



FLEXTRACK™

Contractor User Guide

Expense Reports

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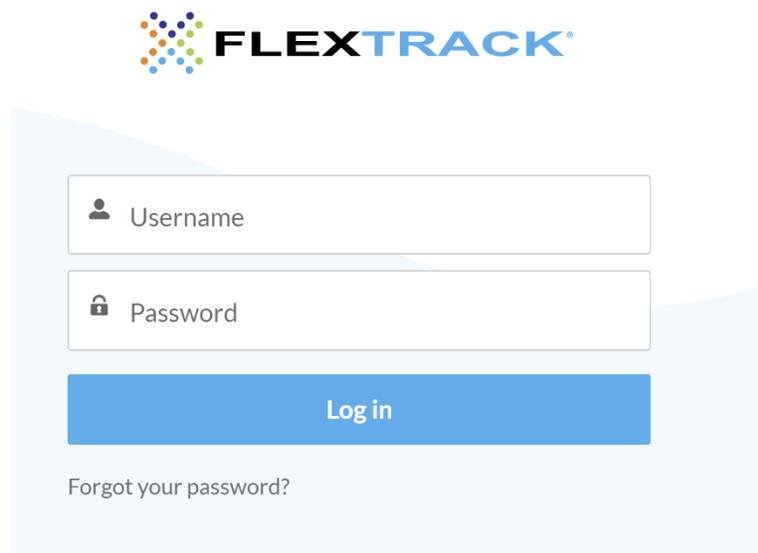
Getting Started

Accessing Flextrack

Username and passwords are provided to you by your supplier at time of onboarding. To access the VMS:

1. Please go to the following URL and enter your username and password_

<https://flextrack-deloitte.my.site.com/contractors/s/>

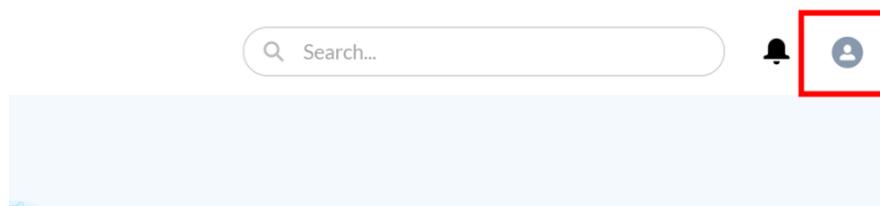


The image shows the Flextrack login interface. At the top is the Flextrack logo. Below it is a login form with two input fields: 'Username' (with a person icon) and 'Password' (with a lock icon). A blue 'Log in' button is positioned below the password field. At the bottom of the form, there is a link that says 'Forgot your password?'.

2. Enter the login credentials provided and click '**Login**'.

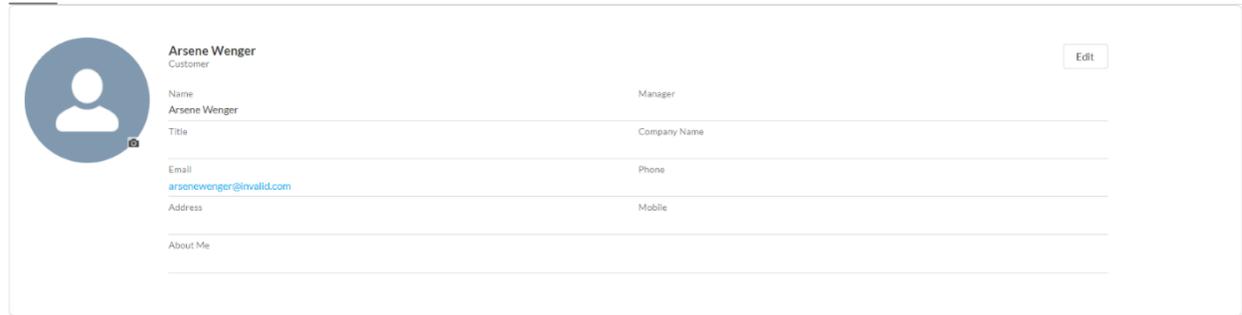
Updating Profile Settings

1. To change profile settings, click the profile icon in the top right-hand corner and select '**My Settings**'.



2. On '**Details**' tab, click '**Edit**' and update contact information as needed. Email notifications are sent to the email address listed in your profile.

