Expensify Training

January 2018

What is Expensify?

- Expensify is a receipt and expense tracking app that integrates with Quickbooks to categorize our credit card expenses

Expensify

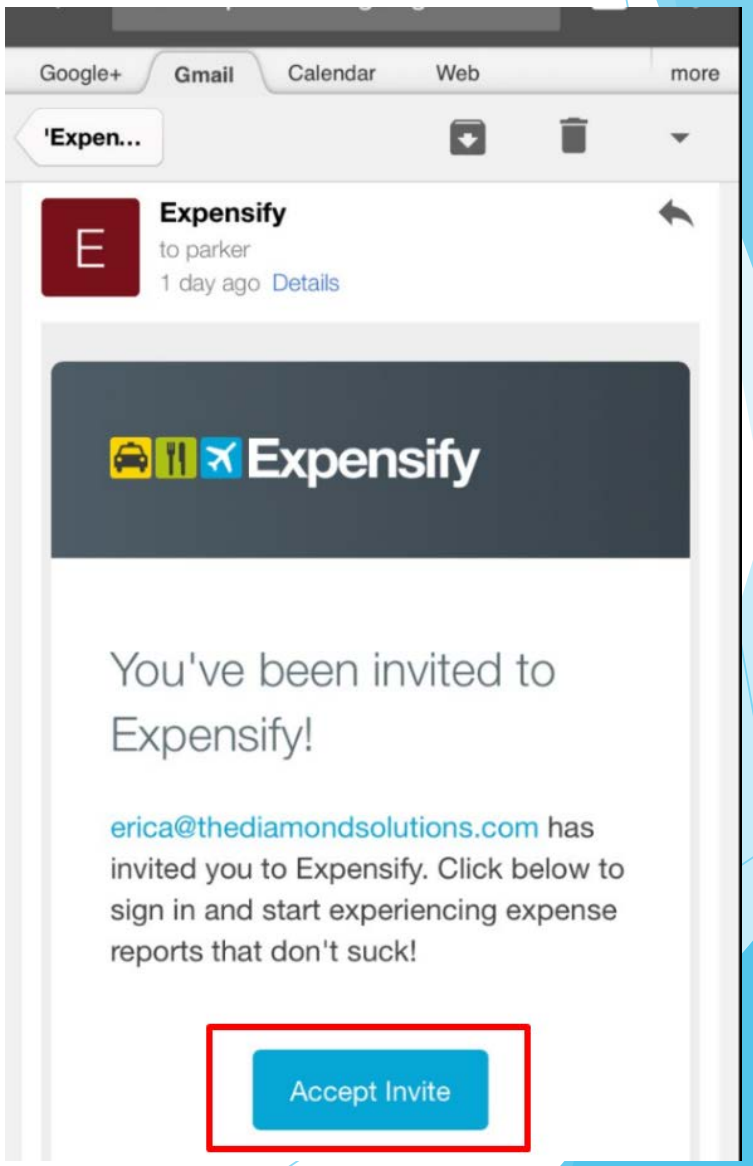
Why are we using Expensify?

- Accurately track costs for jobs and budgeting
- Have receipts for all expenses (important for audits)
- Keep people honest
- Time saving for accounting
- Quick and easy reimbursements

How to Set Up Your Account

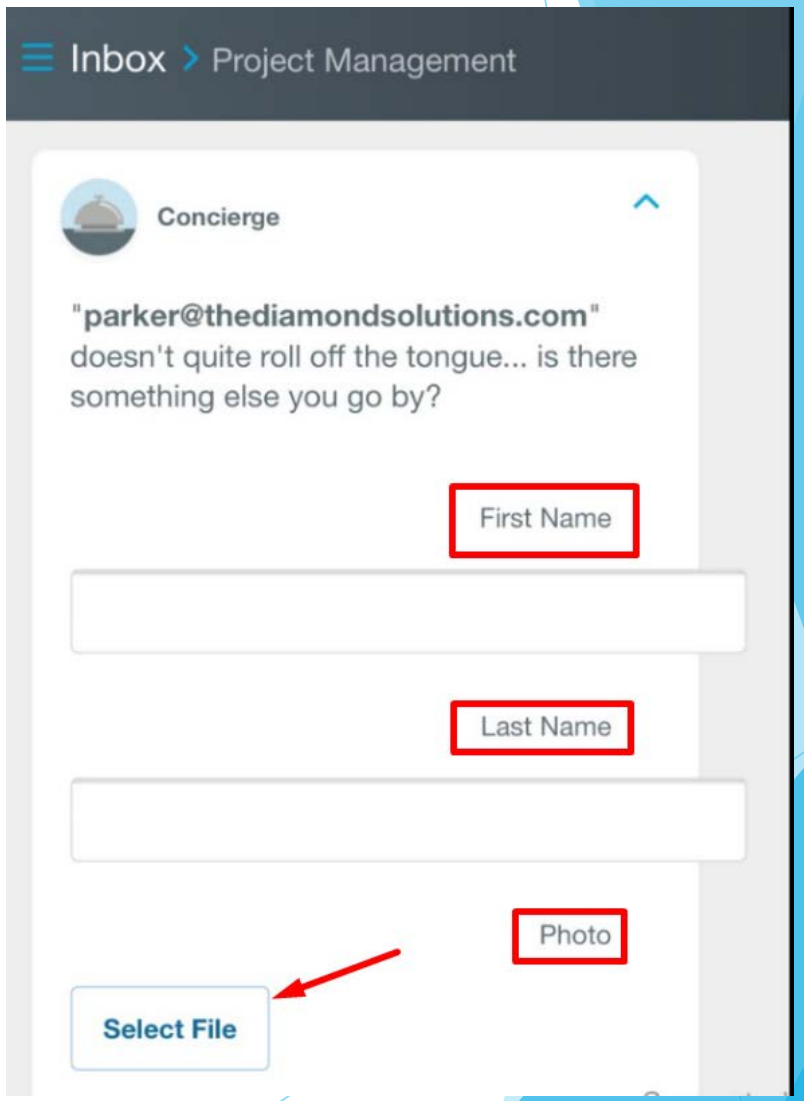
How to set up your account

- Download "Expensify" from your App Store
- In your Diamond email account, find the email that was sent inviting you to Expensify
- In the email, click "Accept Invite“
- Follow the prompts to create your password. In some cases, you may have to reset your password by clicking “Forgot Password”.



