

Access Expense – App Tutorial

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Where to download

The app is available from Google Play, iTunes and the Windows store. And is called “Access Workspace Mobile”

See the links below:

Android (Google Play): <http://goo.gl/j24wAb>
Apple (iTunes): <https://goo.gl/0023vs>
Windows Phone (Store): <https://goo.gl/4kSI6Z>

The Basics - Logging In

Once you open the application, it should open the login page/

For Staff, please use the single sign on functionality?

For Non-Staff, please enter your Access Workspace Login credentials.




Your Username is your E-mail address that the original link was sent to

Your password is the one you set-up when you joined Access Workspace.

The Directory Button

The menu button allows you to quickly navigate through all necessary pages, these pages work in exactly the same way for Access Expense and Access Credit Card sections

- **New Claim** - Allows you to create an expense line.
- **Pending** - This is where all your expenses go that have yet to be submitted for approval.
- **Awaiting Approval** - Allows you see Expenses that you have submitted for approval.
- **Approve** - If you are an approver, you can use this section to approve expenses from your employees.
- **Receipts** – allows you to take pictures of your receipts for later use on a claim (receipt wallet).
- **Settings** – allows you to change the grouping mode of the application.

	New	Save
 Tags		>
 Add Receipt		>
 Type		>
Staff Welfare		
Receipt		
I do not have a receipt		
Quantity		1.00
Rate		0.00
Value		0.00
Description		
Date		26 Feb 2018



You will sometimes see bold numbers next to sections; this shows you how many items are in each section that require action.

Creating an Expense

When you login in, you will automatically be taken to the new claim where you can start entering your claim.

Add a receipt

Tap on the camera button to add an image of a receipt. This will take you to the next screen, where it will ask if you wish to take the picture directly from your camera or choose from your library or from your 'My Receipts'.



You can add a receipt that you have saved to the "my receipts" section via the mobile app or via the desktop view.

Change the Type

To change the type of expense submitted, click on the type section and choose the category of the expense you are submitting. Once this has been done choose the correct receipt option.




Changing the values

You may have the following fields depending on how your set up is:

- **Quantity:** this value will be the value the rate is multiplied by, for example, quantity 2 with a rate of 10 will equal 20. This field can be locked to a specific value, editable or not visible at all.

Quantity	1.00
Rate	0.00
Value	0.00

- **Rate:** This value is multiplied by the quantity, like the quantity this may be editable, locked or may not appear.
- **Value:** This is the gross amount, this may be edited or could be auto calculated depending from the rate and quantity mentioned above.



If the Quantity and rate fields appear pay close attention to the policy for the specific expense type as there may be a specific format/method your finance department requires these fields to be used.

Adding a Business Reason

The description box is a place to add a short summary about your claim

Further Description Boxes


You may be prompted to use this field to enter any extra information and why you needed to submit this claim; for example, when selecting accommodation, there is an field to enter a hotel description.

Change the date

This should be the date the transaction occurred, Click on the box to change the Date.

Date	26 Feb 2018
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The input box that appears should allow you to enter the correct format.



The Date and Description fields will be locked on credit card claims and cannot be edited, use the business use field and comment section to communicate any extra information to your approver.

Submitting your Expense Lines


Once you are done, hit 'Save' to create the expense line. This will not send it through for approval, but save it so you can combine them later to be sent off to your approver

Once you are ready to submit your claims click on the directory button, and head to 'Pending'

At the bottom of the page, click on 'select'

Tap the ticks to the left, which will then highlight. Tick multiple ones to batch together expenses.

Once you have batched together the expenses you wish to submit, tap 'submit' in the bottom left corner to send them to your approver. This is now one claim.

	Pending (2)	Select
12 Apr 2014	£0.00	
Company Car Mileage		>
Duty of care expired		
Distance Modified		
Opening Mileage		
31 Jan 2018	£3,500.35	
+ 1		>
Tags Modified		
Distance Modified		
test		

Actions

Once you have selected an expense you wish to perform an action, hit the 'actions' button in the bottom right hand corner.

This will allow you to do the following actions:

- **Submit:** Sends to your approver to review the claim for payment.
- **Delete:** Removes the claim from the list.
- **Duplicate:** Copies the claim to allow you to make a minor amendment for another similar claim.
- **Unfavourite:** Remove from your favourite list if you have previously saved this as a favourite.

Approving an Expense

Click on the 'approve' section — shown under the 'Directory Button' part of this guide. Click on 'select',

This will slightly adjust the layout to show 'Approve' and 'Reject' at the top of the app.

Combined with the tick functionality, you can quickly accept or reject multiple expense claims.

Once you click on the 'Approve' button you should get a Verification box that asks you to confirm your actions.

If you click on Reject it will ask you for a rejection reason: Once either of these actions has been completed, it shall be removed from your approval section and be sent back to the user.

