

Using our expense claim system

For Users (V2 Revised 22/11/2023)



Introduction

Welcome to The Royal College of Pathologists' manual for using our automated online expense system (for UK bank account holders only). This is the system we use for submitting expense claims and you can access it via smartphone, tablet or computer.

The college reimburses expenses electronically, directly into the bank account of the person claiming. We use an online platform to process all expense claims. Guidance on the amounts that can be claimed are published on the College's website <https://www.rcpath.org/about-the-college/college-policies/expenses-policy.html>

Before you can use the online platform you will need to be registered by the College to access it. If you have not claimed expenses in the past from the College please email finance@rcpath.org.

The online platform is supplied by a company called Rydoo.

How to use this manual

This manual is intended to be used as an 'at a glance guide' for users, highlighting key information. Further support if needed can be obtained via the Rydoo on-line chat and Rydoo help section.

Your role as a 'user'

As a user, you can submit expenses, create reports and change your password.

The process of submitting an expense

Once you've logged in to your Rydoo account, there are three main steps you go through to submit your expense.

1.Upload receipt



2.Edit and complete expense details



3.Save and submit claim

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1. The College's expense claim policy

It is the College's policy to offer full reimbursement of out-of-pocket expenses incurred on the College's behalf providing that the nature of these expenses has been agreed in advance. All claims must be submitted within 2 months of the date of the meeting/activity or the date of travel.

The College will only make reimbursement for actual reasonable expenses necessarily incurred and if supported by a receipt where appropriate.

Guidance on the amounts that can be claimed are published on the College's website <https://www.rcpath.org/about-the-college/college-policies/expenses-policy.html>

1.1 How Rydoo works

Expense claims are handled electronically:

1. Claimant logs on to the Rydoo system
2. Claimant uploads a receipt
3. Claimant enters the required information
4. Claimant submits the claim

When submitting an expense claim the user needs to upload the receipt. This can be done in a number of ways, via smartphone, tablet, e-mail or computer. If you need to upload an invoice (A4 size) it is better to scan and send them to receipts@rydoo.com from your Rydoo registered email address, which will ensure that the receipt is uploaded to your Rydoo account. Please note that this can take a few minutes. When it appears on your account please select the expense claim and fill out the necessary details.

An expense claim can be split between various college meetings or events. (Please see section – additional features).

For mileage expense claims, Rydoo offers a Google Map facility. This will automatically calculate the distance travelled and calculate the claim. If you dispute the distance calculated you can override the result and provide an explanation. Please note that mileage claims cannot be currently split over a number of events/meetings.

Before an expense can be submitted there are mandatory information which must be completed. Rydoo offers the flexibility of being able to enter an expense claim, save the details and come back at a later stage to finalise the claim.

The optical character recognition (OCR) software will automatically enter some of the mandatory information for you, such as the date, amount and merchant name. However you are advised to review this information. If the OCR software has not been able to read the uploaded receipt you will have to enter this information manually.

The user will be prompted to choose what group (College department) the expense relates to. The user will be able to make a choice from a drop down list. The user will then be able to select a meeting/event which is specific to the chosen department.

The user has to manually enter the following information for each expense claim:

Currency	Leave as 'GBP' unless the expense was paid in a foreign currency. If paid with foreign currency please select the appropriate currency. Rydoo will use the prevailing exchange rate at that time to convert to sterling
Group	This refers to the College department – e.g. examinations, assessments, professional standards. Refer to your College contact if unsure.
Category	Type of meeting/activity which is specific to that College department. i.e. Travel/ Accommodation/ Other.
Country	Country in which expenditure took place
Project	Only applicable for certain College department activity. If unknown, please select 'Not Applicable'
Tax Rate	This is a description of the supporting receipt and is dependent on the activity and the type of receipt submitted. If unsure, select 'No UK VAT receipt'

Please note that the date refers to the date of the meeting and not the date of submitting the receipt. Currently Rydoo will not accept dates which are in the future.

There are a number of settings which the User does not have to select or change. These are as follows:

Paid with Invoice	Please leave as 'cash'
Reimbursable	Please leave box unticked
	Please leave ticked

The user has to choose one of the following descriptions for the receipts submitted (on the screen this is shown as VAT rate). When selecting the VAT rate please ignore the 'corresponding VAT rates' which are displayed.

No reclaim activity	Select this category if your expense claim is for either examinations or academic symposia (college conferences) regardless if there is VAT shown on your receipt.
No UK VAT receipt	Select this category if the expense took place outside of the UK, or there is no VAT shown on your receipt e.g. train ticket, or you do not have a receipt to upload.
RCP Consulting no receipt	Select this category if your expense claim is related to RCPPath Consulting and there is no VAT shown on your receipt e.g. train ticket, or you do not have a receipt to upload.
RCP Consulting VAT	Select this category if your expense claim is related to RCPPath Consulting and there is VAT shown on your receipt.
UK VAT receipt attached	Select this category if there is VAT on your receipt and the expense is not related to examinations or academic symposia (college conferences).

It is possible to enter an expense claim without submitting a receipt, but it will be at the discretion of the departmental manager to authorise such a claim which does not have any supporting receipts. If this is the case, please put a reason for no receipt in the comments box.

The user will be informed of any submitted claims which have been rejected by the 'Approver'. The user will have the option to re-submit providing further information or delete/withdraw the expense claim.

1.2 Logging in for the first time

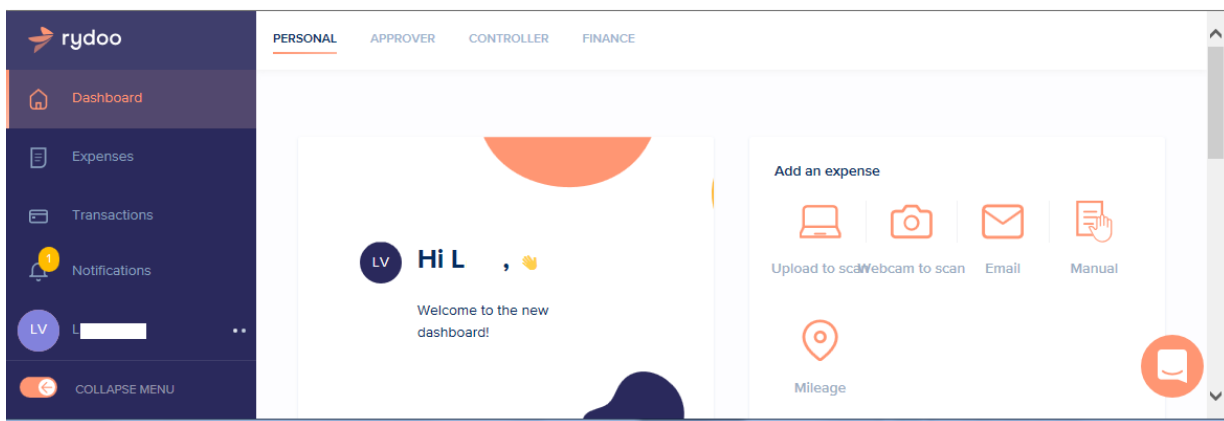
A login will be created for you by a system administrator in the membership and finance department. You will receive an e-mail from Rydoo with your Rydoo login details.

Login with your email address and temporary password. You will be asked to change your temporary password when you first logon. The password must be at least 8 characters long.

It is advisable that you change your password on a regular basis. Do not share your login details.

If you forget your password, you can request a new password by clicking on the 'Forgot your password?' link on the login page. A password reset link will be sent to your registered email address. Please note that this is not always immediately received.

Below is an example of the Dashboard you will see the first time you use Rydoo.



1.3 Logging in

You can access Rydoo from your computer, tablet or smartphone.

To access from your computer – <https://accounts.rydoo.com/login>

To access from your tablet - <https://www.rydoo.com/en>

To access from your smartphone - download the Rydoo app:



<https://itunes.apple.com/be/app/Rydoo/id512207629?mt=8>



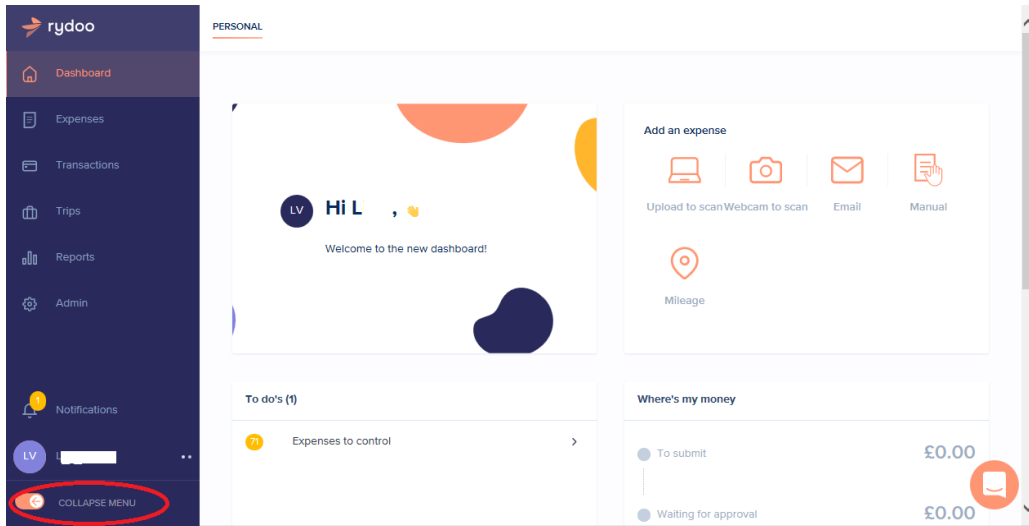
<https://play.google.com/store/apps/details?id=com.cardwise.Rydoo>



<http://www.windowsphone.com/en-gb/store/app/Rydoo/e315735a-35d4-46b5-bf40-2e365766e1b3>

1.4 The Rydoo Dashboard

If you have logged on using a computer you can pin the navigation bar on the left hand side of your screen by clicking on the collapse menu.



