



Contractor User Guide

Expense Reports

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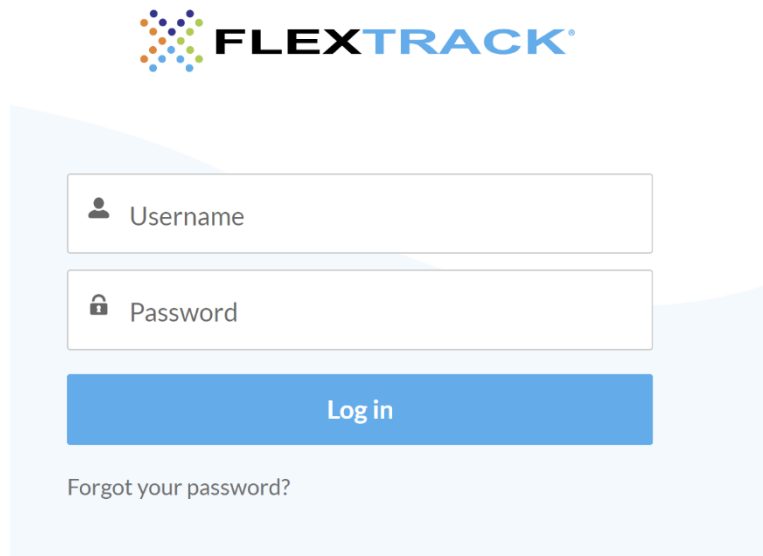
Getting Started

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/>

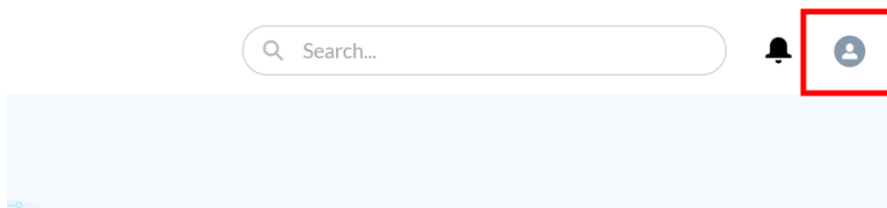


The image shows the Flextrack login interface. At the top is the Flextrack logo. Below it is a light blue box containing a login form. The form has two input fields: 'Username' with a person icon and 'Password' with a lock icon. Below these fields is a blue 'Log in' button. At the bottom of the box is 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	Manager
Arsene Wenger	
Title	Company Name
Email	Phone
arsenewenger@invalid.com	
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 *

Password
[Change Password](#)

Location

Language

Locale

Time Zone

[Cancel](#) [Save](#)

Expenses

Expenses Overview

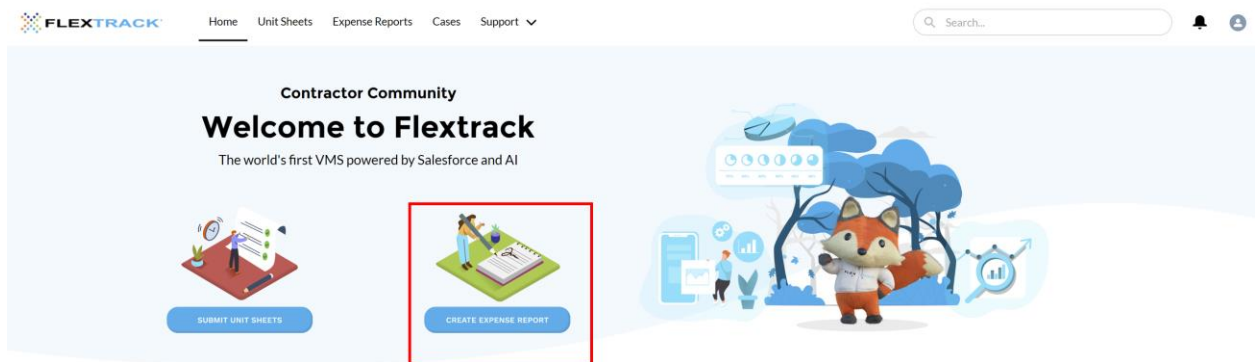
- Please ensure to upload supporting documents for expense claims.
- Future expense claims cannot be submitted. Only expenses that were incurred in the past can be entered.
- All Expense Report approvals are **final**. Once an Expense Report has been approved, it cannot be undone in the VMS.
- All expense 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

Date of Submission

Submission Issues
No Issues

Total Amount
\$0.00


Number of Expenses
0

Assignment

[E0001150 - A02284 - Arsene Wenger](#)

Status
Draft

Currency
CAD

- 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

*****Milage for QC: (Rate x KM) + Taxes = expense total***

EXPs acceptable without receipts:

- Per diem claims
- Mileage

Add Expenses

Expense Report

ER000268

<p>* Expense Type</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> Accommodations ▼ </div> <p>* Expense Date</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> Aug 8, 2023 📅 </div> <p>* Country</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> Canada ▼ </div> <p>* State/Province</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> Quebec ▼ </div>	<p>* Expense Total ⓘ</p> <div style="border: 1px solid #ccc; padding: 2px; text-align: center;">100.00</div> <p>Tip ⓘ</p> <div style="border: 1px solid #ccc; padding: 2px; text-align: center;">0.00</div> <p>* Taxes (GST - 5%)</p> <div style="border: 1px solid #ccc; padding: 2px; text-align: center;">5.00</div> <p>* Taxes (QST - 9.975%)</p> <div style="border: 1px solid #ccc; padding: 2px; text-align: center;">9.97</div> <p>Currency</p> <p>CAD</p>
---	--

Expense Notes

Accommodation for site visit

File Upload

Upload Files

Or drop files

Next

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.

