



Expense Tracking and Reporting

Template Set Getting Started Guide

The Expense Tracking and Reporting template set provides an easy and scalable way for finance teams to collect expenses, gain manager approval, and track refunds.

Expense Tracking and Reporting

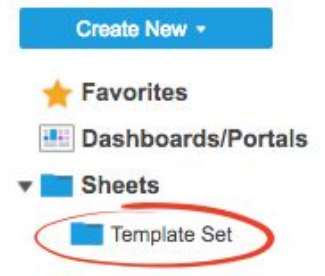
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REQUIREMENTS: This template set has been designed to utilize the full suite of functionality available in Smartsheet. Select plans do not have access to all premium features like Dashboards, Automated Actions, and Activity Log. If you are on a limited plan you can still use the template set however not all premium functionality will be available. [Click here](#) to see a list of discontinued plans.

Get the Set

Click the link below and the template set will be added to your Sheets folder, you can find it on the left side of the screen under Sheets.

[Expense Tracking and Reporting Template Set](#)

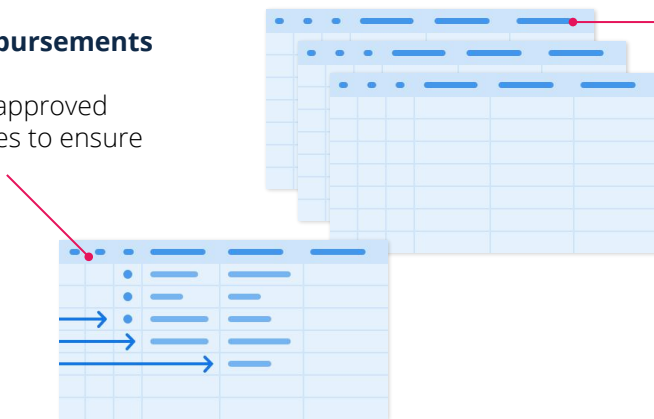


What's Included in the Set

With the Expense Tracking and Reporting template set, employees can use forms to submit expenses for approval. The finance team can easily track and run reports for each employee's business expenses.

Approved Expense Reimbursements Report

Finance team can manage approved expenses from all employees to ensure timely reimbursement.



Expense Tracker for Employee (x3)

Employees can use this sheet to track and submit business expenses.

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Set Up



Using a [workspace](#) is a best practice when building a collaborative process. Workspaces allow you to centralize your work and control sharing with different stakeholders.

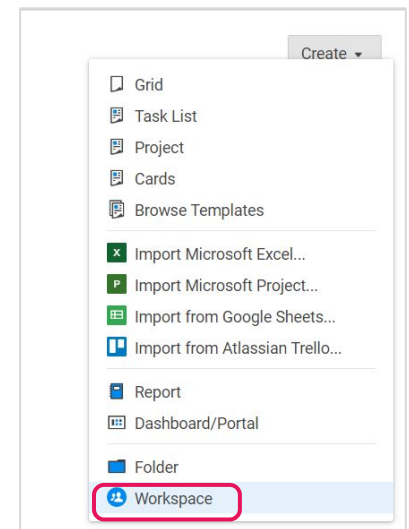
Step 1:

Create a New Workspace

Open *Home*. From the home menu, click the *Create* button in the upper right hand corner. From the drop-down menu, select *Workspace*. Name the workspace.

Learn more:

[Workspaces Overview](#), [Workspace Sharing](#), [Home Tab](#)



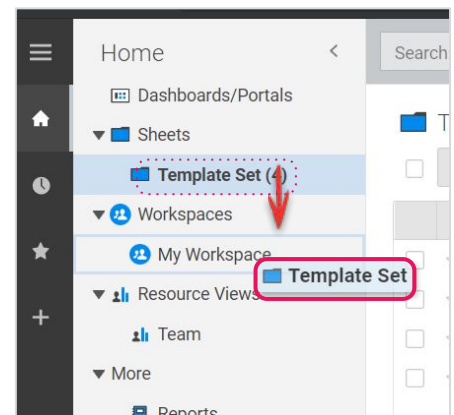
Step 2:

Drag the Files into Workspace

Select the template set folder under your *Sheets* folder. Drag and drop the folder down to the workspace you just created.

Learn more:

[Manage Items in a Workspace \(Add, Move, Remove\)](#)



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Customize

Step 3:

Setup the Expense Tracker for Employee Sheet

Managers and the finance team can use the Expense Tracker for Employee sheets to track, approve, and manage an employee's business expenses. There are three identical sheets in the set.

