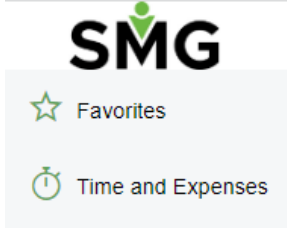
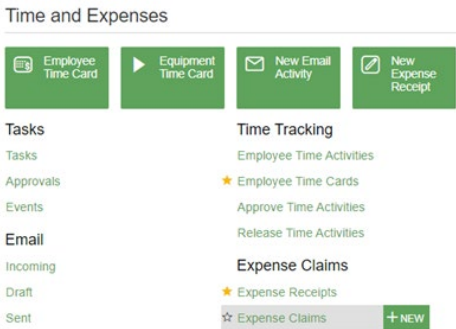
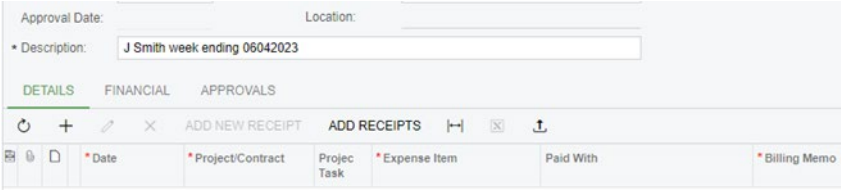
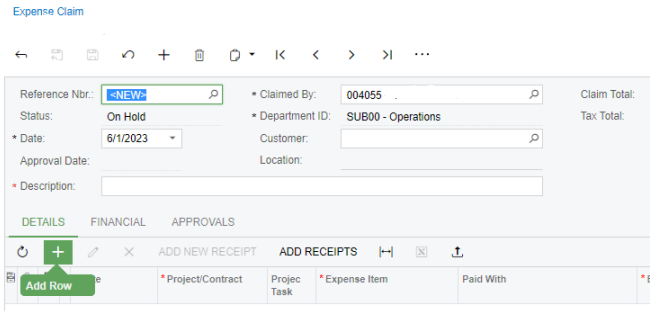
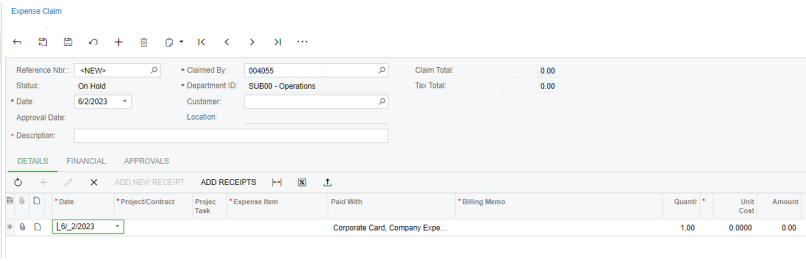

