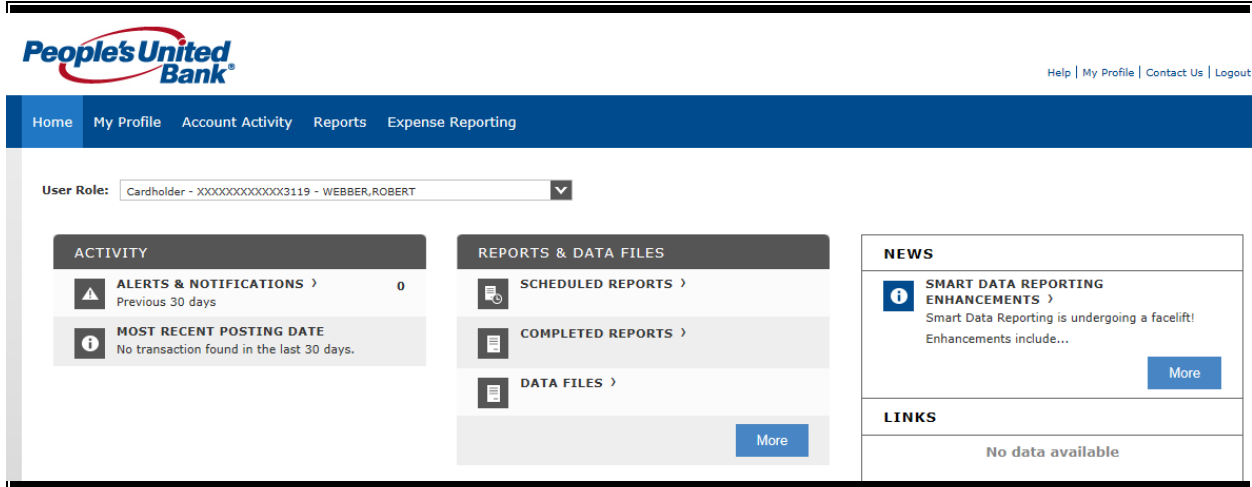


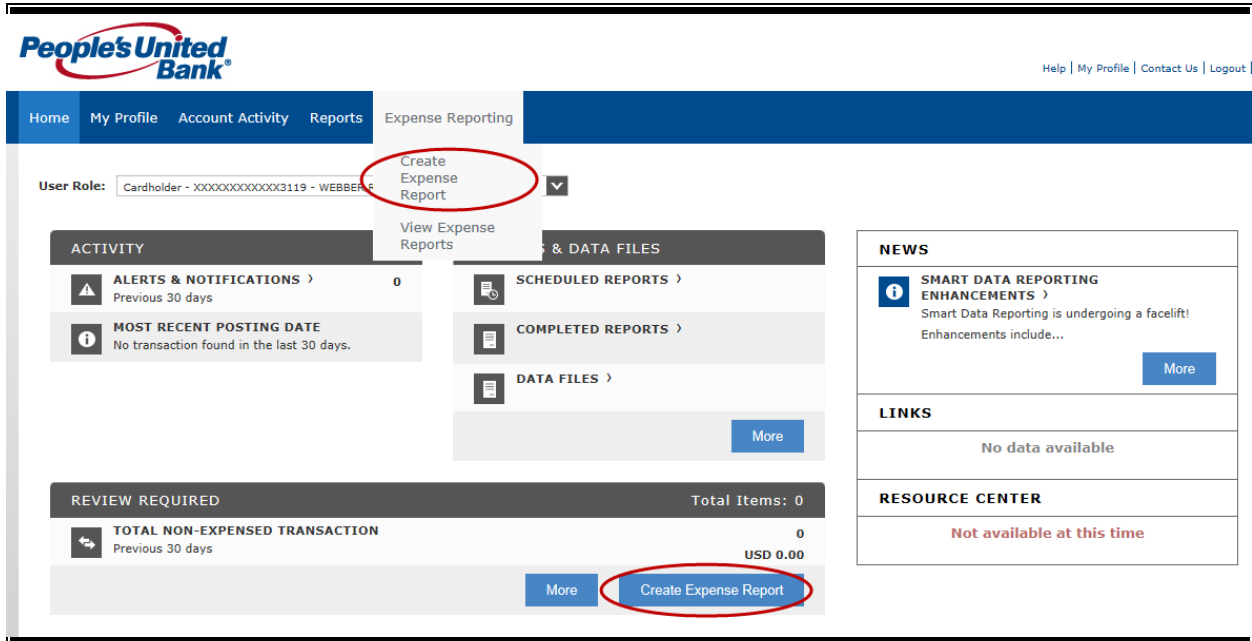
CREATING AND SUBMITTING AN EXPENSE REPORT

