

SNOMED International Online Expense System zExpense

Date: 20180210
Version: 1.01
Status: Current

Amendment History

Version	Date	Editor	Comments
0.01	20150520	YDA	First draft for comments
0.02	20150527	YDA	Revisions made based on JGK and KNI comments
1.00	20150616	YDA	Current version
1.01	20180210	YDA	Revisions to refresh version

Approvals

Version	Date	Approver	Comments
1.00	20150616	KNI/RDA	

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1 Introduction

This document outlines the instructions for the online IHTSDO expense system (zExpense).

Note:

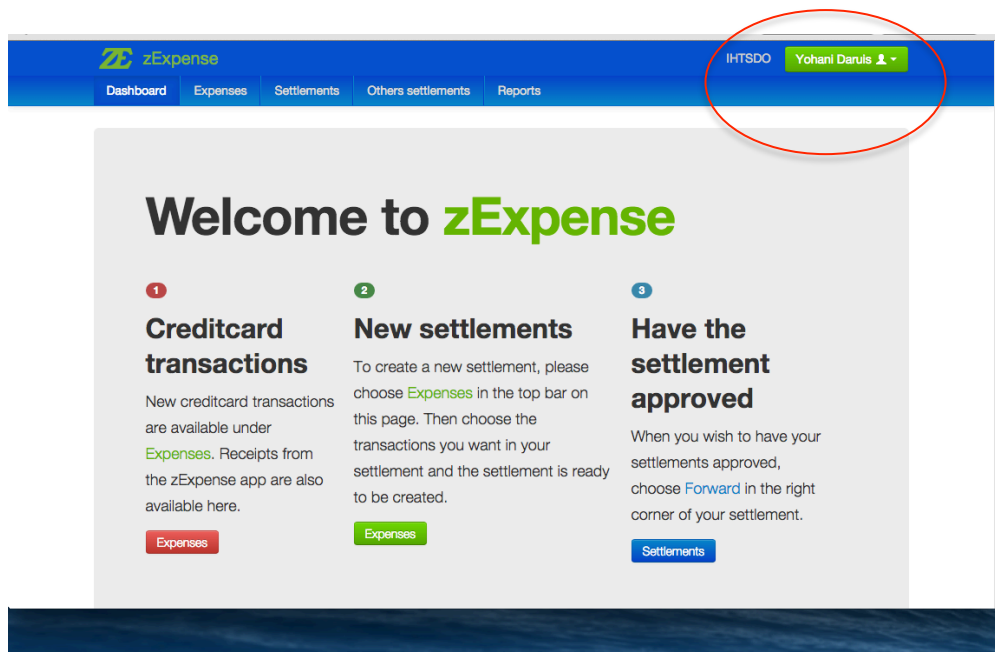
1. Travel expense claims should be in accordance with [SNOMED International Travel Policy](#).
2. Purchases should be in accordance with [SNOMED International Procurement Policy](#).
3. IT related expenses require pre-approval by the Technical Services Executive Lead ([see guidance here](#)).

Please do not hesitate to contact Yohani Daruis (yda@snomed.org) if you have any questions.

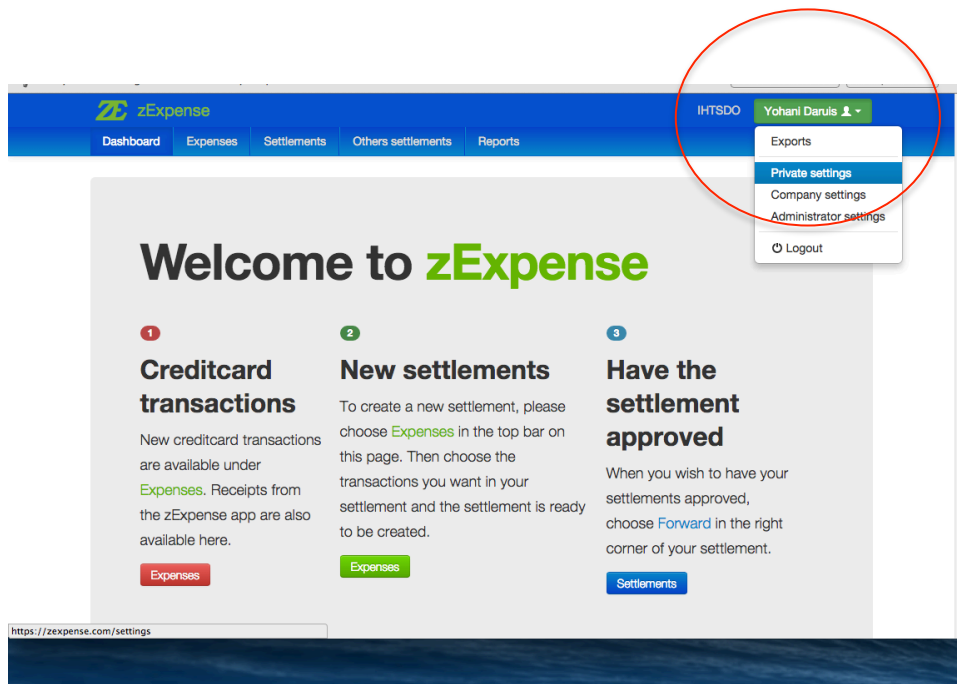
2 Logging on

1. Go to <https://zexpense.com>
2. User name: email address eg. xyz@snomed.org
3. Password: enter the password sent to you by the Office.

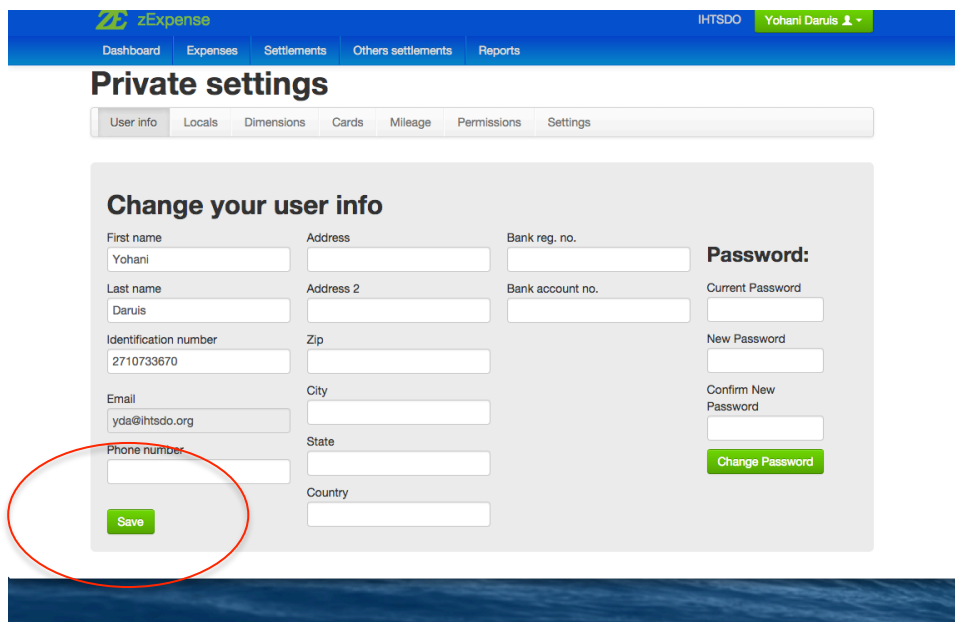
3 Changing password and user information



