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IHTSDO Online Expense System - zExpense

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Status: Current

Amendment History

Version	Date	Editor	Comments
0.01	20150520	YDA	First draft for comments
0.02	20150527	YDA	Revisions made based on JGK and KNI comments
1.00	20150616	YDA	Current version

Approvals

Version	Date	Approver	Comments
1.00	20150616	KNI/RDA	

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1 Introduction

This document outlines the instructions for the online IHTSDO expense system (zExpense).

Note:

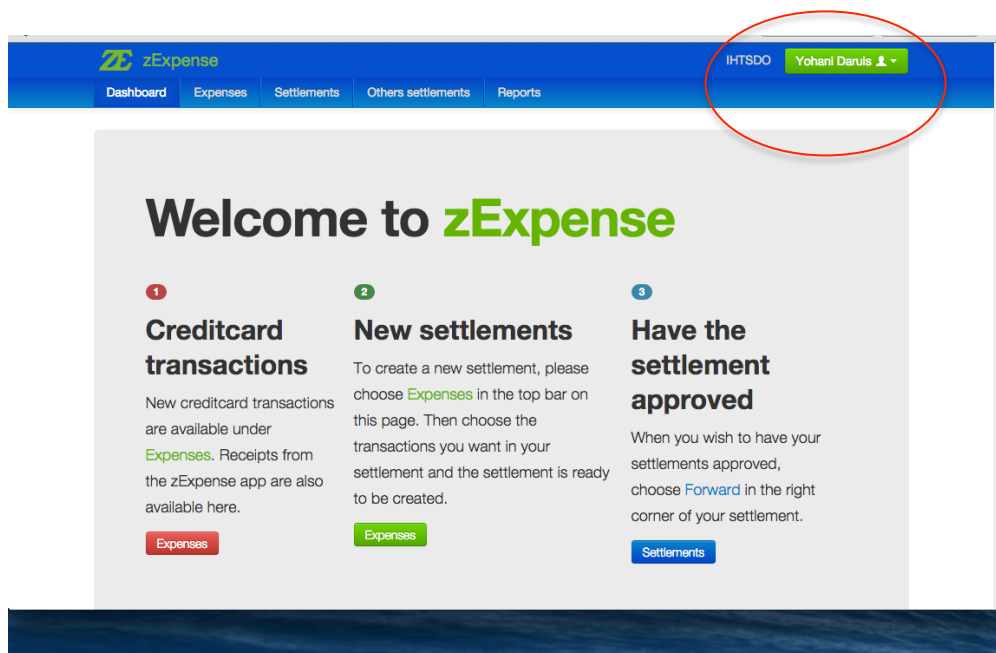
1. Travel expense claims should be in accordance with [IHTSDO Travel Policy](#).
2. Purchases should be in accordance with [IHTSDO Procurement Policy](#).
3. IT related expenses require pre-approval by the Head of Applications and Architecture ([see guidance here](#)).

Please do not hesitate to contact Yohani Daruis (yda@ihtsdo.org) if you have any questions.

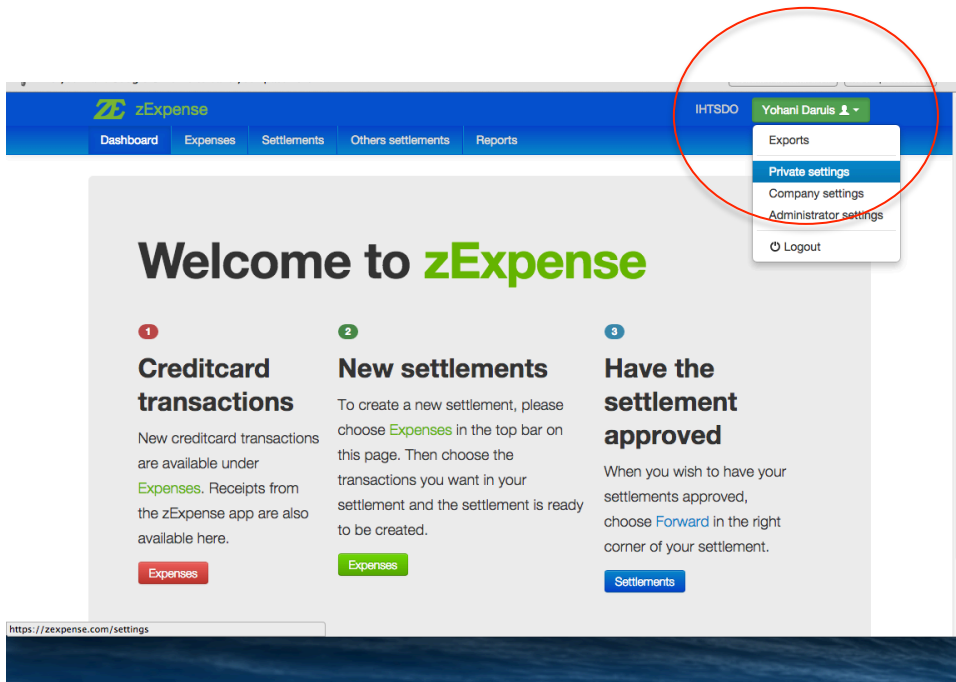
2 Logging on

1. Go to <https://zexpense.com>
2. User name: email address eg. xyz@ihtsdo.org
3. Password: enter the password sent to you by the Office.

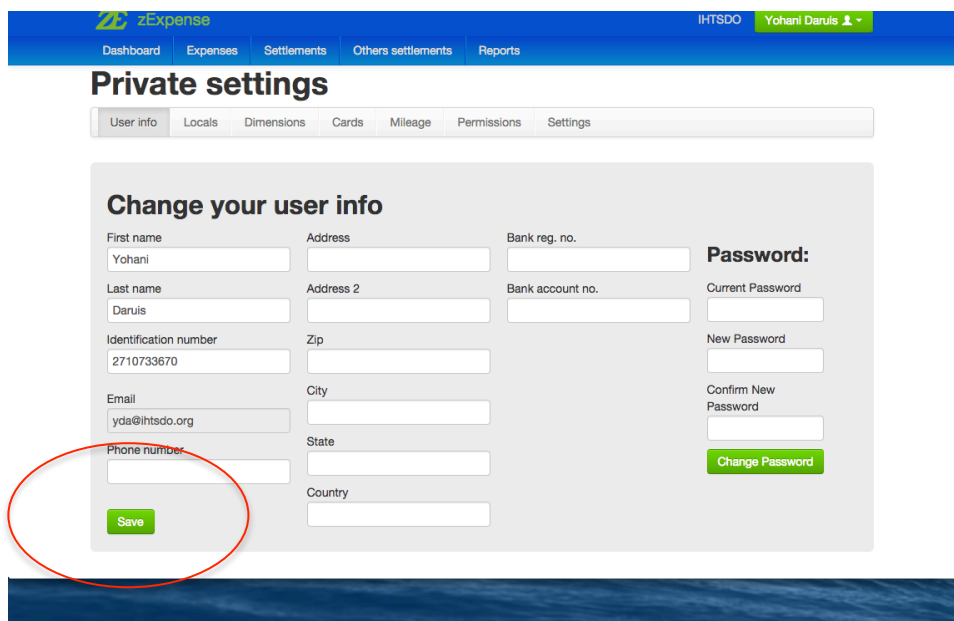
3 Changing password and user information



