



# **ExpenseMe Mobile Application User Manual**

# Overview

ExpenseMe is the companion mobile application for Inlogik's Expense Management solutions (Promaster).

Easily process your transactions, upload receipts, track transactions and meet your finance department end of month deadlines by submitting your expenses even when on the road.

Features include:

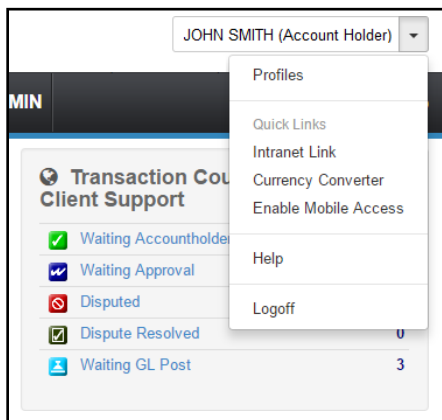
- View and code expenses on the go
- Upload receipts by taking a photo or using an existing photo on your mobile device

# Enable Mobile Access

FOR STANDARD LOGIN

To enable mobile application access:

1. Log in to your ProMaster website.
2. Go to the Profiles tab in the top right-hand corner of the screen, click **Enable Mobile Access**.



**NOTE:** The process to enable mobile application is implemented by the **MBA officers at Synod**.

You will receive an email with your Username and Password.

The Username and Password is required to sign into the ExpenseMe App.

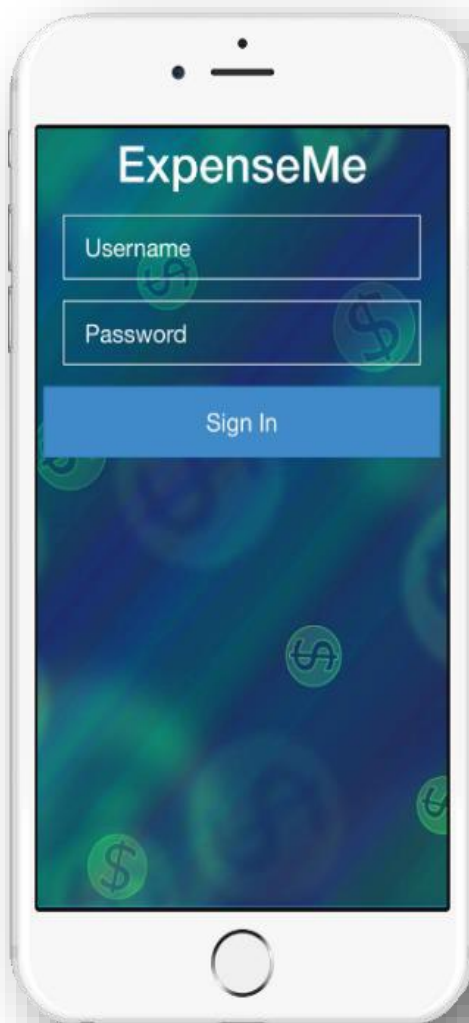
## Download App

Click below to download ExpenseMe from the iTunes App Store, Google Play or the Windows App Store.



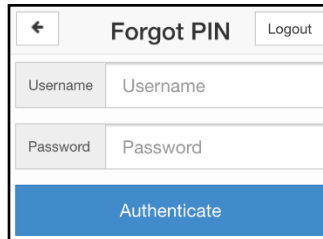
# Sign In

1. Enter your username and password and click to Sign In



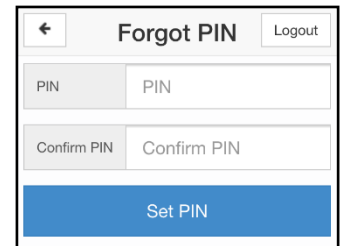
2. Create a PIN. ExpenseMe will prompt you to input a 4-8 digit number which will allow you to gain access from the same device without having to re-enter your full credentials.

To reset your PIN if you have forgotten it, tap on **Forgot your PIN?** Enter your username and password, and then select **Authenticate**.

