

Instructions for completing the accounting report for winter symposiums

Below you will find the instructions for completing the accounting report. Please follow the order indicated, step by step, in order to avoid errors.

The reporting process has two parts. First, you report all the expenses in Zoho Expense, as described in section A. Zoho Expense a web-based expense reporting system that allows you to submit expenses in different currencies by uploading receipts and entering data, to categorize expenses, and to create reports. You do not need to do currency conversion on your own, nor do you need to do calculations. All this is taken care of by the system. Using the system is a way to reduce our accountant's work, as she does not need to double check your calculations nor categorize expenses.

Second, you enter the total sums for the different categories of expenses into the Accounting report overview excel file. Also, you need to enter the sum of the different categories of income. Instructions for this are given in section B.

Please note that there are certain changes to the old way of completing the reporting.

- a) You no longer need to send in the Travel Expense form. You can still ask your participants to fill it out for your own overview, and to keep track of how much to reimburse if you reimburse travel expenses. The information regarding the travel expenses of the participants is entered into the *Participants* sheet in the excel file (See section B.)
- b) The Accounting report overview (excel file) only needs to be filled out in SEK. The original currency for expenses can be viewed in Zoho if necessary. For the income side, for which you do not upload documentation in Zoho, you still do the calculations manually, by exchange rates given by the NSU Economy responsible.

A. Reporting expenses

Web address: <https://expense.zoho.eu/app#/expenses>

When you log into your account, you will first see the dashboard. It provides you a rough overview of what is happening with respect to your expenditures.

The screenshot shows the Zoho Expense dashboard. The top navigation bar includes the Zoho Expense logo, a search bar, and user information (Zykar Global). The left sidebar contains navigation options: Dashboard, Receipt Inbox, Expenses, Reports, Cards, Analytics, Approvals, My Approvals, All Approvals, Admin, Users, Advance Payments, Settings, and Integrations.

The main dashboard area is titled "Dashboard" and features four primary action buttons: "New Expense", "Upload receipt", "New Report", and "Invite User".

Below these buttons is a "Reports Summary" section with three columns:

UNSUBMITTED	SUBMITTED	AWAITING REIMBURSEMENT
\$0.00	\$16,957.76	\$6,610.98
0 Reports	18 Reports	6 Reports

To the right of the summary is a box showing "0 UNREPORTED EXPENSES" and "2 FROM CARDS".

The "Recent Reports" section lists the following reports:

Report Name	Amount	Status	Submitted on	Comments	Action
Monthly expenses	\$693.31	SUBMITTED	03.08.2016	1	View Report
Monthly expense report Feb 2016 Collection of all expenses incurred in February by me.	\$222.90	SUBMITTED	03.02.2016	2	View Report
Business Trip Jan 2016 visited a client	\$713.65	REIMBURSED	02.08.2016	2	View Report

As a coordinator or board member, you will have the role of a **submitter**. The other roles are approver (of reports) and admin. The Economy responsible in the NSU board is the approver of all reports.

The main part of the system that you will be using as a submitter is the **expense reporting**.

1. Creating a report

The first step is to create a report. You do so by accessing *Reports* in the left sidebar, , and then clicking the green *New report* button on the top right. You can also access this function via the *New report* button on the dashboard. In the report view you enter the information about the report you are creating.

- Report title is *Winter session circle no [insert number]*.
- Duration is the duration of the symposium itself (even if you may have expenses before or after).
- Study circle is the name of your study circle.
- Location is the location of the winter symposium.
- Function is based on your function in NSU (if you have several, it is the one you are reporting as), for the winter symposiums this is *coordinator*.

After filling out the form, click *Save*.

2. Accessing expense reporting

You can access expense reporting either through the left sidebar (*Expenses*). This brings you to a expense overview page. Here you start by clicking *New* in the top right corner.

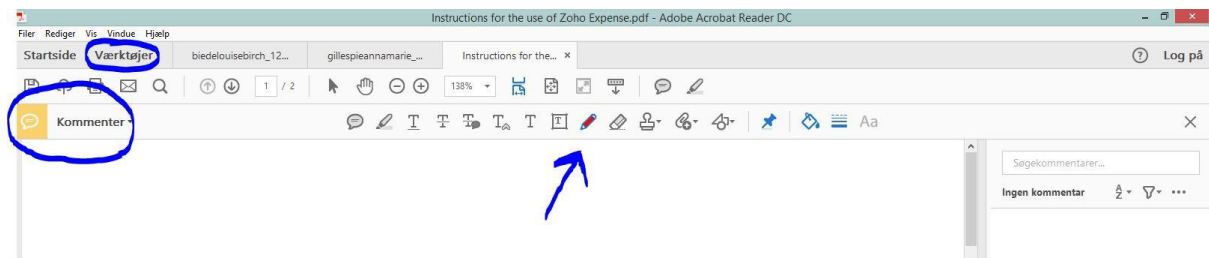
You can also access it through the dashboard (*New Expense*), which opens the expense reporting directly (skipping the overview).

