ExpenseMe Pro Mobile App User Guide

Contents

Overview

The ExpenseMe Pro mobile app is the companion mobile application for Inlogik’s ExpenseMe Pro web application.

Easily process your transactions, upload receipts, submit claims, track transactions and meet your finance department end of month deadlines by approving your employee expenses without having to be logged into your PC.

Features include:

- View and code expenses on the go
- Complete complex transactions (such as entertainment or splitting transactions)
- Submit cash expense claims
- Upload photos of receipts (take a photo or retrieve from your gallery)
- Review and approve transactions

The features available will depend on your role, and what features your company has enabled.

Accessing the ExpenseMe Pro Mobile App

Initial Set Up

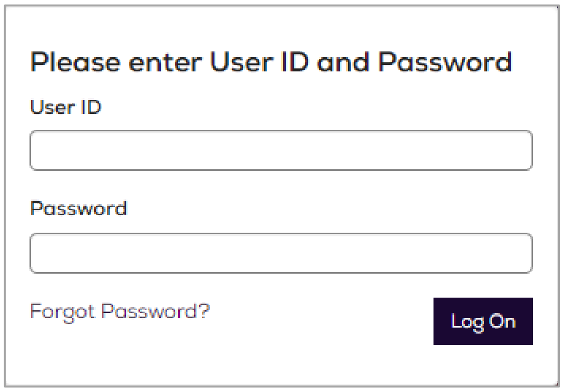
Login to the ExpenseMe Pro web portal

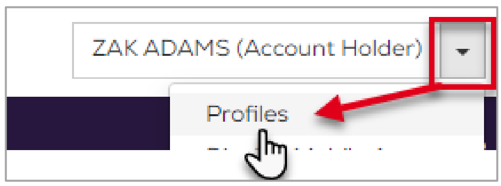
1. On a **laptop or desktop computer**, open your internet browser, and go to your ExpenseMe Pro URL.
2. Login to ExpenseMe Pro. If required, enter your User ID and Password.

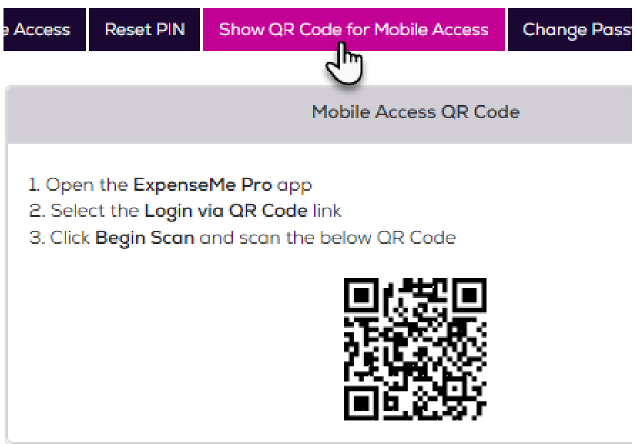
   (Note: If your company has single sign-on (SSO) enabled, you will automatically be logged into ExpenseMe Pro without entering a password when using a laptop or desktop computer).
3. Click on the drop-down arrow next to your username in the top right-hand corner, and select **Profiles**.

   The *Profiles* screen will display.
4. Towards the bottom of the *Profiles* screen, click on the **Show QR code for Mobile Access** button.

   A QR code will display. Leave the QR code displayed on screen.





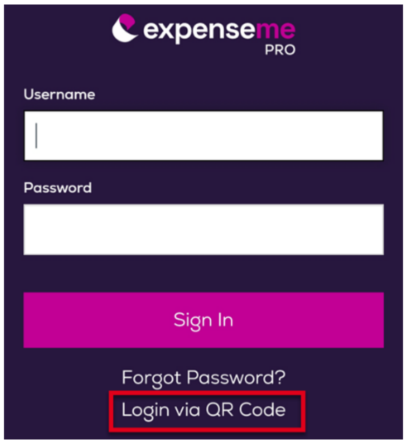


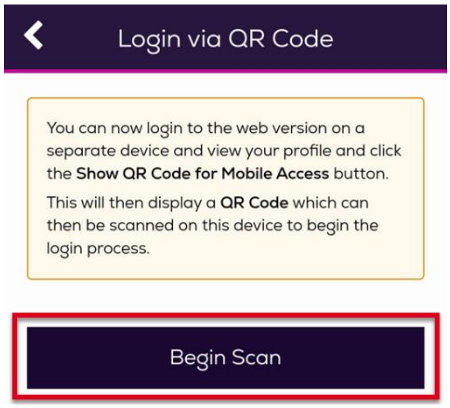
Download the ExpenseMe Pro mobile app

1. Download the ExpenseMe Pro mobile app from the **Apple App store** or from the **Google Play store**.
2. Open the ExpenseMe Pro app.
3. On the app login screen, tap **the Login via QR Code** option.
4. Tap the **Begin Scan** button. Your mobile device will display in camera mobile ready to scan the QR code.

   Note: You may need to enable camera access to the app.
5. Use your mobile device to scan/capture the QR code displayed on the ExpenseMe Pro web portal (as displayed in step 4).

   Upon successful scan of the QR code, the *Create PIN* screen will display.

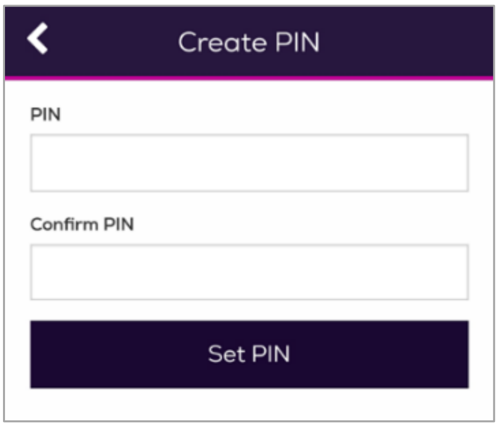




Note the following:

- Your PIN (Personal Identification Number) can only contain numbers and must be between
  4 to 6 digits.
- The PIN will be required each time you log into the mobile app in the future.

6. Enter a new PIN into the **PIN** field, and the same PIN again into the **Confirm PIN** field.
7. Tap on the **Set PIN** button.
8. After creating your PIN, the app login screen will display. Enter your PIN again to open the app.



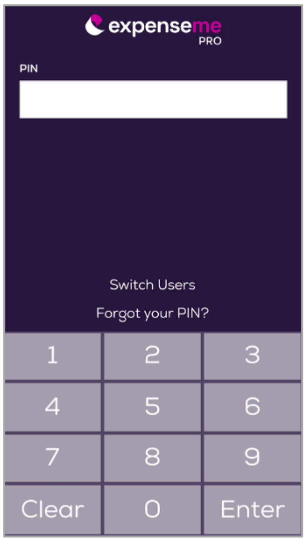
Logging into the App

1. Once your PIN has been set, each time you open the app the PIN login screen will display.

   To log in, enter your PIN and tap **Enter**.

   You will be taken to the Expense Me Main Menu

2. If your site has a Privacy Statement or Declaration page required upon Login, you must tap 'I Accept' to access the ExpenseMe Pro mobile app Main Menu.



