

expensein



“Snap it, submit it, sort it”

EXPENSE MANAGEMENT PLATFORM

User Guide / SOP & Guidelines



Poeticgem



clover  collections limited

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Note

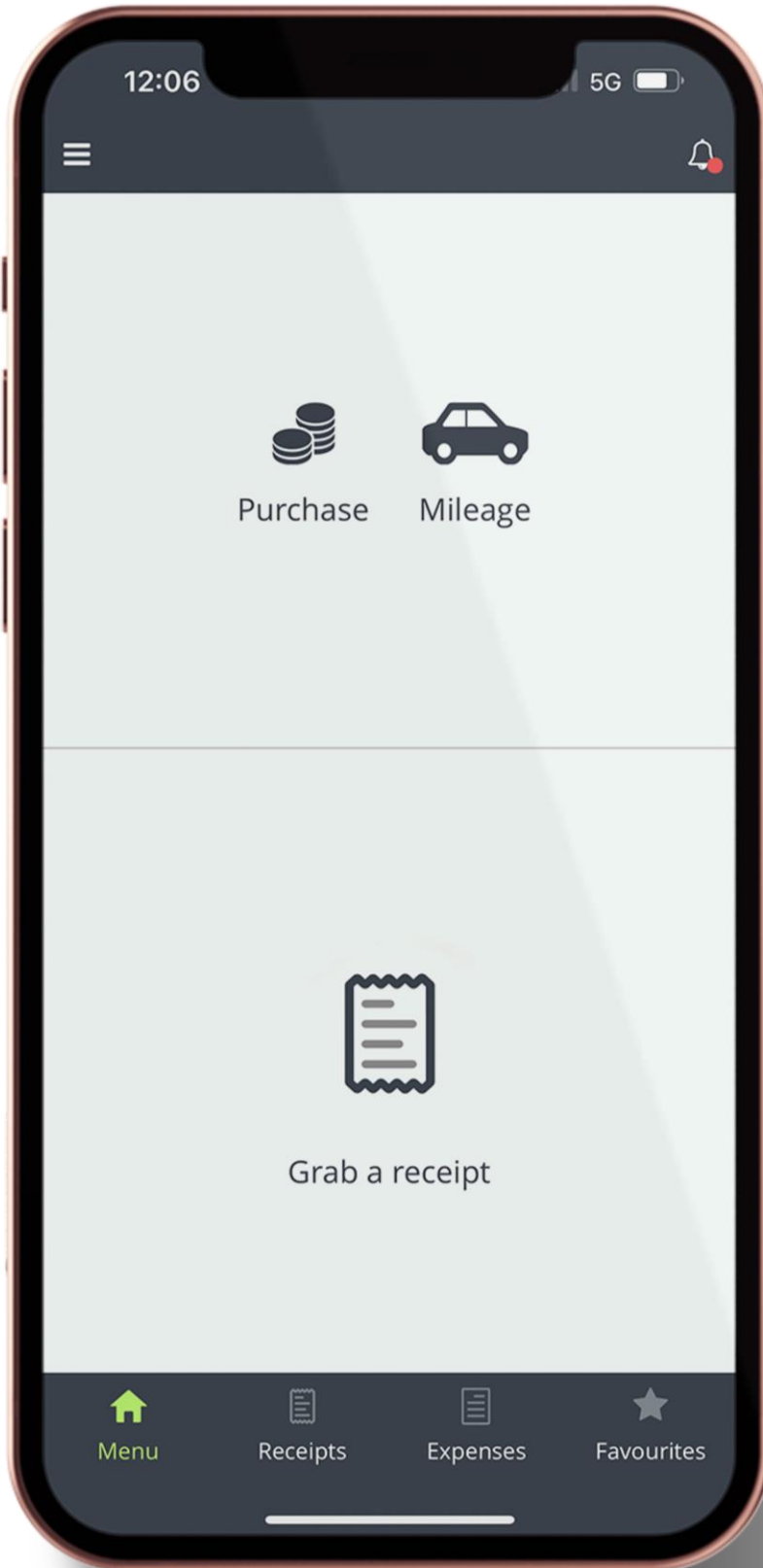
1. All employees can submit their old expenses (30 days & over) till 15th September 2022. Post that the system would not accept expenses older than 30 days.
2. 'You've been paid' notification from ExpenseIn indicates that your expenses are now being processed for reimbursement. Money will reflect in your bank account in few days.
3. Expenses will be processed for payments on the 15th and 30th working day of every month.
4. Cash advance / Soldo Top-up will be processed every Thursdays and money may reflect in 2 working days.
5. Users should select the right Department (i.e. Profit Centres) associated with each expense. In case it is not clear, please reach out to line managers.
6. Users should always ask for VAT receipts for each purchase. It is HMRC guideline.
7. Users must upload receipt for each expense submitted. In case of missing bills/ receipts, the finance team may reject the expense as purchases need valid receipts for audit purposes. It is HMRC mandate.



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HOME SCREEN



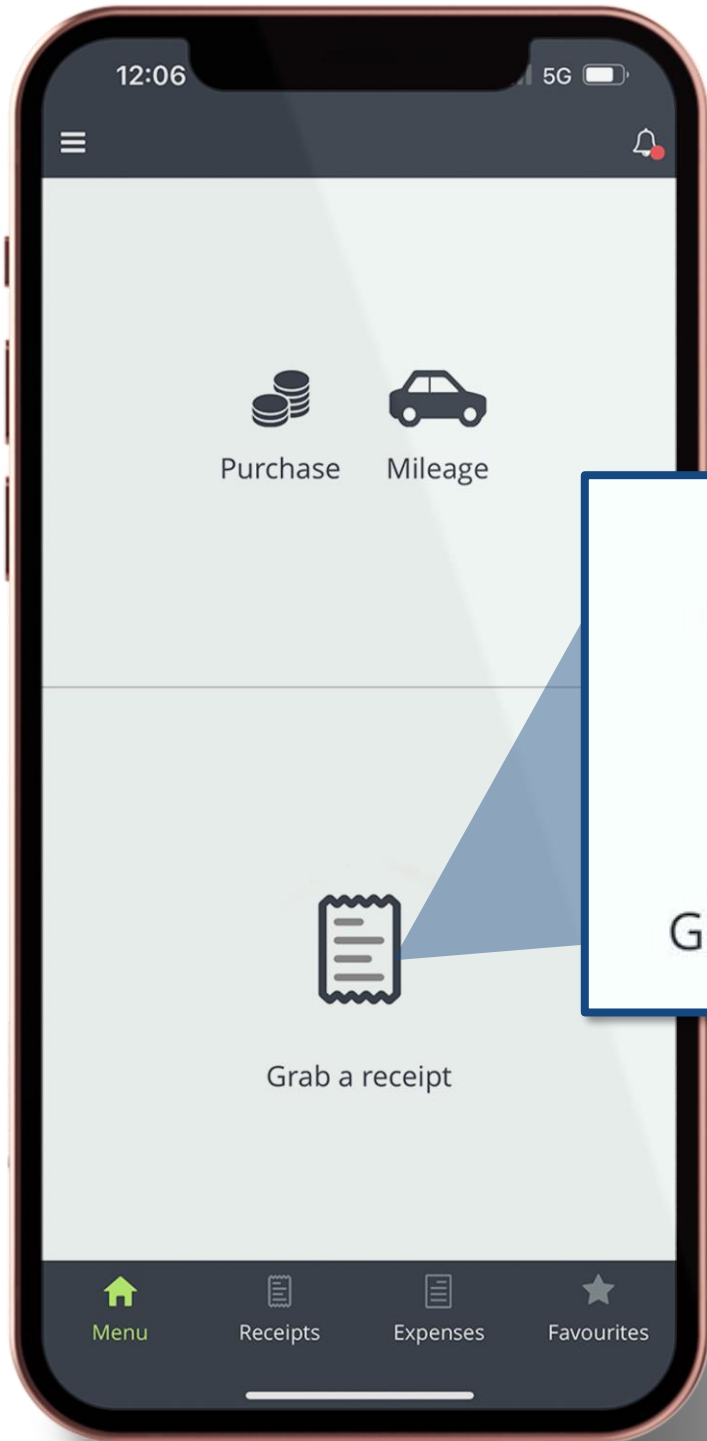


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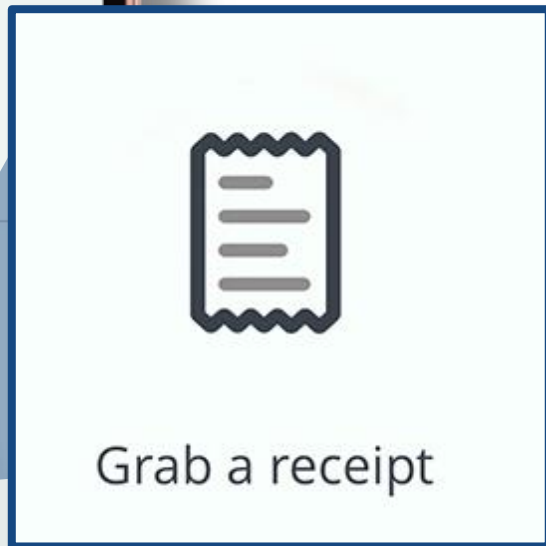
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CREATING AN EXPENSE