1. Click on the pull down menu next to your name.
2. Select 'Private Settings'.



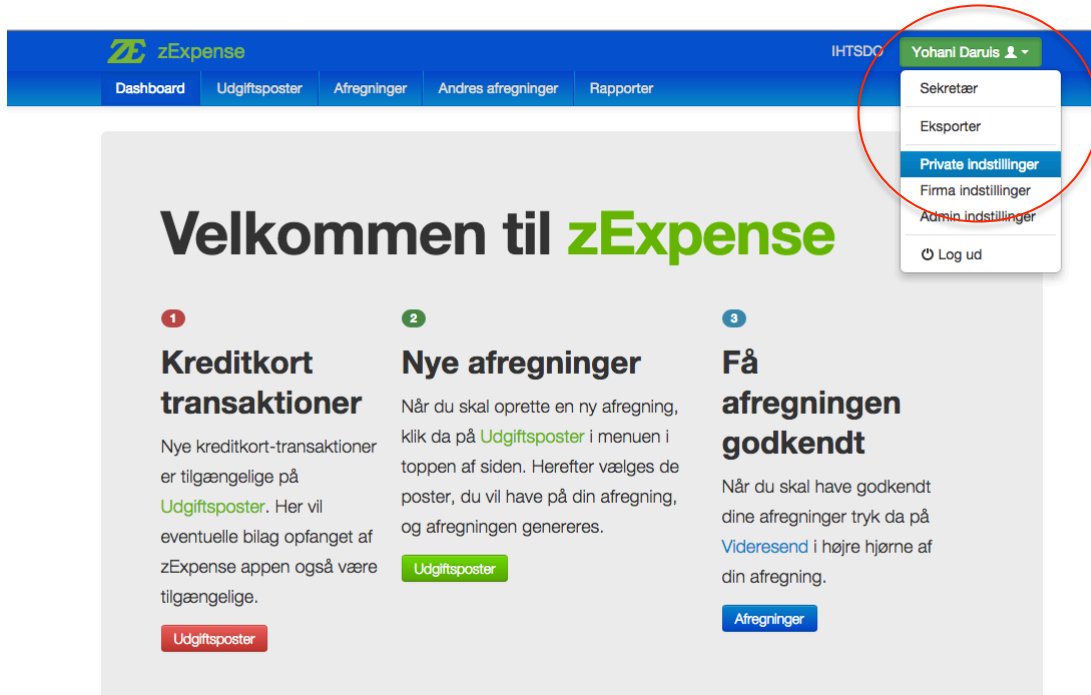
3. Make the desired changes and click 'Save'.



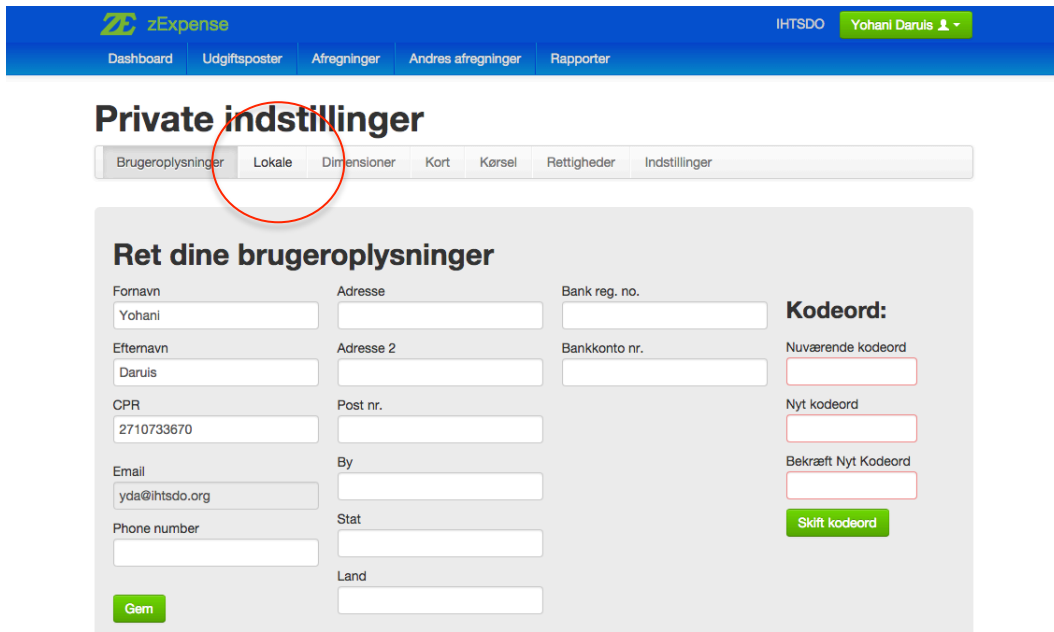
4 Setting language and timezone

Upon logging onto zExpense, you should find English as the default language. However, if you find the landing page is in Danish and would like to change it to English, you should do the following:

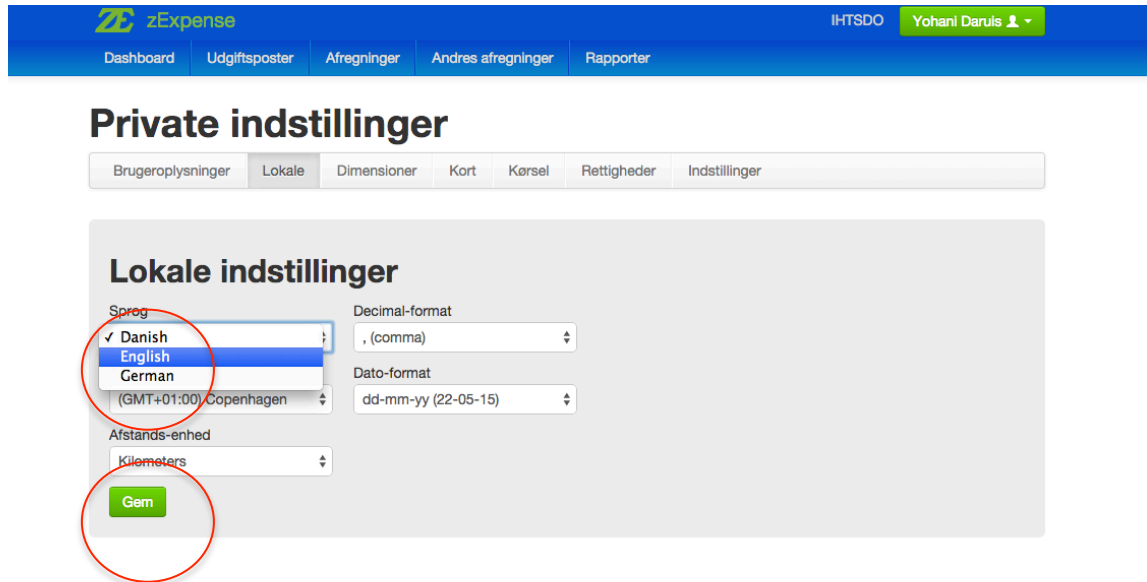
1. Click on your name in the top right, choose "Private Instillinger".



2. Then click “Lokale” or “Locals”.



3. Then click “Sprog” and select English, then “Gem” or “Save”.
4. To change the time zone, use the Timezone menu to select your location, then “Gem” or “Save”.



The screenshot shows the zExpense user interface. At the top, there is a navigation bar with the zExpense logo and user information (IHTSDO, Yohani Daruis). Below the navigation bar, there are tabs for 'Brugeroplysninger', 'Lokale', 'Dimensioner', 'Kort', 'Kørsel', 'Rettigheder', and 'Indstillinger'. The 'Lokale indstillinger' section is active, showing settings for 'Sprog' (Language), 'Decimal-format', 'Dato-format', and 'Afstands-enhed' (Distance unit). The 'Sprog' dropdown menu is open, showing 'Danish' selected, 'English' highlighted, and 'German' as an option. The 'Gem' (Save) button is also highlighted.

5 Scanning and uploading a receipt

Only use one of the three options below to upload a receipt onto zExpense.