CARDHOLDER

This is the home screen you will be on when you first log in to Smart Data.



To create a new expense report, you can select either one of the options below and it will bring you to the same screen next.



If you have an expense report already started but not submitted for approval, you can access it by selecting the report from your home screen as shown below. You will be brought to the same next screen as if you were creating a new report. You can then add items to this report.

The screenshot displays the People's United Bank Expense Reporting interface. At the top, the logo and navigation menu are visible. The user role is identified as 'Cardholder - XXXXXXXXXXXX3119 - WEBBER, ROBERT'. The main content area is divided into several sections:

- ACTIVITY:** Alerts & Notifications (0), Most Recent Posting Date (No transaction found in the last 30 days).
- REPORTS & DATA FILES:** Scheduled Reports, Completed Reports, Data Files.
- REVIEW REQUIRED:** Total Items: 1. Includes 'TOTAL NON-EXPENSED TRANSACTION' (USD 0.00) and 'EXPENSE REPORT 0018000004' (USD 0.00, 08/18/2017, In Progress). The latter is circled in red.
- NEWS:** Smart Data Reporting Enhancements.
- LINKS:** No data available.
- RESOURCE CENTER:** Not available at this time.

Buttons for 'More' and 'Create Expense Report' are located at the bottom of the dashboard.

Once any of the options above have been selected, you will then be at the "Select Transactions" screen, the first step in the process as shown. You can select the transactions to include on this expense report either by selecting a Reporting Cycle (Monthly Statement time frame) or by selecting the individual transactions.

[Select Transactions](#) | [Split and Cost Allocate](#) | [Add Mileage Transactions](#) | [Add Cash Transactions](#) | [Submit for Approval](#)

CREATE EXPENSE REPORT: SELECT TRANSACTIONS

XXXX-XXXX-XXXX-XXXX (Active)

0007000909 - May 2017 Expenses - In Progress

REPORT DESCRIPTION

Expense Report Description: May 2017 Expenses

DATE RANGE

Date Type: Posting Date

Choose Reporting Cycle: **May 2017 (04/29/2017-05/26/2017)**

If a reporting cycle is selected, transactions will automatically be selected for the date range. If the reporting cycle is changed, the transactions in the previous cycle will be unselected and transactions for the new date range will be selected. Transactions outside of the reporting cycle can be selected manually.

Page 1 of 1 Page Go

<input type="checkbox"/>	Posting Date	Transaction Date	Description	Transaction Amount
<input checked="" type="checkbox"/>	05/04/2017	05/02/2017	HOTEL1620 ON THE PLYMO	132.92
<input checked="" type="checkbox"/>	05/04/2017	05/02/2017	HOTEL1620 ON THE PLYMO	132.92
<input checked="" type="checkbox"/>	05/04/2017	05/02/2017	HOTEL1620 ON THE PLYMO	132.92
<input checked="" type="checkbox"/>	05/04/2017	05/02/2017	HOTEL1620 ON THE PLYMO	132.92
<input checked="" type="checkbox"/>	05/03/2017	05/02/2017	ARAMARK FENWAY PARK SU	568.82
<input checked="" type="checkbox"/>	05/03/2017	05/02/2017	ARAMARK FENWAY PARK SU	1,725.18

Now that the transactions have been selected, you can perform the next step in the process, Split (if needed) and Cost Allocate.

