

# E-expenses



Guidance Notes for the  
new module

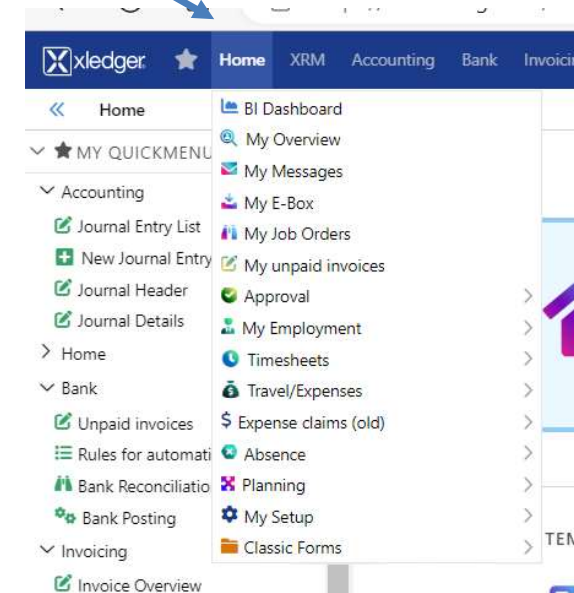


# E-expenses

- How to claim expenses – slides 3 – 24
- Finding & editing expense claims - 25 - 27
- How to approve expenses – slides 28 - 32
- Points to note – slide 33
- Finance contacts – slide 34

# Claiming Expenses

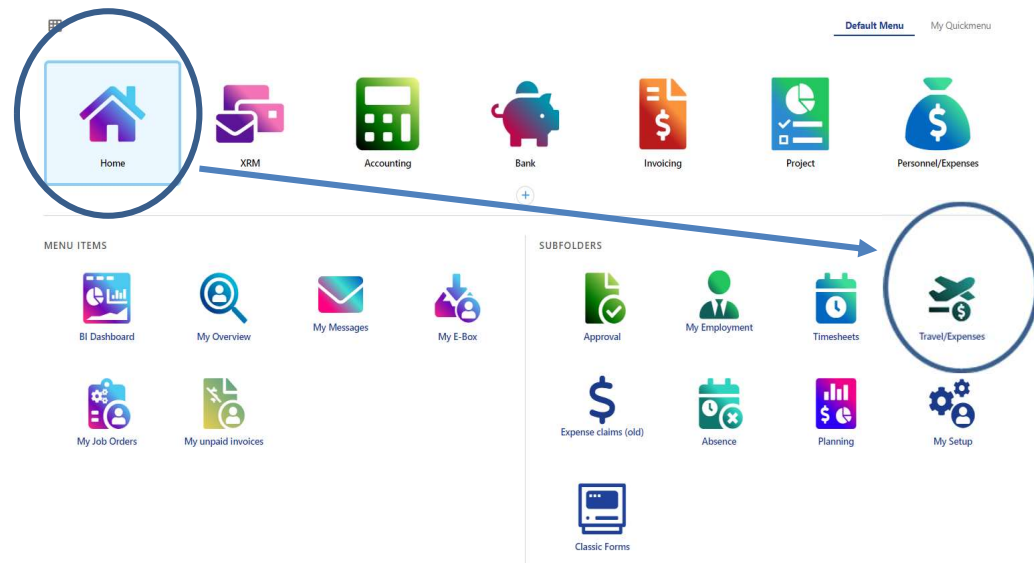
You can start your expense claim by selecting the "Home" icon OR by hovering the cursor over to the Home option for the drop-down menu



# Starting a new expense claim

Click on the "Home" icon

Then click on Travel/Expenses Icon



# Starting a new expense claim

Click on My Expense Reports  
(New)

> Home

Default Menu My Quick



Approval



My Employment



Timesheets



Travel/Expenses



Expense claims (old)



