Notilus Travel Management for Expert

Expenses Module 3

How to record expenses retrieving receipts from Mobility

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Notilus Travel Management for Expert Expenses: Module 3

- General information : how to retrieve an existing report and add expenses to it

- How to record expenses from your PC with receipts retrieved from Mobility

    1. Expenses in € paid cash or by credit card

    2. Expenses in foreign currency paid by credit card

    3. Expenses in foreign currency paid cash

- More information

    1. Invoices attached to a claim

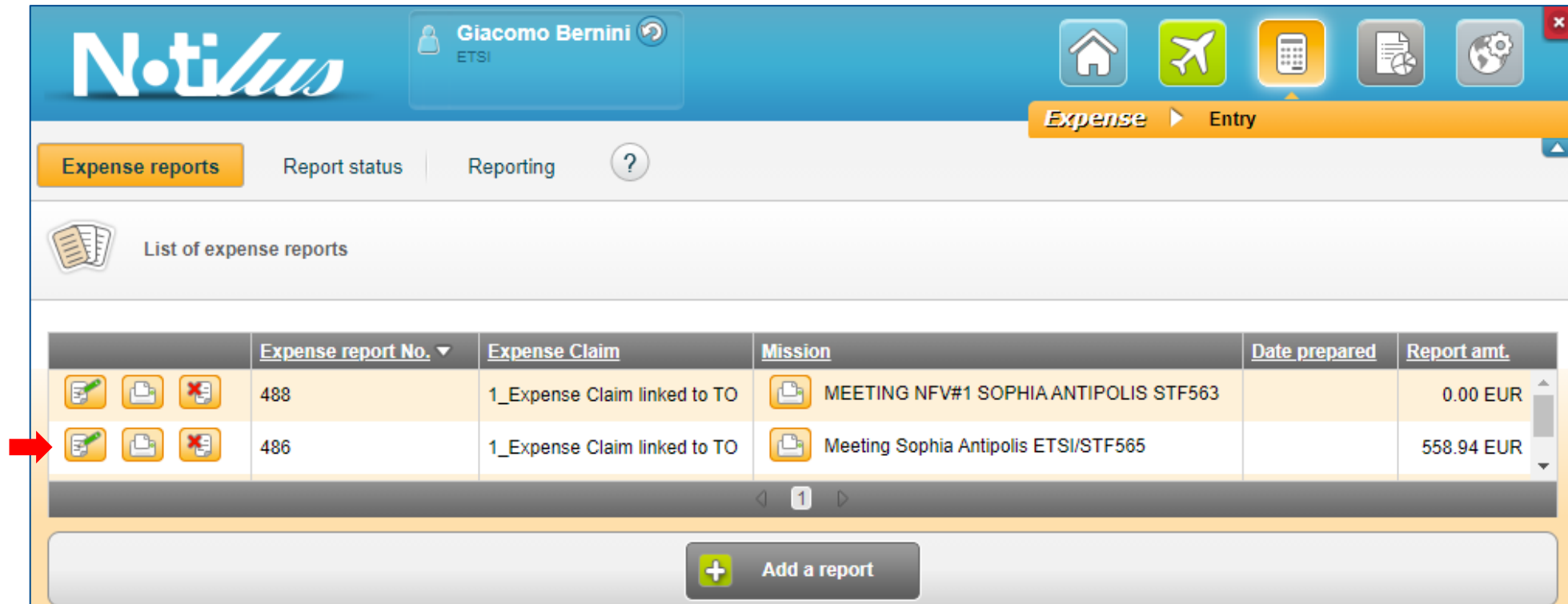   2. Submit the expense report

    3. The report status

General information :
How to retrieve an existing report and add expenses

Go to the Section **Expense reports**

The list of all expense reports created (from the PC or from Mobility) but not yet submitted will be displayed.
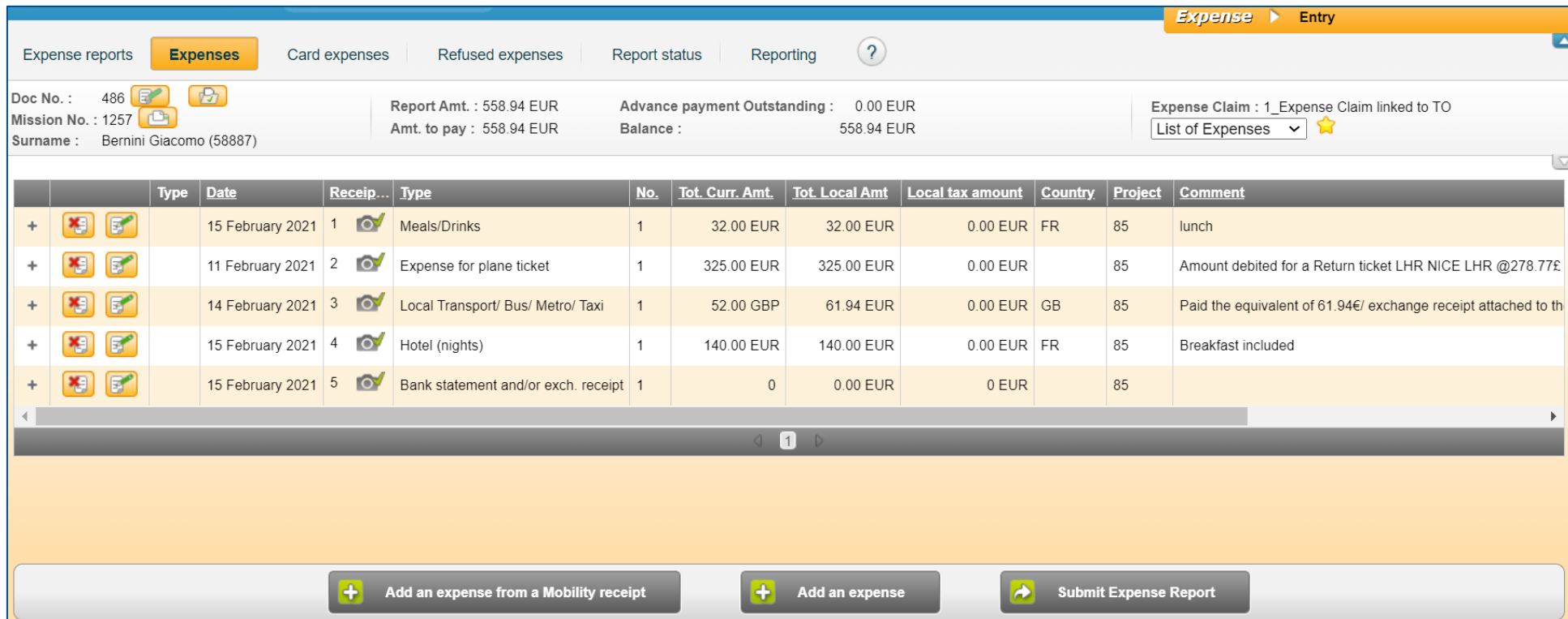

Click on the pencil icon of the relevant report line to open it.

In this example: Expense report # 486

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General information :
How to add expenses from a Mobility receipt

Display of the Expense report #486 with the details of all previous invoices recorded

To record an expense using a receipt stored in Mobility, click on [+ Add an expense from a Mobility receipt]

