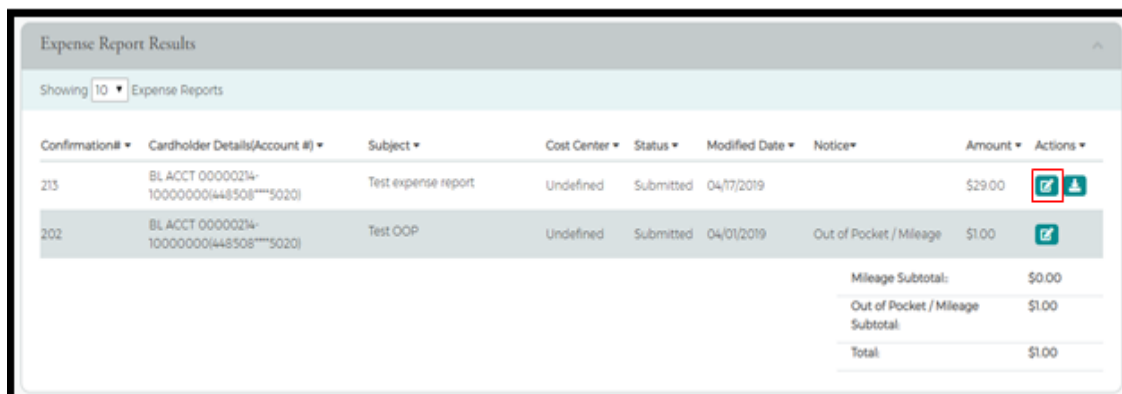





3. Click **Search** to view a list of all expense reports or type one of more search criteria to view a list of reports that meet specific criteria.



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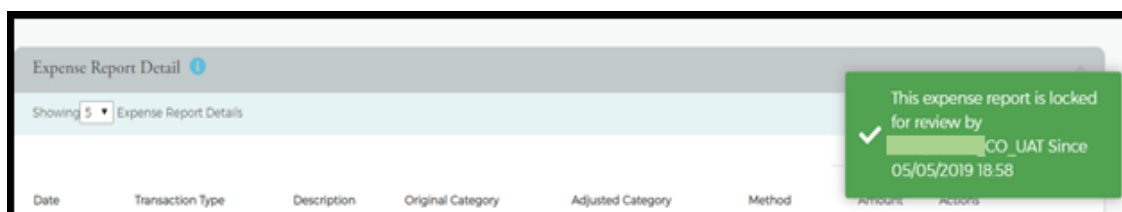
- After the search criteria are entered, a list of expense reports appears. Select the report you want to view by clicking the **Modify** icon.



Confirmation#	Cardholder Details(Account #)	Subject	Cost Center	Status	Modified Date	Notice	Amount	Actions
213	BL ACCT 00000214-10000000(448508***5020)	Test expense report	Undefined	Submitted	04/17/2019		\$29.00	 
202	BL ACCT 00000214-10000000(448508***5020)	Test OOP	Undefined	Submitted	04/01/2019	Out of Pocket / Mileage	\$1.00	
Mileage Subtotal:							\$0.00	
Out of Pocket / Mileage Subtotal:							\$1.00	
Total:							\$1.00	

Report statuses include:

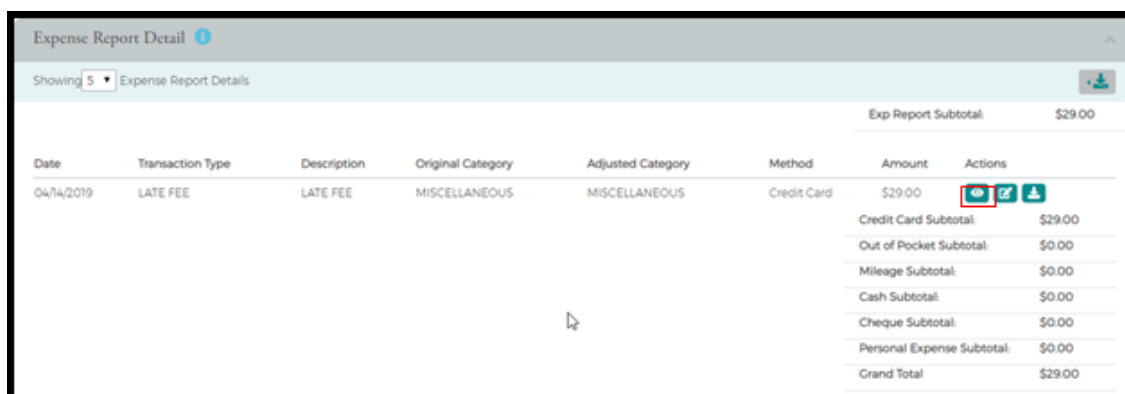
- Submitted – The report is waiting for review
 - Pending – The cardholder can initiate an expense report, but has not yet submitted one
 - In Progress – The cardholder has started an expense report but has not yet submitted it
 - Approved – The first level reviewer approved the report. If a second level 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.
- 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.



