



# Gorilla Expense Application

## Admin Guide

May 2021

# Gorilla Expense Application

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## Introduction

The Gorilla Expense application allows three different types of users to be setup in the system –

- Employee
- Manager
- Admin

This guide describes the various tools and functionalities available within the application for an ADMIN type user. During the initial setup of the application, Gorilla Expense will create an ADMIN type user. Typically, this account will be accessed by the ‘gatekeepers’ within a company (typically - IT, Accounting, Accounts Payable, Finance etc.). It is recommended for the ADMIN to use this guide in conjunction with the User’s Guide to get a full understanding of the application.

## Accessing the Account

The Gorilla Expense web application is accessible from anywhere as long as there is an internet connection. Every company is provided a unique URL to access the application. During the implementation process, users are setup in the system including an admin account. A unique username and password is provided to access the admin account.

Once the admin is logged in using the credentials provided, the admin is provided with a dashboard screen as shown in Figure 1.

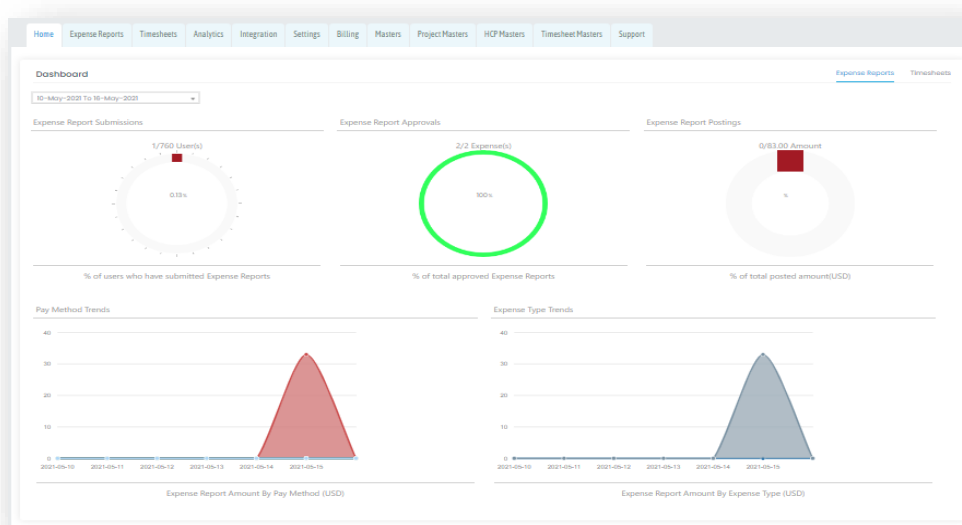


Figure 1

At the top are the main buttons and functions. By clicking on Manage Users, a user list screen will open from where the profiles of all user's setup in the application can be edited. The Analytics button opens the reporting page from where reports can be run. All the buttons on the left expand into additional functions. These are described below.

## Analytics

By clicking on the Analytics button, two expense report related functions are available – Query Expenses and Reports.

### Query Expenses

As the name suggests, the Query Expenses runs a query for all expense reports processed within the system. The results can be filtered per different parameters such as Report Type, Confirmation Number (which is the expense report confirmation number), Start & End Dates, Class/Customer or Job Number fields, Expense Status and by Employees. Figure 2 shows an example of various reports that have been queried in the system.

Query Employee Expense Reports

Report Type:  Confirmation No.:

Start Date:  End Date:

Status:  Company:

Employee:

Show Active Employees Only ☐

Employee Expense Reports

\* Click column header to sort

Expense Report Name	Company	Emp Name	Conf#	Duration	Sub-Total	Total Reimbursable	Status	Pending Approver
TRIP TO NEW YORK CONFERENCE	ProdSupport	Employee1 Support1	OE104	4/1/2020 to 4/7/2020	875.00	875.00	Saved Not Submitted	
TRIP TO NEW YORK CONFERENCE	ProdSupport	Manager1 ProdSupport	OE103	4/7/2020 to 4/11/2020	2150.00	2150.00	Saved Not Submitted	
TEST-MQ9-1	ProdSupport	Manager1 ProdSupport	OE102	4/7/2020 to 4/11/2020	180.00	80.00	Manager Approved - All Levels	
TEST-2	ProdSupport	Employee1 Support1	OE101	4/8/2020 to 4/7/2020	345.50	95.50	Manager Approved - All Levels	
TEST-EMP-1	ProdSupport	Employee1 Support1	OE100	4/7/2020 to 4/7/2020	67.00	67.00	Manager Approved - All Levels	

1 OF 1 10

Figure 2

Review Status

Admin GorillaExpense, GE99999

Update Status

Update Status

Review Comments

Submit

Update Status

--Select--

Expense Report Summary - TRIP TO NEW YORK CONFERENCE

Audit Trail

Manager: ProdSupport [PS002, ProdSupport, Wealth]

Confirmation Number: GE109

Status: Saved Not Submitted

Report Type

Corporate

Reporting Period

4/7/2020 To 4/11/2020

Vendor Number

PS002

Comments

Additional Comments

Cost Allocation

View Details

Expenses

Violation	Cost Alloc	Date	Expense Type	Receipt	Vendor	Comments	Amount / Distance	Rate	Total
	None	4/10/2020	Food	None	LEGAL SEA FOODS INC.		1,430.00	1.0	1,430.00
	None	4/10/2020	Hotel and Lodging	None	DOUBLE TREE HOTEL		720.00	1.0	720.00
Total Reimbursable									USD 2,150.00

Figure 3

From the list of reports queried, each report can be opened by clicking on the Report Name. Once opened additional action can be taken. Figure 3, below, shows the screen once the report is opened.

The three different areas that the admin can take action with are shown in Figure 3 at the top of the page. The admin can choose to Update Status, Redirect Expense or Edit Report.

Update Status

The update status function is used to change the status of the report from the current one to a new one . The admin can also add comments to describe the change. *It is mandatory to enter comments, but we can configure to make it not mandatory. Please contact Gorilla Expense, if you would like to make this field non-mandatory.* The update status field is a drop down menu with a list of typical statuses, as shown in.

Review Status

Admin GorillaExpense, GE99999

Update Status

Update Status

Review Comments

Submit

Update Status

--Select--

--Select--

AP Approved

AP Paid

Manager Approved - All Levels

Saved Not Submitted

AP Rejected

Figure 4

The admin may pick the desired status from the list and click on the Submit button to change the report to that particular status. The only exception is when a report is to be 'Rejected'. In that case, the Reject button must be clicked. Typical Reject statuses include Manager Rejected and AP Rejected.

Note that once the status of a report is changed, the application will initiate the respective alert for that status. For example, if a report is rejected, the application will send an email to a user noting that the report has been rejected (and include comments by the admin, if any). Similarly, if the status of a report is changed to Submitted to Manager, the respective manager will receive an email to take action for the report.

## Redirect Expense

The admin can also choose to redirect the expense report to another manager setup in the system. This is done by selecting the redirected manager from a drop-down list as shown in Figure 5 and clicking on the Redirect button. Note that reports can only be redirected to other managers in the system.

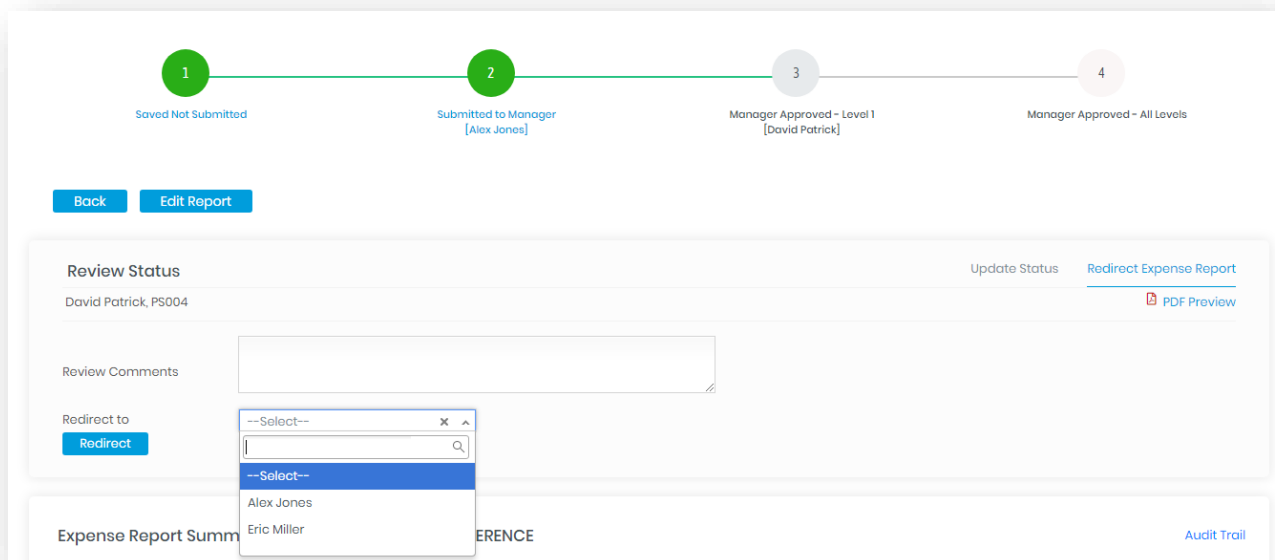


Figure 5

## Edit Report

The admin can also choose to edit a user's report by clicking on the Edit Report button at the top right as shown in Figure 3. After clicking this, the admin will be presented with the expense report just as a user would see it in order to make changes. Note that only existing transactions created by a user can be edited. New transactions cannot be created by the admin. If a new transaction is to be added to the report, the admin may both copy an existing transaction and make changes to the copied transaction or the admin may reject the report and request the user to add the new transaction.

Once the changes are made to the report, the admin can validate the report. Once validated, the admin can click on the Back to Review Expense button at the top left to go back to the original Status screen from where next steps can be taken.

## Additional Tools

Within the status page of a report as shown in Figure 3, the admin also has access to additional tools such as the PDF preview function and Audit Trail. The PDF Preview when executed creates a comprehensive PDF with all the relevant information from the expense report. The layout of the PDF includes a table on the first page with all the transaction details, including information from the header level of the expense report such as a user's name, date range of the report, status of report, comments etc. The subsequent pages show all the receipts submitted as part of the report. Each receipt page begins with the expense type information followed by the date of the transaction. The PDF report itself can be saved or printed just as a typical PDF document.

The Audit Trail functionality provides a dynamic logging of data entries and modifications. The information includes a brief description of the change as well as a date and time stamp at both the header and transaction levels. The Audit Trail screen displays the expense report confirmation number, start and end dates, project information, comments, status and user at the header level. It includes the expense report confirmation number, transaction ID, receipt status, expense type, date of transaction, amount, city, comments and user at the transaction level. Once the data logging is complete, the admin can choose to save the Audit Trail as a PDF, Word document or Excel document from within the screen.

## Reports

Here, the application provides a canned set of reports for the admin to run. These reports provide a summary of results pertinent to the selected report type. Typically, the admin can filter the available results by selecting a start and end date and then Executing the report. Once the report has compiled and made itself available to the admin, it can also be saved as a PDF, Word document or Excel document.

## Integration

The integration button provides two functions – Generate CSV and Upload CSV. As the name suggests, the Generate CSV creates a CSV flat-file. Once generated, this file can then be imported into or used in 3rd party systems such as Accounting or Payroll to complete the data flow and initiate next step actions for the company.

Prior to generating the file, the data to be included can be filtered based on Start and End Dates and statuses within the application. Typically, only reports that have a manager approved status associated with them are included in the CSV file. But other statuses can also be included. When generating the csv, the admin may choose to update the status of the reports to either "AP Approved", "AP Paid" or "AP Submitted" within Gorilla Expense. When this done, the status of the reports is changed and also visible to users and managers in the system. Depending on requirements, specific CSV templates can also be generated by Gorilla Expense. Contact us for more details.

The Upload CSV allows for flat files to be imported into Gorilla Expense to update statuses based on completed actions from other systems. For example, if Accounts Payable has issued reimbursements for various expense reports, a CSV file from the payroll system can be imported here to update the status of these reports within Gorilla Expense to 'AP Paid'.



## Settings

The Settings button lists a few functions that are related to the admin account within the application.

### Your Profile

The Your Profile screen includes information pertinent to the admin user. The items shown here are a userCode and Vendor Number, the First and Last Name and finally the Email address of the admin. *Note that this email does not have to be a functional email*

### Credit Card Profile

The Credit Card Profile function lists the banking information of the user that has been set up in the application. With the help of the bank information corporate card transactions can be automatically made available to the users. This function will help the admins in creating and editing the Credit Card profiles of the users. The initial screen, as shown in below figure shows a list of users with their Credit Card profiles. At the bottom of the page is a [Create New](#) button. This can be used to create a new profile

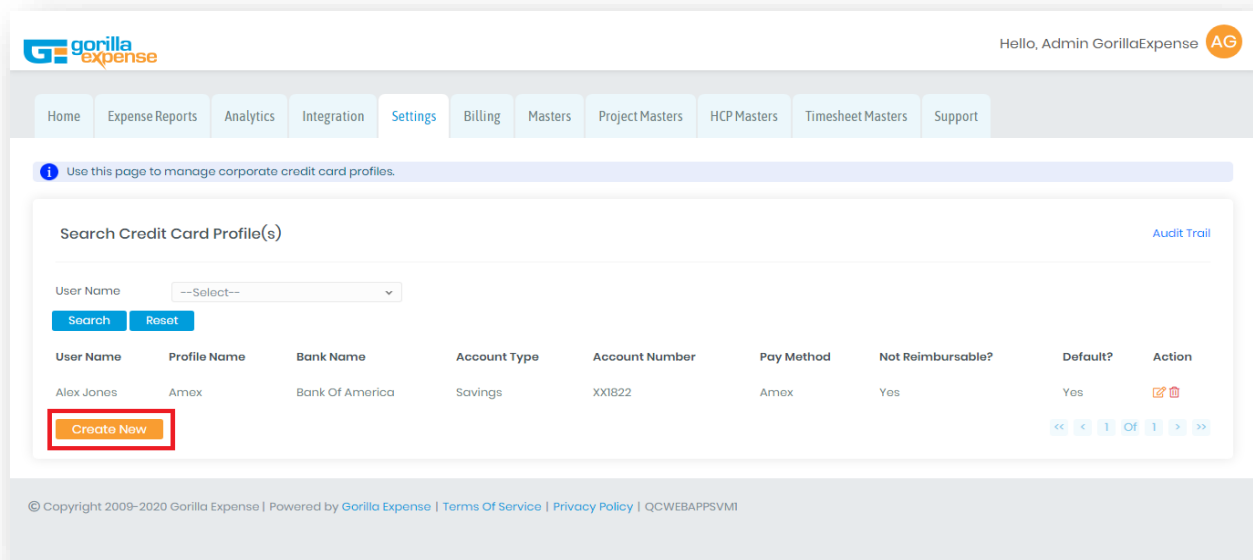


Figure 5a

### Search button

Profiles already existing in the system can be searched with the user's name using the **search button**. Below screen (Fig 5b) shows the search process of users

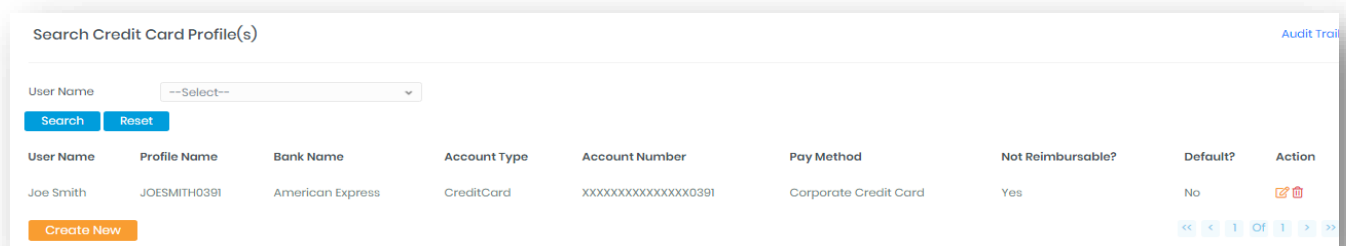


Figure 5b

## Create New

The basic information for all users is shown in this view (Figure 5c) such as – user name, profile name, bank name, account number, account type, routing number, not reimbursable, default and action. If any of these parameters are to be changed, the admin can click on the Action icon. Once clicked the view is as shown below in Figure 5c.

**Create Credit Card Profile**

\* Fields in **bold** are required.

**User Name**

**Profile Name**

**Bank Name**

**Account Type**

**Account Number**

City

**Default Currency**

**Default Paymethod**

Other Comments

Not Reimbursable? ☒

Default Profile ☒

Company

Business Unit

**Cost Center**

Credit Card Scheme

**Create** [Back to list](#)

Figure 5c

To create new Credit Card profile below Table offers a brief description of the various fields

Field	Description	Validation	Mandatory
User Name	This is the user's name as defined in the system	Existing users in the system	Yes
Profile Name	This is the profile name	Alphanumeric, with special characters	Yes
Bank Name	This is the bank name as defined in the system	Existing names in the system	Yes
Account Number	This is the account number	Alphanumeric, with special characters	Yes
Account Type	This is the account type	Select either one	Yes

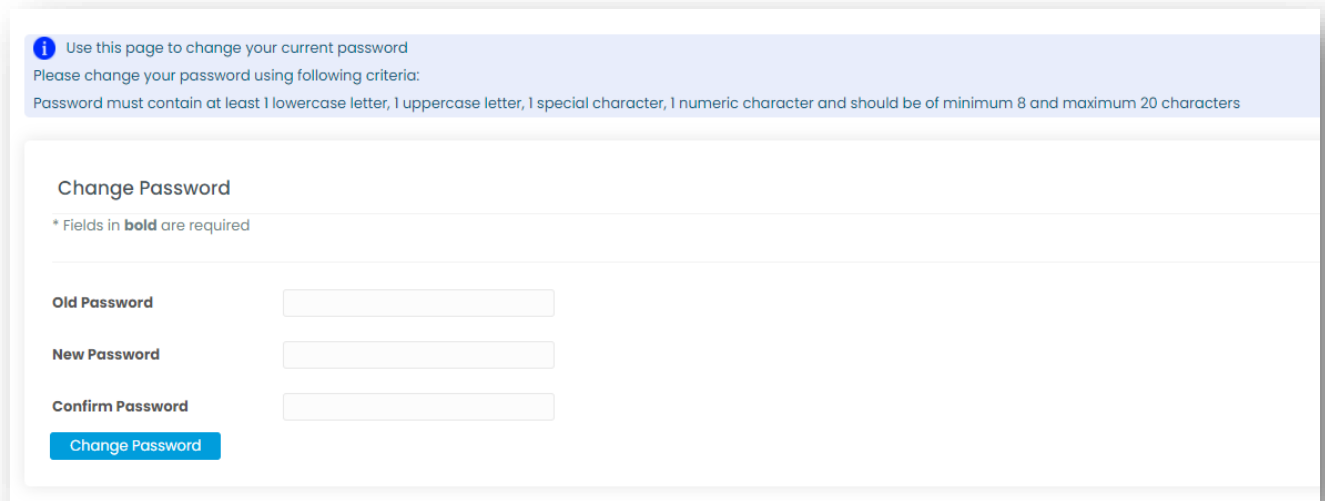
		of the following Checking, Savings or Credit Card	
Routing Number	This is the routing number	Alphanumeric, with special characters	Not mandatory for credit card
Country	If this field is enabled User can provide default value that will be populated when a transaction is imported from the bank field. This default value will not be set on the created transaction if the bank feed contains the corresponding value	Existing in the system	Configurable
State	User can choose state from the dropdown	Existing in the system	Configurable
City	User can enter the details	Alphanumeric, with special characters	Configurable
Default Currency	This is as configured under Masters-> Currency	Existing in the system	Yes
Default Pay Method	This as configured under Masters-> Pay Method	Existing in the system	Yes
Not Reimbursable	Whether this profile is not reimbursable	Check box	Yes
Default account	Whether this account should be made default	Check box	No
Other Coworkers	User can choose other coworkers as configure in the system	Alphanumeric, with special characters	No
Other Comments	Field for additional comments	Alphanumeric, with special characters	No
Company	If this field is enabled User can provide default value that will be populated when a transaction is imported from the bank field		Configurable
Business Unit	If this field is enabled User can provide default value that will be populated when a transaction is imported from the bank field		Configurable
Cost center	If this field is enabled User can provide default value that will be populated when a transaction is imported from the bank field		Configurable
Credit Card Scheme	If the Credit card Scheme is configured then it can be selected the added scheme through this field		No

**Edit Credit Card Profile** - The pencil icon is for editing the Company

**Delete Credit Card Profile** - The Red X is to delete the Company entry

## Change Password

This feature allows the admin user to change the password by entering the old password once and the new password twice. This is possible only when the admin knows his current password and wishes to change it else, he can use "Forgot Password" link in the login screen.



**i** Use this page to change your current password  
Please change your password using following criteria:  
Password must contain at least 1 lowercase letter, 1 uppercase letter, 1 special character, 1 numeric character and should be of minimum 8 and maximum 20 characters

### Change Password

\* Fields in **bold** are required

**Old Password**

**New Password**

**Confirm Password**

**Change Password**

Figure 5d

## Impersonate User

This feature is used to assume pseudo or proxy identities of actual users to complete the tasks on their behalf. It is mostly applicable for users or travelers who have personal assistants e.g. A VP of a large organization would have a personal assistant, for such users it would be simple and easy if expenses are also handled and done by their assistants as all the details are readily available with them. Prior to impersonating/assuming identity of the actual users a mapping of the users is done by the admin (for details refer to "[Impersonate User Mapping section](#)"). Post mapping the pseudo/proxy users can impersonate the mapped users in the system and complete all the tasks on behalf of the actual users like creating transactions, creating and submitting reports, and other tasks as per the user type configured in the system. On completion they can revert back to their own identity using the "Revert Identity" link.

Some of the advantages of this feature are when travelers are busy on travel and clocking business pseudo users can assume their identity and complete the tasks for them which will lead in cutting down delays for submitting and approving expenses and pushing them to the accounting system for final closure. In case of any required edits or changes or troubleshooting the AP Admin can connect with the impersonating user and do the needful as required.

Below figure shows the list of users with the "Impersonate User" action link (Figure 5e).

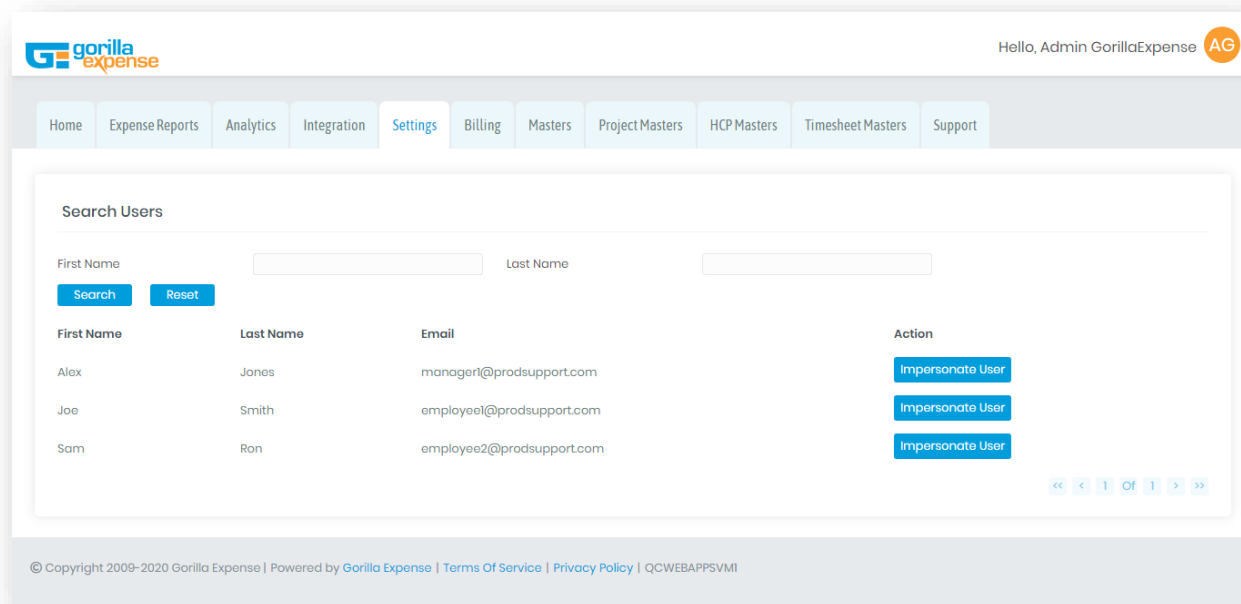


Figure 5e

On clicking the above button, the user impersonates the mapped user (Alex Jones). The user will be presented the below screen (Figure 5f). The entire experience and screen layout/functionality is very similar to how it will be if Alex Jones himself would have logged in.

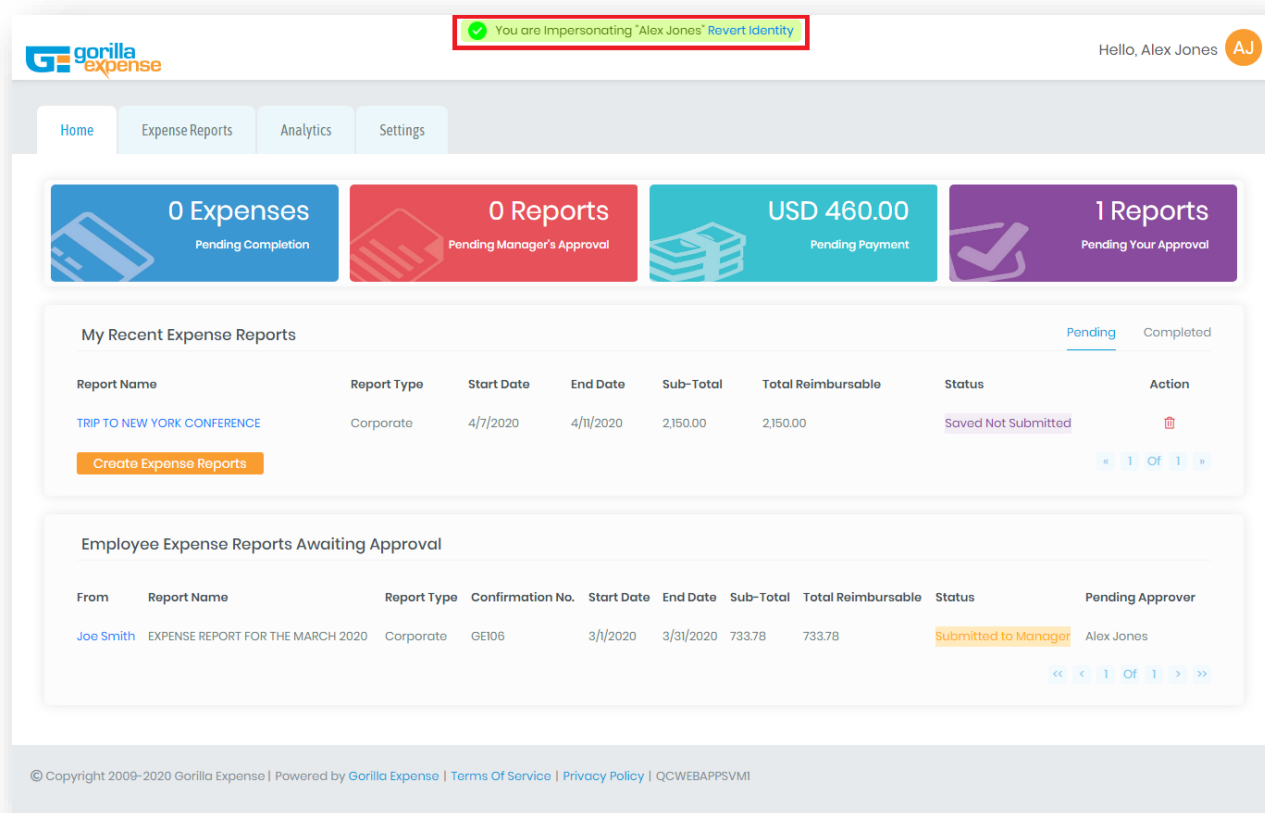


Figure 5f

The only difference is that there is “revert Identity” link at the top, using which the application reverts the identity back to the original user. The user will be first asked if he/she intends to revert identity (figure 5g)

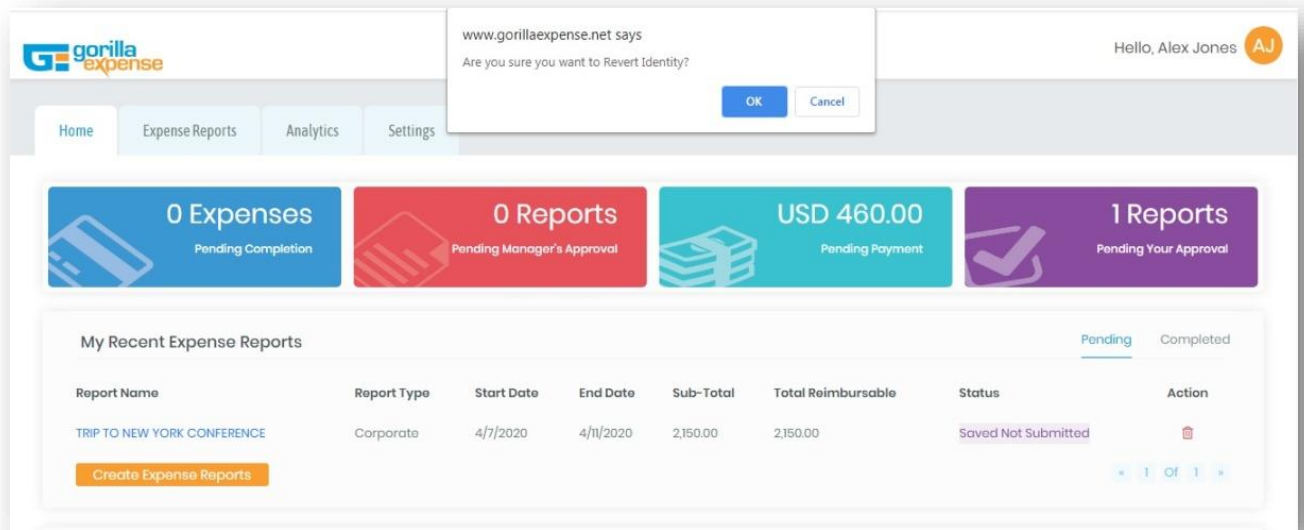


Figure 5g

Once the user confirms, the application goes back to the home screen of the original user (Figure 5h).

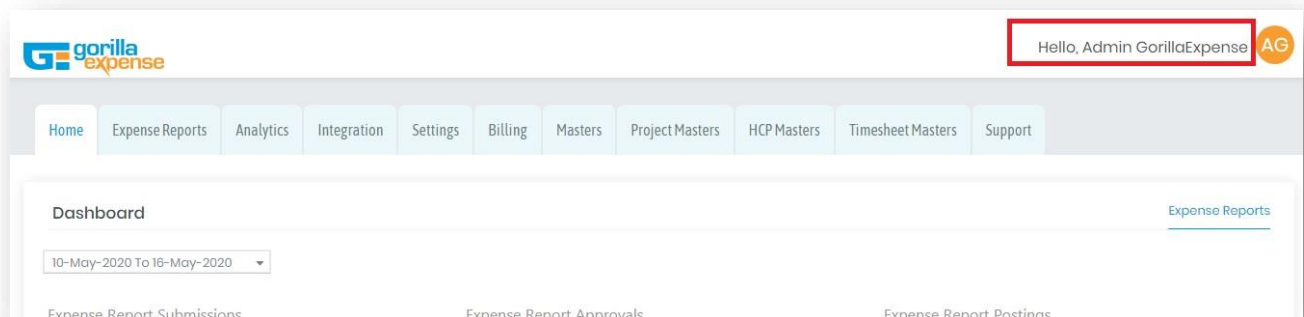


Figure 5h

## Impersonate User Mapping

This feature is available under Settings -> Impersonate User Mapping menu. With this feature users are mapped to the users they can impersonate or assume pseudo identity of the actual users. To do the mapping the admin has to go to the Impersonate User Mapping screen and toggle single/multiple users from the unassigned user's list box to the Assigned user's list box and vice a versa, on hitting save the users in the assigned list can impersonate the user selected from the user drop down. So now when the assigned user's login to the application and go to Settings -> Impersonate user they should be able use the impersonate user functionality by choosing the impersonate user action link (for more details refer to "[Impersonate User](#)" section).