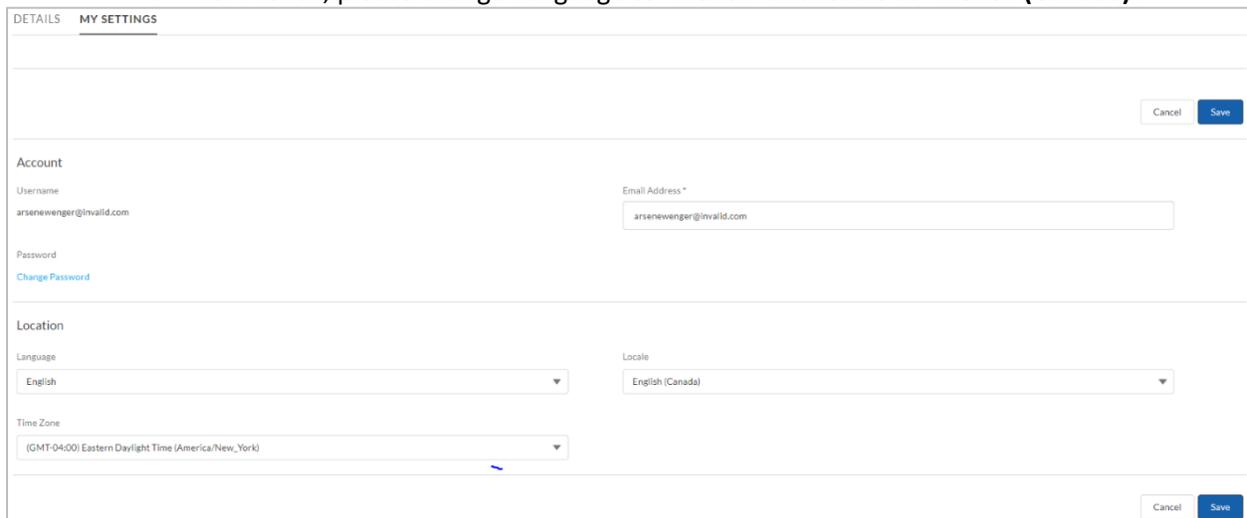
DETAILS MY SETTINGS



Arsene Wenger
Customer Edit

| | |
|-----------------------------------|--------------|
| Name Arsene Wenger | Manager |
| Title | Company Name |
| Email arsenewenger@invalid.com | Phone |
| Address | Mobile |
| About Me | |

3. On **'My Settings'** tab, change password and language preferences as needed.
 - a. For English, please change Language to **'English'** and locale to **'English (Canada)'**.
 - b. For French, please change Language to **'French'** and locale to **'French (Canada)'**.



DETAILS MY SETTINGS

Cancel Save

Account

Username
arsenewenger@invalid.com

Email Address *
arsenewenger@invalid.com

Password
[Change Password](#)

Location

Language
English

Locale
English (Canada)

Time Zone
(GMT-04:00) Eastern Daylight Time (America/New_York)

Cancel Save

Expenses

Expenses Overview

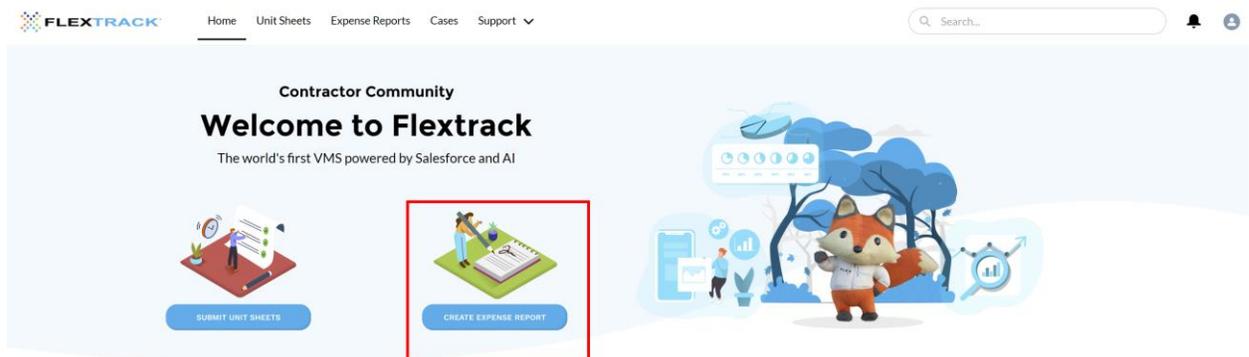
- Please ensure to upload supporting documents for expense claims.
- Future expense claims cannot be submitted. Only expenses that were incurred in the past can be entered.
- All Expense Report approvals are **final**. Once an Expense Report has been approved, it cannot be undone in the VMS.
- All expense claims must be entered in the currency listed on the expense claim. If you are entering an expense that was incurred in a different currency than the currency listed below, convert the amount owing to the currency listed and enter the converted amount into the Expense Total field. Taxes are only to be entered for expenses incurred in CAD. Otherwise, enter 0.00 for taxes.

