



SmartSimple Program Expense Reporting

STEP 1

Welcome Carolyn East Asia

2
Funding Opportunities

Organization Profile

My Profile

5
In Progress

4
Submitted

3
Approved/Declined

Requires Attention

12
Reports - Pending

0
Payments - Pending Verification

1
Payments - Verification Submitted

0
Reports - Submitted

After logging into https://specialolympics.smartsimple.com/s_Login.jsp you should see this dashboard page appear. You should click on the reporting tile to see what reports are pending.

STEP 2

Reports - Pending

x Q 1-13 of 13 < >

<input type="checkbox"/>	#	Application ID	Grant Type	Report Type	Due Date	Open
<input type="checkbox"/>	1	2020-1138 TEST East Asia Program	Health Impact	Interim Report	06/18/2021	Open
<input type="checkbox"/>	2	2020-1138 TEST East Asia Program	Health Impact	Final Report	06/25/2021	Open
<input type="checkbox"/>	3	2020-1138 TEST East Asia Program	Health Impact	Change Request		Open
<input type="checkbox"/>	4	2020-1138 TEST East Asia Program	Health Impact	Change Request		Open
<input type="checkbox"/>	5	2020-1138 TEST East Asia Program	Health Impact	Change Request		Open

You will next see a list of pending reports and you can open the report that you wish to complete.



STEP 3

2020-1138 TEST East Asia Program (Final Report)

Rental, Chairs, Tables)	Justification	Units	Unit Cost (\$)	Budget Total	Expenses Interim	Expenses Final	Balance	Comments
Venue	test	1	\$1,520.00	\$1,520.00	\$0.00	\$0.00	\$1,520.00	
Subtotal Meetings, Conferences and Events Facilities/ Logistic:				\$1,520.00	\$0.00	\$0.00	\$1,520.00	

Value In Kind

Company Name	New Donor	Items Donated	Budget Total	Actual Expenses Interim	Actual Expenses Final	Balance	Comments
Test	No	Meals/Beverages	\$8,560.00	\$0.00	\$0.00	\$8,560.00	
Total VIK:			\$8,560.00	\$0.00	\$0.00	\$8,560.00	

Grand Total

	Budget Total	Actual Expenses Interim Total	Actual Expenses Final Total	Balance
TOTAL AMOUNT REQUESTED	\$14,000.00	\$50.00	\$900.00	\$13,860.00
VIK AMOUNT PROVIDED	\$8,560.00	\$0.00	\$0.00	\$8,560.00
TOTAL BUDGET	\$22,560.00	\$50.00	\$900.00	\$22,420.00



Scroll down to the bottom of the expense report and click **Enter Actual Expense**.

STEP 4

Health Impact Final Report Budget - Google Chrome

specialolympics.smartsimple.com/s_viewxmlpage.jsp?fieldid=1954221&codedid=YIBEHXI@PjA5Jm0ONFjB1BhZQYPRiBsH2JcVUpBZ...

Justification (List and Title)	Justification	% Time Spent	Months/ No. of Hours	Mthly/ Hrlly Rates (\$)	Budget Total	Actual Expenses Interim	Actual Expenses Final	Balance	Comments
fdsa	fdsa	10.00%	20	\$30.00	\$60.00	\$60.00	\$60.00	-\$60.00	
saaj	jfkldlsjalk	50.00%	20	\$30.00	\$300.00	\$300.00	\$0.00	\$0.00	
Salaries:					\$360.00	\$360.00	\$60.00	-\$60.00	

its

Justification (X% y for full aff)	Justification	% of Salary Allocated	Months/ No. of Hours	Mthly/ Hrlly Rates (\$)	Budget Total	Actual Expenses Interim	Actual Expenses Final	Balance	Comments
reweq	reweq	10.00%	20	\$30.00	\$60.00	\$60.00	\$30.00	-\$30.00	

TOTAL BUDGET \$22,560.00 \$50.00 \$900.00 \$22,420.00

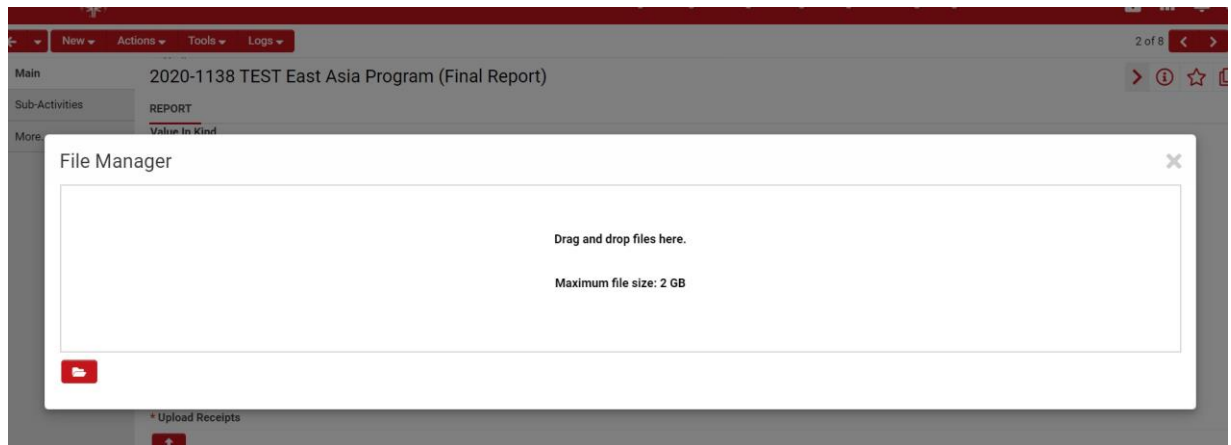
Enter Actual Expenses

* Upload Receipts

A pop-up box will appear with the approved budget. Enter actual final expenses incurred per your original approved budget and any necessary justification in the comments section. Totals will be reflected at the bottom of each section. Please remember to periodically save as you enter the budget. Then click the **Upload Receipts** button to add receipts.