Date	Transaction Type	Description	Original Category	Adjusted Category	Method	Amount	Actions
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6. To view expense details, click the **View** icon.



Expense Report Detail 1

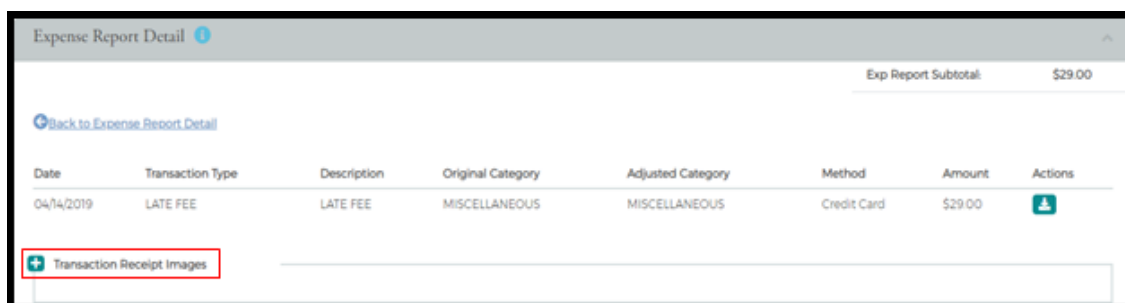
Showing 5 Expense Report Details

Exp Report Subtotal: \$29.00

Date	Transaction Type	Description	Original Category	Adjusted Category	Method	Amount	Actions
04/14/2019	LATE FEE	LATE FEE	MISCELLANEOUS	MISCELLANEOUS	Credit Card	\$29.00	  

Credit Card Subtotal: \$29.00
Out of Pocket Subtotal: \$0.00
Mileage Subtotal: \$0.00
Cash Subtotal: \$0.00
Cheque Subtotal: \$0.00
Personal Expense Subtotal: \$0.00
Grand Total: \$29.00


7. If your company is enrolled in Receipt Imaging, view receipt images by clicking the **Transaction Receipt Images** icon.



Expense Report Detail 1

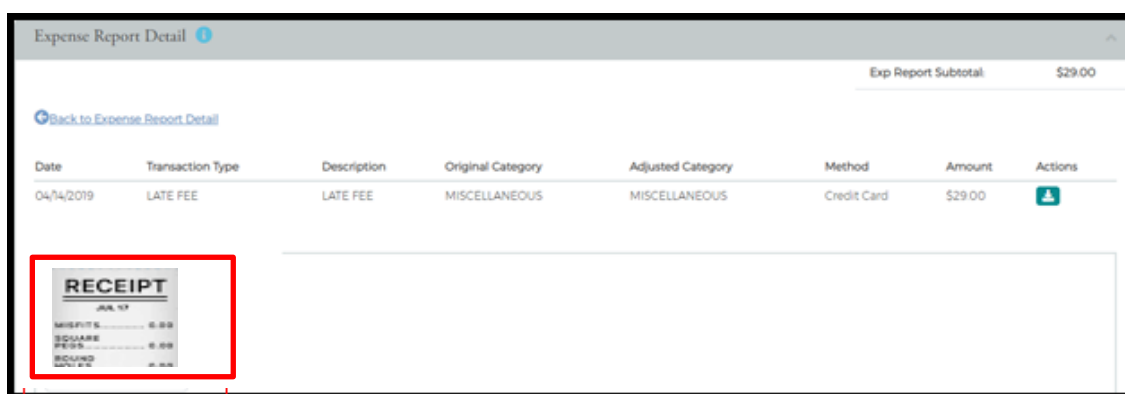
Exp Report Subtotal: \$29.00

[Back to Expense Report Detail](#)

Date	Transaction Type	Description	Original Category	Adjusted Category	Method	Amount	Actions
04/14/2019	LATE FEE	LATE FEE	MISCELLANEOUS	MISCELLANEOUS	Credit Card	\$29.00	

[+ Transaction Receipt Images](#)


8. The receipt image will appear.




Expense Report Detail 1

Exp Report Subtotal: \$29.00

[Back to Expense Report Detail](#)

Date	Transaction Type	Description	Original Category	Adjusted Category	Method	Amount	Actions
04/14/2019	LATE FEE	LATE FEE	MISCELLANEOUS	MISCELLANEOUS	Credit Card	\$29.00	



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9. To return to the expense report, click **Back to Expense Report Detail**.