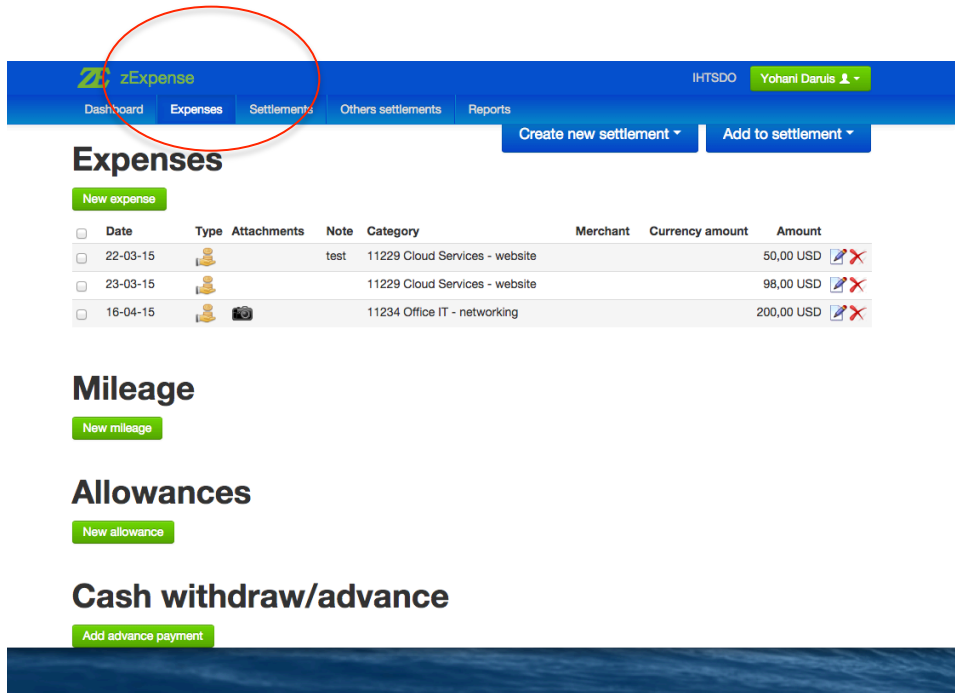
5.1 Option 1: Upload receipts onto zExpense

Scan and save your receipts with the naming convention:

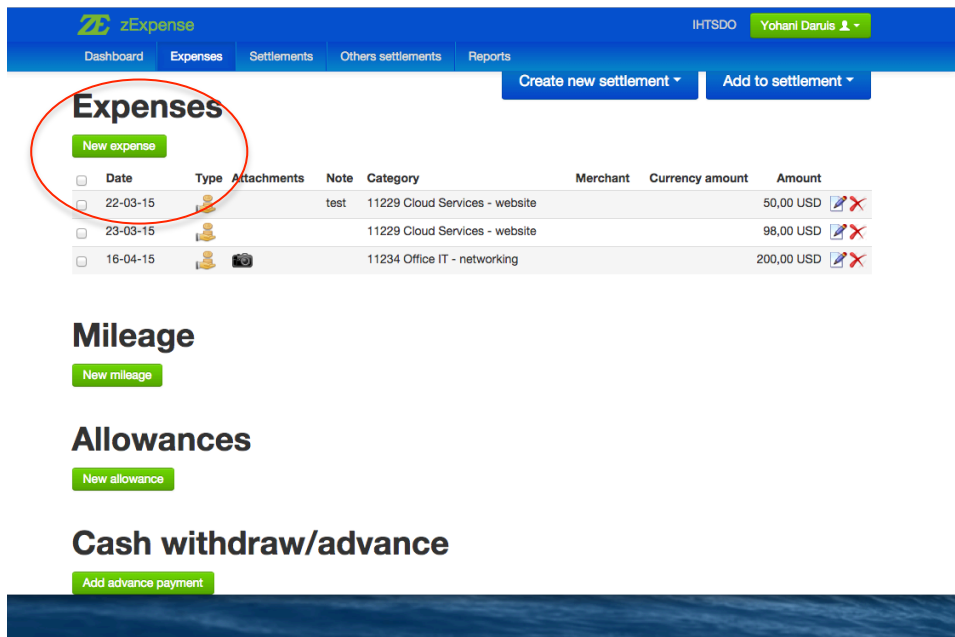
Initials_date(YYYYMMDD)_Description

Eg. YDA_20180210_Office stationery

1. To upload a receipt, click on Expenses



2. Then click on 'New Expense'.



3. Fill in the details as shown on your receipt. Please use the value of currency charged.

4. Select the Category for your receipt claim, e.g. 'Travel expense - April conference' for April conference related expenses.
5. Use the 'Note' feature to describe the expense, e.g. 'Train ticket from London to Birmingham.'

6. When complete, click the 'Save' button.
7. Repeat steps 3 to 6 to enter each receipt claim.
8. Go back into the Pencil icon with that line to upload the receipt.

9.

10.

11.

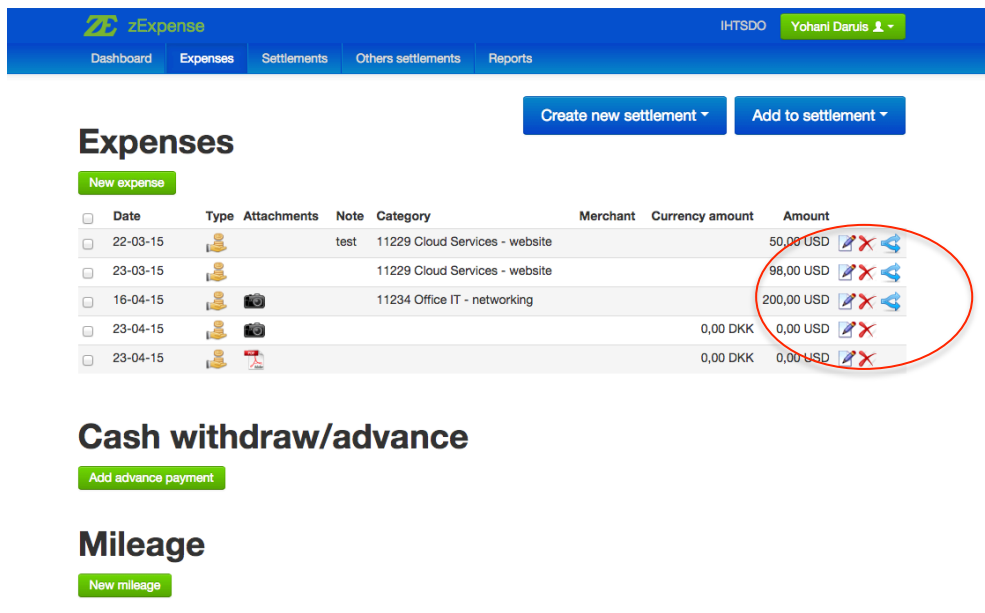
Date	Type	Attachments	Note	Category	Merchant	Currency amount	Amount
22-03-15			test	11229 Cloud Services - website		50,00 USD	50,00 USD
23-03-15				11229 Cloud Services - website		98,00 USD	98,00 USD
22-05-15						5,00 USD	5,00 USD
22-05-15				11220 Stationary		5,00 DKK	5,00 USD
22-05-15						5,00 DKK	5,00 USD

Date	Type	Note	Category	Merchant	Currency amount	Amount
19-05-15		Flight ticket to Montevideo			25.600,00 DKK	3.896,32 USD

9. To edit an entry, click on the Pencil icon. To delete an entry, click on the Red X icon.

5.2 Option 2: Email receipts to receipts@zebon.dk

1. Scan and save your receipts with the naming convention:
Initials_date(YYYYMMDD)_Description
Eg. YDA_20180122_Office stationery
2. Email your scanned receipts, (one receipt per email) to receipts@zebon.dk Please ensure that you use your IHTSDO email account, as your email is your user id.
3. zExpense will create a new expense line for each receipt received (refresh the screen).



