



# Gorilla Expense Application

## Admin Guide - Rev D

October 2015

# 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.

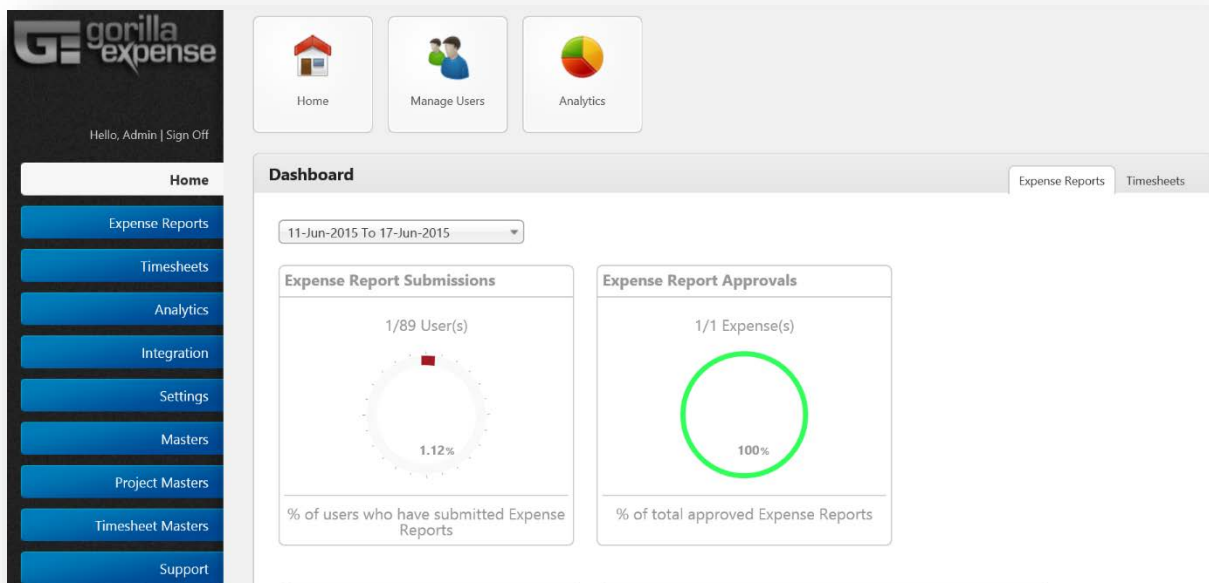


Figure 1

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 users 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.

Action	Expense Report Name	Company	Emp Name	Conf#	Duration	Project Number	Customer	Sub-Total	Total Reimbursable	Status
	Customer trip	Acme Inc.	CV Sudarshan	GE999	10/16/2014 to 11/19/2014			70.98	70.98	AP Approved
	TRAVEL TO GA	Acme Inc.	CV Sudarshan	GE997	11/12/2014 to 11/12/2014			40.00	40.00	AP Approved
	SYSTEM DEMO - WEB	Acme Inc.	CV Sudarshan	GE995	10/13/2014 to 11/13/2014			873.02	23.02	AP Approved

Figure 2

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.

Cost Center	Receipt Date	Vendor	Expense Type	Comments	Amt/Mileage	Currency	Ex Rate	Converted Amt
None	None	4/11/2013 NONE	MILEAGE	Miles from home to Hartsfield and back	84.00	US Dollar	0.565	47.46
None	Receipt 4/9/2013	TAXI	TRANSPORT	Cab ride to SoHo	35.00	US Dollar	1.0	35.00
None	Receipt 4/9/2013	Denny's	BREAKFAST		48.27	US Dollar	1.0	48.27
None	None	4/8/2013 Delta Airlines	AIRFARE		988.00	US Dollar	1.0	988.00

Figure 3

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.

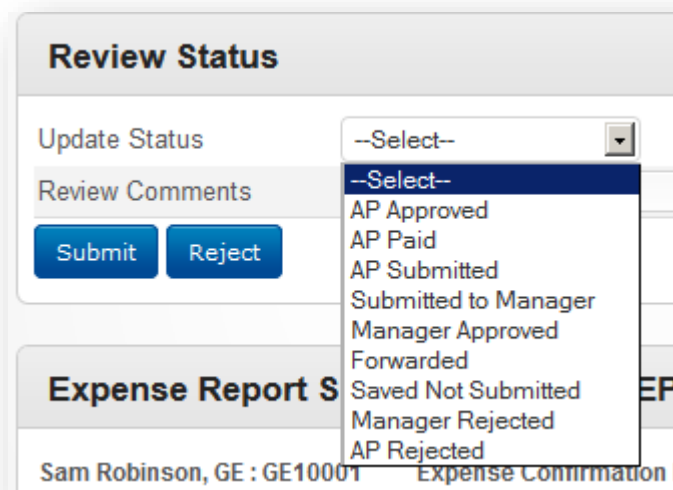


Figure 4

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.*

The screenshot shows a web interface titled "Review Status". It contains a "Redirect to" section with a blue "Redirect" button. Below this is an "Expense Report Summary - TR" section. A dropdown menu is open, displaying a list of users: --Select--, Sam Robinson, Joe Smith, Eduardo Melo, Nikhil Bodhankar, Chris Armstrong, Michael Keenan, Saul Thompson, Eric Sanchez, Tim Miller, David Berry, John Atkin, and Samantha James-Tharp. The summary table below the dropdown shows details for "Sam Robinson, GE : GE10001", including "Expense Co", "Report Type" (CORPORATE), "Comments", and "Cost Allocation".

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 are that 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 user Code 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



Search Credit Card Profile(s)

User Name:

User Name	Profile Name	Bank Name	Account Type	Account Number	Pay Method	Not Reimbursable?	Default?	Action
Gorilla Expense	AMEX1002	Bank Of America	CreditCard	XXXXXXXX85911002	AMEX	Yes	No	
Gorilla Expense	AMEX1001	American Express	CreditCard	XXXXXXXX85911001	AMEX	Yes	Yes	

[Create New](#) « First « Previous 1 Of 1 Next » Last »

Figure 5a

### Search button

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

Search Credit Card Profile(s)

User Name:

User Name	Profile Name	Bank Name	Account Type	Account Number	Pay Method	Not Reimbursable?	Default?	Action
Gorilla Expense	AMEX1002	Bank Of America	CreditCard	XXXXXXXX85911002	AMEX	Yes	No	
Gorilla Expense	AMEX1001	American Express	CreditCard	XXXXXXXX85911001	AMEX	Yes	Yes	

[Create New](#) « First « Previous 1 Of 1 Next » Last »

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 Bank Profile** [Help](#)

\* Fields in **bold** are required

**User Name**

**Profile Name**

**Bank Name**

**Account Type**

**Account Number**

Country

State

City

**Default Currency**

**Default Pay Method**

Other CoWorkers

Other Details

Not Reimbursable ☒

Default Account ☐

[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 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 of the following Checking, Savings or Credit Card	Yes
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
-------------	---	--	--------------

**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.



Figure 5d

## Impersonate User

This feature is used to assume pseudo or proxy identities of actual user’s 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).

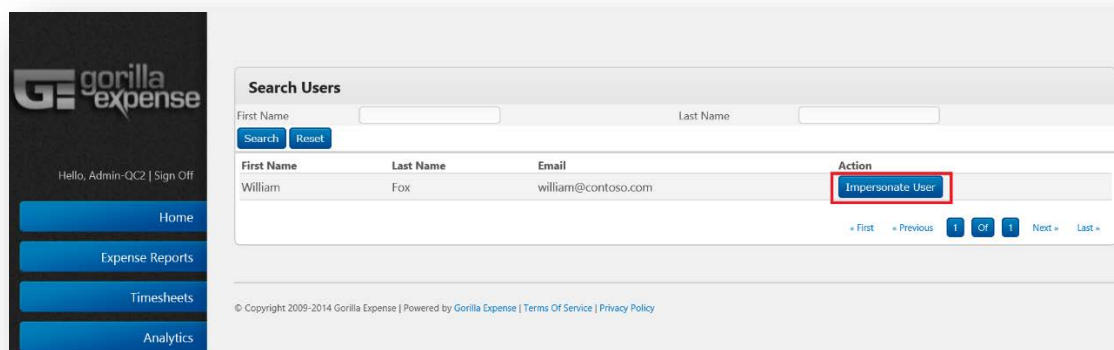


Figure 5e

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

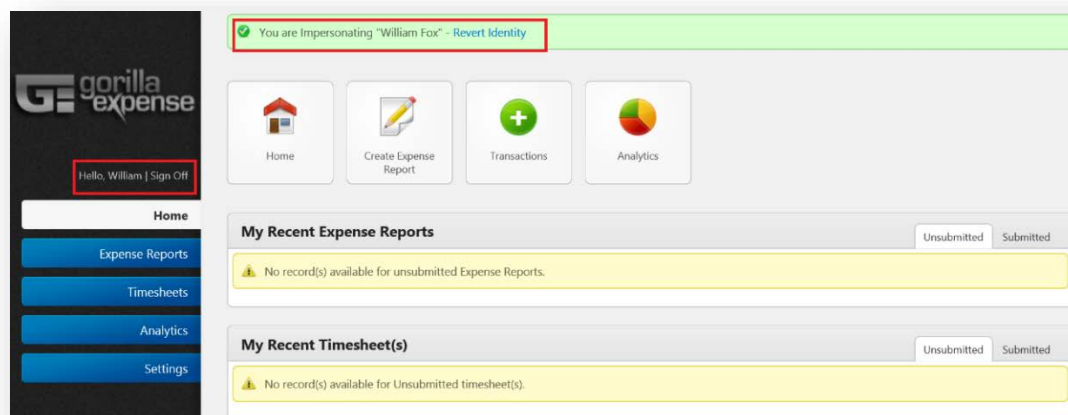


Figure 5f

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)

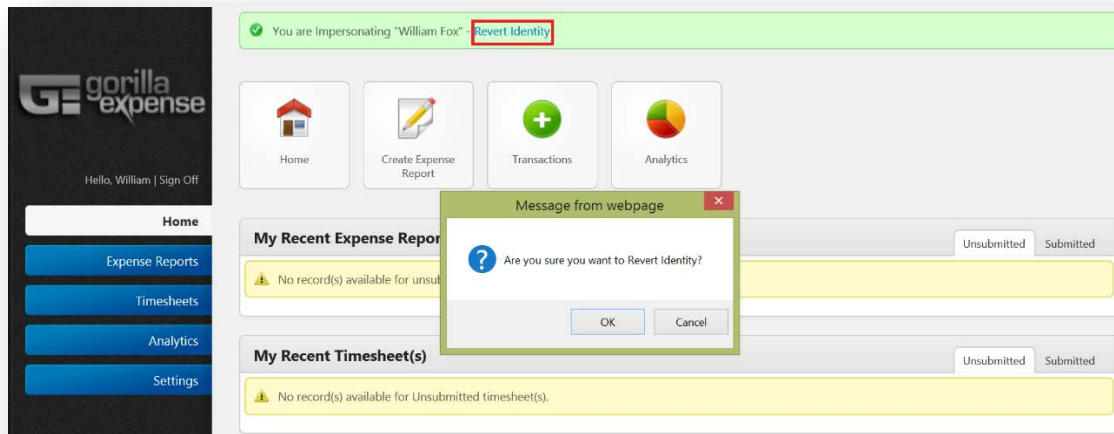


Figure 5g

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

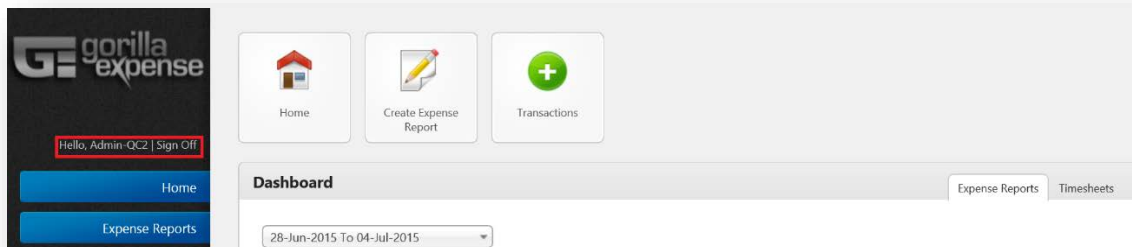


Figure 5h

## 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 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 users 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).

