

JustExpense End User Guide

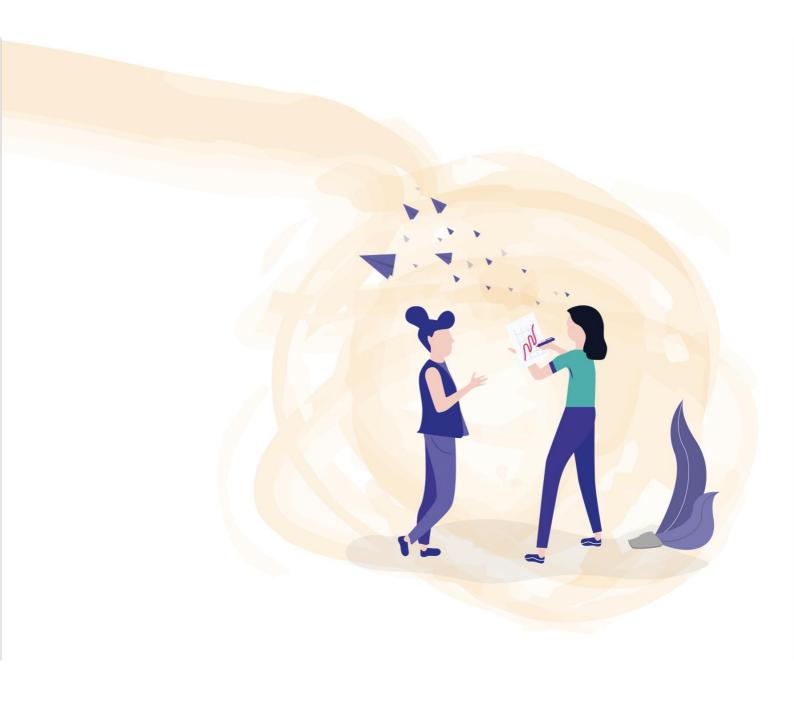




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Introduction

This guide will show how to use JustExpense on the mobile app as well as the Web version



Download

Step 1: Download the JustExpense Mobile Application. Please refer to the images below: **IOS JustExpense App**



Android JustExpense App



Step 2: Login to the app by keying in your Company ID, Username and Password

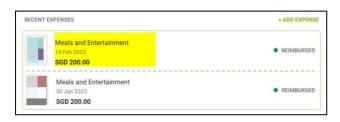




The Homepage: It will show a summary of reports and expenses that are either Unreported or Unsubmitted. Also the Recent Expenses and Reports.

XPENSE (OVERVIEW		
00 Unrepor Expense	rted Claim	00 Unsubmitted Expense Report	
00	Pending Approvals		
ECENT E	XPENSES		+ ADD EXPEN
	Meals and Entertainment 14 Feb 2023 SGD 200.00		REIMBURSEI
	Meals and Entertainment 30 Jan 2023 SGD 200.00		REIMBURSEI
ECENT RI	EPORTS		+ ADD REPO
р	eam Lunch - February eriod : 14 - 14 Feb 2023		SGD 200.00 REIMBURSED
1	Feam Lunch - January Period : 30 - 30 Jan 2023		SGD 200.00 REIMBURSED
ENEFIT O	VERVIEW		
00	Submitted Claims		
ECENT BI	ENEFIT CLAIMS		+ ADD BENEFIT CLA

Step 3: Click on one of the items on Recent expenses, for example,



Step 4: You will see the history and details for this particular submission:





.

Step 5: If you will go to Expense menu, You can click on to filter the information you want to view

	Expenses	
Q. Search		
Meals and Entertainment 14 Feb 2023		SGD 200.00 REIMBURSED
Meals and Entertainment 30 Jan 2023		SGD 200.00 REIMBURSED
Meals and Entertainment 27 Dec 2022		SGD 200.00 REIMBURSED
Meals and Entertainment 22 Nov 2022		SGD 200.00 REIMBURSED
	All	
	Unreported	
	Unsubmitted	
	Submitted	
	Approved	
	Rejected	
	Reimbursed	

To Prepare Expenses Record

Log in to the app





Step 2: Click on the icon and you will be brought to a page where you can input the expense details that you would like to submit.