Expenses

Dashboard Expenses Settlements Others settlements Reports

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Create new settlement Add to settlement

New expense

Date	Type	Attachments	Note	Category	Merchant	Currency amount	Amount
22-03-15			test	11229 Cloud Services - website			50,00 USD
23-03-15				11229 Cloud Services - website			98,00 USD
16-04-15				11234 Office IT - networking			200,00 USD
23-04-15						0,00 DKK	0,00 USD
23-04-15						0,00 DKK	0,00 USD

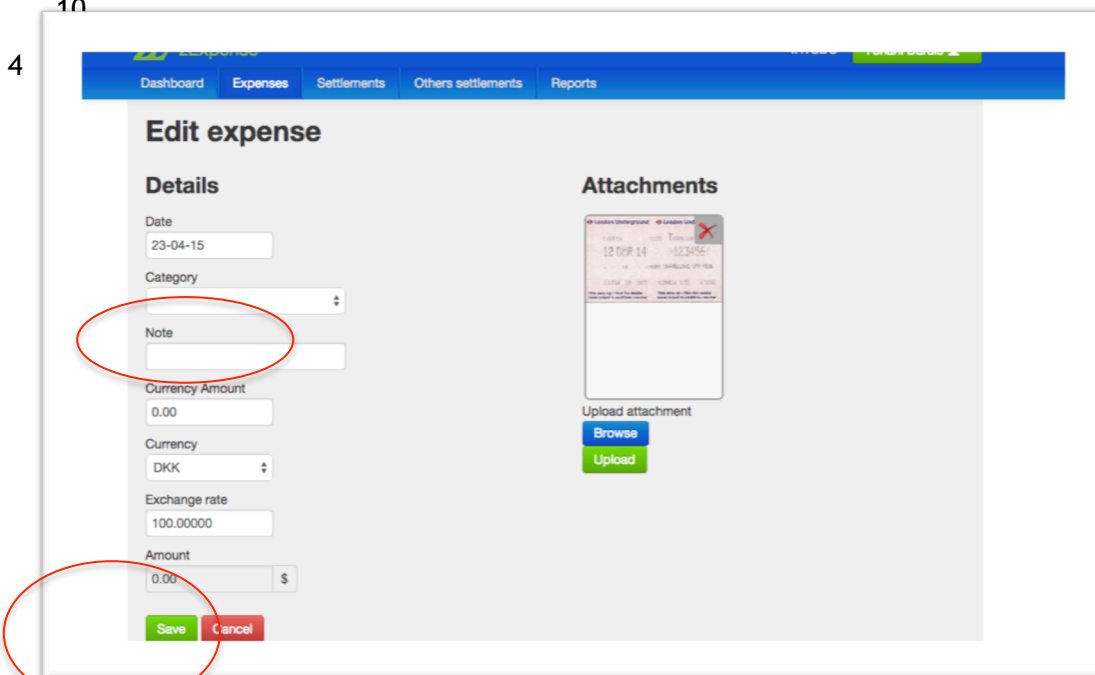
Cash withdraw/advance

Add advance payment

Mileage

New mileage

4. Click on the edit button (Pencil icon) for that receipt line to key in the expense details.



Edit expense

Dashboard Expenses Settlements Others settlements Reports

Details

Date: 23-04-15

Category: [Dropdown]

Note: [Text field]

Currency Amount: 0.00

Currency: DKK

Exchange rate: 100.00000

Amount: 0.00 \$

Save Cancel

Attachments

Upload attachment

Browse Upload

5. Fill in the details as shown on your receipt. Please use the value of currency charged.
6. Select the Category for your receipt claim, e.g. 'Travel expense - April conference' for April conference related expenses.
7. Use the 'Note' feature to describe the expense. e.g. Train ticket from London to Birmingham.
8. When complete, click the 'Save' button.
9. Repeat steps 3 to 7 to enter each receipt claim.
10. To edit an entry, click on the Pencil icon. To delete an entry, click on the Red X icon.

5.3 Option 3: Scan receipts using zExpense Mobile App

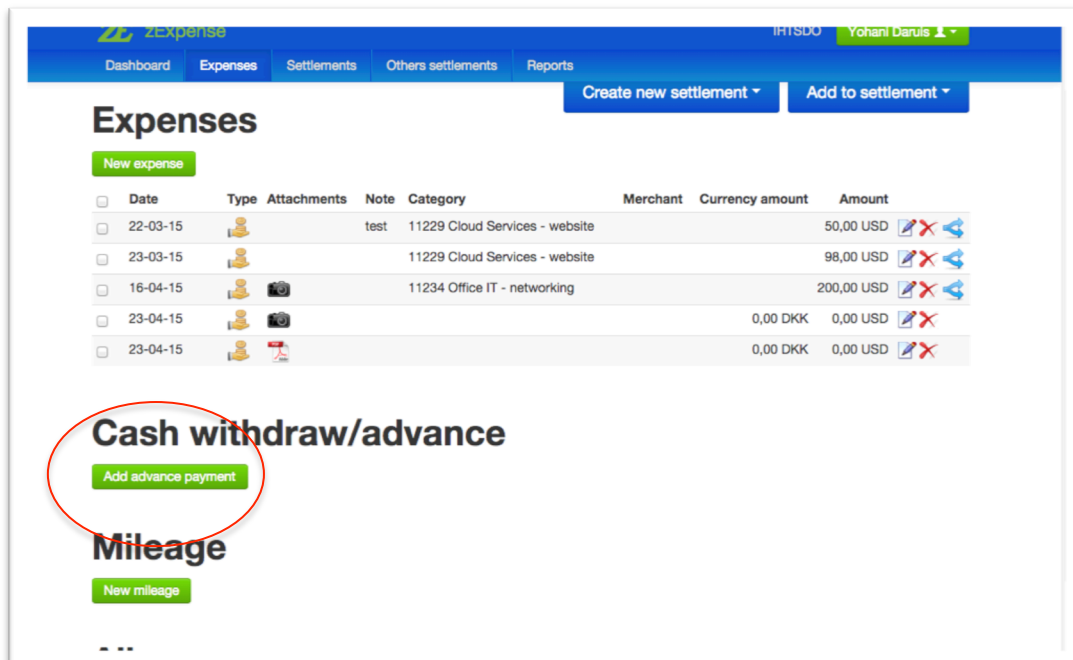
[zExpense App](#)

6 Cash withdraw/advance

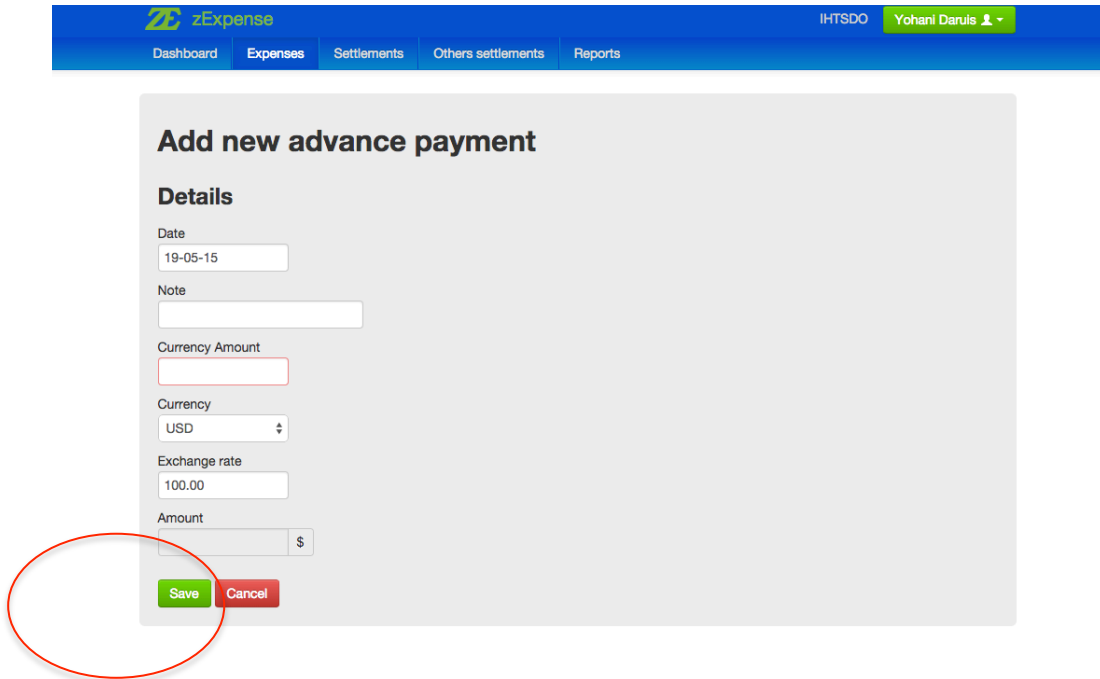
This feature is used when a cash advance has been made prior to actual purchase. Cash advances require authorization from your Line Manager.

