



Compiled JustExpense Guide





Table of Contents

Table of Contents

Table of Contents.....	1
Introduction.....	2
Configuration.....	2
Currencies.....	2
Adding New Currencies	3
Deleting Unused Currencies	4
Categories.....	5
New Category	5
Edit Existing Category	5
Delete Existing Category	6
Disabling/Enabling Existing Category.....	8
Mapping Categories for Reimbursement into the Payroll Module.....	10
Expense Preferences.....	11
Report Preferences.....	12
Transport (This function is available upon request)	12
Taxes	13
Add New Taxes	13
Edit Tax Rate.....	13
Delete Tax Rates	14
Administration.....	15
Employee Setup	15
Expense Users.....	15
Assign Expense Users.....	16
Role Setup	17
Add New Role	17
Claims	18
Expenses.....	18
Reports.....	19
Approvals	19
Reimbursements	20
To Reimburse an Expense Claim via Payroll:.....	20
Reports.....	21
Expense Reports.....	21
Expense Summary.....	21

Introduction

This compiled guide will show how to configure the Expense Module, as well as system functionalities available to the Administrator. It will also explain what each section of the module can do.

Configuration

JustExpense module is a mobile expense claim module that allows staff to put up their claims via the JustExpense app or through their login via the desktop.

Currencies

Currencies allow you to add in different currencies in which your staff might be using to file their expense claim. To configure the currencies, you can do the following:



Configuration

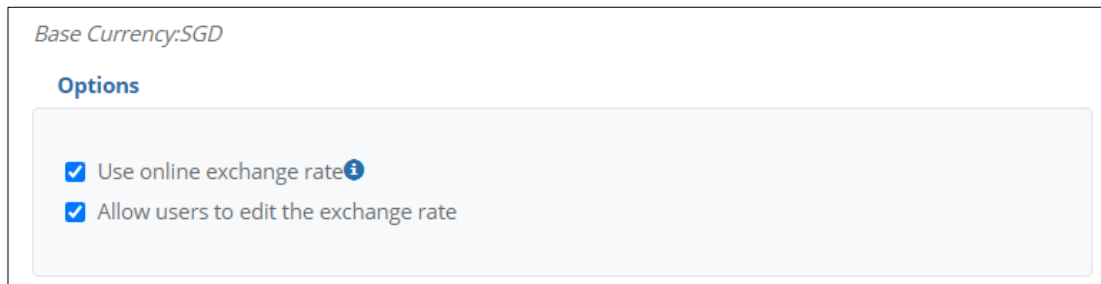
Step 1: Click on



Currencies


Step 2: Click on

Step 3: You can choose whether you want to use the online exchange rate, as well as whether you allow your staff to manually edit the exchange rate.



Base Currency:SGD

Options

- Use online exchange rate 
- Allow users to edit the exchange rate

Note:

- At the initial setup, you will be able to change the Base Currency field. Once an expense has been submitted or has been utilized, the based currency field cannot be changed anymore.
- The primary online currency exchange engine used is <https://www.mas.gov.sg/currency> . If the currency being used is not available in the primary currency exchange engine, the alternative is <https://openexchangerates.org/>
- You can allow users to edit the exchange rate if this portion is ticked.

Adding New Currencies

You can add new currency that fits your company requirement. To add new currency/currencies, simply do the following:

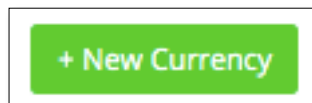
Step 1: Click on



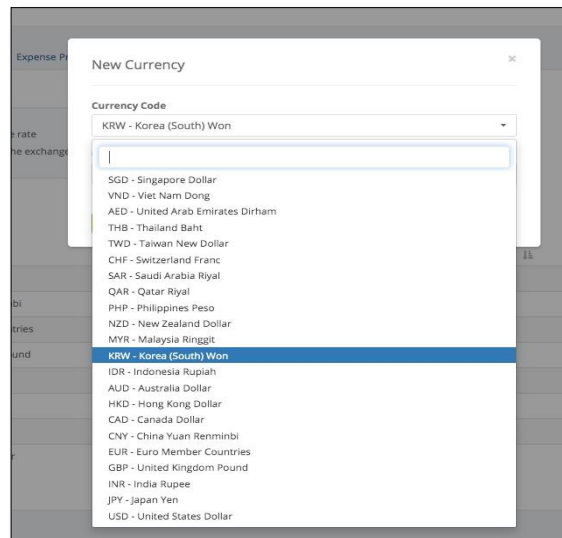
Step 2: Click on



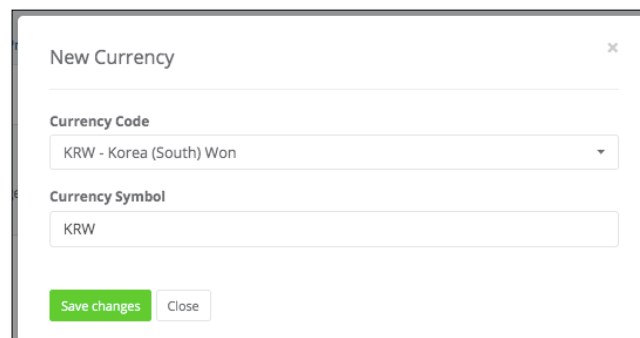
Step 3: Click on



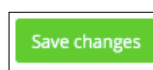
Step 4: Select the currency you want to include



Step 5: The system will automatically select the currency symbol for you



Step 6: Click on




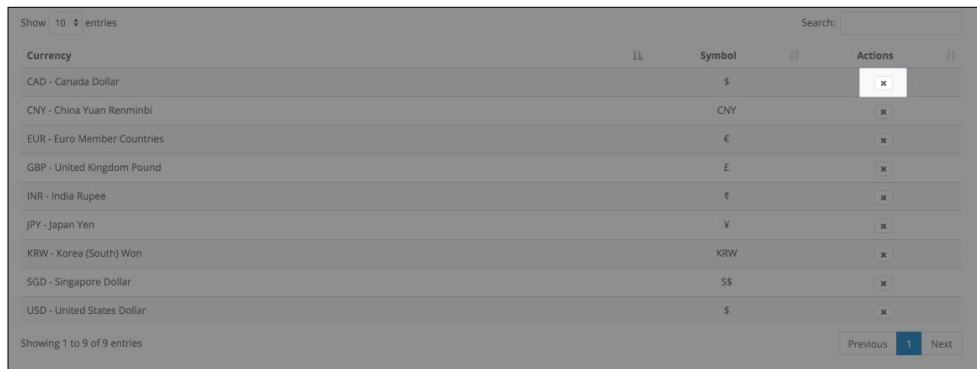
Deleting Unused Currencies










You can remove any currencies that your company does not use. Note that the system will validate and will not allow you to delete if the currency has been used. To delete, please follow the steps below:

Step 1: Click on 

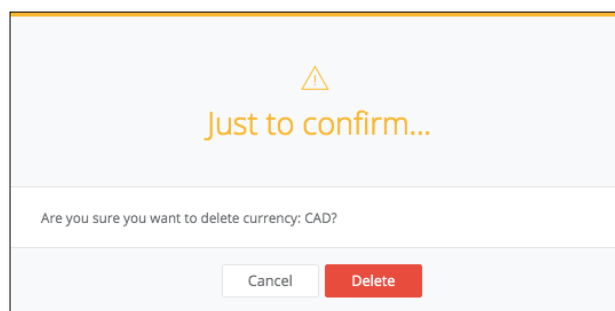
Step 2: Click on 

Step 3: Click on the  at the end of the currency you wish to remove



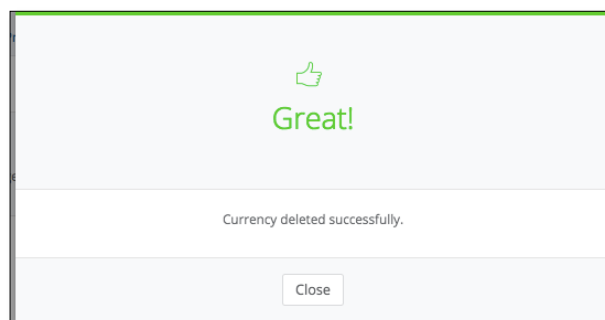
Currency	Symbol	Actions
CAD - Canada Dollar	\$	
CNY - China Yuan Renminbi	CNY	
EUR - Euro Member Countries	€	
GBP - United Kingdom Pound	£	
INR - India Rupee	₹	
JPY - Japan Yen	¥	
KRW - Korea (South) Won	KRW	
SGD - Singapore Dollar	S\$	
USD - United States Dollar	\$	

Step 4: The system will display a pop-up message to confirm deletion of the currency.



Step 5: Click on the  button to confirm the deletion.

Step 6: The system will display this pop-up message upon successful deletion of the currency.



Categories

Categories allow the company to define its own list of expenses that the staff can file a claim for. This is also where you can link JustExpense to Payroll, by defining the pay element that is associated with a specific category.

New Category

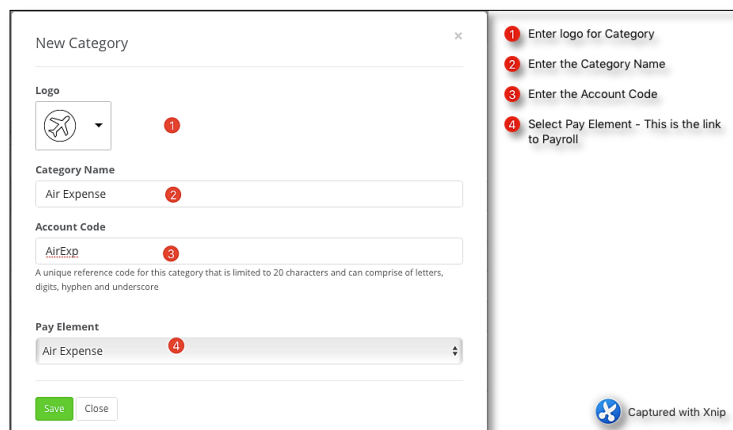
Adding New Category is simple. The steps of creating a new category are as follows:

Step 1: Click on 

Step 2: Click on 

Step 3: Click on 

Step 4: This screen will appear



The screenshot shows a 'New Category' form with the following fields and instructions:

- 1 Enter logo for Category (Logo field)
- 2 Enter the Category Name (Category Name field)
- 3 Enter the Account Code (Account Code field)
- 4 Select Pay Element - This is the link to Payroll (Pay Element dropdown)

Buttons: Save, Close


Watermark: Captured with Xnip


Step 5: Click on  to save the Category

Edit Existing Category

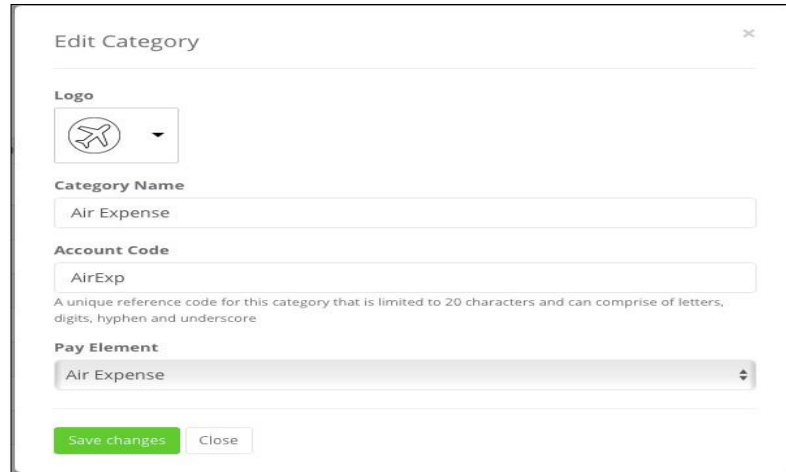
You can edit the categories you have created by doing the following:

Step 1: Step 1: Click on 

Step 2: Click on 

Step 3: Click on  at the Action column of the category you wish to edit

Step 4: The category setting will appear. Make the necessary changes.



The screenshot shows a modal window titled "Edit Category" with a close button in the top right corner. The form contains the following fields:

- Logo:** A dropdown menu with an airplane icon selected.
- Category Name:** A text input field containing "Air Expense".
- Account Code:** A text input field containing "AirExp". Below this field is a note: "A unique reference code for this category that is limited to 20 characters and can comprise of letters, digits, hyphen and underscore."
- Pay Element:** A dropdown menu with "Air Expense" selected.

