ADViáticos; User's manual

➢ HOW TO ACCESS TO THE WEBSITE?

1. Please utilize following link; http://www.summitmx.com:8080
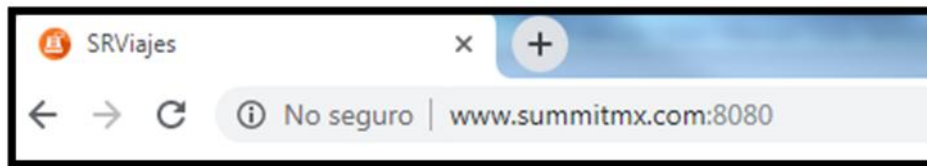
2. The following screen will be displayed and the user's e-mail address and password, previously provided by the administrator, will be requested.

3. The following screen will be shown, once there, the user can start the process of filling out the travel request..
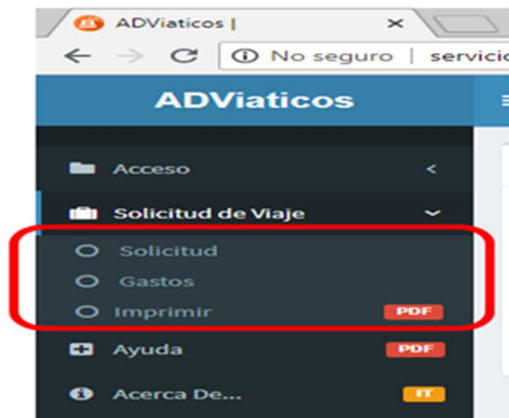

➢ HANDLING THE WEBSITE.

4. The menu is located at the left side of the main screen. We will use this menu during the different stages of the process. To start / Open a Business Trip Request, please select the option "Solicitud de Viaje" ("Trip Request");
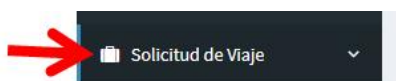
4. A sub-menu will be shown (3 options);

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, in order 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)

➢ HOW TO ISSUE A BUSINESS TRIP REQUEST.

5. Select the option "Solicitud" (Business Trip Applicationt) from the submenu "Solicitud de Viaje"(Business Trip request);
    .
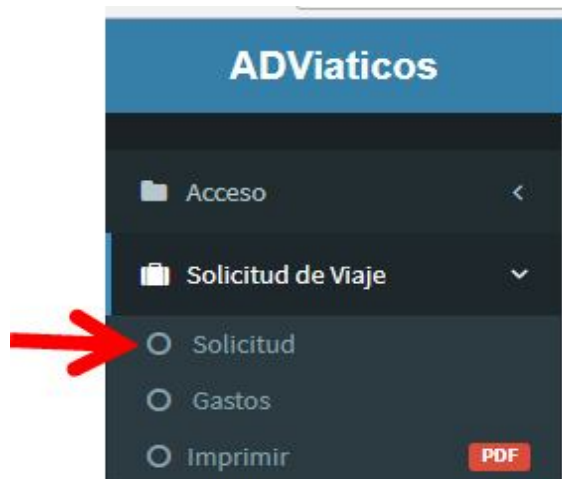
7. The following screen will be shown, and we click on the "Nuevo" ("New") button;

8. The application form will be shown in order 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.

9. . Once the save button is selected ![Guardar], 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 ![Editar], or we will use the "Confirm" button ![Confirmar] to generate a final information preview.

Listado de Solicitudes

No. Folio	Fecha	Tipo	Destino	Anticipo	Status			
30	30-07-2018	Nacional	SALAMANCA	4000.00	Creado	Editar	Confirmar	Eliminar

10. 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 **Cancelar** to go back.

Sistema de Administración

Fecha:
30-07-2018

TIPO / TYPE
Nacional

NOMBRE COMPLETO / FULL NAME
Carlos Tovar

DESTINO / DESTINATION
SALAMANCA

PROPOSITO / PURPOSES
JUNTA

PERIODO / PERIOD

DE / FROM	A / TO	DIAS / DAYS
31-07-2018	01-08-2018	2

DETALLES DEL VUELO / FLIGHT DETAILS
NINGUNA

ANTICIPO DE VIAJE / TRIP ADVANCE
Pesos

ANTICIPO / ADVANCE PAYMENT
4000.00

[Enviar] [Cancelar]

11. Once we press the "Send" button **Enviar**, 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.

Desea Autorizar la solicitud de Viaje?

Do you want to Authorize the Trip request?

[YES]   [NO]

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

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

SSM MTY
AIDA MENDOZA
7/30/2018 5:14 PM
De SSM MTY
carlos.tovar@summitmx.com
Para AIDA MENDOZA

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 advance for a business trip with Folio Number **30** in the amount of **$ 4000.00 Pesos.**

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

Desea Autorizar la solicitud de Viaje?

Do you want to Authorize the Trip request?

[YES]   [NO]

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

13. If the request was authorized, an email will be automatically sent to Authorizer # 2, and if necessary 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 latest version of the "Authorization chart".

❖ Example: mail to Authorizer # 2.