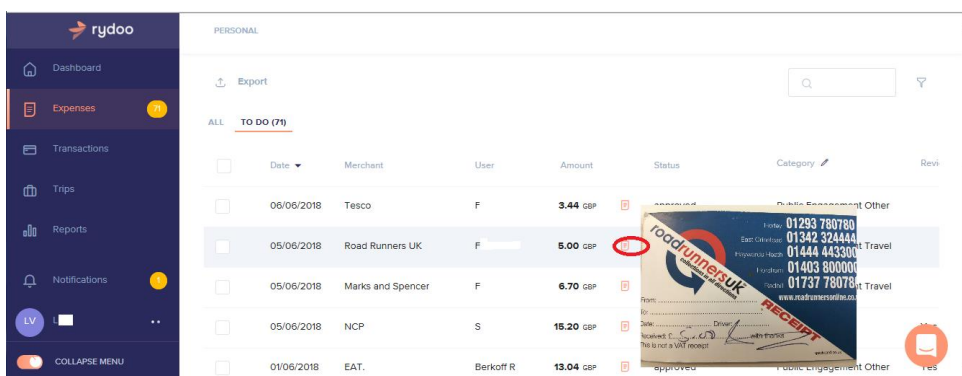
The dashboard will provide you with a summary of all your reported expenses.

The 'Expenses' section of the Rydoo dashboard provides a useful summary of all your expenses which have been processed by Rydoo and any expenses which require further attention by you.

If an entry is highlighted in red it indicates that an expense policy rule has been violated.

A black receipt on the dashboard indicates that no receipt has been uploaded.

An orange receipt indicates that a receipt has been submitted. Hover over the orange receipt and a picture of the submitted receipt will be displayed.



If an amount has a dotted line under it, this indicates that there has been a foreign currency conversion. Hover over the amount and the conversion rate will be displayed.

Date ▾	Merchant	User	Amount	Status
21/09/2017	Premier Inn	TEST D	300.00 GBP	submitted
21/09/2017	Cafe Grande	TEST D	22.19 GBP	submitted
21/07/2017	National Rail	TEST D	15.60 GBP	submitted
21/07/2017	National Rail	TEST D	15.60 GBP	submitted

The dashboard also shows the status of each submitted claim.

2. Submitting an expense claim via smartphone

Using a smartphone is the easiest way to upload a receipt in Rydoo.

If you want to upload an invoice (size A4) it is better to scan and send it to receipts@rydoo.com from your registered email address, which will ensure that the receipt is uploaded to your Rydoo account. Please note that this can take a few minutes. When it appears on your account please select the expense claim and fill out the necessary details.

Please note the display view may vary depending on your phone and any updates.

2.1 Quick step to submitting via smartphone

1. Login using the Rydoo app
2. Take picture using the 'camera' icon and press 'use photo' (for iphone) or press the green tick (for android)
3. Complete the details shown on screen
4. Click on the tick at the top right hand side of screen to save or to save and submit.

2.2 Detailed steps to submitting via smartphone

1. Login using the Rydoo app
2. Press the 'camera' icon
3. Take a picture of the receipt
4. If you are happy with the image press 'Use photo' (for iphone) or press the green tick (for android) otherwise retake the photo
5. You can upload the receipt and edit later on your smartphone or from your PC or you can continue with the editing process now on your smartphone.
6. The OCR software within Rydoo will enter the following information for you:
 - Date of the expense
 - Amount of the receipt
 - Currency (if mentioned on the receipt) The 'default currency' – British pounds will be used if no currency is mentioned
 - Merchant name
7. If you are going to continue with the process now on your smartphone check that the details inserted by the OCR software are accurate.
8. The following details will have to be manually entered: group, category, country, project and a description of the supporting document (referred to on the screen as VAT rate).
9. Click on the submit to approver icon.

10. The user will be prompted to choose what group (College department) the expense relates to. The user will be able to make a choice from a drop down list. The user will then be able to select a meeting/event which is specific to the chosen department.

11. The user has to manually enter the following information for each expense claim:

Currency	Leave as 'GBP' unless the expense was paid in a foreign currency. If paid with a foreign currency please select the appropriate currency. Rydoo will use the prevailing exchange rate at that time to convert to Sterling
Group	This refers to the College department – e.g. examinations, assessments, professional standards
Category	Type of meeting/activity which is specific to that College department
Country	Country in which expenditure took place
Project	Only applicable for certain College department activity
VAT category	This is a description of the supporting receipt and is dependent on the activity and the type of receipt submitted

Please note that the date refers to the date of the meeting and not the date of submitting the receipt. Currently Rydoo will not accept dates which are in the future.

There are a number of settings which the User does not have to select or change. These are as follows:

Paid with	Please leave as 'cash'
Invoice	Please leave box unticked
Reimbursable	Please leave ticked

The user has to choose one of the following descriptions for the receipts submitted (on the screen this is shown as VAT rate). When selecting the VAT rate please ignore the 'corresponding VAT rates' which are displayed.

No reclaim activity	Select this category if your expense claim is for either examinations or academic symposia (college conferences) regardless if there is VAT shown on your receipt.
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No UK VAT receipt	Select this category if the expenditure took place outside of the UK, or there is no VAT shown on your receipt e.g. train ticket, or you do not have a receipt to upload.
RCP Consulting no receipt	Select this category if your expense claim is related to RCPPath Consulting and there is no VAT shown on your receipt e.g. train ticket, or you do not have a receipt to upload.
RCP Consulting VAT	Select this category if your expense claim is related to RCPPath Consulting and there is VAT shown on your receipt.
UK VAT receipt attached	Select this category if there is VAT on your receipt and the expense is not related to examinations or academic symposia (college conferences).

It is possible to enter an expense claim without submitting a receipt, but it will be at the discretion of the departmental manager to authorise such a claim which does not have any supporting receipts. If this is the case, please put a reason for no receipt in the comments box.

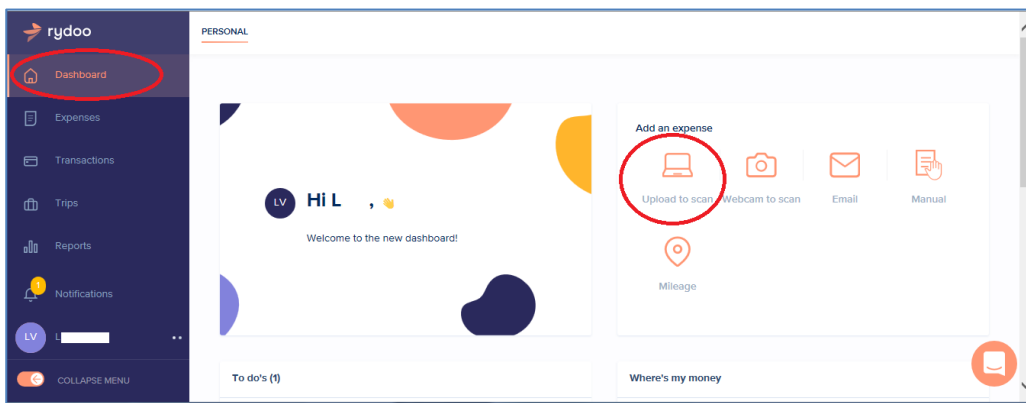
3. Submitting an expense via upload from a computer/ tablet

3.1 Quick steps to submitting via a computer/tablet

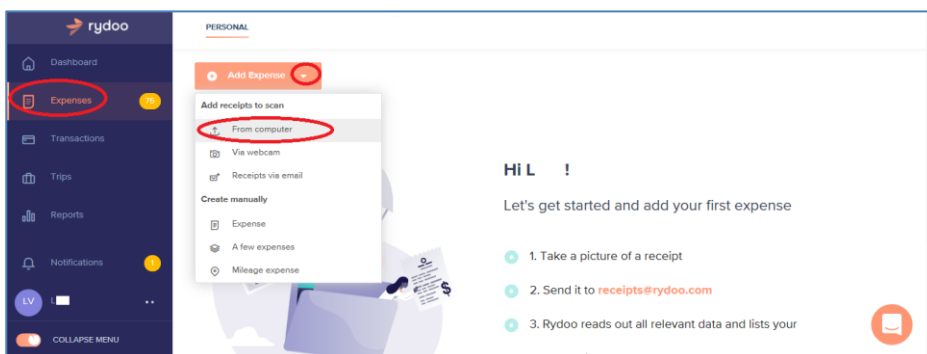
1. Login at <https://manage.Rydoo.com/login>
2. On a tablet – login at <https://m.Rydoo.com>
3. Click 'Add expenses' or 'Receipts' from computer
4. Complete the details shown on screen
5. Click on the save and submit

