



ZETADOCs Expenses – Expense Submission

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System: Zetadocs Expenses

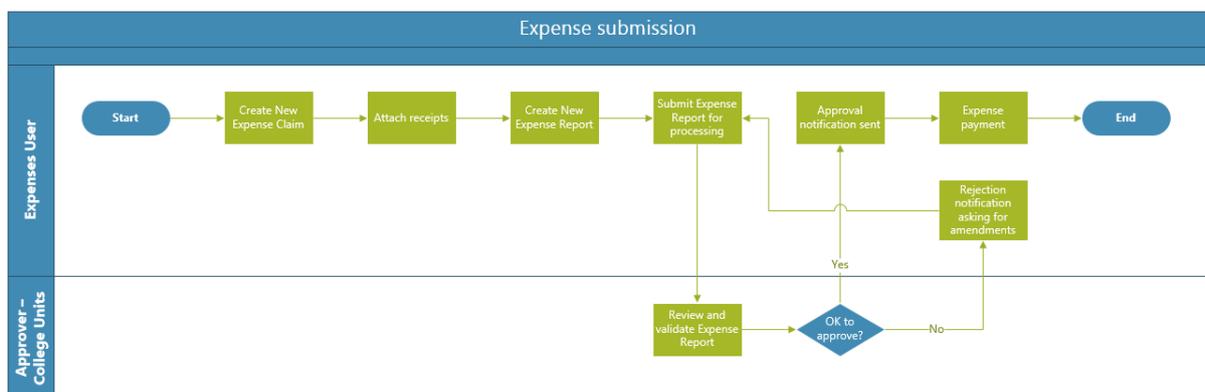
Process: Expense Submission

Video tutorials: Create New Expense Claim, Submit Expense Report, Create Itemised Expense Claim and Submit Expense Report

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Process flow





Overview

Zetadocs Expenses enables users to submit their expense claims via a dedicated website or using their mobile devices. The software allows users to create Expense Claims for each type of expenditure incurred while travelling on College business and combine them into a monthly Expense Report that can be submitted to the College for approval, processing and payment.

Receipts can be scanned and attached to the online claim. Alternatively, users may take pictures of receipts with their mobile devices and attach these images to their Expense Claims.

Zetadocs Expenses offers reliable access to the expense system from anywhere, enabling users to submit Expense Reports on their phones or tablets. The new system will provide improved traceability of submitted expenses, offering an enhanced and more user-friendly experience to all College Fellows, Members and Associates who travel on College business. As there will no longer be any need to print off expense forms and post them to the College, expense submission and processing times should reduce, resulting in a streamlined process and faster payment.

Step by step procedure

For a process walkthrough, please refer to the short video tutorials on Expense Submission available in the below location:

<https://rcpsg.ac.uk/help/expenses>

Go to Zetadocs website (or phone app) and sign in using your Zetadocs credentials: Zetadocs User Account and the password you created.

<https://expenses.zetadocs.com/index.html#/login>

For further details on User Account Registration, please refer to the Account Registration and Login process document and the 'User Account Registration' video tutorial.

A screenshot of the Zetadocs Sign In form. The form has a light grey background. At the top left, there is a green hamburger menu icon followed by the text "Sign In" in green. Below this, the text "Zetadocs Account" is displayed. There are two input fields: the first is for the email address, containing "someone@example.com", and the second is for the password. Below the password field is a green "Sign In" button with a red border. At the bottom of the form, there are two links: "Forgotten Password" and "Advanced Settings", both in green text.



If you prefer to stay signed in to the website, please tick the 'Keep Me Signed In' box. This way you will not have to log in every time you launch the application or visit the website.

