2017

SutiExpense User Guide

Version 7.1.0

SutiSoft, Inc.

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Table of Contents

I. Preface

This document is intended for the users of SutiExpense application. It explains the operations involved in creating an expense report, request, adding line items, attaching receipts, sending for approval, and more.

II. About the Application

Features in SutiExpense application are customizable by your administrator. Based on your role in your organization, access privileges are provided to you accordingly. This guide lists down all the available features.

III. Product Overview

SutiExpense, a simple yet powerful online expense management software solution helps organizations create, submit and approve expense reports online. It automates and streamlines the creation of expense reports, approvals and reimbursements from one centralized location. The automated expense management solution saves time and provides greater control over business expenses. The solution is integrated with most commonly used accounting systems and corporate credit cards, allowing CFOs to visualize transaction activities in real-time and better manage financial risk.

The SutiExpense online expense report software integrates advanced business analytics with expense reporting to enable real-time decision making.

The key benefits include:

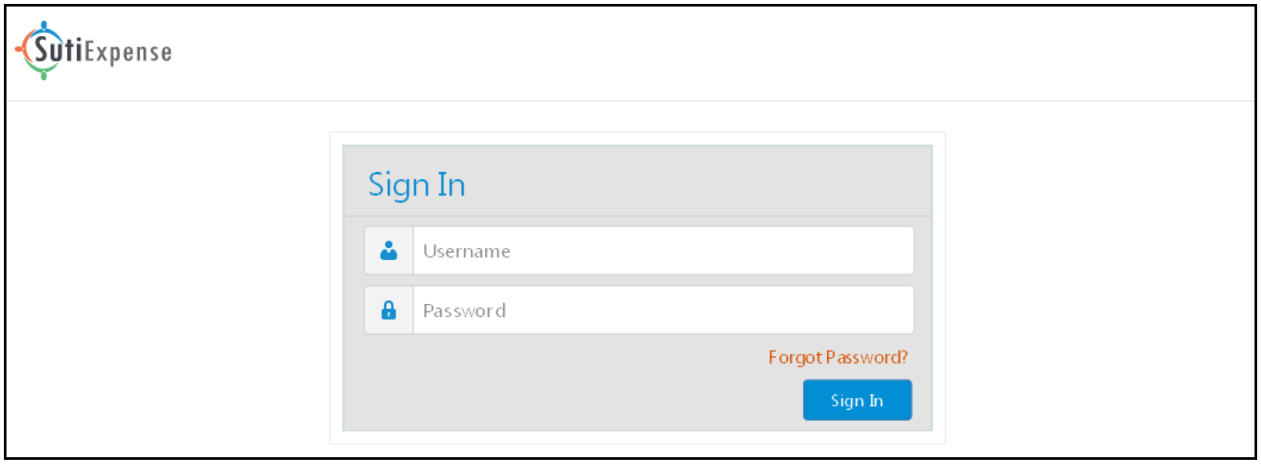
- ✓ Manages day-to-day expenses from anywhere, anytime and on any platform
- ✓ Allows you to spend less time in expense reporting and more time on business activities
- ✓ Reduces approval bottlenecks
- ✓ Enforces company policies and expense limits
- ✓ Provides an integrated travel booking engine
- ✓ Simplifies budget and account management
- ✓ Automates approval flows
- ✓ Provides customizable options
- ✓ Allows different cost centers
- ✓ Expenses can be claimed quickly, even on the go
- ✓ Corporate card monitoring and analysis
- ✓ Online payment gateways
- ✓ Business intelligence reports

IV. Typographic Conventions

Type Style	Icons	Description
Bold Text		Identifies the options and button/icons that allow you to perform an action.
Note		Notes provide extra information about a topic that helps you understand the workflow process.
Tip		Identifies tips in the application.
		Create new record
		Edit operation
		Delete operation

1. Login

1. To login into SutiExpense application:
    a. In the SutiExpense login page, enter yourusername and password.
    b. Click **Login**.



2. If you have forgotten your password, do the following:
    a. In the SutiExpense login page, click **Forgot Password?**
    b. Enter your registered email address and click **Submit**.
    c. The password will be sent to your registered email address.

2. View Notifications

In SutiExpense, you can view notificationsor download policy documents, if any, uploaded by your administrator.

1. To view notifications: Click on the icon provided beside your profile picture.
2. A **Notifications** window opens displaying the messages, if any, posted by your administrator.

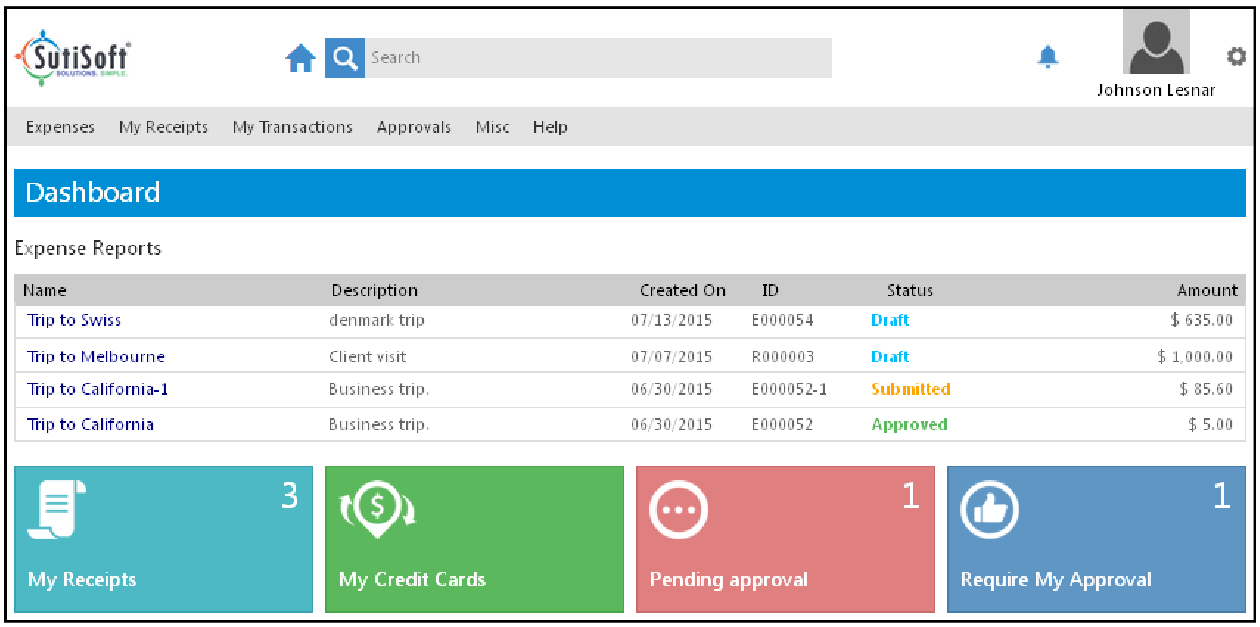
Back to TOC

3. Dashboard

The SutiExpense applicationhome page or dashboard displays the following:

1. Recent 10 records: These may include reports that were created but not yet submitted, submitted, approved, or rejected.
2. **My Receipts:**Displays the list of receipts;you can also upload single/multiple receipts from your computer, and attach them to reports.
3. **My Credit Cards:**Displays the list of transactions done using your credit card; you can import these transactions directly to a report.
4. **PendingApproval:**Displays thesubmitted, approved, and rejected status reports.
5. **Require My Approval:**Displays the list of reports which you need to verify, provided youare an approver.

Tip: *You can always view your dashboardfrom any of the screens by simply clicking on the company logo provided at the top left corner of the page.*

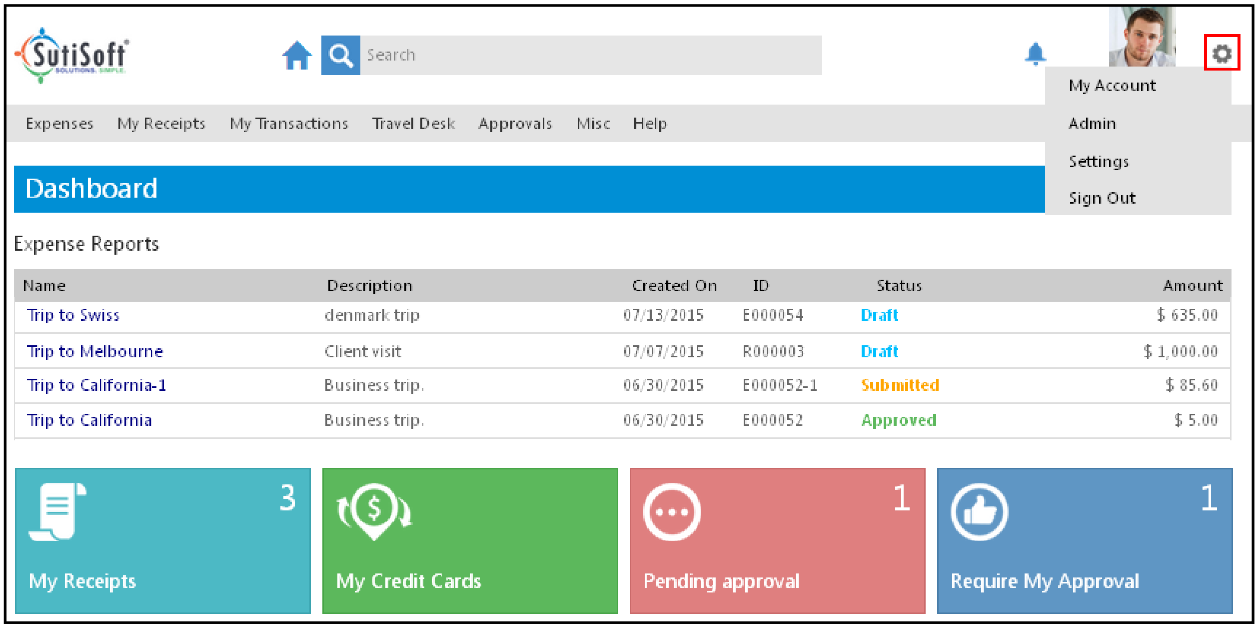


Note:*If you area new user, yourdashboard doesn't contain any records. This screenshot is provided just as an example.*

Back to TOC

4. Settings Menu

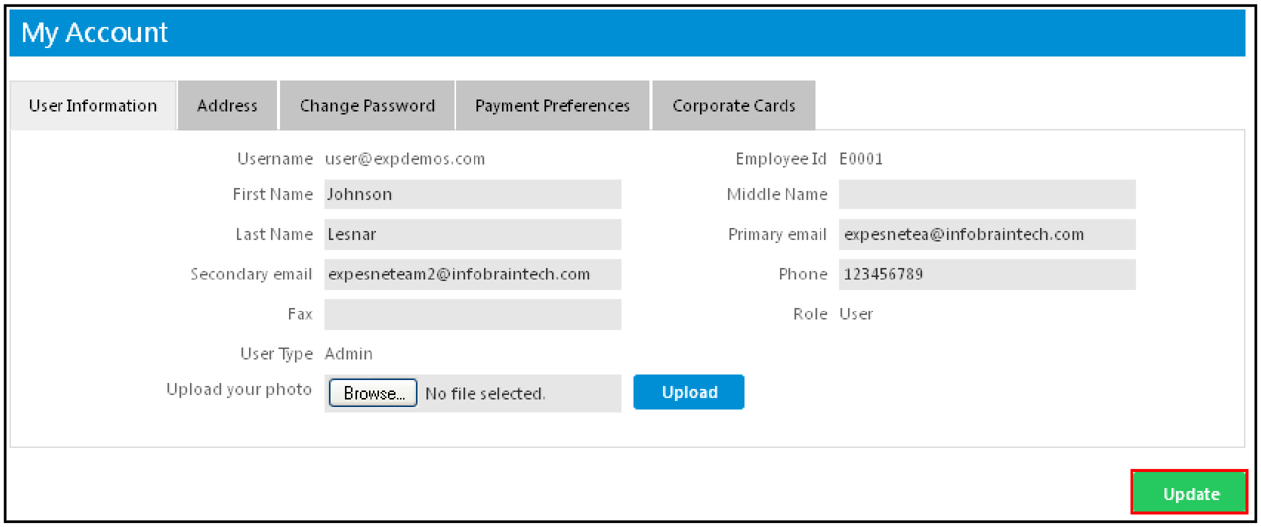
The settings menu is provided at the top right corner of the header. Using this menu, you can update your account details andcustomize settings.



Back to TOC

4.1. Update your Account Details

1. Go to >**My Account**. **My Account** page appears.



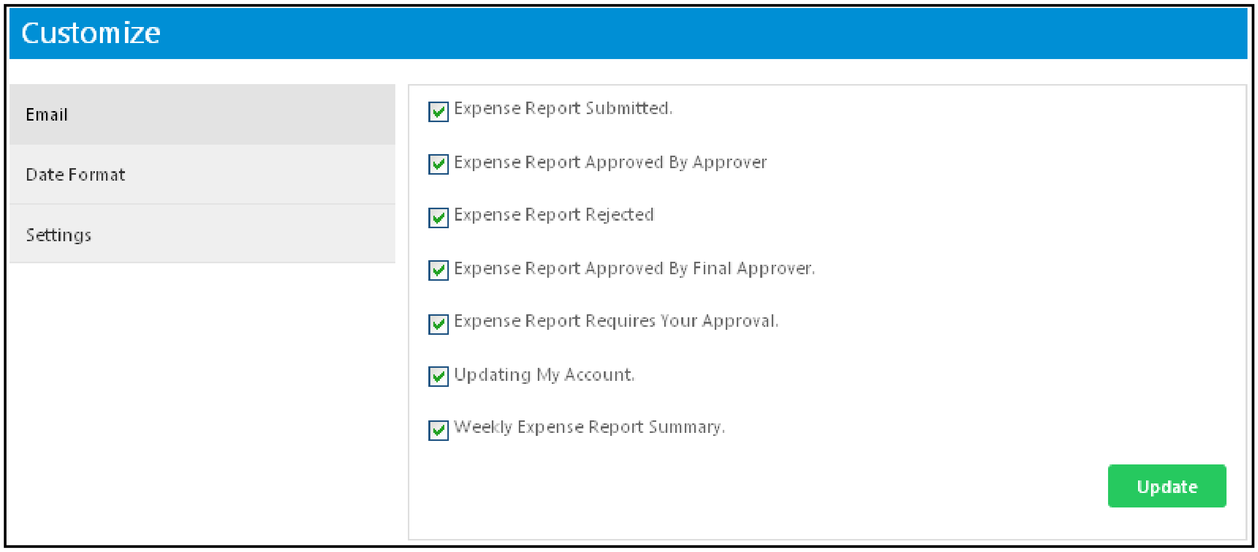
2. This page displays the following tabs:
    a. **User Information:** Allows you to update your account details and you can also upload your profile picture.
    b. **Address:** Allows you to update your address.
    c. **Change Password:** Allows you to change your password.
    d. **Payment Preferences:** Allows you to select a payment preference for the reimbursement.
    e. **Corporate Cards:** Allows you to define your corporate card numbers.
3. Update the details and click **Update**.

Back to TOC

4.2. Customize Your Settings

In SutiExpense, you can customize your email settings, date format, and more. To customize settings:

1. Go to >**Settings**. The **Customize** page appears.

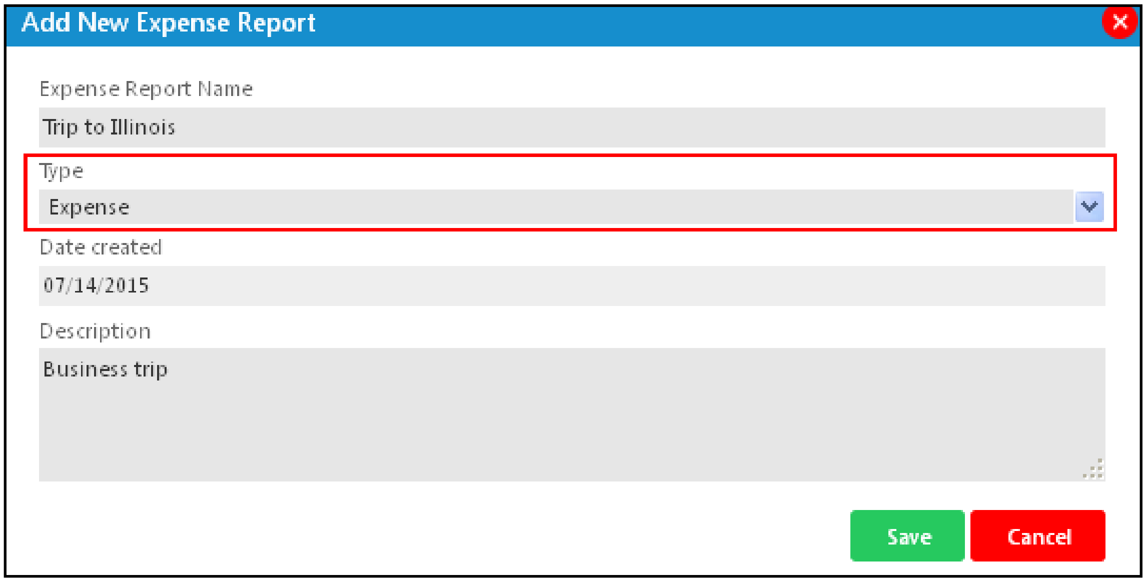


2. This page contains the following tabs:
   a. Email: In this tab, you can customize the settings related to receiving email notifications.
   b. Date Format: In this tab, you can customize the date format.
   c. Settings: In this tab, you can customizethe general settings.

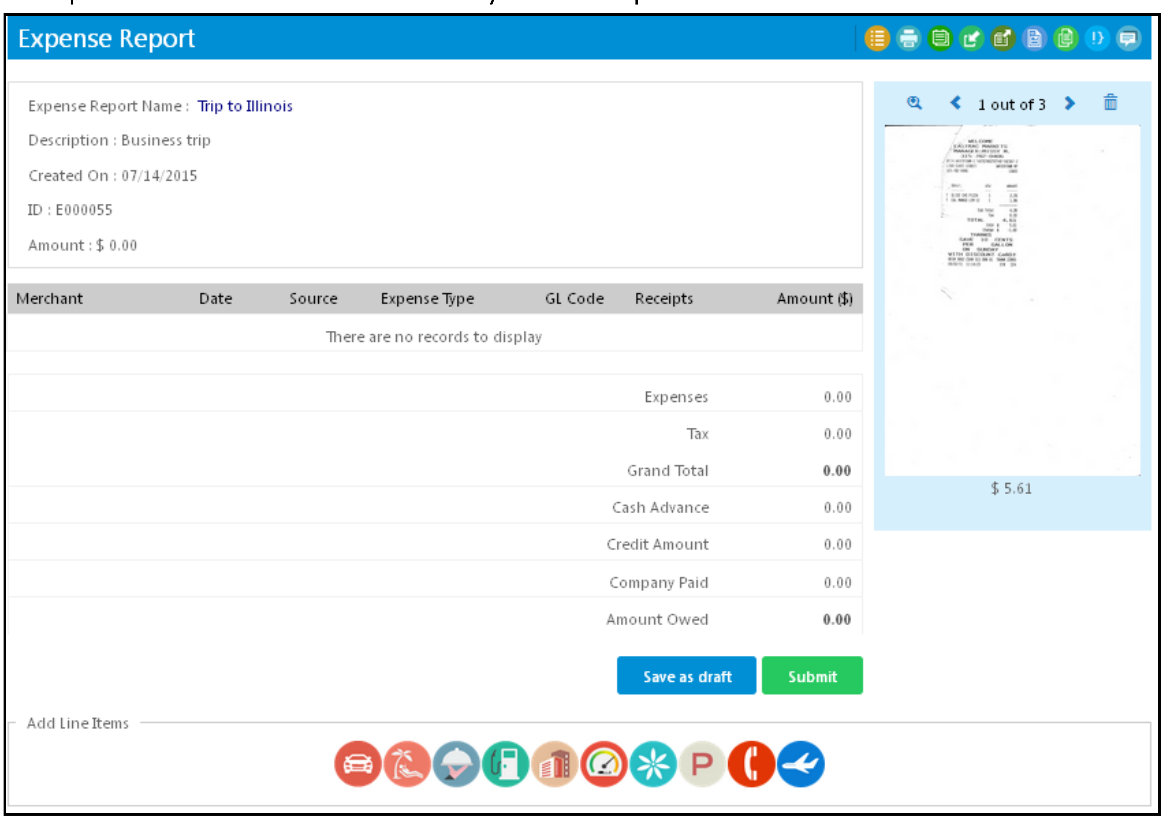
5. Create an Expense Report

If you had spent money out of your pocket during your business trip, you will then have to create an expense report and add your expenses for reimbursement.

1. To create an expense report: Go to **Expenses**>**New Expense Report**. An **Add New Expense Report** window opens.



2. From the Type dropdown list, select **Expense**.
3. Enter the details and click **Save**. The **Expense Report** screen opens where you can add your expenses using the expense line items at the bottom of the page or import corporate card transactions directly to this report.