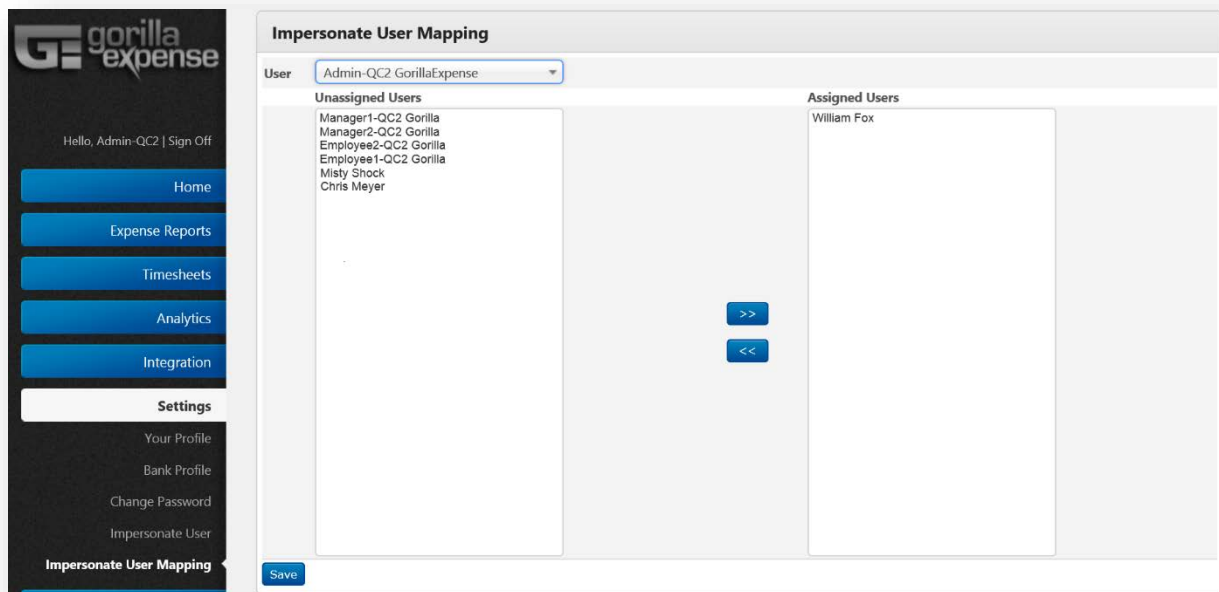


Figure 5i

## 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.

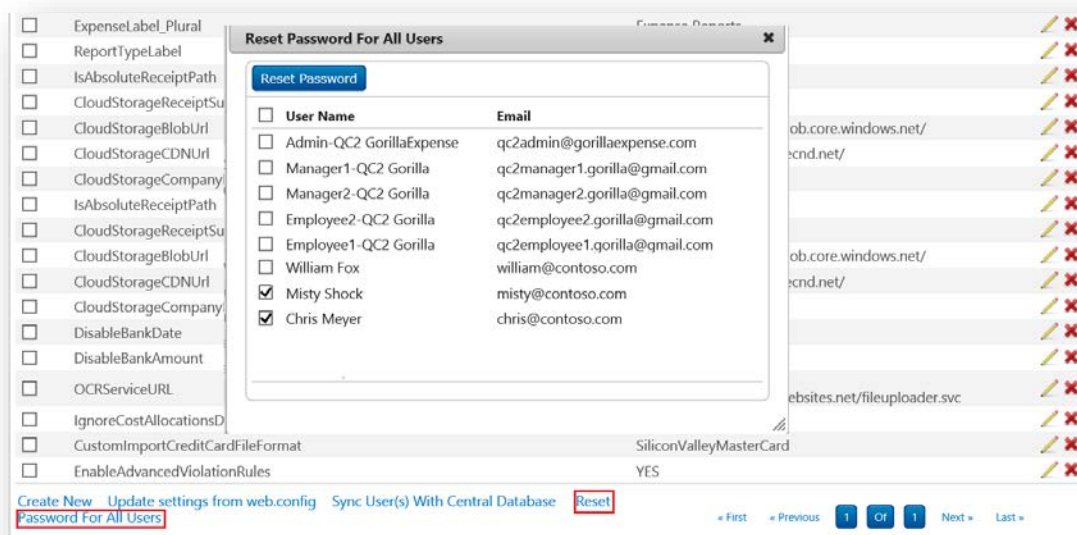
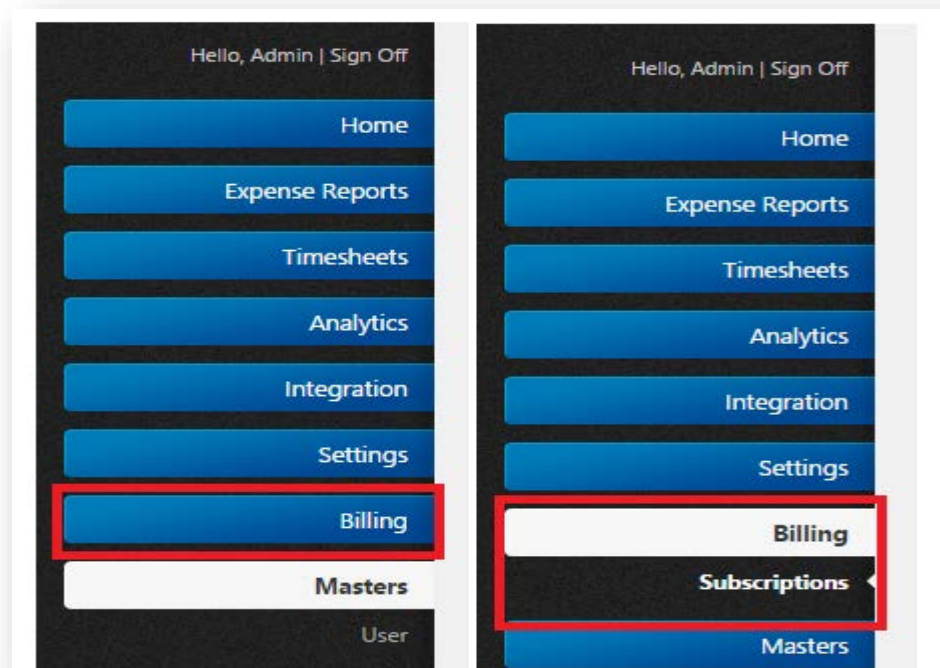


Figure 5j

## Billing

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



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.

Subscriptions								
Subscription Name	Total Reports	Used Reports	Available Reports	Valid From	Valid To	Expired?	Over Subscribed?	Action
Subscription-Jan2015_Dec2015	1000	145	855	1/1/2015	12/31/2015	No	No	View
< First   Previous   1 of 1   Next   Last >								

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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							View and Export
Expense Confirmation Number	User	Email	Vendor	Company	Business Unit	Expense Report Status	
GE288	Joe Smith	joe1@gorillaexpense.com	ACE0001	Dev 2	NA	Submitted to Manager	
GE287	Joe Smith	joe1@gorillaexpense.com	ACE0001	Dev 2	NA	Submitted to Manager	
GE285	Joe Smith	joe1@gorillaexpense.com	ACE0001	Dev 2	NA	Submitted to Manager	
GE284	Joe Smith	joe1@gorillaexpense.com	ACE0001	Dev 2	NA	Submitted to Manager	
GE283	Joe Smith	joe1@gorillaexpense.com	ACE0001	Dev 2	NA	Manager Approved All Levels	
GE282	Joe Smith	joe1@gorillaexpense.com	ACE0001	Dev 2	NA	Submitted to Manager	
GE279	Joe Smith	joe1@gorillaexpense.com	ACE0001	Dev 2	NA	Submitted to Manager	
GE278	Joe Smith	joe1@gorillaexpense.com	ACE0001	Dev 2	NA	Submitted to Manager	
GE277	Joe Smith	joe1@gorillaexpense.com	ACE0001	Dev 2	NA	Submitted to Manager	
GE276	Joe Smith	joe1@gorillaexpense.com	ACE0001	Dev 2	NA	Submitted to Manager	

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Back

Billing Report										View and Export
<div> <div>1 of 1</div> <div>Find   Next</div> <div>Excel PDF Word</div> </div>										
Billing Report										
Subscription										
Customer	Subscription	Valid From	Valid To	Total Reports	Used Reports	Available Reports	Expired?	Over Subscribed?		
Client 2	Subscription-Jan2015-Dec2015	1/1/2015	12/31/2015	1000	145	855	No	No		
Details										
Conf#	User Name	Use Email	Vendor	Company	Business Unit	Status				
GE288	Joe Smith	joe1@gorillaexpense.com	ACE0001	Dev 2	NA	Submitted to Manager				
GE287	Joe Smith	joe1@gorillaexpense.com	ACE0001	Dev 2	NA	Submitted to Manager				
GE285	Joe Smith	joe1@gorillaexpense.com	ACE0001	Dev 2	NA	Submitted to Manager				
GE284	Joe Smith	joe1@gorillaexpense.com	ACE0001	Dev 2	NA	Submitted to Manager				
GE283	Joe Smith	joe1@gorillaexpense.com	ACE0001	Dev 2	NA	Manager Approved All Levels				
GE282	Joe Smith	joe1@gorillaexpense.com	ACE0001	Dev 2	NA	Submitted to Manager				
GE279	Joe Smith	joe1@gorillaexpense.com	ACE0001	Dev 2	NA	Submitted to Manager				
GE278	Joe Smith	joe1@gorillaexpense.com	ACE0001	Dev 2	NA	Submitted to Manager				
GE277	Joe Smith	joe1@gorillaexpense.com	ACE0001	Dev 2	NA	Submitted to Manager				
GE276	Joe Smith	joe1@gorillaexpense.com	ACE0001	Dev 2	NA	Submitted to Manager				
GE269	Joe Smith	joe1@gorillaexpense.com	ACE0001	Dev 2	NA	Preapproved				
GE265	Joe Smith	joe1@gorillaexpense.com	ACE0001	Dev 2	NA	Manager Approved - Level 1				
GE259	Joe Smith	joe1@gorillaexpense.com	ACE0001	Dev 2	NA	Submitted to Manager				
GE255	Joe Smith	joe1@gorillaexpense.com	ACE0001	Dev 2	NA	Preapproved				
GE253	Joe Smith	joe1@gorillaexpense.com	ACE0001	Dev 2	NA	Submitted to Manager				
GE253	Joe Smith	joe1@gorillaexpense.com	ACE0001	Dev 2	NA	Preapproved				

« Previous 1 Of 15 Next » Last »

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.

User Code	First Name	Last Name	Email	Phone Number	Company	Business Unit	Disabled User?	Action
1235	Misty	Shock	misty@contoso.com	800-800-8001	Contoso	Contoso Wealth	No	
1236	Chris	Meyer	chris@contoso.com	800-800-8001	Contoso	Contoso Wealth	No	

Create New

« First « Previous 2 Of 2 Next » Last »

Figure 6

## 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

### Search User(s)

User Code

Vendor Number

First Name

Last Name

Company

Contoso

Business Unit

--Select--

Search

Reset

User Code	First Name	Last Name	Email	Phone Number	Company	Business Unit	Disabled User?	Action
1235	Misty	Shock	misty@contoso.com	800-800-8001	Contoso	Contoso Wealth	No	
1236	Chris	Meyer	chris@contoso.com	800-800-8001	Contoso	Contoso Wealth	No	

Create New

« First « Previous 2 Of 2 Next » Last »

Figure 7

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.

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 "201507"		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	Numeric	Yes

	rate can be different for employee and manager or can be defaulted to a single value		
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 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	Alphanumeric, with special characters	Yes
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 <i>also see notes below the table</i>	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 letter 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 GL Code	Enter user specific VAT2 AP GL code, if applicable Else leave empty	Alphanumeric, with special characters	No
VAT3 GL Code	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 (Manager 1) and David (Manager 2). 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.

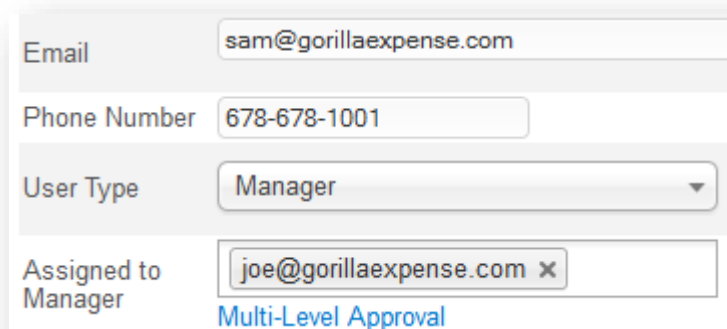


Figure 8a shows a user profile form. The fields are: Email (sam@gorillaexpense.com), Phone Number (678-678-1001), User Type (Manager), and Assigned to Manager (joe@gorillaexpense.com). Below the Assigned to Manager field, there is a link labeled 'Multi-Level Approval'.