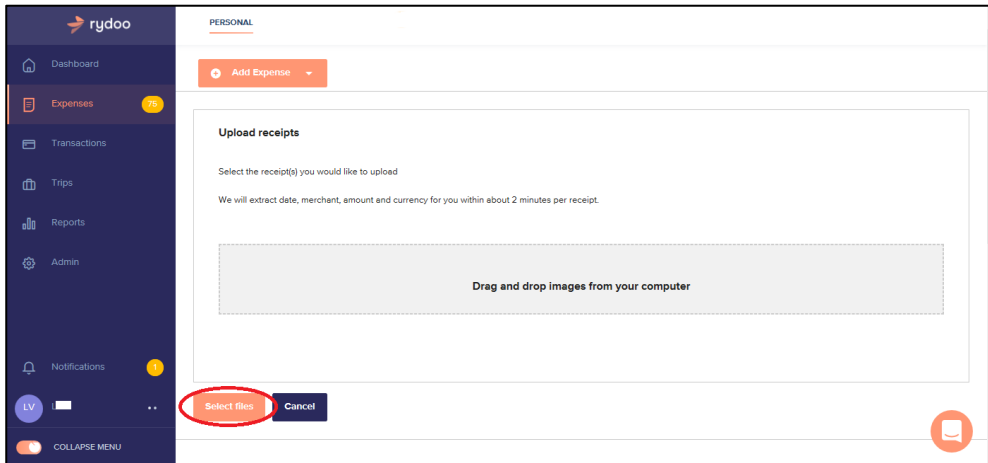
3.2 Detailed steps to submitting via a computer/tablet

1. Login at <https://manage.Rydoo.com/login> (for computers) or <https://m.Rydoo.com> (for tablets)
2. You can add a receipt by clicking on the 'Upload to scan' icon on the Dashboard view



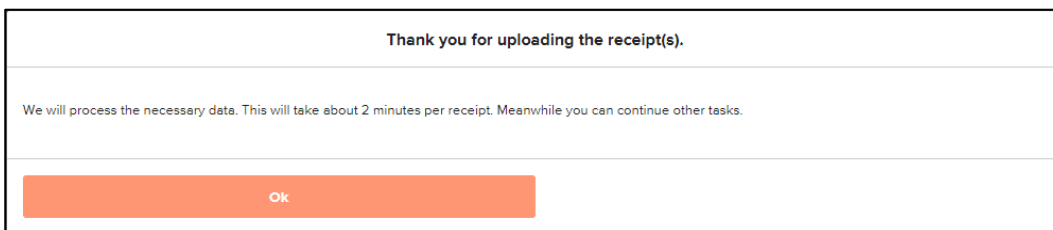
3. Or you can click on 'Expenses' in the navigation bar and then click on 'Add expenses' button then select 'From computer':



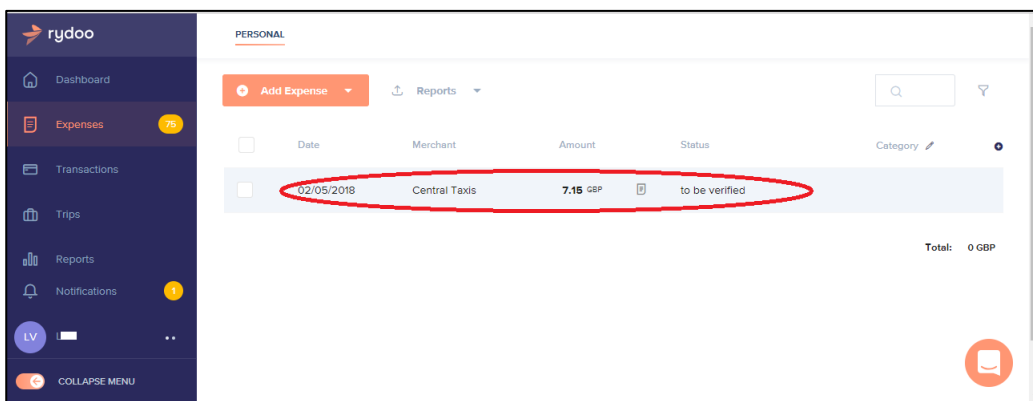


4. Select the files you need. After a few minutes the receipt will be uploaded into your account.
5. When a receipt is being uploaded, you will receive this message in your overview:

Thank you for uploading the receipt(s) – We will process the necessary data. This will take about 2 minutes per receipt. Meanwhile you can continue other tasks.

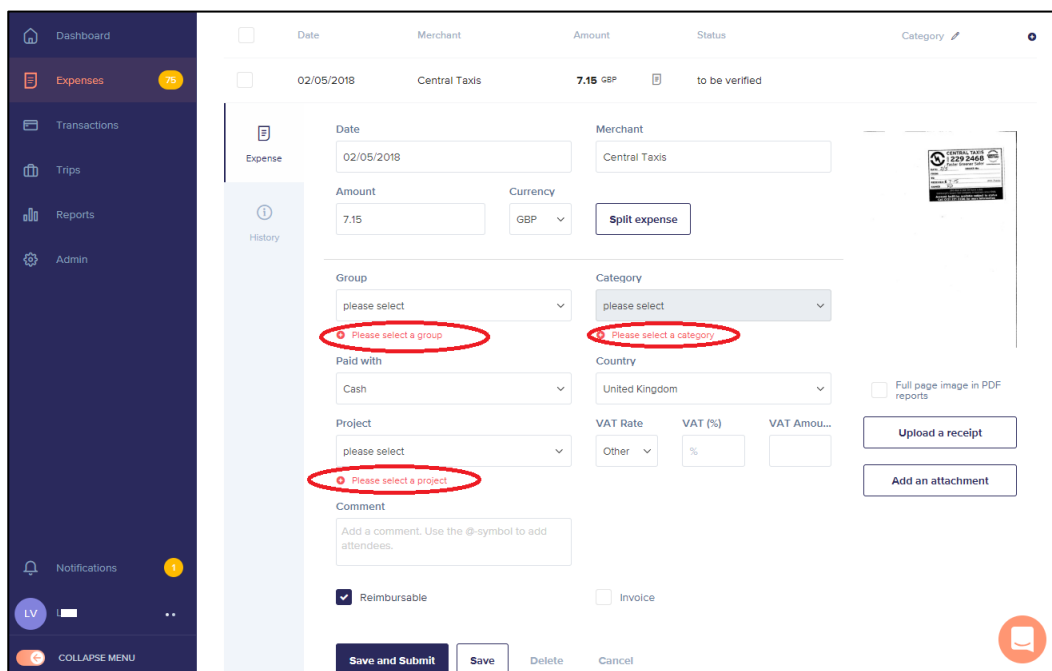


6. Click on the saved expense which will now expand to allow information to be completed for submission



7. The OCR software within Rydoo will enter the following information for you:
Date of the receipt
Amount of the receipt

- Currency (if mentioned on the receipt) The 'default currency' – British pound will be used if no currency is mentioned.
Merchant name
8. If the OCR software has been unable to read any of the information for you, the missing information will have to be entered manually.
 9. It is advisable to check the information uploaded and to complete the other required fields.
 10. It is not possible to submit an expense until all the required fields are completed, you can always save and finalise the expense claim later.
 11. The following details will have to be manually entered: group, category, country, project and a description of the supporting document (referred to on the screen as VAT rate).
 12. In the below screen shot, the red highlighted fields refer to fields which must be completed.



13. The user will be prompted to choose what group (College department) the expense relates to. The user will be able to make a choice from a drop down list. The user will then be able to select a meeting/event which is specific to the chosen department.
14. The user has to manually enter the following information for each expense claim:

Currency	Leave as 'GBP' unless the expense was paid in a foreign currency. If paid with foreign currency please select the appropriate currency. Rydoo will use the prevailing exchange rate at that time to convert to sterling
Group	This refers to the College department – e.g. examinations, assessments, professional standards
Category	Type of meeting/activity which is specific to that College department
Country	Country in which expenditure took place
Project	Only applicable for certain College department activity
VAT category	This is a description of the supporting receipt and is dependent on the activity and the type of receipt submitted

Please note that the date refers to the date of the meeting and not the date of submitting the receipt. Currently Rydoo will not accept dates which are in the future.

There are a number of settings which the User does not have to select or change. These are as follows:

Paid with	Please leave as 'cash'
Invoice	Please leave box unticked
Reimbursable	Please leave ticked

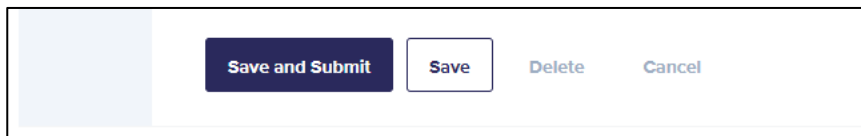
The user has to choose one of the following descriptions for the receipts submitted (on the screen this is shown as VAT rate) Please ignore the corresponding VAT rates which are displayed.

No reclaim activity	Select this category if your expense claim is for either examinations or academic symposia (college conferences) regardless if there is VAT shown on your receipt.
No UK VAT receipt	Select this category if the expenditure took place outside of the UK, or there is no VAT shown on your receipt e.g. train ticket, or you do not have a receipt to upload.
RCP Consulting no receipt	Select this category if your expense claim is related to RCPPath Consulting and there is no VAT shown on your receipt e.g. train ticket, or you do not have a receipt to upload.

- RCP Consulting VAT Select this category if your expense claim is related to RCPATH Consulting and there is VAT shown on your receipt.
- UK VAT receipt attached Select this category if there is VAT on your receipt and the expense is not related to examinations or academic symposia (college conferences).

It is possible to enter an expense claim without submitting a receipt, but it will be at the discretion of the departmental manager to authorise such a claim which does not have any supporting receipts. If this is the case, please put a reason for no receipt in the comments box.

15. Once you have completed all the necessary expense fields you will be able to save and submit the expense to the approver.



