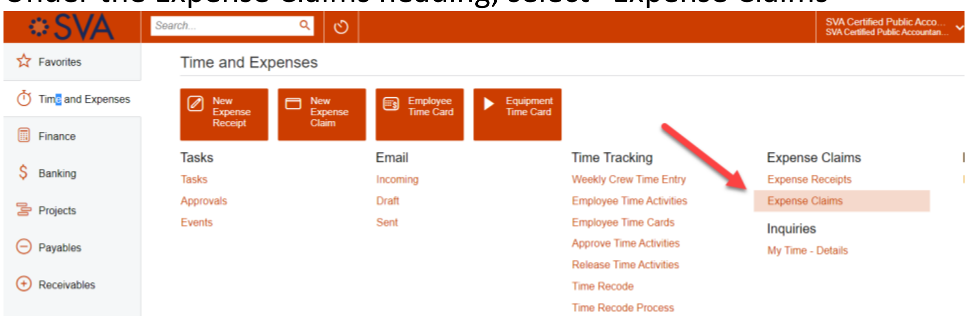
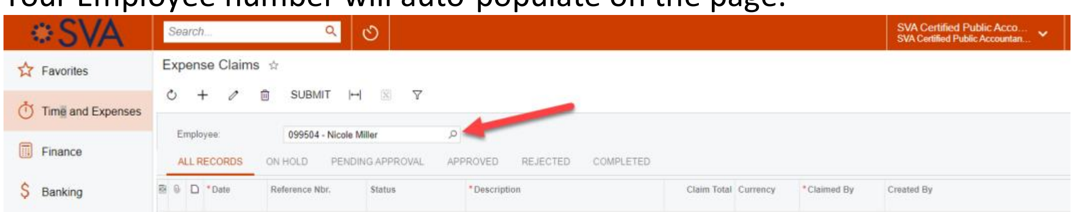
How to Expense Your SVA Community Care Fund Donation

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

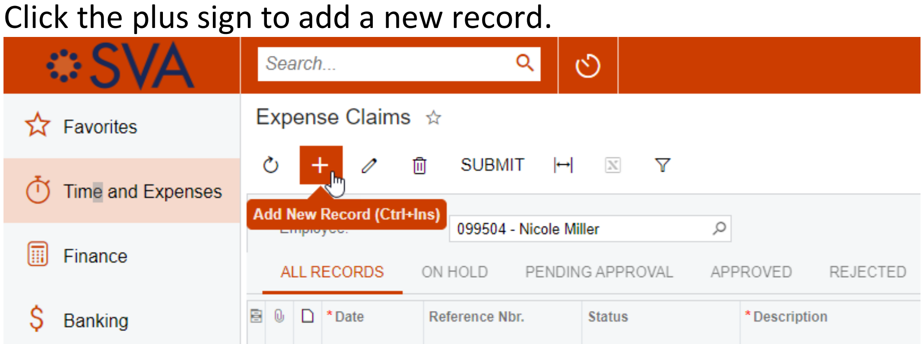
   a. Under the Expense Claims heading, select “Expense Claims”



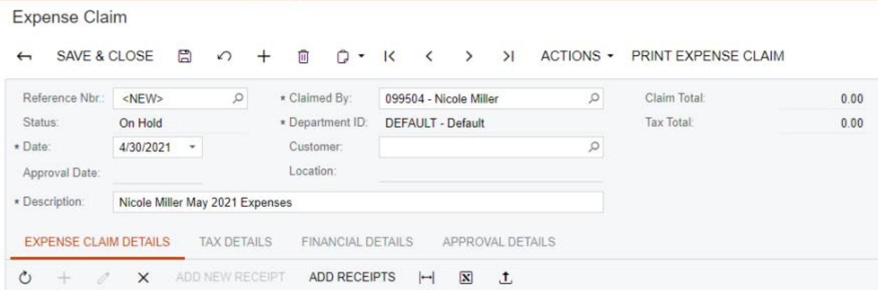
2. Your Employee number will auto-populate on the page.



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



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

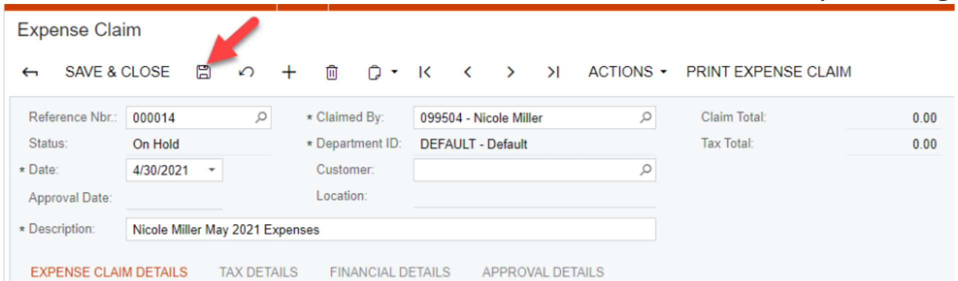


5. **Date:** Enter the last day of the bill month (e.g., April 30).