Figure 8a

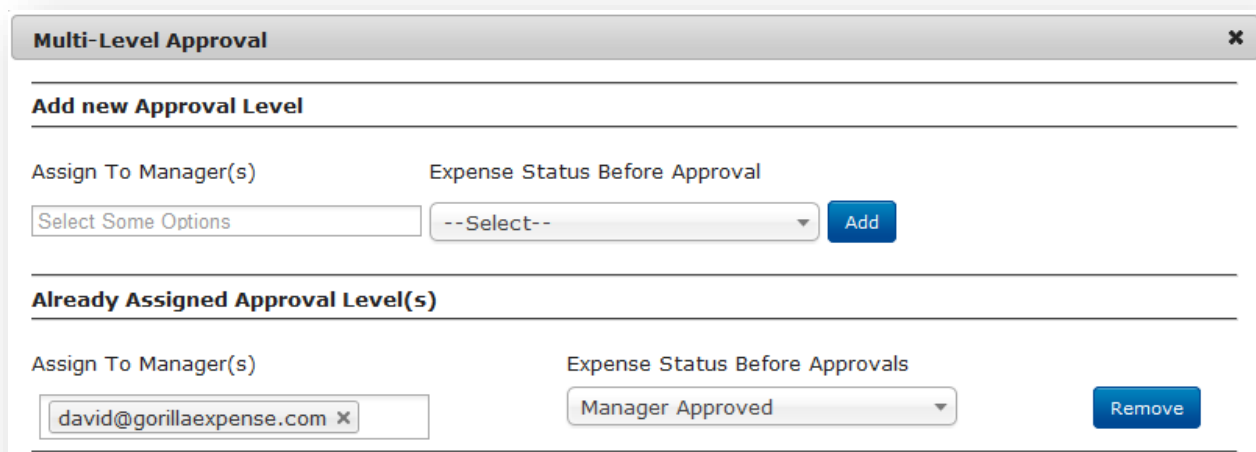


Figure 8b shows the 'Multi-Level Approval' configuration window. It has two main sections: 'Add new Approval Level' and 'Already Assigned Approval Level(s)'. The 'Add new Approval Level' section has fields for 'Assign To Manager(s)' (Select Some Options) and 'Expense Status Before Approval' (--Select--), with an 'Add' button. The 'Already Assigned Approval Level(s)' section has fields for 'Assign To Manager(s)' (david@gorillaexpense.com) and 'Expense Status Before Approvals' (Manager Approved), with a 'Remove' button.

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.

The screenshot shows a form with three rows. The first row is labeled 'Expense Status Before Approval' and has a dropdown menu with 'Submitted to Manager' selected. The second row is labeled 'Expense Policy Limit' and has a text input field containing '200.00'. The third row is labeled 'Business Unit' and has a dropdown menu with 'Corp.' selected.

Figure 9a

**Multi-Level Approval**

---

**Add new Approval Level**

Assign To Manager(s)	Expense Status Before Approval	Expense Policy Limit	
<input type="text" value="Select Some Options"/>	<input type="text" value="--Select--"/>	<input type="text"/>	<input type="button" value="Add"/>

---

**Already Assigned Approval Level(s)**

Assign To Manager(s)	Expense Status Before Approvals	Expense Policy Limit	
<input type="text" value="david@gorillaexpense.com"/>	<input type="text" value="Manager Approved"/>	<input type="text" value="200.00"/>	<input type="button" value="Remove"/>

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 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.

**Edit User** Audit Trail

User Code	MISTY001	Vendor Number	MISTY001
First Name	Misty	Last Name	Shock
Email	misty@contoso.com	Unit Of Travel	<input checked="" type="radio"/> Miles <input type="radio"/> KMS
Phone Number	800-800-8001	Mileage Rate	0.5700
Address Line 1	464 Inverness Drive	Address Line 2	
Address Country	--Select--	Address State	--Select--
City	Loganville	Zip Code	30052
User Type	Manager	Role Assigned	CORPORATE-CON
Expense Manager	chris@contoso.com	Expense Status Before Approval	Submitted to Manager
Timesheet Manager	chris@contoso.com	Timesheet Status Before Approval	Submitted to Manager
Company	Contoso	Business Unit	Contoso Wealth
Default Currency	US Dollar	Cost Center	Sales
AP GL Code	000-2100-00	User Group	
VAT1 GL Code		VAT2 GL Code	
VAT3 GL Code		Team	--Select--

Disabled User? ☐ Yes ☒ No

[Save](#)

[Back to List](#) [Reset Password](#) [Out of Office Settings](#) [Redirect Expenses](#) [Transfer Approval Responsibility](#)

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.

**Edit User** Audit Trail

User Code	MISTY001	Vendor Number	MISTY001
First Name	Misty	Last Name	Shock
Email	misty@contoso.com	Unit Of Travel	<input checked="" type="radio"/> Miles <input type="radio"/> KMS
Phone Number	800-800-8001	Mileage Rate	0.5700
Address Line 1	464 Inverness Drive	Address Line 2	
Address Country	--Select--	Address State	--Select--
City	Loganville	Zip Code	30052
User Type	Manager	Role Assigned	CORPORATE-CON
Expense Manager	chris@contoso.com	Expense Status Before Approval	Submitted to Manager
Timesheet Manager	chris@contoso.com	Timesheet Status Before Approval	Submitted to Manager
Company	Contoso	Business Unit	Contoso Wealth
Default Currency	US Dollar	Cost Center	Sales
AP GL Code	000-2100-00	User Group	
VAT1 GL Code		VAT2 GL Code	
VAT3 GL Code		Team	--Select--

Disabled User? ☐ Yes ☒ No

[Save](#)

[Back to List](#) [Reset Password](#) [Out of Office Settings](#) [Redirect Expenses](#) [Transfer Approval Responsibility](#)

Figure 9d



Select manager who you would like to transfer Sam Kondel(s) approval responsibility to

Transfer Responsibility To:  [Transfer](#)

Sam Robinson  
CV Sudarshan  
Eduardo Melo  
Nikhil Bodhankar  
Chris Armstrong  
Michael Keenan  
Saul Thompson  
Eric Sanchez  
Tim Miller  
David Barrer

Disabled User? ☐ Yes ☒ No Team:

[Save](#) [Back to List](#) [Reset Password](#) [Out of Office Settings](#) [Redirect Expenses](#) [Transfer Approval Responsibility](#)

## 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

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

User Code	MISTY001	Vendor Number	MISTY001
First Name	Misty	Last Name	Shock
Email	misty@contoso.com	Unit Of Travel	<input checked="" type="radio"/> Miles <input type="radio"/> KMS
Phone Number	800-800-8001	Mileage Rate	0.5700
Address Line 1	464 Inverness Drive	Address Line 2	
Address Country	--Select--	Address State	--Select--
City	Loganville	Zip Code	30052
User Type	Manager	Role Assigned	CORPORATE-CON
Expense Manager	chris@contoso.com	Expense Status Before Approval	Submitted to Manager
Timesheet Manager	chris@contoso.com	Timesheet Status Before Approval	Submitted to Manager
Company	Contoso	Business Unit	Contoso Wealth
Default Currency	US Dollar	Cost Center	Sales
AP GL Code	000-2100-00	User Group	
VAT1 GL Code		VAT2 GL Code	
VAT3 GL Code		Team	--Select--
Disabled User?	<input type="radio"/> Yes <input checked="" type="radio"/> No		

[Save](#) [Back to List](#) [Reset Password](#) [Out of Office Settings](#) [Redirect Expenses](#) [Transfer Approval Responsibility](#)

Figure 9e

The screenshot shows the 'Edit User' page in the Gorilla Expense application. A sidebar on the left contains navigation links: Home, Expense Reports, Timesheets, Analytics, Integration, Settings, Masters, and User. The 'User' section is active, showing a 'Business Unit' and 'Company' dropdown. The main form is titled 'Edit User' and includes fields for User Code, First Name, Email, Phone Number, User Type, Expense Manager, Timesheet Manager, Company, Default Currency, AP GL Code, GST GL Code, Disabled User?, Vendor Number, Last Name, Mileage Rate, Unit Of Travel, Address Line 1, Address Country, City, Zip Code, Role Assigned, Expense Status Before Approval, Timesheet Status Before Approval, Business Unit, Cost Center, User Group, VAT1 GL Code, VAT2 GL Code, VAT3 GL Code, and Team. An 'Out Of Office Settings' modal is open, showing Start Date (7/13/2015), End Date (7/20/2015), and Transfer Responsibility To (joe@gorillaexpense.com). The modal has a 'Save' button. At the bottom of the form, there are links: Back to List, Reset Password, Out of Office Settings (highlighted with a red box), Redirect Expenses, and Transfer Approval Responsibility.

## 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' page in the Gorilla Expense application. The form is titled 'Edit User' and includes fields for User Code, First Name, Email, Phone Number, Address Line 1, Address Country, City, User Type, Expense Manager, Timesheet Manager, Company, Default Currency, AP GL Code, VAT1 GL Code, VAT3 GL Code, Disabled User?, Vendor Number, Last Name, Unit Of Travel, Mileage Rate, Address Line 2, Address State, Zip Code, Role Assigned, Expense Status Before Approval, Timesheet Status Before Approval, Business Unit, Cost Center, User Group, VAT2 GL Code, and Team. The 'Reset Password' link is highlighted with a red box. At the bottom of the form, there are links: Back to List, Reset Password (highlighted with a red box), Out of Office Settings, Redirect Expenses, and Transfer Approval Responsibility.

Figure 9f

## 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 button](#). This can be used to create a company profile.

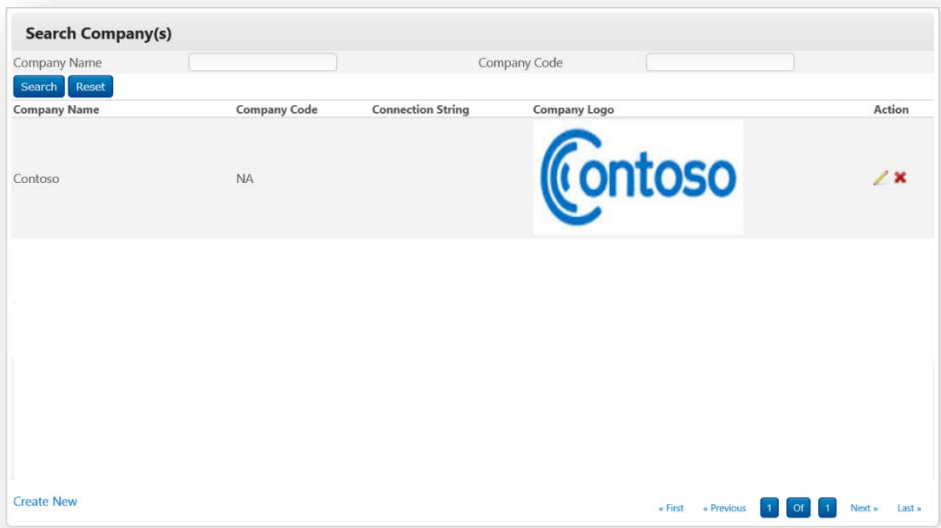


Figure 10a

Create New Company



Figure 10b

To add new company, follow below steps and rules

Field	Description	Validation	Mandator y
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).	Alphanumeric, with special characters	No

	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		
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

**Search Business Unit(s)**

Company Name:  Business Unit Code:  Business Unit Description:

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

Company Name	Business Unit Code	Business Unit Description	Action
Contoso	NA	Contoso Wealth	<a href="#">Edit</a> <a href="#">Delete</a>
Gorilla Expense QC 2, Inc	QC2	Quality Control 2	<a href="#">Edit</a> <a href="#">Delete</a>

[Create New](#) [« First](#) [« Previous](#) [1](#) [Of](#) [1](#) [Next »](#) [Last »](#)

Figure 11a

## Create New Business Unit

**Create Business Unit**

Company:

Business Unit Code:

Business Unit Description:

[Create](#)

[Back to List](#)

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 integration app	Alphanumeric, with characters -special Length < =20	Yes
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

**Search Cost Center(s)**

Cost Center Code  Description

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

Company	Business Unit	Cost Center Code	Description	Disabled?	Action
Contoso	Contoso Wealth	450	Administration	No	
		910011	SALES	No	
		910019	CUST. SUPPORT	No	
		910018	ENGINEERING	No	
		910017	MARKETING	No	
		110	Department of Justice	No	
		105	100 Women in Hedge Fund	No	
		100	FOUNDATION CONTRIBUTIONS	No	

[Create New](#)

« First « Previous 1 **Of** 3 Next » Last »

**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 within 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.

Country Name	Country Code	Country ISO Code	Action
Vietnam	VN	704	[Edit] [Delete]
US Virgin Is.	VI	850	[Edit] [Delete]
Brit.Virgin Is.	VG	092	[Edit] [Delete]
Venezuela	VE	862	[Edit] [Delete]
St. Vincent	VC	670	[Edit] [Delete]
Vatikan	VA	336	[Edit] [Delete]
Uzbekistan	UZ	860	[Edit] [Delete]
Uruguay	UY	858	[Edit] [Delete]
Minor Outl.Ins.	UM	581	[Edit] [Delete]
Uganda	UG	800	[Edit] [Delete]

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

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	Yes

		Length <= 20	
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:**

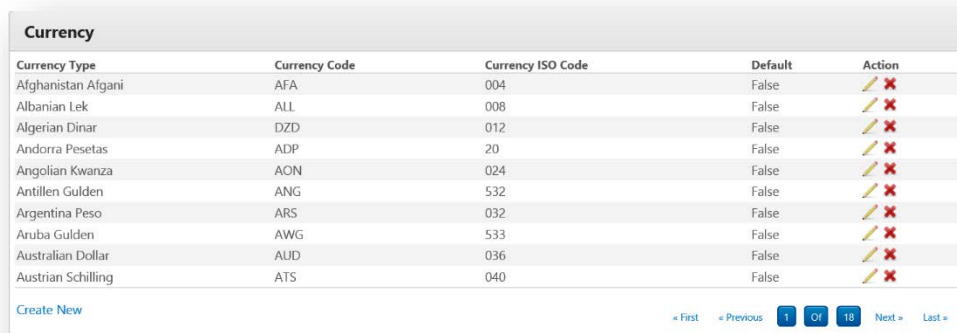
1. If the country is also used within the ERP/Accounting system, it is recommended that the entries match here for a seamless integration.
2. Country Codes and Descriptions cannot be repeated. If attempted, the application will provide an error noting that the entry already exists.