6.1 Entering a cash advance

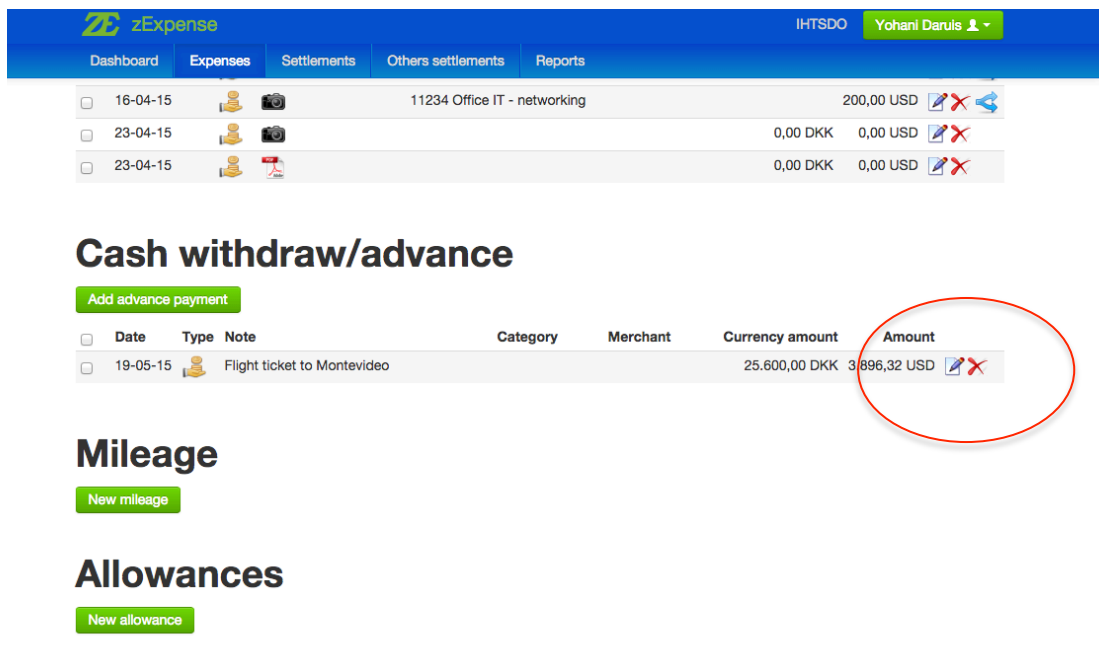
1. Click 'Add advance payment'



- 2. Enter details of advance payment, using value and currency as per the actual transfer.
- 3. When complete, click the 'Save' button.



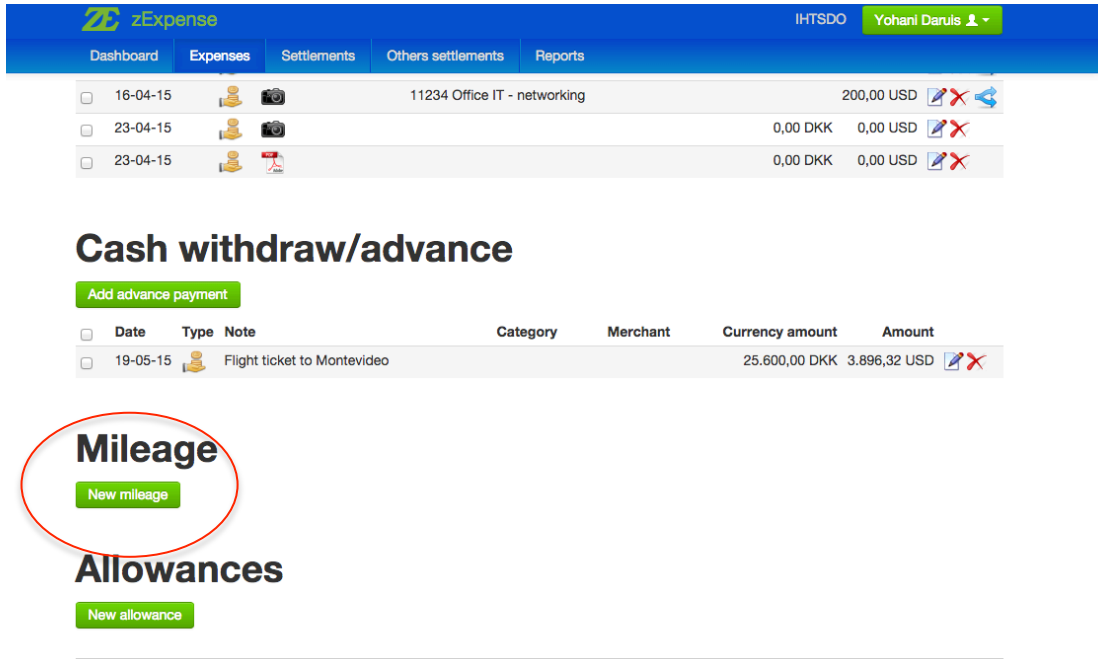
- 4. To edit an entry, click on the Pencil icon. To delete an entry, click on the Red X icon.



7 Mileage

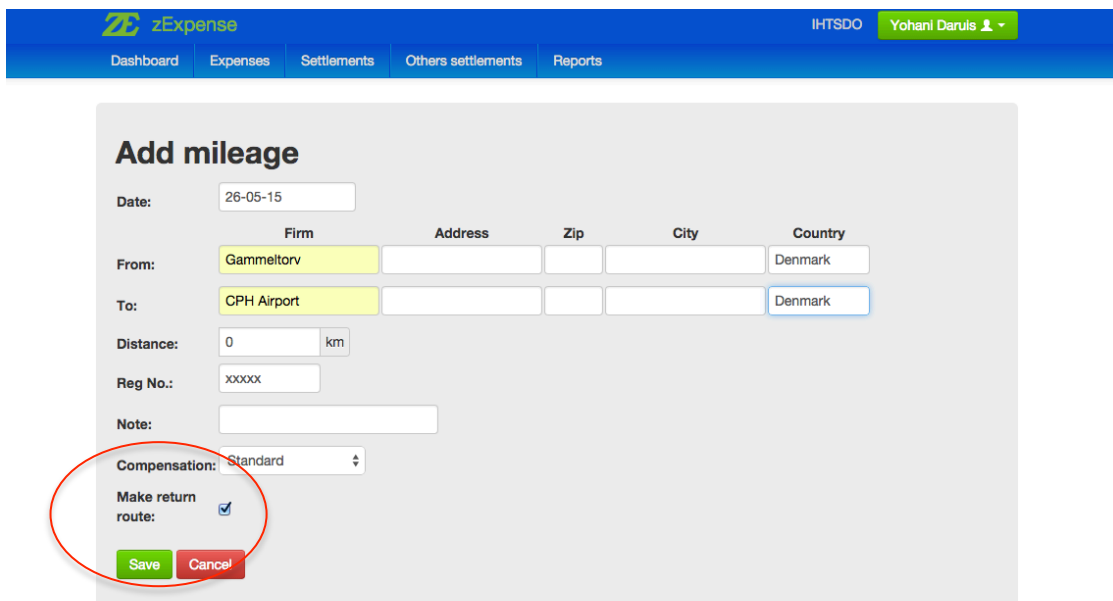
You may claim mileage, if you have used your private car for business purposes, e.g. external meetings, trips to/from airport, etc.