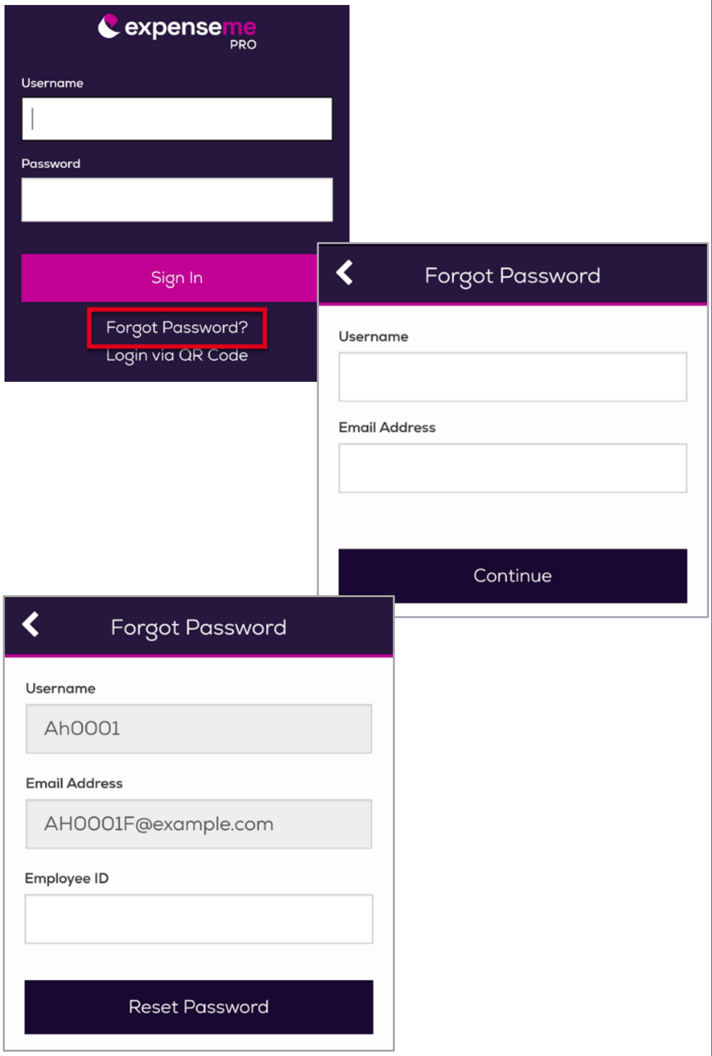
Forgot Password via the App

If the PIN login screen is displayed, and you wish to go through the Forgot Password process - tap on 'Switch Users' on the PIN login screen. The user login screen will display with the Username and Password field.

If you have access to the web portal, you can login via QR code. Refer to Log in via QR Code further below for instructions.

Alternatively, you can go through the **Forgot Password** process:

1. In the ExpenseMe Pro login screen, tap the **Forgot Password** option**.**
2. Enter your **Username** and **Email Address**, then tap the **Continue** button.
3. The Employee ID field *may* display. If so, enter your employee ID and tap on the **Reset Password** button.



A message will display advising you have been emailed a temporary password.

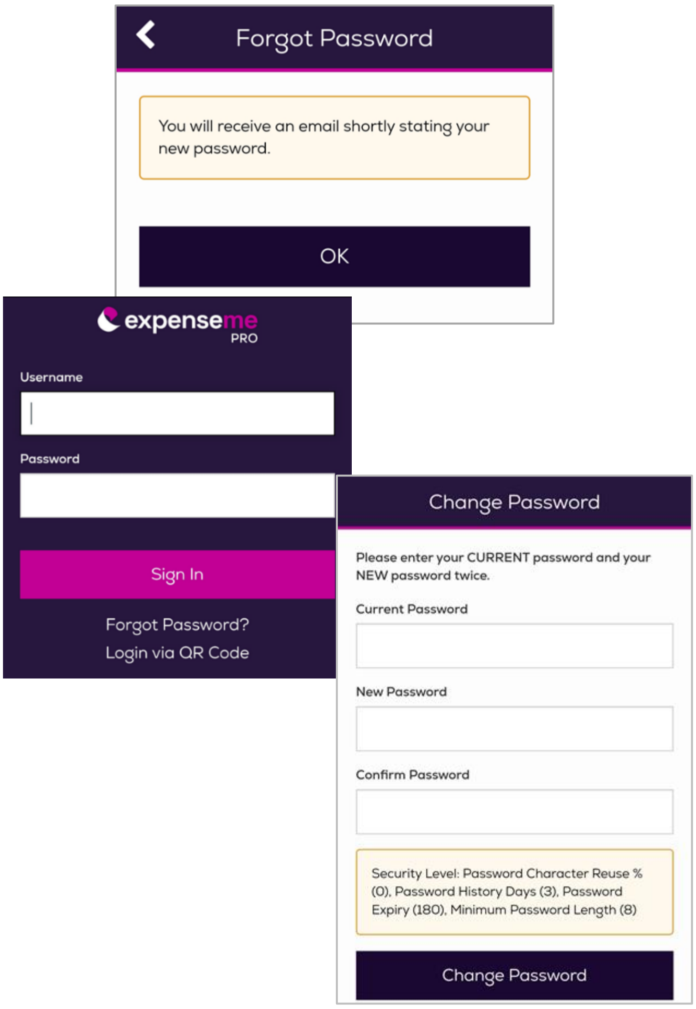
4. Tap on the **OK** button. The *Login* screen will display again.
5. Enter your username and the temporary password received via email, and tap on the **Sign** In button.
6. The **Email Address** field *may* display. Where this occurs enter your email address and tap on the **Continue** button.

The *Change Password* screen will display.

7. Enter the temporary password from the email into the **Current Password** field.
8. Enter a new password into the **New Password** and again into the **Confirm Password** fields.
9. Tap on the **Change Password** button.

A message will display advising your password has been updated.

The new password will apply to both the mobile app and the web portal.



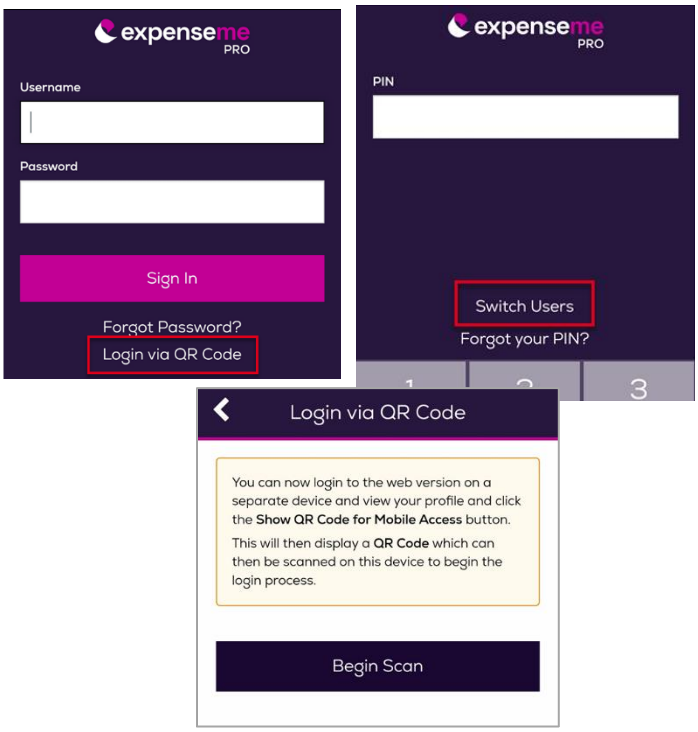
Log in via QR Code

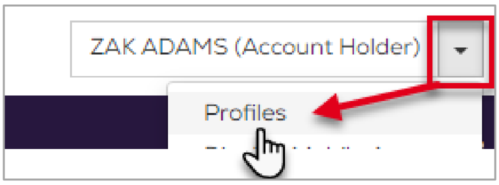
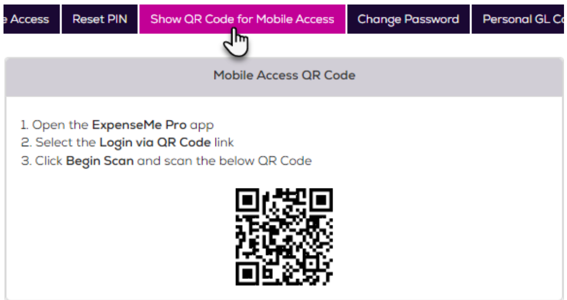
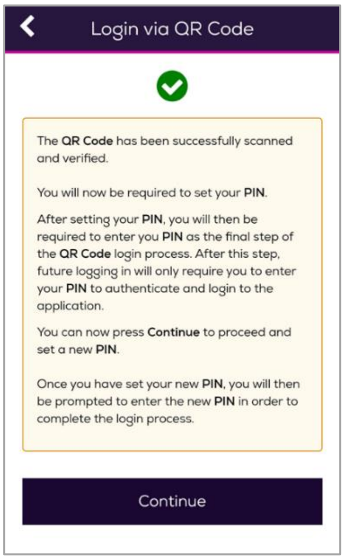
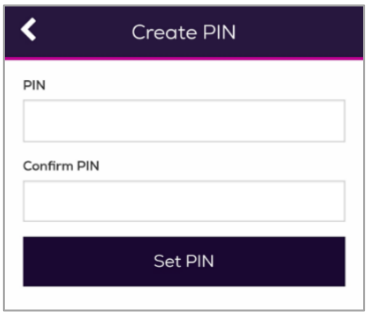
If you forget your password or PIN, and you have access to log into the web portal, follow the steps below to log into the mobile app via QR code.