Absence



Planning

MENU ITEMS



My Receipts/Expenses



My Expense Reports



My Expense Templates



My Open Bank Transactions



My Open Card Transactions

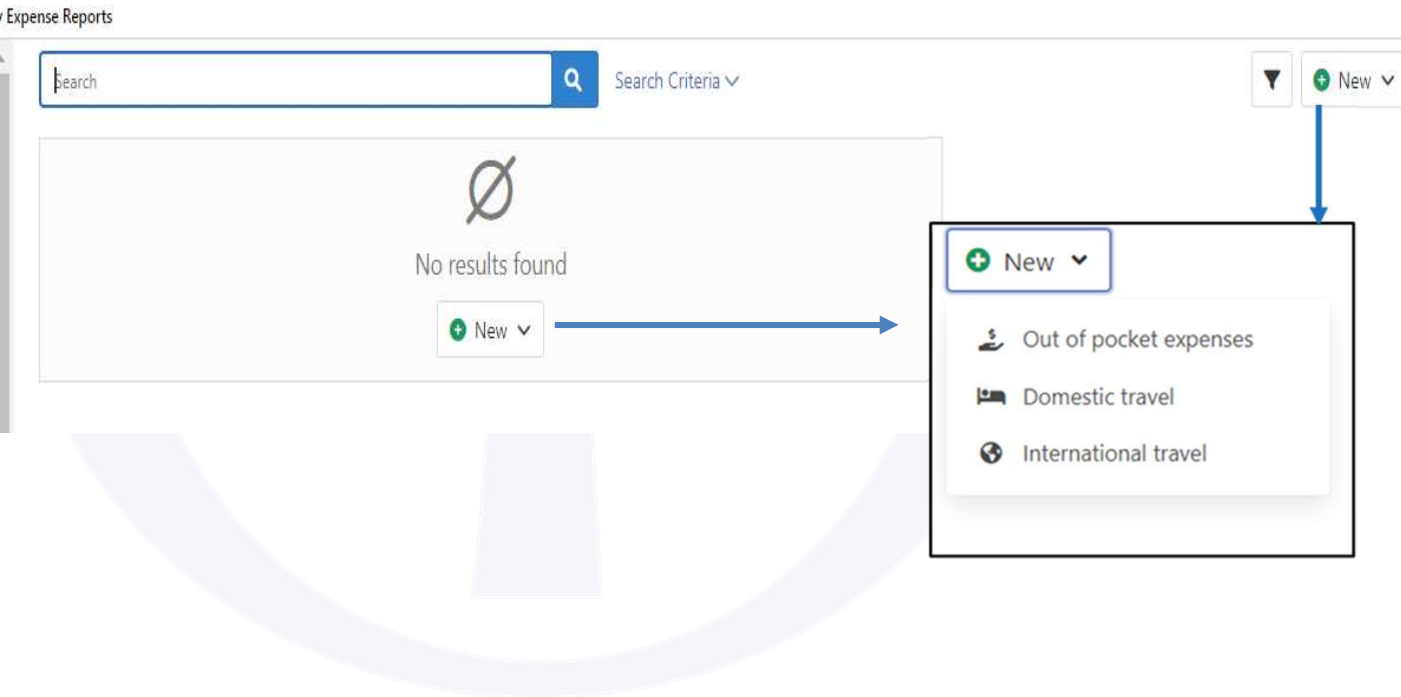
SUBFOLDERS



Inquiry

# New expense claim

- Window for starting your expense claim



Click on “New”  
And select from  
options in dropdown  
box

You can use “Out of  
pocket expenses” for  
both mileage and  
non-mileage claims

For “Domestic travel”  
you would need to  
enter a start and end  
date

(We are not anticipating  
any claims for international  
travel)

# A new claim form



## Name your expense and select expense type

The screenshot shows a web form titled 'OUT OF POCKET EXPENSES'. The form has the following fields:

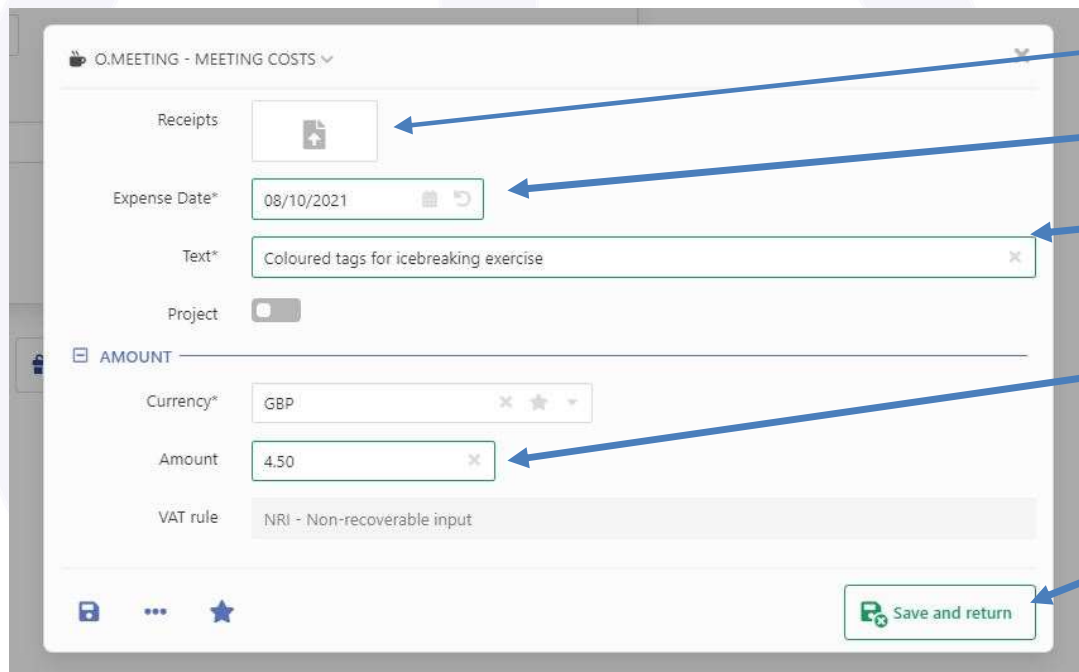
- Purpose:** A text input field with a blue arrow pointing to it from the right.
- Date:** A date picker showing '21/09/2022'.
- Project:** A dropdown menu.
- Project reference:** A text input field showing 'Z.0000.0 - Unspecified'.

