

Expenses at DümmenOrange

SRXP Mobile Expense Reporting

Introduction for new users

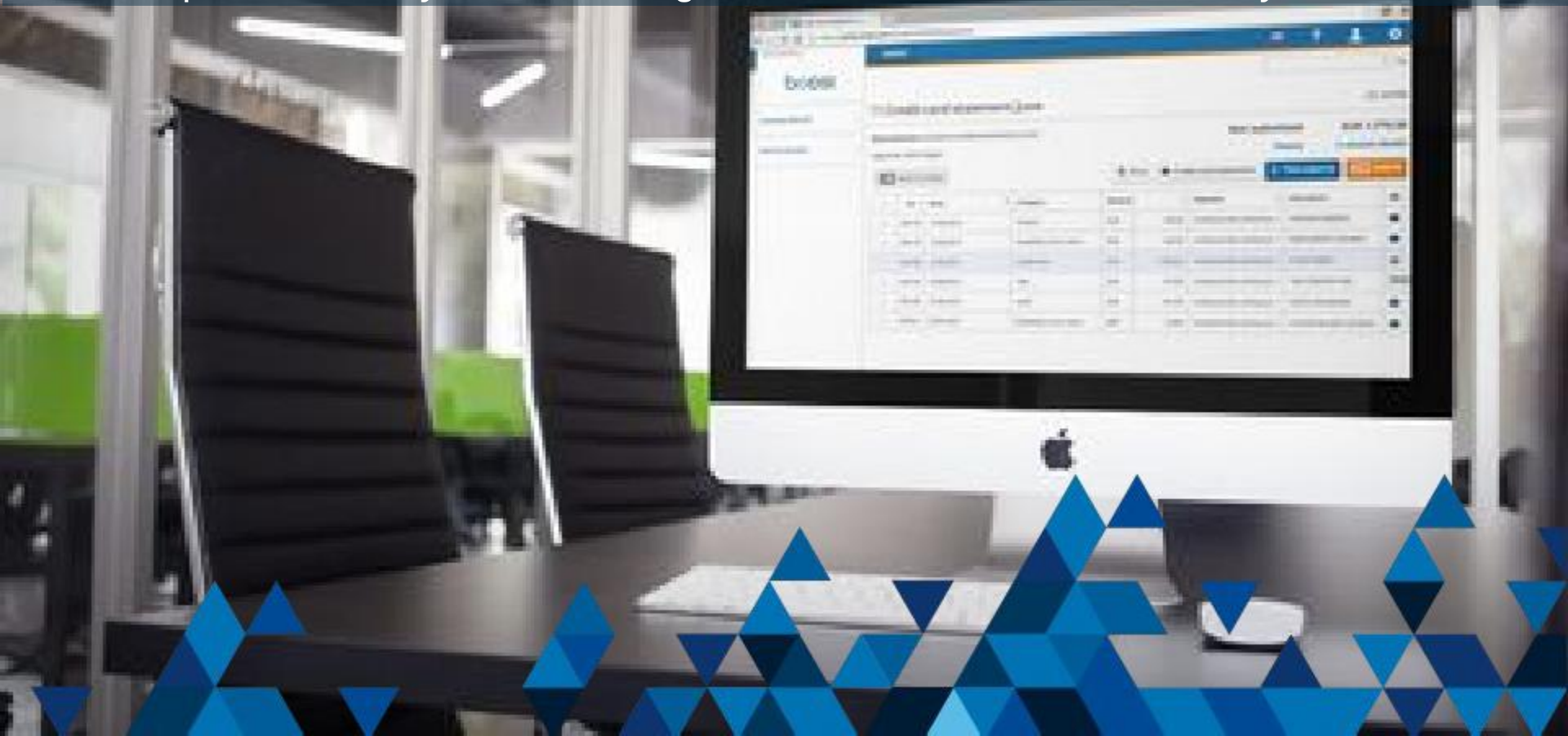


DÜMMEN ORANGE™

SRXP is an user friendly online expense management solution

Not only are privately paid expenses and mileages dealt with in SRXP, but SRXP also realizes a direct feed of all your credit card transactions.

