# Expenses Tool Manual

WorkDo Tool Guide



V.231103

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# I Advanced Tools

WorkDo has many tools on the Do page for different levels within a workplace. This means workplaces, groups, and buddies all have a specific Do button and a set of tools to use. Please see Table I-1 for available tools at each level.

Advanced tools such as Expenses, Leave, Leave Pro, Attendance, and Approvals depend on the HR tool. The HR tool is activated once you have created a workplace. Then you need to manually enable the advanced tool based on your company's needs, which means the HR tool needs to stay activated for the other advanced tools to function correctly.

▼ Table I-1. WorkDo Tools

| Tool | Workplace | Group | Buddy | Dependency |
|---|---|---|---|---|
| HR | ● | x | x | |
| Payroll | ● | x | x | HR |
| Attendance | ● | x | x | HR |
| Check In | ● | x | x | HR |
| Leave | ● | x | x | HR |
| Leave Pro | ● | x | x | HR |
| Shift | ● | x | x | HR required for clock in/out |
| Overtime | ● | x | x | HR |
| Timesheet | ● | x | x | HR |
| Expenses | ● | x | x | HR |
| Approvals | ● | x | x | HR |
| Conf. Rm | ● | x | x | |

| Tool | Workplace | Group | Buddy | Dependency |
|---|---|---|---|---|
| CRM | ● | x | x | |
| Cashbook | ● | ● | ● | |
| Phonebook | ● | ● | ● | |
| We Buy | ● | ● | x | |
| IOU | ● | ● | x | |

# II Expenses: Apply and Write Off Expenses with Ease

Although the advanced tools offer a set of preset settings that can fit into any company organization and welfare program, it is also flexible enough for anyone to change these settings to create their cloud team collaboration workplace. Remember, the HR tool is fundamental to all the settings for you to realize an all-in-one workplace! Once you have set the company's organization, work hours, employee profiles, and company calendar, your settings will automatically apply to all other advanced tools. It's that simple!

The Expenses tool allows employees and managers to apply and approve expense requests online for a simplified workflow. And because the request approval workflow is set in the HR tool (see Table II-1), please use the HR Tool Manual to set up the workflow beforehand.

The Expenses tool itself does not require any setups. Once the approval workflow is set in the HR tool, you are all set!

▼ Table II-1. Expenses HR Dependencies

| HR Setting | Function (* Must be filled) |
|---|---|
| *System Setting | Affects the expense request workflow. |
| *Department | Request workflow is based on department hierarchy. |
| *Employee Profiles | Only valid workplace employees can use the Expenses tool. |
| Approver Assignment | Assign specific members as request approvers. |

# III Set Up

This section will guide you on how to set up the Expenses tool. The process includes three stages and requires a member with the HR Staff tool role. The Overtime tool is connected to the HR tool, so please refer to the HR Tool Manual for details.


**Tool Activation**

Set workplace admins
Activate HR
Activate Expenses

**HR Settings**

Please see
HR Tool Manual

**Start**

Set expense categories
Apply / Cancel / Withdraw
Request approval
Historical records
Report export

▲ Image III-1. Setup Process

# STEP 1 . Tool Activation

WorkDo has two types of admins that help your workplace manage and control information access, they are workplace admins and tool admins, as seen in Table Step 1-1.

Workplace admins include the owner and multiple admins who can adjust workplace settings. Normally, the workplace admins are the management of IT employees. The tool admins control the tool settings and data. The workplace admins activate the tools, and different tools could have different tool admins.

▼ Table STEP 1-1. Admin Authorities

| Authority | Workplace Owner | Workplace Admin | Tool Admin |
|---|---|---|---|
| **Delete workplace** | ● | x | x |
| **Change workplace ownership** | ● | x | x |
| **Maintain workplace settings** | ● | ● | x |
| **Activate workplace tools** | ● | ● | x |
| **Change tool roles** | ● | ● | x |
| **Maintain tool data** | x | x | ● |

## a.Confirm/Assign Workplace Admins

Based on Table STEP 1-1, workplace admins have one of the highest authority and access. If you are a workplace admin already, you can skip this portion and go to Step 1-b Set Tool Roles, else, you need to have one of the admins appoint you.