4. Editing and completing expenses from your computer/ tablet

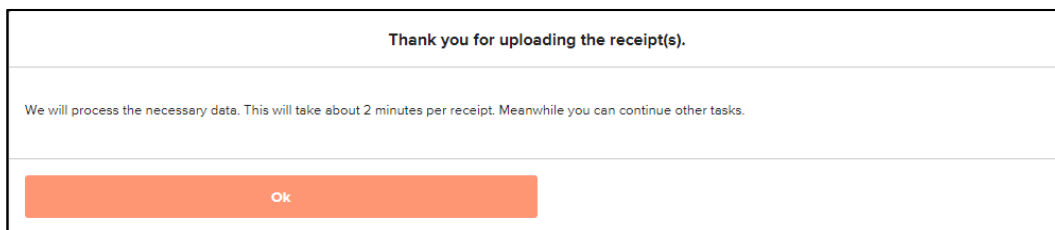
4.1 Quick steps to editing and completing expenses from your computer/ tablet

1. On a computer - login at <https://manage.Rydoo.com/login>
2. On a tablet – login at <https://m.Rydoo.com>
3. Select 'Expenses' from the left hand side menu, click on 'To do Tab', select the expense(s) for completing with 'to be verified' in the status column
4. Complete the details shown on screen
5. Once you are satisfied that all the details are completed, click on 'save and submit'

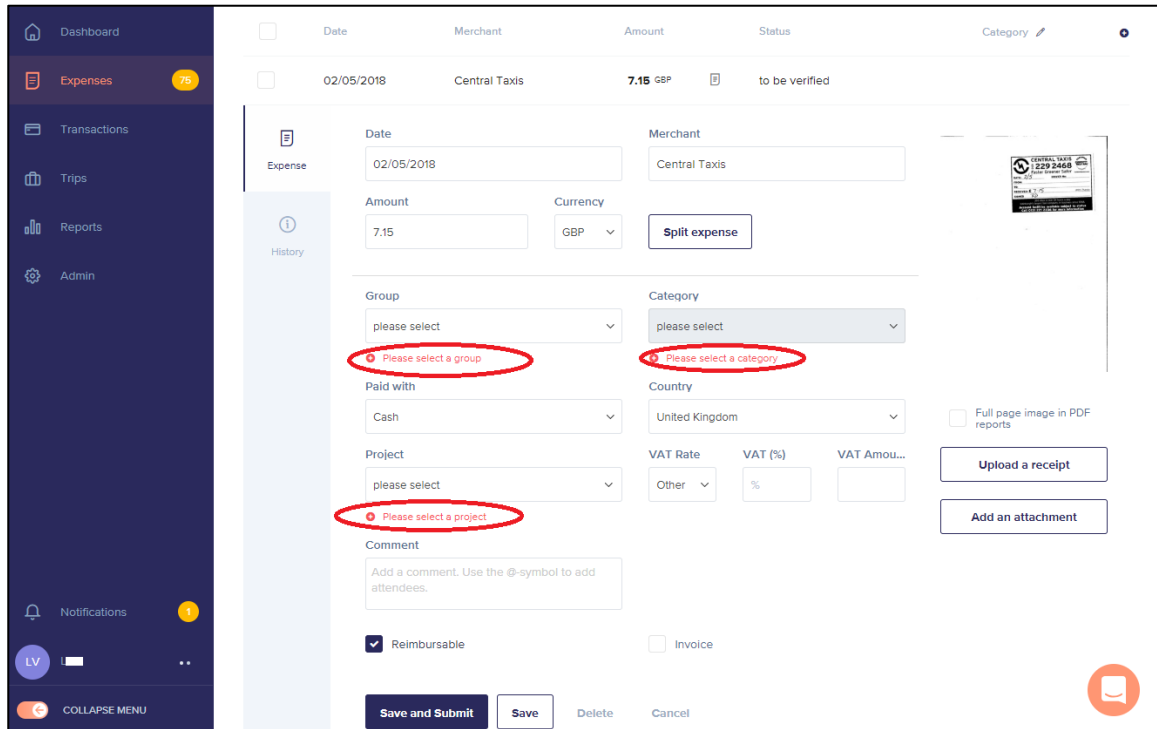
4.2 Detailed steps to editing and complete expenses from your computer/ tablet

1. Rydoo offers users the ability to upload their receipts from the smartphone app, upload it to their Rydoo account and come back to it at a later date.
2. When a receipt is being uploaded, you will receive this message in your overview:

Thank you for uploading the receipt(s) – We will process the necessary data. This will take about 2 minutes per receipt. Meanwhile you can continue other tasks.



5. The OCR software within Rydoo will enter the following information for you:
 - Date of the expense
 - Amount of the receipt
 - Currency (if mentioned on the receipt) The 'default currency' – British pound will be used if no currency is mentioned.
 - Merchant name
6. It is advisable to check the information uploaded and to complete the other required fields.
7. It is not possible to submit an expense until all the required fields are completed, you can always save and finalise the expense claim later.
8. In the below screen shot, the red highlighted fields refer to fields which must be completed.



9. The user will be prompted to choose what group (College department) the expense relates to. The user will be able to make a choice from a drop down list. The user will then be able to select a meeting/event which is specific to the chosen department.

10. The user has to manually enter the following information for each expense claim:

- | | |
|--------------|---|
| Currency | Leave as 'GBP' unless the expense was paid in a foreign currency. If paid with foreign currency please select the appropriate currency. Rydoo will use the prevailing exchange rate at that time to convert to sterling |
| Group | This refers to the College department – e.g. examinations, assessments, professional standards |
| Category | Type of meeting/activity which is specific to that College department |
| Country | Country in which expenditure took place |
| Project | Only applicable for certain College department activity |
| VAT category | This is a description of the supporting receipt and is dependent on the activity and the type of receipt submitted |

Please note that the date refers to the date of the meeting and not the date of submitting the receipt. Currently Rydoo will not accept dates which are in the future.

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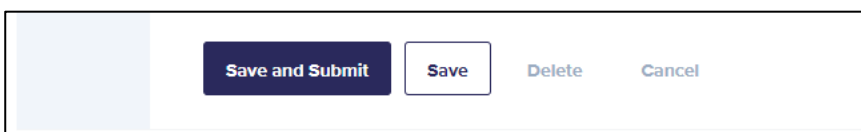
Paid with Invoice	Please leave as 'cash'
Reimbursable	Please leave box unticked
	Please leave ticked

The user has to choose one of the following descriptions for the receipts submitted (on the screen this is shown as VAT rate). When selecting the VAT rate please ignore the 'corresponding VAT rates' which are displayed.

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RCP Consulting VAT	Select this category if your expense claim is related to RCPPath Consulting and there is VAT shown on your receipt.
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It is possible to enter an expense claim without submitting a receipt, but it will be at the discretion of the departmental manager to authorise such a claim which does not have any supporting receipts. If this is the case, please put a reason for no receipt in the comments box.

- Once you have completed all necessary expense fields you will be able to save and submit the expense to the approver



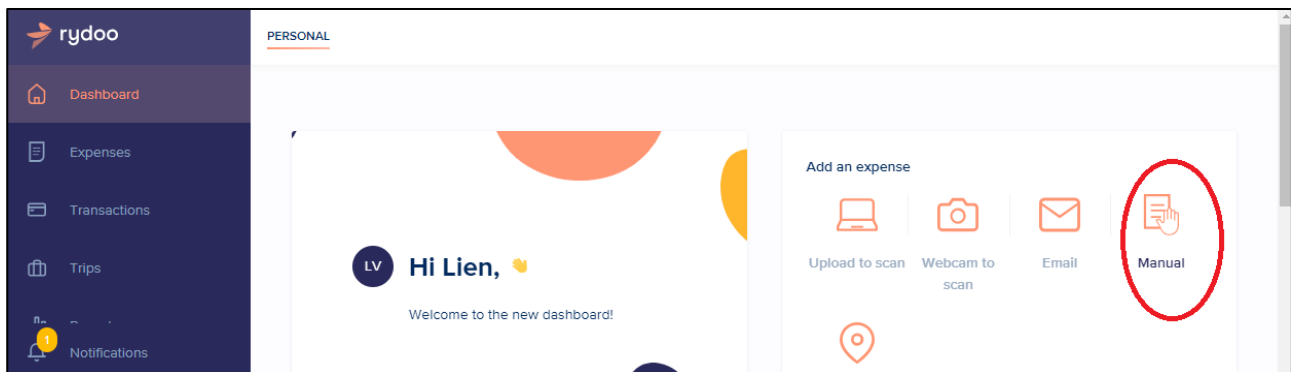
5. Submitting expenses without a receipt

5.1 Quick steps to submitting expenses without a receipt

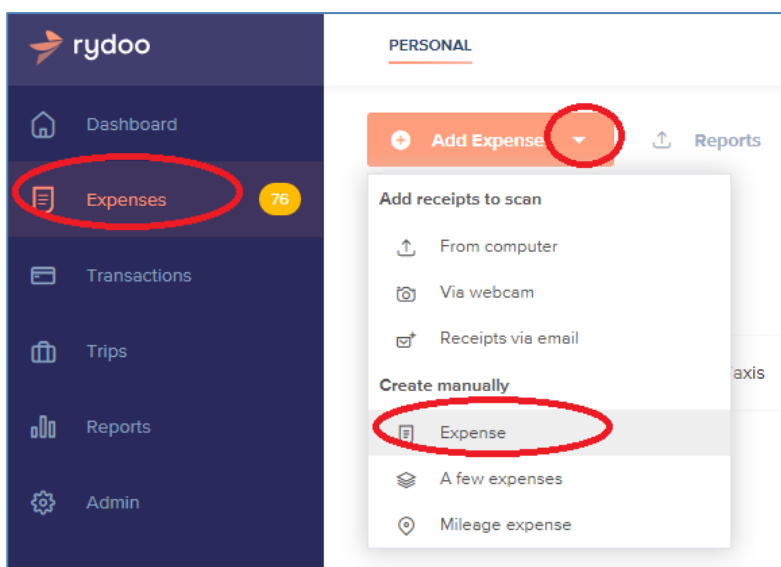
1. Login at <https://manage.Rydoo.com/login>
2. Click 'Add expenses'
3. Complete the details shown on screen
4. Click on the save and submit

