

eZCard Expense Management

Reference Guide: Client Guide

Treasury Services

844-684-0917

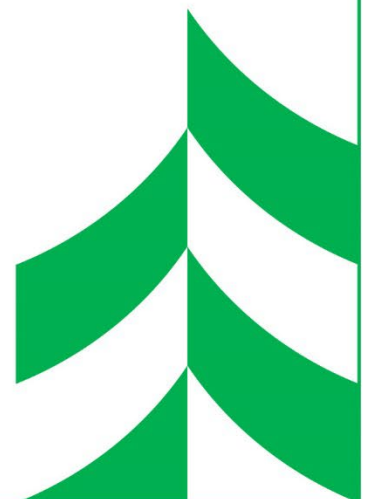


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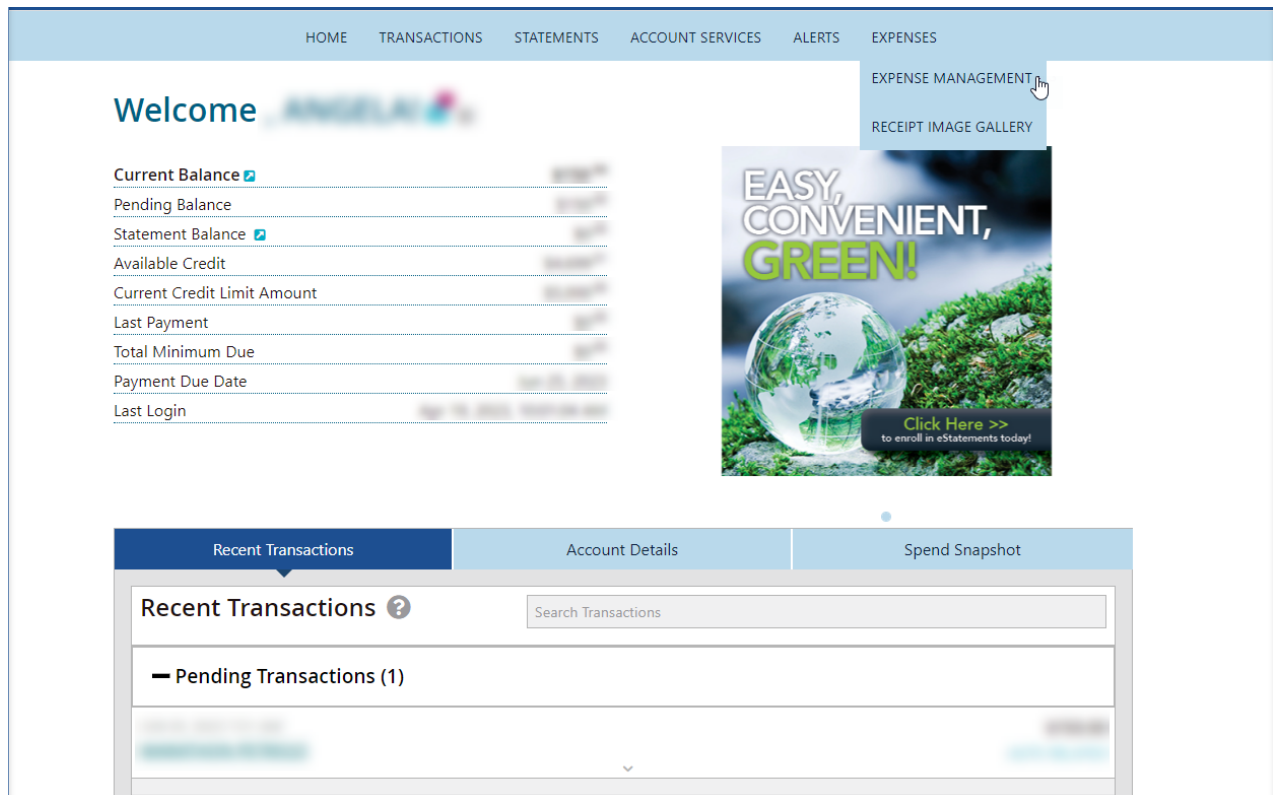
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eZCard Home Page

Navigation

Once logged into eZCard, click on the **Expenses** Tab.

