REALPAGE INDIA
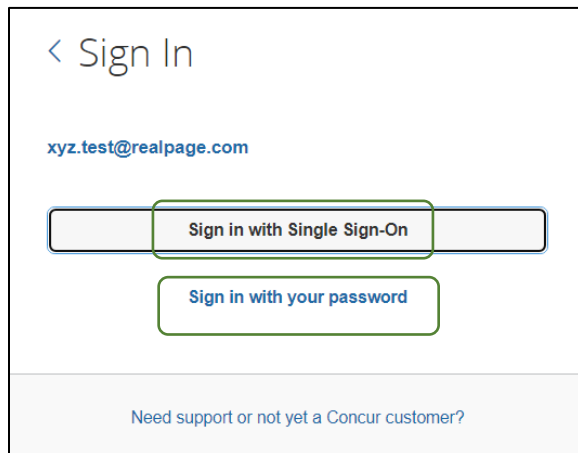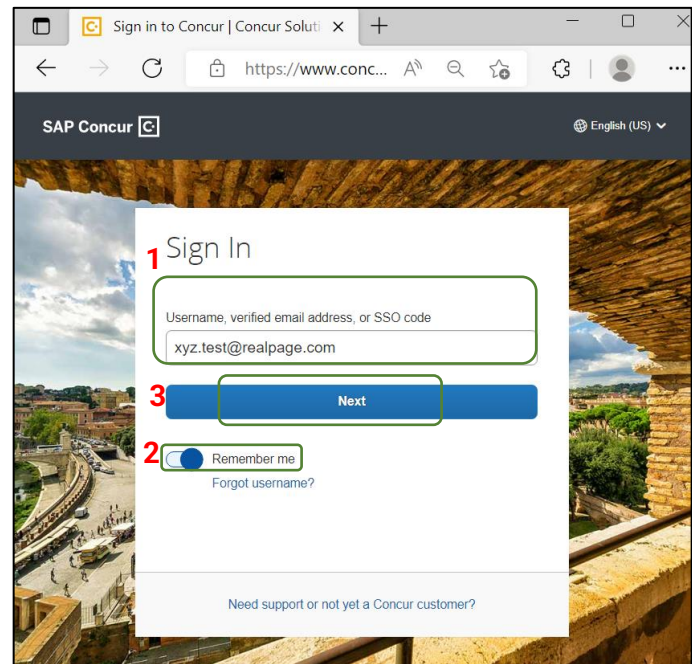**PROCESS GUIDE FOR CLIAMING INTERNET EXPENSE**

Step 1:

- Click here to Login.

- Enter email address in Username field.

- Enable **Remember me**

- Click **Next**

Step 2:

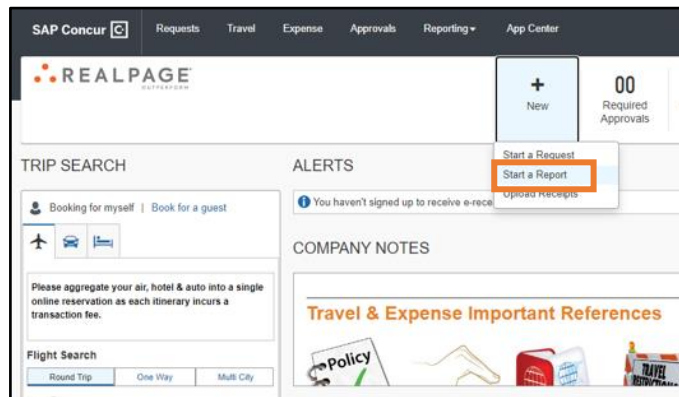- Either SSO or password option can be followed

Result: User signed into the system

Follow these steps to create a new expense report:

Step 3:

- From Concur Home page, click **New -> Start a Report**

Step 4:

- On the Create a New Report page, complete all required (noted by red asterisks) and optional fields as needed.

- Click the **Create Report** button.

Step 5:

- From the open expense report, Click **Add Expense**

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PROCESS GUIDE FOR CLIAMING INTERNET EXPENSE

Add Expense

0
Available Expenses

+
Create New Expense

internet &

⌃ Recently Used

Internet & Phone Charges (Data Remote)

⌃ IT

Internet & Phone Charges (Data Remote)

Step 6:

- Click **Create New Expense**
- Search for or select the appropriate expense type from the list.

Result: The New Expense page appears displaying the required and optional fields for the selected expense type.

Step 7:

Complete the required (noted by red asterisks) and optional fields.

- Select **Due to Employee**, from the Payment Type dropdown menu. (By default, the selected payment type will be Due to Employee)

- Click the **Attach Receipt Image** icon to upload and/or attach the receipt.

- Click **Save Expense**

Note: System alerts are assisting to follow the process.

← → Internet & Phone Charges (Data Remote) INR 1,500.00   Cancel Delete Expense Save Expense
06/19/2023 | ACT

Details | Itemizations   Hide Receipt

⊕ Allocate

* Required field

Expense Type *
Internet & Phone Charges (Data Remote)

Transaction Date *   Business Purpose *
06/19/2023   Q2'23 WFH Internet

Vendor Name *   City of Purchase *
ACT   Hyderabad, INDIA

Payment Type *
Due to Employee

Amount *   Currency *
1,500.00   India, Rupee

Receipt Status *   Cost Center *
Receipt   (8966) 8966

Comment

TRAINING RECEIPT

Training Receipt.pdf

*Cost Center must be 8966.
*Itemizing the quarterly claim, as per monthly allowed limit is must.
*Transaction date should be any date of each billing month.
*Claim threshold per policy cannot be exceeded and when doing so those are logged for additional business visibility

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PROCESS GUIDE FOR CLIAMING INTERNET EXPENSE

Step 8:

- Click **Itemizations**

- Click **Create Itemizations**

Step 9:

- With Expense Type fields, choose **Internet & Phone Charges (Remote)**

REALPAGE

Internet & Phone Charges (Data Remote) INR 500.00

⊕ Allocate

* Required field

Expense Type *

Internet & Phone Charges (Data Remote)

Transaction Date *

04/01/2023

Business Purpose *

Apr-Q2'23 WFH Internet

Vendor Name

ACT

City of Purchase

Hyderabad, INDIA

Amount *

500.00

Currency

India, Rupee

Receipt Status

Receipt

☐ Personal Expense (do not reimburse)

Cost Center *

(8966) 8966

Comment

Save Itemization Cancel

Step 10:

- Enter the itemized details to show monthly claim with INR 500 or as applicable and pre-approved by business hierarchy.

- Click **Save Itemization**

Step 11:

- Repeat **Step 10** for the remaining two billing months.

- Separate claim for each month is created with itemization option

Internet & Phone Charges (Data Remote) INI

07/01/2023 | ACT

Details	Itemizations

Amount	Itemized	✅ Remaining
INR 1,500.00	INR 1,500.00	INR 0.00

Create Itemization More Actions ⌄

☐	Date ⊜	Expense Type ⇅	Requested ⇅
☐	04/02/2023	Internet & Phone Charges (Data Remote)	INR 500.00
☐	05/01/2023	Internet & Phone Charges (Data Remote)	INR 500.00
☐	06/01/2023	Internet & Phone Charges (Data Remote)	INR 500.00

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PROCESS GUIDE FOR CLIAMING INTERNET EXPENSE

Step 12:

- Click **Save Expense**

Step 13:

- Click **Submit Report**

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