Back to TOC

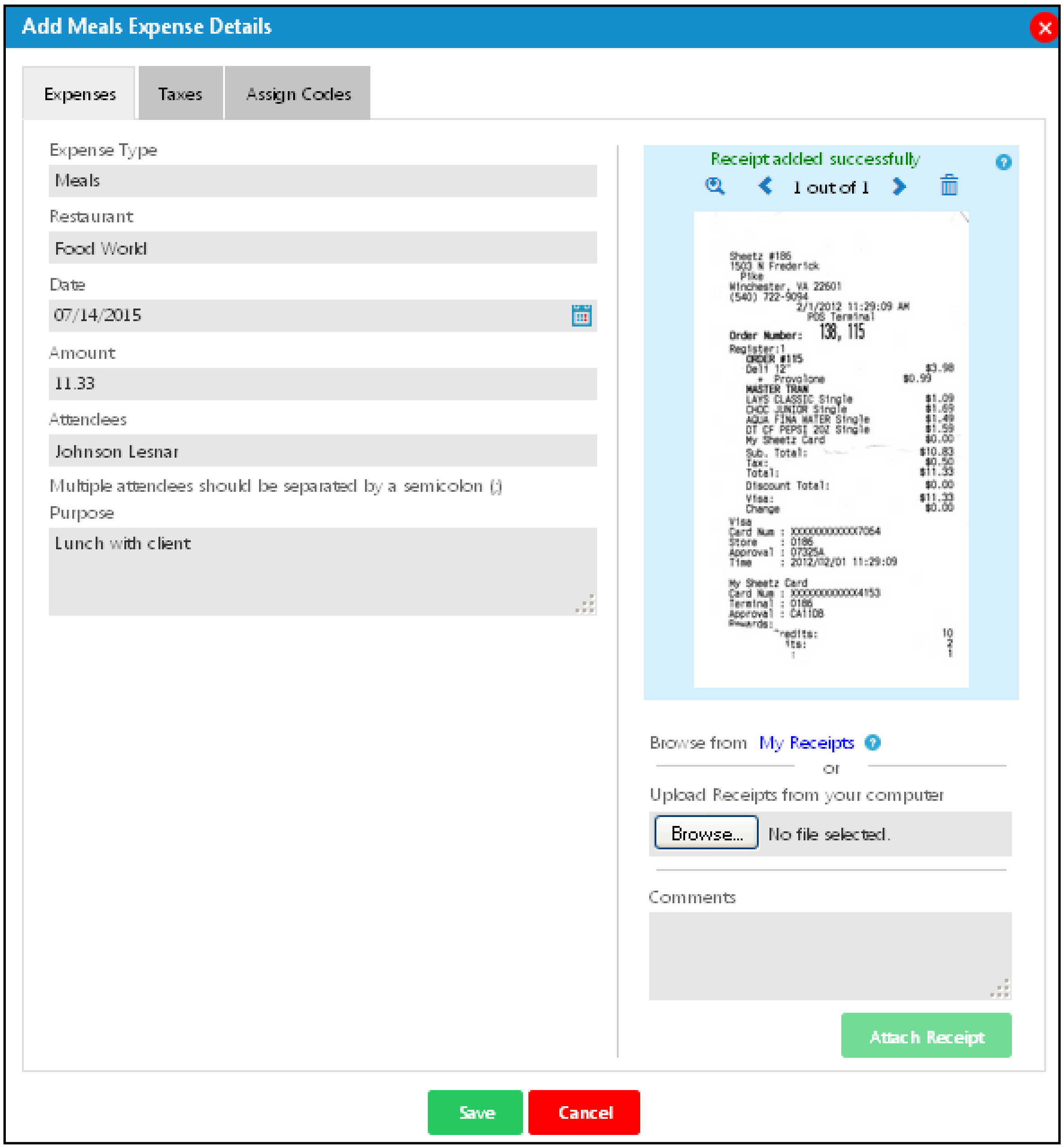
5.1. Adding Line Items to Your Expense Report

When you create a new expense report, the Expense Report screen opens using which you can add line items to your report.

1. In the **Expense Report** screen, click on a line item you would like to add to the report.

2. An Add [Item] Expense Details window opens.

***Note**: Item refers to the name of the line item.*

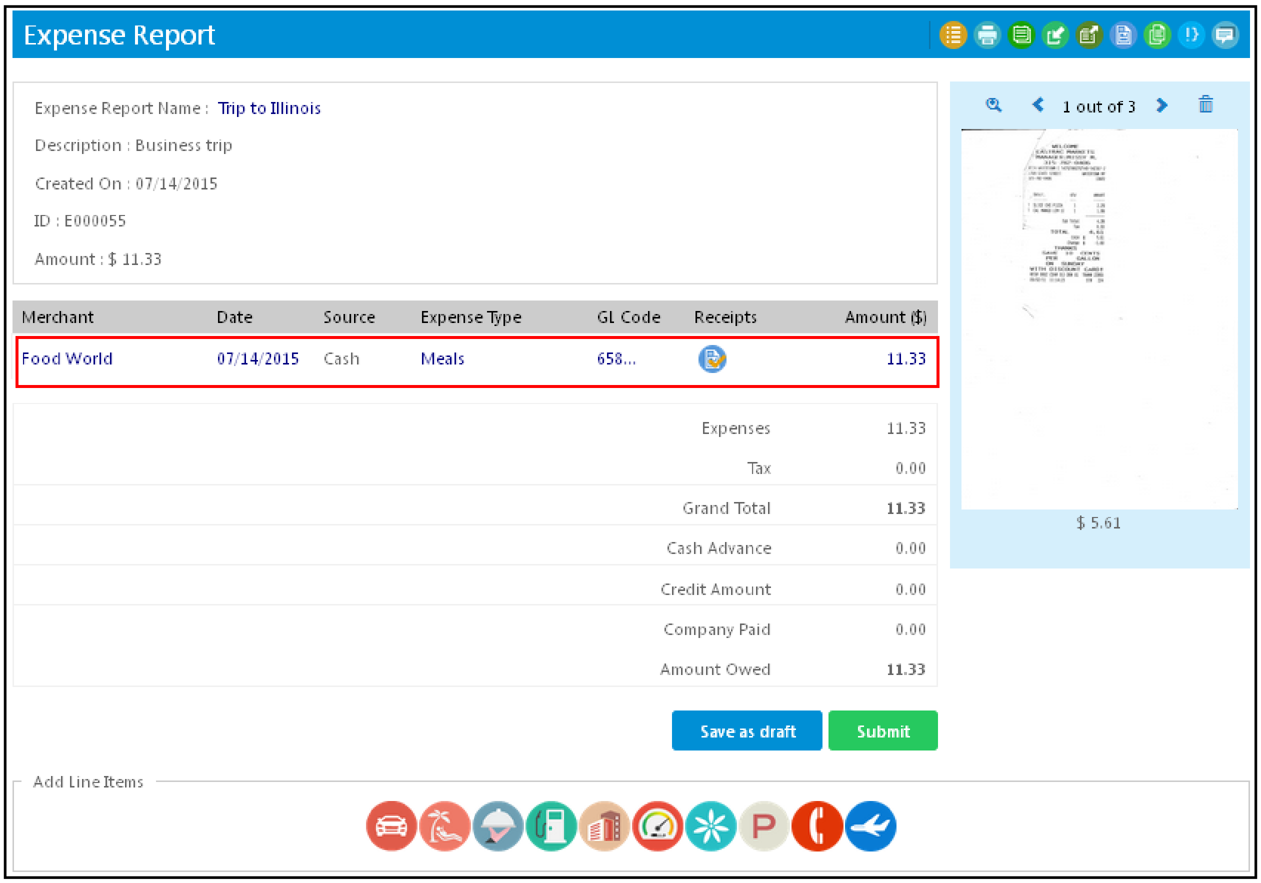


3. This window contains following tabs:
    a. **Expenses:** Allows you to enter your expense details and attach appropriate receipts.
    b. **Taxes:** Allows you to add the tax amount.
    c. **Assign Codes:** Allows you to assign this line item under a client/project code.

Note:

- ✓ *The 'Taxes' and 'Assign Codes' tabs can be turned on/off by your administrator.*
- ✓ *You can attach receipt(s) from your computer, or receipt(s) sent to receipts@sutisoft.com from your registered email address can be attached by clicking on **My Receipts** link.*

4. Attach a receipt in support to the line item.
5. Click **Save**. The **Expense Report** screen appears displaying the line item details. You can add more line items similarly.



[Back to TOC]

5.2. Expense Report Page Options

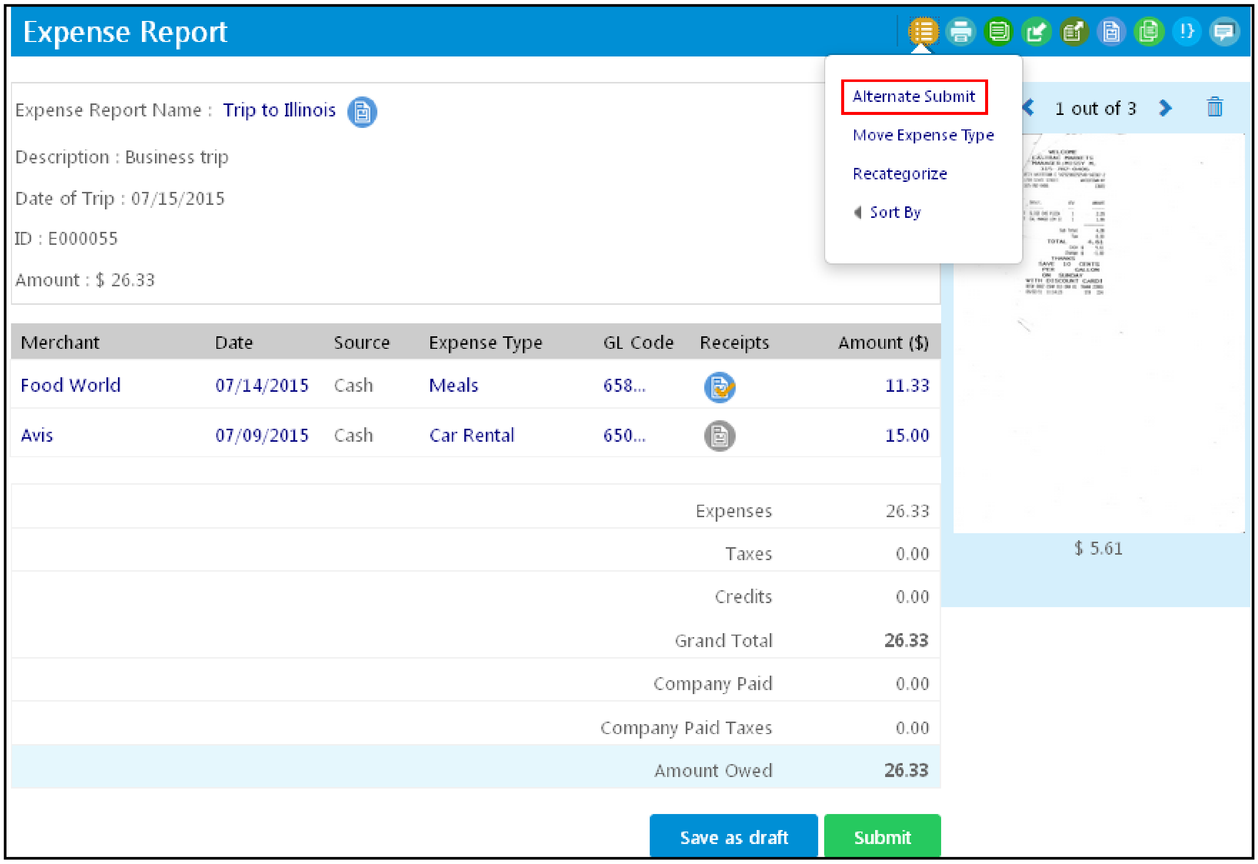
The Expense Report page contains the following options:

5.2.1. Alternate Submit

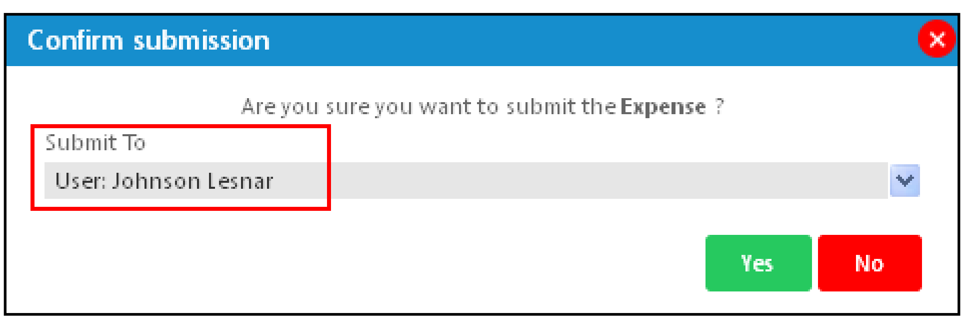
This option is provided to submit an expense report to an alternate approver.

Note: *This option can be turned on/off by your administrator.*

1. To submit expense report to an alternate approver: Click advanced options icon and then select **Alternate Submit**.



2. In the Confirm Submission window, select an alternate approver and then click **Yes**.



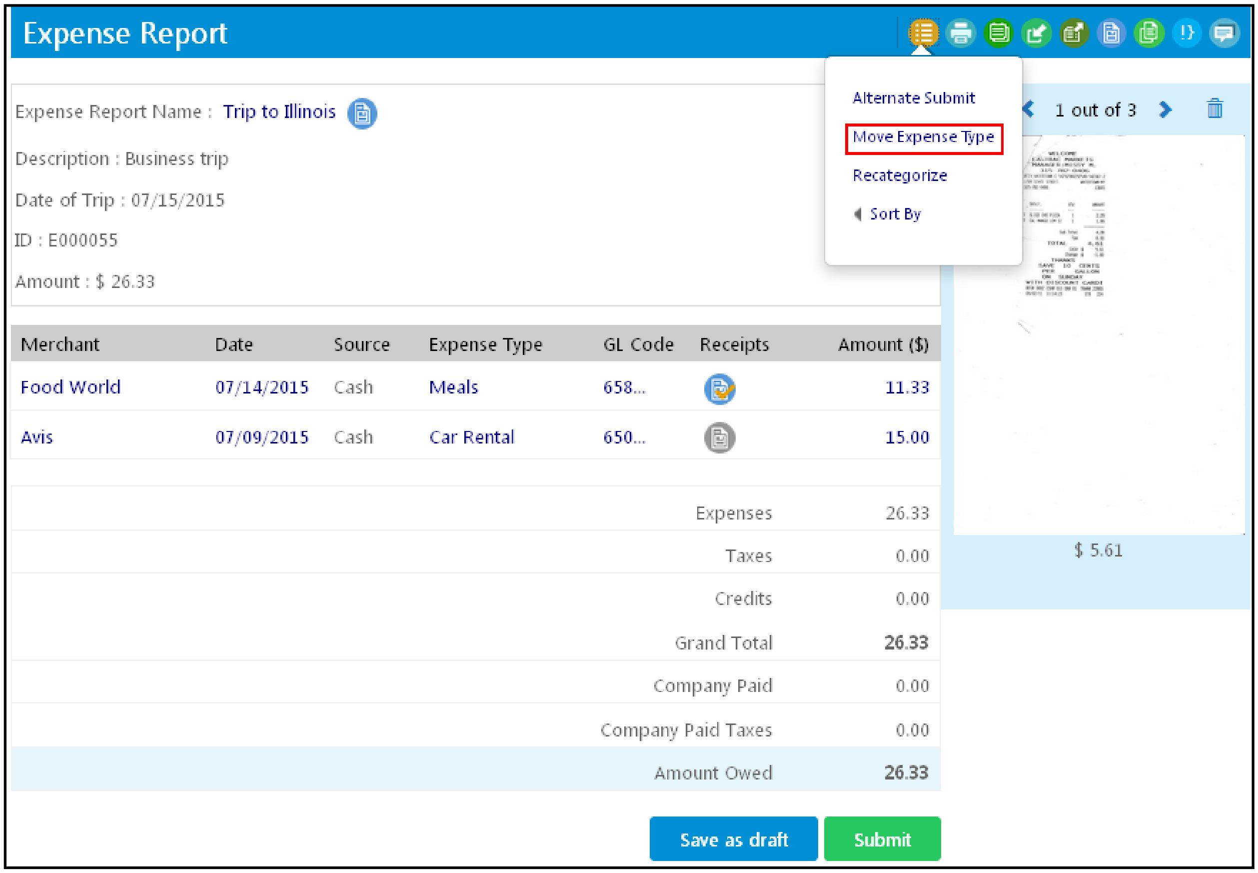
Note: *When you confirm submission, the application will verify your expense report and will restrict the submission, if an error has occurred.*

Back to TOC

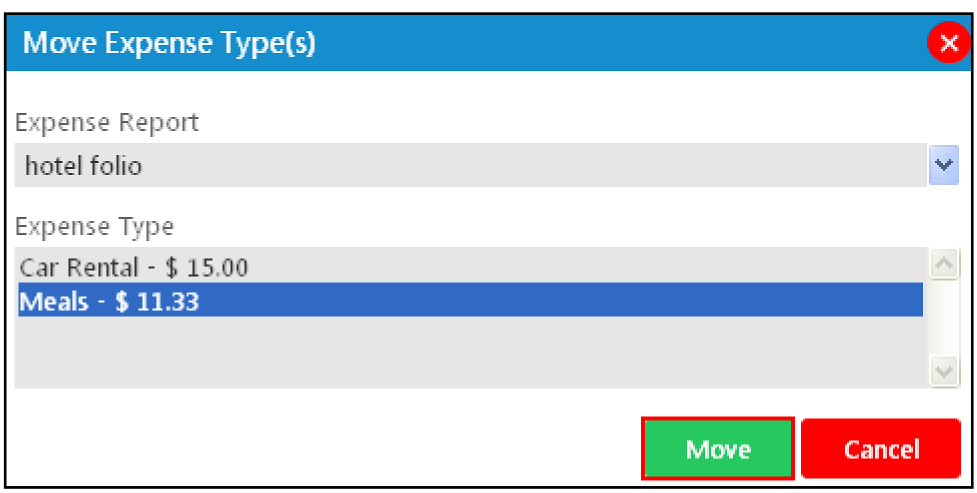
5.2.2. Move Expense Type

Thisoption is provided to move expense line item(s) from anexpense report to another expense report.

1. To move expense line item(s): Click advanced options icon and then select **Move Expense Type**.



2. In the Move Expense Type(s) window, select line item(s) you want to move.
3. From the Expense Report dropdown list, select an expense report to which you want to move the line item(s) to, and then click **Move**.

