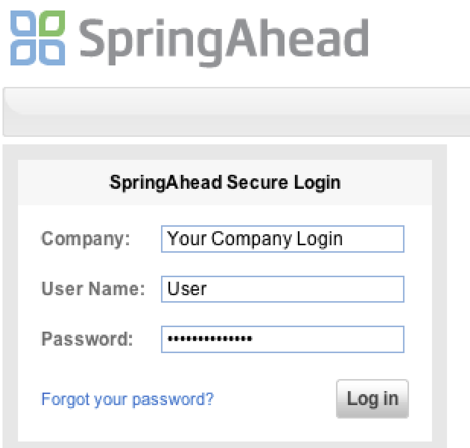
Getting Started Guide for Entering Expenses

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

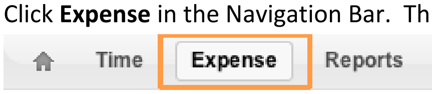
- Entering an Expense Report
- Saving and Submitting an Expense Report
- Attaching Receipts
- Using the Foreign Exchange Function
- Running Reports
- Other Features

ENTERING AN EXPENSE REPORT

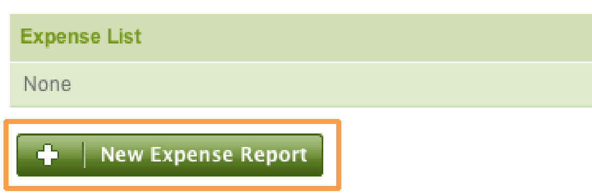
1. **Login** to SpringAhead using the login instructions and password provided by your administrator



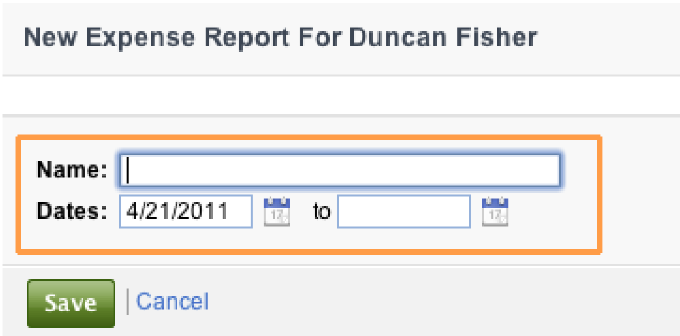
2. Click **Expense** in the Navigation Bar. This screen lists all of your current expense reports



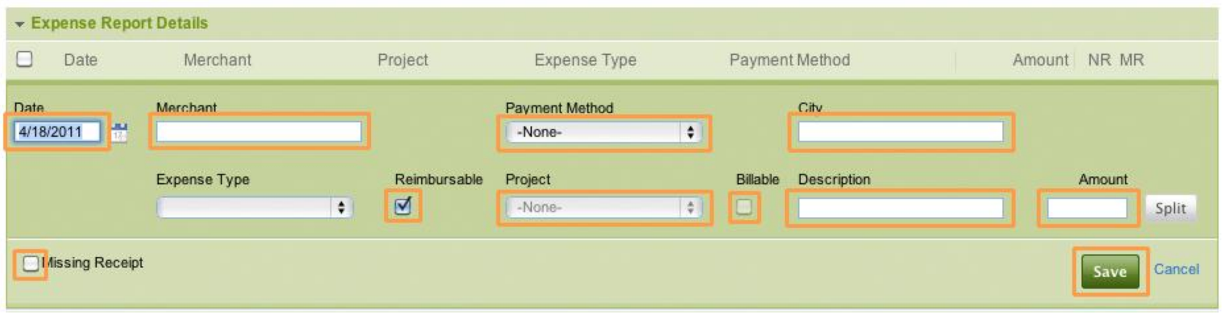
3. Click **New Expense Report** to create a new expense report



