UNIVERSITY OF TWENTE.

THE UNIVERSITY OF TWENTE'S SYSTEM OF EXPENSE DECLARATIONS: A GUIDE FOR DECLARANTS

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INTRODUCTION

This guide describes how to use the university's expense declaration system as a **declarant**.
You can choose whether you prefer to submit your expense reports using the mobile app or the web application.

The following subjects will be explained in this guide:
1. Terminology
2. Using the system for the first time
3. Web application or mobile app?
4. The expense declaration process
5. Entering/editing expenses and reports
5.1 Entering/editing expenses and reports with the mobile app
5.2 Entering/editing expenses and reports with the web application
6. Mobile app settings
7. Web application settings
8. Overview of reports (web application)
9. Report history (mobile app)

ASSISTANCE WITH QUESTIONS

If you have any questions about the information in this guide, please contact the financial department of your faculty or service department.

If you are unable to install the app, please contact the LISA Service Desk (phone: 5577; servicedesk-itc@utwente.nl)

More information can also be found on the website of the Finance Department.
- Short film about how to enter an expense/report using DECLAREE
- Short film about approvals using DECLAREE
- Guide to approvals using DECLAREE
- FAQs relating to the DECLAREE expense declaration system

1. TERMINOLOGY

A receipt is entered under an 'expense'. A 'kilometre expense declaration' is entered as an 'expense' without a receipt. Multiple expenses can be combined into a 'report'. Reports are submitted for approval and payment.

The terminology used in DECLAREE is different to the terminology used the old system.
- The term 'expense item' as used within the University of Twente is an '**expense**' within Declaree. And the term 'declaration' as used within the University of Twente is '**report**' within Declaree.
- In the Dutch version "Declaraties" and "Rapporten" will be used.

- In the English version 'expenses' and 'reports' will be used.
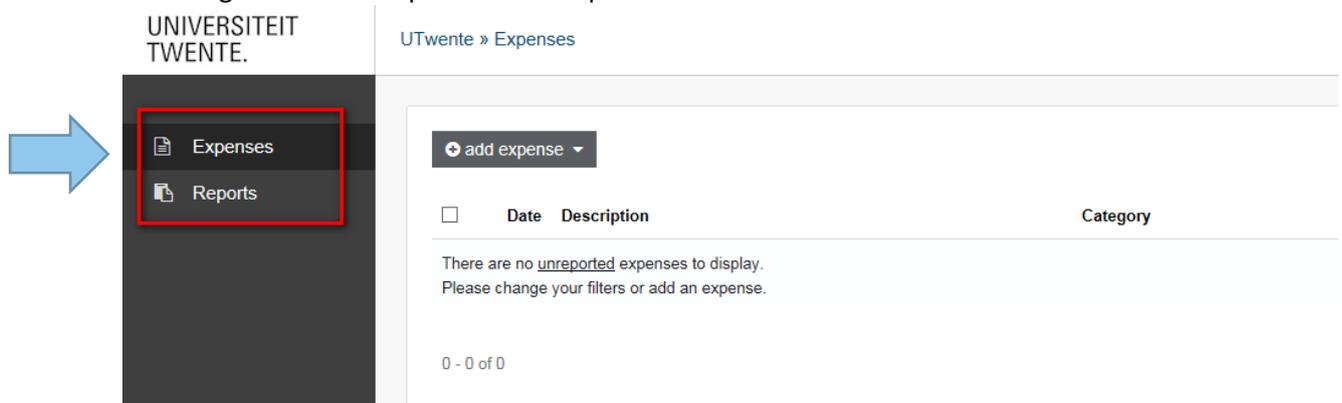
2. USING THE SYSTEM FOR THE FIRST TIME

- To install the app, go to the following URL in your browser and follow the instructions.
  - iOS (iOS version 9 or higher): https://declaree.com/media/utwente/install.html
  - Android (version 4.1 or higher): https://declaree.com/media/utwente/utexpenses.apk

  The Windows operating system is not supported.
- Set up your profile. See sections 6 + 7.