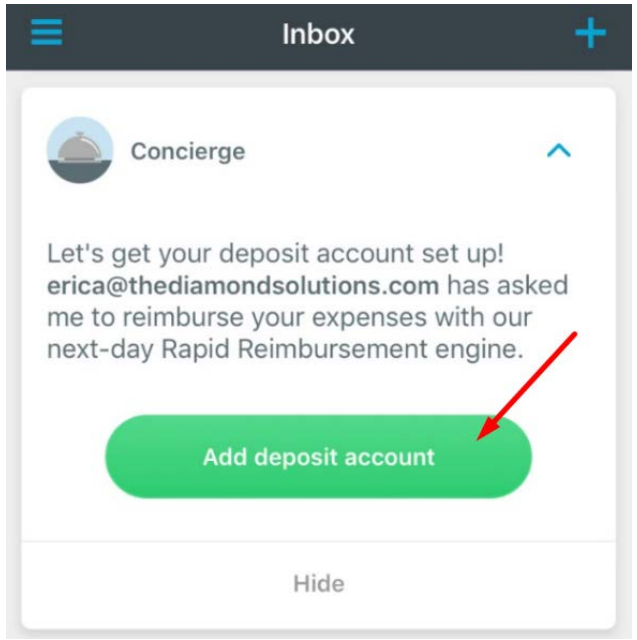
How to setup your account (cont.)

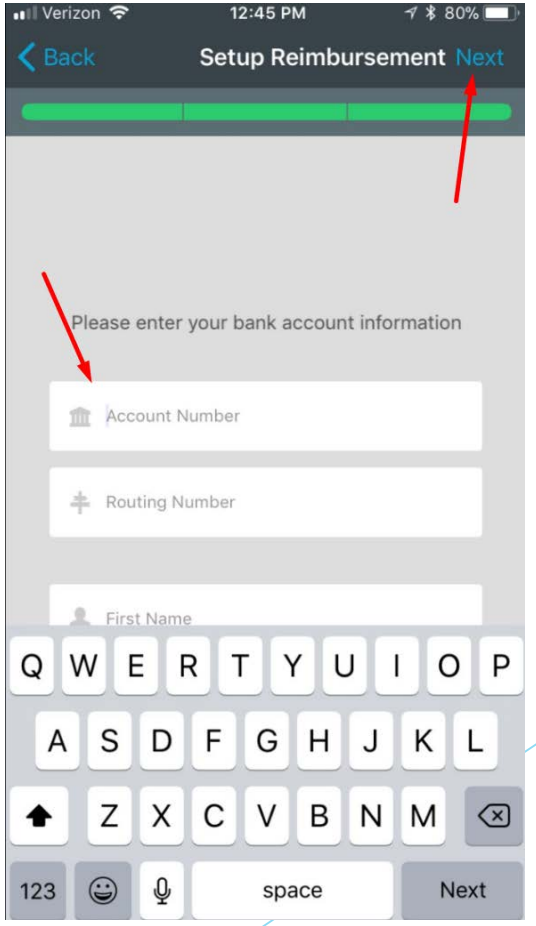
- To set up your name and profile photo:
  - Sign into Expensify on your web browser (you can't do this through the app)
  - Concierge will ask you to set up your name, and a profile photo if wanted
  - Select submit to save your name and photo



How to set up your account for reimbursements

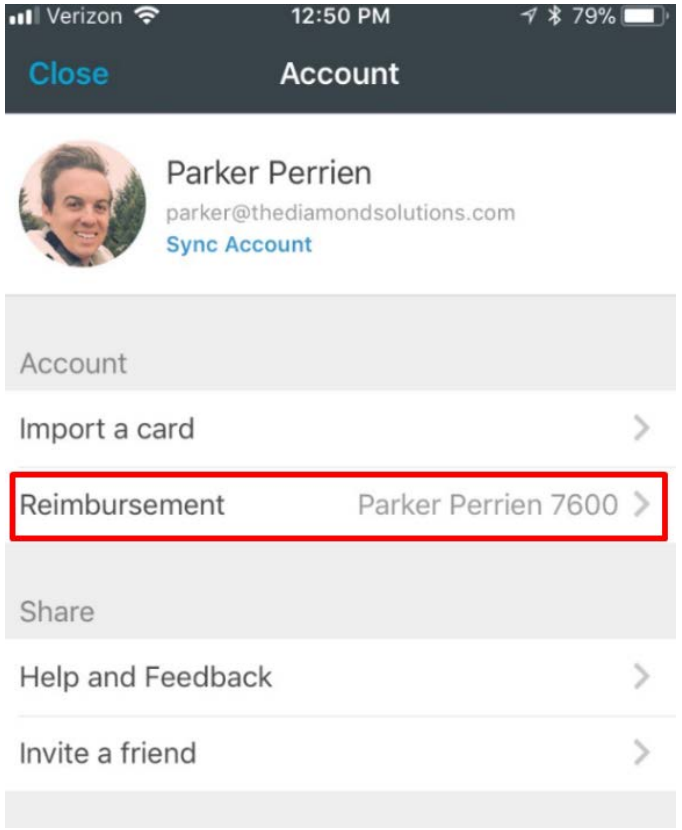
- Your Inbox should have an item about setting up your deposit account
  - (You may have to scroll down and click “Show Hidden Tasks” to see it)
- Click “Add deposit account“
- Follow the prompts to set up your bank account.





How to set up your account for reimbursements (cont.)

- Now when you go in to you account settings, you'll notice your account is listed
- If you have to use your personal card, you are now set up to receive direct-deposit reimbursements through Expensify!