If the PIN login screen is displayed:
Tap on the **Switch Users** option. This will display the user credentials login screen.

1. On the user credentials log in screen, tap the **Log in via QR Code** option.

   The *Login via QR Code screen* will display.



2. Go to your PC and login to the ExpenseMe Pro web portal. 3. Click on the drop-down arrow next to your username in the top right-hand corner, and select **Profiles**. The *Profiles* screen will display.	
4. Towards the bottom of the *Profiles* screen, click on the **Show QR code for Mobile Access** button. A QR code will display. Leave the QR code displayed on screen. 5. Go back to your device and tap on the **Begin Scan** button. The device camera will open allowing you to scan the QR code displayed in the web portal. 6. Upon successful scan of the QR code, a message will display advising you have been verified and now need to set a new PIN. 7. Enter a new PIN into the **PIN** field, and the same PIN again into the **Confirm PIN** field. 8. Tap on the **Set PIN** button. 9. After creating your PIN, the app login screen will display. Enter your PIN again to open the app.	

Resetting your PIN

1. To reset your PIN, on the PIN login screen select **the Forgot your PIN**? option.

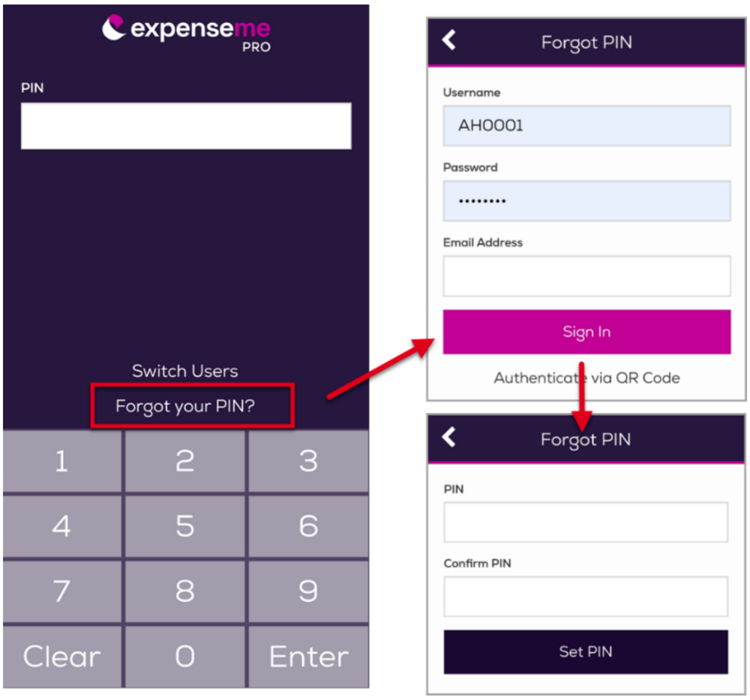
   NOTE: In the Forgot PIN screen, you also have the option to *Authenticate via QR Code* by logging into the ExpenseMe Pro web portal, and displaying a QR code within your Profile screen. Refer to [Login via QR code]() for instructions.

2. Enter your Username and Password and tap on the **Authenticate** button.

3. The **Email Address** field may display. If so, enter the email address registered against your ExpenseMe Pro user account and tap on the **Sign In** button.

4. Enter a new PIN into the **PIN** and **Confirm PIN** fields, and tap on the **Set PIN** button.

   You will briefly see a confirmation message stating that your new PIN has been registered. From now on you can log in using your PIN.



Main Menu

Account: Shows balances and amounts claimed against different card and cash accounts.

Expenses: Shows any expenses in your system that are pending submission.

Waiting Approval: How you access your pending approvals. It will only display Approval steps that you are an approver for.

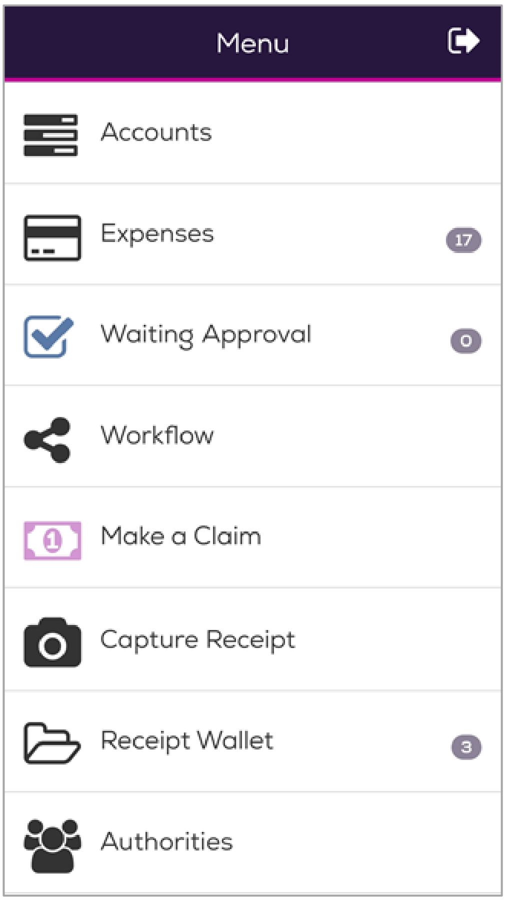
Workflow: Displays a list of expenses in each state or 'status' of the approval workflow.

Make a Claim: Used to submit a Cash reimbursement claim. (We recommend using **Capture Receipt** if you have a receipt to upload.)

Capture a Receipt: For **Claim Receipts** or **Card Transactions.**

Receipt Wallet: Displays any receipts already in your system (including emailed receipts).

Authorities: Where you can access any Proxy Authorities you have. Will only display if you have authorities assigned. Note, cash acquittal options will also be available if applicable.

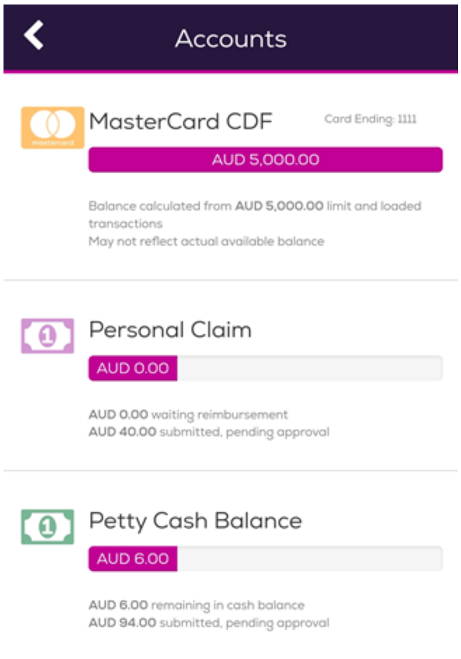


Accounts

Accounts allows you to

1. View an indicative card balance.
2. View what proportion and value of claims are pending approval or approved but unpaid.
3. View cash balance and acquitted total (if applicable).