Following a successful log in, you will be taken to the Home screen of the application:

Please find some general comments on the various sections of the Home screen below:

Expenses section:

- ❖ **New Expense** – allows users to create a new Expense Claim related to a cash/card payment or car mileage
- ❖ **New Report** – allows users to consolidate their Expense Claims for submission to the College processing Teams. Once approved, your report will be processed for payment
- ❖ **Submit Report** – allows users to submit any report drafts they have previously saved without submitting

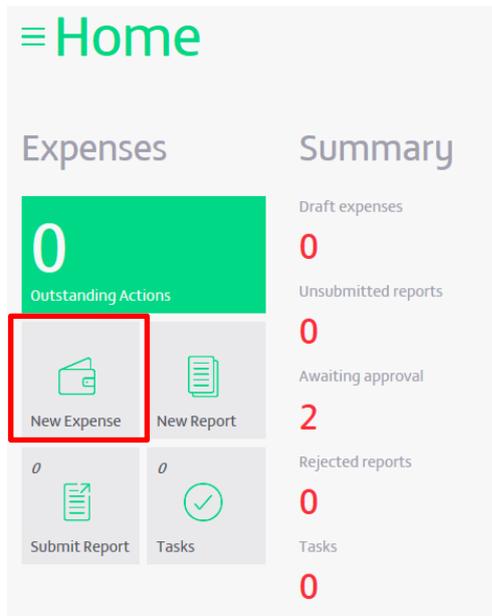
Summary section:

- ❖ **Draft expenses** – enables users to quickly access saved Expense Claims that have not been included in any Expense Reports and submitted for processing
- ❖ **Unsubmitted Reports** – enables users to review reports created and saved but not yet submitted for processing
- ❖ **Awaiting Approval** – this section will show all reports submitted for processing, currently awaiting approval
- ❖ **Rejected reports** – enables users to review any expense reports that have been rejected, alongside notes from the College approvers on what information should be added or amended. Once amendments have been applied, users will be able to resubmit the corrected report for approval and processing

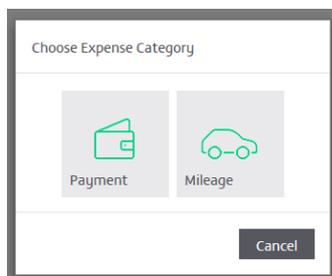


Create a new Expense Claim

In order to create a new Expense Claim, go to the New Expense section of the Home screen:



Pick Expense Category – Payment (any cash or card travel expenditure) or Mileage.



Option 1) Payment

The Payment option enables users to submit expense claims for any expenditure type other than car mileage (e.g. taxi fares, parking, meals, etc.).

Users will be required to provide basic information on the nature, dates and value of the expenditure incurred by filling in corresponding fields in the New Expense form. Please note that mandatory fields are highlighted **RED**.



- ❖ **Date** - will be populated automatically with the current date.
- ❖ **Description** – please enter a brief description of the expense, including details such as: name of the event/events you attended, date, location
- ❖ **Vendor** – please enter the name of the supplier (e.g. hotel or restaurant name, etc.). If unknown, this field may be left blank
- ❖ **Payment method** – automatically set to expense reimbursement – this means the total of your approved expense report will be transferred to your bank account
- ❖ **Currency** – please indicate currency in which the expenditure was incurred
- ❖ **Expense amount** – please enter the total value of the expense
- ❖ **Notes** – please provide any further narrative on the expenditure incurred, such as name of the event attended, location, date (if not already provided in the Description) or special circumstances, requests, etc.
- ❖ **Itemized expense** – if ticked, this box will allow users to further break down their expense claim into items. Please see an example below:
 - Total value of the expense – **300 GBP** (200 GBP – rail fares, 100 GBP – taxis). Please note that alternatively users can create two separate Expense Claims (200 GBP – Rail Fares and 100 GBP – Taxis)
 - Itemized expense – tick the box and scroll down to the bottom of the page to complete information on each Item. Mandatory fields: **Item Type, Amount**

- **Item Type** – Select expense type – in this case: Rail fares



- **Item Amount** – enter the total amount for the expense item – in our example this would be 200 GBP for Rail Fares

Item Type	<input type="text" value="Rail Fares"/>
Show Net Amount	<input type="checkbox"/>
Item Amount (GBP)	<input type="text" value="200.00"/>

- **The remaining fields** should be left blank. These fields will be populated by College staff at a later stage in the approval process. Please note that these fields are marked as 'For RCPSG use only - IGNORE'.