In this presentation you will find a guide of how to activate and use your account.

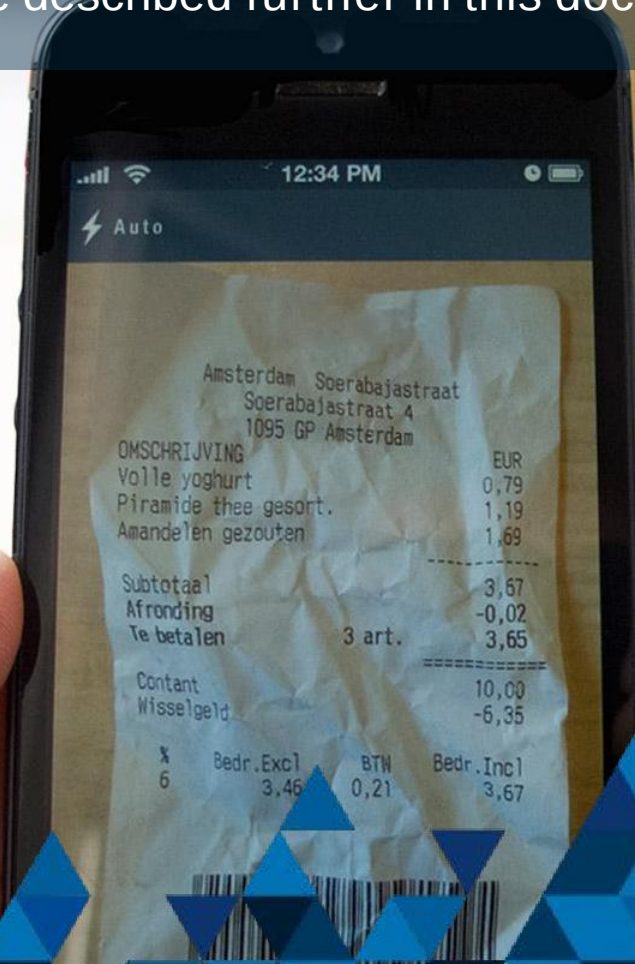


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1. What can you do with SRXP

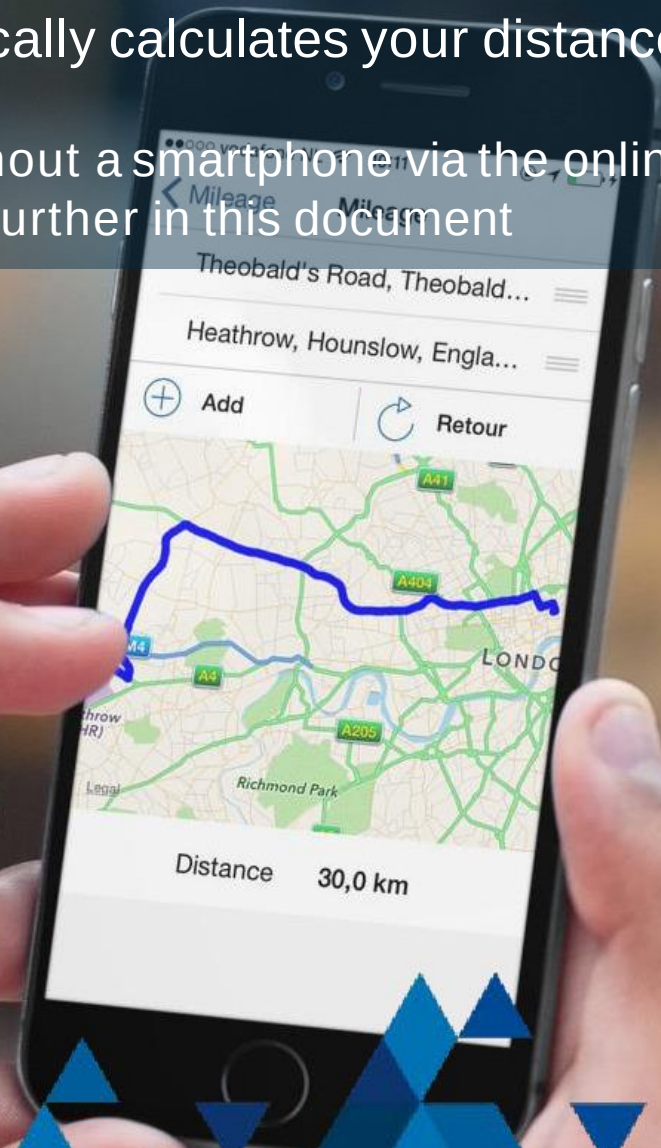
With SRXP you can upload receipts of expenses from your mobile device
It is also possible to add expenses without a smartphone via the online portal, this
will be described further in this document



