

yokoy

INTRODUCTION & SUBMITTING EXPENSES

TRAINING FOR: TRAVELLERS &
ASSISTANTS

Contents

Part 1:

Introduction to Yokoy

Part 2:

Submitting Expenses in Yokoy



yokoy

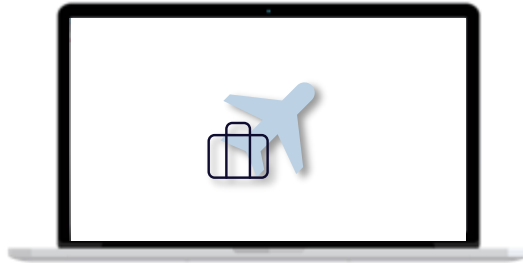


Part 1: Yokoy Introduction

Overview & Architecture

Atriis

Your Travel Booking Portal



Yokoy

Your Spend Management Platform



Yokoy and Atriis are **securely connected**, making the management of travel expenses **easier and more efficient**.

Your Role in Yokoy



Submitter

Basic functionality in Yokoy

In this role, users can

- **Create and submit expense claims** for themselves
- **Assisting others (Assistant only)** in creating and submitting expense claims
- **Track own expenses** in the approval process
- **View archived expenses**

Single Sign On Login

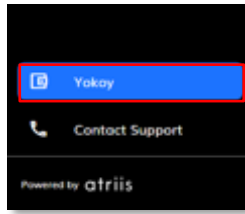
In general, you don't need to activate your account. Instead, users can login to Yokoy via Atriis or directly via Yokoy.



Option 1: Login via Atriis



- 1 Log into your Atriis account
- 2 Click the top 3 bars in the navigation bar



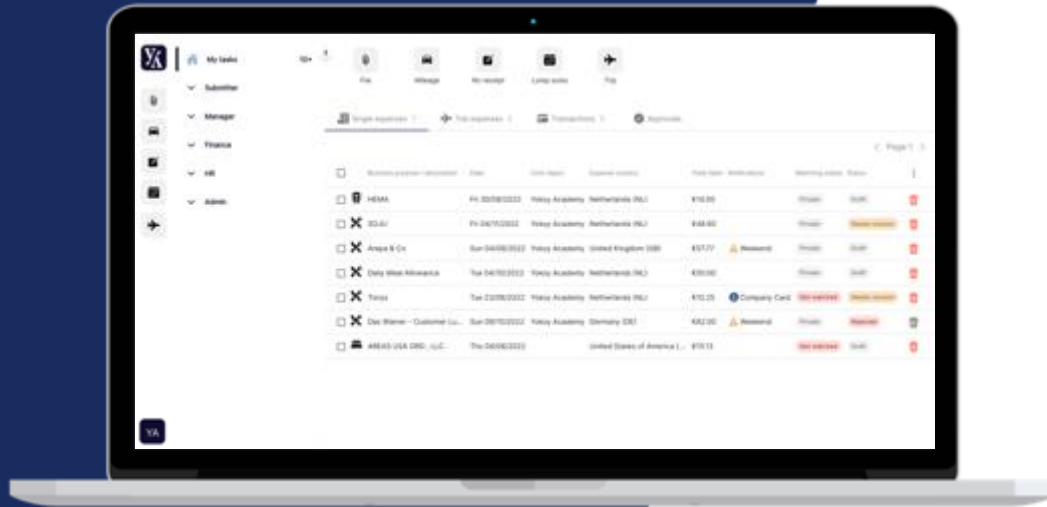
- 3 In the navigation bar, click **Yokoy Expense** and you will be directed to your Yokoy account

Option 2: Direct Login



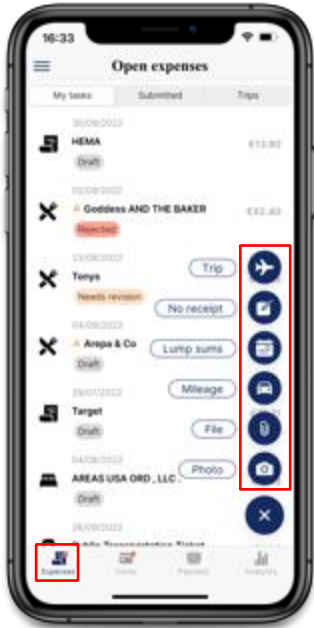
- 1 Type in app.yokoy.ai in your browser to access the web app OR open the mobile app
- 2 Enter your username & password