Manage Workplace Admins

1. Have a workplace admin go to the Workplace page.
2. Click the gear icon to enter Workplace Settings.
3. Click Manage Admin.
   - The red crown marks the owner, who, aside from being one of the workplace admins, can also delete the workplace.
   - The blue crowns mark the workplace admins, who are assigned to maintain the workplace settings.
4. Click Add Admin.
5. Choose member(s).
6. Click Done and wait for the success message.
7. Now refresh the page to see admin-only options.

## b.Set Tool Roles

WorkDo' s advanced tools require some workplace members to take the management role to operate smoothly. Please read the description of the roles for each tool carefully when assigning tool roles to each member.

The Expenses tool roles are listed below.

- No Role: These employees will not see the Expenses tool at all.
- Member: Members can use Expenses to apply for expense reimbursements and view their historical records.
- Accounting: Accounting is the highest authorization in Expenses. Employees with this role are responsible for record-keeping and maintaining the tool settings.

Note that, upon tool activation, only the workplace owner is assigned the Accounting role, and the rest will be Members.

Regardless of your tool authority, if you are a department manager, you will be able to see department expense records. Please refer to Step 2-b of the HR Tool Manual.

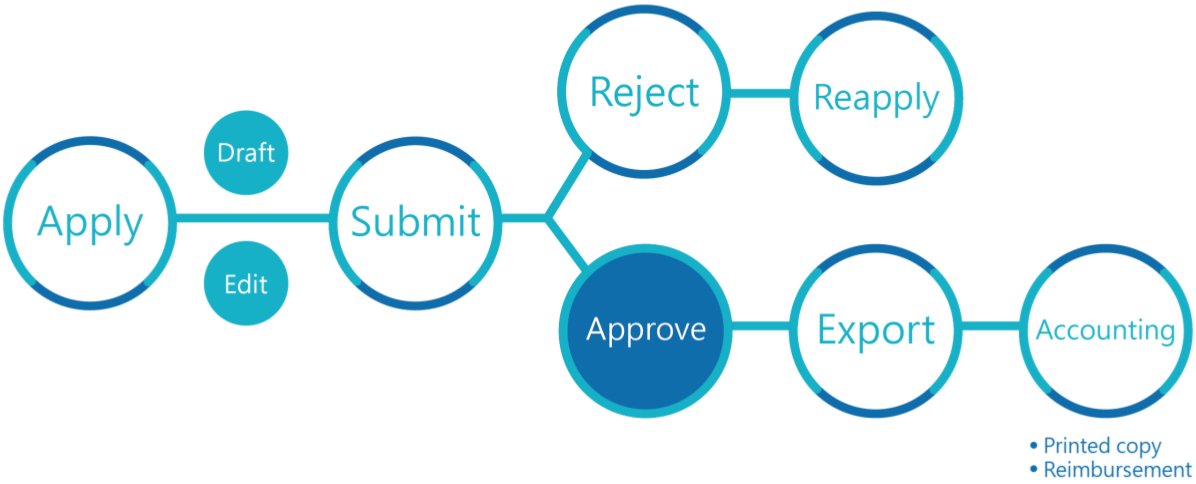
**Manage Tool Roles**

1. Ask the workplace admins to go to the Workplace page.
2. Click the Workplace Settings.
3. Click the Tool Box and click the Advanced tab.
4. Make sure Expenses is activated, then click Manage.
5. Click Manage All Member Roles.
6. Use the search bar to quickly find members for role changes.
7. Click the drop down menu and edit members' roles, repeat until all roles have been assigned correctly.