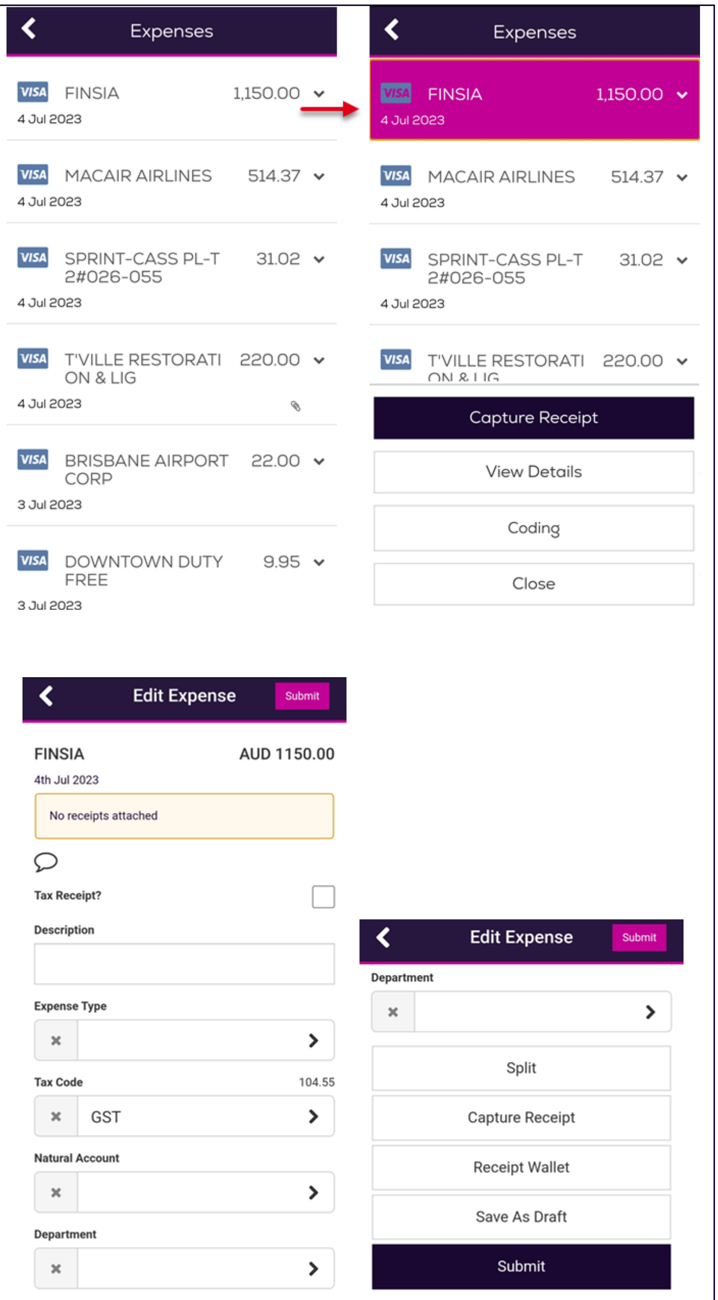
Accounts can be turned on or off at a site level.



Coding a Card Transaction / Expense

1. From the Menu, tap **Expenses** to view your unsubmitted transactions.
2. Tap the transaction you wish to action.

   Note: *If you see a paperclip, it means there is already a receipt attached*.
3. After selecting an expense, the following options display:
   - **Capture Receipt**: To attach receipt to the selected transaction.
   - **View Details:** Displays additional transaction details.
   - **Coding**: Allows the required details to be selected to submit the transaction.
   - **Close**: Returns to the Main Menu.
4. Tap on the **Coding** button.
5. Enter or select information in the following fields:
   - **Tax Receipt:** Check this box to signify you have a valid tax receipt.
   - **Purpose:** (If displayed) The business reason for the purchase.
   - **Description:** What was purchased.
   - **Expense Type:** Tap to select or search for the relevant Expense Type.
   - **Add or change** other coding segments if required.
6. Scroll to the bottom of the expense to display the following options:
   - ***Split***: Split your transaction to more than one line.
   - ***Attach your receipt****:* by either **Capture Receipt** or **Receipt Wallet**.
   - ***Save as Draft***: Used when you have forgotten to capture an image of your receipt.
     Note: The **Save as Draft** option will only save the expense details if ALL mandatory fields are populated. If this option is used when only some fields are populated – the details will not be saved.
     A copy of the saved draft with all details populated will stay listed under Expenses.
7. Once complete, tap on the **Submit** button.



Approving Transactions

1. From the Menu, tap **Waiting Approval** (or the relevant Approval / Review step).

   ***Note**: Your system might have additional approval steps. These are all able to be approved via ExpenseMe Pro Mobile App. The Menu tab you select defines which step you are approving.*

2. Either tap the name of a single account holder to view their expenses or tap **All Approvals** to see all.

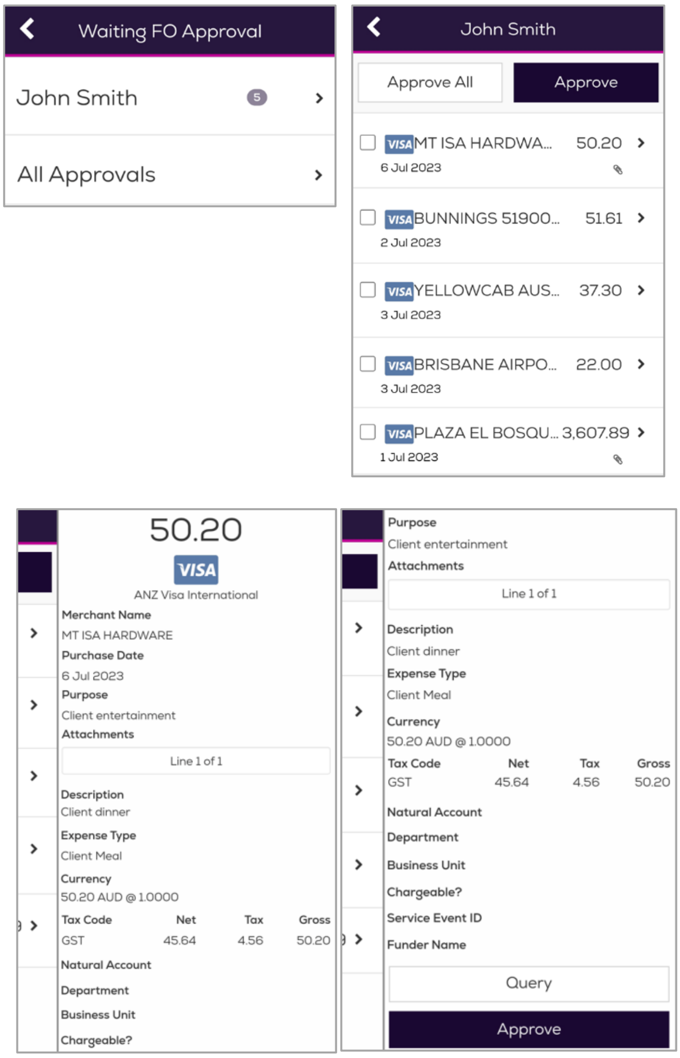
3. Tap the expense to review the coding and see the receipt.

4. Tap the receipt to pinch & zoom in closer.

5. Scroll down to review the coding.

6. If okay, tap **Approve** at the bottom of the expense, or tick the boxes beside the expenses to bulk approve, then tap **Approve**.

   You can also tap **Approve All** to approve everything at once. If you have any questions or comments for the Account Holder, you can [Query the expense](#).



