DOCUMENTATION / SUPPORT DE FORMATION

Table des matières

Enter my expense reports

To declare your expense reports, go to **Human resources > My expense reports** menu.

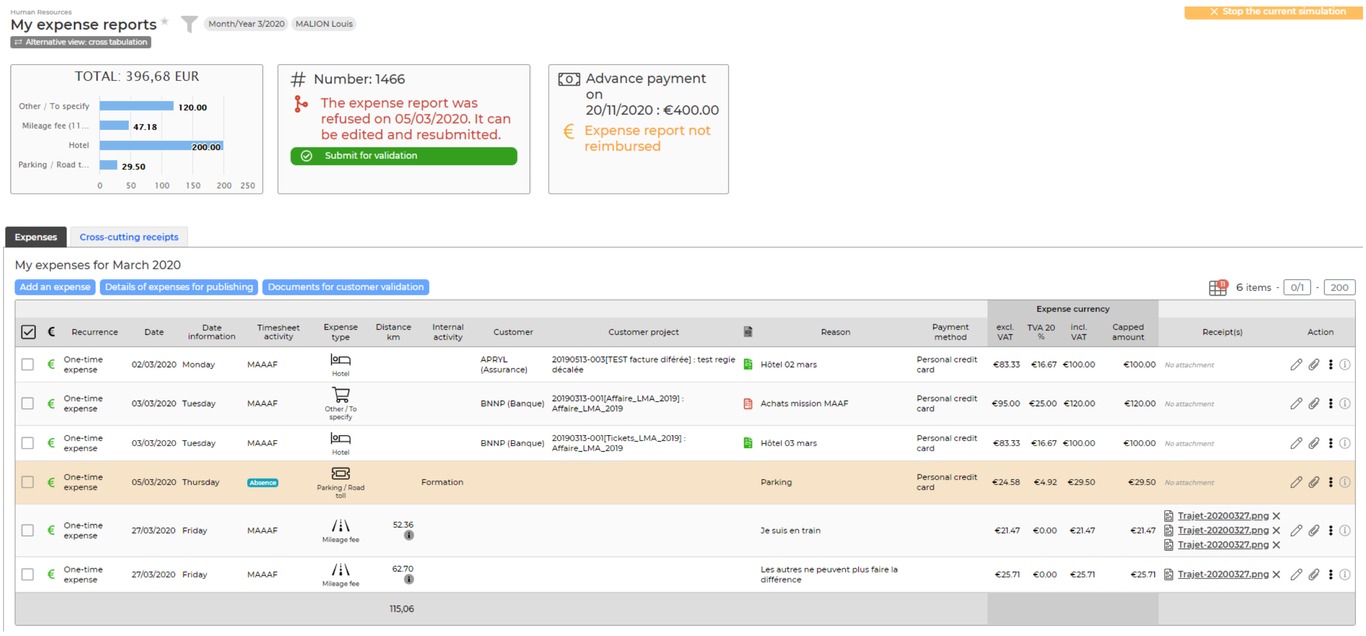
Start by checking the entry month using the filter at the top of the screen. Indeed, if you make your entry at the beginning of the month for the previous month, it will be necessary to select it just before starting your expense report.

The screen consists of three parts :

- boxes presenting: the summary of your costs, the status of the validation workflow, reimbursement informations
- The list of declared costs
- The list of cross-cutting receipts

IMPORTANT : Your fees can only be submitted for validation once a month.

Fees declaration



List actions

Global actions

Allows you to add a fee.

See the details of this action below.

Actions on each row

Edit the expense

Allows you to modify a charge after the initial entry.