# STEP 2 . Start

Compared to the conventional hard copy write-off process, the Expenses tool is eco-friendly and streamlines the whole process. It allows members to apply for expense reimbursements with attachments, view past expense records, and print out the approved requests for the accounting department. Managers can use the Expenses to process expense requests. The request approval process is connected to the HR tool (see Table II-1) and does not require setups. Once you have completed the settings for the HR tool, you can start using Expenses.

You can apply, process, and export expense requests (see Image Step 2-1) [1] and check the expense records anytime. It is a tool that saves you plenty of time!




▲ Image STEP 2-1. Expenses Request Process

## a.Set Expense Categories

Only members with the "Accounting" role can manage and set expense categories. Upon tool activation, the default categories include travel, transportation, meals, communication, and office expenses. Please follow the steps below to set new categories.

[1] Submitted requests can be exported and printed, please see Request Print Out for details.

Manage Expense Categories

1. Click workplace > Expenses (Accounting role member only).
2. Management > Manage Categories.
3. Enter the category name and click the + button to create the category.
    - Edit: Click Edit to edit the category name.
    - Delete: Click the delete button then confirm to delete a category.

## b.Expense Application

Follow the steps below to apply for expenses.

Expenses Application

1. Enter the workplace page.
2. Click + Apply and fill in the following information (* Must be filled).
    - Category: Select an expense category.
    - Subject: Enter the expense subject.
    - Currency: Select the expense currency.
    - Total: The system will automatically sum up the expense total.
    - Add items: Click + Add to add expense items (One minimum).
    - Photos/Files: Attach photos and files of the receipt as needed.
    - Save/Submit: Save as draft or submit the request immediately.
    - Approval Personnel Management: Default is by organizational structure. Choose a designated approver if you want a specific member who is not your manager to approve expense requests.
    - Designated Approver: The Designated Approvers are set by the HR Staff of the HR tool.
3. Click the Submit button to submit the expense request.

- The Designated Approvers are appointed using the HR tool.
- Each expense request can only use one type of currency. Expenses of different currencies would require multiple expense requests.

## c.Copy a Request

If you regularly apply for expenses, you could use the copy function from a past expense record to duplicate a new expense request for approval.

### Copy an Expense

1. Click Workplace > Do > Expenses > My Expenses.
2. Select a past expense record.
3. Click the Copy button on the top to duplicate a new expense request with the same information.
4. Change any necessary fields (* Must be filled).
5. Select the Submit option and click Save to submit the expense request.

## d.Edit a Request

You can edit an expense request draft. Submitted requests, however, can no longer be edited.

### Edit an Expense Draft

1. Click Workplace > Do > Expenses > My Expenses.
2. Click the green pencil on the expense record to edit or enter the expense record, then click the Edit button (* Must be filled).
3. Select the Submit option and click Save to submit the expense.

## e.Cancel / Withdraw Expense Requests

You can cancel your expense request if there is a clerical error. If the request is approved, you could withdraw it, but the approver would have to agree to the withdrawal.

### Cancel / Withdraw Expense Requests

1. Click Workplace > Do > Expenses > My Expenses.
2. Click on the record to show its details.
3. Cancel: Available only to unapproved requests (in submitted status). Click the Cancel button and remark the reason for this cancellation, then hit Confirm to complete the process.
4. Withdraw: Available only to approved approvals (in approved status). Click the Withdraw button and remark the reason for this withdrawal, then hit Confirm to complete the process.

Follow the below options to edit submitted expense requests if there are clerical errors.

- Cancel or withdraw expense requests
- Ask the approver to reject it

## f.Approve Expense Requests

When employees apply for expense requests, the approver will receive notifications to sign off on them.

**Request Sign Off**

1. You can sign off via
   - Notification Center
   - Dashboard: Workplace > Dashboard > Workflow
   - Expenses Tool: Workplace > Do > Expenses > Expense Management > Approve
2. Select a request or batch-select multiple requests.
   - Single Select: Click to view the request detail.
   - Batch Select: Click the upper-left box.
3. Approve, Reject or Escalate. A remark can be left to convey details (The Escalate and Remark functions are not available in batch processing).