Please see the screenshot image below the instructions to see the expense reporting view.

3. Expense reporting

3.1. The main principle is to make a separate entry for each of your receipts/invoices, that is, for each expense.

3.2. Start by numbering all your receipts and invoices with an **individual reference number** (#1, 2, 3...). This means giving all your receipts a number, starting from 1, going to x (however many receipts you have). **This is extremely important to remember.** On the physical receipts and invoices, you write clearly with a pen or marker. On electronic receipts, use a drawing tool in your pdf or image viewer. E.g. in Adobe Acrobat Reader you find this tool by going in to the *Tools* section, selecting *Comment*, and then selecting the pencil tool. Numbering the different receipts gives our accountant a much easier overview. (See picture below to know where to find this in Adobe).



3.4. Upload each receipt individually by clicking the box on the right hand side. A scan is preferable, but a picture in good light is also ok. If it is an electronic receipt you upload it as you would with a picture. All individual receipts and invoices should be entered as separate expense entries.

3.5. Fill mandatory text fields - date, merchant, category, amount, and reference number.

- Date is the date on the receipt, the date when you had the expense
- Merchant implies the name of the company issuing the receipt (e.g. a restaurants name, the name of a bus company)
- We have four pre-entered categories to choose from – lodging (accommodation), meals, travel, and other
- Enter the amount in the original currency. The currency exchange rates are already entered into the system, and currency conversions will be done automatically
- The description field is voluntary, here you can enter any extra information you find necessary
- Each individual reference number (#1, 2, 3...), should match the one you have written on the physical or electronic receipt
- Add to report (The report you have created in step 1.)

3.6. Tick the *Claim Reimbursement* box.

This just means that it is an expense NSU should cover, which is the case with all expenses reported.

3.7. Click *Save* to save your new expense entry.

3.8. Repeat for all your expenses.

4. Submitting the report in Zoho

4.1. When you are sure that you have entered all your expenses, go into the report section. Here find your report draft. If it does not show, type the name of your report in the search window to find it. Select your report by clicking on it. On the top of the page there is a *Submit* button. By submitting, the Economy responsible gets a notification about your report.

4.2. You can undo and redo your submission if you notice mistakes after submitting it.

4.3. After you submit the report, you can see a *PDF* button on the top of the page. Click this to download your report in PDF form. You need this to enter information into the excel sheet.

B. Filling out the Excel sheet – Accounting report

When you have completed the expense reporting in Zoho, you enter the information into the excel sheet. It looks quite like before, but some simplifications have been made.

5. First sheet - Participants

5.1. Start in the first sheet of the excel file, called *Participants*. The headline is *Participation list with travel expenses*. Here you enter information accordingly.

5.2. The participation fee is to be entered in SEK. For the calculation of this, please use the exchange rates provided by the Economy responsible. (The sum of this (at the bottom of the column – add more rows above it if needed) is to be entered into the sheet no 2 *Report overview*.)

5.3. The new addition is that you also enter the travel costs of your participants in the list. **However, you only need to do this if you are also refunding some of the travel expenses for the participant in question.** Remember also to enter yourself and your co-coordinator. Enter the full travel cost, the receipt/invoice reference numbers, and the amount that has been given in refund. This is done in SEK, according to the amounts in SEK as they appear in the Zoho report that you have already created.

6. Second sheet – Report overview

6.1. Start with the first section, *Income*. On the income side, you enter all the different types of income you have received, all in SEK. Again, use the currency exchange rates provided by the Economy responsible in the board.

6.2. In *Participation fee*, enter the sum that you got in the *Participants* sheet (the first sheet) Participation fee column.

6.3. *Surplus from previous years* indicates the amount you have in your account according to the positive balance of the previous symposium (unless it is the first one, or you had a zero-result).

6.4. In the *Expenses* section, enter the subtotal for each category, which is given in the PDF of your expense report (see item 4.3. in these instructions).

7. Third sheet – Economy responsible

7.1. Please enter the information of the coordinator responsible for the economy of the circle.

8. Submission by full report to NSU accountant

8.1. Do not send your report to the NSU accountant, before the NSU Economy responsible has checked and approved it. As soon as you receive an email saying that your Zoho expense report is ok, you should send both the expense report in PDF form and the excel file to the NSU accountant.

Good luck with the reporting!