

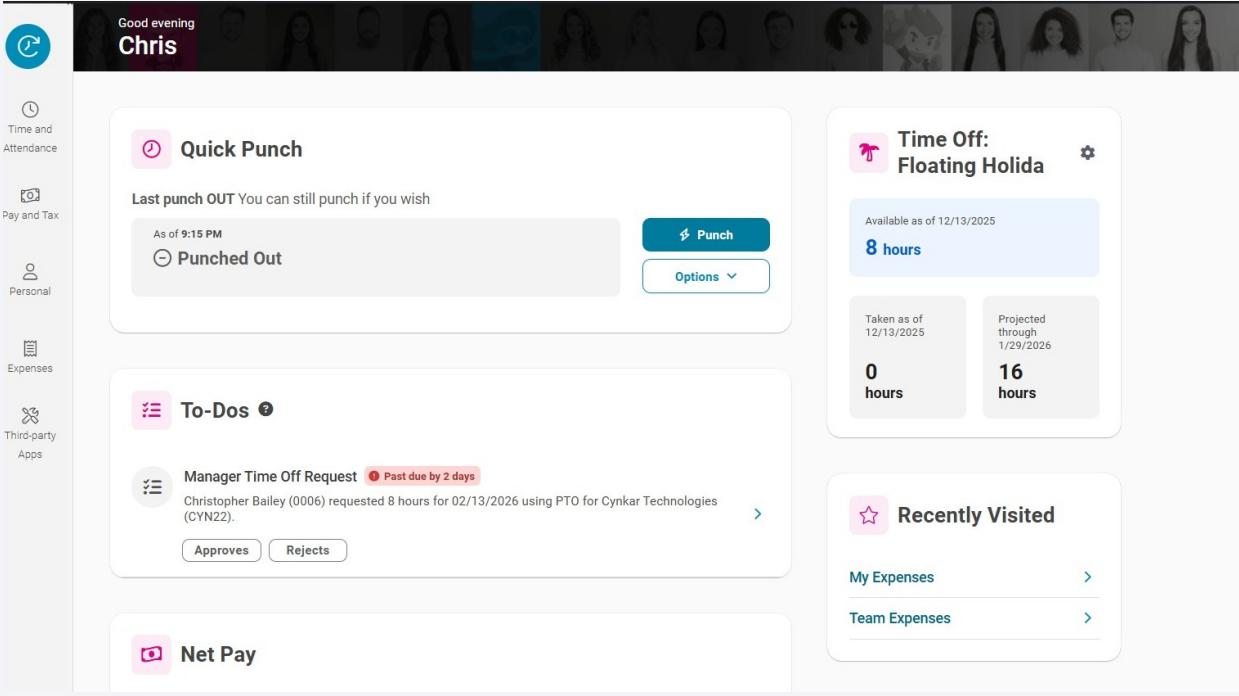
Submit Expenses on Desktop



This guide provides a process for submitting expenses via mobile. It outlines essential steps for uploading receipts and filling out expense details, ensuring you can efficiently track and submit your expenses for approval.

You can only submit expenses as an employee in the Adaptive or Mobile views, not in Classic.

- 1 Navigate to <https://aee.myisolved.com/home>



The screenshot shows the Thread mobile application interface. At the top, a banner displays a group of diverse people with the text "Good evening Chris". On the left, a vertical navigation bar lists icons for Time and Attendance, Pay and Tax, Personal, Expenses, and Third-party Apps. The main content area is divided into several cards:

- Quick Punch:** Shows a "Punched Out" status with a "Punch" button and an "Options" dropdown.
- Time Off: Floating Holiday:** Shows 8 hours available as of 12/13/2025, with 0 hours taken and 16 hours projected through 1/29/2026.
- To-Dos:** Lists a "Manager Time Off Request" for Christopher Bailey, marked as "Past due by 2 days". It includes "Approves" and "Rejects" buttons.
- Recently Visited:** Lists "My Expenses" and "Team Expenses".
- Net Pay:** Shows a summary of net pay information.