← Add Expe	nse Save
Ocategory *	>
bate *	09 Mar 202
GD* >	0.0
ax	>
Reference# *	Tap to entervalue
Description *	
udd To Report	Tap to select
٥	



Step 3: Click on	⑦ Category *	to show the
list of available	categories.	
Step 4: Click on	Date *	09 Mar 2023 and
1	how up for you to choose the date the expense was in	ncurred.
Step 5: Input the (negative value		^{0.0} field
Step 6: (Optiona view the differe	al) Tap on Tax nt tax rates that you can choose from.	> to
Step 7: Type in a	a brief description	
Description *		
on	the	e field.
Step 8: Tap on	Add To Report	Tap to select to add
	an existing report or to create a new report. You can a dd the expense to a specific report at a later time.	lso leave this blank at
	۵	
Step 9: Tap on		se from your
attach to this su	gallery, or to take a photo of receipts or documents the Ibmission.	at you would like to
	ile app can auto-scan the receipt and populate the am user takes a photo of a receipt	ount into Expenses

Step 10: Click in the upper right corner of your screen.



Step 11: You should see the screen like the one below:

Expenses	Select
2 Search	
Lodging 09 Mar 2023	SGD 350.00 UNREPORTED
Meals and Entertainment	SGD 200.00 REIMBURSED
Meals and Entertainment	SGD 100.00 REIMBURSED
Meals and Entertainment 29 Dec 2022	SGD 100.00 REIMBURSED
Meals and Entertainment	SGD 100.00 REIMBURSED
Meals and Entertainment	SGD 100.00 REIMBURSED
Meals and Entertainment	SGD 50.00 REIMBURSED
S Office Supplies	SGD 150.00 REIMBURSED
	+

NOTE: If you have multiple Expense records, continue to create, and prepare expenses here.

The status of the expense you created is still "unreported". This means that this hasn't been added to a report and cannot be submitted for approval yet.

\heartsuit *** ŝ Reports Benefits Home Expenses More Step 1: Go to Step 2: Click on the icon Step 3: You will see this screen below: Add Report 09 Mar 200 09 Mar 20

To Submit for Approval



Step 4: Type in the title of the report (e.g., local expense) in

the	Title	Tap To enter field
Step	5: Indicate the coverage period of the e	expense items to be included in this report in
	Duration From	09 Mar 2023
the	Duration To	09 Mar 2023 fields.
Step	0 6: Business Purpose	Max 500 Characters This field will appear

depending on how your account is set up. You can input the purpose for this report into this field.

	Save
Step 7: Once done, click on	

Step 8: Click on the report that was just created.

Reports	
2 Search	
Testing Report	SGD 0.00
09 Mar 2023 - 09 Mar 2023	UNSJBMITTED
Team Lunch - March	SGD 200.00
02 Mar 2023 - 02 Mar 2023	REIMBURSED
Team Lunch - January	SGD 100.00
01 Jan 2023 - 31 Jan 2023	REIMBURSED
Team lunch	SGD 100.00
29 Dec 2022 - 29 Dec 2022	REIMBURSED
December Expenses	SGD 100.00
01 Dec 2022 - 31 Dec 2022	REIMBURSED
Team lunch - November	SGD 100.00
02 Dec 2022 - 02 Dec 2022	REIMBURSED
test	SGD 50.00
19 Jul 2022 - 19 Jul 2022	REIMBURSED
Office Supplies - July	SGD 150.00
01 Jul 2022 - 01 Jul 2022	REIMBURSED
9	•
Home Expenses Reports	Benefita More



Step 9: Click on the name of the report.

esting Report		Edit
eport Duration 9 Mar 2023 - 09 Mar 2023		UNSUBMITTED
Expenses (0)	More Details	History
Add Expense	Submit	Include Expense

Step 10: Click on "Include Expense"



Step 11: The screen will show all the expenses created. You can choose the expenses you want to include in the report and click on "Include" in the upper right corner.