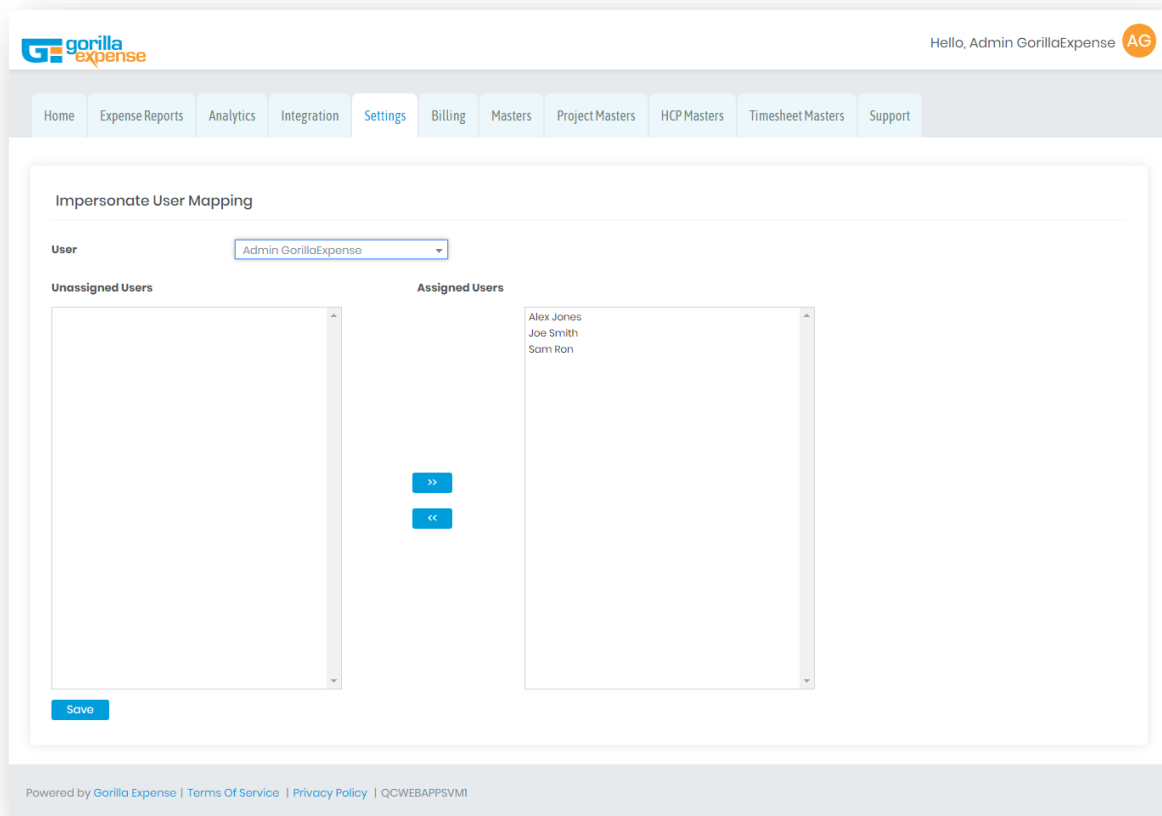


Figure 5i

## Reminders for Expenses

Reminders helps you in reminding the Employees for certain actions they must perform within the system like submitting or approving expense reports within a certain timeline. Imagine a way to let your busy Employee know about a pending expense report submission or a manager who needs to approve an expense to facilitate timely reimbursements. To achieve all this and much more, go to Settings > Reminders.

Based on the business needs, let us see how and what type of reminders can be configured:

There are 5 types of reminders

- Not Created and Pending Submission Reminder – Reminds end-users to create and submit an expense report at least once during a predefined time period (weekly, bi-monthly, monthly)
- Created Not Submitted Reminder – Reminds end-users to submit expense reports that have been created more than a pre-defined number of days ago
- Pending Approval Reminder – Reminds end-users to approve expense reports that are awaiting their approval since more than a pre-defined number of days
- Unsubmitted Bank Transaction Reminder - Reminds end-users to complete credit card transactions imported from the credit card feed and assign them to a report. Reminders are sent if the end-user has not done so after a pre-defined number of days have passed since the transaction was imported into Gorilla Expense
- Pending Approval Reminder (Escalation) - This type of reminder is designed to trigger the escalation reminder if the manager does not approve the reports for "Predefined Number of Days" since it was submitted. This escalation email is sent to the escalation contact maintained on

the user's profile whose expense has not been approved by his manager for more than the pre-defined number of days.

### **Not Created and Pending Submission:**

Use this option to remind an employee if no reports are created within a predefined period (weekly, bi-monthly or monthly) after a set number of "Predefined" days have passed. This is particularly useful for customers who require their employees to create at least one expense report every week or every two weeks or every month.

For example, a user can be reminded to create an expense report if he hasn't created an expense report 7 days after month-end in case you configure the pre-defined mandatory submission period to be once every month. Once the condition is met, the system will continue to send a reminder every day till the user creates an expense report for that month. Follow the following steps to configure this type of reminder-

- Login to the application with the admin credentials
- Go to Settings -> Reminders and click on Create New

Fill out the details as follow:

**Create Reminder**

\* Fields in **bold** are required

**Reminder Type**: Expense

**Name**: Reminder for Not Created and Pending

**Category**: Not Created and Pending Submission

**Scheduler Type**: Reminder

**To**: #User

**CC**: #Manager

**Email Subject**: #FirstName #LastName you have not created an expense report for the last #DurationInaction days

**Email Body**: Greetings, #FirstName #LastName, you have not created an expense report for the last #DurationInaction days. Please visit the following link to create any outstanding expense report: #ApplicationLink <br>Regards, <br>The Gorilla Expense Team

**Duration Inaction (days)**: 7

**Recurring Panel**

Repeat: Daily

Every: 1 Day(s)

Starts On: 6/1/2017

Ends: ☒ Never ☐ On

**Create** **Back to List**

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Figure 5j



**Reminder Configuration**

Reminder Type : Expense  
 Name : Reminder for Not Created and Pending Submission  
 Category : Not Created and Pending Submission  
 Scheduler Type : Reminder  
 To : #User **(This will send the reminder to the user. The hashtag user will be replaced by the user's email address)**  
 CC : #Manager *(This will CC the manager the hashtag manager will be replaced by the manager's email address)*  
 Email Subject : #FirstName #LastName you have not created an expense report for the last #DurationInActionDays days **(This can be any email subject you desire to have – the hashtags will be replaced by actual values. Refer the table below to understand which hashtags are available to be put in the Email Subject)**  
 Email Body : Greetings, #FirstName #LastName, you have not created an expense report for the last #DurationInActionDays days. Please visit the following link to create any outstanding expense report-#ApplicationLink <br>Regards, <br>The Gorilla Expense Team *(This can be any email body you desire to have – the hashtags will be replaced by actual values. Refer the table below to understand which hashtags are available to be put in the Email Body)*

Duration InAction Days : 7

**Recurring Panel** (e.g. Set to remind the user everyday)

Repeat : Daily  
 Every : 1 Days  
 Stats On : 6/1/2017  
 Ends On : Never

The following hashtags are available for “Not Created and Pending Submission” type of the reminder:

Not Created and Pending Submission					
Hash Tag Name	Description	Email To	Email CC	Email Subject	Email Body
#User	Replace the user email To address	✓	✗	✗	✗
#Manager	Replace the manager email CC address	✗	✓	✗	✗
#FirstName	Replace the user first name	✗	✗	✓	✓
#LastName	Replace the user last name	✗	✗	✓	✓
#DurationInActionDays	Replace the days (In number) from which user has not taken any action	✗	✗	✓	✓
#ApplicationLink	Replace the application link (URL) from TblSettings	✗	✗	✗	✓
#ExpenseConfNo	Replace the expense confirm id (after submit or resubmit)	✗	✗	✗	✗
#UnsubmittedBankTransactionCount	Counter for unsubmitted bank transactions	✗	✗	✗	✗
#Details	This tag added to send consolidated expense details into reminder email - No need to send details in tabular format there is no master for expense report period so, only one email is out when user found in this category.	✗	✗	✗	✗

## Created and Pending Submission

This type of reminder is designed to remind any user who has an expense report that was created but never submitted after a pre-defined number of days have passed. So, for example, you could use this reminder to remind a user who has a report ending on 30th June, but has not submitted it for another 7 days (which is the pre-defined configurable value) till 7th of July. So, on 8th July, a reminder email would be sent. This email could again be sent as per the recurring schedule defined on the reminder job. Reminder email will be sent only if the criteria described above is met.

**Create Reminder**

\* Fields in **bold** are required

**Reminder Type**: Expense

**Name**: Expense Report Created But Pending

**Category**: Created and pending Submission

**Scheduler Type**: Reminder

To: #User

CC: #Manager

Email Subject: #FirstName #LastName There are expense reports pending for submission!

Email Body: Greetings <br>#FirstName #LastName, You have not submitted bank transactions for the last #DurationInactionDays days. <br>Please visit the following link to submit any outstanding expense bank transactions: <br>#ApplicationLink <br>#Details <br>Regards, <br>The Gorilla Expense Team

Duration Inaction (days): 7

**Recurring Panel**

Repeat: Daily

Every: 1 Day(s)

Starts On: 7/7/2017

Ends: ☒ Never ☐ On

Create Back to List

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Figure 5k

## Reminder Configuration

Reminder Type	:	Expense
Name	:	Expense Report Created But Pending For Submission
Category	:	Created and Pending Submission
Scheduler Type	:	Reminder

To : #User (This will send the reminder to the user. The hashtag user will be replaced by the user's email address)

CC : #Manager (This will CC the manager the hashtag manager will be replaced by the manager's email address)

Email Subject : #FirstName #LastName There are expense reports pending for submission! **(This can be any email subject you desire to have – the hashtags will be replaced by actual values. Refer the table below to understand which hashtags are available to be put in the Email Subject)**

Email Body : Greetings,<br><br>#FirstName #LastName, You have not submitted bank transactions for the last #DurationInActionDays days.<br><br>Please visit the following link to submit any outstanding expense bank transactions-<br>#ApplicationLink <br><br>#Details<br><br>Regards,<br>The Gorilla Expense Team (This can be any email body you desire to have – the hashtags will be replaced by actual values. Refer the table below to understand which hashtags are available to be put in the Email Body)

Duration InAction Days : 7

**Recurring Panel** (e.g. Set to remind the user everyday)

Repeat : Daily

Every : 1 Days

Stats On : 7/7/2017

Ends On : Never

The following hashtags are available for "Created and Pending Submission" type of the reminder:

Unsubmitted Bank Transaction					
Hash Tag Name	Description	Email To	Email CC	Email Subject	Email Body
#User	Replace the user email To address	✓	✗	✗	✗
#Manager	Replace the manager email CC address	✗	✓	✗	✗
#FirstName	Replace the user first name	✗	✗	✓	✓
#LastName	Replace the user last name	✗	✗	✓	✓
#DurationInActionDays	Replace the days (In number) from which user has not taken any action	✗	✗	✓	✓
#ApplicationLink	Replace the application link (URL) from TblSettings	✗	✗	✗	✓
#ExpenseConfNo	Replace the expense confirm id (after submit or resubmit)	✗	✗	✗	✗
#UnsubmittedBankTransactionCount	Counter for unsubmitted bank transactions	✗	✗	✓	✓
#Details	This tag added to send consolidated bank transaction details into reminder email	✗	✗	✗	✓

### Pending Approval Reminder:

This type of reminder is designed to look for any expense report that has not been approved since more than "Predefined Number of Days" since it was submitted. This email could again be sent as per the recurring schedule defined on the reminder job. A reminder email will be sent only if the criteria described above is met.

gorilla

expense

Hello, Admin GorillaExpense

AG

Home

Expense Reports

Analytics

Integration

Settings

Billing

Masters

Project Masters

HCP Masters

Timesheet Masters

Support

Create Reminder

\* Fields in **bold** are required

Reminder Type

Expense

x

v

Name

Reminder For Pending For Approval

Category

Pending Approval Reminder

x

v

Scheduler Type

Reminder

x

v

To

#Manager

CC

Email Subject

There are expense reports pending your approval!

Email Body

Greetings,<BR>Reminder - There are expense reports pending your approval! Please login to approve the expense report. The details are as follows: #Details. The login URL is #ApplicationLink<BR><BR>Regards,<BR>Gorilla Expense

Duration Inaction (days)

7

Recurring Panel

Repeat

Weekly

x

v

Every

1

Week(s)

Repeat On

Sun

Mon

Tue

Wed

Thu

Fri

Sat

Starts On

7/3/2017

Ends

Never

On

Create

Back to List

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Figure 5l

Reminder Configuration

Reminder Type : Expense

Name : Reminder For Pending For Approval

Category : Pending Approval Reminder

Scheduler Type : Reminder

To : #Manager (This will send the reminder to the manager. The hashtag user will be replaced by the manager’s email address)

Email Subject : There are expense reports pending your approval! (This can be any email subject you desire to have – the hashtags will be replaced by actual values. Refer the table below to understand which hashtags are available to be put in the Email Subject)

Email Body : Greetings,<BR>Reminder - There are expense reports pending your approval! Please login to approve the expense report. The details are as follows: #Details. The login URL is #ApplicationLink<BR><BR>Regards,<BR>Gorilla Expense (This can be any email body you desire to have –

the hashtags will be replaced by actual values. Refer the table below to understand which hashtags are available to be put in the Email Body)

Duration InAction Days : 7

**Recurring Panel** (e.g. Set to remind the user every week on Monday)

Repeat : Weekly

Every : 1 Week(s)

Repeat On : Mon

Stats On : 7/3/2017

Ends On : Never

The following hashtags are available for “Pending Approval Reminder” type of the reminder:

Pending Approval Reminder					
Hash Tag Name	Description	Email To	Email CC	Email Subject	Email Body
#User	Replace the user email CC address	✗	✗	✗	✗
#Manager	Replace the manager email To address	✓	✗	✗	✗
#FirstName	Replace the user first name	✗	✗	✗	✗
#LastName	Replace the user last name	✗	✗	✗	✗
#DurationInActionDays	Replace the days (In number) from which user has not taken any action	✗	✗	✗	✗
#ApplicationLink	Replace the application link (URL) from TblSettings	✗	✗	✗	✓
#ExpenseConfNo	Replace the expense confirm id (after submit or resubmit)	✗	✗	✗	✗
#UnsubmittedBankTransactionCount	Counter for unsubmitted bank transactions	✗	✗	✗	✗
#ExpenseLineDetails	This tag applicable in case of line level reminders to send expense details to manager.	✗	✗	✗	✗
#Details	This tag added to send consolidated expense details into reminder email	✗	✗	✗	✓

#### **Unsubmitted Bank Transaction Reminder:**

This type of reminder is designed to check if a user has any un-submitted transactions imported from the credit card feed that were imported more than the "Predefined Number of Days" ago, but not attached to an expense report. This “Predefined Number of Days” can be any number of days greater than 0. The reminder email could be sent as per the recurring schedule defined on the reminder job. Reminder email will be sent only if the criteria described above is met.

**Create Reminder**

\* Fields in **bold** are required

**Reminder Type**: Expense

**Name**: Reminder For Unsubmitted Bank Tran:

**Category**: Unsubmitted Bank Transaction

**Scheduler Type**: Reminder

**To**: #User

**CC**: #Manager

**Email Subject**: #FirstName #LastName have not submitted bank transaction for the last #DurationInActionDays days

**Email Body**: Greetings <br>#FirstName #LastName, You have not submitted bank transactions for the last #DurationInActionDays days <br>Please visit the following link to submit any outstanding expense bank transactions-<br>#ApplicationLink <br>#Details <br>-<br>Regards,<br>The Gorilla Expense Team

**Duration Inaction (days)**: 7

**Recurring Panel**

Repeat: Weekly

Every: 1 Week(s)

Repeat On: Sun, Mon, Tue, Wed, Thu, Fri, Sat

Starts On: 7/3/2017

Ends: ☒ Never ☐ On

**Create** **Back to List**

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Figure 5m

## Reminder Configuration

Reminder Type : Expense

Name : Reminder For Unsubmitted Bank Transaction

Category : Unsubmitted Bank Transaction Reminder

Scheduler Type : Reminder

To : #User (This will send the reminder to the user. The hashtag user will be replaced by the user's email address)

CC : #Manager (This will CC the manager the hashtag manager will be replaced by the manager's email address)

Email Subject : #FirstName #LastName have not submitted bank transaction for the last #DurationInActionDays days (This can be any email subject you desire to have – the hashtags will be replaced by actual values. Refer the table below to understand which hashtags are available to be put in the Email Subject)

Email Body : Greetings,<br><br>#FirstName #LastName, You have not submitted bank transactions for the last #DurationInActionDays days.<br><br>Please visit the following link to submit any outstanding expense bank transactions-<br>#ApplicationLink <br><br>#Details  
<br><br>Regards,<br>The Gorilla Expense Team *(This can be any email body you desire to have – the hashtags will be replaced by actual values. Refer the table below to understand which hashtags are available to be put in the Email Body)*

Duration InAction Days : 7

**Recurring Panel** (e.g. Set to remind the user every week on Monday)

Repeat : Weekly  
Every : 1 Week(s)  
Repeat On : Mon  
Stats On : 7/3/2017  
Ends On : Never

The following hashtags are available for “Unsubmitted Bank Transaction” type of the reminder:

Unsubmitted Bank Transaction					
Hash Tag Name	Description	Email To	Email CC	Email Subject	Email Body
#User	Replace the user email To address	✓	✗	✗	✗
#Manager	Replace the manager email CC address	✗	✓	✗	✗
#FirstName	Replace the user first name	✗	✗	✓	✓
#LastName	Replace the user last name	✗	✗	✓	✓
#DurationInActionDays	Replace the days (In number) from which user has not taken any action	✗	✗	✓	✓
#ApplicationLink	Replace the application link (URL) from TblSettings	✗	✗	✗	✓
#ExpenseConfNo	Replace the expense confirm id (after submit or resubmit)	✗	✗	✗	✗
#UnsubmittedBankTransactionCount	Counter for unsubmitted bank transactions	✗	✗	✓	✓
#Details	This tag added to send consolidated expense details into reminder email	✗	✗	✗	✗

### **Pending Approval Reminder (Escalation):**

This type of reminder is designed to trigger the escalation reminder if the manager does not approve the reports for "Predefined Number of Days" since it was submitted. This escalation email is sent to the escalation contact maintained on the user's profile whose expense has not been approved by his manager for more than the pre-defined number of days. This email could again be sent as per the recurring schedule defined on the reminder job. A reminder email will be sent only if the criteria described above is met.



**Create Reminder**

\* Fields in **bold** are required

**Reminder Type**: Expense

**Name**: Escalation - Pending Approval Remind

**Category**: Pending Approval Reminder (Escalation)

**Scheduler Type**: Reminder

**To**: #EscalationContact

**CC**: #Manager

**Email Subject**: Escalation: The expense reports are not approved

**Email Body**: Greetings,<BR>Reminder - There are expense reports pending for the approval! The details are as followed: Please login to view the details. #Details. <BR>The login URL is #ApplicationLink<BR><BR>Regards,<BR>Gorilla Expense

**Duration Inaction (days)**: 7

**Recurring Panel**

Repeat: Daily

Every: 1 Day(s)

Starts On: 6/16/2017

Ends: ☒ Never ☐ On

**Create** **Back to List**

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Figure 5n

### Reminder Configuration

Reminder Type : Expense

Name : Escalation - Pending Approval Reminder

Category : Pending Approval Reminder (Escalation)

Scheduler Type : Reminder

To : #EscalationContact (This will send the reminder to the escalation contact maintained on the user profile. The hashtag user will be replaced by the contact's email address)

CC : #Manager (This will CC the manager the hashtag manager will be replaced by the manager's email address)

Email Subject : Escalation: The expense reports are not approved (This can be any email subject you desire to have – the hashtags will be replaced by actual values. Refer the table below to understand which hashtags are available to be put in the Email Subject)

Email Body : Greetings,<BR>Reminder - There are expense reports pending for the approval! The details are as followed: Please login to view the details. #Details. <BR>The login URL is #ApplicationLink<BR><BR>Regards,<BR>Gorilla Expense (This can be any email body you desire to have – the hashtags will be replaced by actual values. Refer the table below to understand which hashtags are available to be put in the Email Body)

Duration InAction Days : 7



**Recurring Panel** (e.g. Set to remind the user every week on Monday)

Repeat : Daily  
 Every : 1 Day(s)  
 Stats On : 6/16/2017  
 Ends On : Never

The following hashtags are available for “Pending Approval Reminder (Escalation)” type of the reminder:

Pending Approval Reminder(Escalation)					
Hash Tag Name	Description	Email To	Email CC	Email Subject	Email Body
#User	Replace the user email CC address	✗	✗	✗	✗
#EscalationContact	Replace the escalation contact email from manager user profile To address	✓	✗	✗	✗
#Manager	Replace the manager email To address	✗	✓	✗	✗
#FirstName	Replace the user first name	✗	✗	✗	✗
#LastName	Replace the user last name	✗	✗	✗	✗
#DurationInActionDays	Replace the days (In number) from which user has not taken any action	✗	✗	✗	✗
#ApplicationLink	Replace the application link (URL) from TblSettings	✗	✗	✗	✓
#ExpenseConfNo	Replace the expense confirm id (after submit or resubmit)	✗	✗	✗	✗
#UnsubmittedBankTransactionCount	Counter for unsubmitted bank transactions	✗	✗	✗	✗
#ExpenseLineDetails	This tag applicable in case of line level reminders to send expense details to manager.	✗	✗	✗	✗
#Details	This tag added to send consolidated expense details into reminder email	✗	✗	✗	✓

**Reset Password for all Users**

Admin user can reset the password for all the users or selected user(s) by choosing the “Reset Password for All Users” link on the settings page. On choosing this option an email notification is sent to all or selected user(s) regarding the password being reset. This functionality has made it easy for the admin to reset single or multiple user passwords on one screen with a few clicks.

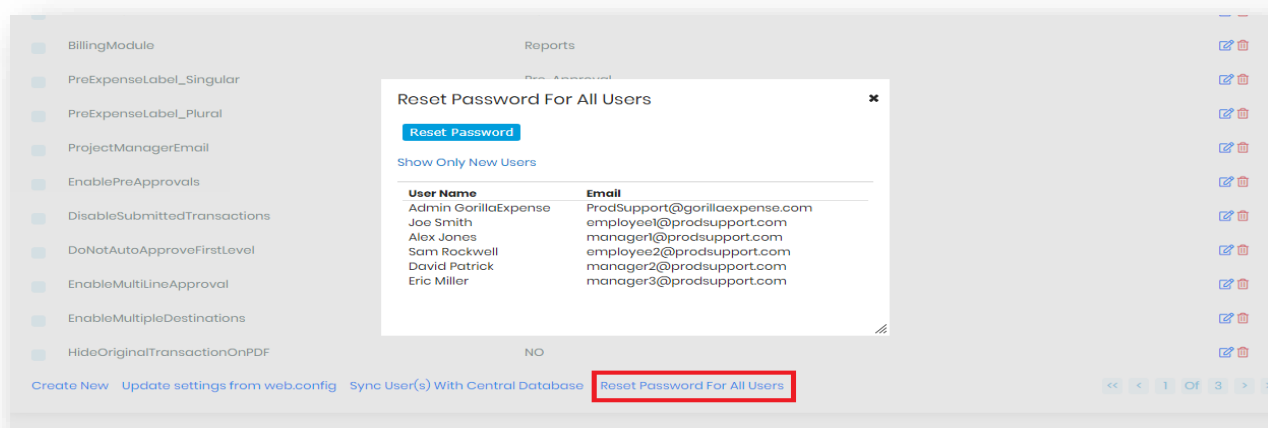


Figure 50

## Billing

This functionality is not enabled by default. It is enabled only for users who are subscribing to our “Per Report” or “Per User” subscription. When the settings for this feature is successfully enabled, the "Billing" menu will be activated and visible for admin users only

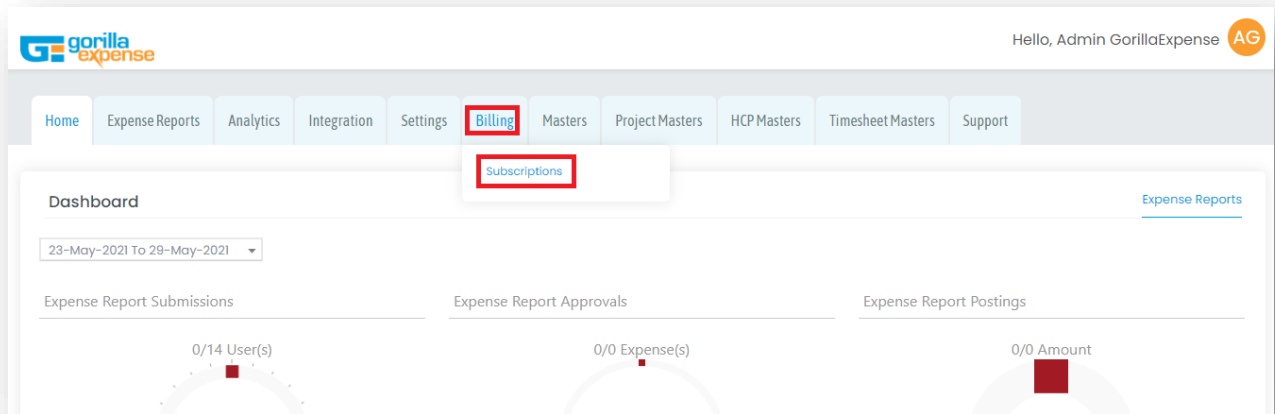


Figure 6

Under "Billing" "Subscriptions" menu will be visible.

## Subscriptions

In subscriptions the admin can see the report bucket subscribed, the available reports, used reports, the validity period, whether the subscription has expired or oversubscribed.

The screenshot shows the 'Subscriptions' page within the Billing menu. It features a table with the following columns: Subscription Name, Total Reports, Used Reports, Available Reports, Valid From, Valid To, Expired?, Over Subscribed?, and Action. A single subscription is listed: 'WaemsPro-May-21-May-22' with 720 total reports, 20 used reports, and 700 available reports. The validity period is from 5/13/2021 to 5/12/2022. The 'Expired?' and 'Over Subscribed?' status is 'No'. An 'Action' button labeled 'View' is present for this subscription. The page also includes an 'Audit Trail' link and pagination controls at the bottom right.

Subscription Name	Total Reports	Used Reports	Available Reports	Valid From	Valid To	Expired?	Over Subscribed?	Action
WaemsPro-May-21-May-22	720	20	700	5/13/2021	5/12/2022	No	No	<a href="#">View</a>

Figure 6a

The action button gives a detailed view of the reports consumed (stating the expense confirmation number, user, user email, vendor, company, BU and expense report status) the admin can export these to a PDF and excel.

Details							<a href="#">View and Export</a>
Expense Confirmation Number	User	Email	Vendor	Company	Business Unit	Expense Report Status	
GE914	Mia Luke	mluke@prodsupport.com	PS002	Contoso	Wealth	AP Approved	
GE821	Laura Weidman	lweidman@prodsupport.com	PS004	Contoso	Wealth	AP Approved	
GE191	William Cassidy	bcassidy@prodsupport.com	PS008	Contoso	Wealth	AP Approved	
GE1148	Victor Camacho	vcamacho@prodsupport.com	PS010	Contoso	Wealth	AP Approved	
GE1147	Hector Torres	htorre@prodsupport.com	PS013	Contoso	Wealth	AP Approved	
GE1146	Evi Ciriaco	eciriaco@prodsupport.com	PS014	Contoso	Wealth	AP Approved	
GE1145	Noah Demmin	ndemmi@prodsupport.com	PS005	Contoso	Wealth	AP Approved	
GE1144	Timothy Mihaltan	tmihaltan@prodsupport.com	PS001	Contoso	Wealth	AP Approved	
GE1143	David Dolan	ddolan@prodsupport.com	PS007	Contoso	Wealth	AP Approved	
GE1142	John Villarreal	jvillarreal@prodsupport.com	PS009	Contoso	Wealth	AP Approved	

Figure 6b

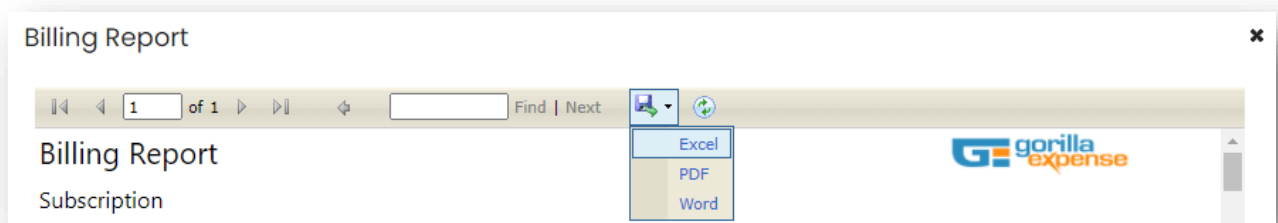


Figure 6b

Gorilla expense is responsible to add the subscription plan and validity details for the client. When the client admin logs in to the system, used reports and available reports are auto calculated by the system.

The system also tracks the validity of the subscription plan and triggers 45 and if it's expired or oversubscribed.

In such cases the emails are triggered to the configured email-ids in the system.

These emails are triggered at the following intervals

1. 45 days prior to expiry of subscription
2. Used reports reach 80 percent of the total reports

## Masters

The Masters button when clicked expands into multiple fields. This is where various parameters specific to different functions within the application are defined and stored. During initial setup of the application, Gorilla Expense will setup certain parameters per the requirements of the customer.

The sub-sections are described as follows:

- **User**
- **Business Unit**
- **Company**
- **Cost Center**

## User

A user field provides a list of users that have been setup in the application. The initial screen, as shown below in Figure 6 is a list of all users in the system. At the bottom of the page is a [Create New button](#). This can be used to create a new profile.

Use this page to manage application users.

Search User(s)

User Code:  Vendor Number:

First Name:  Last Name:

Company:  Business Unit:

Hide Disabled Users: ☒

User Code	Vendor Number	First Name	Last Name	Email	Role	Company	Business Unit	Disabled User?	License Type	Action
PS002	PS002	Alex	Jones	manager@prodsupport.com	01-Executive	Contoso	Wealth	No	Both	
PS001	PS001	Joe	Smith	employee@prodsupport.com	01-Executive	Contoso	Wealth	No	Both	

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Figure 7a

## Search button

Profiles already existing in the system can be searched using the **search button**. Below screen (Figure 7) shows the search process of users

Use this page to manage application users.

