Expensify Instructions for Practitioners

Last Updated: 2/13/23

OVERVIEW

Expensify is an online app that will take the place of our Excel-based expense reports.

Instead of scanning and compiling your receipts, manually entering expenses into Excel, emailing individual files to Accounting, most of these steps will be automated in Expensify. If you choose to connect credit cards with Expensify and use the mobile app to take pictures of paper receipts, the app will automatically read the receipt information and it requires just a few clicks from you to complete a report and submit to Accounting.

There will be a learning curve as it's a process change for you. But it will ultimately be much faster, easier, and more accurate for all of us.

GENERAL GUIDELINES

First steps

1. **Create your login** – Follow instructions in the email you receive from Expensify to create your unique login
2. **Connect Credit/Debit cards** – click here for instructions. This is the easiest and most automated way to add expenses to your report, and it's highly recommended.
3. **Download the mobile app** – Expensify will prompt you to do this once you create a login, but you can also find instructions here.
4. **Reimbursements** – Your expense reimbursements will continue to come from Bill.com. You do not need to set up your bank account in Expensify at this time.
5. **Expensify Help Center** – There are lots of resources here if you run into issues or have questions, as well as a very handy Chat feature in the bottom right corner of the page!

General Tips and Rules

- When you log into Expensify, you will see 4 tabs across the top of the window:
  - **Inbox** – The "concierge" will guide you through set up on this page, show helpful tips and reminders here, and remind you of unfinished tasks
  - **Expenses** – This is where your credit card feed will appear if you link cards
  - **Receipts** – Receipts you scan with the mobile app, email, or drag and drop into Expensify will appear here until you connect them with an expense
  - **Reports** – Your expense reports and the status of each one will show up here
- When you submit a completed expense report, it will automatically go to Accounting for review, then she will submit to accounting for payment.

- Expense Report naming convention:
    - **Client Related** = (Your Last Name) – (Client) (Project name)
        - Example: LaRoche – KAYAK John Smith #2
        - The Client and Project name should match what you select in the Customers drop-down menu
    - **SSL expenses** = (Last Name) – SSL Q# Expenses
        - Example = LaRoche – SSL Q2 2022 Expenses
        - Select SSL from the Customers drop-down menu
- On each expense transaction, you will:
    - Select "Reimbursable", and if applicable "Billable":
        - **Reimbursable** = check this box on ALL expense reports
        - **Billable** = if this is a client expense to be billed to them, please check the billable box (Do not check this box for expenses that SSL will reimburse you for directly)
    - Select a Category
        - **Client Related** = scroll to the bottom, select "Reimbursable Project Expense"
        - **SSL expenses** = please use one of the listed categories.
            - A "Comment" must be entered if it is client based, but not billable to a client

SUGGESTED WORK FLOW FOR CREATING A NEW REPORT

- When you begin booking your travel related to any project:
    - Create a new report for that project
        - Under the Reports tab, click the "New Report" button
        - Click the pencil icon at the top to give the report a name using the naming convention
    - Use the + button to add expenses you already have receipts or credit card charges
- As you travel, use your Smart Phone to capture pictures of your Receipts
    - Open the App
    - Click the Camera icon
    - Snap a photo
    - At the bottom, select "Add Details" (do this quickly before the option goes away)
    - Click on "Report" and choose the related report this expense goes with
    - Add the Category & any Comments, click Save
- When the trip is complete, review all of the items in that report
    - Make sure the correct boxes are checked for each expense
    - Make sure the correct category is selected
    - Make sure each expense has a receipt
    - Add mileage, if needed (Click the + and then "Distance" and fill out the fields)
    - On client-reimbursed reports, the "Billable" amount should match the reimbursement amount. If they don't match, a box was left unchecked on an expense!
- Submit

BRINGING IN TRANSACTIONS – You can choose to:

1. Use the credit card auto-feed feature – link credit cards to your account so charges automatically populate in Expensify.
2. Upload receipts and use the SmartScan feature to automatically fill in Merchant & Amount
3. Upload receipts and manually enter the information (Merchant & Amount)
    a. ALL FEATURES require that you add the Category manually when you create an expense report

CREDIT CARD AUTO-FEED

Connect Credit Card – **Recommended!**

- Go to "Account Settings" under the top right user icon
- Click "Credit Card Import"
- Click "Import Card/Bank"
- Select Bank & enter login credentials
    - If this does not work, see Import from CSV ->

Import Credit Card Transactions from CSV *(not recommended if the previous step works for you)*

- Go to "Account Settings" under the top right user icon
- Click "Credit Card Import"
- Select the CSV file downloaded
- Account Name = (Choose a name for your CC)
- Assign mapping:
    - Trans Date = Date
    - Description = Merchant
    - Amount = Amount
    - Ignore the others
- At the bottom, check the box "Flip Amount Sign"
- Make sure "Reimbursable" is checked

UPLOAD RECEIPTS

Sending in Receipts – there are various ways outlined here to choose from (suggestion in **RED**):

- Use the App on your Smart Phone to take a picture and upload into the Receipts portion of the App (Instructions HERE)
    - When you add from your Smart Phone, you can simply:
        - Open the App
        - Click the Camera icon
        - Snap a photo
        - At the bottom, select "Add Details" (do this quickly before the option goes away)
        - Click on "Report" and choose the related report this expense goes with
        - (You can also enter details and add the receipt to a report later when you log into Expensify from a computer)
- Send receipts by email from the email address linked to Expensify to: receipts@expensify.com
    - You can add Secondary emails from which you can also send receipts by going to:
        - Account Settings -> Account
        - Secondary Logins -> Add Secondary Login
        - Adding a secondary login is useful if you have an Uber account, for example, that sends receipts to a personal (not SSL) email address. Add that address as a secondary login and you can forward receipts directly to expensify.
- Drag & drop from your computer into the "Receipt" screen
- Upload a receipt directly to an individual expense
- If you are only adding receipts to Expensify (not using their credit card auto-feed option), then you can simply add Receipts directly to an Expense Report, and add Category