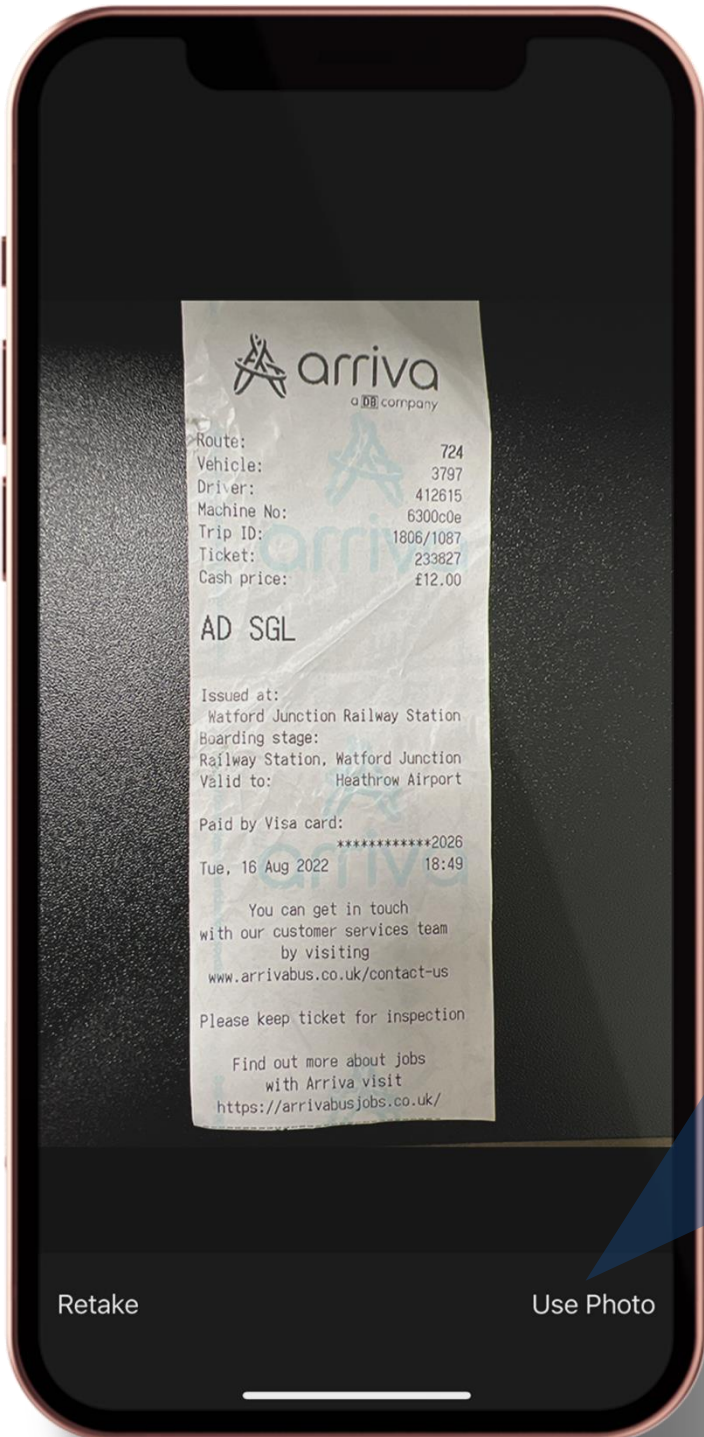
1. Home Screen



Select '*Grab a Receipt*' to click a picture of the receipt.