[Select Transactions](#) | [Split and Cost Allocate](#) | [Add Mileage Transactions](#) | [Add Cash Transactions](#) | [Submit for Approval](#)

CREATE EXPENSE REPORT: SPLIT AND COST ALLOCATE

XXXX-XXXX-XXXX-XXXX (Active)

0007000909 - May 2017 Expenses - In Progress


SEARCH RESULTS

Expand All | Collapse All

Page 1 of 1 Page Go

	Detail	Posting Date	Transaction Date	Description	Transaction Amount	Additional Information
1		05/04/2017	05/02/2017	HOTEL1620 ON THE PLYMO	132.92	
2		05/04/2017	05/02/2017	HOTEL1620 ON THE PLYMO	132.92	
3		05/04/2017	05/02/2017	HOTEL1620 ON THE PLYMO	132.92	
4		05/04/2017	05/02/2017	HOTEL1620 ON THE PLYMO	132.92	
5		05/03/2017	05/02/2017	ARAMARK FENWAY PARK SU	568.82	
6		05/03/2017	05/02/2017	ARAMARK FENWAY PARK SU	1,725.18	

In most cases, you will only be doing the Accounting Detail which is the arrow icon. You will need to select this function for each transaction and complete all of the fields and add any receipts.

ACCOUNTING CODES INFORMATION	
Expense Description	TEST
EXPENSE CODES	DEPARTMENT ID
01-18515 - LIBRARY BOOKS	
01-18515 - LIBRAR... 	10.01 - TUITION AND FEES
Copy to All on Page	

When you completed the first transaction and go onto the next transactions you will need to select the **Editing Accounting Codes** to get the drop down arrows, to allocate the transaction.

The final step in creating an expense report is submitting for approval. This screen will show you a summary of all the items entered. If there are any corrections that need to be made, just use the back button. Otherwise, just hit submit. Once submitted, the expense report will be sent to the Closing Group for approval.

Show/Hide Progress Panel

Select Transactions

Add Cash Transactions

Submit for Approval

CREATE EXPENSE REPORT: SUBMIT FOR APPROVAL



JEN DAWICKI TEST • XXXX-XXXX-XXXX-323N (Active) • 2582 SOUTH RD • MARLBORO , VT 05344-9888

0018000005 - Expense Report 0018000005 - In Progress

Report Summary

Amount

Card Transaction Expenses:	0.00
Cash Transaction Expenses:	2.00
Expense Total:	2.00
Amount Due to Employee:	2.00
Amount Due on Card:	0.00

CASH TRANSACTIONS

Transaction Date	Description	Tax Amount	Transaction Amount
08/18/2017	Test	0.00	2.00
		Subtotal	2.00