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

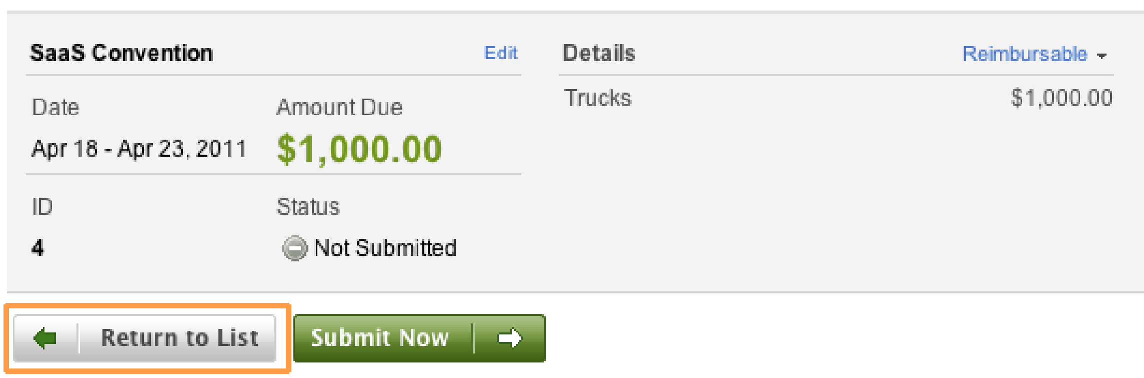


5. Enter the Date, Expense Type, and Amount or Quantity for each expense and fill out the other information as required by your company. Click **Save** to record the expense and open a new entry window.

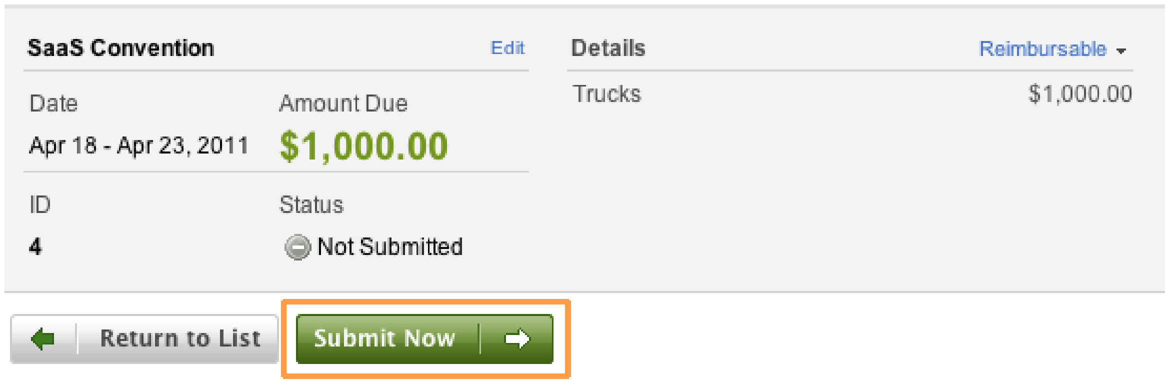


SAVING AND SUBMITTING AN EXPENSE REPORT

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

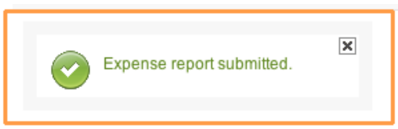


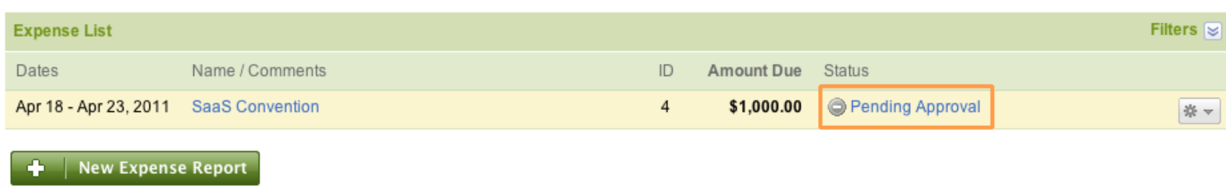
2. To submit the expense report for approval, click **Submit Now**