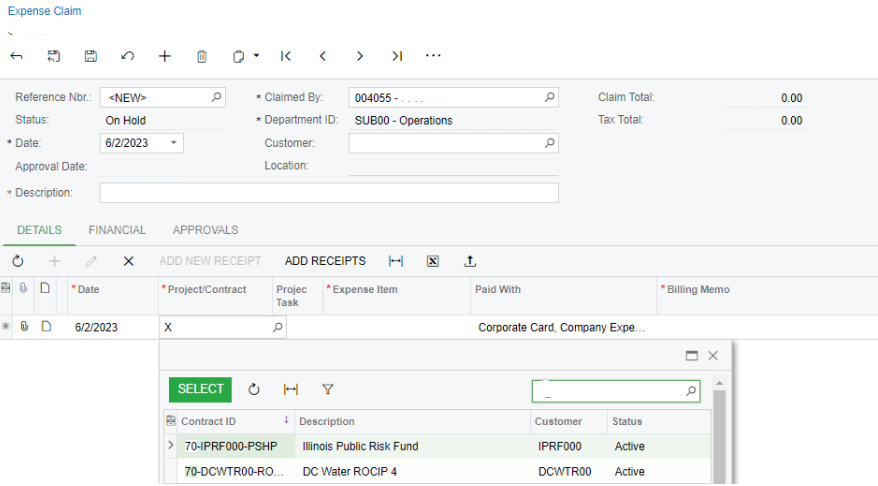

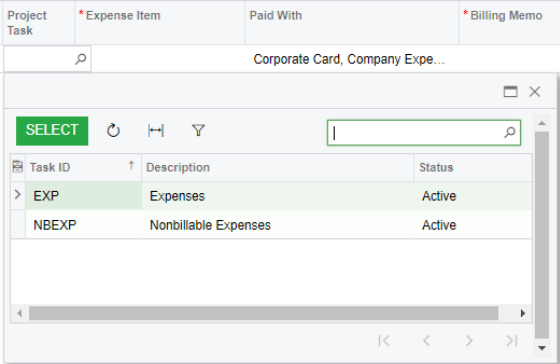



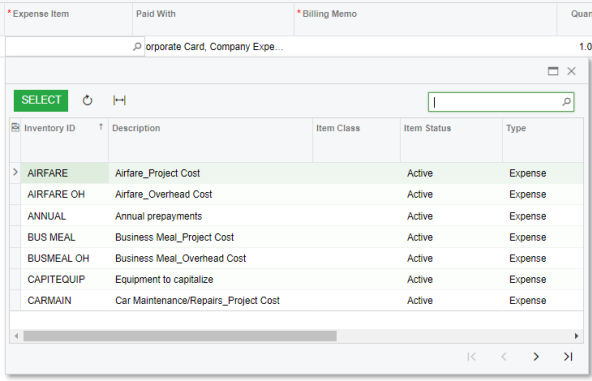

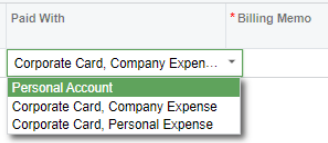






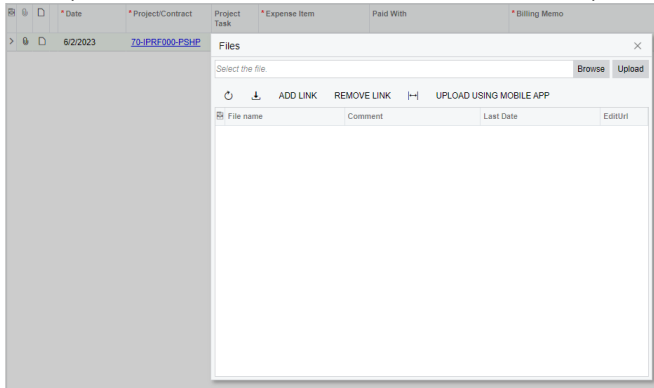




Entering Out of Pocket Expenses

Step	Action	Notes
1	Login to Acumatica	💡 Expenses incurred should be submitted weekly when timecard is completed
2	Click Time and Expenses in the left menu bar. 	
3	At the Time and Expenses: New Expense Claim , select New Expense Claim 	💡 For SMG credit card reconciliation, see the Reconciling Credit Card Transactions job aid
4	Enter a Description 	💡 Enter a Description for the Expense Claim <ul style="list-style-type: none"> • Example: J Smith week ending 06042023
5	At Expense Claim , begin expense entry by clicking + . 	💡 Click + for each separate expense item

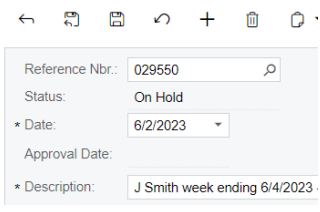
Entering Out of Pocket Expenses

Step	Action	Notes
6	<p>Enter the Date</p> 	<ul style="list-style-type: none"> Today's date will auto-populate Date should be the date the expense was incurred
7	<p>In Project column, click  and select correct code.</p> 	<ul style="list-style-type: none"> Expenses incurred in support of a client should be entered using the project code <ul style="list-style-type: none"> If billable, select EXP project task If nonbillable, select NBEXP project task Select the project from search window or begin typing the name of the project to populate a picker list Project code will default to X; expenses submitted using X project will be rejected
8	<p>In Project Task column, click  and select correct code.</p> <ul style="list-style-type: none"> EXP = Billable Expense, billed to the client NBEXP = Nonbillable expense 	