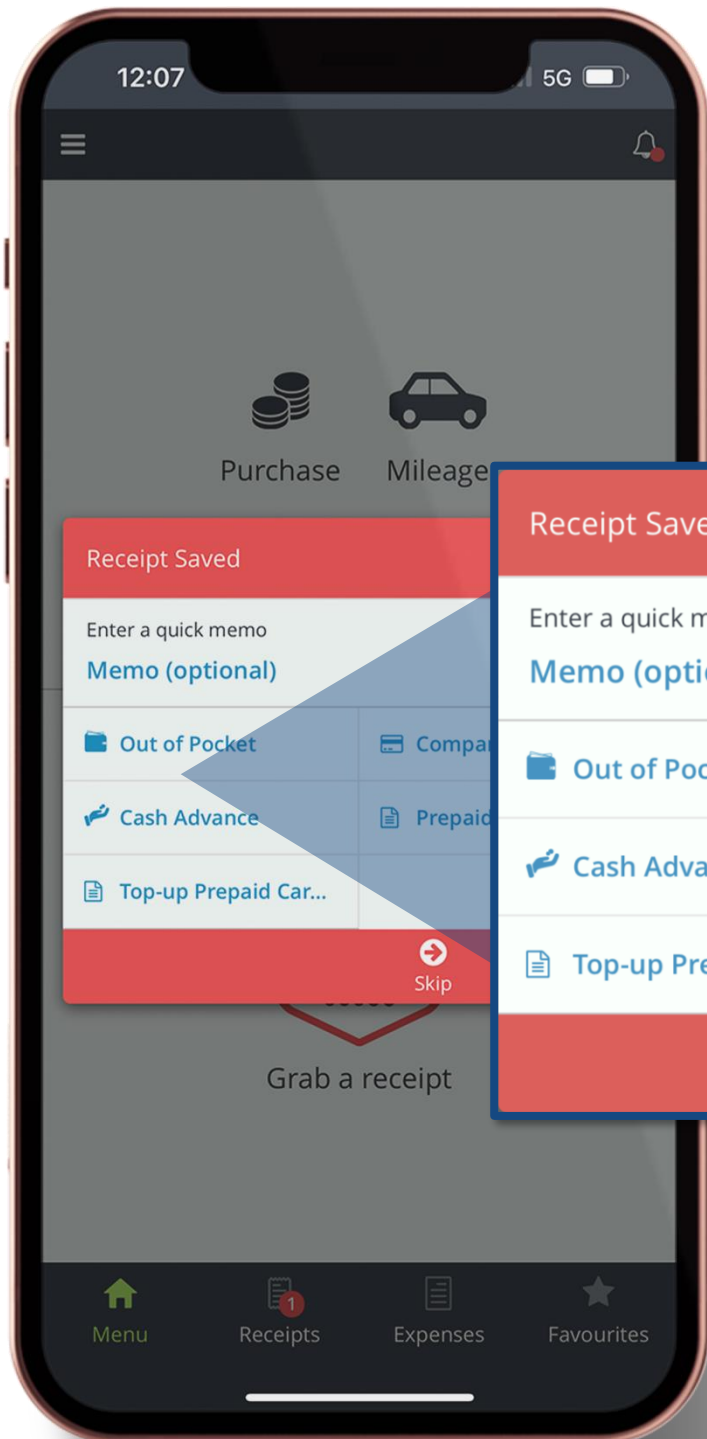
2. Snap the Receipt



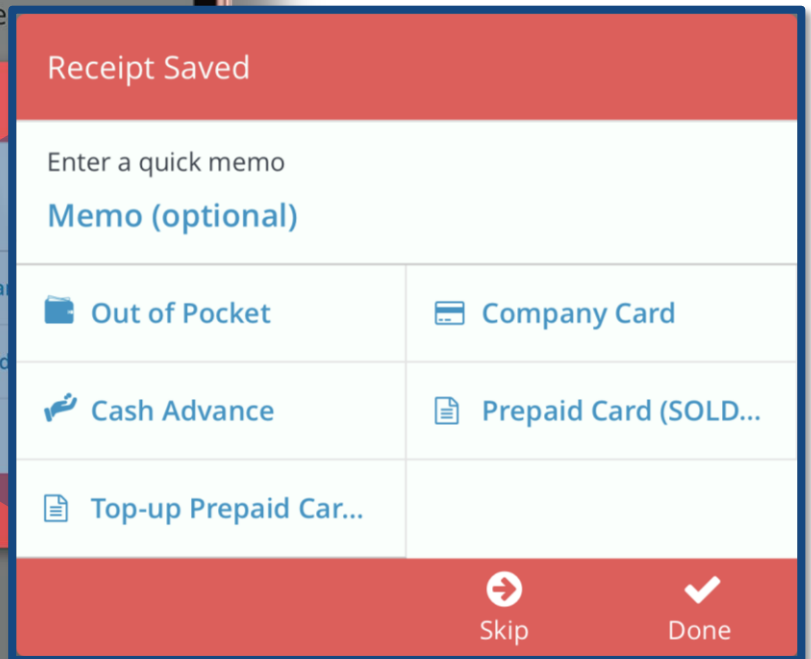
Click a picture and
select '*Use Photo*'

Use Photo

3. Select 'Purchase Method'

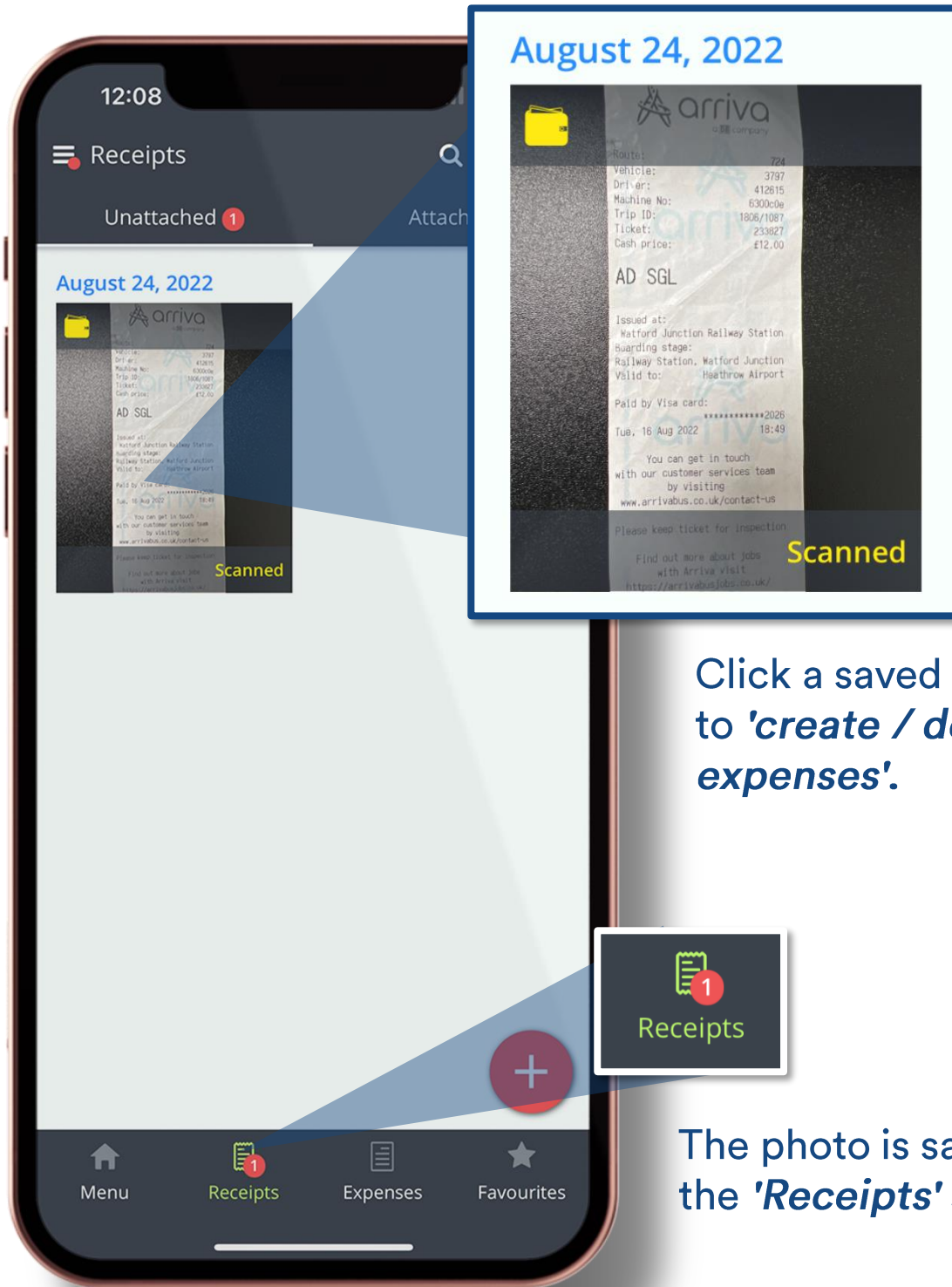


1. Select the applicable option.
 - A. Out-of-pocket expense.
 - B. Expense out of cash advance.
 - C. Expense out of prepaid card.
 - D. Expense out of Company credit card.



2. And select '*Done*'.

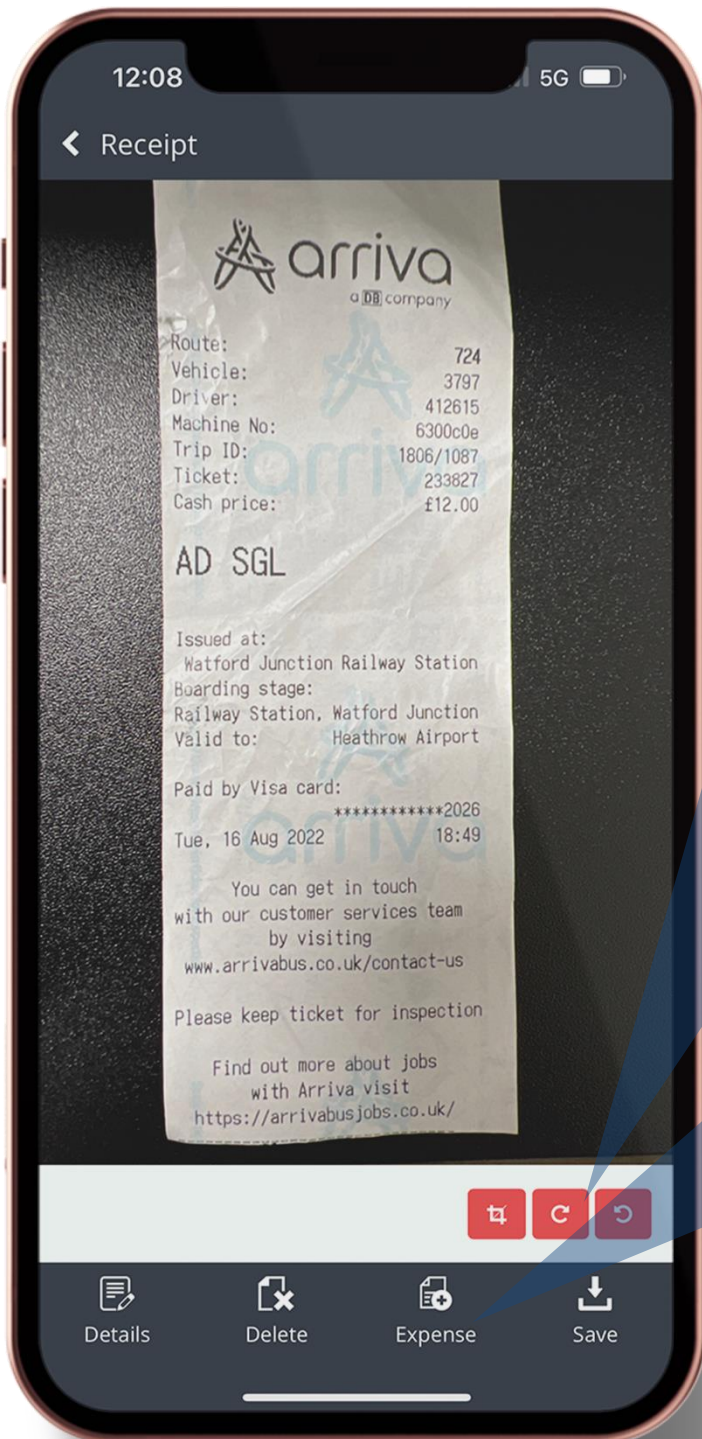
4. Select 'Saved Receipt'



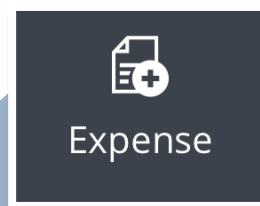
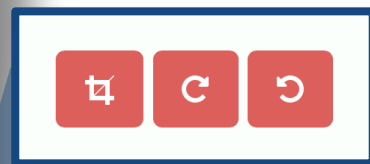
Click a saved receipt to 'create / delete expenses'.