÷	Select Expenses	Include
O Lodging 09 Mar 2023	9	SGD 350.00

Step 12: This time, you will see the total amount of the expenses included in the report on this screen



NOTE that the status is still "Unsubmitted" Step 13: Click on the "Submit"



Esting Report		Edit
Report Duration 09 Mar 2023 - 09 Mar 2023		UNSUBMITTED
Expenses (1)	More Details	History
Lodging 09 Mar 2023		SGD 350.00
Add Expense	Submit	Include Expense

and the status will be updated to "Submitted"

Festing Report		
SGD 350.00		
Report Duration		
09 Mar 2023 - 09 Mar 2023		SUBMITTED
Expenses (1)	More Details	History
Lodging 09 Mar 2023		SGD 350.00
Reimbursement Amount SGD 350.00)	
	Recall	
	Recan	_
NOTE		
NOTE: If in	case art	er submis

submitted, you can click on the bottom of the screen.

To Recall A Submitted Report

If in case there's a need to edit the report you have submitted, you will need to recall the submission

ÎN			\heartsuit	•••
Home	Expenses	Reports	Benefits	More



Step 2: Click on the report you want to recall:

← est GD 350.00					
port Duration Mar 2023 - 09 Mar 2023		SUBMITTED			
	fore Details	History			
Lodging 09 Mar 2023		SGD 350.00			
imbursement Amount SGD 350.00					
	Recall				
		Recall			
tep 3: Click o	n	neudii	hutte	on at the bott	tom of the s
Cicp J. Cick U	· · · · · · · · · · · · · · · · · · ·				com or the s

Step 4: Once you click on the Recall button, the status of the submission will change to "Unsubmitted"

← Test SGD 350.00		125	Edit
Report Duration 09 Mar 2023 - 09 Mar 202	3		UNSUBMITTED
Expenses (1)	More Details	History
Lodging 09 Mar 2023			SGD 350.00
Reimbursement Amount	SGD 350.00		
Add Expense		Submit	Include Expense

Step 5: Once the status changes to "Unsubmitted", you can then edit the details of the Report by clicking on the report you need to edit.

Step 6: Click on the **Edit** icon at the top. You will then be able to edit the Title, Duration Dates, as well as the Business Purpose of the report as necessary.



Step 7: Once done, click on You can then follow the submission process to submit the report

NOTE: If you need to edit the Expenses included in the report, follow steps 1-4 in "To Recall a Submitted Report" and then continue here:

Step 5: Click on Expenses:



Step 6: You will see the list of Expenses that you have created. Click on the expense you

need to modify and click on

Step 7: After clicking on Edit, you will then be able to modify the details of the Expense like the Category, Date, Amount, Tax (Optional) and the Description.

Step 8: Once done modifying, click on Save. You can then follow the steps on including the expense to a report for submission

To Approve Submitted Reports

Step 1: Login to JustExpense Mobile App.

Step 2: Click on the Pending Approvals section from the home screen.

		Ģ
EXPENSE OVERVIEW		
00 Unreported Expense Claim	00 Unsubmitted Expense Report	
01 Pending Approvals		
RECENT EXPENSES		+ ADD EXPENSE
Meals and Entertainment 09 Mar 2023 SGD 100.00		REIMBURSED
Lodging 09 Mar 2023 SGD 350.00		REIMBURSED
RECENT REPORTS		+ ADD REPORT
Period : 09 - 09 Mar 2023		SGD 100.00 REIMBURSED
Period : 09 · 09 Mar 2023		SGD 350.00 REIMBURSED
IENEFIT OVERVIEW		
00 Submitted Claims		
04 Pending Approvals		
ECENT BENEFIT CLAIMS	0	VIEW MORE
	~ ~	

Step 3: You will see the page below. Click on the item that you need to approve.