With this option, most information retrieved from the picture of the invoice taken via Notilus Mobility (OCR technology) will be automatically inserted when the traveller records the expense and the copy of the invoice will be attached at the same time.
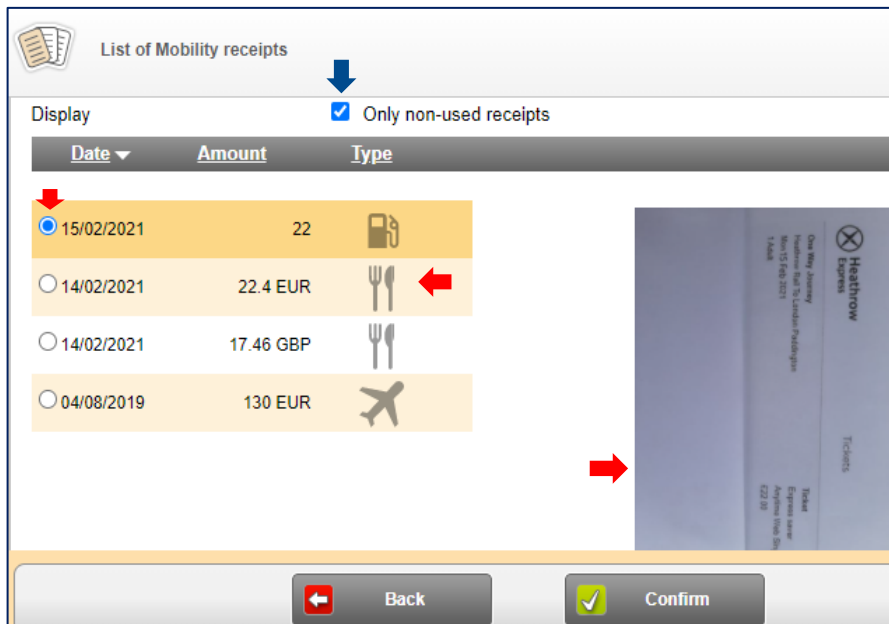
General information :
How to add expenses from a Mobility receipt

Once the traveller clicks on [+ Add an expense from a Mobility receipt]

A new window is displayed with the list of all receipts stored in Notilus Mobility and not yet recorded in an expense report.

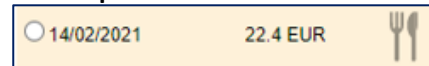It is recommended to always keep the box **Only non-used receipts** ticked.

To select an invoice, simply click on the box next to the date.

When the quality of the picture is good, all the details of the invoice will be correctly reflected (date, amount, currency, type of expense).
Example: meal invoice for 22,40€ incurred on February 14th, 2021

However in some cases the OCR (Optical Character Recognition) is unable to identify some details from the picture stored
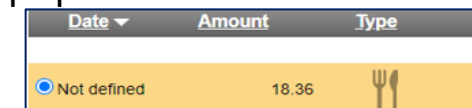Example here : no currency indicated

The traveller will still be able to use the picture stored but will have to check every field when recording the expense and shall amend if required.

Same when Notilus is displaying a receipt picture with the mention **Not defined** in one or several fields.