1. Click on the pull down menu next to your name.
2. Select 'Private Settings'.



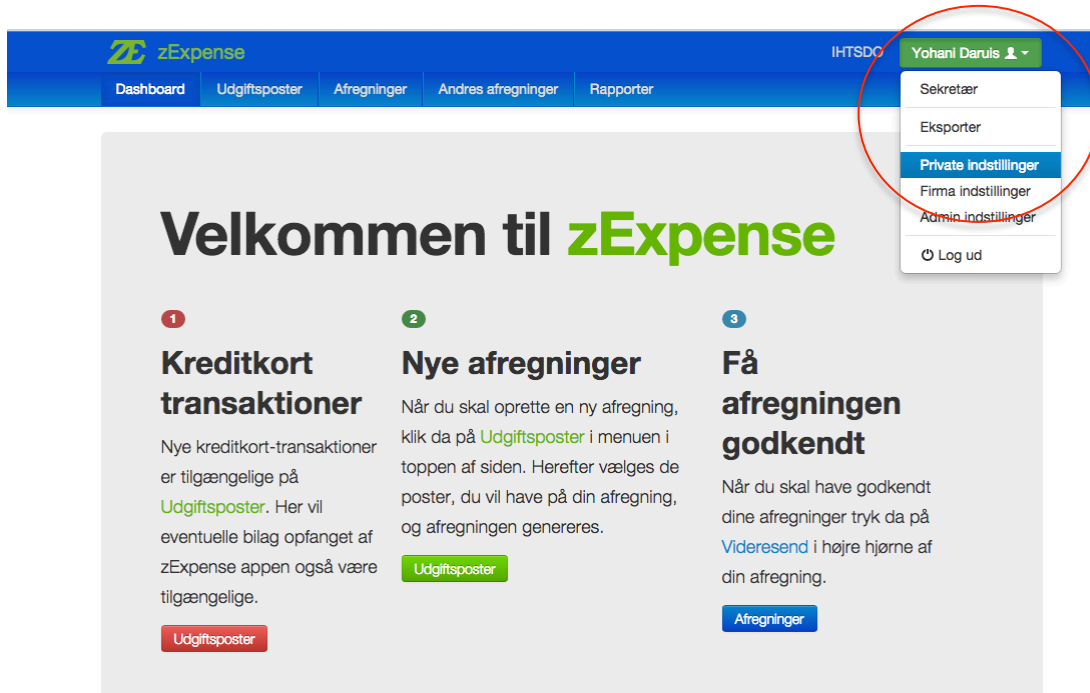
3. Make the desired changes and click ‘Save’.



4 Setting language and timezone

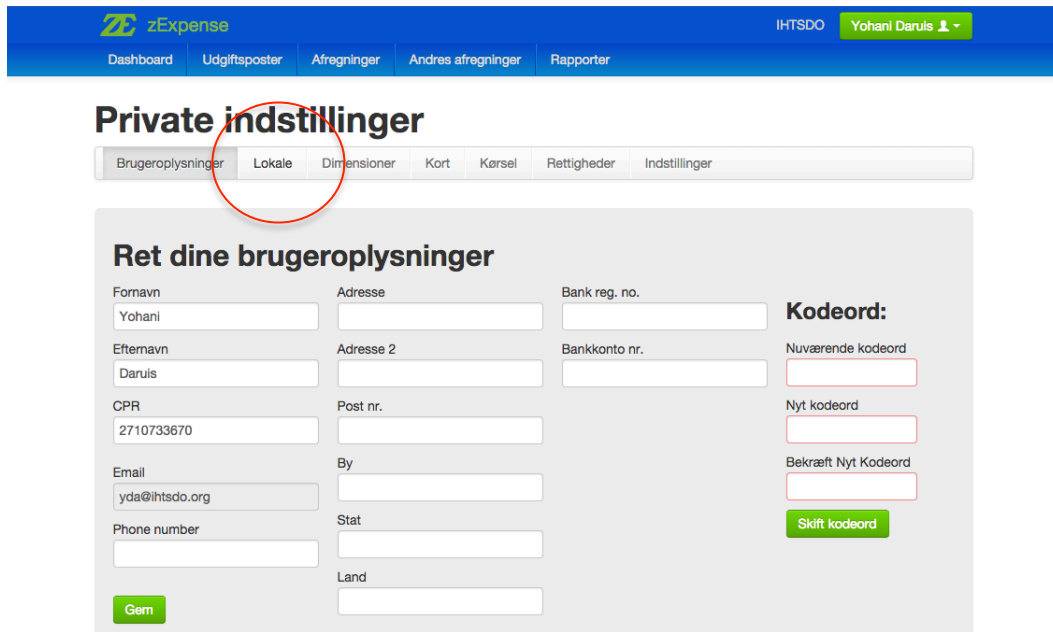
Upon logging onto zExpense, you should find English as the default language. However, if you find the landing page is in Danish and would like to change it to English, you should do the following:

1. Click on your name in the top right, choose “Private Instillinger”.



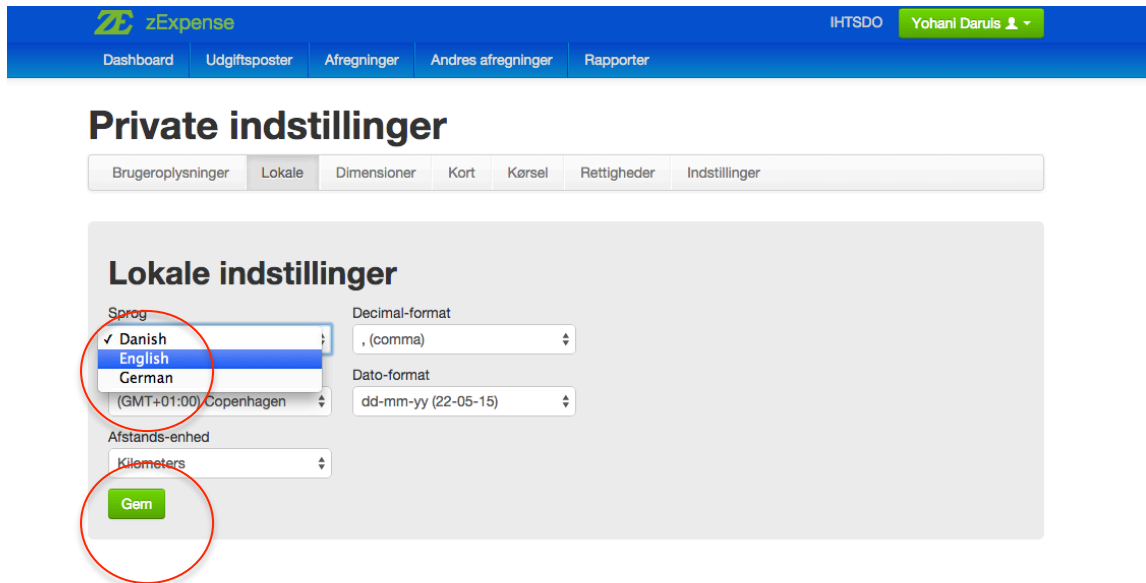
The screenshot shows the zExpense dashboard. At the top, there is a navigation bar with the zExpense logo and the user name 'Yohani Daruls'. Below the navigation bar, there are several menu items: Dashboard, Udgiftsposter, Afregninger, Andres afregninger, and Rapporter. A dropdown menu is open for the user name, showing options: Sekretær, Eksporter, Private indstillinger (highlighted with a red circle), Firma indstillinger, Admin indstillinger, and Log ud. The main content area has a large heading 'Velkommen til zExpense' and three numbered steps: 1. Kreditkort transaktioner, 2. Nye afregninger, and 3. Få afregningen godkendt. Each step has a brief description and a button: 'Udgiftsposter' for step 1, 'Udgiftsposter' for step 2, and 'Afregninger' for step 3.

2. Then click “Lokale” or “Locals”.



The screenshot shows the 'Private indstillinger' page. The navigation bar at the top is the same as in the previous screenshot. Below the navigation bar, there is a heading 'Private indstillinger' and a tabbed interface. The 'Lokale' tab is selected and highlighted with a red circle. Below the tabs, there is a form titled 'Ret dine brugeroplysninger'. The form has several input fields: Fornavn (Yohani), Efternavn (Daruls), CPR (2710733670), Email (yda@ihtsdo.org), and Phone number. There are also fields for Adresse, Adresse 2, Post nr., By, Stat, and Land. On the right side, there are fields for Bank reg. no., Bankkonto nr., and Kodeord (Nuværende kodeord, Nyt kodeord, Bekræft Nyt Kodeord). A 'Skift kodeord' button is located below the code fields. A 'Gem' button is located at the bottom left of the form.

3. Then click “Sprog” and select English, then “Gem” or “Save”.
4. To change the time zone, use the Timezone menu to select your location, then “Gem” or “Save”.