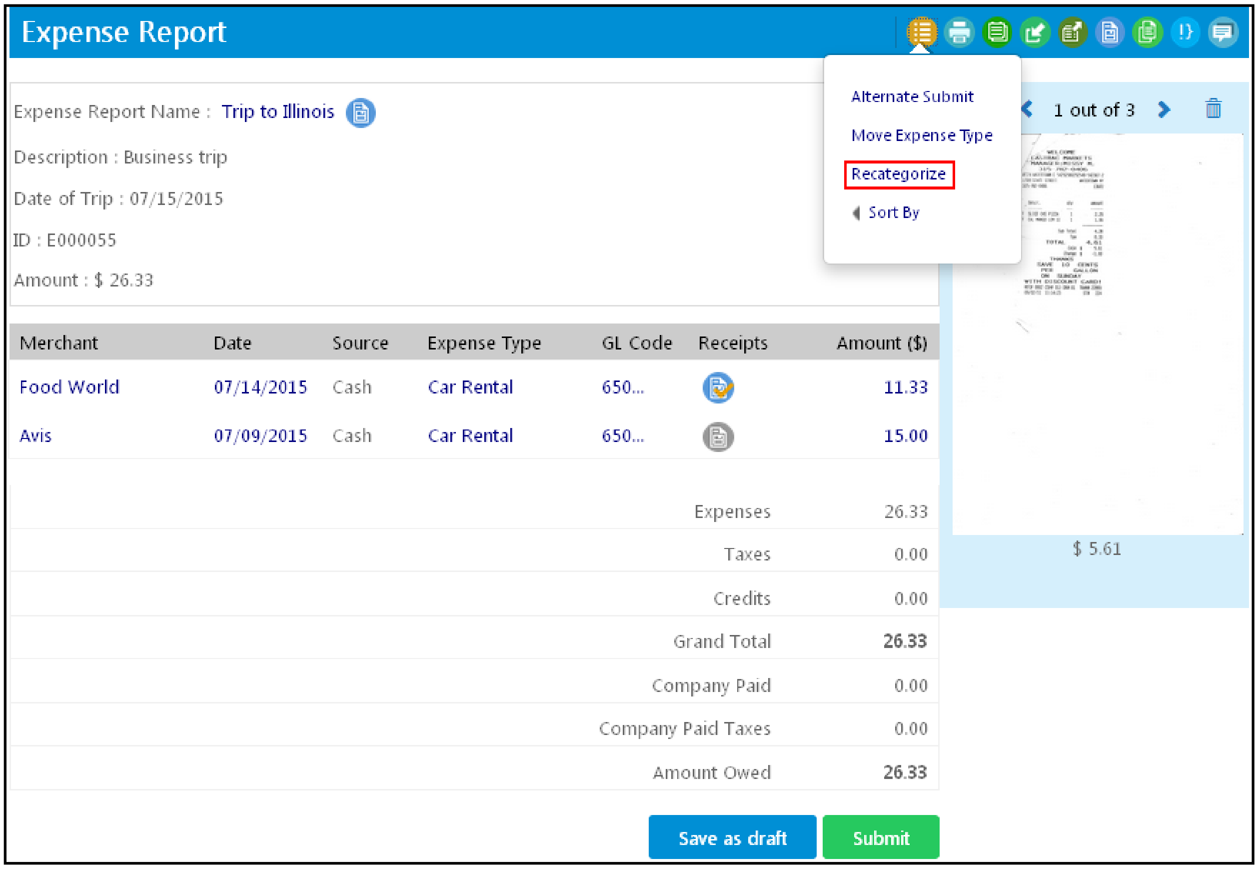


Back to TOC

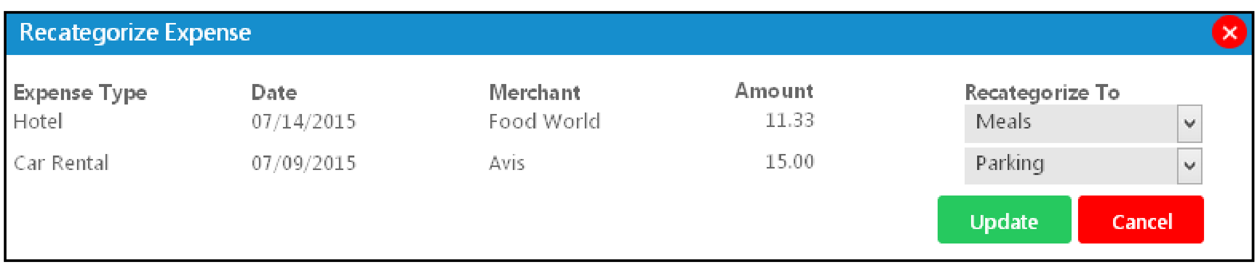
5.2.3. Recategorize

This option is provided to recategorize an expense typeto another expense type.*For example,recategorize'Meals'expensetype to 'Hotel'expensetype.*

1. To recategorize: Click advanced options icon and then select **Recategorize**.



2. In Recategorize Expense window, selct an expense type to which you want to recategorize to, and click **Update**.

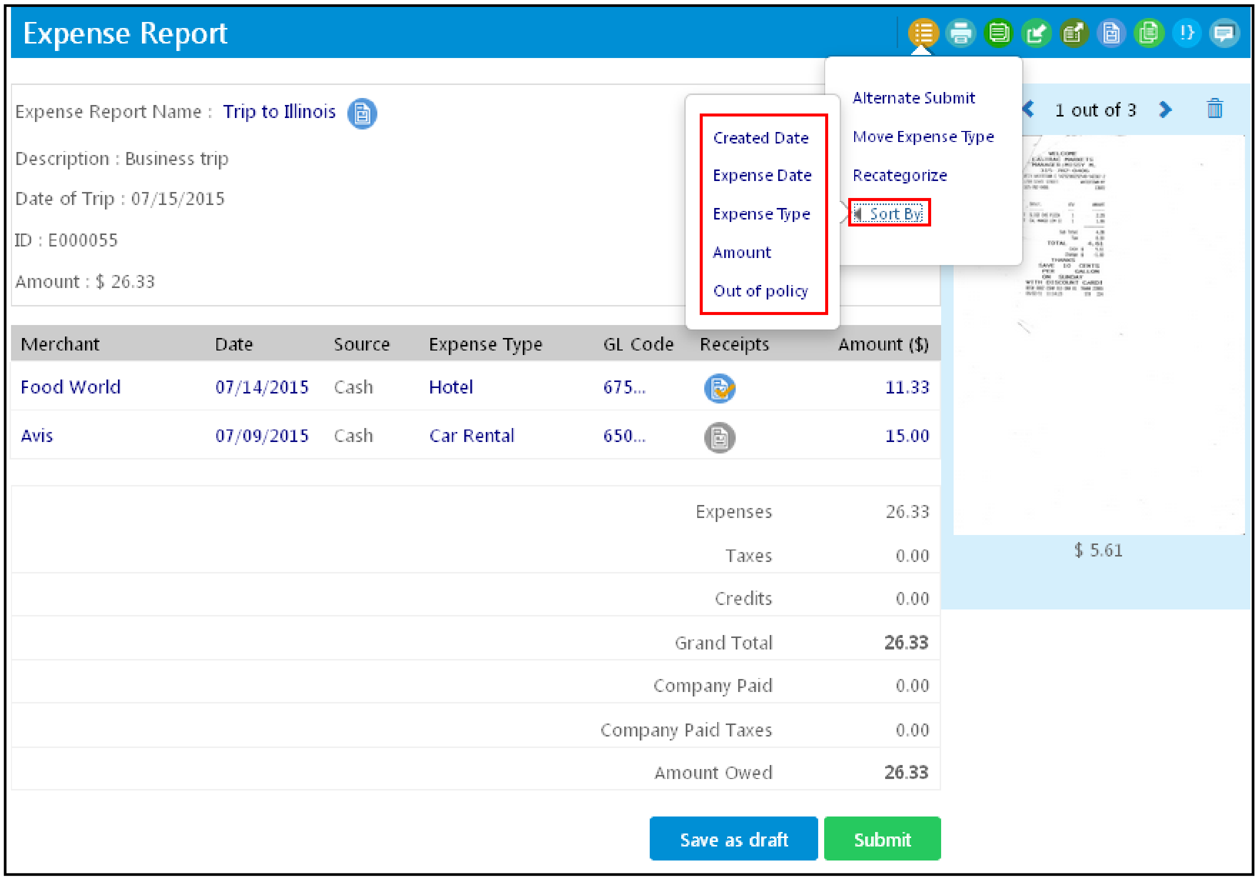


Back to TOC

5.2.4. Sort By

This option is provided to sort expense line items based on created date, expense date, expense type, amount, and out of policy.

1. To sort expense line items: Click advanced options icon >**Sort By**.



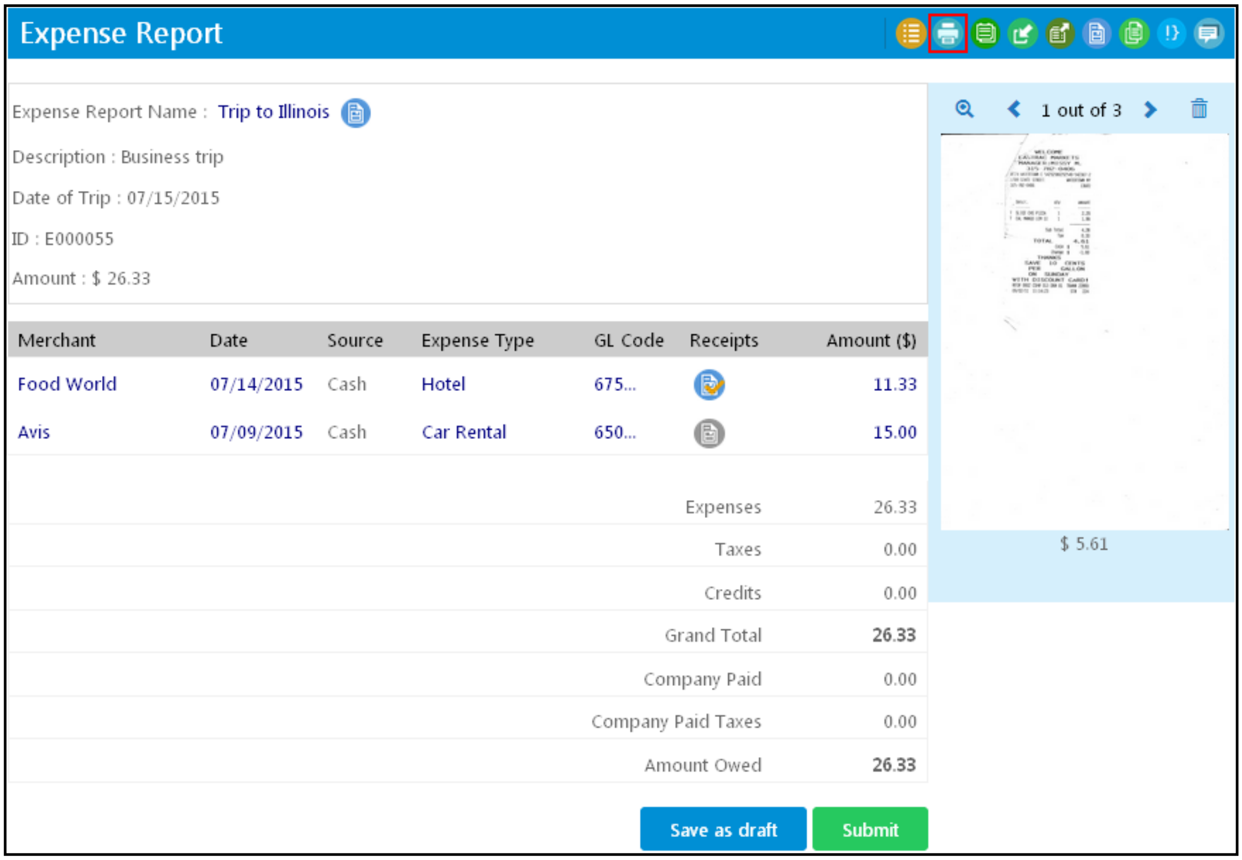
2. In the appeared submenu, select a sorting option;expense line items will be sorted accordingly.

Back to TOC

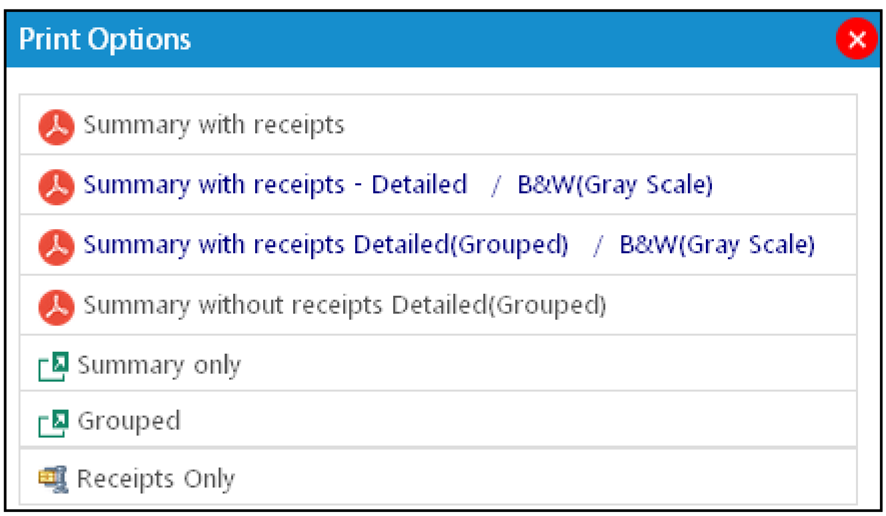
5.2.5. Print Options

This option is provided to print your expense report.

1. To print your expense summary, in your Expense Report screen, click .



2. The Print Options window opens displaying multiple printing options.



Note:*This screenshot displays all the printing options including PDFs and attachments. Some of these options can be turned off by your administrator.*

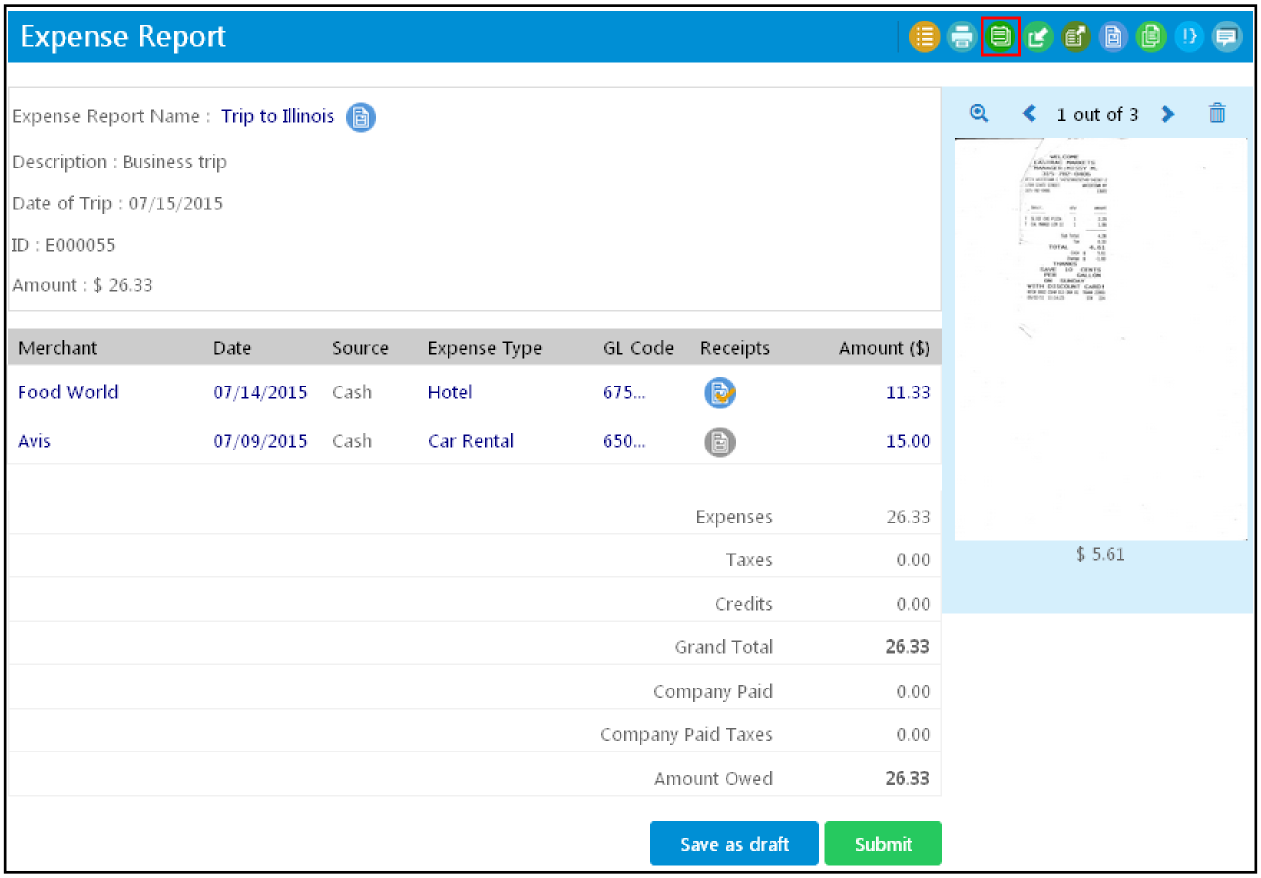
3. Choose an option and click on it.
4. The print window opens.Select the printer, number of copies and print the report.

Back to TOC

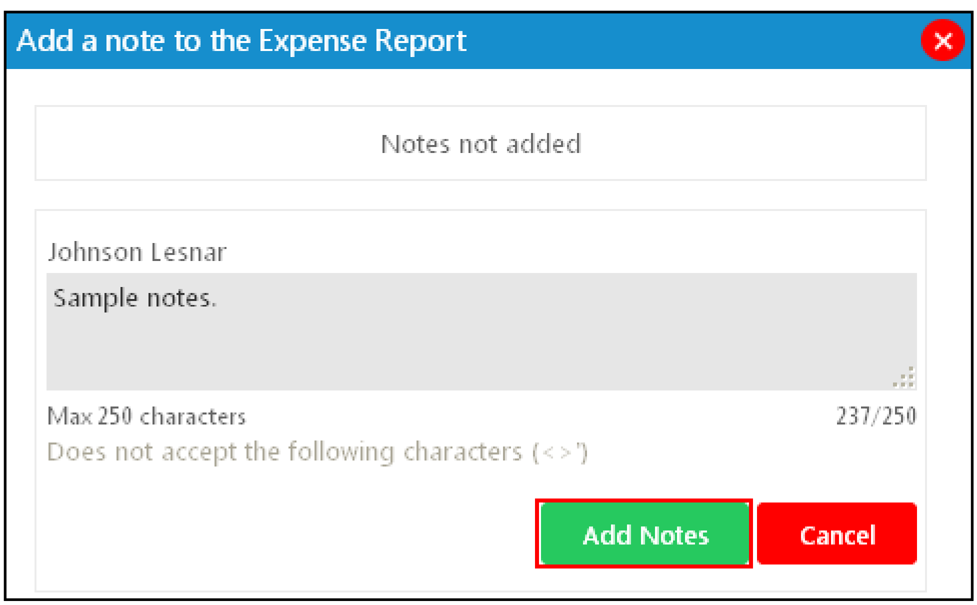
5.2.6. Add Notesto the Report

You can add notes to your expense report.

1. To add notes, in your Expense Report screen, click .



2. The following window opens. Enter notes and click **Add Notes**.

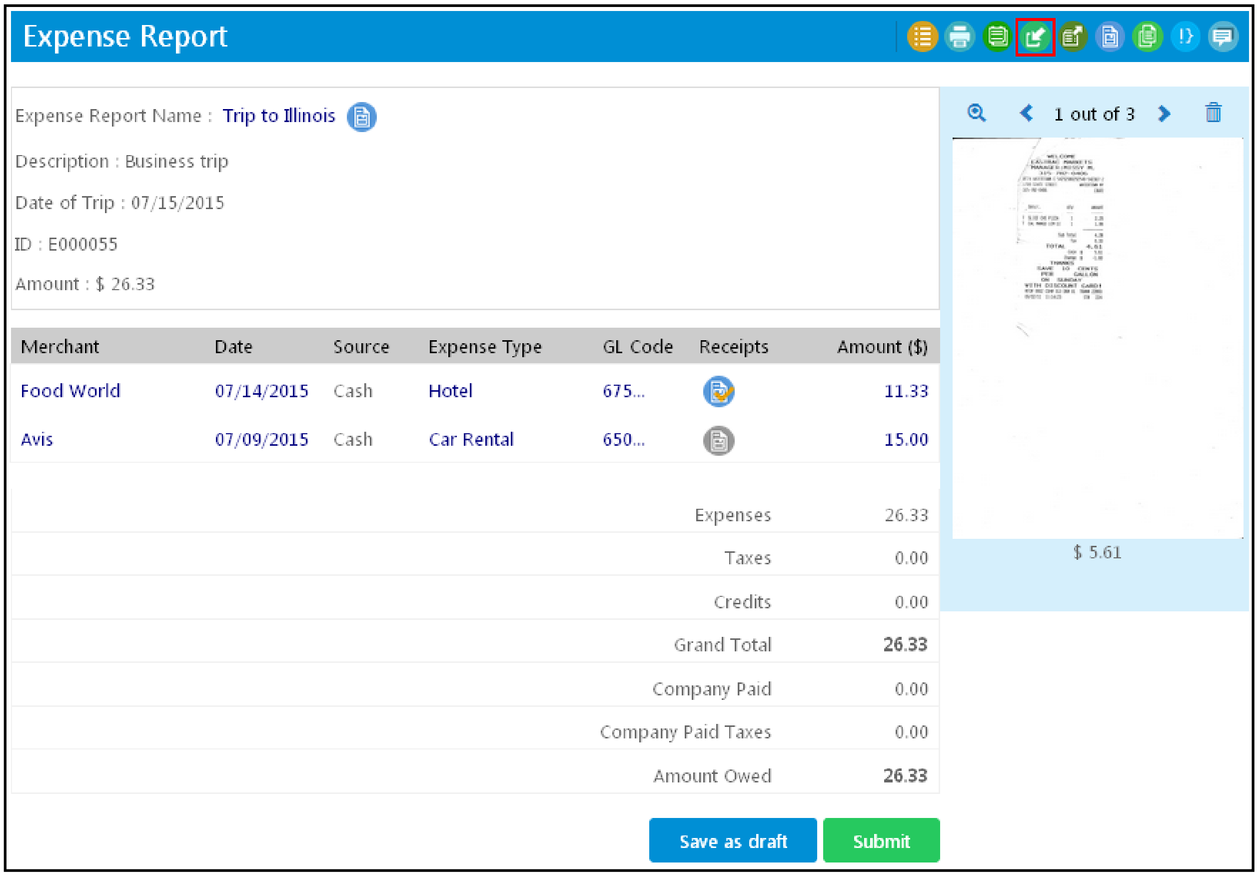


Back to TOC

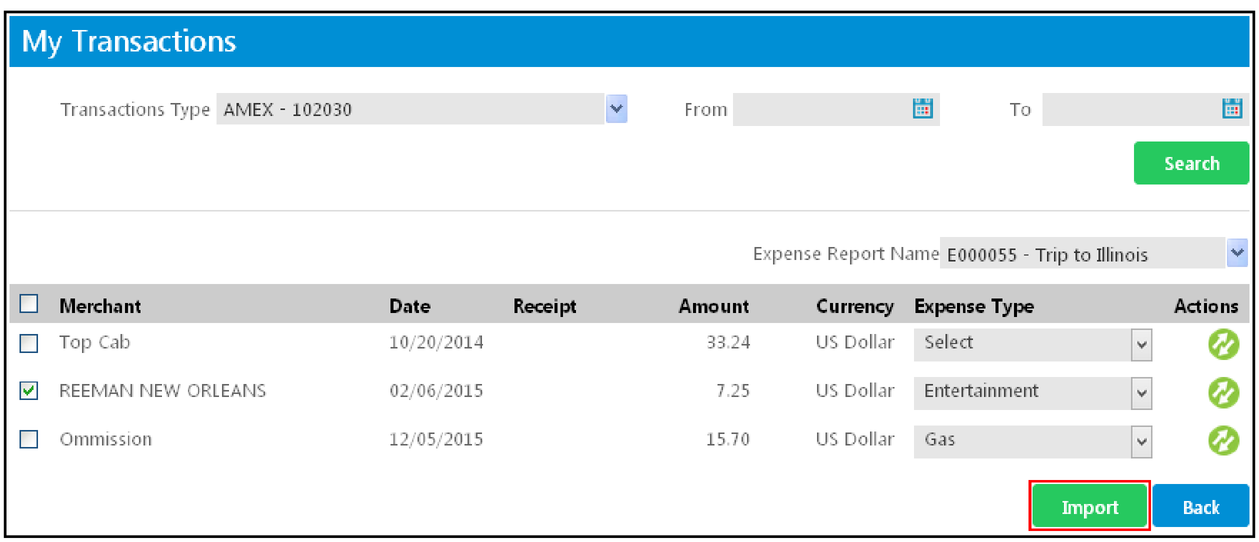
5.2.7. Import Transactions

You can import your corporate card transactions to an expense report.