Here: no date nor currency indicated

Picture of the selected invoice: it will be inserted automatically by Notilus when the expense is recorded by the traveller.
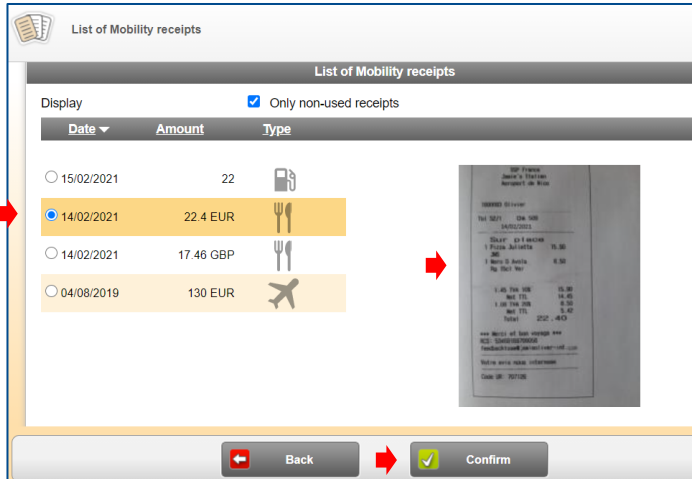
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1. How to record expenses in € paid Cash or by Credit card with a receipt retrieved from Mobility
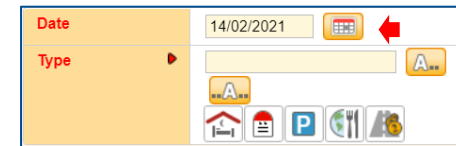
First example: a meal bill in the amount of 22,40€ spent in France on February 14th, 2021

Select from the list displayed, the relevant invoice   Its picture is displayed   Click on Confirm

A new window appears with the date automatically inserted, being the date correctly identified on the invoice

Then select the type of expense: here subsistence

A new screen is displayed : most fields are filled out automatically by Notilus with the information retrieved from the invoice and its picture is attached.
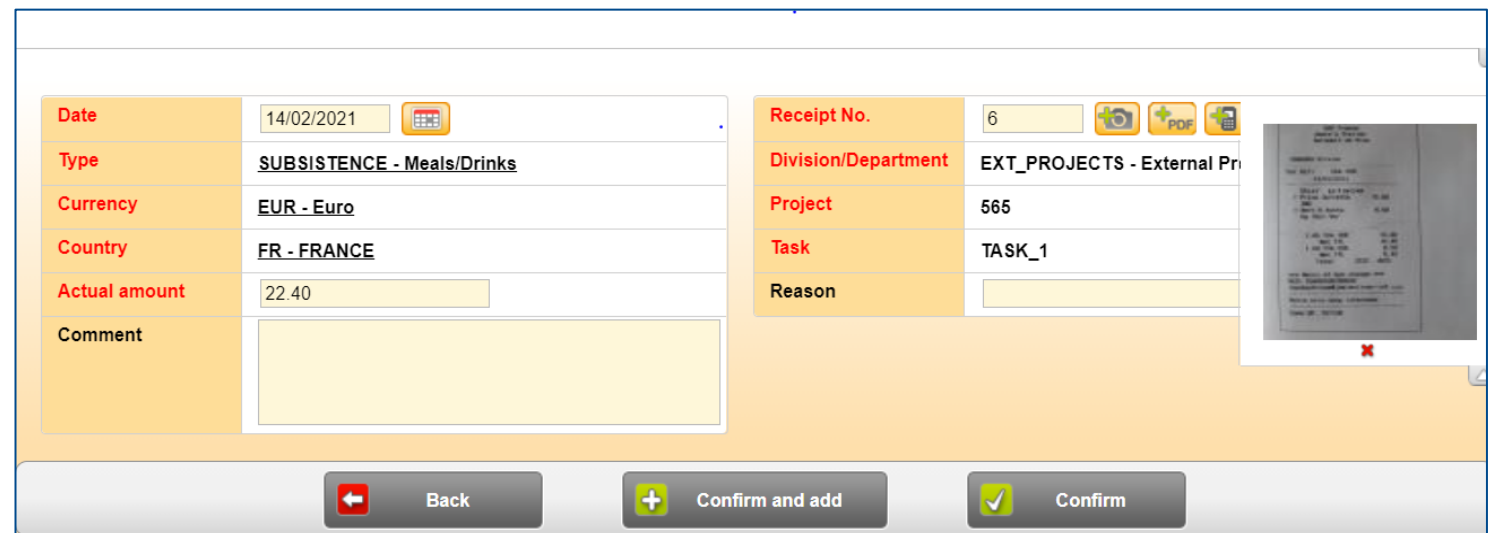
Check everything is correct: currency, country, amount. This is the case here [If not amend accordingly]