2

Click Expenses

Good evening
Chris

Time and Attendance

Tax and Pay

Personal

Expenses

Third-party Apps

Quick Punch

Last punch OUT You can still punch if you wish

As of 9:15 PM

Punched Out

Punch Options

To-Dos

Manager Time Off Request Past due by 2 days

Christopher Bailey (0006) requested 8 hours for 02/13/2026 using PTO for Cynkar Technologies (CYN22).

Approves Rejects

Net Pay

Time Off: Floating Holiday

Available as of 12/13/2025

8 hours

Taken as of 12/13/2025

0 hours

Projected through 1/29/2026

16 hours

Recently Visited

My Expenses

Team Expenses

3

Click My Expenses

Time and Attendance

Team Expenses

Tasks

My Expenses

Pay and Tax

Personal

Third-party Apps

Quick Punch

Last punch OUT You can still punch if you wish

Punched Out

Punch Options

To-Dos

Manager Time Off Request Past due by 2 days

Christopher Bailey (0006) requested 8 hours for 02/13/2026 using PTO for Cynkar Technologies (CYN22).

Approves Rejects

Net Pay

Time Off: Floating Holiday

Available as of 12/13/2025

8 hours

Taken as of 12/13/2025

0 hours

Projected through 1/29/2026

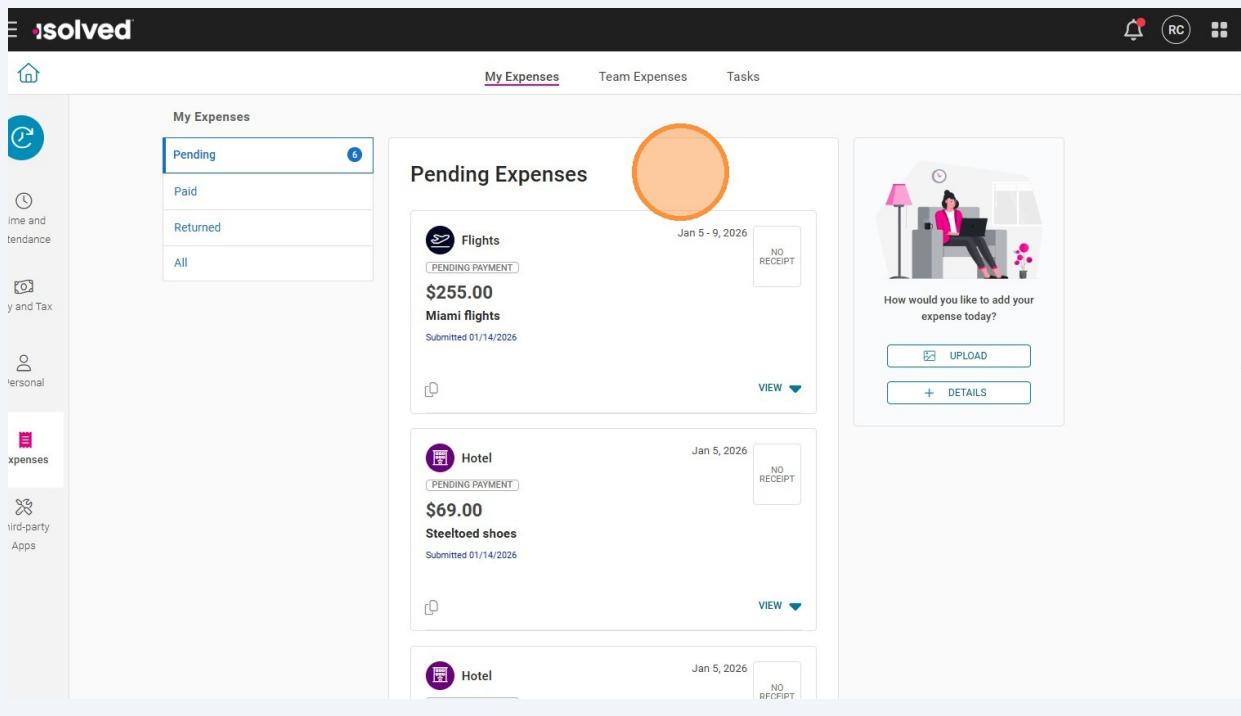
16 hours

Recently Visited

My Expenses

Team Expenses

4 Here you'll see any existing Pending Expenses



Pending Expenses

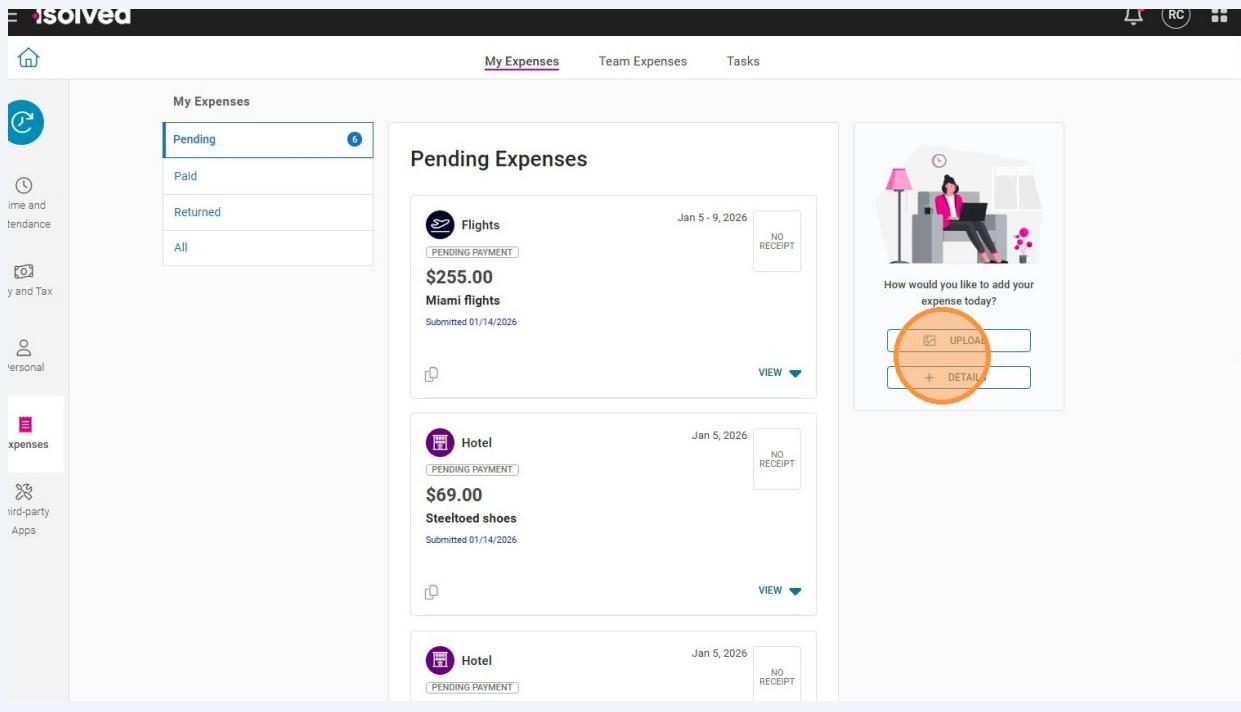
- Flights** \$255.00 Miami flights Jan 5 - 9, 2026 NO RECEIPT
- Hotel** \$69.00 Steeltoed shoes Jan 5, 2026 NO RECEIPT
- Hotel** Jan 5, 2026 NO RECEIPT

How would you like to add your expense today?