At the top right of the form are buttons for 'Save and return' and 'DRAFT'. Below the form is a toolbar with various icons. A dropdown menu is open from the 'Expense Type' icon, listing the following categories:

- O.Books - Books, magazines, publications
- O.Clothing - Protective clothing
- O.Course - Conferences, seminars, Courses, etc.
- O.Food - Food - basic
- O.Health - Healthcare
- O.Meeting - Meeting costs
- O.Membership - Professional Memberships
- O.Otherhosp - Non-staff hospitality
- O.Staffhosp - Coffee/Snacks/Cafeteria/Food for staff
- O.Subs - Subscriptions

- Enter 'Purpose' of the expense claim e.g. Sep 2022 expenses
- Select appropriate expense from these icons or click  for a drop-down descriptive list of choices
- Click  to attach a receipt

# Example of Out of Pocket expense claim



The screenshot shows a web-based expense claim form titled "O.MEETING - MEETING COSTS". The form includes the following fields and controls:

- Receipts:** A button with a plus sign and a document icon for adding receipts.
- Expense Date\*:** A date input field containing "08/10/2021" with a calendar icon and a refresh icon.
- Text\*:** A text input field containing "Coloured tags for icebreaking exercise".
- Project:** A toggle switch that is currently turned off.
- AMOUNT:** A section header for the amount details.
- Currency\*:** A dropdown menu set to "GBP".
- Amount:** A text input field containing "4.50".
- VAT rule:** A dropdown menu set to "NRI - Non-recoverable input".
- Bottom Bar:** Contains a save icon, a menu icon, a star icon, and a "Save and return" button.

Blue arrows point from the text on the right to the corresponding fields in the form: from the "Receipts" button to the "Receipts" field, from the "Expense Date" field to the "Expense Date\*" field, from the "Text" field to the "Text\*" field, from the "Amount" field to the "Amount" field, and from the "Save and return" button to the "Save and return" button.

- Click here to add copy of receipt
- Enter date the expense incurred
- Add details of purchase to help line manager in approving the claim
- Enter the amount being claimed
- Save and return for the draft expense claim to appear in the expense reports screen



# DRAFT EXPENSE REPORT

Expense Reports

Preview Ready For Approval Save and return #1331 - DRAFT

OUT OF POCKET EXPENSES

Purpose

Date\* 21/09/2022

Project

Project reference Z.0000.0 - Unspecified

EXPENSES	SUM
4.50	4.50

EXPENSES

21/09/2022 O.MEETING - MEETING COSTS

Colour coded tags for icebreaking exercise

AMOUNT
4.50 GBP

- You can add several lines to your expense claim by selecting the icons

- New Expense line created

# DRAFT EXPENSE REPORT

Expense Reports

Click here to preview your claim

Preview Ready For Approval Save and return

#1331 - DRAFT

Remember to save your claim

OUT OF POCKET EXPENSES

Purpose:

Date\*: 21/09/2022

Project:

Project reference: ★ Z.0000.0 - Unspecified

EXPENSES	SUM
4.50	4.50

21/09/2022

Colour coded tags for icebreaking exercise

AMOUNT
4.50 GBP

Q.MEETING - MEETING COSTS

# Example of Mileage Claim

Save and return

DOMESTIC TRAVEL DRAFT

Purpose\* September mileage claim

Date From\* 01/09/2021 00:00

Date To\* 30/09/2021 00:00

Project

M.Bike - Bicycles @20p - Mileage

M.Inside - Cars @45p inside the Diocese (first 10,000 miles) - mileage

M.More10000 - Cars @25p (over 10,000 miles) - mileage

M.Motorbike - Motorcycles @24p - mileage

M.Outside - Cars @30p outside the diocese (first 10,000 miles) - mileage

M.Passenger - Cars passenger rate @5p - mileage

- Click on the car icon and select mileage category
- This will determine the mileage rate you will be paid
- You will be taken to a new window to enter travel details

# Mileage claim screens (1)

- Enter date of travel
- Type details of journey to help your line manager approve expense
- Select roundtrip if necessary
- Click here to search for an address

M.INSIDE - MILEAGE - INSIDE THE DIOCESE (FIRST 10,000 MILES)

Date\* 21/09/2022

Text\* PCC meeting St Alphege Solihull

Project

Project reference Z.0000.0 - Unspecified

Roundtrip

Address From 190 Corporation Street, Birmingham Corporation Street Birmingham B4 6QD

