Intacct	Intacct Management & Use: Employee Entry of Expense Reports The NDH Group, Ltd. February, 2014

Overview & Objective – The purpose of this I M & U is to demonstrate the entry of expense reports using the Time & Expenses Module. These procedures are completed by the employee.

Login Screen

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

2. In the upper right hand corner of the screen click the [Sign In] (button)

3. The following login information is then required:

   Company ID:
   User ID:
   Password:

…You should request IDs and initial passwords from your Administrator

Initial Navigation – To navigate to the My Expense Reports screen (from the Accounting Console):

1. Go to the Applications dropdown

2. Select the Time & Expenses Module

3. Under Transactions, click on the My Expenses (link)

Expense Entry – The title "My Expenses [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. The *Date Filed affects the posting date per subsidiary ledger reporting, while the GL Posting Date (below) affects the posting date per GL reporting.
- **Note:** *Date Filed *will likely be greater* than the GL Posting Date, as reports are submitted after the fact.
- ***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** – Select a date for GL posting (generally, corresponds to the prior month end or the month end date prior to the *Date Filed field).
- **Attachments** – If you are required to submit electronic backup of expense receipts the attachments can be made here. After clicking the Attachments dropdown and the Add (link) a 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 dropdown. Check with your Admin about which Expense Types should be used.
- ***Amount** – Enter the amount of the specific expense.
- **Form 1099** – Mark the checkbox if the expense will be reported on a Form 1099.
- **Paid To / Paid For** – These are text fields used to denote who was paid, and the nature of the charge.
- **Date** – Enter the date from the receipt or other form of expense verification.
- **Dimensions** – Add Dimensions by selecting from the Department and Location dropdowns or by clicking on the <Show Details> (curtain) for additional Dimensions.

- **Billable** – If the line-item is billable to a Customer and/or Project, then mark the checkbox.

  ⇨ When additional expenses will be added click the [Draft] (button) 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 the [Submit] (button) in the upper right hand corner. The Expense Report can then be approved by the Admin or declined (requiring further changes).

Overview of Process – An overview of the employee expense **enter-to-pay process**:
Enter ER ⇨ Approve Expenses ⇨ Select to Reimburse ⇨ Approve Reimbursements ⇨ Print Checks

Further Instruction & Use – For further information regarding Employee Entry of Expense Reports contact The NDH Group, Ltd. at 312.461.0505 or on the web: http://www.ndhcpa.com.