5.2 Detailed steps to submitting expenses without a receipt

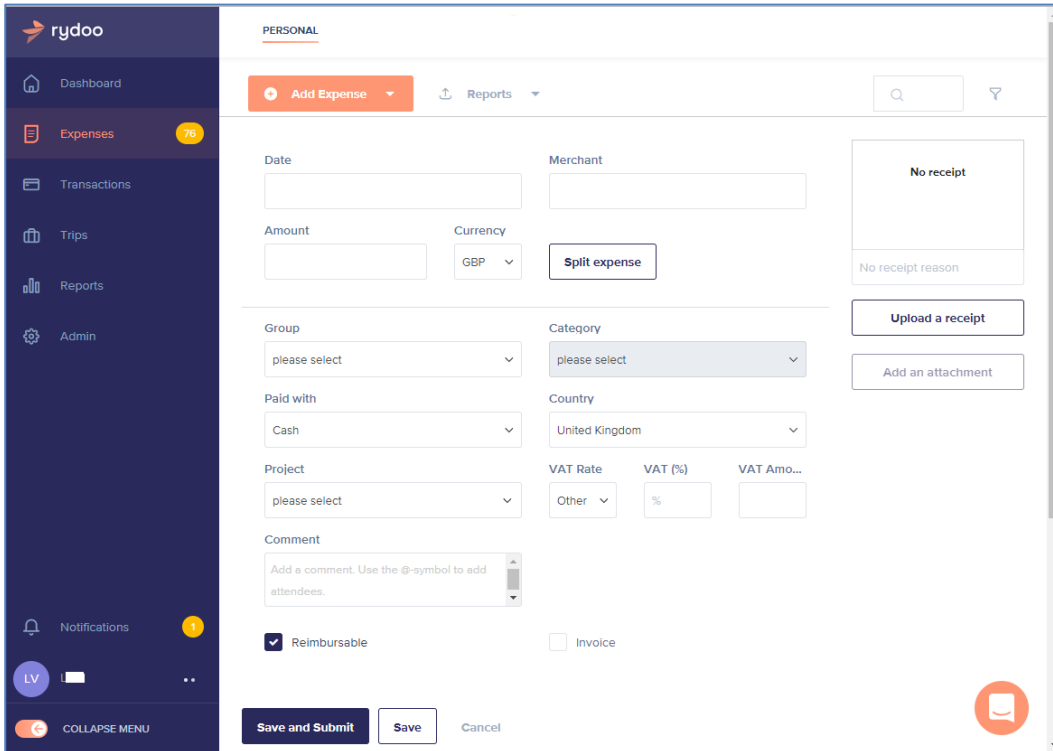
1. Choose 'Manual' icon on the Dashboard view



2. Or, select 'Expenses', 'Add Expenses', under Create manually, select 'Expense'



- The following details will have to be manually entered: group, category, country, project and a description of the supporting document (referred to on the screen as VAT rate).



- The user will be prompted to choose what group (College department) the expense relates to. The user will be able to make a choice from a drop down list. The user will then be able to select a meeting/event which is specific to the chosen department.

- The user has to manually enter the following information for each expense claim:

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Category	Type of meeting/activity which is specific to that College department
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VAT category	This is a description of the supporting receipt and is dependent on the activity and the type of receipt submitted

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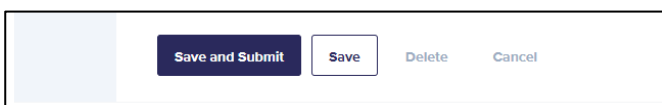
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Reimbursable	Please leave box unticked
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RCP Consulting no receipt	Select this category if your expense claim is related to RCPPath Consulting and there is no VAT shown on your receipt e.g. train ticket, or you do not have a receipt to upload.
RCP Consulting VAT	Select this category if your expense claim is related to RCPPath Consulting and there is VAT shown on your receipt.
UK VAT receipt attached	Select this category if there is VAT on your receipt and the expense is not related to examinations or academic symposia (college conferences).

It is possible to enter an expense claim without submitting a receipt, but it will be at the discretion of the departmental manager to authorise such a claim which does not have any supporting receipts. If this is the case, please put a reason for no receipt in the comments box.

- Once you have completed all necessary expense fields you will be able to save and submit the expense to the approver.



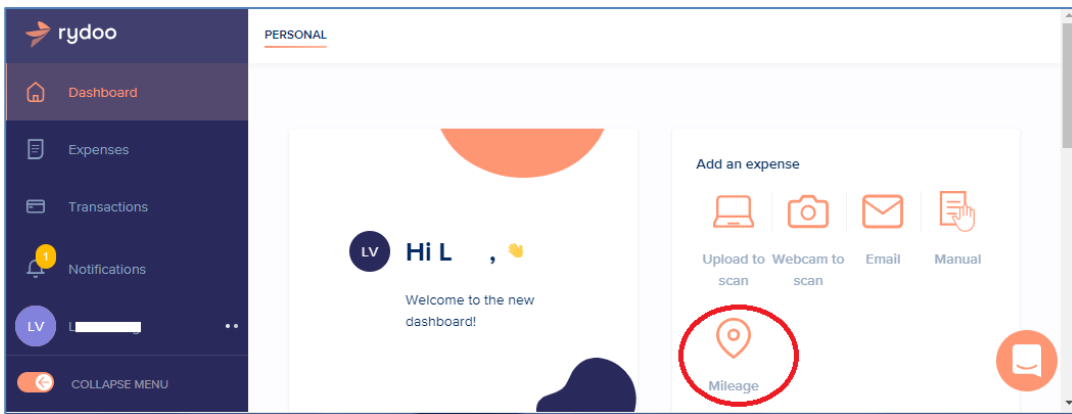
6. Submitting a mileage expense claim

6.1 Quick steps to submitting a mileage expense claim

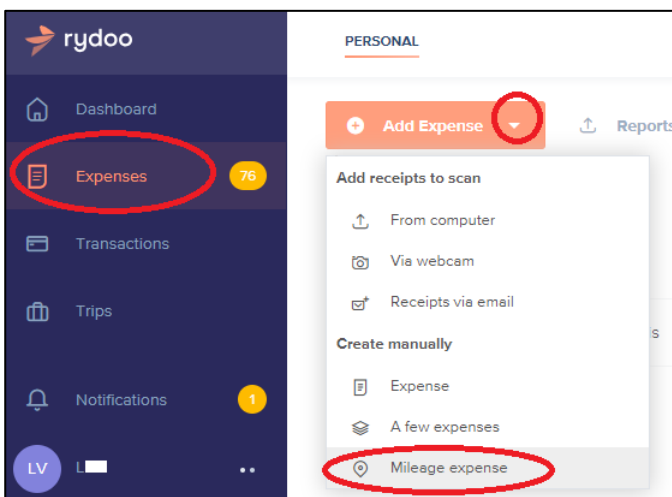
1. Login at <https://manage.Rydoo.com/login>
2. Choose 'Mileage expense'
3. Complete the details shown on screen
4. Click on the save and submit

6.2 Detailed steps to submitting a mileage expense claim

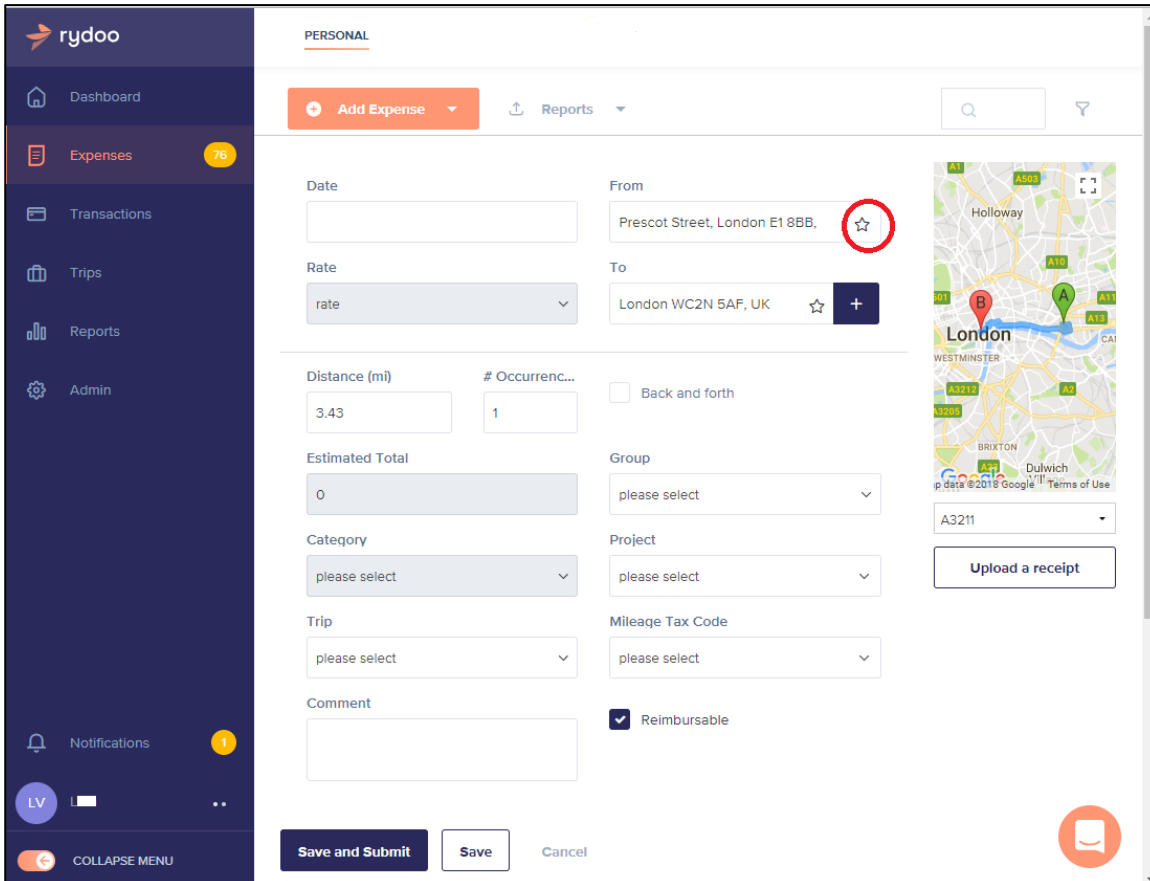
1. Choose 'Mileage' icon from the Dashboard view



