How To:

Set up a Company Account

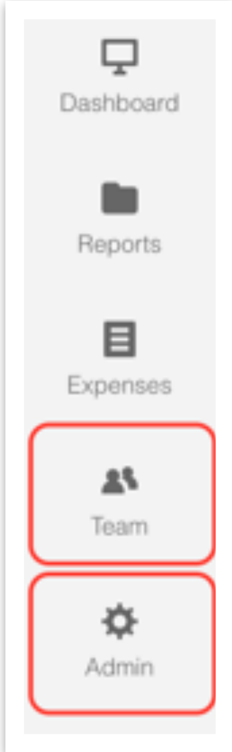
KEEPEK

Easy expense reports

www.keepek.com

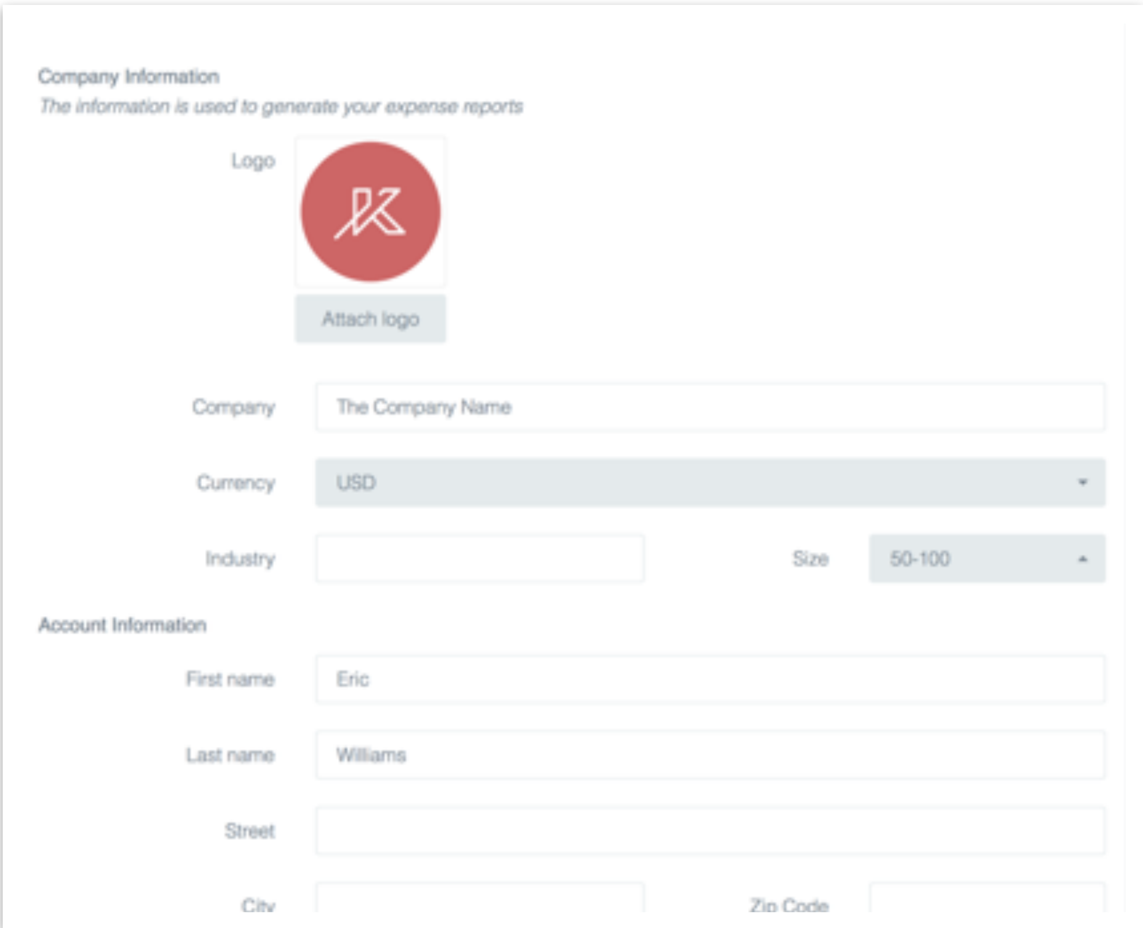
Contents

Intuitive and flexible are the key words that our clients have in mind when selecting Keepek as their expense management software.
Unlike our competitors, with Keepek, all you need is 5 minutes to set up your company account, get your team on board, and start ripping the benefits of automation.



To fully configure your company account, there are just two tabs to visit:

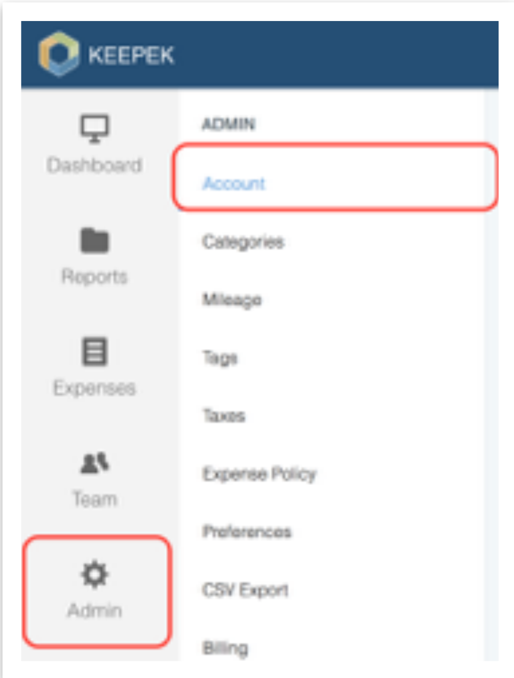
- ✓ **Admin**: There, you will be able to create your own categories, mileage rates, tags, tax rates, expense policies and preferences.
- ✓ **Team**: The tab to create accounts for your staff and send them invites to log into their pre-configured individual accounts.



Company Account Administration

1.1 Account details

You can start by filling-in the company information that you want us to use when generating your expense reports:

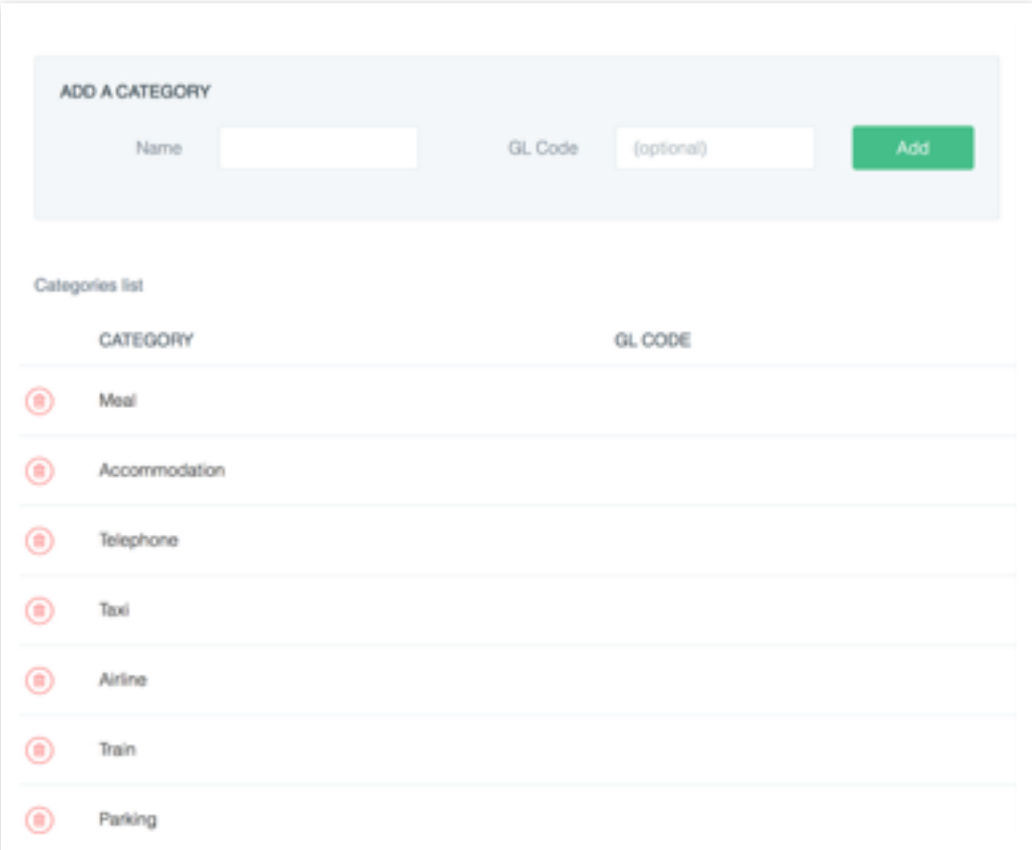


- **Logo**: You can upload your company logo. It will then be displayed in PDF expense reports.
- **Company**: entre your company name.
- **Currency**: this is your default currency. All amounts will be converted to this one.
- **First and last name**: This will be the name of your main contact at the company. We will use it to notify you of major upgrades or new features.

1.2 Categories

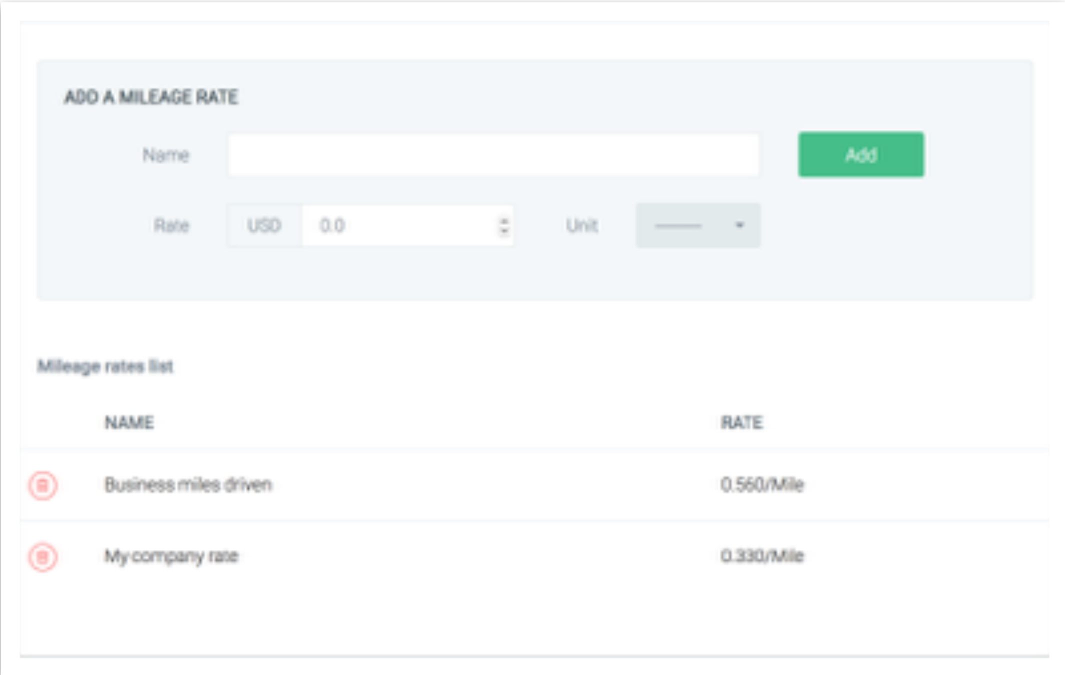
When you create a new account, a few default categories such as: Meal, Accommodation, Telephone, Taxi, Airline, Parking... are created for you. You can delete them if they are not suitable to your organization and add you own. You can also specify the general ledger (GL) code associated with each category.