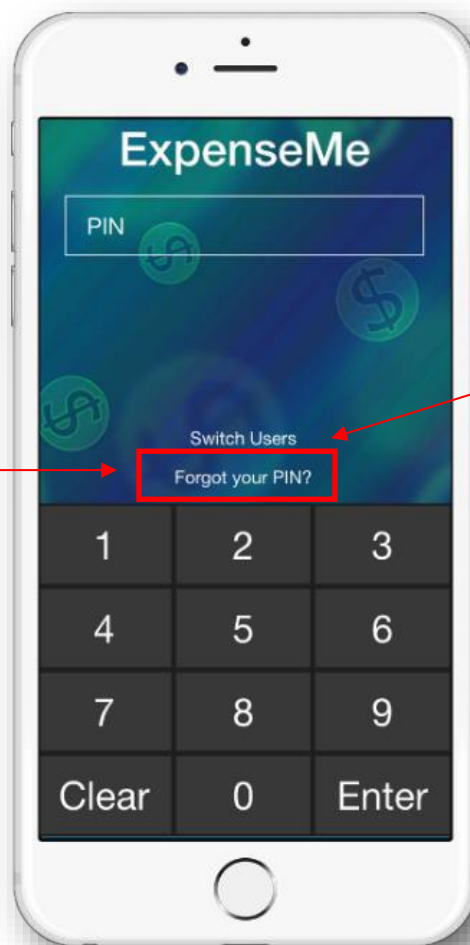


A screenshot of the 'Forgot PIN' screen. At the top, there is a back arrow, the title 'Forgot PIN', and a 'Logout' button. Below the title are two input fields: 'Username' and 'Password'. At the bottom is a blue button labeled 'Authenticate'.

Enter new PIN twice to confirm, and then press **Set PIN**.



A screenshot of the 'Forgot PIN' screen. At the top, there is a back arrow, the title 'Forgot PIN', and a 'Logout' button. Below the title are two input fields: 'PIN' and 'Confirm PIN'. At the bottom is a blue button labeled 'Set PIN'.