The screenshot shows the 'Private indstillinger' (Private settings) page in the zExpense system. The 'Lokale indstillinger' (Local settings) section is active. The 'Sprog' (Language) dropdown menu is open, showing 'Danish', 'English', and 'German'. 'English' is selected. The 'Gem' (Save) button is also highlighted. Other settings include 'Decimal-format' (comma), 'Dato-format' (dd-mm-yy), and 'Afstands-enhed' (Kilometers).

5 Scanning and uploading a receipt

Only use one of the three options below to upload a receipt onto zExpense.

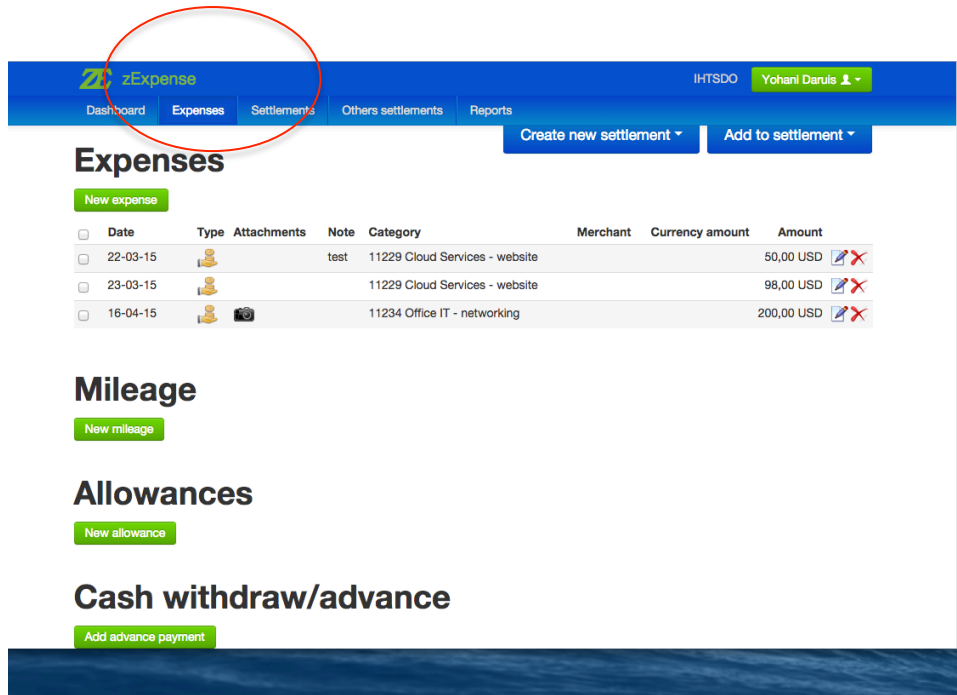
5.1 Option 1: Upload receipts onto zExpense

Scan and save your receipts with the naming convention:

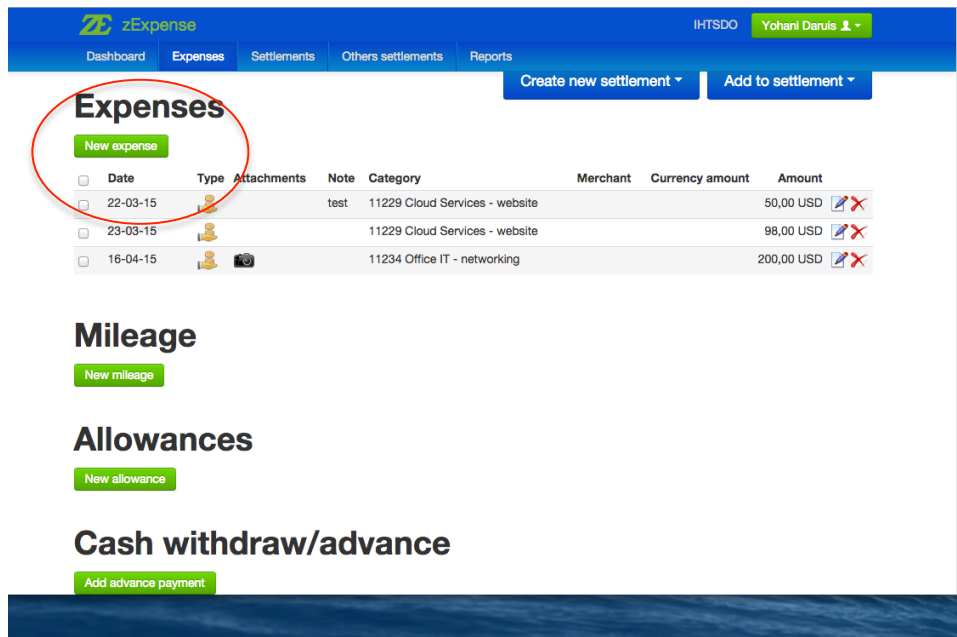
Initials_date(YYYYMMDD)_Description

Eg. YDA_20150417_Office stationery

1. To upload a receipt, click on Expenses

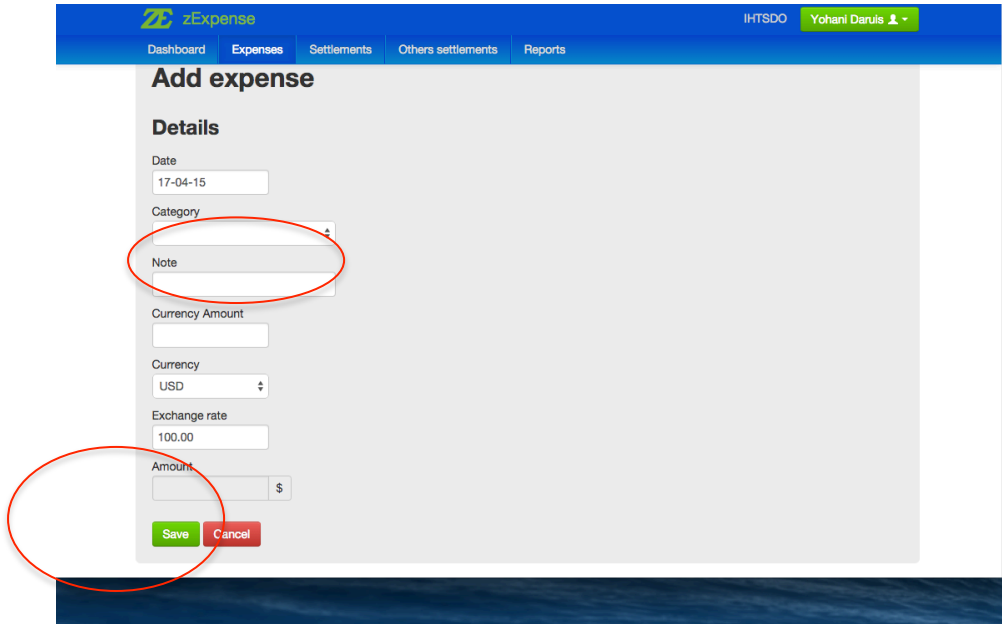


2. Then click on 'New Expense'.



3. Fill in the details as shown on your receipt. Please use the value of currency charged.

4. Select the Category for your receipt claim, e.g. 'Travel expense - April conference' for April conference related expenses.
5. Use the 'Note' feature to describe the expense, e.g. 'Train ticket from London to Birmingham.'