- UPLOAD
- + DETAILS

5 On the right side you have two options:

Upload: You can upload a receipt first and then it will fill in any details it finds
Detail: You can fill out the form and upload your receipt



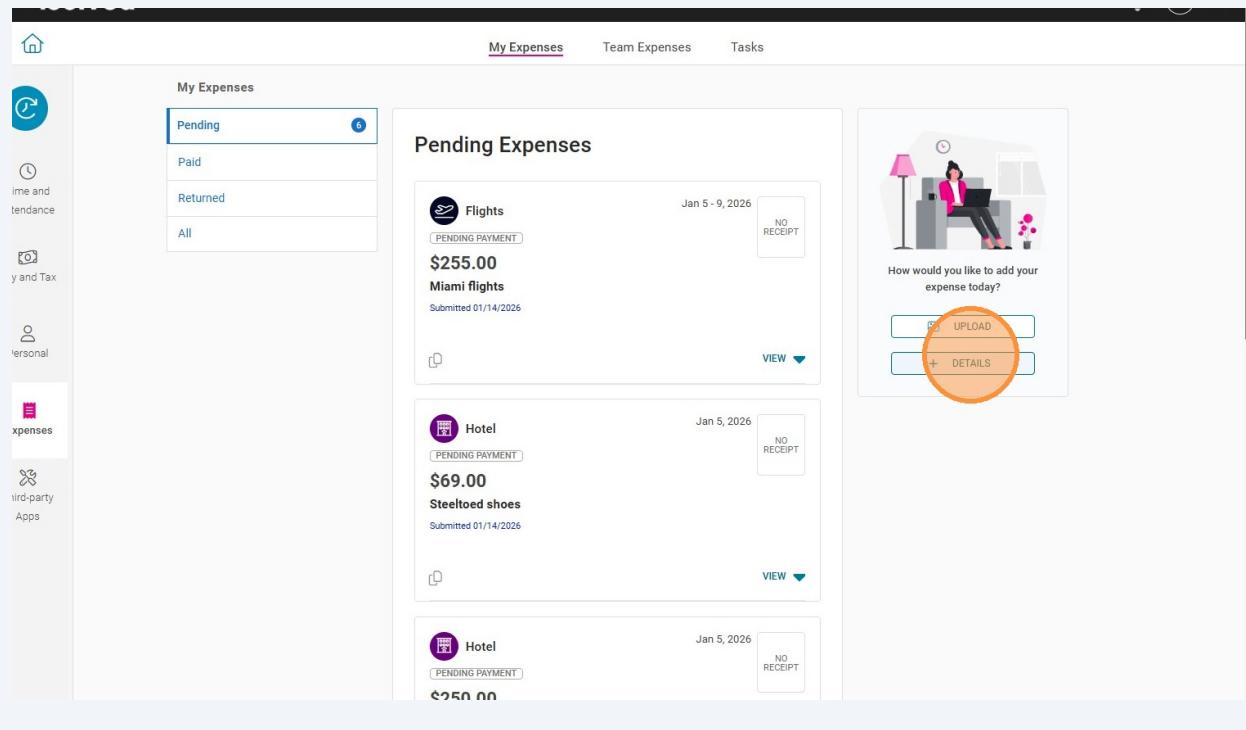
Pending Expenses

- Flights** \$255.00 Miami flights Jan 5 - 9, 2026 NO RECEIPT
- Hotel** \$69.00 Steeltoed shoes Jan 5, 2026 NO RECEIPT
- Hotel** Jan 5, 2026 NO RECEIPT

How would you like to add your expense today?

