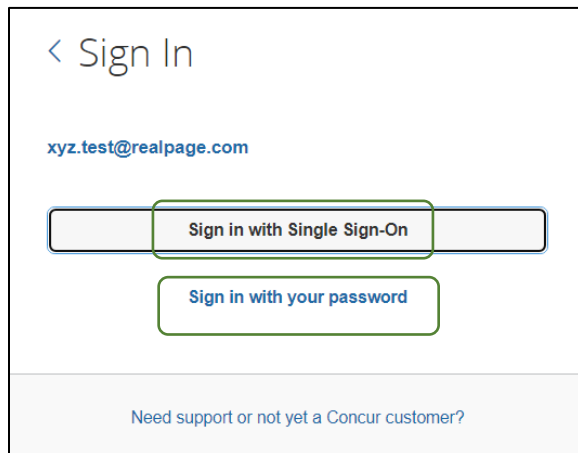
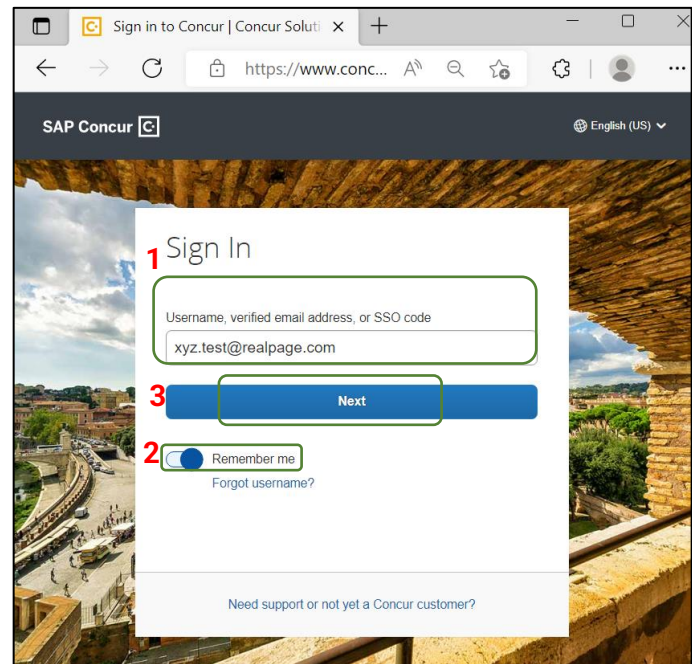


## REALPAGE INDIA PROCESS GUIDE FOR CLAIMING INTERNET EXPENSE

### 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

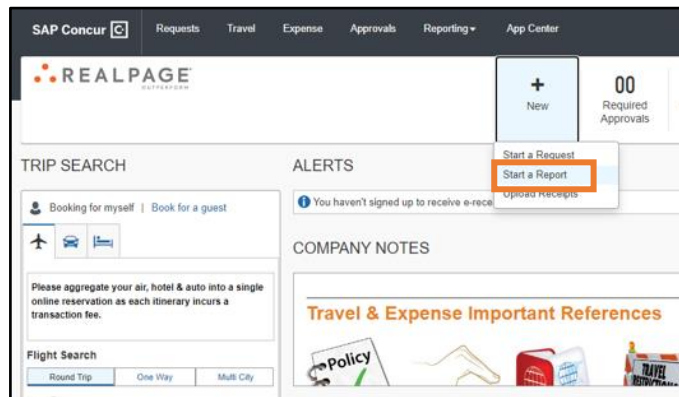
**Result:** User signed into the system

## REALPAGE INDIA PROCESS GUIDE FOR CLAIMING INTERNET EXPENSE

Follow these steps to create a new expense report:

### Step 3:

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



Create New Report

[Create From an Approved Request](#)

Report Name \*

Q2-2023 Internet Expense Claim

Report Date

06/19/2023

Business Purpose \*

WFH Internet Claim

Policy \*

Travel & Expense Policy

Cost Center \*

8849

Comment

Cancel

Create 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**

Q2-2023 Internet Expense Claim INR 0.00

Delete Report

Submit Report

Not Submitted | Report Number: GS4J3L

Report Details

Print/Share

Manage Receipts

View Available Receipts

Add Expense

Edit

Delete

Copy

Allocate

Combine Expenses

Move to

No Expenses

Add expenses to this report to submit for reimbursement.