You'll be able to select either **Expense Management** or **Receipt Image Gallery**.



Expense Management

New Expense Management Report

- Click on the **New** tab (should be default).
- **Cost Center:** Validate or **Change** to the corresponding Cost Center (if needed).
- **Name:** Enter the expense report name (e.g., Expense Report - May 2023, John Doe - May 2023, etc.).
- **Memo:** Enter any additional information (as needed).

Expense Management

New

Report History

Submit Report

Save Report

Print

Clear

Cost Center:(Change)

Name:

Test Cost Center

Expense Report Purpose or Subject Here

Memo:

Memo

Expenses Included in Report

Mileage (0) Subtotal	0 mi at \$0.00: \$0.00
Out of Pocket (0) Subtotal	\$0.00
Transactions (0) Subtotal	\$0.00
Expense Report Subtotal	\$0.00
Personal Expense Subtotal	\$0.00
Grand Total	\$0.00

- Scroll down to the **Add Expenses to Report** section.
- If enabled, you may see various tabs in addition to the **Transaction** tab (Mileage and Out of Pocket tabs must be enabled by the company Admin in order to be viewable).

Add Expenses to Report

Transaction(0)

Mileage(0)

Out of Pocket(0)

Transaction Tab

Note: Some Fields may or may not be available depending on your company's setup.

- Under the **Unassigned Transactions** list, locate a transaction you would like to expense.

Add Expenses to Report

Transaction(0)
Mileage(0)
Out of Pocket(0)

Search Transactions

Assigned Transactions (0)

— Unassigned Transactions (11)
[select all](#) | [clear all](#)

☐	Post Date:JUN 07, 2023 Transaction Date:JUN 05, 2023 6620 - MEALS & ENTERTAINMENT	\$18.41 CREDIT CARD
☐	Post Date:JUN 06, 2023 Transaction Date:JUN 05, 2023 6630 - VEHICLE EXPENSE	\$41.80 CREDIT CARD
☐	Post Date:JUN 01, 2023 Transaction Date:MAY 31, 2023 6620 - MEALS & ENTERTAINMENT	\$20.60 CREDIT CARD

- Next to the transactions, click the check mark.
- Click on the **Transaction Name** hyperlink.
- **Personal Expense:** Yes or No (See below).
 - If the transaction **is** a personal expense, click **No**. This will change it to **Yes**.
 - If the transaction **is not** a personal expense, leave the button at **No**.
- **Category:** This is auto filled based off the MCC Code of the transaction.
- **New Category:** If the defaulted category is incorrect, you may change the category utilizing this dropdown.
- **Payment:** This is auto filled based on the type of transaction.
- **City/St:** This will auto fill based off where the transaction originated from.
- **Memo:** Add a memo to explain what the expense was used for or other related information.
- **Additional Fields:** This section can be added by an admin in eZBusiness.
- Examples of what this might look like below:
 - AddClientName: This can be used to add a specific client name that the transaction was used for.
 - AddDescription: This can be used to add a specific Description the transaction was used for (e.g., Lunch for Trip, Gas for Truck, Insurance for Car, etc.).

Note: Admins can view the **Expense Management Admin Guide** for assistance with creating Additional Fields.

- Click **Add to Report**.

— Unassigned Transactions (1,693) [select all](#) | [clear all](#) [Add Selected \(1\)](#)

☒ Post Date: 01/15/2020 (\$1,000.00)
Transaction Date: 01/15/2020 CREDIT CARD
6630 - VEHICLE EXPENSE

Personal Expense: No

Category: 6630 - VEHICLE EXPENSE

New Category 6630 - Vehicle Expense ▼

Payment: Credit Card

City/St: 01/15/2020

Memo: Add a memo

[Add to Report](#)

AddVehicleExpenseType : -- select -- ▼

Add Mileage : Please Add Mileage

- This will move the transaction from the Unassigned section to the Assigned section under the **Transactions** tab.
- To add a new receipt, view the **Adding a New Receipt** section of this guide.
- To attach existing receipts to the assigned transaction, view the **Attaching a Receipt** section of this guide.

Mileage Tab

If your company has allowed mileage transactions, the **Mileage** tab will be viewable for you to enter in new mileage expenses.

Note: Some fields may or may not be available depending on your company's setup.