- Enter the *employee's name* in row one of the *Description* column.
- Use the *Manager* column to select the employee's manager from your contact list. Click the *column dropdown menu* and click *Edit Column Properties* and check the *Restrict to list values only* box to ensure your employee can only select from a predefined list.
- Enter the cost for expenses in the *Amount* column. There is a formula in row one that automatically adds up the numbers entered in the Amount column.
- Make more copies of the sheet for other employees by clicking on *File* and clicking *Save as New* from the dropdown menu.

The screenshot displays a Smartsheet spreadsheet with columns: Date, Description, Merchant Name, Expense Category, Amount, and Manager. Row 1 contains a formula in the Amount column and a placeholder in the Description column. Row 2 contains example data. An 'Edit Column Properties' dialog box is open for the 'Manager' column, showing 'Contact List...' as the selected column type and the 'Restrict to list values only' checkbox checked.

	Date	Description	Merchant Name	Expense Category	Amount	Manager
1		{Enter Employee Name Here}			\$25.00	{Enter Manager Contact Here}
2	03/08/18	{example expense}	{example merchant}	Meals	\$25.00	example@example.com
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						

Learn more:

[Upload an Attachment](#), [Dropdown List Column Type](#), [Date Column Type](#), [Contact List Column Type](#), [Apply Formatting Automatically with Conditional Formatting Rules](#), [Insert, Delete, or Rename Columns](#)

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Step 4:

Edit the Expense Report Form

The Expense Report Form is how employees submit their business expenses for reimbursement. Submissions are then added to the Employee's Expense Tracker sheet where managers can track and approve expenses.

- Open the Expense Tracker for Employee sheet and click on Forms in the top menu to customize the submission form.
- Click on Manage Forms and then Edit to customize the existing fields. You can add or remove fields, change field titles or descriptions, and modify Form Options.
- Mark fields as required that you want to ensure employees complete.
- Set your form to be filled out only by a registered Smartsheet user to ensure that the Requestor column is automatically populated.
- Click Save to close the form builder and copy and save the URL displayed. Email the URL for the form to the employee so they can easily submit expenses to the Expense Tracker sheet from their mobile device or desktop browser.

The screenshot illustrates the process of editing an expense report form. It shows the 'Forms' menu in the top navigation bar, the 'Expense Report (Employee Name)' form builder, and the 'Field Options' dialog for the 'Date' field. The form builder displays the form's title, a description, and a list of fields. The 'Field Options' dialog allows users to configure the 'Date' field, including setting it as a required field. The 'Form Options' dropdown is also visible, and the 'Save' button is highlighted.

Merchant Name	Expense Category	Amount	Manager
		\$25.00	{Enter Ma
Meals		\$25.00	example@ex

Learn more:

[Forms](#), [Edit Existing Form Fields](#)

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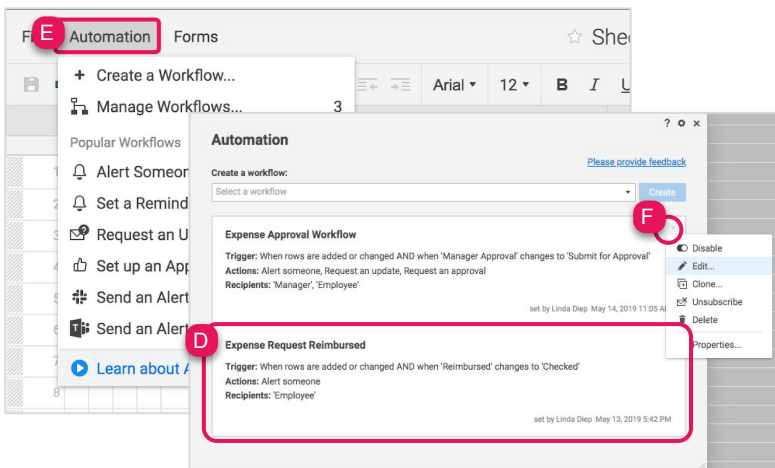
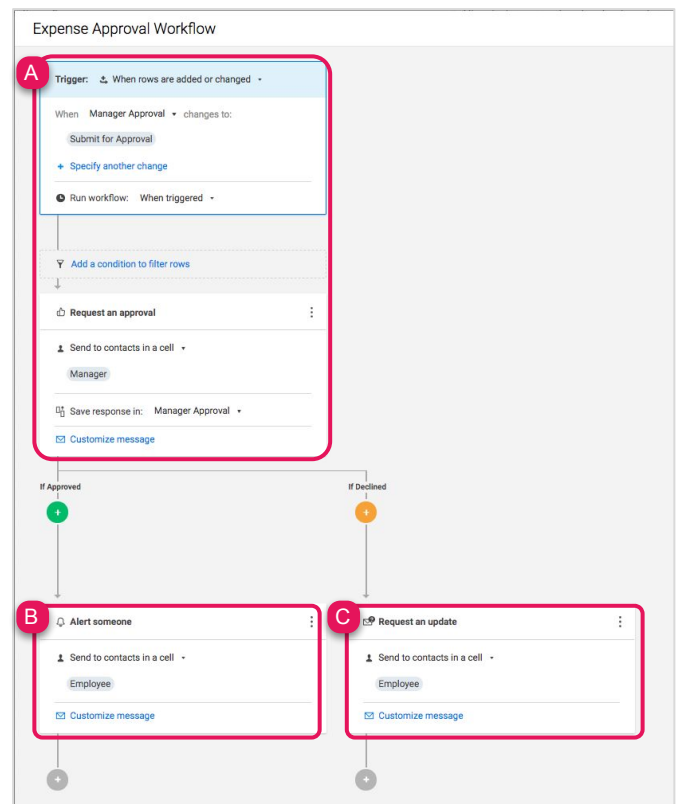
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Step 5:

Modify Expense Approval Workflows

Automated workflows are an easy way to save time spent on manual, repetitive processes. Use the automated workflows that has been set up in the Employee Expense Tracker sheets to expedite approvals of new expenses and notify the employee when a decision has been made regarding their request. Use the Employee and Manager columns to determine identify who receives requests and alerts.

- A. The Expense Approval Workflow is triggered when a row is added or changed and the Manager Approval column is set to 'Submit for Approval', an approval request is sent to the manager listed in the Manager column right away. The Manager Approval column will automatically change to 'Submitted' when the request has been sent.
- B. If the manager approves the expense, the employee will be notified. At this stage, you can also send an alert or update request to your accounting team so they can begin the reimbursement process.
- C. If the manager declines the expense, the employee will be sent an update request to make changes to their expense request. When the changes are made and it is ready for the manager's review again, change the Manager Approval column to 'Submit for Approval' to run the workflow again.



D. The Expense Request Reimbursed workflow is another workflow that lets the employee know when the expense has been reimbursed.

E. To view or edit the workflows, click on *Automation* and select *Manage Workflows* in the dropdown menu.

F. Then, select *Edit* from the workflow drop-down or double-click on the workflow to edit its criteria.

Learn more:

[Save Time and Work Faster With Automated Workflows, Learning Center: Automation](#)

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Step 6:

Set the Recurring Reminder

An automated recurring reminder is a great way to save time and keep track of deadlines. The Monthly Expense Deadline Reminder will notify the employee listed in the workflow every month on the last Monday to automatically remind employees to submit their expenses for the month. Note if you set up recurring reminders for other people, be thoughtful about how often you send the alert.

- Modify the reminder by going to *Automation* and selecting *Manage Workflows* in the dropdown menu. Then double-click on the Monthly Expense Deadline Reminder workflow in order to open the workflow editor window.
- Customize the workflow's schedule (trigger box) by clicking on the dropdown that begins with *Every month on the Last Monday starting on* and select or choose Custom to create your own recurrence schedule.
- Customize the workflow conditions (condition boxes) to add criteria and then click *Save*.

The screenshot displays the Smartsheet Automation interface. On the left, the 'Automation' menu is open, with 'Manage Workflows...' highlighted. A red circle 'A' is placed over this menu. The main window shows the 'Monthly Expense Deadline Reminder' workflow editor. A red circle 'B' highlights the trigger box, which is set to 'When a date is reached' with a dropdown menu showing 'Every month on the Last Monday starting on 06/10/19'. Below the trigger, there are options for 'Run once' and 'Custom...'. A red circle 'C' highlights the 'Add a condition to filter rows' button. The workflow steps include 'Alert someone', 'Send to specific people' (with the email 'employeename@example.com'), and 'Expense Deadline Reminder' (with the message: 'This is a monthly reminder to please ensure that all expenses are accounted for in this month.').