The photo is saved in the 'Receipts' section.

5. Edit the Saved Receipt



You can also '*crop or rotate*' the picture, if needed.



Select '*+ Expense*' to start creating expenses.

6. Enter the details

12:09 5G

< New Expense (£12.00)

Date
16-Aug-2022

Description **1**
Trip to heathrow

Category
Travel/ Cab - Local **2** ▾

Department
COMMON (UK BET) **3** ▾

Merchant (optional)
Arriva

Total 12.00	Currency GBP ▾
VAT Exempt (0%) ▾	VAT amount 0.00

Purchase method
Out of Pocket **4** ▾

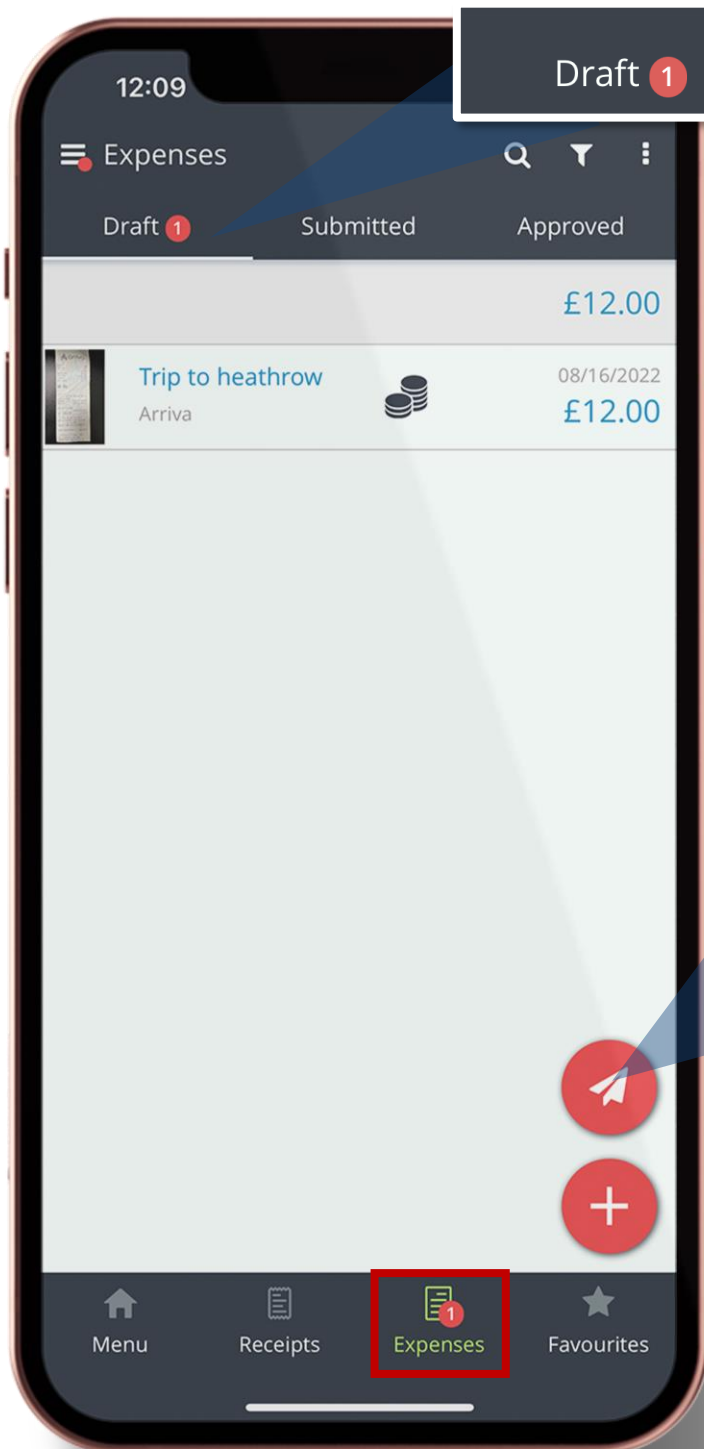
Notes (optional)
Notes

5 Save

- 1** Enter a detailed '*Description*'.
- 2** Select the '*Category*' of expense from the available list of options.
- 3** Select respective '*Department*' for which the expense was made from the list of options.
- 4** Select '*Purchase Method*' from available list of options.
- 5** Once everything is filled and checked, '*Save*' the expense.

Note: The system fills Amount, VAT, and Merchant automatically but is recommended to verify all the details before submitting.

7. Submit the Expense

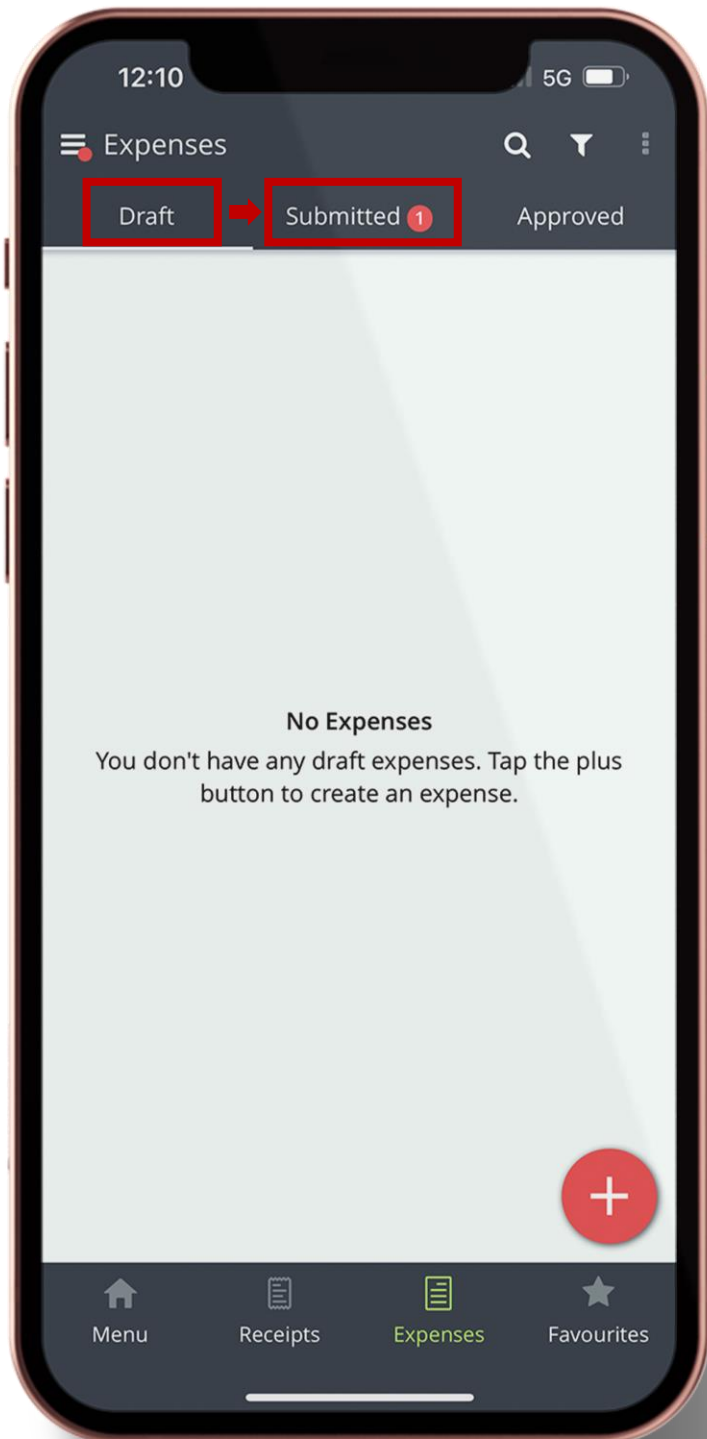


Draft 1

Your Expense is now created and saved in the *'Draft Expenses'* section.