Address To Church Hill Road, St Alphege, B91 3RQ

Custom Route

Mile 18.35

AMOUNT

Quantity 18.350

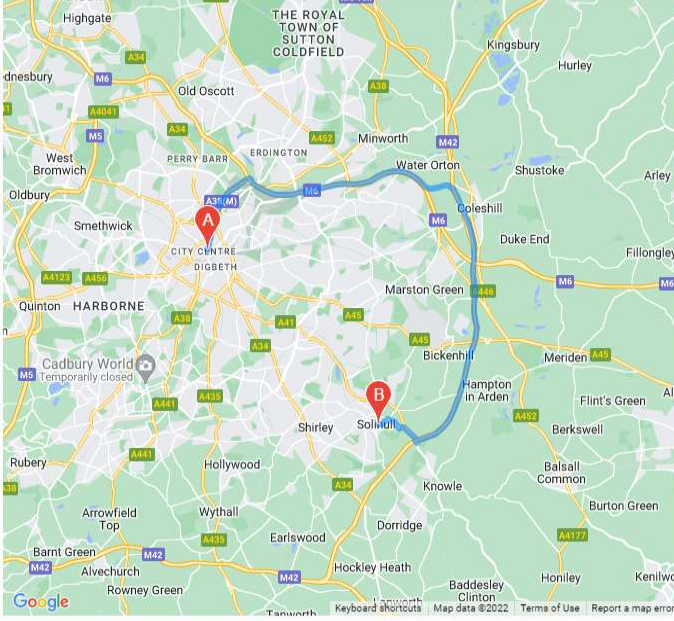
Transportation Type

Rate 0.450

Amount 8.26

VAT rule NRI - Non-recoverable input

Save and return



The map displays a route starting at '190 Corporation Street, Birmingham Corporation Street Birmingham B4 6QD' (marked with a red 'A') and ending at 'Church Hill Road, St Alphege, B91 3RQ' (marked with a red 'B'). The route is highlighted in blue and passes through areas like Edington, Minworth, and Solihull. Major roads such as the M6 and M42 are visible. The map also shows various landmarks and residential areas in the region.

# Mileage claim screens (2)

- NB: If the route given is different from the one used, you can edit using custom route and/or manually adjust the mileage here in the quantity box
- Remember to adjust for normal commute
- Select mode of transport from drop down list
- Save and more icons appear hover for more info
- Save and return to go back to report screen

MINSIDE - MILEAGE - INSIDE THE DIOCESE (FIRST 10,000 MILES)

Date\* 21/09/2022

Text\* PCC meeting St Alphege Solihull

Project

Project reference Z.00000 - Unspecified

Roundtrip

Address From 190 Corporation Street, Birmingham Corporation Street Birmingham B4 6QD

Address To Church Hill Road, St Alphege, B91 3RQ

Custom Route

Mile 18.35

Quantity 18.350

Transportation Type

Rate 0.450

Amount 8.26

VAT rule NRI - Non-recoverable input

Save and return



# Mileage claim screens (3)

- If you have used a different route use the 'custom route' option to change (please add reason for changing the number of miles in the text box above)
- You can also manually adjust the mileage here in the quantity box
- Save and return to go back to reports screen

MINSIDE - MILEAGE - INSIDE THE DIOCESE (FIRST 10,000 MILES)

Date\* 21/09/2022

Text\* PCC meeting St Alphege Solihull

Project

Project reference Z:0000.0 - Unspecified

Roundtrip

Address From 190 Corporation Street Birmingham Corporation Street Birmingham B4 6QP

Address To Church Hill Road, St Alphege, B91 3RQ

Custom Route

Mile 18.35

AMOUNT

Quantity 18.350

Transportation Type

Rate 0.450

Amount 8.26

VAT rule NRI - Non-recoverable input

Save and return

# Mileage claim screens (4)

NB:

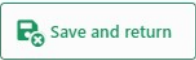
- Remember to deduct the mileage for your normal commute (home to the Citadel) from the mileage being claimed on your expenses

The screenshot displays a software interface for mileage claims. The form on the left contains the following fields:

- Date: 21/09/2022
- Text: PCC meeting St Alphege Solihull
- Project: [Dropdown]
- Project reference: Z.0000.0 - Unspecified
- Roundtrip: [Toggle]
- Address From: 190 Corporation Street Birmingham Corporation Street Birmingham B4 6QD
- Address To: Church Hill Road, St Alphege, B91 3RQ
- Mile: 18.35
- AMOUNT section:
  - Quantity: 18.350
  - Transportation Type: [Dropdown]
  - Rate: 0.450
  - Amount: 8.26
  - VAT rule: NRI - Non-recoverable input

On the right, a map shows a route between two points in Birmingham, with a blue line indicating the path. A red pin is visible on the map. At the bottom right of the interface is a 'Save and return' button.

# New Expense claim

When you select  you will be taken back to the "My Expense Reports screen"

Shows the new expense line on just created

Expense Reports

Preview Ready For Approval Save and return

OUT OF POCKET EXPENSES #1332 - DRAFT

Purpose: September Expense claim

Date\*: 21/09/2022

Project:

Project reference: Z.0000.0 - Unspecified

EXPENSES	SUM
11.25	11.25

Cards Table

21/09/2022 O.MEETING - MEETING COSTS

Colour coded tags for Icebreaker sessions

AMOUNT  
4.50 GBP

21/09/2022 M.INSIDE - MILEAGE - INSIDE THE DIOCESE (FIRST 10,00...

PCC meeting St Alphege Solihull

AMOUNT  
6.75 GBP



# My Expense Reports

Expense Reports

Preview Ready For Approval Save and return

#1332 - DRAFT

Purpose: September Expense claim  
Date\*: 21/09/2022  
Project:   
Project reference: Z.0000.0 - Unspecified

EXPENSES	SUM
11.25	11.25



Cards Table

21/09/2022	O.MEETING - MEETING COSTS
Colour coded tags for Icebreaker sessions	
AMOUNT	
4.50 GBP	
21/09/2022	M.INSIDE - MILEAGE - INSIDE THE DIOCESE (FIRST 10.00...
PCC meeting St Alphege Solihull	
AMOUNT	
6.75 GBP	