- UPLOAD
- + DETAILS

6 Click Details



My Expenses

Pending

Paid

Returned

All

Pending Expenses

Flights
\$255.00
Miami flights
Submitted 01/14/2026

Hotel
\$69.00
Steeltoed shoes
Submitted 01/14/2026

Hotel
\$250.00
Submitted 01/14/2026

Jan 5 - 9, 2026

NO RECEIPT

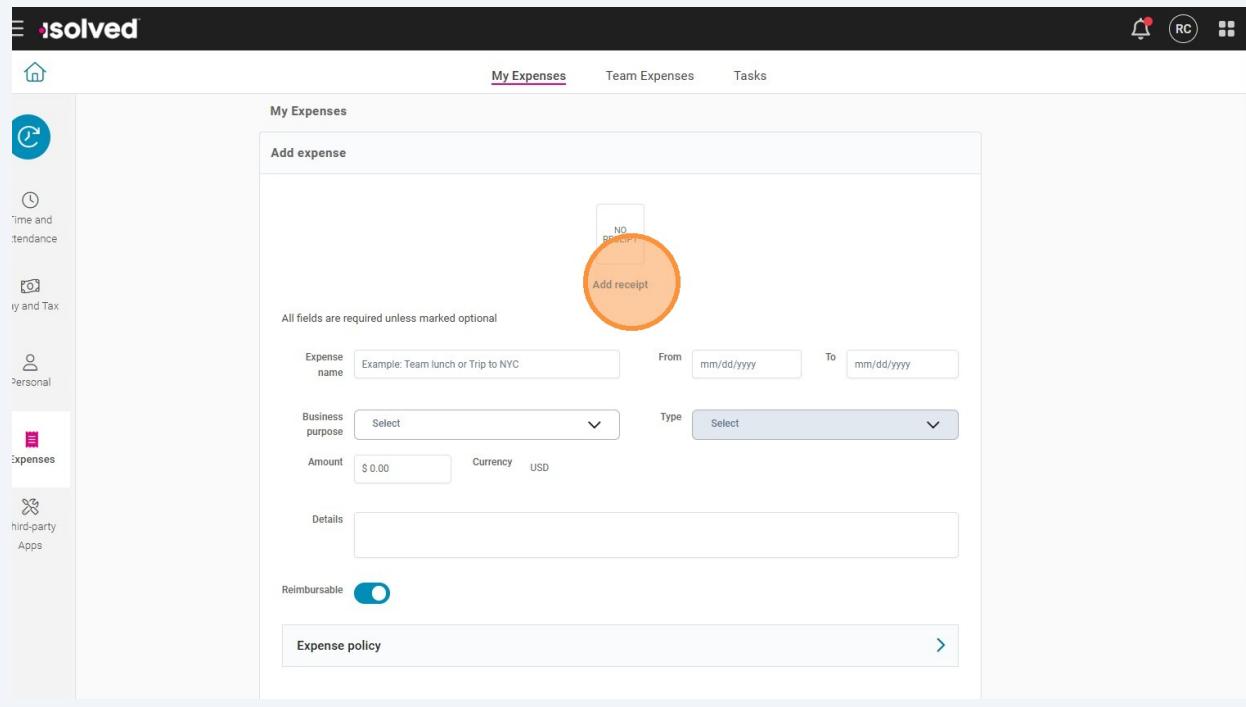
VIEW

How would you like to add your expense today?

UPLOAD

DETAILS

7 Click Add receipt



My Expenses

Add expense

All fields are required unless marked optional

Expense name: Example: Team lunch or Trip to NYC

From: mm/dd/yyyy

To: mm/dd/yyyy

Business purpose: Select

Type: Select

Amount: \$ 0.00

Currency: USD

Details:

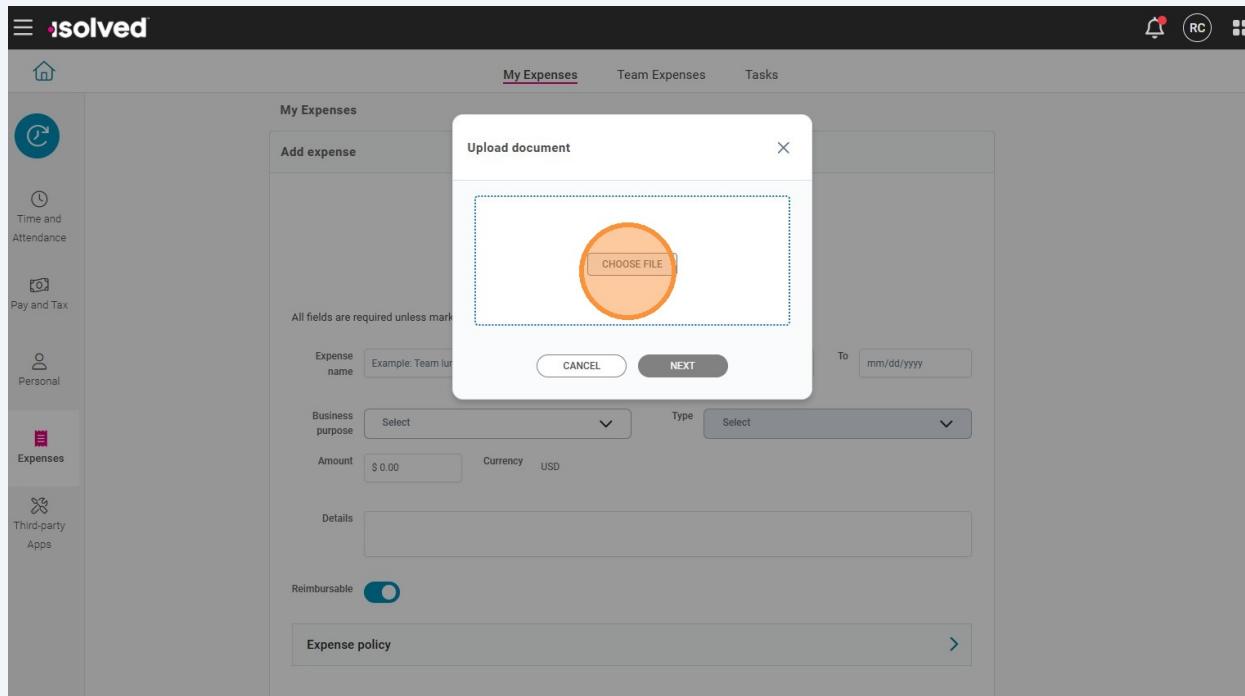
Reimbursable:

Expense policy:

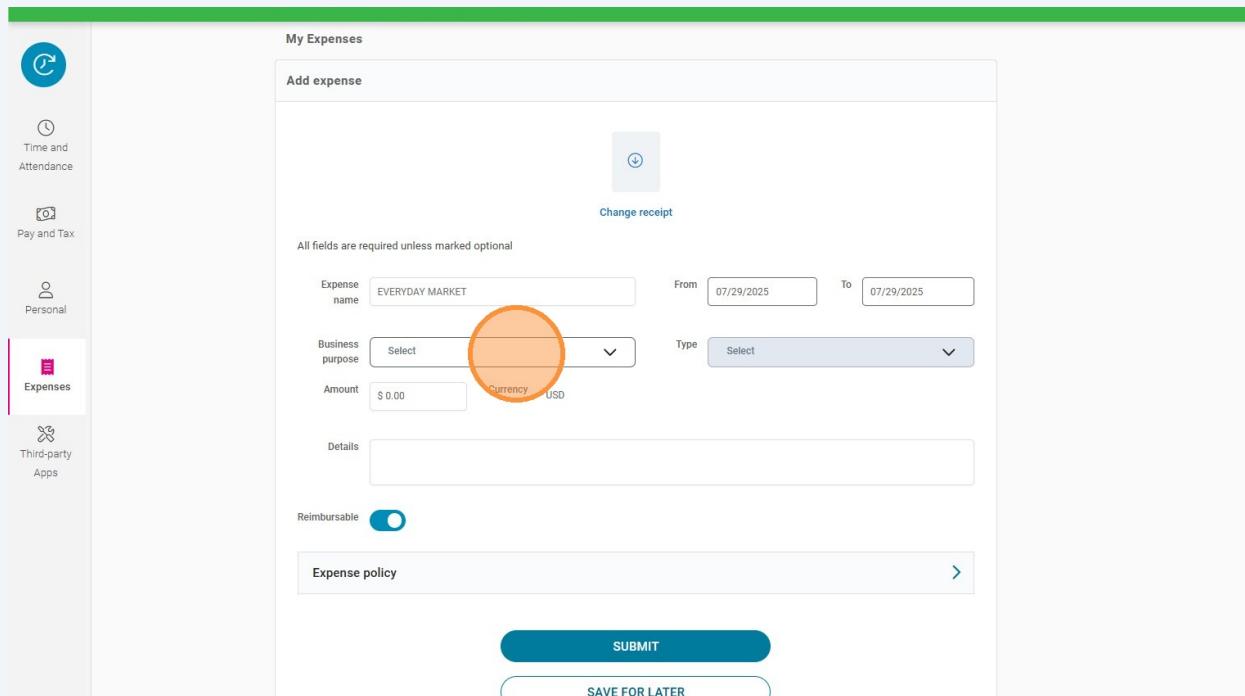
NO RECEIPT

Add receipt

8 Click **Choose File**. Upload your file and click **Next**

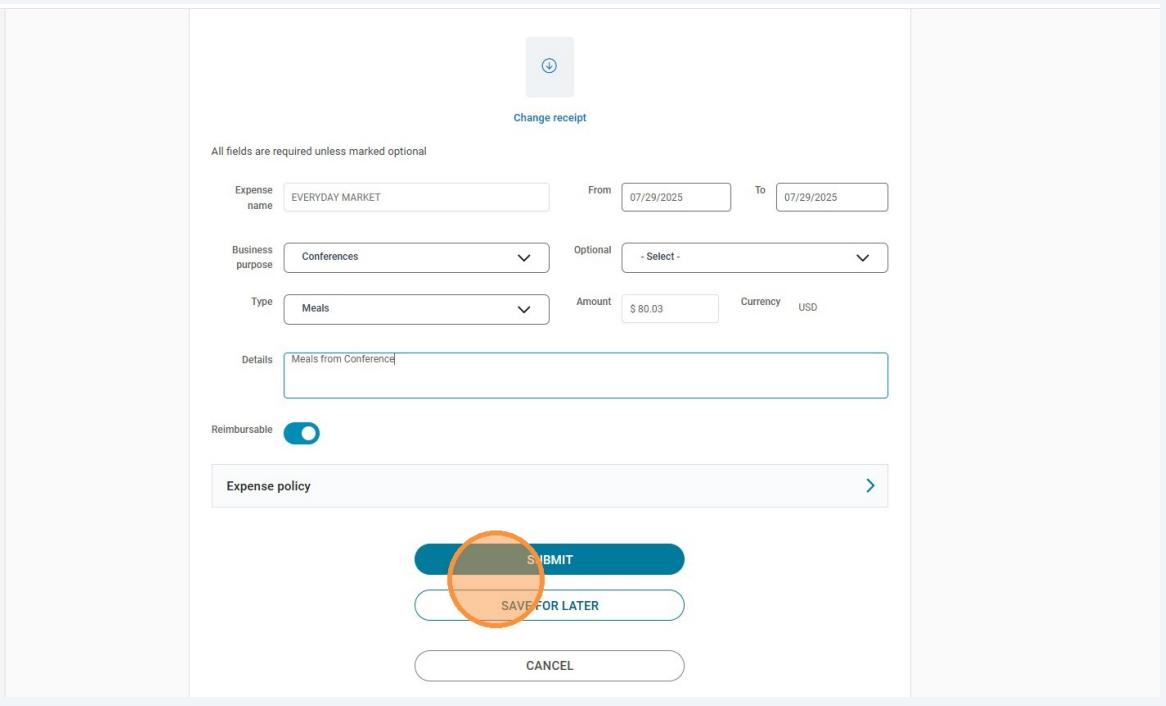


9 Fill out all of the details for your expense.



10

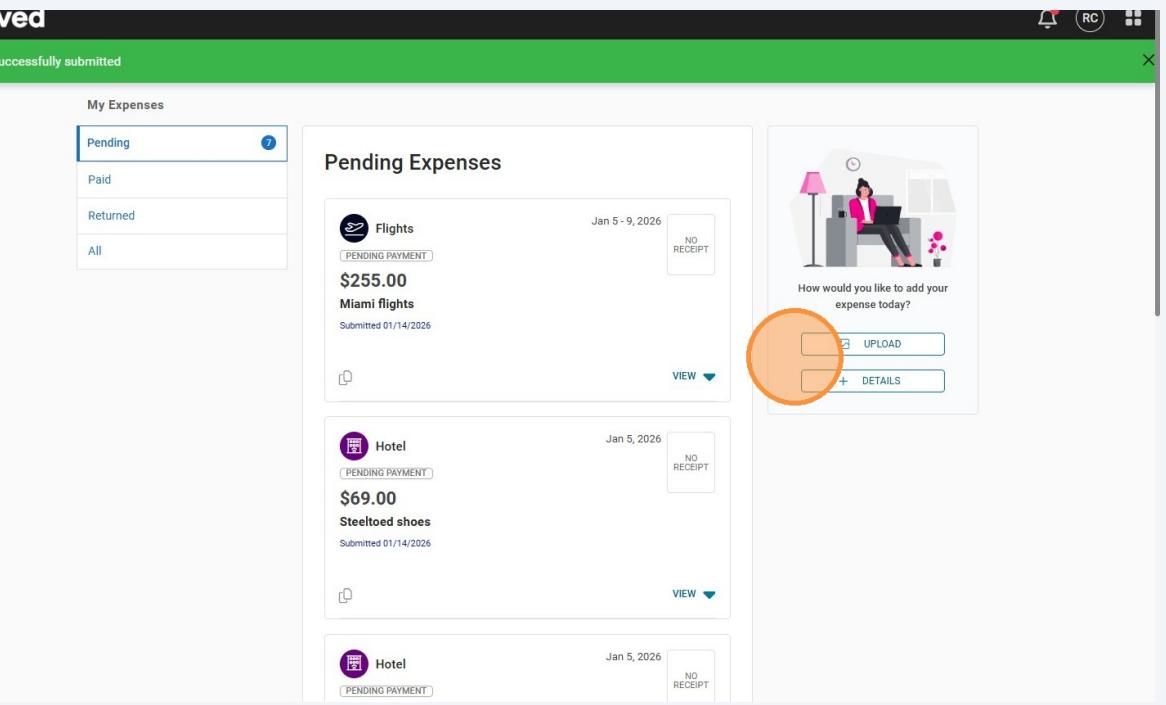
Once you've entered all of your info. You can either **Save for Later** to go back and submit later, or choose **Submit** to submit for approval.



The screenshot shows a mobile application interface for expense submission. On the left is a vertical navigation bar with icons for Time and Attendance, Pay and Tax, Personal, Expenses (which is selected and highlighted with a purple border), and Third-party Apps. The main screen has a header with a 'Change receipt' button. Below the header, a message says 'All fields are required unless marked optional'. The form fields include: Expense name (EVERYDAY MARKET), From (07/29/2025), To (07/29/2025); Business purpose (Conferences), Optional (Select); Type (Meals), Amount (\$ 80.03), Currency (USD); Details (Meals from Conference); and a Reimbursable toggle switch (which is turned on). Below the form is a 'Expense policy' section with a 'View' button. At the bottom are three buttons: 'SUBMIT' (dark blue), 'SAVE FOR LATER' (orange, highlighted with a red circle), and 'CANCEL' (light blue).

11

Once you click Submit, it will take you back to Expense screen. You can view or enter more expenses.



The screenshot shows the 'My Expenses' screen with a green header message 'Expense successfully submitted'. The left navigation bar is identical to the previous screenshot. The main area shows a 'Pending Expenses' section with three items: 1. Flights (Miami flights, \$255.00, Pending Payment, Jan 5-9, 2026, NO RECEIPT, with 'VIEW' and 'DELETE' buttons). 2. Hotel (Steeltoed shoes, \$69.00, Pending Payment, Jan 5, 2026, NO RECEIPT, with 'VIEW' and 'DELETE' buttons). 3. Hotel (Pending Payment, Jan 5, 2026, NO RECEIPT, with 'VIEW' and 'DELETE' buttons). To the right of the expenses is a callout box with an illustration of a person sitting at a desk. It asks 'How would you like to add your expense today?' and has two buttons: 'UPLOAD' and '+ DETAILS'.