# **Complete My Expenses**

Please follow the below steps to create and submit a personal expense claim. **Please remember expense claims should be submitted within 30 days of incurring the expense.** If this is not practical, written approval for any extension will be required from the colleague's line manager.

For further support colleagues should enrol in and complete the <u>IFS Module 4:</u> <u>Expenses i.Learn course.</u>

#### **Steps**

1. Please log into IFS

h Login - IFS A	pplications 🛛 🕅 🔀
IFS APF	PLICATIONS <sup>T</sup> 8
Please enter you	r credentials to connect to IFS Applications
User name:	testperson
Password:	*******
Domain:	-
Language:	English (United Kingdom)
OK	Quit Options>>

2. Click on Finance Start Page

If you **do not have a manager start page** please click on the left hand side of the screen as per below and type in "expense sheet" and click enter. It will take you to the "expense sheet" screen.

IFS Navigator	19 6 🔅	+	÷∙×	C			$\cdot$	,	
<ul> <li>Shortcuts</li> </ul>		My	v Start Page	- Fina	ncem	y start	page		
▼ IFS Applications									
<ul> <li>Application Base</li> <li>Accounting Rule</li> </ul>									
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Policy owner:	PSG		Issue nur	nber:		PS	G-CB-00	1	

IFS Navigator	间	6	٥	+	⇒	• >	C			•	>
<ul> <li>Shortcuts</li> </ul>					My Sta	rt Pag	e - Fina	nce m	y star	t page	
▼ IFS Applications expense sheet											
V 2 loyee Self-Service											

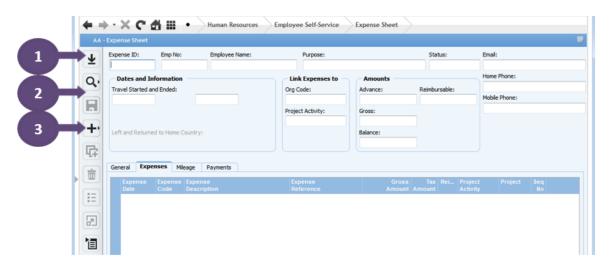
**If you do have the manager start page** please click "Finance Start Page", then "Complete My Expenses" which will take you to an "expense sheet" screen.

IFS Navigator	6 O	← → · × C ☆ III • My Start Pages Home S	tart Page	
<ul> <li>Shortcuts</li> </ul>		My Start Page - Home Start Page		
▼ IFS Applications	()			
Application Base Setup     Accounting Rules				
Financials		UD Charle Danza	Manager Charle Darie Hama	Paternal Date
<ul> <li>Human Resources</li> <li>Payroll</li> </ul>		HR Start Page	Manager Start Page Home	External Links
Granization Reporting		Please click the link below to complete HR tasks on IFS		Q IEC Halm
Employee Equipment     Procurement				🗞 IFS Help
Procurement Sales		📎 HR Start Page	Element Charle David	📎 Online Recruitment
Inventory		S IR Start Page	Finance Start Page	
Part Catalogue Supply Chain Planning			Please click the link below to complete Finance tasks on IFS	🗞 Intranet
Manufacturing				
MRO and Fleet Operations				O E la contrart
<ul> <li>Quality Management</li> <li>Contract Management</li> </ul>		( 1 _	Finance Start Page	🗞 E-learning
Project Management		-	•	
Document Management				🗞 Childcare E-learning
Risk Management				
Customer Relations Service and Maintenance				📎 Your Benefits
Business Object Explorer				
Solution Manager				📎 Bank Details
Developer Tools				O Dalik Details
Translation Manager Info Services				O Tamination From
Info Services Business Intelligence				🗞 Termination Form
Help				
🕨 齀 IFS Talk				
🔆 Favourites				

# **3.** Click on complete my expenses

♥ ' A V' @ #	My Start Pages	nome start	Page		
My Start Page - Finance Start Page					
Expenses			CAI	PEX	
2 Complete My E	(penses		S	Submit Capex	
<b>Expenses Need</b>	authorising	•••	Q,	Pending Approvals	0
🔍 Track My Expen	ses	0	Q,	Pending Approvals List	t 0
			Q	Track My Capex Forms	0
Invoice Authorisat	ion				
🔍 Invoices That N	eed Authoris	0	SU	PPLIER	
℅ Set Authorising	Substitute		Q,	Pending Approvals Sup	oplier 🔅
Q Invoices to Aut	norize as a S	0	Q,	Pending Approvals List	t Sup 🔅
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4. Click on + for a blank expense sheet to create "My expenses"