Search User(s)

User Code:  Vendor Number:

First Name:  Last Name:

Company:  Business Unit:

Hide Disabled Users: ☐

User Code	Vendor Number	First Name	Last Name	Email	Role	Company	Business Unit	Disabled User?	License Type	Action
PS001	PS001	Joe	Smith	employee@prodsupport.com	01-Executive	Contoso	Wealth	No	Both	

Figure 7b

To search any user, follow the below steps

1. Enter either all or any of the following
  - a. User code
  - b. First name
  - c. Last name
  - d. Select company name
  - e. Select business
2. Click on Search button
3. List of users with similar search criteria will be shown.
4. The list will also have disabled users
5. The list can be navigated with Next, Previous, First and Last buttons

## Create New

The basic information for all users is shown in this view (Figure 8) such as – User Code, First and Last Names, Email, Phone Number, Business Unit, Disabled status and Action. If any of these parameters are to be changed, the admin can click on the Action icon. Once clicked the view is as shown in Figure 8. Table 1 offers a brief description of the various fields.

**Create User** Audit Trail

\* Fields in bold are required

<b>User Code</b>	<input type="text" value="PS003"/>	<b>Vendor Number</b>	<input type="text" value="PS003"/>
<b>First Name</b>	<input type="text" value="Sam"/>	<b>Last Name</b>	<input type="text" value="Ran"/>
<b>Email</b>	<input type="text" value="employee2@prodsupport.com"/>		
Hire Date	<input type="text"/>	Termination Date	<input type="text"/>
Phone Number	<input type="text"/>	<b>Mileage Type</b>	<input type="text" value="Mileage Rate"/>
<b>License Type</b>	<input type="text" value="Both"/>	Unit Of Travel	<input type="radio"/> Miles <input type="radio"/> KMS View/Add Mileage Rate
<b>User Type</b>	<input type="text" value="Employee"/>	<b>Role</b>	<input type="text" value="GL-Executive"/>
<b>Expense Manager</b>	<input type="text" value="manager1@prodsupport.com"/>	<b>Expense Status Before Approval</b>	<input type="text" value="Submitted to Manager"/>
	<a href="#">Multi-Level Approval</a>		
<b>Company</b>	<input type="text" value="Contoso"/>	<b>Business Unit</b>	<input type="text" value="Woolth"/>
<b>Default Currency</b>	<input type="text" value="US Dollar"/>	Cost Center	<input type="text" value="--Select--"/>
AP GL Code	<input type="text"/>	User Group	<input type="text"/>
Disabled User?	<input type="radio"/> Yes <input checked="" type="radio"/> No	Team	<input type="text" value="--Select--"/>
Windows Or Network Id	<input type="text"/>		<input type="text" value="--Select--"/>
Escalation Contact	<input type="text"/>	Language	<input type="text" value="--Select--"/>

Figure 8

To add user, follow the rules mentioned in the grid below

Field	Description	Validation	Mandatory
User Code	Enter employee HR code - this field is applicable if exporting expense data to a payroll system or importing data from Travel Booking Back Office System. If you are not going to do any of this, you can leave the field empty and it will be defaulted to Vendor Number	Alphanumeric, with special characters	Yes

Vendor Number	Enter employee vendor number as specified in the ERP/Accounting system	Alphanumeric, with special characters	Yes
First Name	Employee First Name	Alphanumeric, with special characters	Yes
Last Name	Employee Last Name	Alphanumeric, with special characters	Yes
Password	By default, it is set to current "YYYYMM". Example: "202105"		Yes
Email	Employee email address. This should be a valid email, as this will become the user's login username and be used for all future communications by the system	Alphanumeric, with special characters	Yes
Phone Number	This is the phone number of a user	Numeric	Optional
Mileage Rate	This has to be entered as a numeric value, it can vary for different user type like the mileage rate can be different for employee and manager or can be defaulted to a single value	Numeric	Yes
Unit of Travel	Select between Miles or KMS. This is used while calculating mileage distance between start and end address using Google Maps		Yes
Address Line1	Enter User's Address Line1. Field is typically disabled, but can be enabled or disabled if required. Similarly, if enabled, the field can be made optional or mandatory	Alphanumeric, with special characters	Configurable
Address Line2	Enter User's Address Line2. Field is typically disabled, but can be enabled or disabled if required. Similarly, if enabled, the field can be made optional or mandatory	Alphanumeric, with special characters	Configurable
Address Country	Enter User's Address Country. Field is typically disabled, but can be enabled or disabled if required. Similarly, if enabled, the field can be made optional or mandatory	Alphanumeric, with special characters	Configurable
Address State	Enter User's Address State. Field is typically disabled, but can be enabled or disabled if required. Similarly, if enabled, the field can be made optional or mandatory	Alphanumeric, with special characters	Configurable
City	Enter User's City. Field is typically disabled, but can be enabled or disabled if required. Similarly, if enabled, the field can be made optional or mandatory	Alphanumeric, with special characters	Configurable
Zip code	Enter User's zip code. Field is typically disabled, but can be enabled or disabled if required. Similarly, if enabled, the field can be made optional or mandatory	Numeric	Configurable
User Type	Categorize users as 'Manager' or 'Employee'. Managers can create as well as approve expense reports. Employee type of user can only create and submit expense reports		Yes
Role Assigned	Enter different Roles as needed. (Roles are	Alphanumeric,	Yes

	used to segment users. Users assigned to a specific Role will only see Expense Types and Report Types allocated to that Role). If none of this is applicable to you, just default to CORPORATE. For more details on the role function see <a href="#">Role</a> below	with special characters	
Assigned to Manager	See <a href="#">Manager Approval</a> section below this Table	Valid email-id	Yes
Multi-Level Approval	See <a href="#">Manager Approval</a> section below this Table <u>also see notes below the table</u>	Valid manager email-id who is existing in the system	No
Expense Status Before Approval	The expense status before approval by a manager is typically set to Submitted to Manager See <a href="#">Manager Approval</a> section below this Table		Yes
Expense Policy Limit	The amount of policy limit can be set here	Numeric	No
Timesheet Manager	See <a href="#">Manager Approval</a> section below this Table	Valid email-id	No
Timesheet Status Before Approval	The timesheet status before approval by a manager is typically set to Submitted to Manager		No
Company	Enter company name. If you have multiple companies, assign users to respective company. This field could be used to derive accounting segment information while integrating with GP or Dimension information while integration with NAV	Alphanumeric, with special characters	Yes
Business Unit	List business unit that user belongs to, if any. Else, default to NA. This field could be used to derive accounting segment information while integrating with GP or Dimension information while integration with NAV	Alphanumeric, with special characters	Yes
Default currency	Enter the 3 letters currency code the user gets reimbursed in. For example, USD or CAD	Should be a valid currency present in the currency master	Yes
Cost center	List cost center that user belongs to, if any. This field could be used to derive accounting segment information while integrating with GP or Dimension information while integration with NAV.	Alphanumeric, with special characters	Yes
APGL Code	Enter user specific Reimbursable AP GL code for user if applicable	Alphanumeric, with special characters	No
User Group	Enter user group that user belongs to, if applicable. This field could be used to derive accounting segment information while integrating with GP or Dimension information while integration with NAV	Alphanumeric, with special characters	No
VAT1 GL Code	Enter user specific VAT1 AP GL code, if applicable Else leave empty	Alphanumeric, with special characters	No

VAT2 GLCode	Enter user specific VAT2 AP GL code, if applicable Else leave empty	Alphanumeric, with special characters	No
VAT3 GLCode	Enter user specific VAT2 AP GL code, if applicable Else leave empty	Alphanumeric, with special characters	No
Team/Project	If the user is assigned to a specific team or project then the options will be shown in the drop down	Alphanumeric, with special characters	No
Disabled User	By selecting Yes, a user will be disabled and will not be able to access their account	Radio button	No
Save	When save is clicked, a new user is created	Action button	
Back to List	This button will take the admin back to the user list	Action link	

Table 1

**Note:**

Gorilla Expense offers two kinds of Manager Approval Workflows

a) Manager approval by SIMPLE HIERARCHY - Here, employee submits it to MGR1 and after MGR1 has approved, it goes to MGR2.

b) Manager approval by AMOUNT - Here, if employee submits a report whose with a value < \$ expense policy type, then only MGR1 has to approve and it is done. If employee submits a report with a value > \$ expense policy type, then after MGR1 approves, it will be sent to MGR2 for approval.

**Manager Approval**

Gorilla Expense can be setup to follow a multi-level manager approval process. The multi-level manager approval can be setup differently for different users. In this setup, multiple levels of manager approvals can be defined in the system by the admin and different managers can be assigned to these levels. This mechanism can be broken into two formats (only one format can be enabled at a time). They are:

- 1) Multi-level Approval by **Standard Hierarchy**: In this mechanism, the multi-level approval process will follow a standard hierarchy as defined by the admin. For example, let's say there are two managers setup in the system, viz., Joe (Manager1) and David (Manager2). Joe 1 will be listed under 'Assigned to Manager' as shown in Figure 8a and David will be listed under the 'Multi-Level Approval' button as shown in Figure 8b.

**Edit User** Audit Trail

\* Fields in **bold** are required

<b>User Code</b>	PS003	<b>Vendor Number</b>	PS003
<b>First Name</b>	Sam	<b>Last Name</b>	Ron
<b>Email</b>	employees2@prodisupport.com	<b>Termination Date</b>	
Hire Date		<b>Mileage Type</b>	Mileage Rate
Phone Number		Unit Of Travel	Miles <input checked="" type="radio"/> KMS View/Add Mileage Rate
<b>License Type</b>	Both	<b>Role</b>	GL-Executive
<b>User Type</b>	Employee	<b>Expense Status Before Approval</b>	Submitted to Manager
<b>Expense Manager</b>	manager1@prodisupport.com	<b>Business Unit</b>	Wealth
<b>Company</b>	Contoso	<b>Cost Center</b>	--Select--
<b>Default Currency</b>	US Dollar	<b>User Group</b>	
<b>AP GL Code</b>		<b>Team</b>	--Select--
<b>Disabled User?</b>	Yes <input checked="" type="radio"/> No	<b>Language</b>	--Select--
<b>Windows Or Network Id</b>			
<b>Escalation Contact</b>			

**Save** **Back to List**



Figure 8a

Figure 8b

In the example shown in Figure 8a and 8b, when a user submits an expense report, the report will first be submitted to Joe. Once Joe has approved the report, the status will be changed to Manager Approved. After this, the report will be routed to David. As seen in Figure 8b, the 'Expense Status before Approvals' for David is set to Manager Approved. Since David is the final manager, once David approves, the status will change to "Manager Approved – All Levels" and the report is considered complete.

Note that if there is only one manager (Manager 1) required for a particular employee but the company workflow still includes more than one level of manager approval statuses, then Manager 1 must be setup at both levels for that employee. This will ensure that the workflow is maintained and the email confirmation messages work correctly. In this case, Manager 1 will only need to approve the report once. And similar to the previous example, when the report is approved, the application will change the status to Manager Approved – All Levels.

If additional levels of manager approval are needed, the admin must first create new statuses under Masters > [Status](#). Once these statuses are created, they will be available in the 'Expense Status Before Approval' drop down list shown in Figure 8b. From there, respective managers can be associated to the specific statuses.

Here is a typical table for several layers of manager approval and the respective statuses as shown in Table 2

Step	Action	Status in system	Routed to
1	Employee submits a report	Submitted to Manager	Manager 1
2	Manager 1 approves report	Manager Approved – Level 1	Manager 2

3	Manager 2 approves report	Manager Approved – Level 2	Manager 3 (Final)
4	Manager 3 approves report	Manager Approved – All Levels	-

Table 2

After step 4, the report will now be available to AP/Accounting to be pushed to the accounting system. Also, the employee will be intimated that the report has been approved at the final level.

- 2) Multi-Level Approval by **Expense Policy Limit**: In this mechanism, the multi-level approval workflow will depend on the expense report amount setup for each user by the admin in the respective user's profile. Depending on the amount defined, additional levels of approval will be activated. Compared to the standard hierarchy, a new field is available here, called 'Expense Policy Limit' as show in Figure 9a. Figure 9b shows the next level of manager approval.

Figure 9a

Figure 9b

In this example shown in Figure 9a and 9b, the expense policy limit has been set to \$200 and the two managers are Joe (Manager1) and David (Manager2). Joe has been set in 'Assigned to Manager' field similar to Figure 8a (not shown in Figure 9a) and David has been set at the next level as shown in Figure 9b. Note that the report's status will be 'Manager Approved' before David receives it, as defined in the 'Expense Status Before Approvals' list shown in Figure 9b. It is also important to enter the 'Expense Policy Limit' value here for the multi-level approval to work correctly. Logically, the value set here must match the value set in the previous page as shown in Figure 9a.

In this example, if a user's expense report is less than \$200, only Joe will need to approve the expense report. In this case, when Joe approves the expense report, the status will change to Manager Approved – All Levels and the report is considered to be complete.

If the report amount is greater than \$200 and it has been approved by Joe, the status will change to Manager Approved. Next, it will be routed to David for the second and final approval. After David has approved the expense report, the status will change to Manager Approved – All Levels and report is considered to be complete. Note that in cases where Manager1 and Manager2 are setup to be the same for a user, the application will intelligently change the status to Manager Approved – All Levels in order to prevent double approvals by the same manager. When the report is greater than \$200, the employee will be alerted that multiple levels of managers will need to approve the report since the report's value has crossed the \$200 expense policy limit.

Note that when the standard hierarchy format is selected, the Expense Policy Limit field will not be seen in a user's profile.

### **Bulk upload/update the users and assign manager/approver**

Using the Gorilla Integration app admin can bulk upload/update the user profiles and assign the managers/approver in the system. For more details on how to upload/update the user profiles and assign the managers/approver using the Integration app please [click here](#).

### **Bulk Redirect Expenses Pending Approval by Manager**

The Bulk redirect expenses functionality is used to redirect expenses pending approval by one manager to another manager by selecting the "Redirect Expenses" link on the Edit User screen, the redirected expenses can be approved on behalf of the original manager. This feature is available only for users under user type manager, when the manager is not available for a certain period of time then the admin can bulk redirect the expenses of such managers to available managers for approval. The major advantage of this is it helps in cutting delays and keeps the approval process moving ahead the redirected expenses are visible to both the original as well as redirected manager, this feature is only for redirecting expenses and not transfer of responsibility - it is used as a short-term arrangement.

Use this page to edit user information.

**Edit User** [Audit Trail](#)

\* Fields in **bold** are required

<b>User Code</b>	PS002	<b>Vendor Number</b>	PS002
<b>First Name</b>	Alex	<b>Last Name</b>	Jones
<b>Email</b>	manager1@prodsupport.com		
Hire Date	4/8/2020	Termination Date	
Phone Number		<b>Mileage Type</b>	Mileage Rate x v
<b>License Type</b>	Both x v	Unit Of Travel	<input checked="" type="radio"/> Miles <input type="radio"/> KMS <a href="#">View/Add Mileage Rate</a>
<b>User Type</b>	Manager x v	<b>Role</b>	OT-Executive x v
<b>Expense Manager</b>	manager1@prodsupport.com x	<b>Expense Status Before Approval</b>	Submitted to Manager x v
	<a href="#">Multi-Level Approval</a>	<b>Business Unit</b>	Wealth x v
<b>Company</b>	Contoso x v	<b>Cost Center</b>	--Select-- v
<b>Default Currency</b>	US Dollar x v	<b>User Group</b>	
AP GL Code		<b>Team</b>	--Select-- x v
Disabled User?	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Windows Or Network Id			--Select-- x v
Escalation Contact		<b>Language</b>	--Select-- x v

[Save](#)
[Back to List](#)

[Reset Password](#)
[Out of Office Settings](#)
[Redirect Expenses](#)
[Transfer Approval Responsibility](#)
[Advanced Authorizations](#)
[Misc Fields](#)

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Figure 9c

## Transfer Approval Responsibility

Using this functionality Admin can transfer approval responsibility from one manager to another by selecting the “Transfer Approval Responsibility” link on the Edit User screen, so going forward all the original managerial responsibilities are transferred to the new manager. This feature is used when a manager leaves the organization and his subordinates are assigned to a new manager, in this case the admin can use this feature to allocate the previous/current expenses to the new manager for approval. This is a permanent change and cannot be revoked in the system. This functionality is also useful in the case when the employee/manager moves from one department/location to another, managerial activities and approvals will instantly be taken over by the transferred manager.

Use this page to edit user information.

**Edit User** [Audit Trail](#)

\* Fields in **bold** are required

<b>User Code</b>	PS002	<b>Vendor Number</b>	PS002
<b>First Name</b>	Alex	<b>Last Name</b>	Jones
<b>Email</b>	manager1@prodsupport.com		
Hire Date	4/6/2020	Termination Date	
Phone Number		<b>Mileage Type</b>	Mileage Rate x
<b>License Type</b>	Both x	Unit Of Travel	Miles KMS <a href="#">View/Add Mileage Rate</a>
<b>User Type</b>	Manager x	<b>Role</b>	01-Executive x
<b>Expense Manager</b>	manager1@prodsupport.com x <a href="#">Multi-Level Approval</a>	<b>Expense Status Before Approval</b>	Submitted to Manager x
<b>Company</b>	Contoso x	<b>Business Unit</b>	Wealth x
<b>Default Currency</b>	US Dollar x	Cost Center	--Select--
AP GL Code		User Group	
Disabled User?	<input type="radio"/> Yes <input checked="" type="radio"/> No	Team	--Select-- x
Windows Or Network Id		--Select-- x	
Escalation Contact		Language	--Select-- x

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Figure 9d

Use this page to edit user information.

**Edit User** [Audit Trail](#)

\* Fields in **bold** are required

**User Code**

**First Name**

**Email**

Hire Date

Phone Number

Mileage Rate x

Select manager who you would like to transfer Alex Jones approval responsibility to

Transfer Responsibility To

[Transfer](#)

## Out of Office Settings

This functionality is available only for user type as manager. When the manager is out on vacation or for any other business purpose, he/she can enable the out of office settings this then redirects all the expenses to the new redirected manager. The admin can also enable the out of office settings on behalf of the manager. This feature is time bound and is revoked on the end date to the original manager. It gives the flexibility to the manager to redirect the expense reports to his counterpart during vacation.

Use this page to edit user information.

**Edit User** [Audit Trail](#)

\* Fields in **bold** are required

<b>User Code</b>	PS002	<b>Vendor Number</b>	PS002
<b>First Name</b>	Alex	<b>Last Name</b>	Jones
<b>Email</b>	manager1@prodsupport.com		
Hire Date	4/6/2020	Termination Date	
Phone Number		<b>Mileage Type</b>	Mileage Rate x v
<b>License Type</b>	Both x v	Unit Of Travel	Miles KMS <a href="#">View/Add Mileage Rate</a>
<b>User Type</b>	Manager x v	<b>Role</b>	01-Executive x v
<b>Expense Manager</b>	manager1@prodsupport.com x	<b>Expense Status Before Approval</b>	Submitted to Manager x v
	<a href="#">Multi-Level Approval</a>		
<b>Company</b>	Contoso x v	<b>Business Unit</b>	Wealth x v
<b>Default Currency</b>	US Dollar x v	Cost Center	--Select-- v
AP GL Code		User Group	
Disabled User?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Team	--Select-- x v
Windows Or Network Id			--Select-- x v
Escalation Contact		Language	--Select-- x v

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Figure 9e

**Out of Office Settings** x

Start Date	5/11/2020
End Date	5/11/2020
Transfer Responsibility To	--Select-- x v

[Save](#) [Reset](#)

## Reset Password

This is available only for user type as managers this feature helps in individually resetting the password of a single user. On choosing this option an email is sent with the new password to the user on the configured email id in the application.

The screenshot shows the 'Edit User' form with the following fields and values:

- User Code:** PS003
- First Name:** Sam
- Email:** employee2@prodsupport.com
- Hire Date:** (empty)
- Phone Number:** (empty)
- License Type:** Both
- User Type:** Employee
- Expense Manager:** manager1@prodsupport.com
- Company:** Contoso
- Default Currency:** US Dollar
- AP GL Code:** (empty)
- Disabled User?:** Yes
- Windows Or Network Id:** (empty)
- Escalation Contact:** (empty)
- Vendor Number:** PS003
- Last Name:** Ron
- Termination Date:** (empty)
- Mileage Type:** Mileage Rate
- Unit Of Travel:** Miles
- Role:** Of-Executive
- Expense Status Before Approval:** Submitted to Manager
- Business Unit:** Wealth
- Cost Center:** --Select--
- User Group:** (empty)
- Team:** --Select--
- Language:** --Select--

At the bottom left, there are two buttons: 'Reset Password' (highlighted with a red box) and 'Misc Fields'.

Figure 9f

## Advanced Authorizations

With the help of the Advanced Authorizations the admin console rights can be given to the manager user and that user can access the admin menus by switching to the Admin Console. The Admin Console allows the user to configure parameters such as create Users, set up Expense Types, Pay Methods, etc. Follow the steps given below to provide the Admin Console access to the user.

For providing the access of the admin console to a user, edit the user's profile. Make sure the user has the User Type as Manager, if not then first change the User Type as Manager and Save, then on the user profile you will see the link as Advanced Authorizations at the bottom as shown below.

**User Code** PS002 **Vendor Number** PS002

**First Name** Alex **Last Name** Jones

**Email** alex.j@contoso.com

**Hire Date** 4/6/2020 **Termination Date**

**Phone Number**

**License Type** Both **Mileage Type** Mileage Rate

**User Type** Manager **Unit Of Travel** Miles ☐ Miles ☐ KMS [View/Add Mileage Rate](#)

**Expense Manager** david.p@contoso.com **Role** 01-Executive

[Multi-Level Approval](#) **Expense Status Before Approval** Submitted to Manager

**Company** Contoso **Business Unit** Wealth

**Default Currency** US Dollar **Cost Center** --Select--

**AP GL Code**

**Disabled User?** ☐ Yes ☒ No **User Group**

**Windows Or Network Id**

**Escalation Contact**

**Team** --Select--

**Project** --Select--

**Language** --Select--

[Save](#) [Back to List](#)

[Reset Password](#) [Out of Office Settings](#) [Redirect Expenses](#) [Transfer Approval Responsibility](#) **[Advanced Authorizations](#)** [Misc Fields](#)

Figure 9g

Click on the Advanced Authorizations link, then go to the Admin Authorization tab and select the Admin Access checkbox. It will show you 'Masters' as the default menu selected under Select Menu Option and its associated sub-menus on the popup like below. If you want to provide full admin access (admin access to all menus and sub-menus) to the manager user, click on the Save button.

**Advanced Authorization**

Manager Authorization **Admin Authorization**

**Admin Access** ☒

Select Menu Option Masters **Save**

**Masters**

Sub-Menu	Admin Access
Bank Comment Mapping	Create, Read, Update, Delete
Business Activity	Create, Read, Update, Delete
Business Unit	Create, Read, Update, Delete
City	Create, Read, Update, Delete
Code Combination Rules	Create, Read, Update, Delete
Company	Create, Read, Update, Delete
Company Expense Type Mapping	Create, Read, Update, Delete
Configure Label	Create, Read, Update, Delete
Cost Center	Create, Read, Update, Delete
Country	Create, Read, Update, Delete
Credit Card Reimbursement Profile	Create, Read, Update, Delete
Credit Card Scheme	Create, Read, Update, Delete
Currency	Create, Read, Update, Delete

**User Code** PS002 **Expense Status Before Approval** Submitted to Manager

**First Name** Alex

**Email** alex.j@contoso.com

**Hire Date** 4/6/2020

**Phone Number**

**License Type** Both

**User Type** Manager

**Expense Manager** david.p@contoso.com

Figure 9h

If you want to provide menu-wise admin access i.e. for specific menus => sub-menus then refer to the below steps (i, ii, iii)



i. Admin access can be set for each of the menus from 'Select Menu Option' by selecting a menu for which access is to be set and then provide access right to its sub-menus as required.

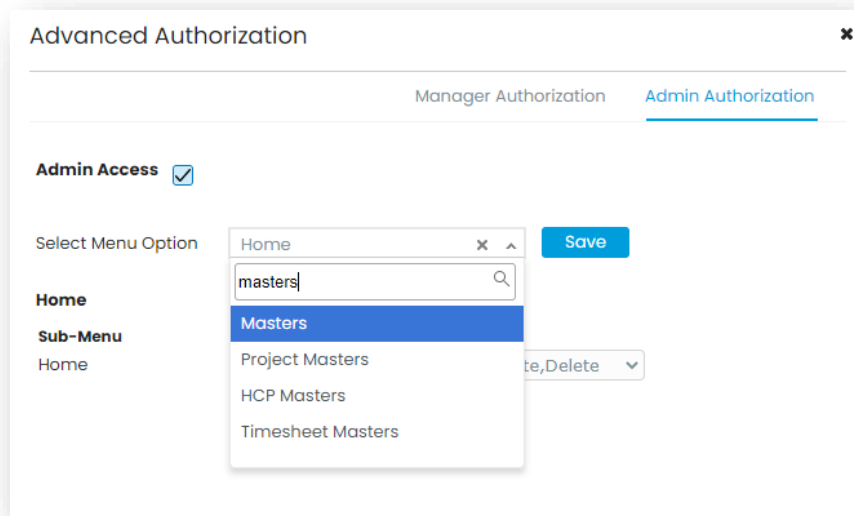


Figure 9i

ii. You can provide specific access rights on the sub-menus. There are 3 access rights:

- **Create, Read, Update, Delete:** The manager user will be able to access the sub-menu with full access i.e. he can create, read, update and delete the master data of the sub-menu.
- **Read Only:** The manager user will be able to access the sub-menu in read-only mode i.e. Manager user cannot create or update the master data of the sub-menu.
- **None:** Manager user cannot access the sub-menu when access right set to 'None'.

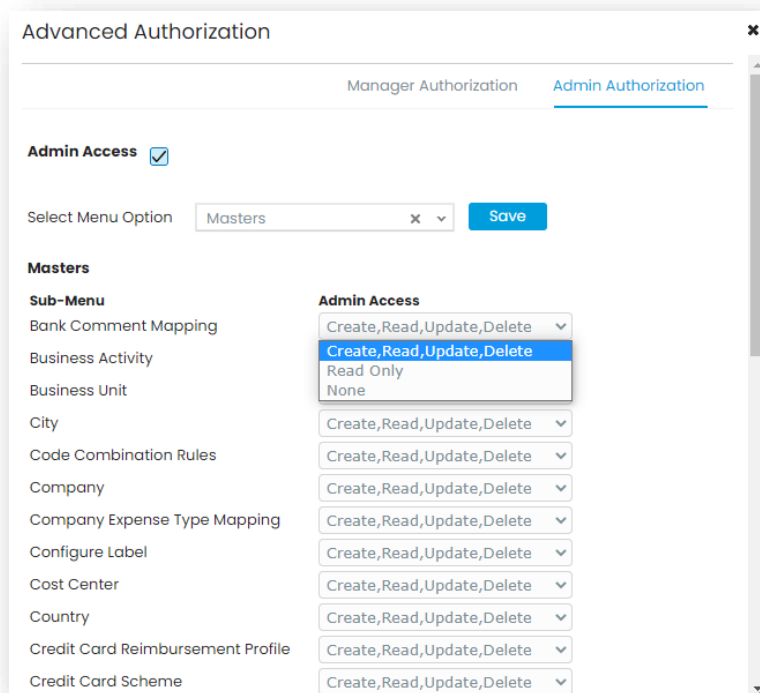


Figure 9j

iii. Click on **Save** to save the configuration.

## Advanced Authorization

Manager Authorization

Admin Authorization

Admin Access

Authorization Details Saved Successfully.

Select Menu Option

Masters

X


Save

Masters

Sub-Menu	Admin Access
Bank Comment Mapping	Create,Read,Update,Delete
Business Activity	Create,Read,Update,Delete
Business Unit	Create,Read,Update,Delete
City	Create,Read,Update,Delete
Code Combination Rules	Create,Read,Update,Delete
Company	Create,Read,Update,Delete
Company Expense Type Mapping	Create,Read,Update,Delete
Configure Label	Create,Read,Update,Delete
Cost Center	Create,Read,Update,Delete
Country	Create,Read,Update,Delete
Credit Card Reimbursement Profile	Create,Read,Update,Delete

Figure 9k

Once the user login into the application, the user can switch to the admin console by hovering the cursor on the user's name.

gorilla  
expense

Hello, Alex Jones AJ

Home


Expense Reports

Analytics

Settings


Admin Console

Sign Off




4 Expenses

Pending Completion




2 Reports

Pending Manager's Approval



USD 0

Pending Payment




0 Reports

Pending Your Approval

My Recent Expense Reports

Pending

Completed

 No data available

Create Expense Reports

Employee Expense Reports Awaiting Approval


 No data available

Figure 9l

With the help of the Admin Console the user can access admin menus as per the provided rights.

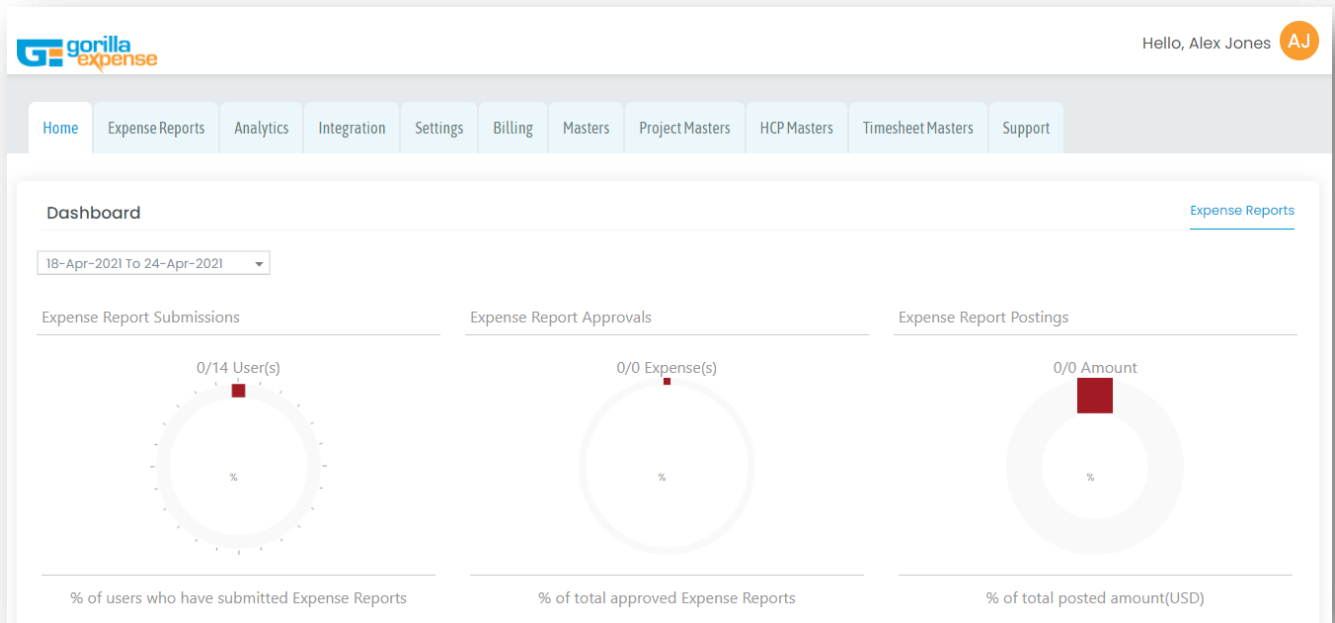


Figure 9m

## Company

In this section, the company name is set up. The initial screen, as shown below in Figure 10 is a list of all companies in the system. At the bottom of the page is a [Create New](#) Tab. This can be used to create a company profile.