Completed Item section below:

Item Type	<input type="text" value="Rail Fares"/>	
Show Net Amount	<input type="checkbox"/>	
Item Amount (GBP)	<input type="text" value="200.00"/>	
VAT Rate	<input type="text" value="Zero (0%) VAT"/>	NOVAT
Travel Type	<input type="text" value="All Other Travel"/>	71101
Faculty	<input type="text" value="For RCPSG use only"/>	IGNORE
Cost Centre	<input type="text" value="For RCPSG use only"/>	IGNORE
Year Month	<input type="text" value="For RCPSG use only"/>	IGNORE
Product	<input type="text" value="For RCPSG use only"/>	IGNORE

This completes the information for the first item on the Expense Claim – Rail fares. As the Expense Claim also covers 100 GBP of expenditure on Taxi fares, you can now proceed to add another item to record this. Please scroll down to the bottom of the page and click Add Item:

<input type="button" value="Add Item"/>	
<input type="button" value="Save"/>	<input type="button" value="Cancel"/>

Enter Item details in the same way as above, picking the correct Item type (in our example – Taxi fares) and Item amount (in our case 100 GBP). As in the above example, please disregard all other fields.

Item Type	<input type="text" value="Subsist&Entertaining"/>	
Show Net Amount	<input type="checkbox"/>	
Item Amount (GBP)	<input type="text" value="100.00"/>	
VAT Rate	<input type="text" value="Zero (0%) VAT"/>	NOVAT

We now have an Expense Claim covering 300 GBP, split into 2 items: Rails Fares and Taxi Fares.



Please note that itemisation will not always be required. Users can simply create and save multiple Expense Claims, each claim covering a different expenditure type.

If your Expense Claim does not require itemisation, simply pick expense Type, as in the below example, disregarding all other fields.

Type	Rail Fares	
VAT Rate	Zero (0%) VAT	NOVAT
Travel Type	All Other Travel	71101
Faculty	For RCPSG use only	IGNORE
Cost Centre	For RCPSG use only	IGNORE
Year Month	For RCPSG use only	IGNORE
Product	For RCPSG use only	IGNORE

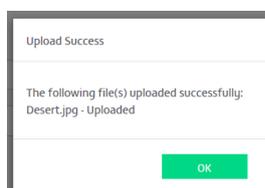
The last step in the process is adding a receipt. Please scroll up to the top of your claim – as per the below. You will find the ‘**Add Receipt**’ option right under the Notes section.

New Expense

Date	02/08/2017
Description	Hotel bill for conference attended on 02/08/2017
Vendor	Blythswood Square Hotel
Payment Method	Expense reimbursement <small>Cash</small>
Currency	GBP - UK Pound Sterling
Total Amount (GBP)	300.00
Itemized Expense	<input checked="" type="checkbox"/>
Notes	Education Conference August

Add Receipt

This function allows users to browse files on their computer to pick the receipt files they want to attach or look through their mobile device camera roll for a picture of the receipt they have previously taken. Once the correct file has been located, press Open to attach the file. You should receive a confirmation message once the upload has been completed successfully:



The attached file/files will now be showing within the Receipts section of the expense claim.

Receipts	
ID	File Name
33	Desert.jpg

[Add Receipt](#)



Note: Please ensure that the quality of the images you attach is sufficient for College approvers to review and validate the receipt. Please note that College approvers will not be able to accept blurred or unclear images as backup to expense claims.

Once you have completed all the mandatory fields and attached your receipts, please save your claim by pressing 'Save' at the bottom of the page. This action will save your Expense Claim into drafts. Please note that at this stage your expense claim has NOT yet been submitted for processing and payment.

200.00
Save Cancel

You will now see the saved expense claim in the Draft expenses section of the Home screen:

Expenses **Summary**

0
Outstanding Actions

New Expense New Report

0 0
Submit Report Tasks

Draft expenses
1

Unsubmitted reports
0

Awaiting approval
2

Rejected reports
0

Tasks
0

Option 2) Mileage

In order to create a new Expense Claim for mileage, navigate back to the Home screen of the application and pick New Expense:

≡ Home

Expenses **Summary**

0
Outstanding Actions

New Expense New Report

0 0
Submit Report Tasks

Draft expenses
0

Unsubmitted reports
0

Awaiting approval
2

Rejected reports
0

Tasks
0



Choose Mileage as your Expense Category.