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





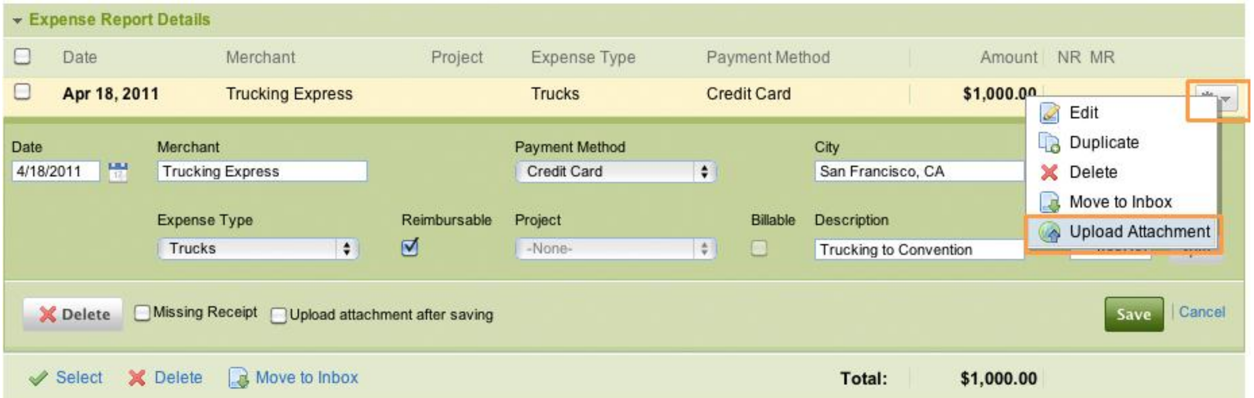
ATTACHING RECIEPTS

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

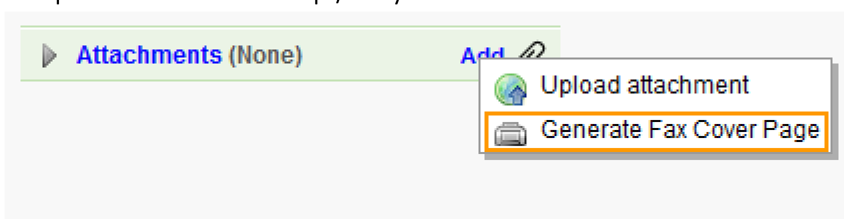
To attach a receipt to an individual line item, check the **Attach file after saving** box (see the screenshot above) and follow the on-screen instructions

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

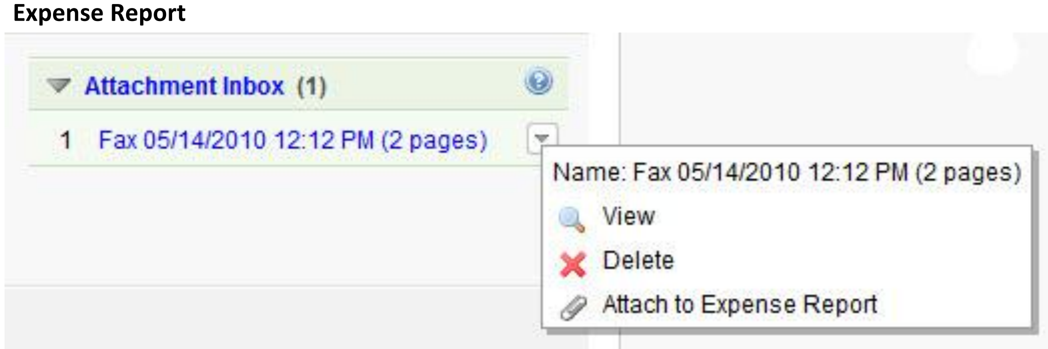


Faxing Receipts

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.

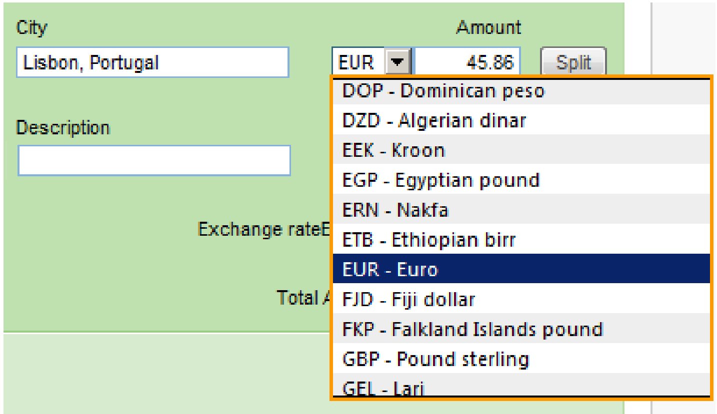


You will receive an email confirmation when the receipt(s) arrive in your Attachment Inbox. Refresh the web page to view the **Attachment Inbox**. Click the dropdown and select from the menu to **View, Delete,** or **Attach to Expense Report**

