neo

How to
Auto create an expense
report
Neo user guides

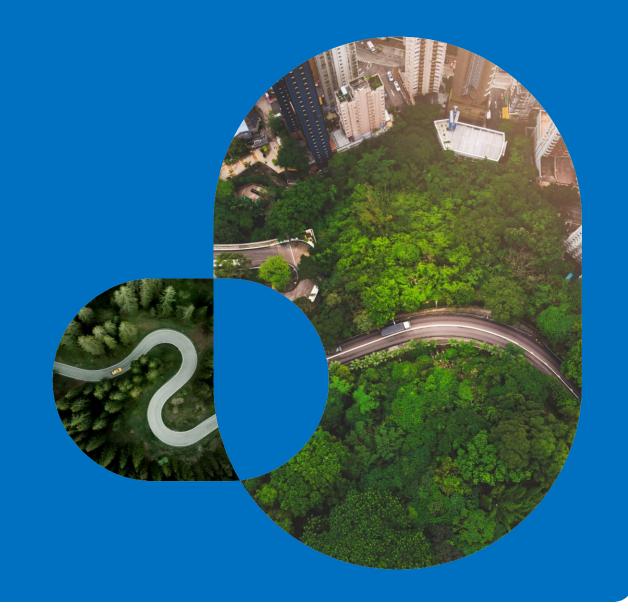


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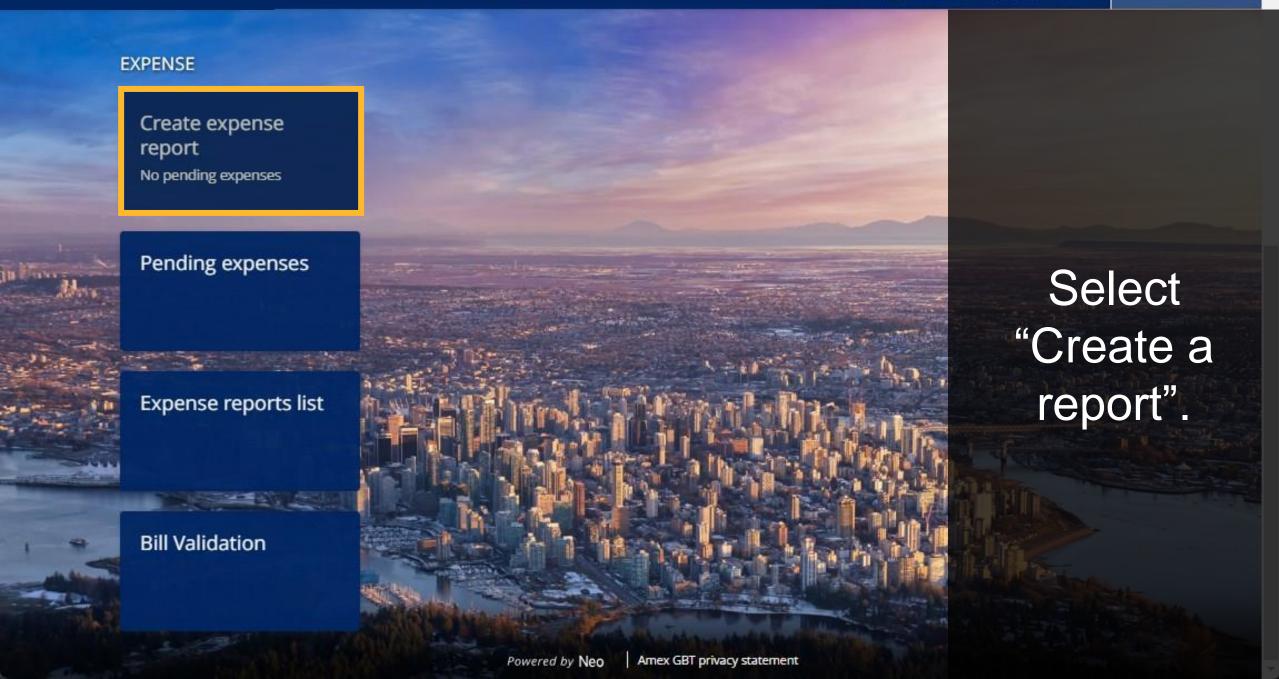
How to Create an expense