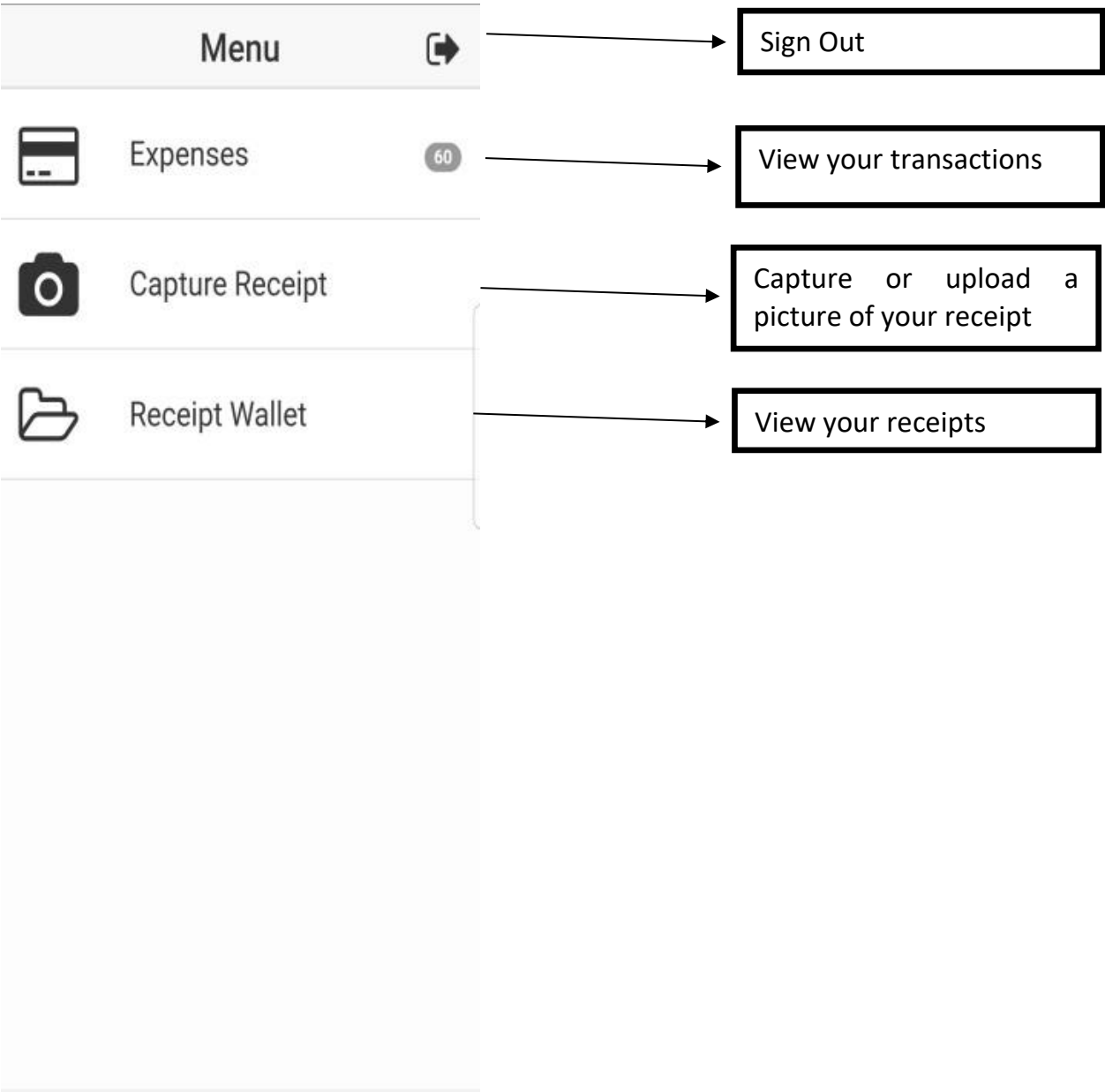


**Switch Users** allows users to switch between user accounts on a single mobile device without quitting the application.

**Note:** Inlogik does not recommend the sharing of ProMaster login credentials as this damages the integrity of the audit log.