**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.



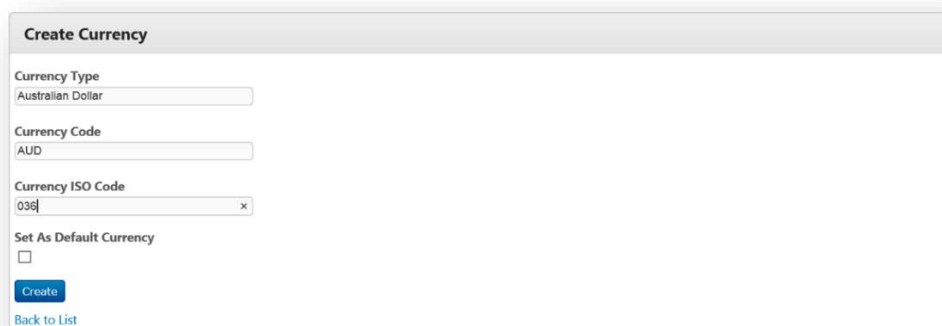
Currency Type	Currency Code	Currency ISO Code	Default	Action
Afghanistan Afghani	AFA	004	False	
Albanian Lek	ALL	008	False	
Algerian Dinar	DZD	012	False	
Andorra Pesetas	ADP	20	False	
Angolian Kwanza	AON	024	False	
Antillen Gulden	ANG	532	False	
Argentina Peso	ARS	032	False	
Aruba Gulden	AWG	533	False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

Create New « First « Previous 1 Of 18 Next » Last »

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



**Create Currency**

Currency Type  
Australian Dollar

Currency Code  
AUD

Currency ISO Code  
036

Set As Default Currency  
☐

Create

[Back to List](#)

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 two 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 when the admin sets the currency rate in the system for all the foreign currencies. The following paragraph details the second option.

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

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 (*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.

Figure 16

**Import currency rate using Excel**

Select All Select None Import Currency Rate(s) View Log Settings

Select	From CurrencyID	Multiplier	Currency Rate	ToCurrencyID	From Date	To Date	Status
<input checked="" type="checkbox"/>	EUR	1	1.245	USD	6/1/2013	6/30/2013	Success
<input checked="" type="checkbox"/>	EGP	100	0.144785	USD	6/1/2013	6/30/2013	Success
<input checked="" type="checkbox"/>	ALL	100	0.008891	USD	6/1/2013	6/30/2013	Success
<input checked="" type="checkbox"/>	ARS	1	0.1891	USD	6/1/2013	6/30/2013	Success
<input checked="" type="checkbox"/>	AZN	1	1.21	USD	6/1/2013	6/30/2013	Failed
<input checked="" type="checkbox"/>	ETB	100	0.051209	USD	6/1/2013	6/30/2013	Success
<input checked="" type="checkbox"/>	AUD	1	0.9774	USD	6/1/2013	6/30/2013	Success
<input checked="" type="checkbox"/>	BHD	1	2.4745	USD	6/1/2013	6/30/2013	Success
<input checked="" type="checkbox"/>	BDT	100	0.012148	USD	6/1/2013	6/30/2013	Success
<input checked="" type="checkbox"/>	BAM	100	0.632698	USD	6/1/2013	6/30/2013	Success
<input checked="" type="checkbox"/>	BRL	100	0.483593	USD	6/1/2013	6/30/2013	Success
<input checked="" type="checkbox"/>	BGN	100	0.634428	USD	6/1/2013	6/30/2013	Failed

Currency Rate Upload Progress

Total Progress

Saturday, Jun 01, 2013, 09:59:11 AM Hide Reload

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.

**Currency Rate**

Currency Afghanistan Afgani From Date 6/1/2013 To Date 6/1/2013 Execute

Currency	Currency Rate	From Date	To Date	Action
Bahrain Dinar	2.4745000	6/1/2013 12:00:00 AM	6/30/2013 12:00:00 AM	

Figure 17

## 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)**

Expense Type Category:

Expense Type:

Expense Type Code:

Policy Applicable?:

Policy Limit Amount:

Receipt Policy Applicable?:

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
Mileage	MILEAGE	8530	Not Applicable	1000.00	Not Applicable		<a href="#">Edit</a> <a href="#">Delete</a>
Other	GAS	8510	Not Applicable		Not Applicable		<a href="#">Edit</a> <a href="#">Delete</a>
Other	OTHER COMP EXPENSES	8330	Not Applicable		Not Applicable		<a href="#">Edit</a> <a href="#">Delete</a>
Other	TIPS	TIPS	Not Applicable		Not Applicable		<a href="#">Edit</a> <a href="#">Delete</a>
Other	TRANSPORT	8430	Not Applicable		Not Applicable		<a href="#">Edit</a> <a href="#">Delete</a>
Other	MEALS	8430	Applicable	100.00	Not Applicable		<a href="#">Edit</a> <a href="#">Delete</a>

[Create New](#)

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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**

Expense Type (Required)

Expense Type Code (Required)

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?  
☐

[Create](#)

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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 Applicable?	Check if policy is applicable for the expense type,  This will enable a policy limit for the expense type		No
Policy Limit Amount	Enter a policy amount.  The application will enforce this amount only if the policy applicable checkbox is checked.  <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>		No, Yes if Policy Applicable? check box is selected
Receipt Policy Applicable?	Check if receipt policy is applicable for the expense type,  This will enable a receipt policy limit for the expense type		No
Receipt Policy Limit Amount	Enter receipt policy amount.  The application will enforce this amount only if the receipt policy applicable checkbox is checked.  <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>		No
Mileage Expense Type	Check if the expense type is Mileage Expense type  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		No
Alternate Amount Label	Enter the alternate label required for the amount label  The admin can change the label of the amount field on the expense transaction screen		No

Alternate Rate Label	Enter the alternate label required for the rate label  The admin can change the label of the rate field		No
Enable Multiplier?	Check if Enable Multiplier  This is mainly related to Hotel Expense. If this field is enabled then 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.		No
Disable GST\ VAT?	Check if GST\ VAT is to be disabled  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		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

**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-18c shows Per Diem California expense type created.

### Create Expense Type

**Expense Type Category(Required)**  
 Per Diem ▼

**Expense Type (Required)**  
 Per Diem California

**Expense Type Code (Required)**  
 90010

**Policy Applicable?**  
☐

**Policy Limit Amount**  
 100.00

**Receipt Policy Applicable?**  
☐

**Receipt Policy Limit Amount**  
 1000.00

**Mileage Expense Type?**  
☐

**Alternate Amount Label**

**Alternate Rate Label**

**Enable Multiplier?**  
☐

**Disable GST/VAT?**  
☐

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Figure 18c

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

Search Expense Type(s)							
Expense Type Category	--Select--	Expense Type	Expense Type Code	Policy Applicable?	--Select--	Receipt Policy Applicable?	--Select--
Policy Limit Amount		Receipt Policy Limit Amount					
	<a href="#">Search</a>	<a href="#">Reset</a>					
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	90010	Applicable	100.00	Not Applicable	1000.00	<a href="#">✎</a> <a href="#">✕</a>
Other	Other Computer Exp (NAV)	8330	Not Applicable	0.00	Not Applicable	0.00	<a href="#">✎</a> <a href="#">✕</a>
Other	software (NAV)	8310	Not Applicable	0.00	Not Applicable	0.00	<a href="#">✎</a> <a href="#">✕</a>
Other	Rent Expense Admin	100-6180-00	Not Applicable	0.00	Not Applicable	0.00	<a href="#">✎</a> <a href="#">✕</a>
Other	Tolls & Bridge Fees(Cont)	818	Not Applicable	0.00	Not Applicable		<a href="#">✎</a> <a href="#">✕</a>
Other	Shipping - Postage(Cont)	100-6500-00	Not Applicable	0.00	Not Applicable		<a href="#">✎</a> <a href="#">✕</a>
Other	Shipping - Express(Cont)	100-6500-01	Not Applicable	0.00	Not Applicable		<a href="#">✎</a> <a href="#">✕</a>
Other	Professional Services (Cont)	815	Not Applicable	0.00	Not Applicable		<a href="#">✎</a> <a href="#">✕</a>
Other	Phone - Non Mobile (Cont)	814	Not Applicable	0.00	Not Applicable		<a href="#">✎</a> <a href="#">✕</a>
Per Diem	Phone - Mobile(Cont)	813	Applicable	50.00	Not Applicable		<a href="#">✎</a> <a href="#">✕</a>

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Figure 18d

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

Figure 18e

## 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 18f for the list of cities with currency type and per diem amount, Figure 18g shows how a new city with city name, currency type and per diem rate is created.

City Name	Currency Type	Per Diem Amount	Action
California	US Dollar	500.00	
Memphis	Indian Rupee	100.00	
Alexandria			
Chesapeake			
Richmond			
Raleigh			
Washington D.C	US Dollar	100.00	
Anchorage			
Phoenix			
New Orleans			

Figure 18f

Figure 18g

## 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 addressed 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		
Address	Address Description	Action
1 Madison Avenue, New York, NY, 10010	Customer 1 Address	
100 Park Avenue, New York, NY 10015	Office 1 Address	
<a href="#">Create New</a> <span style="float: right;"> <a href="#">« First</a> <a href="#">« Previous</a> <span style="border: 1px solid black; padding: 0 2px;">1</span> <span style="border: 1px solid black; padding: 0 2px;">Of</span> <span style="border: 1px solid black; padding: 0 2px;">1</span> <a href="#">Next »</a> <a href="#">Last »</a> </span>		

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

**Address**

**Address Description**

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

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





Mileage Addresses & Distance Mapping			
<a href="#">Create New</a>			
From Address	To Address	Distance	Action
100 Park Avenue, New York, NY 10015	1 Madison Avenue, New York, NY, 10010	25.00	 
1 Madison Avenue, New York, NY, 10010	100 Park Avenue, New York, NY 10015	24.90	 

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

**From Address**

**To Address**

**Distance**

**Unit Of Travel**  
☒ Miles ☐ KMS

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Figure 20b

Field	Description	Validation	Mandatory
From Address	Select the From Mileage Address This is the address from which the distance is to be calculated		Yes
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 users 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			
Report Type	Sub-Report Type	Project Type	Action
CORPORATE	COSTALLOCATION	Non-Billable	 
PROJECT	NOCOSTALLOC	Non-Billable	 

**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.*

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 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.

**Cost Center Allocation**

**Expense Report: TEST ONE**

**To allocate cost, please select the desired expense(s) and add the cost accounting values.**

<input type="checkbox"/>	Date	Expense Type	Transaction Name	Amount
<input checked="" type="checkbox"/>	5/15/2013	HOTEL		675.00
<input checked="" type="checkbox"/>	5/14/2013	ADVERTISING EXPENSE		1022.00

Company	Business Unit	Cost Accounting	Cost Accounting Value	Percentage	Action
Acme Inc.	Corp.	Cost Center	MARKETING	50.00	✗
Acme Inc.	Corp.	Cost Center	SALES	35.00	✗
Acme Inc.	Corp.	Cost Center	CUST. SUPPORT	15.00	✗

--Select-- --Select-- --Select-- --Select-- 0.00 [Add](#)

[Save](#)

Figure 22

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**Create Expense Report** [Cost Center Allocation](#) [PDF Preview](#)

MGR2 CV, GE10002 VendorNumber:10000

Report Name:  Report Type:

Start Date:  End Date:

Comments:

[Save](#)

**Expense Transactions**

Action	Cost Allocation	Date	Source	Vendor	Receipt	Expense Type	Amount
		5/15/2013	Web	Hilton Hotels	<a href="#">Add Receipt</a>	HOTEL	675.00
		5/14/2013	Web	Amazon	<a href="#">Add Receipt</a>	ADVERTISING EXPENSE	1,022.00
<b>Subtotal</b>							1,697.00
<b>Not Reimbursable</b>							1,697.00
<b>Total Reimbursable</b>							0.00

[Add Existing Transaction](#) [Add New Transaction](#)

[Validate](#)

Figure 23

- 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.

- 5) 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.

