



# How to Use eXpense365 for Presidents, Club Captains and Treasurers



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the best student life

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## Introduction to eXpense365

As a result of feedback from students we have overhauled our finance systems with a view to giving committees power to do more, and without the need to come to the Richmond Building for simple transactions.

Our new system comes with an app, eXpense365, for student committees and members of groups to use. This app will allow group members to submit expense claims and view progress, and allow Presidents/club Captains and Treasurers to:

- Authorise or decline expense claims
- View the income and expenditure reports for their club/society

We hope you find the app makes your life easier, and would like to hear your feedback on the other steps we can take to support you in the running of your group.

**Please note: You must not submit claims on another person's behalves. If somebody has spent money for the society or club, they need to put in their own expense claim and the money must be paid directly into their bank account.**

## Starting Up

Before you start setting up, you will need to make sure Bristol SU has you down as a committee member. You can check this by contacting them at [bristolsu@bristol.ac.uk](mailto:bristolsu@bristol.ac.uk).

## Setting Up on the eXpense365 app

Download eXpense365 from the Play Store (Android) or iTunes (Apple).

Open the app and register by filling in all the fields.

Your email address must be the same as the one you're registered with on the website. This can be found in the 'My Details' section of the 'Your Account' tab.

It will normally be your university ID (ie ab12345) and "@bristol.ac.uk"

The ESN code you need to use is:  
**003-081-111-059-208-109-009**

You must include the dashes

Once you have clicked 'Register' a verification email will be sent to you, with a password for you to log in with.

You will be asked for your bank details. Whenever you make a claim, the money will go to that account. These details can be changed later, and it is your responsibility to make sure these are correct and up to date.

Once you have logged in you will reach the main page:

The screenshot shows the main page of the Bristol SU mobile app. At the top, there is a dark blue header with a back arrow, a 'Menu' label, and a hamburger menu icon. Below the header is the Bristol SU logo, which consists of a blue circle containing a white hot air balloon icon, followed by the text 'BRISTOL SU' in large blue letters and 'the best student life' in smaller blue letters below it. The main content area features four circular icons arranged in a 2x2 grid. Each icon is accompanied by a text label and an explanatory annotation with a blue arrow pointing to the icon. The icons and their corresponding labels and annotations are: 1. Top-left: A blue circle with a white hot air balloon icon. Below it is the label 'Expenses'. An annotation to the left says 'This is where you make a claim' with an arrow pointing to the icon. 2. Top-right: An orange circle with a white document icon. Below it is the label 'Documents'. An annotation to the right says 'This is where you can view the society statements' with an arrow pointing to the icon. 3. Bottom-left: A green circle with a white cloud and speech bubble icon. Below it is the label 'Notifications'. An annotation to the left says 'This is where you will get notifications about any claims you have put in, or any claims you need to approve/reject' with an arrow pointing to the icon. 4. Bottom-right: A dark blue circle with a white person silhouette icon. Below it is the label 'Details'. An annotation to the right says 'Your personal details' with an arrow pointing to the icon.

This is where you make a claim

This is where you can view the society statements

Expenses

Documents

Notifications

Details

Your personal details

This is where you will get notifications about any claims you have put in, or any claims you need to approve/reject

## Changing Your Details

To change your details, click on the 'Details' button.

This page will show your name and bank details as you put in during set-up. You can change these details if you ever need to.

The first thing you should do is change your password to something memorable, by clicking on the 'Change Password' option.



 A screenshot of a mobile application interface. At the top, there is a dark blue header with a back arrow, a search icon, and the text 'My Details'. To the right of the header is a button labeled 'Change Password' with a key icon. Below the header, the form is divided into sections: 'Personal' with fields for Email, Forename, and Surname; 'Bank Details' with fields for Sort Code (pre-filled with '99-99-99'), Account No., and Pay Reference; and 'Vehicle Details' which is highlighted with a blue border. The 'Vehicle Details' section has a 'Registration' field and a 'Vehicle' dropdown menu currently showing 'Select Vehicle Class'.

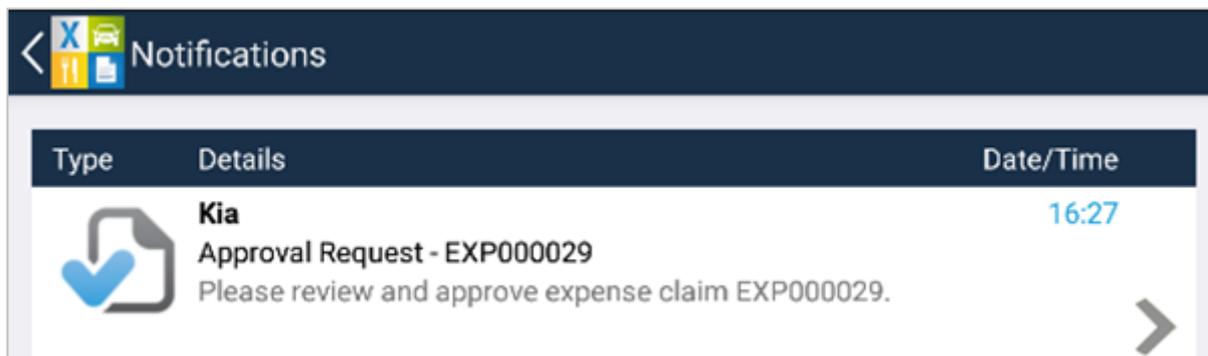
You will also need to alter the 'Vehicle Details' so that the 'Vehicle Class' is 'Default Vehicle Class'. The 'Registration' can be left empty.

 A screenshot of a mobile application interface showing a list of vehicle classes. The header is dark blue with a back arrow, a search icon, and the text 'Vehicle Classes'. Below the header, there is a list with a dark blue header row labeled 'Description'. The list contains two items: 'No Vehicle' and 'Default Vehicle Class'. The 'Default Vehicle Class' item is highlighted with a blue border.

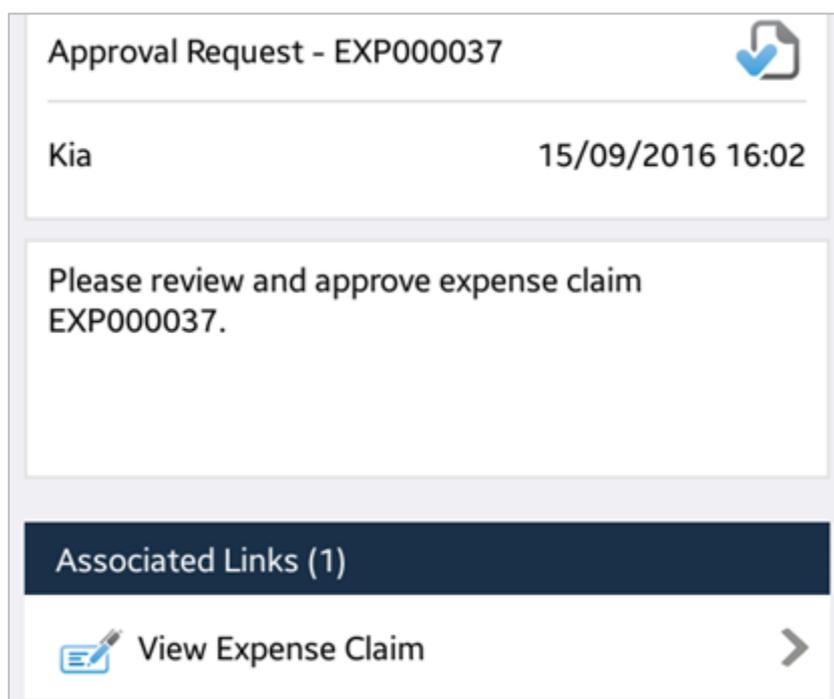
## Approving/Rejecting claims in eExpense365



As a President/Captain or Treasurer, you are able to approve or reject claims. You will receive a notification that an expense needs approval in your Notifications section. The subject will be 'Approval Request', and it will show the name of who it is from.



Click on the notification. You will be able to see the Expense Claim, which will give the details of the claim, and any receipts that were attached



You can then 'Approve', 'Reject' or 'Delegate' the claim.



If you approve the claim, it will then go to the Student Services Team for secondary approval.

If you 'Delegate' it, it will go to the other committee member that can approve or reject claims.

If you reject the claim, it will go back to the person claiming it so they can edit it. Please give a reason for the rejection, then the student can then edit their claim and resubmit it.

### What are you responsible for checking?

- Is it an expense that was expected?
- Is it for a legitimate student group expense, incurred by the person making the claim?
- Is the evidence attached sufficient to allow the Student Services/Finance Team us to be sure of the above?

Guidance as to what is proper expenditure:

- You must ensure that the money your society/sports club has is used for the benefit of all your members, for costs relating to the purpose of the student group.
- Examples of what you can spend your money on:
  - Speaker costs
  - Publicity Materials
  - Stationery and admin costs
  - Conference costs
  - Affiliations to National Governing Bodies
  - Equipment for use by group members
  - Insurance
  - Contribution towards trips
- And what you can't...
  - Freebies for your committee – this includes 'handover meals', trips and clothing
  - Other charities – you cannot donate society money to other charities.
  - Anything that isn't for the core needs of your student group, as stated in your constitution.

Once you have approved a claim it will get sent to Student Services for a second authorisation. They are responsible for checking:

- That the expense has been authorised by the correct person(s) from the Student Group
- That it is a reasonable type of expenditure for that Student Group
- That there are sufficient funds in the Student Group Account to pay the expense.
- That the correct evidence is attached.
- That it meets the rules regarding mileage etc.

Reasons for rejecting a claim include:

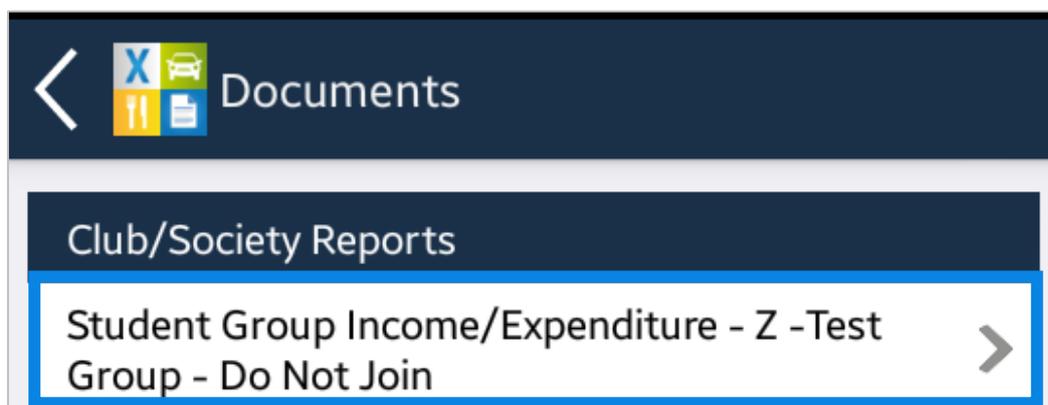
- No receipt attached
- A claim for a larger amount than the receipts show
- Claim amount given in a currency other than GBP
- A claim that the Treasurer or President doesn't think should be coming through the society
- Insufficient funds in the society account.

**Claims will be rejected automatically by Student Services if there are not adequate receipts.**

The Students' Union incurs a processing fee for every expense claim that it pays. Because of this Student Services will only be approving one claim per week per person. Please inform your society/club members that they can put multiple claims through as one, and please not approve more than one per week per person, as they won't be processed that week.

## Looking at Reports

You now have the ability to look at financial reports without contacting the SU. Statements can be found in the 'Documents' section. You will see a list of groups that you are able to see the reports from. To see the report click on it.



Amounts coming  
in/out this month


**BRISTOL SU**  
 the best student life  
 Department code:  
 FLO

**Income and Expenditure Analysis  
Bristol Flops**

**Funds brought forward from prior year** **1,586.00**

**INCOME**

GL Code	Description	Month	YTD
51020	Other Grant	-	-
51510	Donations Received	-	-
52010	Membership Subscriptions	266.50	266.50
52510	Sponsorship	2,000.00	2,000.00
55551	Ticket Sales	83.00	83.00
55552	Merchandise Sales	50.00	50.00
55556	Other Student Group Income	-	-
	All other income	28.56	28.56
<b>TOTAL INCOME</b>		<b>2,428.06</b>	<b>2,428.06</b>

**EXPENDITURE**

GL Code	Description	Month	YTD
61530	Entertaining & Hospitality	35.68	35.68
62010	Insurance	-	-
62040	Small Equipment	300.00	300.00
62520	Printing & Stationary	-	-
62535	Affiliation	250.00	250.00
62545	IT Support	-	-
63010	Advertising & Marketing	-	-
63510	Legal & Professional	-	-
64010	Bank Charges	-	-
65030	Facilities/Venue Hire	750.00	750.00
65040	Coach/Trainer Fees	100.00	100.00
65050	Student Travel/Subsistence/Accommodation	17.30	17.30
66541	Kits and Clothing	125.00	125.00
66550	Sundry Expenditure	-	-
	All other expenditure	-	-
<b>TOTAL EXPENDITURE</b>		<b>1,577.98</b>	<b>1,577.98</b>

**Income less expenditure** 850.08    850.08

**CURRENT BALANCE AVAILABLE\*** **2,436.08**

*\*May not include recent transactions*

Total amount that has come in during the year to date

This is the amount that is currently in your account

## FAQs

### **I can't find eXpense365 on the Play Store/iTunes**

It can be found at:

Android: [play.google.com/store/apps/details?id=com.eXpense365.Android](https://play.google.com/store/apps/details?id=com.eXpense365.Android)

iOS: [itunes.apple.com/gb/app/expense365/id932455445?mt=8](https://itunes.apple.com/gb/app/expense365/id932455445?mt=8)

For iPads you may need to make sure you're viewing 'iPhone only' apps, else it will not show up.

If you're still having problems, check that you are writing eXpense365 correctly – 'expense' must not be a plural, and there are no spaces.

### **Is there an online version of this app?**

Currently, no.

If you are a webpage admin you will be able to view the financial reports for the society on your 'Dashboard', which will show any of the income from the website, but the app is only available on tablets or phones.

### **Who can view the account reports?**

Only Presidents, Club Captain and Treasurers can view the reports.

### **Are the reports up to date?**

The reports should be updated daily but will only display posted items. They will not show any claims that have not yet been paid. They may also not show income from the website for up to two weeks.

### **What happens if I want to submit a claim as President/Treasurer?**

You will still need to get authorisation for the claim to go through. For example, if the President wants to make a claim, the Treasurer must approve it, and vice versa.

### **What happens once we have approved it?**

The claim will get sent to the Student Services Team for secondary approval, and then to the Finance Team for payment.

### **What about invoices?**

We are currently working on another app that will allow Treasurers to approve/reject any invoices that come through for the society/sports club. You will be informed when this has become available

### What if we have paid using cash?

If you need to pay with cash, there are two ways to do it:

- 1) You can take out a float from your society account. Float request forms can be found at the Bristol SU reception desk.
- 2) You can pay by cash, and fill in one of the receipts that can be [found on the website](#). This must be signed by the recipient, and **cannot** be for an amount over £50. You can then claim this money back from the account as normal using the app, with a picture of this receipt as the receipt.

If you have any further question please email [bristolsu@bristol.ac.uk](mailto:bristolsu@bristol.ac.uk)