Overview of Web & Mobile App

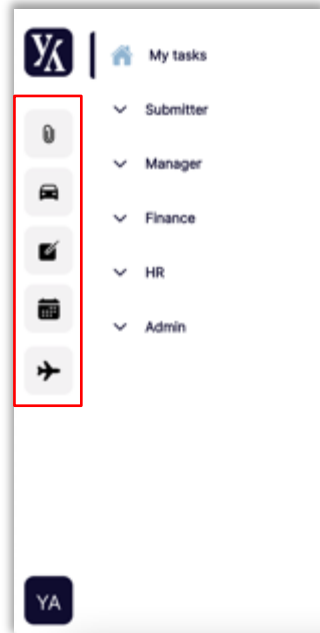


Expense Types

Mobile



Web



Trip expenses

Are automatically imported in Yokoy and are generated based on the trip a user has booked in Atriis. They serve as a “container” to gather all single expenses that occurred during a trip.



Single expenses

Represent additional expenses you can add to your trip expense.



Receipt picture

In-app picture option (only in mobile app)



Receipt file upload

Accepted file formats: .jpeg, .png & .pdf



Mileage/kilometer expense

Calculation of traveled distance during business trips



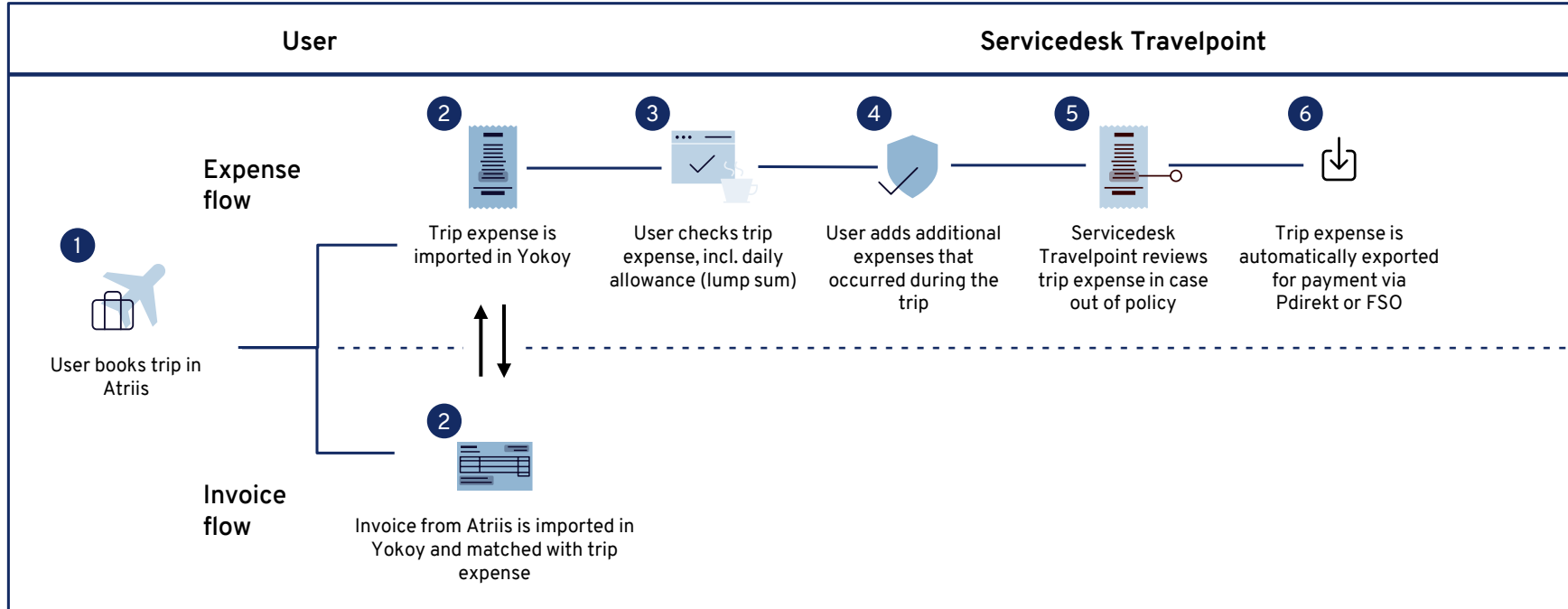
No receipt

Creation of expense report without receipt

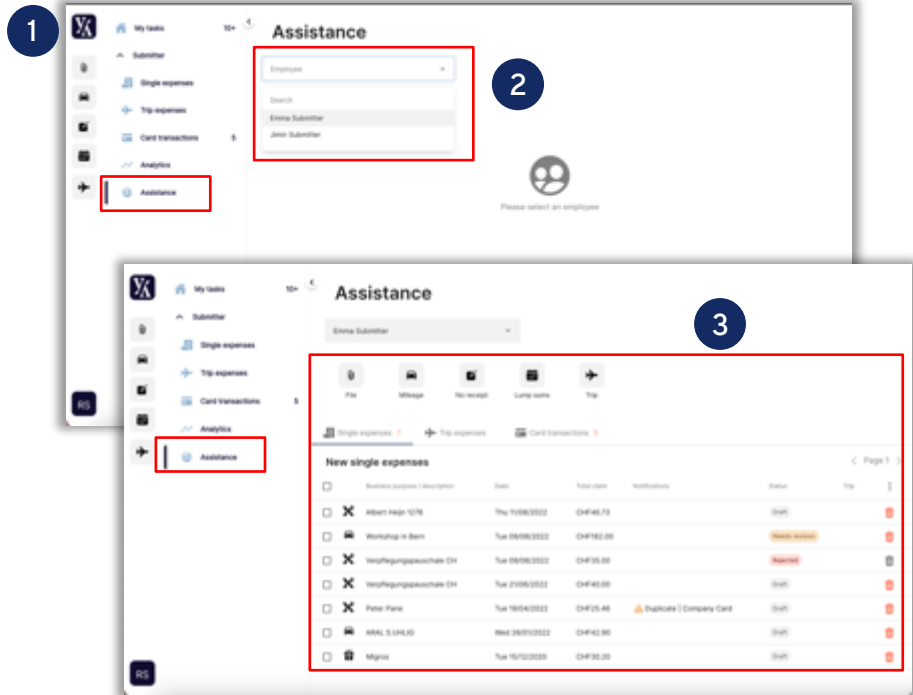


Part 2: Submitting Expenses

Trip Expense Management in Yokoy



Assistance can be used by **Assistant**



Manage Expenses on Behalf of Someone Else

- 1 Access assistance tab**

All users with assistance rights can click on the tab **Assistance** under the **Submitter** section.
- 2 Choose a user**
 - In the **Assistance** tab, select a user you want to assist.
 - Now, you get an overview of the user's tasks.
- 3 Manage expenses for a user**
 - To create new expenses, choose among the multiple options to create a report.
 - To edit existing expenses, click on the expenses sorted according to their expense type (**single** and **trip** expenses).
 - Make sure to press **Submit** to submit the expense or just press **Save** to submit later.



To manage expenses for a selected user, only work with the expense type icons in the **Assistance** tab.

✈️ Trip Expenses



1

€319.13 Ready

Workshop in Rotterdam

Mon 04 Jul Tue 05 Jul Wed 06 Jul

08:00 Departure from Amsterdam - Netherlands (NL)

Lump sum - NL Ready

Mileage rate - NL Ready

Stay in Rotterdam - Netherlands (NL)