1. To enter mileage for a particular trip, click on 'New Mileage'.



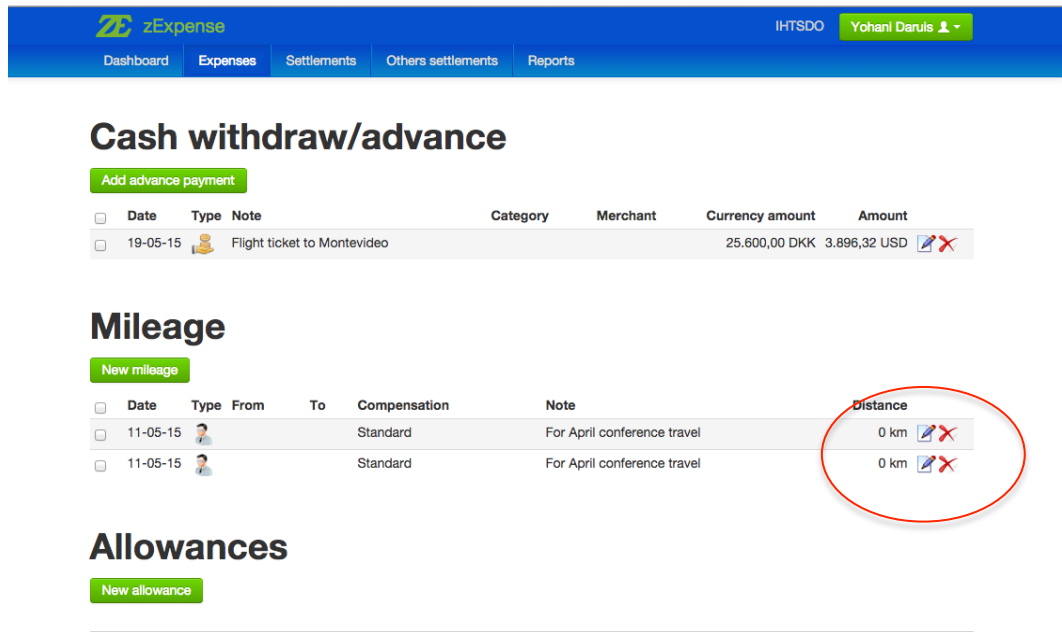
The screenshot shows the zExpense dashboard with the 'Expenses' tab selected. Below the expense list, there are sections for 'Cash withdraw/advance', 'Mileage', and 'Allowances'. The 'Mileage' section is circled in red and contains a 'New mileage' button. The 'Allowances' section contains a 'New allowance' button.

2. Enter date travelled.
3. Enter from/to and distance in kilometers.
4. The 'Note' field should be used to state the reason for travel, e.g. for April conference travel.
5. If you are claiming a return trip, check the 'Make return route' box.



The screenshot shows the 'Add mileage' form. The 'Date' field is set to 26-05-15. The 'From' field is set to Gammeltorv, Denmark, and the 'To' field is set to CPH Airport, Denmark. The 'Distance' field is set to 0 km. The 'Reg No.' field is set to xxxxx. The 'Note' field is empty. The 'Compensation' dropdown is set to 'Standard'. The 'Make return route' checkbox is checked. The 'Save' and 'Cancel' buttons are at the bottom.

6. To edit an entry, click on the Pencil icon. To delete an entry, click on the Red X icon.



Cash withdraw/advance

Add advance payment

Date	Type	Note	Category	Merchant	Currency amount	Amount
19-05-15		Flight ticket to Montevideo			25.600,00 DKK	3.896,32 USD

Mileage

New mileage

Date	Type	From	To	Compensation	Note	Distance
11-05-15				Standard	For April conference travel	0 km
11-05-15				Standard	For April conference travel	0 km

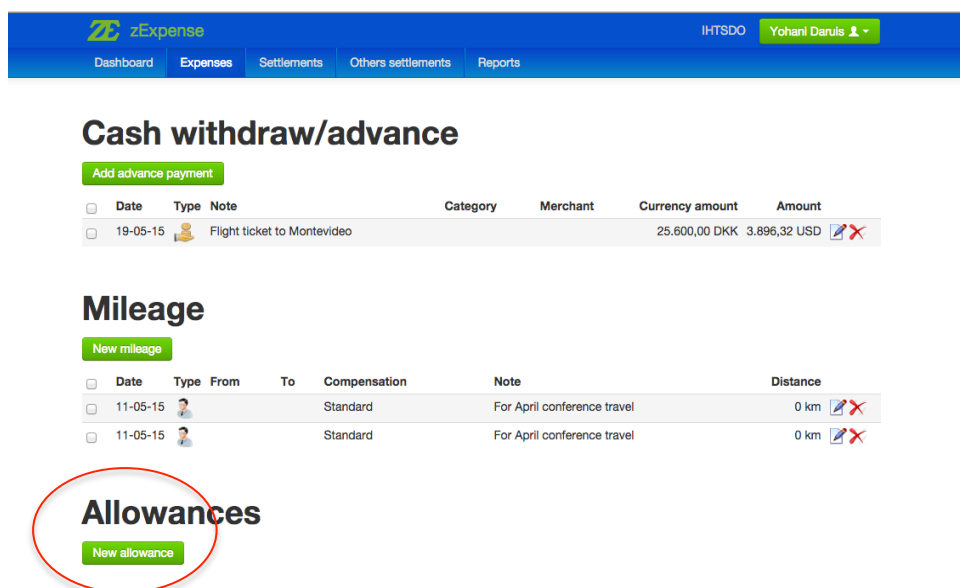
Allowances

New allowance

8 Allowances

Allowances (per diem) are awarded for trips lasting more than 24 hours and only for travel outside of country of residence. If a trip is less than 24 hours, then meals are claimable per receipt.

Note: Per diem rates are dependent on the destination. If the country you have travelled to is not listed, please contact Yohani at yda@snomed.org



Cash withdraw/advance

Add advance payment

Date	Type	Note	Category	Merchant	Currency amount	Amount
19-05-15		Flight ticket to Montevideo			25.600,00 DKK	3.896,32 USD

Mileage

New mileage

Date	Type	From	To	Compensation	Note	Distance
11-05-15				Standard	For April conference travel	0 km
11-05-15				Standard	For April conference travel	0 km

Allowances

New allowance

1. To claim per diem for a trip, click 'New allowance'.

2. Choose country of destination.
3. Enter 'City' travelled to.
4. Enter 'From' date and time (when you left your home).
5. Enter 'To' date and time (when you arrived home).
6. Enter the number of breakfasts, lunches and dinners, which were provided during the trip.
7. When complete, click the 'Save' button.

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Dashboard Expenses Settlements Others settlements Reports

Add allowance

Destination **Duration** **Paid meals**

Country: India From: 06-04-15 06:00 Breakfast: 5

City: Delhi To: 13-04-15 16:00 Lunch: 0

Dinner: 2

Undocumented nightly allowance: 0

Save **Cancel**

8. To edit an entry, click on the Pencil icon. To delete an entry, click on the Red X icon.

zExpense IHTSDO Yohani Darus

Dashboard Expenses Settlements Others settlements Reports

Date	Type	Note	Category	Merchant	Currency amount	Amount
19-05-15		Flight ticket to Montevideo			25.600,00 DKK	3.896,32 USD

Mileage

New mileage

Date	Type	From	To	Compensation	Note	Distance
11-05-15				Standard	For April conference travel	21 km
11-05-15				Standard	For April conference travel	21 km

Allowances

New allowance

From	To	Country	City	Days	Hours	Type
06-04-15 06:00	13-04-15 16:00	India	Delhi	7	10:00	\$
05-05-15 07:00	09-05-15 20:00	France	Paris	4	13:00	\$

9 Creating and submitting an expense claim

1. Click on 'Expenses'
2. Tick the entries related to the expense claim. If there are no entries related to the claim, then go to step 3.

