



How to Expense Your SVA Community Care Fund Donation

1. Log into Acumatica ERP > Time and Expenses > Expense Claims

a. Under the Expense Claims heading, select "Expense Claims"

A screenshot of the Acumatica ERP interface. The top navigation bar is orange with the SVA logo and a search bar. Below it, a sidebar on the left lists various modules like Favorites, Time and Expenses, Finance, Banking, Projects, Payables, and Receivables. The main area is titled "Time and Expenses" and contains several buttons: "New Expense Receipt", "New Expense Claim", "Employee Time Card", and "Equipment Time Card". There are also sections for "Tasks", "Email", "Time Tracking", and "Expense Claims". A red arrow points to the "Expense Claims" link in the "Expense Claims" section.

2. Your Employee number will auto-populate on the page.

A screenshot of the "Expense Claims" page in Acumatica ERP. The page shows a search bar, a "SUBMIT" button, and a dropdown menu for "Employee" with the value "099504 - Nicole Miller" selected. Below this are tabs for "ALL RECORDS", "ON HOLD", "PENDING APPROVAL", "APPROVED", "REJECTED", and "COMPLETED". A table with columns for "Date", "Reference Nbr.", "Status", "Description", "Claim Total", "Currency", "Claimed By", and "Created By" is visible. A red arrow points to the "Employee" dropdown.

3. Click the plus sign to add a new record.

A screenshot of the "Expense Claims" page, similar to the previous one, but with a red box highlighting a plus sign (+) button in the top toolbar. A tooltip above the button reads "Add New Record (Ctrl+Ins)". The "Employee" dropdown still shows "099504 - Nicole Miller".

- The system opens a blank Expense Claim form.
- Note:** you should only have **one** Expense Claim form per calendar month.

Expense Claim

← SAVE & CLOSE [Print] [Refresh] + [Delete] [Copy] [Paste] [Home] [Back] [Forward] [End] ACTIONS ▾ PRINT EXPENSE CLAIM

Reference Nbr.: <NEW>	* Claimed By: 099504 - Nicole Miller	Claim Total: 0.00
Status: On Hold	* Department ID: DEFAULT - Default	Tax Total: 0.00
* Date: 4/30/2021	Customer:	
Approval Date:	Location:	
* Description: Nicole Miller May 2021 Expenses		

EXPENSE CLAIM DETAILS TAX DETAILS FINANCIAL DETAILS APPROVAL DETAILS

[Refresh] + [Edit] × ADD NEW RECEIPT ADD RECEIPTS [Print] [Print] [Print]

- Date:** Enter the last day of the bill month (e.g., April 30).
- Description:** Use the following standard format: **Your First and Last Name Month and Year** for which you are submitting expenses. Example: John Doe April 2021 Expenses
- Customer** (Optional): SVA Corporate Services customer ID is 01221. When you proceed to add expense claim lines directly on the Expense Claim Details tab, this customer will auto-populate for each new line.
- Click the **Save** icon. A Reference Number will automatically be assigned.

Expense Claim

← SAVE & CLOSE [Print] [Refresh] + [Delete] [Copy] [Paste] [Home] [Back] [Forward] [End] ACTIONS ▾ PRINT EXPENSE CLAIM

Reference Nbr.: 000014	* Claimed By: 099504 - Nicole Miller	Claim Total: 0.00
Status: On Hold	* Department ID: DEFAULT - Default	Tax Total: 0.00
* Date: 4/30/2021	Customer:	
Approval Date:	Location:	
* Description: Nicole Miller May 2021 Expenses		

EXPENSE CLAIM DETAILS TAX DETAILS FINANCIAL DETAILS APPROVAL DETAILS

- On the **Expense Claim Details** tab:
 - Click the plus sign to add a new expense row.