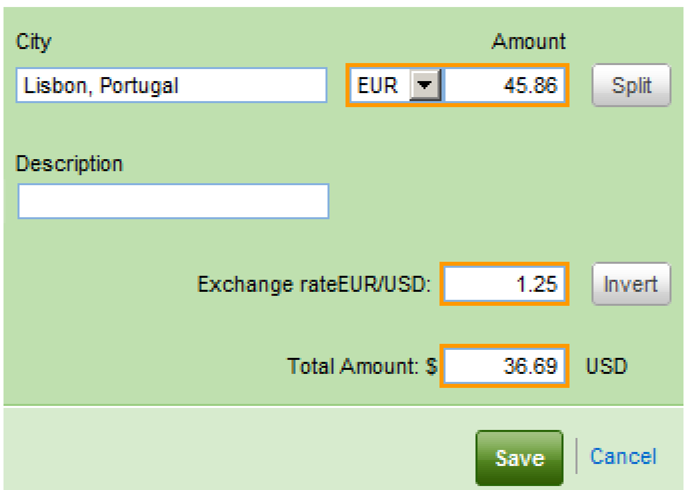


USING THE FOREIGN EXCHANGE FEATURE

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

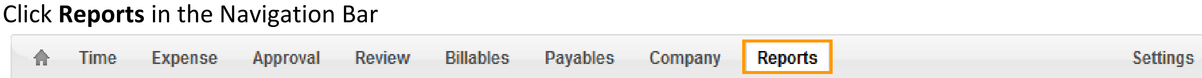


Enter the **Amount** and **Exchange rate**; this will then produce the value in your home currency in the **Amount** field to the right.



RUNNING REPORTS

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



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

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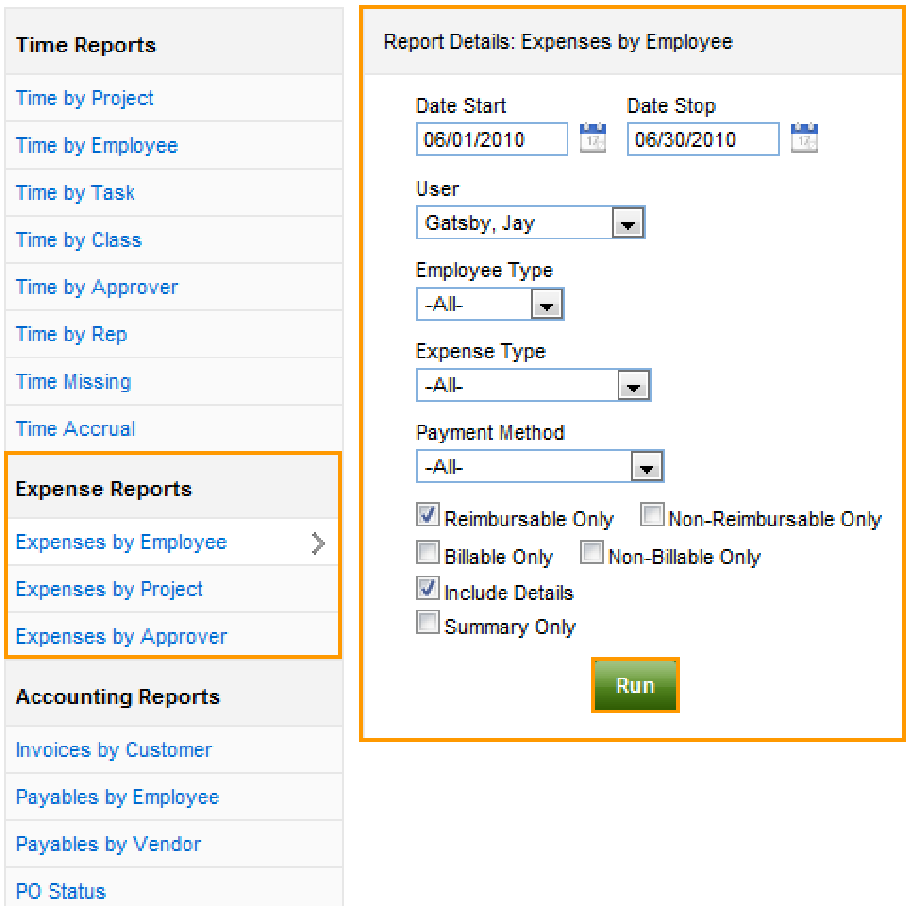
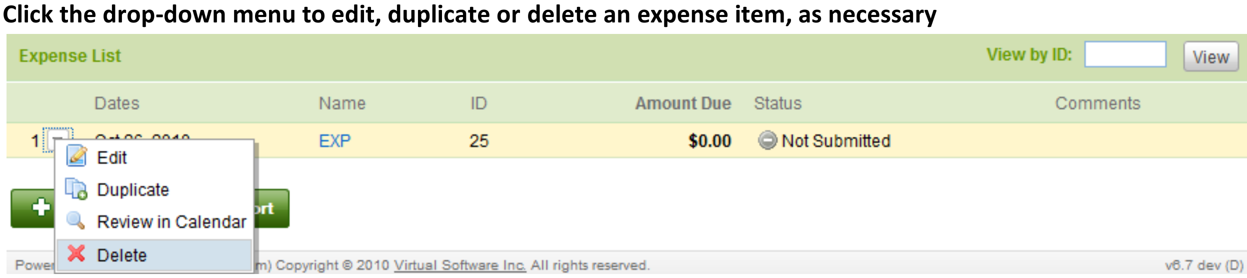