The screenshot shows the zExpense interface with the following sections:

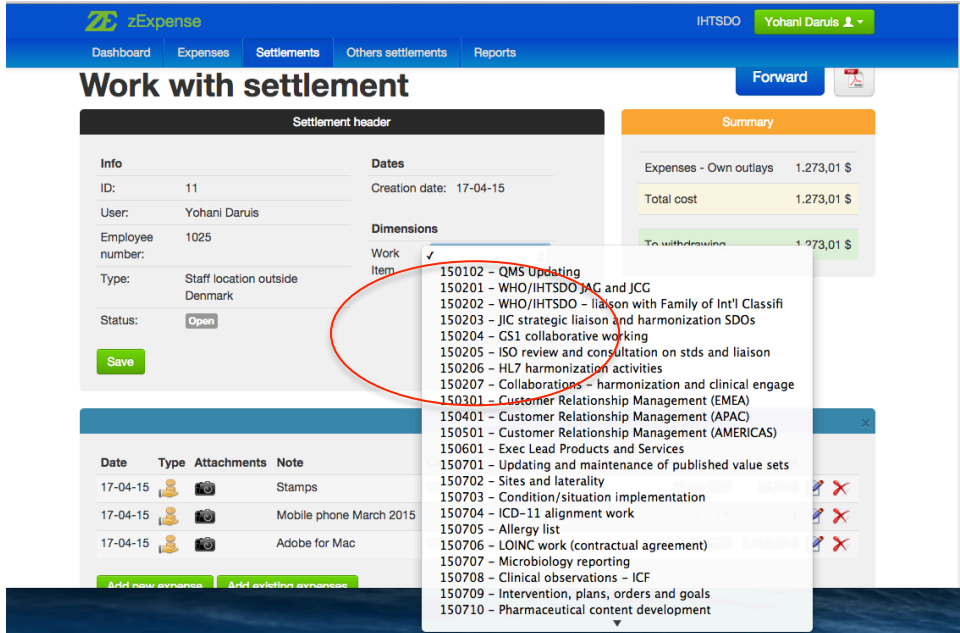
- Expenses:** A table with columns for Date, Type, Note, Category, Merchant, Currency amount, and Amount. The first row is selected. Red circles highlight the 'Expenses' tab and the first row.
- Cash withdraw/advance:** A section with a 'New mileage' button and a table with columns for Date, Type, Note, Category, Merchant, Currency amount, and Amount. A row for 'Flight ticket to Montevideo' is visible.
- Mileage:** A section with a 'New mileage' button and a table with columns for Date, Type, From, To, Compensation, Note, and Distance. Two rows for 'For April conference travel' are visible. A red circle highlights the first row.
- Allowances:** A section header.

3. Click on 'Create New Settlement'.
4. Staff residing in Denmark, select '*Staff location in Denmark'.
5. Staff residing in Australia, Canada, Sweden, UK or US, select 'Staff location outside Denmark'.

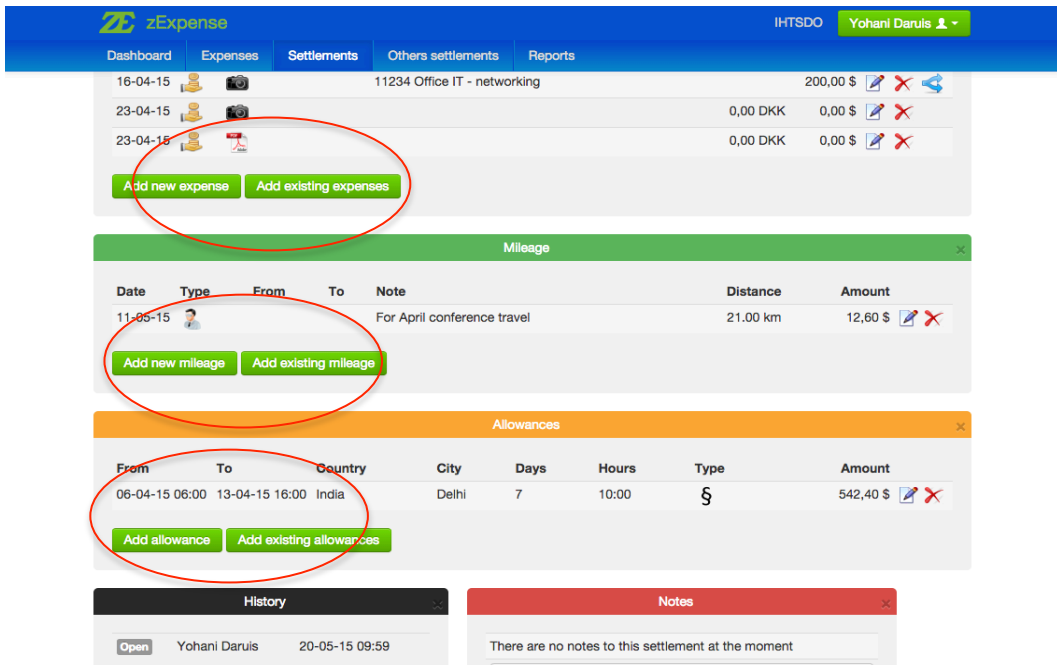
The screenshot shows the zExpense interface with the following sections:

- Expenses:** A section with a 'New expense' button and a table with columns for Date, Type, Attachments, Note, Category, Merchant, Currency amount, and Amount. A dropdown menu for 'Create new settlement' is open, showing options for 'Staff location in Denmark' and 'Staff location outside Denmark'. A red circle highlights the dropdown menu.
- Mileage:** A section with a 'New mileage' button.
- Allowances:** A section header.

- If the claim is Project related, then select the appropriate 'Work Item' dimension code (please confirm with your Line Manager and/or the Budget Holder which code should be used for each claim). You will need to create a separate claim for each dimension used.

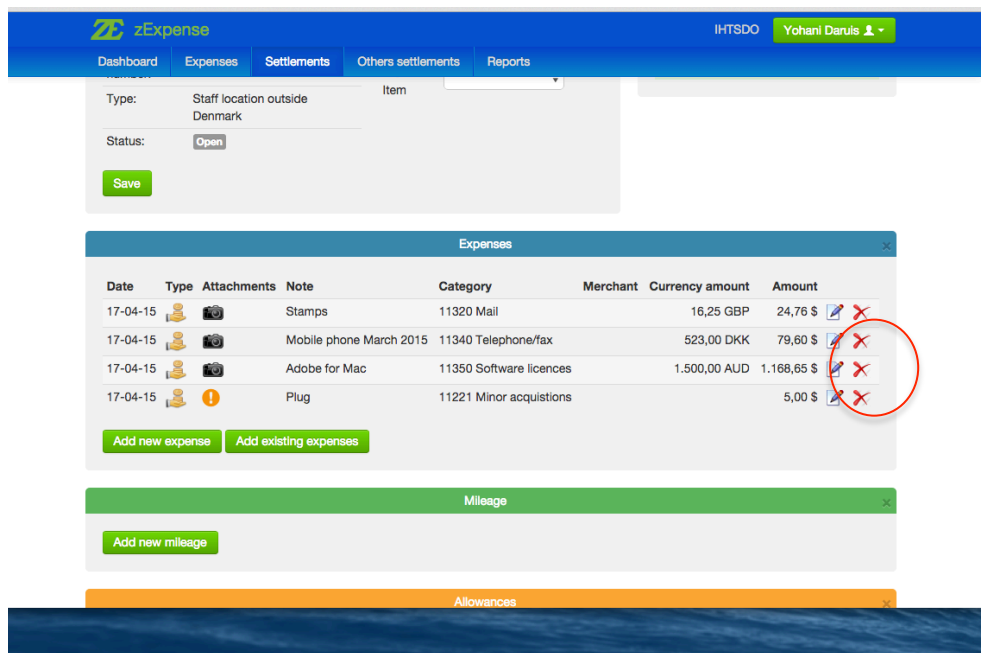


- You will notice that the receipts you selected earlier are listed in this claim.
- To add another expense line, click on 'Add new expense'.

