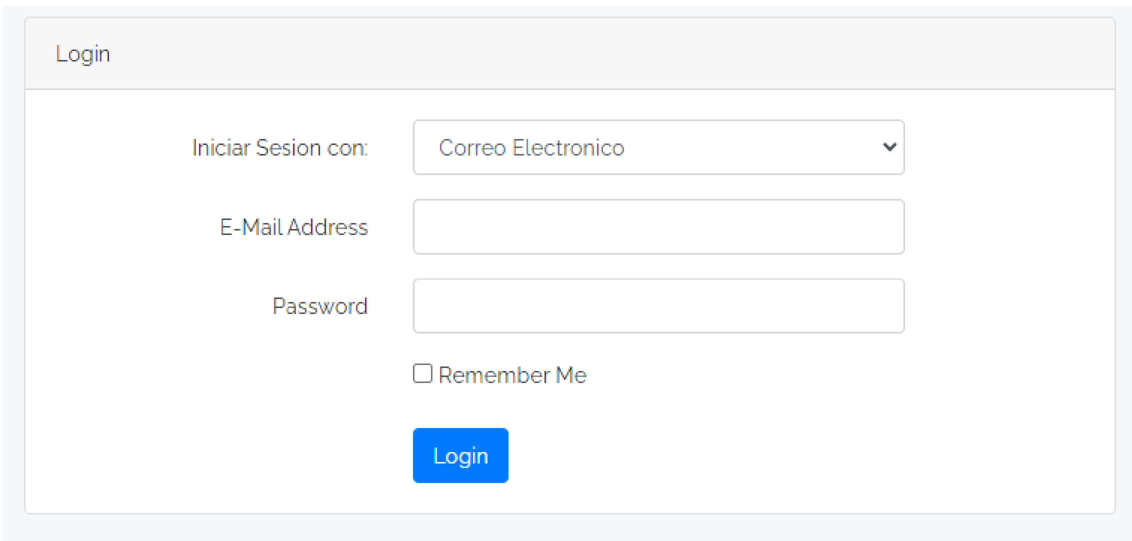
ADViáticos; Manual de usuario

Contenido

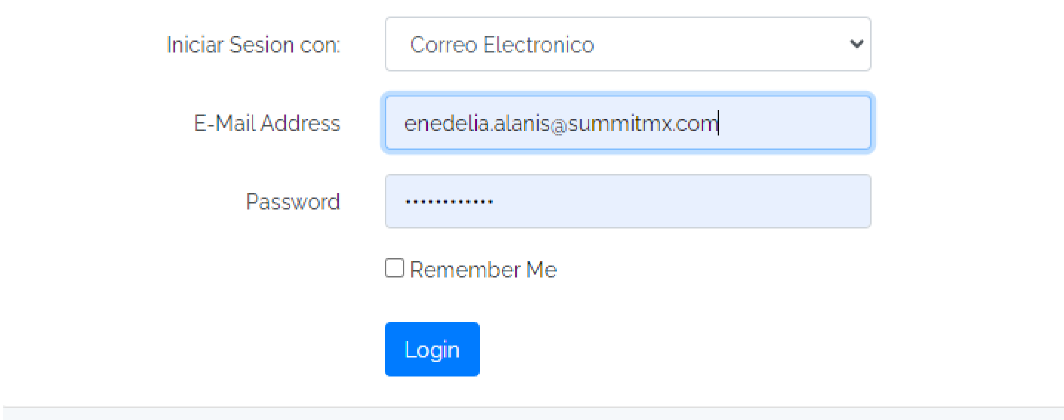
1. HOW TO ACCESS TO THE WEBSITE?

1.1. Please following link. http://www.summitmx.com:8080

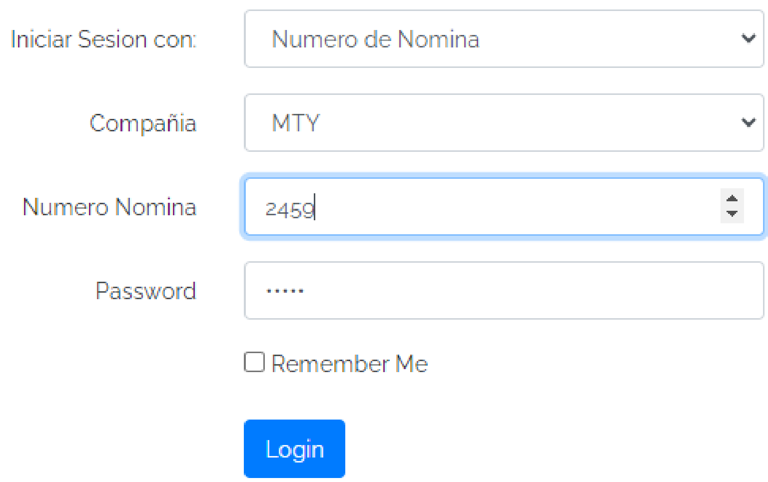
1.2. The screen will be displayed, and you will be asked to select how to log in.



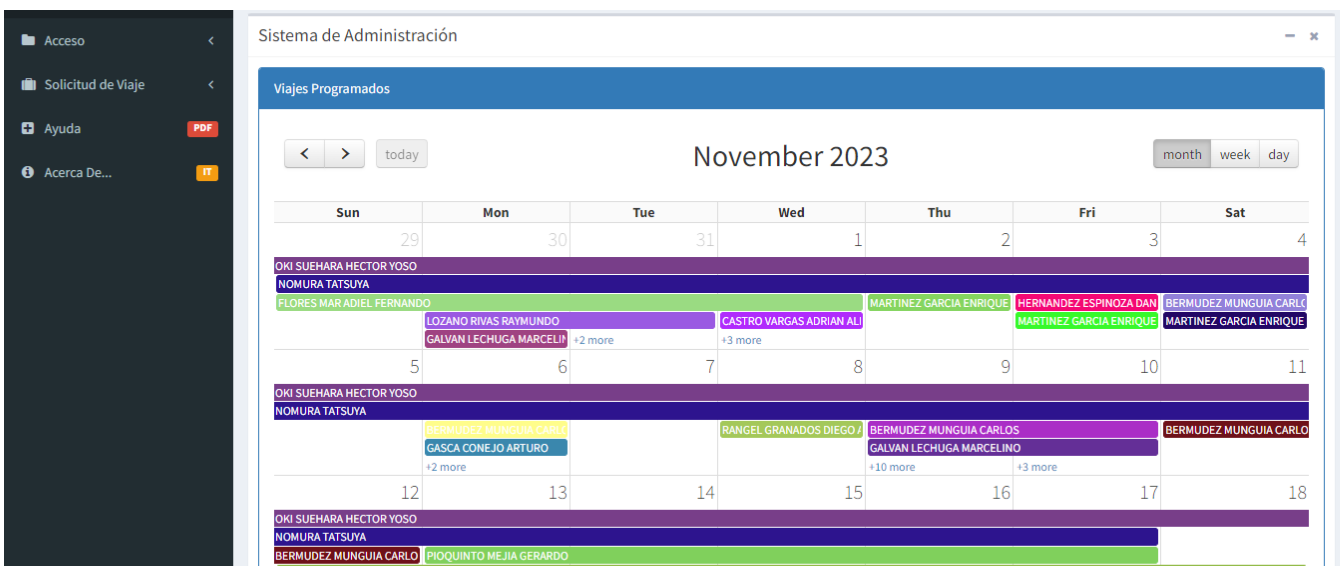
1.3. If the login is via email, you must enter the summitmx.com email and the password with which you enter Windows.



1.4. If the login is through the payroll number, you must select the company, then you must enter the access data with which you enter the Kiosk.

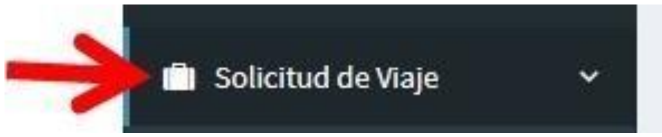


1.5. Upon logging in, the following screen will be displayed, once there, the user will be able to start the process of filling out the travel request.



2. HANDLING THE WEBSITE

2.1. The menu is located at the left side of the main screen. We will use this menu during the distinct stages of the process. To start / Open a Business Trip Request, please select the option "Solicitud de Viaje" ("Trip Request").



2.2. A sub-menu will be shown (3 options).

A. "**Solicitud**;" (Business Trip Request); must be utilized to fill up the travel information and ask for previous authorizations.

B. "**Gastos**";" (Travel expenses Final Report); It is used to input and send to the authorizers the detailed information of the expenses generated during and corresponding to the business trip, and for the upload of fiscal/others receipts as well.