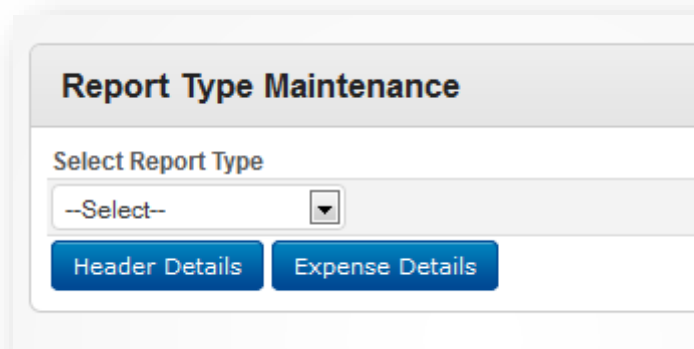


Figure 24

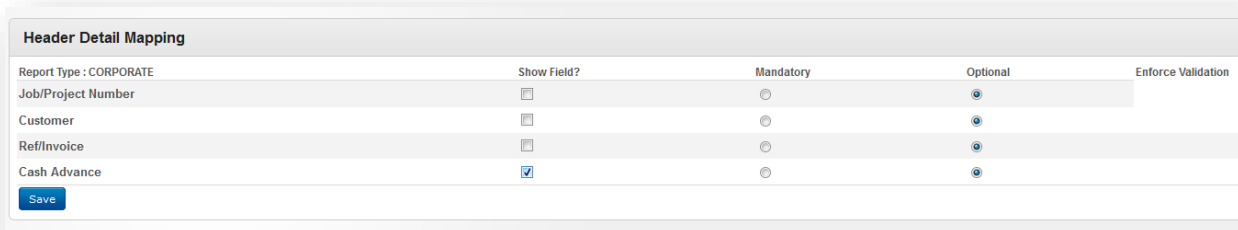
When the Header Details button for a particular selected Report Type is clicked, Figure 24 is seen. The main fields here are:

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.



The 'Header Detail Mapping' screen shows a table with columns: Report Type, Show Field?, Mandatory, Optional, and Enforce Validation. The 'Report Type' is set to 'CORPORATE'. The 'Show Field?' column has checkboxes for 'Job/Project Number', 'Customer', 'Ref/Invoice', and 'Cash Advance'. The 'Mandatory' and 'Optional' columns have radio buttons. The 'Enforce Validation' column has a checkbox. A 'Save' button is at the bottom left.

Report Type : CORPORATE	Show Field?	Mandatory	Optional	Enforce Validation
Job/Project Number	<input type="checkbox"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Customer	<input type="checkbox"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Ref/Invoice	<input type="checkbox"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Cash Advance	<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="radio"/>	

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 check box 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 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.



The 'Expense Detail Mapping' screen shows a table with columns: Report Type, Show Field?, Mandatory, and Optional. The 'Report Type' is set to 'CORPORATE'. The 'Show Field?' column has checkboxes for 'Project Task', 'Other Co-Workers', and 'Other Comments'. The 'Mandatory' and 'Optional' columns have radio buttons. A 'Save' button is at the bottom left.

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

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	Action
CORPORATE	
PROJECT	
ALL	

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 expense types are associated, then the user will see all expense types (which is also the default behavior)



### Role Expense Type Maintenance

Select Expense Type

CORPORATE ▼

[Get Expense Type Details](#)

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

Role Expense Type Mapping	
Role: ALL	
TRAVEL & LODGING	<input checked="" type="checkbox"/>
TRAVEL & LODGING - AUSTIN	<input type="checkbox"/>
MEAL EXPENSE	<input checked="" type="checkbox"/>
MEAL EXPENSE - AUSTIN	<input type="checkbox"/>
DUES & SUBSCRIPTIONS	<input checked="" type="checkbox"/>
DUES & SUBSCRIPTIONS - AUSTIN	<input type="checkbox"/>
MISC. EXPENSE	<input type="checkbox"/>
MISC. EXPENSE - AUSTIN	<input type="checkbox"/>
TRAINING CONFERENCES	<input type="checkbox"/>
TRAINING EXPENSE - AUSTIN	<input type="checkbox"/>
AUTOMOBILE MILEAGE	<input type="checkbox"/>
AUTOMOBILE MILEAGE - AUSTIN	<input type="checkbox"/>

Save

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)*



Role Expense Detail Mapping			
Role :CORPORATE			
Configuration Label	Enable?	Mandatory?	Field Operation
GST	<input checked="" type="checkbox"/>	<input type="checkbox"/>	None <input type="button" value="v"/>
Tips	<input type="checkbox"/>	<input type="checkbox"/>	None <input type="button" value="v"/>
VAT3	<input type="checkbox"/>	<input type="checkbox"/>	None <input type="button" value="v"/>
VAT4	<input type="checkbox"/>	<input type="checkbox"/>	None <input type="button" value="v"/>
City	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	None <input type="button" value="v"/>
State	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	None <input type="button" value="v"/>
Country	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	None <input type="button" value="v"/>
Merchant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	None <input type="button" value="v"/>
BP	<input type="checkbox"/>	<input type="checkbox"/>	None <input type="button" value="v"/>
Company	<input type="checkbox"/>	<input type="checkbox"/>	None <input type="button" value="v"/>
Business Unit	<input type="checkbox"/>	<input type="checkbox"/>	None <input type="button" value="v"/>
Cost Center	<input type="checkbox"/>	<input type="checkbox"/>	None <input type="button" value="v"/>
Project Task	<input type="checkbox"/>	<input type="checkbox"/>	None <input type="button" value="v"/>
Customer	<input type="checkbox"/>	<input type="checkbox"/>	None <input type="button" value="v"/>
Job	<input type="checkbox"/>	<input type="checkbox"/>	None <input type="button" value="v"/>
Billing Code	<input type="checkbox"/>	<input type="checkbox"/>	None <input type="button" value="v"/>

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.

Role Report Type Mapping	
Select Role	
--Select--	<input type="button" value="v"/>
<input type="button" value="Get Report Type Details"/>	

Figure 31a

Role Report Type Mapping	
Role : CORPORATE	
CORPORATE	<input checked="" type="checkbox"/>
PROJECT	<input type="checkbox"/>
PRE-TRIP	<input type="checkbox"/>
AGGREGATE SPEND	<input type="checkbox"/>
<input type="button" value="Save"/>	

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



State Name	State Code	Action
Other	Other	
AK	AK	
AL	AL	
AR	AR	
AZ	AZ	
CA	CA	
CO	CO	
CT	CT	
DC	DC	
DE	DE	

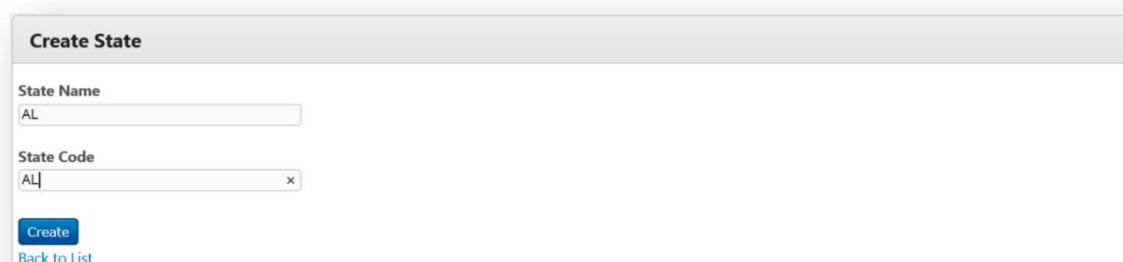
Create New

First Previous 1 Of 6 Next Last

Figure 32a

### Create New State

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



**Create State**

State Name  
AL

State Code  
AL

Create

[Back to List](#)

Figure 32b

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

Table 11

#### Note:

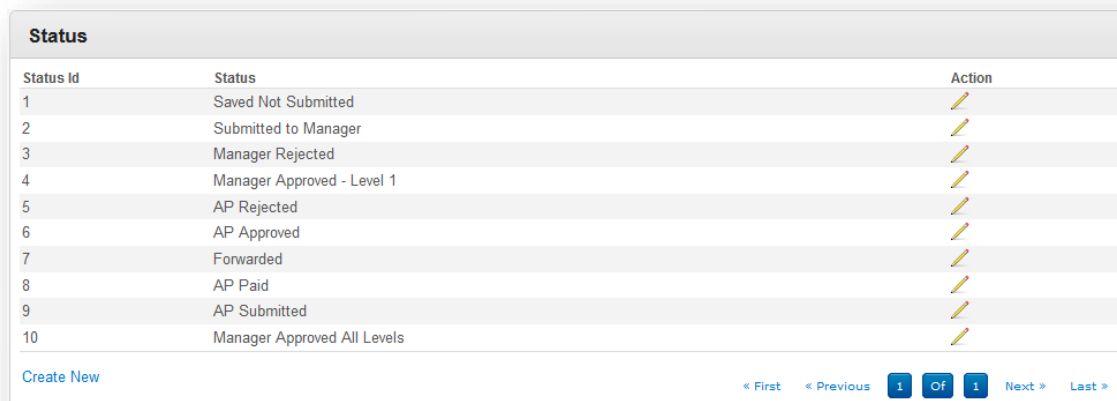
1. State Name and State Codes cannot be repeated. If attempted, the application will provide an error noting that the entry already exists.

**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.



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

Create New

« First « Previous 1 Of 1 Next » Last »

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

Category  
Manager

Status  
Manager Approved - Level 1

Email Subject  
Expense Alert for #FirstName #LastName

Email Body  
Greetings,<BR><BR>The expense number #ExpenseConfNo for a total amount of&nbsp;#Total USD is now approved by the manager. The expense has to be approved by accounting before you get paid.<BR><BR>To view the expense, please visit the following link - #ApplicationLink<BR><BR>Regards,<BR>The <SPAN class=ib>Gorilla</SPAN> <SPAN class=ib>Expense</SPAN> <SPAN class=ib>Team</SPAN>

Next Approval Status  
Manager Approved All Levels

Next Rejection Status  
Manager Rejected

Initial Status For Pre-Approval  
☐

Initial Status  
☐

Final Pre-Approval Status  
☐

Final Status  
☐

Save  
Back to List

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	Number of Days	Transaction
Misc Amount 2	VAT1	Transaction
Misc Amount 3	VAT2	Transaction
Misc Amount 4	VAT3	Transaction
City	City	MiscFields
State	State	MiscFields
Country	Country	MiscFields
Vendor	Vendor	MiscFields
Business Purpose	Business Purpose	MiscFields
Other Comments	Other Details	Application
Comment	Details	Application
Project Task	Job	Project
Customer	Customer	Project
Project	Project	Project
BillingCode	Billing Code	Project
Company	Company	Dimensions
Business Unit	Business Unit	Dimensions
Cost Center	Cost Center	Dimensions

[Save](#)

Figure 36

An example is shown above where **four Misc Amount fields** are used to report different VATs; the **State** field is labeled as **state**; 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.

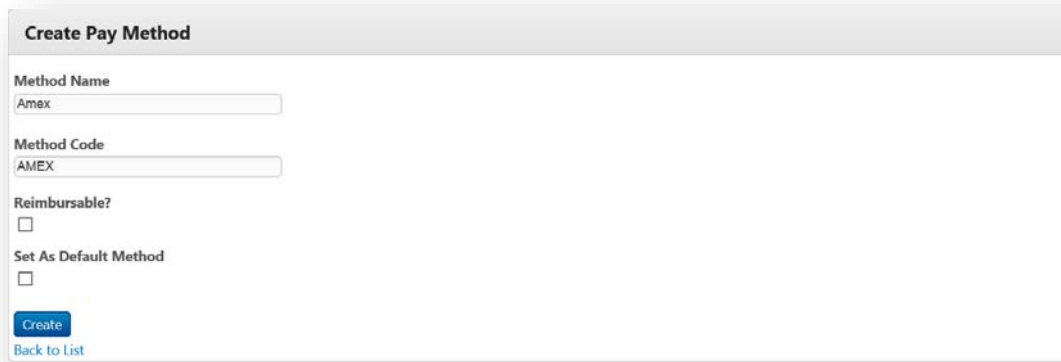
Method Name	Method Code	Reimbursable?	Action
Amex	AMEX	Not Reimbursable	 
Cash	CASH	Reimbursable	 
Discover	DISCOVER	Reimbursable	 

[Create New](#)

« First « Previous 1 Of 1 Next » Last »

Figure 36a

When the Create New button is clicked, the admin is presented with a screen to enter values. Figure 37a shows an example pay method created for a corporate card from American Express while Figure 37b shows an example pay method created for cash based transaction.