Adapt lump sum & mileage rate

2 + Add expense

3 Edit trip Delete Submit

Close

Trip ID PuawVhTM

Select lump sum addition/deduction option

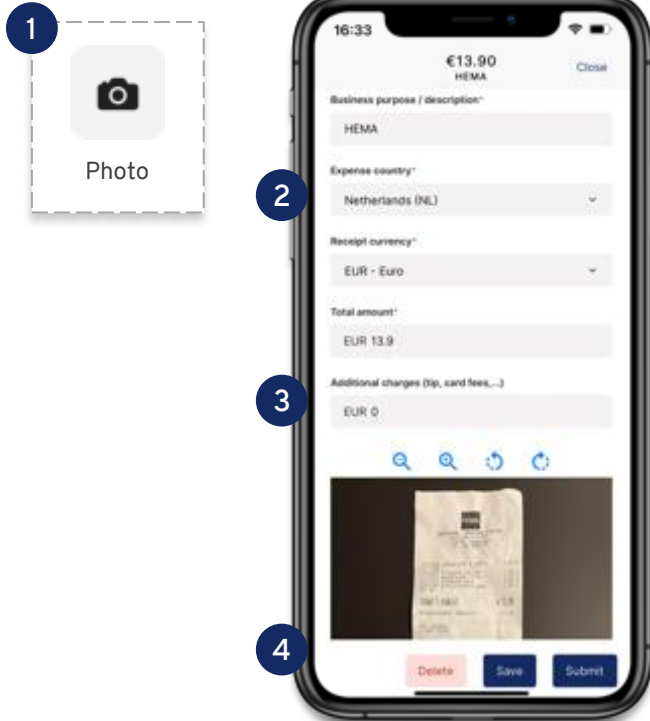
€60.00

€54.62

Editing a Trip Expense Report

- 1 Adapt Daily Allowance and Mileage Rates**
 - Daily allowances (lump sum) will be automatically calculated based on local rules, depending on parameters such as time of trip, location, arrival and end time.
 - Choose daily allowances addition/deduction for each day of the trip if applicable, e.g., deduction for breakfast in case hotel including breakfast is booked.
- 2 Add Expense to Trip Expense Report**
 - Click on **+ Add expense** and choose the type of expense, which needs to be added to the trip. e.g., a receipt from tourist tax paid at the hotel, invoice from the hotel if self-paid and so on. (check allowed expense categories)
 - The expense report will be automatically added to the correct day of the trip expense report.
 - 1. Check if the receipt has been added to the correct expense category.
 - 2. Check the added expense report for correctness, add missing information, and click **Save**.
- 3 Finalizing Trip Expense Report**
 - After editing, click **Submit** to submit the travel expense report.
 - To adapt the general trip data, click **Edit trip**.

Receipt Photo



Adding Single Expense to Trip Expenses

- 1 Take Photo of Receipt**
 - Under the + -symbol click on the **photo**-icon to take a picture of the receipt with your camera.
 - The photo will be directly uploaded to your account as new expense.
- 2 Check Automatically Created Data Entries**

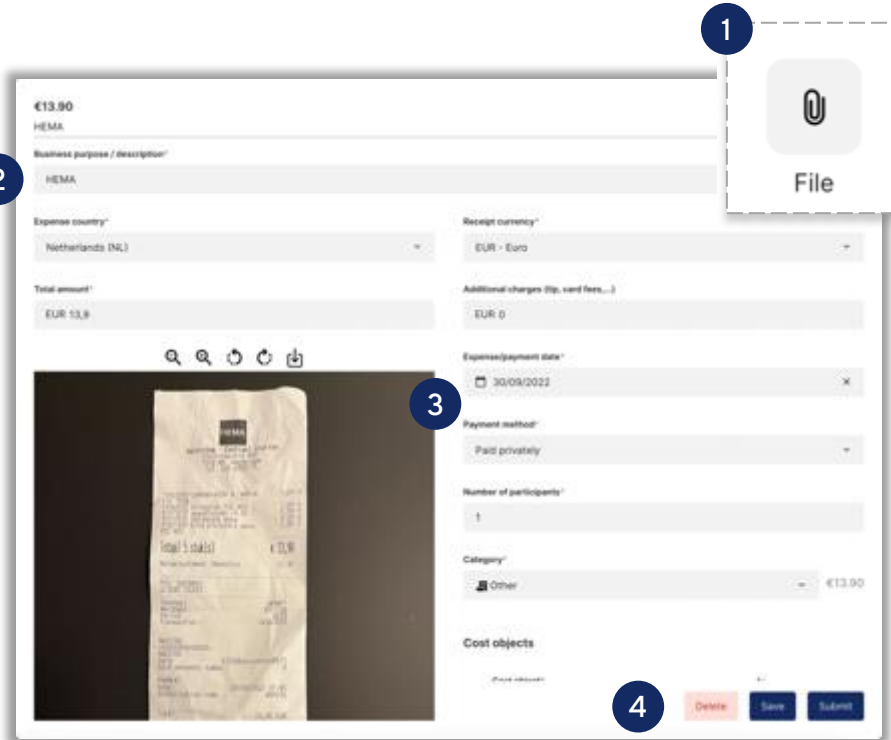
Check and if necessary, correct the created fields: business purpose, expense country, receipt currency, total amount, expense date, number of participants (state the costs only for yourself) and cost object.
- 3 Edit Expense Report**

Select payment method, assign expense to specific category, and add expense report to your trip expense, if needed.

