



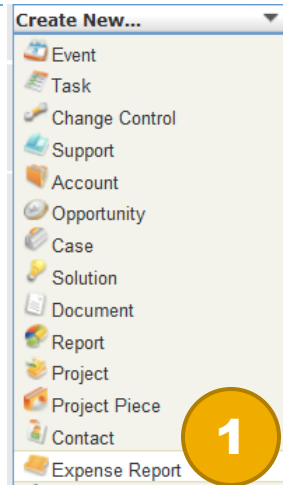
# VinSolutions Vinforce

## How to Create an Expense Report

# Logging Expenses

1. From the sidebar select Create New - Expense Report
2. Fill out the basic form, hit “Save”
3. Click the button “New Expense Line Item”
4. Complete details of expense, Save.
5. Submit for Approval

System will email you when your Manager has approved your expenses



Create New...

- Event
- Task
- Change Control
- Support
- Account
- Opportunity
- Case
- Solution
- Document
- Report
- Project
- Project Piece
- Contact
- Expense Report



Expense Report Edit  
New Expense Report

Save Save & New Cancel

Information

Employee Name User Status In Progress  
Related Opportunity Account Name Week Ending 11/3/2009  
Paid No AP Invoice Number  
Notes and comments  
Employee Name (Non SFDC)

Systems Information

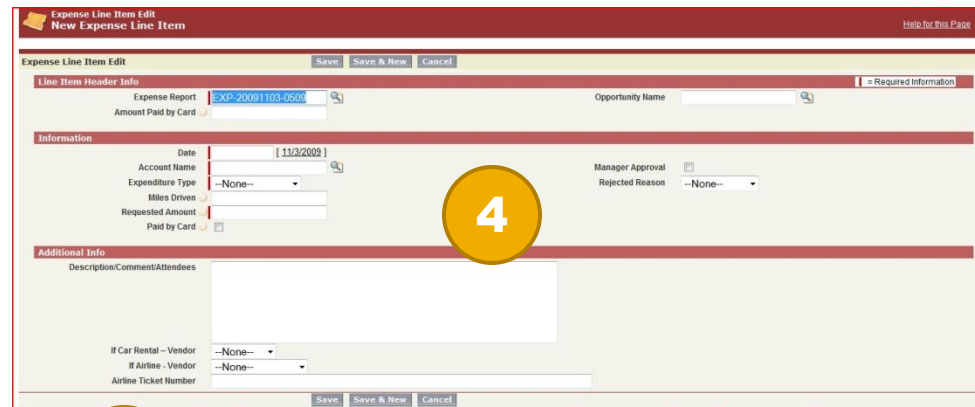
Manager For Approval User  
Owner Maggie Joltz

Save Save & New Cancel

Expense Line Items

3

New Expense Line Item



Expense Line Item Edit  
New Expense Line Item

Save Save & New Cancel

Line Item Header Info

Expense Report EXP-20091103-060 Opportunity Name  
Amount Paid by Card

Information

Date 11/3/2009  
Account Name  
Expenditure Type --None--  
Miles Driven  
Requested Amount  
Paid by Card  
Manager Approval  
Rejected Reason --None--

Additional Info

Description/Comment/Attendees

If Car Rental - Vendor --None--  
If Airline - Vendor --None--  
Airline Ticket Number

Save Save & New Cancel

Approval History

5

Submit for Approval