**Create Pay Method**

Method Name  
Amex

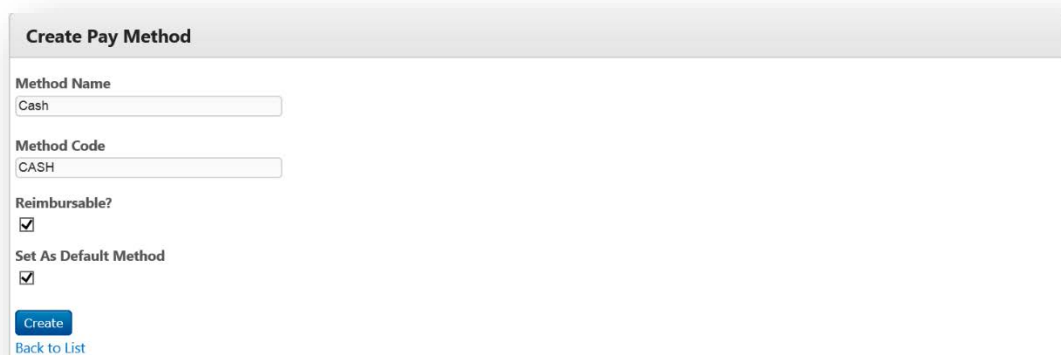
Method Code  
AMEX

Reimbursable?  
☐

Set As Default Method  
☐

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

Figure 37a



**Create Pay Method**

Method Name  
Cash

Method Code  
CASH

Reimbursable?  
☒

Set As Default Method  
☒

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

Figure 37b

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	
Vendor Name	Action
CHEESECAKE FACTORY	 
CHEVRON	 
CHIPOTLE	 
CHONAS MEXICAN GRILLLAWRENCEVIL	 
CINCINNATI JET CENTER	 
COLDSTONE	 
CREW TRANSPORT	 
Delta Airlines	 
Denny's	 
Discover	 
DJ SPORTS BAR	 
Domino's Pizza	 
DUANE READE	 
ez Pass	 
FAIRFIELD INN	 

Create New

Filter by Vendor Name:

« First « Previous 3 Of 8 Next » Last »

Figure 38a



### 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

Bank Comment Mapping			
Comment/Keyword	Expense Type	Vendor	Action
WI DEPT	Computer Software, Licenses & Maintenance(Cont)	Walmart	 

Create New

Filter by Comment/Keyword:

« First « Previous 1 Of 1 Next » Last »

Figure 39a



## Create New Bank Comment

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

Figure 39b

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 Ontario will be applicable when any expense type is selected with Ontario 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.

**Search Tax Rate Data(s)**

Expense Type:  State:

Valid From:  Valid To:

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

Expense Type	State	GST Rate	HST Rate	PST Rate	Misc Rate	Action
MEALS	New Brunswick	0.0000000	0.1300000	0.0000000	0.0000000	<a href="#">Edit</a> <a href="#">Delete</a>
-	Ontario	0.0000000	0.1300000	0.0000000	0.0000000	<a href="#">Edit</a> <a href="#">Delete</a>
OFFICE SUPPLIES	British Columbia	0.0500000	0.0000000	0.0700000	0.0000000	<a href="#">Edit</a> <a href="#">Delete</a>

[Create New](#)

« First « Previous 1 Of 1 Next » Last »

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)**

Expense Type:  State:

Valid From:  Valid To:

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

Expense Type	State	GST Rate	HST Rate	PST Rate	Misc Rate	Action
OFFICE SUPPLIES	British Columbia	0.0500000	0.0000000	0.0700000	0.0000000	<a href="#">Edit</a> <a href="#">Delete</a>

[Create New](#)

« First « Previous 1 Of 1 Next » Last »

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 “OFFICE SUPPLIES” mapped to state “British Columbia”.

Create Tax Rate

Expense Type	OFFICE SUPPLIES
State	British Columbia
GST Rate	0.0500000
HST Rate	0.0000000
PST Rate	0.0700000
Misc Rate	0.0000000
Enable GST Rate	<input checked="" type="checkbox"/>
Enable HST Rate	<input type="checkbox"/>
Enable PST Rate	<input checked="" type="checkbox"/>
Enable Misc Rate	<input type="checkbox"/>
Valid From	4/1/2013
Valid To	3/31/2016

Create

Back to List

Figure 40b

Figure 40c shows the auto calculation and auto population of tax data for state “British Columbia” and expense type “OFFICE SUPPLIES” and added to the transaction amount.

gorilla expense

Hello, William | Sign Off

Home

Expense Reports

Create Expense Report

View Expense Reports

Transactions

Transactions (Bulk Edit)

Timesheets

Analytics

Settings

Add New Transaction

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

Expense Type	OFFICE SUPPLIES
Transaction Date	7/1/2015
Transaction Amount	100.00
GST	5.00
PST	7.00
Currency Type	Canadian Dollar
Currency Rate	1
Converted Amount	112.00
Receipt	<div>Browse...</div>
Pay Method	Amex
Country	Canada
State	British Columbia
City	
Details	
Other Co-Workers	Choose Co-workers
Other Details	--Select--
Paid by Corporate Credit Card (Not Reimbursable)	<input checked="" type="checkbox"/>

Save

Figure 40c

Violation

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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.

Violation Category	Violation Reason	Action
Expense	Client accompanied for meals	
Receipt	Misplaced Receipt	
Expense	Last Minute client confirmation	

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

**Search Violations**

Violation Category: Select  
Expense  
Receipt

Violation Reason:

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

Violation Category	Violation Reason	Action
Expense	Client accompanied for meals	
Expense	Last Minute client confirmation	

[Create New](#)

[First](#) [Previous](#) **1** of **1** [Next](#) [Last](#)

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.

**Create Violation**

Violation Category: Expense

Violation Reason: Last Minute Client Confirmation

[Create](#)

[Back to List](#)

Figure - 43a

**Create Violation**

Violation Category: Receipt

Violation Reason: Misplaced Receipt

[Create](#)

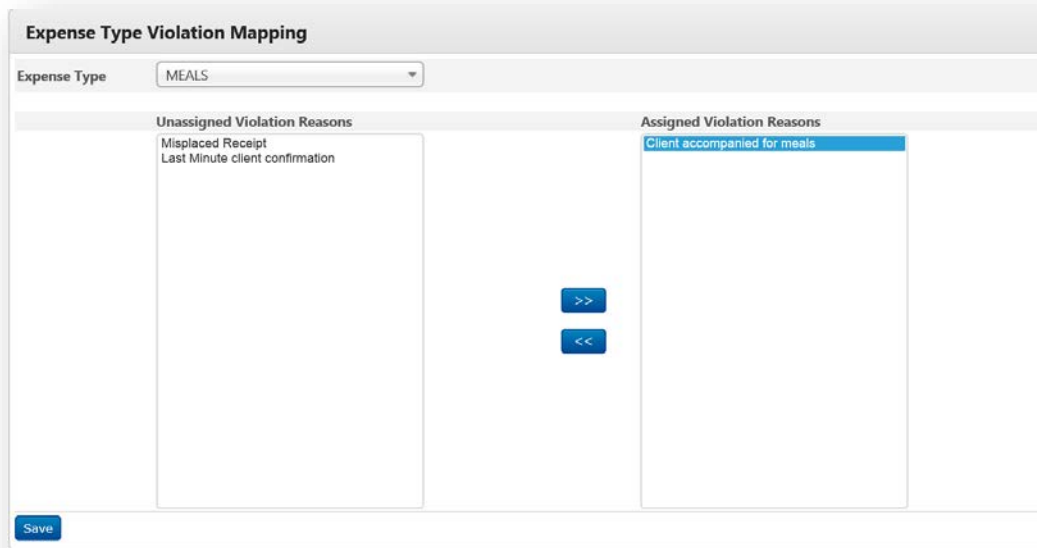
[Back to List](#)

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.



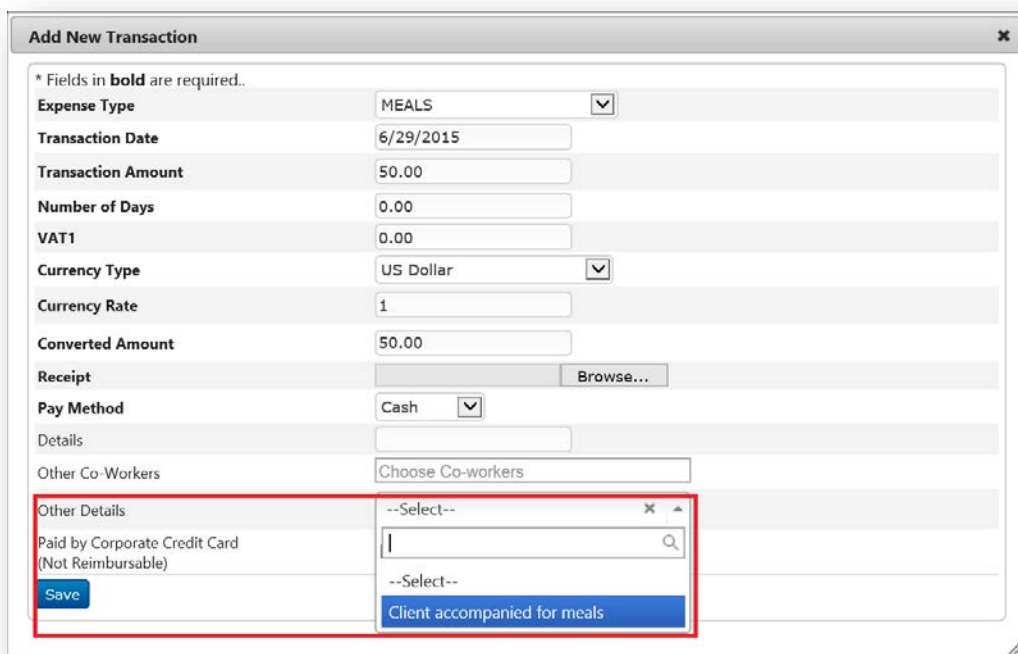
The "Expense Type Violation Mapping" window shows a configuration screen for the "MEALS" expense type. It features two columns: "Unassigned Violation Reasons" and "Assigned Violation Reasons".

Unassigned Violation Reasons	Assigned Violation Reasons
Misplaced Receipt Last Minute client confirmation	Client accompanied for meals

Navigation buttons ">>" and "<<" are located between the columns. A "Save" button is at the bottom left.

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.



The "Add New Transaction" form contains various fields for transaction entry. The "Other Details" field is highlighted with a red box, showing a dropdown menu with the option "Client accompanied for meals".

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

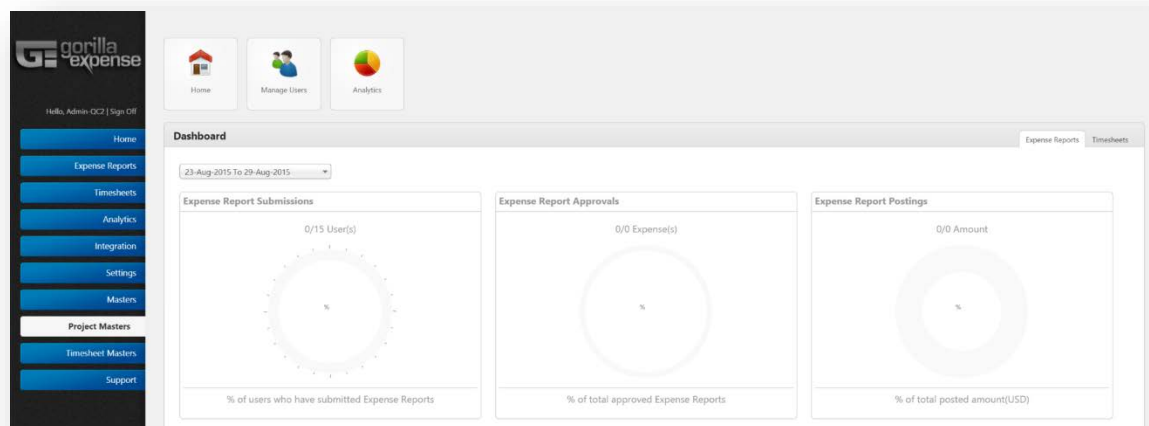
<b>Expense Type</b>	MEALS
<b>Transaction Date</b>	6/29/2015
<b>Transaction Amount</b>	50.00
<b>Number of Days</b>	0.00
<b>VAT1</b>	0.00
<b>Currency Type</b>	US Dollar
<b>Currency Rate</b>	1
<b>Converted Amount</b>	50.00
<b>Receipt</b>	Browse...
<b>Pay Method</b>	Cash
<b>Details</b>	
<b>Other Co-Workers</b>	Choose Co-workers
<b>Other Details</b>	--Select-- Paid by Corporate Credit Card (Not Reimbursable) Client accompanied for meals

A "Save" button is located at the bottom left of the form.

Figure 44a

## 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.



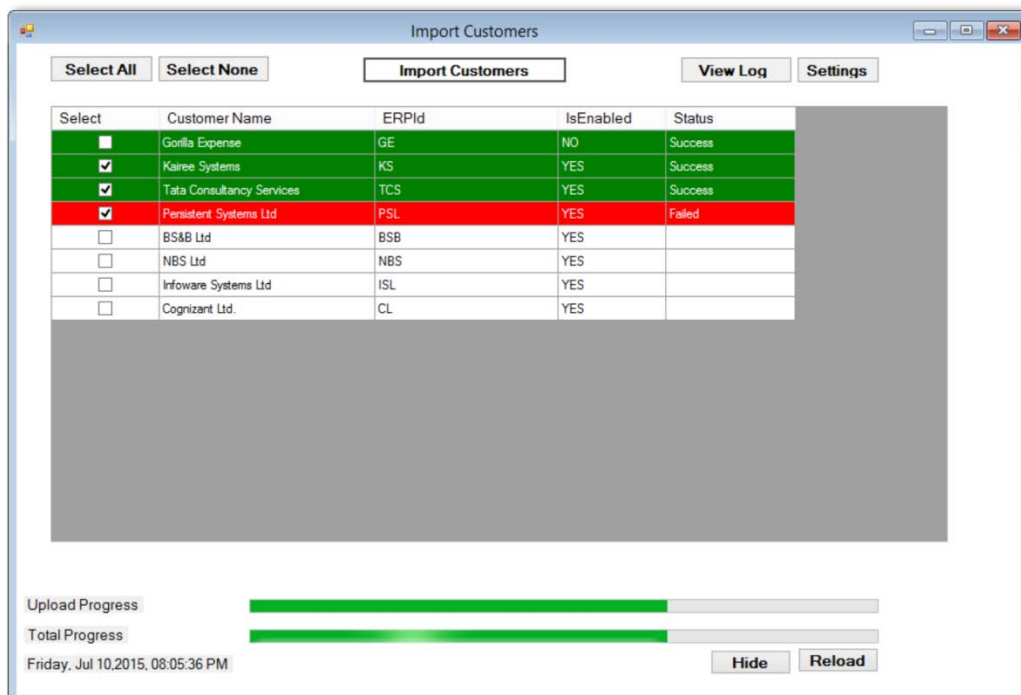
## Customer

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.