Populate this will collate all previous expense sheets from here you can quickly navigate to previous expense sheets.

nn - Copi	ense Sheet -		<b>1</b> (32)		
Expense ID	Employee Name	Purpose	Start	* Purpose	
93		New expenses	26/10/2015	MULTI	Now that populate has been clicked
92		New expenses	26/10/2015		
91		New expenses	26/10/2015	: Expens	it is possible to see previous
90		New expenses	26/10/2015	pde:	
89		New expenses	26/10/2015	6	expenses by clicking on 🔛 there
38		New expenses	26/10/2015	t Activity	
37		New expenses	26/10/2015		will be a number shown in brackets
36		New expenses	26/10/2015	=	abouting the total number of
35		New expenses	26/10/2015		showing the total number of
84		New expenses	26/10/2015		expense sheets previously created.
83		New expenses	26/10/2015	-	expense sneets previously created.

Search for a particular expense previously submitted expense sheets. Use the % sign either side of keywords to search for a particular expense submitted (unticking Match Case will get better results). To narrow searches down you can select more fields by clicking show all fields.

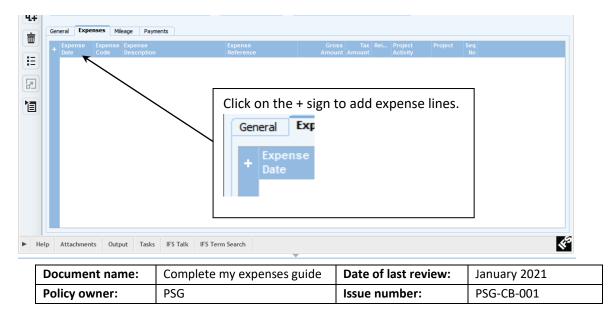
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Search - AA - Expense Sheet	? 🔀
Search - AA - Expense Sheet	Q
Saved Searches: [Previous Search]	Search Count Hits
Keywords: %November%	Cancel
Show all fields Restore fields	Match Case
	Clear
	Save
	Configure

**5.** Double click on the travel started and ended fields and click on the correct date. Please note the date range must cover all expenses on the expenses claim.

Expense ID: E 263 Dates and Inform Travel Started and Er		Purpose:	Amounts	Status: Preiminary	Email:	
Dates and Inform	ia	Link Expenses to	Amounts	Preiminary		
	29/11/2015	Org Code:	Advance:	Reimbursable:	Home Phone: Mobile Phone:	
Left and Returned to		Pro	Gross: Balance:			
General Expense + Expense Exp Date Co	ense Expense	Expense Reference	Gross Amount Ar	Tax Rei Project mount Activity		ieq No

- 6. Enter the purpose for the expense sheet, then click save 🕞.
- **7.** Adding new expenses in the Detailed Information Area 'Expense Tab'. Click on the + to add a new detail line



- 8. Filling out the expense line.
  - a. Change the date to correspond to the date of the expense.
  - b. In the 'Expense Code' click list of values if from the navigation bar pick the type of expense that describes what is being claimed, this will also populate the 'Expense Description'.
  - c. For 'Expense Reference' enter your own description.
  - d. Enter the 'Gross Amount' for the cost of the expense.
  - e. If this cost is to be charged to another cost centre ONLY then change the 'Org Code' to the cost centre for where the expense is to be charged to.
  - f. Click on save

G	General Expenses	lileage	Payments									
	. Expense Expense	e Expen	150	Expense		Gross	Tay	Org	Rei	Project	Project	Seq
	+ Date Code	Descr		Reference						Activity		
	+ 23/11/2015 FOOD	Food 8	k drink	Lunch at new site v	sit	5.99	1.00	AD936	<b>V</b>			
									-			
		Exp	ense Code - IFS App	plications			-	? ×				
			-									
			Expense Co	de								
								_				
			Saved Searches:				•					
							<u> </u>	ОК				
								Cancel				
			BUS	Bus Fares	01/09/2014	31/12/9999						
			CAR REPAIR	Car Repairs & Maintenance	01/09/2014	31/12/9999	Po	pulate				
			FOOD	Food & drink	01/09/2014	31/12/9999		·				
			HOTEL	Overnight accomodation	01/09/2014	31/12/9999		arch				
			OTHER	Other Expenses	01/09/2014	31/12/9999						
			PARK	Parking Fees	01/09/2014	31/12/9999						
			PER INC	Personal Indcidental Expenses	01/09/2014	31/12/9999						
				Mobile Phone Reimbursement	01/09/2014	31/12/9999						
			PHONE									
			PHONE STATION TAXI	Stationery & Printing Taxi Fares	01/09/2014	31/12/9999 31/12/9999						