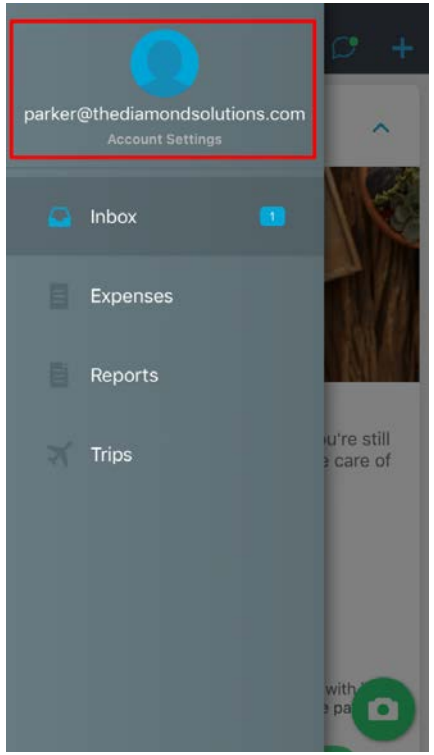


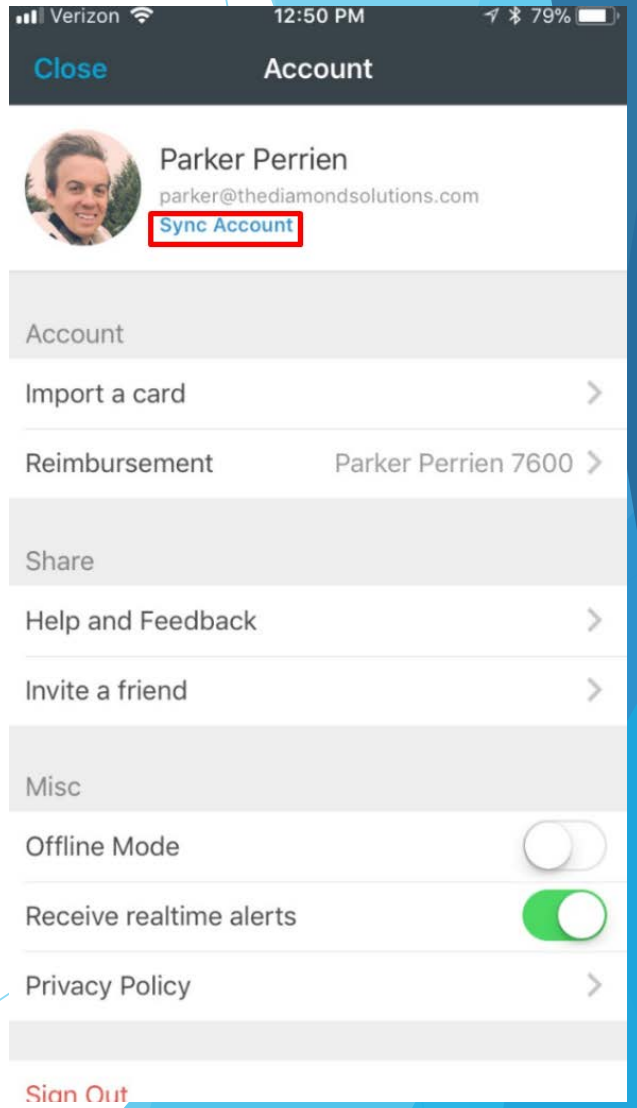
Main Menu Introduction

(Click the three bars in the upper left of the app to see the menu.)

Account Settings:

- There are many things under your Account Settings
- Important!– This is where you can **Sync your account** when needed
- You can also click “Help and Feedback” to send Expensify a message or look up questions if you have a problem

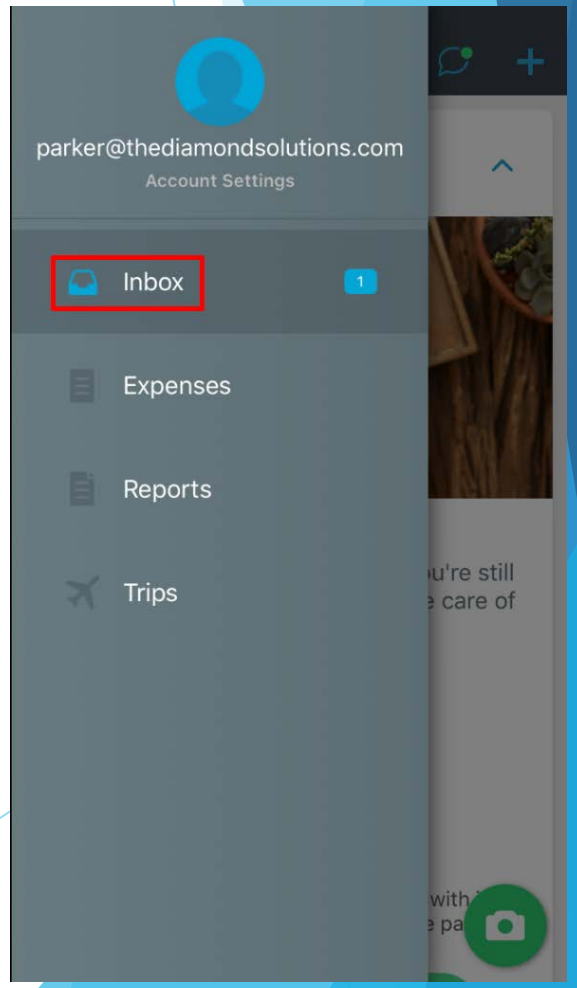




The **Inbox** Tab:

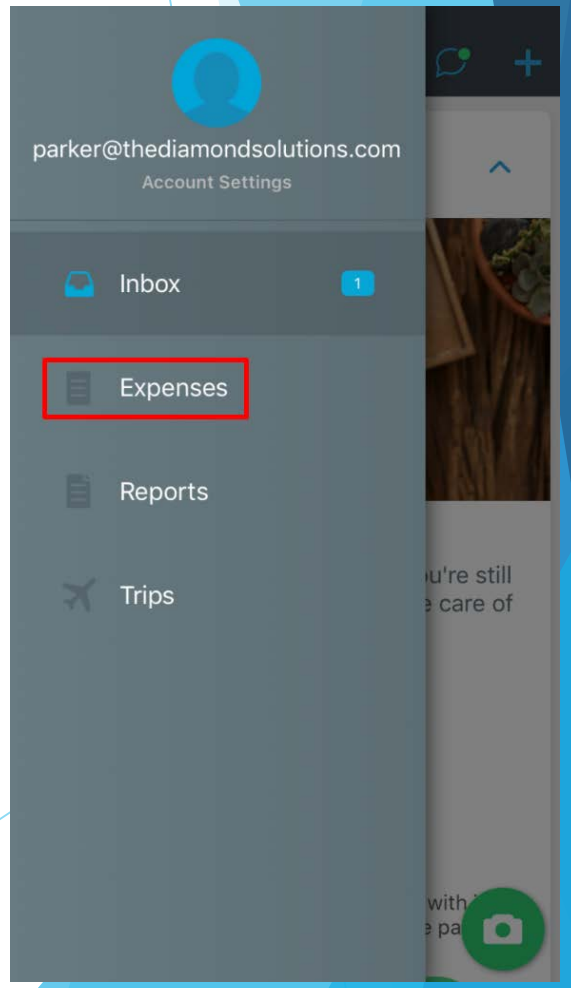
- Each time you log into Expenisfy, you're brought to the Inbox tab
- This tab will help you with:
  - Checking and fixing violations
  - Submitting reports
  - Tips on using Expensify

- Please make sure to clear this tab out **at least once a week**. If your Inbox is zero, you have done everything right!