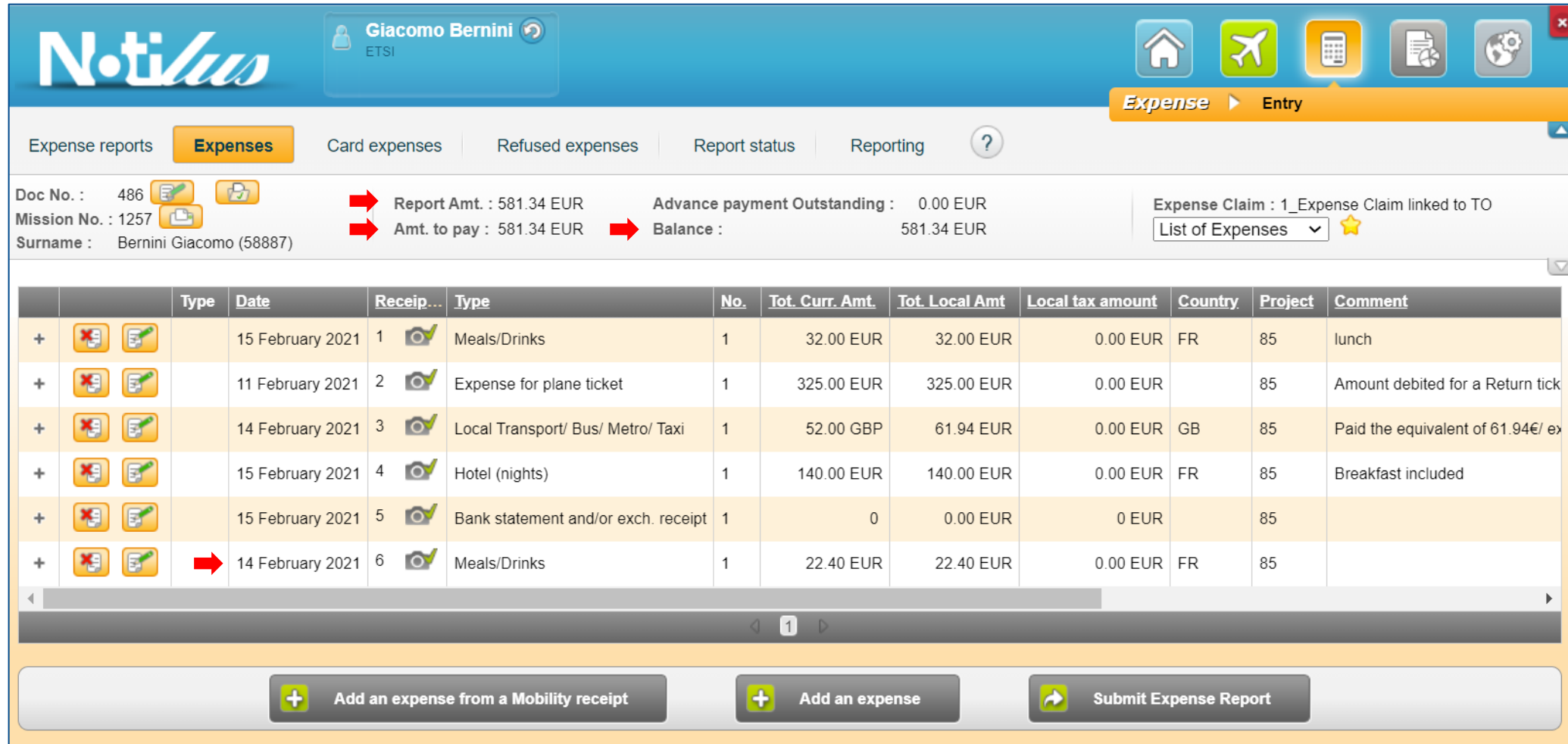To add another expense for which the receipt is stored in Mobility, click on

 Confirm

to be able to get the option

 Add an expense from a Mobility receipt

Date	14/02/2021		Receipt No.	6	
Type	SUBSISTENCE - Meals/Drinks		Division/Department	EXT_PROJECTS - External Pr
Currency	EUR - Euro		Project	565
Country	FR - FRANCE		Task	TASK_1
Actual amount	22.40		Reason	
Comment				

1. How to record expenses in € paid Cash or by Credit card with a receipt retrieved from Mobility

The expense is recorded (receipt #6)   and the expense report amounts updated accordingly

2. How to record expenses in foreign currency paid by Credit card with a receipt retrieved from Mobility

In this example : Heathrow Express ticket for 22GBP paid by credit card on February 11th, 2021 (amount debited from the traveller's bank account: 25,88€)

Same first steps: click on **[+] Add an expense from a Mobility receipt**

Notilus will display the list of all remaining receipts stored in Mobility and not yet recorded in a claim.
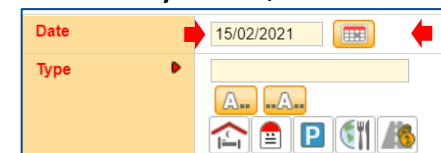

Select from the list of receipts the relevant one: Here: Heathrow Express ticket for 22GBP
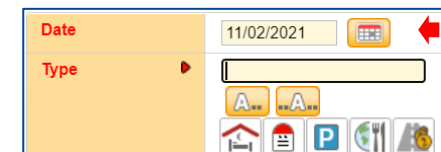In this example, the amount indicated for the bill (22) is correct

but some other information are missing (currency) or incorrect (type).