- At least one charge code must be added to your Engagement-Assignment before you can submit an expense claim for approval.
- Expense Report(s) will be sent to your Supplier first for approval. Once the supplier has approved, it will then be routed to the Deloitte Approver for final approval.
- You can view the status of your Expense Reports at any time in the Flextrack VMS

| Expense Report Status | Definition |
|------------------------|--|
| Draft | Expense Report has not been submitted, the Expense Approver(s) cannot approve the Expense Report in this status. |
| Submitted for Approval | Expense Report has been submitted and is pending approval by Expense Approver(s) |
| Approved | Expense Approver(s) has approved Unit Sheet |
| Rejected | Expense Approver(s) has rejected Unit Sheet. You can modify the Expense Report and resubmit for approvals. |

Create & Submit Expense Report

1. Upon login, you will be taken to the Flextrack home screen. Click **'Create Expense Report'**.



2. Select the correct assignment record from the drop-down list to record expenses for and click **'Next'**.

New Expense Report

Create Expense Report for User: arsenewenger@invalid.com

Please select the Assignment related to your Expense Report.

* Assignment Record

E0001150 - A02284 - Arsene Wenger

Next

Creating Expense Claims within an Expense Report

- From within the expense report, click **'Add Expenses'** in the top right-hand corner of the expense report.

 Expense Report
ER000081

Add Expenses
Submit Expense Report
New Note

DETAILS
RELATED

▼ Information

| | |
|---------------------------------|---|
| Expense Report Name ER000081 | Assignment E0001150 - A02284 - Arsene Wenger |
| Date of Submission | Status Draft |
| Submission Issues No Issues | Currency CAD |
| Total Amount \$0.00 | |
| Number of Expenses 0 | |

- Complete all boxes with expense claim details and click **'Next'**. All fields marked with * are mandatory. Hovering over the  icon will show help text for additional information.

Note:

- **Expense Type:** Select the correct category for expenses.
- **Expense Date:** – This is the date when the expense occurred (i.e., the date shown in the supporting documents, if applicable).
- **Country:** Refers to the country in which the expense was incurred.
- **State/Province:** Select the Province/State where the expense was incurred. The applicable taxes will depend on the selected Province.
- **Expense Total:** Enter the expense total from the receipt (**including** taxes and tips).

- **Tip:** Enter any tips/gratuities if applicable.
- **Expense Taxes:** Enter the expense taxes from the receipt, if applicable for the expense. All expense claims must be entered in the currency listed on the expense claim. If you are entering an expense that was incurred in a different currency than the currency listed below, convert the amount owing to the currency listed and enter the converted amount into the Expense Total field. Taxes are only to be entered for expenses incurred in CAD. Otherwise, enter 0.00 for taxes.
- **Expense Notes:** Enter any additional comments or justification to the Expense Approver(s), if required.
- **File Upload:** Use to upload supporting documents (receipts) to the Expense Claim.

Some Important Notes to consider as you fill your expenses: -

- If the expense incurred is in a currency other than the currency that you are getting paid, you need to enter the converted amount. For example, if your expense is 200 USD and you are getting paid in CAD, please convert 200 USD to CAD before putting in the expense.
- Please do not make double claims. For example, claiming meals under accommodation total and claiming meals separately.