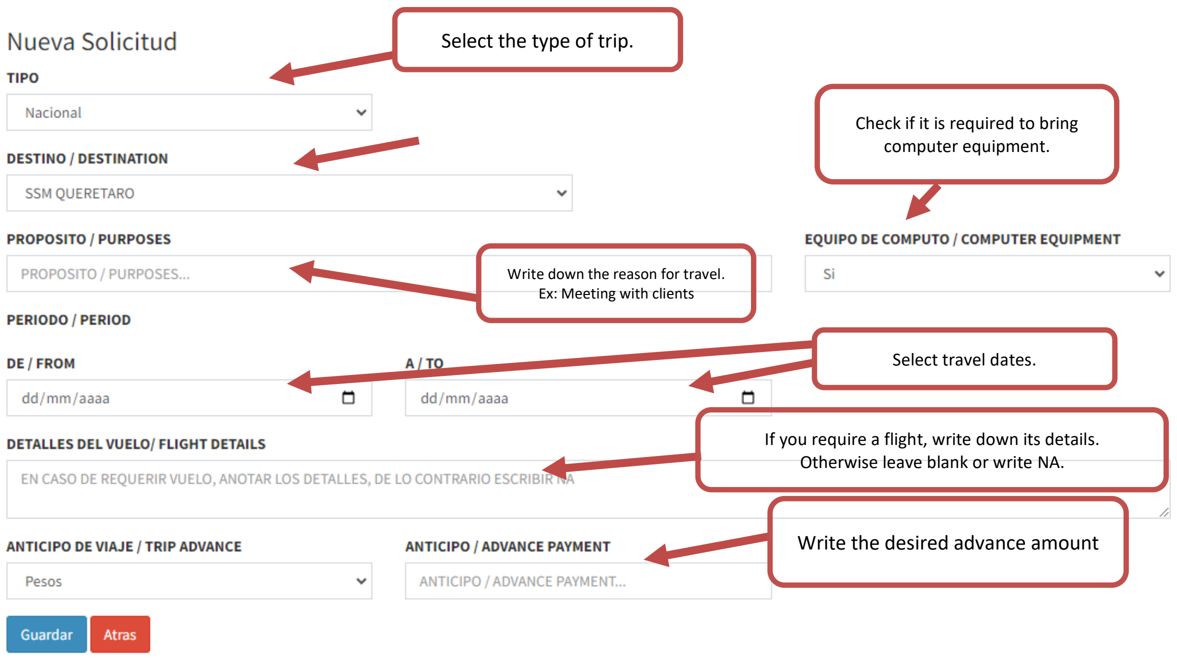
C. "**Imprimir**;" (Printing Business Trip Final Report); It is used to generate the PDF format of the Business Trip Final Report, once it is approved, to deliver it to Payable Accounts. (The submitting of the approved business trip final report and the corresponding receipts to payable accounts dept. will be done only during Parallel period)

3. HOW TO ISSUE A BUSINESS TRIP REQUEST

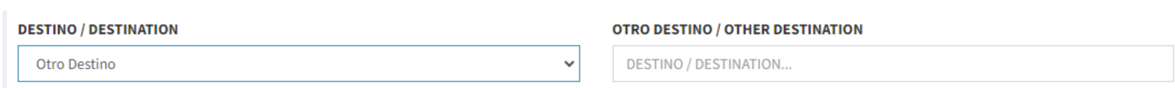
3.1. Select the option "Solicitud" (Business Trip Application) from the submenu "Solicitud de Viaje" (Business Trip request).

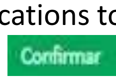
3.2. The following screen will be shown, and we click on the “Nuevo” (“New”) button.

3.3. The application form will be shown to fill up the trip details. When the information is complete, we select “Guardar” (Save) button, or we can use the "Cancelar"(Cancel) button, if we want to discard the request.



3.4. In the case of the Destination, you can select any of the 3 floors, if the trip is outside of it, select the option “Otro Destino”, an option will be enabled to write the destination to go on the trip.



3.5. Once the save button is selected  , the following screen will be shown, at it the user will find that a line has been generated which mentions a summary of the request. If there are modifications to apply, we can use the "Edit" button , or we will use the "Confirm" button  to generate a final information preview.

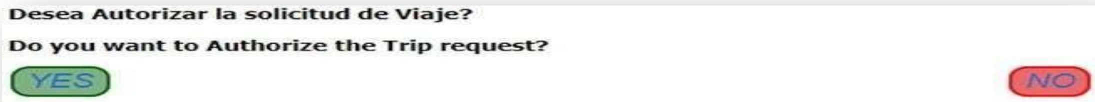
3.6. In case there are two requests created and sent (which are pending verification or are still in authorization). The portal will display an alert which will not allow you to send the folio for authorization until at least one of the pending folios has been released.

3.7. Al When the user confirms a summary of the information will be shown, If everything is correct, we will click on the "Send" button 

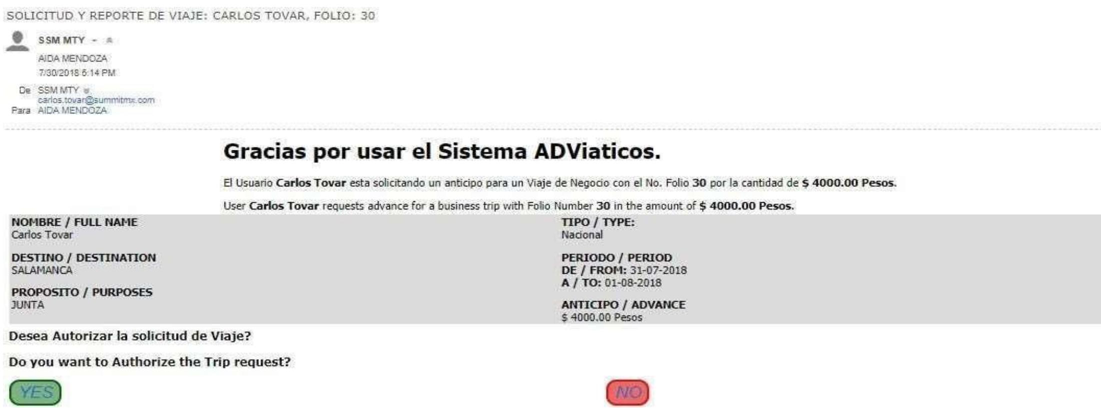
(“Enviar”) or use the "Cancel" button 

to go back.

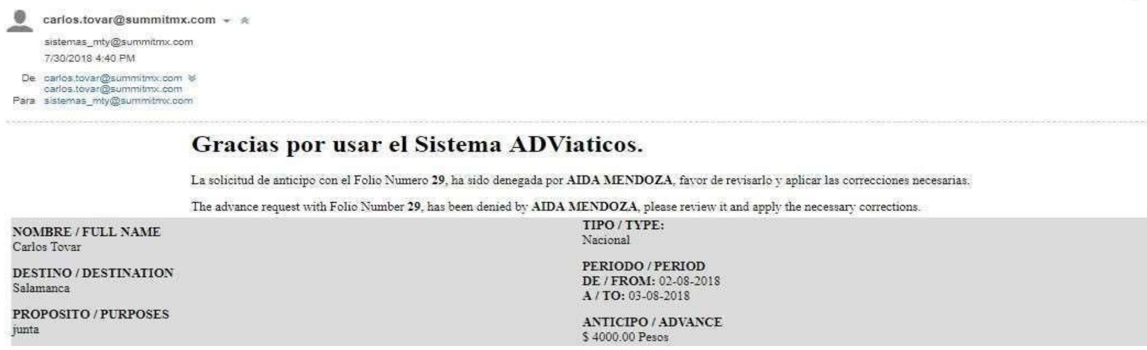
3.8. Once we press the "Send" button , the system will send an email to the corresponding authorizers, with the information of the request. If the first authorizer agrees, he/her will select the **YES** button, or select the **NO** button if he/her decides not to authorize it.



- **Example: mail to Authorizer # 1.**



3.9. In case the request is not authorized, the user will receive the notification and will have to contact his authorizer to make the necessary consultations and / or corrections.



carlos.tovar@summitmx.com

sistemas_mty@summitmx.com

7/30/2018 4:40 PM

De carlos.tovar@summitmx.com
carlos.tovar@summitmx.com

Para sistemas_mty@summitmx.com

Gracias por usar el Sistema ADViaticos.

La solicitud de anticipo con el Folio Numero **29**, ha sido denegada por **AIDA MENDOZA**, favor de revisarlo y aplicar las correcciones necesarias.

The advance request with Folio Number **29**, has been denied by **AIDA MENDOZA**, please review it and apply the necessary corrections.

NOMBRE / FULL NAME Carlos Tovar	**TIPO / TYPE:** Nacional
DESTINO / DESTINATION Salamanca	**PERIODO / PERIOD** **DE / FROM:** 02-08-2018 **A / TO:** 03-08-2018
PROPOSITO / PURPOSES junta	**ANTICIPO / ADVANCE** $ 4000.00 Pesos

3.10. If the request was authorized, an email will be automatically sent to Authorizer # 2, and if nnecessary after the approval of Authorizer # 2, it will be sent to Authorizer # 3. The above, depending on the type of trip and line of authorizers based on the flow shown in the latestversion of the "Authorization chart".

- **Example: mail to Authorizer # 2.**

SOLICITUD Y REPORTE DE VIAJE: CARLOS TOVAR, FOLIO: 30

SSM MTY

AKIHIKO AKASAKI

7/30/2018 5:17 PM

De SSM MTY
carlos.tovar@summitmx.com

Para AKIHIKO AKASAKI

Gracias por usar el Sistema ADViaticos.

El Usuario **Carlos Tovar** esta solicitando un anticipo para un Viaje de Negocio con el No. Folio **30** por la cantidad de **$ 4000.00 Pesos.**

User **Carlos Tovar** requests authorization for a business trip with Folio Number **30** in the amount of **$ 4000.00 Pesos.**

NOMBRE / FULL NAME Carlos Tovar	**TIPO / TYPE:** Nacional
DESTINO / DESTINATION SALAMANCA	**PERIODO / PERIOD** **DE / FROM:** 31-07-2018 **A / TO:** 01-08-2018
PROPOSITO / PURPOSES JUNTA	**ANTICIPO / ADVANCE** $ 4000..00 Pesos

Desea Autorizar la solicitud de Viaje?

Do you want to Authorize the Trip request?

YES NO

3.11. The user will receive electronic notifications, each time one of the authorizers approves orrejects the business trip request.

- **Example: mail for the user on authorization notice**

SOLICITUD Y REPORTE DE VIAJE: CARLOS TOVAR, FOLIO: 29

SSM MTY
RECURSOS HUMANOS MTY
7/30/2018 12:18 PM
De SSM MTY
carlos.tovar@summitmx.com
Para RECURSOS HUMANOS MTY
Con copia carlos.tovar@summitmx.com

Gracias por usar el Sistema ADViaticos.