1. To import transactions into your expense report, click .



2. **My Transactions** page appears displaying the transactions done using your corporate card.



3. Select transaction(s) and click **Import**.Selected transaction(s) will be added to the Expense Report screen.

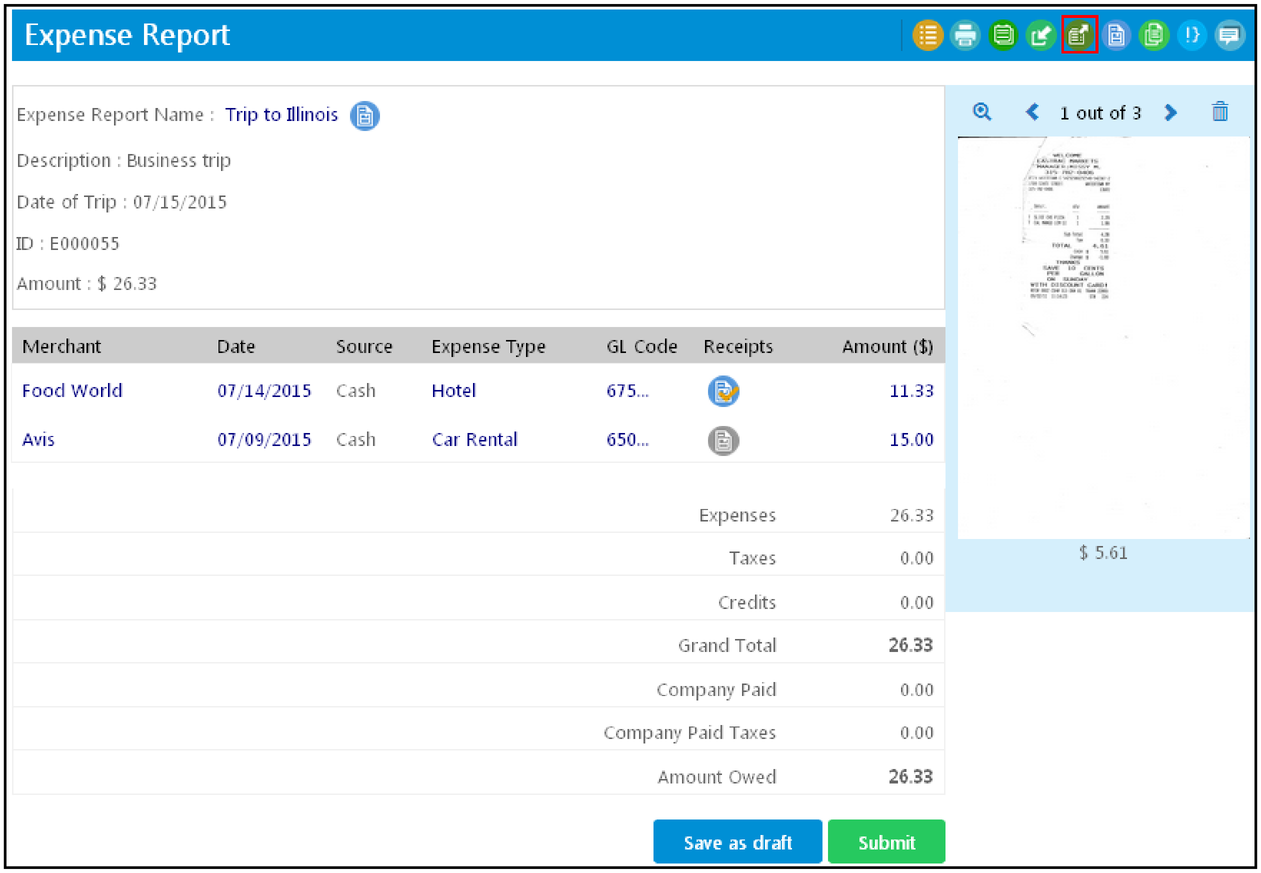
Back to TOC

5.2.8. Attach Receipts

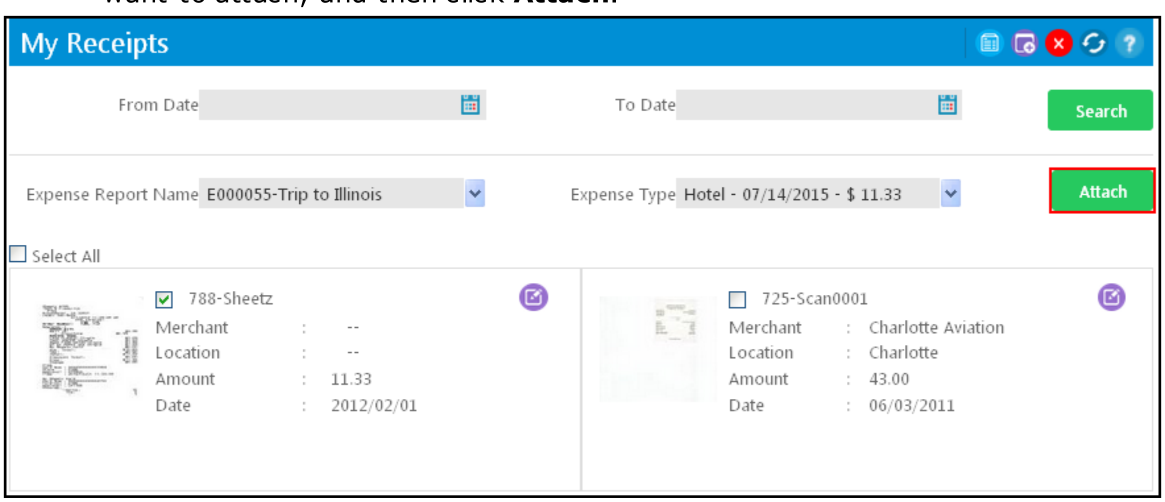
You can attach receipts by clicking the icon in your Expense Report screen, which navigates you to 'My Receipts' screen. This screen acts as a receipt library where you can store multiple receipts from your computer.This screen also displays receipts which were attached and sent from your email addressregistered to 'receipts@sutisoft.com' account.

Note: *This option can be turned on/off by your administrator.*

1. To attach receipts, in your Expense Report screen, click .



2. My Receipts page appears. Select a receipt and an expense type to which you want to attach, and then click **Attach**.

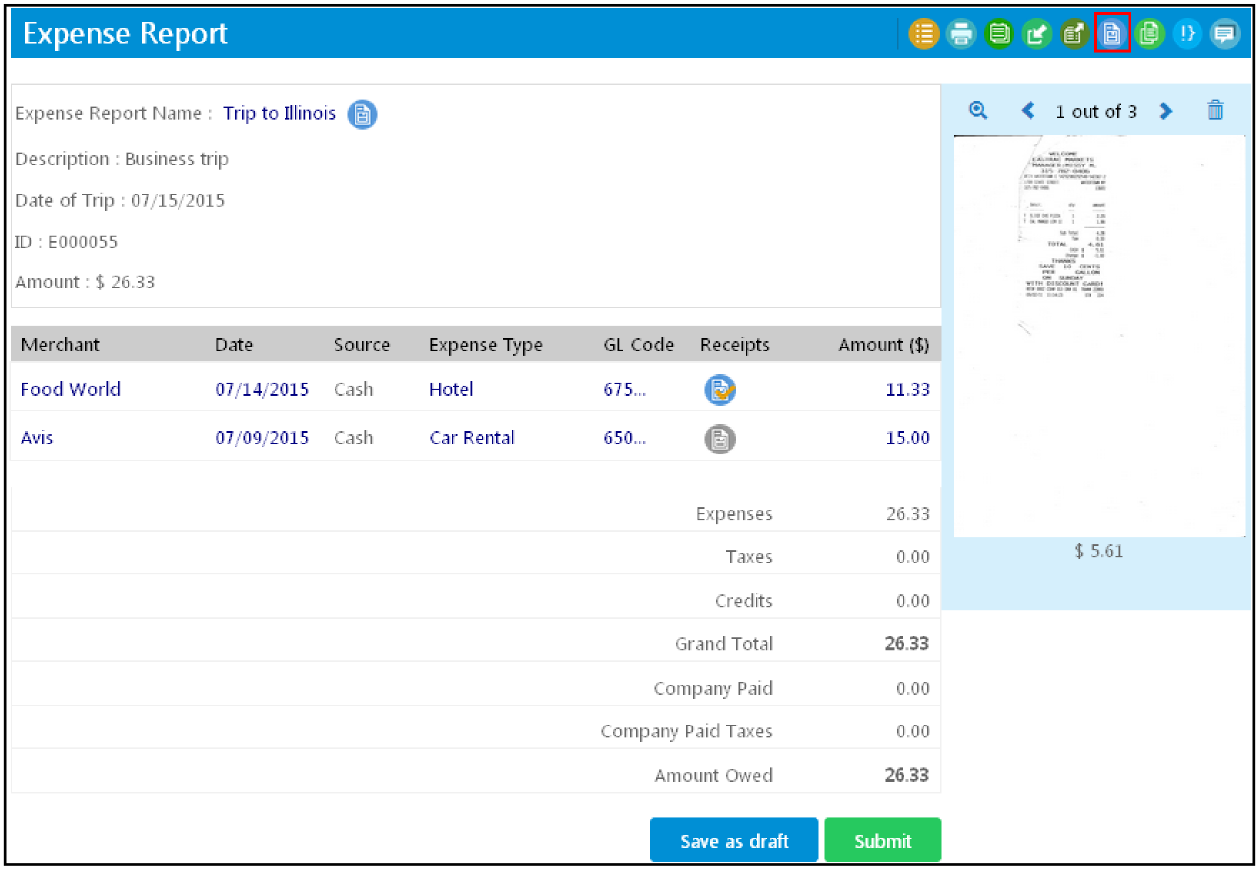


Back to TOC

5.2.9. View Attached Receipts

Using this option, you can view receipts attached to your expense report, download, print, and delete receipt(s).

1. To view attached receipts, in your Expense Report screen, click .



2. An Expense Receipts window opens displaying receipts attached, if any, to the report.

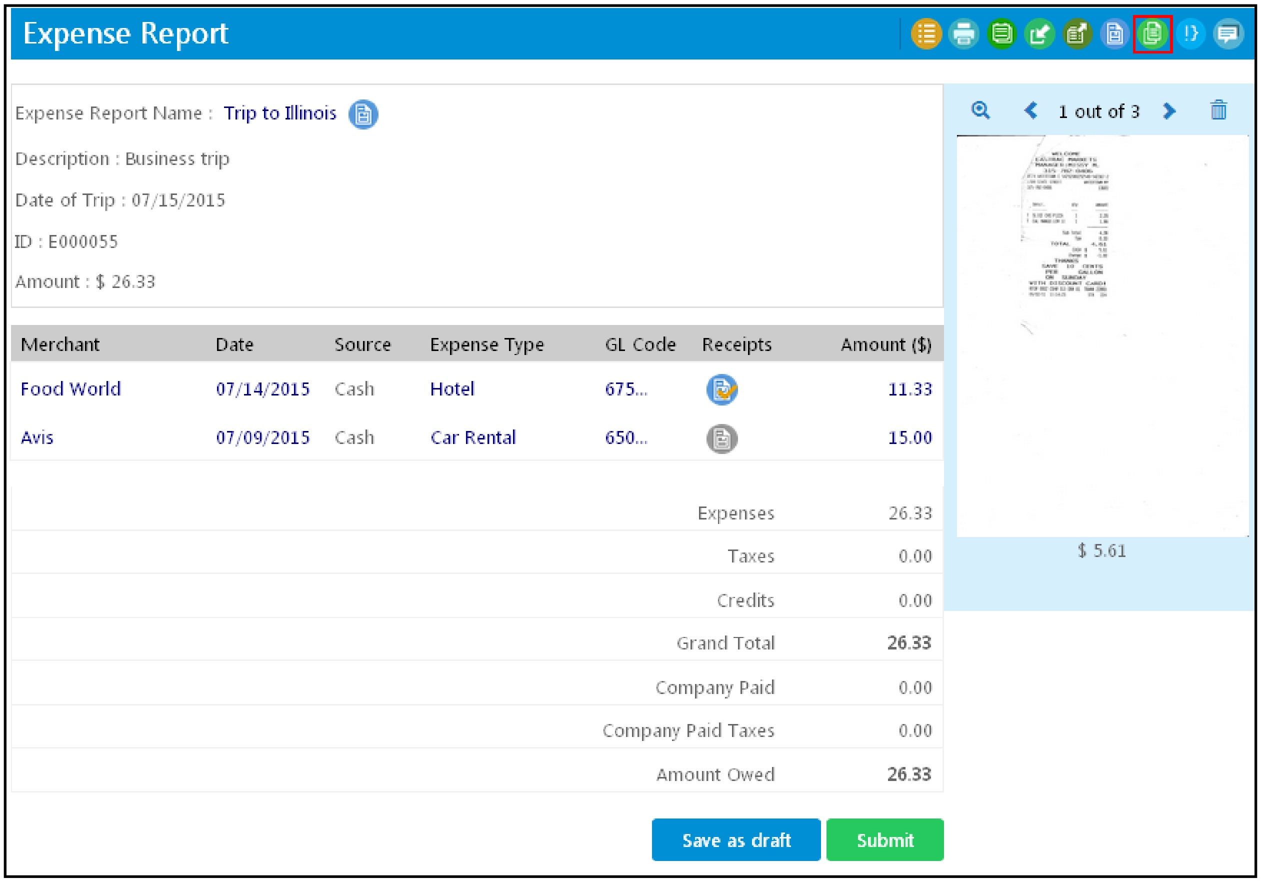
3. Using , and icons, you can print, download, and delete a receipt respectively.

Back to TOC

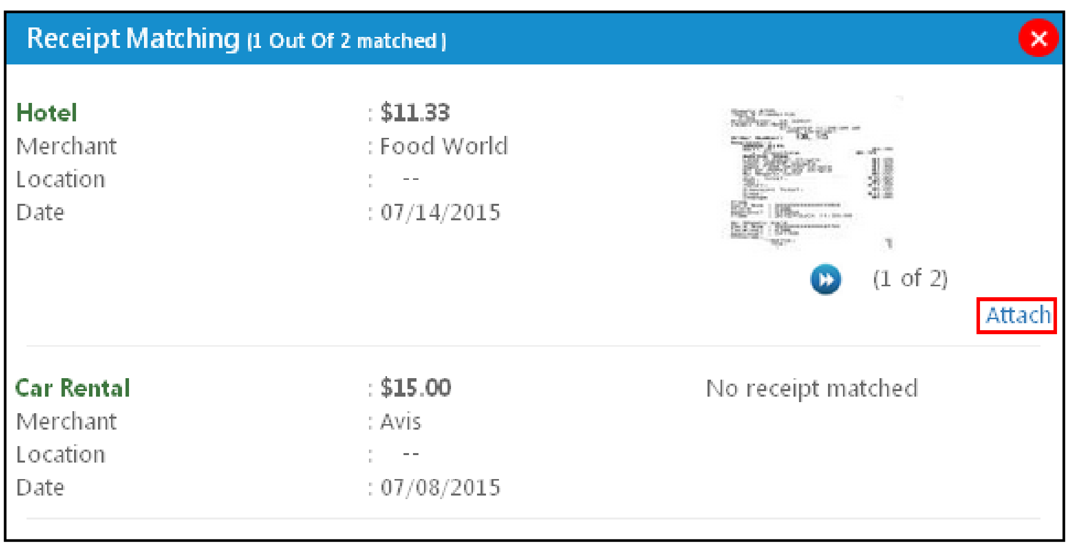
5.2.10. Receipt Matching

This option is provided to display receipt(s) that match withexpense line item details;you can attach them to the line item.

1. To view matching receipts, in the Expense Report screen, click .



2. The **Receipt Matching**window opens displaying receipts that match with the line item details.



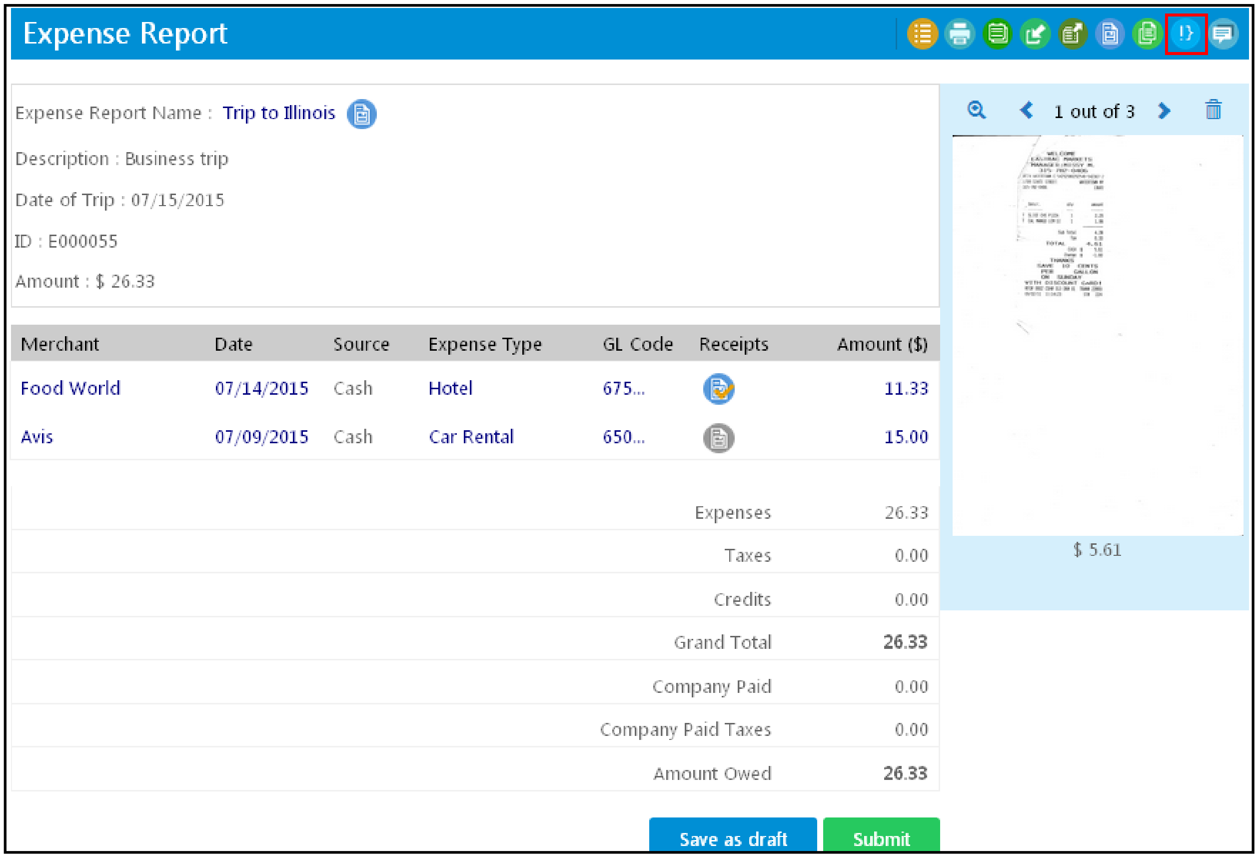
3. You can attach a receipt by clicking on **Attach** link.