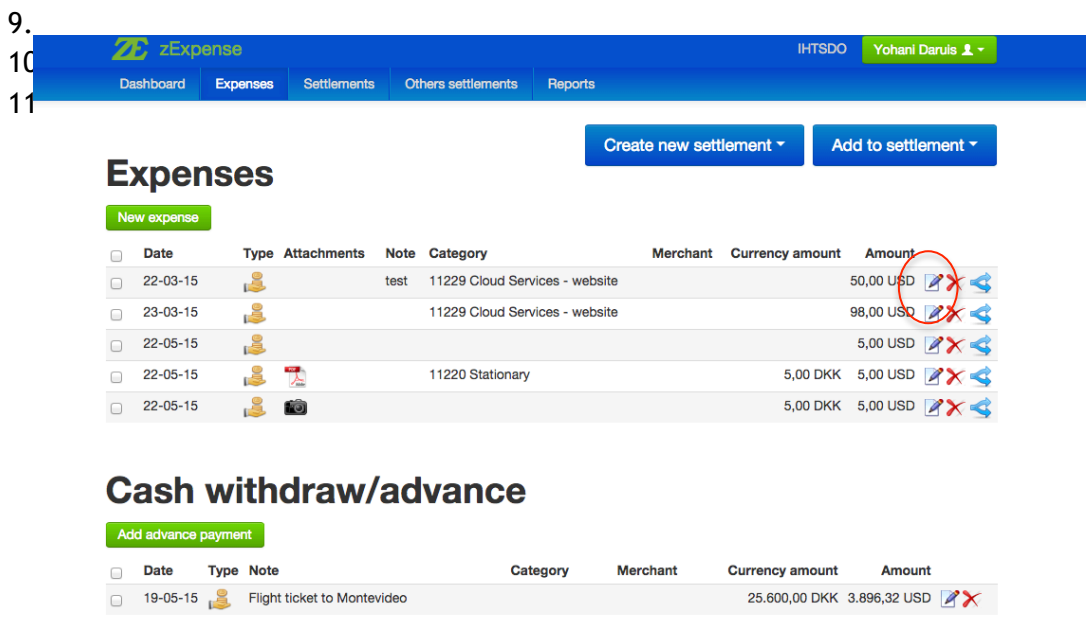


6. When complete, click the 'Save' button.
7. Repeat steps 3 to 6 to enter each receipt claim.
8. Go back into the Pencil icon with that line to upload the receipt.

9.

10.

11.



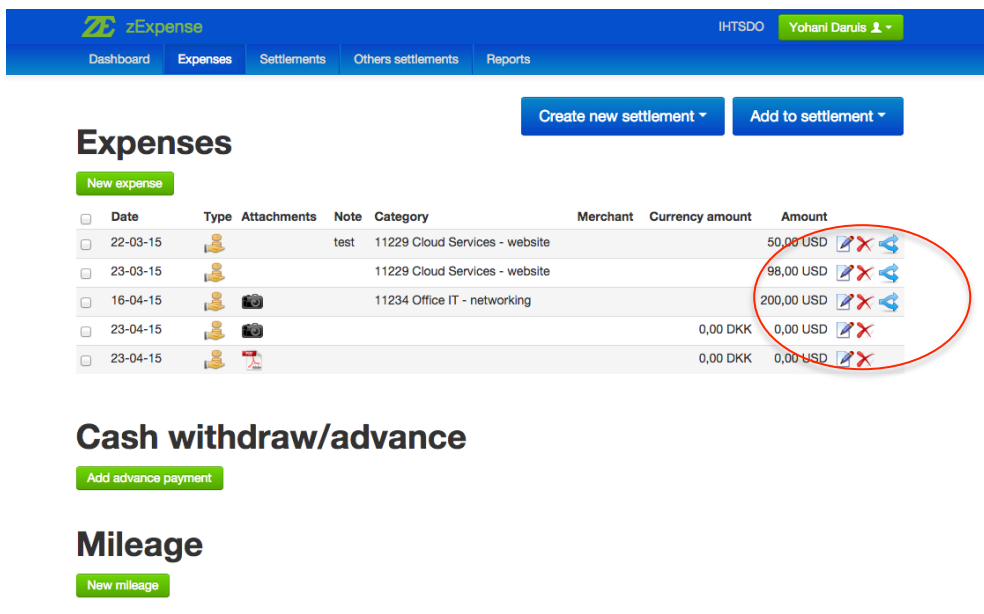
Date	Type	Attachments	Note	Category	Merchant	Currency amount	Amount
22-03-15			test	11229 Cloud Services - website		50,00 USD	
23-03-15				11229 Cloud Services - website		98,00 USD	
22-05-15						5,00 USD	
22-05-15				11220 Stationary		5,00 DKK	5,00 USD
22-05-15						5,00 DKK	5,00 USD

Date	Type	Note	Category	Merchant	Currency amount	Amount
19-05-15		Flight ticket to Montevideo			25.600,00 DKK	3.896,32 USD

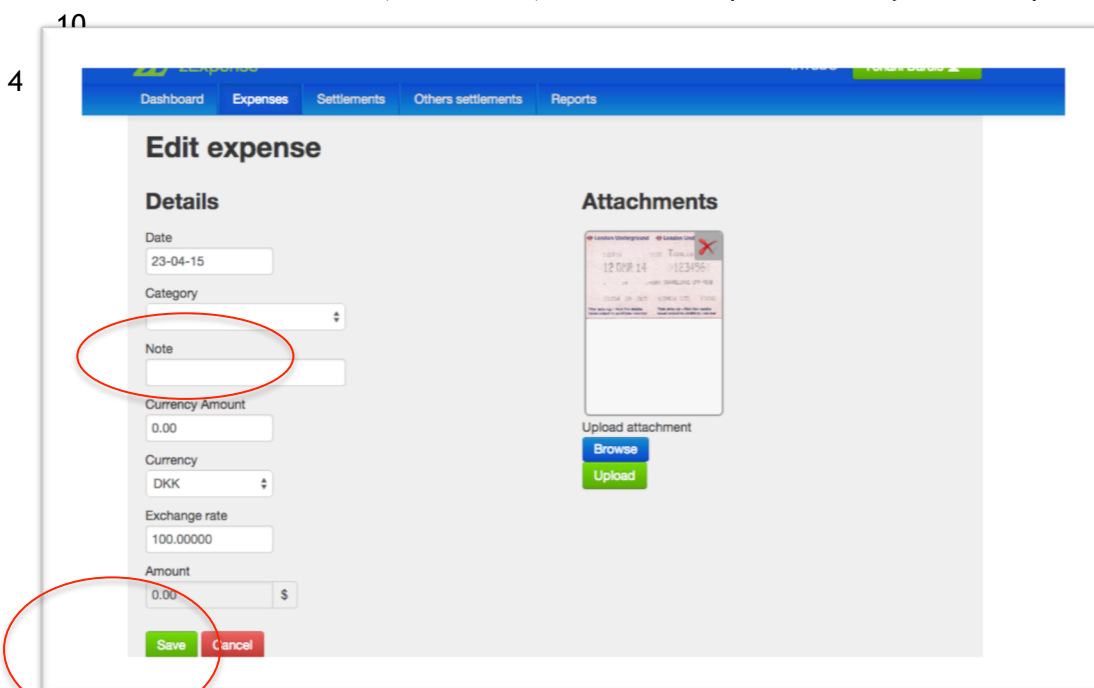
9. To edit an entry, click on the Pencil icon. To delete an entry, click on the Red X icon.

5.2 Option 2: Email receipts to receipts@zebon.dk

1. Scan and save your receipts with the naming convention:
Initials_date(YYYYMMDD)_Description
Eg. YDA_20150417_Office stationery
2. Email your scanned receipts, (one receipt per email) to receipts@zebon.dk Please ensure that you use your IHTSDO email account, as your email is your user id.
3. zExpense will create a new expense line for each receipt received (refresh the screen).



4. Click on the edit button (Pencil icon) for that receipt line to key in the expense details.



5. Fill in the details as shown on your receipt. Please use the value of currency charged.
6. Select the Category for your receipt claim, e.g. 'Travel expense - April conference' for April conference related expenses.
7. Use the 'Note' feature to describe the expense. e.g. Train ticket from London to Birmingham.
8. When complete, click the 'Save' button.
9. Repeat steps 3 to 7 to enter each receipt claim.
10. To edit an entry, click on the Pencil icon. To delete an entry, click on the Red X icon.