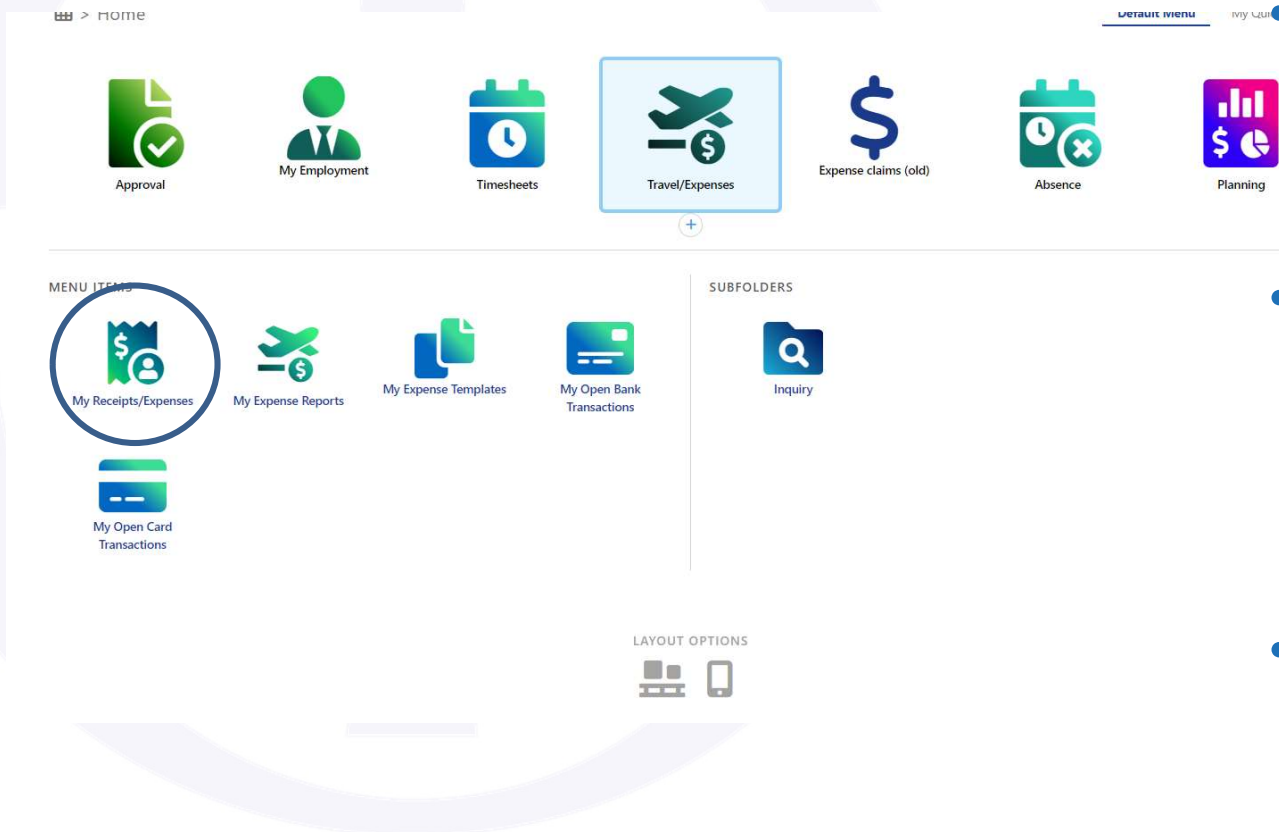
- Hover over the icons at the top right hand corner of the screen for a brief description of the available options to you and select as appropriate
- Remember to select ready for approval when you have added all of your expenses

# Ready For Approval

- You can recall an expense claim if you need to edit the claim.
- Select “Set to draft” give a brief explanation and save
- This will take you back to the draft version of the claim

The screenshot displays the 'Expense Reports' interface. At the top, there are buttons for 'Set to Draft', 'Save and return', and a close icon. A notification banner at the top right indicates '#1332 - READY FOR APPROVAL'. The main area shows a form for 'OUT OF POCKET EXPENSES' with fields for Purpose (September Expense claim), Date (21/09/2022), Project (Z.0000.0 - Unspecified), and Project reference. Below the form is a table with columns 'EXPENSES' and 'SUM', showing a total of 11.25. A 'Cards' view is active, showing three expense items: 'O.MEETING - MEETING COSTS' (4.50 GBP), 'M.INSIDE - MILEAGE - INSIDE THE DIOCESE (FIRST 10.00...)' (6.75 GBP), and 'PCC meeting St Alphege Solihull' (6.75 GBP). On the right, a detailed view of the claim is shown, including contact information for Patricia Allen, a barcode, and a summary of expenses. A table titled 'Expenses' lists items like 'Meeting costs' and 'Colour coded tags for Icebreaker sessions'. A 'Tax info' section at the bottom indicates 'Zero Level 0% (2) Base GBP 11.25'.

# My Receipts/Expenses



Use this Option from the Home/Travel/Expenses menu to collate items for your claim.

- Items posted from the Xledger App are also stored here until you create a claim or expense report.
- NB - This does NOT create an expense claim!