3. WEB APPLICATION OR APP?

The expense declaration system consists of a mobile app (iOS or Android) and a web system. The app is used to create an expense/report; approval of the report can only be done using the web system. After approval, the report is automatically forwarded to Oracle eBS for payment.

Function	App	Web system
Create expense	√	√
Submit report for approval	√	√
Set assistant		√
Approve/reject expense claims		√
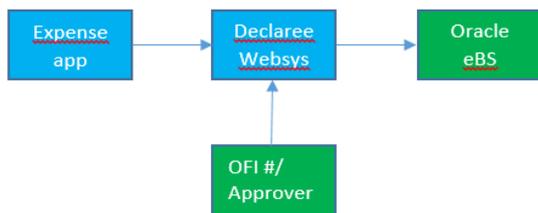
You can find the web application using the employee portal; go to applications, and then 'my expenses and work-related travel'; you can also go straight to the URL utwente.declaree.com.

4. THE EXPENSE DECLARATION PROCESS

- The declarant enters the expense(s);
- Take a picture of receipts and complete the details relating to the expense;
- Add the receipts and any 'kilometre logs' into a single report (using the same OFI number);
- 'Submit' the report;
- The report will then be sent to the budget holder for that OFI number for approval;
- After the budget holder has approved the report (for amounts over €1500, additional approval from a department or faculty director is required), another completeness check is carried out by the financial administration team (receipts, etc.);
- When the financial administration team has approved the report, it will automatically be entered into the financial records;
- The expenses will be paid out along with the next batch of payments;
- You will receive an e-mail confirming that the expenses in the report will be paid out;
- You can view a complete overview of expenses and payments under 'Summary of my expenses' (which can be found via the employee portal; go to the applications under 'my expenses and work-related travel').
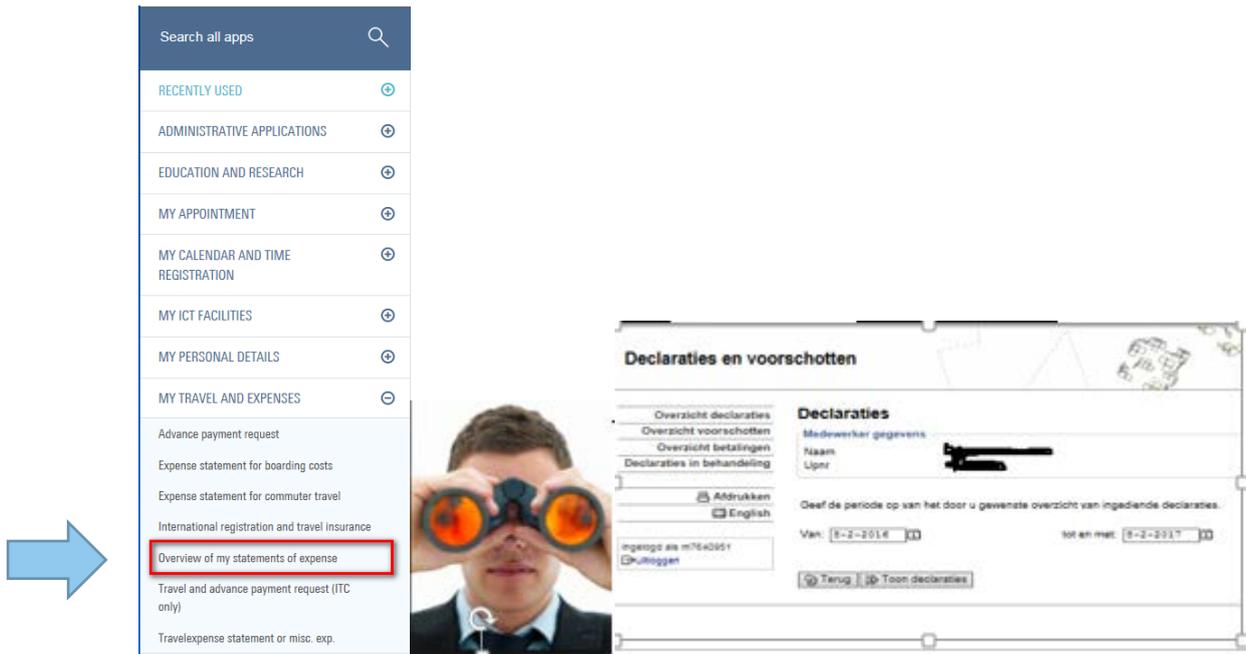
5. ENTERING/EDITING EXPENSES AND REPORTS