AKIHIKO AKASAKI ha autorizado la solicitud de viaje con el Número de Folio **29**, por lo cual el personal **Carlos Tovar** estará ausente los días **31-07-2018** al **01-08-2018**.

AKIHIKO AKASAKI has authorized the travel request with Folio Number **29**, for which the **Carlos Tovar** staff will be absent on **31-07-2018** at **01-08-2018**.

NOMBRE / FULL NAME Carlos Tovar	**TIPO / TYPE:** Nacional
DESTINO / DESTINATION Salamanca	**PERIODO / PERIOD** **DE / FROM:** 31-07-2018 **A / TO:** 01-08-2018
PROPOSITO / PURPOSES Junta	**ANTICIPO / ADVANCE** $ 4000..00 Pesos

3.12. Once the application complies with the necessary authorizations, the system will automatically send the following notifications.

a) Treasury: Notification to do bank transfer of the business trip allowance to the applicant if it was requested.
b) Human Resources: notification as support evidence tu justify applicant absence during the travel period.
c) Administration: notification to do flights and hotel reservations, if necessary.

- **Example: mail for Treasury**

SOLICITUD Y REPORTE DE VIAJE: CARLOS TOVAR, FOLIO: 30

SSM MTY
ERIKA VIDRIOS
7/30/2018 5:19 PM
De SSM MTY
carlos.tovar@summitmx.com
Para ERIKA VIDRIOS

Gracias por usar el Sistema ADViaticos.

AKIHIKO AKASAKI ha autorizado el anticipo para la solicitud de viaje con el Número de Folio **30**, favor de realizar el anticipo a la cuenta: **1500634719 / 012580015006347192** del Banco: **BBVA BANCOMER** antes del día: **31-07-2018**

AKIHIKO AKASAKI has authorized the advance payment for the trip request with Folio Number **30**, please make the advance to the account: **1500634719 / 012580015006347192** of the Bank: **BBVA BANCOMER** before the day: **31-07-2018**

NOMBRE / FULL NAME Carlos Tovar	**TIPO / TYPE:** Nacional
DESTINO / DESTINATION SALAMANCA	**PERIODO / PERIOD** **DE / FROM:** 31-07-2018 **A / TO:** 01-08-2018
PROPOSITO / PURPOSES JUNTA	**ANTICIPO / ADVANCE** $ 4000..00 Pesos

❖ Example: mail for Human Resources

SOLICITUD Y REPORTE DE VIAJE: CARLOS TOVAR, FOLIO: 30

SSM MTY

RESERVACIONES Y VUELOS MTY

7/30/2018 6:19 PM

De SSM MTY
carlos.tovar@summitmx.com

Para RESERVACIONES Y VUELOS MTY

Con copia carlos.tovar@summitmx.com

Gracias por usar el Sistema ADViaticos.

AKIHIKO AKASAKI ha autorizado el anticipo para la solicitud de viaje con el Número de Folio **30**, favor de comprar los vuelos y reservar el hotel antes del día: **31-07-2018** según los siguientes datos:
NINGUNA

AKIHIKO AKASAKI has authorized the advance payment for the trip request with Folio Number **30**, please buy the flights and book the hotel before the day: **31-07-2018** according to the following data:
NINGUNA

NOMBRE / FULL NAME Carlos Tovar	**TIPO / TYPE:** Nacional
DESTINO / DESTINATION SALAMANCA	**PERIODO / PERIOD** **DE / FROM:** 31-07-2018 **A / TO:** 01-08-2018
PROPOSITO / PURPOSES JUNTA	**ANTICIPO / ADVANCE** $ 4000..00 Pesos

❖ Example: mail for Administration

SOLICITUD Y REPORTE DE VIAJE: CARLOS TOVAR, FOLIO: 30

SSM MTY

RECURSOS HUMANOS MTY

7/30/2018 6:19 PM

De SSM MTY
carlos.tovar@summitmx.com

Para RECURSOS HUMANOS MTY

Con copia carlos.tovar@summitmx.com

Gracias por usar el Sistema ADViaticos.

AKIHIKO AKASAKI ha autorizado la solicitud de viaje con el Número de Folio **30**, por lo cual el personal **Carlos Tovar** estará ausente los días **31-07-2018** al **01-08-2018**.

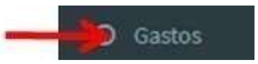
AKIHIKO AKASAKI has authorized the travel request with Folio Number **30**, for which the **Carlos Tovar** staff will be absent on **31-07-2018** at **01-08-2018**.

NOMBRE / FULL NAME Carlos Tovar	**TIPO / TYPE:** Nacional
DESTINO / DESTINATION SALAMANCA	**PERIODO / PERIOD** **DE / FROM:** 31-07-2018 **A / TO:** 01-08-2018
PROPOSITO / PURPOSES JUNTA	**ANTICIPO / ADVANCE** $ 4000..00 Pesos

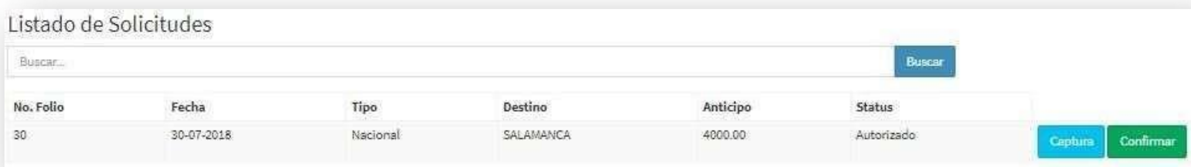
4. HOW TO ISSUE A BUSINESS TRIP FINAL REPORT

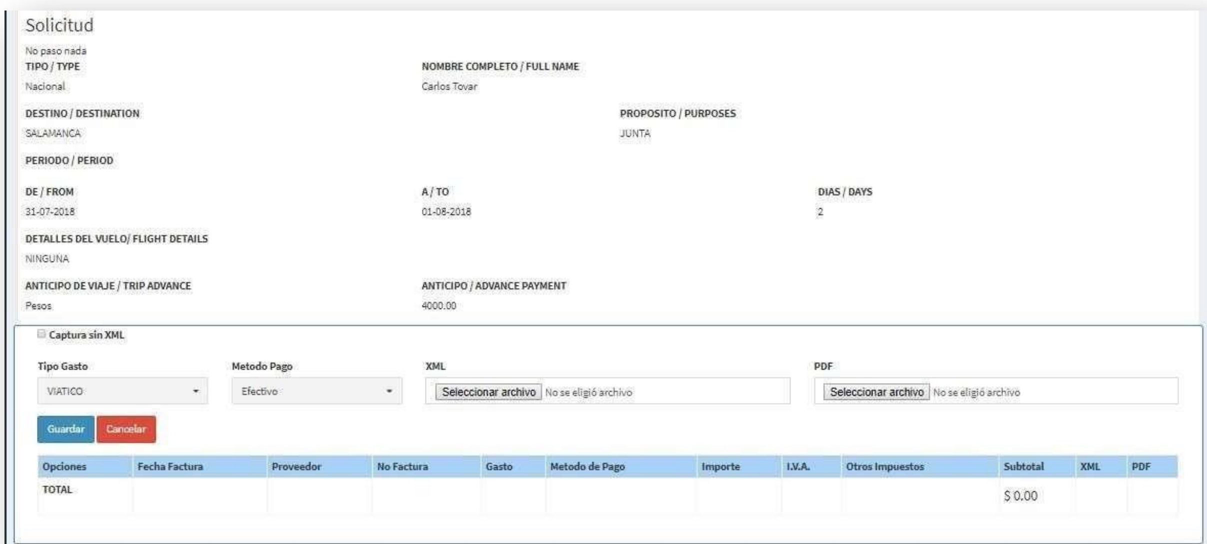
4.1. User must log in on the ADViaticos website.

4.2. The user clicks on the submenu “Gastos” from the menu “Solicitud de Viaje.”



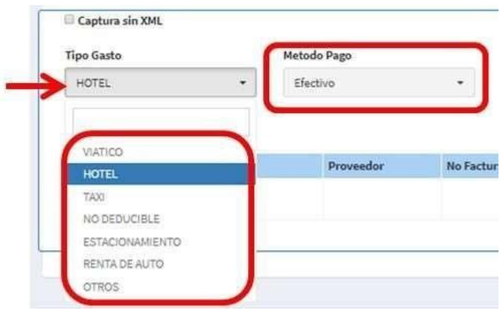
4.3. Next, the summary line of the previously generated and authorized application will be displayed. We will use the “Captura” (Capture) button to start describing the business trip expenses details.