The screenshot shows the 'Add Expenses to Report' interface with the 'Mileage' tab selected. The form contains the following elements:

- Transaction(0)**, **Mileage(0)**, and **Out of Pocket(0)** tabs at the top.
- Mileage (0)** header.
- Add New** section with the following fields:
 - A** Description: Text input field.
 - B** Category: Dropdown menu showing '6630 - Vehicle Expense'.
 - C** # of Miles: Text input field with placeholder '*Mileage'.
 - D** Map: Link to [Show Map](#).
 - E** Date: Date picker.
 - F** Memo: Text area.
 - H** Add to Report (button) and Clear (button).
 - G** AddVehicleExpenseType: Dropdown menu with '-- select --'.
 - Add Mileage: Text input field with placeholder 'Please Add Mileage'.

A red rectangular box highlights the bottom section of the form, encompassing the 'AddVehicleExpenseType' dropdown and the 'Add Mileage' input field.

- **Description:** This is used to add a specific description the transaction was used for (e.g., Lunch for Trip, Gas for Truck, Insurance for Car, etc.).
- **Category:** This is auto filled based off the MCC Code of the transaction. This field must be enabled by the company admin in eZBusiness to change the Mileage Category.
- **# of Miles:** Enter in the # of miles for the trip.
- **Map:** Click the **Show Map** hyperlink to map the trip. This will provide you with the # of Miles (if not already known).
- **Date:** Select the corresponding date of the transaction.
- **Memo:** Add a memo to explain what the mileage was used for or other related information.
- **Additional Fields:** This section can be added by an admin in eZBusiness.
- Examples of what this might look like below:
 - AddVehicleExpenseType: This can be used to add a specific client name that the transaction was used for.
 - AddMileage: This can be used to enter in vehicle mileage information.

Note: Admins can view the **Expense Management Admin Guide** for assistance with creating Additional Fields.

- Click **Add to Report**. This will move the transaction from the Unassigned section to the Assigned section under the Transactions tab.

Out of Pocket Tab

If your company has allowed out of pocket transactions, the **Out-of-Pocket** tab will be viewable for you.

Note: Some Fields may or may not be available depending on your company's setup.

Add Expenses to Report

Transaction(0)
Mileage(0)
Out of Pocket(0)

Out of Pocket (0)

Add New

A
Description:
*Description

B
Category:
-- select --

C
Payment:
-- select --

D
Amount:
0

E
Date:

F
Memo:
Memo

G
Add to Report
Clear

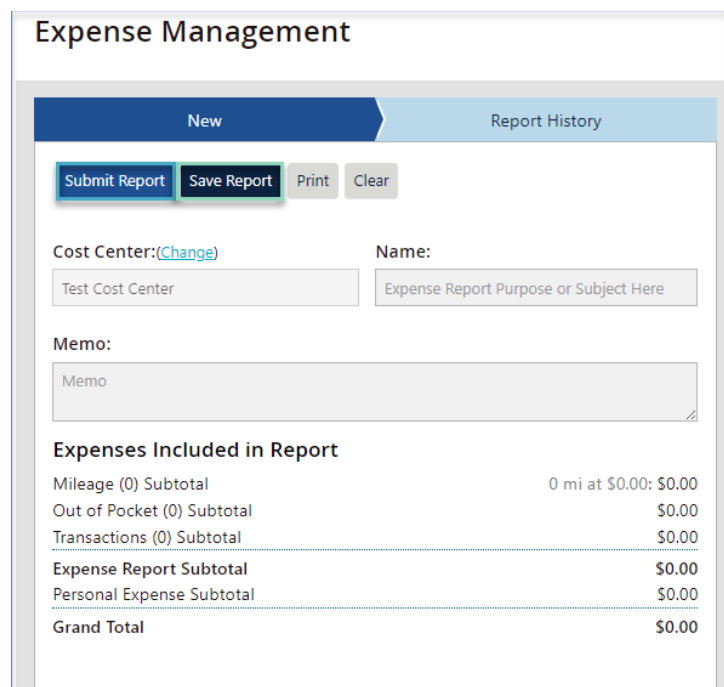
- Description:** This is used to add a specific description the transaction was used for (e.g., Lunch for Trip, Gas for Truck, Insurance for Car, etc.).
- Category:** Select from the Category list of expense options.
- Payment:** Select payment type (e.g., Cash, Check, Credit Card).
- Amount:** Enter the amount of the transaction.
- Date:** Select the corresponding date of the transaction.
- Memo:** Add a memo to explain what the transaction was used for or other related information.
- Click **Add to Report**. This will move the transaction from the Unassigned section to the Assigned section under the **Transactions** tab.