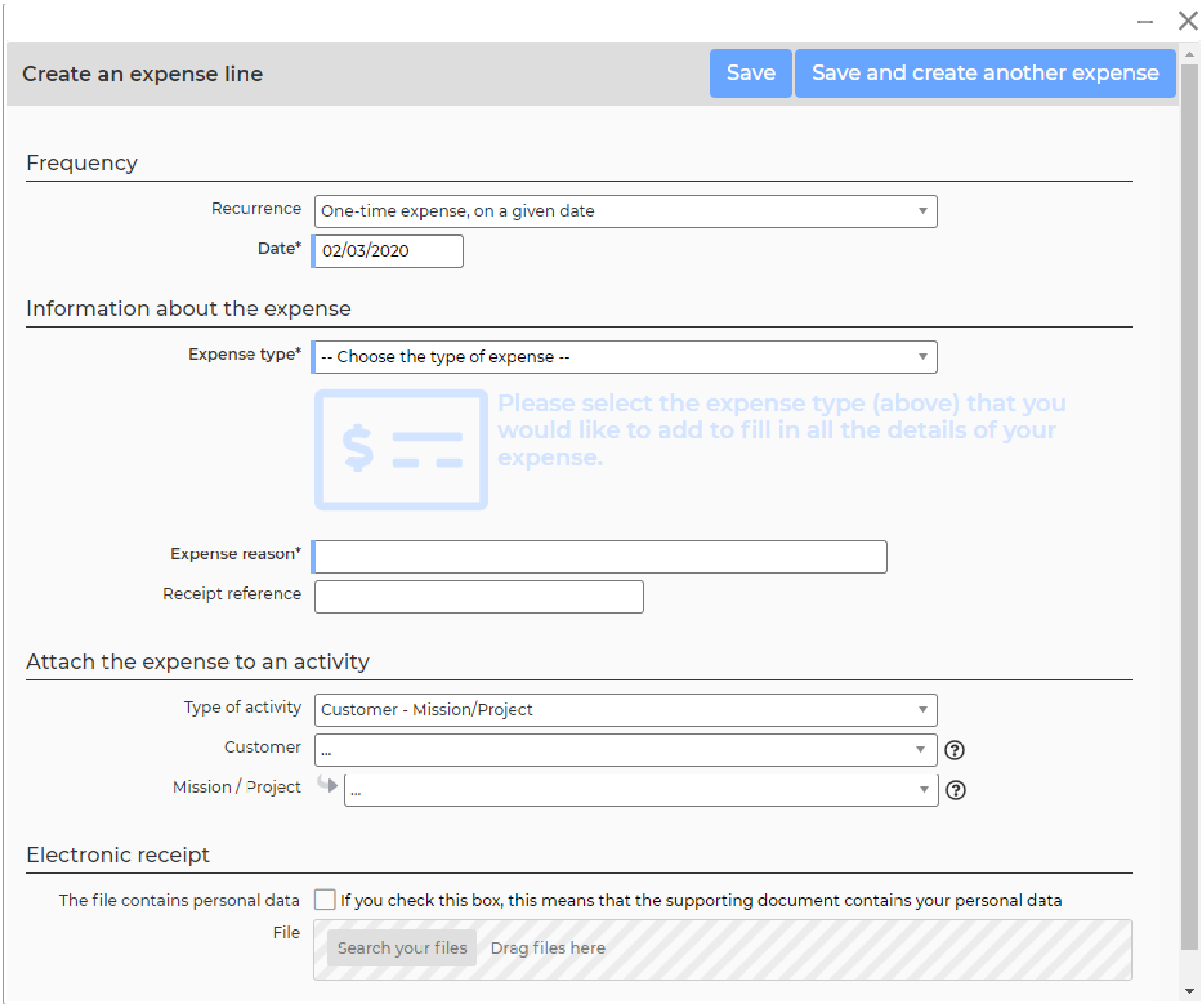
Attach documents

Allows you to attach the proper receipt to the expense.

More actions ...

From this pictogram you can delete the expense.