- It is advisable to check the settings in your profile the first time that you use it. See sections 6 + 7 for more information on these settings;
- Please note that if you use the app and web application simultaneously, the profiles (currency code, category and OFI number) will not be synchronized automatically;
- The distinction between an 'expense' and a 'report' is very important;
- The logical procedure is first to confirm all the expenses and then create the report;
- There are two types of expenses:
    - Based on a receipt (you can choose an existing photo or take a new photo);
    - Based on kilometres. The system calculates the number of kilometres, and hence the expense due, based on address information. NB: the number of kilometres can be exceeded;
- Expenses can only be merged into one report if they have **the same OFI number**. Expenses with different OFI numbers must therefore be submitted in separate reports;
- Changes can only be made to a report if the associated expenses have not yet been submitted for approval. This can be done using the app by clicking on the expense/report and then selecting 'edit';
- Status of report:
    - Open: the report has not yet been submitted;
    - Submitted: the report has been submitted for approval/payment;
    - Processing: approval process is underway;
    - Rejected: declarant can make changes to the report and submit it again;
    - Approved: report awaiting processing by the financial administration team;
    - Processed: report has been booked by the financial administration team and is ready for payment.

## 5.1 ENTERING/EDITING AN EXPENSE WITH THE APP

- At the bottom of the screen you will see two buttons: 'expense' and 'report';
- Changes can be made by clicking on an expense or report and then choosing 'edit';
- An assistant can also use the app. If an assistant logs in using the app; an arrow appears next to the relevant name. You can click on the arrow and 'log in as ...';
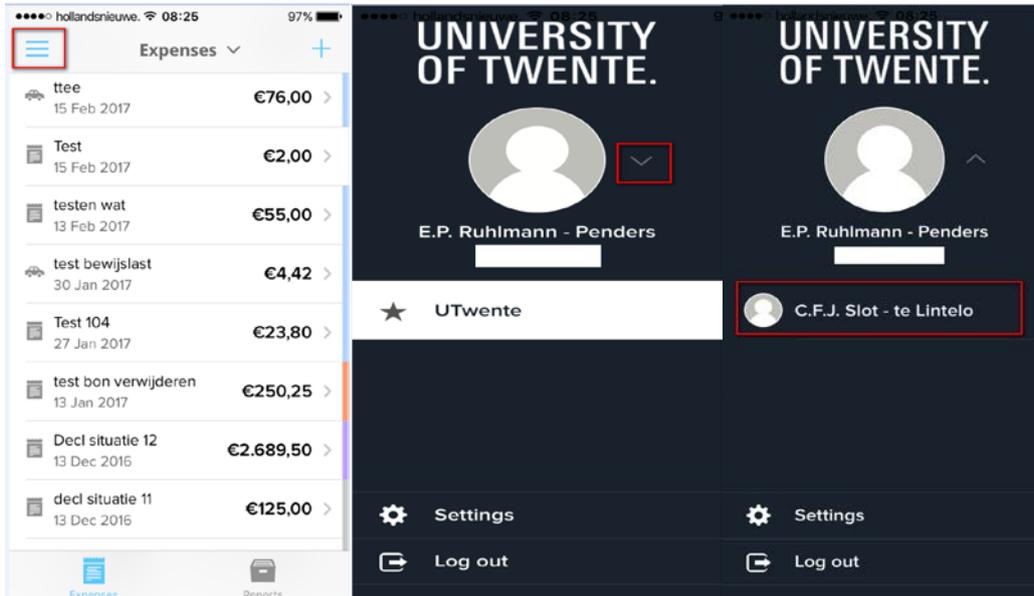
- Finally, when using the mobile app, a part of the screen is sometimes obscured by the keyboard. You will need to scroll down in order to complete the fields that are located in that section of the screen.

