New report view

In the release R3 (the 22:th of March) the report view will be updated. The changes will be found in this document.

You find the Report view in the same place as before.

Old view											
E	Organization	· ,	Administrator for Companyexpense AB		÷						
FINDITY		Report Reports fo	ts ar approval								
		Reportore	approra								
		Errors (21)	Corporate card (8)	For approval (39) Read	dy to send (18)	Transfer (1) Sent (131) Files (84)	Paid (62)	Other (-)		
and a second											
											Reminder
ANNA OLHAMMER		Search									Hits/page
③ Dashboard					0	Da	ate interval: 💼	From 👻	т	*	10 *
恩 Users					Constant -						
🗄 Reports 🧐			User	Name	creates -	Sent	Report number	Amount	Expenses	Approval	
Card transactions 🧿			Magnus Wadman230220	Corporate Card Report (billed 20230221)	2023-02-21 11:04	2023-02-21 11:05	5	200,00	1 st	Jens Joffer	Show Handle
Settings ~			Magnus Wadman230220	Corporate Card Report (billed 20230221)	2023-02-21 11:00	2023-02-21 11:03	4	600,00	3 st	Jens Joffer	Show Handle
SSO Admin			Magnus Wadman230220	Corporate Card Report	2023-02-20 18:25	2023-02-21 11:02	3	200,00	1st	Jens Joffer	Show Handle
3 Marketplace			Ryder Norberto	Utläggsrapport Ryder Norberto	2022-01-31 11-29	2022-12-27 14:49	3	45,00	1 st	Jens Joffer	Show Handle
Support			Ryder Norberto	CE Utläggsrapport Ryder Norberto	2022-11-09 10:41	2022-11-11 08:53	1	333,00	1 st	Jens Joffer	Show Handle
Log out			🚊 Per Qvarforth	fep-2161 4	2021-03-16 11:32	2021-03-16 11:34	16	3 212,00	1 st	Contains rejected expenses	Show Handle
			Per Qvarforth	fep-2161 2	2021-03-16 11:30	2021-03-16 11:30	13	3 211,00	1 st	Jens Joffer	Show Handle
Findity Enabled by Findity			🚊 Per Qvarforth	Expense report 666	2020-11-25 10:43	2021-01-14 10:26	9	55,00	1 st	Jens Joffer	Show Handle
Backend staging Commit: deColabGc Bull: 2023-03-01 21:36:23 Delloyed by: Per Gwarforth			Magnus23😝 Wadman2ö😝	foodie	2020-11-10 19:59	2023-02-28 10:19	8	207,45	3 st	Multiple approvers	Show Handle
UI staging Commit: e8070c854 Puim: 002-02-01 10:405 3						72.34					

New view

E	Organization	 Administrator for Companyexpense AB 	÷					
FINDITY								
		Settings / Reports						
A A-0.		Reports						
and the second								
1000		Errors	Ready to send 16 Transfer 1 Sent 131	Files 84	Paid 62 Other			
		For approval						Manage table columns
								-
ANNA OLHAMMER		Search				Date from	Date b	,
Deebberred								
© Dashboard		User	Name		Created ψ	Sent	Report number	
⊠ Users		Mannus Warman230220	Comorate Card Report (billed 20230221)		2023-02-21 11:04	2023-02-2111-05	5	0
🖹 Reports 😕					1010 01 111104	1010 01 111100		
Card transactions 1		Magnus Wadman230220	Corporate Card Report (billed 20230221)		2023-02-21 11:00	2023-02-21 11:03	4	© 1
③ Settings ~		Magnus Wadman230220	Corporate Card Report		2023-02-20 18:25	2023-02-21 11:02	3	⊙ :
SSO Admin		Ryder Norberto	Utläggsrapport Ryder Norberto		2023-01-31 11:29	2023-01-31 11:33	4	⊙ :
3 Marketplace		Ryder Norberto	Utläggsrapport Ryder Norberto		2022-12-27 14:49	2022-12-27 14:49	3	⊚ :
Support		Ryder Norberto	CE Utläggsrapport Ryder Norberto		2022-11-09 10:41	2022-11-11 09:53	1	⊚ :
Log out		Per Qvarforth	fep-2161 4		2021-03-16 11:32	2021-03-16 11:34	16	⊙ :
		Per Qvarforth	fep-2161 2		2021-03-16 11:30	2021-03-16 11:30	13	⊚ :
Findity Enabled by Findity		Per Qvarforth	Expense report 666		2020-11-25 10:43	2021-01-14 10:26	9	0:
Backend staging Commit: 0dc0ab6c					0000 # 40 40 50	0000 00 00 00 00 0	-	
Built: 2023-03-01 21:36:23 Deployed by: Per Qvarforth		Magnusza 🤝 Wadmanzo 🤝	100016		2020-11-10 19:59	2023-02-28 10:19	8	◎ :
UI staging Commit: e807ca54		hems per pegec 10 🗸		1 - 10 of 39			Go to page: 1	$ \langle \langle \rangle \rangle$
Built: 2023-03-01 13:42:53 Deployed by: Jens Joffer								