- **9.** Continue to add as many lines as required in the expenses tab for the date period in the 'Header' of the expense sheet
- 10. Attaching Scanned Receipts to the expense claim

	eneral	Exper	ises M	ileage Pa	ments																
	Ехре	nse	Expense					Expens	se			(	Gross	Tax	Org	Rei.	. Project	Project	Seq		
Ξ	09/11	l/2015	FOOD	Food & drin	k								25.00	4.17	H0507	<b>V</b>			2		
_	09/11	1/2015	OTHER	Other Expe	nses							3	125.00	20.83	B0001	V			1		
		3	Docur File Pa	nent Class: E		Title:															
			C: \Us	ers\Public\Pict	ures\Samp	ole Pictu	es\FoodC	ost. JPG			Brows	e	File I	con							
ocument	ts		Adva	inced >>				Cr	reate	Cr	eate and	Edit	Can	icel					2	Attach	
1		ment	s Out	put Task	s IFS	Talk	IFS Ter	m Search	1												<¢

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- a. Click on attachments to bring up the attachments window.
- b. Click on new to attach the scanned receipt to the expense record.
- c. In the 'Create New Document' dialogue box, for Document Class click on and select EMP\_EXPENSE from the list. Browse for where the scanned receipt has been saved on your computer and select the image file. The 'Title' will populate with the name of the attached file this can be overwritten.

This process can be repeated many times for each expense line added to the expense sheet. Click on Save 🕞 at any point to come back to the expense sheet. Saving the expense sheet does not submit the expense to be claimed.

**11.**Adding a mileage claim, click on the mileage tab, and then click on + sign to add expense lines

ų.		General		Mileage Pay							C	ick	on t	he + się	gn to	add expense lines.
		+ Dat	eage Mile e <del>Cor</del> 11/2015 OW	le Deacrip	tion	Mileage Referen rst 10,00 Visit to W	ce	ty Gross Amount A i0 27.00	Amount	Ora Proje Code Activi AD936		Ger	neral	Expe	enses	
					Mil	leage Code - IFS App	plications			? 💌		+		eage	Mile	
						Mileage Coo	le			:=			Dat	e 11/2015	Cod	
					\$	Saved Searches:			•	ок				,		
						Expense Code ADD PASSEN	Expense Description Additional Passengers	Valid From 01/09/2014	Valio 31/1	Cancel						
						CASH DIE A	Cash Allowance Vehide Disesl <2000cc	01/09/2014	31/1							
						CASH DIE B	Cash Allowance Vehicle Disesl >=2000cc	01/09/2014	31/1	Populate	L					
						CASH PET A	Cash Allowance Vehicle Petrol <2000cc	01/09/2014	31/1	Search						
						CASH PET B	Cash Allowance Vehicle Petrol >=2000cc	01/09/2014	31/1							
						MCC DIE A	Midcounties Vehicle Diesel 1400 cc or less	01/09/2014	31/1							
						MCC DIE B	Midcounties Vehicle Diesel 1401-2000 cc	01/09/2014	31/1							
						MCC DIE C	Midcounties Vehicle Diesel over 200cc	01/09/2014	31/1							
						MCC PET A	Midcounties Vehicle Petrol 1600 cc or less	01/09/2014	31/1							
						MCC PET B	Midcounties Vehicle Petrol 1601-2000 cc	01/09/2014	31/1						5	
►	Help	Atta	achments	Output Task	4	MCC PET C	Midcounties Vehicle Petrol over 200cc	01/09/2014	31/1						45	
						OWN VEH A	Own Vehicle First 10,000 miles	01/09/2014	31/1							
				<b>•</b>		OWN VEH B	Own Vehicle Above 10,000 miles	01/09/2014	31/1							_

**12.** Filling out the mileage claim line.

- a. Change the date to correspond to the date of the mileage claim.
- b. In the 'Mileage Code' click list of values if from the navigation bar pick the type of vehicle being used for the mileage claim, this will also populate the 'Mileage Description'.
- c. For 'Mileage Reference' enter your own description.
- d. Enter the mileage travelled in the 'Quantity' column, IFS will work out the amount for the claim being submitted. Colleagues must deduct the mileage they would have travelled in their normal journey to work. (Please refer to the travel and expenses policy for more details.)
- e. If this cost is to be charged to another cost centre ONLY then change the 'Org Code' to the cost centre for where the expense is to be charged to.