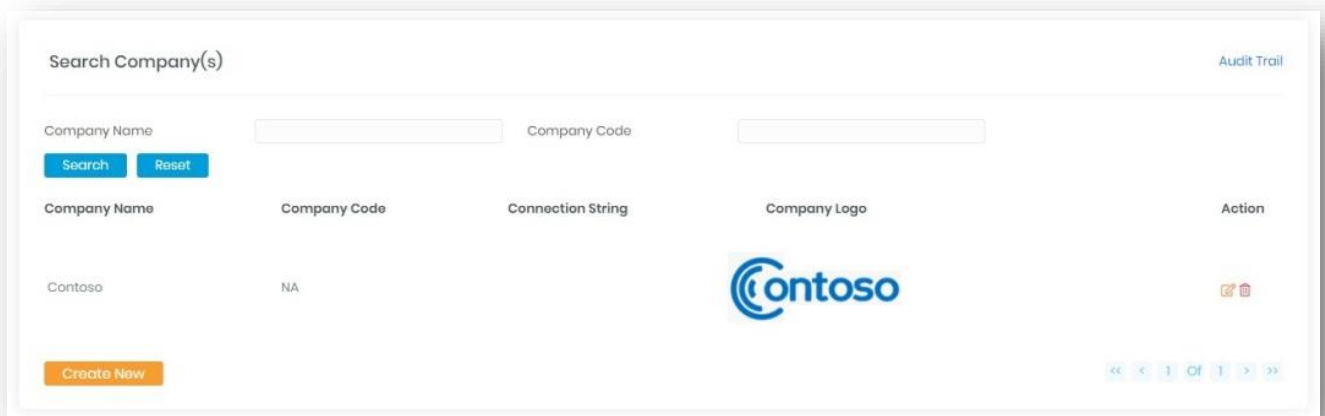


Figure 10a

## Create New Company

Create Company

\* Fields in **bold** are required

**Company Name**

**Company Code**

Company Id

Connection String

MiscField1

MiscField2

Logo (Max Height 120 px, Max Width 220 px)  No file chosen

Figure 10b

To add new company, follow below steps and rules

Field	Description	Validation	Mandatory
Company Name	Enter the Name of the company	Alphanumeric, with special characters	Yes
Company code	Enter the GL Code of the new company (GP/NAV specific field – if you are not using GP/NAV, it can be left empty. Populate this field if you have company code as part of your GL Account segments, while pushing expenses to Great Plains). This field can also be used to populate a NAV dimension. If this field is enabled the mapping can be configured in the integration app	Alphanumeric, with special characters	No
Company Id	Enter the ID of the new company (GP specific field, company ID is the backend value of the company. This can be found from SQL server using the following SQL- SELECT cmpnyid,cmpnynam,interid FROM dymanics.dbo.sy01500)	Alphanumeric, with special characters	No
Connection string	Enter the Connection string required to connect to the Microsoft GP Web Services – if you are not using GP, it can be left empty.	Alphanumeric, with special characters	No
Logo	Enter the Logo of your company. This will be printed on the PDF preview of the expense report	PNG format image file	Yes

Table 3

**Edit Company** - The pencil icon is for editing the Company

**Delete Company** - The Red X is to delete the Company entry.

## Business Unit

In this section, multiple business units can be set up under different company names, as shown in Figure 11 a/b

Figure 11a

## Create New Business Unit

Figure 11b

To add new Business Unit, follow the below Steps/Rules

Field	Description	Validation	Mandatory
Company Name	Select company if you want the Business Unit to be tied to a specific company	Alphanumeric, with special characters	Yes
Business Unit code	Enter the Code of the Business unit (Microsoft GP/NAV specific field - This field can be user to derive part of the GL Account Segment, while pushing expenses to GP) This field can also be used to map NAV dimension. The actual segment / dimension mapping is done in the	Alphanumeric, with characters -special Length < =20	Yes

	integration app		
Business Unit Description	Enter the Business Unit description	Alphanumeric, with special characters	Yes

Table 4

**Note:**

1. If the business units are also used within the ERP/Accounting system, it is recommended that the entries match here.
2. Business Unit Codes and Business Unit Descriptions cannot be repeated. If attempted, the application will provide an error noting that the entry already exists.

**Edit Business Unit:** - The pencil icon is for editing the Business Unit

**Delete Business Unit:** - The Red X is to delete the Business Unit entry.

## Cost Center

In this section, multiple cost centers i.e. departments can be setup in the application as shown in Figure 12a

Figure 12a

## Create New Cost Center

Figure 12b

To add new Cost Center, follow the below Steps/Rules

Field	Description	Validation	Mandatory
Company	Select company if you want the cost center to be tied to a specific company	Alphanumeric, with special characters	No
Business Unit	Select Business Unit if you want the cost center to be tied to a specific Business Unit	Alphanumeric, with special characters	No
Cost Center code	Enter the Code of the Cost Center -also, known as Department (Microsoft GP/NAV specific field - This field can be user to derive part of the GL Account Segment, while pushing expenses to GP) This field can also be used to map NAV dimension. The actual segment / dimension mapping is done in the integration app	Alphanumeric, with special characters	Yes
Description	Enter the description of the Cost Center	Alphanumeric, with characters -special Length < =50	Yes

Table 5

**Note:**

1. If the cost centers are also used within the ERP/Accounting system, it is recommended that the entries match here for a seamless integration
2. Cost Center Codes and Descriptions cannot be repeated. If attempted, the application will provide an error noting that the entry already exists
3. For these cost centers to be visible within a user's or manager's account, they must be enabled with in Report Type

**Edit Cost Center:** - The pencil icon is for editing the Cost Center

**Delete Cost Center:** - The Red X is to delete the Cost Center entry

## Country

This feature is available under the Masters -> Country menu. This section lists all the countries available in the system. When the [Create New](#) button is clicked, the admin can enter new countries. Each country is listed with a unique and abbreviated two letter country code. A country can be set to default by clicking on the edit button and putting a check in the 'Set As Default Country' checkbox. Country Names and Country Codes cannot be repeated. If attempted, the application will provide an error noting that the entry already exists.

Search Country(s) [Audit Trail](#)

Country Name  Country Code

Country ISO Code

[Search](#) [Reset](#)

Country Name	Country Code	Country ISO Code	Action
Zimbabwe	ZW	716	<a href="#">Edit</a> <a href="#">Delete</a>
Zaire	ZR	180	<a href="#">Edit</a> <a href="#">Delete</a>
Zambia	ZM	894	<a href="#">Edit</a> <a href="#">Delete</a>
South Africa	ZA	710	<a href="#">Edit</a> <a href="#">Delete</a>
Yemen	YE	887	<a href="#">Edit</a> <a href="#">Delete</a>
Western Samoa	WS	882	<a href="#">Edit</a> <a href="#">Delete</a>
Wallis,Futuna	WF	876	<a href="#">Edit</a> <a href="#">Delete</a>
Vanuatu	VU	548	<a href="#">Edit</a> <a href="#">Delete</a>
Vietnam	VN	704	<a href="#">Edit</a> <a href="#">Delete</a>
US Virgin Is.	VI	850	<a href="#">Edit</a> <a href="#">Delete</a>

[Create New](#)

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Figure 13a

## Create New Country

When the Create New button is clicked admin is presented with the create country screen (Fig 13b), the admin can enter fields as detailed in Table 6

Create Country

\* Fields in **bold** are required

**Country Name**

**Country Code**

Country ISO Code

Set As Default Country ☐

[Create](#) [Back to List](#)

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Figure 13b



To add new Country, follow the below Steps/Rules

Field	Description	Validation	Mandatory
Country Name	Enter the Name of the Country	Alphanumeric, with special characters Length <= 20	Yes
Country code	Enter the Code of the Country	Alphanumeric, with special characters Length <= 20	Yes
Country ISO Code	Enter the ISO Code of the Country	Alphanumeric, with characters -special	No
Set As Default Country	Check this checkbox if this country is to be shown as default country		No

Table 6

**Note:**

1. If the country is also used within the ERP/Accounting system, it is recommended that the entries match here for a seamless integration.
2. Country Codes and Descriptions cannot be repeated. If attempted, the application will provide an error noting that the entry already exists.

**Edit Country:** - The pencil icon is for editing the Cost Center

**Delete Country:** - The Red X is to delete the Cost Center entry

## Currency

This section lists all the currencies available in the system.

Currency Type	Currency Code	Currency ISO Code	Default	Action
Afghanistan Afgani	AFA	004	False	
Albanian Lek	ALL	008	False	
Algerian Dinar	DZD	012	False	
Andorra Pesetas	ADP	20	False	
Angolan Kwanza	AON	024	False	
Antillon Gulden	ANG	532	False	
Argentina Peso	ARS	032	False	
Aruba Gulden	AWG	533	False	
Australian Dollar	AUD	036	False	
Austrian Schilling	ATS	040	False	

Create New

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Figure 14a

## Create New Currency

When the Create New button is clicked, the admin can enter currency related information in fields detailed in Table 7

Figure 14b

Each Currency is listed with a unique and abbreviated three letter currency code. A currency can be set to default by clicking on the edit button and putting a check in the 'Set As Default Currency checkbox'. When this box is checked for a particular currency, the status in the Default column will change to True. For all other currencies this status will stay as False.

To add new Currency, follow the below Steps/Rules

Field	Description	Validation	Mandatory
Currency Type	Enter the Type of the Currency	Alphanumeric, with special characters Length <= 20	Yes
Currency code	Enter the Code of the Currency	Alphanumeric, with special characters Length <= 20	Yes
Currency ISO Code	Enter the ISO Code of the Currency	Alphanumeric, with characters -special	No
Set As Default Currency	Check this checkbox if this Currency is to be shown as default Currency. When this box is checked for a particular currency, the status in the Default column will change to True.		No

Table 7

**Note:**

1. If the currency is also used within the ERP/Accounting system, it is recommended that the entries match here for a seamless integration.
2. Currency Codes and Descriptions cannot be repeated. If attempted, the application will provide an error noting that the entry already exists.
3. When a particular currency is set to default, the currency conversion rate in the application will be set to 1 when that currency is selected. Note that in the application; only one default currency can be setup.

**Edit Currency:** - The pencil icon is for editing the Currency

**Delete Currency:** - The Red X is to delete the Currency

## Currency Rate

Within Gorilla Expense, there are three options to manage the currency rate.

The first option is the standard one where the user manually enters the currency rate for each transaction created on the web application or submitted from the mobile app.

The second option is admin can bulk update the currency rate in the system for all the foreign currencies using integration app. The following paragraph details the second option. Also, [click here](#) for more details and the integration app's currency rate import template.

Using this function, as briefly discussed, the admin can 'upload' currency rates for all foreign currencies. The admin has the flexibility to allocate different currency rates for different periods. The typical period to update the currency rate is on a month-to-month basis. After the currency rates are uploaded successfully, when the user changes the currency type in the transaction, the application will automatically 'pull-in' the respective rate for that currency type relative to the date.

For example, if the currency is EURO and the rates are: 1 EURO= 2.2 USD for the month of April and 1 EURO=2.5 USD for the month of May. If the user toggles between various dates in April and May, the conversion rate field would automatically change between 2.2 and 2.5. Note that, once the currency rates are uploaded, they are available to all users. Further, with this option, the user still has the option to change the set currency rate manually in the application. However, any changes made by the user to the admin defined currency rate will be logged and visible in the Audit Trail for the user, manager and admin to see, thus maintaining full visibility for all.

Here are the mechanics to uploading the currency rate - During setup, Gorilla Expense will provide a CurrencyRate template document. This is an Excel file with a standard format for listing all the currencies and their respective rates. Figure 15 shows an example of a filled CurrencyRate template for the month of June, 2013. The multiplier column makes it easy to view the rates without showing too many digits after the decimal point.

FromCurrencyID	Multiplier	CurrencyRate	ToCurrencyID	FromDate	ToDate
EUR	1	1.245	USD	06/01/13	06/30/13
EGP	100	14.4785	USD	06/01/13	06/30/13
ALL	100	0.8891	USD	06/01/13	06/30/13
ARS	1	0.1891	USD	06/01/13	06/30/13
AZN	1	1.21	USD	06/01/13	06/30/13
ETB	100	5.1209	USD	06/01/13	06/30/13

AUD	1	0.9774	USD	06/01/13	06/30/13
BHD	1	2.4745	USD	06/01/13	06/30/13
BDT	100	1.2148	USD	06/01/13	06/30/13
BAM	100	63.2698	USD	06/01/13	06/30/13

upload the values contained in this document (Contact Gorilla Expense to learn more about the Integration Manager). After logging into the Integration Manager, go to File > Import Currency Rate > Import using Excel. Here, click on Settings and browse to the CurrencyRate Excel file and click done. By clicking on Reload at the bottom of the page, the entries will be loaded. See Figure 16. Once the entries are loaded, click on Select All at the top left (or specific Currency IDs) and click on Import Currency Rate(s). The Integration Manager will upload the currencies. A green status indicates a success while a red status indicates a failed upload. The admin can click on View Log to find the reason for the failed currency rate upload.

Once this document is filled, the admin will need to use the Gorilla Expense Integration Manager utility to Once the currency rate upload is done from the Integration Manager, the admin can go back to the admin web application account under Masters > Currency Rate to confirm if the rates have been uploaded. In Figure 17 below, as an example, we have selected the Bahrain Dinar currency for the month of June and the conversion rate matches row 8 from Figure 16 for confirmation.

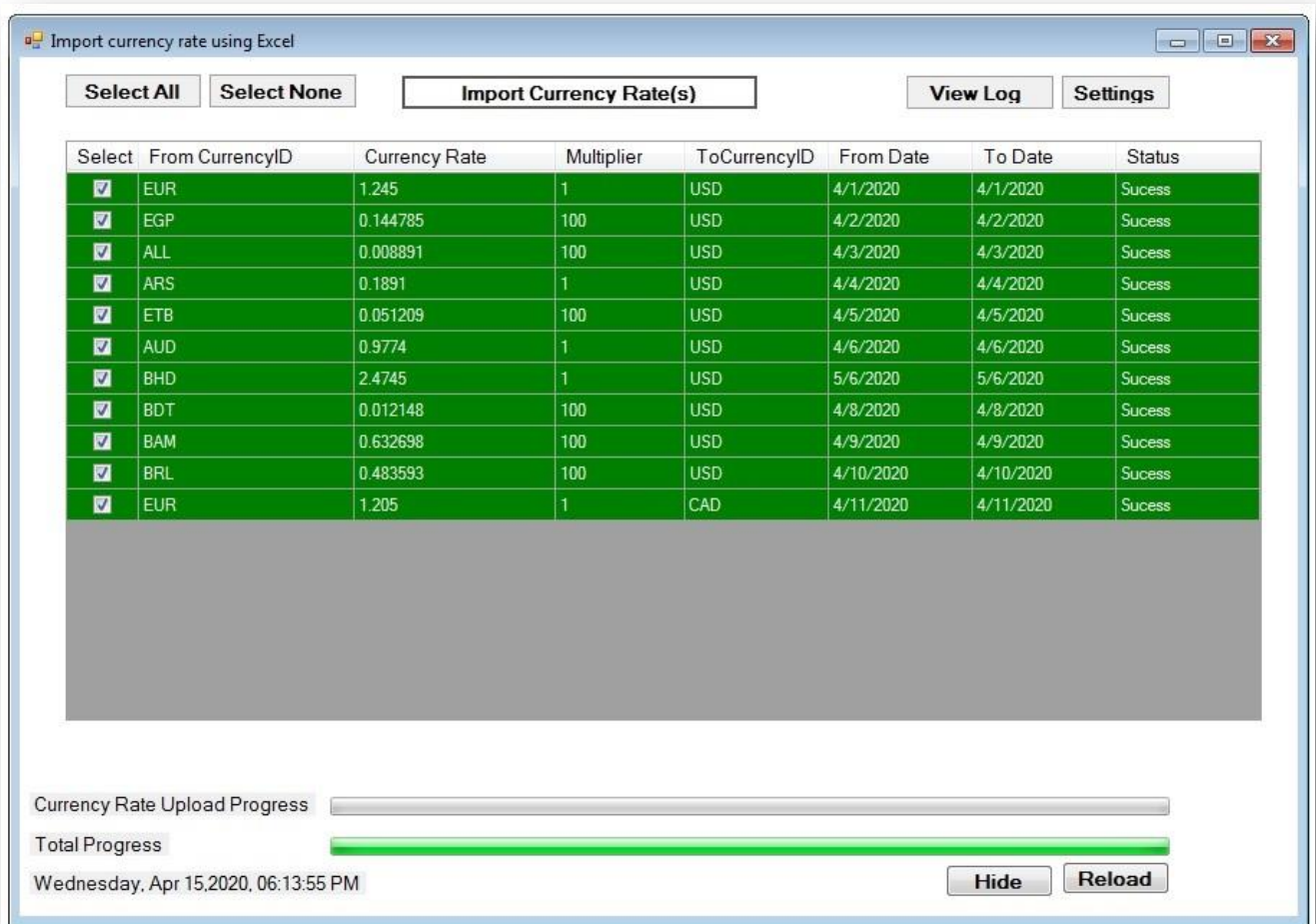




Figure 16

**Currency Rate** Audit Trail

From Currency:  To Currency:

From Date:  To Date:

From Currency	To Currency	Currency Rate	From Date	To Date	Action
Bahrain Dinar	US Dollar	2.474500000	6/1/2020 12:00:00 AM	6/30/2020 12:00:00 AM	 

1 of 1

Figure 17

The third option is directly populating the currency rate for all the foreign currencies in the system using 3rd party API - <https://openexchangerates.org>

## Expense Type

This section lists all the expense types' setup in the system. As seen in Figure 18a/b, the listed fields include Expense Type category, Expense Type, Expense Type Code, Policy Applicable and Policy Limit Amount besides the edit and delete buttons. For seamless integration with the ERP/Accounting system, the Expense Types and Expense Type Codes setup in those systems must match the types and codes setup here.

**Search Expense Type(s)** Audit Trail

Expense Type Category:

Expense Type:











Expense Type Code:

Policy Applicable?:

Policy Limit Amount:

Receipt Policy Applicable?:

Receipt Policy Limit Amount:

Expense Type Category	Expense Type	Expense Type Code	Policy Applicable?	Policy Limit Amount	Receipt Policy Applicable?	Receipt Policy Limit Amount	Action
Mileage	Mileage	3237	Not Applicable	0.00	Not Applicable	0.00	 
Other	Airfare	3227	Not Applicable	0.00	Not Applicable	0.00	 
Other	Accommodation - Hotel	3228	Not Applicable	0.00	Not Applicable	0.00	 
Hotel	Hotel and Lodging	432	Not Applicable	0.00	Not Applicable	0.00	 
Meals	Food	234	Not Applicable	0.00	Not Applicable	0.00	 

1 of 1

Figure 18a

## Create New Expense Type

When the Create New button is clicked, the admin can make entries for various fields detailed in Table 8

**Create Expense Type**

\* Fields in **bold** are required

**Expense Type Category**

**Expense Type**

**Expense Type Code**

Policy Applicable? ☒

Policy Limit Amount

Receipt Policy Applicable? ☐

Receipt Policy Limit Amount

Mileage Expense Type? ☒

Alternate Amount Label

Alternate Rate Label

Enable Multiplier? ☐

Disable GST\ VAT? ☐

Enable Budget Tracking? ☐

**Create** **Back to List**

Figure 18b

Field	Description	Validation	Mandatory
Expense Type Category	Enter the category of the expense, similar expenses can be categorized together under one heading. This is where expenses are tied to specific categories. Some of the listed categories are airfare, meals, <a href="#">per diem</a> , others etc.	Alphanumeric	Yes
Expense Type	Enter the Type of the Expense,  This is the description/name of the expense type. Users will see this within the expense type drop down field while creating a transaction	Alphanumeric	Yes
Expense Type Code	Enter the Code of the Expense,  This is the corresponding code tied to the expense type, as defined in the ERP/Accounting system. Users of the application will not view this field	Alphanumeric	Yes
Policy	Check if policy is applicable for the expense type,	Checkbox	No

Applicable?	This will enable a policy limit for the expense type		
Policy Limit Amount	<p>Enter a policy amount.</p> <p>The application will enforce this amount only if the policy applicable checkbox is checked.</p> <p><i>If the policy applicable checkbox is checked and if the amount has been exceeded, a user will have to enter additional comments in the transaction screen</i></p>		No
Receipt Policy Applicable?	<p>Check if receipt policy is applicable for the expense type</p> <p>This will enable a receipt policy limit for the expense type</p>	Checkbox	No
Receipt Policy Limit Amount	<p>Enter receipt policy amount.</p> <p>The application will enforce this amount only if the receipt policy applicable checkbox is checked.</p> <p><i>If the receipt policy applicable checkbox is checked and if the amount has been exceeded, a user will have to enter comments in the transaction screen, if receipt is not attached</i></p>		No
Mileage Expense Type	<p>Check if the expense type is Mileage Expense type</p> <p>If this box is checked, the particular expense type will be listed as mileage type expense and the application will insert the mileage amount from a user's profile</p>	Checkbox	No
Alternate Amount Label	<p>Enter the alternate label required for the amount label</p> <p>The admin can change the label of the amount field on the expense transaction screen</p>		No
Alternate Rate Label	<p>Enter the alternate label required for the rate label</p> <p>The admin can change the label of the rate field</p>		No
Enable Multiplier?	<p>Check if Enable Multiplier</p> <p>This is mainly related to Hotel Expense. If this field is enabled then it the Number Of Days field is visible on the expense transaction screen. This field can be used to capture the number of days over which the hotel expense was split – thus enabling to capture room rate per night.</p>	Checkbox	No
Disable GST\ VAT?	<p>Check if GST\ VAT is to be disabled</p> <p>If this is checked then the GST/VAT fields will not be displayed on the expense transaction screen. This should be checked for certain expense types like mileage</p>	Checkbox	No
Enable Attendee Tagging?	Check when need to tag the attendees to the Expense Type Meals.	Checkbox	No

	This field is visible when the Expense Type is selected as Meals.		
Enable Budget Tracking?	Check if need to maintain the Budget tracking	Radio button	No

Table 8

**Note:**

The example expense type is listed as mileage in description and the expense type GL code is 8530 per the accounting system. The policy has been enabled for this expense type and the policy amount is \$100. If a user submits a transaction for mileage expense type greater than \$100, then the application will mandate the user to enter additional comments explaining the reason for exceeding the policy.

Per the alternate labels defined below, when a user selects the Mileage expense type within a transaction, the amount field label will change to Distance and the Rate field will change to IRS Rate. The IRS Rate field will be pre-populated with the mileage rate as defined in the user's profile. The auto population of the mileage rate is only enabled when the Mileage Expense Type box is checked and it is typically used only for the mileage type expense.

**Edit Expense Type:** - The pencil icon is for editing the Expense Type

**Delete Expense Type:** - The Red X is to delete the Expense Type

**Bulk upload the Expense Type**

Using the Gorilla Integration app admin can bulk upload the Expense Types in the system. For more details on how to upload the Expense Types using the Integration app please [click here](#).

**Attendee Tagging**

Attendee feature lets the user track people who were part of a Meals Expense. It lets the user tag the Attendee's First Name, Last Name, Title, Organization, and Type (Client, Colleague, etc)

The Attendee(s) feature can be enabled while creating New / Editing the expense type with Expense Type Category Meals. Then enable the Enable Attendee Tagging and Detailed Attendee Tagging on expense type as shown in the figure below. If Enable Attendee Tagging is Enabled and Detail tagging is disabled (i.e. selected the Simple Textbox) then it shows the text box for the tagging the attendees on the Expense line.

Once the feature is enabled, the user can go to the Add New/Edit Expense screen, as the user selects Expense Type with category 'Meals' then he/she can see the Add/Edit attendee(s) link as shown in the Figure 18d.



**Expense Type Category** Meals

**Expense Type** Meals

**Expense Type Code** 1209

Policy Applicable? ☒

Policy Limit Amount 50.00

Receipt Policy Applicable? ☒

Receipt Policy Limit Amount 100.00

Mileage Expense Type? ☐

Alternate Amount Label

Alternate Rate Label

Enable Multiplier? ☒

Disable GST/VAT? ☒

Enable Budget Tracking? ☐

**Enable Attendee Tagging?** ☒

☐ Simple Textbox ☒ Detailed Attendee Tagging

Make field Mandatory? ☒

Enable Policy At Attendee Level ☒

**Save** **Back to List**

Figure 18c

**Add New Expense**

\* Fields in **bold** are required

**Expense Date** 9/1/2020

Entity Contoso

Customer --Select--

**Expense Type** Meals

Staff Member Joe Smith

Other Reference

**Expense Amount** 300.00

**Currency Type** US Dollar

**Currency Rate** 1

**Converted Amount** 300.00

**Pay Method** Cash

Merchant

Comment --Select--

Attendees [Add/Edit Attendee\(s\)](#)

Other Comments

Paid by Corporate Credit Card (Not Reimbursable) ☐

**Save**

Figure 18d

## Budget Tracking

Enabling the Budget Tracking for the expense type lets you define budgets for a defined calendar period. You can assign budgets to each expense type for each user or for each expense type at the system level (i.e. all users charging to that expense type share a common budget)

Click on the Enable Budget tracking checkbox, it will show you the fields for budgeting.

### Description of the Enable Budget Tracking Fields:

**Budget Amount:** This field specifies the budget associated with this particular expense type. The budget can be specified in foreign currency as well.

**Local Currency:** Currency selection is given as it defaulted to the system currency but the user can change as per requirement.

**Conversion Rate:** Defaulted to 1. This field is used when you want to track the budget in foreign currency.



**Converted Budget Amount:** Budget Amount field converted into Amount in the local currency specified in the local currency field. Unless you are specifying Budget Amount in a foreign currency.

**Budget Applicable:** Enter System or User value to indicate if the budget is applicable for this expense type across the entire system for all users combined or if the budget is applicable for this expense type for each individual user. Also, if that budget is for per user per month or per user per day. If you select the option PerUserPerMonth then you can set the monthly budget and if you select the option PerUserPerDay then you can set the daily budget.

**Budget Period Start Date:** The Budget will be applicable from the Start Date.

**Budget Period End Date:** The Budget will be applicable until the End Date.

Fill-up the required fields and click on the " Create" button to create the Expense Type with the Budgeting feature.

Hello, Admin GorillaExpense 

Home

Expense Reports

Analytics

Integration

Settings

Billing

Masters

Project Masters

HCP Masters

Timesheet Masters

Support

### Create Expense Type

\* Fields in **bold** are required

**Expense Type Category**

--Select--

**Expense Type**

**Expense Type Code**

Policy Applicable?

☐

Policy Limit Amount

0

Receipt Policy Applicable?

☐

Receipt Policy Limit Amount

0

Mileage Expense Type?

☐

Alternate Amount Label

Alternate Rate Label

Enable Multiplier?

☐

Disable GST\ VAT?

☐

Enable Budget Tracking?

☒

**Budget Amount**

0.00

**Local Currency**

US Dollar

**Conversion Rate**

1.0000000000

**Converted Budget Amount**

0.00

**Budget Applicable**

Select

**Budget Period Start Date**

**Budget Period End Date**

Create

Back to List

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Figure 18e

**Expense Type Category** CellPhone

**Expense Type** Cell Phone

**Expense Type Code** 20122

Policy Applicable? ☐

Policy Limit Amount 0.00

Receipt Policy Applicable? ☐

Receipt Policy Limit Amount 0.00

Mileage Expense Type? ☐

Alternate Amount Label

Alternate Rate Label

Enable Multiplier? ☐

Disable GST\ VAT? ☐

Enable Budget Tracking? ☒

**Budget Amount** 10000.00

**Local Currency** US Dollar

**Conversion Rate** 1.0000000

**Converted Budget Amount** 10000.00

**Budget Applicable** User

**Budget Period Start Date** 1/1/2021

**Budget Period End Date** 12/31/2021

[Create](#) [Back to List](#)

Figure 18f

Once you have created the expense type with the budget then the user will get the Remaining Budget link on Add / Edit Expense pop-up screen.

**Add New Expense**

\* Fields in **bold** are required

[Remaining Budget](#)

**Expense Date** 4/14/2021

**Company** Contoso

**Business Unit** Wealth

**Expense Type** Cell Phone

**Other Reference**

**Expense Amount** 50.00

**Currency Type** US Dollar

**Currency Rate** 1

**Converted Amount (USD)** 50.00

**Pay Method** Cash

Vendor MAC SHOPE

Comments

Other Comments --Select--

Paid by Corporate Credit Card (Not Reimbursable) ☐

[Save](#)

Figure 18g

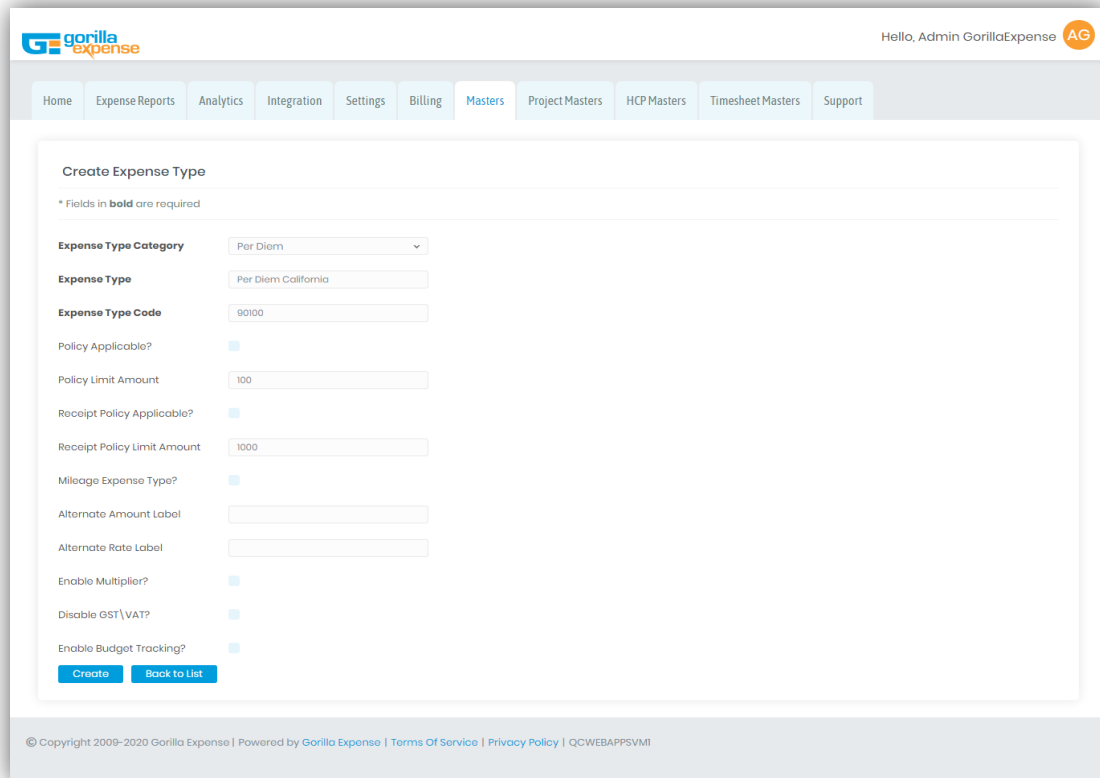
If you click on the Remaining Budget link then it will show you the remaining budget for the selected expense type as shown below.

The screenshot shows the 'Add New Expense' form in the Gorilla Expense Application. The form includes fields for Expense Date (4/14/2021), Company (Contoso), Business Unit (Wealth), Expense Type (Cell Phone), Expense Amount (50.00), Currency Type (US Dollar), Currency Rate (1), Converted Amount (USD) (50.00), Pay Method (Cash), Vendor (MAC SHOPE), and Comments. A modal window titled 'Remaining Budget' is open, displaying the message: 'Remaining Budget for Expense Type Cell Phone USD 9,950.00'. The modal also has a close button (X).

Figure 18h

## Per Diem

Per Diem feature is specific to certain companies who prefer to pay a lump sum amount to their employees for expenses incurred during official travel, this saves the employees the hassle of keeping track of expenses and simplifies the book keeping entries for the company. The per diem amount is fixed according to the city of visit and can vary for different cities. For this feature to work Admin needs to configure the expense category = Per Diem, this can be accessed from Masters -> expense types -> create link. In addition, the city – per diem rates need to be maintained, as shown in the [next section called City Master](#). Once these two things are done, upon selection of a Per Diem expense type, the city field on the expense transaction level will change to a dropdown field that will list all the various cities maintained in the City Master. Below figure-18h shows Per Diem California expense type created.