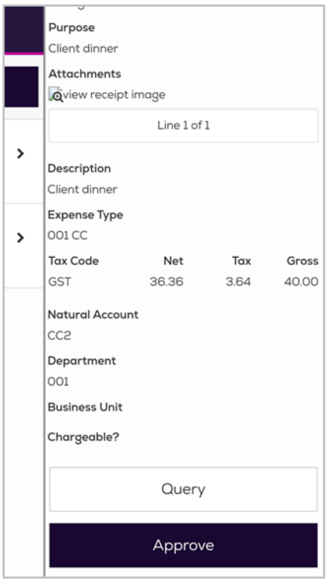
Query an Expense

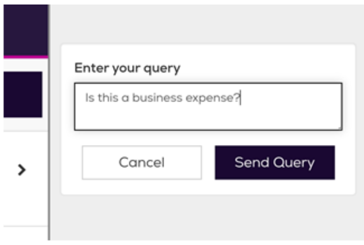
You can use the **Query** button to send the transaction back to the Account Holder and request clarification on the transaction/purchase or to instruct the user to make a change if required.

1. In the *Approval* screen, tap the expense you wish to query.
2. Scroll to the bottom of the expense details and tap on the **Query** button.
3. Enter your query, and tap on the **Send Query** button.

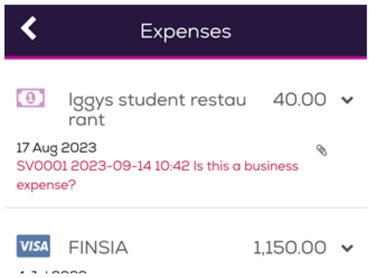
   The expense will return to the Account Holder's list of expenses with the query text displayed in red text.

Note: The Query message should give the user clear instructions on what the other information or changes you require are





What Account Holder sees:



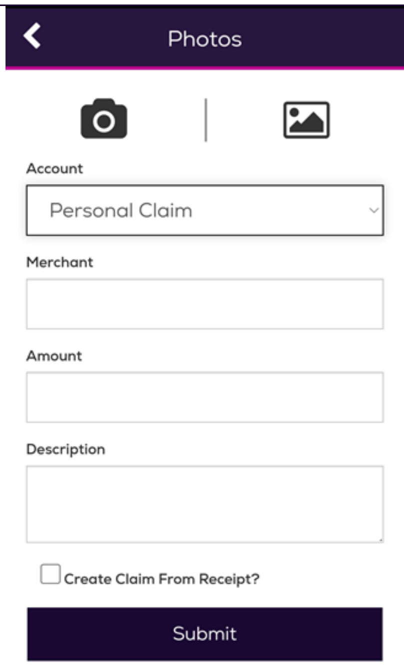
Make a Claim

There are two ways to create a claim. We recommend using option 1:

1. **Capture a Receipt** and create a claim from receipt (less steps).
2. Tap on the **Make a Claim** option in the main menu.

To make a claim from a receipt:

3. Tap **Capture Receipt** in the main menu.
4. Tap to photograph your receipt or tap to upload one from your smartphone gallery.
5. Tap the **Account** field and select **Personal Claim.**
6. Fill in purchase details:
   - **Merchant:** Enter the name of the merchant from the receipt.
   - **Amount:** Enter the amount you wish to claim.
   - **Description:** Explain what was purchased (populates expense description when claim is created).
7. Tap the **Create Claim From Receipt?** option.
8. Tap on **Submit** button.



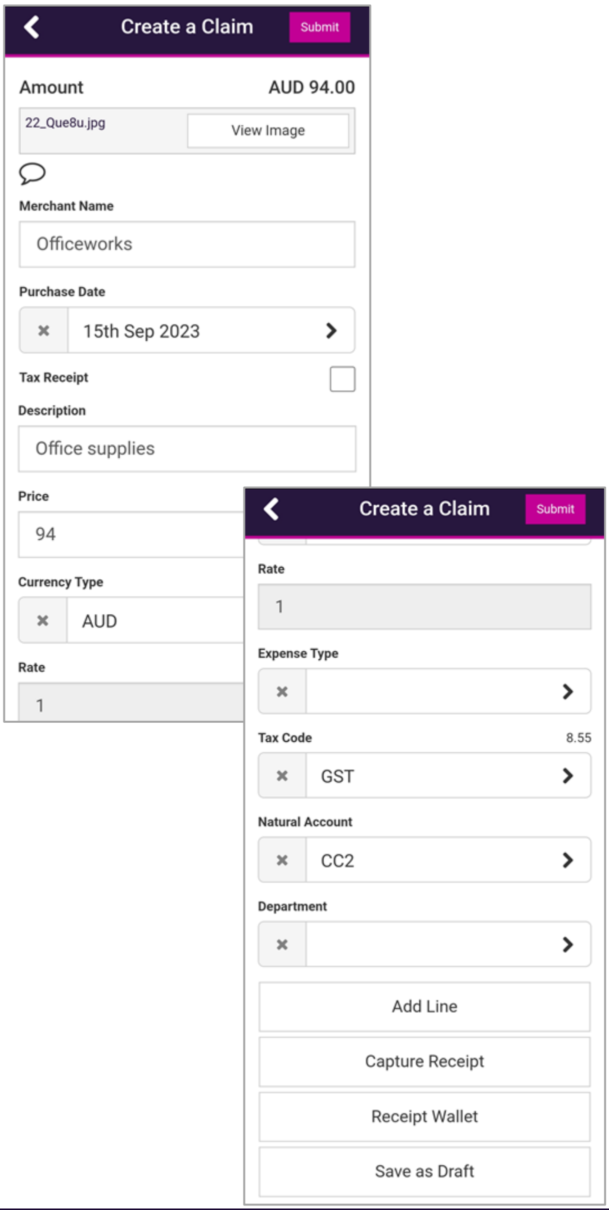
A new claim expense is created with the information provided already populated, and the receipt automatically attached.

9. Fill out the remaining fields:
   - **Purpose:** (if displayed) Business reason for the purchase.
   - **Purchase Date:** Pre-populates with today's date. Change if required.
   - **Tax Receipt:** Check this box to signify you have a valid tax receipt.
   - **Expense Type:** Tap to select or search for your Expense Type.

Note: If any other Coding segments need to be populated or changed you can find instructions here.

10. Scroll to the bottom to:
    - ***Add Line***: Split your transaction.
    - ***Save as Draft***: if you are not ready to submit your transaction (it will sit in Expenses).

11. To submit the expense, tap **Submit** button in top right corner.



Capture Receipt

Capture receipt is used for two actions:

- Save a receipt into the receipt wallet
- Capture a receipt to create a claim.

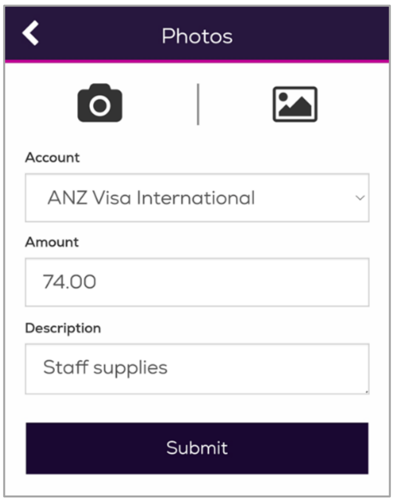
Receipts saved in the receipt wallet will ‘SmartAttach’ to card transactions that come through after the receipt is saved, where the transaction amount and the receipt amount are the same.

If there are multiple transactions for the same amount – the receipt will not SmartAttach and will need to be manually attached to the correct transaction.

Using SmartAttach to automatically attach receipts to card transactions

1. Tap **Capture Receipt** in main menu.
2. Tap to photograph your receipt
   or tap to upload one from your smartphone gallery.
3. Fill in purchase details:
   - **Account:** Select the Card/Account Type (if only one account type this will automatically display)
   - **Amount:** Enter the total value of the transaction. (Used for SmartAttach)
   - **Description:** (optional). Explain what was purchased. (Populates in Transaction Line Description when expense is created)
4. Tap **Submit**. The receipt will be stored in the Receipt Wallet until it can SmartAttach to a valid transaction.