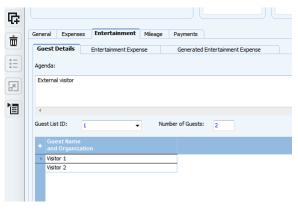
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This process can be repeated many times for each expense line added to the expense sheet. Click on Save 🕞 at any point to come back to the expense sheet. Saving the expense sheet does not submit the expense to be claimed.

## 13. Entertainment – External Guests/Visitors

This tab will only be specific to very few colleagues and is to be used when entertaining external visitors/guests.

## Guest Details – Tab



a. In 'Guest Details' tab, in the agenda area, enter the reason for entertaining.

c. Click on the + icon and keep adding the names of the guests that were entertained and then save  $\blacksquare$ .



# **Entertainment Expense - Tab**

- d. Click into the 'Description Code' field and click on list of values 🗉 and select expense code.
- e. Enter a description for the cost which is relevant in 'Entertainment Reference'.
- f. Click into the 'Entertainment Category' field and click on list of values 🗉 and select the relevant category.
- g. Enter the gross value of the cost incurred.

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Only change the 'Org code' if this cost is to be charged to a different cost centre. **Attaching Scanned Receipts to the expense claim** as explained in the previous section for when claiming for personal expenses do the same for entertainment receipts. Click save Receipts when the section has been completed.

#### **14. Expense Sheet Status**

The status of the expense sheet can be seen in the Header as shown below.

Ł	Expense II	Emp Nu.	En	ne:	Purpose:			Status:	Email:	
-	Œ	43	Da		FEES			Authorized		
	Dates and I	nformation			"nk Expenses to	A			Home Phone:	
	Travel Started	led:			Org Code:	Advance:		Reimbursable:		
al	02/10/2015		03/10/2015		AC		49.0	0.00	Mobile Phone:	
	Expense Inform	ation:			Project Activity:	Gross:			NULL	
2					1		49.0	0		
-1	Left and Return	ed to Home Co	untry:		Work Order:	Balance:				
							0.0	0		
Ŧ										
	General Exp	enses Entr	ertainment Mil	eage Payments						
Ī	+ Expense Date	Expense E Code	xpense Description	Reimbur	sable Expense Reference				Work Order	Org Cod
:	02/10/2015		arking Fees	2		49.00	8.17	100000000	10111520C	AD.,

The status of an expense can be any of the following;

- a. **Preliminary** Expense sheet has not been submitted for approval and is the process of being completed and submitted for approval.
- b. **Confirmed** The expense sheet is complete and has been submitted to the line manager for approval.
- c. **Approved** Line manager has approved the expense sheet so that the colleague can be reimbursed.
- d. **Authorised** Accounts payable have processed the expense claim and it will be paid to the colleague on the next payment run.

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## 15. Submitting the claim to be approved by line manager

	E								_
1	Expense ID:	Emp No:	Employee Name:	Purpose:		Status:	Email:	Confirm	
9	125	43	Da	FEES		Authorized		Remove Confirmation	
1	- Dates and	Information		Link Expenses to	Amounts		Home Phone:	Approve	
1	Travel Started	and Ended:		Org Code:	Advance: F	einbursable:		Remove Approval	
١	02/10/2015		03/10/2015	AD!	49.00	0.00		Authorize	
l	Expense Inform	mation:		Project Activity:	Gross:		NULL	Create Posting	
					49.00			Set Project Activity	
	Left and Retur	Started and Ended: 2015 03/10/2015 E Information: d Returned to Home Country:		Work Order:	Balance:			Set Work Order	
l					0.00			Set Code Parts	
I									
I	General Exp	penses Enterta	inment Mleage Paym	ients				Mail Expense Form	
I	Expense	Expense Fro	ente De	imbursable Expense	Gross Tax Pro	lect Work	Ora Account I	Print Travel Expense	a dit
l	* Date	ate Code Description		Reference	Amount Amount Ac		Code		ard
	· 02/10/201	5 PARK Pari	ing Fees	V FEE	49.00 8.17		AD	Change Company	
								Create Allowance	Ĩ

- a. When the personal expense sheet has been completed and is ready to be submitted in the header area click the right mouse button this will bring up an additional menu with various options.
- b. From the opuons select 'Confirm' this will submit the expense to be approved.

