

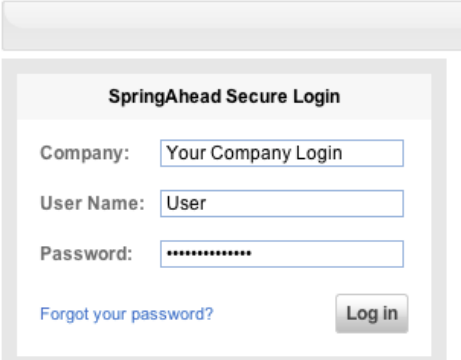
Getting Started Guide for Entering Expenses

Entering expenses in SpringAhead is simple and fast. Here are the details for:

- Entering an Expense Report
- Saving and Submitting an Expense Report
- Attaching Receipts
- Using the Foreign Exchange Function
- Running Reports
- Other Features

ENTERING AN EXPENSE REPORT

1. **Login** to SpringAhead using the login instructions and password provided by your administrator



SpringAhead Secure Login

Company:

User Name:

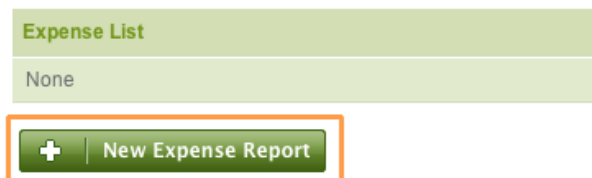
Password:

[Forgot your password?](#)

2. Click **Expense** in the Navigation Bar. This screen lists all of your current expense reports



3. Click **New Expense Report** to create a new expense report



4. Enter an expense report title and the date range. You can group expenses as you see fit (by week, month, trip, etc.) or as directed by your company

New Expense Report For Duncan Fisher

Name:

Dates: to

|

5. Enter the Date, Expense Type, and Amount or Quantity for each expense and fill out the other information as required by your company. Click **Save** to record the expense and open a new entry window.

Expense Report Details

Date	Merchant	Project	Expense Type	Payment Method	Amount	NR	MR
<input type="text" value="4/18/2011"/>	<input type="text"/>			<input type="text" value="-None-"/>	<input type="text"/>		
			<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text" value="-None-"/>	<input type="checkbox"/>	<input type="text"/>
					<input type="text"/>		<input type="button" value="Split"/>

Missing Receipt

SAVING AND SUBMITTING AN EXPENSE REPORT

1. To save the expense report for additional entries in the future, click **Return to List**

SaaS Convention [Edit](#)

Date	Amount Due	Details	Reimbursable
Apr 18 - Apr 23, 2011	\$1,000.00	Trucks	\$1,000.00

ID: 4 Status: Not Submitted

2. To submit the expense report for approval, click **Submit Now**

SaaS Convention		Edit	Details	Reimbursable ▾
Date	Amount Due		Trucks	\$1,000.00
Apr 18 - Apr 23, 2011	\$1,000.00			
ID	Status			
4	Not Submitted			

[← Return to List](#)
[Submit Now](#) →

Expenses can continue to be added or modified until approved by the manager. Once approved, expense reports are read-only. Contact your administrator if an approved expense report needs to be changed

After saving the expense report, you will be returned to the expense list. Note the status of the expense report in the **Status** column of the list

✓ Expense report submitted. ✕

Expense List					Filters ▾
Dates	Name / Comments	ID	Amount Due	Status	
Apr 18 - Apr 23, 2011	SaaS Convention	4	\$1,000.00	Pending Approval	* ▾

[+ New Expense Report](#)

ATTACHING RECIEPTS

Receipt images may be uploaded from your computer or faxed in. Images may then be attached to individual expense line items or to the entire expense report

Uploading Receipts

To attach a receipt to an individual line item, check the **Attach file after saving** box (see the screenshot above) and follow the on-screen instructions

1. To attach a receipt to the entire expense report, click **Add** and then click **Upload attachment**

▼ Expense Report Details

<input type="checkbox"/>	Date	Merchant	Project	Expense Type	Payment Method	Amount	NR	MR
<input type="checkbox"/>	Apr 18, 2011	Trucking Express		Trucks	Credit Card	\$1,000.00		


Date	Merchant	Payment Method	City
4/18/2011	Trucking Express	Credit Card	San Francisco, CA
Expense Type	Reimbursable	Project	Billable
Trucks	<input checked="" type="checkbox"/>	-None-	<input type="checkbox"/>
Description	Trucking to Convention		



Missing Receipt Upload attachment after saving

 Total: **\$1,000.00**

Faxing Receipts

To upload receipts via fax, select **Generate Fax Cover Page**, print the cover page, and follow the instructions on the printout to fax the receipt/s to your inbox.