 - Indicate additional charges, e.g., tip or card fees;
 - Select your financial reference;
 - Select type of travel;
 - Add trip number;
 - Add comment.
- 4 Save Expense Report**

Press **Save** to save all changes in your expense report.

Receipt File Upload



The screenshot shows a web form for adding a single expense. A receipt image is uploaded and displayed in a large preview area. The form fields are as follows:

- Amount:** €13.90
- Business purpose / description:** HEMA
- Expense country:** Netherlands (NL)
- Receipt currency:** EUR - Euro
- Total amount:** EUR 13,9
- Additional charges (tip, card fees...):** EUR 0
- Expense/payment date:** 30/09/2022
- Payment method:** Paid privately
- Number of participants:** 1
- Category:** Other (€13.00)
- Cost objects:** (Empty field)

At the bottom right, there are three buttons: **Delete** (red), **Save** (blue), and **Submit** (blue).

Numbered callouts in the image:

- 1:** Points to the paperclip icon and the word "File" below it.
- 2:** Points to the "Business purpose / description" field.
- 3:** Points to the receipt image.
- 4:** Points to the "Save" button.

Adding Single Expense to Trip Expenses

- 1 Upload Receipt**
Click on the **paperclip**-icon to upload a photo of your receipt to create a new expense.
- 2 Check Automatically Created Data Entries**
Check and if necessary, correct the created fields: business purpose, expense country, receipt currency, total amount, expense date, number of participants participants (note the costs only for yourself) and cost object.
- 3 Edit Expense Report**
Not applicable!
- 4 Save Expense Report**
Press **Save** to save all changes in your expense report.