Click on **[✓] Confirm**

A new window appears with the date automatically inserted by Notilus: February 15th, 2021 (date of travel) when the expense was incurred on February 11th,2021

The field must be amended to reflect the date of purchase using the calendar

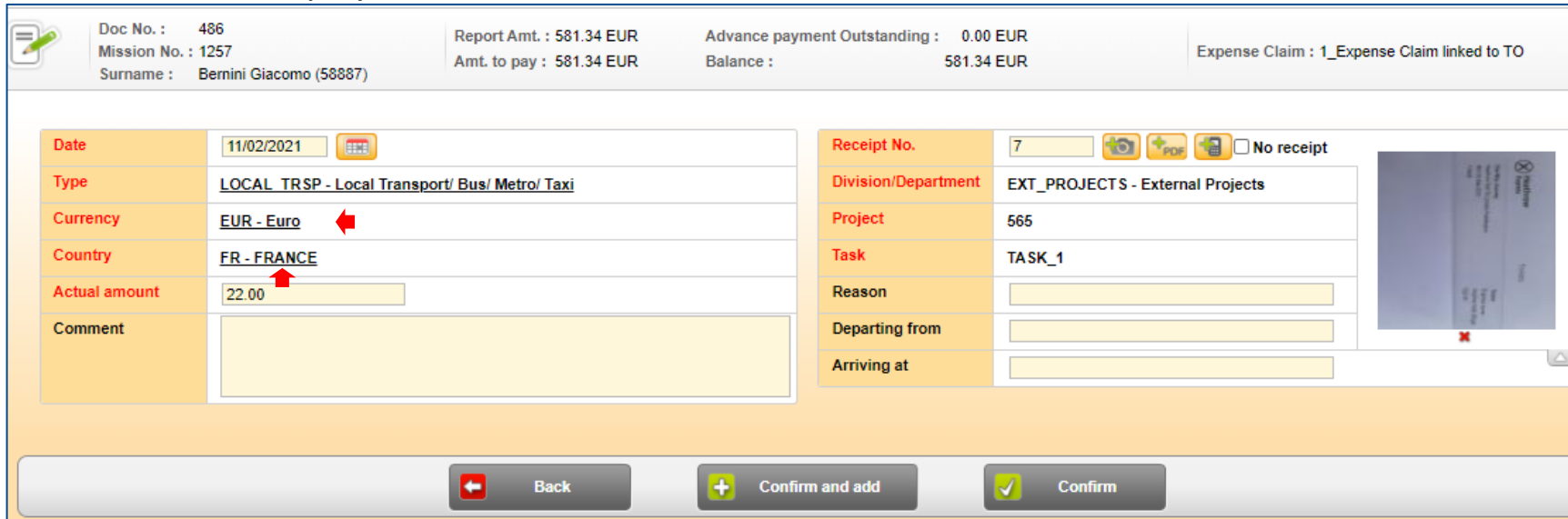Then confirm the type of expense using the boxes

[A..] [..A..]

Here select:
LOCAL TRSP - Local Transport/ Bus/ Metro/ Taxi

2. How to record expenses in foreign currency paid by Credit card with a receipt retrieved from Mobility

A new screen is displayed

As said before , most fields automatically completed by Notilus with the information retrieved from the invoice picture shall be checked carefully and amended if incorrect.

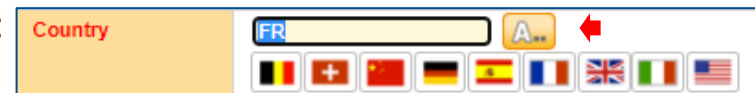Currency: the expense was incurred in £ (22GBP) but paid by credit card and debited in € from the traveller's bank account for 25,88€.

EUR-Euro is the correct currency to be selected.

Country: the expense was incurred in the UK. This field must therefore be amended.

To do so, click on **FR - FRANCE** New display of the field:
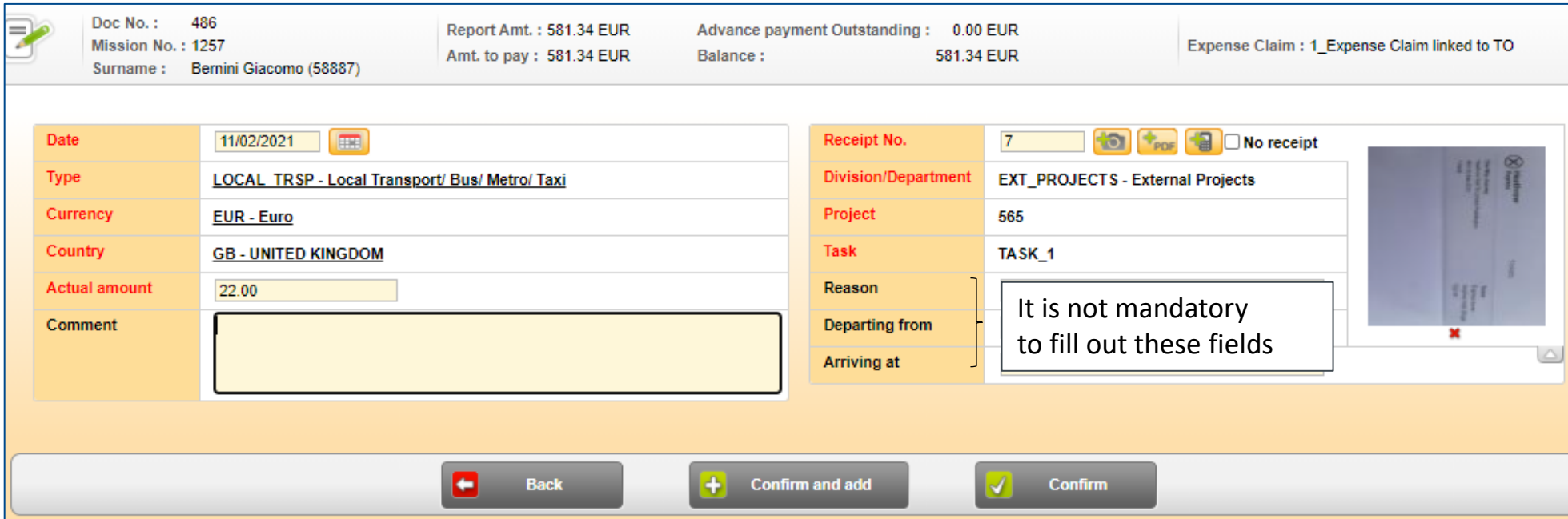Select the correct country with the relevant flag