Choose Expense Category

Payment Mileage

Cancel

You will be taken to the New Mileage Record screen, where you can enter some basic information on the mileage expenditure incurred, such as: description (please provide details of the events you attended, such as event name, date, location), miles and vehicle type.

New Mileage Record

Date 04/08/2017

Description Travel to an Exam location - UK

Distance (Miles) 550.00

Vehicle Type Personal Car

Mileage Rate (GBP / Mile) 0.45

Expense Amount (GBP) 247.50

Notes Please process for immediate reimbursement

Add Receipt

Please note that the total amount will be calculated automatically.

When submitting a claim for Mileage, the expense details will be pre-populated, as in the below example. The user will not have to provide any additional details or attach receipts before saving the Expense Claim.

Type Mileage

Travel Type All Other Travel 71101

Faculty For RCPSG use only IGNORE

Cost Centre For RCPSG use only IGNORE

Year Month For RCPSG use only IGNORE

Product For RCPSG use only IGNORE

Please note that all mandatory fields in Mileage Expense Claims are pre-populated. The Mileage Claim can now be saved.

Press 'Save' at the bottom of the page to save your Mileage Expense Claim.

Save Cancel

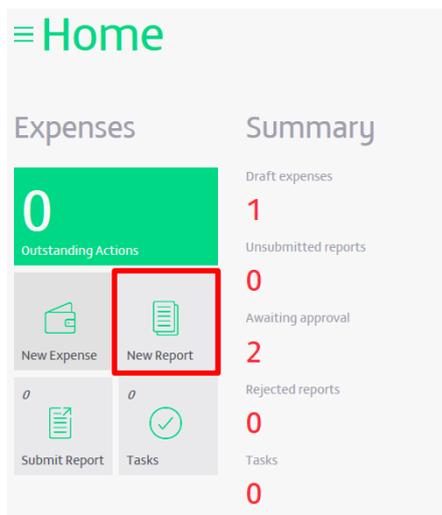


You will now be able to combine your mileage Expense Claims with Payment Expense Claims to create and submit an Expense Report.

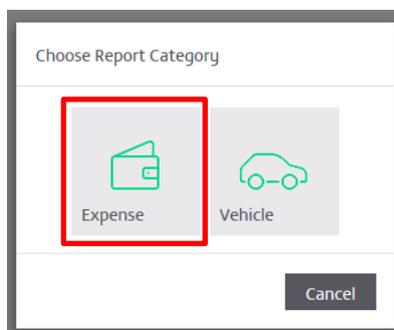
Create and submit a new Expense Report

Expense Claims can be created and saved for multiple expenditure items throughout the month. Due to limitations on the number of submissions per month, we would encourage all users to regularly log and save their Expense Claims in the system and collate them into Expense Reports for submission on a monthly basis. This way multiple expense claims can be created and saved throughout the month, while only one report is submitted for processing and payment.

In order to create a new Expense Report, navigate to the New Report section of the Home screen.



Pick Report Category – this should always be Expense. The Vehicle option is not being utilised by the College at the moment.





The information on the main screen of the report will be auto-populated with current data (dates and report description) – you can overwrite the report description if you wish.

New Expense Report

Period Start Date: 01/08/2017
Period End Date: 31/08/2017
Description: August 2017
Expense Total: £0.00
Reimbursable Amount: £0.00
Status: Draft
[Show more...](#)

Expenses

Status	ID	Date ^	Vendor	Type	Description	Amount	Tax Rate	VAT
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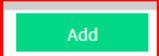


In order to add previously saved Expense Claims to your report, pick the plus sign in the bottom right corner of the screen.

This action will bring up all available Expense Claims you have previously saved. If you do not wish to submit all available Expense Claims as part of the report, please untick the expense claims you would like to leave out.