#### Deleting a line

To remove a line from the expense sheet if incorrectly entered.

									0.0	0					
1P	Gen	eral Expe	nses	Entertainment	Mileage	Payments									
	+	Expense Date	Expens Code	se Expense Description		Reimbursable	Expense Reference	Gross Amount	Tax Amount	Project Activity	Work Order	Org Code	Account	Branch	Depa
	Þ	02/10/2015	PARK	Parking Fees		7	FEE	49.00	8.17			AD	83500	AD936	
				_											
]															

- 1. Click on the line to be deleted, or in a cell on the row.
- 2. Click the delete icon to delete the line.
- 3. Click the save icon 🖬 to save the change or press the delete icon again to cancel the delete if pressed in error.

### Deleting an Expense sheet

If the expense sheet is in 'Preliminary' status, only then can the expense sheet be deleted if it is in any other status it is not possible to delete the sheet.

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L	Emp No: Emp	Purpose:		Status:	Email:					
	432957 Bar			Proliminary						
Q.	Dates and Information Travel Started and Ended:	L	Amounts Advance: F	leinbursable:	Home Phone:					
-	92/11/2015 08/11/2015	ADA	0.00	30-00	Mobile Phone:					
	Expense Information:	Project Activity:	Gross:		NULL					
100			30.00							
+.	Left and Raturned to Home Country:	Work Order:	Balance:							
₽			30.00							
ŧ	General Expenses Entertainment Mileage Payme									
	+ Expense Expense Rei Date Code Description	mbursable Expense Anterance	Gross Tas Pro		Org Accourt					
1.000	02/11/2015 PARK Parking Fees	PEES	30.00 5.00	stivity Order	80					

1. Click into the 'Expense ID' field and then select delete from the navigation bar and save 🖬 the expense sheet has now been deleted.

## Purpose of the General tab

	General	Expens	es	Entertainment	Mileage	Payments	
	Confirm D	ate:	Confirm	ned By:			
1		15	*	IF	S Applications		
	Approve [	Date:	Approv	ved By: 2			
	Authorize	Date:	Author	ized By:			
3		15	*	IF	S Applications		
b (	Voucher T	ype:	Vouche 2	er No: 015000030			
	Voucher D	Date:	Account	ting Year:			
	10/11/20	15	2015				

- 1. The date the colleague submitted the personal expenses to be approved.
- 2. The date the line manager approved the expense.
- 3. The date Accounts Payable has processed the claim ready to be paid on the next payment run (there is a payment run each week).

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## Payment tab

This shows when the payment was made to the colleague.



#### Track my Expenses

Clicking on this link from the Finance Start page will show the status of all expense sheets created. If the status is Preliminary of an expense sheet then expenses can still be added to the expense sheet.