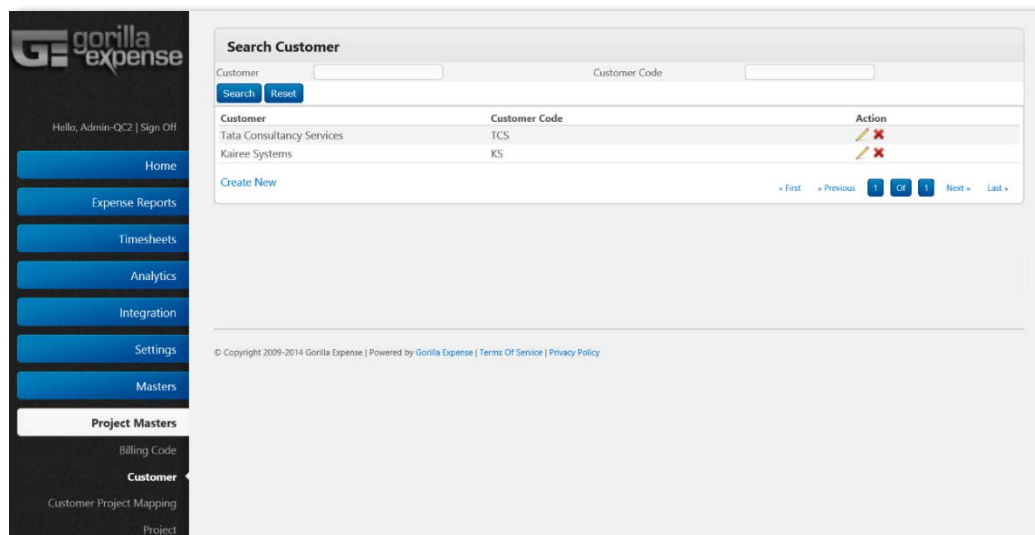
Customer Name	Customer ERPIId	IsEnabled
Gorilla Expense	GE	NO
Kairee Systems	KS	YES
Tata Consultancy Services	TCS	YES
Persistent Systems Ltd	PSL	YES
BS&B Ltd	BSB	YES
NBS Ltd	NBS	YES
Infoware Systems Ltd	ISL	YES
Cognizant Ltd.	CL	YES

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



## 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.

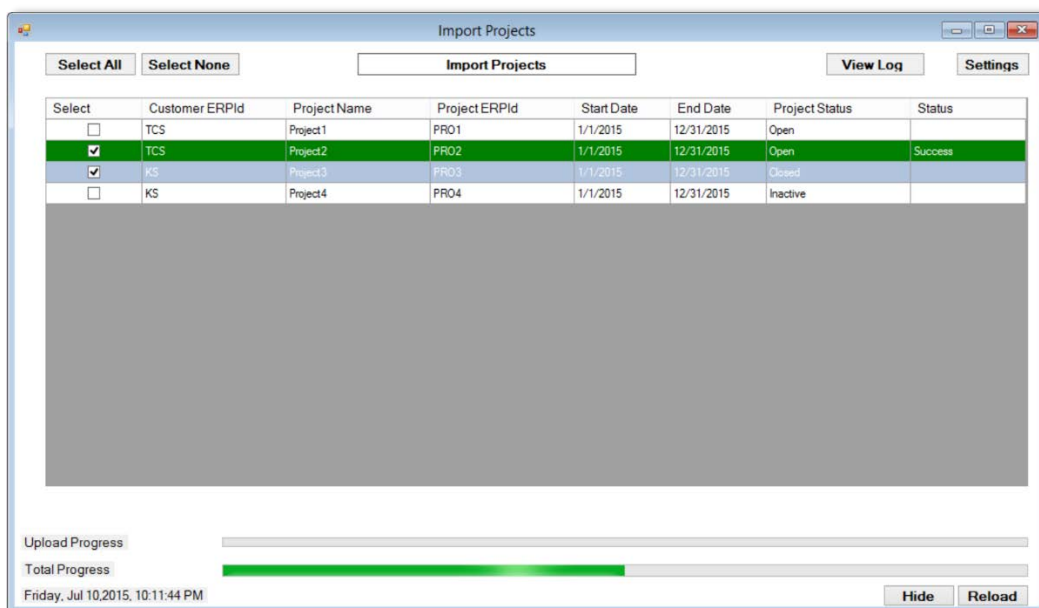


Customer ERPId	Project Name	Project ERPId	Start Date	End Date	Project Status
TCS	Project1	PRO1	1/1/2015	12/31/2015	Open
TCS	Project2	PRO2	1/1/2015	12/31/2015	Open
KS	Project3	PRO3	1/1/2015	12/31/2015	Closed
KS	Project4	PRO4	1/1/2015	12/31/2015	Inactive

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

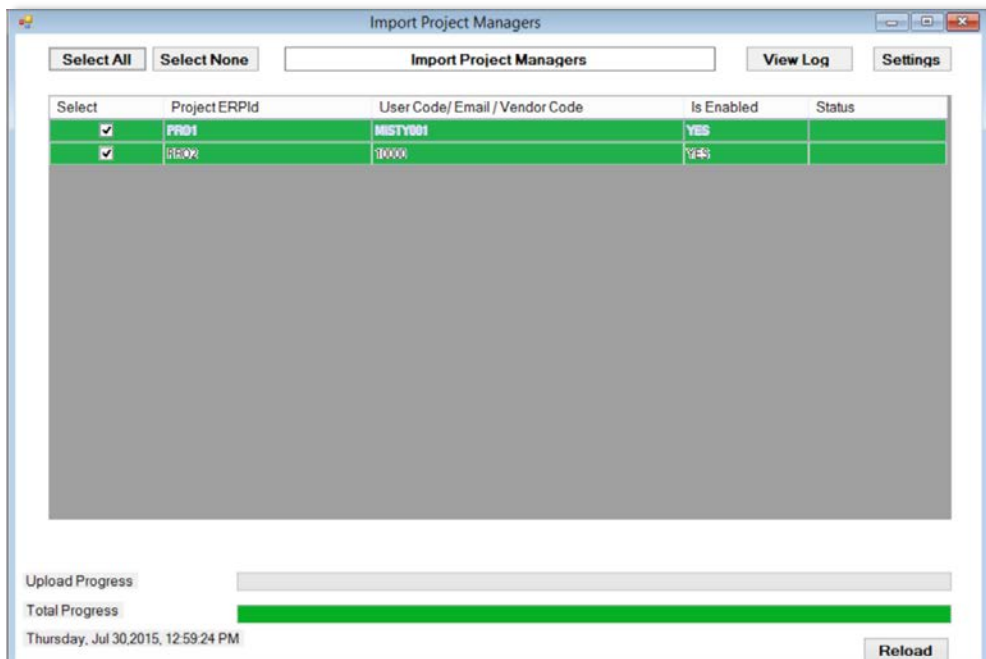
## Project Manager Mapping

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 .

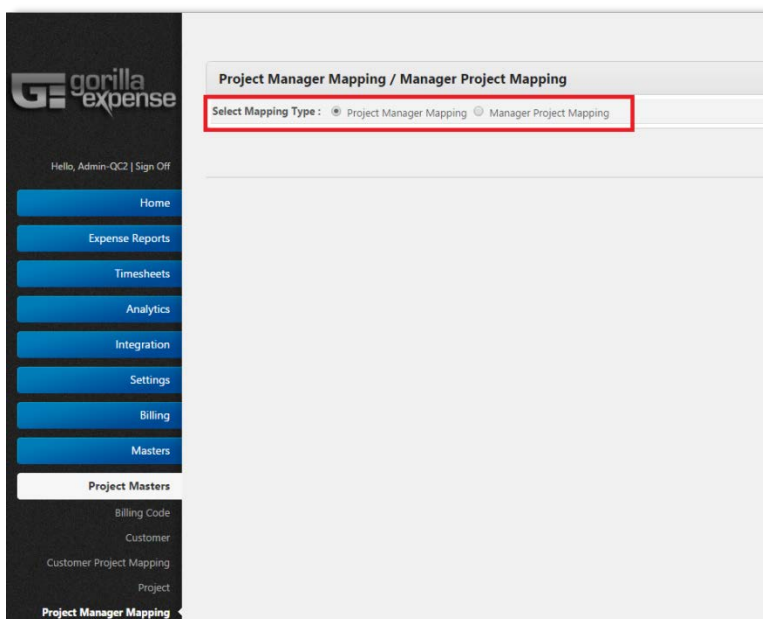


After successfully importing Project Managers user should login to gorilla expense manager and Go to Project Masters -> Project Manager Mapping and check if the imported Project Manager(s) is/are displayed

## 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*



Project Manager Mapping

Customer

Microsoft Inc

Project

Application MSF4

Unassigned Managers

James Walker  
John West  
Manager1-QC2 Gorilla  
Manager2-QC2 Gorilla  
Misty Shock  
MultipleManagers  
Sam Ron

Assigned Managers

Chris Meyer

>>

<<

Save

Back

Manager Project Mapping

gorilla  
expense

Hello, Admin-QC2 | Sign Off

Home  
Expense Reports  
Timesheets  
Analytics  
Integration  
Settings  
Billing  
Masters  
Project Masters  
Billing Code  
Customer  
Customer Project Mapping  
Project  
Project Manager Mapping

Project Manager Mapping / Manager Project Mapping

Select Mapping Type : ☐ Project Manager Mapping ☒ Manager Project Mapping

Manager Project Mapping

Manager

Chris Meyer

UnMapped Projects

Project1  
Project2  
Project3  
Project4  
Setting up Eight Work Areas  
Setting up Ten Conference Rooms