***Note**: The SmartAttach feature will match your receipt value to a transaction when it arrives in your system. When it finds a match, it will also populate the description you enter here into the transaction line description. (If it can’t find a match or finds more than one match, it remains in your Receipt Wallet until you attach it.)*



Receipt Wallet

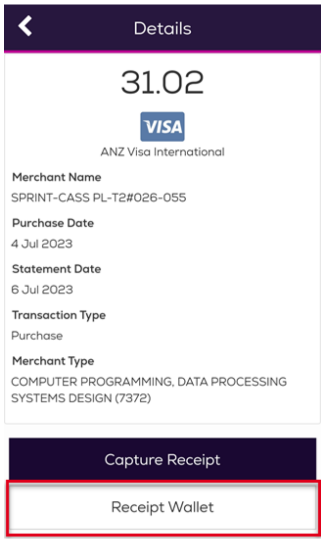
The Receipt Wallet saves all your captured images in the one place. The Receipt Wallet is accessible on the main menu. Tapping on the Receipt Wallet option allows you to view or delete a receipt.

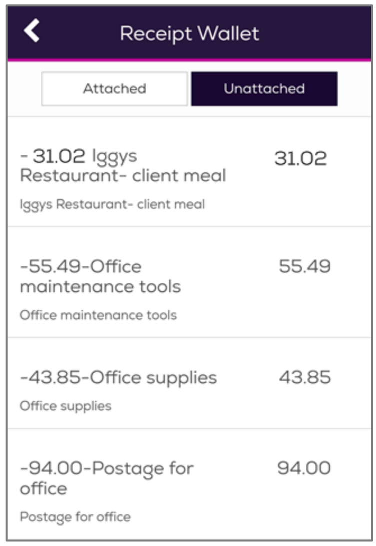
To select the receipts from the Receipt Wallet open the expense you wish to attach the receipt to and tap the **Receipt Wallet** option.

Instructions how to [create a claim from a receipt] (via the receipt wallet) can be found [here].

How to attach or detach receipts from receipt wallet to an existing transaction:

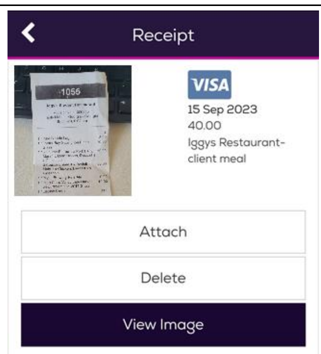
1. In the *[Expenses]* screen, tap on the transaction you wish to attach a receipt to.
2. Tap on either **View Details** or **Coding** button.
3. Scroll to the bottom of the expense and tap the **Receipt Wallet** button.
   The *Receipt Wallet* screen will display.
4. You will see two buttons at the top: *Attached* and *Unattached*. Unattached receipts display by default.
5. To attach a receipt to the expense, tap on the appropriate receipt item.





The receipt information will display with a thumbnail image of the receipt.
To view the full image of the receipt – tap on the image.

6. Tap the **Attach** button to attach the receipt to the expense.



To view receipts already attached to an expense:

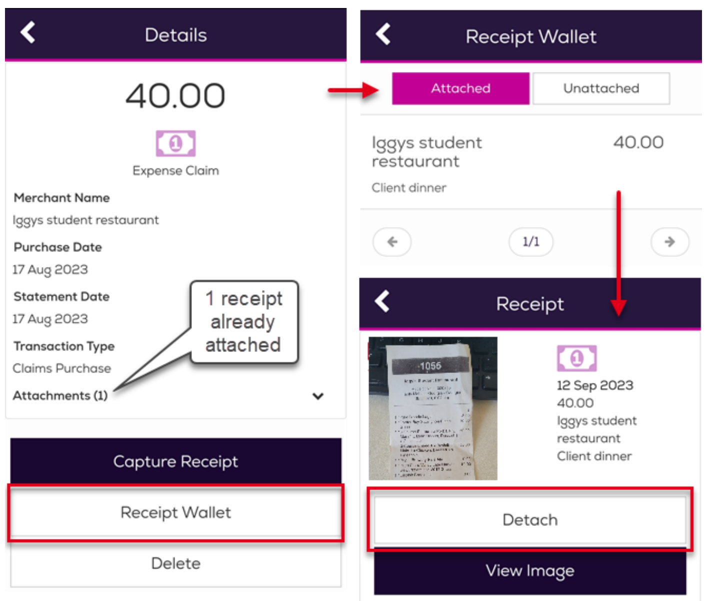
1. When viewing the expense tap on the **Receipt Wallet** button.
2. Tap on the **Attached** button at the top of the screen.

   The receipt(s) already attached to the expense will be listed.

3. Tap on the receipt item to view receipt details.

   To remove the receipt from the expense tap on the **Detach** button.

   The receipt will move back to the *Unattached* list.



Authorities

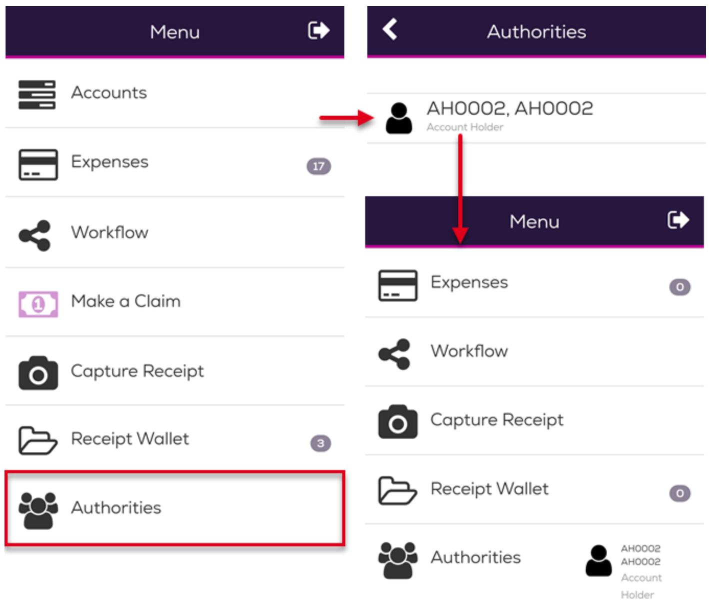
Users can switch profiles and access their assigned authorities from the mobile app, simply by tapping on the Authorities option in the Menu.

You will only see the Authorities tab if you have access to code/approve on behalf of other users

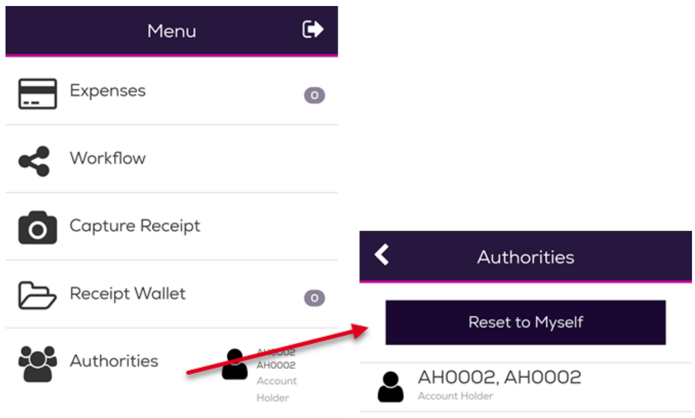
1. In the main menu tap the **Authorities** button.
2. Tap the name of the person whose authority you wish to use.

   If you hold an Account Holder authority, you will be able to see all Account Holder functions.

   If you hold an Approver authority, you will be able to see only the Approvals.



1. To reset back to yourself, on the main menu tap the **Authorities** button.
2. Tap **Reset to Myself**.



Coding Details

The ExpenseMe Pro Mobile App has a lot of functionality to accommodate more complex transaction coding requirements.

