eXpense365 Guidance

For Treasurers, Presidents, Club Captains and Project Coordinators

Bristol SU

March 2023

Bristol SU

Contents

Introduction to eXpense365

Our finance 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/Project Coordinators and Treasurers to:

- Authorise or decline expense claims
- View the income and expenditure reports for their student group

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 or pay claims on another person's behalf. 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 from your student group's SU 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. If you were assigned to your role during reaffiliation, provided your group completed reaffiliation the Student Services Team will have updated your details on their systems.

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 Bristol SU 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. It is more common that you'd think for people to enter incorrect bank details, so double check these before proceeding.

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

This is where you make a claim

This is where you can view your student group statements

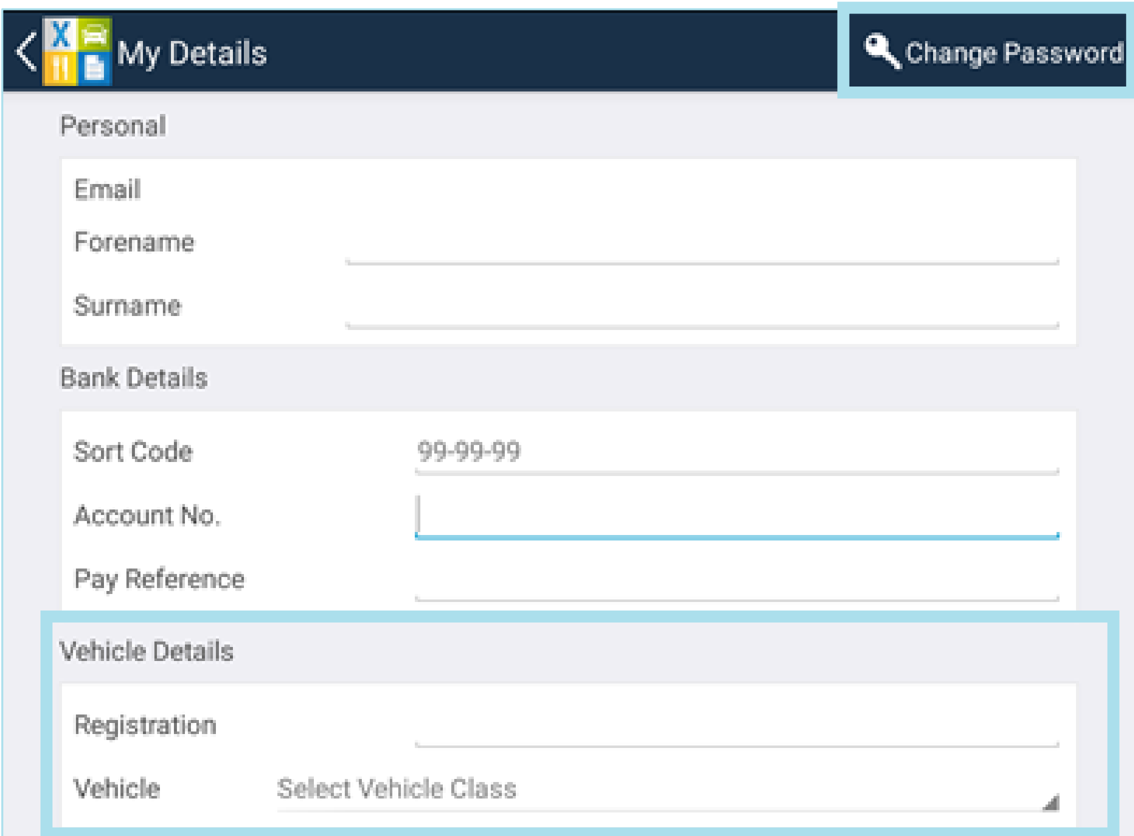
This is where you will get notifications about any claims you have put in, or any claims you need to approve/reject

Your personal details

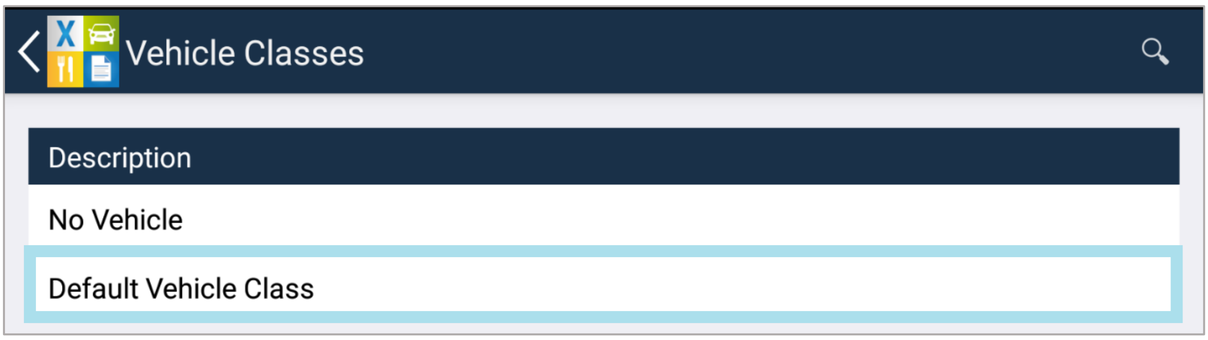
Changing Your Details

To change your details, click on the ‘Details’ button.
This page will show the name and bank details 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.