Back to TOC

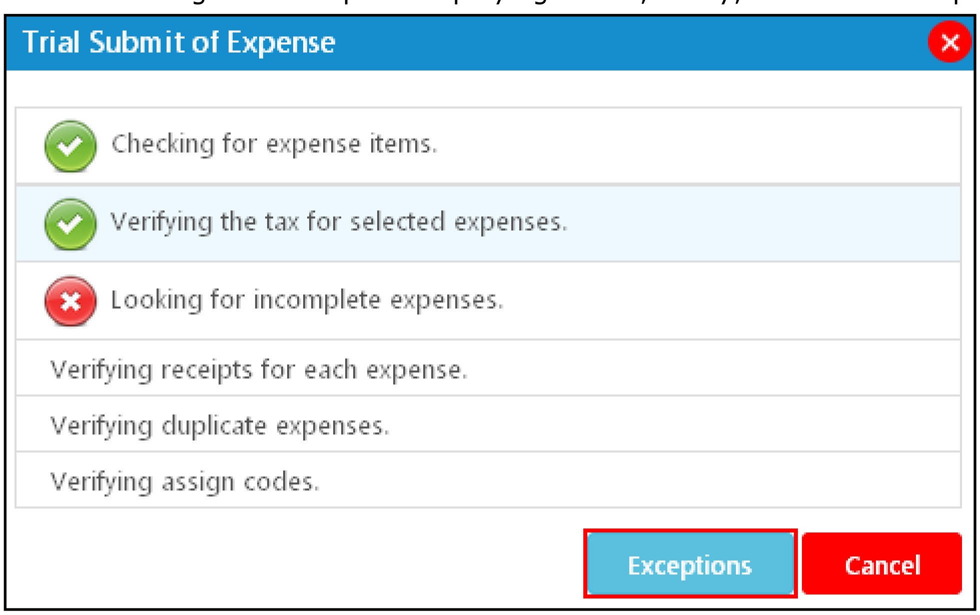
5.2.11. View Exceptions

This option is provided to view errors in your expense report.

1. To view errors, in your Expense Report screen, click .



2. The following window opens displaying errors, if any, found in the report.



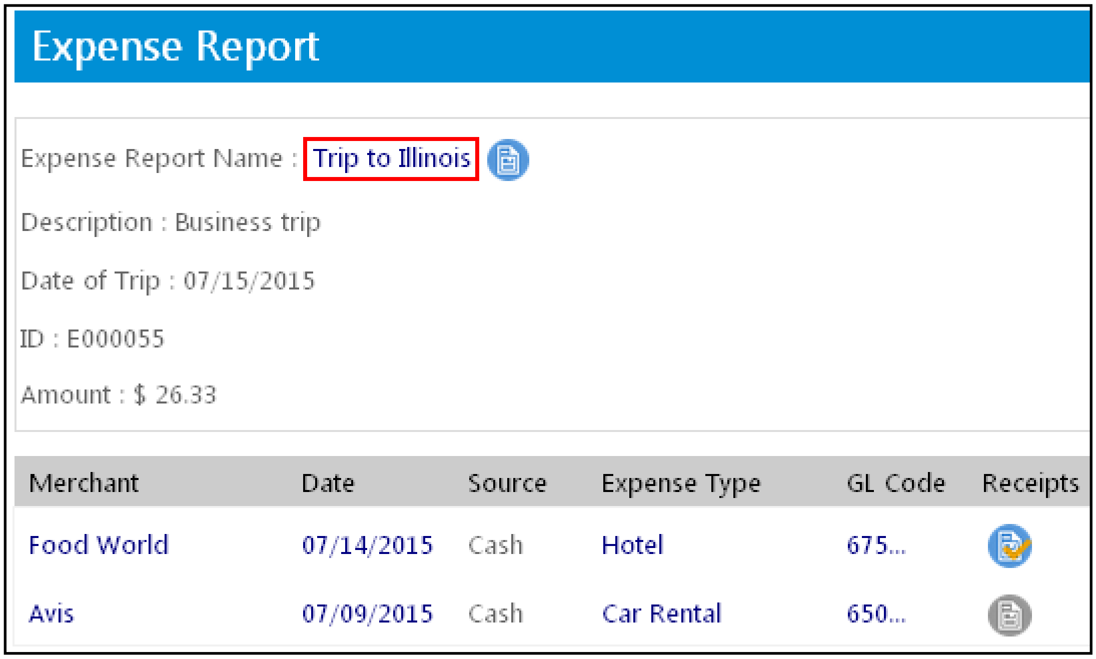
3. Click **Exceptions** to identify the errors occurred.

Back to TOC

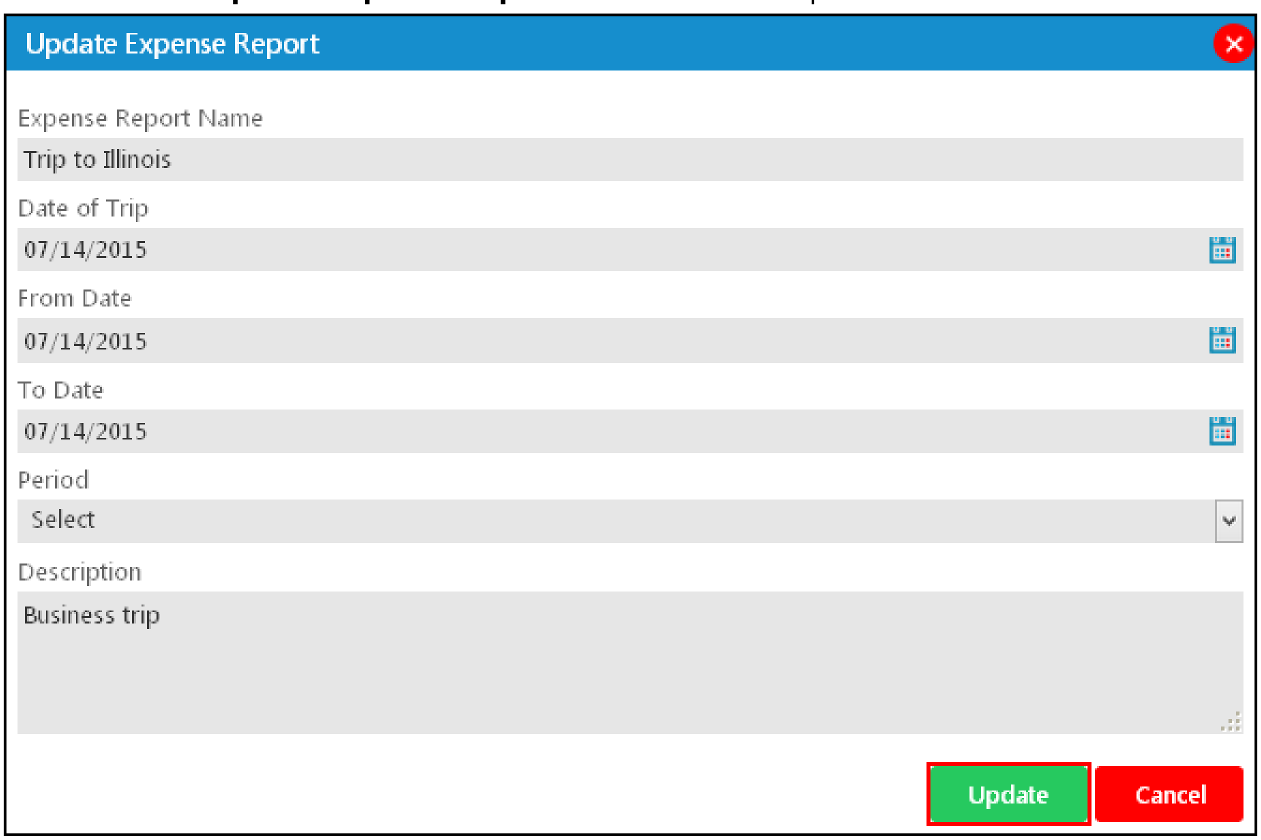
5.2.12. UpdateExpense Report Details

You can update your expense report details. To update the details, follow the below instructions:

1. In your Expense Report screen, click on the expense report name hyperlink.



2. An **Update Expense Report Details** window opens.



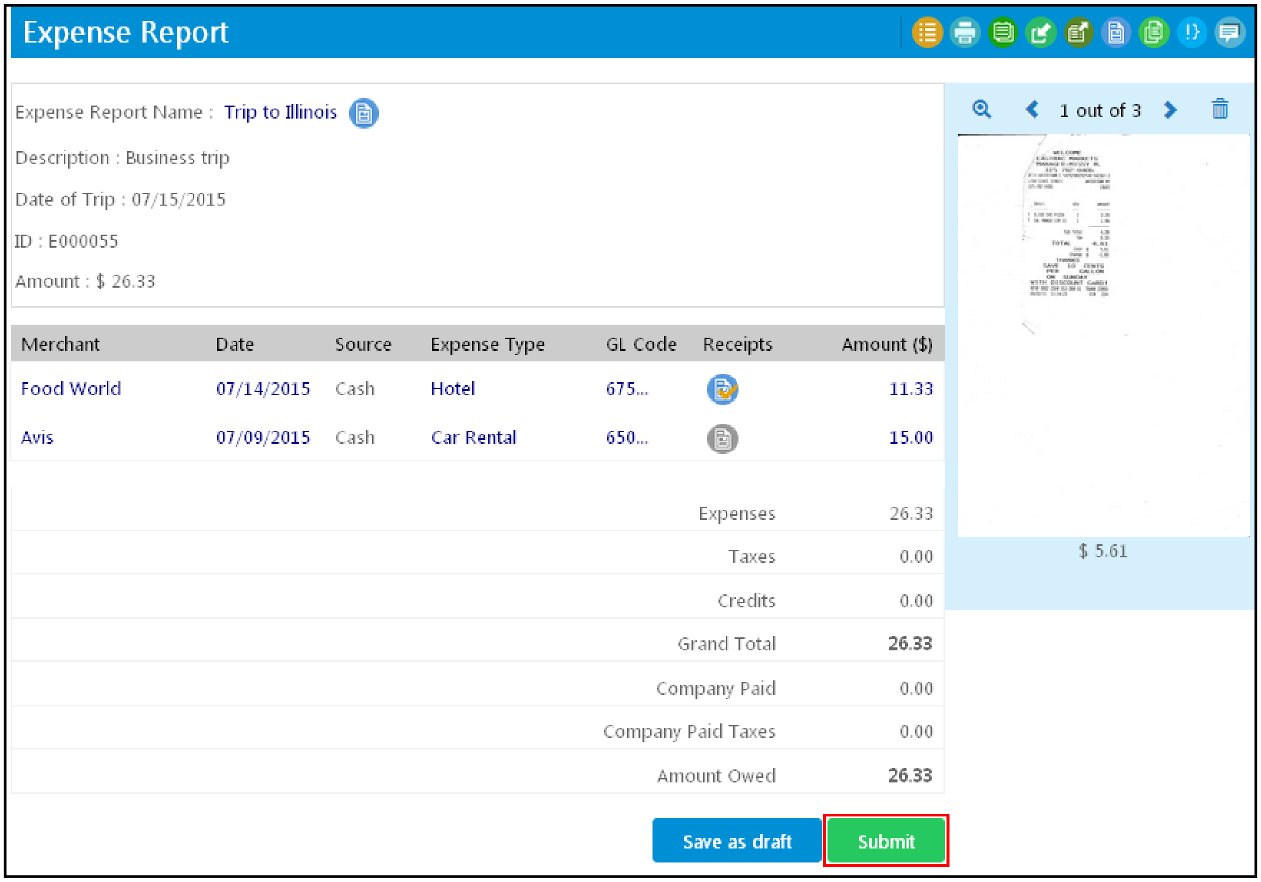
3. Update the details and click **Update**.

Back to TOC

5.2.13. Submit an Expense Report for Approval

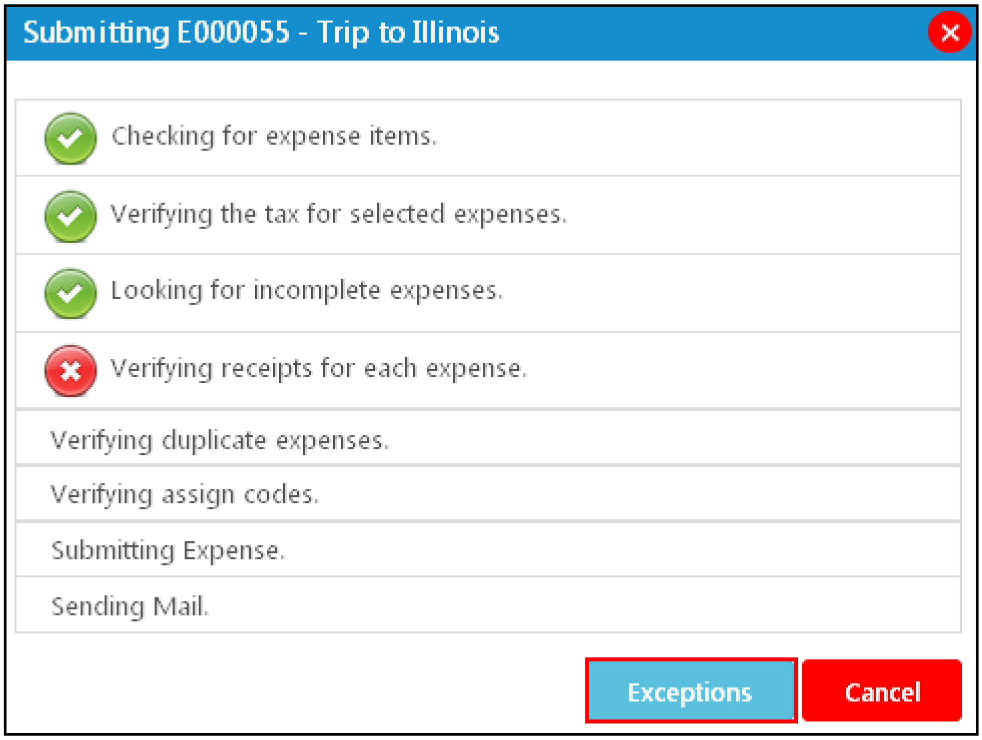
You can submit an expense report for approval whose approval hierarchy is set by your administrator. If your report contains any errors, the application will restrict the submission process.

1. To submit expense report, click **Submit**.

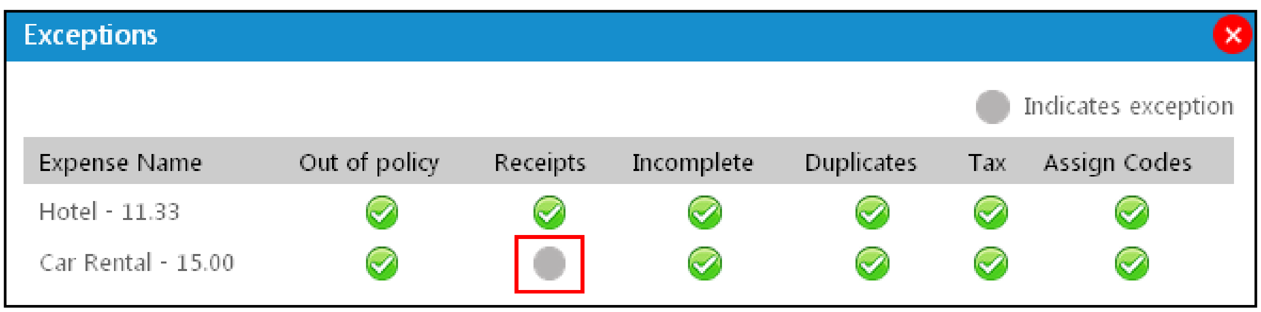


2. In the confirmation message box, click **Yes**.
3. The application will verify your report.

Note:*You will see a success message when the report was submitted successfully.If the application has restricted the submission process due to an error, you will have to edit the appropriate line details and try again.For example, the following screenshot says an error has occurred due to which the submission process was restricted.*



4. If you find your report was not submitted, click **Exceptions** to identify the error(s).
5. An **Exceptions** window opens displaying the error(s).*For example, the below screenshot saysthe 'Car Rental' line item needs a receipt to be attached.*



6. Update the line item details accordingly and then submit again.

Note:*The report you have submitted will be listed in the Submitted page. Otherwise, the report remains in draft status and will be listed in the Draft page.*

[Back to TOC]

5.2.14. Add Multiple Receipts

1. Click (at the top left corner of the page).
2. An **Expense Receipts** window opens will which allows you to upload single and multiple receipts.

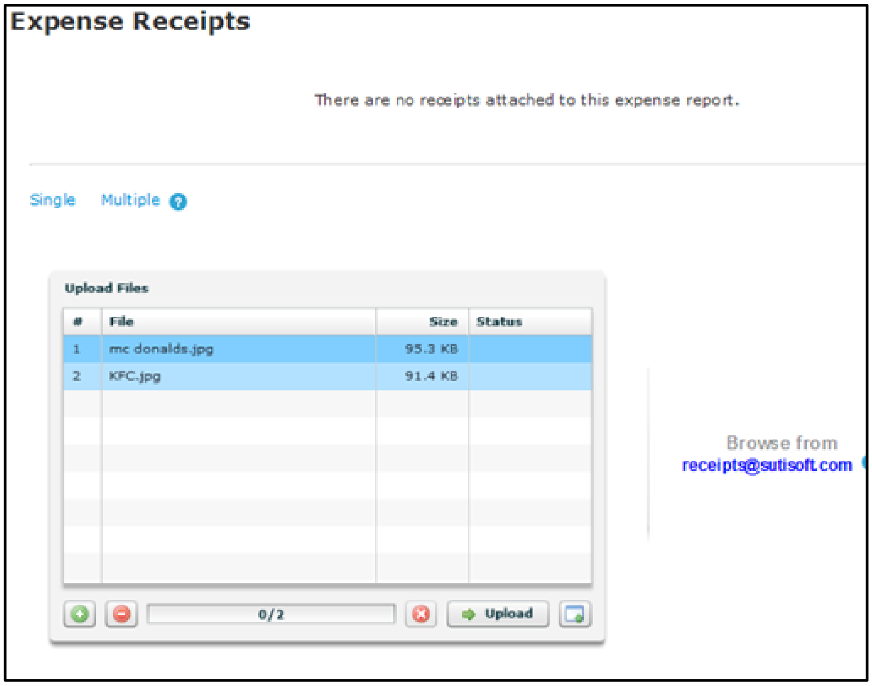


Figure 1: Upload receipts

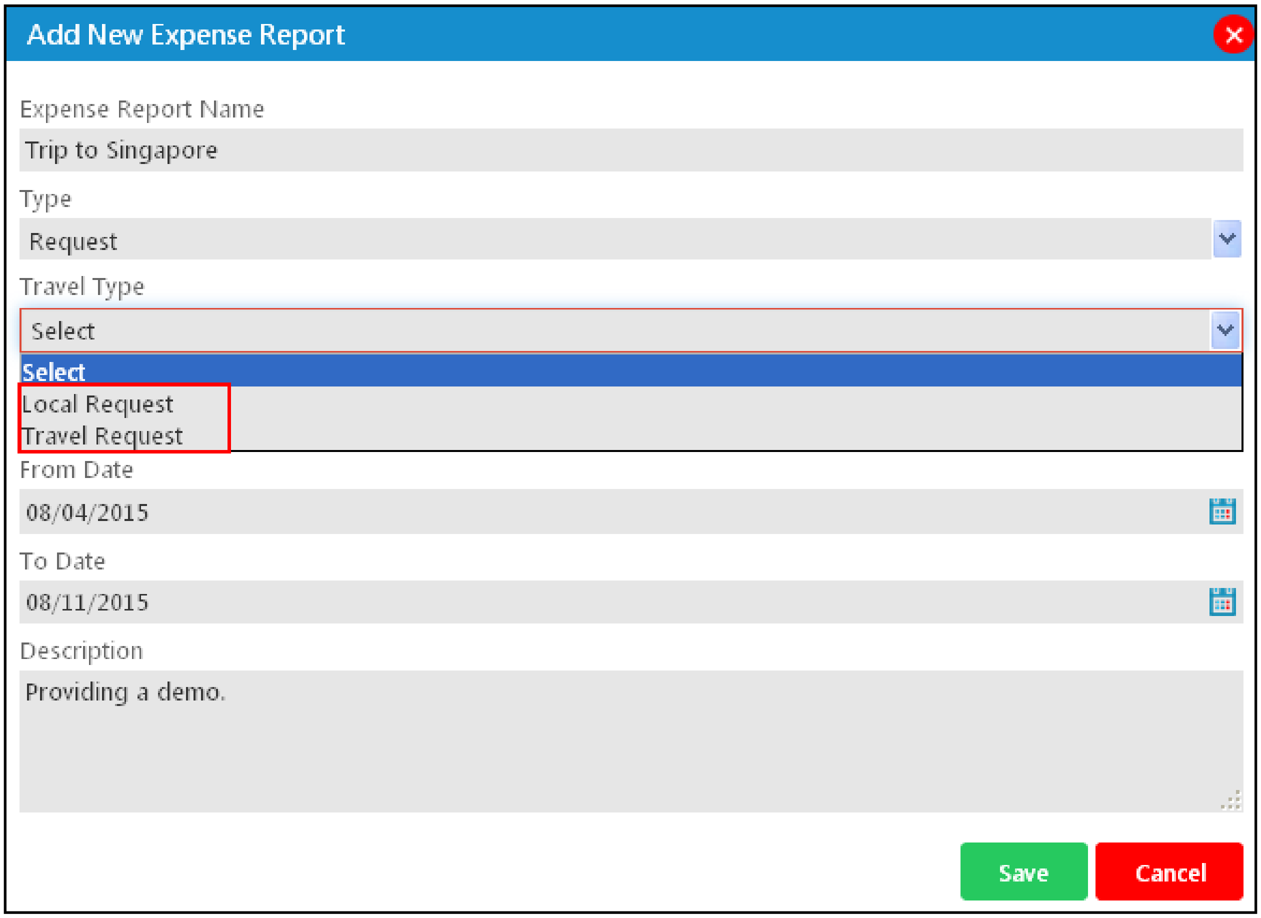
3. To attach multiple receipts:
   a. Click .
   b. In the file upload window select the receipts you want to attach and click **Open**.
   c. Receipts attached, if any, will be displayed in the Upload Files section.
   d. To remove a receipt, select the receipt you want to remove and then click .
   e. To cancel uploading the receipts, click .
   f. To upload the receipts to the expense report, click Upload.