▶ Attachments (None) Add 

-  Upload attachment
-  **Generate Fax Cover Page**

You will receive an email confirmation when the receipt(s) arrive in your Attachment Inbox. Refresh the web page to view the **Attachment Inbox**. Click the dropdown and select from the menu to **View**, **Delete**, or **Attach to Expense Report**

▼ Attachment Inbox (1)

1 Fax 05/14/2010 12:12 PM (2 pages)

- Name: Fax 05/14/2010 12:12 PM (2 pages)
-  View
-
-  Attach to Expense Report

USING THE FOREIGN EXCHANGE FEATURE

To calculate the expense amount paid in a foreign currency, select the **Currency Type**

The screenshot shows a form with the following fields and values:

- City: Lisbon, Portugal
- Amount: EUR 45.86
- Description: (empty)
- Exchange rate: (empty)
- Total Amount: (empty)

A dropdown menu is open, showing the following options:

- DOP - Dominican peso
- DZD - Algerian dinar
- EEK - Kroon
- EGP - Egyptian pound
- ERN - Nakfa
- ETB - Ethiopian birr
- EUR - Euro (highlighted)
- FJD - Fiji dollar
- FKP - Falkland Islands pound
- GBP - Pound sterling
- GEL - Lari

Enter the **Amount** and **Exchange rate**; this will then produce the value in your home currency in the **Amount** field to the right.

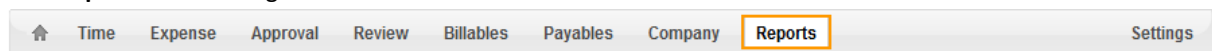
The screenshot shows the same form as above, but with the following changes:

- Amount: EUR 45.86
- Exchange rate: EUR/USD: 1.25
- Total Amount: \$ 36.69 USD

Buttons: Save, Cancel

RUNNING REPORTS

1. Click **Reports** in the Navigation Bar



2. Select the report to run, specify the date range and details, and click **Run**

Time Reports

- [Time by Project](#)
- [Time by Employee](#)
- [Time by Task](#)
- [Time by Class](#)
- [Time by Approver](#)
- [Time by Rep](#)
- [Time Missing](#)
- [Time Accrual](#)

Expense Reports

- [Expenses by Employee](#) >
- [Expenses by Project](#)
- [Expenses by Approver](#)

Accounting Reports

- [Invoices by Customer](#)
- [Payables by Employee](#)
- [Payables by Vendor](#)
- [PO Status](#)

Report Details: Expenses by Employee

Date Start: Date Stop:

User:

Employee Type:

Expense Type:

Payment Method:

Reimbursable Only Non-Reimbursable Only

Billable Only Non-Billable Only

Include Details Summary Only

OTHER FEATURES


Click the drop-down menu to edit, duplicate or delete an expense item, as necessary

Expense List View by ID:

Dates	Name	ID	Amount Due	Status	Comments
1	EXP	25	\$0.00	Not Submitted	


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Click the paper-clip icon to view or delete an attachment


▼ Attachments (2) [Add](#) 

- 1 [Receipt 5/7](#) ▼
- 2 [Receipt 5/12](#) ▼

Name: Receipt 5/12

 View

 **Delete**

 Detach from Expense Report

View prior expense reports (can also be accessed by running reports)

Check **Show Processed**, enter a **Date Range** and click **Reload**

User: ▼ Show Processed Date Range: to

Print expense reports

1. Select the expense report to print

Expense List						View by ID: <input type="text"/> <input type="button" value="View"/>
	Dates	Name	ID	Amount Due	Status	Comments
1 ▼	05/01/2010 - 05/15/2010	May Convention	0	\$911.39	⊖ Not Submitted	
2 ▼	06/01/2010 - 06/15/2010	June Convention	8	\$0.00	⊖ Not Submitted	