2. Or, select 'Expenses', 'Add Expenses', under Create manually, select 'Mileage expense'



- Fill in the date and the addresses 'from' and 'to'. Google Maps will do the rest for you. If you click the 'back and forth' box it will calculate the return journey. With this function you can also add favourite addresses by clicking on the star at the end of the address field. This will save time if you use the same address several times



- The following details will have to be manually entered: rate (car or bike), group, category, country, and project. For VAT rate select T2
- The user will be prompted to choose what group (College department) the expense relates to. The user will be able to make a choice from a drop down list. The user will then be able to select a meeting/event which is specific to the chosen department.
- The user has to manually enter the following information for each expense claim:

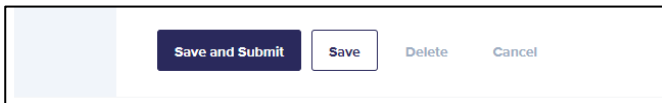
Currency Leave as 'GBP' unless the expense was paid in a foreign currency. If paid with foreign currency please select the appropriate currency. Rydoo will use the prevailing exchange rate at that time to convert to sterling

Group This refers to the College department – e.g. examinations, assessments, professional standards

Category	Type of meeting/activity which is specific to that College department
Country	Country in which expenditure took place
Project	Only applicable for certain College department activity
VAT category	This is a description of the supporting receipt and is dependent on the activity and the type of receipt submitted

Please note that it is not currently possible to split a mileage expense claim between meetings/events.

1. Once all the details have been entered – please click on save and submit to send to your approver



A screenshot of a form's action bar containing four buttons: 'Save and Submit' (dark blue), 'Save' (white with blue border), 'Delete' (light blue), and 'Cancel' (light blue).

7. Additional Information

7.1 Uploading a receipt via e-mail

Scan your receipts/invoices as a PDF file, attach them to an email and send it to receipts@rydoo.com from your registered email address, which will ensure that the receipt is uploaded to your Rydoo account. Please note that this can take a few minutes. When it appears on your account please select the expense claim and fill out the necessary details.

If you receive invoices via email (e.g. train ticket) these can also be forwarded to the same address.

Please note that you will have to use the same e-mail address as your Rydoo account, so that Rydoo can create the expense in your Rydoo account.

When the expense has been created on your account there will be a notification on your dashboard.

Rydoo will also send you a confirmation email (please note there can be a delay in receiving this).

Once the expense has been created on your account you will have to edit and complete the relevant expense details and then save and submit.

7.2 Expenses status

Claimants can view the status of their claim by selecting Expenses from the Dashboard.

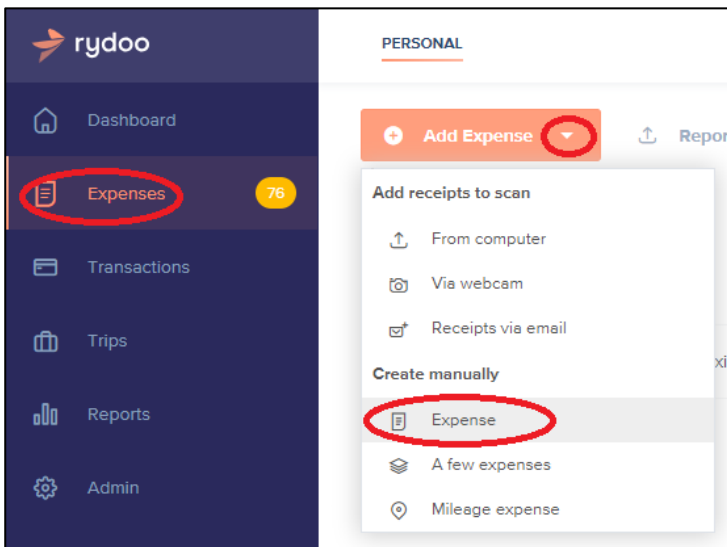
Processing	The expense is being read / processed by the OCR software.
Possible duplicate	This expense might be a duplicate. Please check previous submissions.
Unreadable	The uploaded receipt cannot be read out. You will have to input the details manually.
To be verified	The receipt was read out but there are still some fields that need to be filled in.
Completed	The information in the expense is complete and the expense is ready to be submitted.
Submitted	The expense has been submitted to the approver.
Recalled	The expense has been recalled, because of a mistake you made.
Approved	The expense is approved by your approver.
Controlled	The expense has been reviewed by the Membership & Finance department or the Chief Executive.
Rejected	The expense has been rejected by the approver or the Chief Executive.
Reported	The expense is now recorded on the College's finance system and payment will be made on our next payment run.

7.3 Additional features – Splitting an expense over more than one event/meeting

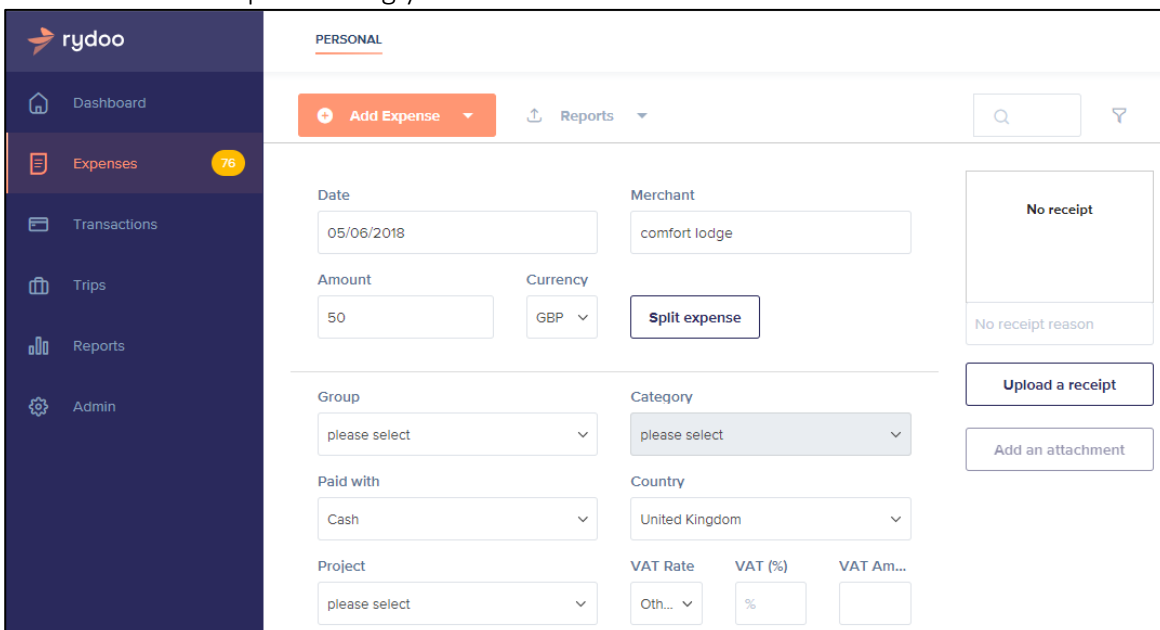
If you are travelling to attend different meetings on the same day you will need to split your expense claims across those meetings. This can be done using the Rydoo system.