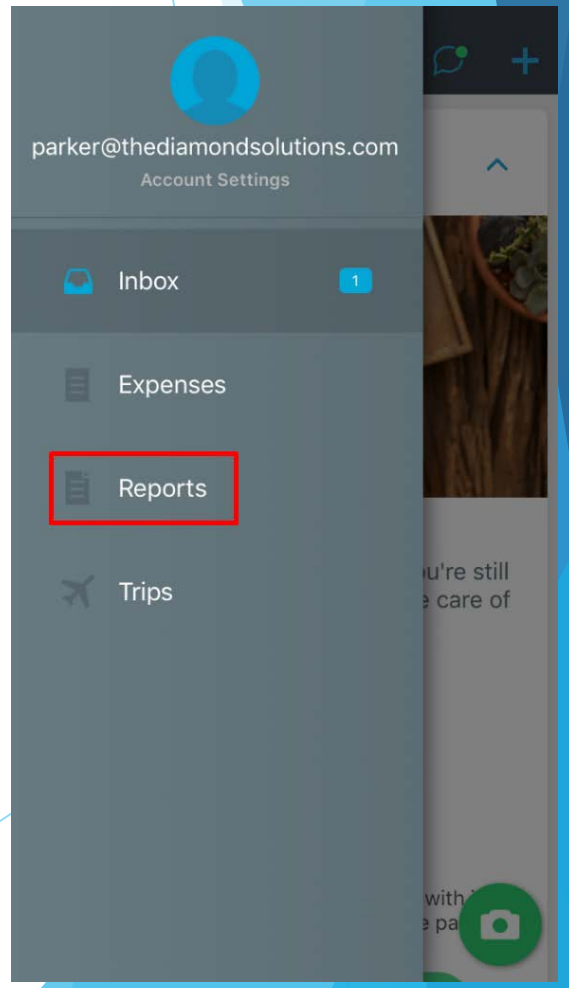
The **Expenses** Tab:

- On the Expenses tab, you can edit and view all of your expenses
- Expenses can be entered in a few different ways:
  - SmartScan a receipt
  - Manually (no receipt)
  - For web / email receipts, forward the receipt from your Diamond email to **receipts@expensify.com**
    - (The receipt has to be from the same email address as your Expensify account so that it can link the receipt to your account!)



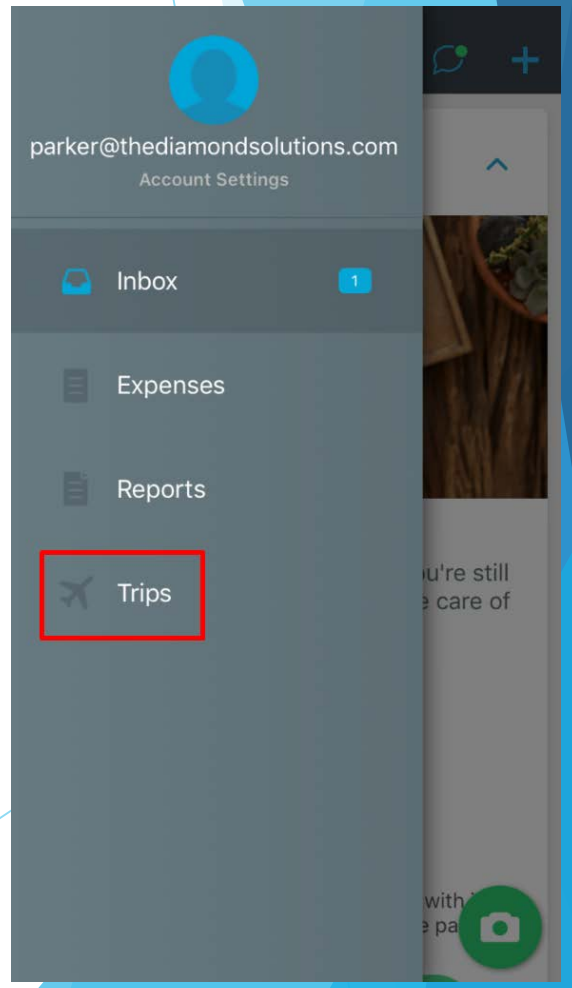
The **Reports** Tab:

- On the Reports tab, you can view all of your reports
- Submitting a report is like giving an envelope of receipts to Finance to look over, approve, and put into Quickbooks
- Reports are shown in one of the following states:
  - **Open** – you have created an expense report that hasn't been submitted
  - **Processing** – your report is being reviewed by your admin
  - **Approved** – your report has been reviewed and approved



The **Trips** Tab:

- You can ignore this tab – we aren’t using it at this time. ☺



Policies:

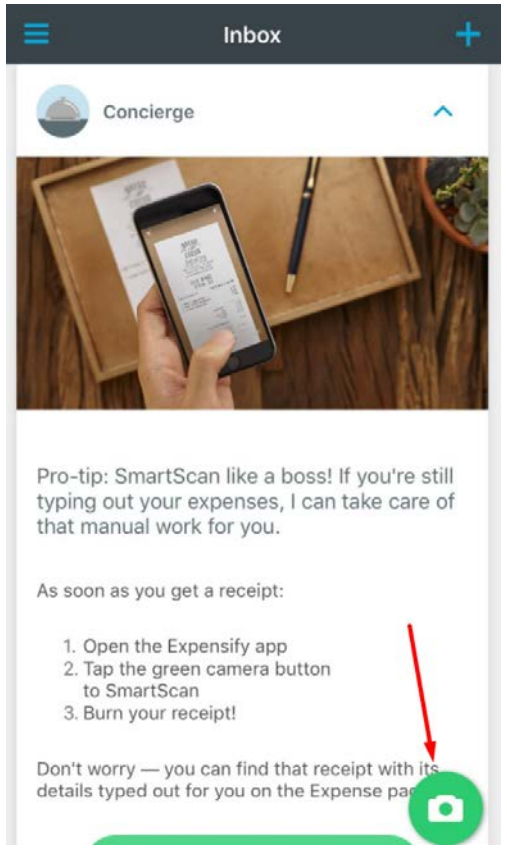
- Diamond has 3 policies (or groups) set up in Expensify:
  - **Field Workers**
  - **Office / Shop**
  - **Project Management**

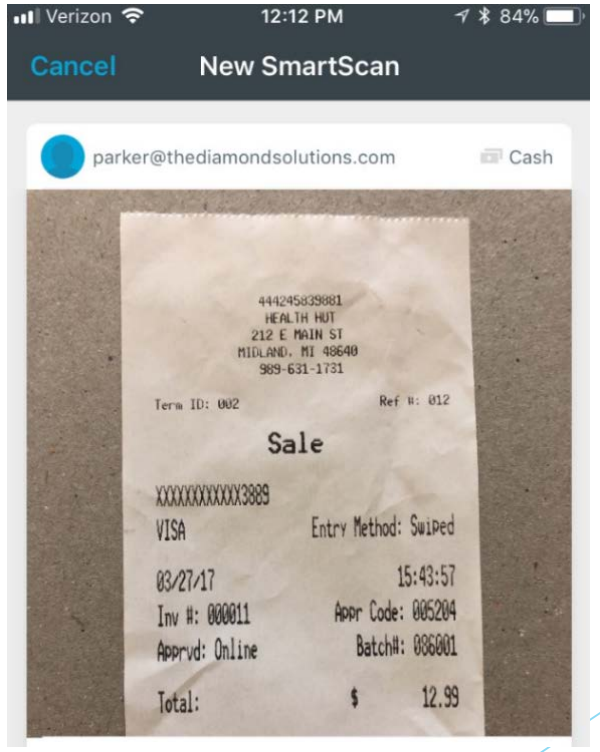
- Each policy has different settings and different options. So, Expensify may look different on your phone vs. someone else's.