**Create Expense Type**

\* Fields in **bold** are required

**Expense Type Category** Per Diem

**Expense Type** Per Diem California

**Expense Type Code** 90100

Policy Applicable? ☐

Policy Limit Amount 100

Receipt Policy Applicable? ☐

Receipt Policy Limit Amount 1000

Mileage Expense Type? ☐

Alternate Amount Label

Alternate Rate Label

Enable Multiplier? ☐

Disable GST/VAT? ☐

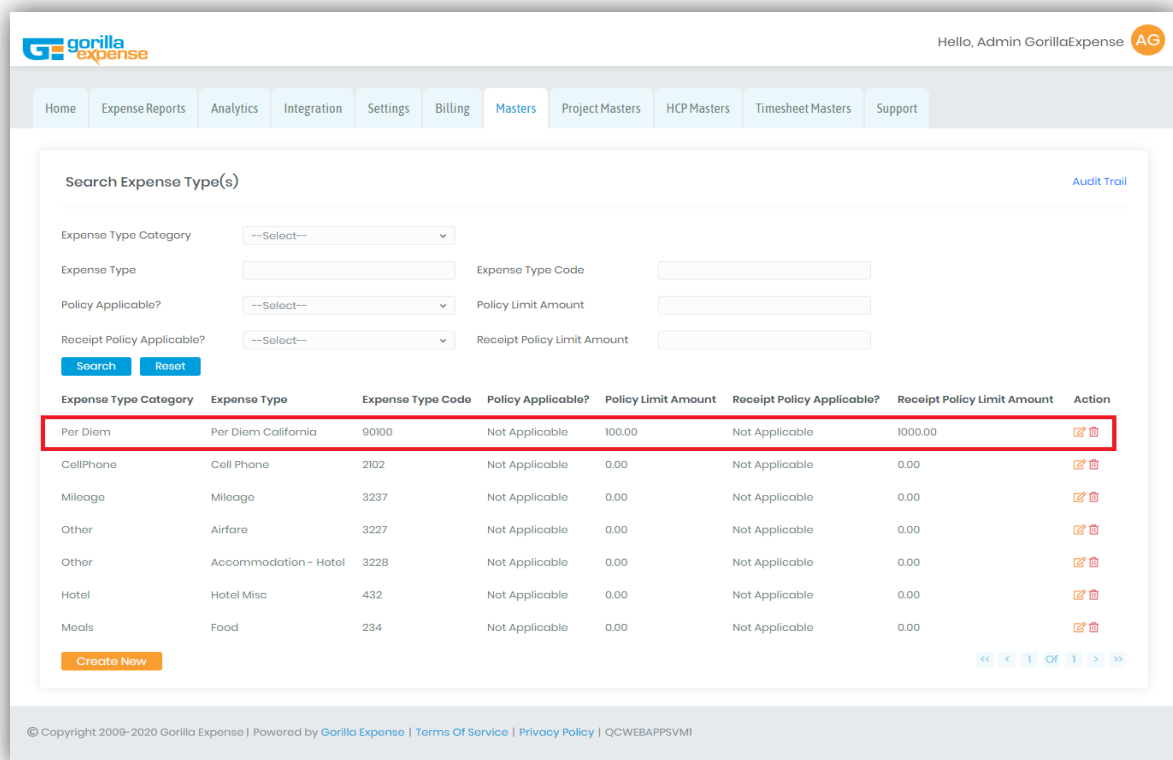
Enable Budget Tracking? ☐

[Create](#) [Back to List](#)

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Figure 18i

On successfully being created the expense type should be displayed in the expense type list. Below figure- 18j shows the Per Diem California expense type listed.



**Search Expense Type(s)** [Audit Trail](#)

Expense Type Category --Select--

Expense Type  Expense Type Code

Policy Applicable? --Select-- Policy Limit Amount

Receipt Policy Applicable? --Select-- Receipt Policy Limit Amount

[Search](#) [Reset](#)

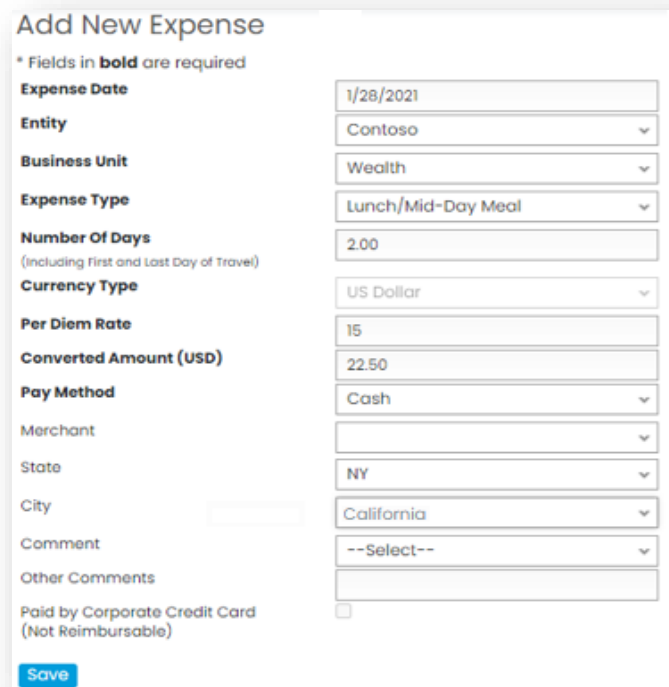
Expense Type Category	Expense Type	Expense Type Code	Policy Applicable?	Policy Limit Amount	Receipt Policy Applicable?	Receipt Policy Limit Amount	Action
Per Diem	Per Diem California	90100	Not Applicable	100.00	Not Applicable	1000.00	<a href="#">Edit</a> <a href="#">Delete</a>
CellPhone	Cell Phone	2102	Not Applicable	0.00	Not Applicable	0.00	<a href="#">Edit</a> <a href="#">Delete</a>
Mileage	Mileage	3237	Not Applicable	0.00	Not Applicable	0.00	<a href="#">Edit</a> <a href="#">Delete</a>
Other	Airfare	3227	Not Applicable	0.00	Not Applicable	0.00	<a href="#">Edit</a> <a href="#">Delete</a>
Other	Accommodation - Hotel	3228	Not Applicable	0.00	Not Applicable	0.00	<a href="#">Edit</a> <a href="#">Delete</a>
Hotel	Hotel Misc	432	Not Applicable	0.00	Not Applicable	0.00	<a href="#">Edit</a> <a href="#">Delete</a>
Meals	Food	234	Not Applicable	0.00	Not Applicable	0.00	<a href="#">Edit</a> <a href="#">Delete</a>

[Create New](#) << < 1 Of 1 > >>

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Figure 18j

Below figure 18k shows how the city field will be enabled as a dropdown at the transaction level



**Add New Expense**

\* Fields in **bold** are required

**Expense Date**: 1/28/2021

**Entity**: Contoso

**Business Unit**: Wealth

**Expense Type**: Lunch/Mid-Day Meal

**Number Of Days**: 2.00  
(Including First and Last Day of Travel)

**Currency Type**: US Dollar

**Per Diem Rate**: 15

**Converted Amount (USD)**: 22.50

**Pay Method**: Cash

**Merchant**:

**State**: NY

**City**: California

**Comment**: --Select--

**Other Comments**:

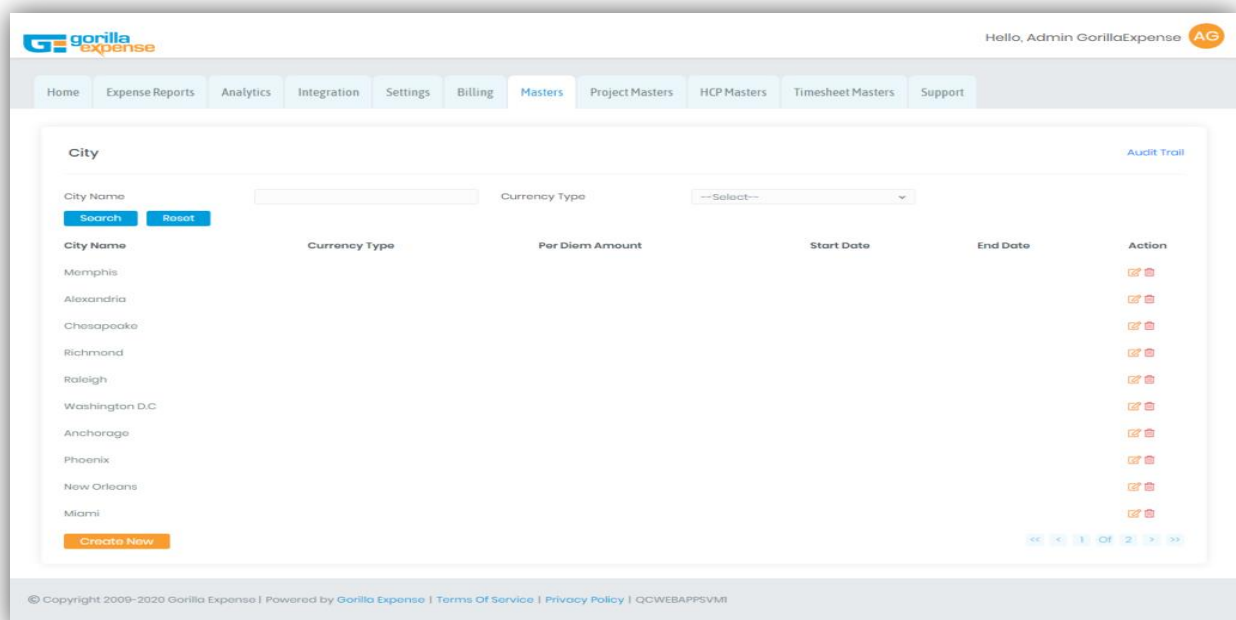
**Paid by Corporate Credit Card (Not Reimbursable)**: ☐

**Save**

Figure 18k

## City Master





















This feature helps in defining the per diem rates corresponding to cities. This can be done from Masters -> City -> Create New. Admin needs to update the city name, Currency Type and Per Diem Rate. See figure 18l for the list of cities with currency type and per diem amount, Figure 18m shows how a new city with city name, currency type and per diem rate is created.



**City**

City Name:  Currency Type: --Select--

**Search** **Reset**

City Name	Currency Type	Per Diem Amount	Start Date	End Date	Action
Memphis					 
Alexandria					 
Chesapeake					 
Richmond					 
Raleigh					 
Washington D.C.					 
Anchorage					 
Phoenix					 
New Orleans					 
Miami					 

**Create New**

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Figure 18l

**Create City**

\* Fields in **bold** are required

**City Name**

**Currency Type**

**Per Diem Rate**

**Start Date**

**End Date**

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Figure 18m

## GSA Per Diem

GSA Per Diem is a daily allowance given to the employees to cover their business trip expenses, based on the General Service Administration (GSA) Per Diem rates. Gorilla Expense now supports this feature. Based on the location selected by the user, we pull in the corresponding GSA rate from GSA's website in real-time. This way the customer only has to do a one-time configuration and no ongoing maintenance of GSA rates is required.

To use this feature, the admin needs to add the per diem expense types with respective expense categories. The per diem categories are:

- a. Per Diem MIE Total GSA
- b. Per Diem Breakfast GSA
- c. Per Diem Lunch GSA
- d. Per Diem Dinner GSA
- e. Per Diem Incidental GSA
- f. Per Diem Lodging GSA

For creating a new per diem expense type, select the required per diem category in the Expense Type Category field. For example, to add the expense type as Lunch/Mid-Day Meal need to select the respective per diem category which is Per Diem Lunch GSA. Then fill-up the required fields and click on the "Create" button to save the details.



**Create Expense Type**

\* Fields in **bold** are required

**Expense Type Category** Per Diem Lunch GSA

**Expense Type** Lunch/Mid-Day Meal

**Expense Type Code** 1263

Policy Applicable? ☐

Policy Limit Amount 0

Receipt Policy Applicable? ☐

Receipt Policy Limit Amount 0

Mileage Expense Type? ☐

Alternate Amount Label

Alternate Rate Label

Enable Multiplier? ☐

Disable GST\ VAT? ☐

Enable Budget Tracking? ☐

**Create** **Back to List**

Figure 18n

Once you have created the per diem expense type then while creating the New Expense then that time the per diem rate will get populated after selecting the per diem expense type, State, and the city.

**Add New Expense**

\* Fields in **bold** are required

**Expense Date** 1/28/2021

**Entity** Contoso

**Business Unit** Wealth

**Expense Type** Lunch/Mid-Day Meal

**Number Of Days** 2.00  
(Including First and Last Day of Travel)

**Currency Type** US Dollar

**Per Diem Rate** 15

**Converted Amount (USD)** 22.50

**Pay Method** Cash

Merchant

State NY

City Niagara Falls

Comment --Select--

Other Comments

Paid by Corporate Credit Card (Not Reimbursable) ☐

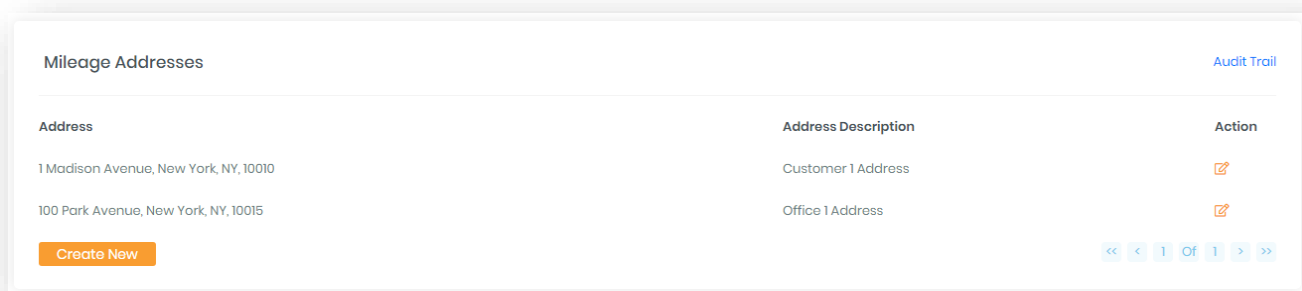
**Save**

The first and last calendar day of travel is calculated at 75 percent

Figure 18o

## Mileage Addresses

Mileage Address feature is specific to certain companies requiring special mileage restrictions for their employees within the USA. These restrictions limit the users to get reimbursed only for distance travelled between certain pre-defined addresses. This section will detail how you can create a list of pre-defined addresses and then the [Mileage addresses & distance mapping](#) will detail on how you can assign pre-defined distances between any two addresses. This section lists all the mileage address setup in the system. As seen in Figure 19 a/b



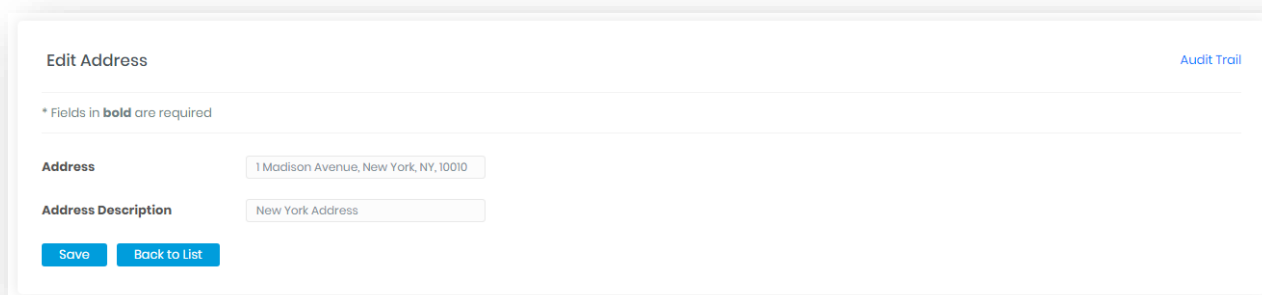
Mileage Addresses			<a href="#">Audit Trail</a>
Address	Address Description	Action	
1 Madison Avenue, New York, NY, 10010	Customer 1 Address		
100 Park Avenue, New York, NY, 10015	Office 1 Address		

[Create New](#) << < 1 Of 1 > >>

Figure 19a

### Create/Edit New Mileage address

When the Create/Edit button is clicked, the admin can make entries for various fields as detailed in table 9



**Edit Address** [Audit Trail](#)

\* Fields in **bold** are required

**Address**

**Address Description**

[Save](#) [Back to List](#)

Figure 19b

Field	Description	Validation	Mandatory
Address	Enter the Mileage Address,  This is the actual address. It has to be a valid address for Google Maps to work and the route to be drawn on the google maps	Alphanumeric  Length <=100	Yes
Address description	Enter the Mileage Address description	Alphanumeric-	Yes

	This is the description of the address	Length <=100	
--	--	--------------	--

Table 9

**Edit Mileage Address:** - The pencil icon is for editing the Mileage Address

**Delete Mileage Address:** - The Red X is to delete the Mileage Address

## Mileage Addresses & Distance Mapping

This section lists all the distance between various pairs of Mileage address. Refer figure 20a/b

From Address	To Address	Distance	Action
1 Madison Avenue, New York, NY, 10010	100 Park Avenue, New York, NY, 10015	25.00	
100 Park Avenue, New York, NY, 10015	1 Madison Avenue, New York, NY, 10010	24.90	

Create New

<< > 1 Of 1 > >>

Figure 20a

## Create New Mileage address mapping

When the Create New/Edit button is clicked, the admin can make entries for various fields as detailed in table 10

**Edit Address / Distance**

\* Fields in **bold** are required

**From Address**

**To Address**

**Distance**

Unit Of Travel ☒ Miles ☐ KMS

Figure 20b

Field	Description	Validation	Mandatory
From Address	Select the From Mileage Address This is the address from which the distance is to be		Yes

	calculated		
To Address	Select the To Mileage Address This is the address To which the distance is to be calculated		Yes
Distance	Enter the Distance This is the distance between From and To Mileage address	Numeric up to 2 decimal numbers Value > 0	Yes

Table 10

**Edit Mileage Address mapping:** - The pencil icon is for editing the Mileage Address

**Delete Mileage Address mapping:** - The Red X is to delete the Mileage Address

## Report Type

In this section, multiple report types can be setup in the application by the admin. These report types are seen in the user's account in the web application at the header level of a report. Depending on the Role Report Type Mapping setup in the user's profile (see Role Report Type Mapping below), all or only select report types will be available to the respective user. Figure 21 shows example report types.

Report Type				Audit Trail
Report Type	Sub-Report Type	Project Type	Action	
Project	NOCOSTALLOC	Non-Billable		
Corporate	COSTALLOCATION	Non-Billable		

Create New

<< < 1 Of 1 > >>

Figure 21

When the Create New button is clicked, the admin can associate attributes to the report type. In the Report Type field, the admin can provide a name for the report type. This is what the users will see when selecting from a list of report types.

In the Sub-Report Type field, the admin can choose an entry from a drop-down list. There are four options. They are:

- 1) **NOCOSTALLOC:** If this is selected, the report type will not include the cost allocation feature (for more information see COSTALLOCATION below)
- 2) **PREAPPROVAL:** If this is selected, the report type is defined as a pre-approval type report. In this report, the user typically submits trip related information and estimates for the trip before it has begun
- 3) **COSTALLOCATION:** If this is selected, the report type will include the cost center allocation feature. In the web application, when an expense report is created, the user will see a Cost Center Allocation button at the top right of the expense report, adjacent to the PDF Preview button. When it is clicked, the user will be presented with a pop-up screen where the user can choose to allocate a percentage of the transactions that belong to the expense report to different cost elements, Project Numbers, Departments etc. Figure 22 shows the allocation to different cost

centers for two transactions that are part of an expense report. The total allocation must equal 100%. If not, the application will provide an error.

- 4) The entries under the Company, Business Unit, Cost Accounting, Cost Accounting Value and Percentage fields can either be selected from a list that has been entered by the admin or the user can choose to type values within open text fields. Once the Save button is clicked, the expense report will show the Cost Allocation pie-chart icon at the transaction level as shown in Figure 23. When the pie-chart is clicked, a pop-up screen provides the key details.

Allocation Group: **Group 1** [Add New Group] [Remove Selected Group] [Save] [Done]

Date	Expense Type	Comment	Pay Method	Amount
5/12/2021	ADVERTISING EXPENSE		Cash	1022.00
5/12/2021	HOTEL		Cash	675.00

Cost Accounting Value	Percentage	Action
Cost Center - Wealth	50.00	✗
Cost Center - Digital	50.00	✗

--Select-- --Select-- --Select-- [0.00] [Add]

**Total: 100.00 %    Allocated: 100.00 %    Remaining: 0.00 %**

Figure 22

Expenses

[Remove Selected]

Violation	Action	Cost Alloc	Date	Entity	Sub Account	Expense Type	Receipt	Pay Method	Merchant	Currency	Amount / Distance	Rate	Total
<input type="checkbox"/>			5/12/2021	Contoso	Wealth	ADVERTISING EXPENSE	<a href="#">Add Receipt</a>	Cash		US Dollar	1,022.00	1.0	1,022.00
<input type="checkbox"/>			5/12/2021	Contoso	Wealth	HOTEL	<a href="#">Add Receipt</a>	Cash		US Dollar	675.00	1.0	675.00

**Total Reimbursable: USD 1,697.00**

**Remaining Cash Advance: USD 0.00**

[Validate To Submit] [Add Existing Expense] [Add New Expense]

Figure 23

- 5) HCP (Health Care Provider): If this is selected, the report type will include a HCP cost center allocation feature. This feature is typically only utilized by Pharmaceutical, Bio-Tech and Medical Device companies to comply with the Physicians Payment Sunshine Act that is part of the Affordable Care Act.

In the web application, when an expense report is created, the user will see an HCP Cost Center Allocation button at the top right of the expense report, adjacent to the PDF Preview button.

When it is clicked, the user will be presented with a pop-up screen where the user can choose to allocate a percentage of the transactions that belong to the expense report to different NPI (National Provider Identifier) numbers. Gorilla Expense integrates with a NPI database to provide the latest list of NPI numbers within the system.

- 6) The final field under Create Report Type is Project Type. Here the admin is presented with two options: Non-Billable and Billable. If the Billable option is selected the report type qualifies as a billable status. So any reports that are set to this report type are pushed to the ERP/Accounting system, transactions within these reports will be listed as billable status within the ERP/Accounting system if the feature exists in the ERP/Accounting system.

## Report Type Mapping

In this section, additional fields can be enabled or disabled at the header level and transaction level of an expense report for a certain report type. The setup can be done differently for different report types. The admin will first need to select a report type from the drop down. Once this is done, the admin can either setup the header level fields by clicking on the Header Details button or setup the transaction level fields by clicking on the Expense Details button. Figure 24 shows the first screen the admin will see in this section.

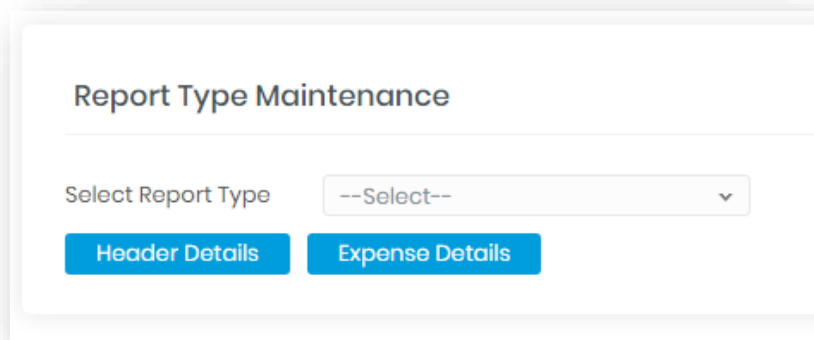


Figure 24

When the Header Details button for a particular selected Report Type is clicked, Figure 24 is seen. The main fields here are:

Job/Project Number: This field refers to job or project numbers defined in the system by the admin. ( See *Job/Project Number section below for more details*)

Class/Customer: This field refers to classes or customers defined in the system by the admin. (See *Class/Customer section below for more details*)

Ref/Invoice: This field allows the user to enter a reference or invoice number at the header level of the expense report. Depending on the integration requirements, entries in this field can be sent to select ERP/Accounting systems. (*Contact Gorilla Expense to discuss specific requirements*).

Cash Advance: This field allows the user to enter a cash advance value at the header level of the expense report. The same value will also be displayed at the bottom of the expense report, shown as Cash Advance, for reconciliation purposes.

Report Type : Corporate	Show Field?	Mandatory	Optional	Enforce Validation
Project	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	
Class	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	
Ref 1	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	
Cash Advance	<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Receipt	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	

[Audit Trail](#)

[Save](#) [Back to List](#)

Figure 25

The checkboxes in the 'Show Field?' column will enable these fields when checked or disable them when unchecked. As the name suggests, the Mandatory and Optional columns will make the fields mandatory or optional for the user to make entries; when the respective radio button is selected. If the field is made mandatory and the user does not make an entry, the application will provide an error message prompting the user to enter information.

The Enforce Validation column only applies to the Job/Project and Class/Customer fields and the checkbox will become visible when these fields are enabled. When the Enforce Validation is checked, the users will only be able to make a selection from a pre-defined list that has been setup by the admin in the respective sections.

If this is unchecked, the user will not only be able to select from a list of pre-defined entries but also add new entries if needed. These new entries are then registered in the system for future use.

When the Expense Details button is clicked, Figure 26 is seen. The main fields here are:

**Project Task:** This field allows the user to enter a project task value. The field allows for alphanumeric entries

**Other Co-Workers:** This field provides a list of other co-workers setup in the application. The list of co-workers is sorted alphabetically. The user can choose to select multiple co-workers from the list. The user can also add a new co-worker on the web and mobile applications.

**Other Comments:** This field allows the user to enter additional comments for a transaction.

Report Type : Corporate	Show Field?	Mandatory	Optional
Project Task	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
Other Co-Workers	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
Other Comments	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>

[Save](#) [Back to List](#)

Figure 26

The checkboxes shown next to the fields will enable these fields when checked or disable them when unchecked. As the name suggests, the Mandatory and Optional columns will make the fields mandatory or optional for the user to make entries; when the respective radio button is selected. If the field is made mandatory and the user does not make an entry, the application will provide an error message prompting the user to enter information.

## Role

In this section, multiple roles can be defined in the system. The function of a role is very similar to maintaining various 'workgroups' where different attributes can be assigned and invoked to these different groups.

The admin can then assign a role to an employee in his/her respective user's profile. Using this function, it is clear that different employees can be setup differently using these different roles. An example is provided below for more clarity. Figure 27 shows a sub-set of various roles setup in the example application.

Role	Role Code	Action
Project	2	
Corporate	1	
OT-Executive		

Figure 27

In this example, there are three roles defined – Corporate, Project and All. The Corporate role is defined as a standard role while the Project role has additional parameters setup. The All role includes both Corporate and Project. This will be apparent in Role Report Type Mapping (*see description of this section below*) where the All role has both Corporate and Project report types enabled. Employees whose user profiles have 'All' selected under the Role field will therefore have access to both Corporate and Project report types in the web application. Conversely, if the employee's user profile has either Corporate or Project roles selected, only the respective report type will be available to the user for selection.

Beyond the report type, the role function also allows the admin to setup additional fields within the expense at the transaction level. This is described in more detail under Role Expense Detail Mapping below.

**Edit Role:** - The pencil icon is for editing the Role

**Delete Role:** - The Red X is to delete the Role

## Role Expense Type Mapping (Optional)

In this section, various expense types that have been defined in the application (See Report Type & Role sections above) can be assigned to roles. Any user who is assigned to a specific role will only see the expense types associated with that role. If no expenses types are associated, then the user will see all expense types (which is also the default behavior)



Figure 28

### **Map Expense Types to Role**

When the Get Expense Type Details Button is clicked, the admin can select the Expense type to be mapped to the role selected

Figure 29

### ***Role Expense Type Detail Mapping***

In this section, additional fields can be enabled at the expense transaction level. The maximum number of fields that can be enabled is eight. These fields can be enabled differently for different roles that are setup in the application (See Role section above). These fields are shown in the application to the users/managers based on their roles and if the role they belong to have these fields enabled.

#### **Map Expense details to Role**

The available fields are shown on the list. To change the labels for these fields, see the [Configure Label](#) section below. The Enable checkbox column next to the field labels will enable or disable the fields. Similarly, by checking the Mandatory column checkbox the respective fields will be made mandatory for the user to enter data. If not checked, the field will be optional.

If the “Add to Amount” column is checked for a field, the value entered in that field will be added to the value entered in the Amount column.

Similarly, if “Multiply By Amount” is chosen from the dropdown, the value entered into this field, will always be multiplied by Amount field on the transaction screen. Pre-requisite to choose “Multiply By Amount” would be existence of at least one expense type that has “[Enable Multiplier](#)” flag checked.

The final column is Data Type, where the admin can choose from four options – Decimal, Text, Integer and Date. The data entered in the field can be set to one of these data types (This field is deprecated – going forward the first 4 fields in the list will always be decimal typically used as tax or tips related fields and the last 4 will always be text related to city, state, country and vendor)

Configuration Label	Enable?	Mandatory?	Field Operation
VAT1	<input type="checkbox"/>	<input type="checkbox"/>	None
VAT2	<input type="checkbox"/>	<input type="checkbox"/>	None
VAT3	<input type="checkbox"/>	<input type="checkbox"/>	None
VAT4	<input type="checkbox"/>	<input type="checkbox"/>	None
City	<input checked="" type="checkbox"/>	<input type="checkbox"/>	None
State	<input type="checkbox"/>	<input type="checkbox"/>	None
Country	<input type="checkbox"/>	<input type="checkbox"/>	None
Vendor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	None
Business Purpose	<input type="checkbox"/>	<input type="checkbox"/>	None
Co-Worker	<input type="checkbox"/>	<input type="checkbox"/>	None
Company	<input checked="" type="checkbox"/>	<input type="checkbox"/>	None
Business Unit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	None
Cost Center	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	None
Business Activity	<input type="checkbox"/>	<input type="checkbox"/>	None
Reference	<input type="checkbox"/>	<input type="checkbox"/>	None
Staff-Member	<input type="checkbox"/>	<input type="checkbox"/>	None
Approver	<input type="checkbox"/>	<input type="checkbox"/>	None
Other Reference	<input type="checkbox"/>	<input type="checkbox"/>	None
Job	<input type="checkbox"/>	<input type="checkbox"/>	None
Customer	<input type="checkbox"/>	<input type="checkbox"/>	None
Project	<input type="checkbox"/>	<input type="checkbox"/>	None
Billing Code	<input type="checkbox"/>	<input type="checkbox"/>	None

Save Back

Figure 30

### Role Report Type Mapping

In this section, various report types that have been defined in the application (See Report Type & Role sections above) can be assigned to roles. The report type assignment to a role can be single or multiple report types. As a typical example, let’s say a company has defined two report types - Corporate and Project. Now the company may create three different roles – Corporate, Project and All. In the Corporate role, the corporate report type is assigned. In the Project role, the Project report type is assigned. In the All role, the Corporate & Project report types are assigned. Now, when a user’s profile is assigned the All role, that particular user will have the choice of both Corporate and Project report types. Figures 31a and 31b illustrate the example.