Mileage Expense

€15.94

dienstreis Brussel - Mileage

1



Business purpose / description*

dienstreis Brussel - Mileage

Mileage rate*

Km-vergoeding laag

Mileage

From (address)*

The Hague, Netherlands

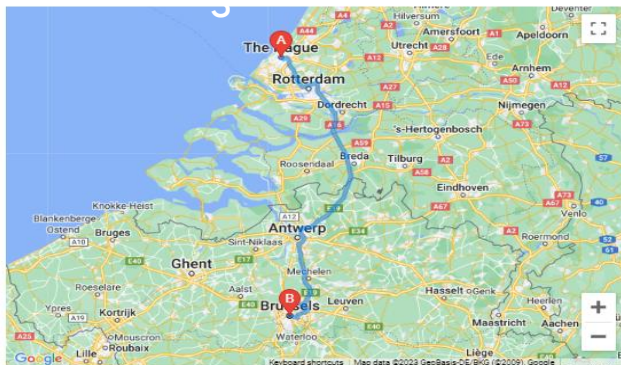
To (address)*

Brussels, Belgium

Calculate the distance

Distance (one way)*

178.15 km



Date*

02/07/2023

Delete

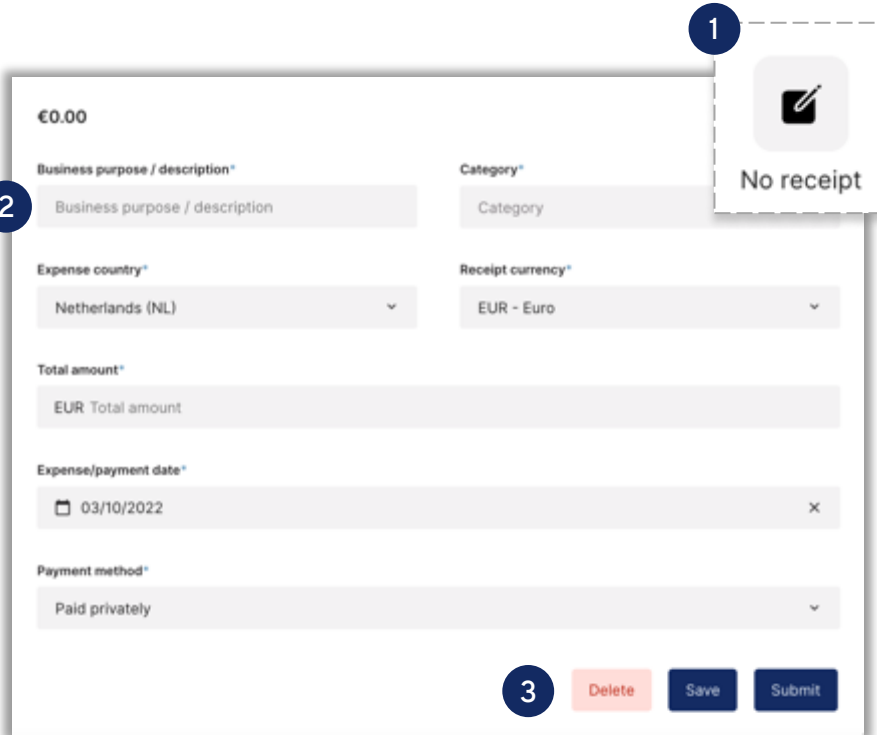
Save



Adding Single Expense to Trip Expenses

- 1 Create Expense Report**
Select or create a trip. Click on + **Add expense** and on the **car**-icon to create a new mileage expense.
- 2 Edit Expense Report**
Fill in the following fields: business purpose, mileage rate, date, address of the starting point and destination, and cost object.
 - Select your financial reference;
 - Add comment;
 - Add supporting documents such as permission from the manager to make the journey by car.
- 3 Calculate Distance**
 - Click on **Calculate the distance** to calculate the one-way distance between the two locations.
 - The corresponding reimbursable amount will be displayed in the top left corner of the window.
 - Tick the box **Round trip** to include the double distance in the expense report.
- 4 Save Expense Report**
Press **Save** to save all changes in your expense report.

No Receipt Expense

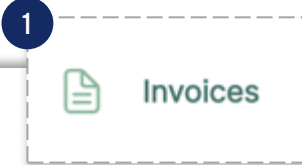


The screenshot shows a form for creating a 'No Receipt Expense'. At the top left, the amount is set to €0.00. A callout box labeled '1' points to a notepad icon with the text 'No receipt'. Below this, the form has several fields: 'Business purpose / description' (callout '2'), 'Category', 'Expense country' (set to Netherlands (NL)), 'Receipt currency' (set to EUR - Euro), 'Total amount' (set to EUR Total amount), 'Expense/payment date' (set to 03/10/2022), and 'Payment method' (set to Paid privately). At the bottom right, there are three buttons: 'Delete' (callout '3'), 'Save', and 'Submit'.

Adding Single Expense to Trip Expenses

- 1 Create Expense Report**
Click on the **notepad**-icon to create a new expense.
- 2 Edit Expense Report**
Fill in the following fields: business purpose/description, category, expense country, receipt currency, total amount, expense/payment date, payment method, number of participants (note the costs only for yourself) and cost object. Also add the expense to the corresponding trip expense, if needed.
 - Attach a file;
 - Select your financial reference;
 - Add comment.
- 3 Save Expense Report**
Press **Save** to save all changes in your expense report.

Invoices



	Supplier	Supplier ID	Total claim	Currency	Invoice no.	Invoice date	Due date	Submitter	Current approver	Status	Notifications
<input type="checkbox"/>	VCK Travel B.V.	ext_Id1	-€80.00	EUR	3615064	28/02/2023			Not assigned	View	
<input type="checkbox"/>	VCK Travel B.V.	ext_Id1	-€80.00	EUR	3615060	28/02/2023			Not assigned	View	
<input type="checkbox"/>	VCK Travel B.V.	ext_Id1	-€1,313.16	EUR	3614760	28/02/2023			Not assigned	View	
<input type="checkbox"/>	VCK Travel B.V.	ext_Id1	-€80.00	EUR	3615062	28/02/2023			Not assigned	View	
<input type="checkbox"/>	VCK Travel B.V.	ext_Id1	€184.73	EUR	3614780	28/02/2023			Not assigned	View	
<input type="checkbox"/>	VCK Travel B.V.	ext_Id1	-€876.04	EUR	3614758	28/02/2023			Not assigned	View	

Viewing Invoices of Trips Booked in Atriis

- 1 Find Invoices**
In the **Submitter** menu, click on the **Invoices** tab to view the automatically imported invoices.

An invoice lists all bookings you've made for your business trip in Atriis, which might include a flight, a hotel, and a rental car.

- 2 View Invoices**
 - In general, no action is needed in this menu as the invoice is automatically submitted and matched with your corresponding trip expense in Yokoy.
 - This tab, therefore, **only serves for information purposes**: you can **view invoices and download them**, if needed.