5.2 ENTERING/EDITING AN EXPENSE WITH THE APP

- Important note: on the left of the screen you will see two buttons: 'expense' and 'report';
- Users who also act as assistants to one or more UT Twente colleagues are able to indicate in which role they are working after they log in. This can be done by clicking on the 'head' in the top right. They also have the additional option of 'log in as...';


- You can always go back using the left arrow (in the top left);
- To edit an expense or report, click on 'description' under 'title';
- Finally, the filter function is important. If you are a declarant *and* responsible for approving expenses, you will see your own expense declarations and the expense declarations that you need to approve mixed up. There is a search function at the top right. By clicking on the

'small downwards arrow', you can use the filter function. Conversely, in some cases you may not be able to find a particular expense. This problem can almost always be resolved by 'clearing' the filter.
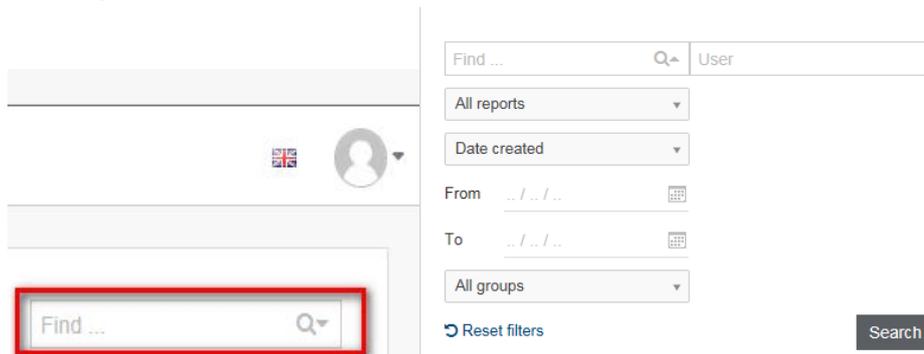