++	- × c	₫	•	Human Resources	Employee Expense	Expense Sheets											
	Expense Shee	ts .															8
*	Start Date			Employeê Name	Para					Org C <u>ode</u>							
	04/10/2015	04/10/2015	4	in .		Authorized	F	s 10/11/2015	128	A	50.00	50.00	0.00	0.00		10/11/201	15
Q.	02/10/2015	03/10/2015	4	m	Z	Authorized		s 10/11/2015	127	A	49.00	49.00	0.00	0.00		10/11/201	15
4	02/11/2015	08/11/2015	4	m		Preliminary			126	A		30.00	30.00	30.00			
	07/11/2015	08/11/2015	4	an in		Authorized	35	s 10/11/2015	124	A	25.00	25.00	0.00	0.00 10/11/2	15 IFS Applications	10/11/201	15
	03/11/2015	03/11/2015	4	m	Multi Company	Authorized	3F	s 10/11/2015	119	A	63.01	63.01	0.00	0.00		10/11/201	15
	03/11/2015	03/11/2015	4	<b>m</b>	Multi Company	Authorized	7	s 10/11/2015	118	A	63.01	63.01	0.00	0.00		10/11/201	i
	27/10/2015	27/10/2015	4	m	Multi Company	Preliminary			117	A		150.02	150.02	150.02			
+	27/10/2015	27/10/2015	4	<b>m</b>	Multi Company	Authorized	Di	09/11/2015	111	A	75.01	75.01	0.00	0.00		09/11/201	i
	26/10/2015	26/10/2015	4	m	New expenses	Authorized	<b>F</b>	s 05/11/2015	93	A	10.01	10.01	0.00	0.00		05/11/201	ł
다	26/10/2015	26/10/2015	4	<b>m</b>	New expenses	Authorized		s 05/11/2015	92	A	10.01	10.01	0.00	0.00		05/11/201	į
-	26/10/2015	26/10/2015	4	m	New expenses	Authorized	25	s 05/11/2015	91	A	10.01	10.01	0.00	0.00		05/11/201	i
亩	26/10/2015	26/10/2015	4	m	New expenses	Authorized	25	s 05/11/2015	90	A	10.01	10.01	0.00	0.00		05/11/201	į
	26/10/2015	26/10/2015	4	in the second	New expenses	Authorized	<b>F</b>	s 05/11/2015	89	A	10.01	10.01	0.00	0.00		05/11/201	i
$\square$	26/10/2015	26/10/2015	4	m	New expenses	Authorized		s 05/11/2015	88	A	10.01	10.01	0.00	0.00		05/11/201	1
12	26/10/2015	26/10/2015	4	an i	New expenses	Authorized	25	s 05/11/2015	87	A	10.01	10.01	0.00	0.00		05/11/201	1
-	26/10/2015	26/10/2015	4	an i	New expenses	Authorized	3F	s 05/11/2015	86	A	10.01	10.01	0.00	0.00		05/11/201	1
	26/10/2015	26/10/2015	4	in the	New expenses	Authorized	<b>P</b>	s 05/11/2015	85	A	10.01	10.01	0.00	0.00		05/11/201	1
	26/10/2015	26/10/2015	4	m	New expenses	Confirmed	Pt	06/11/2015	84	A		10.01	10.01	10.01			
ban I	26/10/2015	26/10/2015	4	<b>m</b>	New expenses	Authorized	25	s 05/11/2015	83	A	10.01	10.01	0.00	0.00		05/11/201	r

- 1. How expenses are overviewed can be adjusted by clicking on a column header to sort by ascending or descending this is normally quite useful on the Date column or Expense status column this can make it easier to find a particular expense.
- 2. 'Expense Status' there are various states for an expense sheet therefore making it easier to know what the current state is for any expense.

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To view an expense from this view

	16/11/2015	22/11/2015	60		Authorized	H
	09/11/2015	09/11/2015	60		Authorized	H
	02/11/2015	08/11/2015	6C 6C		Authorized	H
	19/10/2015	25/10/2015		Confirm	Authorized	B
	16/11/2015	22/11/2015	10	Remove Confirmation	Confirmed	B
	10/11/2015	10/11/2015	10	Approve	Confirmed	I
	09/11/2015	15/11/2015	12	Remove Approval	Confirmed	I
	09/11/2015	15/11/2015	12		Confirmed	1
	16/11/2015	22/11/2015	42	Authorize	Confirmed	1
	26/10/2015	26/10/2015	45	Create Posting	Confirmed	P
	16/11/2015	22/11/2015	46 46 11 11 41	Expense Sheet	Confirmed	P
	16/11/2015	22/11/2015		11/2015 46	Confirmed	B
	31/08/2015	04/09/2015			Multi Company Analysis	Confirmed
	09/11/2015	15/11/2015		Change Company	Preliminary	
	02/11/2015	08/11/2015		change company	Preliminary	
	23/11/2015	29/11/2015		Populate	Preliminary	
i can	02/11/2015	08/11/2015		Search in Context	Preliminary	
	02/11/2015	08/11/2015	43		Preliminary	
	27/10/2015	27/10/2015	43	Edit	Preliminary	

Click on the line of the particular expense sheet. Click right mouse button and select 'Expense Sheet' from the menu. This will take you to the expense sheet from here you can see the detail of the expense as you would see when creating the expense sheet.

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