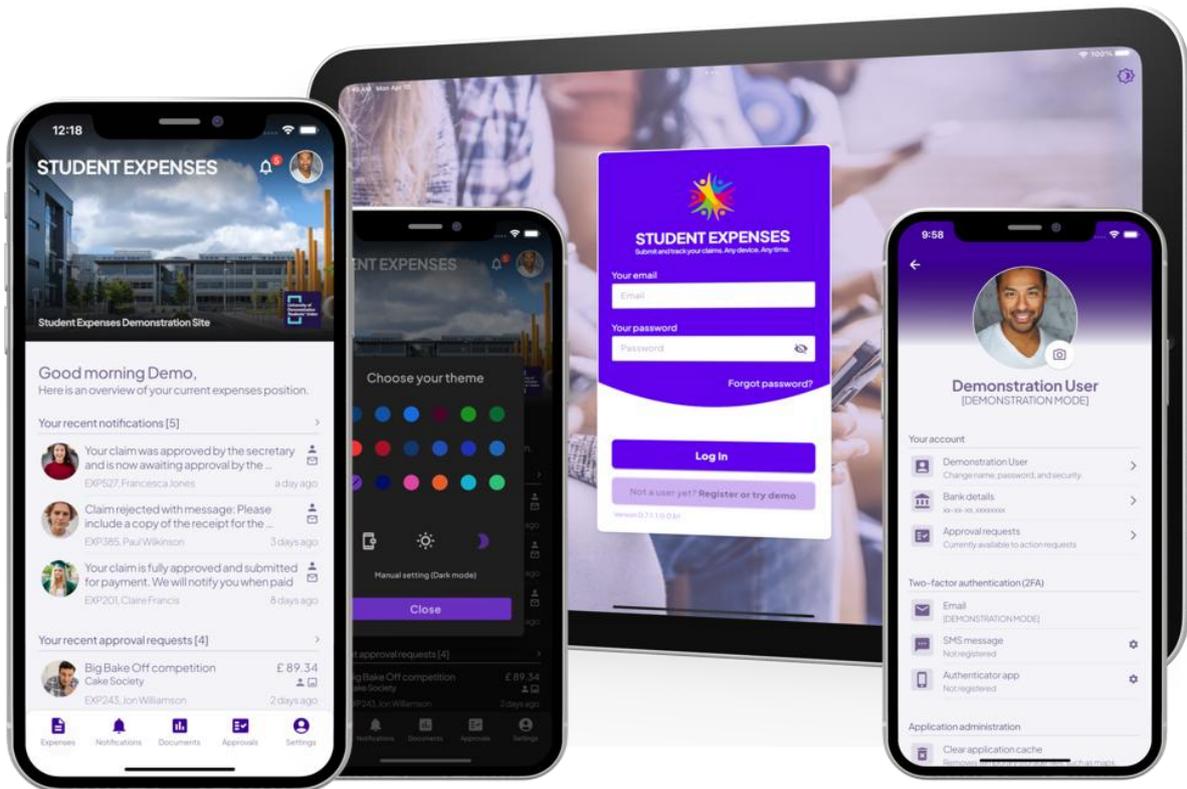# STUDENT EXPENSES

Helping you manage clubs, societies and students.
Any device. Any time.

HELP GUIDE

Expense Supplier Invoice (and *optional* new supplier creation)
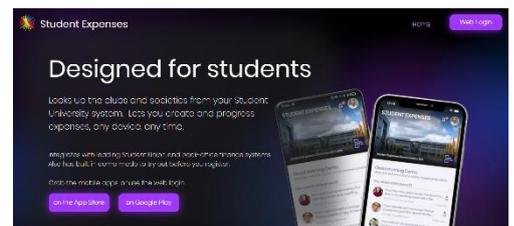
EXPENSE SUPPLIER INVOICE ENTRY:

To cater for all student expenditure scenarios, the app supports the entry of supplier invoices (as well as purchase orders). Using the same creation and approval controls as our standard expenses, the app can be configured to offer claim types of "**Supplier invoice**", as well as "Supplier order".

For clarity, our apps support **4 types** of entry and approval, and these are summarised below.

1. **Personal expense**
   This expense type is for personal claims, where the approved claim will be payable to the students personal bank account. The student maintains their bank details within the app and the details are passed into the finance system upon expense approval. Expenses are then paid via the usual BACS/standard payment runs within the finance system.

2. **Purchase invoice**
   This expense type is for submitting a supplier invoice that you have received for goods or a service (without a purchase order being raised above). The expense is analysed in the usual way, and it is recommended that the invoice(s) is attached as a photo scan (as evidence). – *You can attach as many attachments as required – and all will be passed to finance.*

   A supplier invoice will require a supplier to be selected. When selecting a supplier, the student chooses from a list (pulled from the finance system), or, if a new supplier is required, they can create a new entry (if configuration permission allows this). Any new supplier will require entry of mandatory and optional fields. These will include the suppliers address, contact, email and bank account details.

   Upon invoice approval, the invoice will be *created* in the finance system. If the supplier was a new supplier, the new supplier record will also be created at this stage; applying all details such as bank account and then it will used on the resulting purchase invoice.

3. **Supplier order**
   This expense type is used where a student is requesting goods or a service and needs a purchase order to give to the supplier. The expense order is created in the same way as invoices – requiring additional references and a supplier.

   Upon approval, the order is created in the finance system. Again, if the supplier was a new supplier, a new supplier record will also be created here, applying details such as bank account, top then use for the purchase order.

4. **Credit card expenses**
   The card expense type also follows the same input and approval process as personal expenses, but upon approval, the resulting invoice will be created on the (SU system setting) company credit card account. Any transactions, and attachments, are then handled by the finance team when reconciling the credit card statement within the finance ledgers.

HELP: PURCHASE INVOICE ENTRY/SUBMISSION

Adding supplier invoices is intended to be as simple as adding standard expenses. As shown below, you will see that it follows the exact same process-flow as personal expenses, albeit we now require some additional information.

STEP 1:

Adding a new entry (invoice)
To add a supplier invoice, select add from your "my expenses" screen (as you usually do for personal expenses). At the header page, select the group that this expenditure relates to, and then opt to change the entry type. – *As shown below, this will detail all your available entry types*.
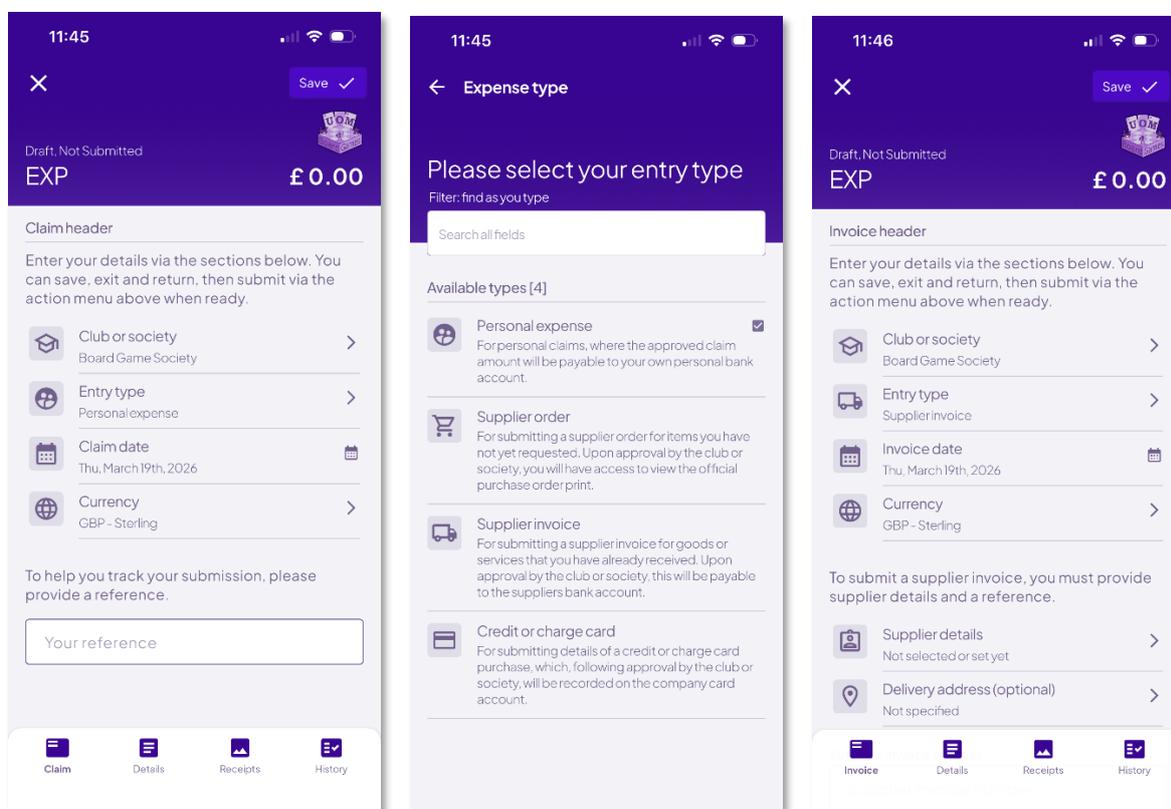
Note:
The entry types are configured by your SU finance team – and applied via our app. If you feel that this is not configured correctly for you, please contact them to discuss.

Select your supplier (from existing list or add a new entry):
As below, you can see that for supplier-based expense entries, a supplier details section becomes visible on the header. Tap supplier-details to pick an existing supplier from the lookup list. *Alternatively, select create new (if your permission allows this).*

If you opt to add a new supplier, some optional and mandatory details will be required. When complete, these details will be used/shown on *this* transaction header.

***Note**:*
Any new supplier entry is not created in the finance system until this document has been approved and posted into the finance system. Once it has been approved/created however, you will be able to be use the new supplier on other transactions going forward. – it will appear in the lookup list.

Enter supplier references, and optional delivery address

For an invoice, additional fields are shown. As per below, the delivery address is optional (and may well have defaulted from the supplier address). References wise, the "supplier invoice number", and "your reference number" are mandatory; and must be entered before you can save.

Adding your invoice detail line(s)
As with personal expenses, you will need to select a line expense type category to assign your invoice value to. Once selected, you will be able to enter the invoice amount, along with the description.

As with expenses, one line may be sufficient, but you can add as many lines as required.

Adding evidence (images and PDFs)
To clarify the expenditure, you will need to provide documented evidence. As with personal expenses, you can add as many attachments as you need via the "receipts" tab (at the footer). *Once added, images will be shown as thumbnails for reference.*

Optionally, if you want to use our AI receipt scanning feature, you can also use this here. Upon processing, it will look to identify the value and the text content – as well as automatically adding the image as a receipt. (Check any AI results and adjust as required.)
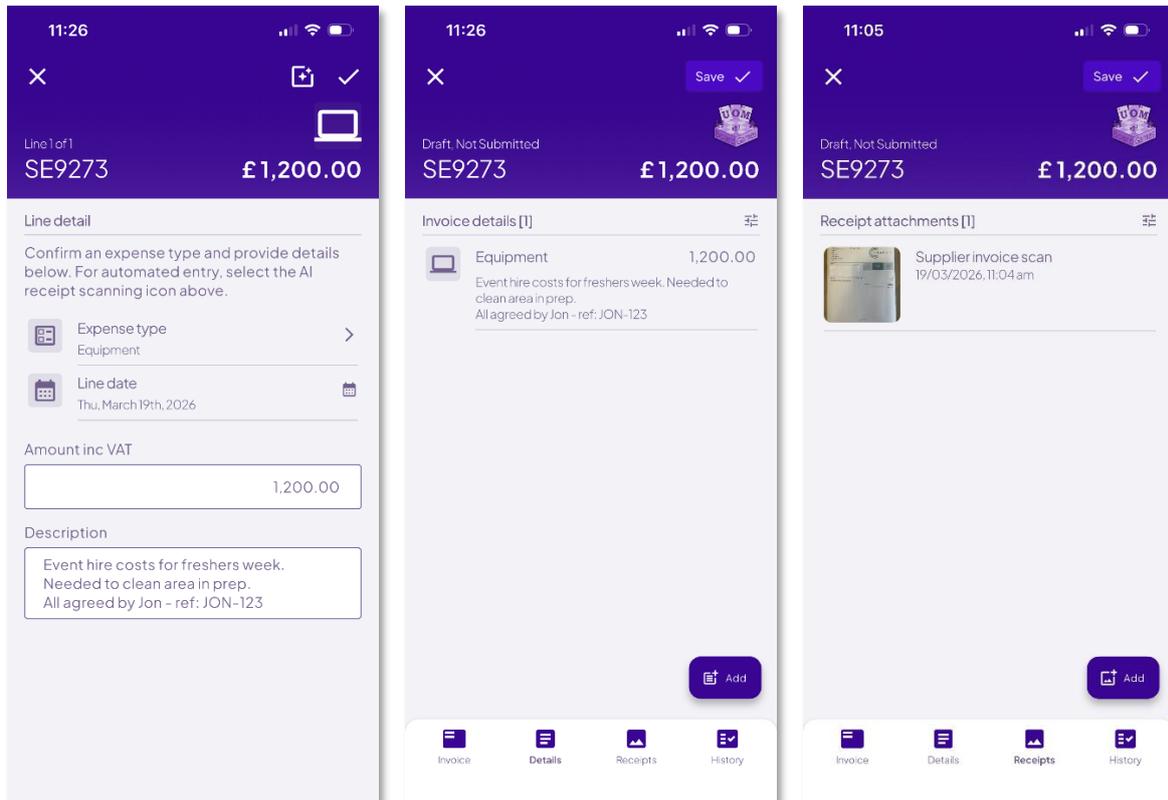
Save, Edit, Review – And then submit for approval

As with personal expenses, the entries can be saved in draft format in your "My Expenses" area. You can then opt to edit, review and action when ready. For identification purposes, you will see that an icon differentiates your types in the list (lorry for supplier invoice, person for personal claims etc).

Once you are happy with the supplier invoice, simply submit it in the usual way.