Mapped Projects

Application MSF4

>>

<<

Save

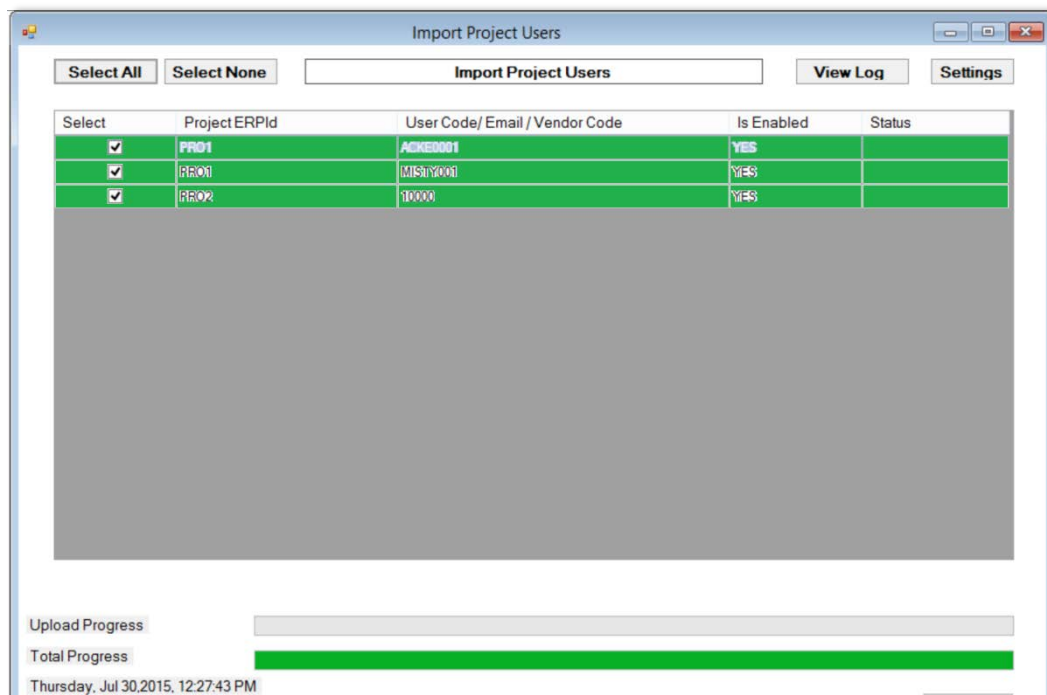
Back

## 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 .

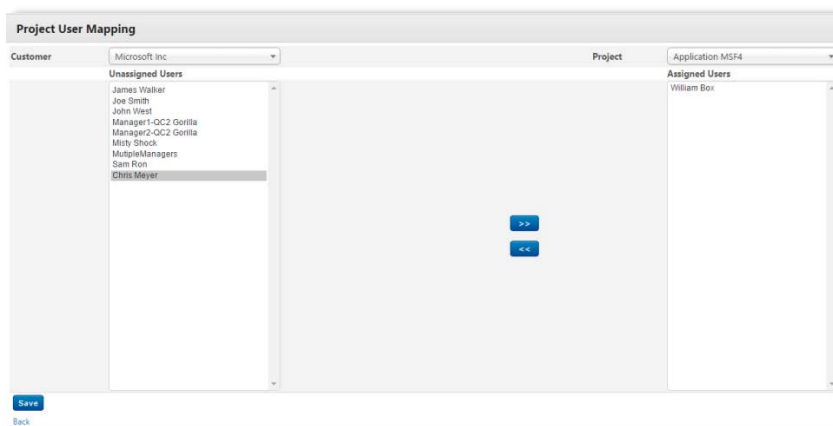
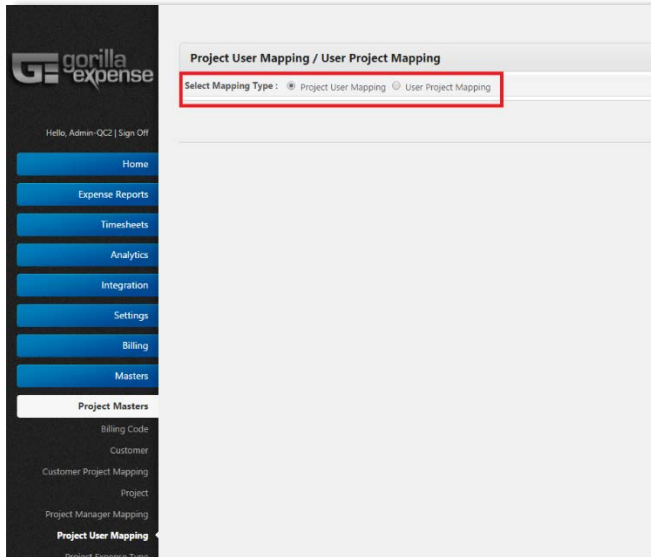


After successfully importing ‘Project Users’ user should login to gorilla expense manager and Go to Project Masters -> Project Users Mapping and check if the imported Project Users are displayed

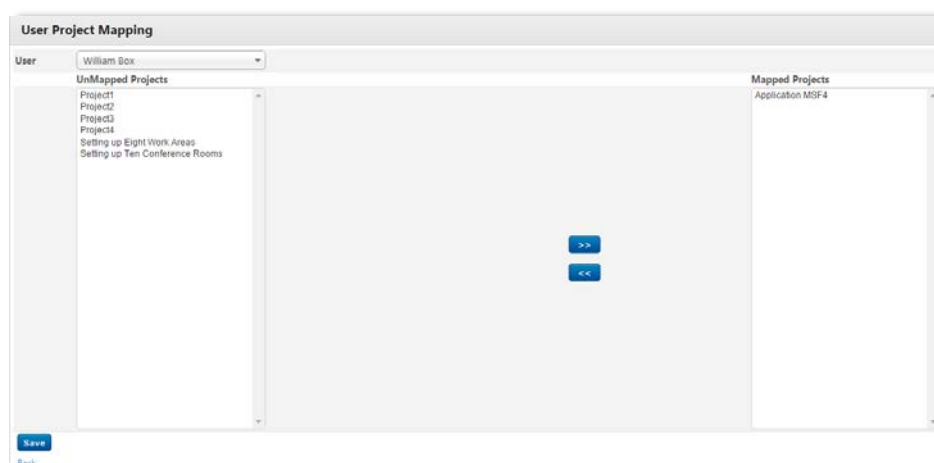
## Project-User Mapping and User-Project Mapping Option

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



## User Project Mapping



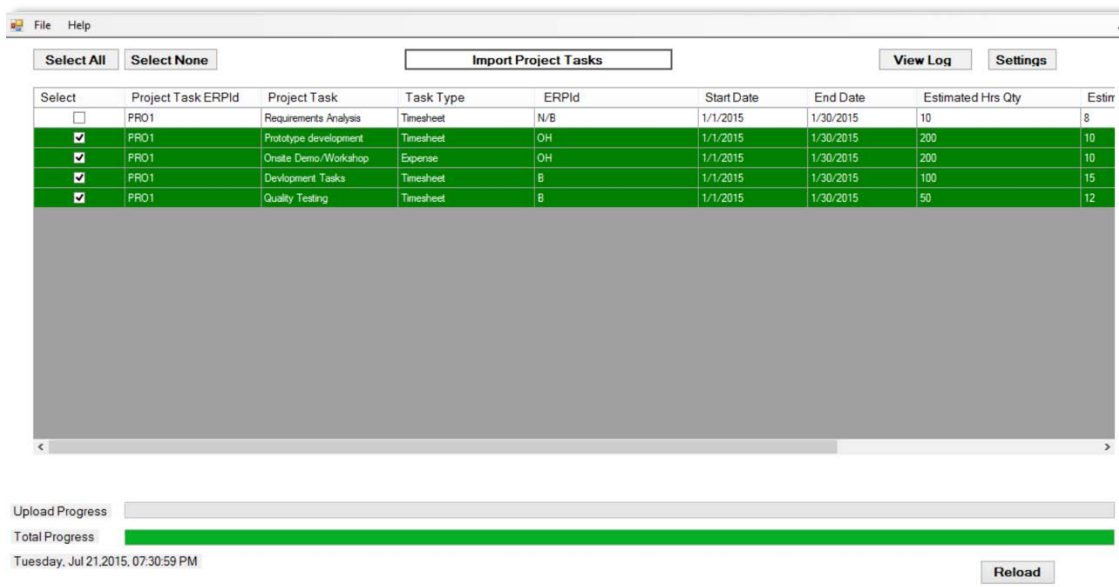
## Project Task/Job

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	Devlopment 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



**Search Jobs**

Customer  Project   
Job  Task Type   
Start Date  End Date

Project	Job	Start Date	End Date	Estimated Hrs/Qty	Estimated Cost	Action
Project1	Quality Testing	1/1/2015	1/30/2015	50.00000	600.00	
Project1	Development Tasks	1/1/2015	1/30/2015	100.00000	1500.00	
Project1	Onsite Demo/Workshop	1/1/2015	1/30/2015	200.00000	2000.00	
Project1	Prototype development	1/1/2015	1/30/2015	200.00000	2000.00	
Project1	Requirements Analysis	1/1/2015	1/30/2015	10.00000	80.00	

[Create New](#)
« First
« Previous
1
Of
1
Next »
Last »

## 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

Hello, Admin-DC2 | Sign Off

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[Expense Reports](#)  
[Timesheets](#)  
[Analytics](#)  
[Integration](#)  
[Settings](#)  
[Billing](#)  
[Masters](#)  

Project Masters

[Billing Code](#)  
[Customer](#)  
[Customer Project Mapping](#)  
[Project](#)  
[Project Manager Mapping](#)  
[Project User Mapping](#)  
[Project Expense Type Mapping](#)

Project Expense Type Mapping / Expense Type Project Mapping  
Select Mapping Type : ☒ Project Expense Type Mapping ☐ Expense Type Project Mapping

**Project Expense Type Mapping**

Customer: Microsoft Inc Project: Application MSF4

Unassigned Expense Types		Assigned Expense Types
ADVERTISING EXPENSE	<div>&gt;&gt;</div> <div>&lt;&lt;</div>	HOTEL
Airfare, Bag & Other Airline Fees(Cont)		MEALS
Auto Rental(Cont)		TRANSPORT
Books & Journals(Cont)		
Cash Tips(Cont)		
Computer Software, Licenses & Maintenance		
DAILY SERVICE		
Fuel - Auto Rental(Cont)		
GAS-N		
Gift(Cont)		
Meals - Employees		
Meals - Entertainment(Cont)		
MILEAGE		
Mileage(Cont)		
MISCELLANEOUS EXPENSE		
Miscellaneous Expense(Cont)		
OFFICE SUPPLIES-N		
OTHER COMP EXPENSES-N		
Other Computer Exp (NAV)		
Parking(Cont)		
Pet Diet		
Phone - Mobile(Cont)		
Shoes, Shoe Mobile(Cont)		

[Save](#) [Back](#)

## Expense Type to Project Mapping

**Project Expense Type Mapping / Expense Type Project Mapping**

Select Mapping Type: ☐ Project Expense Type Mapping ☒ Expense Type Project Mapping

Hello, Admin-QC2 | Sign Off

- Home
- Expense Reports
- Timesheets
- Analytics
- Integration
- Settings
- Billing
- Masters
- Project Masters
  - Billing Code
  - Customer
  - Customer Project Mapping
  - Project
  - Project Manager Mapping
  - Project User Mapping
  - Project Expense Type Mapping**

**Expense Type Project Mapping**

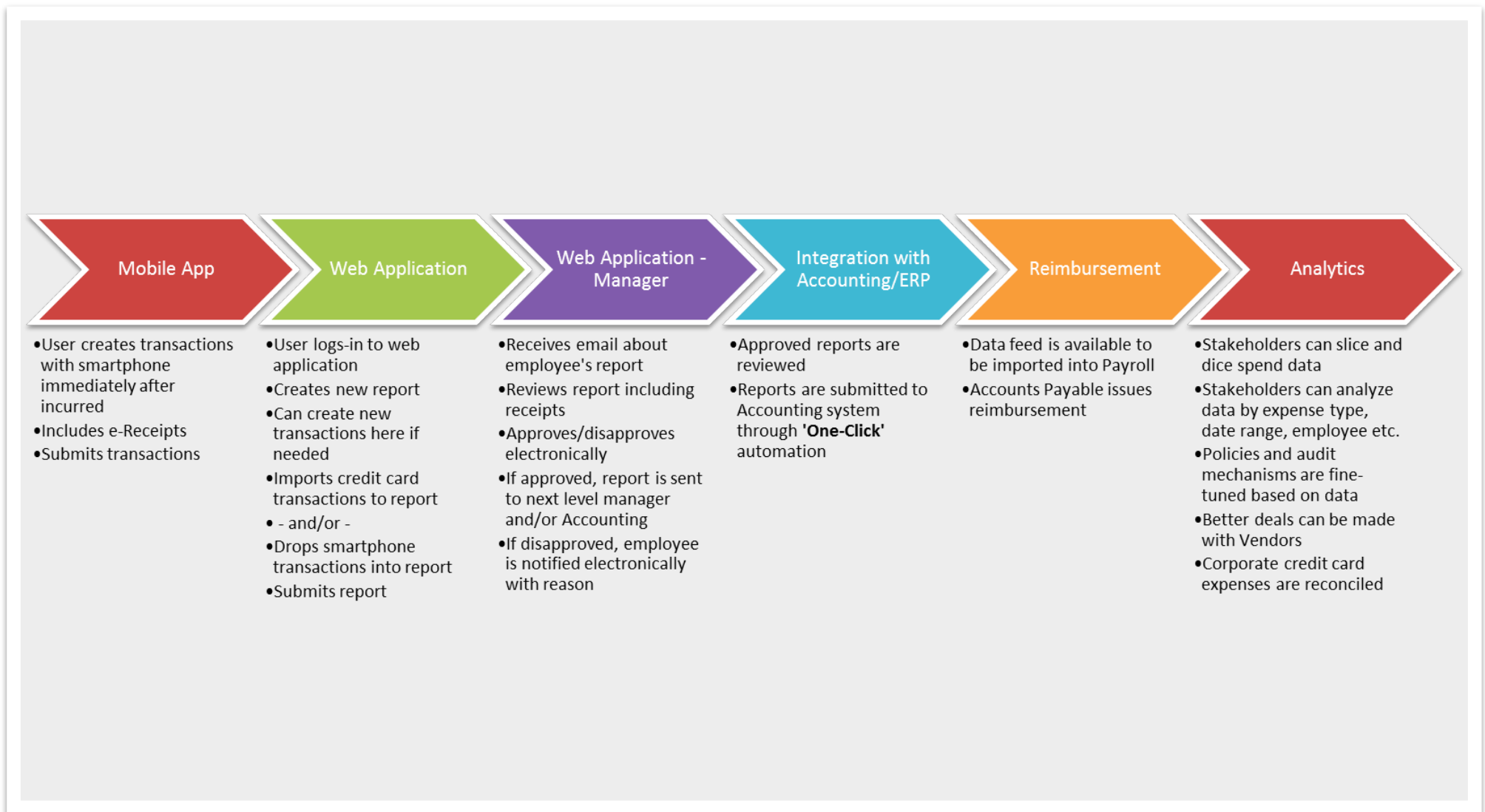
Expense Type: Computer Software, Licenses & Mal...

UnMapped Projects		Mapped Projects
Project3	<div>&gt;&gt;</div> <div>&lt;&lt;</div>	Application MSF4
Project4		Project1
Setting up Eight Work Areas		Project2
Setting up Ten Conference Rooms		

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## Appendix

The following diagram shows the typical expense reporting process -



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