EXPs Acceptable with no taxes:

- Mileage (except QC**)
- 407 Toll Route
- Per Diem expenses
- Grocery - Produce only
- Gift Cards

****Mileage for QC: $(Rate \times KM) + Taxes = expense\ total$**

EXPs acceptable without receipts:

- Per diem claims
- Mileage

Add Expenses

Expense Report
ER000268

| | | | |
|------------------|----------------|------------------------|--------|
| * Expense Type | Accommodations | * Expense Total ⓘ | 100.00 |
| * Expense Date | Aug 8, 2023 | Tip ⓘ | 0.00 |
| * Country | Canada | * Taxes (GST - 5%) | 5.00 |
| * State/Province | Quebec | * Taxes (QST - 9.975%) | 9.97 |

Currency
CAD

Expense Notes
Accommodation for site visit

File Upload
 Or drop files

3. Select the appropriate charge code and click **'Next'**.
 - a. Note: Selecting 'add another expense' will allow you to continue submitting more expense claims.
 - b. You may only select one charge code per expense claim.

Add Expenses

Add Another Expense No

Charge Codes

| Charge Code | Code Description | Phase Description | Task Description |
|---|------------------------------|-------------------|------------------|
| <input checked="" type="radio"/> 800000068343 | FlexTrack 1 - LLP Real IO | | |

Previous

Next

4. Scroll down the page. You can see your expense claim in the expenses section of the report.

| Expenses (1) | | | |
|---------------------------|----------------|--------------|---------------|
| Expenses Name | Expense Type | Expense Date | Expense Total |
| EXP000068 | Accommodations | 2023-03-30 | \$300.00 |

[View All](#)

5. To attach any supporting documentation or receipts to your claim, navigate to the expense by clicking on the blue hyperlinked '**Expense Name**' in the Expenses tab.

| Expenses (1) | | | |
|---------------------------|----------------|--------------|---------------|
| Expenses Name | Expense Type | Expense Date | Expense Total |
| EXP000068 | Accommodations | 2023-03-30 | \$300.00 |

[View All](#)

6. Click on the '**Related**' tab within the expense claim and select '**Upload Files**' to upload required documentation. You must upload any receipts and/or documentation of approval for the Expense Approver(s) to review.

Expense
EXP000068

New Note Clone Delete

DETAILS RELATED

Files (0) Add Files

Upload Files

Or drop files

7. Click **‘Done’** once documents are uploaded successfully.

Upload Files

Test Receipt Expense Report.docx 12 KB ✓

1 of 1 file uploaded

Done

8. A success message will appear at the top of the screen.

FLEXTRACK Home Unit Sheets ✓ 1 file was added to the Expense. Search... 🔔 👤

Expense EXP000068 New Note Clone Delete

9. Once ready to submit the expense report, navigate back to the parent expense report by clicking on the **‘Details’** tab, then click on the blue hyperlinked **‘Expense Report’**.

Expense EXP000068 New Note Clone Delete

DETAILS RELATED

Information

| | |
|--|----------------------------|
| Expenses Name EXP000068 | Expense Subtotal 265.49 |
| Expense Report ER000081 | Tip \$0.00 |
| Expense Date 2023-03-30 | Expense Taxes \$34.51 |
| Expense Type | Expense Total |

10. Click **‘Submit Expense Report’** once ready to submit for approvals.

Expense Report
ER000081

Add Expenses

Submit Expense Report

New Note

DETAILS RELATED

Information

Expense Report Name
ER000081

Date of Submission

Submission Issues
No Issues

Assignment

[E0001150 - A02284 - Arsene Wenger](#)

Status

Draft

Currency

CAD

11. A warning message will appear, click 'Next' to proceed.

Submit Expense Report

Would you like to proceed with submitting Expense Report ER000081 for approval?

Please ensure you have uploaded mandatory bills for each reported expense.

[Next](#)

12. The Expense Report status will change to 'Submitted for Approval'. The Expense approver will review and either approve or reject the unit sheet.

- a. If rejected, please correct, and resubmit the unit sheet with the correction required.