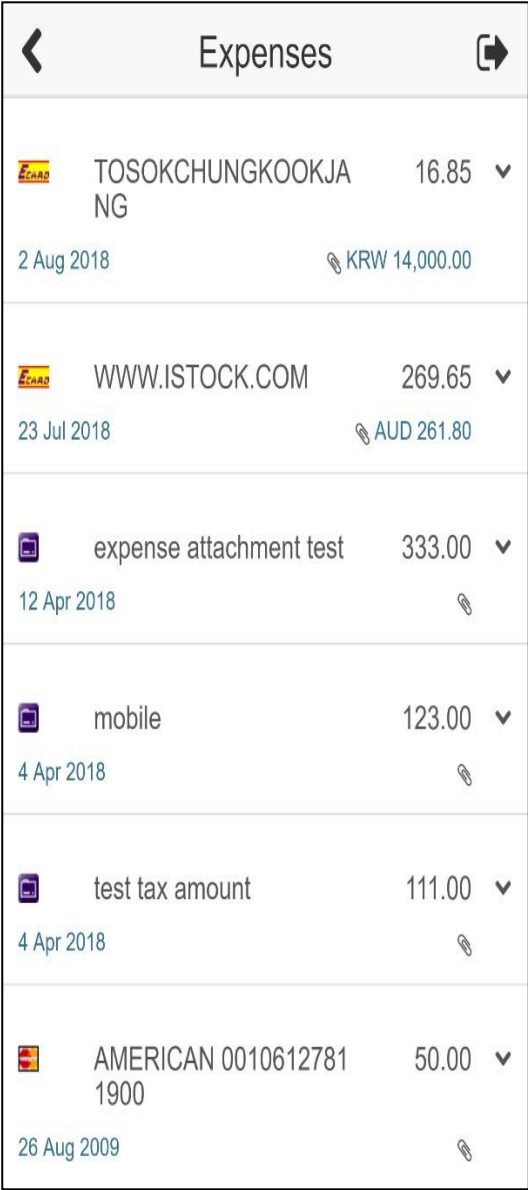
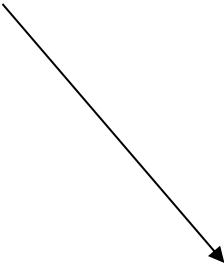
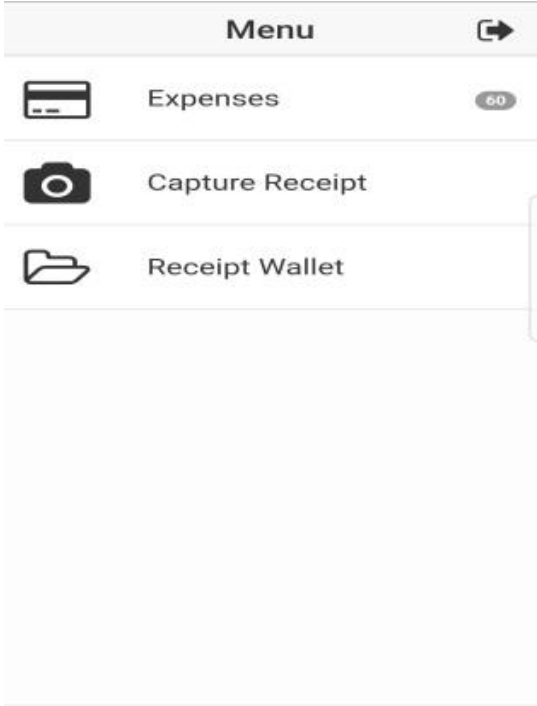
# ExpenseMe Homepage

What would you like to do? Click on the link to read more about each function.



# Expenses

Find and tap your expense from the list



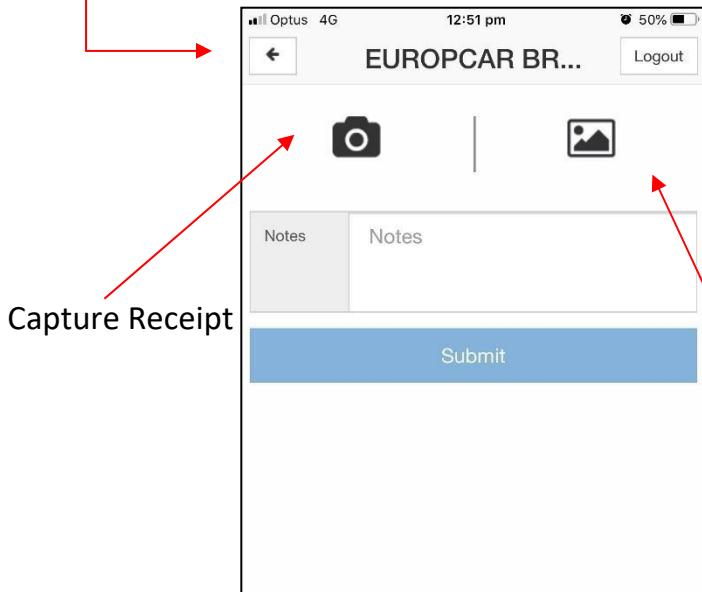
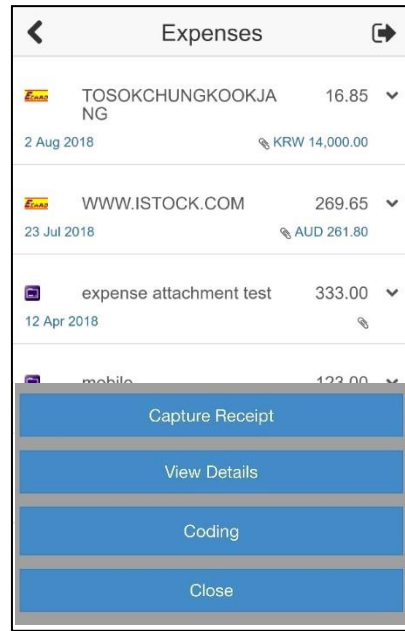
Tapping on a transaction will bring up a menu allowing you to:

**Capture Receipt:** Capture or load a receipt from your phone.

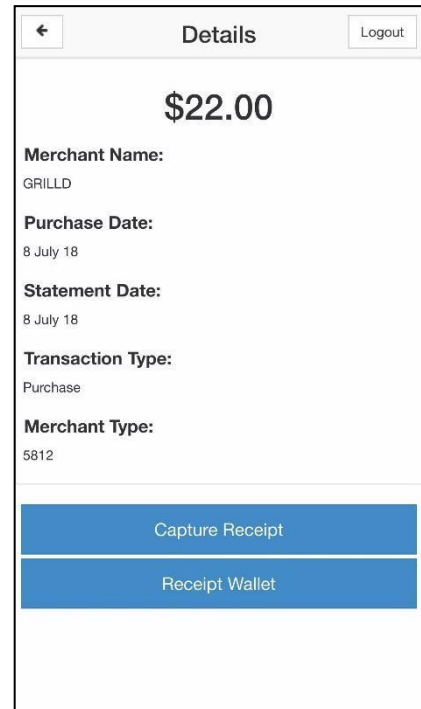
**View Details:** View the details of the transaction, such as purchase date, statement date, transaction type, and merchant type. From this page you can also Capture a Receipt, or open the Receipt Wallet to attach a previously captured unattached receipt.

**Coding:** Go to the Edit Expense page to code your transaction. See: [Code a Transaction](#).

**Close:** Minimise the menu.



Capture Receipt



Select photo of receipt stored on your mobile device



# Code a Transaction

**Edit Expense** Submit

SUBURBAN TAXI 131008      AUD 64.25

6th Jul 2018

No receipts attached

Tax Receipt?

Purpose

Description

Currency Type  
AUD

Rate  
1

Expense Type

Tax Code      5.84  
GST

From [Expenses](#), tap on the transaction you wish to code. This will open the **Edit Expense** page

No receipt has been attached to this transaction yet. After you have coded the transaction, scroll down to the bottom to [Capture a Receipt](#), or select one you've already captured from your [Receipt Wallet](#). If you have a valid tax invoice, check the **Tax Receipt?** box

You can leave this field blank

Enter a description

Please enter General Expenses

This defaults to General expenses

**Edit Expense** Submit

Cost Centre  
 x 1202

Account  
 220

Sub Account  
 x

Project  
 x

Split

Capture Receipt

Receipt Wallet

Save As Draft

Submit

If your account has default GL codes listed against it, these boxes will be automatically filled in. If not, contact your admin.

**This is not applicable for Ministers Benefit Account (MBA)**

[Split your transaction](#) –Refer Page 15 to **Split expense between GST and Non GST**  
[Capture a Receipt](#) to attach to this transaction

Attach a receipt previously captured from your [Receipt Wallet](#)