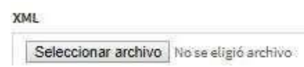


4.4. The user must select the type of expense and payment method from the drop-down lists.

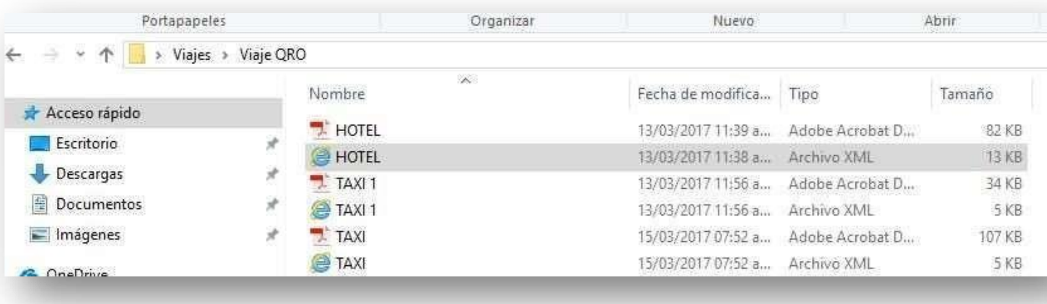
- **For example: a hotel invoice. We select the hotel option and the effective payment method (this will change only if the payment is made with AMEX business card).**



- **Note: In all cases, the "Cash" payment method will be selected, unless the expense has been paid through the AMEX. Corporate card.**

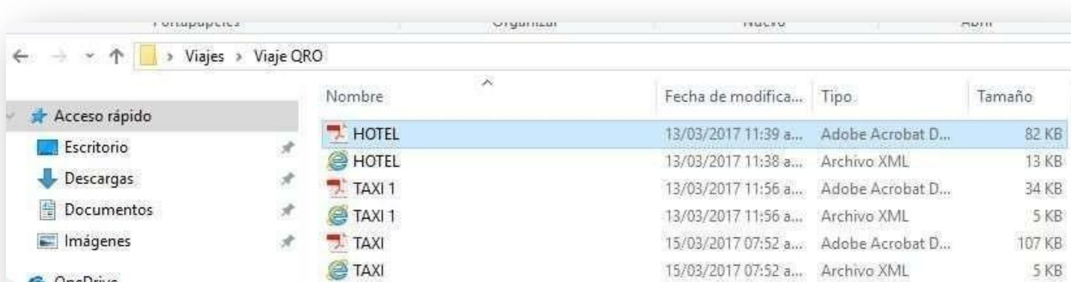
4.5. To attach the XML, the user must click on the box 

e and indicate the route where the document is located, double click on the XLM and the file will be automatically loaded.

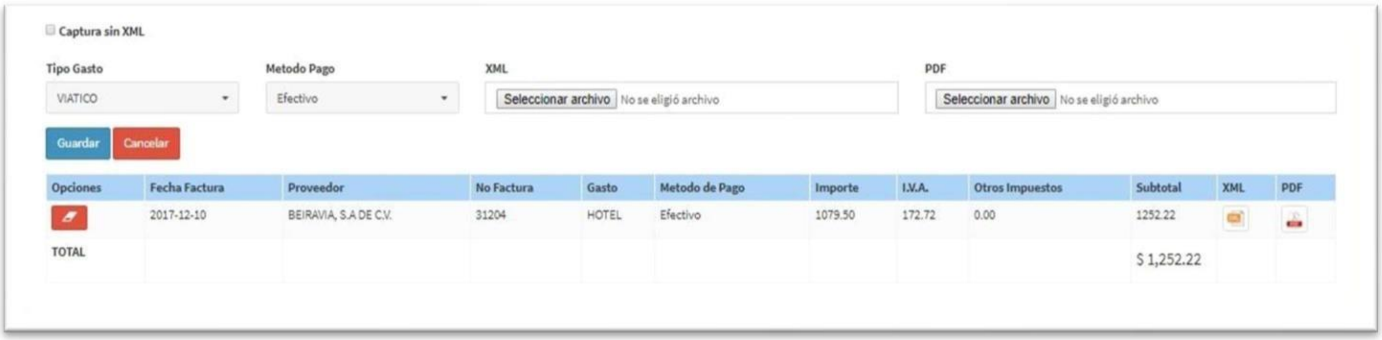


4.6. To attach the PDF, the user must click on the box 

and indicate the route where the document is located, click on the PDF and it will automatically upload it.

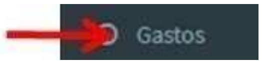


4.7. When the user finalize to upload both files (PDF and XML) HE/HER should click on the " save" button and a line with the summary registration will appear. The user have to perform the same operation with each one of the invoices to be checked.



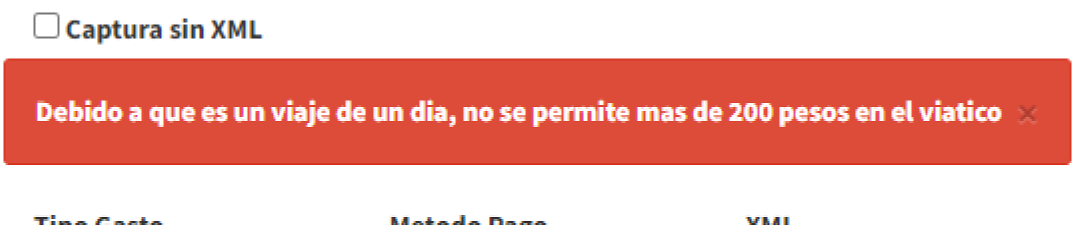
4.8. For non-deductible expenses, but that the user has a voucher, ticket, blue voucher, etc.; the user will select the check box "Captura sin XML" (Input without XML) and we the screen below will be shown. Then, the user will enter.
*Date of the expense,
*Folio in case of having it.
*Type of expense.
*Payment Method
*Amount.

And will do click on  to select and upload the PDF of the scanned document.

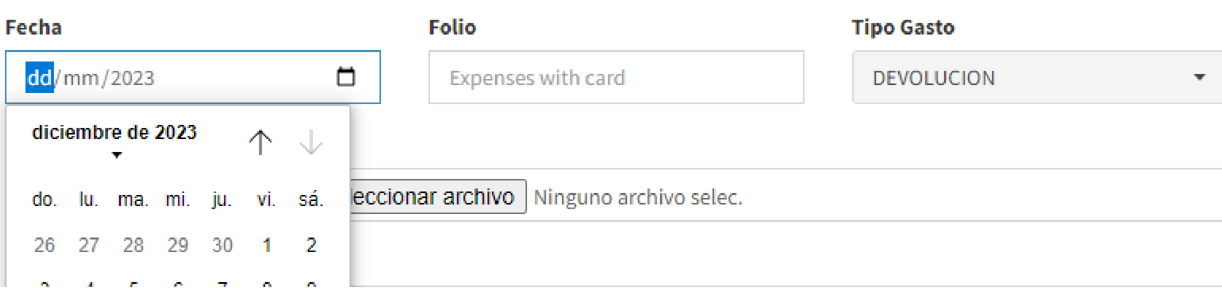
4.9. When all the expenses are complete, the user can confirm the verification, returning to the main menu and selecting  or by clicking on "Cancelar" (cancel) from thesummary screen where all our expenses are displayed.

4.10. The verification of travel costs will depend on the table found within the business travel policy BUSINESS TRIP POLICY See 05 located at: [R:\Corporativo\Publico\Company Rules\G 11 Politica de viaje de negocios BUSINESS TRIP POLICY]().

4.11. In the event that the daily travel amount exceeds the limit according to the policy, the system will send an alert notifying that this amount cannot be added within the check.

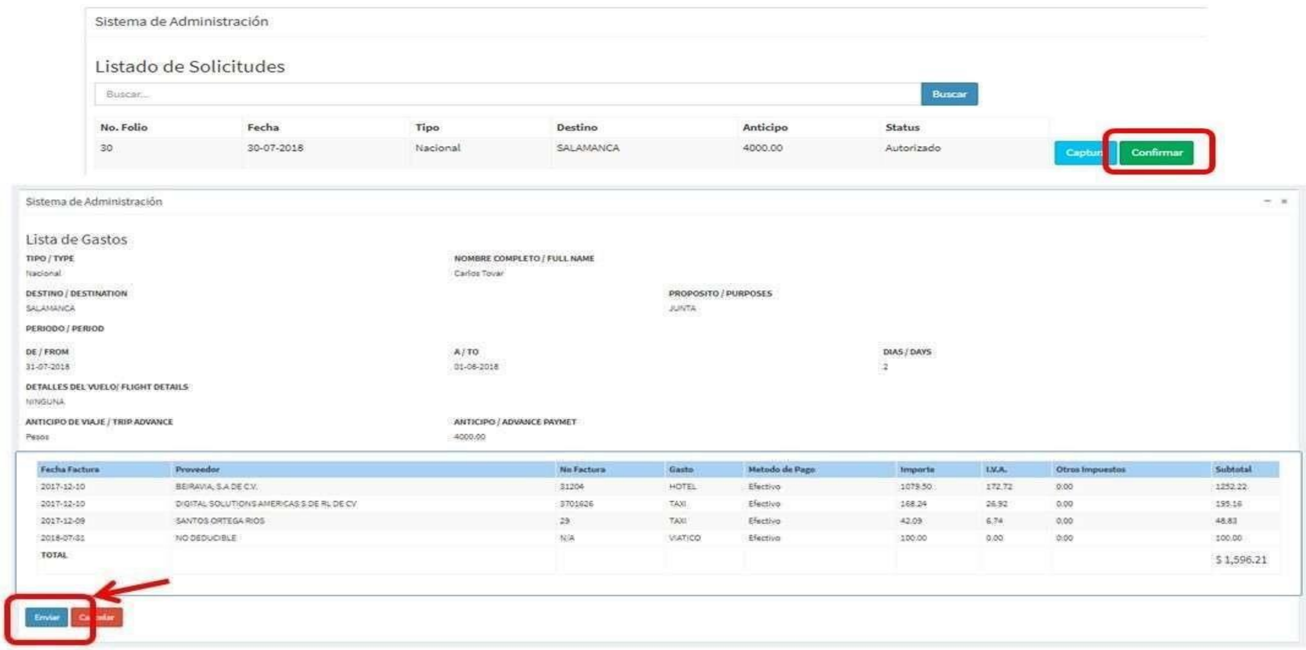


4.12. If the return verification needs to be conducted, the system will enable the calendar so that the actual date on which the return was made can be captured.

