Important Points to Remember…

- This system is designed to REDUCE the amount of paper and INCREASE the efficiency and turn around time of expense reimbursement!

- The Necho Expense Report system is as easy to use as any on-line retailers check out system. If you can order any product from the numerous on-line check-out systems then you can use this system with ease!

- **Do not** use the browser <Back> button or <Backspace> key to move back one screen as it will erase all previous input data.

- If you hold the pointer over symbols and titles in the system, it provides you with a brief description of the item.
- A Yellow ! indicates an item is not policy compliant and routes the expense report to the SVP for approval.

- A Red ! indicates an item cannot be submitted until the required fields are completed.
- A Blue i indicates an entry has been itemized.

- If applicable, turn off any Pop-up blocker software on your computer as it will inhibit full usage of the Necho Expense Reporting System.

- Clicking on ☐ shows the hidden content and clicking on ☐ hides content.

- When copying input data multiple times, highlight the text to be copied, use <Ctrl> <C> combination to copy and <Ctrl> <V> to paste. This is very useful when entering a Business Purpose multiple times when filling out a lodging expense report.

- Required coversheets and receipts can be faxed to 866-399-5308 or scanned and e-mailed to lowes@kwiktag.com.

- Mail personal check for monies owed to Lowes to Necho Admin - EPS3.
Important Points to Remember…

- After all submissions, approvals, and rejections, an e-mail is generated to alert the user(s) of the expense report status.

- 10 days after an expense report has been submitted, the approver will receive an additional e-mail and internal Necho notification alerting them to outstanding approvals. The e-mails and internal Necho notifications will continue until the expense report has been reviewed.

- Rejections: If an approver rejects an expense report, the submitter will receive an e-mail directing them back to the Necho web site for review and revision. From the page after log-on, click <Review History> (found on the left side of the page, under <Personal Actions>) to view the expense report in question. Click the <Event History> tab and then click <> to display the reason for rejection. Click <Open> to make revisions and edits. The submitter should correct the expense report, enter appropriate comments in comment box, and re-submit to the approver.

- All mileage reimbursement amounts are automatically updated within the Necho system.

- All Lowe’s regional policy expenditures amounts are automatically updated within the Necho system.

- Under the <Add Expense> tab, the <Expense Type> drop down box eliminates the need for a submitter or approver to remember the GL account #. The <Expense Type> selected determines the GL account # that the expense is posted to.

- The <Personal cheque included> option is ONLY checked if the submitter is reimbursing money owed to Lowe’s.

- Receipts are always required. Exceptions being if the expense is travel related and LESS THAN $25.00.

- <Report name> should be written so that the submitter and approver understand the greater detail of the expense report and can easily access the expense report based on the report name.
Expense Reporting - Overview

Most reports begin here by clicking <Create an Expense Report>.

“Your name will appear here”

Please click <Logout> after you are finished using the Necho system.

Quick link to credit card transactions from T and P cards.

The user can review past expense report history and report status.

Fax all receipts to: 866-399-5308

Helpful Training Guides are found here.

Lowe’s corporate travel and expense policies.

Expense Report documents that are “In Progress” or have been rejected for edits and re-submission can be found here.

You can delete e-mail notifications by clicking in the box next to the item to be deleted and then click <Remove> to delete.
Expense Reporting - Overview

Tab Review

Report Header Tab
- This is the opening page after the log-in screen
- Fill in the following:
  1. Detailed <Report Name> that you can easily identify later
  2. Fill in dates to be expensed
  3. Enter key dates as mm/dd/yy or Click the calendar icon to select dates
- Click <Save Changes> or <Continue> when finished entering the expense information

Include Transactions Tab
- P-Card and Travel card transactions selected from the list by checking the corresponding box will be included in the expense report
- Clicking <Include> adds the selected charges to the report
Tab Review

Add Expense Tab

- This is the second screen you see after the log-in screen.
- 1. Select <Expense Type>
- 2. Enter expense amount in the <Spent Amt> field
- 3. Select <Receipt> details
- 4. Enter a business purpose that complies with the IRS guidelines - including city and state where the expense occurred
- 5. Click <Add Expense>

<Region> and <Area> (Lowe’s regional policy) information is updated automatically within the system. Make sure that you adjust the <Region> and <Area> drop-down box to reflect where the expense occurred (if needed).