14. The user will receive electronic notifications, each time one of the authorizers approves or rejects the business trip request;

❖ Example: mail for the user on authorization notice

15. 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

❖ Example: mail for Human Resources

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

SSM MTY ▾ ☆

RESERVACIONES Y VUELOS MTY
7/30/2018 5:19 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	TIPO / TYPE:
Carlos Tovar	Nacional
DESTINO / DESTINATION	**PERIODO / PERIOD**
SALAMANCA	DE / FROM: 31-07-2018
	A / TO: 01-08-2018
PROPOSITO / PURPOSES	**ANTICIPO / ADVANCE**
JUNTA	$ 4000..00 Pesos

❖ Example: mail for Administration

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

SSM MTY ▾ ☆

RECURSOS HUMANOS MTY
7/30/2018 5:19 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	TIPO / TYPE:
Carlos Tovar	Nacional
DESTINO / DESTINATION	**PERIODO / PERIOD**
SALAMANCA	DE / FROM: 31-07-2018
	A / TO: 01-08-2018
PROPOSITO / PURPOSES	**ANTICIPO / ADVANCE**
JUNTA	$ 4000..00 Pesos

➢ HOW TO ISSUE A BUSINESS TRIP FINAL REPORT

16. User must log in on the ADViaticos website.

17. The user clicks on the submenu "Gastos" from the menu "Solicitud de Viaje"; ➡ **Gastos** .

18. 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.

Listado de Solicitudes

Buscar...						Buscar

No. Folio	Fecha	Tipo	Destino	Anticipo	Status	
30	30-07-2018	Nacional	SALAMANCA	4000.00	Autorizado	Captura Confirmar

Solicitud

No paso nada

TIPO / TYPE	**NOMBRE COMPLETO / FULL NAME**
Nacional	Carlos Tovar
DESTINO / DESTINATION	**PROPOSITO / PURPOSES**
SALAMANCA	JUNTA

PERIODO / PERIOD

DE / FROM	**A / TO**	**DIAS / DAYS**
31-07-2018	01-08-2018	2

DETALLES DEL VUELO/ FLIGHT DETAILS

NINGUNA

ANTICIPO DE VIAJE / TRIP ADVANCE	**ANTICIPO / ADVANCE PAYMENT**
Pesos	4000.00

☐ Captura sin XML

Tipo Gasto	Metodo Pago	XML	PDF
VIATICO ▼	Efectivo ▼	Seleccionar archivo No se eligió archivo	Seleccionar archivo No se eligió archivo

[Guardar] [Cancelar]

Opciones	Fecha Factura	Proveedor	No Factura	Gasto	Metodo de Pago	Importe	I.V.A.	Otros Impuestos	Subtotal	XML	PDF
TOTAL									$ 0.00		

19. 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.

20. To attach the XML, the user have to click on the box Seleccionar archivo No se eligió archivo and indicate the route where the document is located, double click on the XLM and the file will be automatically loaded.

21. To attach the PDF, the user have to click on the box [Seleccionar archivo] [No se eligió archivo] and indicate the route where the document is located, click on the PDF and it will automatically upload it.
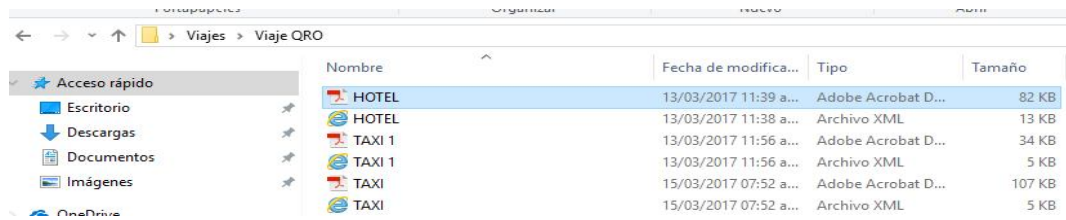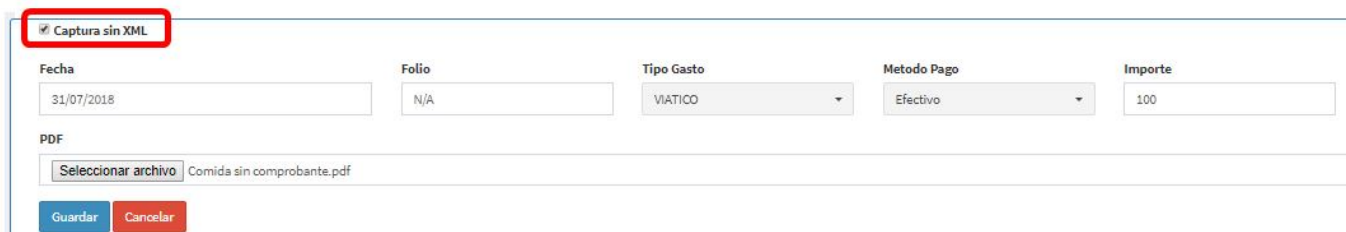