Add an expense



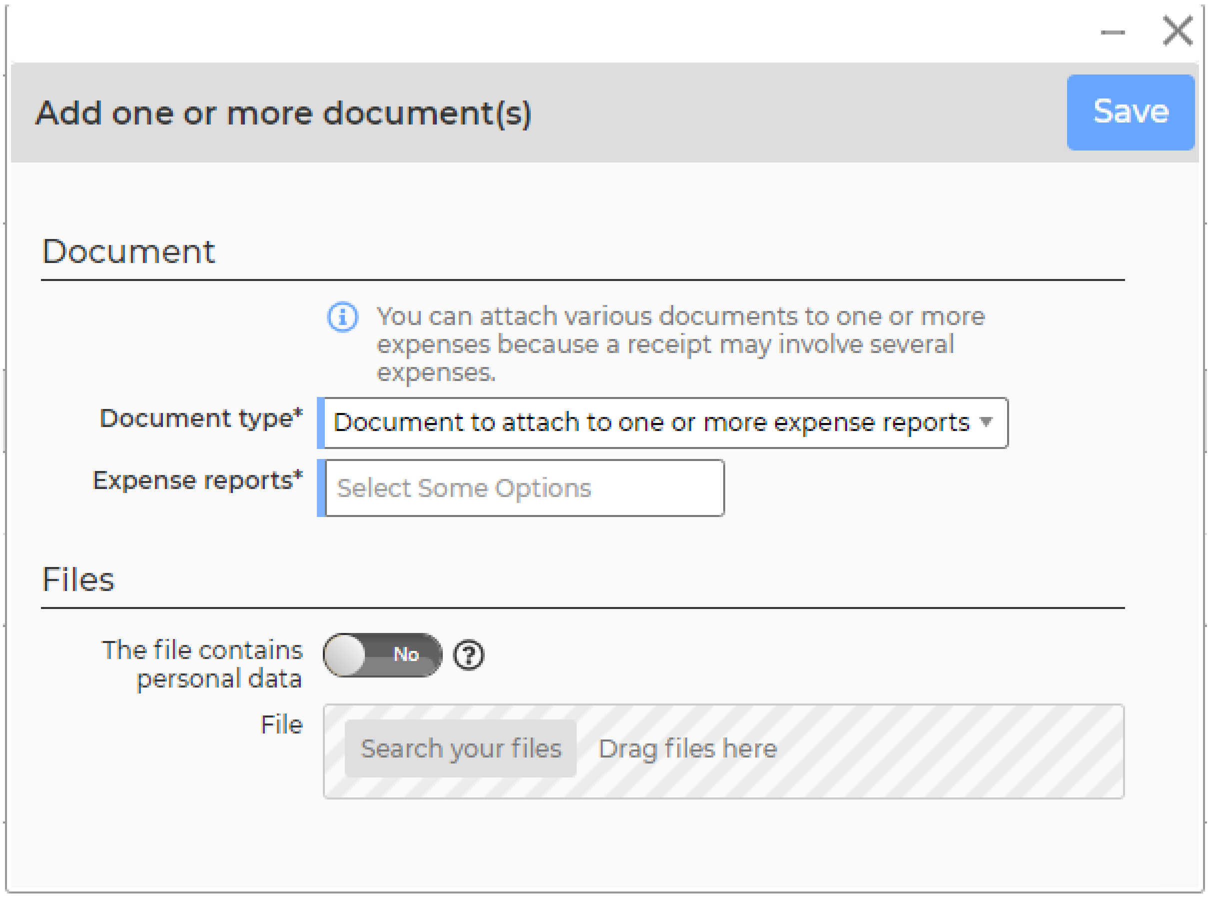
- Choose if the fee is recurring monthly or not (checkbox).
- If the fee is one-off : choose the date on which the expense was made; it must be on the

receipt.
- If the fee is recurring : choose the range of months of application.
- Choose the payment method used.
- Choose the type of expense.
- Amount or kilometers :
  - For milage-type charges, indicate the distance and depending on the application settings, choose a vehicle or a vechicle power.
  - For other fees, indicate the amount excluding tax, then enter VAT. You can enter several amounts of VAT with different rates by clicking on +. If you only know the amount including VAT, indicate it in the HT (excl tax) zone.
- Indicate the reason of the fee.
- If it is an invitation to the restaurant, check the invitation box and indicate the number of guests at the table.
- If the expense is related to a customer activity, do not forget to choose the customer ; this fee may be billed to it.
- If a customer has been chosen, the fee can be tied even more finely to a business to further facilitate re-invoicing of this fee.
- You can add an attachment to each expense line. If this item has personal datas, consider checking the dedicated box.
- Click on the **save** button to save the expense.

