intacct ERP On Demand	Intacct Management & Use: Admin Entry of Expenses The NDH Group, Ltd. July, 2010

Overview & Objective – The purpose of this I M & U is to demonstrate the entry of expenses using the Time & Expenses Module. These procedures are completed by an A/P Manager on behalf of employees.

Initial Navigation – To navigate to the Expense Batches Screen (from the Accounting Console):

1. Go to the Applications dropdown (upper right hand corner)

2. Select the Time & Expenses Module

3. Once in the Time & Expenses Module go to the Activities dropdown (upper left hand corner)

4. Select the Activity "Expense Batches"

Expense Batches – An Expense Batch is like an electronic envelope that holds Expense Reports, and are required for each month. If a monthly Expense Batch for the correct period is not available then create one:

- Click on the [Add] button (upper right hand corner)…the Batch Information Screen requires:
  - ***Batch Title** – Enter as follows: "[Month Year] Expense Batch" (E.G. "May 2005 Expense Batch")
  - ***GL Posting Date** – Enter the LAST day of the month ended (E.G. 05/31/05)
  - **Status** – Keep the status as "Active" until all Expense Reports in a period have been processed

    ⇨ When the Expense Batch information is complete click "Save" in the upper right hand corner. The screen navigation will then change to allow you to click on the Expense Batch (link) (E.G. May 2005 Expense Batch) for Expense Entry (see below).

Expense Entry – The title "My Expense [Name] Expense Reports" should appear in the upper left hand corner. Click the [Add] button in the upper right hand corner. The title "Expense Report" should now appear in the upper left hand corner, entry as follows:

- ***Date Filed** – Input the date that the Expense Report is submitted.
- ***Employee** – Select an Employee from the drop-down for which you are entering expenses on behalf of.
- **Expense Report Number** – The expense number is automatically supplied (reads, "-- -- New -- --").
- **GL Posting Date** – Generally, this corresponds with the current month-end. In some instances, the date should correspond with the prior month-end (cases where the expenses were incurred in that month).
- **Supporting Document ID** – If you are required to submit electronic backup of expense receipts the attachments can be made here. After clicking the New (link) an attachment dialog-box is presented.
- **Reason for Expense** – This text field can be used for memorializing the nature of the expense report.
- **Memo** – This text field can be used for any additional memo relating to the entire Expense Report.
- ***Expense Type** – For each individual expense item select from among the various Expense Types provided in the drop-down. Check with your Account Rep about which Expense Types should be used.
- ***Amount** – Enter the amount of the specific expense.
- **Paid To / Paid For** – These are independent text fields that should be used to denote who was paid and what the nature of the charge was (note two separate text fields below the Expense Type drop-down).
- **Date** – Enter the date from the receipt or other form of expense verification.
- **Department** – A department association can be made (sometimes this will be required).

  ⇨ When additional expenses will be added click "Save" in the upper right hand corner.
  ⇨ If the Expense Report is complete click "Submit" in the upper right hand corner. The Expense Report will then be available for approval.

Further Instruction & Use – For further information regarding Admin Entry of Expenses contact The NDH Group, Ltd. at 312.461.0876 or on the web: http://www.intacctmanagement.com/.