Options are:

- Expense Types
- Mixed Supply GST
- Splitting Transactions
- Selecting other Codes
- Entertainment Expenses
- Notes
- Forms online

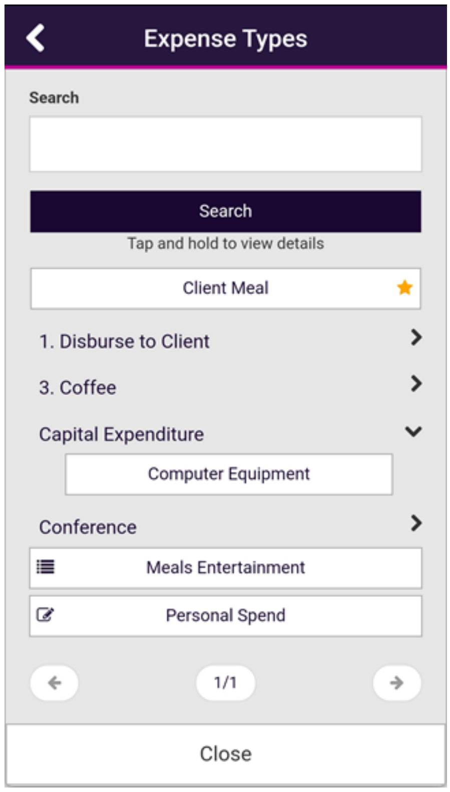
Expense Types

When an Accountholder is coding an expense and selecting an Expense Type, the user's three most-selected Expense Types appear at the top of the list with a yellow star beside each one.

Beside some Expense Types there may be an icon.

★ **icon**: Indicates frequently used Expense Types.
icon: Indicates the Expense Type requires further information.
icon: Indicates that there is a form linked to the expense.
icon: Indicates a 'unit rate' allowance Expense Type

Note: *The top three expenses are listed based on what the User personally uses.*



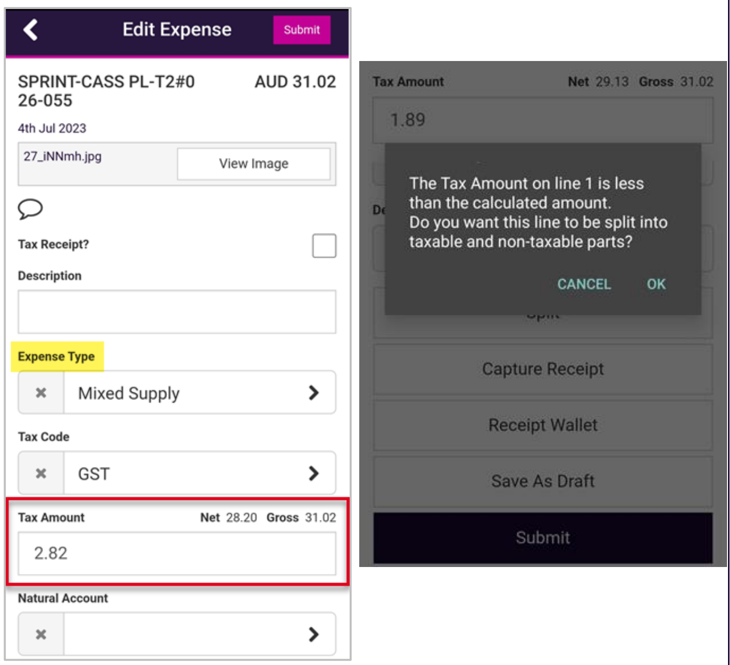
Mixed Supply GST

If you have purchased a combination of taxable and non-taxable goods (or services), your receipt tax amount will not match the total tax amount calculated by ExpenseMe Pro.

In this case, your Expense Type selection may allow you to override the Tax Amount field to trigger an automatic tax split.

1. Tap the **Expense Type** field. The *Expense Types* screen will display.
2. Select the Expense Type that allows mixed supply GST.
   The *Edit Expense* screen will display with a **Tax Amount** field added to the Expense.
3. Check the tax amount on your receipt/tax invoice and enter this number into the **Tax Amount** field.
4. Complete the expense details and tap on the **Submit** button.

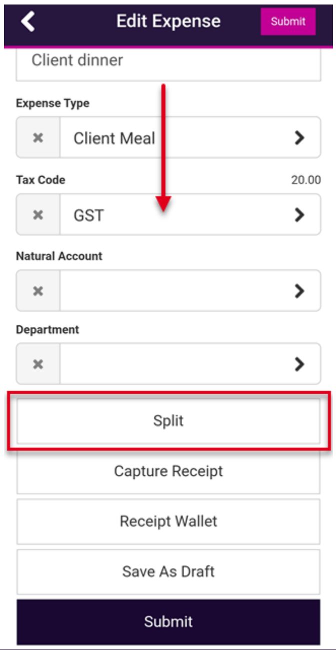
   A pop-up window will display confirming you would like the expense to be split into taxable and non-taxable line items.
5. Tap **OK**. The expense will submit for approval.



Splitting Transactions / Adding items

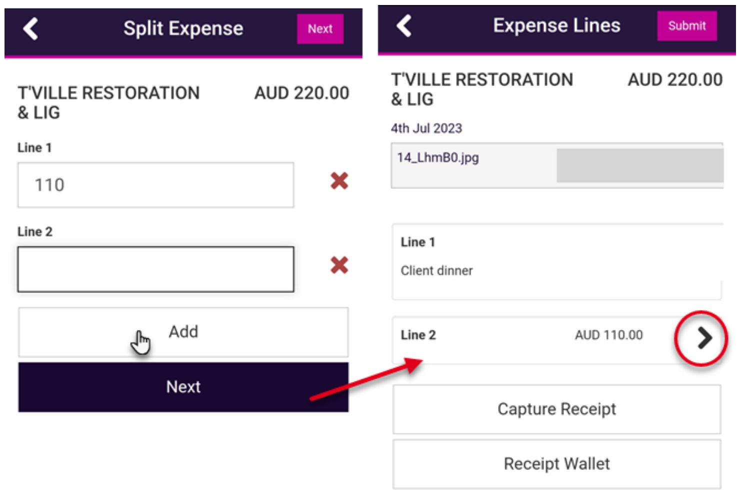
To split the transaction cost between more than one expense type and/or GL code:

1. In the *Expenses* screen, tap the transaction you wish to split and tap the **Coding** button.
2. Scroll to the bottom of the expense. For card transactions – tap the **Split** button. For claims – tap the **Add Item** button. The *Split Expense* screen displays.

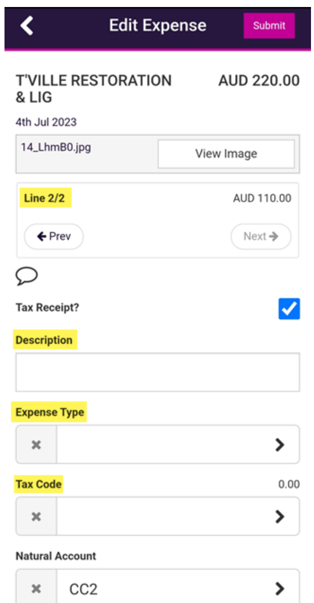


3. Tap on the **Add** button. An additional **Line** field will display.
4. Edit the amounts in each line item (including Line 1), making sure the total of all line items equals the total expense amount (total expense amount displayed in top right corner).
5. If required, tap **Add** to create another line. Add as many lines as needed.

   To delete a line, tap the red cross.
6. Once you have entered the amounts for each split line, tap the **Next** button. A summary of the split expense will display.