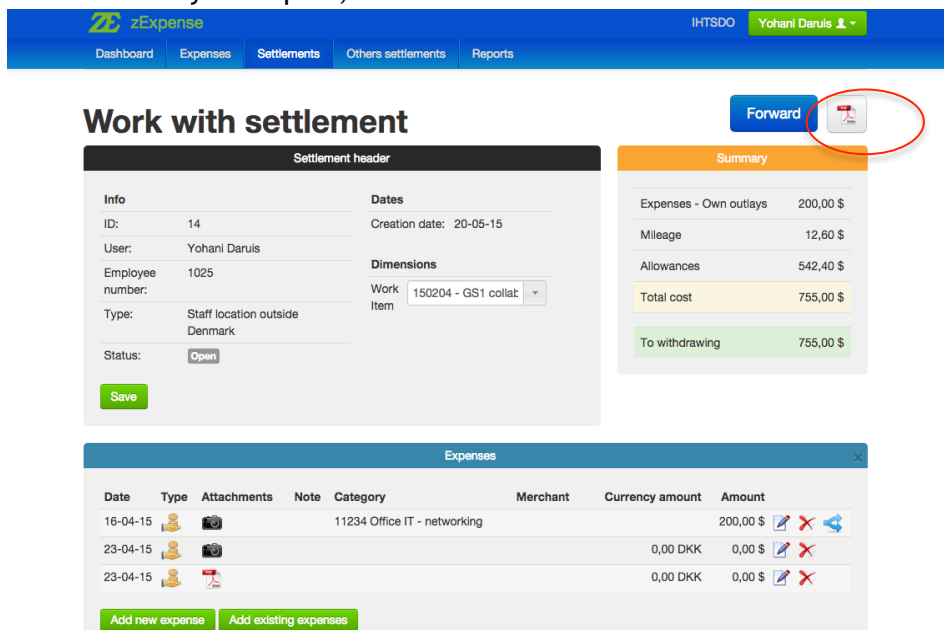


- If there is an existing receipt that you would like to attach to this claim, click on 'Add existing expenses'.
- To add another mileage line, click on 'Add new mileage'.

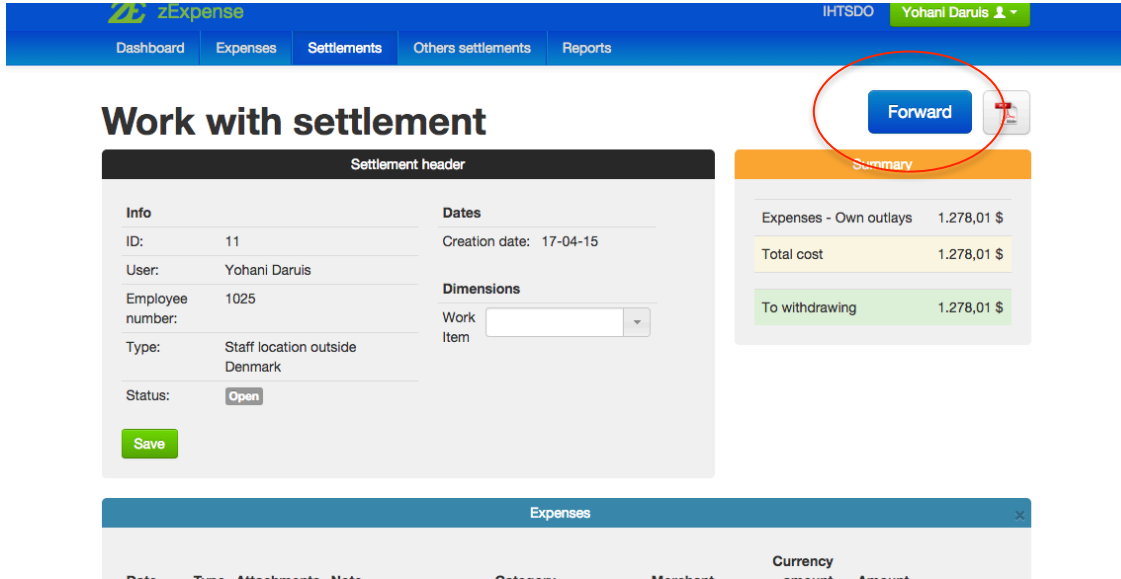
11. If there is an existing mileage entry that you would like to attach to this claim, click on 'Add existing mileage'.
12. To add another allowance line, click on 'Add allowance'.
13. If there is an existing allowance entry that you would like to attach to this claim, click on 'Add existing allowances'.
14. To add an existing expense/mileage/allowance to this settlement, tick the relevant expense line and click 'Add expenses'/'Add Mileage'/'Add Allowance'. Clicking on 'Go back' will not save your changes.
15. To remove an expense line from this settlement, click on the Red X. Note that this action will remove the line of expense from this settlement. It will be moved back to your front page for future use or deletion.



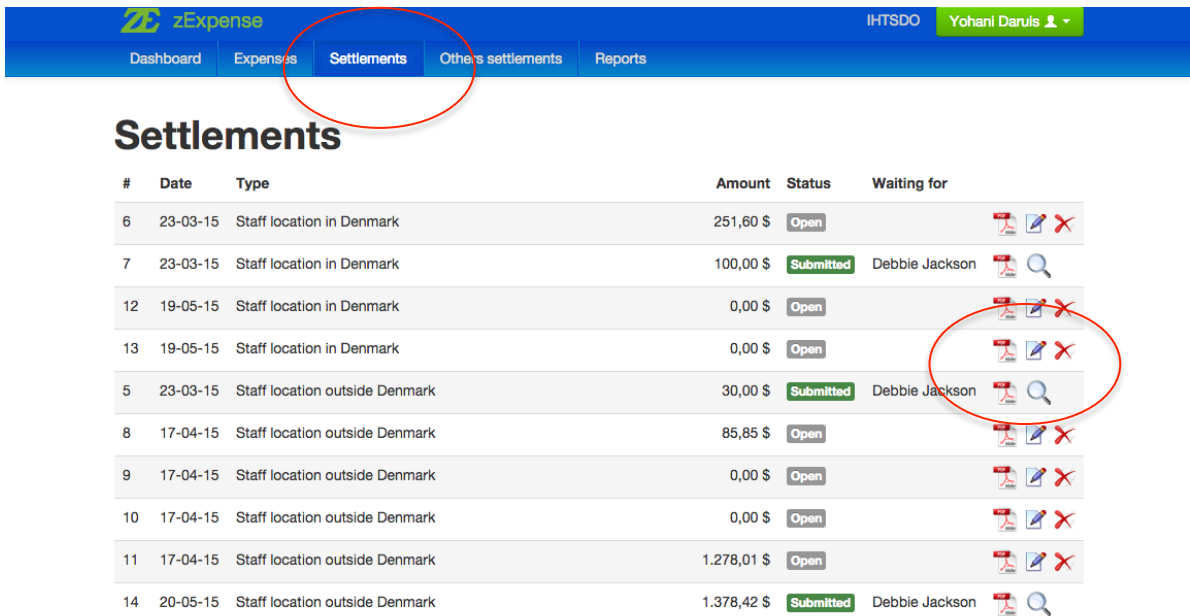
16. To view and/or save your report, click on the PDF icon.



17. When your expense claim is complete and ready for submission, click the 'Forward' button.



18. To see an overview of all your expense claims, click on 'Settlements'.



19. To view the report of your claim, click on the PDF icon.

20. To edit an expense claim, click on the Pencil icon.

21. To delete an expense claim, click on the Red X icon.