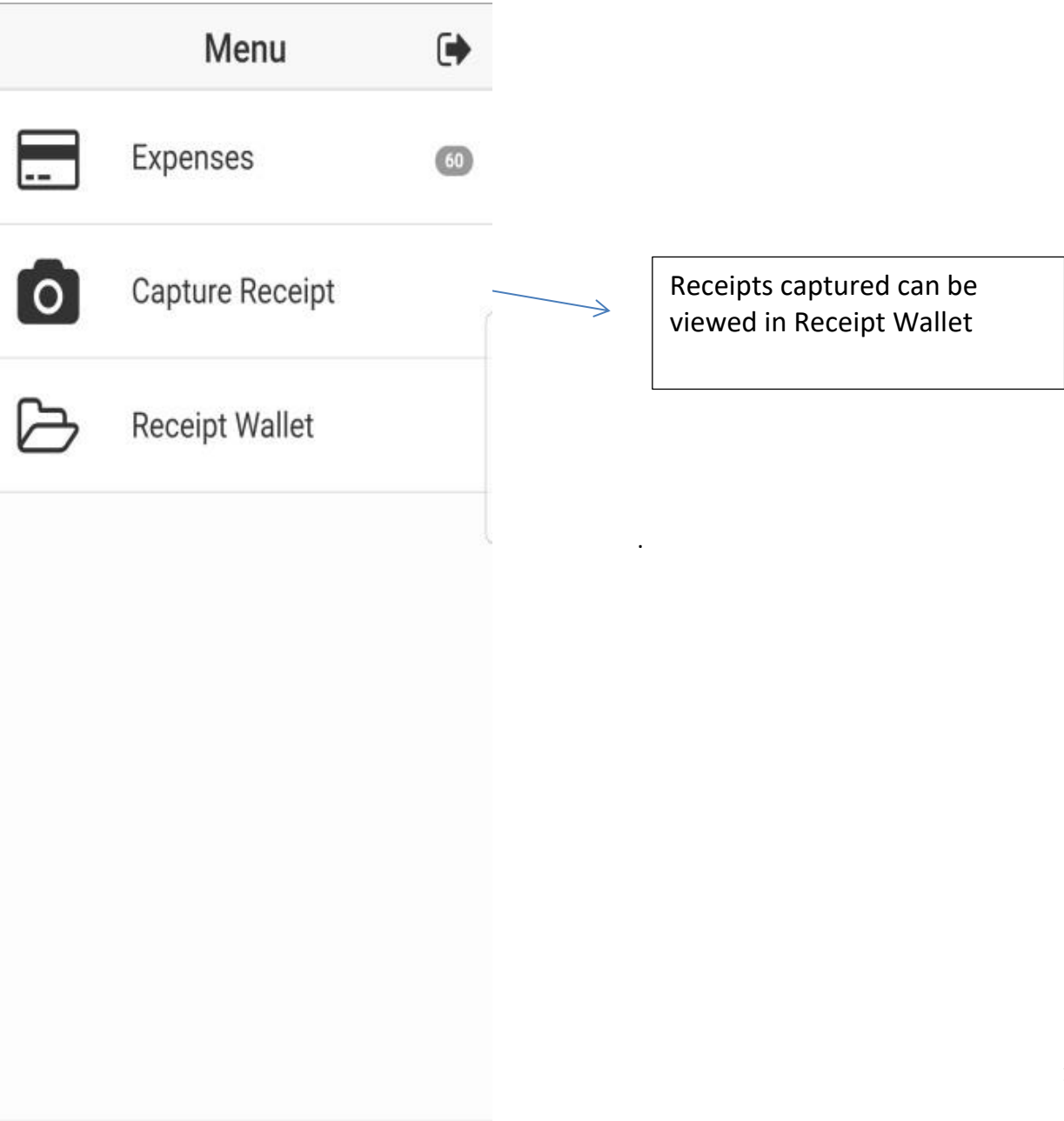
Save as a draft and finish coding later

Submit your transaction

# Capture Receipt

This option allows you to take a picture of your receipts and record the account type (VISA, MasterCard, AMEX, claim, etc.) and other information.

You will be able to attach these receipt pictures to the relevant expense at a later date, or the SmartAttach function will do it for you.



1. There are two ways to capture a receipt.

Either:

Take a picture of your receipt by clicking on the camera icon

OR

Tap the picture frame icon to choose an existing photo of a receipt taken earlier on your mobile device

Account  
Personal Claim

Merchant

Amount

Notes

Create Claim From Receipt?