2. Click **View Expense Report**

Western Canon Inc
Jay Gatsby | [Logout](#) | [Help](#)

[Reports](#) [Settings](#)

[View Expense Report](#)

3. Print using your browser's print function

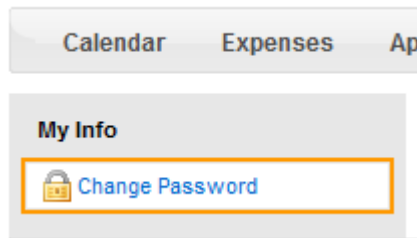
Change your password

1. Click **Settings** in the Navigation Bar

Western Canon Inc
Jay Gatsby | [Logout](#) | [Help](#)

[Reports](#) [Settings](#)

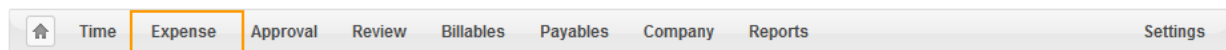
2. Click **Change Password** and enter the information



Importing Charges from a credit card statement


Importing charges from your bank account is simple to get started. Before beginning, make sure you know your administrator has enabled feature and you know your online bank login name and password. Additionally, note that some banks require you to enable Microsoft Money Downloads or Quicken Direct Connect in order to download the transactions

1. Click **Expense** in the navigation bar



2. Select the expense report



Expense Report Details								
<input type="checkbox"/>	Date	Merchant	Project	Expense Type	Payment Method	Amount	NR MR	
<input checked="" type="checkbox"/>	1 Dec 01, 2010	American Airlines	Birdsey Painters:Castle Rock Apartments	Airfare	Corporate Credit Card	\$1,200.00		

2. Select **Direct Download**



3. This will display data fields required from your bank to import the transactions. Fill in the appropriate information using the directions below.

For **Account Name**, define what you would like the card account to be called in the dropdown. From this point on, the data fields will auto-populate when you select the Account Name. Under **Bank**, choose the card provider. Enter the last 4 digits of your card in **Last 4 of Account #**. Type the Login and Password provided by your bank. Next, select enter the range of time you'd like to import transactions for under **Download Dates**.

Note: When importing transactions, the download will not duplicate a charge this is already in SpringAhead. However, if you delete the transaction, it can then be re-imported.

Next, check the **Terms Accepted** box

Credit Card Direct Download

Account Name: Bank: Last 4 of Account #:

Login: Password: Payment Method:

Download dates: to Previous download period: 7/1/2010 to 7/31/2010

Terms Accepted

4. Select **Download**

Once the download is complete, the transactions will appear in the Expense Inbox, with the date, amount, and merchant code

<input type="checkbox"/>	28	Oct 28, 2010	FRY'S ELECTRONICS #21 FREMONT		Corporate Credit Card	\$92.17			
<input type="checkbox"/>	29	Dec 01, 2010	American Airlines	Birdsey Painters:Castle Rock Apartments	Airfare	Corporate Credit Card	\$398.50		
						Total:	\$-665.10		

Note: While the merchant code will appear when you download data, if the merchant field isn't edited and defined, then it won't appear on reports. Essentially, whatever is in the box is what appears on reports. If this is important to your administrator, make sure the merchant field is populated

▼ Expense Inbox

<input type="checkbox"/>	Date	Merchant
<input type="checkbox"/>	1	06/03/2010 AMERICAN AIRLINES

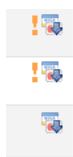
Posted date: 6/3/2010

Name:

Date: 6/3/2010





Merchant:

The right-most column displays the download and incomplete symbols.






This allows users and approvers to determine which charges were imported or hand entered. SpringAhead requires an expense type to be selected on the expense detail or the report may not be submitted

5. To move a transaction to the expense report, check the line item

<input type="checkbox"/>	28	Oct 28, 2010	FRY'S ELECTRONICS #21 FREMONT			Corporate Credit Card	\$92.17		
<input checked="" type="checkbox"/>	29	Dec 01, 2010	American Airlines	Birdsey Painters: Castle Rock Apartments	Airfare	Corporate Credit Card	\$398.50		
Total:							\$-665.10		

6. Click **Move to Expense Report**

Bulk operations |  Select |  Delete |  [Move to Expense Report](#)