Back to TOC

6. CreateRequest

In SutiExpense, you can create a new request, add line item(s) to it, and send it for approval.You can create a local request and a travel request.

1. To create a new request: Go to **Expense**>**New Expense Report**. An **Add New Expense Report** window opens.
2. From the 'Type' dropdown list, select **Request**.Another dropdown list 'Travel Type' appears displaying the following two options:
   a. Local Request
   b. Travel Request



3. Enter the trip details and click **Save**. The 'Local request Summary' page opens when you create a local request and 'Travel Request Summary' page opens when you create a travel request.

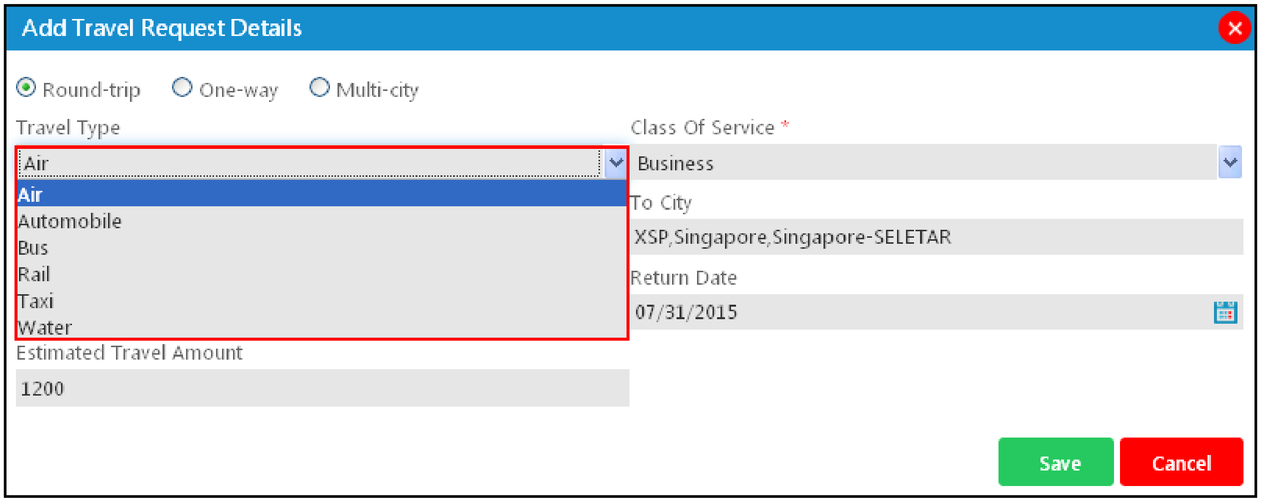
Note:*Under travel request, you should add atleast one travel segment detail.*

Back to TOC

6.1. Add Travel Segment

If you create a local request, the Local Request Summary page appears.You need to click on the line item to add the travel details. Otherwise, if you create a travel request, the following window opens automatically.

1. In **Add Travel Request Details** window, enter the required trip details.



***Note**:The screenshot shows various travel types. These are customizable by your administrator.*

2. Click **Save**.

Back to TOC

6.2. Add Line Items

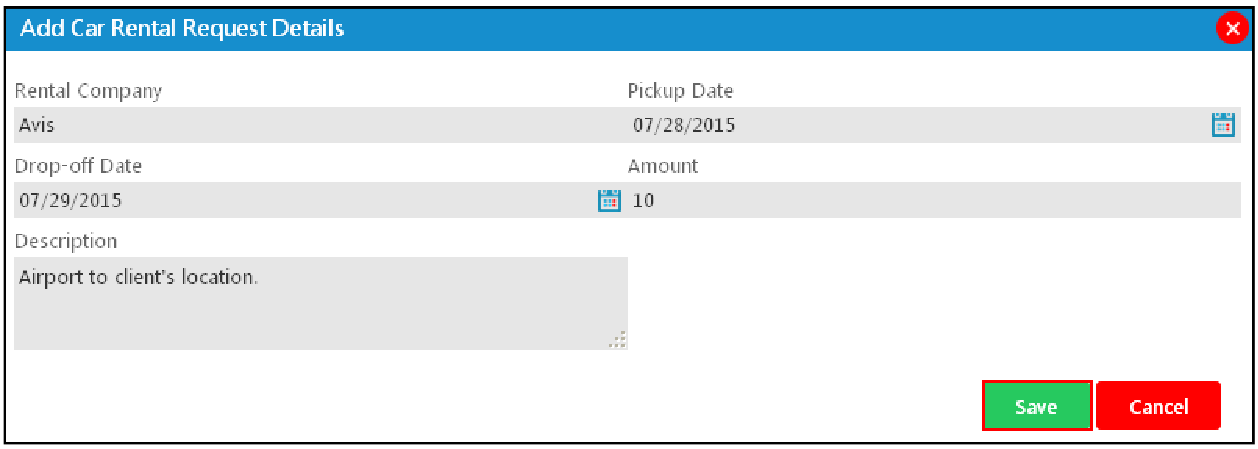
The 'Travel Request Summary' page or the 'Local Request Summary' page contains expense line itemswhich are customizable by your administrator.

1. Choose a line item you want to add and click on it.

***Note**: Line items shown in the screenshot are just an example. These can be customized by your administrator.*

2. An Add [Item] Request Details window opens.

***Note**:Item refers to the line item name.*



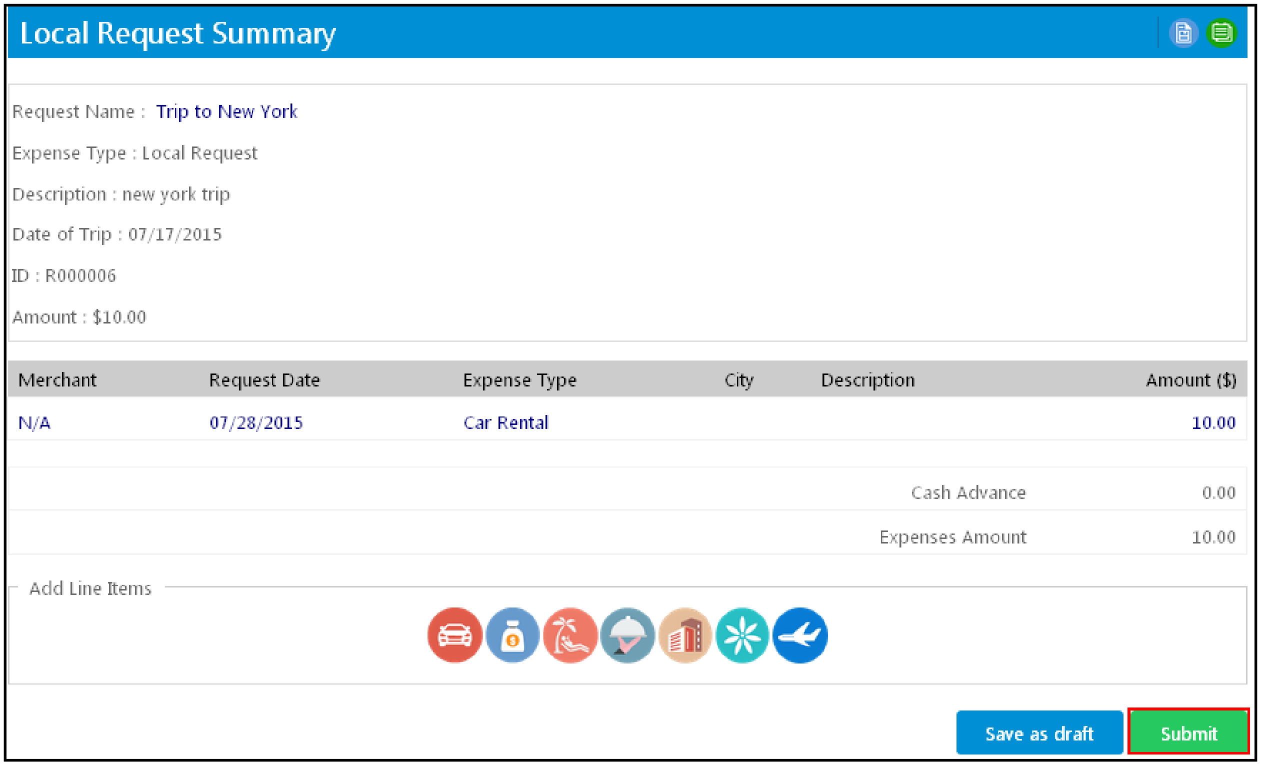
3. Enter the required details and click **Save**.The line item will be added to the report.

Back to TOC

6.3. Submit a request

In SutiExpense, you can submit a request for approval. To submit your request, follow the below instructions:

1. In your request summary page, click **Submit**.



2. In the confirmation message box, click **Yes**. The application will verify your report.

Note: *You will see a success message when the report was submitted successfully. If the application has restricted the submission process due to an error, you will have to edit the appropriate line details and try again. If you didn't submit the report, it will be listed in the draftpage.*

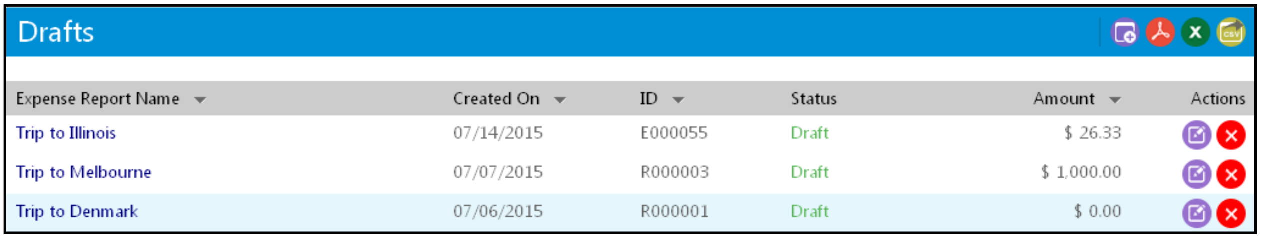
[Back to TOC]

7. Draft

This feature is provided to view the requests/expense reports that have been created, but not yet submitted for approval.

7.1. To View Draft Reports

1. Go to **Expenses** > **Drafts**. The **Drafts** page appears.



Expense Report Name	Created On	ID	Status	Amount	Actions
Trip to Illinois	07/14/2015	E000055	Draft	$ 26.33	
Trip to Melbourne	07/07/2015	R000003	Draft	$ 1,000.00	
Trip to Denmark	07/06/2015	R000001	Draft	$ 0.00	

2. Using and icons beside each report, you can view/edit details and delete it respectively.
3. Using an icon on the actions bar, you can create a new request or an expense report.
4. Using , and icons on the actions bar, you can export the details in .pdf, .xls, and .csv formats respectively.

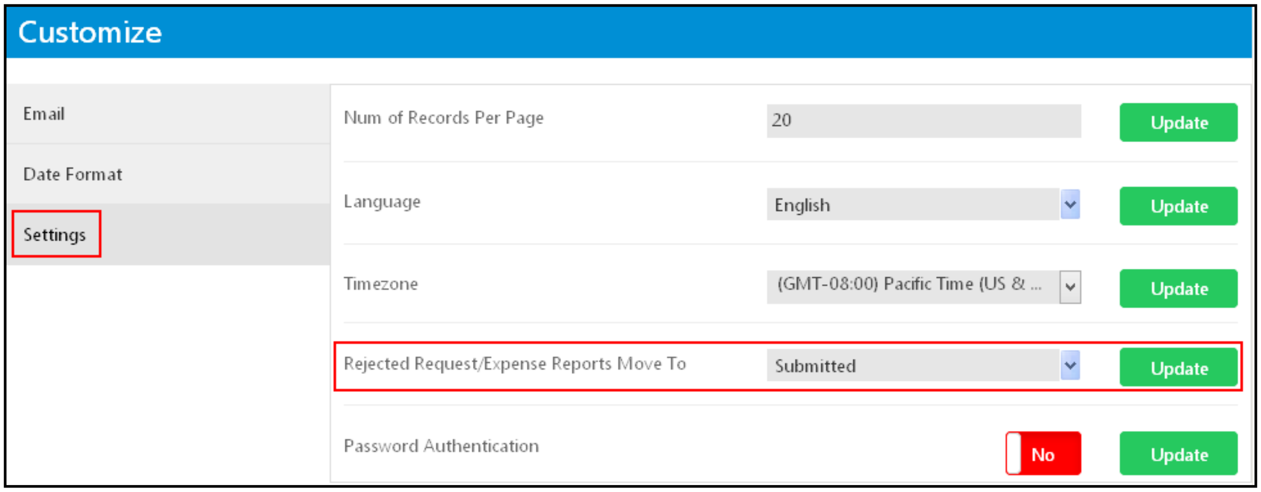
Back to TOC

8. Submitted

This feature is provided to view the status of the reports that are sent for approval.You can also convert an approved request to an expense report.

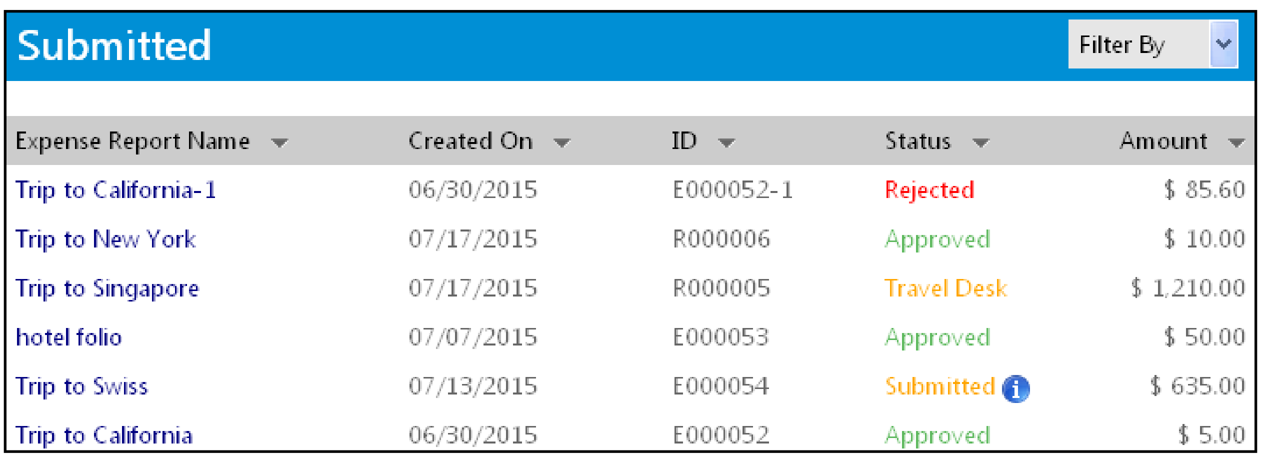
You can customize a setting in your account based on which rejected reports will be listed in this page, or todirect them to the Drafts page.

To customize thissetting: Go to >**Setting**(submenu) >**Settings** (tab) >Select an option in the 'Rejected Requests/Expense Reports Move To' dropdown list and then click **Update**.



8.1. To View Submitted Reports

1. Go to**Expenses**>**Submitted**. The **Submitted** page appears.



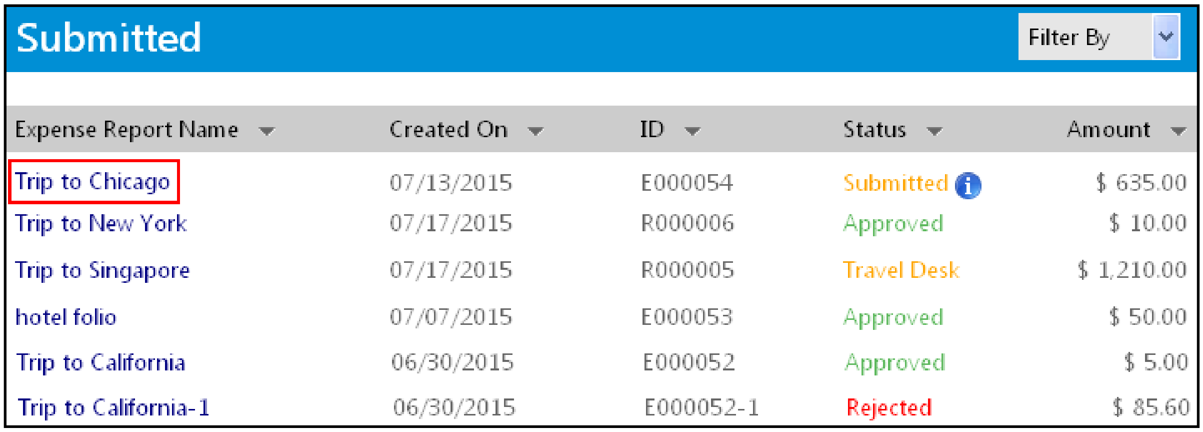
2. A **Filter By**dropdown listis provided at the top right corner of the page to search for reports based on the status.
3. To open a report, click on the report name.

Back to TOC

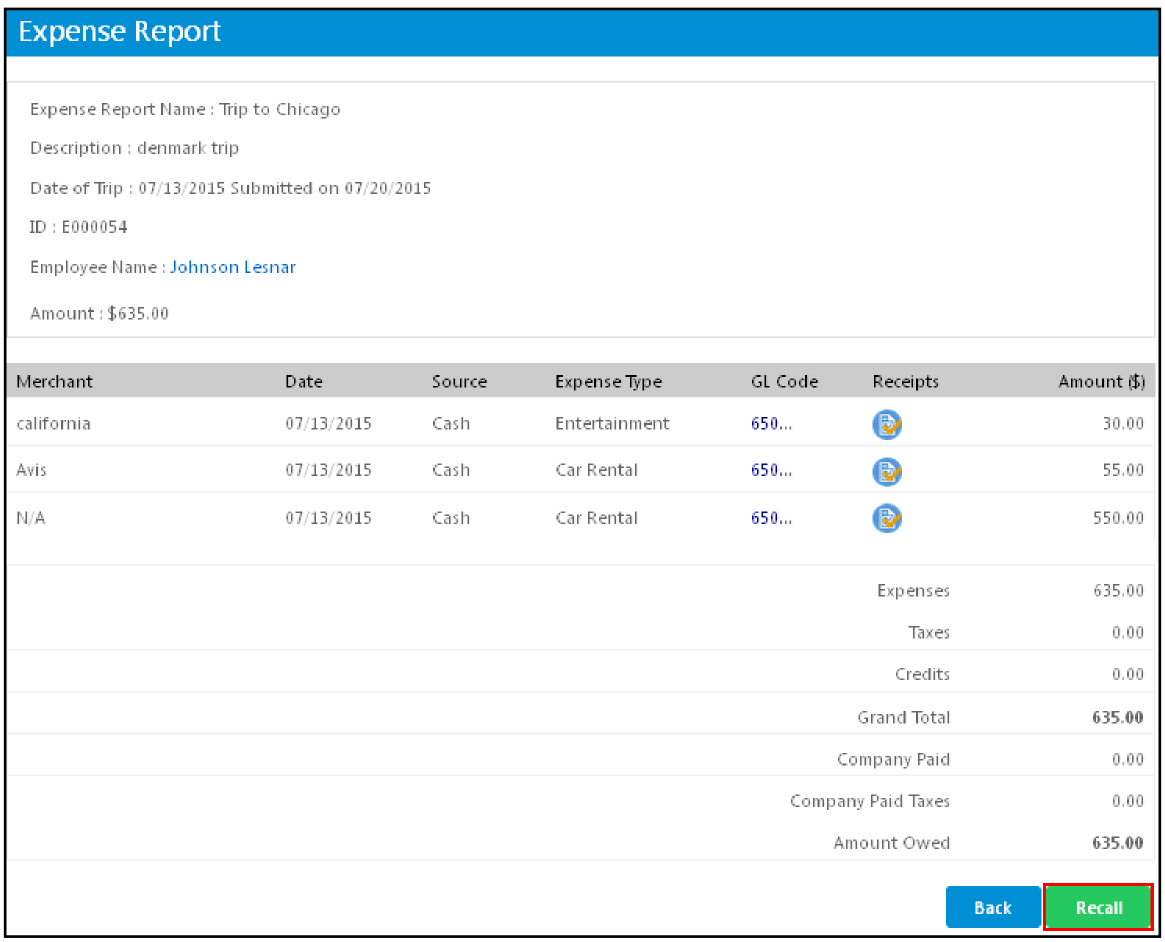
8.2. To Recall Submitted Report Back to Drafts

After you submit a report for approval you can still recall it back to drafts, provided your approver has not verified it yet. The purpose to recall a report is that, the report will be movedto Drafts page whereyou can edit the details and submit again.

