ReceiptBank

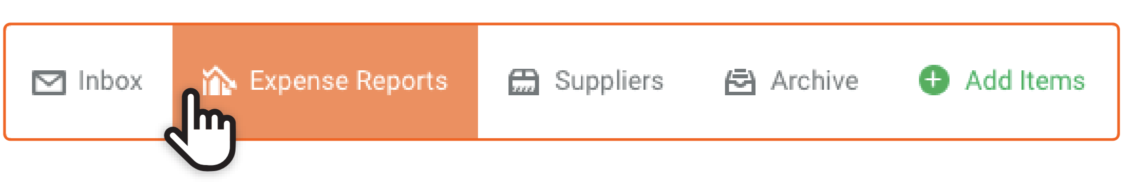
EFFORTLESS EXPENSE REPORTS

Effortless Expense Reports automatically create and populate Expense Reports within Receipt Bank. Choose who you'd like reports to be created for and how often they should renew; we'll build and fill the reports for you!

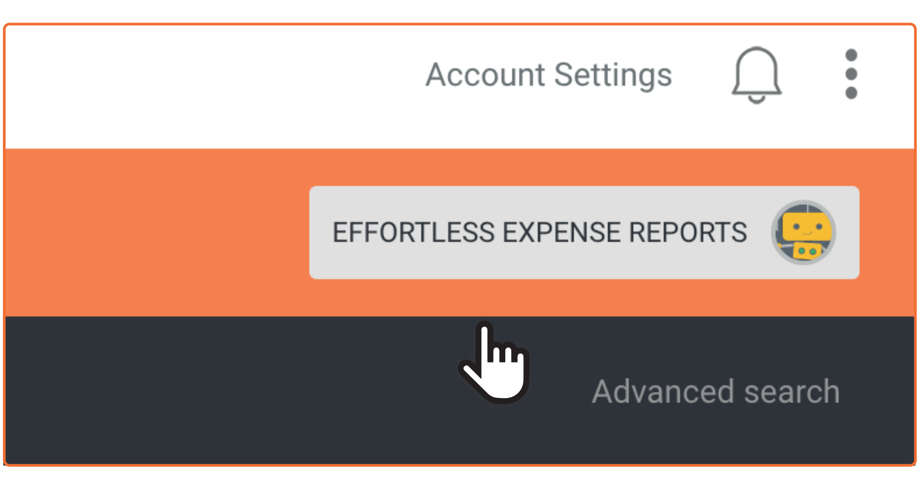
This means you can track, review, and reimburse expenses with only a few clicks while maintaining complete control and transparency over how they're created.

HOW TO CREATE AN EFFORTLESS EXPENSE REPORT

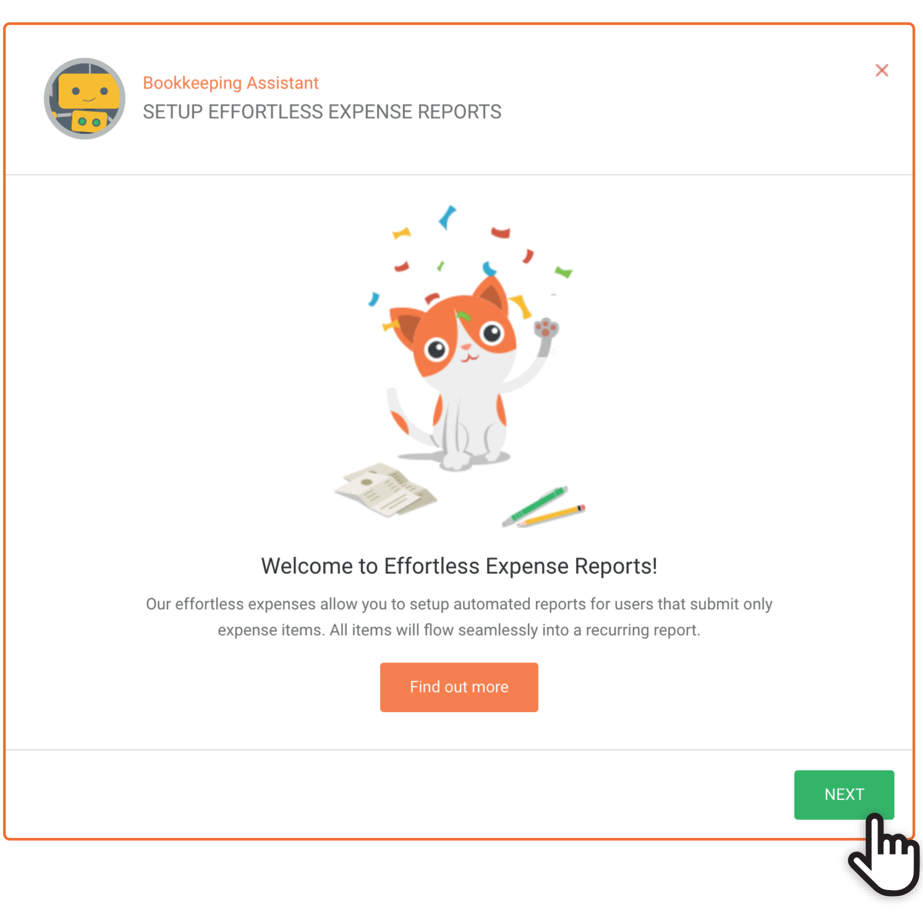
1. Click into your client's account, then go to the '**Expense Reports**' tab.