[Back to Expense Report Detail](#)

Date	Transaction Type	Description	Original Category	Adjusted Category	Method	Amount	Actions
04/14/2019	LATE FEE	LATE FEE	MISCELLANEOUS	MISCELLANEOUS	Credit Card	\$29.00	

+ Transaction Receipt Images

- Transaction Details

Transaction Item Detail

☒ Include in Expense Report ☐ Personal Item

Transaction Type: LATE FEE Description: LATE FEE Date: 04/14/2019

Category: MISCELLANEOUS New Category: MISCELLANEOUS Payment type: Credit Card

Amount: 29

Memo:

Additional Fields

Split Transaction

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

Expense Report Detail

Showing 5 Expense Report Details

Exp Report Subtotal: \$354.71

Date	Transaction Type	Description	Original Category	Adjusted Category	Method	Amount	Actions
05/01/2019	DELTA AIR BAGGAGE FEE	DELTA AIR BAGGAGE FEE	TRAVEL	TRAVEL	Credit Card	\$21.18	
05/01/2019	TACA TRAVEL 2023050402077	TACA TRAVEL 2023050402077	TRAVEL	TRAVEL	Credit Card	\$264.62	
05/01/2019	UNITED EXPRESS	UNITED EXPRESS	Other	TRAVEL	Credit Card	\$64.31	

Credit Card Subtotal: \$354.71

Out of Pocket Subtotal: \$0.00

Mileage Subtotal: \$0.00

Cash Subtotal: \$0.00

Cheque Subtotal: \$0.00

Personal Expense Subtotal: \$0.00

Grand Total: \$354.71

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

Expense Report Detail

Exp Report Subtotal: \$354.71

[Back to Expense Report Detail](#)

Date	Transaction Type	Description	Original Category	Adjusted Category	Method	Amount	Actions
05/01/2019	DELTA AIR BAGGAGE FEE	DELTA AIR BAGGAGE FEE	TRAVEL	TRAVEL	Credit Card	\$21.18	

+ Transaction Receipt Images

+ Transaction Details

+ Addendum Date

No Record Exists

Done

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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

The screenshot shows the 'Expense Report Detail' screen. At the top, there's a 'Back to Expense Report Detail' link and a 'Exp. Report Subtotal: \$25x.75'. Below this is a table with columns: Date, Transaction Type, Description, Original Category, Adjusted Category, Method, Amount, and Actions. The first row shows a transaction on 05/01/2019 for 'DELTA AIR BAGGAGE FEE' with an amount of \$25.18. Below the table, there are sections for 'Transaction Receipt Images' and 'Transaction Details'. In the 'Transaction Details' section, the 'Include in Expense Report' toggle is highlighted with a red box. The 'Personal Item' toggle is also highlighted with a red box. The 'New Category' drop-down menu is highlighted with a red box, showing 'TRAVEL' as the selected option. There are also fields for 'Transaction Type', 'Description', 'Date', 'Category', 'Amount', 'Payment type', and 'Memo'. A 'Split Transaction' button is at the bottom right.

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.

The screenshot shows the 'Cardholder Details' screen. It displays various fields: Cardholder Details (BL ACCT 00000214-10000000), Account (448508****5020), Expense Report Name (Test expense report), Status (Submitted), Cost Center (Undefined), # of Mileage Transactions (0), # out of Pocket Transactions (0), and # of Receipts (1). Below these fields, there are two sections: 'Reviewer Notes' and 'Cardholder Notes'. Each section has an 'Add New' button and a 'View' button. The 'View' button for 'Reviewer Notes' is highlighted with a red box. At the bottom right, there are 'Approve' and 'Reject' buttons.

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**.

This screenshot is similar to the previous one, showing the 'Cardholder Details' screen. In this view, the 'Add New' button next to the 'Reviewer Notes' section is highlighted with a red box. The 'Approve' button at the bottom right is also highlighted with a red box.

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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**.

The screenshot displays the eZBusiness Expense Management interface. It features a header section with fields for Cardholder Details, Account, Expense Report Name, Status, Cost Center, # Mileage Transactions, # out of Pocket Transactions, # of Receipts, Reviewer Notes, and Cardholder Notes. The Reviewer Notes section is highlighted with a red box, showing an 'Add New' button. The 'Reject' button is also highlighted with a red box.

Cardholder Details	Account	Expense Report Name	Status	Cost Center	# Mileage Transactions	# out of Pocket Transactions	# of Receipts	Reviewer Notes	Cardholder Notes
BL ACCT 00000214-10000000	448508****5020	Test expense report	Submitted	Undefined	0	0	1	Add New View	Add New View

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