For each expense line, you can download one or more electronic documents justifying the expense. Expense receipts are important if your business is invoicing your customer for these fees and if they need to produce a proof for each expense. If the receipt is well attached, you save a lot of time for the person who does the invoicing.

Cross-cutting receipts

You can download one or more electronic documents supporting your expenses. Please note, these documents are transverse to all declare costs..



List actions

Global actions

Add receipts

allows you to add a receipt.

The window that opens allows you to choose a file, then by clicking on the `Attach` button, the document is downloaded on the server and is associated with the expense report.

Document to staple your receipts

Used to retrieve the standard document to be printed; on which the receipts can be stapled.

Actions on each row

View receipt

Allows you to retrieve the supporting document that was saved in the application.

Edits the associated expenses

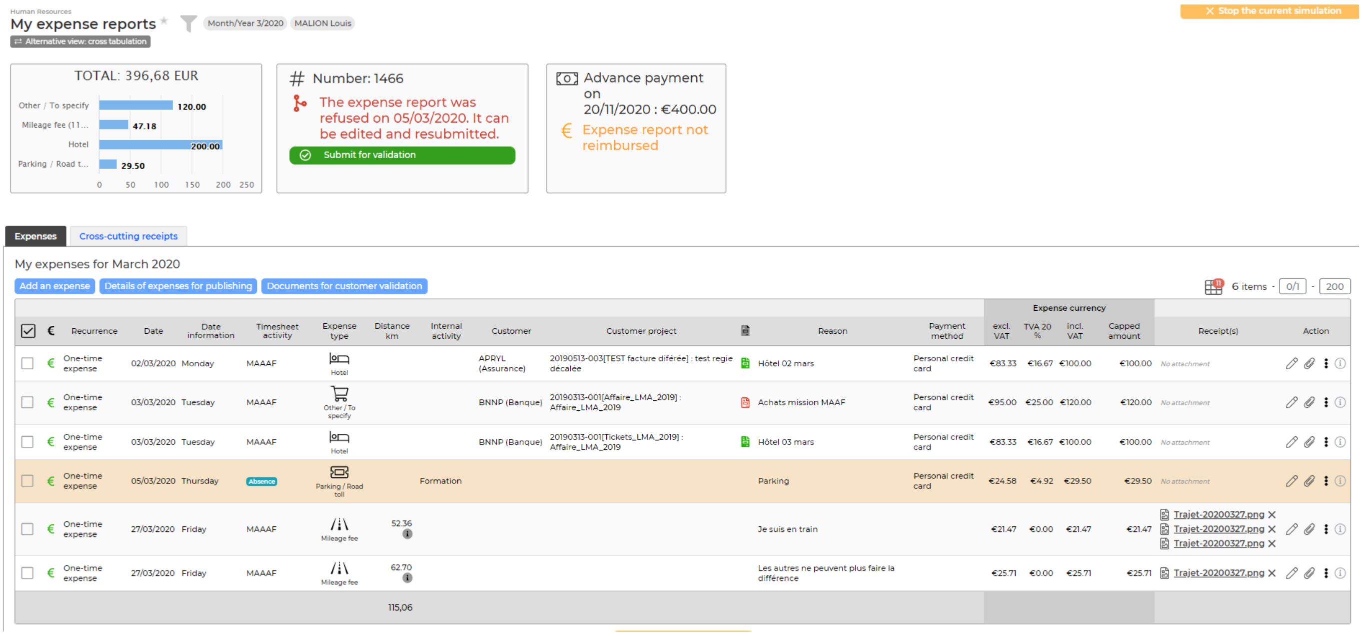
Delete the receipt Deletes the documents associated.