To submit the expense, Click on the *'Red button'*, and Voila! Your expense is submitted!





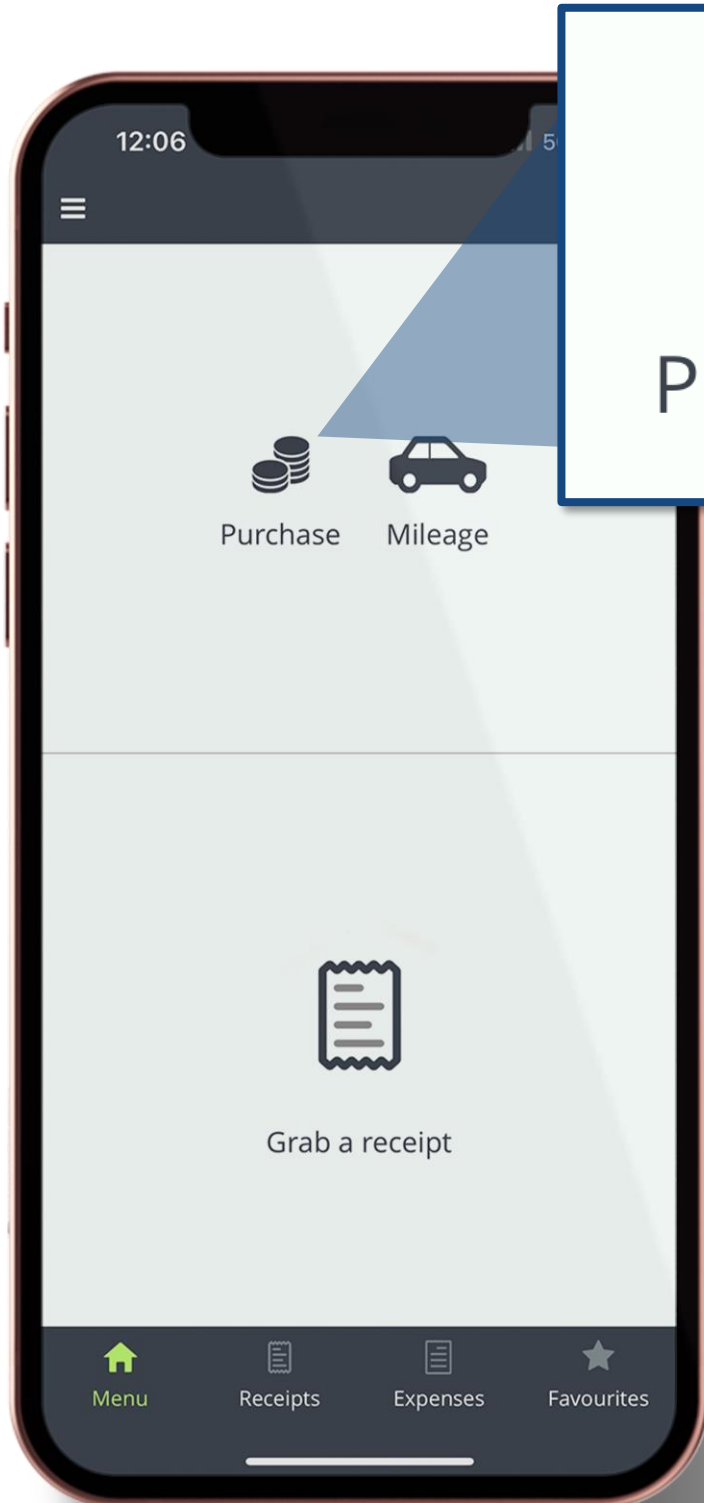
Your expense will now move from *'Draft'* to the *'Submitted'* section.

Your job here is done!!



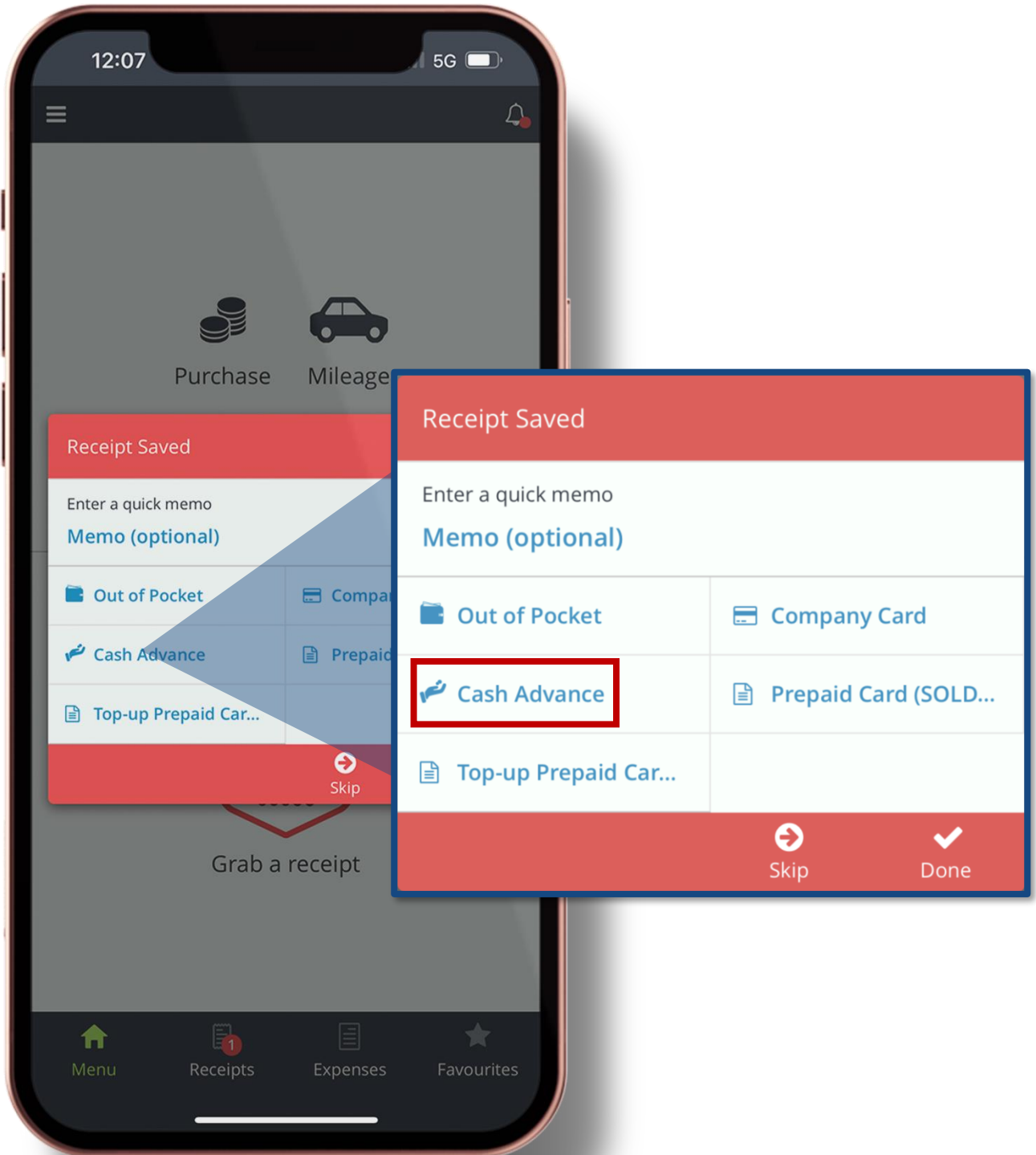
REQUESTING CASH ADVANCE

1. Select '*Purchase*'



Select the '*Purchase*' option on the home screen.