5.3 Option 3: Scan receipts using zExpense Mobile App

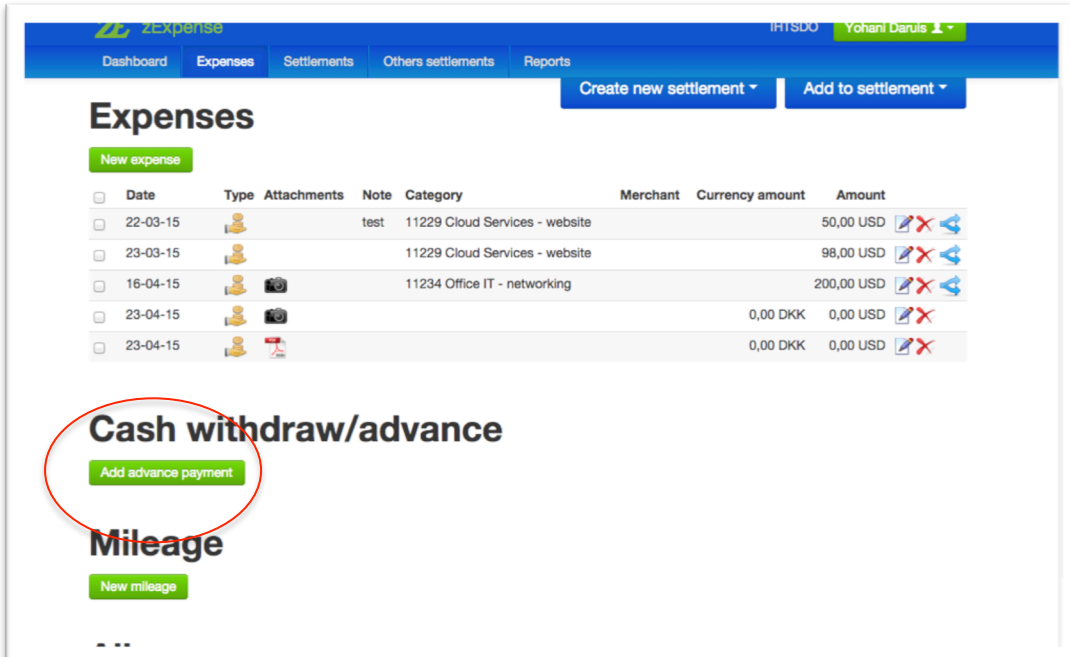
This section is to be added.

6 Cash withdraw/advance

This feature is used when a cash advance has been made prior to actual purchase. Cash advances require authorization from your Line Manager and CEO.

6.1 Entering a cash advance

1. Click 'Add advance payment'



The screenshot shows the zExpense web interface. At the top, there is a navigation bar with 'Dashboard', 'Expenses', 'Settlements', 'Others settlements', and 'Reports'. The 'Expenses' section is active, displaying a table of expenses. Below the table, there are sections for 'Cash withdraw/advance' and 'Mileage'. The 'Add advance payment' button is circled in red.

Date	Type	Attachments	Note	Category	Merchant	Currency amount	Amount
22-03-15			test	11229 Cloud Services - website			50,00 USD
23-03-15				11229 Cloud Services - website			98,00 USD
16-04-15				11234 Office IT - networking			200,00 USD
23-04-15						0,00 DKK	0,00 USD
23-04-15						0,00 DKK	0,00 USD

- 2. Enter details of advance payment, using value and currency as per the actual transfer.
- 3. When complete, click the 'Save' button.

Add new advance payment

Details

Date: 19-05-15

Note: [text input]

Currency Amount: [text input]

Currency: USD

Exchange rate: 100.00

Amount: [text input] \$

Save **Cancel**

- 4. To edit an entry, click on the Pencil icon. To delete an entry, click on the Red X icon.

zExpense IHTSDO Yohani Darulis

Dashboard Expenses Settlements Others settlements Reports

<input type="checkbox"/>	16-04-15			11234 Office IT - networking	200,00 USD			
<input type="checkbox"/>	23-04-15				0,00 DKK 0,00 USD			
<input type="checkbox"/>	23-04-15				0,00 DKK 0,00 USD			

Cash withdraw/advance

Add advance payment

<input type="checkbox"/>	Date	Type	Note	Category	Merchant	Currency amount	Amount	
<input type="checkbox"/>	19-05-15		Flight ticket to Montevideo			25.600,00 DKK	3.896,32 USD	

Mileage

New mileage

Allowances

New allowance

7 Mileage

You may claim mileage, if you have used your private car for business purposes, e.g. external meetings, trips to/from airport, etc. The 2015 rate per kilometer driven is DKK 3.73 as stipulated by the Danish tax authorities.

1. To enter mileage for a particular trip, click on 'New Mileage'.

The screenshot shows the zExpense dashboard with a blue header. The 'Expenses' tab is active. Below the header, there is a table of expenses. Below the table, there are sections for 'Cash withdraw/advance', 'Mileage', and 'Allowances'. The 'Mileage' section has a green button labeled 'New mileage' which is circled in red. The 'Allowances' section has a green button labeled 'New allowance'.

2. Enter date travelled.
3. Enter from/to and distance in kilometers.
4. The 'Note' field should be used to state the reason for travel, e.g. for April conference travel.
5. If you are claiming a return trip, check the 'Make return route' box.

The screenshot shows the 'Add mileage' form. The form has the following fields: Date (26-05-15), From (Gammeltorv), To (CPH Airport), Distance (0 km), Reg No. (xxxxx), Note, Compensation (Standard), and Make return route (checked). The 'Make return route' checkbox is circled in red. There are 'Save' and 'Cancel' buttons at the bottom.

6. To edit an entry, click on the Pencil icon. To delete an entry, click on the Red X icon.

Cash withdraw/advance

Add advance payment

Date	Type	Note	Category	Merchant	Currency amount	Amount
19-05-15		Flight ticket to Montevideo			25.600,00 DKK	3.896,32 USD

Mileage

New mileage

Date	Type	From	To	Compensation	Note	Distance
11-05-15				Standard	For April conference travel	0 km
11-05-15				Standard	For April conference travel	0 km

Allowances

New allowance

8 Allowances

Allowances (per diem) are awarded for trips lasting more than 24 hours. If a trip is less than 24 hours, then meals are claimable per receipt.

Note: Per diem rates are dependent on the destination. If the country you have travelled to is not listed, please contact Yohani at yda@ihtsdo.org

Cash withdraw/advance

Add advance payment

Date	Type	Note	Category	Merchant	Currency amount	Amount
19-05-15		Flight ticket to Montevideo			25.600,00 DKK	3.896,32 USD

Mileage

New mileage

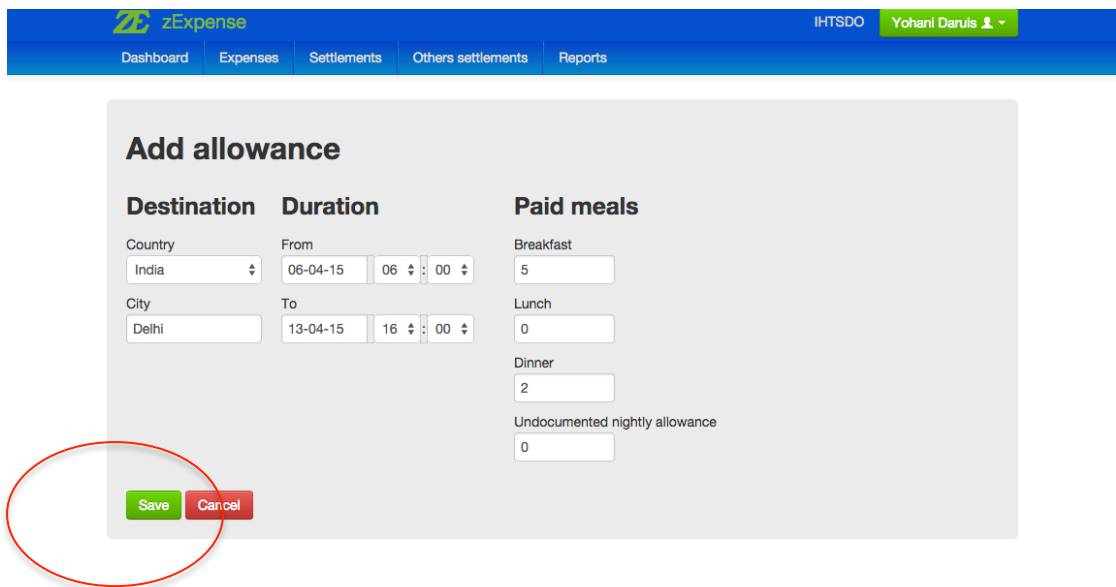
Date	Type	From	To	Compensation	Note	Distance
11-05-15				Standard	For April conference travel	0 km
11-05-15				Standard	For April conference travel	0 km

Allowances

New allowance

1. To claim per diem for a trip, click 'New allowance'.
2. Choose country of destination.

3. Enter 'City' travelled to.
4. Enter 'From' date and time (when you left your home).
5. Enter 'To' date and time (when you arrived home).
6. Enter the number of breakfasts, lunches and dinners, which were provided during the trip.
7. When complete, click the 'Save' button.