Neo User Guides



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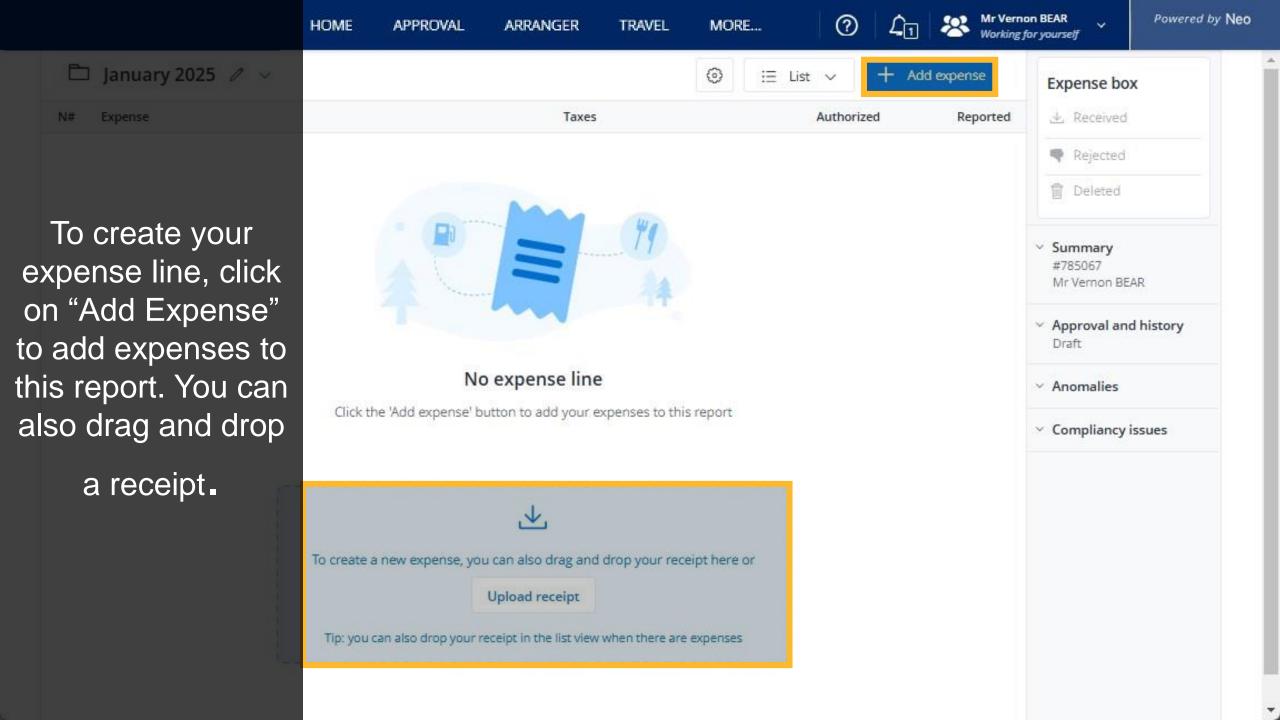


