



# Expense Report Workflow Functionality



The screenshot shows the HP MFP control panel interface. At the top, there is a navigation bar with the HP logo, a 'Start Copy' button, and several status icons. Below this, a 'Sign In' button and a status message 'Initializing scanner, please wait.' are visible. A 'Copies' field is set to '1'. The main area is a grid of workflow options:

<b>Copy</b> Make copies from an original document	<b>Fax</b> Send a document to one or more fax numbers
<b>Expense Report</b> Enter Expense report here	<b>E-mail</b> Send a document as an attachment to an e-mail
<b>Retrieve from Device Memory</b> Print a job stored on this device's memory	<b>Job Status</b> Check on active and completed jobs
<b>Supplies</b>	<b>Trays</b>

Quickly and easily send your expense report receipts via the new HP MFP workflow capabilities!



# Expense Account Function



Process to scan and send receipts to UPS Accounts Payable using an HP MFP device

## At the MFP device:

1. Press the **Expense Account** icon on the control panel.
2. Login using your AD user ID and password using the LCD virtual keyboard.
3. Place your printed Expense Account confirmation page face up in document feeder.
4. Press the **Subject** field. Enter your Expense Account number and press **OK**.
5. Press the **File Name** field. Enter your Expense Account number and press **OK**.
6. Press the green **Send E-Mail** button on the top of the screen; the Expense Account document will scan.
7. Place one or more receipts face up in the ADF (if receipts are standard paper size) or face down on the scanner glass. Press **Scan**.
8. Once scan is complete, repeat step 7 until all receipts have been scanned.
9. Press **Finish**.
10. System will combine input from the ADF and glass then send it to Accounts Payable for processing. User is copied on the email.
11. The system will log you out 10 seconds after the job is completed.