1. To recall a report: Go to **Expenses** >**Submitted**. The **Submitted** page appears.



2. Choose a submitted expense report you want to recall and click on the respective report name.The report opens.



3. Click **Recall**. In the confirmation message box, click **Yes** to confirm.

Note:_This report will be listed in the Drafts page._

[Back to TOC](#)

8.3. Move Rejected Expense/Request to Drafts

This option is provided to move a rejected report to drafts where you can edit the details and submit again.

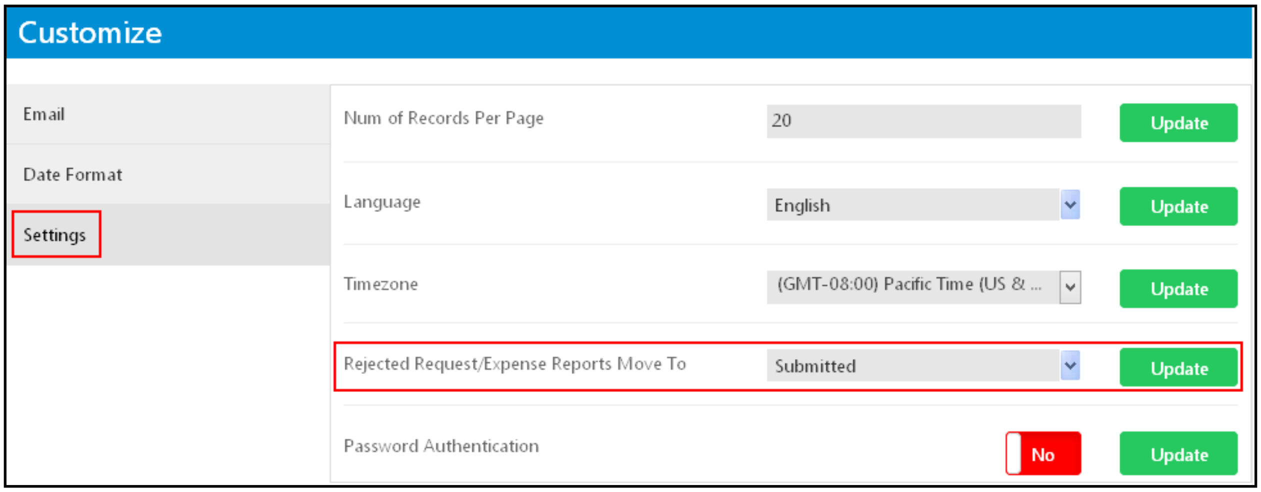
You can customize a setting in your account based on which rejected reports will be listed in this page, or to direct them to the Drafts page.

To customize this setting: Go to >**Setting** (submenu) >**Settings** (tab).The 'Rejected Requests/Expense Reports Move To' dropdown list displays the following 2 options:

i. **Submitted**: By selecting this option, rejected reports will be listed in the Submitted page. You need to open a rejected report and then move it to draft.

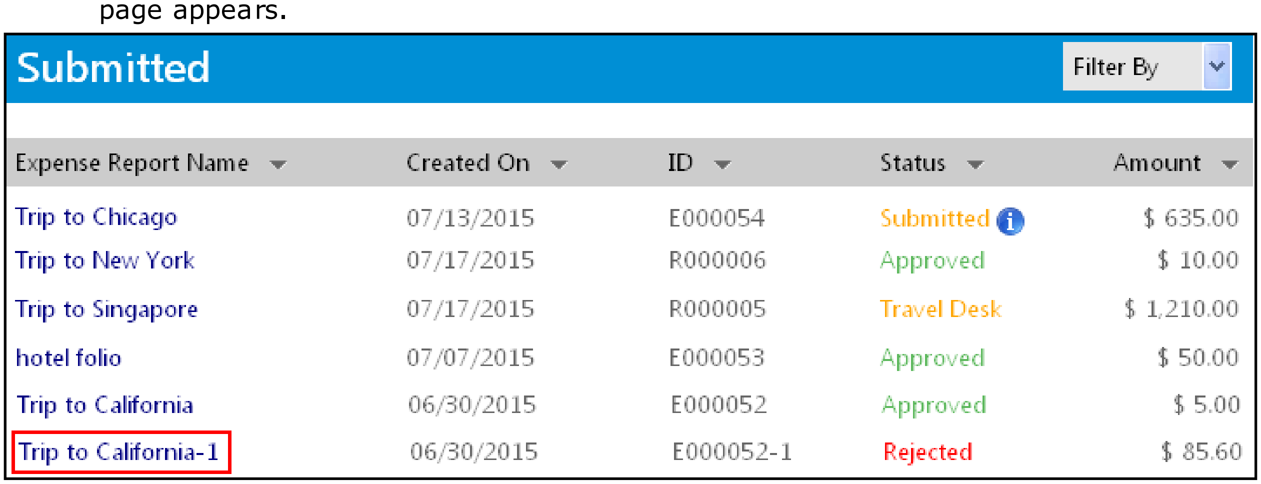
ii. **Drafts**: By selecting this option, rejected reports will directly be listed down in the Drafts page.

Select an option and then click **Update**.

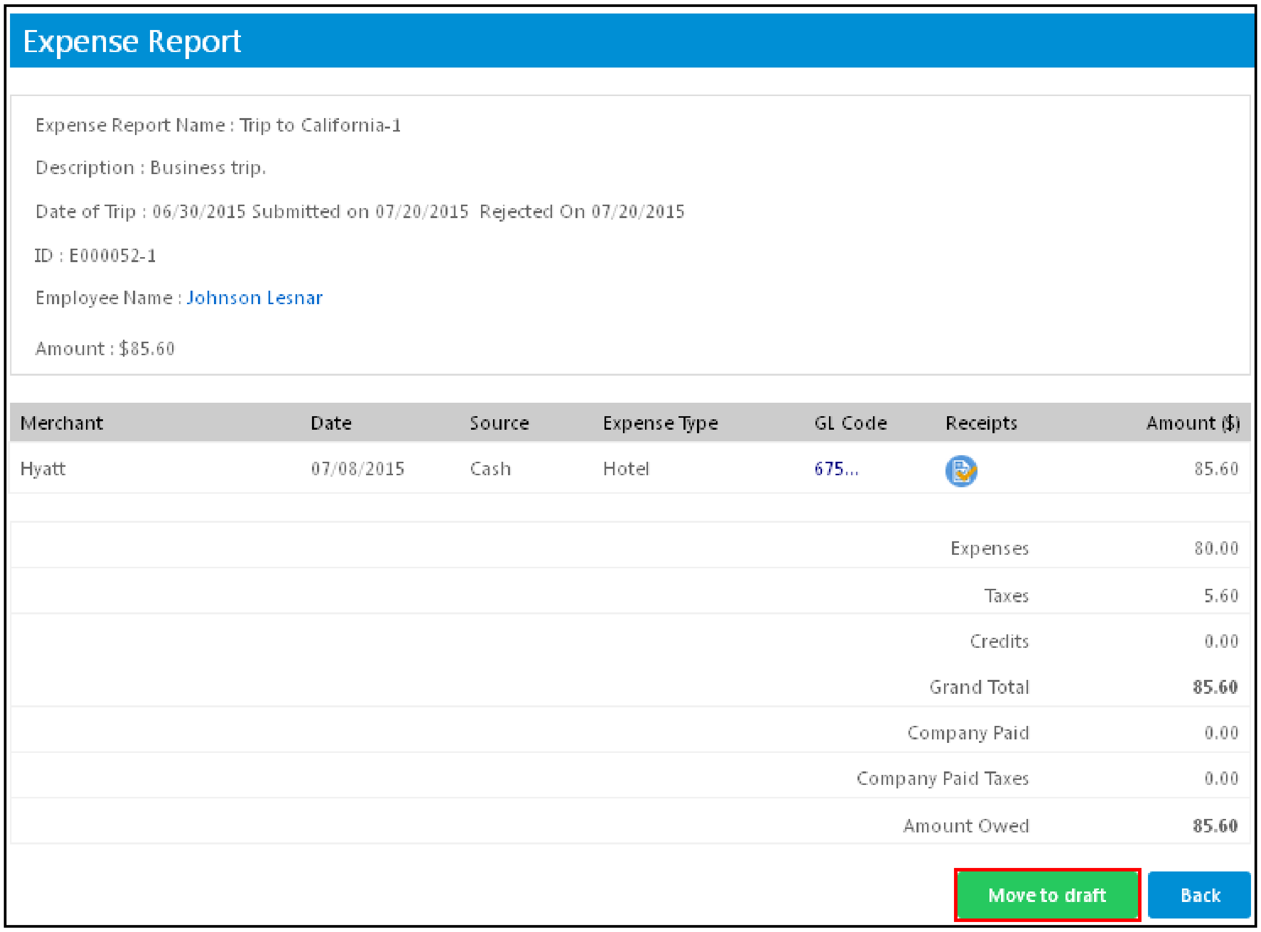


If you have selected the **Submitted** option, follow the below instructions to move rejected reports to draft:

1. To move a rejected report to draft: Go to **Expenses** >**Submitted**. The **Submitted** page appears.



2. Choose a rejected report you want to move to draft and click on the corresponding report name. The report opens.



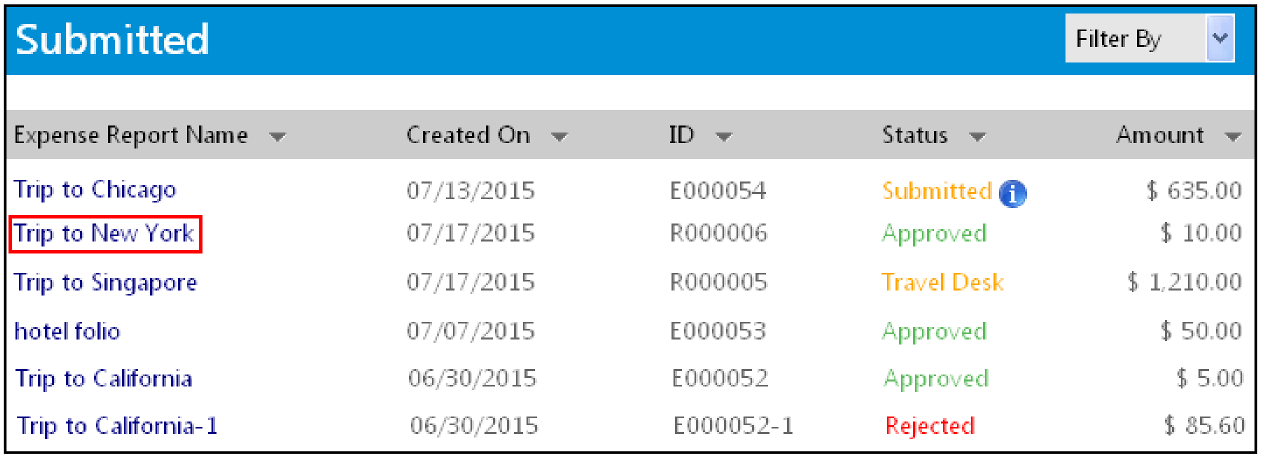
3. Click **Move to draft**.
4. A confirmation message box opens. Click **Yes** to confirm.

Back to TOC

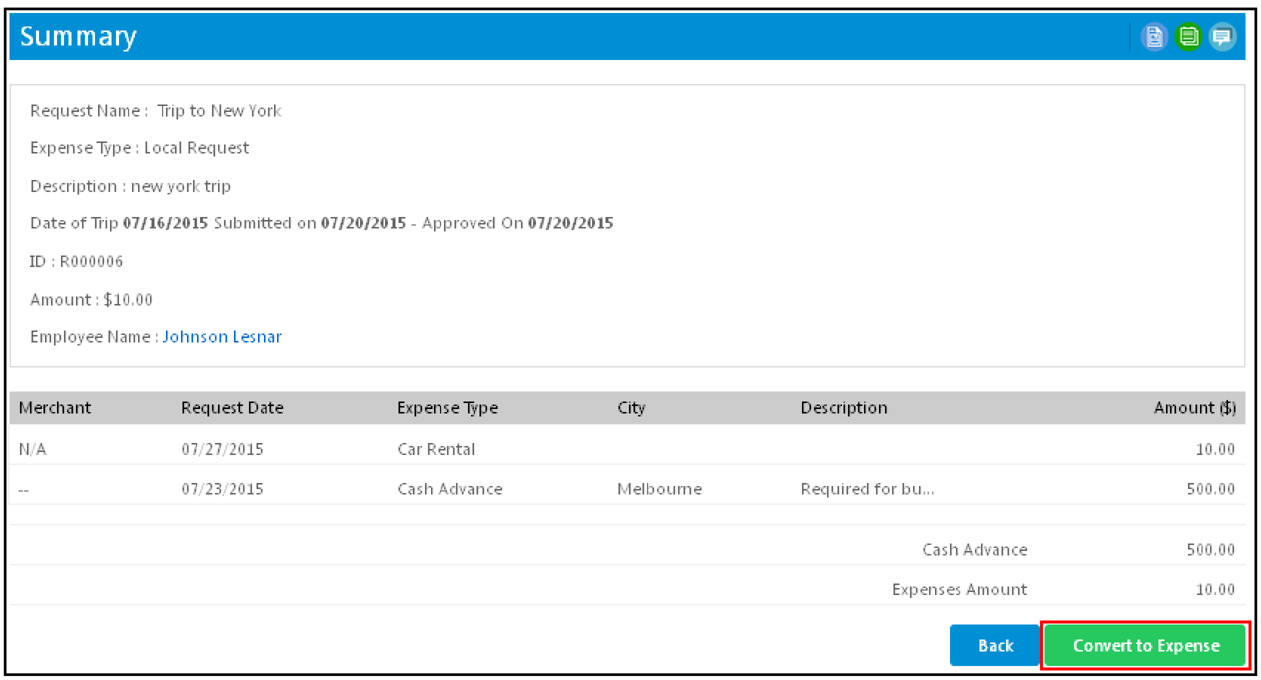
8.4. Convert an Approved Request to an Expense Report

This option is provided to convert an approved request to an expense report. Once the request is converted to an expense report, you can update the report details, attach receipts, and send it for approval.

1. Go to **Expenses**>**Submitted**. The **Submitted** page appears.



2. Choose an approved report you want to convert toan expense report and click on the corresponding report name. The report opens.



3. Click **Convert to Expense**.
4. A confirmation message box opens. Click **Yes** to confirm.

Note:*This report will be listed in the Drafts page.*

Back to TOC

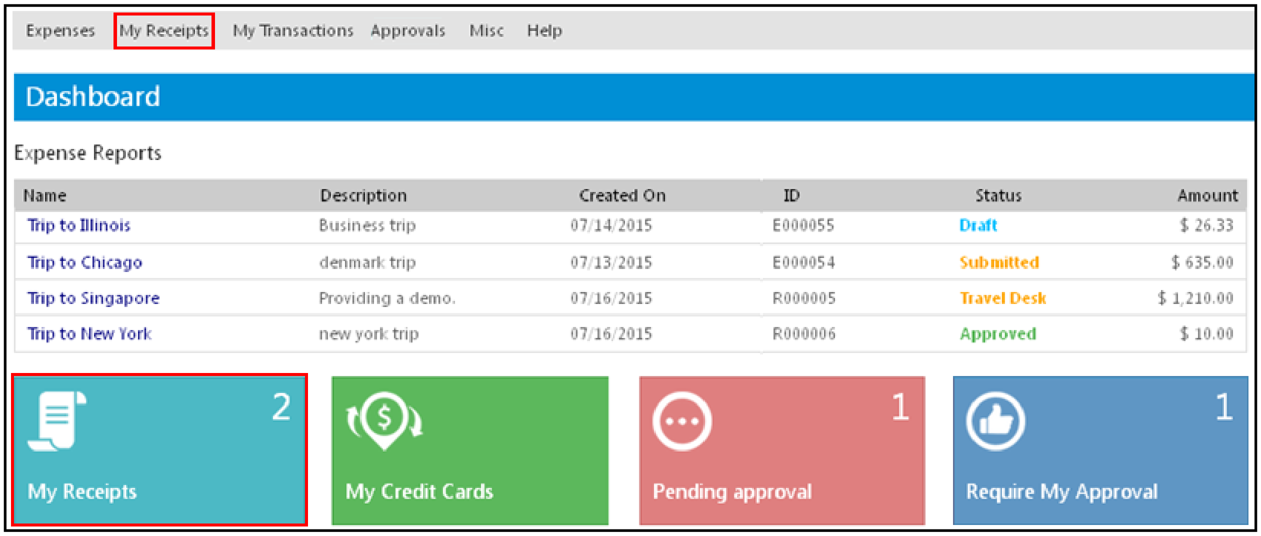
9. My Receipts

This feature is provided to add receipts from your computer into your account,add OCRdata to a receipt, attach receipt(s) to an expense report, and delete a receipt.

Note:*This feature can be turned on/off by your administrator.*

9.1. To View Receipts

1. Do either of the following:
    a. Click My Receipts menu.
    b. Click My Receipts box at the bottom of the home page.



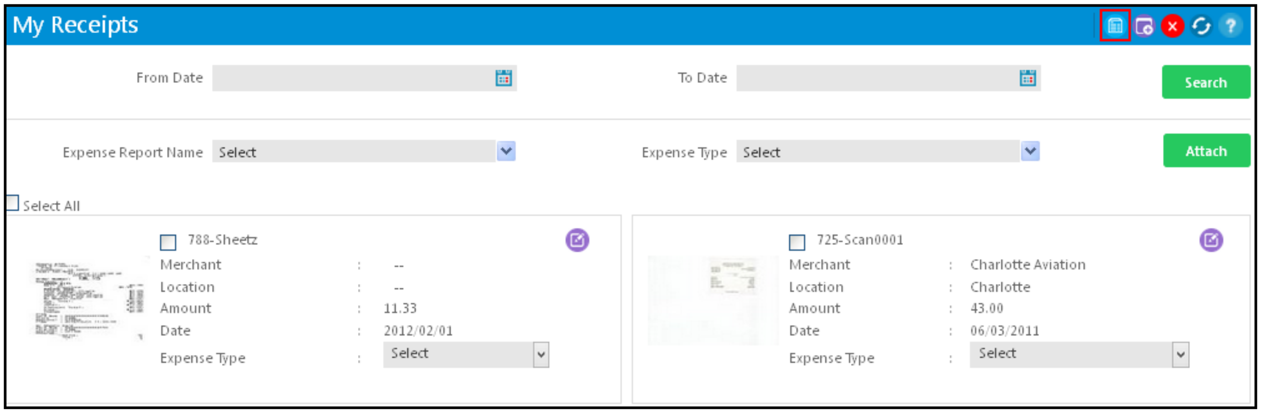
2. **My Receipts** page appears displaying receipts, if any.

[Back to TOC](#)

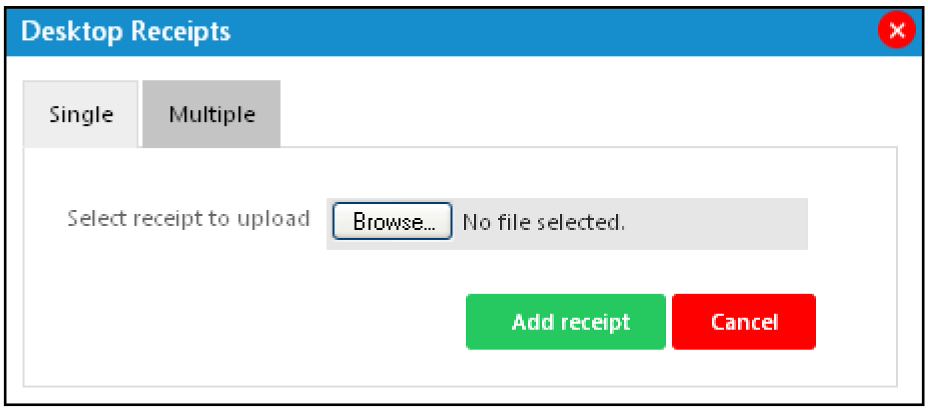
9.2. Upload Receipts From Your Computer

You can upload single or multiple receipts from your computer. To upload receipts, do the following:

1. In **My Receipts** page, on the actions bar, click .



2. The following window opens.



3. This window contains 'Single' and 'Multiple' tabs using which you can upload single or multiple receipts respectively.
4. Upload receipts and click **Add receipt**.