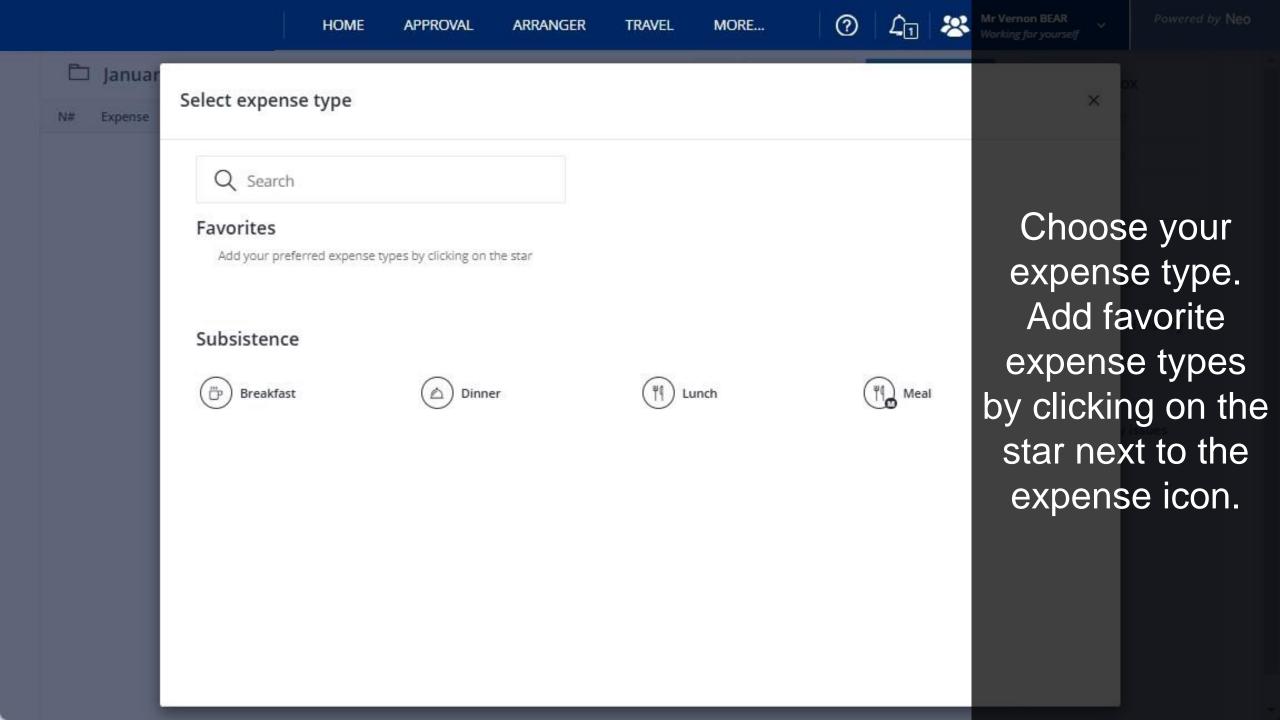


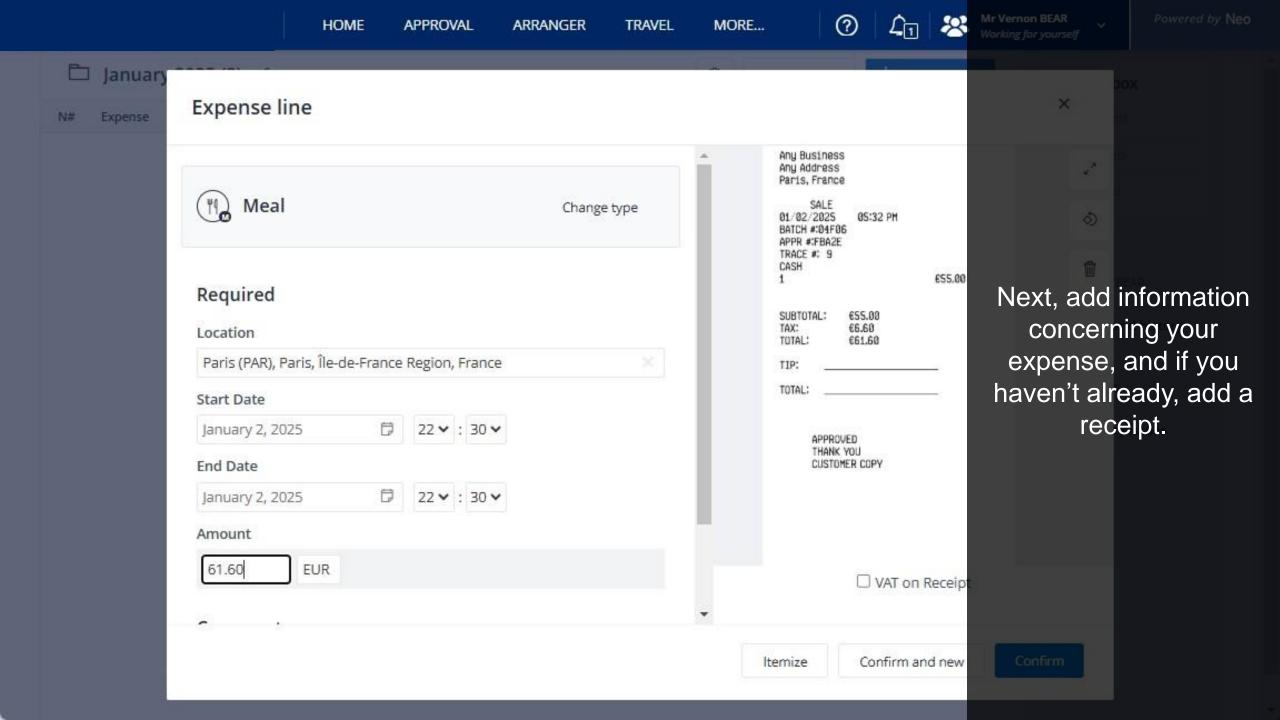
Expense reports list

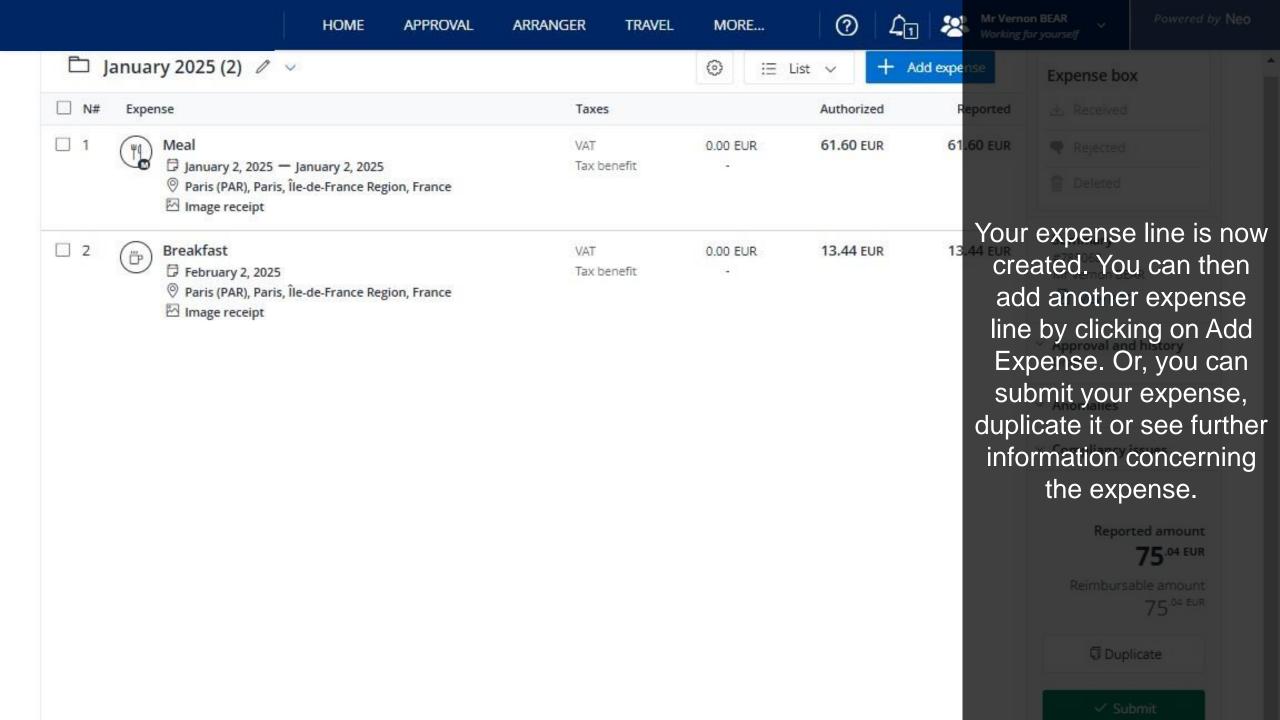
Customize the expense report name, and if needed the reason for the expense (a short explanation for your supervisor).