6. **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

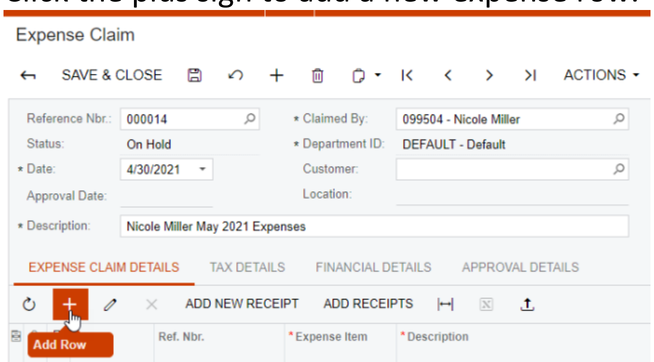
7. **Customer** (Optional): SVA Corporate Services customer ID is 01221. When you proceed to add expense claim lines directly on the Expense Claim Details tab, this customer will auto-populate for each new line.

8. Click the **Save** icon. A Reference Number will automatically be assigned.



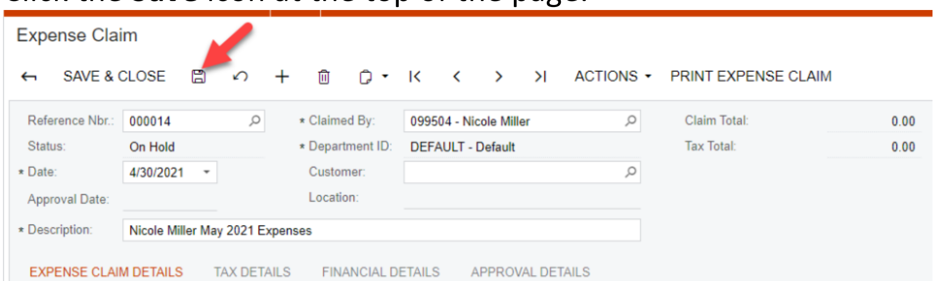
9. On the **Expense Claim Details** tab:

   a. Click the plus sign to add a new expense row.

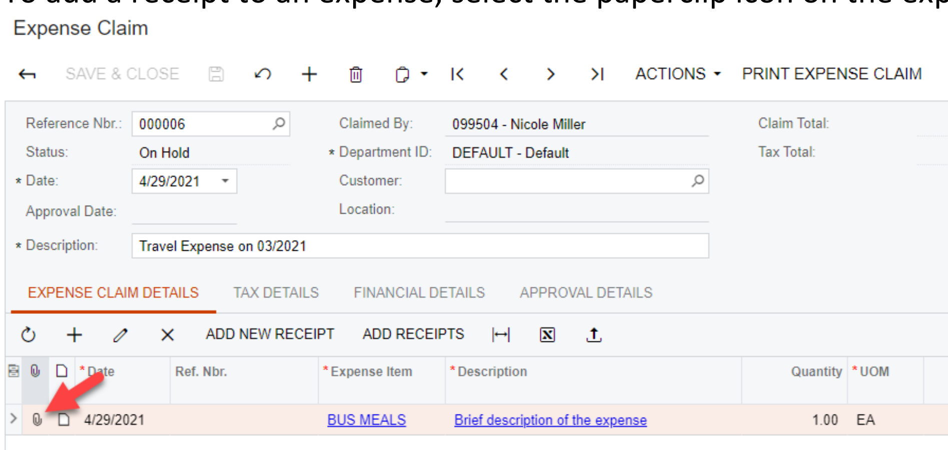


b. Fill in the following fields in the expense row:
   i. **Date:** Enter the date the expense was incurred.
   ii. **Expense Item:** In this field, type "MKTA" – this will bring up the option below called, "MKTA – Marketing/Sponsorship Allowance." Select that option.
   iii. **Description:** Enter a 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

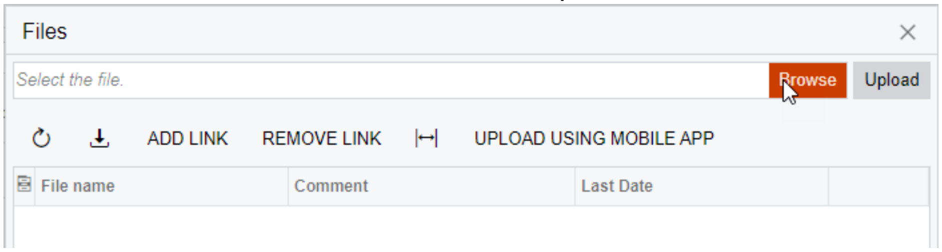
10. Click the **Save** icon at the top of the page.



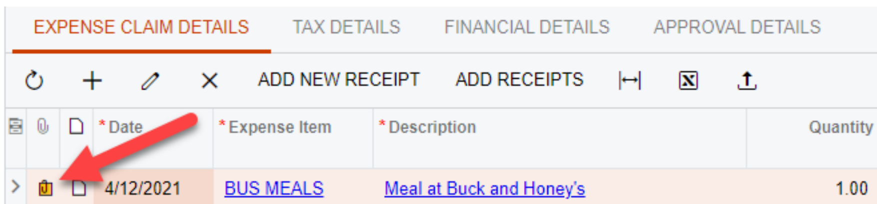
11. To add a receipt to an expense, select the paperclip icon on the expense row.



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.