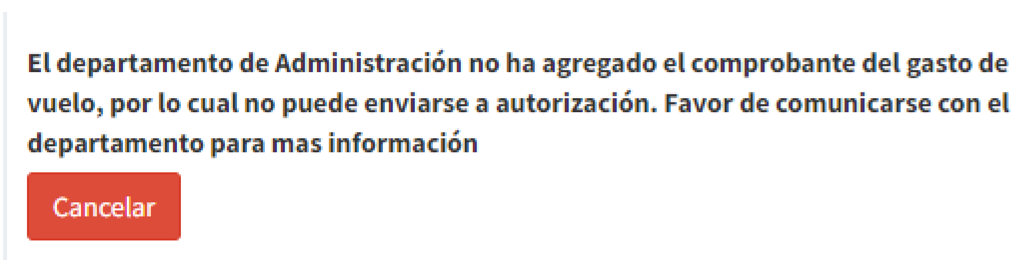


4.13. On the screen where the summary line of the open requests is displayed, we click on the button 

to get a preview and make a final revision of the content, prior to its sending.



4.14. If the administration department has not verified the flight, the folio cannot be sent for authorization until the verification of this is uploaded.



4.15. If the information is correct and complete, we will select the “Enviar” (Send) button, tofollow the process of the authorizing line; Authorizer # 1, Authorizer # 2, and if necessary authorizer # 3. When the verification is authorized, it will automatically reach the Accounts Payable department for their respective review.

- **Example: mail to Authorizer # 1.**

SOLICITUD Y REPORTE DE VIAJE: CARLOS TOVAR. FOLIO: 30

SSM MTY
AIDA MENDOZA
7/31/2018 10:02 AM
De SSM MTY
carlos.tovar@summitmx.com
Para AIDA MENDOZA

Gracias por usar el Sistema ADViaticos.

El Usuario **Carlos Tovar** esta solicitando una comprobacio de Gastos del Viaje de Negocio con el No. Folio **30** por la cantidad de **$ 4000.00 Pesos**.

The User **Carlos Tovar** is requesting a check of Expenses of the Business Trip with No. Folio **30** in the amount of **$ 4000.00 Pesos**.

NOMBRE / FULL NAME Carlos Tovar	**TIPO / TYPE:** Nacional
DESTINO / DESTINATION SALAMANCA	**PERIODO / PERIOD** **DE / FROM:** 31-07-2018 **A / TO:** 01-08-2018
PROPOSITO / PURPOSES JUNTA	**ANTICIPO / ADVANCE** $ 4000.00 Pesos

Gastos / Expense

GASTO DE:	**PAGADO CON AMEX**	**PAGADO EN EFECTIVO**
HOTEL:	-	1252.22
ESTACIONAMINETO:	-	-
TAXI:	-	243.99
RENTA DE AUTO:	-	-
OTROS:	-	-
VIATICO:	-	100
	TOTAL	**$ 1596.21**
	ANTICIPO DE VIAJE	**$ 4000.00**
	DIF A CARGO (FAVOR)	**$ 2403.79**

Desea Autorizar la solicitud de Viaje?

Do you want to Authorize the Trip request?

YES NO

- **Example: mail to Authorizer # 2.**

SOLICITUD Y REPORTE DE VIAJE: CARLOS TOVAR, FOLIO: 30

SSM MTY
CUENTAS X PAGAR MTY
7/31/2018 10:19 AM
De: SSM MTY carlos.tovar@summitmx.com
Para: CUENTAS X PAGAR MTY
Con copia: carlos.tovar@summitmx.com

Gracias por usar el Sistema ADViaticos.

AKIHIKO AKASAKI ha aprobado la comprobacion de gastos de la solicitud de viaje con el Número de Folio **30**.

NOMBRE / FULL NAME
Carlos Tovar

DESTINO / DESTINATION
SALAMANCA

PROPOSITO / PURPOSES
JUNTA

TIPO / TYPE:
Nacional

PERIODO / PERIOD
DE / FROM: 31-07-2018
A / TO: 01-08-2018

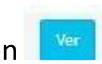
ANTICIPO / ADVANCE
$ 4000..00 Pesos

Gastos / Expense

GASTO DE:	PAGADO CON AMEX	PAGADO EN EFECTIVO
HOTEL:	-	1252.22
ESTACIONAMINETO:	-	-
TAXI:	-	243.99
RENTA DE AUTO:	-	-
OTROS:	-	-
VIATICO:	-	100
	TOTAL	$ 1596.21
	ANTICIPO DE VIAJE	$ 4000.00
	DIF A CARGO (FAVOR)	$ 2403.79

5. HOW TO PRINT THE BUSINESS TRIP FINAL REPORT?

5.1. The user should select the "Print" option 

, from “Gastos de Viaje” (Travel Expenses) submenu. Then click on the "View" button 

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Note: In order to utilize the printing option, The Business Trip Final Report should be already authorized.

5.2. The system will display the following form, and it must be submitted to accounts payable dept. including all the receipts that we previously uploaded.

SSM SERVICIOS S.A. DE C.V.

Aplication and report for business trip
Solicitud y reporte de viaje

No. Folio **30**

Solicitante - Applicant		Jefe o Sub Gerente o Gerente		Gerente General - Director - Vicepresidente		Jefe o Sub Gerente o Gerente	
Carlos Tovar 2018-07-30 17:13:07	Carlos Tovar 2018-07-31 09:59:52	AIDA MENDOZA 2018-07-30 17:15:38	AIDA MENDOZA 2018-07-31 10:15:25	AKIHIKO AKASAKI 2018-07-30 17:17:35	AKIHIKO AKASAKI 2018-07-31 10:17:27		
Carlos Tovar		AIDA MENDOZA		AKIHIKO AKASAKI			

FECHA / DATE	30-07-2018			
NOMBRE COMPLETO / FULL NAME PUESTO / TITLE	Carlos Tovar (M) PROG. DE SISTEMA		CUENTA CLABE / BANK ACCOUNT	
NOMBRE DEL DEPTO / DEPT NAME	ADMINISTRACION ELECT		012580015006347192 / 1500634719	
DESTINO / DESTINATION	SALAMANCA		TIPO TYPE	Nacional
PROPOSITOS / PURPOSES	JUNTA			
PERIODO / PERIOD	DE / FROM: 31-07-2018	A / TO: 01-08-2018	DIAS / DAYS	2
ANTICIPO DE VIAJE / TRIP ADVANCE	Pesos	ANTICIPO / ADVANCE PAYMENT		$ 4000.00

REFERENCIAS / REFERENCES

CONTACTO (PERSONA / COMPAÑIA) CONTACT(PERSON / COMPANY)	NOMBRE NAME		TEL.	

GASTO DE:	PAGADO CON AMEX:	PAGADO EN EFECTIVO:
HOTEL:	-	1,252.22
ESTACIONAMINETO:	-	-
TAXI:	-	243.99
RENTA DE AUTO:	-	-
OTROS:	-	-
VIATICO:	-	100.00
	TOTAL GASTO	1596.21
	ANTICIPO	4000.00
	DIF A CARGO (FAVOR)	2,403.79

*FAVOR DE REALIZAR LA DEVOLUCION DE **2,403.79 Pesos** A LA SIGUIENTE CUENTA.
SSM SERVICIOS SA DE CV
CUENTA: PESOS
NOMBRE DEL BANCO: BBVA BANCOMER
DIRECCION DEL BANCO: CONSTITUYENTES 120 PTE COL. EL CARRIZAL
No. DE SUCURSAL: 828
NO. DE CUENTA: 0149395768
NO. DE CUENTA CLABE: 012 680 001 493 957 685
QUERETARO QRO.

Note; if the verification process by payable accounts it is not finished, the Travel Expenses system will not a llow the users to generate a new application. We strongly recommend to all users to immediately close their business trip requests, as soon as the period of time mentioned at the business trip application, finalizes.

6. HOW TO SEE THE DETAIL OF THE EXPENSES?

6.1. When a user requests that they authorize the expenses incurred during the trip, an emailwill be received; below an example:

Gracias por usar el Sistema ADViaticos.

El Usuario **Carlos Tovar** esta solicitando una comprobacio de Gastos del Viaje de Negocio con el No. Folio **579** por la cantidad de **$ 3000.00 Pesos.**

The User **Carlos Tovar** is requesting a check of Expenses of the Business Trip with No. Folio **579** in the amount of **$ 3000.00 Pesos.**

NOMBRE / FULL NAME Carlos Tovar	**TIPO / TYPE:** Nacional
DESTINO / DESTINATION QRO Plant SSM TEST	**PERIODO / PERIOD** **DE / FROM:** 24-05-2019 **A / TO:** 24-05-2019
PROPOSITO / PURPOSES Meeting TEST	**ANTICIPO / ADVANCE** $ 3000.00 Pesos

Gastos / Expense

GASTO DE:	**PAGADO CON AMEX**	**PAGADO EN EFECTIVO**
HOTEL:	-	-
ESTACIONAMINETO:	-	-
TAXI:	-	1150
RENTA DE AUTO:	-	-
OTROS:	-	-
VIATICO:	-	250
DEVOLUCION:	-	1850
	TOTAL	**$ 3000.00**
	ANTICIPO DE VIAJE	**$ 3000.00**
	DIF A CARGO (FAVOR)	**$ 0**

Si desea ver el detalle de los gastos, por favor presiona aquí
Do you want to see the details of the expenses ?, please click here

Desea Autorizar la solicitud de Viaje?
Do you want to Authorize the Trip request?