Additional Information

Expense Status



Draft

Describes any expense which is captured within the Submitter Menu and has not been submitted yet

In review

Describes any expense which includes a warning and has not been reviewed by Servicedesk Travepoint yet

Ready for export

Describes any expense which has been reviewed and not been exported by Servicedesk Travepoint yet

Needs revision

Describes any expense which has been sent back to the Submitter Menu by Servicedesk Travepoint

Rejected

Describes any expense which has been permanently rejected

Exported

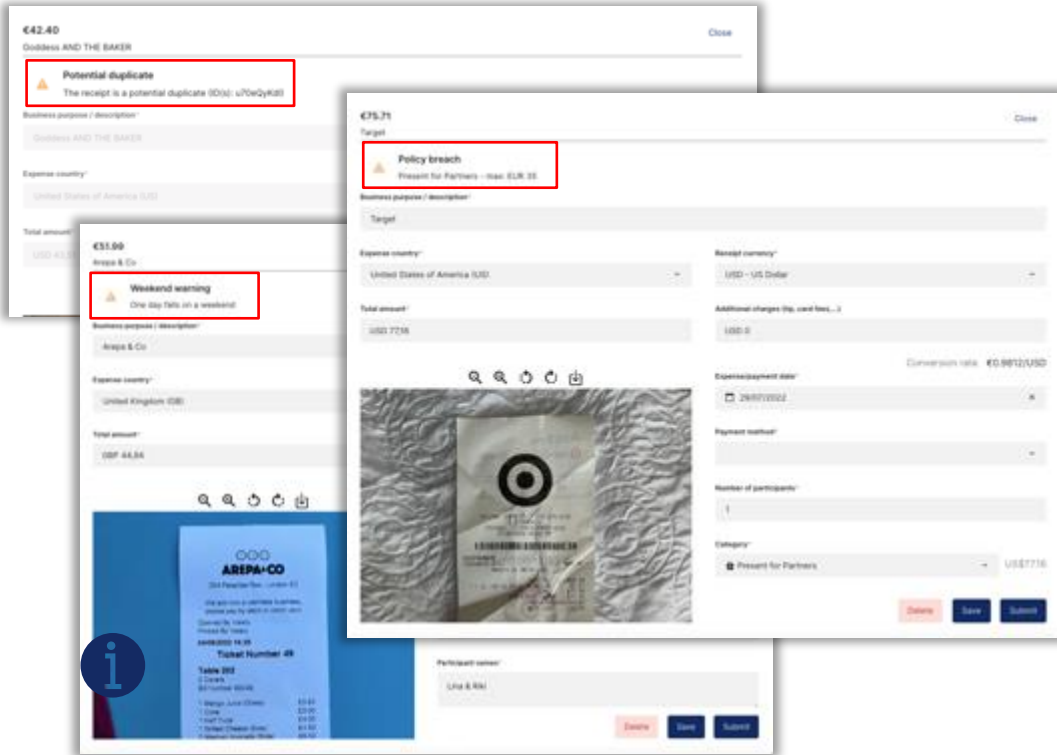
Describes any expense which has been exported



A more extensive description of each status can be found in this **Help Center** article: [What do the different statuses in Yokoy mean?](#)

Additional Information

Warnings



Warnings

- YokoY displays warnings for **defined rules**.
- Warnings **appear in real time** when the Submitter enters an expense.
- Warnings **will never block a Submitter from submitting** an expense.
- **The Servicedesk Travelpoint will see these warnings** as well.
- An expense can show **multiple warnings**.

Common Warnings

- AI-based warnings:
Potential duplicate, Validation
- Policy-based warnings:
Policy breach, high surcharge

Tracking Submitted Expenses



1 My tasks 10+

Submitter

2 Status

Multiple selected (11)

- Draft
- Needs revision
- Ready for submission
- In approval
- Ready for export
- Rejected
- In review

✈️ Trip to Fra	Wed 12/15/2021	Fri 12/17/2021	CHF496.08	Ready
✈️ Trip to Fra	Wed 12/15/2021	Fri 12/17/2021	CHF496.08	Ready
✈️ Trip to Munich	Wed 11/24/2021	Fri 11/26/2021	CHF489.09	Ready
✈️ Business Trip to Zurich and Milan	Thu 07/15/2021	Fri 07/16/2021	CHF106.42	Draft
✈️ Test	Fri 04/23/2021	Fri 04/23/2021	CHF13.10	In approval

Tracking Submitted Expenses

- 1 Find Submitted Expenses**

In the **Submitter** menu, click on either the **Single expenses** or **Trip expenses** tab, depending on the type of submitted expense you want to track.
- 2 Filter according to Status**
 - In the tab you can find either all single or all trip expenses which have been captured in your Yokoy account.
 - To find only submitted expenses, use the **Status** filter at the top of your screen and filter for the statuses **In review**, **Ready for export** and **Exported**.