2. Select 'Cash Advance'



3. Enter the Details

12:12 5G

< New Expense (£100.00)

Date
24-Aug-2022

Description **1**
Cash advance for sample purchase

Category **2**
Request Advance

Department **3**
COMMON (UK BET)

Merchant (optional)
Merchant Name

Total 100.00	Currency GBP
VAT Zero Rated (0%)	VAT amount 0.00

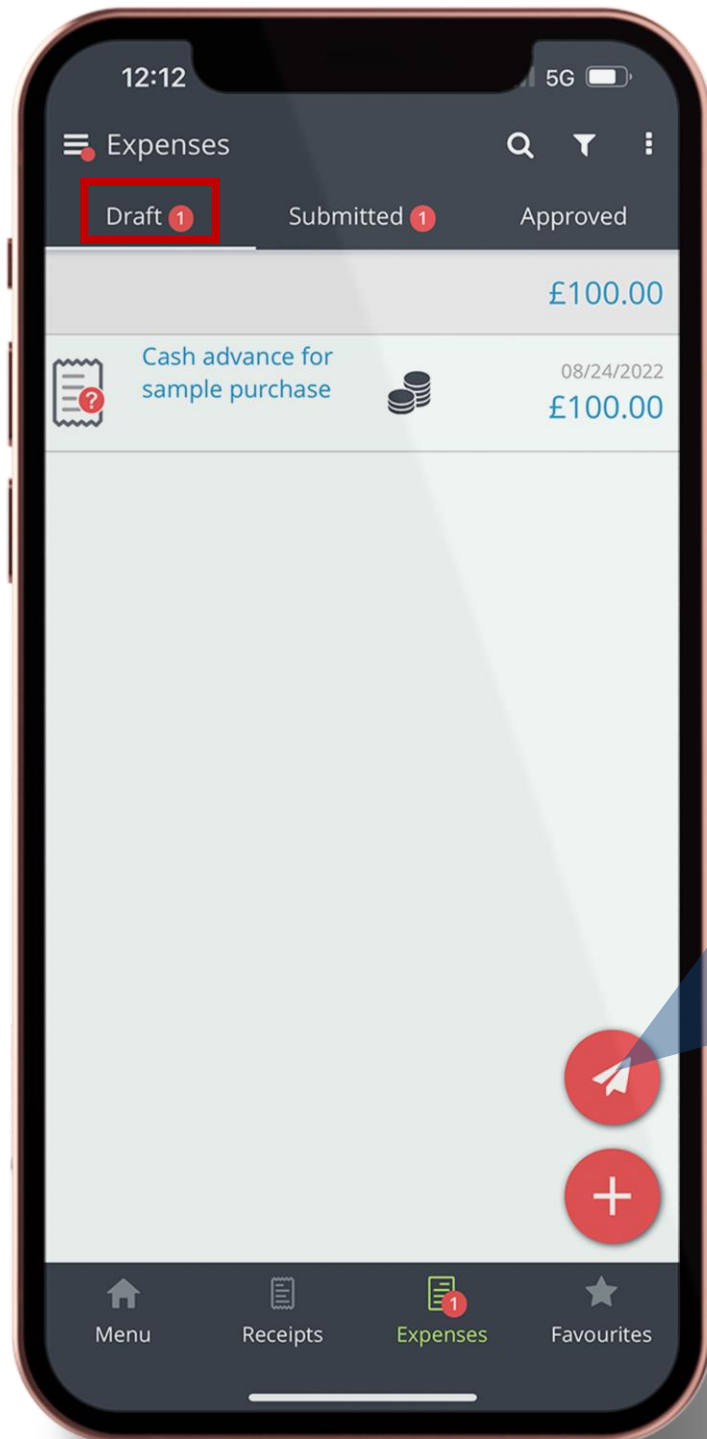
Purchase method **3**
Cash Advance

Notes (optional)
Notes

3 Save

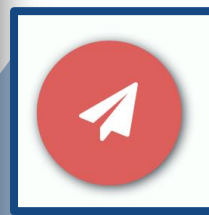
- 1** Enter detailed '*Description*' for the request.
- 2** Under '*Category*', select '*Request Advance*'.
- 3** Select relevant '*Department*', amount of cash required, VAT as zero rated, and '*Purchase method*' as '*Cash Advance*' and click on '*Save*'.

4. Submit the Expense



Your Request for '**Cash Advance**' is created and saved in '**Draft**'.

Click on the '**Red Button**' to submit the request and you'll be notified once your request is approved and processed.