## REALPAGE INDIA

### PROCESS GUIDE FOR CLAIMING 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

06/19/2023 | ACT

Details Itemizations

**Allocate**

Expense Type \*  
Internet & Phone Charges (Data Remote)

Transaction Date \*  
06/19/2023

Business Purpose \*  
Q2'23 WFH Internet

Vendor Name \*  
ACT

City of Purchase \*  
Hyderabad, INDIA

Payment Type \*  
Due to Employee

Amount \*  
1,500.00

Currency \*  
India, Rupee

Receipt Status \*  
Receipt

Cost Center \*  
(8966) 8966

Comment

**Save Expense**

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

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

**Step 8:**

- Click **Itemizations**
- Click **Create Itemizations**

**Step 9:**

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

## REALPAGE INDIA

### PROCESS GUIDE FOR CLAIMING INTERNET EXPENSE

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

☐ Personal Expense (do not reimburse)

Receipt Status

Receipt

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) INR 1,500.00

07/01/2023 | ACT

[Details](#) [Itemizations](#)

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

[Create Itemization](#) [More Actions](#)

<input type="checkbox"/>	Date	Expense Type	Requested
<input type="checkbox"/>	04/02/2023	Internet & Phone Charges (Data Remote)	INR 500.00
<input type="checkbox"/>	05/01/2023	Internet & Phone Charges (Data Remote)	INR 500.00
<input type="checkbox"/>	06/01/2023	Internet & Phone Charges (Data Remote)	INR 500.00

## REALPAGE INDIA

### PROCESS GUIDE FOR CLAIMING INTERNET EXPENSE

Internet & Phone Charges (Data Remote) INR 1,500.00 Cancel Delete Expense **Save Expense**

07/01/2023 | ACT

Details | Itemizations | Hide Receipt

Amount: INR 1,500.00 | Itemized: INR 1,500.00 | Remaining: INR 0.00

**Create Itemization** | More Actions

<input type="checkbox"/>	Date	Expense Type	Requested
<input type="checkbox"/>	04/02/2023	Internet & Phone Charges (Data Remote)	INR 500.00
<input type="checkbox"/>	05/01/2023	Internet & Phone Charges (Data Remote)	INR 500.00
<input type="checkbox"/>	06/01/2023	Internet & Phone Charges (Data Remote)	INR 500.00

#### Step 12:

- Click **Save Expense**

#### Step 13:

- Click **Submit Report**

Q2-2023 Internet Expense Claim INR 1,500.00 Delete Report Copy Report **Submit Report**

Not Submitted | Report Number: GS4J3L

Report Details | Print/Share | Manage Receipts | View Available Receipts

**Add Expense** | Edit | Delete | Copy | Allocate | Combine Expenses | Move to

<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Amount	Itemized
<input type="checkbox"/>			Due to Employee	Internet & Phone Charges (Data Remote)	ACT Hyderabad, INDIA	06/19/2023	INR 1,500.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>			Due to Employee	Internet & Phone Charges (Data Remote)	ACT Hyderabad, INDIA	06/01/2023	INR 500.00	
<input type="checkbox"/>			Due to Employee	Internet & Phone Charges (Data Remote)	ACT Hyderabad, INDIA	05/01/2023	INR 500.00	
<input type="checkbox"/>			Due to Employee	Internet & Phone Charges (Data Remote)	ACT Hyderabad, INDIA	04/01/2023	INR 500.00	
							INR 1,500.00	

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