Add Receipt

Add Mobile Receipt

Schedule

Submit

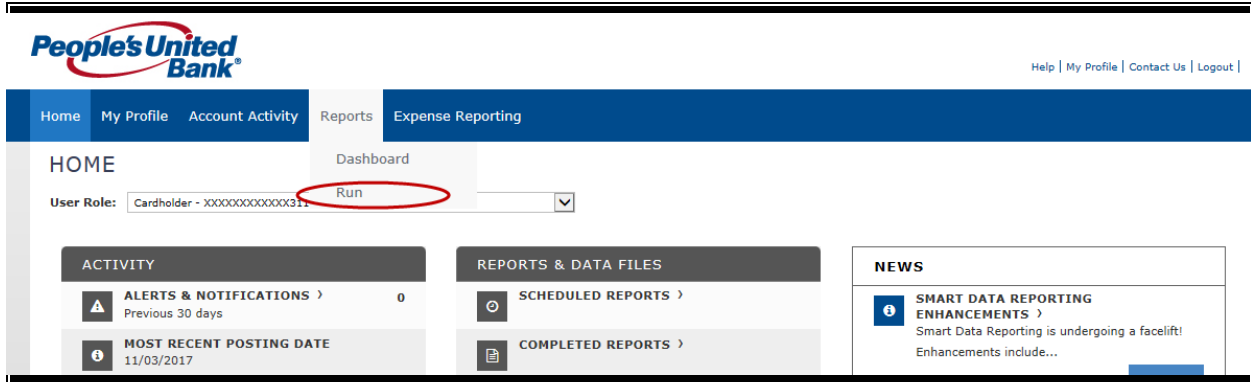
Save and Return to List

Delete

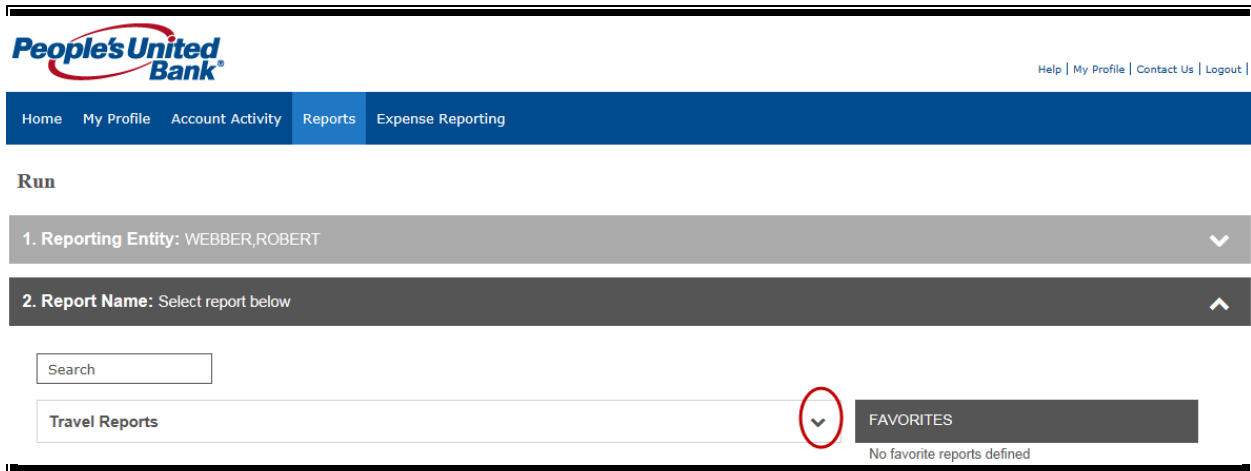
NEXT~

Print Expense Report

From the home page go the **Reports** tab and click on **Run**



Click on the down arrow next to Travel Reports



Click on Expense Report

File Edit View Favorites Tools Help

People's United Bank Help | My Profile | Contact Us | Logout

Home My Profile Account Activity **Reports** Expense Reporting

Run

1. Reporting Entity: WEBBER,ROBERT

2. Report Name: Select report below

Search

Travel Reports

☆ Expense Report ⓘ

FAVORITES
No favorite reports defined

Click on the down arrow on line #6.

People's United Bank Help | My Profile | Contact Us | Logout

Home My Profile Account Activity **Reports** Expense Reporting

Run Dashboard Run

1. Reporting Entity: WEBBER,ROBERT

2. Report Name: Expense Report

3. Cost Allocation Scheme: Select scheme below

4. Filters: Select filters below

5. Criteria: Select criteria below

6. Frequency: Once

7. Delivery Options and Notifications: System Inbox & ROBERTW@MARLBORO.EDU

Submit Request Cancel

Next, choose Reporting Cycle and pick the appropriate cycle.

Run

- 1. Reporting Entity: WEBBER,ROBERT
- 2. Report Name: Expense Report
- 3. Cost Allocation Scheme: Select scheme below
- 4. Filters: Select filters below
- 5. Criteria: Select criteria below
- 6. Frequency: Reporting Cycle

Once

Daily

Weekly

Monthly

Reporting Cycle

Reporting Cycle: OCTOBER 2017 (09/08/2017 - 10/06/2017)

Date Type: POSTING

Schedule Offset (in days): 0

Number of cycles to run: 1

Submit Request