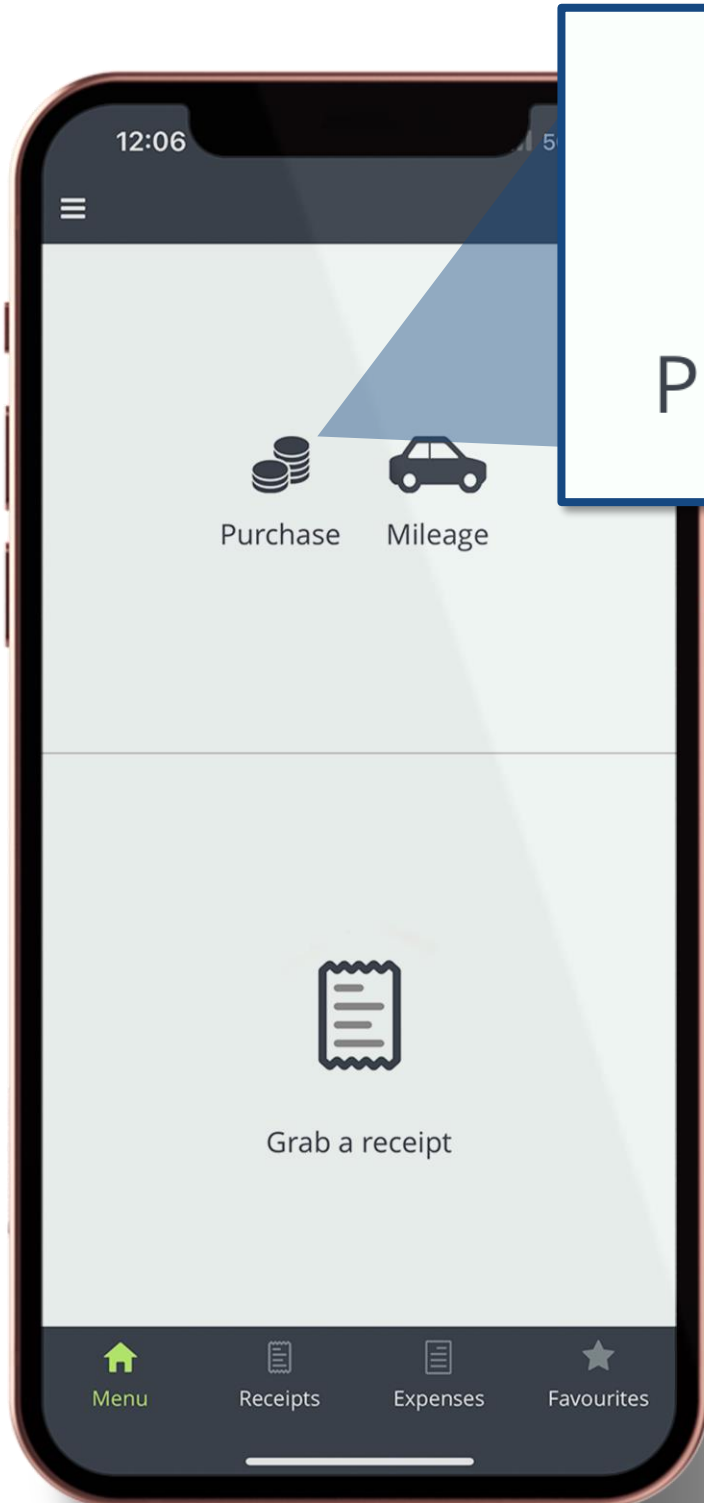


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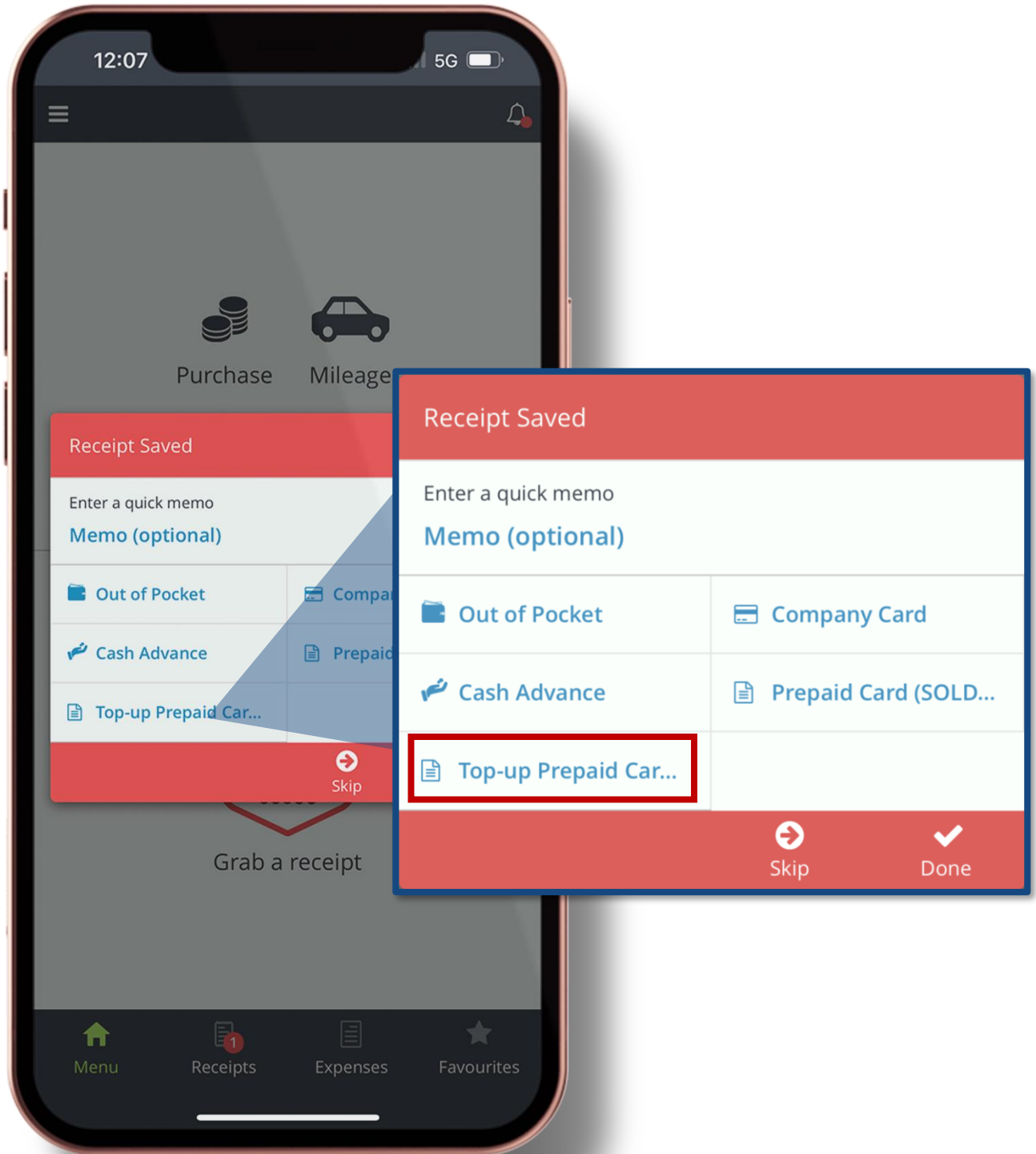
REQUESTING PRE-PAID CARD TOP-UP (SOLDO)

1. Select '*Purchase*'



Select the '*Purchase*' option on the home screen.

2. Select 'Top-Up Prepaid Card'



3. Enter the Details

12:15 5G

< New Expense (£100.00)

Date
24-Aug-2022

Description **1**
Soldo card top up for US business trip

Category **2**
Top-up Prepaid Card

Department **3**
COMMON (UK BET)

Card Number (last 4 digits) **4**
1234

Merchant (optional)
Merchant Name

Total 100.00	Currency GBP
VAT Zero Rated (0%)	VAT amount 0.00

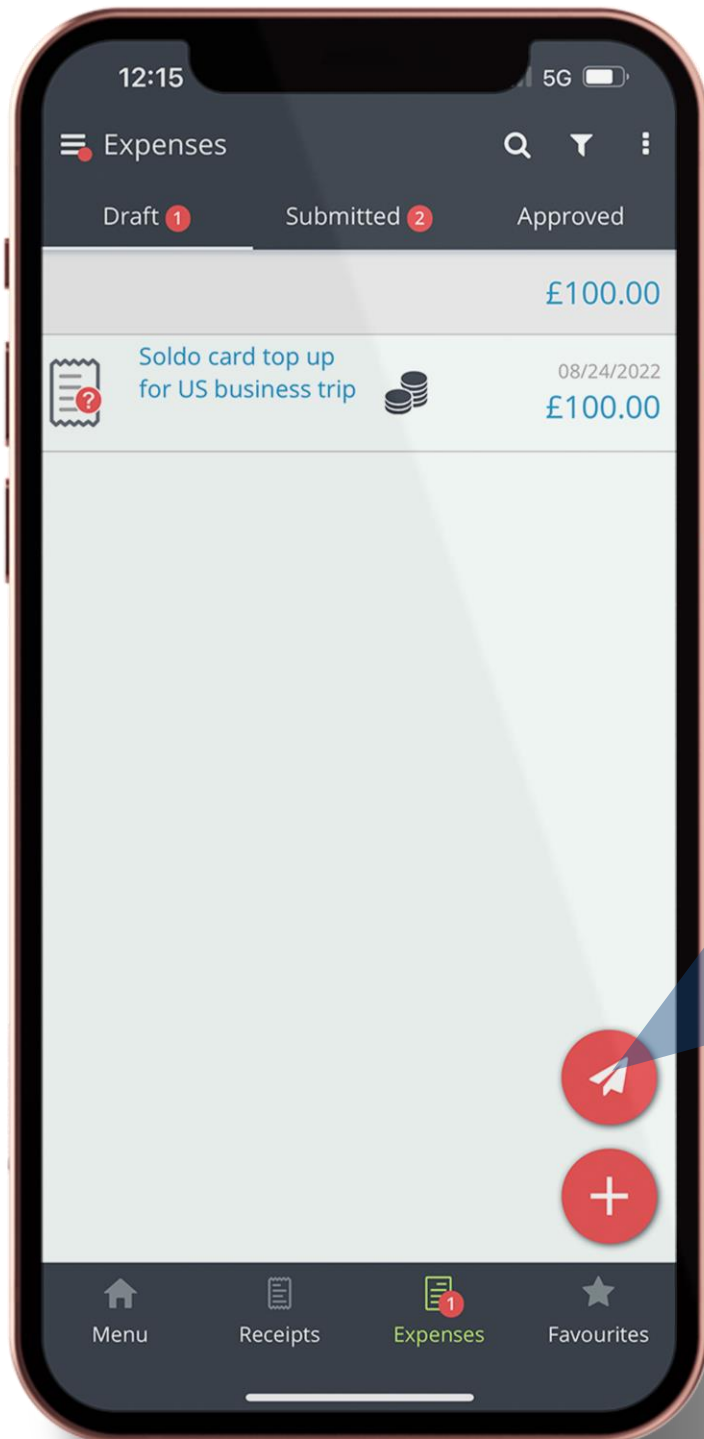
Purchase method **5**
Top-up Prepaid Card (SOLDO)

Notes (optional)
I'm travelling to the US on 1st September for a business meeting with Xyz client

6 Save

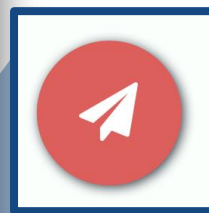
- 1** Enter detailed '*Description*' for the request.
- 2** Under '*Category*', select '*Top-up Prepaid card*'.
- 3** Select relevant '*Department*'.
- 4** Enter last 4 digits of *Soldo Card*.
- 5** Select purchase method as '*Top-up prepaid card*'.
- 6** Click on '*Save*'.