At the bottom of the form are two buttons: "Save changes" (highlighted in green) and "Close".



Step 5: Click on the

Delete Existing Category

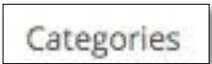
You can delete any existing category you had created.

Note: Do not remove any category that user had previously used as this will prevent you from extracting past records of that same category. You should use the Disable Category feature instead.

To delete the category, perform the following steps:



Step 1: Step 1: Click on



Step 2: Click on

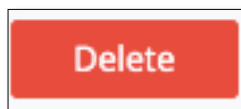
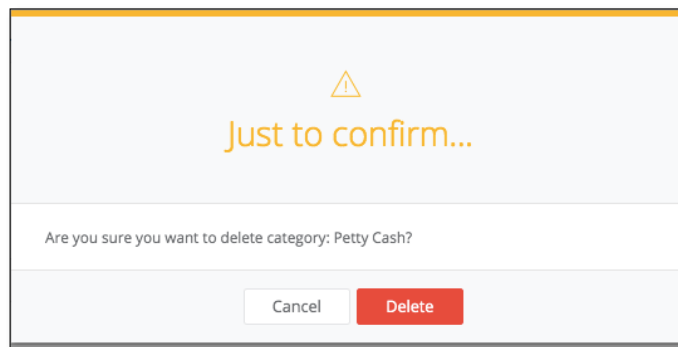


Step 3: Click on the icon at the Action column on the category you wish to remove.



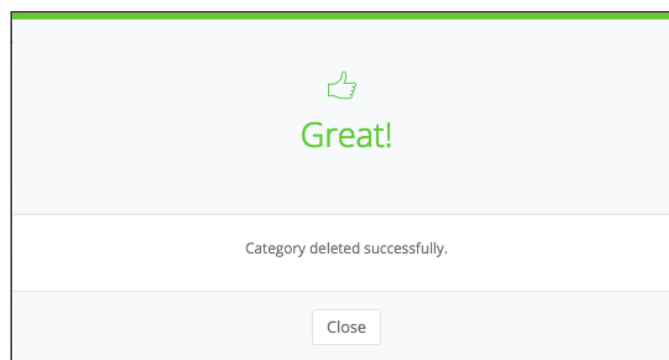
Category Name	Account Code	Pay Element	Actions
Air Expense	AirExp		✓ ✕
Air Travel Expense	AirExp	Air Expense	✓ ✕
Automobile Expense			✓ ✕
Fuel/Mileage Expenses			✓ ✕
Tel and Internet Expenses			✓ ✕
Lodging			✓ ✕
Cost of Laptop	lpt	Cost of Laptop	✓ ✕
Meals and Entertainment			✓ ✕
Office Supplies			✓ ✕
Other Expenses			✓ ✕
Petty Cash	pc	pc	✓ ✕ Delete

Step 4: The system will prompt you to confirm the category deletion



Step 5: Click on

Step 6: The system will display this message when the category is successfully deleted





Disabling/Enabling Existing Category

If you have a category that cannot be deleted as some employees had previously used them, you can disable this so that users will not see it in the drop-down options.

To disable a category, follow these steps:



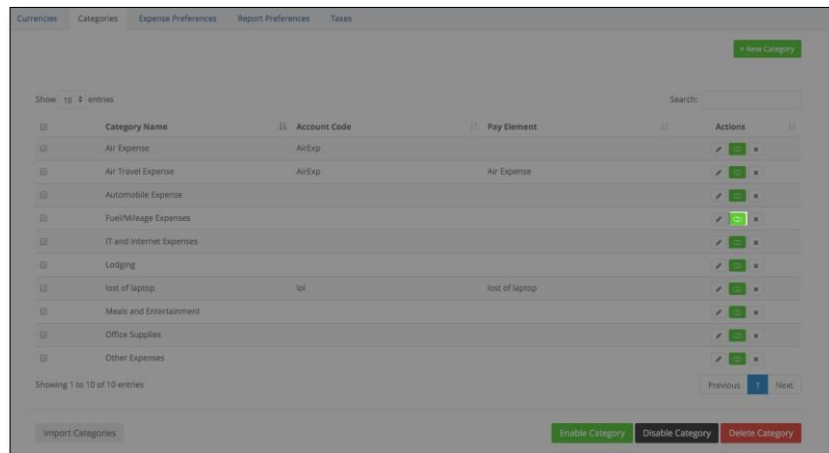
Step 1: Step 1: Click on



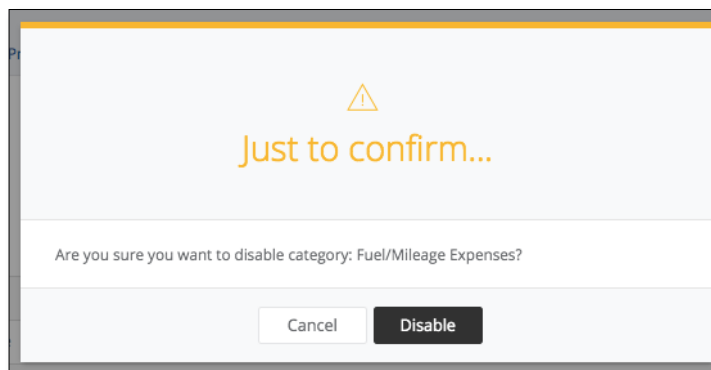
Step 2: Click on



Step 3: Click on found at the Actions column

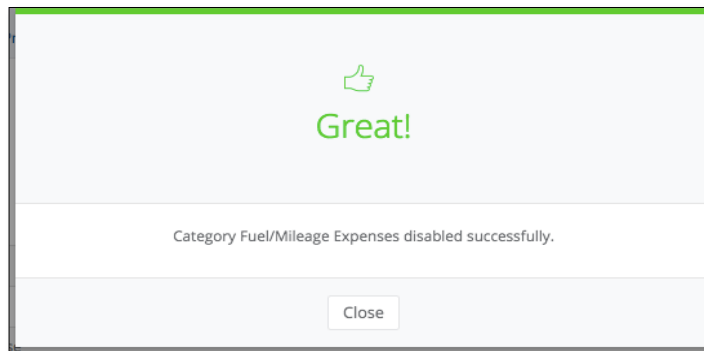


Step 4: The system will prompt you to confirm the disabling of the chosen category.