Expense Report
ER000081 [New Note](#)

DETAILS RELATED

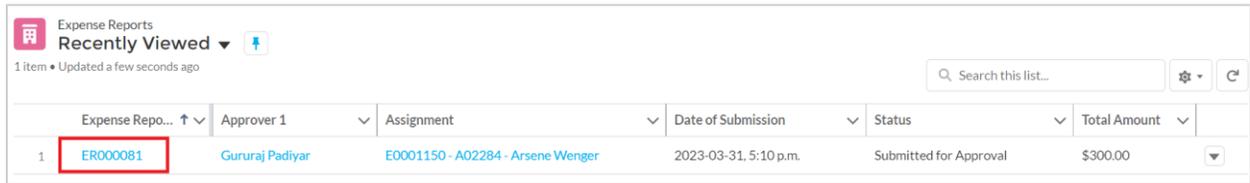
Information

| | |
|---------------------------------|---|
| Expense Report Name ER000081 | Assignment E0001150 - A02284 - Arsene Wenger |
| Date of Submission | Status Submitted for Approval |

Recalling Expense Reports

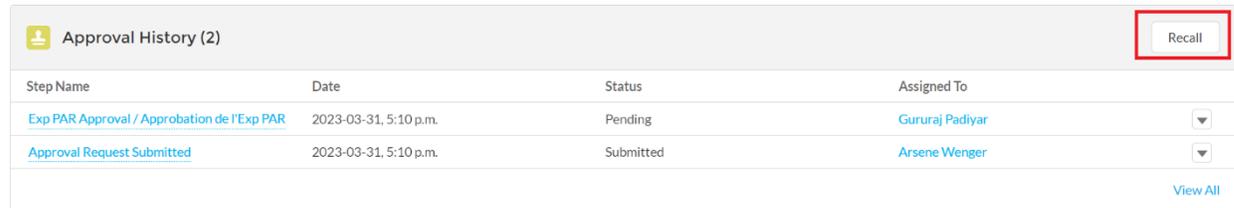
Note: Expense reports may only be recalled if they are in a 'Submitted for Approval' status. If your expense report has already been approved and needs to be modified, please contact your Supplier.

1. Login to Flextrack and click **'Expense Reports'** from the top navigation bar.
2. Click the blue hyperlink for the expense report in the 'Expense Report Name' column.



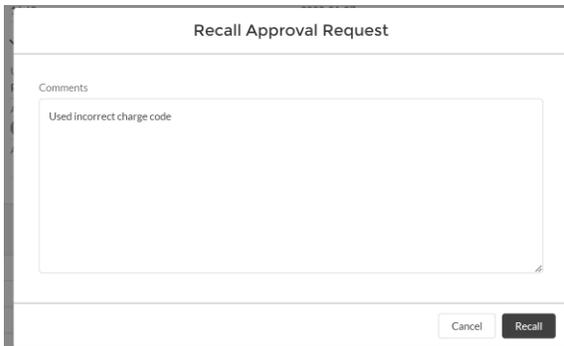
| Expense Repo... | Approver 1 | Assignment | Date of Submission | Status | Total Amount |
|-----------------|-----------------|-----------------------------------|-----------------------|------------------------|--------------|
| ER000081 | Gururaj Padiyar | E0001150 - A02284 - Arsene Wenger | 2023-03-31, 5:10 p.m. | Submitted for Approval | \$300.00 |

3. Scroll down to approval history details and click **'Recall'**.



| Step Name | Date | Status | Assigned To |
|---|-----------------------|-----------|-----------------|
| Exp PAR Approval / Approbation de l'Exp PAR | 2023-03-31, 5:10 p.m. | Pending | Gururaj Padiyar |
| Approval Request Submitted | 2023-03-31, 5:10 p.m. | Submitted | Arsene Wenger |

