

DATABASICS Expense | Standard Reports

Expenses Reports

Expense breakdowns by Organization and Project structures, based on expense line level details. Includes amounts payable to employee, amounts payable to credit card companies, tax amounts, personal amounts (non-reimbursable) and total amounts in relevant currencies.

- Spend by Home Organization Structure (Company, Cost Center, etc.) Report
- Spend by Charged Organization (Inter Company charges) Report
- Spend by Client/Project Report
- Expenses by Expense Type (Category) Report
- Expenses by Payment Type (Credit Card, Cash) Report
- Preferred Vendor (Merchant Usage) Report
- Mileage Report
- VAT Report
- User Defined Field Report

Workflow and Approval Reports

Status, validations and history of expense reports pre-approval structure. Includes audits trail of report changes and approval activity.

- Expense Validation Report
- Flagged Expense Report
- Flagged Expense Lines Report
- Expense Status Report
- Expense Reports waiting for Approval Report
- Approval Queue by Approver Report
- Expense Report Approval History Report
- Expense Reports waiting for Audit Report
- Audit Queue by Auditor Report
- Expense Report Audit History Report
- Rejected Expenses Report

Posting Reports

Audit trails of expense report posting process.

- Extracted Reports by Batch Report
- Posted Transactions to AP Report
- Posted Transactions to GL Report

Credit Card Reports

Status of credit card transactions within the system. Can include both unapplied transactions and applied credit card transactions.

- Unapplied Credit Card Transactions by Employee Report
- Credit Card Charges by Organization Structure (Company/Dept./Employee) Report

Reconciliation Reports

Matching of expense report line items against credit card transactions, advances, pre-payments, and travel authorizations.

- Credit Card Reconciliation Report
- Advance Reconciliation Report
- Partially Applied Advances Report
- Travel Authorization Reconciliation Report
- Unapplied Pre-Paid Transactions Report

Advances Reports

Status of advances within the system. Can include both unapplied and applied advances.

- Unapplied Advance Report
- Advances by User Report
- Advances by Organization Structure (Company, Cost Center, etc.) Report
- Advances by Work Breakdown Structure (Project, Client, etc.) Report

Attendee Reports

Business meal/event attendees with Associated spend (including prorated spend).

- Entertainment Spend Report
- Attendee List by Expense Type Report
- Amount Spent per Attendee - Year Report
- Average Amount per Attendees (Including or Excluding the Report Owner) Report