or using the box

2. How to record expenses in foreign currency paid by Credit card with a receipt retrieved from Mobility

View of the screen once the Country field has been amended

Actual amount: Notilus has inserted 22.00 which corresponds to the GBP amount shown on the invoice picture.
It should be amended to reflect the € amount debited from the traveller's bank account (including bank fees) being here: **25,88€ .**

Comment: the traveller must add any relevant details such as:
Heathrow Express Saver ticket 22 £. Equiv. amount debited to bank account 25.88€/ Bank statement attached to the expense report

2. How to record expenses in foreign currency paid by Credit card with a receipt retrieved from Mobility

View once done

Date	11/02/2021
Type	LOCAL_TRSP - Local Transport/ Bus/ Metro/ Taxi
Currency	EUR - Euro
Country	GB - UNITED KINGDOM
Actual amount	25.88
Comment	Heathrow Express Saver ticket 22 GBP. Equivalent amount debited to bank account 25.88€ / Bank statement attached to the expense report

Receipt No.	7
Division/Department	EXT_PROJECTS - External Proje
Project	565
Task	TASK_1
Reason	
Departing from	
Arriving at	

Then click on

✓ Confirm

← Back   + Confirm and add   ✓ Confirm

View of the expense report at that stage
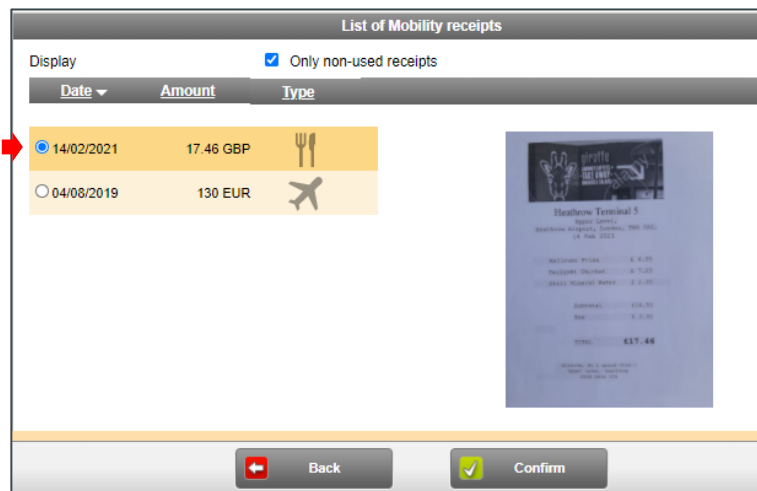
			Type	Date	Receip...		Type	No.	Tot. Curr. Amt.	Tot. Local Amt	Local tax amount	Country	Project	Comment
+				15 February 2021	1	📷	Meals/Drinks	1	32.00 EUR	32.00 EUR	0.00 EUR	FR	85	lunch
+				11 February 2021	2	📷	Expense for plane ticket	1	325.00 EUR	325.00 EUR	0.00 EUR		85	Amount debited for a Return ticket LHR NICE LHR @278.77£ . Ba
+				14 February 2021	3	📷	Local Transport/ Bus/ Metro/ Taxi	1	52.00 GBP	61.94 EUR	0.00 EUR	GB	85	Paid the equivalent of 61.94€/ exchange receipt attached to the re
+				15 February 2021	4	📷	Hotel (nights)	1	140.00 EUR	140.00 EUR	0.00 EUR	FR	85	Breakfast included
+				15 February 2021	5	📷	Bank statement and/or exch. receipt	1	0	0.00 EUR	0 EUR		85	
+				14 February 2021	6	📷	Meals/Drinks	1	22.40 EUR	22.40 EUR	0.00 EUR	FR	85	
+				11 February 2021	7	📷	Local Transport/ Bus/ Metro/ Taxi	1	25.88 EUR	25.88 EUR	0.00 EUR	GB	85	Heathrow Express Saver ticket 22 GBP. Equivalent amount debite

3. How to record expenses in foreign currency paid cash with a receipt retrieved from Mobility

In this example : Meal at Heathrow Airport for 17,46 GBP paid cash on February 14th, 2021

Same first steps: click on [+ Add an expense from a Mobility receipt]

Notilus will display the list of all remaining receipts stored in Mobility and not yet recorded in a claim.