How to Record an Expense

How to record an expense:

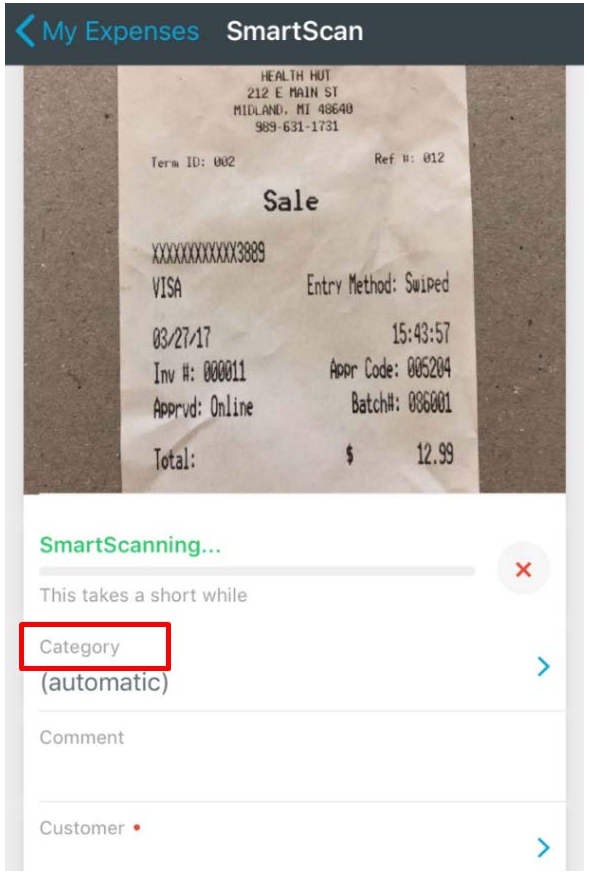
- Select the camera icon on the bottom right of the screen
- Take a picture of the receipt (make sure all of the important information on the receipt is visible, and the photo is clear!)
- Note – a photo receipt is **required** by Diamond for each expense – even small ones!
- SmartScan will read your receipt while you enter some information

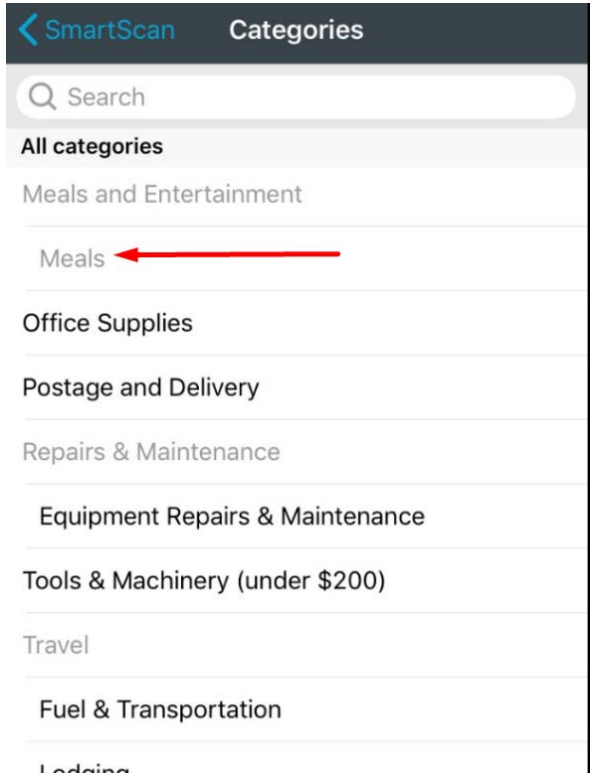




How to record an expense (cont.)

- While SmartScan is working, select "Category" and choose the appropriate account (see your account cheat sheet). For example, scroll down and choose "Meals".
- You are **required** to enter a Category for each expense





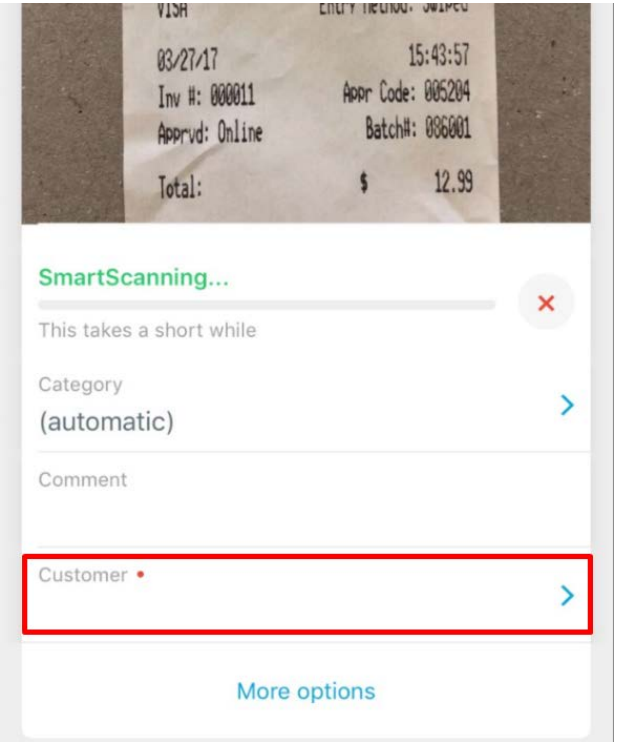
NOTE: There is currently a bug in the app here.

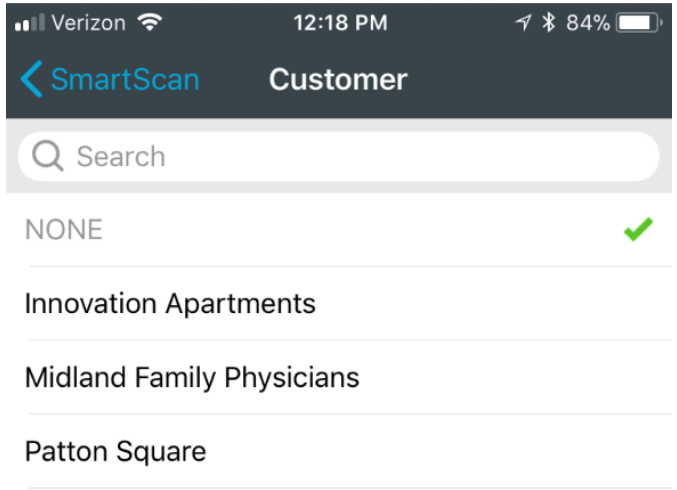
Headers appear gray – you cannot choose these. The categories that you can choose appear black.

Sometimes, items that should be black appear gray. However, you can still click on them.

How to record an expense (cont.)