Step 5: Click on the icon to proceed

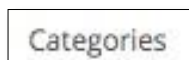
Step 6: The pop-up message will appear upon the successful disabling of the category.



You can reverse the disabling of the category should you decide to reuse the same exact category. Please do the following steps:



Step 1: Step 1: Click on

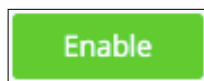
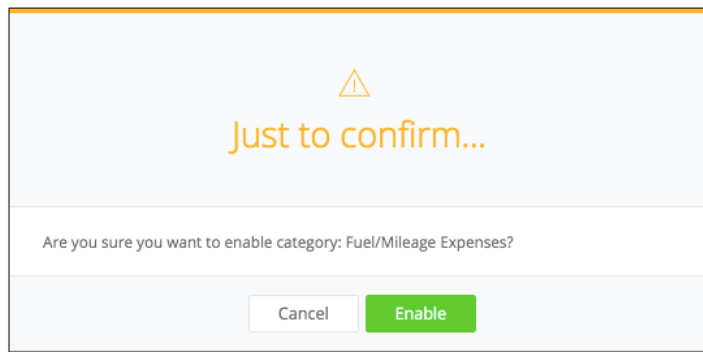


Step 2: Click on



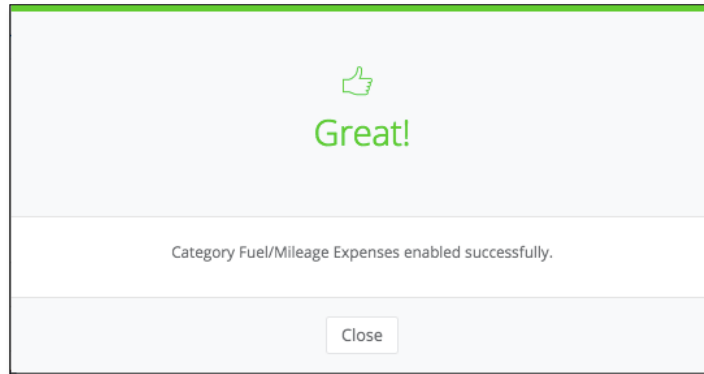
Step 3: Click on found at the Actions column

Step 4: The system will prompt you to confirm the enabling of the chosen category.



Step 5: Click on the to re-enable the category.

Step 6: The system will display the following message upon successful enabling of the category.

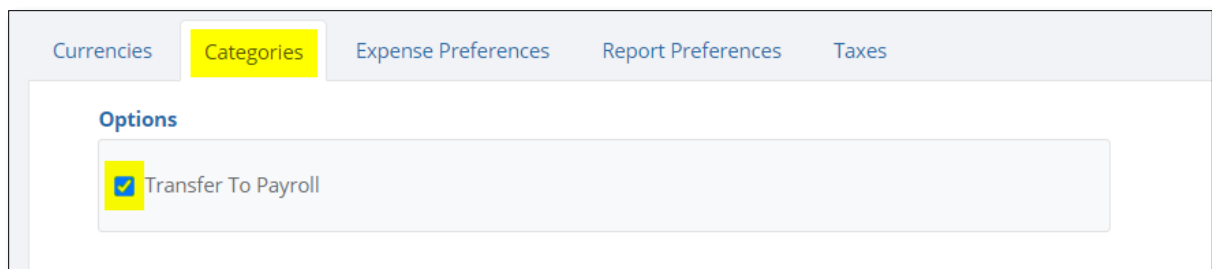


Mapping Categories for Reimbursement into the Payroll Module

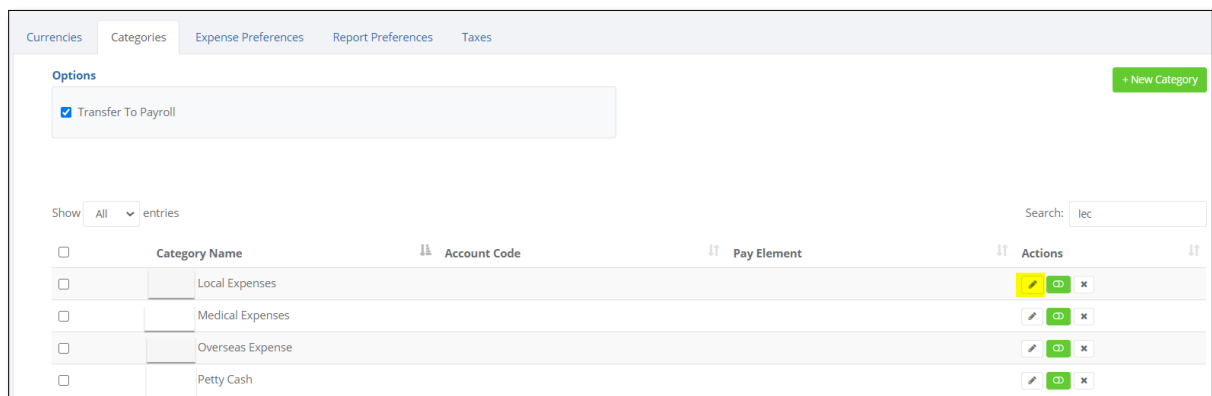
You can reimburse approved expenses into the Payroll Module by mapping each category to the respective pay element on Payroll

NOTE: Please make sure the pay elements you want to use are already created on the Payroll Module