# My Receipts/Expenses - Collating

My Receipts/Expenses

Search Search Criteria

No results found

Create New

O.OFFICE - OFFICE SUPPLIES, STATIONERY

Expense Type\* O.Office - Office Supplies, stationery

Receipts

Expense Date\* 20/09/2022

Text\* Flip Chart and markers for team away day

Project

Project reference Z.0000.0 - Unspecified

AMOUNT

Currency Amount 13.99 GBP

VAT rule NRI - Non-recoverable input

GL ANALYSIS

Cost centre Finance & Investments

Project Z.0000.0 - Unspecified

XGL U.GEN - General

Continue Later Save and return

1. Create new
2. Select from list
3. Complete as necessary

My Receipts/Expenses

Search Search Criteria

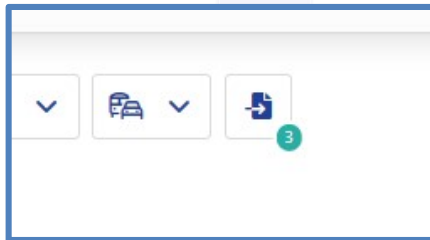
20/09/2022	Flip Chart and markers for team away day	Z.0000.0 - Unspecified	13.99 GBP	X
23/09/2022	Team away day - St Mary's Convent Handsworth	Z.0000.0 - Unspecified	1.68 GBP	X
23/09/2022	Lunch for team away day	Z.0000.0 - Unspecified	12.99 GBP	X

This list can be edited at a later date  
OR  
Ready for import into your  
Expense Report

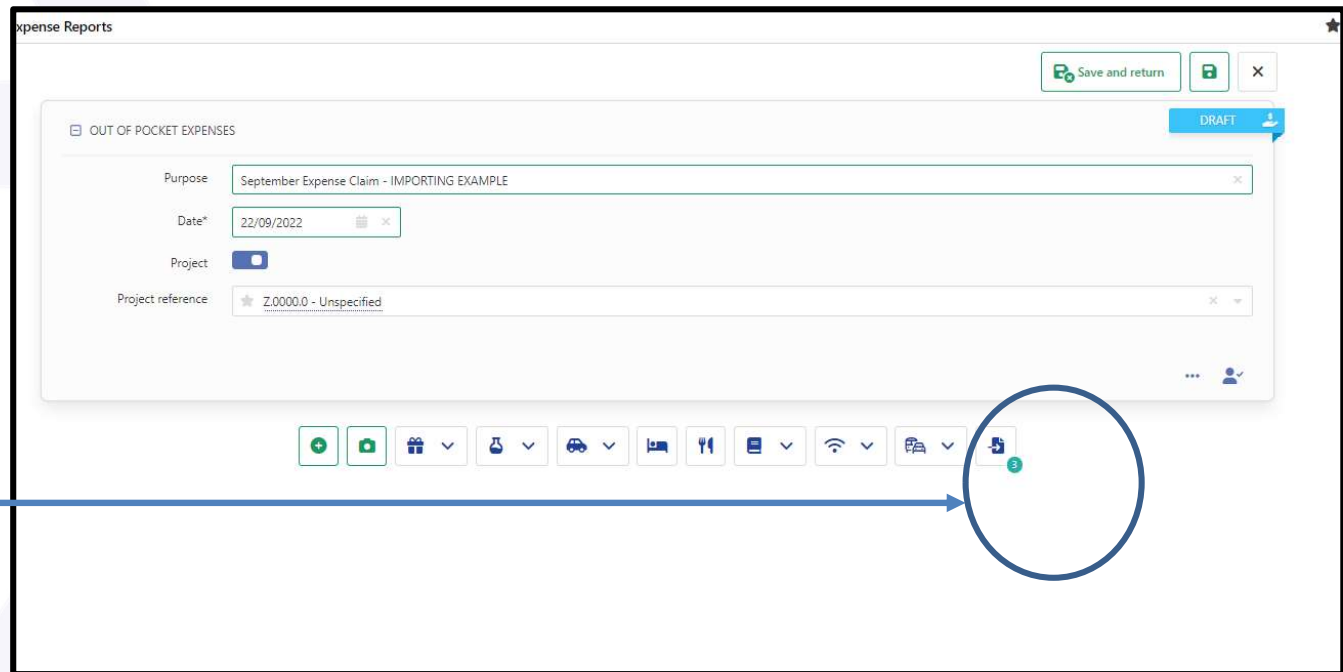
# My Expense Report

Follow Slides 3 to 6 to start a new expense claim/report

- The items saved in My Receipts/Expenses are now available for importing



- Select to Import Expense/Receipt in the lower left hand corner of the new window, select “Import All 3” (depending on how many are stored)



# Importing Expense Items

The screenshot displays a software interface for importing expense items. The window title is "IMPORT EXPENSE/RECEIPT". The interface includes a navigation bar at the top with options like "Project", "Personnel/Expenses", "Accounts Receivable", "Accounts Payable", "Financials", "Import", "Purchasing", and "Administration". The user is identified as "Chief Accountant".

The main content area shows three expense items, each with a table of details:

- FLIP CHART AND MARKERS FOR TEAM AWAY DAY** (20/09/2022) - O.OFFICE - OFFICE SUPPLIES, STATIONERY
- TEAM AWAY DAY - ST MARY'S CONVENT HANDSWORTH** (23/09/2022) - M.INSIDE - MILEAGE - INSIDE THE DIOCESE (FIRST 10,000...
- LUNCH FOR TEAM AWAY DAY** (23/09/2022) - O.STAFFHOSP - COFFEE/SNACKS/CAFETERIA/FOOD FOR...

Each item's table includes columns for "PROJECT REFERENCE", "AMOUNT", and "INVOICEABLE". The "Import All 3" button is circled in blue.