22. When the user finalize to upload both files (PDF and XML) HE/HER should click on the "save" button and a line with the summary registration will appear. The user have to perform the same operation with each one of the invoices to be checked.
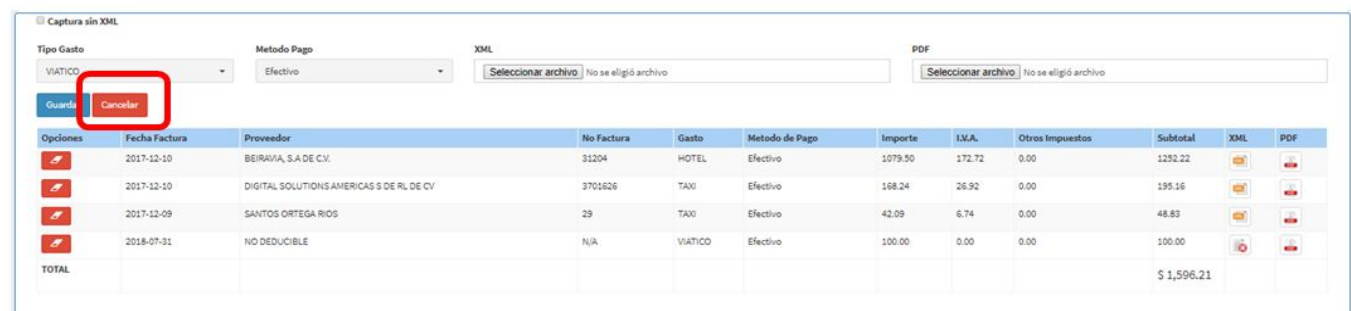

23. For non-deductible expenses, but that the user has a voucher, ticket, blue voucher, etc.; the user will select the check box "Captura sin XML" (Input without XML) and we the screen below will be shown. Then, the user will enter;
*Date of the expense,
*Folio in case of having it.
*Type of expense.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

And will do click on [Seleccionar archivo] [No se eligió archivo] to select and upload the PDF of the scanned document.

24. When all the espenses are complete, the user can confirm the verification, returning to the main menu and selecting

 or by clicking on "Cancelar" (cancel) from the summary screen where all our expenses are displayed.

25. On the screen where the summary line of the open requests is displayed, we click on the button [Confirmar] in order to get a preview and make a final revision of the content, prior to its sending.

26. If the information is correct and complete we will select the "Enviar" (Send) button, to follow 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.**

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

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

SSM MTY ▾ A

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	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

HOW TO PRINT THE BUSINESS TRIP FINAL REPORT

27. The user should select the "Print" option ⭘ Imprimir ▮PDF▮ , from "Gastos de Viaje" (Travel Expenses) submenu. Then click on the "View" button. ▮Ver▮ .

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

Sistema de Administración

Listado de Solicitudes

Buscar...						Buscar
No. Folio	Fecha	Tipo	Destino	Anticipo	Status	
30	30-07-2018	Nacional	SALAMANCA	4000.00	Entregado	Ver

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

Aplication and report for business trip
Solicitud y reporte de viaje

S SM SERVICIOS S.A. DE C.V.

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 allow 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.

Authorizer

➢ ¿ HOW TO SEE THE DETAIL OF THE EXPENSES?

29. - When a user requests that they authorize the expenses incurred during the trip, an email will 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	TIPO / TYPE:
Carlos Tovar	Nacional
DESTINO / DESTINATION	**PERIODO / PERIOD**
QRO Plant SSM TEST	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?

30. - 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?

Detail of expenses

➢ ¿ HOW TO AUTHORIZE FROM THE ADVIÁTICOS PORTAL?

31.- We select the "Aprobaciones"(Approvals) menu, then the "Pendientes"(Pending) option
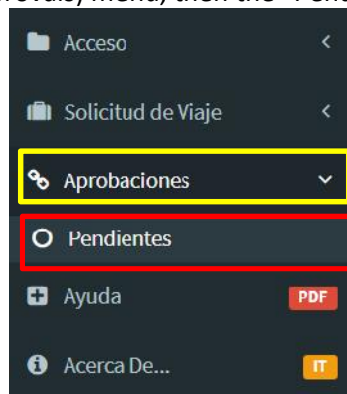
32.- Next the portal will show two options:

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

Sistema de Administración

Folio Pendientes de Autorizacion

A | Solicitudes de Anticipo 1 | Comprobaciones de Gasto 1 | B

No. Folio	BRH	Nombre	Tipo	Fechas del Viaje	Anticipo		
580	MTY	Carlos Tovar	Nacional	27-05-2019 al 27-05-2019	500.00	✔ Autorizar	🗎 Ver

14

33.- 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.

34.- 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.

35.- 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.

2019-02-22	SERVICIOS NACIONALES TURISTICOS, S.A DE C.V	20313	HOTEL	Efectivo	1075.63	172.10	32.27	1280.00		
TOTAL								$ 4,280.00		

Press to see XML file

Press to see PDF file

☑ Aprobar Comprobación   **◎ Regresar**   **⊘ Denegar Comrobación**

-) **☑ 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.

➢ ¿ HOW TO NAVIGATE THE CALENDAR?

36.- 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.