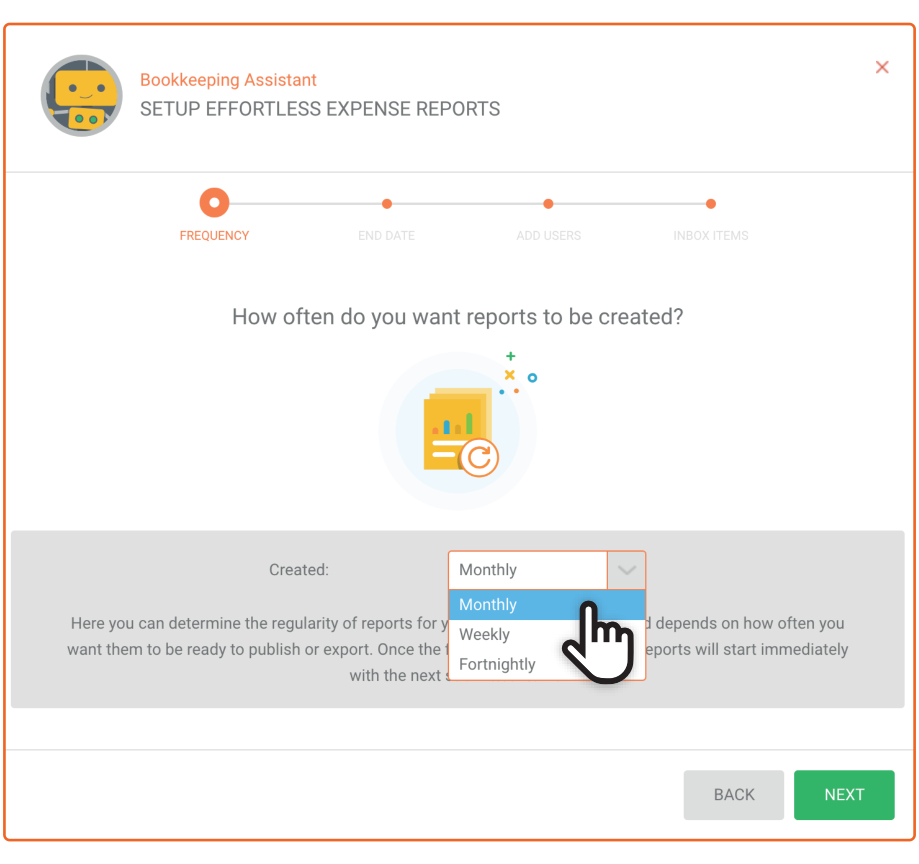
2. Click on the 'Effortless Expense Reports' button in the top-right of the screen:



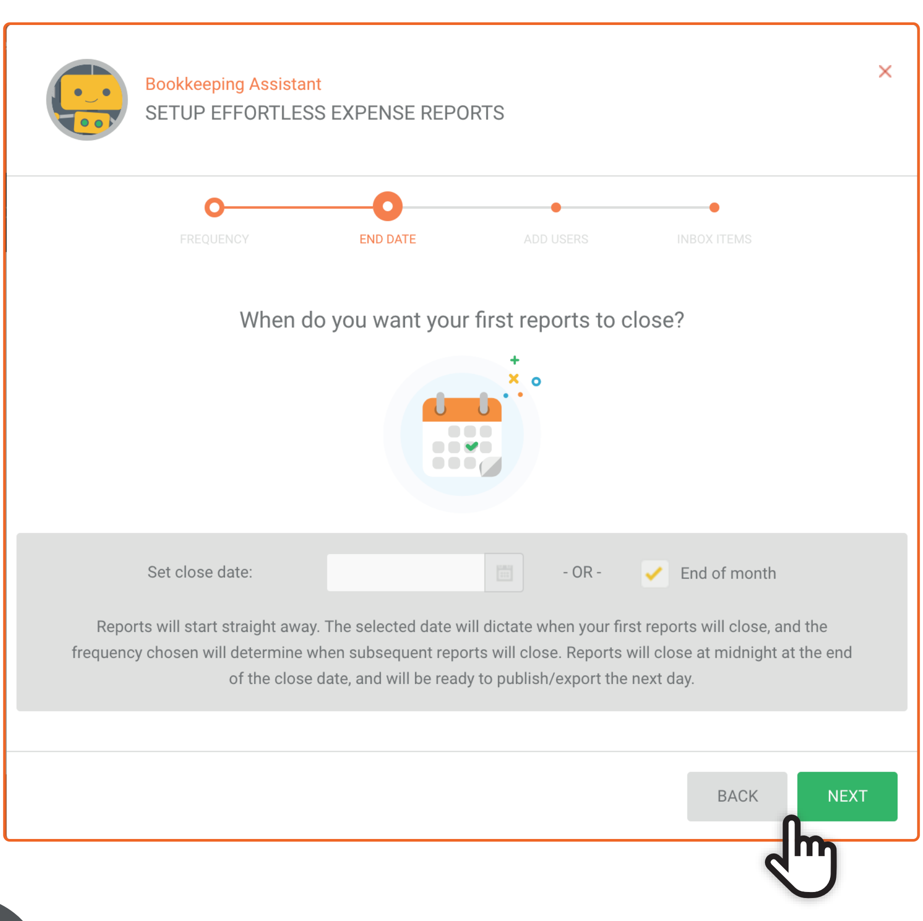
3. The Effortless Expense Reports setup screen will open, click **Next**;