View Summary Tab

- Report totals are listed here
- Any time you see the <Save Report> button CLICK ON IT! This ensures that your previously entered data is saved in the system
- (Only necessary if the receipt and barcode cover sheet are required submissions)
- The <Print> button takes you to this pop-up screen
- Make sure <Transmittal> is selected
- Click <Done>
Expense Reporting - Overview

Included Expenses
- Included expenses displayed on the summary page
- Expenses highlighted with a Red ! require additional detailed information
- Expenses highlighted with a Yellow ! are not policy compliant, and will be submitted to the SVP for approval
- Clicking on the individual line item allows entry / edit of expense details

Expense Details
- Required details are shown with an asterisk
- Details required vary by expense type
- Review individual reference guides for additional information on the following expense types...

  Mileage
  Meals
  Lodging
  Cash Advance
  Cash Advance Recon
  Per Diem

Traveled to Indianapolis, IN to discuss product with Appliances vendor.
Expense Reporting - Overview

Submitting Process
- Final details of the expense report are displayed
- Clicking on the individual expense line item will display details
- Expenses flagged with a 🔄 (red exclamation point) cannot be submitted for approval
- Clicking <Submit> forwards the expense report to all necessary approvers

Submission Summary
- A confirmation of the submitted expense displays
- The expense report is assigned a unique number for tracking
- The approver responsible for the expense is shown
- 1. Clicking <OK> closes the confirmation window
- 2. Clicking <Print> displays the transmittal report for printing
Expense Reporting - Overview

1. Click <Print> to continue
2. Select the appropriate printer and click <Print>
3. Fax the bar-coded transmittal report with all required receipts to 1-866-399-5308
4. Click <Close> to end this report
5. Click <Done>

Receipts

- The expense report will be submitted electronically, therefore any receipt(s) associated with the expense report need to be faxed along with the barcode transmittal sheet.
- The first page of the printed expense report will have a bar code on it and this is the ‘transmittal sheet’. It must be the first page of the documents to fax.
- A copy of the transmittal is faxed along with all required receipts (faxed inside the available plastic sleeve) to 1-866-399-5308.
Expense Reporting - Overview

**Two options for faxing of receipts:**

1. Using the available 'plastic sleeve' to hold receipts
   A. Place the receipts in the available 'plastic sleeve’ to hold receipts—this will allow receipts of variable sizes to be faxed as one page
   B. Insert the ‘plastic sleeve’ as input to the fax machine with the Transmittal Sheet (the page with the bar code) as the First sheet and fax to number - **1-866-399-5308**
   C. Following successful completion, remove the receipts from the ‘plastic sleeve’ and retain for your personal records until the expense report has received final approval
      DO NOT throw away the ‘plastic sleeve’…they are REUSABLE so please return to location where these are kept.

2. If the ‘plastic sleeve’ is not available
   A. Arrange receipts of variable sizes together and make a ‘copy’ of them (this will reduce the number of pages be faxed)
   B. Insert the ‘copy’ of receipts as input to the fax machine with the Transmittal Sheet (the page with the bar code) as the First sheet and fax to number - **1-866-399-5308**

**Two options for scanning and e-mailing of receipts:**

1. Using a Xerox Workcenter Pro 90 machine
   A. Select <Email>
   B. Select <Output Format>
   C. Select <Document Format>, then Select <Multi-page TIFF>
   D. Click <Save>
   E. Click <Email> tab
   F. Enter <lowes@kwiktag.com> in the <To> line
   G. Press <Start> button
   H. Retain original receipt and expense report transmittal until final approval

2. Using a LexMark Machine
   A. Select <Email>
   B. Select <Options>
   C. Select <Send as TIFF>
   D. Click <Back> button
   E. Enter <lowes@kwiktag.com> in the <To> line
   F. Press <Send it> button
   G. Retain original receipt and expense report transmittal until final approval