To be History C Search Test 90 Mar 2023 Submitter 1 Loren Gates Submitter 2 Loren Gates Submitter 2 Loren Gates Submitter 3 Loren Gates Submitter 3 Loren Gates Submitter 3 Loren Gates Submitter 4 Loren Gate
Test SGD 350.4 09 Mar 2023 - 09 Mar 2023 SUMATED
09 Mar 2023 - 09 Mar 2023 SUBMITTED
Submitter I Loren Gates
e

Step 4: You will then be brought to a screen wherein you can either Approve or Reject the submission:

← Test SGD 350.	00			
Report Duration 09 Mar 2023 - I	n 09 Mar 2023		s	SUBMITTED
	Expenses (1)	History	
Lodgi 09 Ma	ng r 2023 🔋			SGD 350.00
Reimbursemei	nt Amount SGD 3	50.00		
	Reject		Approve	

Steps (Web) To Prepare Expenses Record

Step 1: Login to your account on the computer



Step 2: Click on

		justlogin		
Step 3: Click on	Claims			

Step 4: You will see the screen below.

Category	Please select a value	•	Amount	SGD 🝷	Enter amount	
Date	01 May 2020		Exchange Rate	1 SGD =	1	SGD
Merchant	Enter merchant		Тах	Please se	elect a value	•
Reference No.	Enter reference no.		Add to Report	Please se	elect a value	•
Description	Enter description		Attachments		Drop receipts or click	here to attach.
Location	Enter location	h				

****To add one/single expense record**, you can complete the page as above image. Type in the

necessary information for the expense and then click on

	Bulk Claims	
** To add multiple expenses records, toggle to		, you will then see the page
below:		

Г

Category	Date		Merchant	Reference No.	Description	Location	Amount		Exchange R	ate
Please select a value 🝷	2020-05-01		Enter merchant	Enter reference n	Enter description	Enter location	SGD 🕶	Enter amount	1 SGD =	1
Please select a value 🔹	2020-05-04	ä	Enter merchant	Enter reference n	Enter description	Enter location	SGD 🕶	Enter amount	1 SGD =	1
Please select a value 🔹	2020-05-14	ä	Enter merchant	Enter reference n	Enter description	Enter location	SGD -	Enter amount	1 SGD =	1
Please select a value 👻	2020-05-07	ä	Enter merchant	Enter reference n	Enter description	Enter location	SGD -	Enter amount	1 SGD =	1

Type in the necessary information for each field. If you need to add more lines, click on

Add More

If you want to save the information, click on 🕒



To Submit for Approval



	justlogin
Step 2: Go to	aims
Step 3: Click on	eports
Step 4: Click on	Add Report

Step	5:	Υου	will	see	the	nor	า-เเท	wind	łow	hel	ow.
JUCP	۶.	rou	VV 111	366	une	POP	Jup	winte	10.00	Den	5.00

Report Name	Enter report na	ame	Start Date	2020-05-	06	Ť
Business Purpose			End Date	2020-05-	06	Ĕ
Jnreported Expenses Show 10 • en		<i>li</i>		Search	n:	
Date	17	Category	ļţ	Amount	👫 Amount (SGD) 👫
06/05/2020	D	Office Supplies		SGD 120	\$ 120	
Showing 1 to 1 of 1 e	entries				Previous 1	Next

Enter report name

Step 6: Input the

Step 7: Indicate the date of coverage for the report on

Report Name

Start Date	2020-05-06	曲
End Date	2020-05-06	台

Step 8: This field will appear depending on how your account is set up. You can input the purpose for this report into this field.

Business Purpose		
	1	



Step 9: Next, put a tick on the expense/expenses you would like to include in the report:

06/05/2020 Office Supplies SGD 120 \$	nount (SGD) 🔱
	120
howing 1 to 1 of 1 entries Previo	ıs 1 Next



Step 10: Click on and you will see the notification that the report has been created successfully.