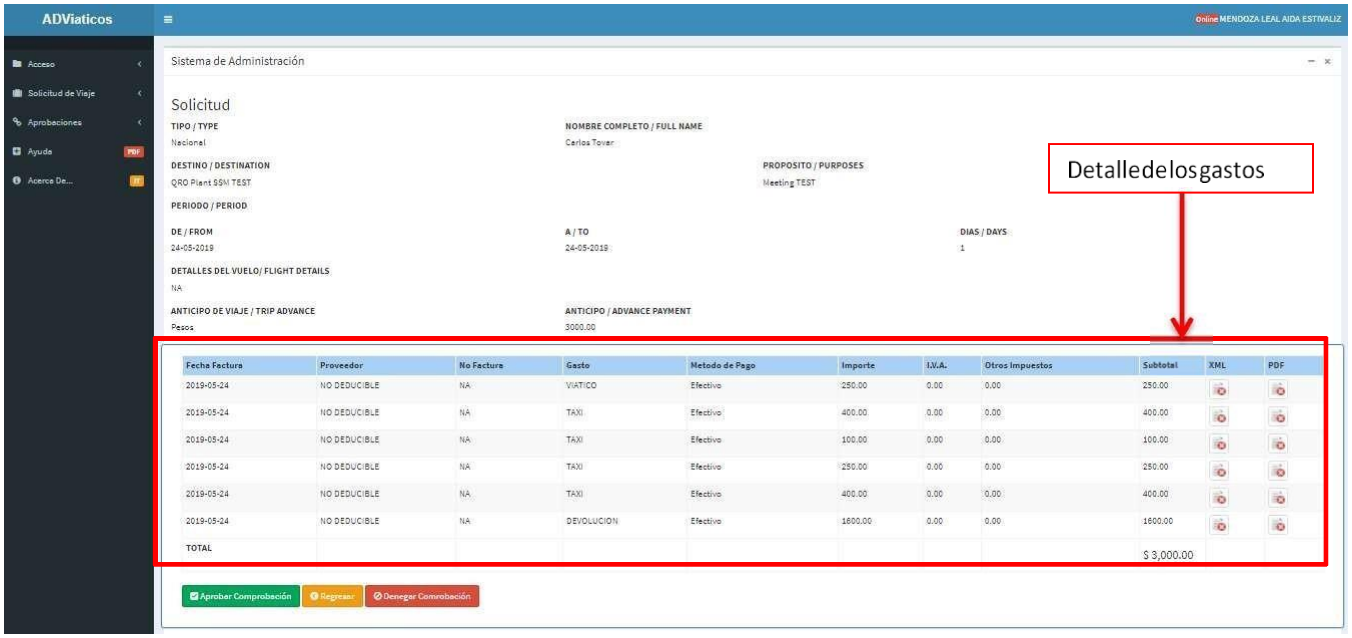
6.2. At the bottom of the email, there is a legend that says the following; - "Do you want to see the details of the expenses, click here". By clicking on the link, this will take us to the portal of ADViaticos and will show us the detail of the expenses captured by the applicant.

Gastos / Expense

GASTO DE:	**PAGADO CON AMEX**	**PAGADO EN EFECTIVO**
HOTEL:	-	-
ESTACIONAMINETO:	-	-
TAXI:	-	1150
RENTA DE AUTO:	-	-
OTROS:	-	-
VIATICO:	-	250
DEVOLUCION:	-	1850
	TOTAL	**$ 3000.00**
	ANTICIPO DE VIAJE	**$ 3000.00**
	DIF A CARGO (FAVOR)	**$ 0**

Si desea ver el detalle de los gastos, por favor presiona aquí
Do you want to see the details of the expenses ?, please click here

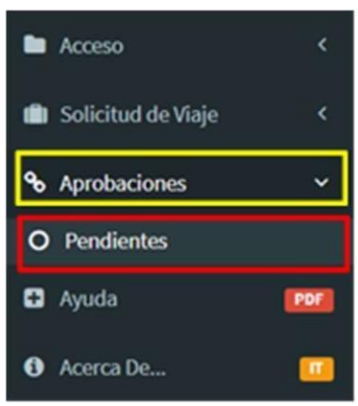
Desea Autorizar la solicitud de Viaje?
Do you want to Authorize the Trip request?



*** Note: the portal will ask you to log in.**

7. HOW TO AUTHORIZE FROM THE ADVIÁTICOS PORTAL?

7.1. We select the "Aprobaciones"(Approvals) menu, then the "Pendientes"(Pending) option.

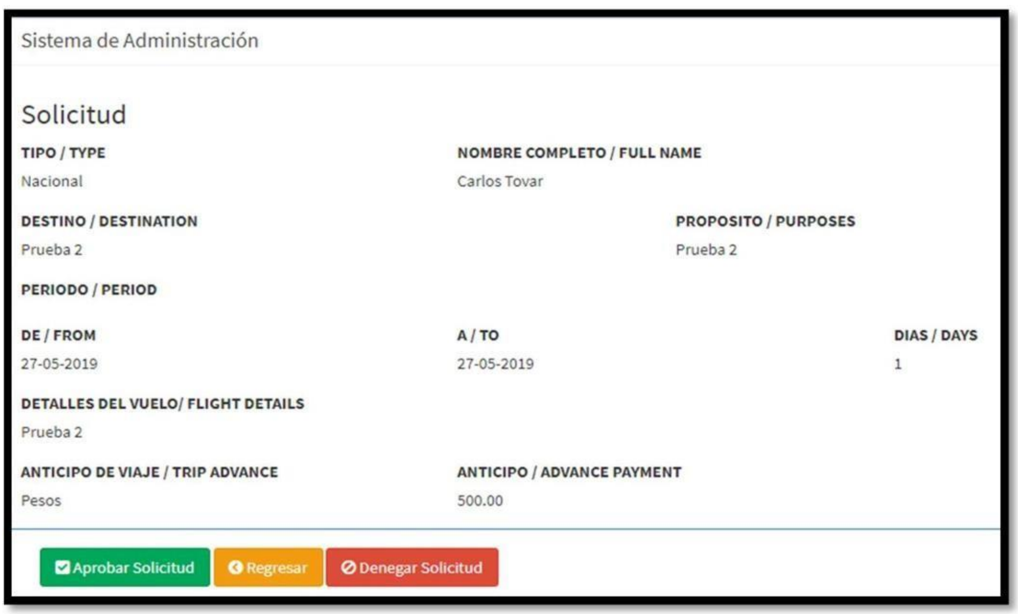


7.2. Next the portal will show two options:

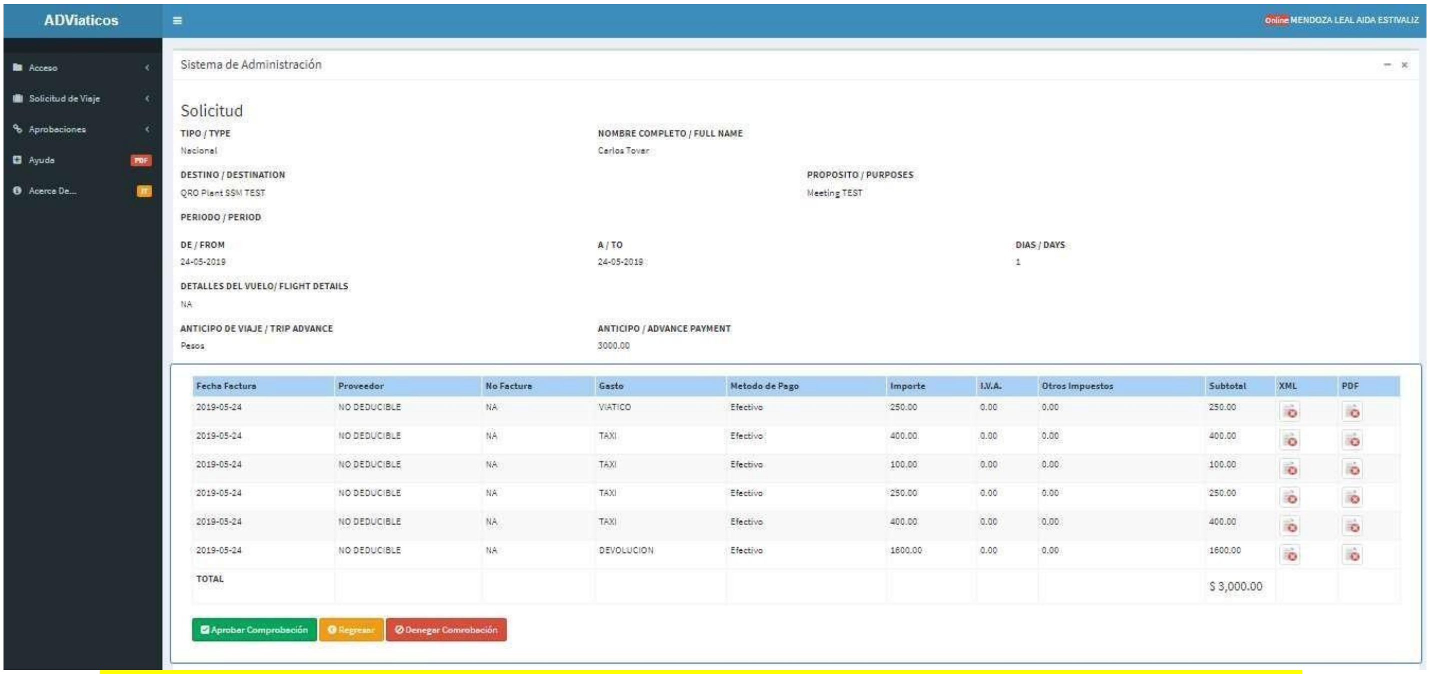
- **Solicitudes de Anticipo**: this option is when the applicant requires authorization to travel and if the case applies an economic advance.
- **Comprobaciones de gasto**: this option is when the applicant requires that expenses incurred during the trip be authorized.

7.3. In the option “**Solicitudes de Anticipo**” " a list of the pending trips to be authorized will be shown. If we want to authorize the trip or see the information, we press the button Autorizar. Followed will show us the trip information and three buttons that are detailed below.

- Aprobar Solicitud The travel request will be authorized and will continue with the following Authorizer.
- Regresar Return to the list of pending requests to authorize.
- Denegar Solicitud Deny the trip.