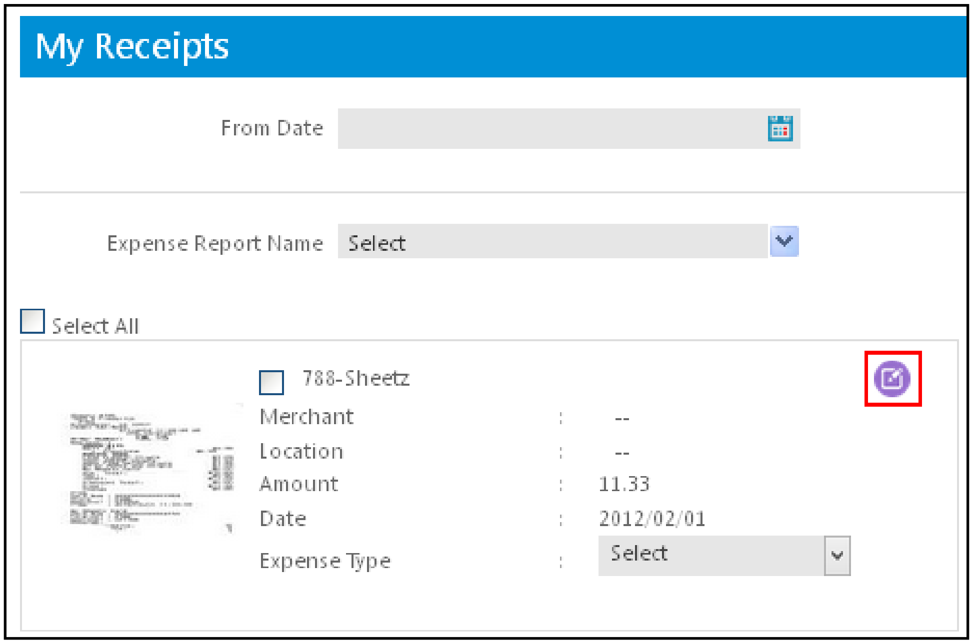
Back to TOC

9.3. Add OCR Data to a Receipt

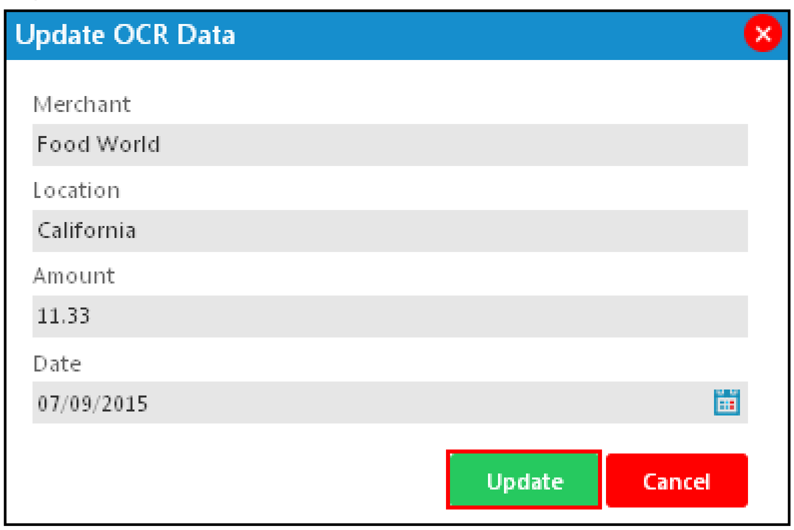
If you had uploaded a receipt, the application automatically reads the data from the receipt. This is known as OCR technology. If the receipt is not properly readable, you can add the OCR data to it.

If you add a line item in an expense report whose data matches with OCR data of a receipt, it will automatically be added to the report. To add OCR data, do the following:

1. In **My Receipts** page, choose a receipt to which you want to add OCR data and click on the icon.



2. The following window opens.



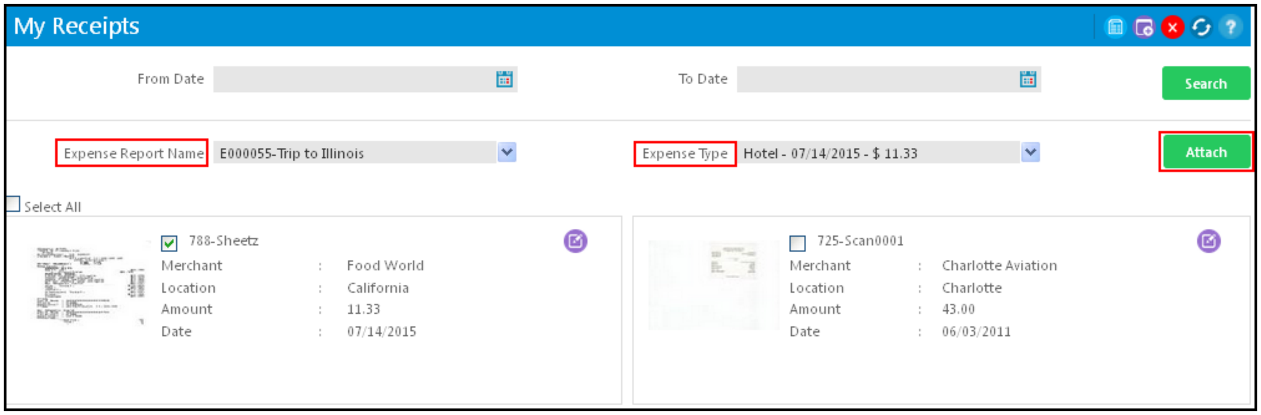
3. Enter the OCR data and click **Update**.

Back to TOC

9.4. Add receipt to an Expense Report

You can add receipt to an expense report directly from My Receipts page. To add, do the following:

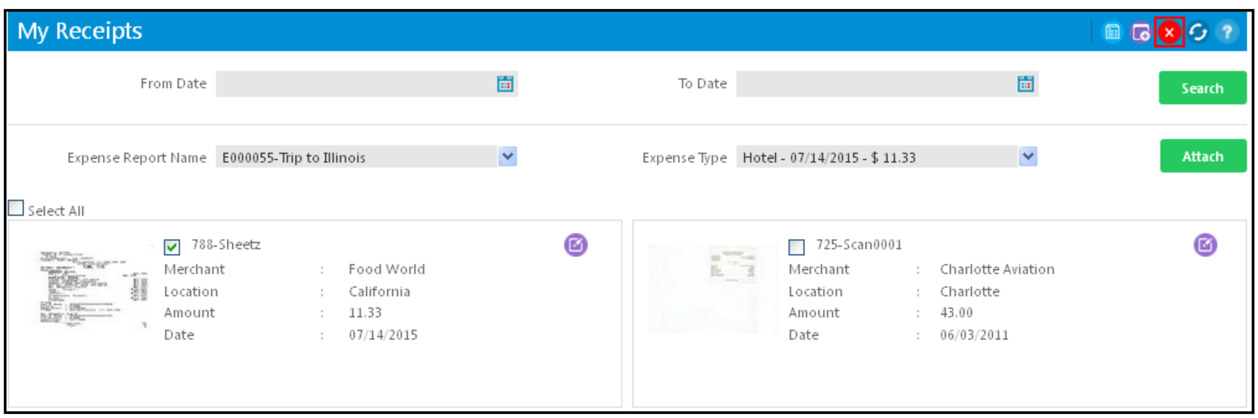
1. In **My Receipts** page, select an expense report and an expense type.



2. Select a receipt you want to attach to the selected expense report and then click **Attach**.
3. In the confirmation window, enter any comments for the receipt and click **Yes** to attach.

9.5. Delete Receipt(s)

1. In **My Receipts** page, select receipt(s) you want to delete.
2. On the actions bar, click .



3. In the confirmation message box, click **Yes**.

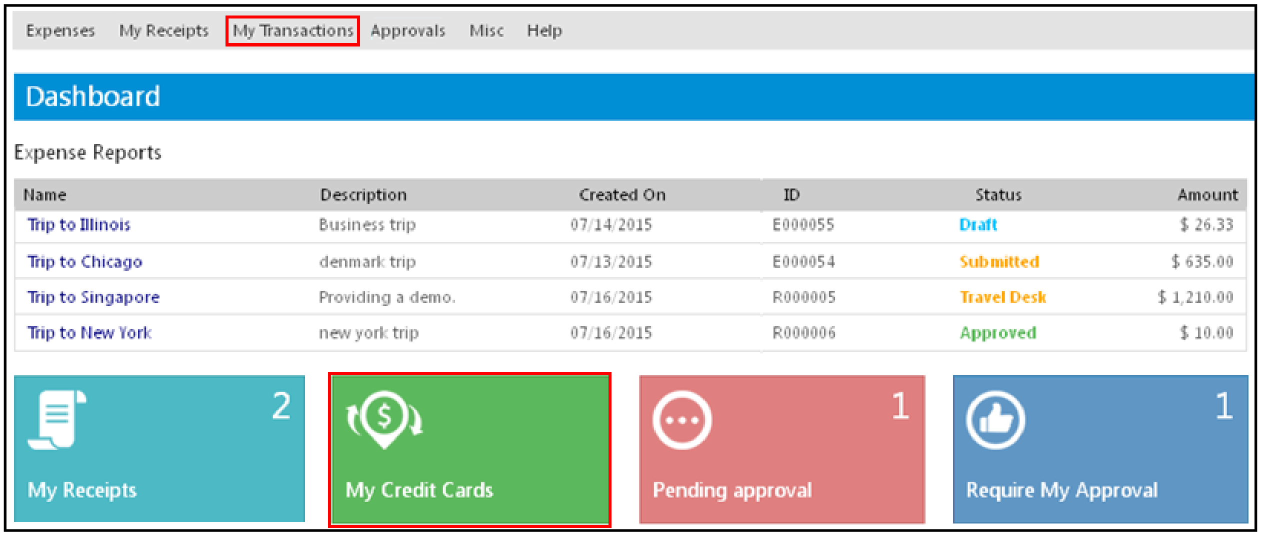
Back to TOC

10. My Transactions

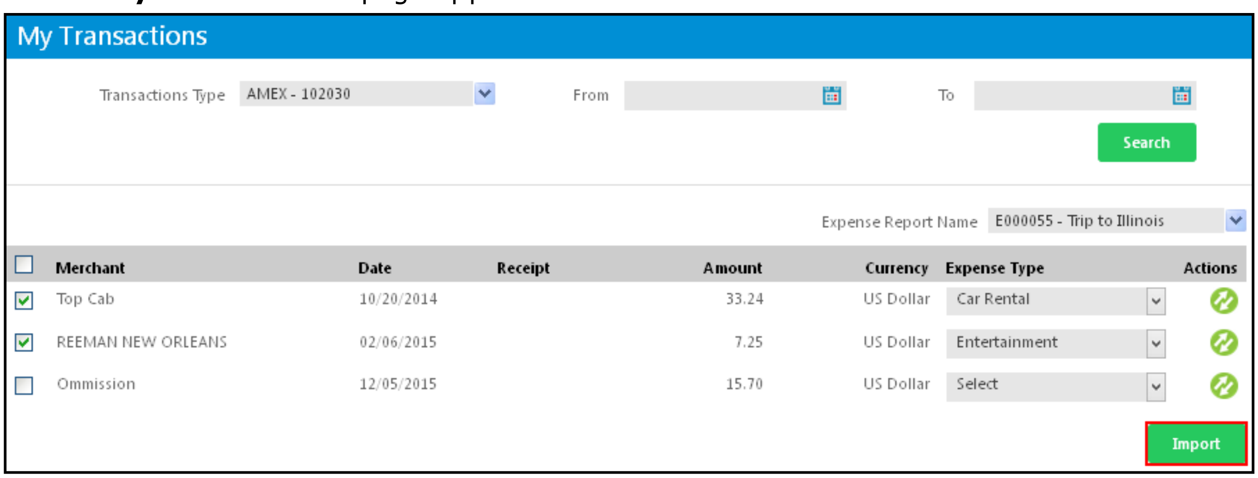
This feature is provided to view transactions chargedon your corporate card and add them to an expense report.

10.1. Add Transactions to an Expense Report

1. To add transactions, do either of the following:
   a. Click **My Transactions** menu.
   b. Click **My Credit Cards** box at the bottom of the home page.



2. **My Transactions** page appears.



3. Select an expense report to which you want to add transactions.
4. Select transaction(s) and then click **Import**.
5. The Expense Report page opens withtransactions being added.

Back to TOC

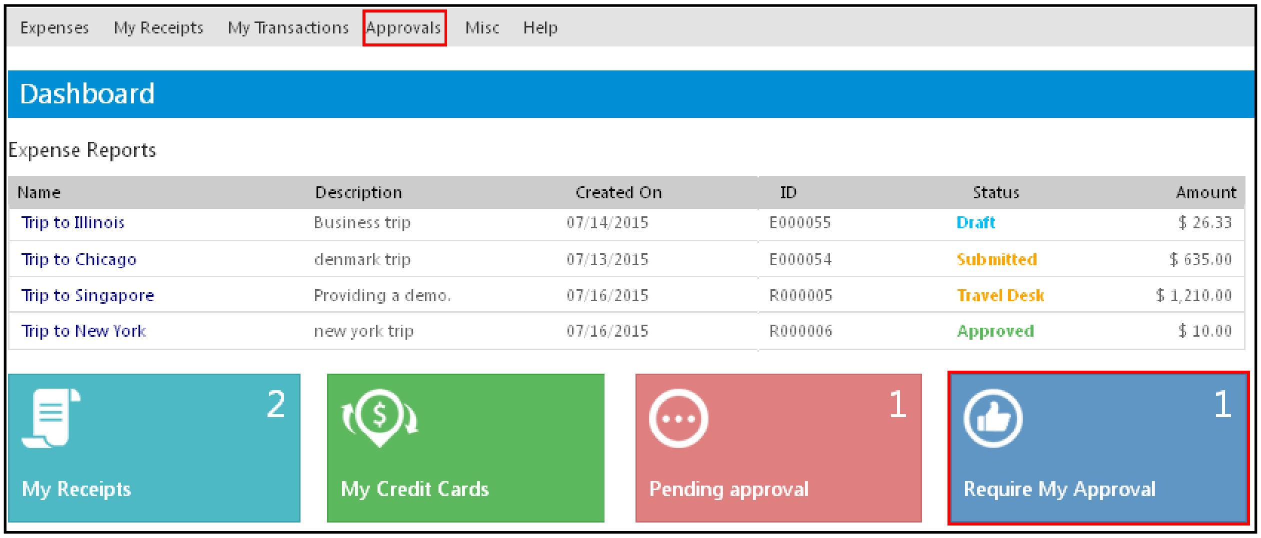
11. Approvals

This feature is provided to verify reports that are sent for approval.

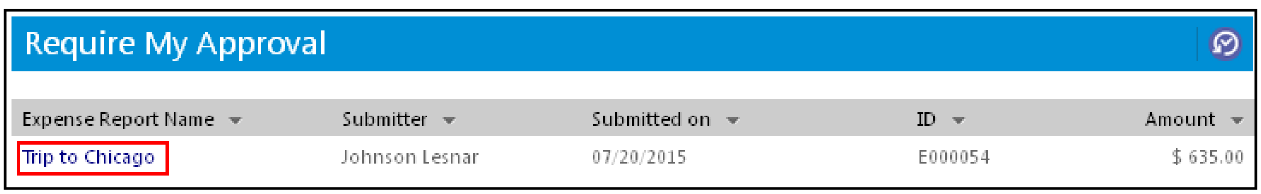
Note:*This menu is visible only to approver(s).*

11.1. To Approve/Rejecta Report

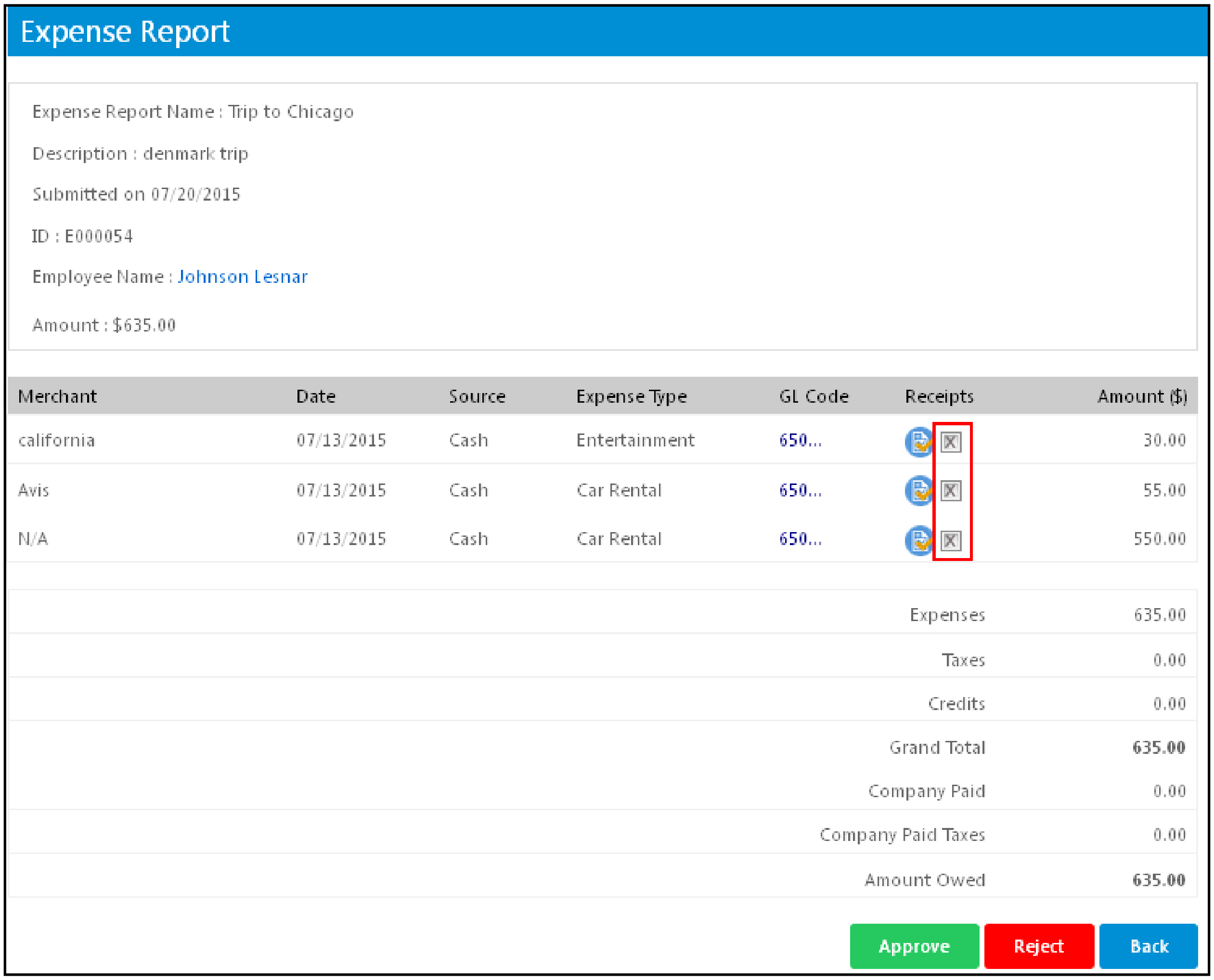
1. Do either of the following:
   a. Click on the **Approvals** menu.
   b. Click on **Require My Approval** box at the bottom right corner of the home page.



2. The **Require My Approval** page appears displaying the list of pending reports, if any.



3. Choose a report you want to approve/reject and click on it. The report opens.



4. Verify the line item details.
5. To reject some of the line item(s):
   a. Click on icon provided beside the line item.
   b. The icon will be highlighted, indicating it will be rejected.

Note:*This feature can be turned off by your administrator.*

6. Use the **Approve** and **Reject** buttons to approve or reject the report respectively.

Back to TOC

12. AboutSutiSoft

Our passion is to put your needs above everything else. We build applications that have more features. Our applications easily connect with your other business solutions. We customize the applications to suit your specific needs.

As a result, you spend more time running your business and less time managing software.

Intuitive interface

Our applications deliver some of the richest feature sets in the industry through simple and easy-to-use interfaces. They are built on an open platform architecture that allows easy integration with third-party applications. Deploying our solutions reduces your costs and drives efficiencies, leaving you and your end users delighted.

Scalable SaaS model

The applications are designed to suit the needs of companies of all sizes - from small businesses to large global enterprises. We also boast of having one of the fastest development cycles in the industry, which allows us to incorporate user feedback into our solutions in a matter of weeks.

Flexible pricing

The basic version of an application is usually free, while other versions are competitively priced. We employ a flexible pricing model, which means that you are free to pick the plan of your choice and pay only for the features you actually use.

Launched in 2009, SutiSoft is one of the fastest growing SaaS providers in the industry with a 97% renewal rate.

Back to TOC