Submit mileages in the mobile app

Google Maps automatically calculates your distance

It is also possible to add mileages without a smartphone via the online portal, this will be described further in this document



2. Activate your account

with online and mobile expense reporting

A paved road stretches from the foreground into the distance, leading towards a lighthouse on a hill. The word "START" is painted in large white letters on the road surface, just below a white horizontal line. The scene is set during sunset or sunrise, with long shadows and a warm glow. The background shows a lighthouse on a hill, surrounded by greenery and some buildings.

START

Click the link

Dümmen Orange sent you an e-mail with the link 'activate your account'

A confirmation e-mail has been sent to you at the company "company name".
To activate your account by clicking the link below:

duemmenorange_account123456789ac671af622d8847309973b882

For more details on the link, please copy it to the URL bar in your browser.

Still a little unsure to be the consuming and expensive expense management process. Expense reporting becomes easier if you can report expenses all over the world with the SRXP App and manage and process the expenses. SRXP can be used to manage your expenses of the receipt, you can throw them away according to tax regulations. SRXP can be used to report your expenses and save your receipts for 10 years!

For more details on the link, please copy it to the URL bar in your browser.

SRXP

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Please be aware:

Do not make your own company account in SRXP with the company name “Dümmen Orange”.

Make only use of the account that is given to you through the e-mail.

If you see the Dümmen Orange logo in the left corner, you are in the correct account.



Choose a password

Minimum of 8 characters, 1 capital letter, and 1 number

Please complete the **getting started guide** after logging in

Password

Password (confirm)

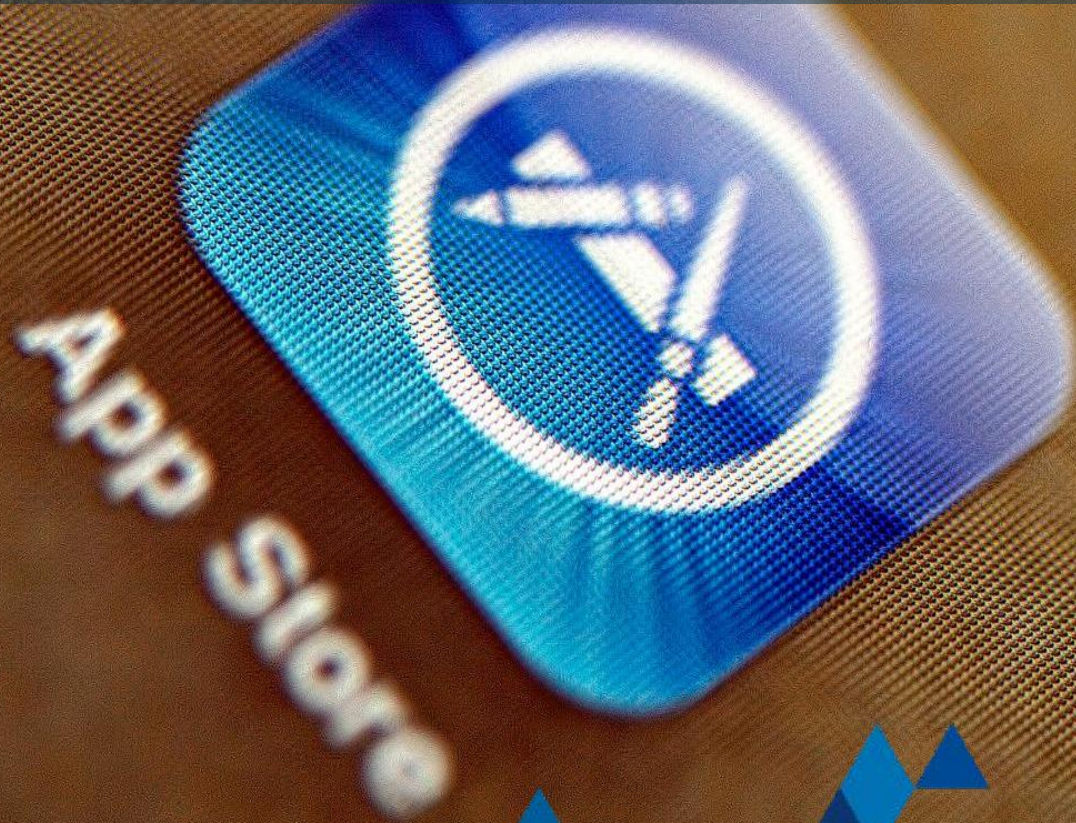
☐ I accept the [terms of use](#)

Register

3. Download the app

Next to activating your account, also download the mobile application

Search for 'SRXP' in the app store of Apple, Android or Windows.



4. Log in the mobile app

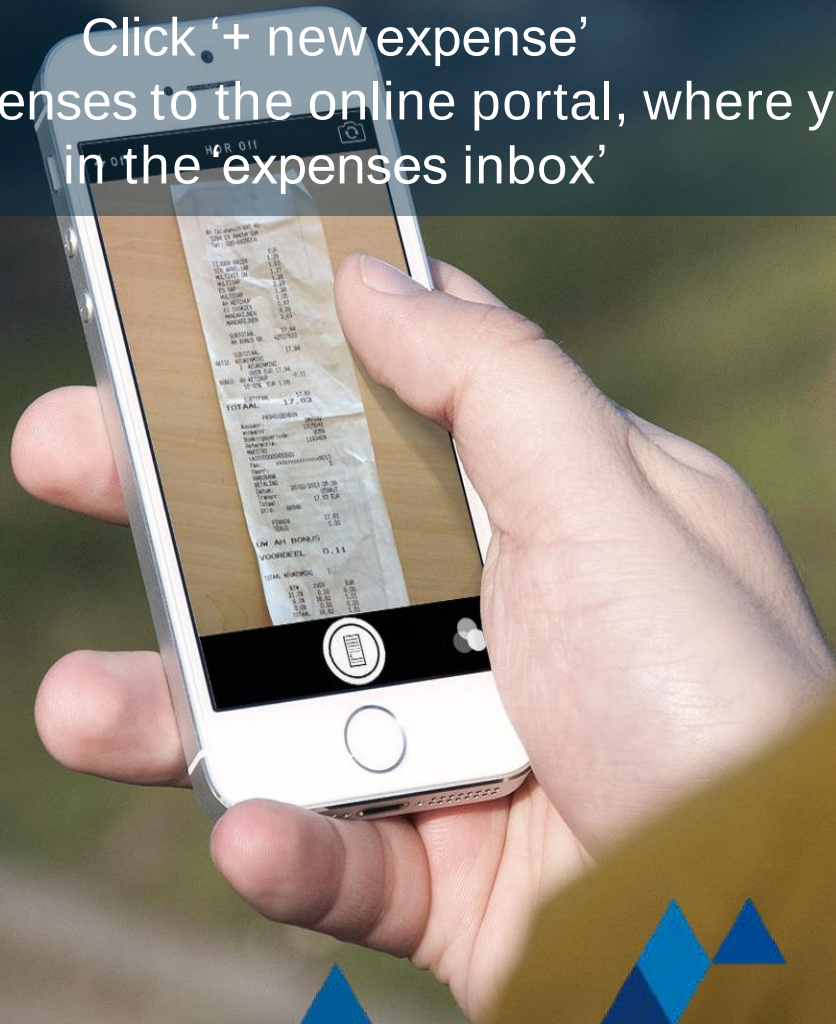
Username is your email address of Dümnen Orange (firstletter.
lastname@dummenorange.com)



5. Submit your first expense

Click '+ new expense'

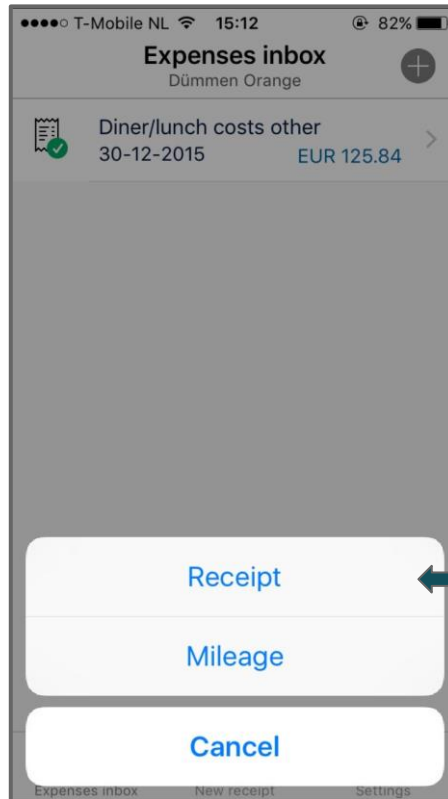
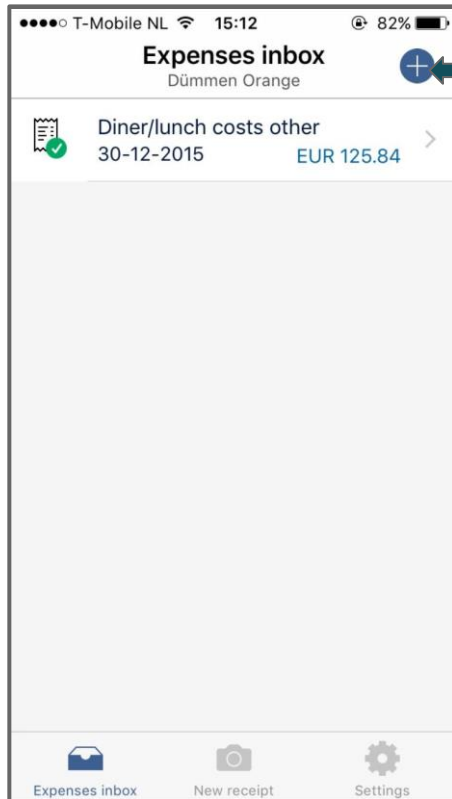
The app sends your expenses to the online portal, where you can find them in the 'expenses inbox'



Complete the expense and press save

Fill out date, category, currency, amount, payment method and description

Please note: layout is different between iOS, Android & Windows



Do not forget to add the VAT

Please note: layout is different between iOS, Android & Windows

●●●● T-Mobile NL 15:13 82%

< Back Expense Save

Geen losse bonnen meer!
Digitaal declareren en automatisch
verwerken in de administratie.

SRXP heeft klanten zoals Randstad, PostNL,
Bugaboo, Skyteam, Ecco en Suitsuurvis.
We horen ook met u zaken te mogen doen.

Date 11-01-2016 ...

Category >

Currency Euro >

Amount 0.00 >

Payment method ... >

Vendor / project

Description

●●●● T-Mobile NL 15:13 82%

< Expense Edit amounts +

In/ex VAT ☒

[No category] EUR 0.00 >

incl. 0% VAT

Total Amount: EUR 0.00

●●●● T-Mobile NL 15:13 82%

< Edit amounts

Category [No category] >

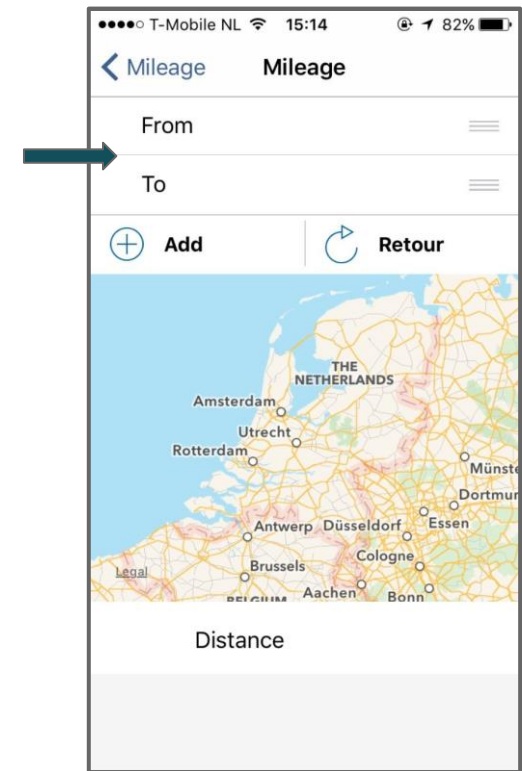
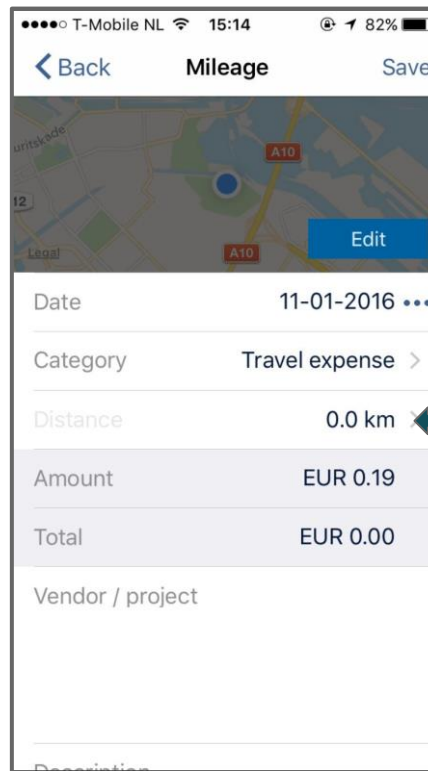
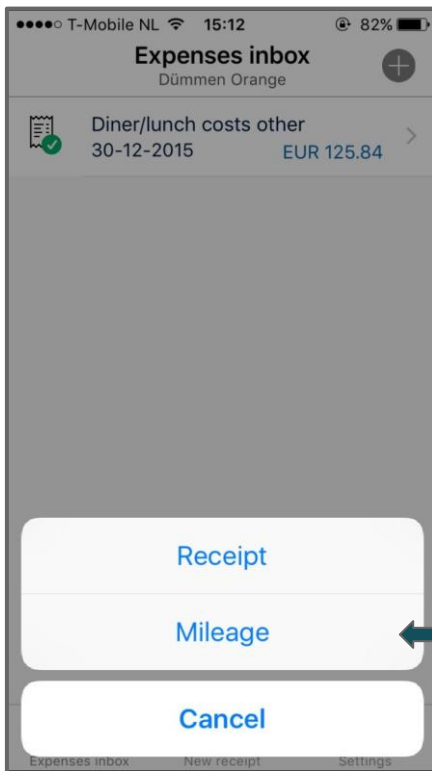
Amount EUR 0.00

VAT percentage 0.0 % (Foreign... >

VAT amount EUR 0.00

Submit mileages

from: current location or street address 1 To: street address 2
Please note: layout is different between iOS, Android & Windows



6. Log in the online portal in your web browser

Go to portal.srxp.com





Add expenses without a smartphone?

Click 'new expense' and select either a receipt or mileages

7. Create a new 'expense report'

Go to 'Expense overview' and click on 'new report'

Give a title to the expense report e.g. 'Expenses January'

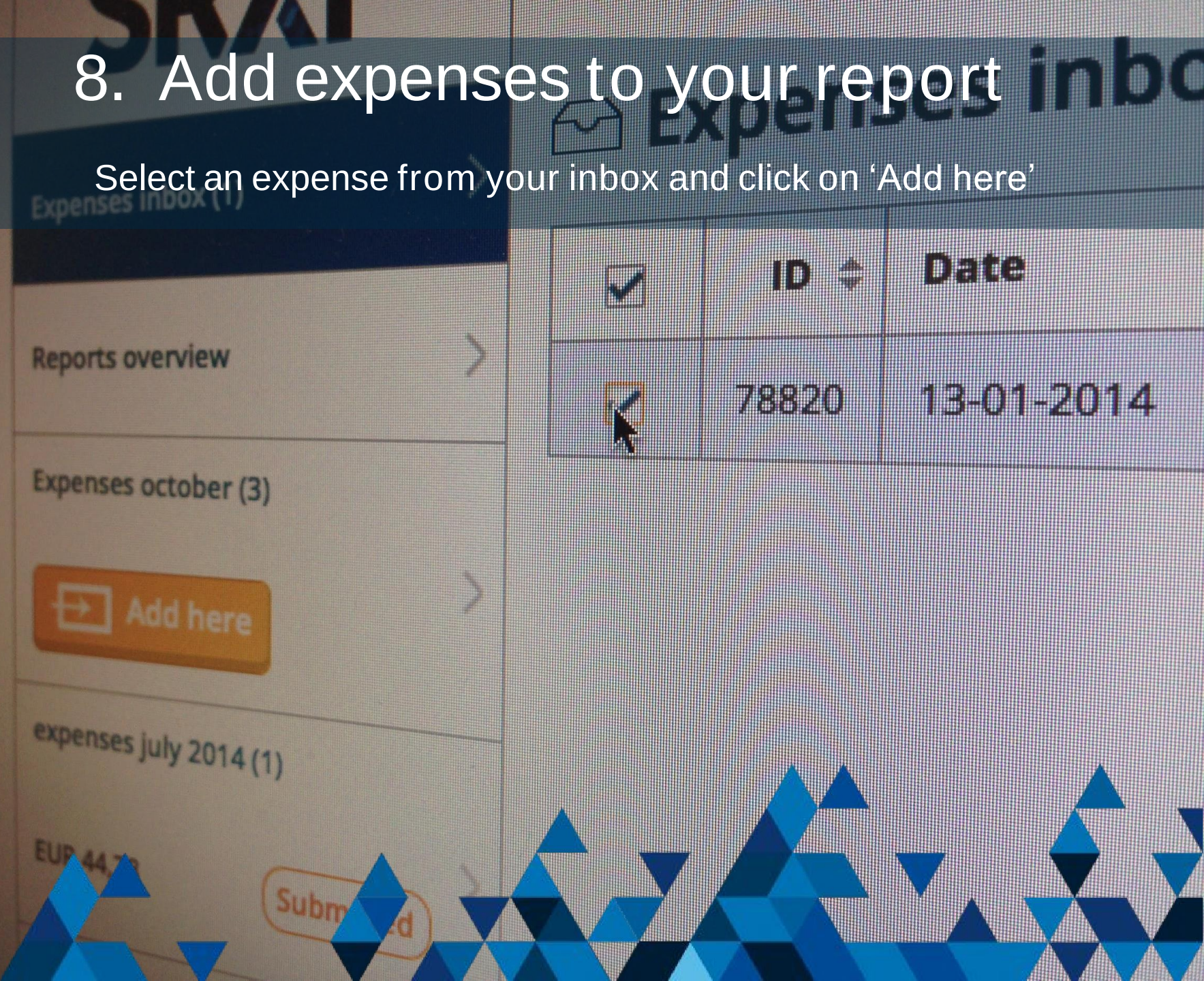
 Delete 0 reports

+ New report

Amount	Status
EUR 13,11	Not submitted
EUR 44,78	Submitted
EUR 672,09	Approved

8. Add expenses to your report

Select an expense from your inbox and click on 'Add here'

The image shows a screenshot of a web application for managing expenses. On the left, there is a sidebar with a dark blue header 'Expenses inbox (1)'. Below it, there are sections for 'Reports overview', 'Expenses october (3)', and 'expenses july 2014 (1)'. An orange button with a right-pointing arrow and the text 'Add here' is visible in the 'Expenses october (3)' section. At the bottom of the sidebar, there is a 'Submitted' button. On the right, a table displays a list of expenses. The table has three columns: a checkbox, 'ID', and 'Date'. The first row shows a checked checkbox, ID '78820', and date '13-01-2014'. A mouse cursor is hovering over the checkbox in the second row. The bottom of the image features a decorative pattern of blue triangles.

☒	ID	Date
☒	78820	13-01-2014

9. Submit your expense report

Well done! This is all. On to the next.

(ID: 18722)

Not submitted

EUR 53,11

[history](#)

[amount details](#)

 To inbox

 New expense

 Submit

Category	Amount	Payment	Description	
Urenuren / Studietoeken	EUR 10,00	- Payment -		
Wonen	EUR 30,00	Creditcard (Reimbursable)		
Woonwerk verhuur	EUR 13,11	Mileage		

Please be aware:

Do not put the expenses paid by company credit card in a self created expense report.

The credit card statement will be put ready for you as an expense report, after which you can add the expenses paid by company card.

Once the credit card statement is available, you will receive an email notification



10. Additional information

There are currently two different payment methods in use:

- Cash (private); choose this payment method for all expenses you paid from your own pocket
- Credit card; choose this payment method for all expenses paid by company credit card



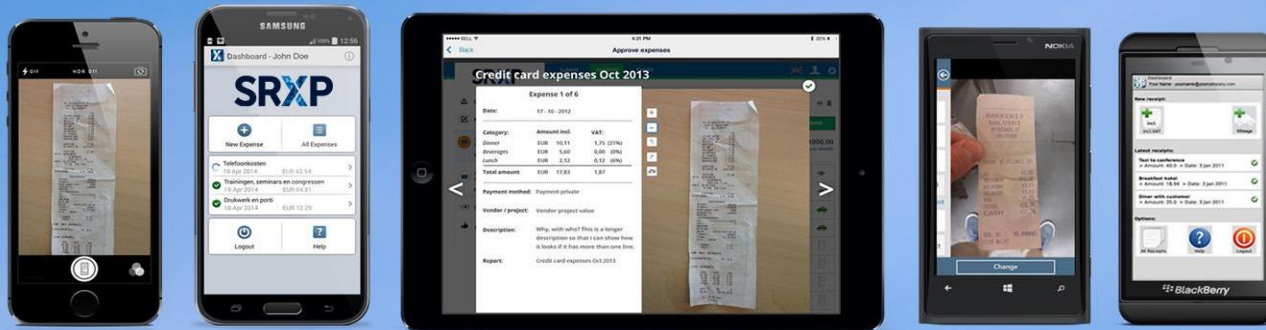
11. Questions? Ideas?

support@srxp.com



SRXP

Mobile Expense Reporting



Happy reimbursing!

Don't forget to do our 'Getting Started Guide' online