A new screen is displayed: again most fields are automatically filled out by Notilus with the information retrieved from the invoice

Currency   Country   Actual amount
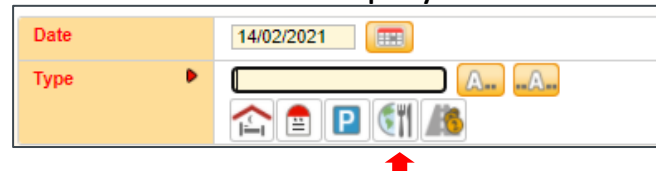
In this example all fields are correct.

Notilus also inserts the BCE rate of exchange applicable on the day of the expense
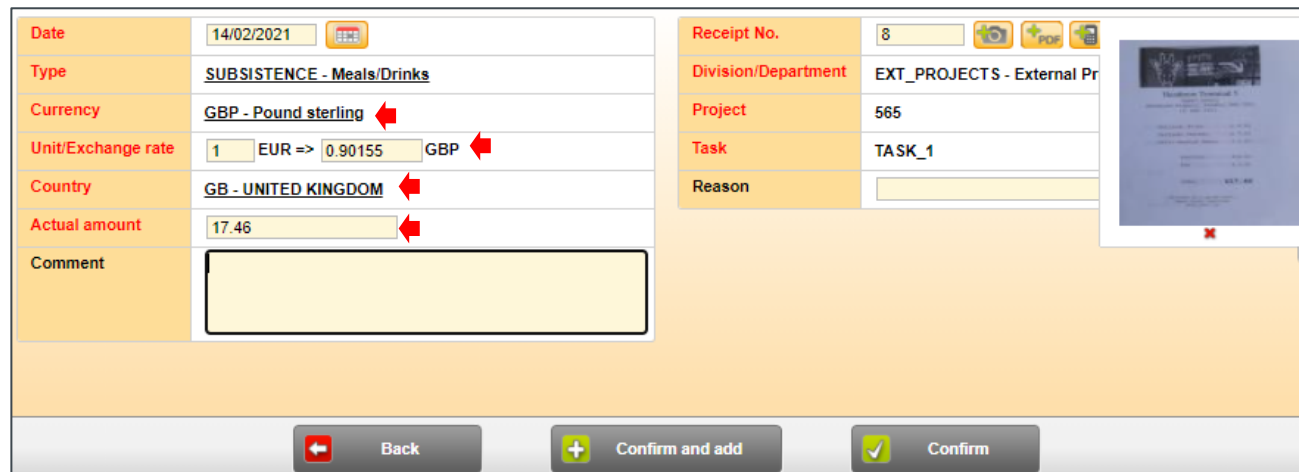1 € = 0,90155 GBP

Select from the list of receipts the relevant one : meal for 17,46 GBP and click on [✓ Confirm]

A new window is displayed with the date inserted automatically by Notilus

The date is correctly retrieved from the invoice: February 14th, 2021

Then select the type of expense: Subsistence – Meals/Drinks

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3. How to record expenses in foreign currency paid cash with a receipt retrieved from Mobility

However, in this example, the BCE rate of exchange automatically inserted by Notilus (1 € = 0,90155 GBP) is different from the one applied to the expense when it was incurred (1 € = 0,8395 GBP).

The traveller shall amend it to reflect the rate of exchange effectively applicable.

Important: when the traveller modifies the BCE exchange rate, he **must** always attach the cash exchange receipt or any bank document in support of the exchange rate applied and insert all relevant information in the field **Comment.**

3. How to record expenses in foreign currency paid cash with a receipt retrieved from Mobility

View when updated

Date	14/02/2021
Type	SUBSISTENCE - Meals/Drinks
Currency	GBP - Pound sterling
Unit/Exchange rate	1 EUR => 0.8395 GBP
Country	GB - UNITED KINGDOM
Actual amount	17.46
Comment	paid the equivalent of 20.80 €/ exchange receipt provided

Receipt No.	8
Division/Department	EXT_PROJECTS - External Project
Project	565
Task	TASK_1
Reason	

Back   **Confirm and add**   **✓ Confirm** ⬅

Click on **✓ Confirm**

The expense is recorded

View of the expense report

Doc No. : 486
Mission No. : 1257
Surname : Bernini Giacomo (58887)

Report Amt. : 628.02 EUR
Amt. to pay : 628.02 EUR

Advance payment Outstanding : 0.00 EUR
Balance : 628.02 EUR

Expense Claim : 1_Expense Claim linked to TO
List of Expenses

		Type	Date	Receipt ▲		Type	No.	Tot. Curr. Amt.	Tot. Local Amt	Local tax amount	Country	Project	Comment
+			15 February 2021	1	📷	Meals/Drinks	1	32.00 EUR	32.00 EUR	0.00 EUR	FR	85	lunch
+			11 February 2021	2	📷	Expense for plane ticket	1	325.00 EUR	325.00 EUR	0.00 EUR		85	Amount debited for a Return ticket LHR NICE LHR @278.77
+			14 February 2021	3	📷	Local Transport/ Bus/ Metro/ Taxi	1	52.00 GBP	61.94 EUR	0.00 EUR	GB	85	Paid the equivalent of 61.94€/ exchange receipt attached to t
+			15 February 2021	4	📷	Hotel (nights)	1	140.00 EUR	140.00 EUR	0.00 EUR	FR	85	Breakfast included
+			15 February 2021	5	📷	Bank statement and/or exch. receipt	1	0	0.00 EUR	0 EUR		85	
+			14 February 2021	6	📷	Meals/Drinks	1	22.40 EUR	22.40 EUR	0.00 EUR	FR	85	
+			11 February 2021	7	📷	Local Transport/ Bus/ Metro/ Taxi	1	25.88 EUR	25.88 EUR	0.00 EUR	GB	85	Heathrow Express Saver ticket 22 GBP. Equivalent amount d
+			14 February 2021	8	📷	Meals/Drinks	1	17.46 GBP ⬅	20.80 EUR ⬅	0.00 EUR	GB	85	paid the equivalent of 20.80 €/ exchange receipt provided