Add allowance

Destination **Duration** **Paid meals**

Country: India From: 06-04-15 06:00 Breakfast: 5

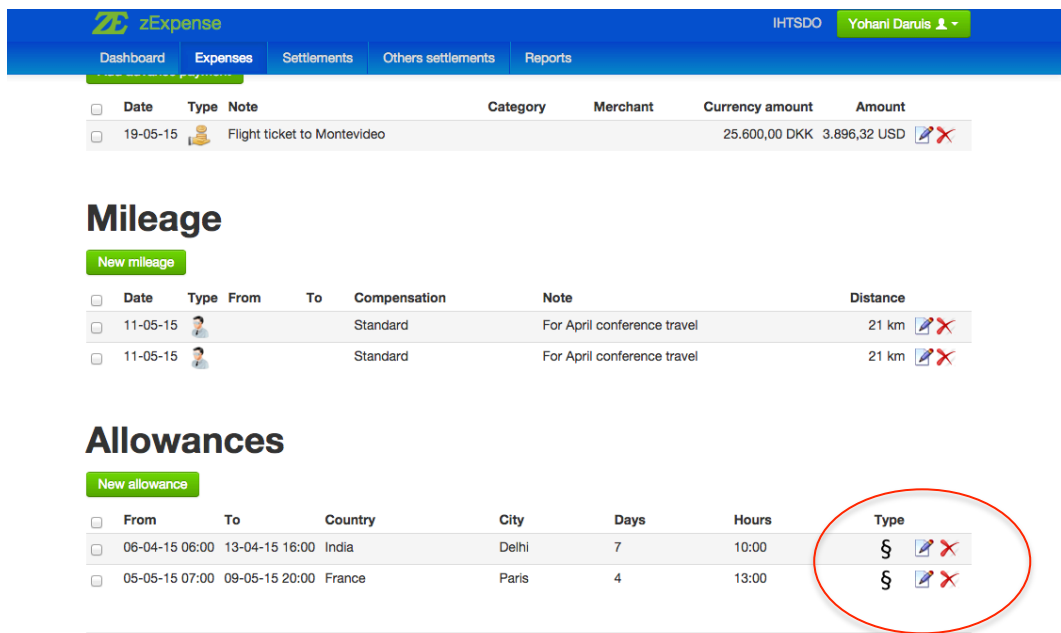
City: Delhi To: 13-04-15 16:00 Lunch: 0

Dinner: 2

Undocumented nightly allowance: 0

Save **Cancel**

8. To edit an entry, click on the Pencil icon. To delete an entry, click on the Red X icon.



Expenses

Date	Type	Note	Category	Merchant	Currency amount	Amount
19-05-15		Flight ticket to Montevideo			25.600,00 DKK	3.896,32 USD

Mileage

[New mileage](#)

Date	Type	From	To	Compensation	Note	Distance
11-05-15				Standard	For April conference travel	21 km
11-05-15				Standard	For April conference travel	21 km

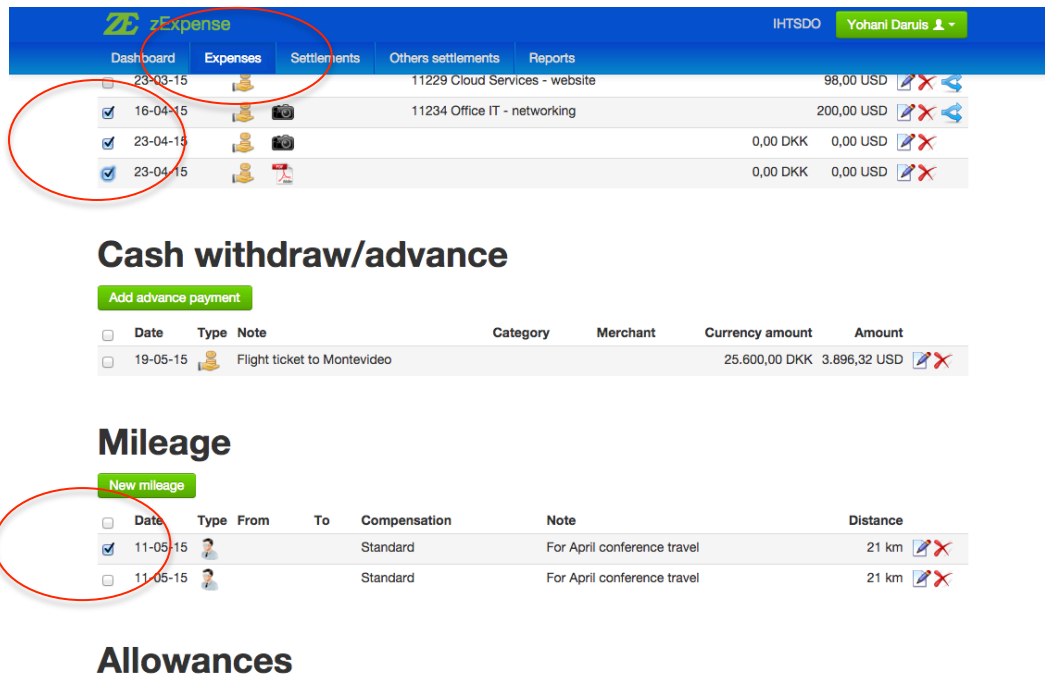
Allowances

[New allowance](#)

From	To	Country	City	Days	Hours	Type
06-04-15 06:00	13-04-15 16:00	India	Delhi	7	10:00	\$
05-05-15 07:00	09-05-15 20:00	France	Paris	4	13:00	\$

9 Creating and submitting an expense claim

1. Click on 'Expenses'
2. Tick the entries related to the expense claim. If there are no entries related to the claim, then go to step 3.



Expenses

Date	Type	Note	Category	Merchant	Currency amount	Amount
<input type="checkbox"/> 23-03-15			11229 Cloud Services - website		98,00 USD	
<input checked="" type="checkbox"/> 16-04-15			11234 Office IT - networking		200,00 USD	
<input checked="" type="checkbox"/> 23-04-15					0,00 DKK	0,00 USD
<input checked="" type="checkbox"/> 23-04-15					0,00 DKK	0,00 USD

Cash withdraw/advance

Add advance payment

Date	Type	Note	Category	Merchant	Currency amount	Amount
<input type="checkbox"/> 19-05-15		Flight ticket to Montevideo			25.600,00 DKK	3.896,32 USD

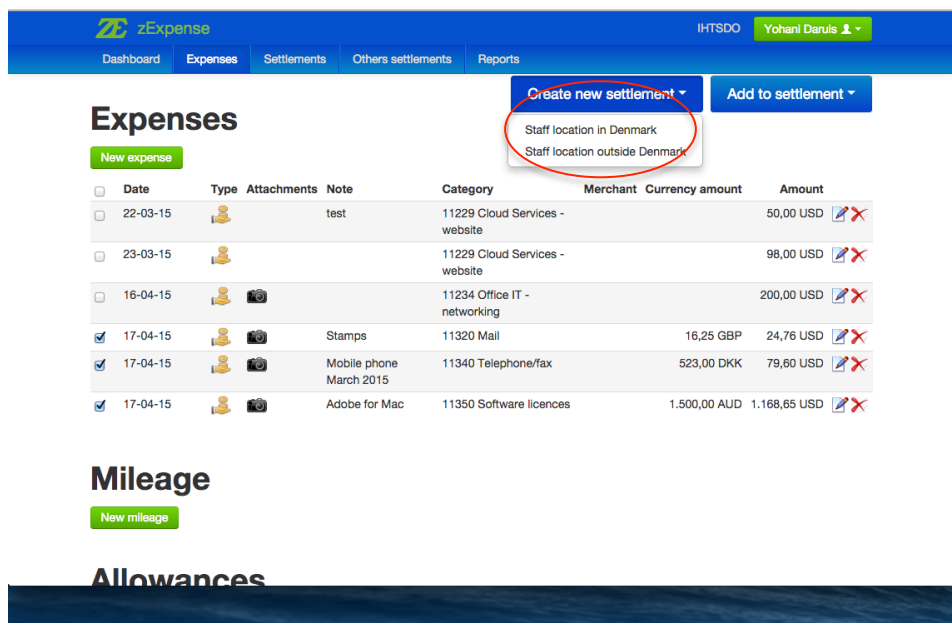
Mileage

New mileage

Date	Type	From	To	Compensation	Note	Distance
<input checked="" type="checkbox"/> 11-05-15				Standard	For April conference travel	21 km
<input type="checkbox"/> 11-05-15				Standard	For April conference travel	21 km

Allowances

3. Click on 'Create New Settlement'.
4. Staff residing in Denmark, select '*Staff location in Denmark'.
5. Staff residing in Australia, Canada, Sweden, UK or US, select 'Staff location outside Denmark'.