Entering Out of Pocket Expenses

Step	Action	Notes
9	<p>In Expense Item column, click  and select correct expense.</p> 	<p> Select the Expense Item from the search window or begin typing name of the expense type to populate a picker list:</p> <ul style="list-style-type: none"> • Project Cost - Expense is driven by work for the client • Overhead Cost - Expense is not driven by work for the client and is a true overhead expense to SMG.
10	<p>In Paid With, select the method of payment</p> 	<p> Personal Account - paid by you</p> <ul style="list-style-type: none"> • Examples: per diem, mileage, cell phone <p> Corporate Card Company Expense - used by SMG corporate cardholders only</p> <p> Corporate Card Personal Expense - SMG corporate card used in error for personal expense</p>
11	<p>Enter Billing Memo details</p>	<p> Billing Memo should answer the 5 Ws:</p> <ul style="list-style-type: none"> • Who • What • Where • When • Why <p> See Project Task Codes and Billing Memos job aid for additional tips</p>
12	<p>Enter expense amount in Amount column</p>	
13	<p>To attach a receipt, click  in the first column to attach the receipt</p> 	<p> Select the receipt from saved files</p> <ul style="list-style-type: none"> • Receipts are required for all expense items except: <ul style="list-style-type: none"> ▪ Mileage ▪ Per diem ▪ Parking/tolls <p> Receipt MUST be legible and include:</p> <ul style="list-style-type: none"> • Vendor • Service/item purchased • Date of purchase • Total dollar amount <p> Each expense line item creates an Expense Receipt that appears in the Expense Receipt queue as OPEN until it is approved</p> <p> SMG credit card holders should NOT enter credit card transactions manually. Credit card transactions are imported after clearing the bank.</p>

Entering Out of Pocket Expenses

Step	Action	Notes								
14	<p>Save your Expense Claim</p>  <table border="1" data-bbox="235 457 938 695"> <thead> <tr> <th data-bbox="235 457 516 487">If expense items</th> <th data-bbox="521 457 938 487">Then</th> </tr> </thead> <tbody> <tr> <td data-bbox="235 493 516 522">Are all entered</td> <td data-bbox="521 493 938 522">✓ Go to Step 15</td> </tr> <tr> <td data-bbox="235 529 516 604">Are not entered for the week</td> <td data-bbox="521 529 938 604">✓ Continue entering expenses until expense claim is complete for the week</td> </tr> <tr> <td data-bbox="235 611 516 695">Were entered in error and need to be deleted</td> <td data-bbox="521 611 938 695">✓ Contact your Team Admin</td> </tr> </tbody> </table>	If expense items	Then	Are all entered	✓ Go to Step 15	Are not entered for the week	✓ Continue entering expenses until expense claim is complete for the week	Were entered in error and need to be deleted	✓ Contact your Team Admin	<p>💡 Expense claims can be viewed in the Expense Claim menu and edited until the claim is submitted</p>
If expense items	Then									
Are all entered	✓ Go to Step 15									
Are not entered for the week	✓ Continue entering expenses until expense claim is complete for the week									
Were entered in error and need to be deleted	✓ Contact your Team Admin									
15	<p>To submit your timecard, click SUBMIT</p>	<p>💡 Expense claims must be submitted to your manager for approval by noon Eastern the first business day of the week for approval</p> <p>💡 Submitted expense claims cannot be edited unless the claim is returned for corrections</p>								

Entering Out of Pocket Expenses

Expense Type	Notes
Hotels	💡 For a multi night hotel expense, Add Row for each night stay and adjust the Amount equally across each row.
Mileage	💡 For mileage reimbursement, enter the number of miles in the Quantity column. The Amount for reimbursement will automatically calculate.
Training/Association Fees	💡 Select the Expense Item TRAIN OH (Training Budget_Overhead Cost) 💡 Use Project code SMGI00-NBTRAIN
Per Diem	💡 Per diem should be entered daily with one line for each day 💡 AEP team MUST provide dates and city, state in Billing Memo
Wellness Reimbursements	💡 Visit history and list of charges for the quarter MUST be attached.
Project-Related Cost	💡 If the expense is related to serving the client or project, select a 'Project Cost' expense item (i.e. - MILEAGE (Mileage_Project Cost))