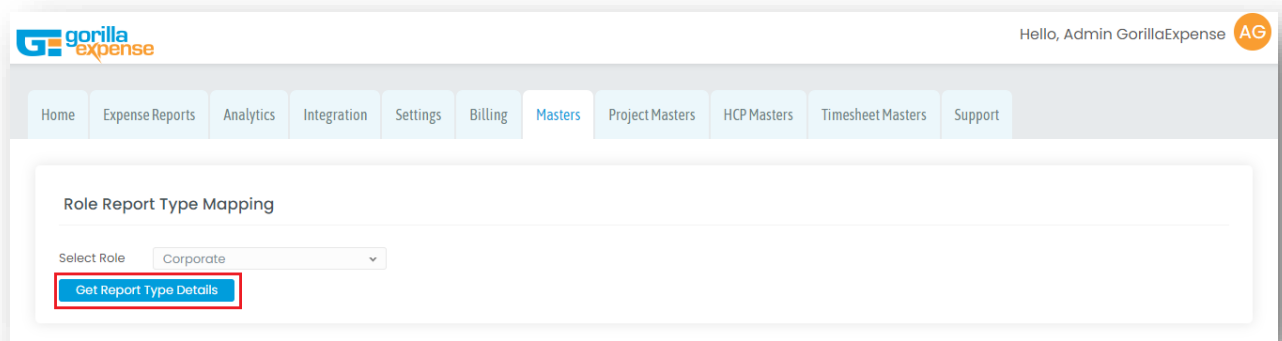


Figure 31a

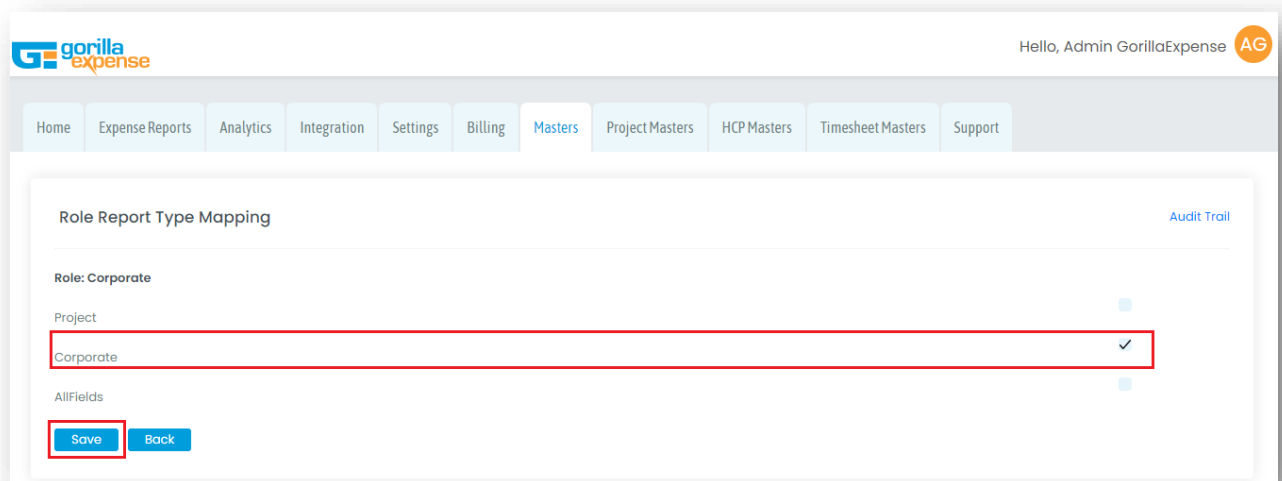


Figure 31b

## State

This section lists all the states available in the system. States can be tagged on each transaction and this field can be configured to be enabled or disabled to be optional or mandatory using the '[Role Expense Type Detail Mapping](#)'

The State master can also be alternatively used to mark a transaction Billable or non-Billable. In order to use the state master as Billable/non-billable, Gorilla Expense Team will setup the [configuration labels](#) and clean up existing states

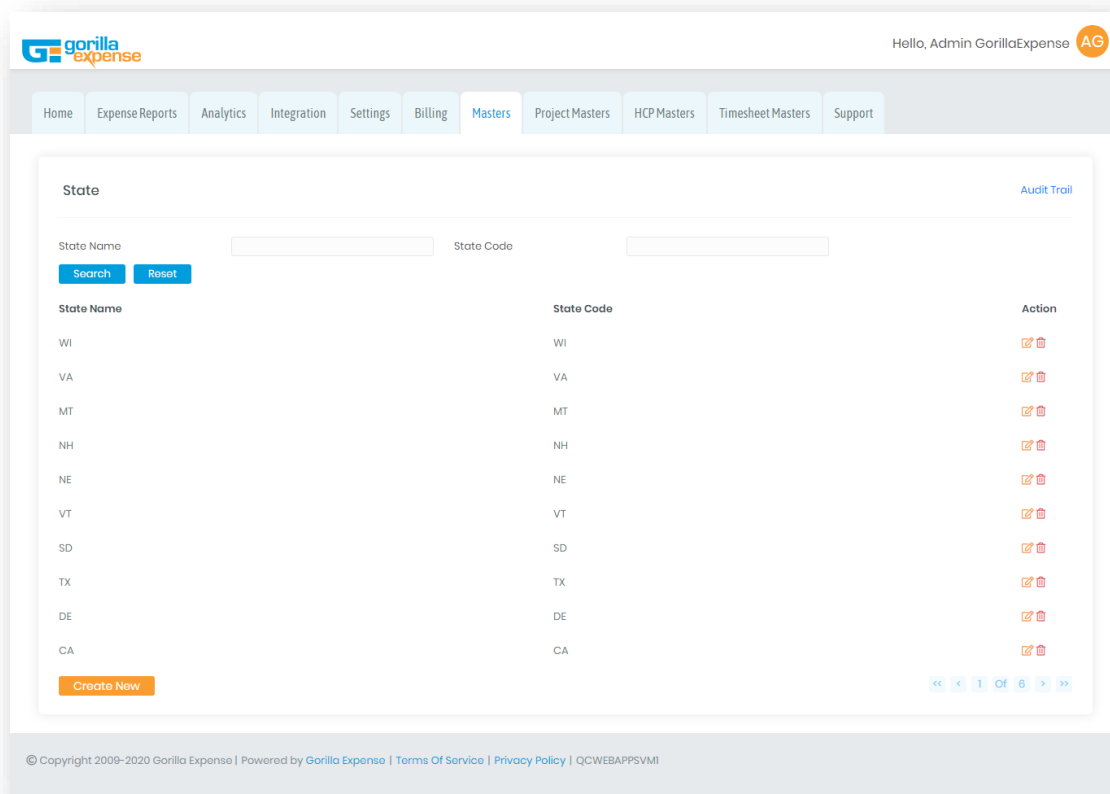


Figure 32a

## Create New State

When the Create New button is clicked, the admin can enter the details of the State

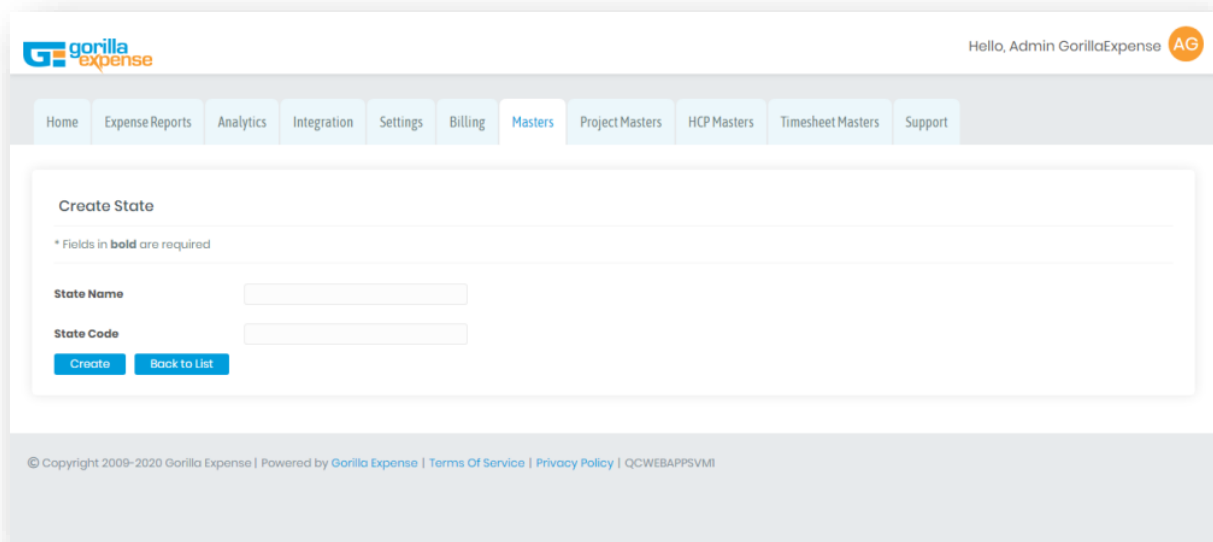


Figure 32b

Field	Description	Validation	Mandatory
State Name	Enter the name of the State  This is the name of the state	Alphanumeric  Length <=20	Yes
State Code	Enter the name of the State This is the typically 2 digit code of the state. The state code is usually mapped with the credit card import state field.	Alphanumeric  Length <=20	Yes

**Table 11****Note:**

1. State Name and State Codes cannot be repeated. If attempted, the application will provide an error noting that the entry already exists.

**Edit State:** - The pencil icon is for editing the state

**Delete State:** - The Red X is to delete the state

## Status

The status section is where the admin can include status levels and messages for the expense report submission and manager approval processes. Figure 33a shows the typical status levels followed by Table 4 which describes the statuses. Note that statuses are only applicable to the entire expense report and not for individual transactions. Figure 33b shows the details of the Manager Approved – Level 1, as an example, followed by descriptions of the various fields.

The screenshot displays the 'Status' management page in the Gorilla Expense Admin interface. The page features a navigation bar with various tabs, including 'Masters' which is currently selected. The main content area contains a table with the following data:

Status Id	Status	Action
1	Saved Not Submitted	[Edit] [Delete]
2	Submitted to Manager	[Edit] [Delete]
3	Approver Rejected	[Edit] [Delete]
4	Manager Approved - All Levels	[Edit] [Delete]
5	AP Rejected	[Edit] [Delete]
6	AP Approved	[Edit] [Delete]
7	Forwarded	[Edit] [Delete]
8	AP Paid	[Edit] [Delete]
9	Manager Approved - Level 2	[Edit] [Delete]
10	Manager Approved - Level 1	[Edit] [Delete]

At the bottom left of the table area is a 'Create New' button. At the bottom right, there are pagination controls showing '1 Of 1'.

**Figure 33a**

Field	Description
Saved Not Submitted	This is the status when an employee creates an expense report in the application
Submitted to Manager	This is the status when an expense report is submitted to the manager
Manager Rejected	This is the status when an expense report is rejected by a manager
Manager Approved Level– 1	This is the status when an expense report is approved by the 1 <sup>st</sup> level manager. Additional statuses such as Manager Approved – Level 2 and so on can be created if there is more than one manager in the system. <i>If there are additional levels of manager approvals setup in the system, additional statuses must be created and correctly applied. Otherwise, users and managers will receive errors in the application during expense report submission and approval</i>
AP Rejected	This is the status when AP rejects an expense report
AP Approved	This is the status when AP approves an expense report
Forwarded	This is the status when an expense report is forwarded to another manager
AP Paid	This is the status when AP has paid the employee per an expense report
AP Submitted	This is the status when AP has submitted the expense report to the Accounting system
Manager Approved – All Levels	This is the status when an expense report is approved by the final manager

Table 12

### Create Status

\* Fields in **bold** are required

Category

Status

Email Subject  
Expense Report Alert For **#FirstName** **#LastName**

Email Body  
Greetings, <br><br>Expense Report #ReportName for #FirstName #LastName in the amount of \$SubTotal has been updated. <br><br>Please visit the following link to review or approve the expense report - <a href="#ApplicationLink">#ApplicationLink</a><br><br>Regards, <br>Gorilla Expense

Next Approval Status

Next Rejection Status

Initial Status For Pre-Approval ☐

Initial Status ☐

Final Pre-Approval Status ☐

Final Status ☐

Figure 33b

### Category

Different statuses can be categorized to different user types depending on the next action to be taken with that report. In the example shown in Figure 19, the Manager Approved – Level 1 is categorized to Manager, since the next action is for the final manager to approve the report. Similarly, the Manager Rejected status is categorized as Employee because the next action in case of a rejection is for the employee to fix the report per the rejection comments. All the AP statuses shown in Figure 18 with the exception of AP Rejected are categorized to the Admin type user since the admin needs to take next action with the reports. The AP Rejected is categorized to Employee.

### Status

This field lists the name of the status

### Email Subject

This field is the subject line of the email sent to the users (employees and managers) when the status of a report is changed. *All statuses in the system have an email subject with the exception of the Saved Not Submitted status.*

### Email Body

This field is the body of the email sent to the users (employees and managers) when the status of a report is changed. The admin can tweak the content as needed.

### Next Approval Status

This field shows the next approval status following the current status. In this example, after the Manager Approval – Level 1 is complete, the report is sent to the next and final manager. When the final manager approves the report the status is changed to Manager Approved – All Levels as shown.

### Next Rejection Status

Similar to the previous paragraph, this field shows the next rejection status of the expense report following the current status. In this example, if the manager chooses to reject the report, it is sent back to the employee and the status is changed to Manager Rejected as shown.

### Initial Status for Pre-Approval

In the application certain report types can be defined as pre-approval, where the employee can submit a pre-approval report with trip related information and estimates for the trip before it has begun. If this field is checked, the application will assign the respective status as the initial status for pre-approval.

### Initial Status

This field assigns the initial state to the respective status, if the box is checked. This means the report is saved in the user's profile with no action taken on it yet. Looking at Figure 18, typically, the Saved Not Submitted status is assigned to initial status.

### Final Pre-Approval Status

In the application certain report types can be defined as pre-approval, where the employee can submit a pre-approval report with trip related information and estimates for the trip before it has begun. If this field is checked, the application will assign the respective status as the final status for pre-approval, thus closing the pre-approval report type from any further action. Only an admin type user can make changes, reject or modify statuses to a report that has the Final Pre-Approval Status

### Final Status

This field assigns the final state to the respective status, if the box is checked. This means the report is completed its course and is now available to be pushed to the ERP/Accounting system by the admin. Looking at Figure 18, typically, the Manager Approved – All Levels status is assigned to final status. Only an admin type user can make changes, reject or modify statuses to a report that has the Final Status.

### **Configure Label**

This feature is available under the Masters -> configuration label menu. In this section, the labels for various fields at the transaction level of an expense report can be configured to be unique. This includes the four fields from Role Expense Detail Mapping, besides City, State, Project Task and Other Comments. The labels can be changed to match the desired function of these fields.

Configuration Label	Configuration Label Value	Category
Misc Amount 1	VAT1	Expense
Misc Amount 2	VAT2	Expense
Misc Amount 3	VAT3	Expense
Misc Amount 4	VAT4	Expense
City	City	MiscFields
State	State	MiscFields
Country	Country	MiscFields
Vendor	Vendor	MiscFields
Business Purpose	Business Purpose	MiscFields
Co-Worker	Co-Worker	MiscFields
Other Comments	Other Details	Application
Comment	Details	Application
Project Task	Job	Project
Customer	Customer	Project
Project	Project	Project
Billing Code	Billing Code	Project
Company	Company	Dimensions
Business Unit	Business Unit	Dimensions
Cost Center	Cost Center	Dimensions
Business Activity	Business Activity	Dimensions
Reference	Reference	Dimensions
Staff-Member	Staff-Member	Dimensions
Approver	Approver	Dimensions
Other Reference	Other Reference	Dimensions

Save

Figure 34

An example is shown above where **four Misc Amount fields** are used to report different VATs; the **Project Task** field is labeled as **Job** and the Other Comments field is labeled as Other Comments. The labeled names are what the users of the application will see within their transactions.



## Pay Method

This feature is available under the Masters -> Pay Method menu. In this section, various pay methods can be setup in the application. Generally, pay methods fall into two categories – Cash and Corporate Card.

The cash pay method corresponds to reimbursable transactions (also commonly referred to as out-of-pocket), while the corporate card corresponds to non-reimbursable transactions. Multiple corporate card pay methods can be created if more than one corporate card is used.

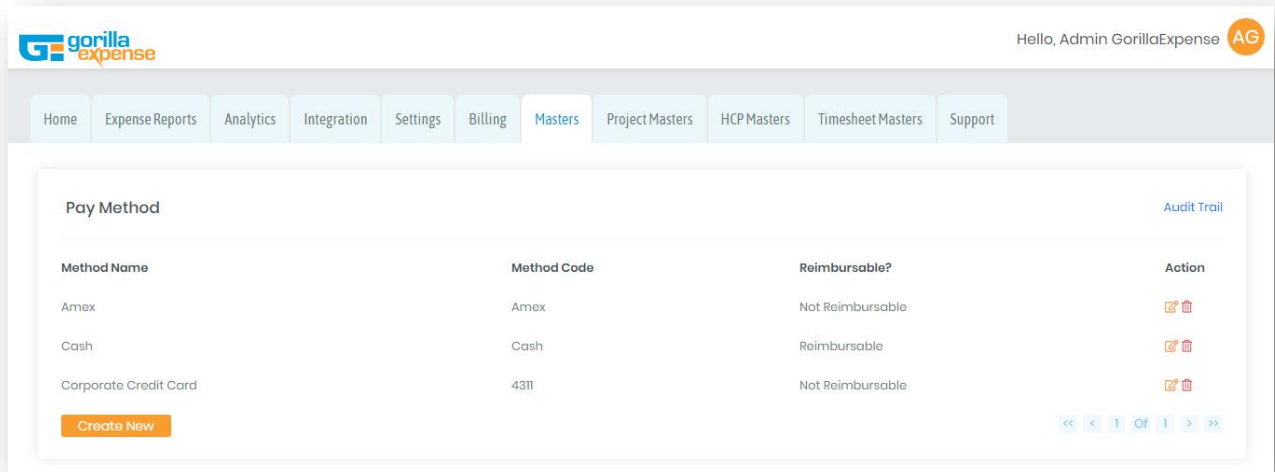


Figure 35

When the Create New button is clicked, the admin is presented with a screen to enter values. Figure 36a shows an example pay method created for a corporate card from American Express while Figure 36b shows an example pay method created for cash-based transaction.

The screenshot shows the 'Create Pay Method' form. It includes a title 'Create Pay Method' and a note '\* Fields in bold are required'. The form has four input fields: 'Pay Method Name' (with the value 'Amex'), 'Pay Method Code' (with the value 'AMEX'), 'Reimbursable?' (a checkbox), and 'Set As Default Method' (a checkbox). At the bottom of the form, there are two buttons: 'Create' and 'Back to List'.

**Create Pay Method**

\* Fields in **bold** are required

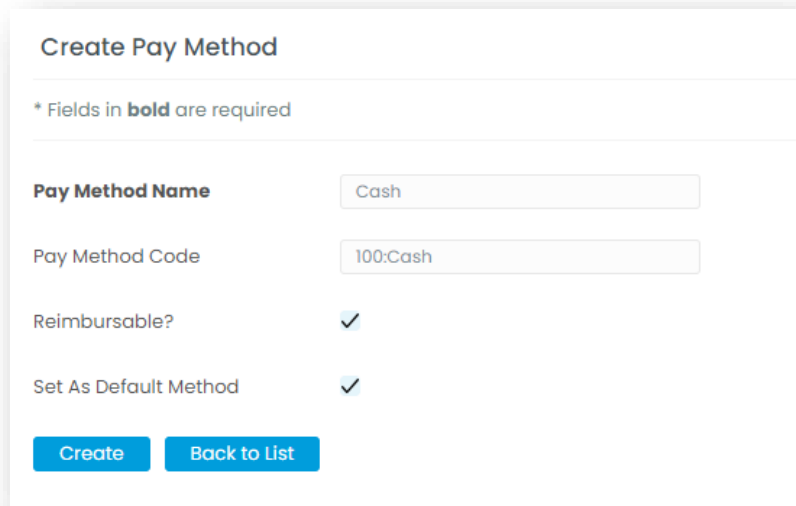
**Pay Method Name**

**Pay Method Code**

Reimbursable? ☐

Set As Default Method ☐

Figure 36a



**Create Pay Method**

\* Fields in **bold** are required

**Pay Method Name**

**Pay Method Code**

**Reimbursable?** ☒

**Set As Default Method** ☒

[Create](#) [Back to List](#)

Figure 36b

The Method Name entered will be visible to the user in the drop-down list under Pay Method within a transaction in the application

- The Method Code corresponds to the corresponding code for that pay method that is setup in the ERP/Accounting system. Typically for the cash type pay method this code defaults to the employee's ID/user code (no admin intervention is needed. The application defaults that automatically during integration)
- The Reimbursable checkbox establishes if the particular pay method is reimbursable. Typically for the cash type pay method, this is checked
- The Set As Default Method checkbox sets up the particular pay method as the default. Only one default can be setup at a time

## Vendor

This feature is available under the Masters -> vendor menu. In this section, a canned list of frequently used vendors is provided. From here, the admin may choose to create a new vendor, edit existing vendors or delete vendors as needed.

In the application, when the user starts typing the name of a vendor within a transaction, the application will 'pull' in vendors from here and provide them in a list to choose from that is sorted alphabetically. If the typed vendor does not exist in the list, the user can optionally add the vendor (*This feature has to be enabled or can be disabled if currently enabled*)

When the user adds a new vendor, it will be registered here for future use and will also be made available to all users using the system.

Vendor Name	Action
-	
1260 BAKE LLC	
1400 OCEAN DRIVE LLC	
1-800-FLOWERS	
360TRAININGDOTCOM INC	
5201 W CENTURY BLVD INC	
57TH RESTAURANT ASSOC LLC	
790 FRENCH LLC	
7-ELEVEN	
838 SUSHI	
AAA	
ABM ON SITE SERVICES WEST INC	
ABM ON-SITE SERVICES - WEST INC	
ABM PARKING SERVICES INC	
ABURIYA CORP	

Create New

Filter by Vendor Name

Submit

<< < 1 Of 43 > >>

Figure 37

### Bank Comment Mapping

This feature is available under the Masters ->Bank Comment Mapping menu. The Bank Comment Mapping section is relevant to customers importing AMEX or MasterCard or Visa credit card feed into the system. The section allows the administrator to auto-map expense type and vendor fields using description column in the feed. For example, if in the credit card feed, in the respective transaction description field you have a description that says “Hilton”, the admin can map it to expense type “Hotel” and vendor “Hilton”. Similarly, a keyword like Airlines can be mapped to Expense Type “Airfare”.

If the credit card feed provides a category column, the admin can map broader category to an expense type. For example, category of “Accommodation” can be mapped to Expense Type “Lodging” Or “Hotel”. This way fewer mapping entries will have to be maintained by the admin.

Similarly, if the credit card feed provided Vendor details, we can map this information to auto-create vendor if it does not already exist. To enable this feature, you may leave the vendor field empty during the mapping and contact Gorilla Expense Team. The downside to this would be that the system will create vendors as they appear in the credit card feed.

Figure 39 a/b shows the screens relevant to Bank Comment Mapping

Comment/Keyword	Expense Type	Vendor	Action
Airfare	Airfare	AIR BERLIN PLC & CO. LUFTVERKEHRS KG	
cbcb	Food	HORNES RESTAURANT	

[Create New](#)

Filter by Comment/Keyword 
[Submit](#)

[Audit Trail](#)

Figure 38

## Create New Bank Comment

When the Create New button is clicked, the admin is presented with a screen to enter values. Figure 39 shows an example bank comment mapping created for expense type “Computer software, licenses & maintenance” for vendor “Walmart”.

**Create Bank Comment Mapping**

\* Fields in **bold** are required

**Comment/Keyword**

**Expense Type** ---Select---

**Vendor** --Select--

[Create](#) [Back to List](#)

Figure 39

Field	Description	Validation	Mandatory
Comments	Enter the comments of the Vendor	Alphanumeric, with special characters	Yes
Expense type	Select the expense type		Yes
Vendor name	Select the vendor name		Yes

Table 15

## Tax Rate

This feature is available under the Masters -> Tax Rate menu for user type as admin.

This feature is relevant to customers who are looking to auto calculate and pre-populate tax rates for specific states or mapped to specific expense types. By doing this it eliminates the users from calculating and entering the taxes in the respective field which can be enabled as a mandatory field, when the

organization wishes to track the various taxes for state or federal reimbursements. From the user's perspective it makes it easier because the taxes are auto calculated and prepopulated in the respective fields and saves them time and effort in calculations. From the admins perspective they are in total control of the tax rate and changes to it if required.

The Tax Rate screen lists the Tax Rate Data that have been set up in the system. These tax rate data are mapped to the states and can be mapped to specific expense types, which is optional. When the tax rate data is not mapped to any specific expense type then it will be applicable for all the expenses when that particular state is selected for the corresponding valid time period for e.g. in Figure 40 below, tax rate data for BC will be applicable when any expense type is selected with BC as the selected state. The configured data on tax rate for state, expense type, time period etc. will be auto calculated and populated on the transaction screens, using the transaction amount as the basis for the calculation. This will also be displayed on the edit expense transaction screen, on all add new transaction screen (available on Create expense report screen as well as Expense Reports-> Transaction screen).

The admin can enable/disable up to 4 tax rates. For these tax rates to be visible on the expense transaction screen they should be enabled from the role expense detail mapping. Even if all 4 tax rate fields are enabled, it is not necessary to enable auto-tax rate calculations on all 4 tax fields. This can be configured by checking the check box next to each tax rate file (as shown in Figure 40b). The tax rates defined are time bound and have a valid from and a valid to date. Tax rates can be defined in the system using the [Create New](#) action link. The initial screen, as shown in the below figure (40) lists the tax rate data available in the system.

The screenshot shows the 'Masters' section of the Gorilla Expense application. The 'Search Tax Rate Data(s)' section has filters for 'Expense Type' (set to '--Select--'), 'States' (set to '--Select--'), 'Valid From', and 'Valid To'. There are 'Search' and 'Reset' buttons. Below the filters is a table with the following data:

Expense Type	States	GST Rate	PST Rate	HST Rate	REP Rate	Action
Cell Phone	BC	0.0500000	0.0700000	0.0000000	0.0000000	[Pencil icon] [Red X icon]

At the bottom left is a 'Create New' button. At the bottom right are pagination controls: '<< < 1 of 1 > >>'.

Figure 40

**Edit Tax Rate Data:** - The pencil icon is for editing Tax Rate Data.

**Delete Tax Rate Data:** - The Red X is to delete the Tax Rate Data.



### Search button

Tax Rate Data(s) already existing in the system can be searched with the "Expense Type", "State", "Valid From" or "Valid to" dates using the **search button**. Below screen (Fig 40a) shows the search process of Tax Rate Data(s).

Search Tax Rate Data(s) Audit Trail

Expense Type:  States:

Valid From:  Valid To:

Expense Type	States	GST Rate	PST Rate	HST Rate	REP Rate	Action
Cell Phone	BC	0.0500000	0.0700000	0.0000000	0.0000000	 

<< < 1 Of 1 > >>

Figure 40a

## Create New

When the Create New button is clicked, the admin is presented with a screen to enter values. Figure (40b) shows an example tax rate created for an expense type “Cell Phone” mapped to state “QC”.

Create Tax Rate

\* Fields in **bold** are required

Expense Type:

**States**:

**GST Rate**:

**PST Rate**:

**HST Rate**:

**REP Rate**:

Enable GST Rate: ☒ GST GL Code:

Enable PST Rate: ☒ PST GL Code:

Enable HST Rate: ☐

Enable REP Rate: ☐

**Valid From**:

**Valid To**:

Figure 40b

Figure 40c shows the auto calculation and auto population of tax data for state “BC” and expense type “Cell Phone” and added to the transaction amount.

**Add New Expense**

\* Fields in **bold** are required

**Remaining Budget**

**Expense Date** 8/12/2020

Company Contoso

Business Unit Wealth

**Cost Center** Administration

**Expense Type** Cell Phone

**Expense Amount** 125.00

GST 0.08

PST 0.08

HST 0.00

REP 0.00

**Currency Type** US Dollar

**Currency Rate** 1

**Converted Amount** 125.15

**Pay Method** Cash

Vendor MAC SHOE

**States** BC

Details

Other Details ---Select---

Paid by Corporate Credit Card (Not Reimbursable) ☐

**Save**

**Add Receipt**

No Receipt Attached

Figure 40c

## Violation

This feature is available under Masters -> Violation menu. The Violation functionality is not enabled by default, admin needs to raise a specific request with Gorilla Expense to turn the feature on. When the settings for this feature is successfully enabled, the following menus will be activated and visible under the Master menu

- Violation
- Expense Type Violation Mapping (Optional)

This feature is relevant to customers who are looking to provide specific violation reasons to be chosen by the user. By doing this it eliminates the users from entering irrelevant reasons/data in the "Other Details" field which is a mandatory field, when a violation occurs. From the user's perspective it makes it easier for them to choose from predefined messages provided in a drop down rather than constructing one. The additional advantage of this feature is that it helps the admin create granular reports with respect to the violation reasons and provides an insight of possible leakages that can be tracked and plugged periodically. Also, this will help in bringing about a standardization of the violation reasons and make it easier for the Admin to track violations periodically system wide.

The Violation feature lists the violation reasons that have been set up in the application. When these violations are mapped to expenses (refer [Expense Type Violation Mapping](#) section for details) the violation reasons pertaining to the specific expense will be available to the users in a drop down on the "Other Details" field in the create/edit expense transaction screen. There are two categories of violations maintained in the system "Expense" and "Receipts", admins need to provide specific violation reasons to each of this category in the [Create New](#) action link. The initial screen, as shown in below figure shows a list of violation category with their violation reasons.

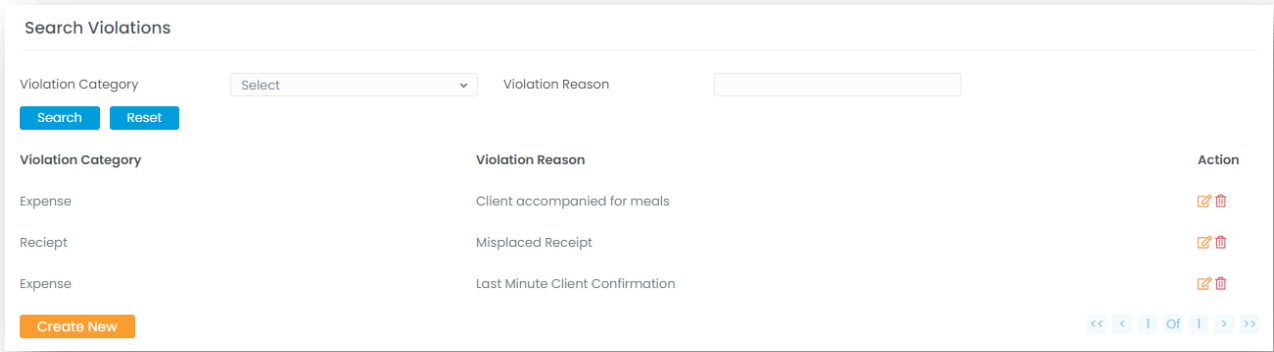


Figure 41

**Edit Violation:** - The pencil icon is for editing violation  
**Delete Violation:** - The Red X is to delete the violation

Search button

Violations already existing in the system can be searched with the violation category and violation reason using the **search button**. Below screen (Fig 42) shows the search process of violations

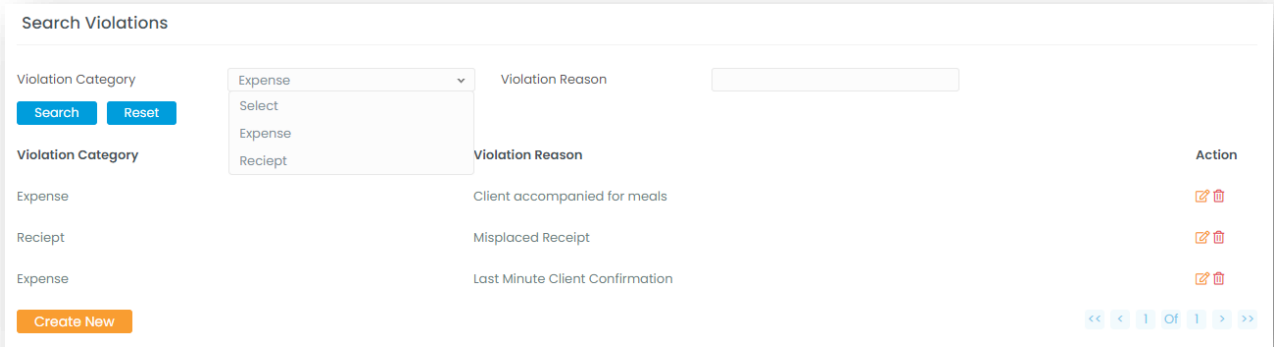


Figure 42

Create New

When the Create New button is clicked, the admin is presented with a screen to enter values. Figure 43a shows an example violation created for an expense while Figure 43b shows an example of violation created for a receipt.