凸 Great!
Report PO-0004 added successfully.
Close

Step 11: The screen you will see next is similar to below. Notice that the status is still unsubmitted

justlogin 🛫	-									Ų	?	R
AB		Expenses Rep	orts Approvals	Reimbursements								
AB		History									1	Add Report
		Show 10 ¥	entries							Search:		
Deave Leave	<	↓ Report No.	F Report Name		IT Business Purpose	11 Start Date	e End Date	11 Status	Date Incurred	11 Amount	11 Ar	11 tions
Payroll	¢	PO-0004	Test Report			06/05/202	0 30/05/2020	Unsubmitted	05/05/2020	SGD 120		* ×
Attendance	¢	PO-0002	Local expense			05/05/202	0 05/05/2020	Submitted	05/05/2020	SGD 350		
-		PO-0001	Cost incurred		traveling to clients	04/05/202	0 04/05/2020	Reimbursed	04/05/2020	SGD 555		
Expense	~	Showing 1 to 3 o	f 3 entries								Previous	1 Next
Dashboard												
Claims												

Step 12: Click on the licon adjacent to the report you just created.

Step 13: You will be brought to the next page where you can submit the report:



justlogin 룾	1	=				Û	0	R
		View Report						
AB		Test Report PO-0004 Period: 06/05/2020 - 30/05/2020 Status: Unsubmitted						
C Leave	<	Date	Receipt	Category	Amount		Amou	unt (SGD)
Payroll	<	06/05/2020		Office Supplies	SGD 120.00		SG	5D 120.00
O Attendance	¢				Total Expense Amount		SG	5D 120.00
Expense	~				Total Reimbursable Amount		SG	iD 120.00
Dashboard								
Claims		Back						Submit
Administration								

Step 14: When you click on "Submit", you will be asked to choose the approving officer, put a tick beside the name of the approving officer, click on submit.

Select Approver	
Name	
 Alimate 	
Close Submit	

Step 1	L 5: This time,	you will receive	a notification fo	r a successful submission:
--------	------------------------	------------------	-------------------	----------------------------

亡 Great!
Report PO-0004 submitted successfully.
Close

To Recall A Submitted Report

If in case there's a need to edit the report you have submitted, you will need to recall the submission

Step 1: Go to	
	You will see the list of reports you have created.
Step 3: Click on the	icon adjacent to the report you want to modify.



Recall

Step 4: You will see the

button near the bottom of the page. Please click on it.

Step 5: Once you click on the recall button, you will notice that the submission status has changed to "Unsubmitted".

****To modify the report details,** go back to Reports Tab>Look for the report you wish to modify

and then click on the . You will then be able to modify the details of the report, like the Report Name, Business Purpose, Start Date and End Date.



. You can now submit as per steps

After making the necessary changes, click on given in submitting an Expense Report.

****To modify the expense details,** follow steps 1-5 on "To Recall a Submitted Report" and go back to Expenses Tab.



Look for the expense you wish to modify and click on the icon. You will then be able to modify the details of the expense, like Category, Date, Reference Number, Description, Amount, Exchange Rate, Tax, etc.

Save After making the necessary changes, click on You can then add the expense to a report for submission.

To Approve Submitted Reports

Step 1: Go to	Expense	~
Step 2: Go to	Claims	
Step 3: Go to	Approvals	

Step 4: You will see the page below:



justlogin 🛒	1	=									¢	?	Q
		Expens	es Reports	Approvals	-								
AB		То	Do History									2	Approvals 👻
		Shov	v 10 v entries	5							Search:		
C Leave	¢		↓₹ Report No.	Report Name		II Business Purpose	Start Date	LT L End Date	Status	11 Submitted On	Amount	11	Actions
Payroll	<		PO-0004	Test Report			06/05/2020	30/05/2020	Submitted	06/05/2020	SGD 120		٠
Attendance	<	0	PO-0002	Local expense			05/05/2020	05/05/2020	Submitted	05/05/2020	SGD 350		•
Expense	~	Shov	wing 1 to 2 of 2 entr	les							Pre	vious	1 Next
Dashboard											R	Reject	Approve
Claims											_		

Step 5: Click on the **least** icon to view the details of the report.

Step 6: Once you have gone through the details, you will be able to click on either Approve or Reject:

View Report				
Test Report PO-0004 Period: 06/05/2020 - 30/05/2020 Status: Submitted				
Date	Receipt	Category	Amount	Amount (SGD)
06/05/2020	8	Office Supplies	SGD 120.00	SGD 120.00
			Total Expense Amount	SGD 120.00
			Total Reimbursable Amount	SGD 120.00
Back				Reject Approve