4. Submit the Expense



Your Request for *'Prepaid card top-up'* is *'Created'* and saved in *'Draft'*.

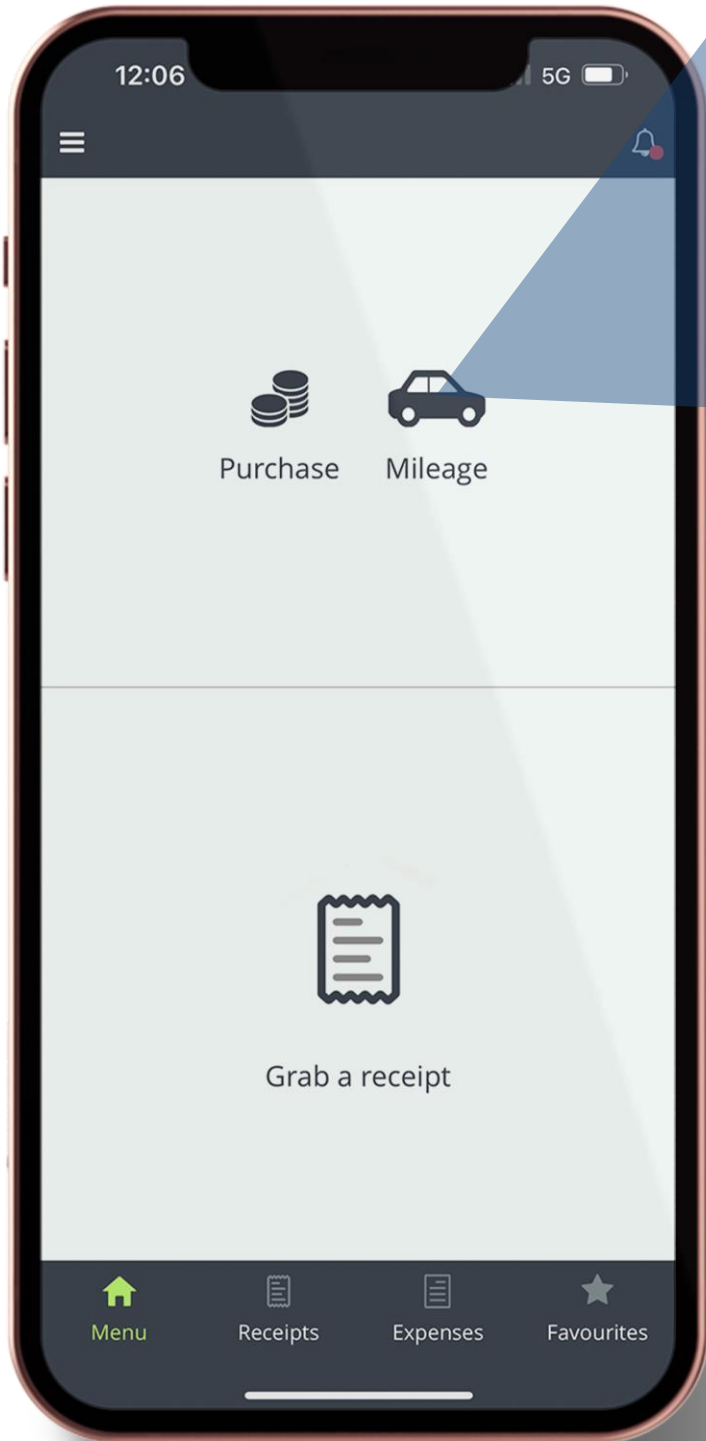
Click on the *'Red Button'* to submit the request and you'll be notified once your request is approved and processed.





CREATING MILEAGE EXPENSE

1. Select 'Mileage'



Select the '**Mileage**' option on the home screen.

2. Enter the Details

12:18 5G

< New Expense (£11.28)

Description **1**
Meeting with client at Tesco head office

Category **2**
Mileage

Department **3**
COMMON (UK BET)

From **4**
WD24 4JH

To **5**
AL7 1GA

Distance 37.6 Unit Miles

Return Journey Yes

Commute Distance 0 Return Commute No

Rate Cars and Vans (0.30)

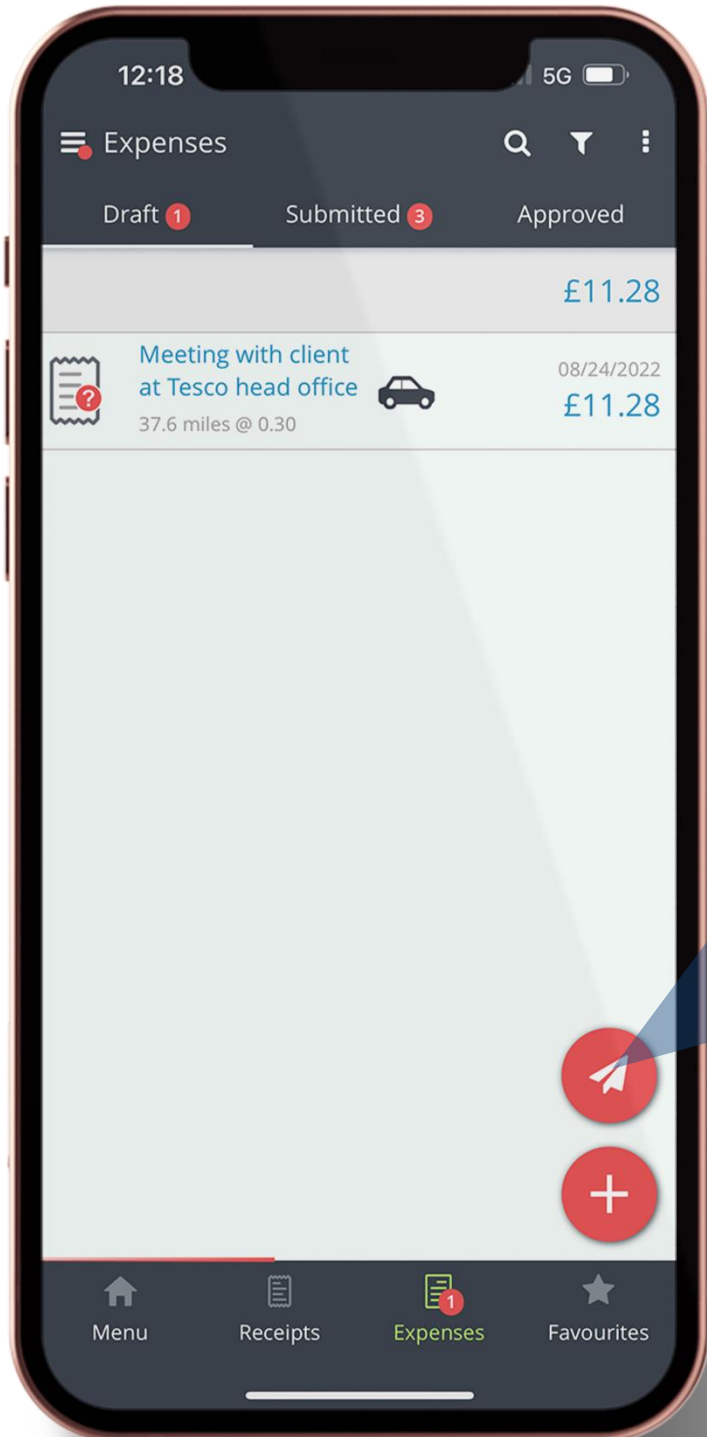
Vehicle details **6**
Diesel - 1601cc to 2000cc

7 Save

- 1** Enter detailed '*Description*'.
- 2** Under '*Category*', select '*Mileage*'.
- 3** Select the relevant '*Department*'.
- 4** Enter '*Post codes*' of the journey and the Application will calculate the distance automatically using Google Maps.
- 5** You can also add additional stops.
- 6** Enter vehicle details from the list and save the expense.
- 7** Click on the '*Save*'.

Note: You can edit the distance if it is different than the actual distance travelled.

3. Submit the Expense



Your **'Mileage expense'** is **'Created'** and saved in **'Draft'**.

Click on the **'Red Button'** to submit the request and you'll be notified once your request is approved and processed.