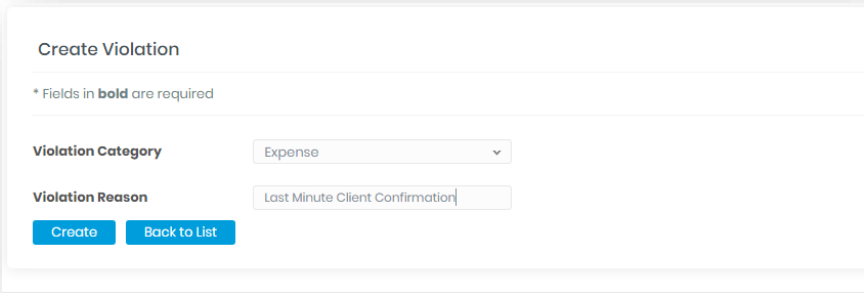


Figure 43a



**Create Violation**

\* Fields in **bold** are required

**Violation Category**

**Violation Reason**

Figure 43b

### Expense Type Violation Mapping

(Optional) This feature helps in mapping the relevant expense policy violation reasons to corresponding expense types. This is not a mandatory thing to do - if this mapping is not mapped, by default, the list of all violation reasons will be available for every expense type.

From the “Expense Type” dropdown select the desired expense type for which the violation reason(s) need to be assigned. Then select violation reasons from left list box and use button “>>” to put the selected violation reasons under assigned violation reasons list box and click save button as shown in below figure. On clicking save the assigned violation reason will tie up to the selected expense type.

**Expense Type Violation Mapping**

**Expense Type**

**Unassigned Violation Reasons**

- Last Minute Client Confirmation
- Misplaced Receipt

**Assigned Violation Reasons**

- Client accompanied for meals

Figure 44

The violation reasons would be visible to the user on the transactions screen in the “Other Details” as a drop down these reasons are totally customized according to the expense type and would vary according

to individual company processes, these violation reasons will be maintained in the violation master and they can be mapped individually to expense types.

Figure 44

## Project Masters

The Project Masters button when clicked expands into multiple fields. This is where various parameters specific to various projects are defined and stored within the application. During initial setup of the application, Gorilla Expense will setup certain parameters per the requirements of the customer.

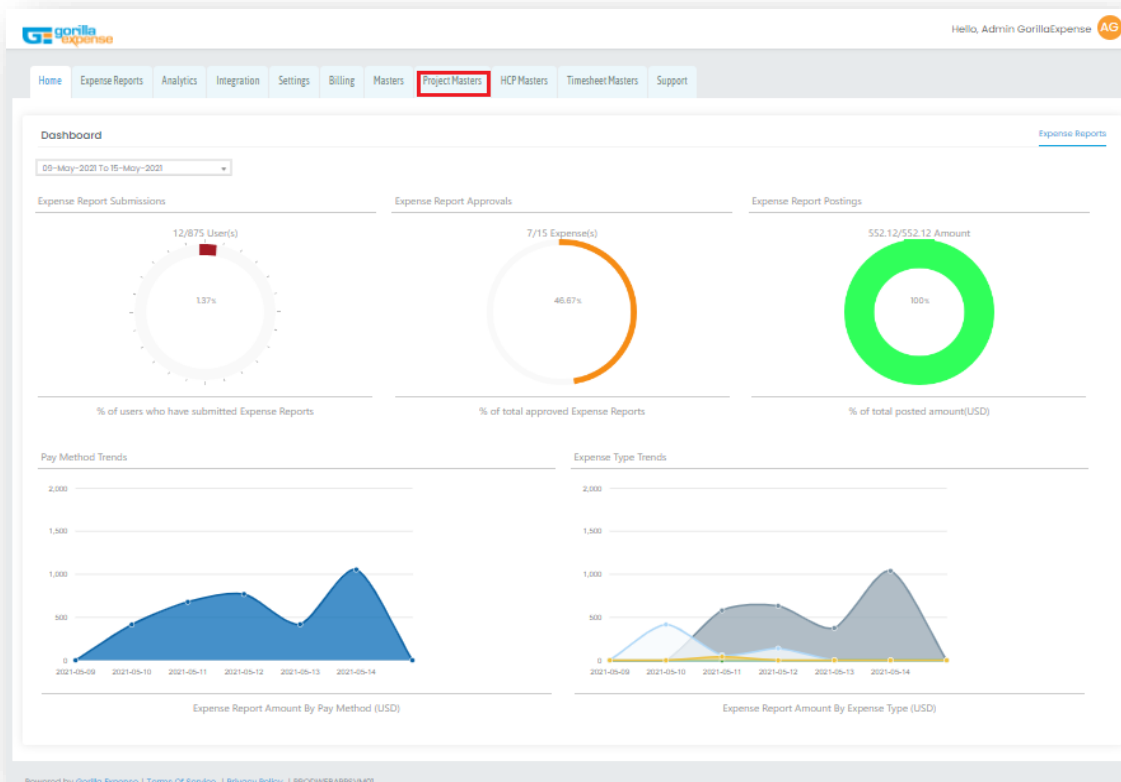


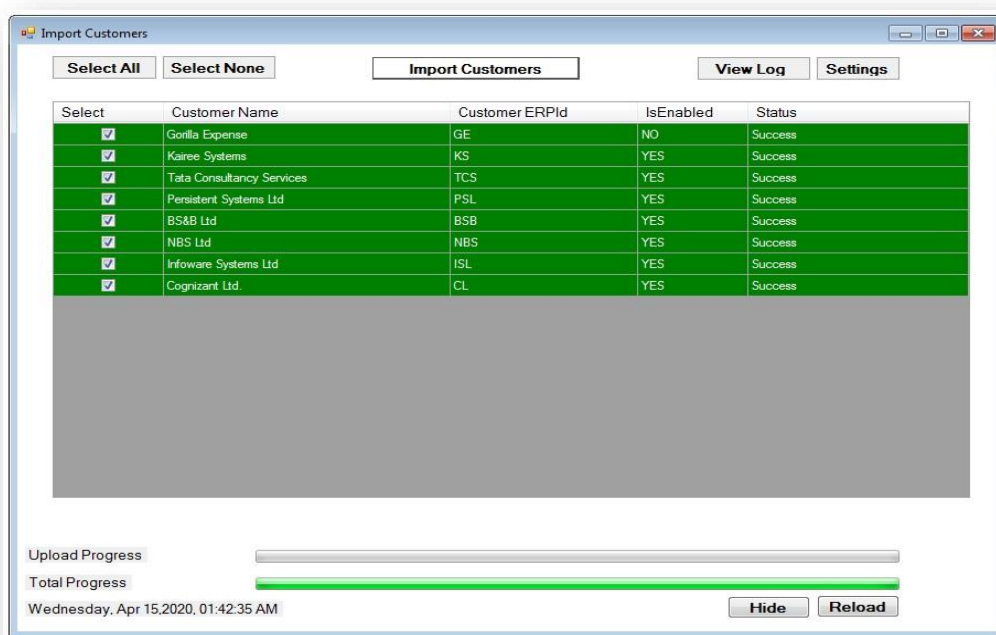
Figure 45

## Customer

Using this function, the admin can 'upload' customer data for all available projects. Following are the mechanics to uploading the Customer Data - During setup, Gorilla Expense will provide an Import Customer template document. This is an Excel file with a standard format for listing all the Customers and their details. Below figure shows an example of a filled Import Customers template.

Customer Name	Customer ERPId	IsEnabled
Gorilla Expense	GE	NO
Kairee Systems	KS	YES
Tata Consultancy Services	TCS	YES
Persistent Systems Ltd	PSL	YES
BS&B Ltd	BSB	YES
NBS Ltd	NBS	YES
Infoware Systems Ltd	ISL	YES
Cognizant Ltd.	CL	YES

Once this document is filled, the admin will need to use the Gorilla Expense Integration Manager utility to upload the values contained in this document. After logging into the Integration Manager, go to File - > Import Master Data -> Import Customers. Here, select settings menu and browse for the file to be imported from the local drive using the Browse option. Select done when the file is selected. Select Reload this should populate all the data in the excel sheet, user can select all the records to be imported by choosing the "Select All" option or can manually select each record to be imported. After selecting the records to be imported User selects the "Import Customer(s)" button on successful import the records turn green else in case of unsuccessful import the record turns orange and on hovering the incomplete record the reason for failure is displayed else user can choose the "View log" option to ascertain the reason for import failure.



After successfully importing Customers, user should login to gorilla expense manager and Go to Project Masters -> Customer and check if the imported Customer(s) is/are displayed

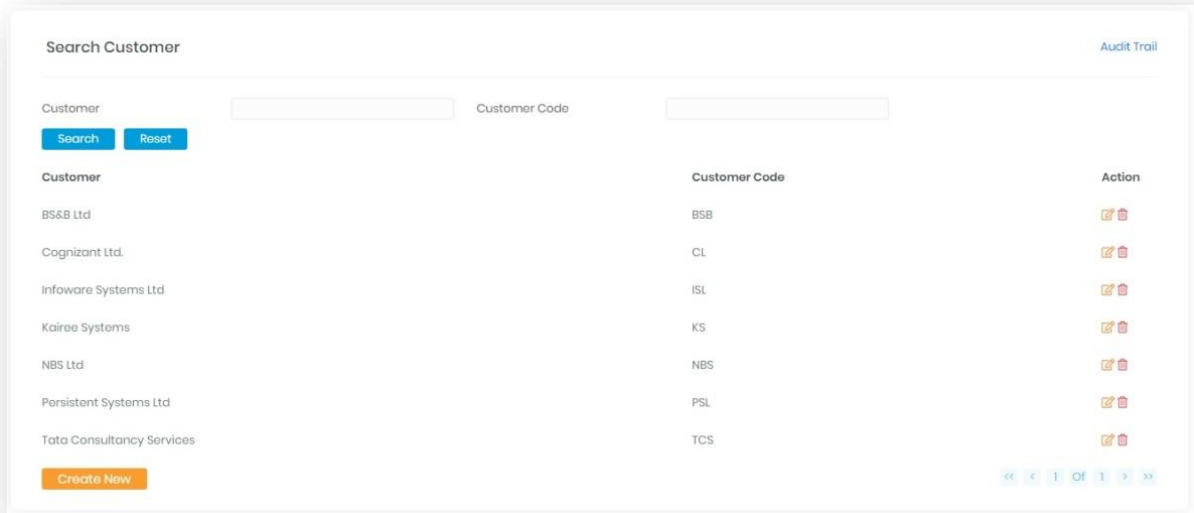


Figure 46

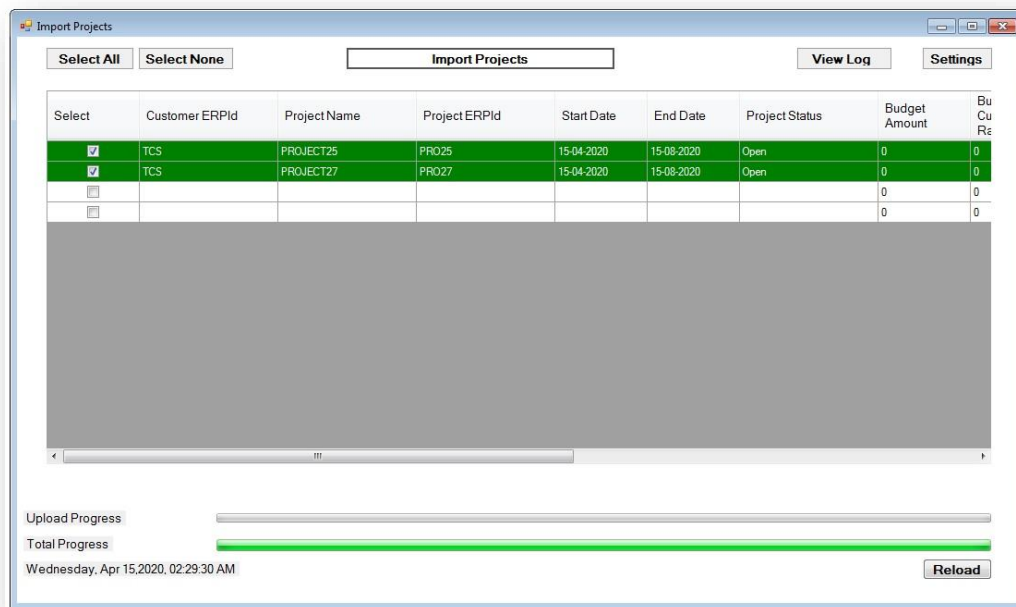
## Project

Using this function, the admin can 'upload' project data for all available projects. Following are the mechanics to uploading the Project Data. During setup, Gorilla Expense will provide an Import Projects template document. This is an Excel file with a standard format for listing all the Projects and their details. Below figure shows an example of a filled Import Projects template.

Customer ERPId	Project Name	Project ERPId	Start Date	End Date	Project Status
TCS	Project1	PRO1	1/1/2015	12/31/2015	Open
TCS	Project2	PRO2	1/1/2015	12/31/2015	Open
KS	Project3	PRO3	1/1/2015	12/31/2015	Closed
KS	Project4	PRO4	1/1/2015	12/31/2015	Inactive

Once this document is filled, the admin will need to use the Gorilla Expense Integration Manager utility to upload the values contained in this document. After logging into the Integration Manager, go to File - > Import Master Data -> Import Projects. Here, select settings menu and browse for the file to be imported from the local drive using the Browse option. Select done when the file is selected.

Select Reload this should populate all the data in the excel sheet, user can select all the records to be imported by choosing the "Select All" option or can manually select each record to be imported. After selecting the records to be imported User selects the "Import Project(s)" button. On successful import the records turn green else in case of unsuccessful import the record turns orange and on hovering the incomplete record the reason for failure is displayed else user can choose the "View log" option to ascertain the reason for import failure.



After successfully importing Projects, user should login to gorilla expense manager and Go to Project Masters -> Project and check if the imported Project(s) is/are displayed

**Edit Project** [Audit Trail](#)

\* Fields in **bold** are required

Customer:

**Project**:

**Project Code**:

Start Date:

End Date:

**Status**:

MiscField1:

MiscField2:

Figure 47

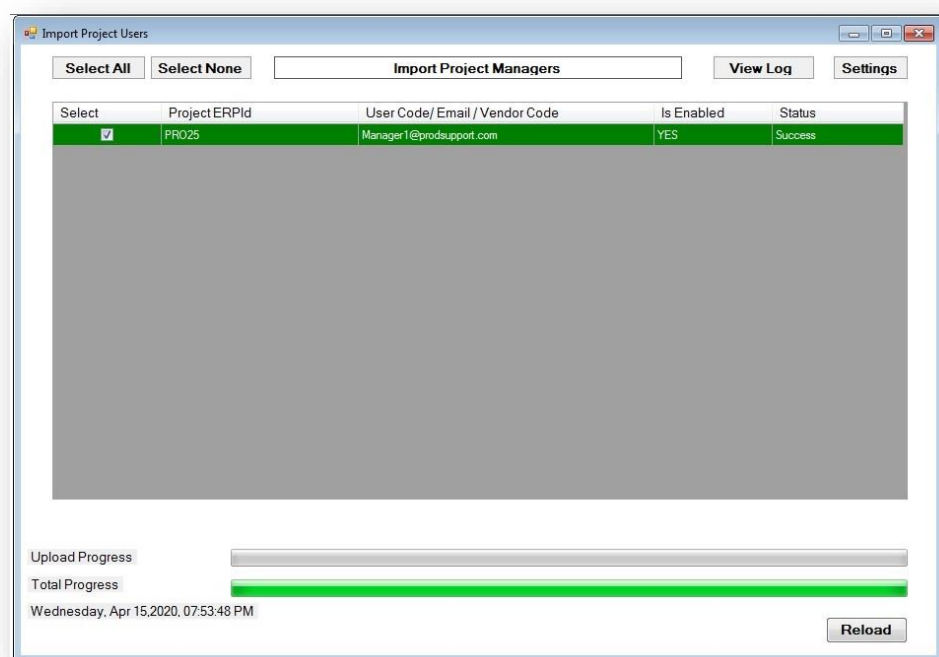
### Project Manager Mapping

Using this function, the admin can 'upload' Project Managers data for all available projects. Following are the mechanics to uploading the Project Managers Data - During setup, Gorilla Expense will provide an Import Project Manager Template document. This is an Excel file with a standard format for listing all the Project Manager. Below figure shows an example of a filled Import Project Managers template.

Project ERPIId	UserCode/Email/ Vendor Code	IsEnabled
90000	1235	YES
90501	3245	YES
90505	1234	YES

Once this document is filled, the admin will need to use the Gorilla Expense Integration Manager utility to upload the values contained in this document. After logging into the Integration Manager, go to File - > Import Master Data -> Import Project Managers. Here, select settings menu and browse for the file to be imported from the local drive using the Browse option. Once the file is selected, click done. Click Reload this should populate all the data in the excel sheet, user can select all the records to be imported by choosing the "Select All" option or can manually select each record to be imported.

After selecting the records to be imported User selects the "Import Project Manager(s)" button on successful import the records turn green else in case of unsuccessful import the record turns orange and on hovering the incomplete record the reason for failure is displayed else user can choose the "View log" option to ascertain the reason for import failure.



After successfully importing Project Managers user should login to gorilla expense manager and Go to Project Masters -> Project Manager Mapping and check if the imported Project Manager(s) is/are displayed

## Project - Manager Mapping and Manager - Project Mapping Option

This feature helps in mapping individual Managers to projects or vice versa. Earlier the feature available was used for project manager mapping where admin would select the project and assign manager to that project, the drawback was that if the Admin had to assign a single manager to multiple projects then it

was a tiresome job to select each project and assign the manager to it. With this feature at one go the admin can map multiple managers to multiple projects in a single screen

**Project Manager Mapping**

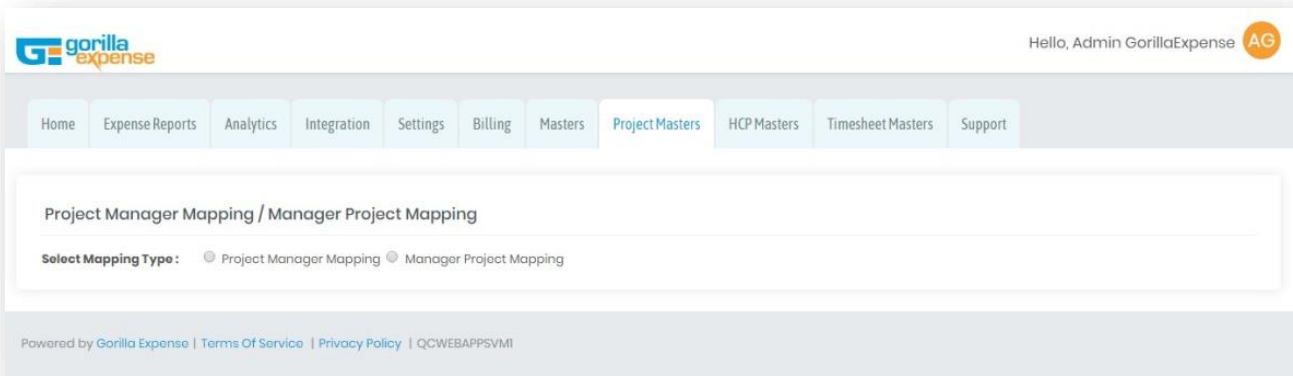


Figure 48

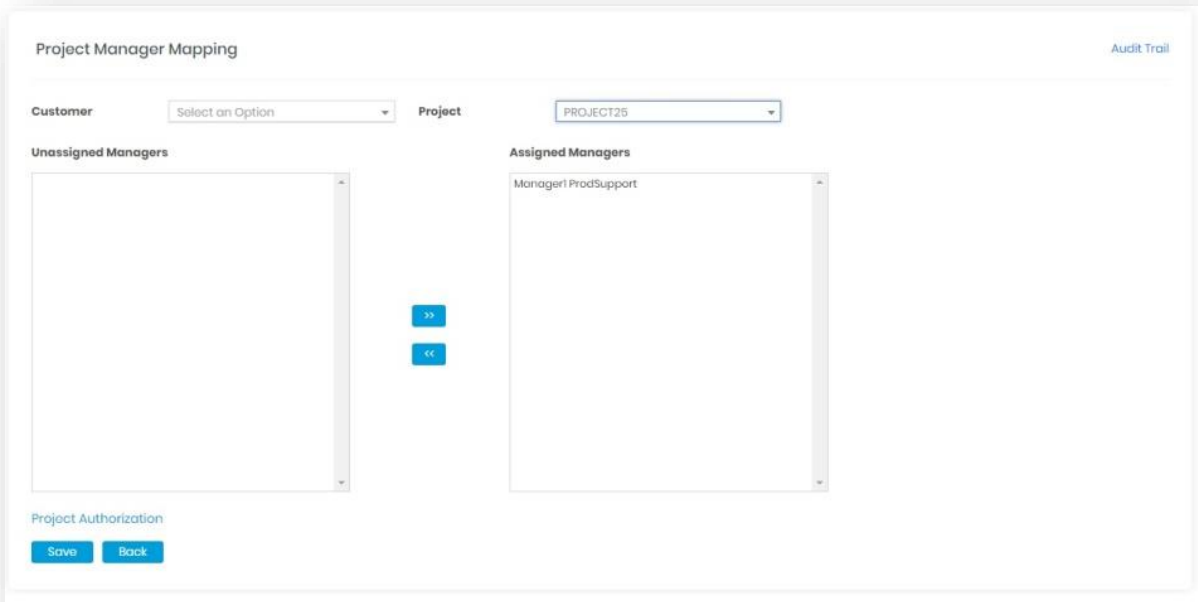


Figure 49

## Manager Project Mapping

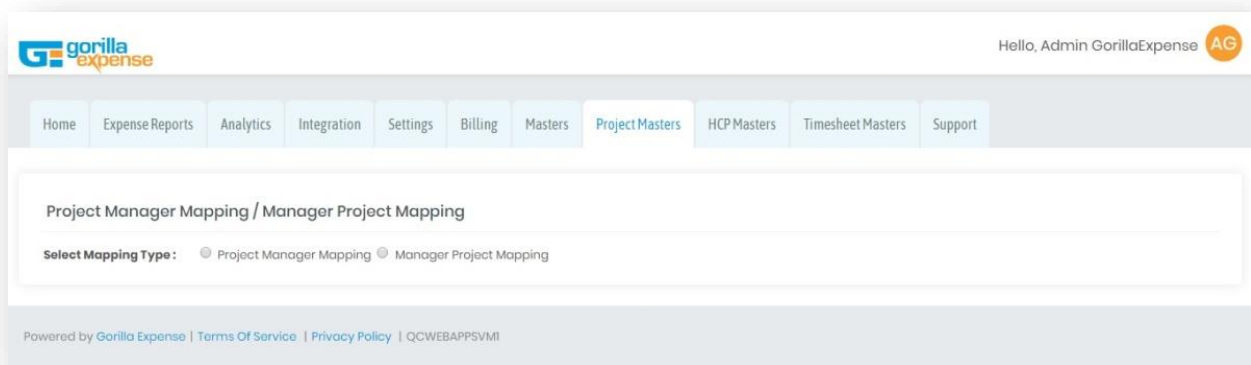


Figure 50

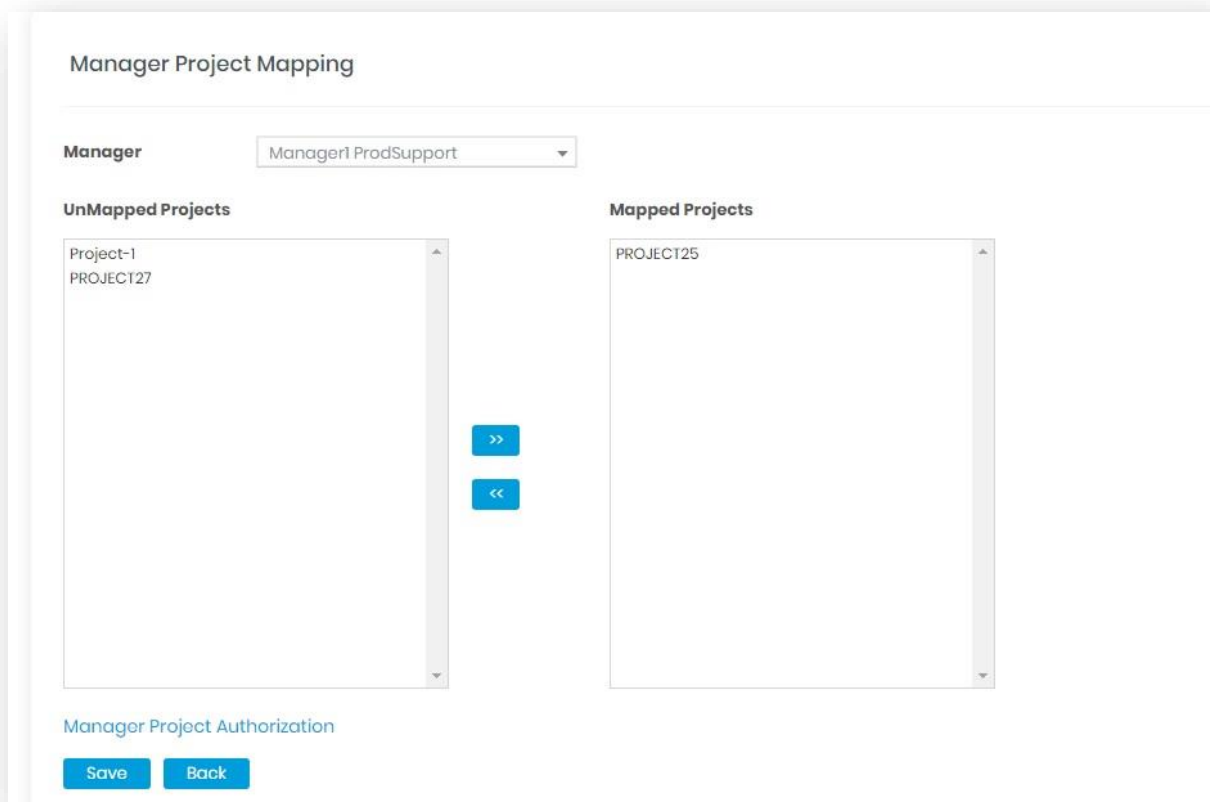


Figure 51

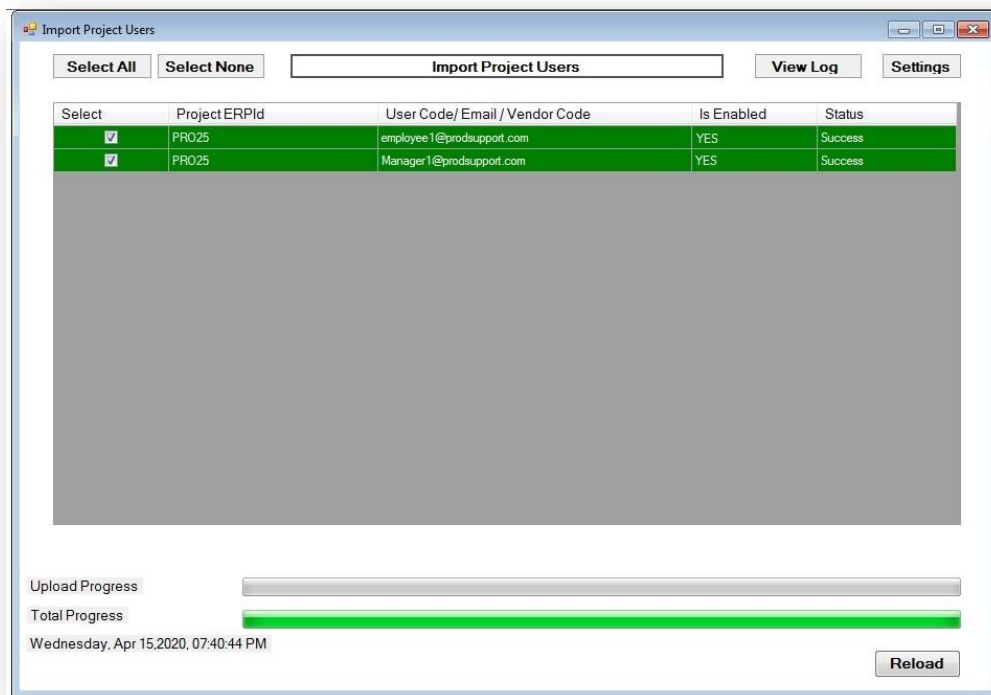
## Project User Mapping

Using this function, the admin can 'upload' Project Users data for all available projects. Following are the mechanics to uploading the Project Users Data. During setup, Gorilla Expense will provide an Import Project Users template document. This is an Excel file with a standard format for listing all the Project Users. Below figure shows an example of a filled Import Project Users template.



Project ERPIId	UserCode/Email/VendorNumber	IsEnabled
90000	ACKE0001	NO
90000	ERIC0001	YES
90000	BARR0001	YES

Once this document is filled, the admin will need to use the Gorilla Expense Integration Manager utility to upload the values contained in this document. After logging into the Integration Manager, go to File - > Import Master Data -> Import Project Users. Here, select settings menu and browse for the file to be imported from the local drive using the Browse option. Select done when the file is selected. Select Reload this should populate all the data in the excel sheet, user can select all the records to be imported by choosing the "Select All" option or can manually select each record to be imported. After selecting the records to be imported User selects the "Import Project User(s)" button on successful import the records turn green else in case of unsuccessful import the record turns orange and on hovering the incomplete record the reason for failure is displayed else user can choose the "View log" option to ascertain the reason for import failure .