Submit

Whatever you write in the Notes field will automatically populate the Description field in your transaction

The amount field will allow SmartAttach to auto-match based on value of the transaction

Not applicable for UCA

Tapping **Submit** will send your receipt to your [Receipt Wallet](#)

2. Enter the following information:

**Merchant:** The merchant is the business you made a purchase from (e.g. taxi company or hotel name). For card transactions, there is no need to populate this field except to help identify the receipt later.

**Amount:** The amount printed on the receipt. Do not enter a currency symbol; doing so will prevent you from pressing Submit. For card transactions, this will allow SmartAttach functionality to automatically match the receipt to the transaction.

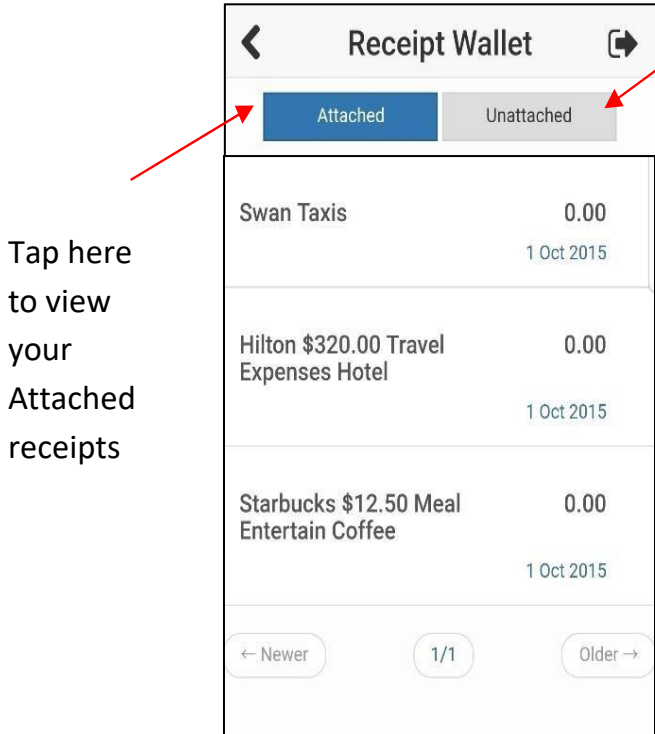
**Notes:** A description of the expense. When SmartAttach links a receipt to a transaction, these notes will also carry across to automatically populate the description field.

3. Click **Submit**. This button cannot be pressed until the amount is entered.
4. **SmartAttach** will now attempt to match your receipt with the corresponding card transaction. This activity will run as frequently as is scheduled within your ProMaster instance, usually immediately after new transactions have been imported each day. If there are multiple transactions containing identical amounts, the receipt will not be attached to either, and you will need to assign the appropriate receipt from your [Receipt Wallet](#) while coding the transaction.

Assuming the receipt does SmartAttach, any Notes will also fill ahead to the Description field.

# Receipt Wallet

The Receipt Wallet displays your attached and unattached receipts. From here you can view the details of a receipt or delete any no longer required.



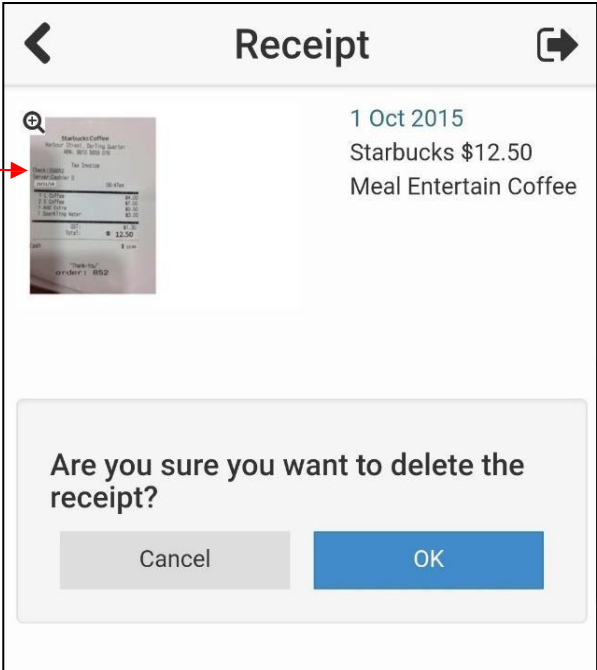
Tap here to view your Unattached receipts

Tap on an expense to view the receipt.