Select Expenses

<input checked="" type="checkbox"/>	Status	ID	Date ^	Vendor	Type	Description	Amount
<input checked="" type="checkbox"/>	Draft	34	2 Aug	Blythwood Square Ho...	Hotel Expenses; Subsi...	Hotel bill for conferen...	£300.00



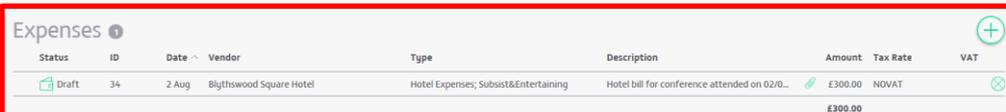
Click 'Add' to add the Expense Claims to your Expense Report. The Expense Claim/Claims will now appear in your report under 'Expenses'.

New Expense Report

Period Start Date: 01/08/2017
Period End Date: 31/08/2017
Description: August 2017
Expense Total: £300.00
Reimbursable Amount: £300.00
Status: Draft
[Show more...](#)

Expenses

Status	ID	Date ^	Vendor	Type	Description	Amount	Tax Rate	VAT
Draft	34	2 Aug	Blythwood Square Hotel	Hotel Expenses; Subsi&Entertaining	Hotel bill for conference attended on 02/0...	£300.00	NOVAT	





If you want to review the Expense Claims you have added to the report, please click on the relevant expense lines to open and view the claims.

Please ensure every expense claim has a receipt attached. Receipts will appear as paperclips against each expense line. Claims with missing or incorrect receipts will be queried or rejected.

Status	ID	Date	Vendor	Type	Description	Amount	Tax Rate	VAT
Draft	34	2 Aug	Blythswood Square Hotel	Hotel Expenses; Subst&Entertaining	Hotel bill for conference attended on 02/0...	£300.00	NOVAT	£300.00

Once you are satisfied that all information is correct, you can submit the report for processing by College Teams.



Before the report can be submitted for processing, please pick an Approver from the drop down list.

Submit for Approval

Assign Approver

First Approver: Please Select Approver

Assign Processor

Processor: Finance RCPSG

Submission Comment: Please approve

Assign Approver

First Approver: 3. MRCS Exam

Add Extra Approver

Assign Processor

Processor: 3. MRCS Exam

Submission Comment: Please approve

In this section, please pick an approval group most relevant to the work you performed while traveling on College business. Please see a number of examples below:

- 1) Travel related to MRCS examinations – please pick the MRCS approval group
- 2) Travel related to PACES examination – please pick the PACES approval group
- 3) Travel related to Education events – please pick the Education approval group
- 4) Travel related to College International activities – please pick International Development

Please note that Processor field value will default to Finance – please do not delete or overwrite this selection.



You may wish to edit the Submission Comment section prior to forwarding the Expense Report for submission. Once completed, the submission screen should look like in the below example:

Submit for Approval

Assign Approver

First Approver

[Add Extra Approver](#)

Assign Processor

Processor

Submission Comment

Please approve for immediate processing

In order to submit the completed report for processing, press Submit.

[Submit](#) [Cancel](#)

Your Expense Report has now been submitted for approval.



Notifications and Report status

You will be notified of any changes to your Expense Report status by a system generated email. Please see an example of a Rejected and an Approved expense report notification below.

Expense Report Rejected – an email notification confirming the expense claim has been rejected will be sent to the submitter. The message will also include comments from College approvers on the reasons behind the rejection and recommended actions to amend the report.

Approval has been rejected on Expense Report: "August 2017"

The approval request on the Expense Report has been rejected, please review the details and take appropriate action.

Approval Details	
Due date	05/08/2017
Description	August 2017
Company	RCPSG
Assigned by	Joanna Czechowska

[VIEW APPROVAL](#)

Approval History

02/08/2017 15:10	Completed with status: Rejected.
02/08/2017 15:10	Rejected by Joanna Czechowska. Comment: Rejected due to a number of receipts missing. Please attach missing receipts for all Expense claims and resubmit the report. Contact Education@rcpsg.ac.uk with any queries.