7.3.1 Splitting an expense for the same Group

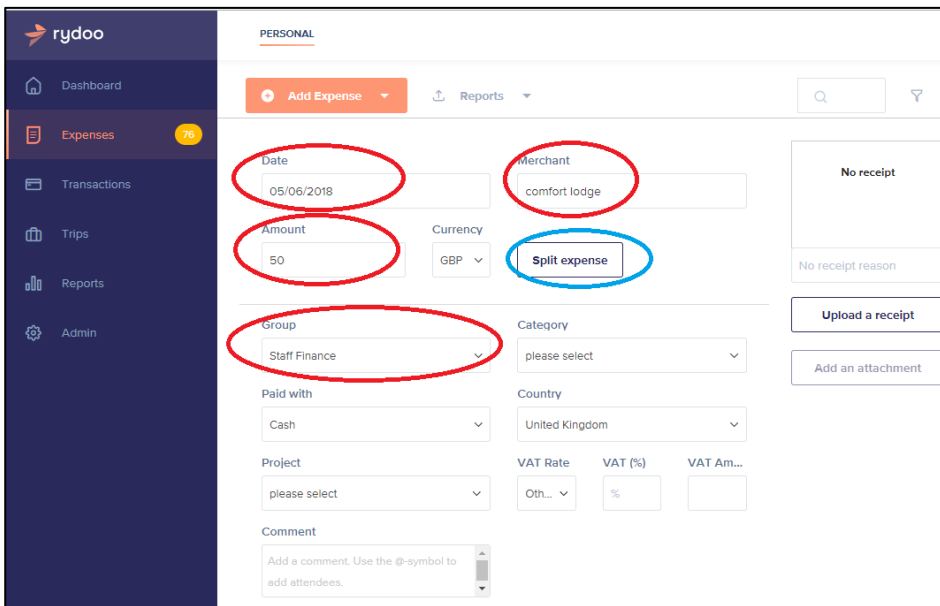
1. Select 'Expenses', 'Add Expense', under Create manually select 'Expense'



2. Enter date, Merchant and amount relating to expense accordingly
3. Select Group accordingly



4. Now click on the Split expense button.

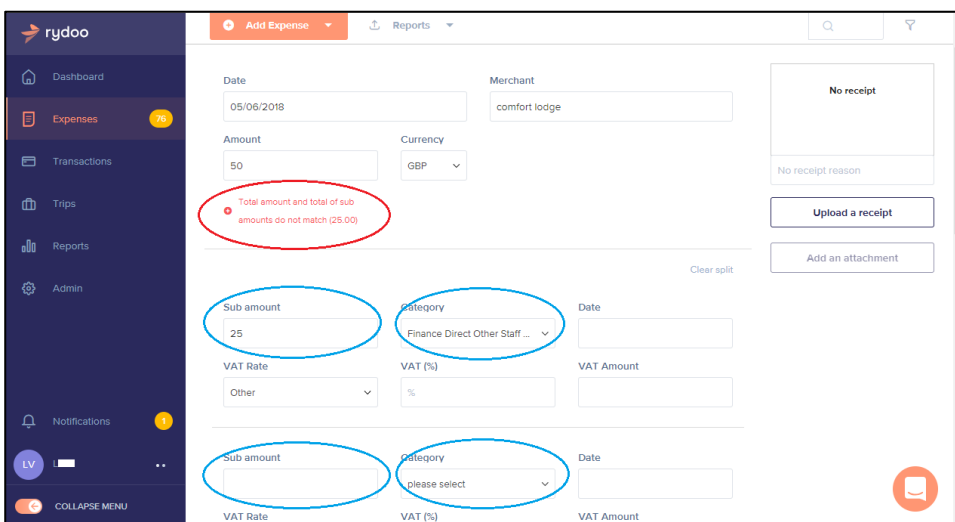


The screenshot shows the 'PERSONAL' 'Add Expense' form in the Rydoo application. The 'Split expense' button is circled in blue. Other fields are circled in red: Date (05/06/2018), Amount (50), Merchant (comfort lodge), and Group (Staff Finance). The form includes fields for Currency (GBP), Category (please select), Paid with (Cash), Country (United Kingdom), Project (please select), VAT Rate (Oth...), VAT (%), VAT Am..., and a Comment field.

5. This will now open the section for splitting the expense.

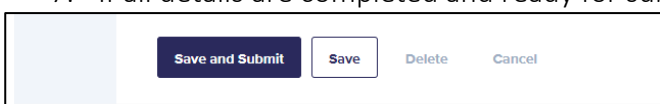
6. Enter the amounts to be split and select the categories for each split, enter VAT codes accordingly.

Note: If the amount does not add up, you will see an orange message below the original amount



The screenshot shows the 'Split expense' section of the form. An orange error message is displayed: 'Total amount and total of sub amounts do not match (25.00)'. The 'Sub amount' (25) and 'Category' (Finance Direct Other Staff...) fields are circled in blue. The form also shows fields for Date, VAT Rate, VAT (%), and VAT Amount for each split item.

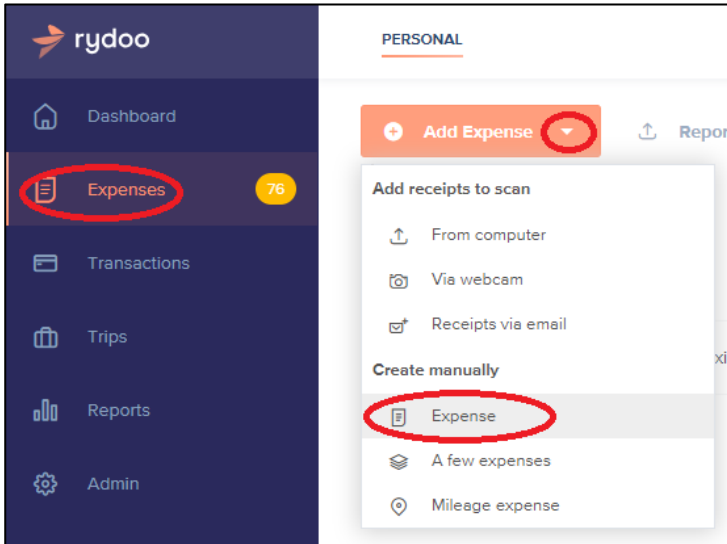
7. If all details are completed and ready for submitting, click on 'Save and Submit'



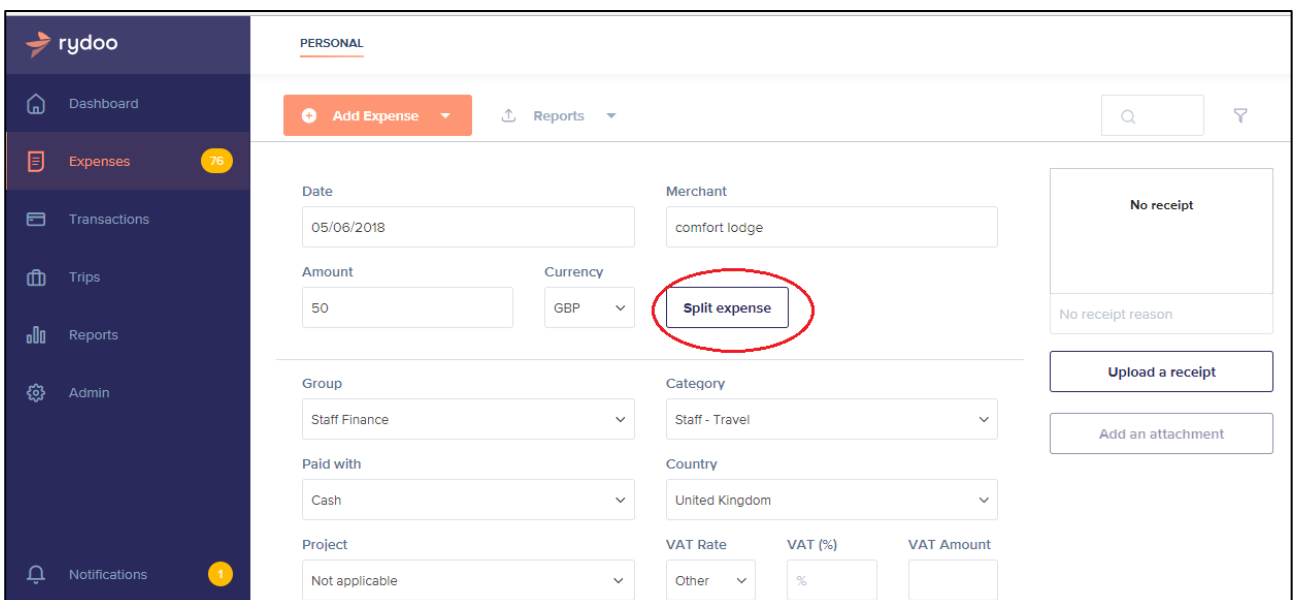
The screenshot shows the bottom of the form with four buttons: 'Save and Submit' (highlighted in dark blue), 'Save', 'Delete', and 'Cancel'.

7.3.2 Splitting an expense for more than one Group (department)

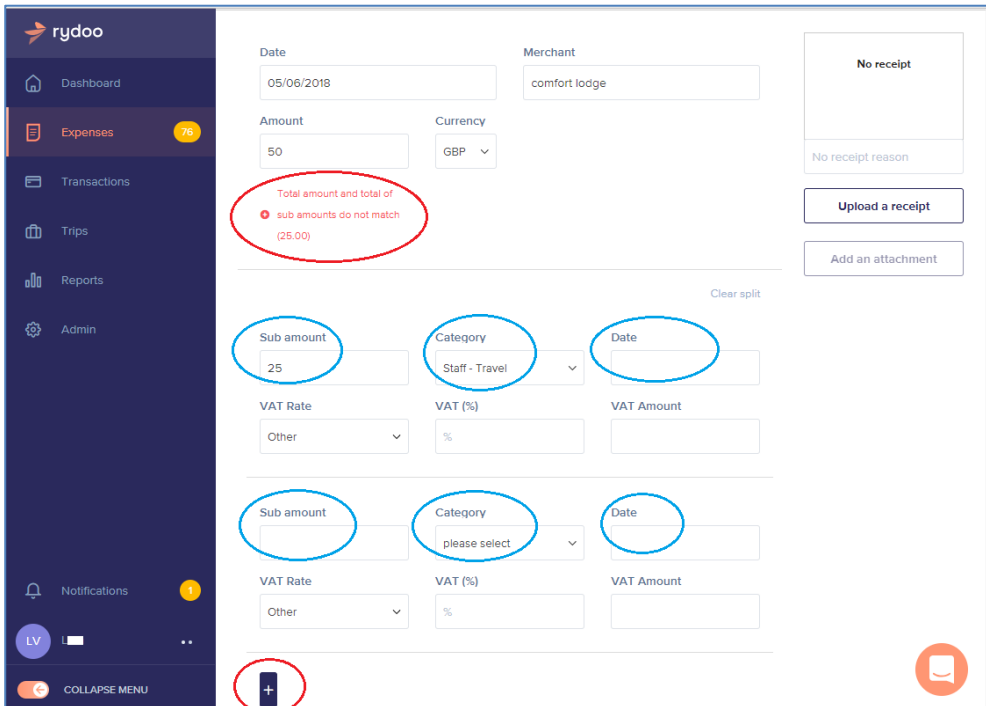
1. Select 'Expenses', 'Add Expense', under Create manually select 'Expense'