Escalate sends to request to the next person in the chain of command for a decision.

The approver could change the category, photos, and files when the Escalate button is clicked, then submit for approval.

**Request Sign Off via the Dashboard**

Use the Workflow function on the Dashboard to sign off on requests is quick and easy!

- I Applied: Everyone’s own request.
- Assigned to Me: For Managers to view unsigned requests.
- I Processed: For Managers to view requests they signed.
- All Forms: View all the requests.

## g.Expense Records

Once the expense request is submitted, the approvers will be notified to sign off on the request. The applicants can track their progress at any given time.

WorkDo has search and filter functions that can help you quickly find a particular record or for managers to get an idea of their departments’ applications.

▼ Table STEP 2-g. Expense Record Access

| Option | Description | Member | Manager | Accounting | Accounting Manager |
|---|---|---|---|---|---|
| **My Expenses** | Self-applied | ● | ● | ● | ● |
| **Approved** | Self-handled | ● | ● | ● | ● |
| **Dept. Overview** | Dept. members' | x | ● | x | ● |
| **Overview** | Workplace members' | x | x | ● | ● |

View Expense Records

1. Click Workplace > Do > Expenses > Management.
2. Select an option as listed in Table STEP 2-g.
3. Use the filters and search options.
4. Click on the record to view its details.

## h.Comment Section & Share

The comment section is available to relay additional information when sending an expense request, or you can use the share button to include people of interest for discussion. Both methods are the perfect two-way communication between the applicant and the approver.

Leave Comments

1. Select an expense request
   - Applicant: See Step 2-b-1
   - Approver: See Step 2-f-1
   - Accounting: See Step 2-g-1
2. Click to view the request details.
3. Leave a comment in the comment section or upload attachments.
4. Use @ to mention members and get their attention.

Share Request Link

1. Refer to STEP 2-g to find the desired request.
2. Click the request to view its details.
3. Click the Share button.
4. Copy the request link and share it with other members. Note that members without authority (tool role) cannot view the request.

## i.Request Print Out

You can download the expense requests for print (listed in Table Step 2-g). However, we recommend that you only keep records that are approved (either approved or rejected). Please note that you cannot download an expense request draft.

Request Print Out

1. Click on Workplace > Do > Expenses > My Expenses
2. We recommend you print out an approval when it has been signed, either approved or rejected.
3. Click Export PDF Report (Available to the applicant and the approver).
4. A PDF format of the expense approval can now be saved and printed.

## j.Expense Granting

The Grant function is only available to the members with the Accounting role. When the accounting tellers have appropriate funds, use the Grant function to mark them off. Search options are also available if you want to search for old records.

Grant Expenses

1. Click Workplace > Do > Management > Grant.
2. The default setting will automatically list the records within two months, or you could use the search options to find a specific expense record.
3. Record select.
   - Single Record: Click on the record.
   - Multiple Records: Use the checkbox to batch select multiple expense records.
4. Click the Grant button to reimburse. You can leave a remark for the reimbursement. Once granted, the expense record status will change to Granted.

## k.Report Export

Available in the web version of WorkDo and to the Accounting role members, use the export function to export expense request reports.

**Expense Report Export**

1. Click on Workplace > Do > Management > Expense Report.
2. Use the search options to locate the expense records.
3. Click the Export CSV button to download the report in Excel format.

## l.Itemized Report Export

The itemized report details every expense item of the expense requests, whereas the expense report only lists the expense categories. The itemized report is available to members with the Accounting role for cross-referencing.

**Itemized Report Export**

1. Click on Workplace > Do > Management > Itemized Report.
2. Use the filters to narrow down your search.
3. Click the Export CSV button to download the report in Excel format.

You can use the Cashbook tool in conjunction to track company expenses.