Saving an Expense Report

If you would like to save the Expense report, click the **Save Report** icon.

Submitting an Expense Report

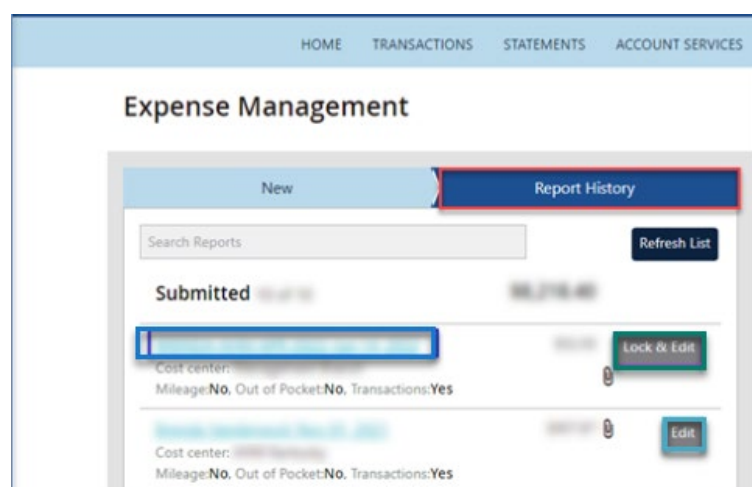
After all expenses have been added to the expense report, click **Submit Report**.



The screenshot shows the 'Expense Management' interface with the 'New' tab selected. It includes buttons for 'Submit Report', 'Save Report', 'Print', and 'Clear'. Below these are input fields for 'Cost Center' (with a '(Change)' link), 'Name', and a 'Memo' text area. At the bottom, a table titled 'Expenses Included in Report' shows subtotals for Mileage, Out of Pocket, Transactions, Expense Report, and Personal Expenses, all currently at \$0.00.

Expenses Included in Report	
Mileage (0) Subtotal	0 mi at \$0.00: \$0.00
Out of Pocket (0) Subtotal	\$0.00
Transactions (0) Subtotal	\$0.00
Expense Report Subtotal	\$0.00
Personal Expense Subtotal	\$0.00
Grand Total	\$0.00

Report History



The screenshot shows the 'Expense Management' interface with the 'Report History' tab selected. It features a search bar, a 'Refresh List' button, and a table of submitted reports. Each report entry shows the report name, cost center, and status (e.g., 'Submitted'). Buttons for 'Lock & Edit' and 'Edit' are visible next to the report entries.

Report Name	Cost Center	Status	Actions
Submitted		Submitted	Lock & Edit
			Edit

- To obtain a snapshot of the submitted report, click on the **Report Name**.
- If the report is locked, it will say **Edit**.
- If the report is unlocked, it will say **Lock & Edit**.
- To unlock a report, click **Lock & Edit**, then click **Unlock Report**.
- To edit a previous report, click **Lock & Edit**.

Receipt Image Gallery

Receipt imaging allows receipts to be uploaded and attached to expense reports in eZCard.

Cardholders can search and view receipt images by:

- Create date
- Modified date
- Dollar Amount
- Description
- Merchant Name
- View image detail with the expense report name/number
- Delete images that are not associated with an expense report

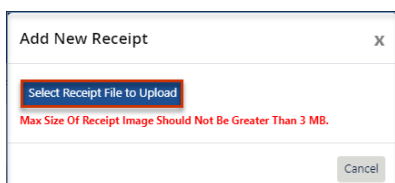
Adding a New Receipt

To add a new receipt:

- Click **Add New Receipt**. The Add New Receipt pop-up window will display.



- Click **Select Receipt File to Upload** and upload a new receipt.