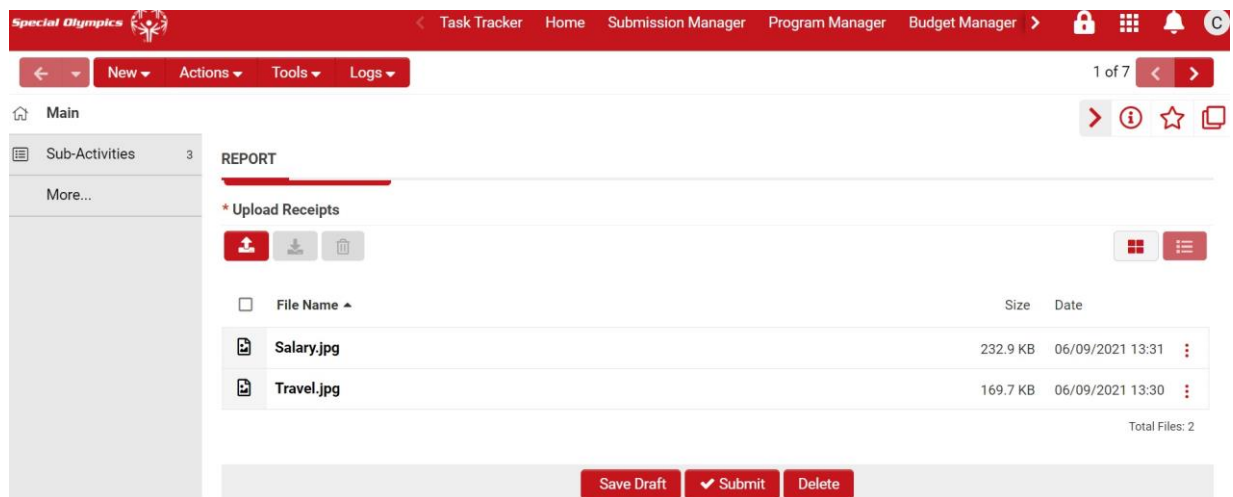


STEP 5



This screen will appear, and you can now begin uploading receipts and other supporting documents.

STEP 6



Please ensure to label and upload receipts and supporting documents by budget categories for example Salaries, Supplies and Travel etc.



STEP 7

Special Olympics

Task Tracker Home Submission Manager Program Manager Budget Manager Meeting Manager

New Actions Tools Logs

1 of 7

Main 2020-1138 TEST East Asia Program (Final Report)

Sub-Activities 3

REPORT

Salary.jpg 232.9 KB 06/09/2021 13:31

Travel.jpg 169.7 KB 06/09/2021 13:30

Total Files: 2

* I certify that;

- * expenses reported above are current, accurate and have been incurred in our project as per approved budget
- * supporting documents against reported expenses have been reviewed and found allowable, eligible and allocable under this subgrant and project
- * copies of all supports as above (including approved Time Sheets, salary register, original receipts, bills and invoices) already submitted/ uploaded in the System and originals retained for records and audits as required under subgrant agreement

Yes

Save Draft Submit Delete

Once all receipts and supporting documents have been uploaded you will need to **certify** the three listed statements related to the expense report by clicking the Yes box the **Save Draft** button and **Submit**. Please note once the report is submitted it will be sent directly to Finance and it cannot be edited at that time.

PLEASE NOTE

The expense summary will show the approved budget total, the actual expenses and the balance:

Company Name	New Donor	Items Donated	Budget Total	Actual Expenses Interim	Actual Expenses Final	Balance	Comments
Test	No	Meals/Bev	\$8,560.00	\$0.00	\$9,060.00	-\$500.00	
Total VIK:			\$8,560.00	\$0.00	\$9,060.00	-\$500.00	
Grand Total			Budget Total	Actual Expenses Interim Total	Actual Expenses Final Total	Balance	
TOTAL AMOUNT REQUESTED			\$14,000.00	\$720.00	\$900.00	\$12,190.00	
VIK AMOUNT PROVIDED			\$8,560.00	\$0.00	\$9,060.00	-\$500.00	
TOTAL BUDGET			\$22,560.00	\$720.00	\$9,960.00	\$11,690.00	

Save Close

TOTAL Interim Total Final Total



**PLEASE
NOTE**

If revisions are needed for your expense report, you will receive an email that looks like this:

Revisions Requested for Interim Report for 2020-1138 TEST East Asia Program

specialolympics@smartsimple.com
To Charita Boseman 2:30 PM

You forwarded this message on 6/14/2021 2:31 PM.

Dear Charita,

Staff has requested the following revisions to your submitted Interim Report for 2020-1138 TEST East Asia Program:

Please login to your portal to submit revisions:
<https://specialolympics.smartsimple.com>

PLEASE NOTE: This email is for notification purposes only. Please do not reply to this email. For any questions or concerns regarding your application, please email grants@specialolympics.org.

Best regards,

The Special Olympics Grants Team

**PLEASE
NOTE**

Once your expense report is successfully submitted you will receive an email that looks like this:

Special Olympics Grants: Interim Report Successfully Submitted

specialolympics@smartsimple.com
To Charita Boseman 2:30 PM

Interim_Report_Preview.pdf
50 KB

Dear Charita,

We have received your Interim Report for Health Impact 2020-1138 TEST East Asia Program. Please see the attached PDF for a summary of the information submitted.

Best regards,

The Special Olympics Grants Team