In order to review the report and apply any changes, press the View Approval button in the notification – you will be automatically redirected to the report:

View Expense Report

Report ID	35
Period Start Date	01/08/2017
Period End Date	31/08/2017
Description	August 2017
Expense Total	£300.00
Reimbursable Amount	£300.00
Status	Rejected

[Show more...](#)

Expenses 1

Status	ID	Date	Vendor	Type	Description	Amount	Tax Rate	VAT
Rejected	34	2 Aug	Blythwood Square Hotel	Hotel Expenses; Subsis&Entertaining	Hotel bill for conference attended on 02/08/...	£300.00	NOVAT	
						£300.00		

History

Date	Description
02/08/2017 15:10	Completed with status: rejected

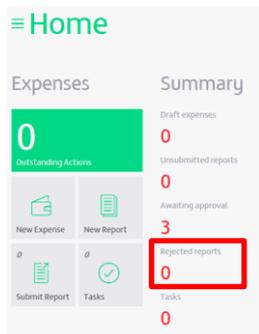
[Edit](#) [Print](#) [Resubmit](#) [Back](#)

Click on the expense claims or press Edit to amend report/claim details. Press 'Save' to save any changes applied.

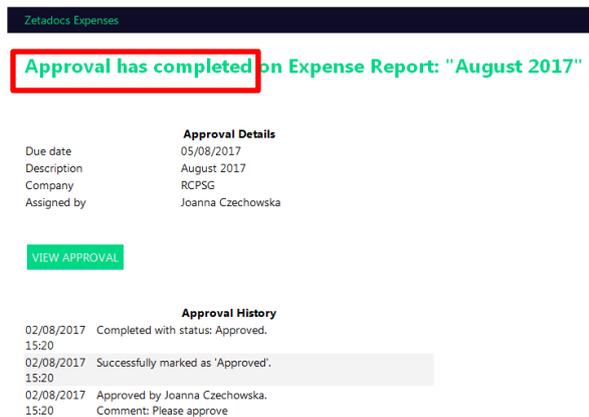
Once all relevant details have been amended and missing documentation attached, etc., press Resubmit to submit the report for approval and processing once again.



You can also access your Rejected claims in the Rejected reports section of your Home screen.

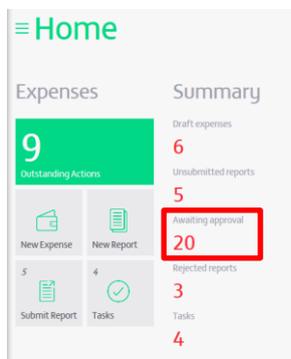


Expense Report Approved – when your expense report has been approved for payment, you will receive a notification from the system.



Please note that there are no planned changes to the payment schedule – i.e. expense payments are made at the end of each calendar month.

In order to view the status of a submitted report, please navigate to the Awaiting Approval section of the Home Screen:



This section of Zetadocs Expenses shows the list of all your submitted Expense Reports. You can review the status of your reports in column 'Status':

- **Submitted** – the report has been submitted successfully and is in approval process.



- **Approved** – your report has been approved and is being transferred to Finance system for payment
- **Done** – your report is now in the Finance system, awaiting payment

Reports

Submitted reports approved or in approval

Status	ID	Report Period	Description	Amount	Reimburse
Submitted	213	1 Aug - 31 Aug	August 2017	£290.00	£290.00
Done	187	1 Aug - 31 Aug	August 2017	£280.00	£280.00
Approved	185	1 Aug - 31 Aug	August 2017	£260.00	£260.00
Submitted	176	1 Aug - 31 Aug	August 2017	£240.00	£240.00
Submitted	172	1 Aug - 31 Aug	August 2017	£200.00	£200.00
Submitted	168	1 Aug - 31 Aug	August 2017	£240.00	£240.00
Submitted	162	1 Aug - 31 Aug	August 2017	£240.00	£240.00
Submitted	158	1 Aug - 31 Aug	August 2017	£65.00	£65.00
Submitted	154	1 Aug - 31 Aug	August 2017	£182.50	£182.50

In case of queries on report status, please email finance@rcpsg.ac.uk, (quoting your Report ID, if possible). The Team will be able to investigate and advise on the status of your claim.

You can establish your report ID by opening the submitted report (either in the Awaiting approval section of the Home screen or by pressing View approval in the notification):

ZetadocsExpenses

View Expense Report

Report ID	35
Period Start Date	01/08/2017
Period End Date	31/08/2017
Description	August 2017
Expense Total	£300.00
Reimbursable Amount	£300.00
Status	Approved

[Show more...](#)