4. Enter Comments and click **'Recall'..**



Recall Approval Request

Comments

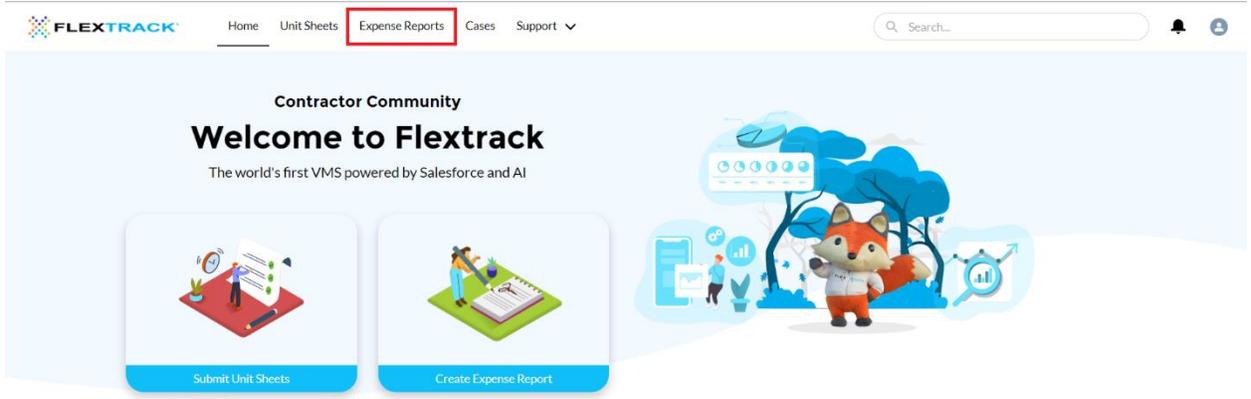
Used incorrect charge code

5. A success message will appear at the top of the screen. The expense report can now be amended and resubmitted for approval.

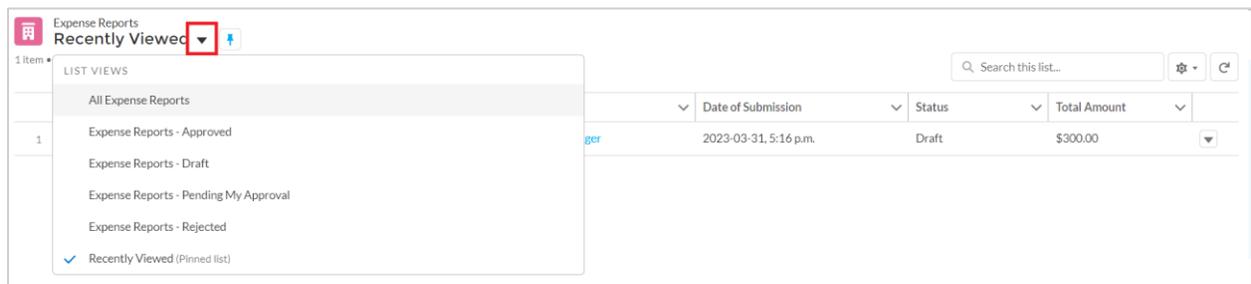


Accessing all Expense Reports and Expense Claims

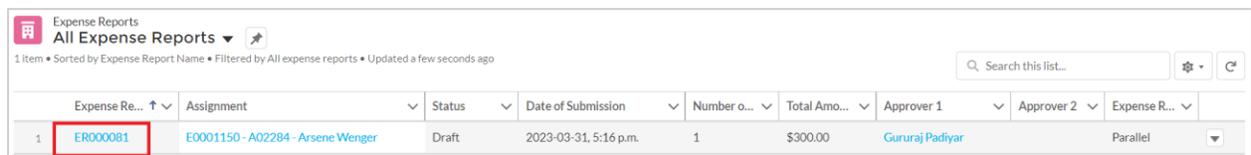
1. Login to the Flextrack VMS and select **'Expense Reports'** from the top navigation bar.



1. The page defaults to show a list of recently viewed expense reports. To change the list view, select the drop-down arrow icon. The list is also searchable in the search toolbox. All columns can be sorted alphabetically or numerically by clicking on the column header and sorting.
 - a. **Note:** You can also change the default list view by clicking on the pin icon on the right of the drop-down arrow icon.



2. Click the blue hyperlink for the desired expense report in the 'Expense Report Name' column to review all expense claims associated with an expense report and detailed information.



Support

To access reference guides or for technical support, please click 'Support' in the top navigation bar. Select 'Help Center' to access the Quick Reference Guides or select 'Contact Us' for further questions.



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Subject

Description

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