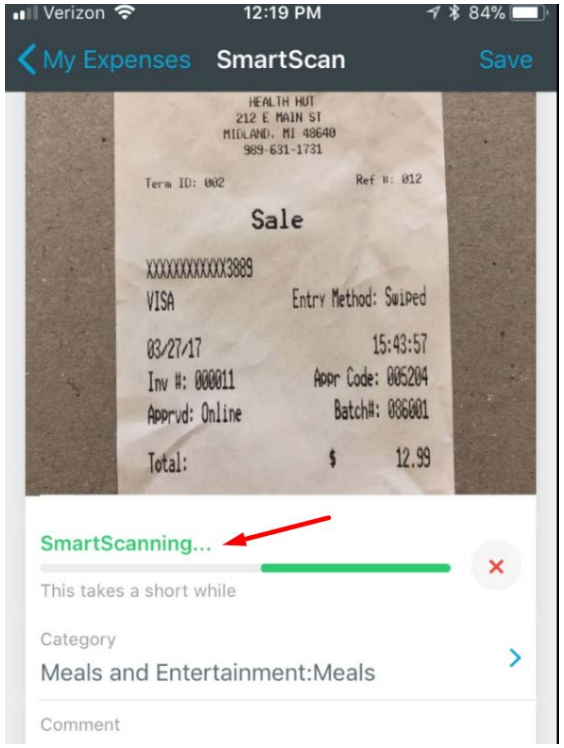
- Select "Customer" and choose the appropriate customer.
- Everyone is **required** to enter a Customer *except* Office/Shop people
- For overhead expenses (no specific job), choose “Diamond Solutions”, just like in TSheets





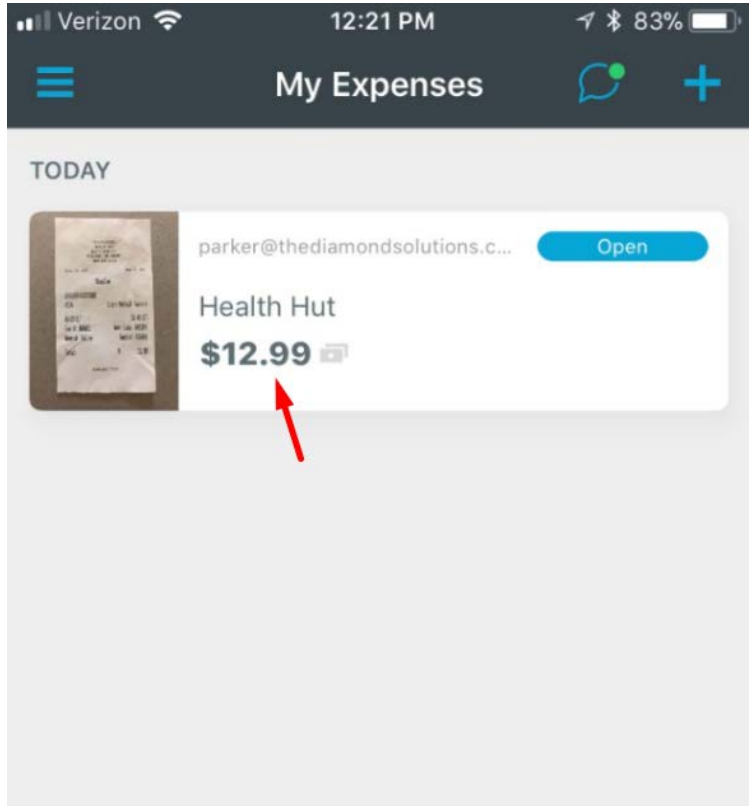
How to record an expense (cont.)

- Include any Comments if needed
  - comments are required in certain cases – we'll talk about this later
- Hit save.
- SmartScan may continue scanning the receipt, but you can leave. When SmartScan is finished, you will get a notification in the upper right of the screen.



How to record an expense (cont.)

- When SmartScan is finished, go to the “Expenses” tab.
- Here you can see the Expense you created. Note the Merchant, Date, and Total have been added by SmartScan.
- Congratulations, you have added your first expense!



Violations

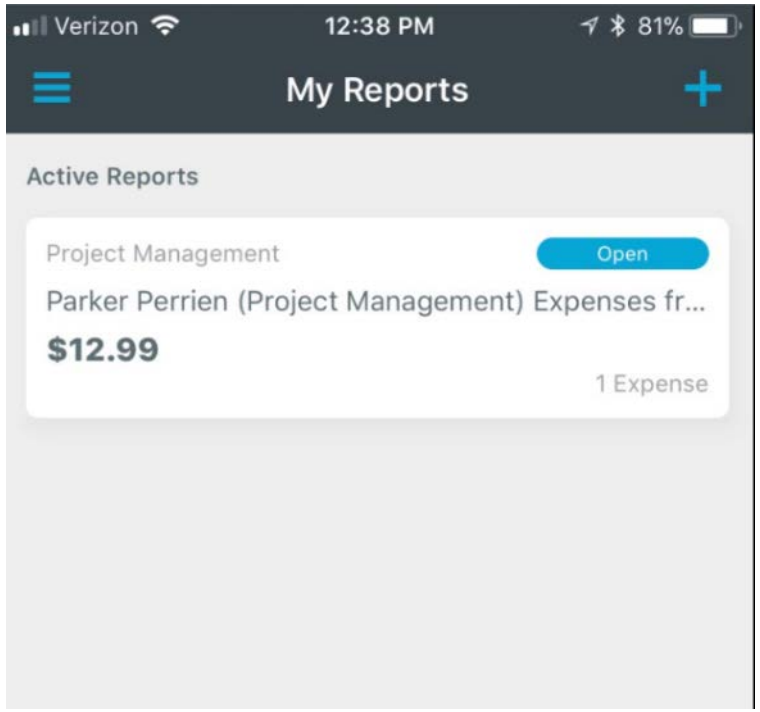
- At times, you may see that your expense has a violation. You will see a “!” symbol.