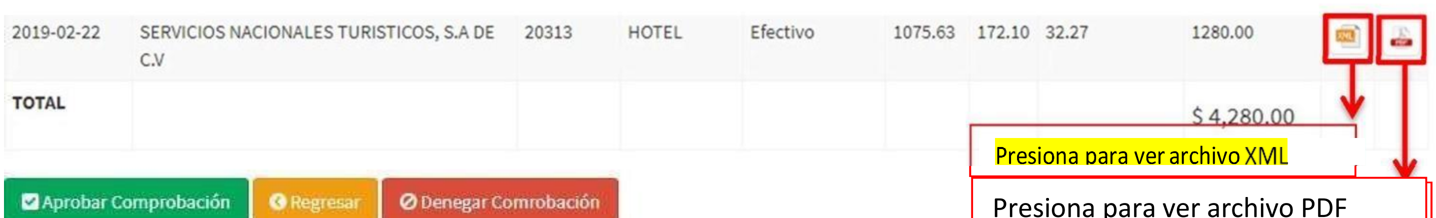
7.4. In the option “**Comprobaciones de Gasto**” " a list of the trips that already have the expenses captured and are waiting to be authorized will be shown. If we want to see the detail of the expenses press the button Autorizar. Followed will show us all the expenses captured from the trip.



Fecha Factura	Proveedor	No Factura	Gasto	Metodo de Pago	Importe	I.V.A.	Otros Impuestos	Subtotal	XML	PDF
2019-05-24	NO DEDUCIBLE	NA	VIATICO	Efectivo	250.00	0.00	0.00	250.00		
2019-05-24	NO DEDUCIBLE	NA	TAXI	Efectivo	400.00	0.00	0.00	400.00		
2019-05-24	NO DEDUCIBLE	NA	TAXI	Efectivo	100.00	0.00	0.00	100.00		
2019-05-24	NO DEDUCIBLE	NA	TAXI	Efectivo	250.00	0.00	0.00	250.00		
2019-05-24	NO DEDUCIBLE	NA	TAXI	Efectivo	400.00	0.00	0.00	400.00		
2019-05-24	NO DEDUCIBLE	NA	DEVOLUCION	Efectivo	1600.00	0.00	0.00	1600.00		
TOTAL								$ 3,000.00		

***Note: We can enter directly to this section from the mail that is sent to our tray, for more information see point No.6.1.**

7.5. As we can see, it shows a detail of the expenses and if necessary your digital invoice. Also included are three buttons of which detail.



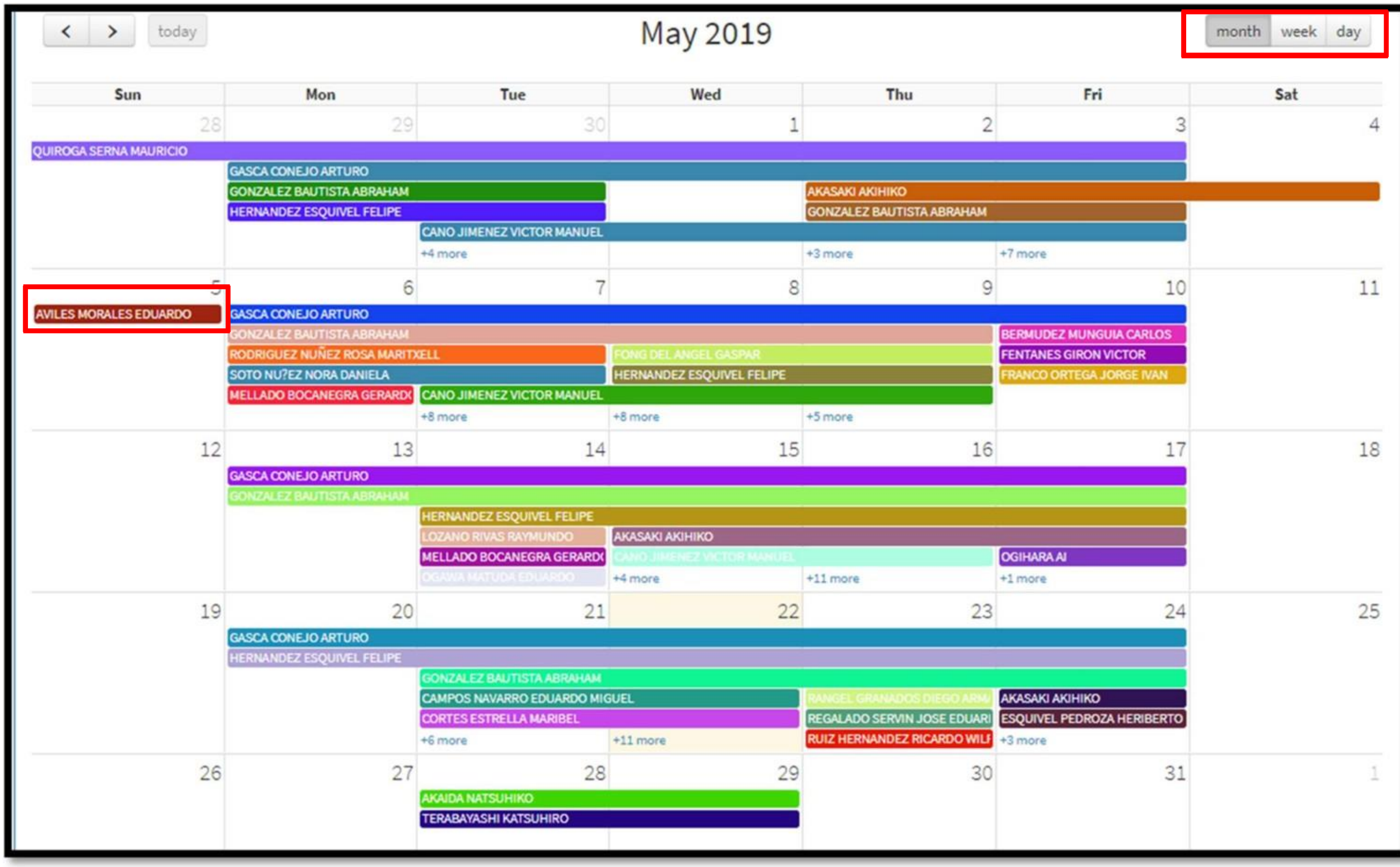
Presiona para ver archivo XML

Presiona para ver archivo PDF

- Aprobar Solicitud The expenses generated during the trip will be authorized and, if necessary, go to the next authorizer.
- Regresar Return to the list of pending requests to authorize.
- Denegar Solicitud To reject the verified expenses, the applicant must make modifications or clarify the situation.

8. HOW TO NAVIGATE THE CALENDAR?

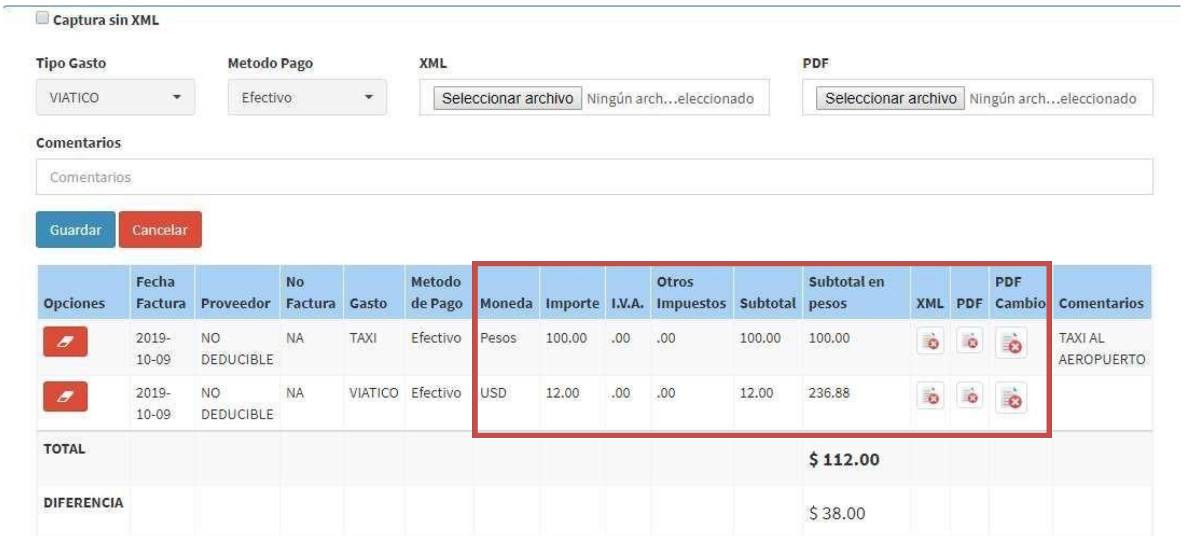
8.1. The Calendar shows an overview of the trips that are scheduled during the month, if we press the name of the person this will show us more information about the trip. The calendar contains view by month, week or day.