- Enter the following details:
 - **Description** - Enter the description for the uploaded receipt.
 - **Amount** - Enter the amount for the uploaded receipt.
 - **Merchant Name** - Enter the merchant's name for the uploaded receipt.
 - **Receipt Date** - Select the receipt date.
- Click **Update Receipt** to save the entered details.

Edit Receipt

Modified Date

Receipt Create Date

Description

Amount

0

Merchant Name

Receipt Date

mm/dd/yyyy

Uploaded

Image Receipt



Delete

Cancel

Update Receipt

Attaching a Receipt

Under the **Expense Management Transaction** section, you will see your **Assigned Transactions**. These are the transactions that have already been added to your expense report. They are awaiting a receipt to be added.

Add Expenses to Report

Transaction(41)

Mileage(0)

Out of Pocket(0)

Search Transactions

Assigned Transactions (41)

Post Date: 05/15/2012	\$39.90
Transaction Date: 05/15/2012	CREDIT CARD
5114 - 5114 - OFFICE SUPPLIES	
Post Date: 05/15/2012	\$8.98
Transaction Date: 05/15/2012	CREDIT CARD
5117 - 5117 - MEALS	
Post Date: 05/15/2012	\$20.00
Transaction Date: 05/15/2012	CREDIT CARD
5101 - 5101 - PROGRAMS	

To attach a receipt to an Assigned Transaction:

- Click on the transaction requiring a receipt.
- Locate and click **Attach Receipt**. The **Attach Receipts** screen will be displayed.

Add Expenses to Report

Transaction(41) Mileage(0) Out of Pocket(0)

Search Transactions

Assigned Transactions (41)

Post Date: 10/10/2016 **\$39.90**
Transaction Date: 10/10/2016 CREDIT CARD

Personal Expense: ☐ No

Category:
New Category:

Payment: Credit Card

City/St: 100-000-0000

Amount: 39.9

Memo:

Receipts: [Attach Receipts](#)

[Save](#) [Split](#)

- Search for a receipt or click on the checkbox corresponding to the receipt that needs to be attached.

Attach Receipts X

Search Receipts [Add New Receipt](#)

Receipts (216)
[select all](#) | [clear all](#)

☐	Modified Date	Receipt Create Date	Receipt Date	Description	Merchant Name
☐	10/10/2016	10/10/2016	10/10/2016	Business Travel	100-000-0000

- Click **Attach Selected** to attach the corresponding receipt.

Attach Receipts X

Search Receipts [Add New Receipt](#)

Receipts (216)
[select all](#) | [clear all](#)

[Attach Selected \(1\)](#)

☒	Modified Date	Receipt Create Date	Receipt Date	Description	Merchant Name
☒	10/10/2016	10/10/2016	10/10/2016	Business Travel	100-000-0000

- Close the attached receipts window and click **Save**.

Note: Click on the *Remove from Report* link to remove an attached report. Click on the *Split* button to

split the transaction based on the expense category.

Editing a Receipt

If receipts have already been uploaded, you will see them under the receipts section.

- Search for a transaction using the **Search Receipts** field. The search results will be displayed.

Receipts	
Modified Date 9/24/23 3:31 PM Receipt Create Date 9/24/23 3:30 PM Receipt Date	\$58.41 Description Desserts/ Drinks for Staff Prayer and Security Meet Merchant Name My Way
Modified Date 9/24/23 3:29 PM Receipt Create Date 9/24/23 3:28 PM Receipt Date	\$213.92 Description Lunch for Security Team Training Merchant Name Rays Original Buffalo
Modified Date 9/24/23 3:28 PM Receipt Create Date 9/24/23 3:28 PM Receipt Date	\$61.36 Description Donuts for Development Merchant Name Square Donut
Modified Date 9/24/23 3:27 PM Receipt Create Date 9/24/23 3:26 PM Receipt Date	\$105.23 Description Womens Event Worship Team Dinner Merchant Name El Barba

- Click on the transaction that needs to be modified. The **Edit Receipt** screen will be displayed.

Edit Receipt X

Modified Date Receipt Create Date
 Description
 Amount
 Merchant Name
 Receipt Date Attached to Expense Report
 Image Receipt

Cancel **Update Receipt**

- Make the necessary changes and click **Update Receipt**.

Note: Click the trash can icon to delete the selected transaction