Creating or deleting categories can all be done in **Admin** > **Categories**. The newly added categories will be available to all employees.



1.3 Mileage rate

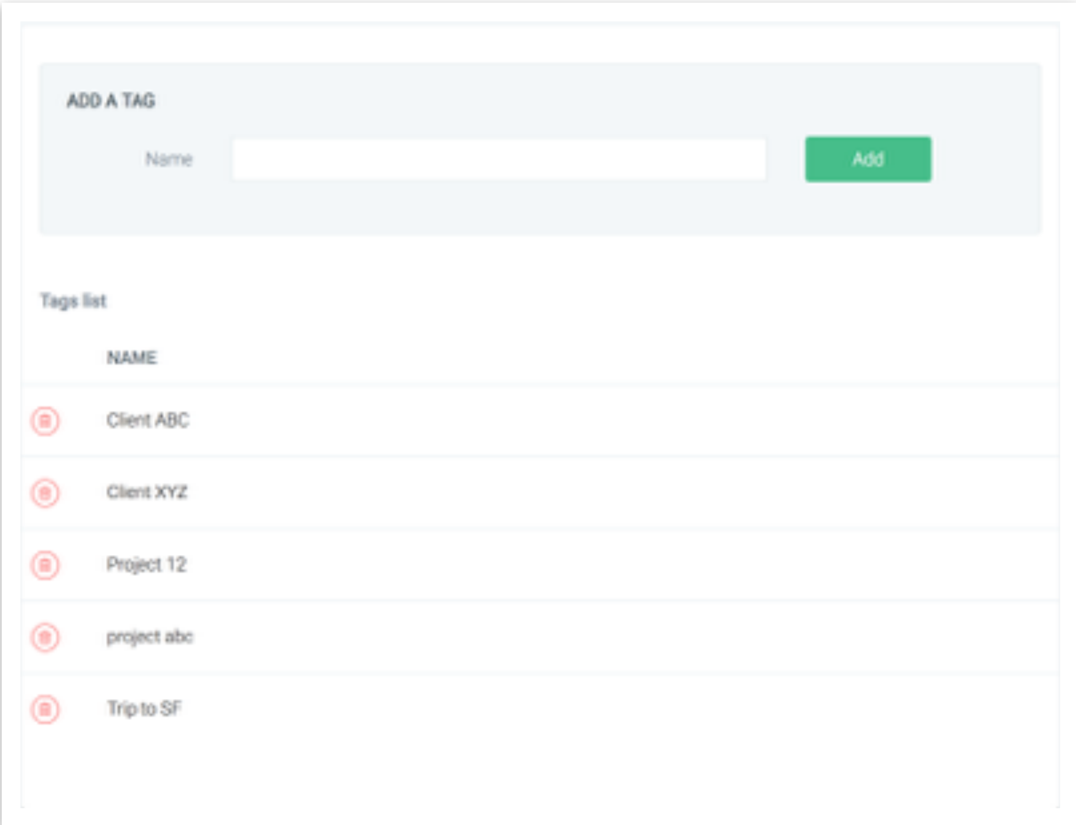
In **Admin > Mileage**, you can create multiple mileage rates. First enter a mileage rate name, then the rate itself and finally the unit (kilometers or miles). You can also delete mileage rates if they have not been used yet.