Expense Claim

← SAVE & CLOSE [Print] [Refresh] + [Delete] [Copy] [Paste] [Home] [Back] [Forward] [End] ACTIONS ▾

Reference Nbr.: 000014	* Claimed By: 099504 - Nicole Miller
Status: On Hold	* Department ID: DEFAULT - Default
* Date: 4/30/2021	Customer:
Approval Date:	Location:
* Description: Nicole Miller May 2021 Expenses	

EXPENSE CLAIM DETAILS TAX DETAILS FINANCIAL DETAILS APPROVAL DETAILS

[Refresh] + [Edit] × ADD NEW RECEIPT ADD RECEIPTS [Print] [Print] [Print]

+	Ref. Nbr.	* Expense Item	* Description
Add Row			

- b. Fill in the following fields in the expense row:
 - i. **Date:** Enter the date the expense was incurred.
 - ii. **Expense Item:** In this field, type “MKTA” – this will bring up the option below called, “MKTA – Marketing/Sponsorship Allowance.” Select that option.
 - iii. **Description:** Enter a brief description *that includes the purpose of the expense*.
 - iv. **Quantity:** Set this to 1.
 - v. **Amount:** Enter the dollar amount for the expense item. This cannot exceed \$100.
 - vi. **Project/Contract:** Enter Project **#01221.0000**.
 - vii. **Project Task:** Always enter or select Task # 00-803

10. Click the **Save** icon at the top of the page.

The screenshot shows the 'Expense Claim' form with the following details:

- Reference Nbr.: 000014
- Status: On Hold
- * Date: 4/30/2021
- Approval Date:
- * Description: Nicole Miller May 2021 Expenses
- * Claimed By: 099504 - Nicole Miller
- * Department ID: DEFAULT - Default
- Customer:
- Location:
- Claim Total: 0.00
- Tax Total: 0.00

Navigation buttons include: SAVE & CLOSE (highlighted with a red arrow), a paperclip icon, a refresh icon, a plus icon, a trash icon, a document icon, left and right arrow icons, an ACTIONS dropdown, and a PRINT EXPENSE CLAIM button.

11. To add a receipt to an expense, select the paperclip icon on the expense row.

The screenshot shows the 'Expense Claim' form with the following details:

- Reference Nbr.: 000006
- Status: On Hold
- * Date: 4/29/2021
- Approval Date:
- * Description: Travel Expense on 03/2021
- * Claimed By: 099504 - Nicole Miller
- * Department ID: DEFAULT - Default
- Customer:
- Location:
- Claim Total:
- Tax Total:

Navigation buttons include: SAVE & CLOSE, a paperclip icon, a refresh icon, a plus icon, a trash icon, a document icon, left and right arrow icons, an ACTIONS dropdown, and a PRINT EXPENSE CLAIM button.

Below the form is a table with the following columns: **Date**, **Ref. Nbr.**, ***Expense Item**, ***Description**, **Quantity**, and ***UOM**.

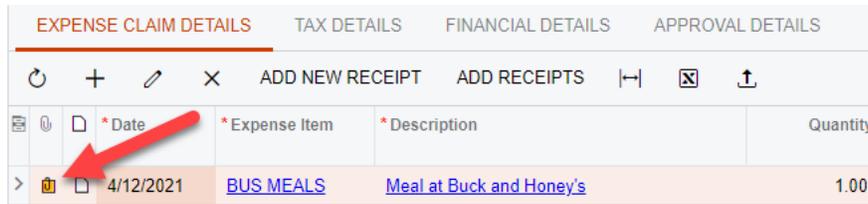
Date	Ref. Nbr.	*Expense Item	*Description	Quantity	*UOM
4/29/2021		BUS MEALS	Brief description of the expense	1.00	EA

A red arrow points to the paperclip icon in the first column of the table.

12. Browse to where the file is saved and Upload.



- a. PDF, JPEG or PNG files accepted.
- b. Once the file appears in the "Files" window, click the X to close the window.
- c. Yellow paperclip icon on the expense row indicates a successful attachment



13. Once the receipt is attached and everything has been reviewed for accuracy, click the **Submit** button.