To use a receipt as part of a new claim, or to attach it to a transaction

Find your transaction in [Expenses](#) and attach the receipt there.

Tap here to view the receipt and zoom in



# Splitting GST

Some of the invoices GST amounts varies and not always 10% of total amount inclusive GST.  
For example 1: Pharmacy receipts, Coles, Woolworths, Aldi, Car registration, electricity/telephone bills etc.



To enable you to enter the correct amount you will need to first calculate as below to **split** the GST amount.

## Example 1

1. Calculate **GST inclusive amount**

$$\$1.91 * 11 = \$21.01$$

2. Calculate **Non- GST inclusive amount**

$$\$36.38 - \$21.01 = \$15.37$$

3. Select the expense you require adjustment

**Example 2**-Total Amount Inclusive \$33.96  
GST amount \$1.91  
*Calculation*- \$21.01 GST inclusive  
\$12.95 Non-GST inclusive (\$33.96-\$21.01)

Select **Coding**- Edit Expense will appear as below

The screenshot shows the 'Edit Expense' form with the following fields and callouts:

- Header:** A back arrow, the title 'Edit Expense', and a blue 'Submit' button.
- Description:** A text input field containing 'Phone'. A red arrow points from a callout box labeled 'Insert Description' to this field.
- Currency Type:** A dropdown menu showing 'AUD'.
- Rate:** A text input field showing '1'.
- Expense Type:** A tag labeled 'General' with a right-pointing arrow. A red arrow points from a callout box labeled 'Expense Type – Select General' to this arrow.
- Tax Code:** A dropdown menu showing '1.84'.
- Tags:** A tag labeled 'GST' with a right-pointing arrow.
- Cost Centre:** A tag labeled 'Y.Y.001' with a right-pointing arrow.



**Edit Expense** Submit

× ➤

**Tax Code** 3.09

× ➤

**Cost Centre**

× ➤

**Account**

× ➤

**Rego**

× ➤

**Split**

**Capture Receipt**

**Receipt Wallet**

**Save As Draft**

**Submit**

Select **Split**



4. Select **Add** to insert a new line

Split Expense Next

IINET AUD 20.21  
6th Mar 2019  
Line 1  
20.21  
Add  
Next

Split Expense Next

IINET AUD 20.21  
6th Mar 2019  
Line 1  
20.21  
Line 2  
0  
Add  
Next

Insert the 2 amounts in  
line 1 and line 2  
  
Select **Next**

Normally 2 Line are used to show the amount including GST or non-inclusive GST. Either Line 1 or Line 2 could be used to enter the amounts.

## 5. To Edit Expenses

Purpose

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Line 1	AUD 21.01	>
Petrol		

Line 2	AUD 12.95	>
Food		

Capture Receipt

Receipt Wallet

Select **Line 1**  
Enter **Description**

Select **Expense Type**

Select Tax Code  
**GST**

Select **Next**

To enter Line 2 non-GST inclusive amount

Line 1/2	AUD 21.01
← Prev	Next →

Tax Receipt?

Purpose

---

Description

Phone

Currency Type

AUD

Rate

1

Expense Type

x General >

Tax Code 1.91

x GST >

Cost Centre

Line 2/2 AUD 12.95  
← Prev Next →

Tax Receipt?

Purpose

Description  
Food

Currency Type  
AUD

Rate  
1

Expense Type  
General

Tax Code 0.00  
NOGST

Cost Centre

Enter **Description**  
Select **Expense Type**  
Select Tax Code **NOGST**

## 6. **Submit** Expenses

Select **Submit**

Split

Capture Receipt

Receipt Wallet

Save As Draft

Submit