Expenses

Create new settlement | Add to settlement

Staff location in Denmark
Staff location outside Denmark

New expense

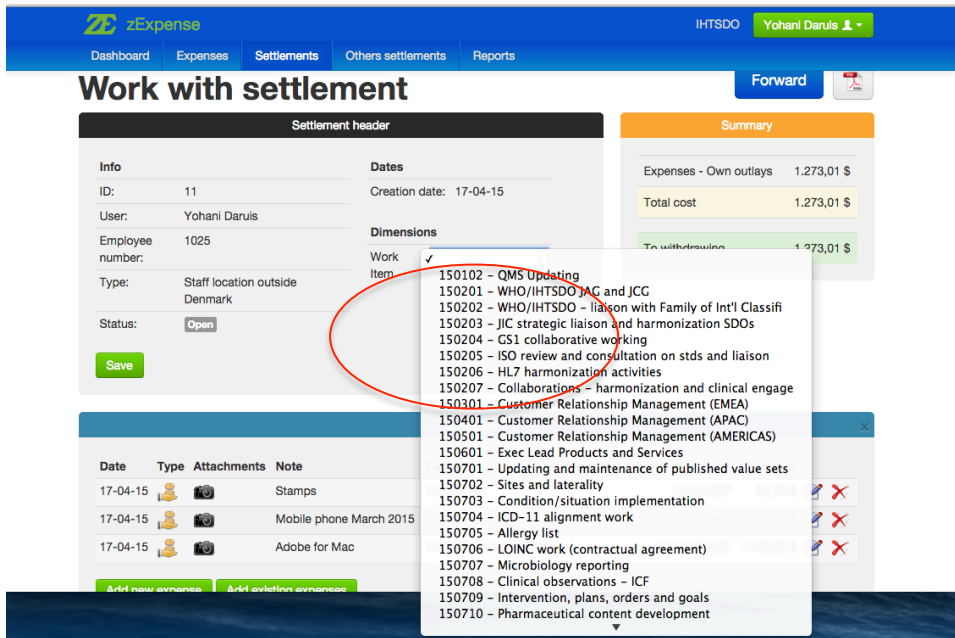
Date	Type	Attachments	Note	Category	Merchant	Currency amount	Amount
<input type="checkbox"/> 22-03-15			test	11229 Cloud Services - website		50,00 USD	
<input type="checkbox"/> 23-03-15				11229 Cloud Services - website		98,00 USD	
<input type="checkbox"/> 16-04-15				11234 Office IT - networking		200,00 USD	
<input checked="" type="checkbox"/> 17-04-15			Stamps	11320 Mail		16,25 GBP	24,76 USD
<input checked="" type="checkbox"/> 17-04-15			Mobile phone March 2015	11340 Telephone/fax		523,00 DKK	79,80 USD
<input checked="" type="checkbox"/> 17-04-15			Adobe for Mac	11350 Software licences		1.500,00 AUD	1.168,65 USD

Mileage

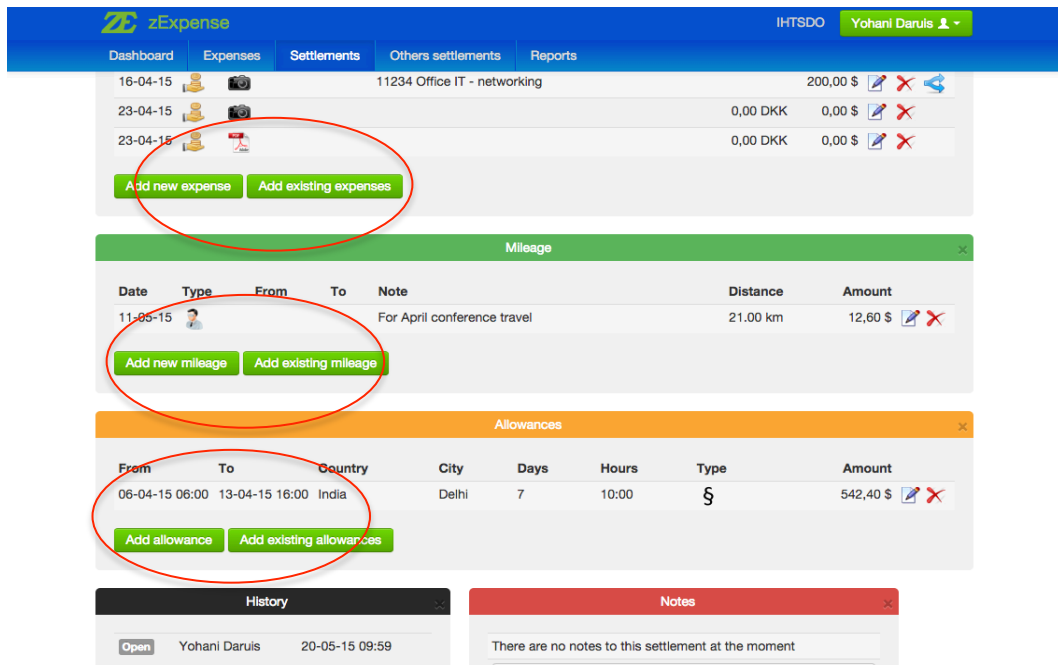
New mileage

Allowances

- If the claim is Project related, then select the appropriate 'Work Item' dimension code (please confirm with your Line Manager and/or the Budget Holder which code should be used for each claim). You will need to create a separate claim for each dimension used.

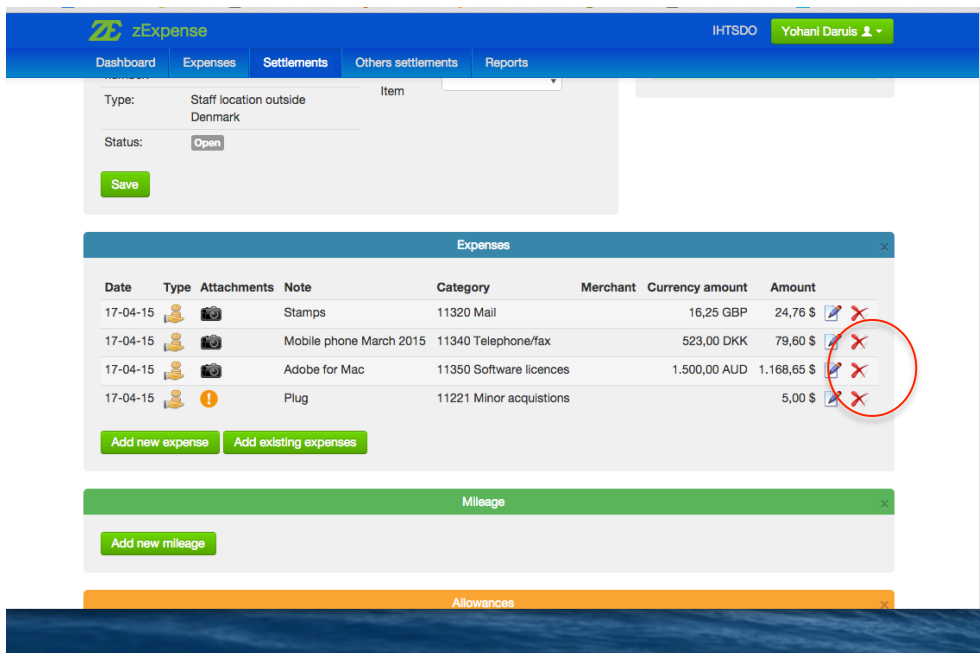


- You will notice that the receipts you selected earlier are listed in this claim.
- To add another expense line, click on 'Add new expense'.