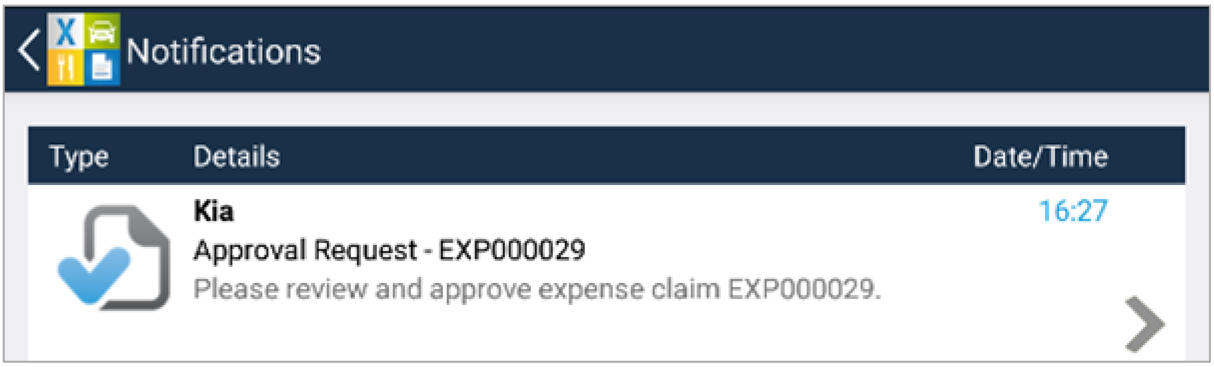


If you expect to make claims for mileage you will also need to alter the ‘Vehicle Details’ so that the ‘Vehicle Class’ is ‘Default Vehicle Class’. The ‘Registration’ can be left empty.

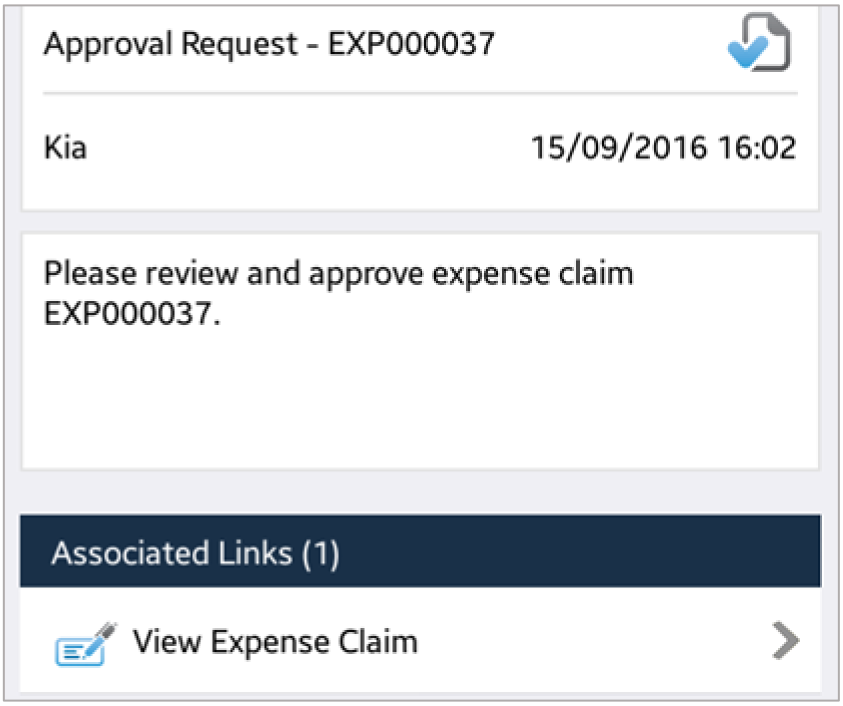


Approving/Rejecting claims in eXpense365

As a President/Club Captain/Project Coordinator or Treasurer, you are able to approve or reject claims. You will receive a notification that an expense claim 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

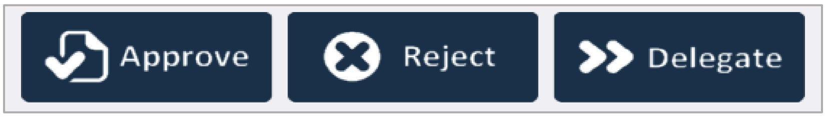


You can then ‘Approve’, ‘Reject’ or ‘Delegate’ the claim.

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?
- That there are enough funds in your student group account to pay the expense

Guidance as to what is proper expenditure:

- You must ensure that the money your student group has is used for the benefit of all your members, for costs relating to the purpose of the student group.
- Some 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, committee meeting snacks or drinks, trips and clothing
    - Other charities – you cannot directly donate society money to other charities. We will not under any circumstances pay an expense claim where an individual is claiming back a donation to charity due to charity law implications
    - 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 be 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/receipt is not legible
- A claim for a larger amount than the receipts show
- Claim amount given in a currency other than GBP with no evidence of currency conversion
- 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 we ask that you inform your members that if they need to make multiple claims they should put them through as one

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.

Bristol SU

Amounts coming in/out this month

BRISTOL SU
the best student life

Income and Expenditure Analysis
Bristol Flops

Department code: FLO

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

Total amount that has come in during the year to date

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
TOTAL INCOME		**2,428.06**	**2,428.06**

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	-	-
TOTAL EXPENDITURE		**1,577.98**	**1,577.98**
Income less expenditure		850.08	850.08
CURRENT BALANCE AVAILABLE*			**2,436.08**

**May not include recent transactions*

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

iOS: 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, Project Coordinators 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. Once processed, the payment is usually made withing 10 working days.

If you have any further questions please email bristolsu-grouppayments@bristol.ac.uk