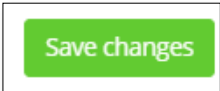
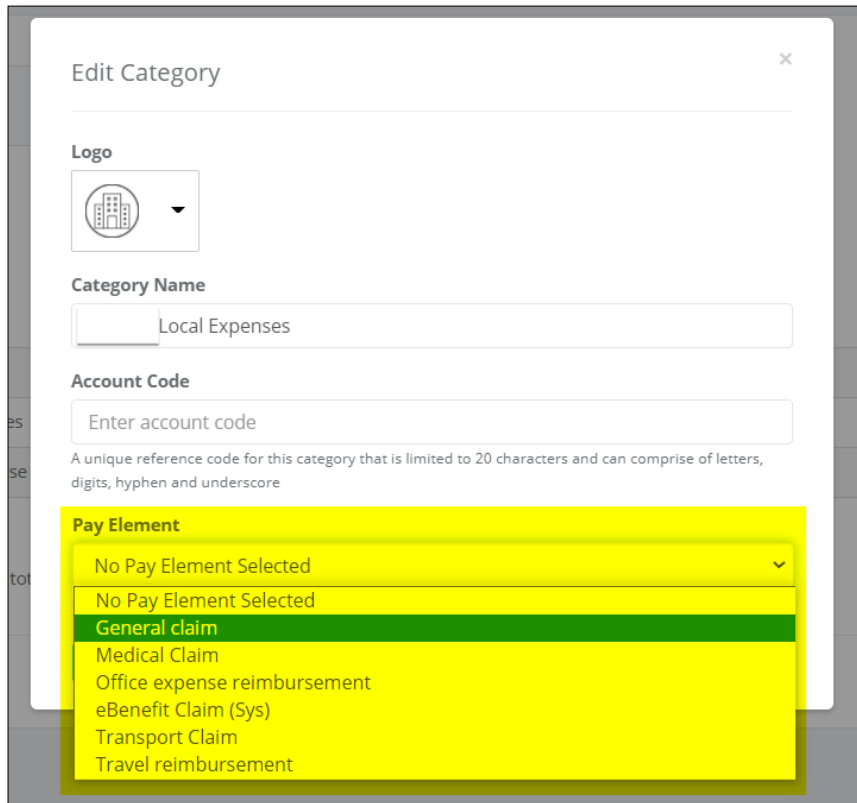
Step 1: On the Categories page, put a tick into the option: Transfer to Payroll

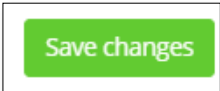


Step 2: After, please click on the icon under the action column



Step 3: A pop-up window will appear, please choose the pay element that you want to map along with the category on Expense



Step 4: After, click on  to save your choices. Kindly repeat steps 2-4 for each category in your system.

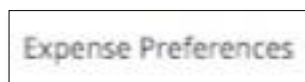
Expense Preferences

Expense fields customization allows the Administrator to set the fields that the users will see. You can also set if the fields should be mandatorily filled in by users or if it's optional

The steps to set up the fields are as follows:



Step 1: Click on



Step 2: Click on



Step 3: The page below will appear. Tick on which field you want the users to see by ticking the Enable column. To make the option a mandatory field, just tick on those fields at the Mandatory column.

Expense Fields Customization		
FIELD	MANDATORY	ENABLE
Merchant	<input type="checkbox"/>	<input type="checkbox"/>
Description	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reference#	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Location	<input type="checkbox"/>	<input type="checkbox"/>



Step 4: Click on

Report Preferences

Report preferences allows the administrator to set which fields are mandatory on expense reports before approving the staffs claim.

To do that, perform the following steps:



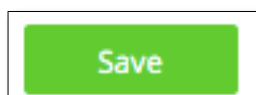
Step 1: Click on



Step 2: Click on

Step 3: To set which fields are enabled to be seen and/or mandatory, tick the relevant columns.

Report Fields Customization		
FIELD	MANDATORY	ENABLE
Business Purpose	<input type="checkbox"/>	<input checked="" type="checkbox"/>



Step 5: Click on

Transport (This function is available upon request)

To see the guide for Transport Claim, please refer to this link:

<https://support.justlogin.com/hc/en-us/articles/4404070557069-Transport-Claim-Guide>



Taxes

JustExpense allows you to configure and add new tax requirements, as well as delete taxes that were created.

Add New Taxes

To add in a new tax, perform the following steps:

Step 1: Click on 

Step 2: Click on 

Step 3: Click on 

Step 4: Enter Tax Name at

Tax Name

Step 5: Enter Tax Rate at

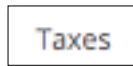
Tax Rate

Step 6: Click on  to save tax

Edit Tax Rate

If you made a mistake in keying in the name or the rate, you could easily edit the tax rate by following the steps:

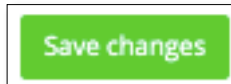
Step 1: Click on 



Step 2: Click on



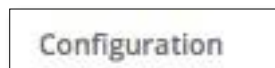
Step 3: Click on the at the tax rate that you wish to change



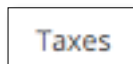
Step 4: Click on the to save change.

Delete Tax Rates

You can delete Tax Rates that you will no longer require.



Step 1: Click on

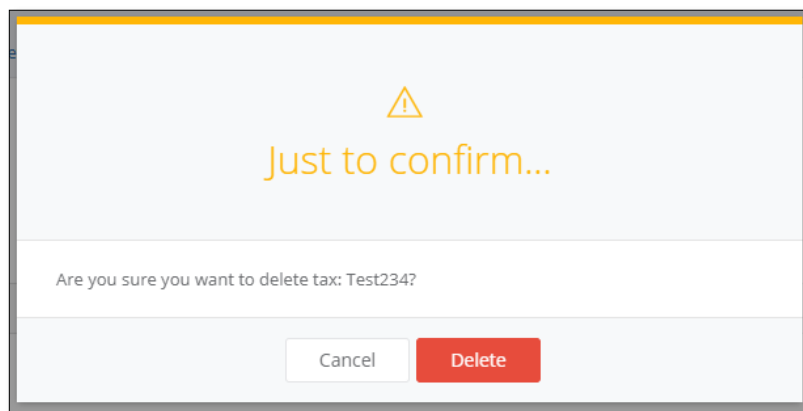


Step 2: Click on

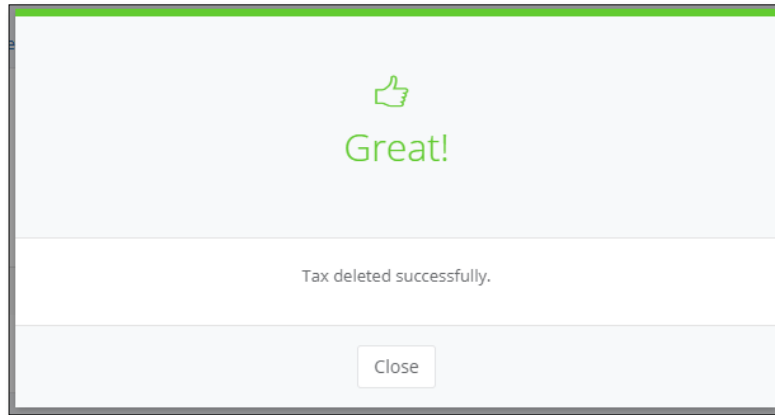


Step 3: Click on the at the Actions column.