OTHER FEATURES

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



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

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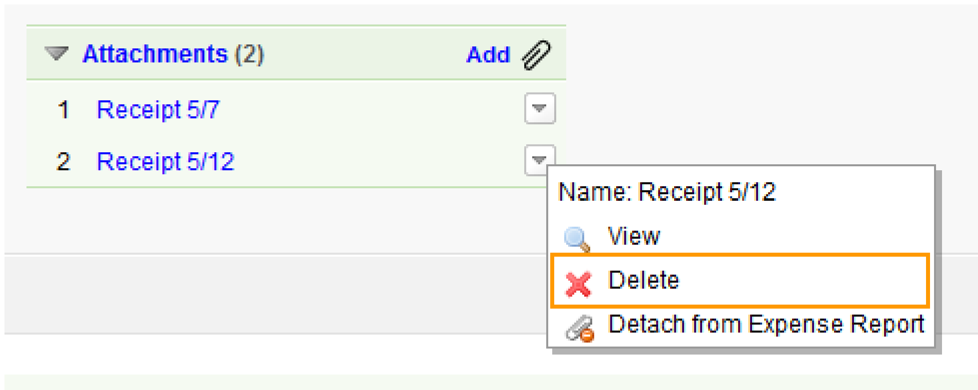
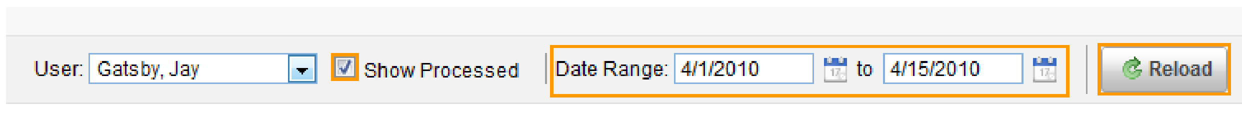


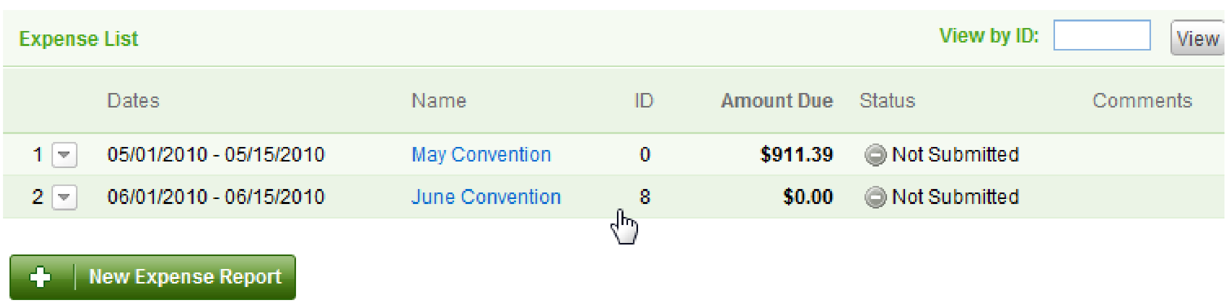
View prior expense reports (can also be accessed by running reports)