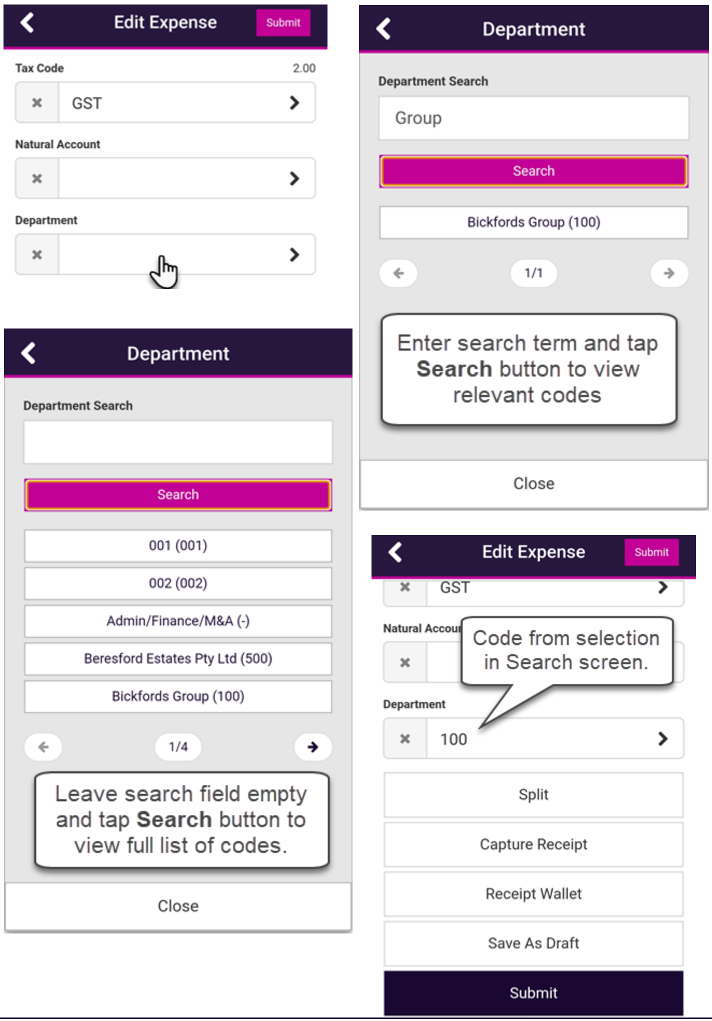
7. Tap on the arrow next to each new line item to add the coding details for line amount.
8. Once all line items have coding details, tap the **Submit** button located top right of screen.



Selecting other Codes

If you need to select a code in an expense, follow the steps below:

1. Tap in the field that requires a code.
   A *Search* screen will display.
2. To search for the appropriate code, use any of the following methods:
   - Leave search field blank and tap the **Search** button to display all codes for the segment.
   - Enter your code or description (complete or partial) and tap the Search button.
3. Tap the code you want to use. The code will populate the relevant field within the expense.

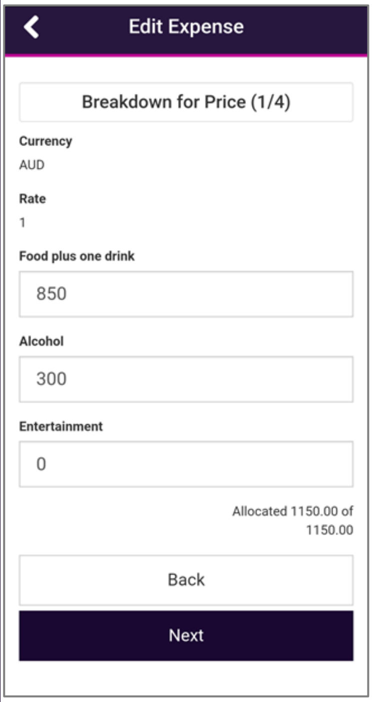


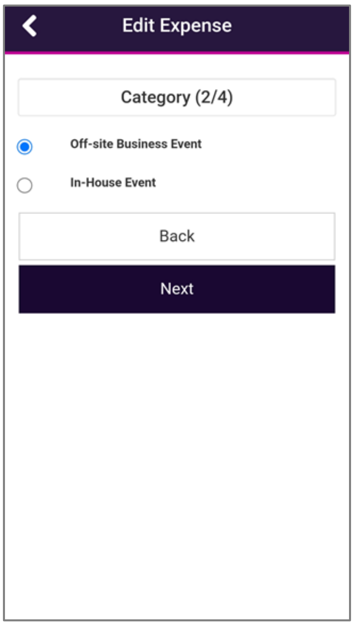
Entertainment Expenses

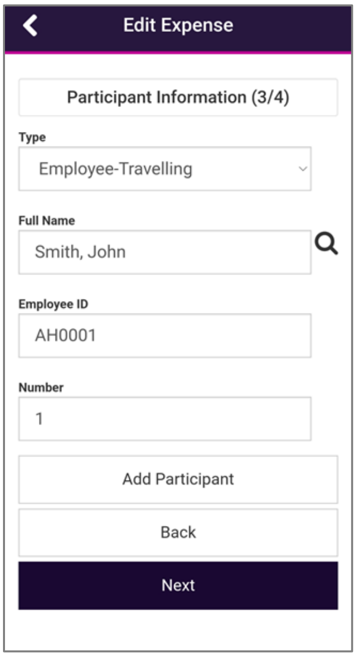
Entertainment expenses can be split between different participant types and criteria in a breakdown table as defined in your design. These may include local employees, guests, travelling employees, spouses of employees, and more. GL codes may differ between the types of attendees and the makeup of the expense.

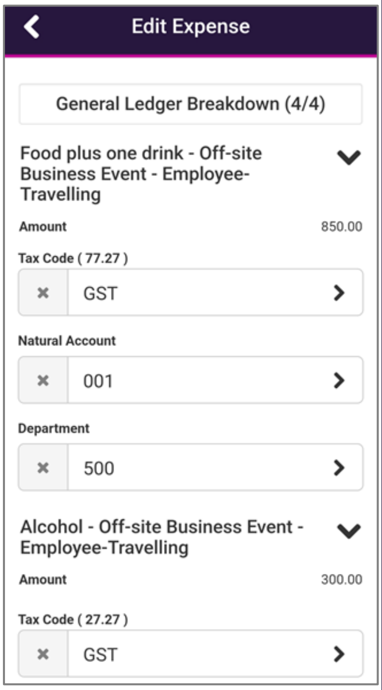
1. Select an Expense Type relating to Meals, Entertainment, or Gifts.
2. If applicable, allocate the amount of the expense between the different options presented, splitting the total amount. Tap **Next**.
3. Select from the available options regarding the expense, for example, Offsite or In-House. Tap **Next**.
4. Enter information about the attendees of the activity.
5. Select the type of employee or guest. To add another participant to the expense, tap **Add Participant**. Tap **Next** once you've finished adding participants.
6. If required, confirm the correct tax code has been assigned. If you need to assign the expense to a project, for example, do it here.
7. Once you have finished, scroll down and tap the **Update** button.
8. To submit the claim, tap **Submit** button.

***Note**: If you have any other expense types that are in a breakdown format, but not Entertainment, these can also be coded through your system. The system will step you through each screen as required.*









Notes

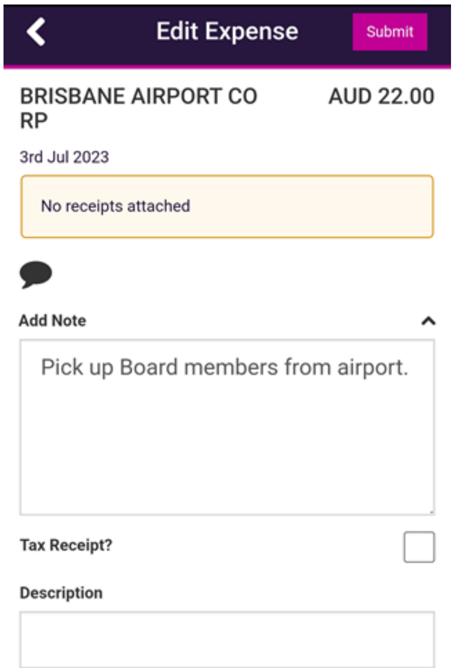
Accountholders can now add notes when creating a new expense (and when verifying a transaction). This replicates the Notes functionality from the website.

Simply tap on the 💬 to open the Notes field, then enter any Notes.

The icon changes to 💬 once a Note has been added.

When there are multiple Notes, the icon changes to 💬💬.

Note: When an Approver Queries a transaction, these will also display as 'Notes'.



Forms Online

Some Expense Types require an additional form to be filled out, which are displayed with the following symbol: