

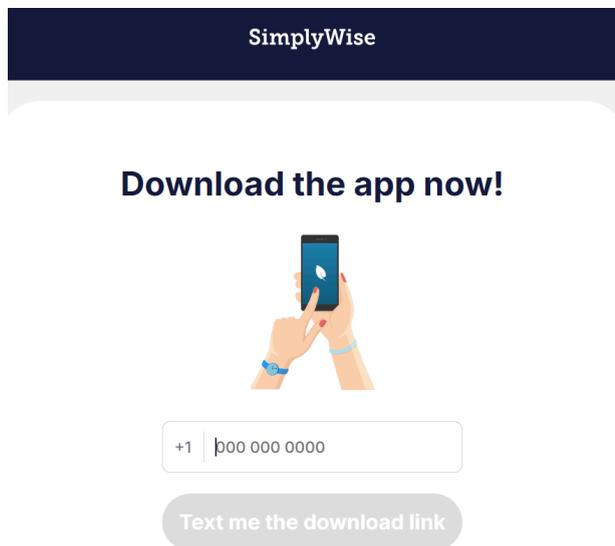


SOP Expense Tracking

Name of the SOP:	Expense Tracking
Main Owner & Relevant Players:	[redacted]
Created by:	Blyth Ellsworth
Last updated:	12/27/24
Brief Description:	To track and maintain finances.
Assets Needed:	<ul style="list-style-type: none">• SimplyWise App• Access to Internet• SimplyWise account• SimplyWise access on a PC
Loom Video <i>(if applicable)</i>:	
Decision Tree / Workflow <i>(if applicable)</i>:	See the section regarding receipt style

Downloading the App and getting logged in

1. Download and install SimplyWise App onto your mobile Device:
<https://www.simplywise.com/download> (Access this link on your laptop and you can text a code to yourself for mobile access)



2. Complete your login process on your phone - If you're creating an account for the first time, be sure that you use an account that you're comfortable logging into all your devices.



Spending Money

3. When spending money ANYWHERE, be sure to ask for a receipt.
4. Please also split payments based on folder content. For instance, if you're at Target getting a bag of chips and an audio cable for work, make two separate transactions - one for the chips and one for the audio cable.
 - a. I know this is anxiety-inducing because you feel like a burden to the other customers at the store, but taking up this space is going to make filing our expenses during tax season a WHOLE lot easier, so even if you feel like getting back in line after your first transaction, by all means, do it.
 - b. I recommend using the divider on the conveyor belt to create the two transactions for the teller.
 - c. If you're in a self-check line, remember to remove the first purchase from the bagging area and put it on the floor next to you, this will help the machine know that a new transaction is ready to begin.



Receipt Style

A Paper receipt: (hint: picture within the app)

1. Most paper receipts will come from a teller machine,
2. When you receive a paper receipt, lay it on a flat surface with good lighting.
3. Open the SimplyWise app and tap the Blue camera icon.
4. Position your camera to get the header of the receipt as well as the bottom total and snap a picture within the app.
5. The app will then process the receipt as a line item. Head to the **Cataloging** section for the next steps

A Text receipt: (Hint: Open the link and take a screenshot)

1. When a digital vendor sends you a text receipt, they will often send a link for you to click on to view your purchase.
2. Tap the link to open the receipt in your phone's web browser
3. Take a screenshot with your phone (Android: hit the square button and select the screenshot option at the bottom of your screen.
Apple: press and release side button and volume up button at the same time. Your screenshots will be stored in a special folder in your images)
4. Open the SimplyWise app and tap the blue camera icon
5. Tap "Import" to bring an image from your phone into SimplyWise to



create a receipt.

6. The app will then process the receipt as a line item. Head to the **Cataloging** section for the next steps

An email receipt: (hint: Forward email to special web email address)

1. Some receipts will come directly to your email address when purchasing a digital product online. These receipts are applicable to be sent to our unique email forwarding address to be submitted as receipts in SimplyWise
2. Click "Forward" on the email you wish for SimplyWise to digest and create a line item out of. This can be done with any email sender address but MUST go to the same receiving email address
3. In the SEND TO section, place the following email address: [email redacted]
4. The app will then process the receipt as a line item. Head to the **Cataloging** section for the next steps

A picture of a receipt: (Hint Forward the picture to a special textable phone number)

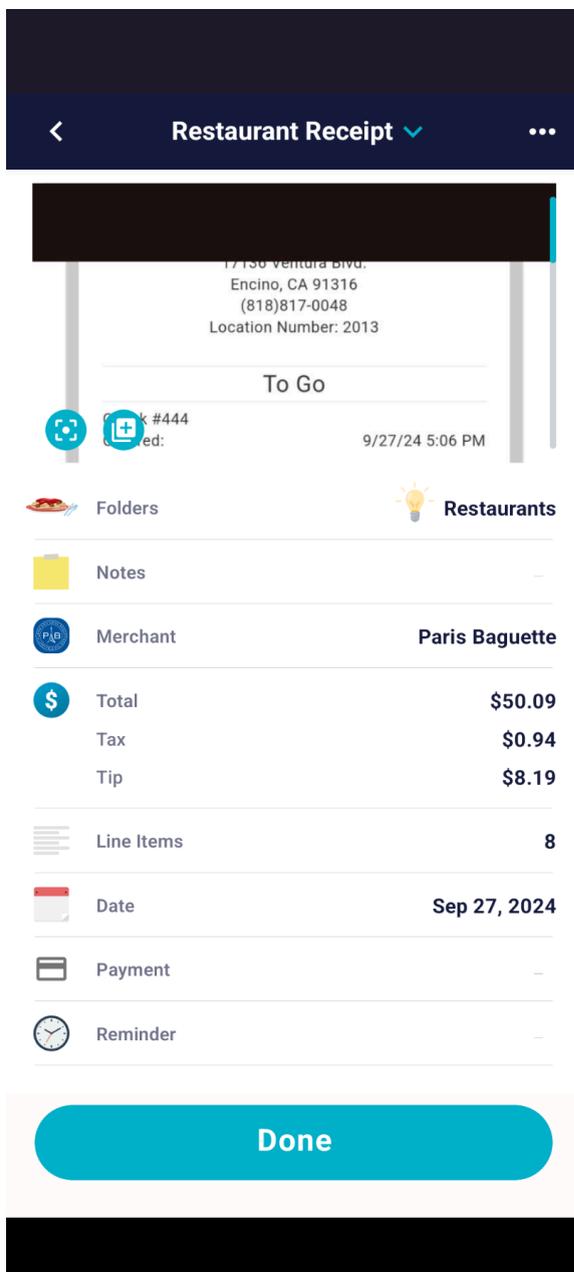
1. Some receipts are not captured by your device (i.e. you gave your card to a teammate). They may not have the SimplyWise account, but they can still submit a receipt for our tracking purposes.
2. Have the third party with the picture of the receipt text the image to the following phone number: [\[phone number redacted\]](#)



3. SimplyWise will digest the picture and send back two text messages. One that says "Processing..." and the other that provides brief details about the receipt.
4. **NOTE!!!** you cannot send groups of photos with this method, it has to be done one at a time. Wait for the confirmation text of "Processing..." to come through and then the detailed completed text before submitting the next photo.
5. The app will then process the receipt as a line item. Head to the **Cataloging** section for the next steps

Cataloging and Completing the Receipt Entry

5. Once the receipt image is through creating a line item in SimplyWise, this is what it will look like in the app:





Add the following pertinent information:

- a. Confirm that the auto-generated information is accurate. If it's not accurate, tap on the field to adjust the elements to properly align your items with what's showing on the receipt.
- b. Select the proper category (the folder that properly matches the purchase, such as a restaurant, clothes, or bills. In the example from earlier, the "Chips" can go under the "Groceries" folder while the audio cable goes under the "Business Supplies" folder.)
- c. Make a note about the elements within the purchase to help remind you about the purchase itself. (i.e. "Lunch with Sally about business opp". In the example from earlier, "Target run for audio cable and a snack")
- d. Select the proper payment method from the list (Match the payment method used)
- e. Set a reminder for yourself to fill this in later if you have no time to do it now.

Maintenance

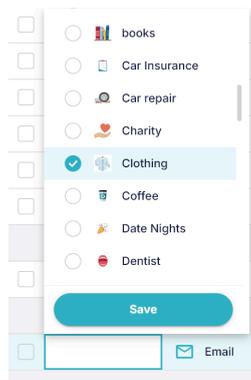
Receipt reconciliation needs to be maintained at least every week. Verify that the receipts you've collected are showing both in your bank and on your statement. If you see the notifications waiting with this icon, it means reconciliation needs to take place:



1. During the banking window on Sunday night, verify that all purchases have a line item in Simplywise.
 - a. If You see line items with the word "Save" next to them, you need to reconcile the item:

July							\$112.
<input type="checkbox"/>	Save	Email	07/10/2024	Hope of the Valley			\$0.00
							\$112.

- b. Click the "Save" button and select the category:



2. Verify that all items in the reconciliation banking window are checked and paired with a receipt.
3. Take all physical copies of the receipts and add them to the physical binder in the office under the fiscal year in the envelope for the designated month:



4. Any Electronic copies of the receipts that have no physical element, please add them to the fiscal folders on the google drive:
[drive folder redacted]