6. MOBILE APP SETTINGS

- It may be useful to edit the default settings under 'menu', 'settings' and then 'organizations': currency code, category and OFI number. These values will then be filled using the default settings;
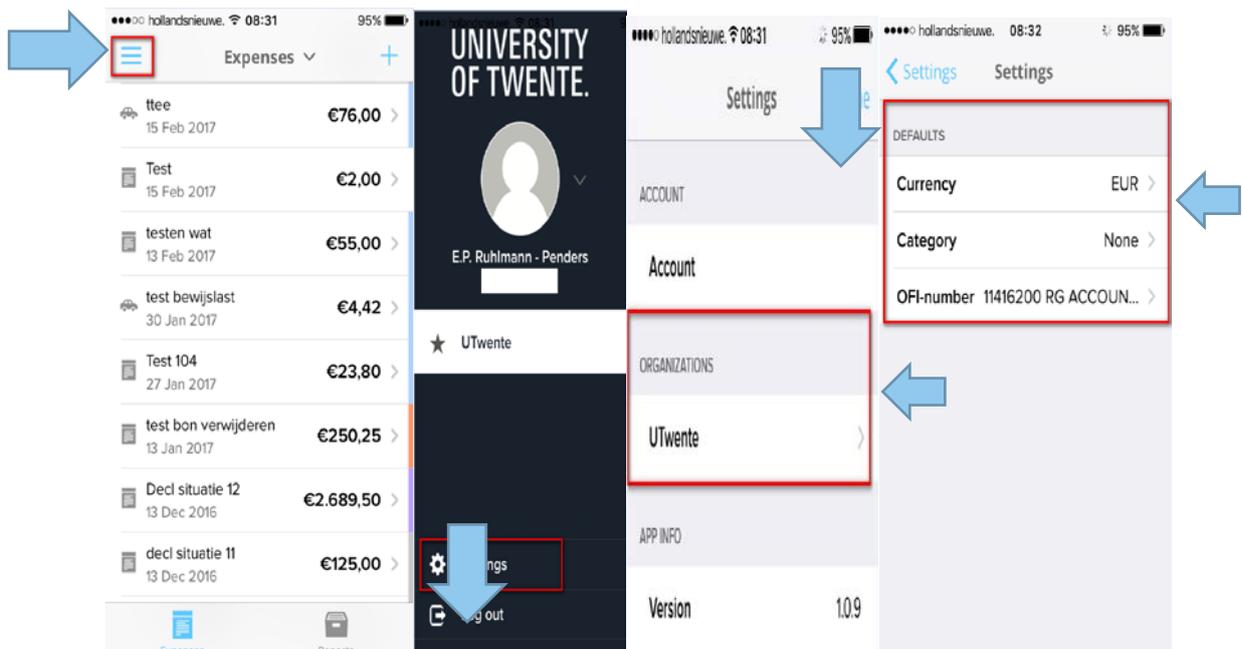
- For example, if you are making a work-related journey under one OFI number, you may want to set this OFI number as the default.
- You will be asked to confirm any changes that you have made by clicking on 'Finished'. See Figure 3 above.

7. WEB APPLICATION SETTINGS
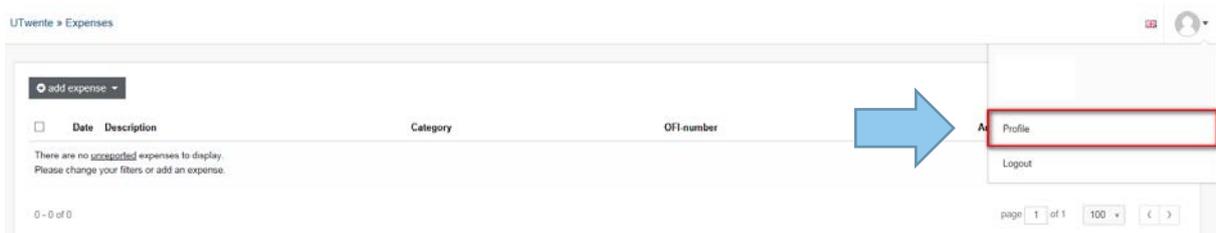
- Remember to click the 'Save' button after editing;
- Profile: your own personal details;
- Workflow: Assistant: An assistant can create/edit an expense/report on your behalf. Click on the 'head' (top right), profile, and then choose 'workflow': here you can enter one or more assistants. Please note: You remain responsible, so exercise caution;
- Localization: format settings
- Preferences: allows you to define default values. Click on the 'head' (top right), profile, and then choose 'preferences': currency, category and OFI number;
- Notifications: allows you to specify whether and which notifications you want to receive. Click on the 'head' (top right), profile, and then choose 'notifications'.

8. OVERVIEW OF REPORTS (WEB APPLICATION)

- Make sure that you have chosen 'reports' on the left of the screen;
- You can edit your selection using the filter function;
- Click on the title of the report to see the history of approvals/rejections.

Filtering:

9. REPORT HISTORY (MOBILE APP)

- Select the title of the report for which you want to view the history of approvals/rejections.
- Select 'Report' (see screen 3) to return to the main screen.