Step 4: The system will prompt you to confirm the deletion of the chosen rate.



Step 5: The system will display the following message upon the successful deletion of the rate.



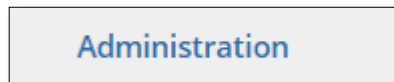
Administration

Employee Setup

Expense Users



Step 1: Go to

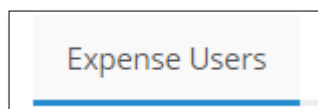


Step 2: Click on

Step 3: You will see the page below:

The screenshot shows a web interface with a table titled "Expense Users" under the "Assign Expense Users" sub-tab. The table has columns for Employee Name, Role, Approving Officer, Forwarding Officer, and Actions. Three rows are visible, each with a dropdown menu for the Approving Officer and an edit/delete icon in the Actions column.

Employee Name	Role	Approving Officer	Forwarding Officer	Actions
Adie Bebe	Super Admin	Super Admin - Adie Bebe		
Anna Francisco	Expense Admin	Super Admin - Adie Bebe		
April Abril	Submitter	Super Admin - Adie Bebe		



Step 4: On the **Expense Users** sub-tab, you can see the list of Expense users and the different roles (submitter, approving officer, Expense Admin or Super Admin) you can assign.

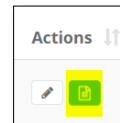
Step 6: To assign the roles, click on the fields under each column and a dropdown window will appear:

Employee Name	Role	Approving Officer	Forwarding Officer	Actions
Adie Bebe	Super Admin	Super Admin - Adie Bebe		
Anna Francisco	Expense Admin			
April Abril	Submitter			
Arianna Denise	Approver		Please select a value	
August Augusto	Approver		Please select a value	

NOTE:

For an Approver, an additional field, “Forwarding Officer” will be shown as below. This will act as the second level of approval. For a two-level approval, you will need to assign on the forward to field. If left blank, this means that the person assigned to the role as Approver is the end of the approval process.

Employee Name	Role	Approving Officer	Forwarding Officer	Actions
Adie Bebe	Super Admin	Super Admin - Adie Bebe		
Anna Francisco	Expense Admin	Super Admin - Adie Bebe		
April Abril	Submitter	Super Admin - Adie Bebe		
Arianna Denise	Approver	Super Admin - Adie Bebe	Please select a value	
August Augusto	Approver	Please select a value		
Austin Lim Cheng Ting	Submitter	Super Admin - Adie Bebe		
Baby Gurl	Submitter	Super Admin - Adie Bebe		



Step 7: Once you have assigned to a staff, please click on the icon to save.

Claim for Others – To set up, please click on this link: [How to Submit an Expense Claim on Behalf of Staff](#)

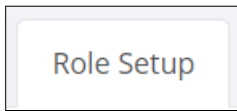
Assign Expense Users

Step 1: The Assign Expense Users sub-tab shows the list of staff who are assigned as Expense users.

Step 2: To assign a staff as an Expense user, put a tick under the Expense user column

Employee Setup		Role Setup	
Expense Users		Assign Expense Users	
Employee Name	Email	Department	Expense User <input type="checkbox"/>
Adie Bebe	acfrancisco23@gmail.com	HQ>Management	<input type="checkbox"/>
Anna Francisco	acfrancisco23@gmail.com	HQ>Management	<input checked="" type="checkbox"/>
April Abril	noreply@abc.com	IT	<input checked="" type="checkbox"/>
Arianna Denise	acfrancisco23@gmail.com	HQ>Management	<input checked="" type="checkbox"/>

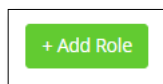
Role Setup



On the **Role Setup** tab, this is where you can see a list of the roles available in your system. This is where you can see a brief description of each role, as well as the tasks that can be performed. You can also create new roles as per your company's requirements.

<input type="checkbox"/>	Role Name	Description	Approve Direct Report	View All Report	Approve All Reports	Reimburse Report	Assigned Employee	Actions
<input type="checkbox"/>	Approver	Submit and approve expense reports. Cannot access Expense reports approval access.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	
<input type="checkbox"/>	Expense Admin	Unrestricted access to features of Expense module.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	
<input type="checkbox"/>	Submitter	Create and submit Expenses and Reports.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	33	
<input type="checkbox"/>	Super Admin	Unrestricted access to all modules.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	
<input type="checkbox"/>	Test Role	To see what these roles can do	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	

Add New Role:



Step 1: Click on

Step 2: You will be brought to this page:

Employee Setup | Role Setup

Roles

ROLE DETAILS | ASSIGN ROLE

Role Details

Name:

Description:

EXPENSE REPORT

Approve Direct Reports:

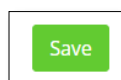
View All Company Reports:

Approve All Company Reports:

Reimburse Report:

Back

- ➔ Input the Name of the new role
- ➔ Input a brief description
- ➔ Indicate the access that this role can have
 - Approve Direct reports
 - View All company reports
 - Approve all company reports
 - Reimburse reports



Step 3: Once done click on

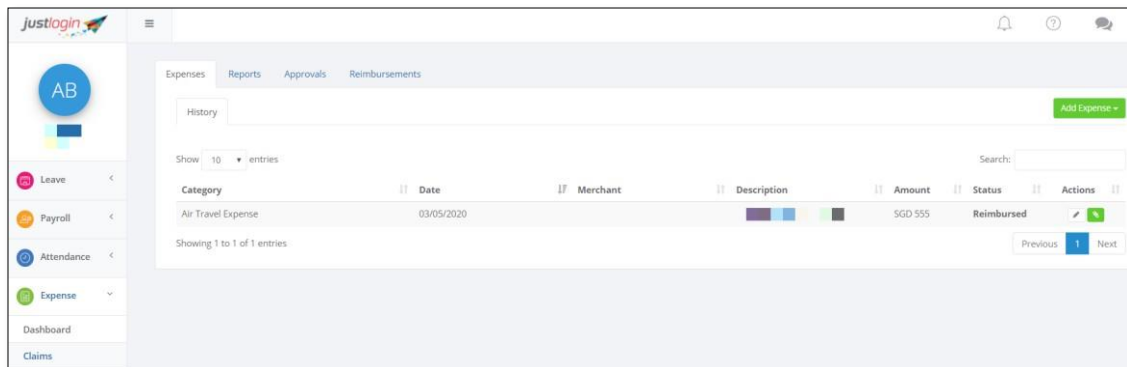
Claims

Claims

The Section

This section allows users to view, create and submit expenses, as well as generate reports. On the Approver's end, this is where they can see the tasks that are pending their approval. The Administrator on the other hand, can reimburse the expenses once approved and have it transferred into Payroll, when needed.