After successfully importing 'Project Users' user should login to gorilla expense manager and Go to Project Masters -> Project Users Mapping and check if the imported Project Users are displayed

### Project-User Mapping and User-Project Mapping Option

This feature helps in mapping individual user/s to projects or vice versa. Earlier the feature available was used for project user mapping where admin would select the project and assign user to that project, the drawback was if the Admin had to assign a single user to multiple projects, then it was a tiresome job to select each project and assign the user to it. With this feature, at one go the admin can map multiple users to multiple projects in a single screen

Project User Mapping

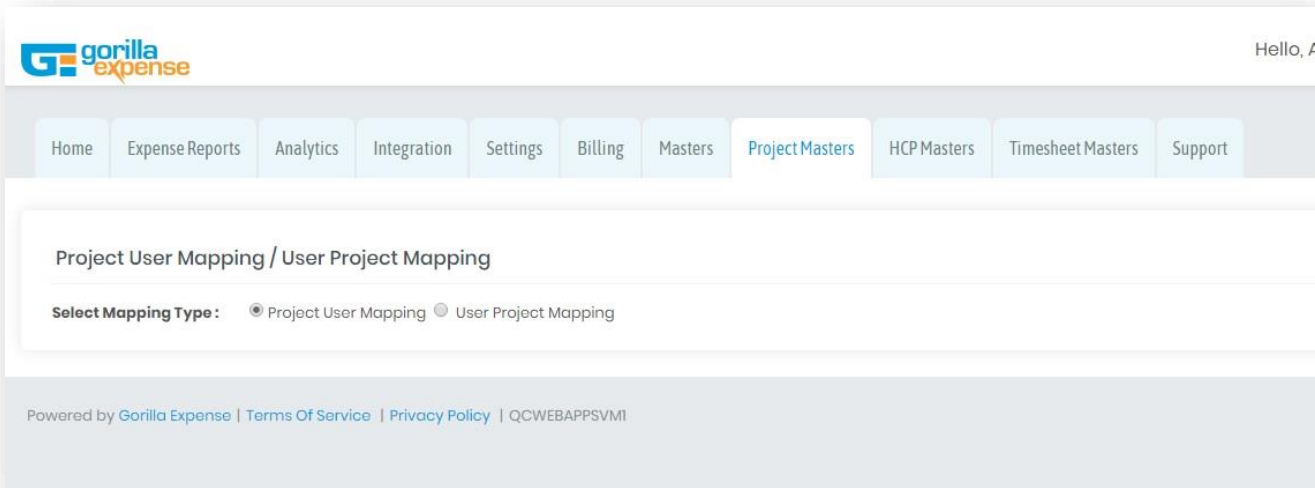


Figure 52

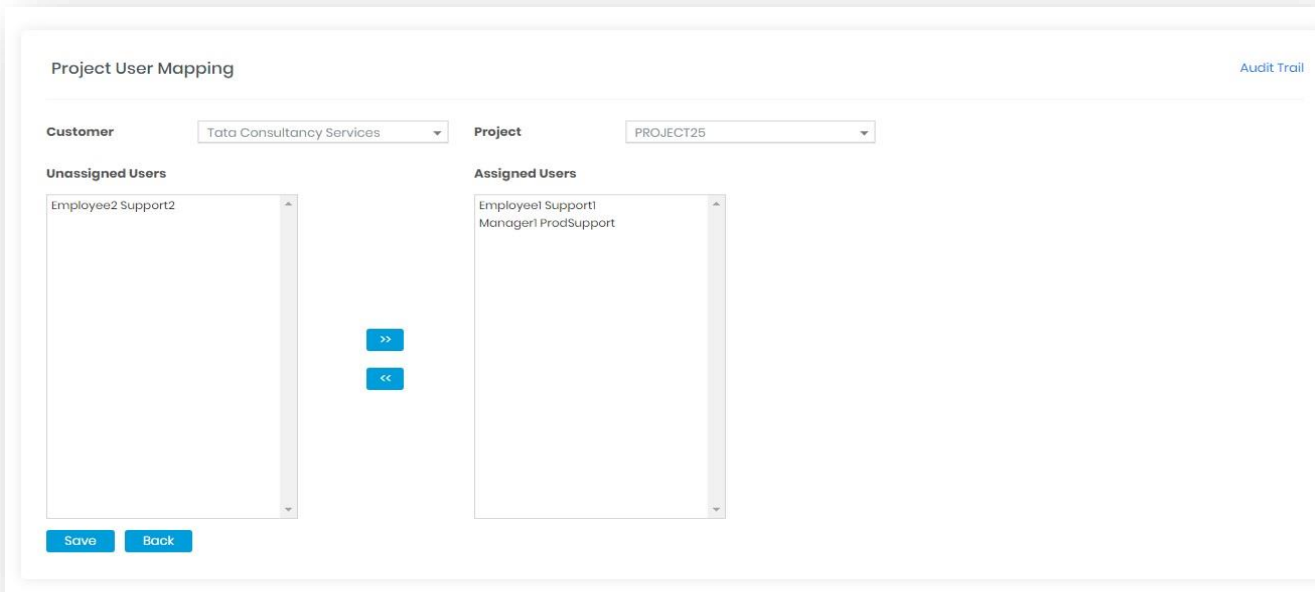


Figure 53

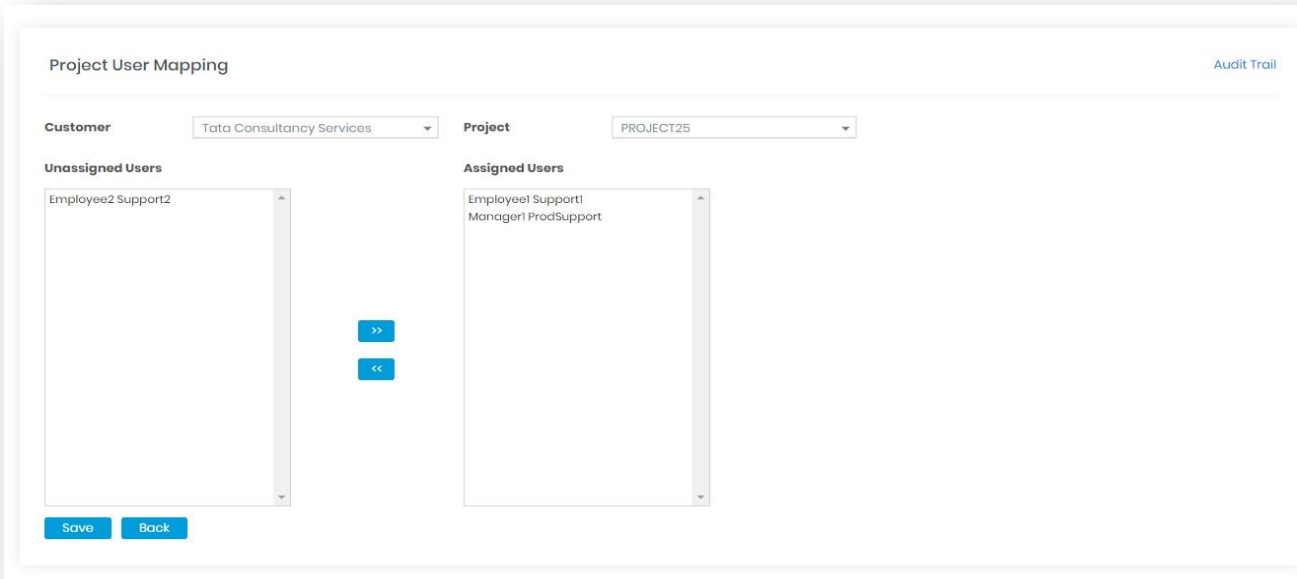


Figure 54

User Project Mapping

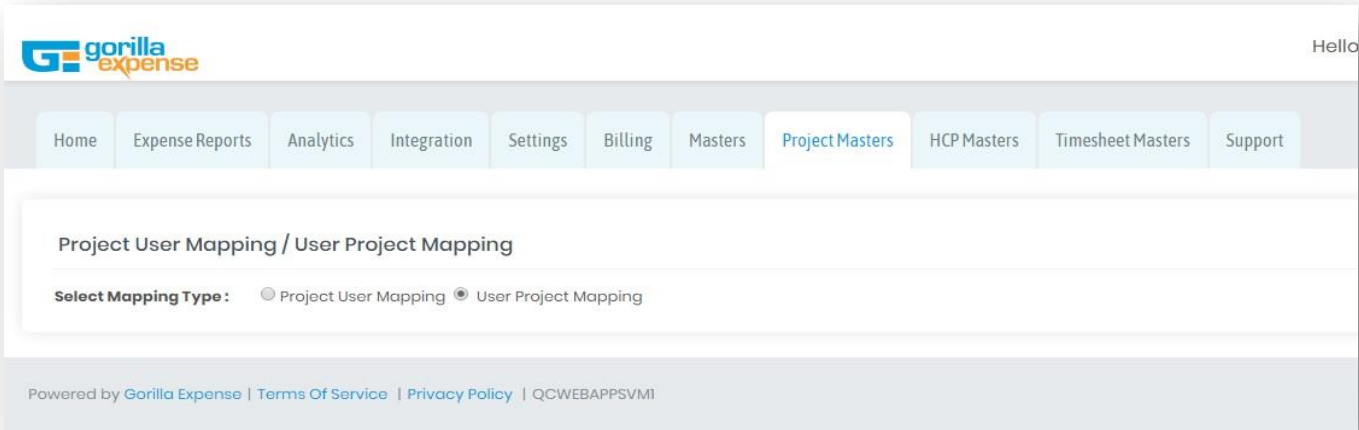


Figure 55

**User Project Mapping**

**User** Manager1 ProdSupport

**UnMapped Projects**

Project-1  
PROJECT27

**Mapped Projects**

PROJECT25

>>  
<<

Save Back

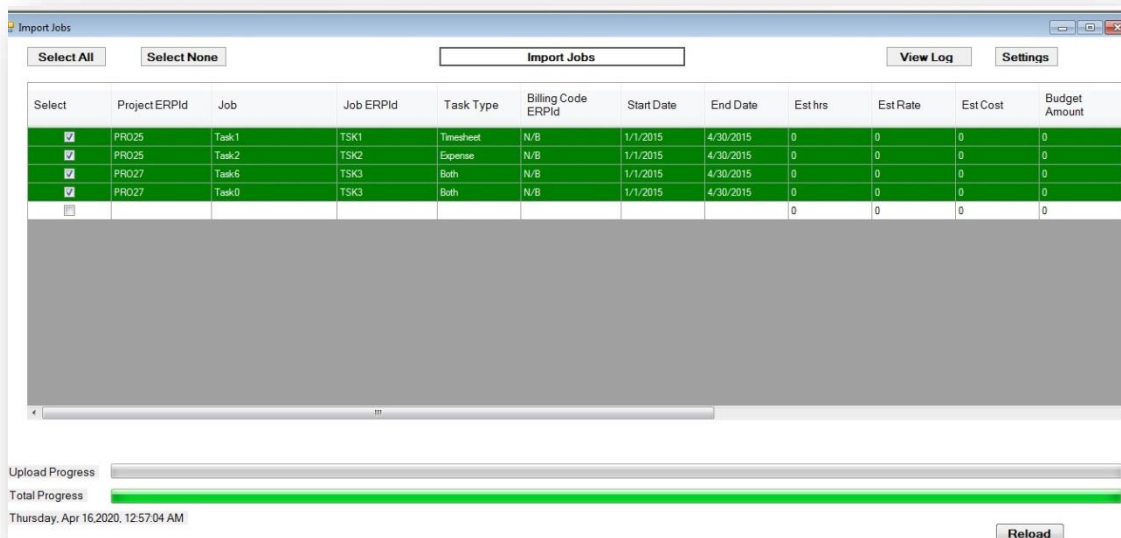
Figure 56

### Project Task/Job

Using this function, the admin can 'upload' Project tasks for all available projects. Following are the mechanics to uploading the Project tasks. During setup, Gorilla Expense will provide an Import cost categories or Project tasks template document. This is an Excel file with a standard format for listing all the Project tasks details. Below figure shows an example of a filled Import Project tasks template.

Project ERPid	Project Task Name	Project Task ERPid	Task Type	Billing Code ERPid	Start Date	End Date	Estimated Hrs Qty	Estimated Rate Per Hrs	Estimated Cost
PRO1	Requirements Analysis	TSK1	Timesheet	N/B	1/1/2015	1/30/2015	10	1	100
PRO1	Prototype development	TSK2	Timesheet	STD	1/1/2015	1/30/2015	200	10	2000
PRO3	Onsite Demo/Works	TSK3	Timesheet	STD	1/1/2015	1/30/2015	200	10	2000
PRO1	Development Tasks	TSK4	Timesheet	N/B	1/1/2015	1/30/2015	100	10	1000
PRO1	Quality Testing	TSK5	Timesheet	N/C	1/1/2015	1/30/2015	50	10	500

Once this document is filled, the admin will need to use the Gorilla Expense Integration Manager utility to upload the values contained in this document. After logging into the Integration Manager, go to File -> Import Master Data -> Import Project Tasks. Here, select settings menu and browse for the file to be imported from the local drive using the Browse option. Select done when the file is selected. Select Reload this should populate all the data in the excel sheet, user can select all the records to be imported by choosing the “Select All” option or can manually select each record to be imported. After selecting the records to be imported User selects the “Import Project Tasks” button on successful import the records turn green else in case of unsuccessful import the record turns orange and on hovering the incomplete record the reason for failure is displayed else user can choose the “View log “ option to ascertain the reason for import failure .



After successfully importing Project Tasks user should login to gorilla expense manager and Go to Project Masters -> Project Tasks/Jobs and check if the imported Project Tasks are displayed

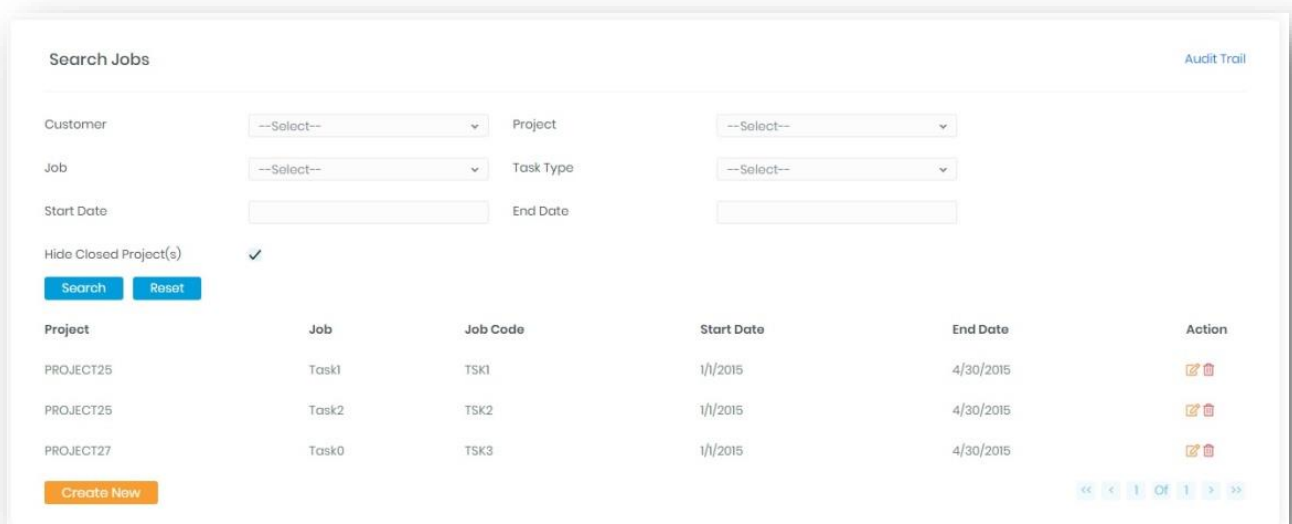


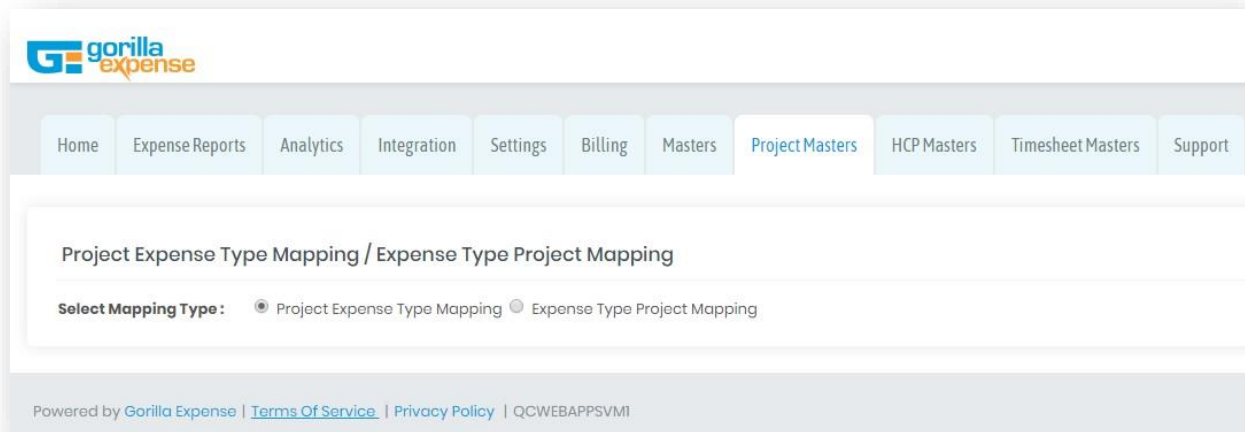
Figure 57

## Project Expense Type Mapping

### Project - Expense Type Mapping and Expense Type - Project Mapping Option

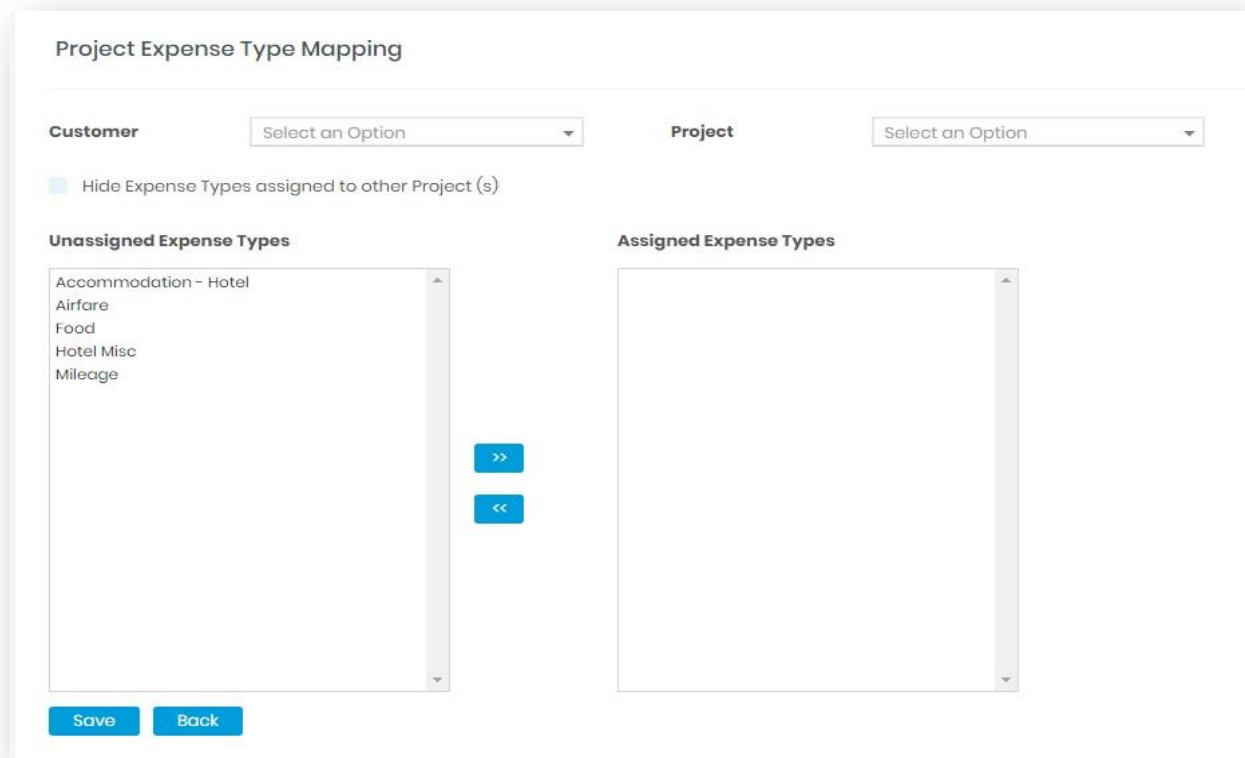
This feature helps in mapping individual expense types to projects or vice versa. Earlier the feature available was used for project expense type mapping where admin would select the project and assign expense types to that project, the drawback was that if the Admin had to assign a single expense type to multiple projects, then it was a tiresome job to select each project and assign the expense type to it. With this feature at one go the admin can map multiple expense types to multiple projects in a single screen.

### Project to Expense Type Mapping



The screenshot shows the Gorilla Expense application interface. At the top is the logo and a navigation bar with links: Home, Expense Reports, Analytics, Integration, Settings, Billing, Masters, Project Masters (highlighted), HCP Masters, Timesheet Masters, and Support. Below the navigation bar is a breadcrumb trail: Project Expense Type Mapping / Expense Type Project Mapping. Underneath is a section titled 'Select Mapping Type:' with two radio buttons: 'Project Expense Type Mapping' (selected) and 'Expense Type Project Mapping'. At the bottom of the interface is a footer with the text: Powered by Gorilla Expense | [Terms Of Service](#) | [Privacy Policy](#) | QCWEBAPPSVMI.

Figure 58



The screenshot shows the 'Project Expense Type Mapping' screen. At the top, there are two dropdown menus: 'Customer' and 'Project', both with 'Select an Option' as the placeholder text. Below these is a checkbox labeled 'Hide Expense Types assigned to other Project (s)'. The main area is divided into two columns: 'Unassigned Expense Types' and 'Assigned Expense Types'. The 'Unassigned' column contains a list of expense types: Accommodation - Hotel, Airfare, Food, Hotel Misc, and Mileage. The 'Assigned' column is currently empty. Between the two columns are two blue buttons: '>>' and '<<'. At the bottom left are two buttons: 'Save' and 'Back'.

Figure 59

Expense Type to Project Mapping

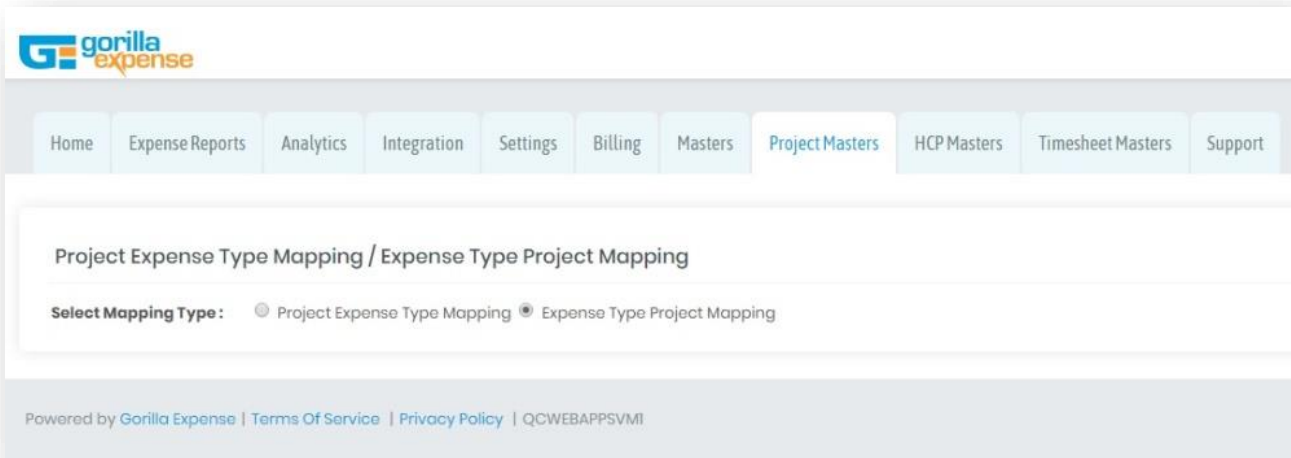


Figure 60

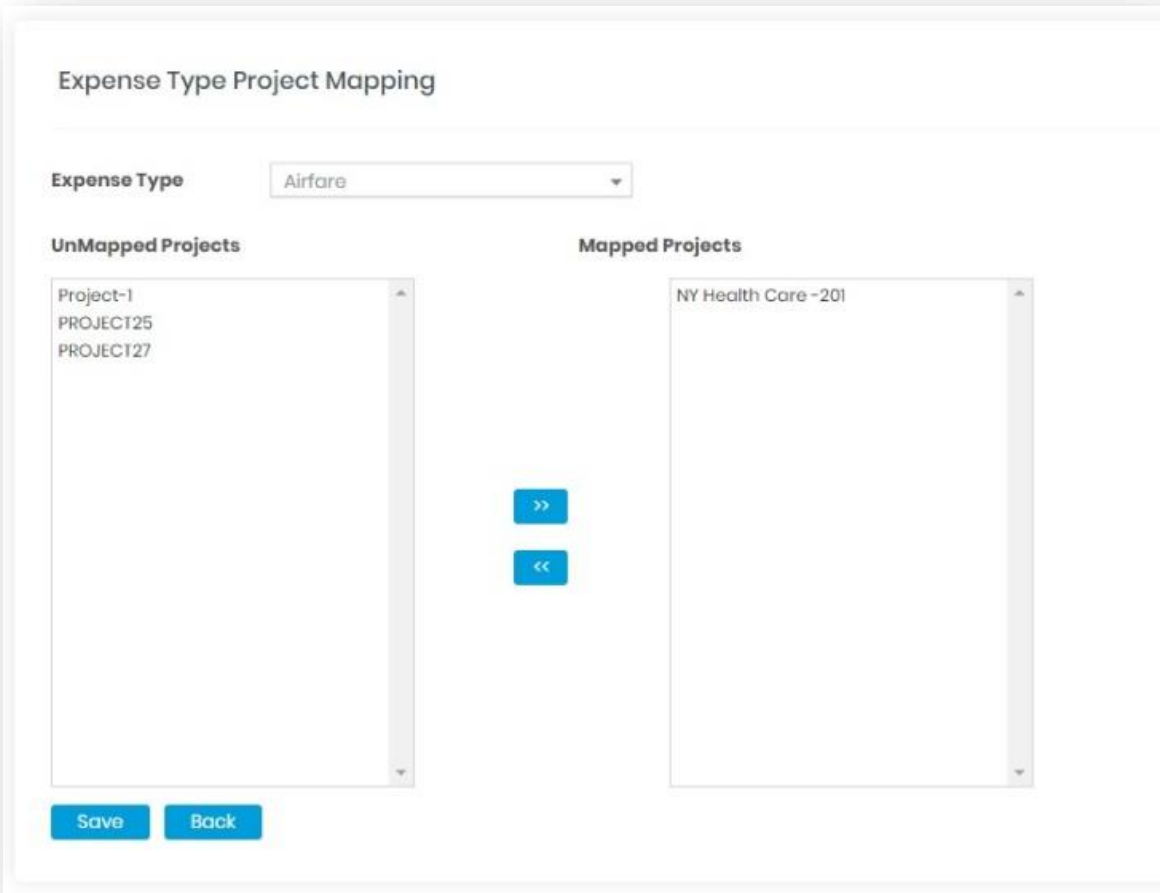


Figure 61

## Role Project Mapping

Gorilla Expense allows you to map desired projects to the corresponding user roles. This way each user will only see the list of projects he or she is authorized to see. The "Role Project Mapping" and on the Role Project Mapping screen, you can map the projects to a particular role.

The screenshot shows the "Role Project Mapping" interface. At the top, there is a "Role" dropdown menu with the placeholder text "Select an Option". Below this, there are two main sections: "UnMapped Projects" on the left and "Mapped Projects" on the right. The "UnMapped Projects" list contains four items: "NY Health Care -201", "Project-1", "Project-25", and "Project-27". The "Mapped Projects" list is currently empty. Between the two lists are two blue buttons: ">>" and "<<". At the bottom left of the "UnMapped Projects" list is a blue "Save" button.

Figure 62

From the "Role" dropdown select the desired user role for which the project needs to be mapped. Then select the projects from unmapped projects list box and use button ">>" to map the selected projects under the mapped projects list box and click on the "Save" button as shown below.

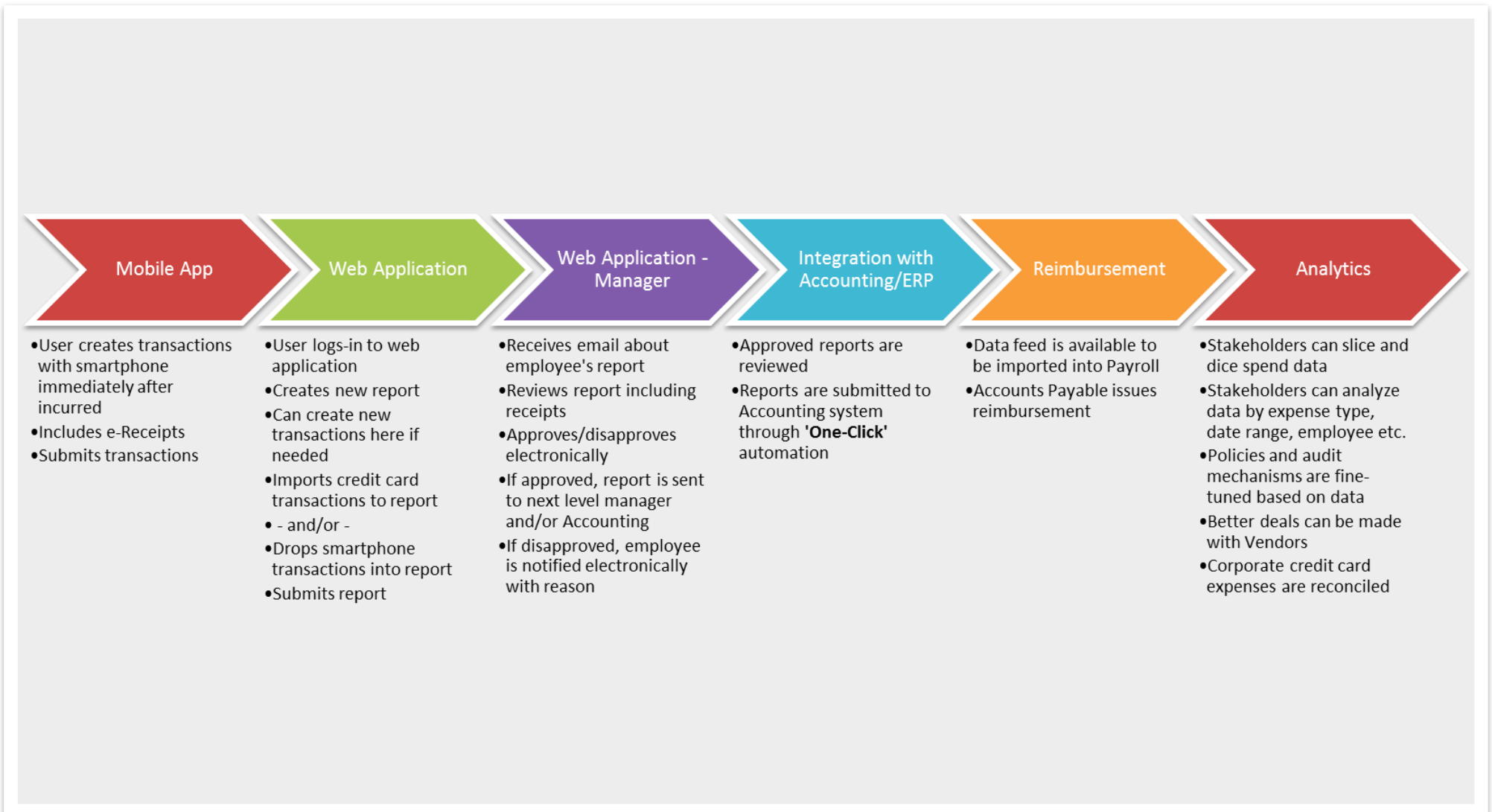
This screenshot shows the "Role Project Mapping" interface after some actions. The "Role" dropdown menu is now set to "01-Executive" and is highlighted with a red rectangle. In the "UnMapped Projects" list, "Project-1", "Project-25", and "Project-27" are visible, while "NY Health Care -201" has been moved to the "Mapped Projects" list and is highlighted with a blue background. The ">>" button between the lists is also highlighted with a red rectangle. The "Save" button at the bottom left is also highlighted with a red rectangle.

Figure 63



## Appendix

The following diagram shows the typical expense reporting process -



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Gorilla Expense

3870 Peachtree Ind. Blvd, S-340 #167,  
Duluth, GA 30096, USA

[info@gorillaexpense.com](mailto:info@gorillaexpense.com)

[www.gorillaexpense.com](http://www.gorillaexpense.com)

1.877.973.6737

Published in USA