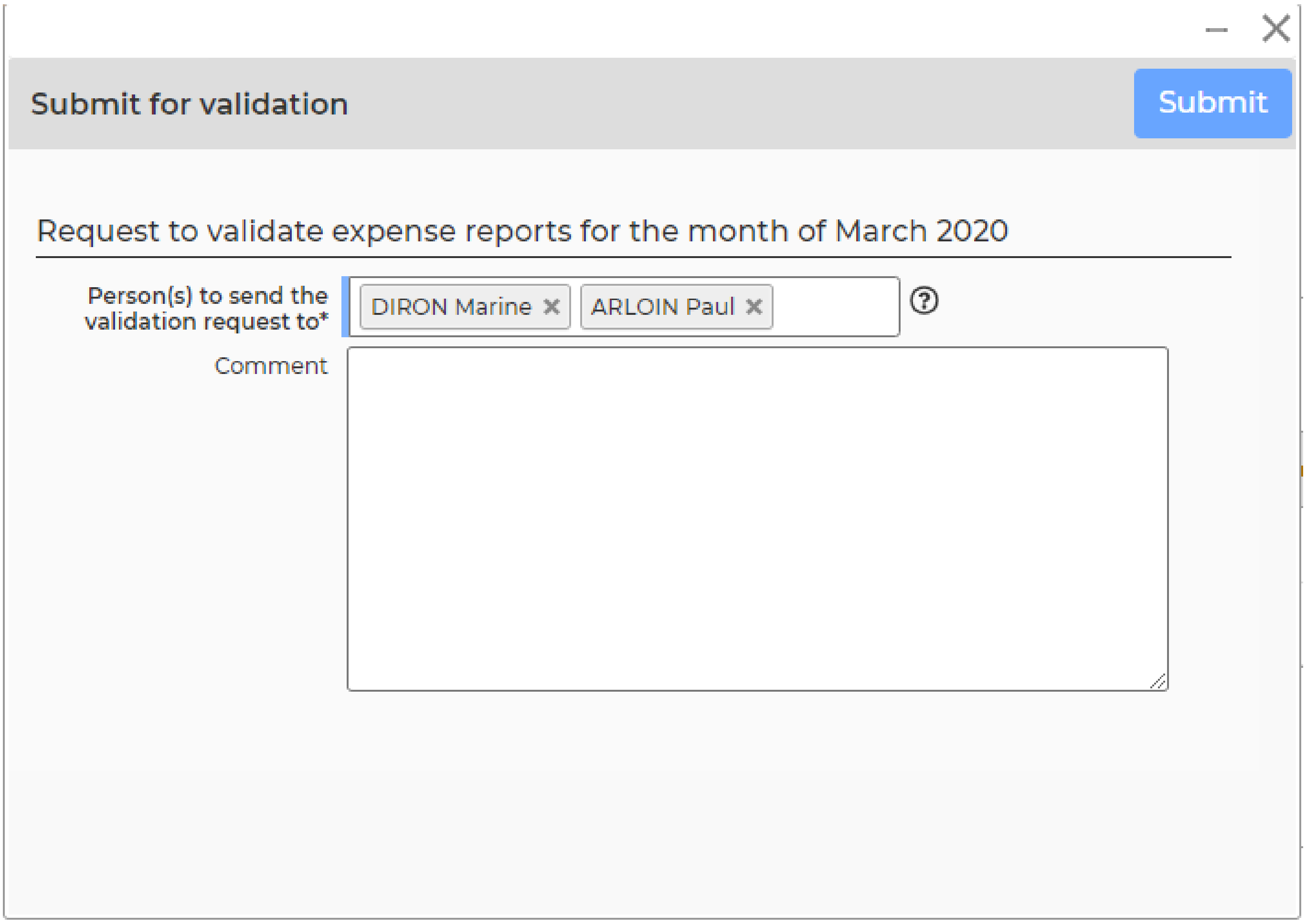
Submit your expense request for validation

Once your expenses have been entered, you must submit them for validation to your manager.

To do this, click on the link 

in the box at the top of the screen.





- Choose the manager(s) who should receive your validation request.
- Use the comment box to add any details.
- Click on the **Save** button to submit your request.
- Your manager will receive an e-mail with th request.
- The progress of the validation is also visible in the box at the top.
- As soon as a workflow update is carried out by the manager you will receive an e-mail.
- If your manager refuses, you will see the reason and you will have to adapt your expense report and then submit it again.