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

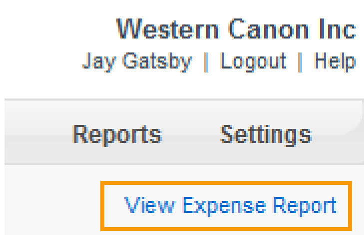


Print expense reports

1. Select the expense report to print



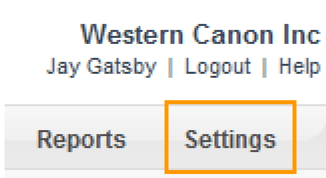
2. Click **View Expense Report**



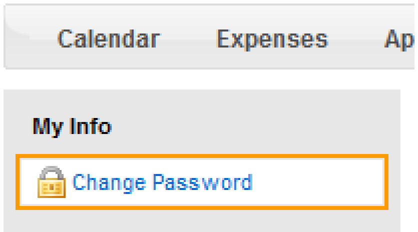
3. Print using your browser's print function

Change your password

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



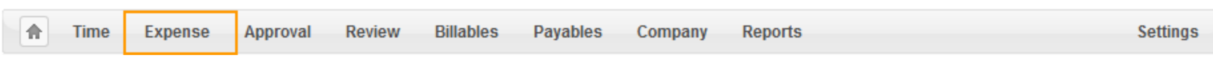
2. Click **Change Password** and enter the information



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

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

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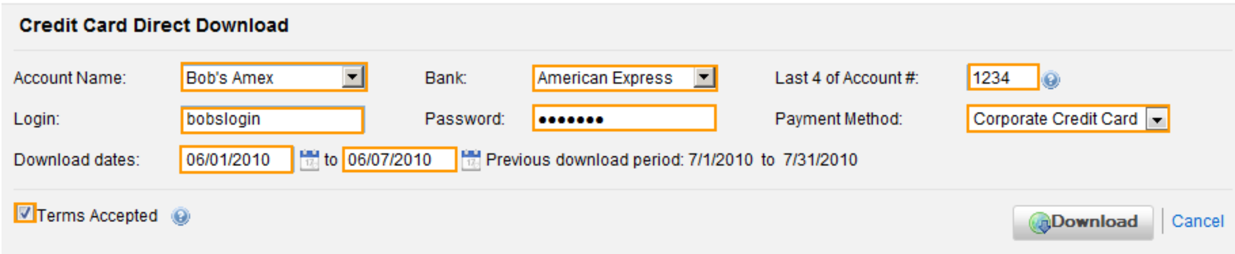
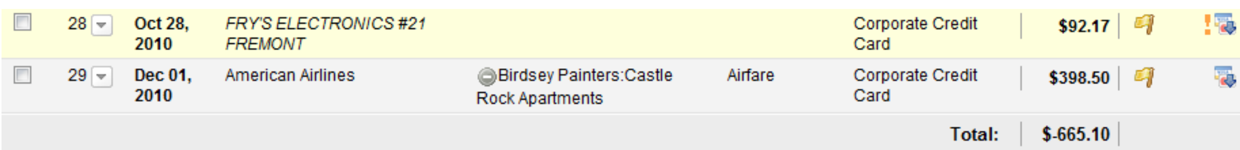
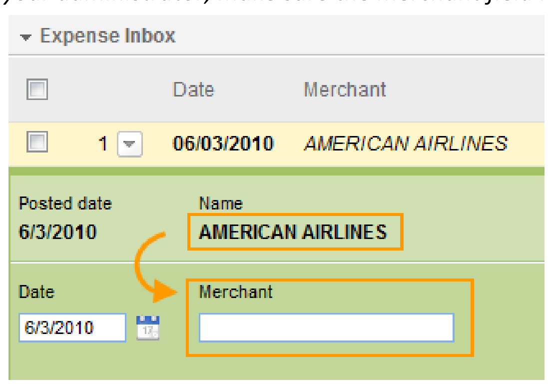


4. Select **Download**

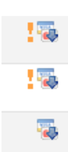
Once the download is complete, the transactions will appear in the Expense Inbox, with the date, amount, and merchant code



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



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

6. Click **Move to Expense Report**