PROJECT REFERENCE	AMOUNT	INVOICEABLE
Z.0000.0 - Unspecified	13.99 GBP	X
Z.0000.0 - Unspecified	1.68 GBP	X
Z.0000.0 - Unspecified	12.99 GBP	X

# Importing Expense Items

You can now save your claim for editing later

OR

Set to Ready for Approval  
(see slides 16 to 17 )

The screenshot shows a software interface for managing expense reports. At the top, there are buttons for 'Preview', 'Ready For Approval', and 'Save and return'. The main section is titled 'OUT OF POCKET EXPENSES' and contains a form with the following fields:

- Purpose: September Expense Claim - IMPORTING EXAMPLE
- Date\*: 22/09/2022
- Project: [Dropdown menu]
- Project reference: Z.0000.0 - Unspecified

Below the form is a summary table:

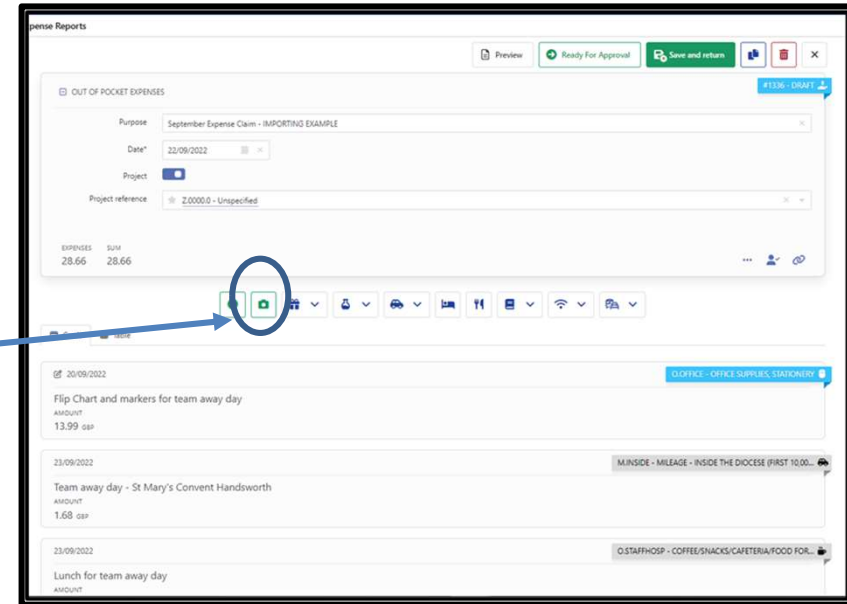
EXPENSES	SUM
28.66	28.66

Underneath the table is a row of icons representing different expense categories: a plus sign, a camera, a gift, a bottle, a car, a house, a fork and knife, a document, a Wi-Fi symbol, and a printer. Below this is a toggle for 'Cards' and 'Table' views. The main list of expenses includes:

- 20/09/2022: Flip Chart and markers for team away day (AMOUNT: 13.99 GBP) - Category: O.OFFICE - OFFICE SUPPLIES, STATIONERY
- 23/09/2022: Team away day - St Mary's Convent Handsworth (AMOUNT: 1.68 GBP) - Category: M.INSIDE - MILEAGE - INSIDE THE DIOCESE (FIRST 10,00...)
- 23/09/2022: Lunch for team away day (AMOUNT: ...) - Category: O.STAFFHOSP - COFFEE/SNACKS/CAFETERIA/FOOD FOR...

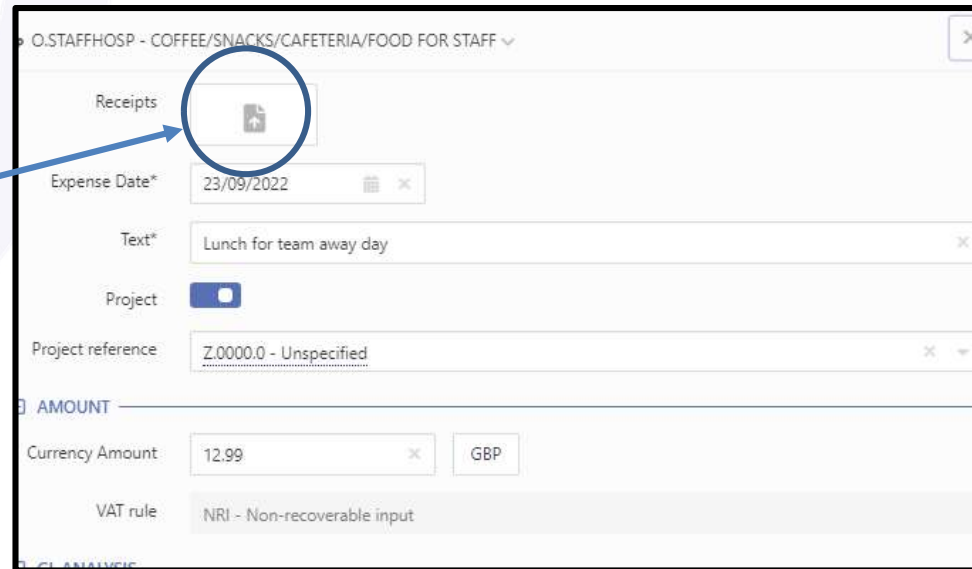
## ATTACHING RECEIPTS

Remember to attach receipts for items purchased either from the main expense report screen