◁ 1 ▷

+ Add an expense from a Mobility receipt   **+ Add an expense**   **➦ Submit Expense Report**

Note: for expenses in foreign currency paid **cash**, Notilus is displaying both amounts in the local currency and in €.

All invoices attached to the expense report can be viewed by clicking on the icon 📁 at the top on the left next to the report N°.

More information : invoices attached to a claim

Notilus will display the list of all documents attached to the expense report

with

Their respective date

Their respective type of expenses and amount

Their respective receipt number

Their respective types of document : pdf, gif, scan , receipt retrieved from Mobility etc.

To view any invoice, click on the relevant link. Example (JustifMobility20210219_114009.jpg)

To delete a receipt associated to an expense

To add - if required - another document linked to an expense recorded with its invoice   Click on
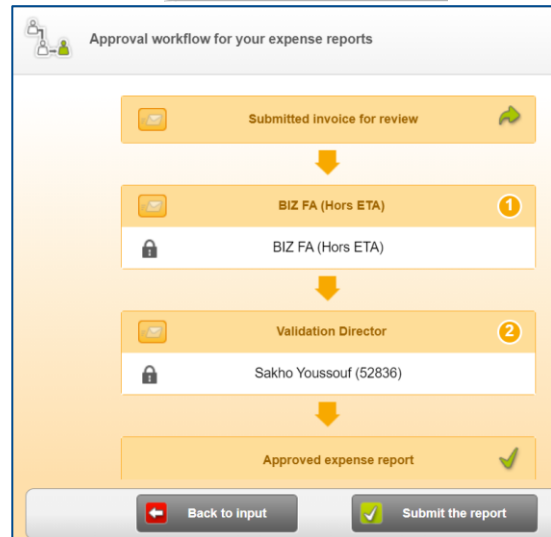
A new window pops up

Click on   Browse

and select the document from the list displayed as shown previously.

More information: submit the expense report

When all expenses for this mission have been recorded, the traveller can submit his claim.

Click on **Submit Expense Report**

A new window is displayed detailing the steps of the approval
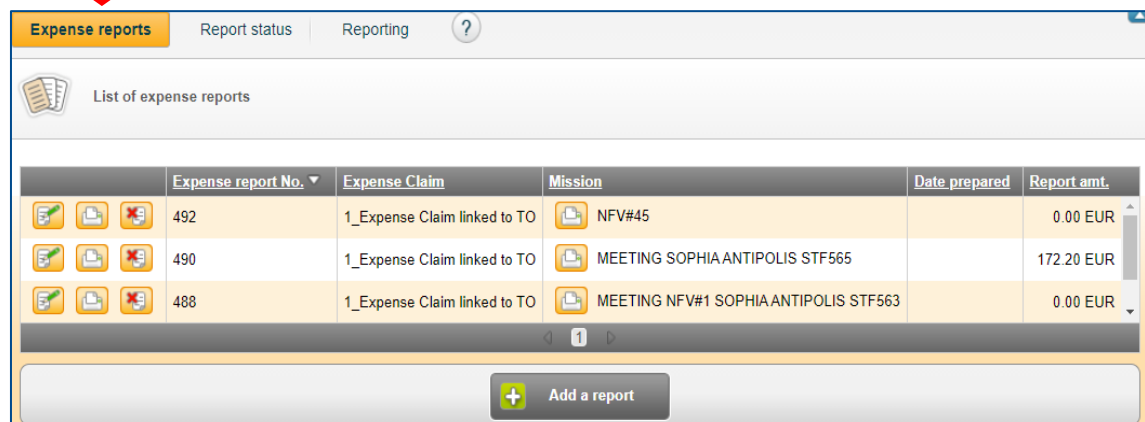
To confirm the submission, click on **Submit the report**

Once done, the expense report will disappear from the section **Expense reports**

It will still be displayed in the section **Report status**

with the status: submitted for review
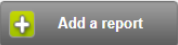
Important: once submitted, the expense report cannot be modified by the traveller.

More information : the Report status

The report status will be displayed:

Here when the expense report is created but not yet submitted	Here when the expense report is submitted but not yet approved	Here when the expense report is approved and sent to Accounting Department

To view and print the expense report

⌛ Status pending

X In the column **Saved as a draft**: Expense report deleted

X In the column **Submitted for review**: Expense report rejected

To check the workflow

To view all invoices attached to the claim

Note:
The display of the reports can be amended by selecting the other option:

Not the reports deleted on entry ⌄
My last 20 reports
Not the reports deleted on entry