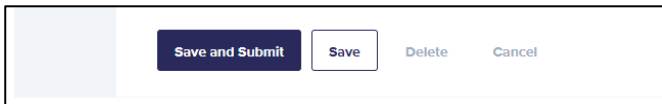
2. Enter date, Merchant, Group, Category, Project and Amount relating to expense accordingly
3. Now click on the Split expense button



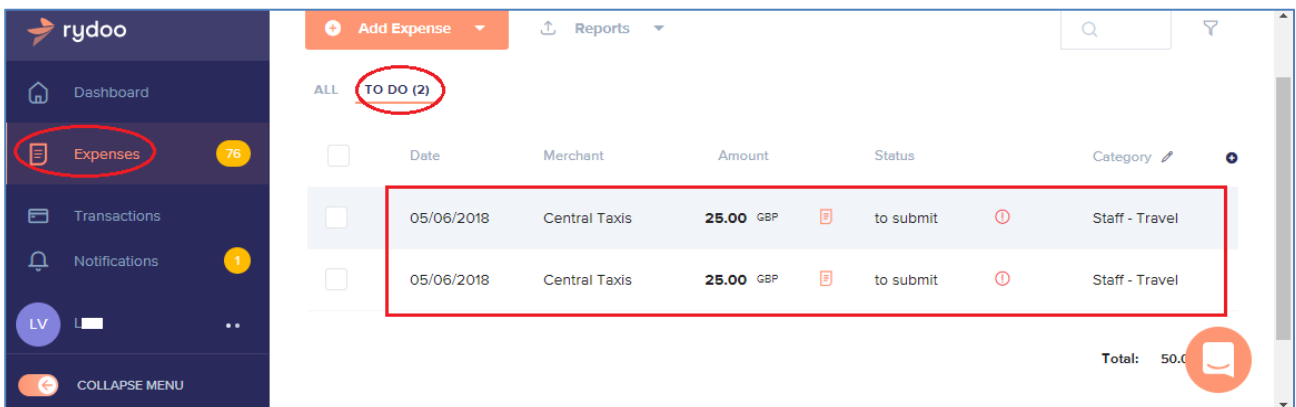
4. Split the amount, date and category in the same Group accordingly. If more than one two split is required, you can select the + sign to add more splits.



5. Now click 'Save'



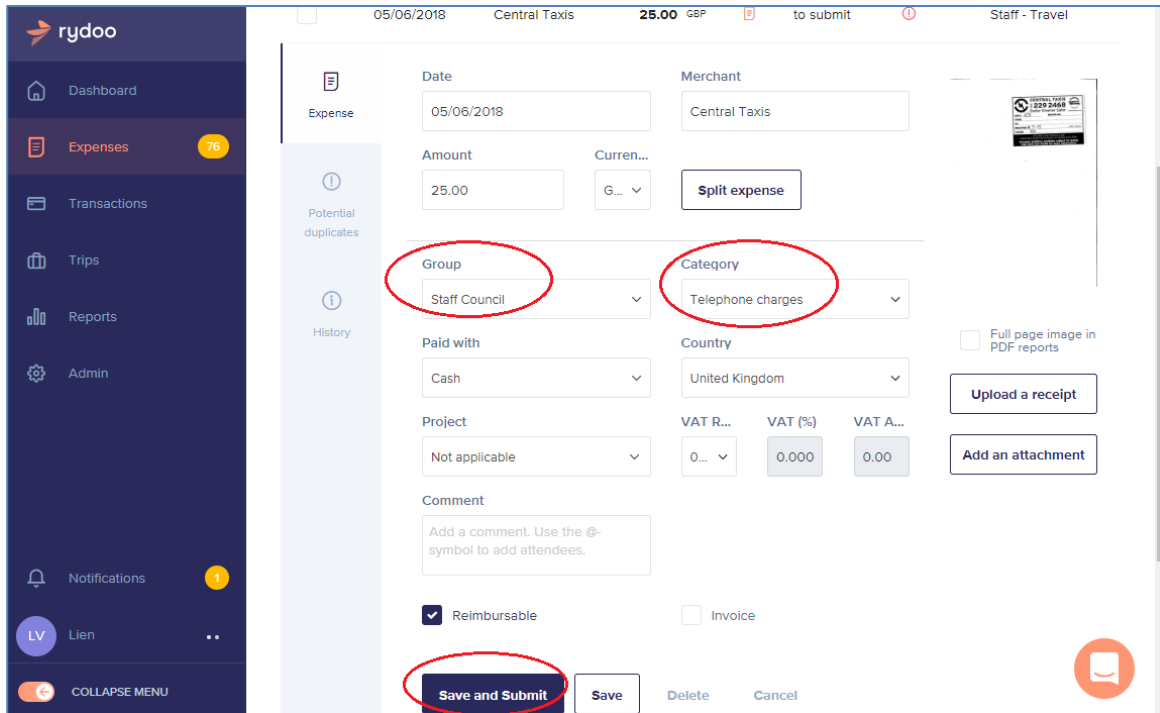
6. Go to 'Expenses', select the 'To do' Tab and look for the split transactions that you saved
7. Select the split expense to update



	Date	Merchant	Amount	Status	Category
<input type="checkbox"/>	05/06/2018	Central Taxis	25.00 GBP	to submit	Staff - Travel
<input type="checkbox"/>	05/06/2018	Central Taxis	25.00 GBP	to submit	Staff - Travel

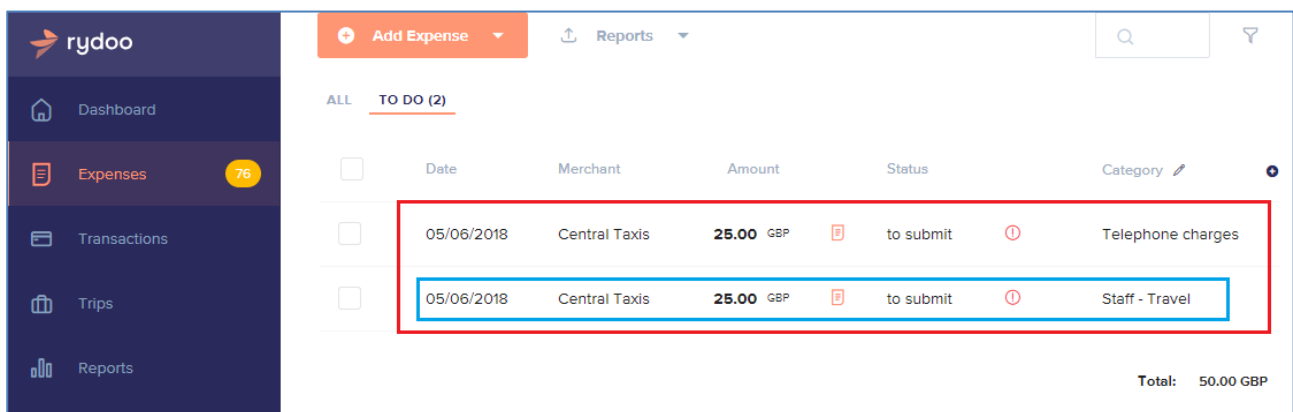
Total: 50.0

- Update Group and Category accordingly. Once you are happy with the expense, click on 'Save and Submit'.



The screenshot shows the 'Add Expense' form in the rydoo system. The form is for an expense of 25.00 GBP from Central Taxis on 05/06/2018. The 'Group' is set to 'Staff Council' and the 'Category' is 'Telephone charges'. The 'Paid with' method is 'Cash' and the 'Country' is 'United Kingdom'. The 'Project' is 'Not applicable' and 'VAT' is 0.000. The 'Save and Submit' button is highlighted with a red circle.

- You can now go and select the other split expense to edit to save or save and submit.



The screenshot shows the 'Expenses' list in the rydoo system. There are two entries under the 'TO DO (2)' filter. The second entry is highlighted with a blue border:

Date	Merchant	Amount	Status	Category
05/06/2018	Central Taxis	25.00 GBP	to submit	Telephone charges
05/06/2018	Central Taxis	25.00 GBP	to submit	Staff - Travel

Total: 50.00 GBP

Please note it is currently not possible to split a mileage expense claim over a number of events.

7.4 Reports

The user can create their own reports which can either be in PDF format or as an xls file.

From the navigation bar, click on Expenses. Click on the 'filter funnel' which is in the top right of the screen. A drop down list will appear on the right hand side of the screen. Select the criteria you wish to use for your report. If you want previous submitted expenses which have already been reimbursed by Rydoo tick the check box for 'Show reported expenses'.

Click on Report, select the report type and enter a name for your report. Rydoo will create the report for you which can then be downloaded if you wish.

7.5 Future developments

The Rydoo platform is constantly evolving, with new features being added. The Membership & Finance department will keep you informed when new features have been tested in-house and are ready for you to use. We kindly request that you do not make any changes to your user settings.