Learn more:

[Alerts & Reminders](#)

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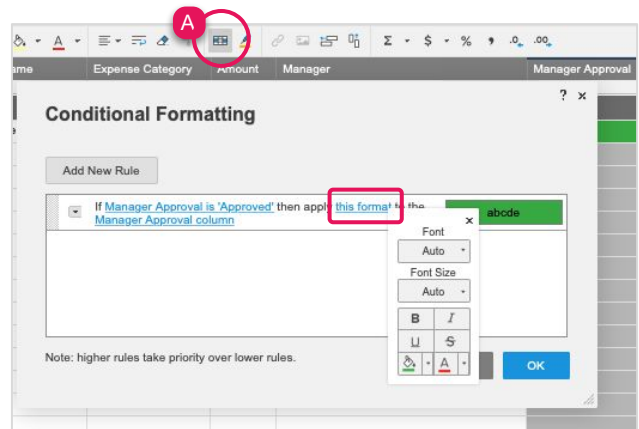
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Step 7:

Use Conditional Formatting to Set Rules

Conditional Formatting allows you to set rules on your sheet that will change the formatting of your sheet when certain criteria are met. The Expense Tracker has conditional formatting set on the Manager Approval column, so that when the status is changed to *Approved* by the manager, the cell will turn green.

- A. Click the *Conditional Formatting* button on the toolbar to open the Conditional Formatting window.
- B. Select the criteria you would like to edit and click OK to save.



Learn more:

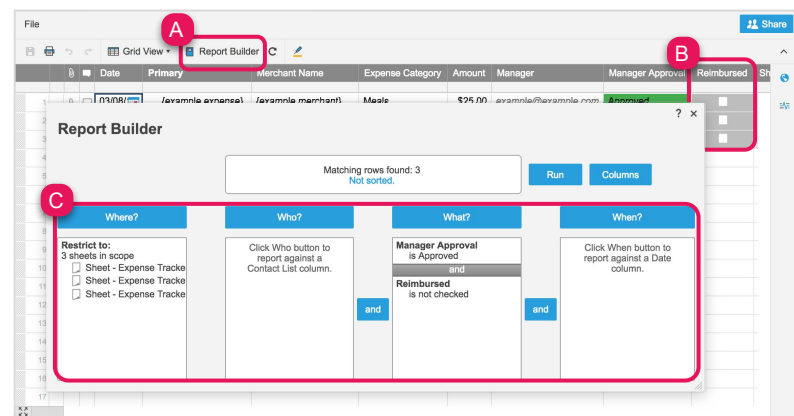
[Apply Formatting Automatically with Conditional Formatting Rules](#)

Step 8:

Use the Reimbursement Report

The Reimbursement Report allows the finance team to manage all of the approved expenses from all employees. The Finance Team can update information directly on the report and it will automatically populate back to the appropriate Expense Tracker sheet.

- A. Open the report, click on the *Report Builder* and click the *Run* button to pull rows meeting your criteria.
- B. Once an expense has been reimbursed, check the *box* in the *Reimbursed* column on the report. The checkbox will automatically update the corresponding Expense Tracker sheet and also trigger the notification to that employee.
- C. Update the Report Builder to add additional filters to the report.



Learn more:

[Build a Report](#)

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Step 9:

Share Your Expense Tracking and Reporting Template Set

Sharing is the best way to collaborate with others involved in your projects. You can share your entire workspace with members of your department, or share individual items within the workspace. For more information on sharing and permission levels, check out this [infographic](#).

The screenshot shows the 'Sheet Sharing' dialog box in Smartsheet. It includes the following elements:

- Invite Collaborators:** A text input field with the placeholder 'Enter names or email addresses...'. This field is highlighted with a red box.
- Invite Details:** Fields for 'Subject Line' and 'Invitation to Edit'.
- Personal message (optional):** A large text area for an optional message.
- Notification options:** Checkboxes for 'Notify people' (checked) and 'Cc myself'.
- Collaborators (0):** A section for listing invited collaborators.
- Permissions:** A dropdown menu on the right showing permission levels: 'Editor - can share', 'Admin', 'Editor - can share', 'Editor - cannot share', and 'Viewer'. This menu is also highlighted with a red box.
- Buttons:** 'Cancel', 'Share Workspace', and 'Share Sheet' buttons at the bottom. The 'Share Workspace' and 'Share Sheet' buttons are highlighted with red boxes.
- Workspace info:** A note at the bottom right stating 'This sheet is in a workspace: [_Template Set Workspace](#)'.