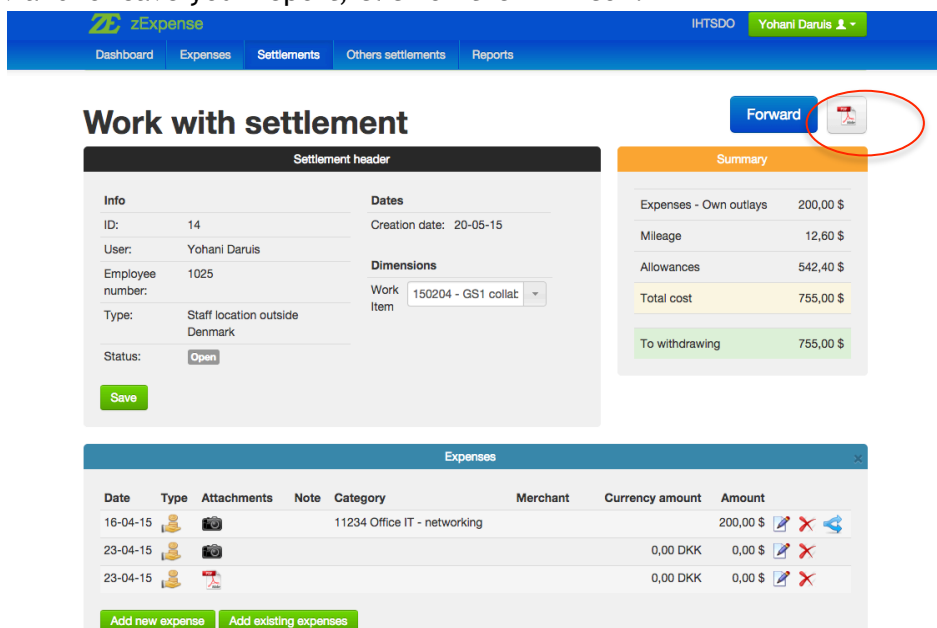


- If there is an existing receipt that you would like to attach to this claim, click on 'Add existing expenses'.
- To add another mileage line, click on 'Add new mileage'.

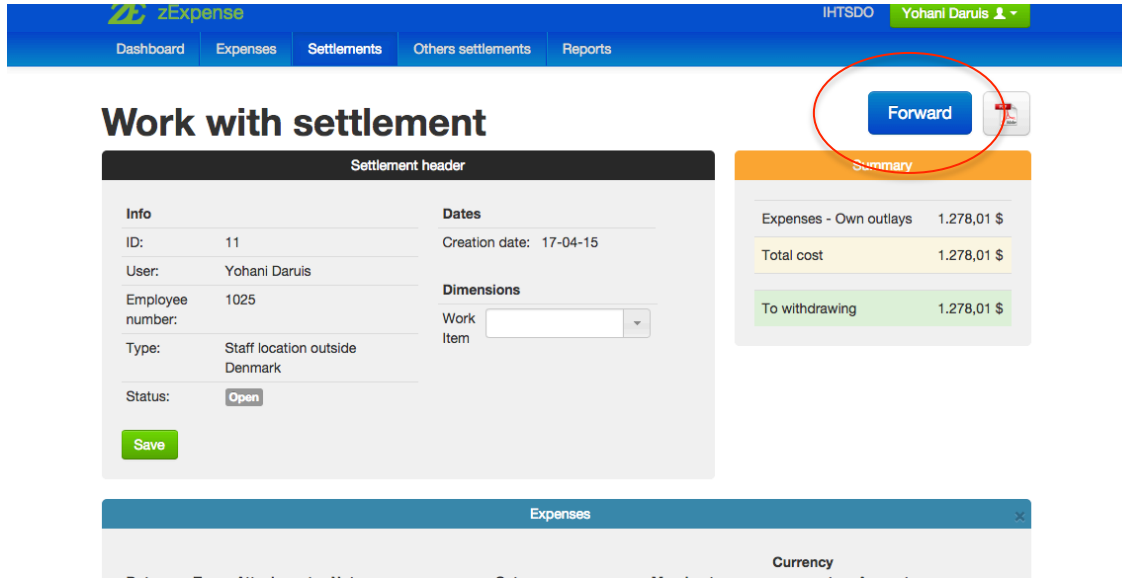
11. If there is an existing mileage entry that you would like to attach to this claim, click on 'Add existing mileage'.
12. To add another allowance line, click on 'Add allowance'.
13. If there is an existing allowance entry that you would like to attach to this claim, click on 'Add existing allowances'.
14. To add an existing expense/mileage/allowance to this settlement, tick the relevant expense line and click 'Add expenses'/'Add Mileage'/'Add Allowance'. Clicking on 'Go back' will not save your changes.
15. To remove an expense line from this settlement, click on the Red X. Note that this action will remove the line of expense from this settlement. It will be moved back to your front page for future use or deletion.



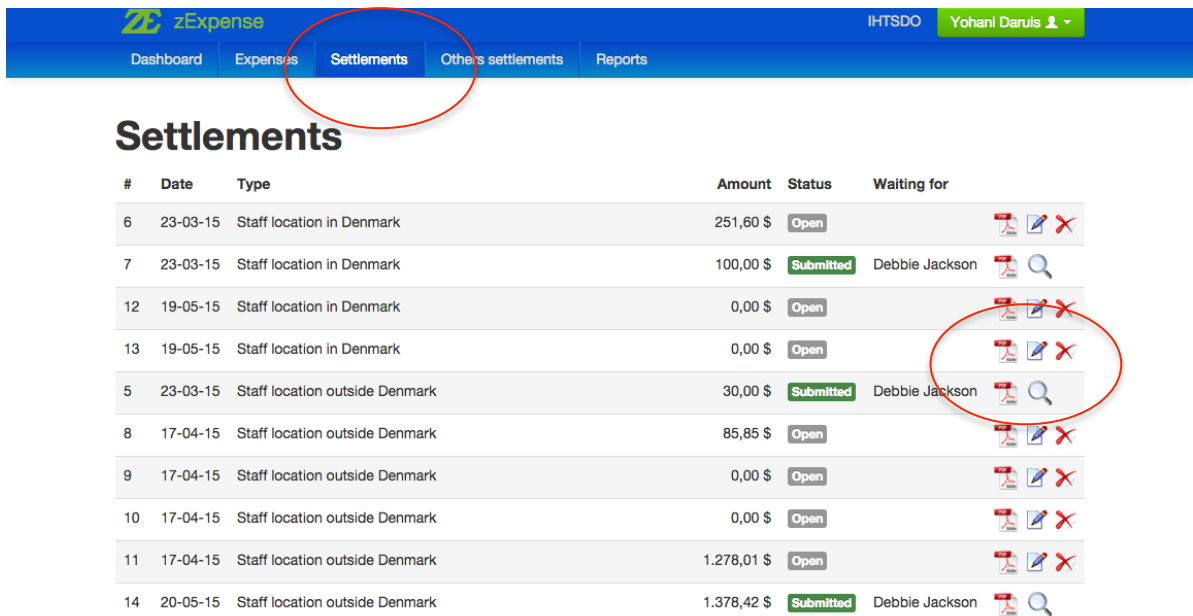
16. To view and/or save your report, click on the PDF icon.



17. When your expense claim is complete and ready for submission, click the 'Forward' button.



18. To see an overview of all your expense claims, click on 'Settlements'.



19. To view the report of your claim, click on the PDF icon.

20. To edit an expense claim, click on the Pencil icon.

21. To delete an expense claim, click on the Red X icon.