intacct ERP On Demand	Intacct Management & Use: Employee 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 the employee.

Initial Navigation & Login Screen

1. Go to the URL: www.Intacct.com

2. In the upper right hand corner of the screen click the "Secure Login" link.

3. The following login information is then required:

    Company ID:
    User ID:
    Password:

…You should request IDs and initial passwords from your NDH Group Account Executive

Initial Navigation – To navigate to the My Expense Reports 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 "My Expenses"

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** – Your name will automatically appear and no further entry is required.
- **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 Admin 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 by your Admin).

    ⇨ When additional expenses will be added click "Draft" in the upper right hand corner. This will allow you to enter additional expenses at a later time.
    ⇨ If the Expense Report is complete click "Submit" in the upper right hand corner. The Expense Report can then be approved by the Admin or rejected (requiring further changes).

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