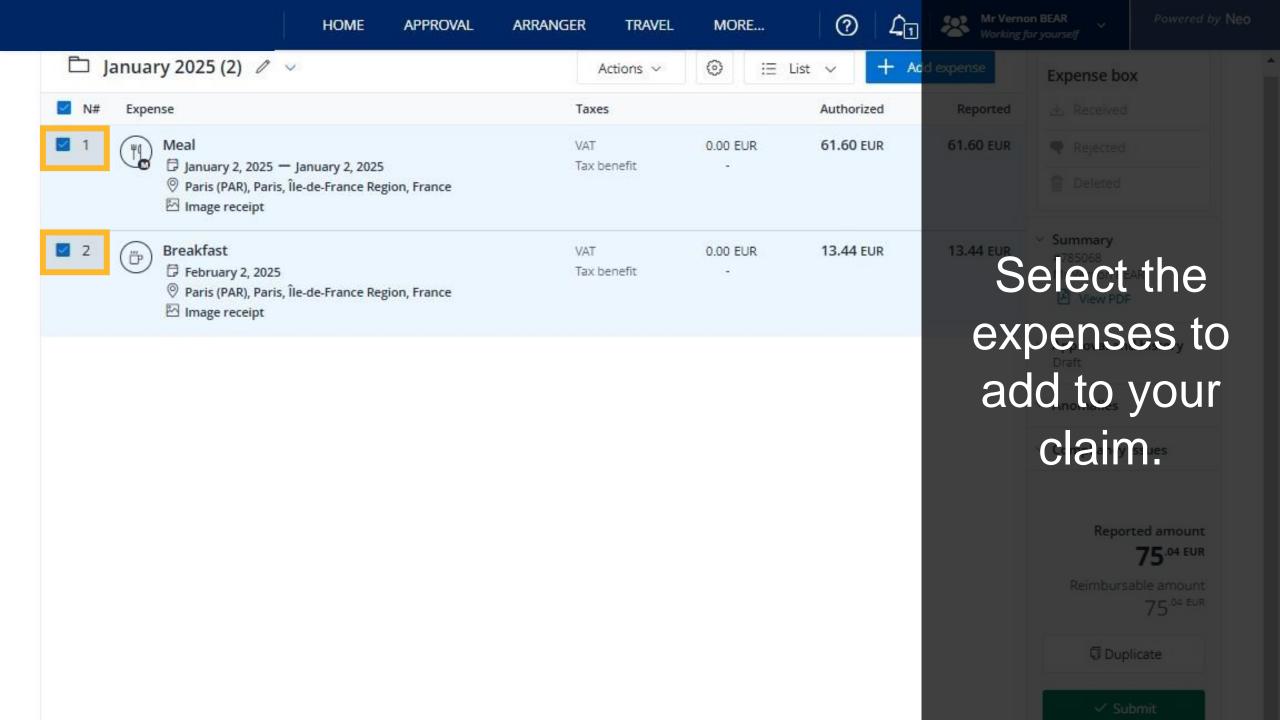


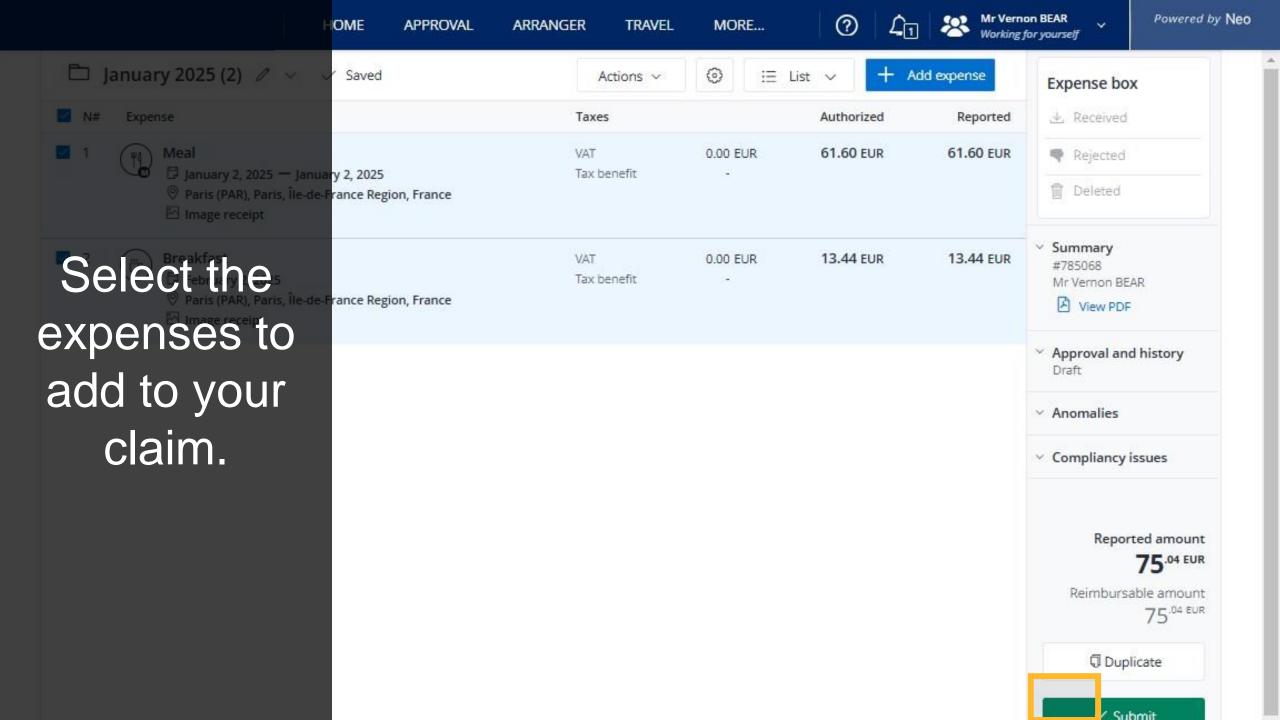


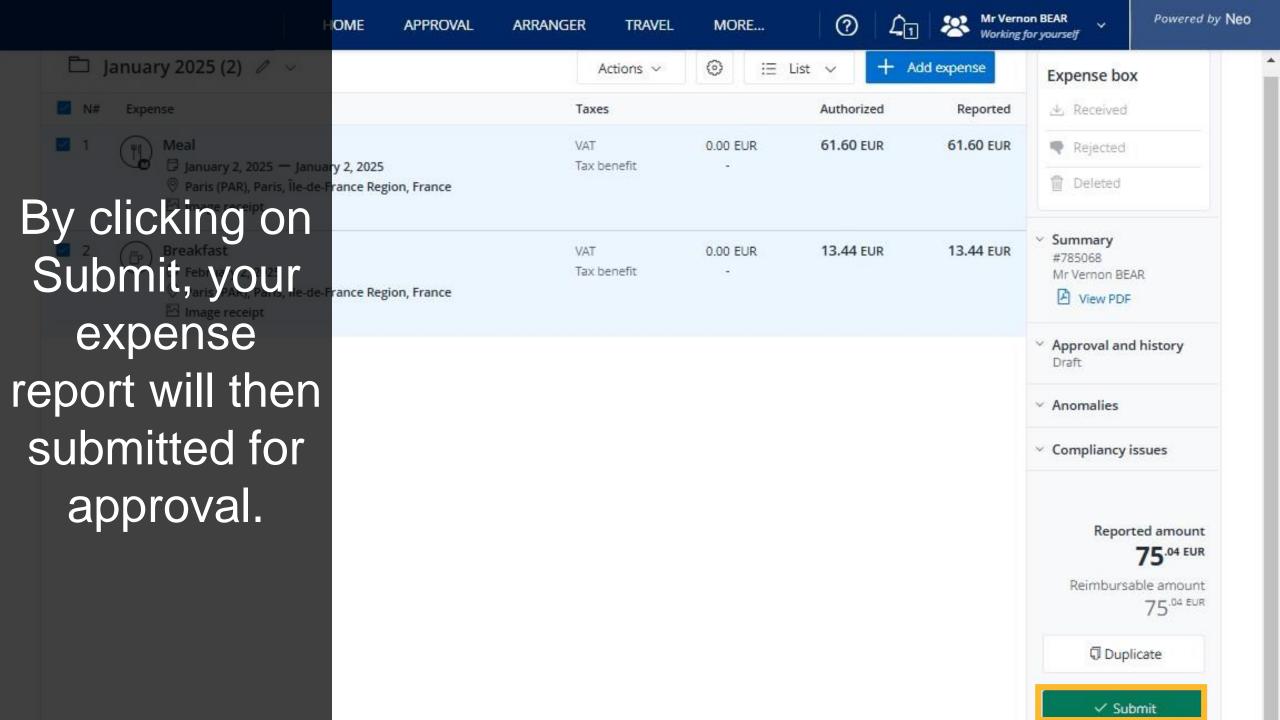


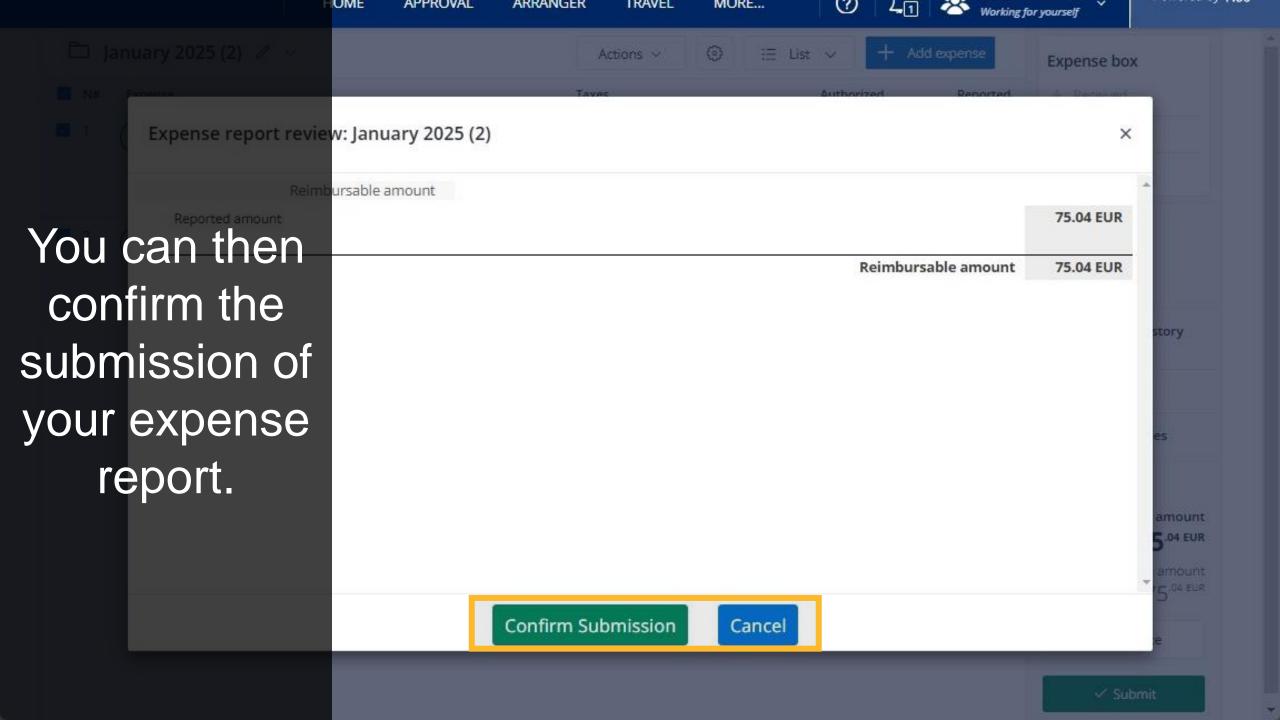
















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Expense box

★ Received

Rejected

Deleted

 Summary #785079

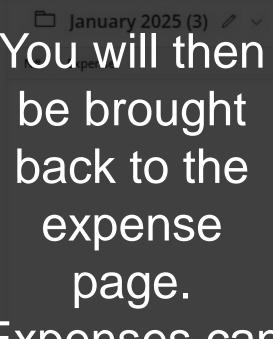
Draft

Anomalies

Mr Vernon BEAR

Approval and history

Compliancy issues



Expenses can be viewed in a list view, week view or month view.