9. CHECKING EXPENSES IN INTERNATIONAL FOLIOS

9.1. We open the section of “Solicitud”-> “Gastos” and select our international type folio.

9.2. Once we enter the folio, we will notice that in the table of verified expenses 3 new fields were added.



Captura sin XML

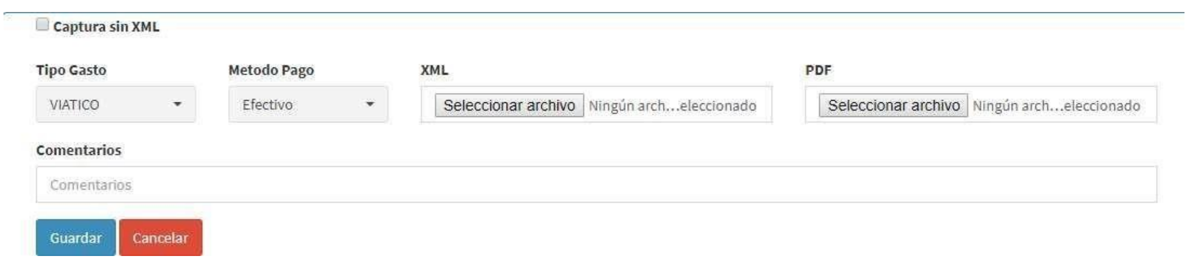
Tipo Gasto: VIATICO | Metodo Pago: Efectivo | XML: Seleccionar archivo Ningún arch...eleccionado | PDF: Seleccionar archivo Ningún arch...eleccionado

Comentarios: Comentarios

Guardar | Cancelar

Opciones	Fecha Factura	Proveedor	No Factura	Gasto	Metodo de Pago	Moneda	Importe	I.V.A.	Otros Impuestos	Subtotal	Subtotal en pesos	XML	PDF	PDF Cambio	Comentarios
	2019-10-09	NO DEDUCIBLE	NA	TAXI	Efectivo	Pesos	100.00	.00	.00	100.00	100.00				TAXI AL AEROPUERTO
	2019-10-09	NO DEDUCIBLE	NA	VIATICO	Efectivo	USD	12.00	.00	.00	12.00	236.88				
TOTAL											$ 112.00				
DIFERENCIA											$ 38.00				

- "Moneda": The type of currency that was used in the expense.
- "Subtotal en pesos": in case the type of currency has been in USD / Jenes, the amount spent in pesos will be shown.
- "PDF Cambio": Proof of purchase of Dollars / Jenes to make the expenses..



Captura sin XML

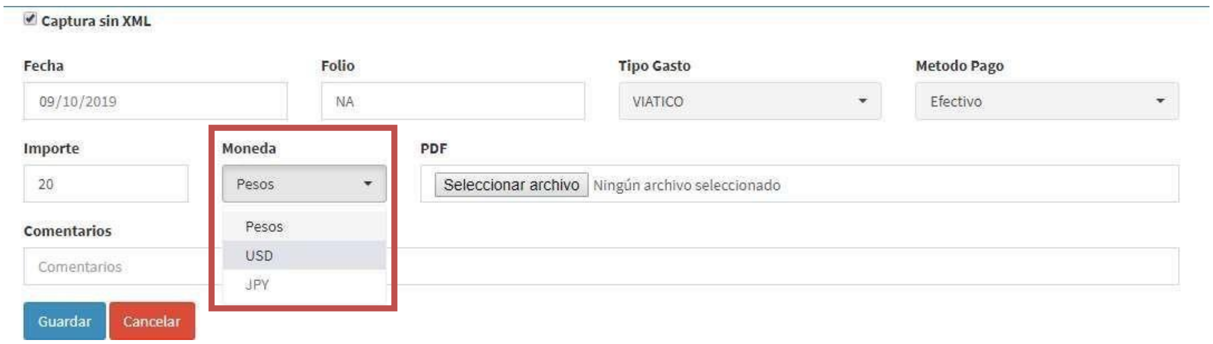
Tipo Gasto: VIATICO | Metodo Pago: Efectivo | XML: Seleccionar archivo Ningún arch...eleccionado | PDF: Seleccionar archivo Ningún arch...eleccionado

Comentarios: Comentarios

Guardar | Cancelar

9.3. In the case of capture with xml, it will continue to be checked in the same way.
The system will automatically detect the currency and the exchange rate that was used for the expense.

9.4. For expenses without xml, a new option will appear: “Moneda”, in which we can select the type of currency that was used in the expense.



9.5. If we select a currency type other than pesos, the following two tabs will be enabled:

- “Importe en pesos”: The total spent is shown based on the date placed. The exchange rate is taken from the page https://www.banxico.org.mx/tipcamb/main.do?page=tip&idioma=sp.
- “Capturar importe en pesos”: In case the amount that is marked is not the same that was spent, we select this option.

9.6. If the amount in the “Importe en pesos” section is not correct, we select the option “Capturar importe en pesos” which will enable us the option to edit said amount and show an option “PDF del tipo de Cambio”, in which Proof of purchase of the selected currency type will be added, this is a Required field.

9.7. Once the data is placed, we click on “Guardar” and the information will appear within the table shown above.

Opciones	Fecha Factura	Proveedor	No Factura	Gasto	Metodo de Pago	Moneda	Importe	I.V.A.	Otros Impuestos	Subtotal	Subtotal en pesos	XML	PDF	PDF Cambio	Comentarios
	2019-10-09	NO DEDUCIBLE	NA	TAXI	Efectivo	Pesos	100.00	.00	.00	100.00	100.00				TAXI AL AEROPUERTO
	2019-10-09	NO DEDUCIBLE	NA	VIATICO	Efectivo	USD	12.00	.00	.00	12.00	236.88				
	2019-10-09	NO DEDUCIBLE	NA	VIATICO	Efectivo	USD	20.00	.00	.00	20.00	400.50				

9.8. When we visualized the PDF of the expenses, in the case of the international folio the following data were added:

- **Moneda**: This section will show the types of coins used in the expense, whether onlyone has been used or has been paid with several types of currencies.
- **Pagado en Efectivo (Pesos)**: The total amount that has been verified converted to pesos depending on the type of currency.

			TYPE	
PROPOSITOS / PURPOSES	PRUEBA DE FOLIO INTERNACIONAL			
PERIODO / PERIOD	DE / FROM: 07-10-2019	A / TO: 08-10-2019	DIAS / DAYS	2
ANTICIPO DE VIAJE / TRIP ADVANCE	Pesos		ANTICIPO / ADVANCE PAYMENT	$ 2500.00
REFERENCIAS / REFERENCES				
CONTACTO (PERSONA / COMPAÑIA) CONTACT(PERSON / COMPANY)	NOMBRE NAME		TEL.	

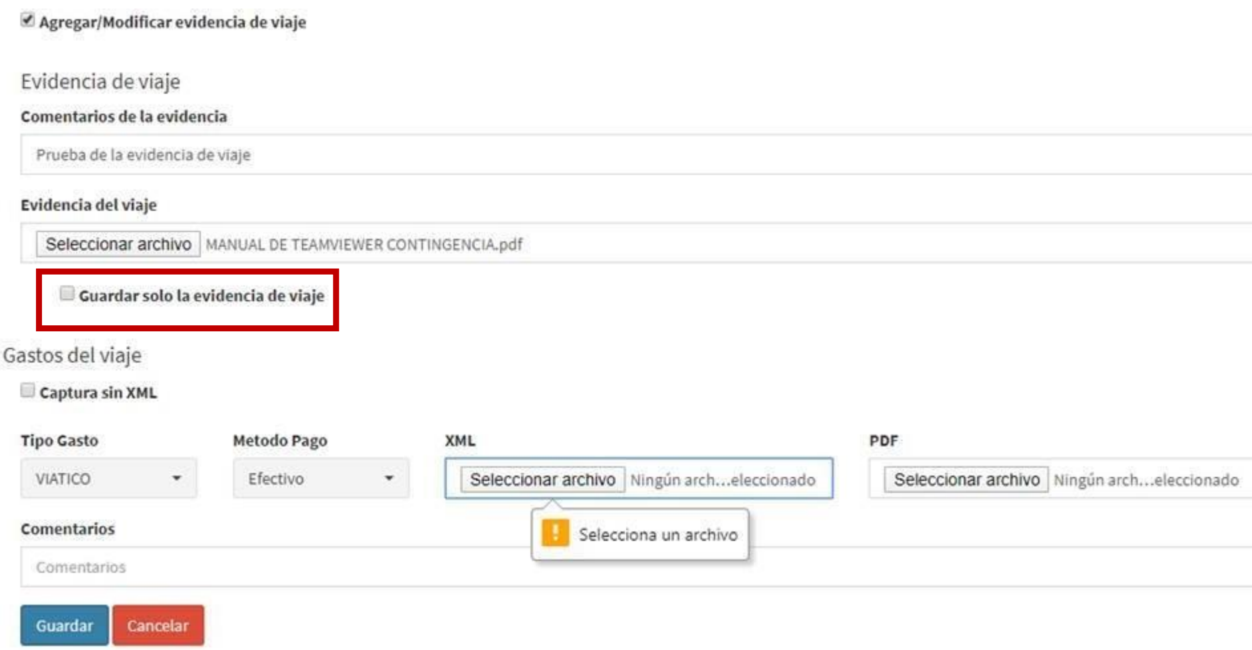
GASTO DE:	PAGADO CON AMEX:	MONEDA:	PAGADO EN EFECTIVO:	PAGADO EN EFECTIVO (PESOS):
HOTEL:	-	USD	50.00	989.00
ESTACIONAMIENTO:	-	-	-	-
TAXI:	-	USD/Pesos	175.00	644.50
RENTA DE AUTO:	-	-	-	-
OTROS:	-	Pesos	14.19	14.19
VIATICO:	-	USD/Pesos	109.06	852.31
DEVOLUCION:	-	-	-	-
			TOTAL GASTO	2500.00
			ANTICIPO	2500.00
			DIF A CARGO (FAVOR)	0.00

10. ADD TRAVEL EVIDENCE

10.1. The travel evidence is added in the same expense verification form, selecting "Agregar/Modificar evidencia de viaje".

10.2. In this section the comments of what was done during the trip and a file are placed (for example an email, pdf or document). In the case of the document it is optional to add it.

10.3. It can be added at the same time that an expense is registered or it can be given in the option "Guardar solo evidencia de viaje" and then click on the save option to record only the evidence.



10.4. In case the mentioned option is not selected, it will send a notice that a verification of an expense must be added.

10.5. Once the travel evidence has been added, it will be shown in the next section within the expense verification.