Send reports

Go to Organization / Reports / Ready to send. You will find Send reports under the option "Manage reports". In the future more functions will be added here. *Old view*

Ready to send (1)	Sent (1)	Files (2)	Other (-)			
				Select one or more report Choose date for the report 2023-03-14	s and click on Sub rts (is used as date	mit Reports e on the salary transactions; Send reports
Search	⊗	Date interval:	From	تآ ب	0 🗸	Hits/page
User	Name			Date 🔻	Amount	Expenses
Anna Användare	O Expens	e report Anna An	vändare013	2021-02-09 14:40	361,88	1 st Show Handle

New view

Settings / Reports		
Reports		
Ready to send 1 Sent 1 Files 2 Other		
Ready to send ③		
Search	Date from	Date to
Search	(
User Name	Created ψ Report no	umber Amount Expenses
All reports (1) are selected <u>Clear selection</u>		Manage reports 🔨
Anna Användare O Expense report Anna Användare013	2021-02-09 14:40	361,88 Send reports

Edit the expense

Go to Organization / Reports / Ready to send and click on the report that you want to change. Pick the correct expense by clicking on the pen to the right or at the row somewhere. You will enter the edit mode. You can edit the category, payment method, description, date, VAT, amount and dimensions.

Edit expense

Category	Payment method	Description	Date	Net (SEK)	VAT (SEK)	Amount (SEK)	Image
Friskvård 2020	✓ Privat ✓	friskvård	2022-10- 🗸	339,00	12	351	
Förmåner - kategorin		Dim xxx 33333	~	Testlista rapport			~
+ Split expense							
eceipt total:			Net: 339	00 SEK	VAT: 12,00 SEK	Amo	unt: 351,00 S
						Cano	el Save

×

×

Split expense

By clicking on "Split expense" you will get a copy of your first expense. You can edit the category, payment method, description, VAT, amount and dimensions. You can do several splits. The function split expense for Admins is visible on all organizations. (For users you still need to activate it in the Marketplace)

Edit expense

Category	Payment method	Description	Date	Net (SEK)	VAT (SEK)	Amount (SEK)	Image
Friskvård 2020 🗸	Privat ~	friskvård	2022-10 🗸	339,00	12,00	351,00	
Förmåner - kategorin		Dim xxx 33333	~	Testlista rappo	ort		~
H Split expense							
	Privat 🗸	Description	2022-10 🗸	0,00	0	0	ा जि
Friskvard 2020 V		Dim xxx		Testlista rappo	ort		
Friskvard 2020		Dim xxx ~ 33333	~	Testlista rappo	ort		~

Add category on the fly

Instead of changing the category, you can scroll down in the list and add a category.

		ient m
	Representation FI	
	Taxi admin	vat
S	Warning!	
	Övriga utlägg	
+ A	dd category	
Sear	ch ^	Privat

You can choose if the new category should be visible for the users or not.