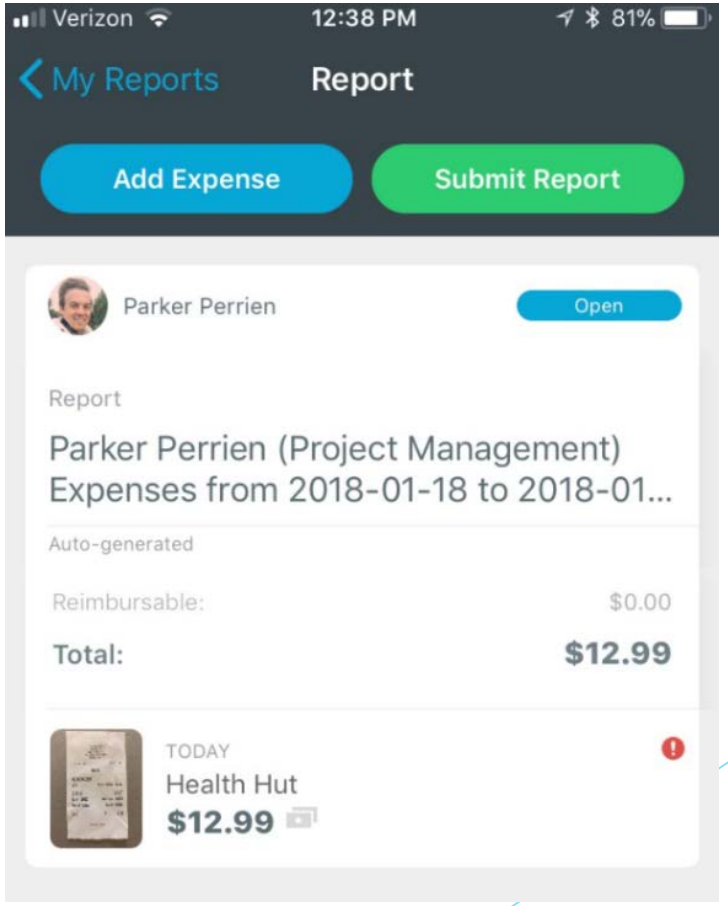
- You may receive a violation because:
  - The receipt is too old
  - There is no receipt photo
  - The card used on the receipt doesn’t match your company card number
  - The amount is over $1000 (you’ll need to get approval from Finance)
  - Etc.

- Expenses with violations will not go on your report and will not be turned in. **It is your responsibility to look through these violations** and fix them.
- If you cannot figure out how to fix your violation, talk to the admin.

Your Reports

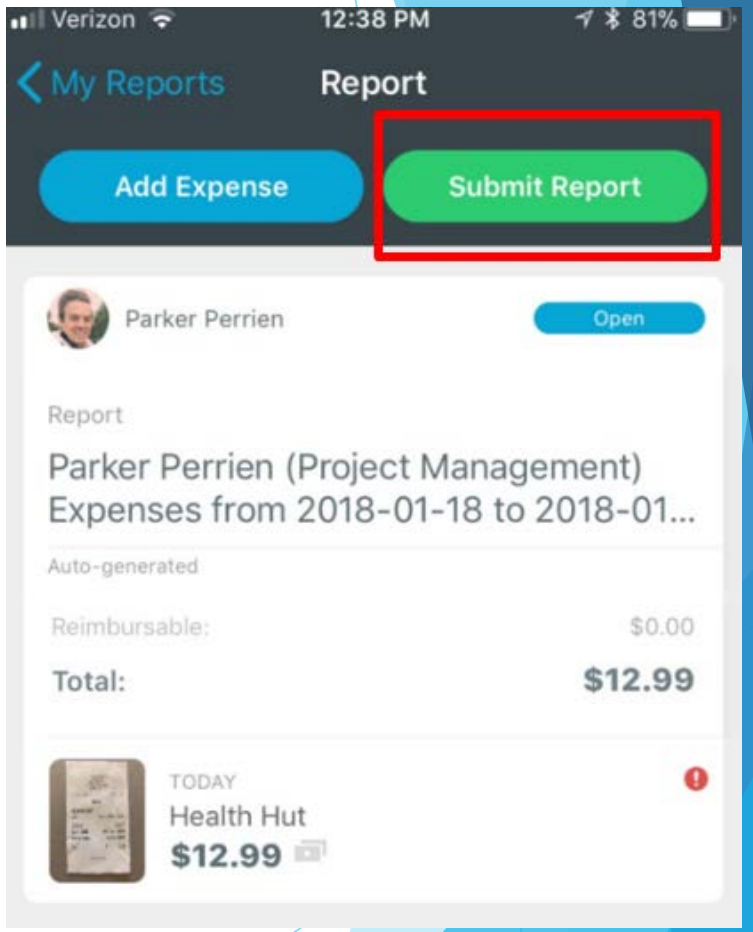
- Go to the Reports tab
- Here you will see that your expense has been added to your current report





Submitting Your Reports

- When you have all necessary Expenses on a report, you can click “Submit Report” to send it off for approval.
- A report cannot be edited or changed once it has been submitted!
- If an Expense was missed, it will just go on the next Report



- We will also set up reports to **auto-submit** each night on a daily or weekly basis, so the best thing to do is keep up with your Expenses so that they are included in the auto-submitted report

How do I know which Category to choose?

- Refer to Category cheat sheet
- Let's do a few examples:

You paid for some crack-sealing rubber on your credit card. Which category?

Crack Sealing - **Materials**

You paid a toll while driving to a job. Which category?

Job Related Travel - **Transportation**

You bought a case of water AND some road salt at Home Depot. Which category?

SPLIT between "**Water**" and "Salting - **Materials**"

(The "Split" feature isn't working on our apps right now. I will look in to fixing this and let you know when it's ready to use!)

Note: When buying something over $1000, you will get a violation. Please discuss these large purchases with someone in Finance to get approval.

How to Submit an Expense for Reimbursement

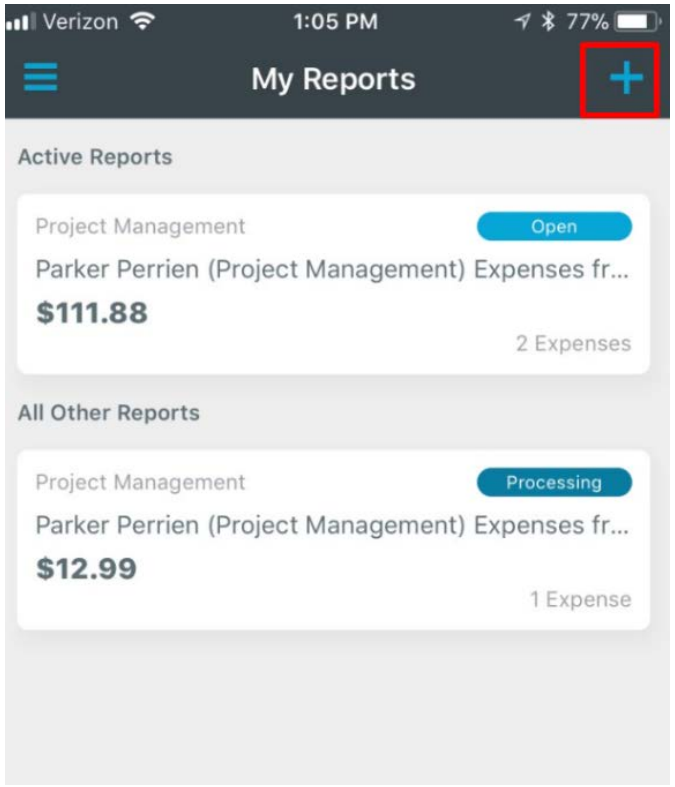
How to submit an expense for reimbursement