4. Choose how often you'd like reports to be created, then click **Next**.

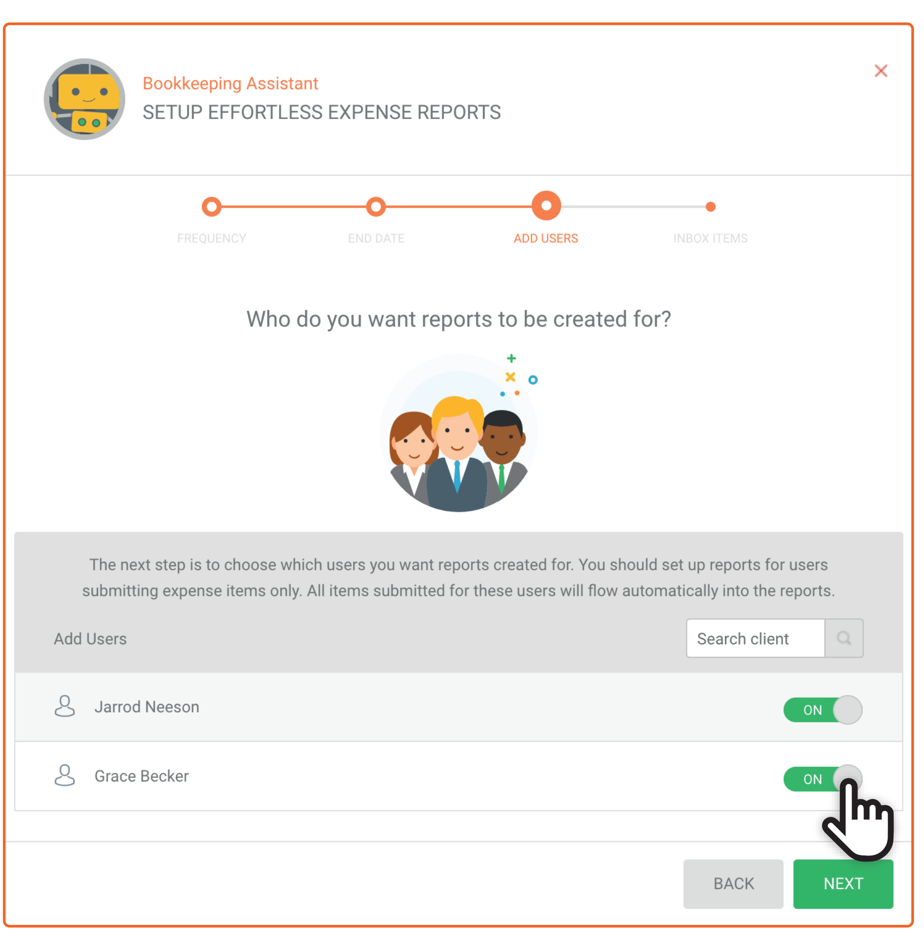


5. Select when the previous reports will close and the next reports will open. Then click Next;

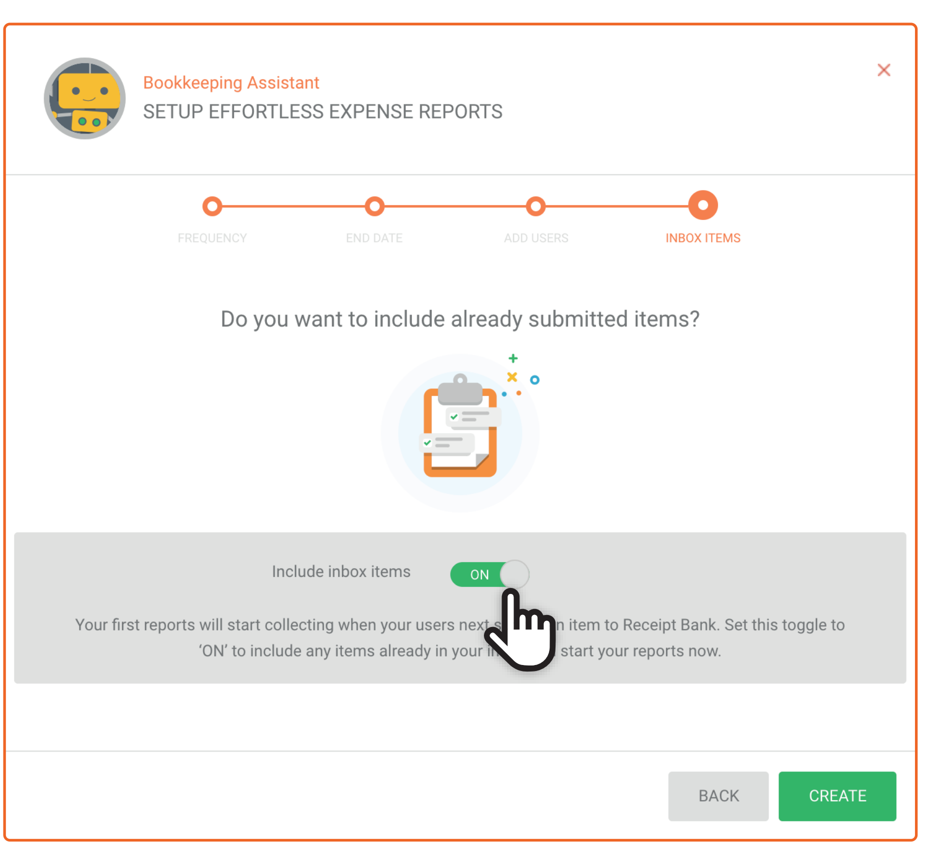


Tip: Weekly and fortnightly reports are renewed on the specified **day of the week**, and monthly reports are renewed on the specified **date of the month**.

6. On the next page, **Select** which users on the account will require reports, then click **Next**.



7. Finally, choose whether or not you'd like to include the **existing inbox items** submitted by these users in the new reports (otherwise, the report will start preparing next time users submit their expenses).



8. Click **Create**.

9. The report(s) will appear in the '**Expense Reports**' Tab. The Robot icon in the '**Type**' column shows that has been prepared according to your Effortless Expense Report rules.

10. Within the Expense report you can review the items added, remove any that don't need to be included and change the category of any item. All items that have been added to the Effortless Expense Report can be found in the **Archive** of the Client Inbox.

PUBLISHING AN EFFORTLESS EXPENSE REPORT

1. At the end of the Effortless Expense Report period, the report will close and be available to send for approval, publishing or downloading.

2. If published to an accounting software, Receipt Bank records the Expense Report as an invoice, as if the employee was billing the company for their personal payments.

3. Within the accounting software, the report will be presented as a single entry consisting of multiple lines which detail each of the employee's transactions

FAQs:

» **Will my Effortless Expense Report include items already in my inbox?**

- Yes, if you select this option on setup. Otherwise the report will start when user next submit their expenses. You are also given the opportunity to apply this whenever you add additional users to your Effortless Expense Reports rule.

» **How do I edit an Effortless Expense Report once it's been created?**

- Your Effortless Expense Report will appear under the 'Expense Reports' Tab, and will have robot icon next to it. Click to view the report - within the report you can change the category, remove items and change the report's name. Once you're happy, you can publish, download or re-bill the report.

» **How do I change the rules of my Effortless Expense Report?**

- You can edit the settings for your reports by clicking the 'Bookkeeper Assist' icon, then 'Edit.' Here you can add additional users or change the close date of your reports.You can also turn off the Effortless Expense report if needed.

If you have any other questions about using Effortless Expense Reports, please get in touch at **support@receipt-bank.com**.