'ype *			
Genera	al expenses		
ymbol *	Description *		
≝ ~	New category 1		
ccount *		Salary type *	
1110 -	Byggnader och markanläggnir 🗸	101 - Övriga utlägg	
1110 - Dimension (Dimens	Byggnader och markanläggnir 🗸 Förmåner - kategorin) Sion	101 - Övriga utlägg	
Dimension (Dimens VAT % *	Byggnader och markanläggnir 🗸	101 - Övriga utlägg	
1110 - Dimension (Dimens (AT % * 25	Byggnader och markanläggnir 🗸	101 - Övriga utlägg	
1110 -) Dimension (Dimens (AT % * 25	Byggnader och markanläggnir 🗸	101 - Övriga utlägg	

Manual accounting

The old function Manual accounting will be removed and you can from now on use Split expense and add category instead.

Old view

or manual accounting, you can only correct the o	debit account fo er left of this vie	or the expense. The cr	edit account is based o	n	
IOK.		Amount			
2646 - Ingående moms på uthyrning	•	127	Θ		
ccount		Amount			
5619 - Övriga personbilskostnader	-	1163	Θ		

New view

Use the Split expense function and if needed add a new category only visible for you as a Administrator

E	Edit expense								×
	Category	Payment method	Description	Date	Net (NOK)	VAT (NOK)	Amount (NOK)	Image	
	Resor V	Private ~	test	2022-12-' 🗸	963,00	127,00	1 090,00		
	Dimension (Projekt) 02 - Projekt 2		Dimension (Vidarefakturering) NO - Nej detta skall inte vidarefakureras		Dimension (DI) 131 - 131	vl Category)			
	+ Split expense								
	🕒 Fika 🗸 🗸	Private ~	Description	2022-12-' 🗸	200,00	0	200		யி
	Dimension (Projekt) 02 - Projekt 2		Dimension (Vidarefakturering) NO - Nej detta skall inte vidarefakureras		Dimension (DI) 131 - 131	M Category)			
R	Receipt total:			Net: 1	163,00 NOK	VAT: 127,0	0 NOK A	mount: 1 29	0,00 NOK
								Cancel	Save

Customize the columns

You can choose what you want to see in the columns by clicking on Manage columns and check/uncheck the columns.

Reports								
	Manage table columns	×						
< Errors (send 18	Transfer	1 Sen	t 131 Files	84 Pai	id
	User							
For appr	Vame					Manage ta	ble columns	
ror appr	Created							
Search	Sent		Date from			Date to		
Search	Report number							
	Amount							
User	Expenses		Report number	Amount	Expenses	Approval		
Magn	Approval		5	200,00	1	Jens Joffer	0	:
	Cance	Save						
	adman230220 (billed 20230221)	21 11:03	4	600,00	3	Jens Joffer	0	:
		2023-02-						

Zooming in the receipt

To have a closer look at the numbers in the receipt you can click on the receipt icon and zoom in the receipt.

		For appro	oval 11 R	eady to send	Sent 14 Files 26	Other				
Expense report Anna	013 fredag									×
211										
Pris Total	ayment method	Description	Date \downarrow		Net	VAT	Amount	Image		
1.290,00 1.290,00	rivate ing #1	test	2022-12-13	15:28	1 163,00 NOK	127,00 NOK	1 290,00 NOK		C	団
1.290,00	arefakturering: NO - I	Nej detta skall inte v	vidarefakureras	Projekt: 02 - Projek	t 2					
1.290,00	2				1 163,00 NOK	127,00 NOK	1 290,00 NO	<		
View report in browser							Close Sa	ve Ma	nage repor	t 🗸
Corporate cards		Itame par i	100 🗸		1-2012			12 1	5 NI	Q I

Delete reports and expense

When you mark one report and choose delete report. The report AND all expenses in the report will be deleted. Before we have sent the expenses back to the users.

	Magnus Wadman230220	stderr:convert-im6.q16	2023-02-23 16:42	14	0,00	🗹 Edit report
\square	Magnus	Corporate Card Report	2023-02-21			1 Delete expense report
\cup	Wadman230220	(billed 20230221)	11:06	6	200,00	Download
_		Evnance report Anna	2022-00-13			• • • • • •