

DOCUMENTATION / SUPPORT DE FORMATION



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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

Human Resources
My expense reports * Month/Year: 3/2020 MALION Louis
Alternative view: cross tabulation

TOTAL: 396,68 EUR

Other / To specify	120.00
Mileage fee (11...)	47.18
Hotel	200.00
Parking / Road t...	29.50

Number: 1466

The expense report was refused on 05/03/2020. It can be edited and resubmitted.

Submit for validation

€ Advance payment on 20/11/2020 : €400.00
€ Expense report not reimbursed

Expenses **Cross-cutting receipts**

My expenses for March 2020
[Add an expense](#) [Details of expenses for publishing](#) [Documents for customer validation](#) 6 items - 0/1 - 200

	Recurrence	Date	Date information	Timesheet activity	Expense type	Distance km	Internal activity	Customer	Customer project	Reason	Payment method	excl. VAT	TVA 20 %	incl. VAT	Capped amount	Receipt(s)	Action
☐	One-time expense	02/03/2020	Monday	MAAAF	Hotel			APRYL (Assurance)	20190513-003[TEST facture déferée] : test regie décalée	Hôtel 02 mars	Personal credit card	€83.33	€16.67	€100.00	€100.00	No attachment	
☐	One-time expense	03/03/2020	Tuesday	MAAAF	Other / To specify			BNNP (Banque)	20190313-001[Affaire_LMA_2019] : Affaire_LMA_2019	Achats mission MAAF	Personal credit card	€95.00	€25.00	€120.00	€120.00	No attachment	
☐	One-time expense	03/03/2020	Tuesday	MAAAF	Hotel			BNNP (Banque)	20190313-001[Tickets_LMA_2019] : Affaire_LMA_2019	Hôtel 03 mars	Personal credit card	€83.33	€16.67	€100.00	€100.00	No attachment	
☐	One-time expense	05/03/2020	Thursday	Absence	Parking / Road toll			Formation		Parking	Personal credit card	€24.58	€4.92	€29.50	€29.50	No attachment	
☐	One-time expense	27/03/2020	Friday	MAAAF	Mileage fee	51.36				Je suis en train		€21.47	€0.00	€21.47	€21.47	Trajet_20200327.png X Trajet_20200327.png X Trajet_20200327.png X	
☐	One-time expense	27/03/2020	Friday	MAAAF	Mileage fee	62.70				Les autres ne peuvent plus faire la différence		€25.71	€0.00	€25.71	€25.71	Trajet_20200327.png X	
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List actions

Global actions

Add an expense

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

Create an expense line

Save Save and create another expense

Frequency

Recurrence One-time expense, on a given date

Date* 02/03/2020

Information about the expense

Expense type* -- Choose the type of expense --

Please select the expense type (above) that you would like to add to fill in all the details of your expense.

Expense reason*

Receipt reference

Attach the expense to an activity

Type of activity Customer - Mission/Project

Customer ...

Mission / Project ...

Electronic receipt

The file contains personal data ☐ If you check this box, this means that the supporting document contains your personal data

File Search your files Drag files here

- 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..

Add one or more document(s) Save

Document

i You can attach various documents to one or more expenses because a receipt may involve several expenses.

Document type* Document to attach to one or more expense reports ▼

Expense reports* Select Some Options

Files

The file contains personal data No ?

File Search your files Drag files here

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

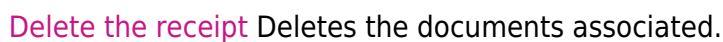
Used to retrieve the standard document to be printed; on which the receipts can be stapled.

Actions on each row

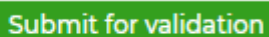
View receipt

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

Edits the associated expenses

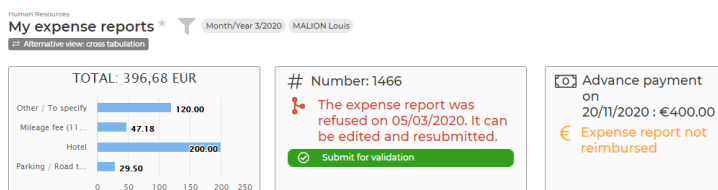


Once your expenses have been entered, you must submit them for validation to your manager.



To do this, click on the link
the screen.

in the box at the top of



Expenses

Cross-cutting receipts

My expenses for March 2020

Add an expense

Details of expenses for publishing

Documents for customer validation

6 items

0/1

200

☒	€	Recurrence	Date	Date information	Timesheet activity	Expense type	Distance km	Internal activity	Customer	Customer project		Reason	Payment method	Expense currency				Receipt(s)	Action
														excl. VAT	TVA 20 %	incl. VAT	Capped amount		
☐	€	One-time expense	02/03/2020	Monday	MAAAF	Hotel			APRYL (Assurance)	20190313-003[Test facture différée]: test regle décalée		Hôtel 02 mars	Personal credit card	€83.33	€16.67	€100.00	€100.00	No attachment	
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☐	€	One-time expense	05/03/2020	Thursday	Absence	Parking / Road fee		Formation				Parking	Personal credit card	€24.58	€4.92	€29.50	€29.50	No attachment	
☐	€	One-time expense	27/03/2020	Friday	MAAAF	Message fee	52.36					Je suis en train		€21.47	€0.00	€21.47	€21.47	Trajet-20200327.png X Trajet-20200327.png X Trajet-20200327.png X	
☐	€	One-time expense	27/03/2020	Friday	MAAAF	Message fee	62.70					Les autres ne peuvent plus faire la différence		€25.71	€0.00	€25.71	€25.71	Trajet-20200327.png X Trajet-20200327.png X	

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Submit for validation

Submit

Request to validate expense reports for the month of March 2020

Person(s) to send the validation request to*

DIRON Marine x

ARLOIN Paul x

?

Comment

- 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.