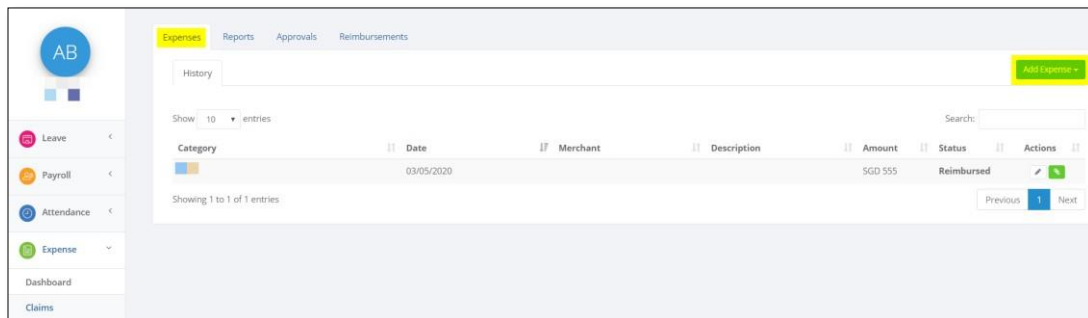
The claims section is divided into 4 parts as can be seen in the image below:



Expenses

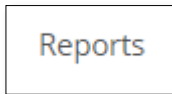
Expenses

On the Tab, this is what you will see:

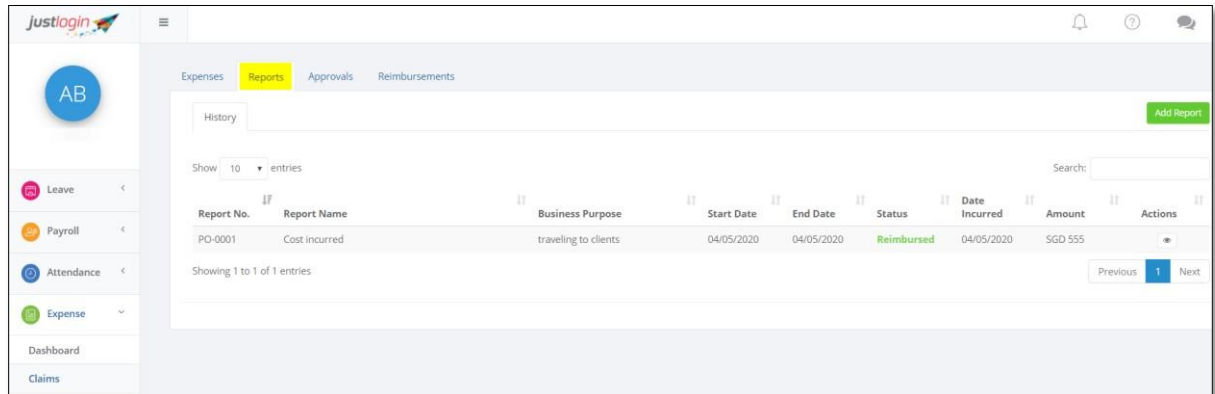


Expenses Tab - For users to view the expense they have submitted, and to add/create Single or Bulk Expenses records (this tab is available to all)

Reports



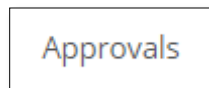
On the Tab:



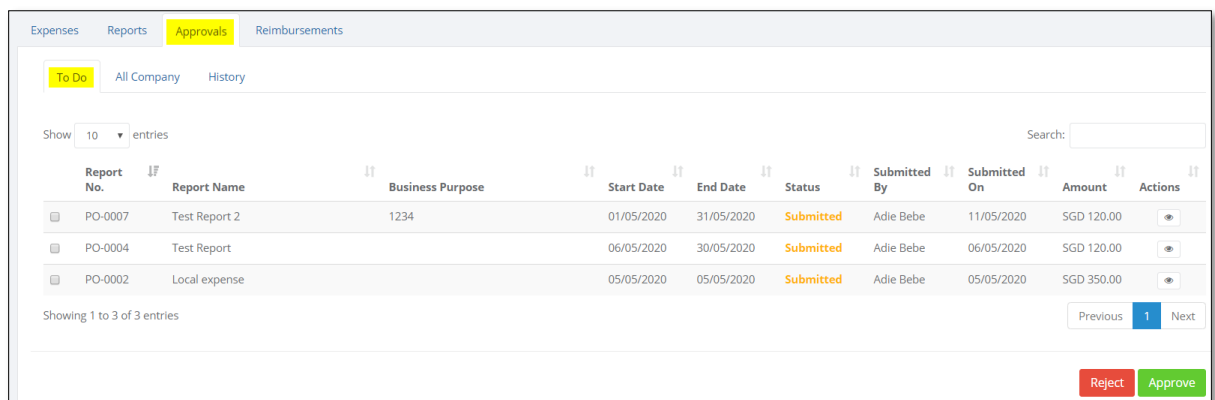
Report No.	Report Name	Business Purpose	Start Date	End Date	Status	Date Incurred	Amount	Actions
PO-0001	Cost incurred	traveling to clients	04/05/2020	04/05/2020	Reimbursed	04/05/2020	SGD 555	

Reports Tab – This is where users can view submitted reports and create a report to compile all the different expenses into one. (this tab is available to all)