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.



1 file was added to the Expense.



Search...



- 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'**.

[DETAILS](#) [RELATED](#)

Information

Expenses Name

EXP000068

Expense Report

ER000081

Expense Date

2023-03-30

Expense Type

Expense Subtotal

265.49

Tip

\$0.00

Expense Taxes

\$34.51

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

Date of Submission

Assignment
[E0001150 - A02284 - Arsene Wenger](#)

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 Reports						
Recently Viewed						
1 item • Updated a few seconds ago						
	Expense Repo...	Approvers	Assignment	Date of Submission	Status	Total Amount
1	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**'.

Approval History (2)				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	
				View All

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

Recall Approval Request

Comments

Used incorrect charge code

Cancel
Recall

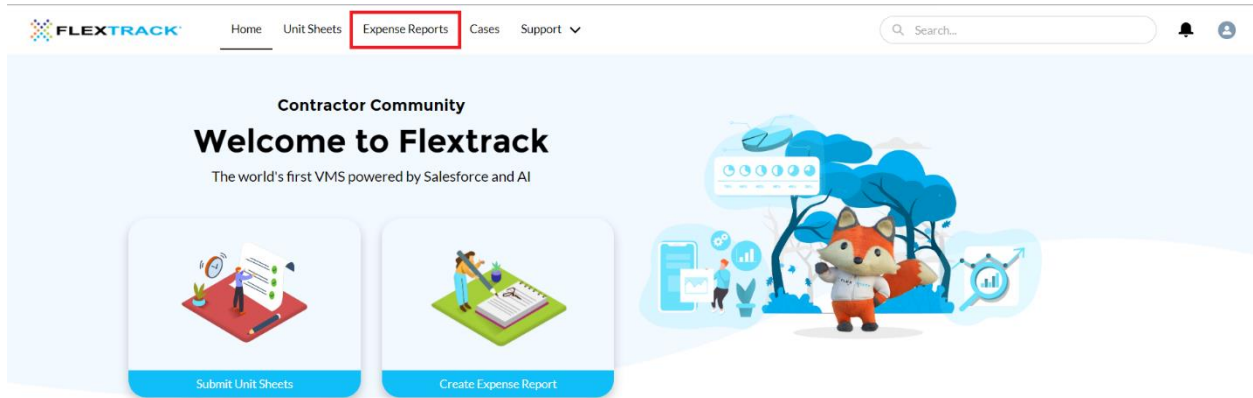
5. A success message will appear at the top of the screen. The expense report can now be amended and resubmitted for approval.

FLEXTRACK
Home
Unit Sheets
Expense Reports
Expense Report was recalled.

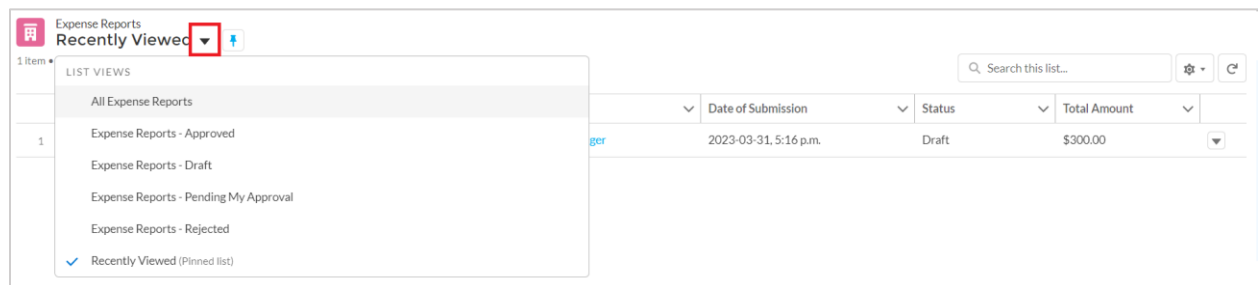
Expense Report
ER000081
Add Expenses
Submit Expense Report
New Note

Accessing all Expense Reports and Expense Claims

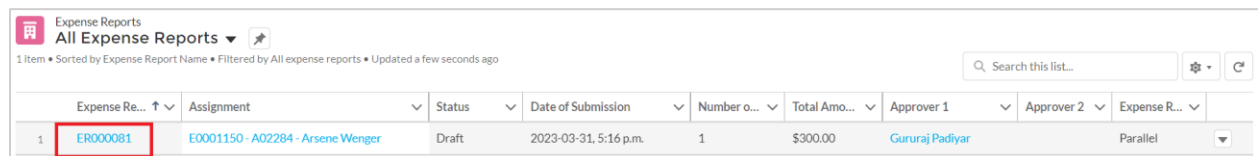
1. Login to the Flextrack VMS and select '**Expense Reports**' from the top navigation bar.



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.



 [Home](#) [Unit Sheets](#) [Expense Reports](#) [Cases](#) [Support](#) 




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Subject

Description

 Upload File