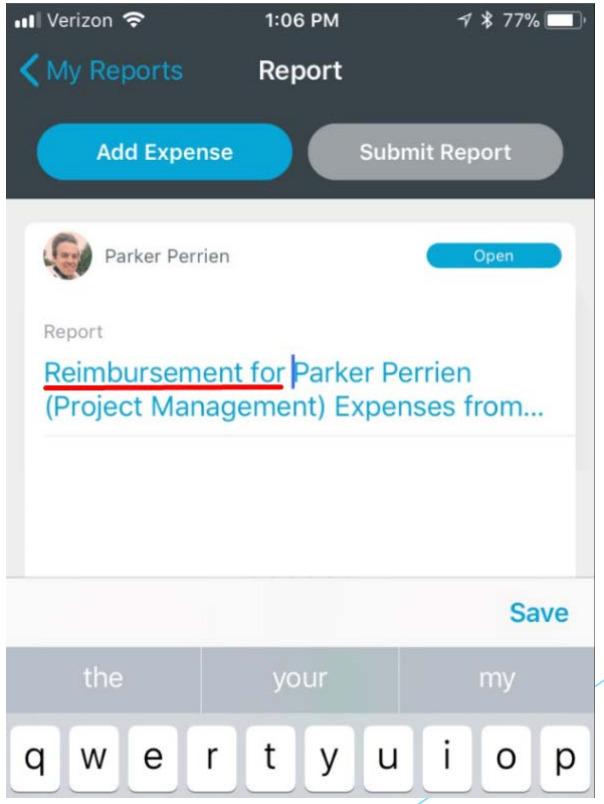
- With our new systems, you should not have to use your personal card very often
- If you need to use your personal card, you must get approval first

****Reimbursements MUST be on their own report or we will not be able to do a Rapid Reimbursement through Expensify for you!**

How to submit an expense for reimbursement

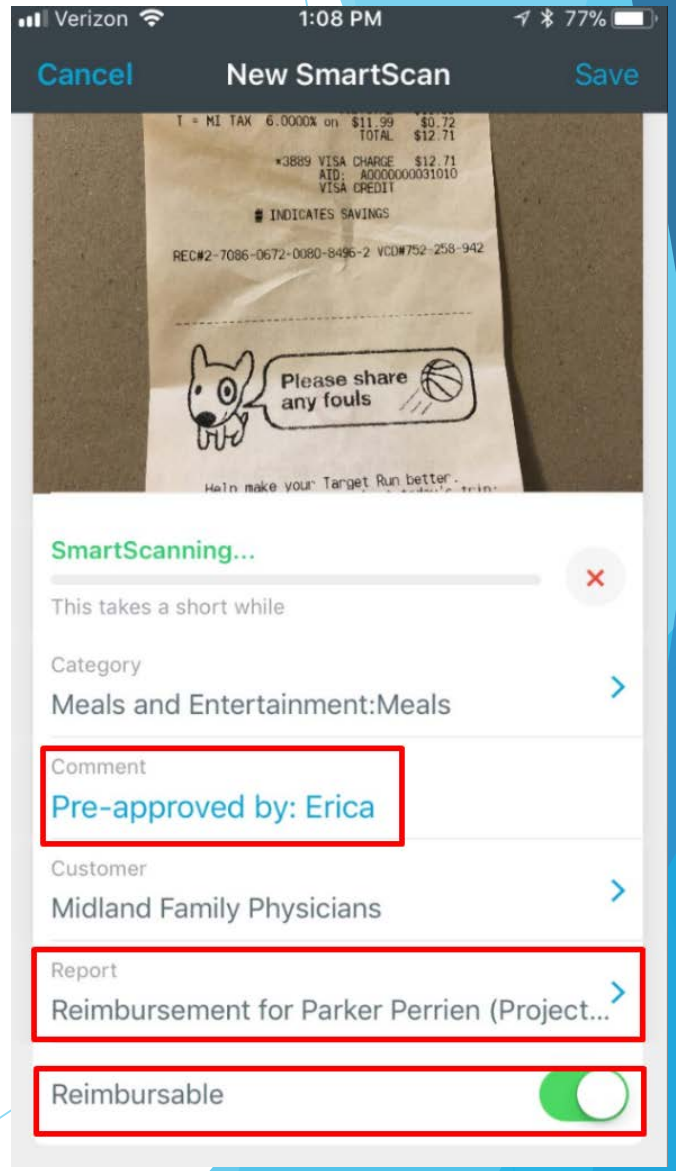
- **FIRST: Create a Reimbursement Report for yourself:**
  - On the Reports tab, click the plus sign to create a new report
  - A name is generated for the report automatically
  - Change the name of the report by clicking in the front of the name and adding "Reimbursements for…" at the front of the report name





How to submit an expense for reimbursement

- SmartScan the receipt that you need to be reimbursed for, and choose the category and customer as usual
- In the **Comments** section of the report include the name of the person who pre-approved you to use your personal card
- In the **Reports** section, select your new "Reimbursements for…" report
- **Turn on "Reimbursable"** at the bottom of the screen
- Hit save.



How to submit an expense for reimbursement

- When your Reimbursement Report is submitted, the admin will review it and confirm with the manager who approved the expense.
- Once the admin approves the Report, your money will be direct deposited the next day.

Personal Expenses on Company Cards

- First, you must always have approval to put a personal expense on a company card
- Enter the Expense as usual, on your **normal/automatic report**, NOT on your reimbursement report
- In the **comments**, clearly state that this was a personal expense, and who it was approved by
- The admin will verify with the manager who approved your personal expense, and the amount will be deducted from your next paycheck

Review: Personal Expense vs. Reimbursement

- A personal expense on the company card goes on your **normal, automatic report**

- An expense made on your personal card that you need to be reimbursed for goes on your **Reimbursement Report** that you created

- Both need manager approval
- Both require info written in the comments section
- Both will be reviewed and approved by an admin

FAQ’s

FAQ’s:

- **What if someone else uses my card?**
  - You are responsible for your card and any expenses on your card.
  - You are responsible to get the receipts for any purchases they made and put them in Expensify as if you made the purchase yourself.

- **What happens when a receipt is missing from your Expensify reports? (you lost it)**
  - You are responsible to collect all of the receipts for your credit card!
  - Finance will contact you to ask for missing receipts.
  - If a receipt is still not provided, that amount may be deducted from your paycheck.

FAQ’s:

- **What happens when you forget to add your receipts, or add them incorrectly to Expensify?**
  - Finance will contact you if they receive blank, incomplete, or incorrect expense reports.
  - You will be responsible to supply the missing information ASAP.
  - If a receipt is still not provided, that amount may be deducted from your paycheck.

FAQ’s:

- **What do you do with the paper receipts?**
  - We will keep paper receipts for now while we all get use to Expensify
  - Put paper receipts in your zipper folder after adding them to Expensify
  - When you get back to the shop, the shop manager will remove your receipts from your folder and organize them
    - The shop manager will paper clip the day’s receipts together and add to drawer/box designated for that card
  - Once we are consistently getting all of the receipts, we can stop keeping the paper copies!

Questions? ☺