Approvals



On the Tab



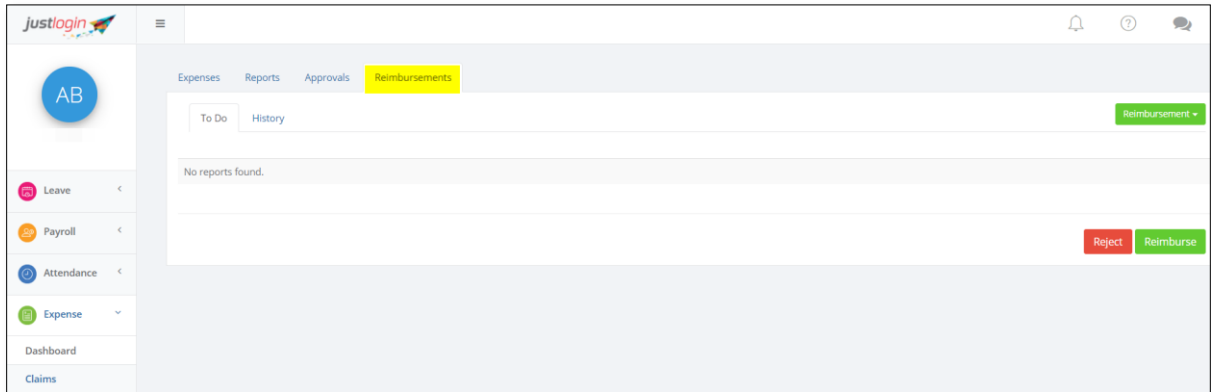
Report No.	Report Name	Business Purpose	Start Date	End Date	Status	Submitted By	Submitted On	Amount	Actions
PO-0007	Test Report 2	1234	01/05/2020	31/05/2020	Submitted	Adie Bebe	11/05/2020	SGD 120.00	
PO-0004	Test Report		06/05/2020	30/05/2020	Submitted	Adie Bebe	06/05/2020	SGD 120.00	
PO-0002	Local expense		05/05/2020	05/05/2020	Submitted	Adie Bebe	05/05/2020	SGD 350.00	

Approvals Tab – This is where approving officers can view, approve, reject any pending tasks. (This tab is only available to those assigned as the approver role). However, Expense Administrator and Super Admin can access “All Company” to take action on behalf of the staff’s Direct Approver.

Reimbursements

Reimbursements

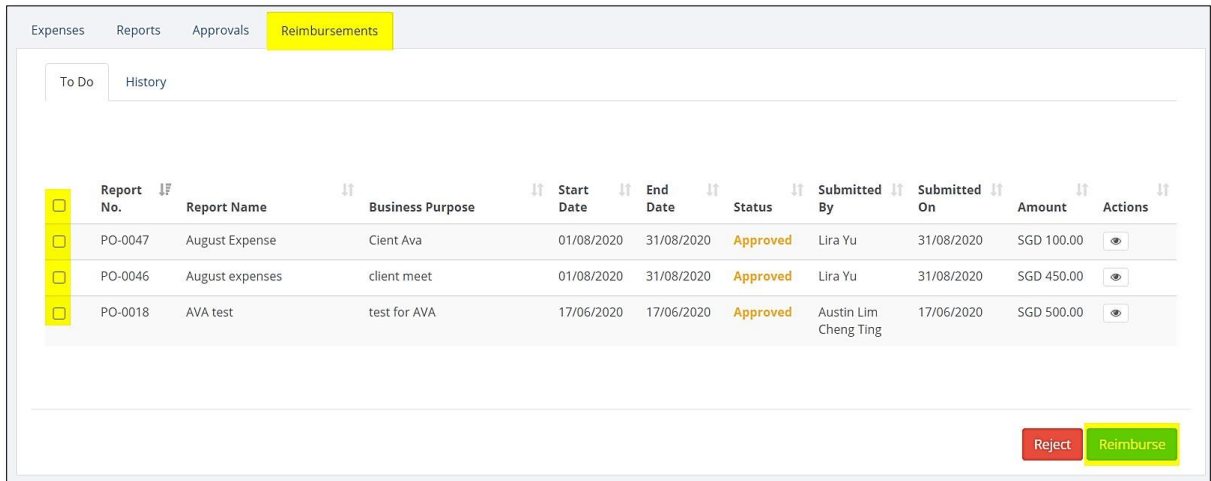
On the Tab



Reimbursements Tab – This is where the Expense Administrator can view approved reports and reimburse accordingly – once reimbursed, the expense should show up on the payroll module of JustLogin. (This is only available to the administrator)

To Reimburse an Expense Claim via Payroll:

Step 1: Put a tick beside the expenses you would like to push into the Payroll Module:



Reimburse

Step 2: Click on button in the lower right corner of your screen. Once done, the reimbursed expenses will appear in Payroll.

NOTE: You will be able to see it on Payroll>Payrun Dashboard>Process Claims.

Reports

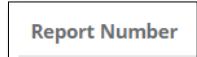
Expense Reports



The **Reports** Section

This section allows you to generate reports for the expenses submitted. There are two different kinds of reports that can be generated:

Expense Reports: Will show the details of the submitted report as well as the status. The search parameters can be based on a period of coverage and/or the status of the expense as well as filter based on a department. Admin can also download a PDF copy of the



individual report submitted by clicking on the link under the **Report Number** column

Expense Reports

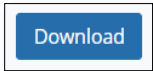
Period: 01/11/2020 to 30/11/2020 | Expense Status: All | Department: All | Go

Period: 1 to 30 November 2020

Report Number	Report Name	Submitter	Department	Status	Date Incurred	Amount
PO-0079	November Expenses	Baby Gurl	Residential Care>Youth	Reimbursed	04/11/2020	SGD 250.00
PO-0078	November Expenses	Austin Lim Cheng Ting	Sales	Reimbursed	03/11/2020	SGD 356.00
PO-0077	Expense for November	April Abril	IT	Reimbursed	02/11/2020	SGD 250.00

Expense Summary

Expense Summary Report: Will show the expenses incurred as well as the amounts of each, based on the period of coverage indicated, category, employee name and/or status as well as the department. This report can be downloaded on an excel file by clicking on the



button.

Expense Summary

Period: 01/11/2020 to 30/11/2020 | Employee: All | Expense Category: All | Department: All | Expense Status: All | Go

Period: 1 to 30 November 2020

Expense Categories	Account Code	Employee	Department	Status	Before Tax	Tax Amount	After Tax
IT and Internet Expenses		Baby Gurl	Residential Care>Youth	Reimbursed	SGD 250.00	SGD 0.00	SGD 250.00
IT and Internet Expenses		Austin Lim Cheng Ting	Sales	Reimbursed	SGD 356.00	SGD 0.00	SGD 356.00
Meals and Entertainment		April Abril	IT	Reimbursed	SGD 250.00	SGD 0.00	SGD 250.00
Total					856.00	0.00	856.00

[Download](#)