OR

Expand relevant line and upload here





# Locating Your Expense Claims

- If you have saved your claim and want to continue editing:

- Go to home menu

Home > Travel/Expenses (New) > My Expense Reports (New)

Search Search Criteria

#818 - SEPTEMBER MILEAGE CLAIM  
01/09/2021 - 30/09/2021 DRAFT 1

PREVIEW	PROJECT REFERENCE	AMOUNT
	Z.0000.0 - Unspecified	16.40 GBP

Home > Travel/Expenses (New) > My Expense Reports (New)

- Refer to slides 3 to 5 for more details

# My Expense Reports


My Expense Reports (New)

Search  Search Criteria

ID	Date	Project Reference	Amount	Status
#815	27/09/2021	Z.0000.0 - Unspecified	5.25 GBP	APPROVED
#829 - SEPTEMBER EXPENSE CLAIM	01/09/2021 - 30/09/2021	Z.0000.0 - Unspecified	37.48 GBP	READY FOR APPROVAL
#831 - AUGUST EXPENSES	31/08/2021	Z.0000.0 - Unspecified	21.67 GBP	DRAFT

This is a list of expense claims at different stages of the process.


You can:

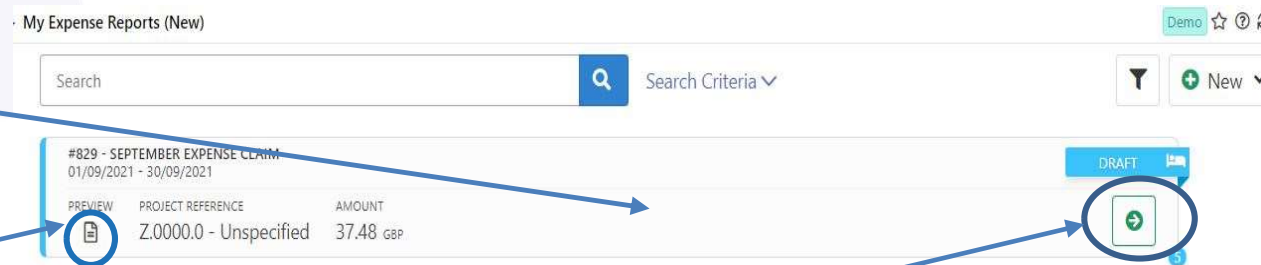
- View previously approved/paid claims
- Recall expense claims ready for approval to add to or edit claim, click 
- Continue working on draft expense claims
- Filter via Search criteria

# Edit a Draft Expense Claim


- To edit a draft claim, click on the grey tab to open

- You can preview your expense claim by clicking on this icon

- If your claim is complete, click  to submit to your line manager for approval



The screenshot shows the 'My Expense Reports (New)' interface. At the top, there is a search bar and a 'Search Criteria' dropdown. Below this, a table lists expense reports. The first entry is '#829 - SEPTEMBER EXPENSE CLAIM' with dates '01/09/2021 - 30/09/2021'. A 'DRAFT' label is visible in the top right corner of the table row. The table has columns for 'PREVIEW', 'PROJECT REFERENCE', and 'AMOUNT'. The 'PREVIEW' column contains a document icon. The 'PROJECT REFERENCE' column contains 'Z.0000.0 - Unspecified'. The 'AMOUNT' column contains '37.48 GBP'. In the bottom right corner of the table row, there is a green square button with a white right-pointing arrow, which is the submit icon.

PREVIEW	PROJECT REFERENCE	AMOUNT
	Z.0000.0 - Unspecified	37.48 GBP

# An Example of Draft Expense Claim with many line items

My Expense Reports (New)

Ready For Approval Save and return

37.48

+

30/09/2021 M.INSIDE - CARS @45P INSIDE THE DIOCESE (FIRST 10,...

PCC meeting St Alphege Solihull

AMOUNT  
11.25 GBP

30/09/2021 O.POST - POSTAGE

Stamps

AMOUNT  
1.10 GBP

27/09/2021 T.PARKING - PARKING

Parking All Saints Kings Heath

AMOUNT  
5.00 GBP

30/09/2021 O.COURSE - CONFERENCES, SEMINARS, COURSES, ETC.

Postage of training manuals

AMOUNT  
3.23 GBP

Cont'd

27/09/2021 T.PARKING - PARKING

Parking All Saints Kings Heath

AMOUNT  
5.00 GBP

30/09/2021 O.COURSE - CONFERENCES, SEMINARS, COURSES, ETC.

Postage of training manuals

AMOUNT  
3.23 GBP

04/10/2021 T.TRAIN - PUBLIC TRANSPORT - TRAIN FARES

Diocese of Peterborough Peer review

AMOUNT  
16.90 GBP

# Points to note

- Please submit expense claims by the 18<sup>th</sup> of the month
- Payment will be made on last working day of the month
- Expenses should be claimed within 3 months of incurring the cost

# Finance Team Contacts

- If you have any problems completing your expense claim, please contact one of the following:
  - Sue Taylor – [SueT@cofebirmingham.com](mailto:SueT@cofebirmingham.com)
  - Pat Allen – [PatriciaA@cofebirmingham.com](mailto:PatriciaA@cofebirmingham.com)
  - Sonia Hudson – [SoniaH@cofebirmingham.com](mailto:SoniaH@cofebirmingham.com)