It can take up to a maximum of 3 weeks to be reimbursed for your expenses

History Log



History

- Riki Submitter, 04/10/2022 16:37
Submitted
- Riki Submitter, 04/10/2022 16:39
Recalled
- Riki Submitter, 04/10/2022 16:39
Submitted
- Yokoy Academy, 04/10/2022 17:05
Approved
- Yokoy Academy (Finance), 04/10/2022 17:06
Reviewed
- Yokoy Academy, 04/10/2022 17:07
Exported - Export ID: FpPVC6jacnrwSw5cxfCb

Comment

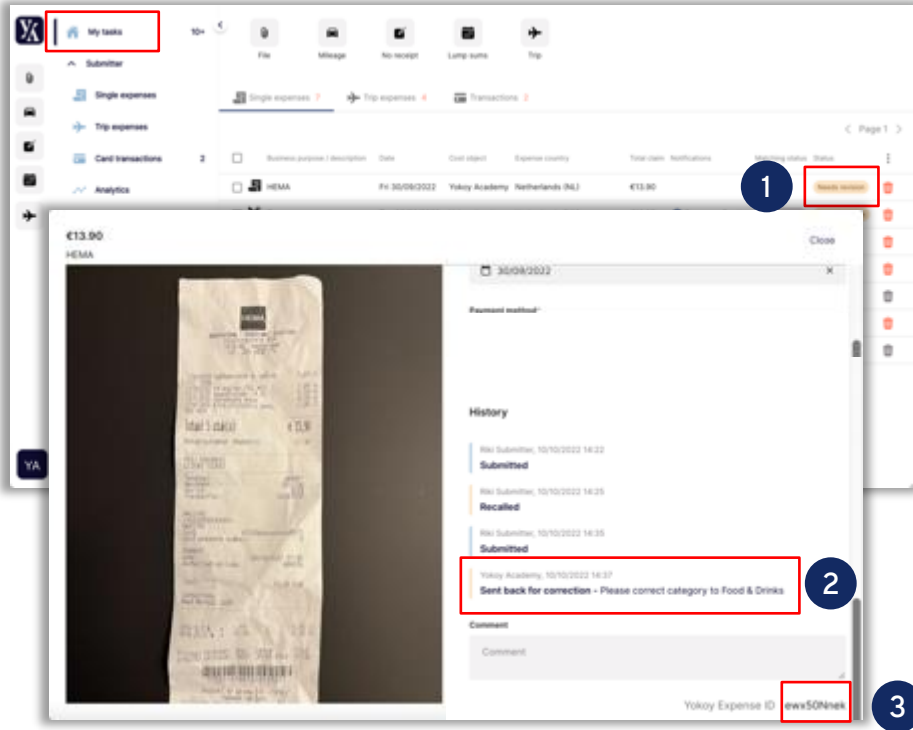
Comment

Yokoy Expense ID AuGAtXg76

History Log

- The history log of each expense can be found by clicking on the submitted trip expenses.
- Click on the expense line to view the history log by scrolling to the bottom.
- All **activities**, such as **when and by whom an expense was submitted**, send back for review, rejected, reviewed, exported, etc. can be viewed here.

Expense was Sent Back



How does it look like when my expense was not approved and sent back for correction?

- 1 Expenses that are sent back to the user (by the Manager or Finance) can be seen under **My tasks** and have the status **Needs revision**. (no notification will be sent)
- 2 Check the **history log** to view the reason why the expense was rejected.
- 3 The user should adjust the expense form and can **submit** it again.



Please read the comment in the history log to find out why the expense was sent back and what needs to be corrected.

Contact



Servicedesk 3W Travelpoint

- Phone Monday to Friday from 10:00 to 17:00 hrs. on tel. [+31 \(0\)70-348-4040](tel:+31703484040)
- Use for **non-urgent** questions: [Self Service Portaal \(SSP\)](#) or travelpoint@minbuza.nl.