1.4 Tags

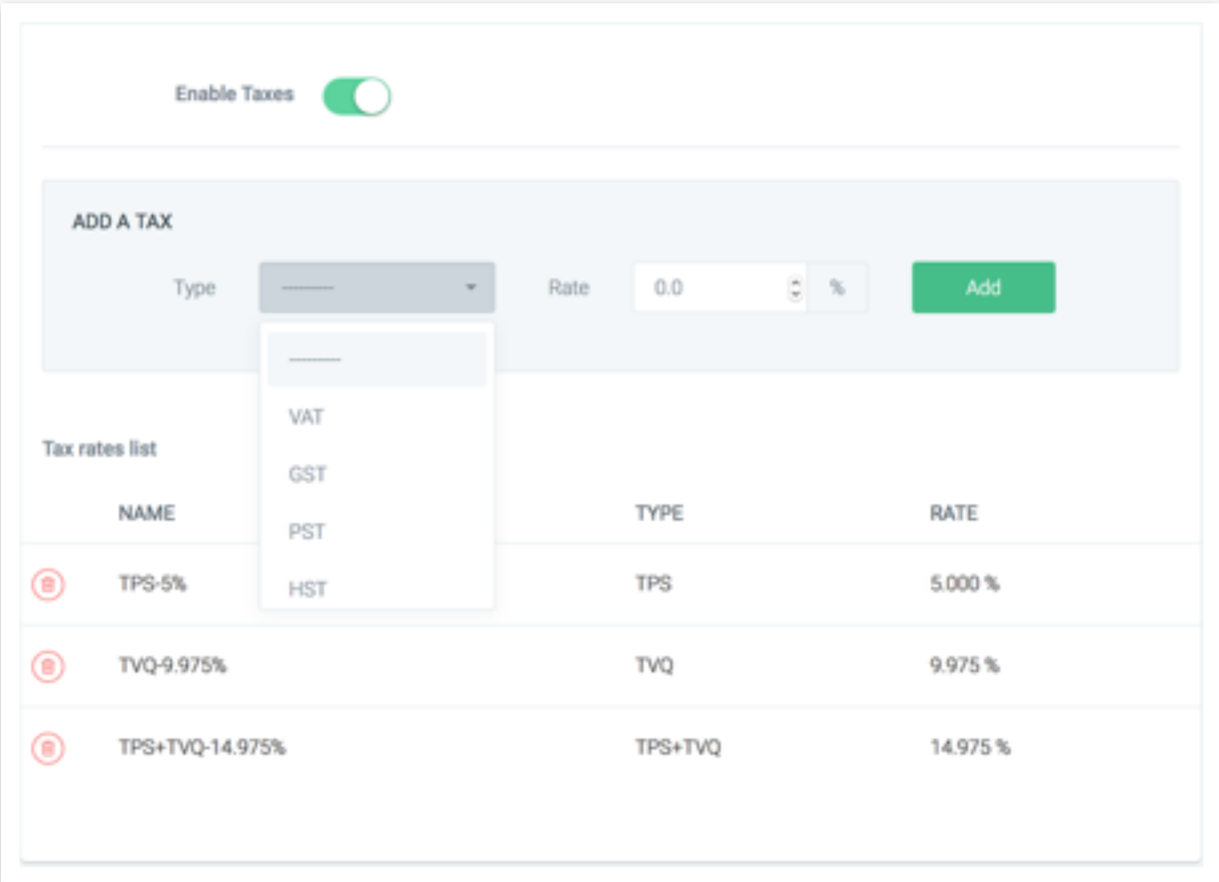
Tags are keywords that can help you order your employees' expenses and reports. For instance, a tag could be a project, a client, a location, or a supplier.

To add a tag, simply go to **Admin** and then **Tags**, enter the name of the tag and click **Add**. You can also delete tags that are not being used.



1.5 Taxes

With Keepek you can easily track taxes paid on expenses. First you need to enable this option at **Admin** > **Taxes**. Once you've activated this feature, tax will show up on the mobile application and the website. Users will have the option to select the tax rate or directly enter the tax amount. To add a tax, select its type (VAT, GST...) and then enter the appropriate rate.



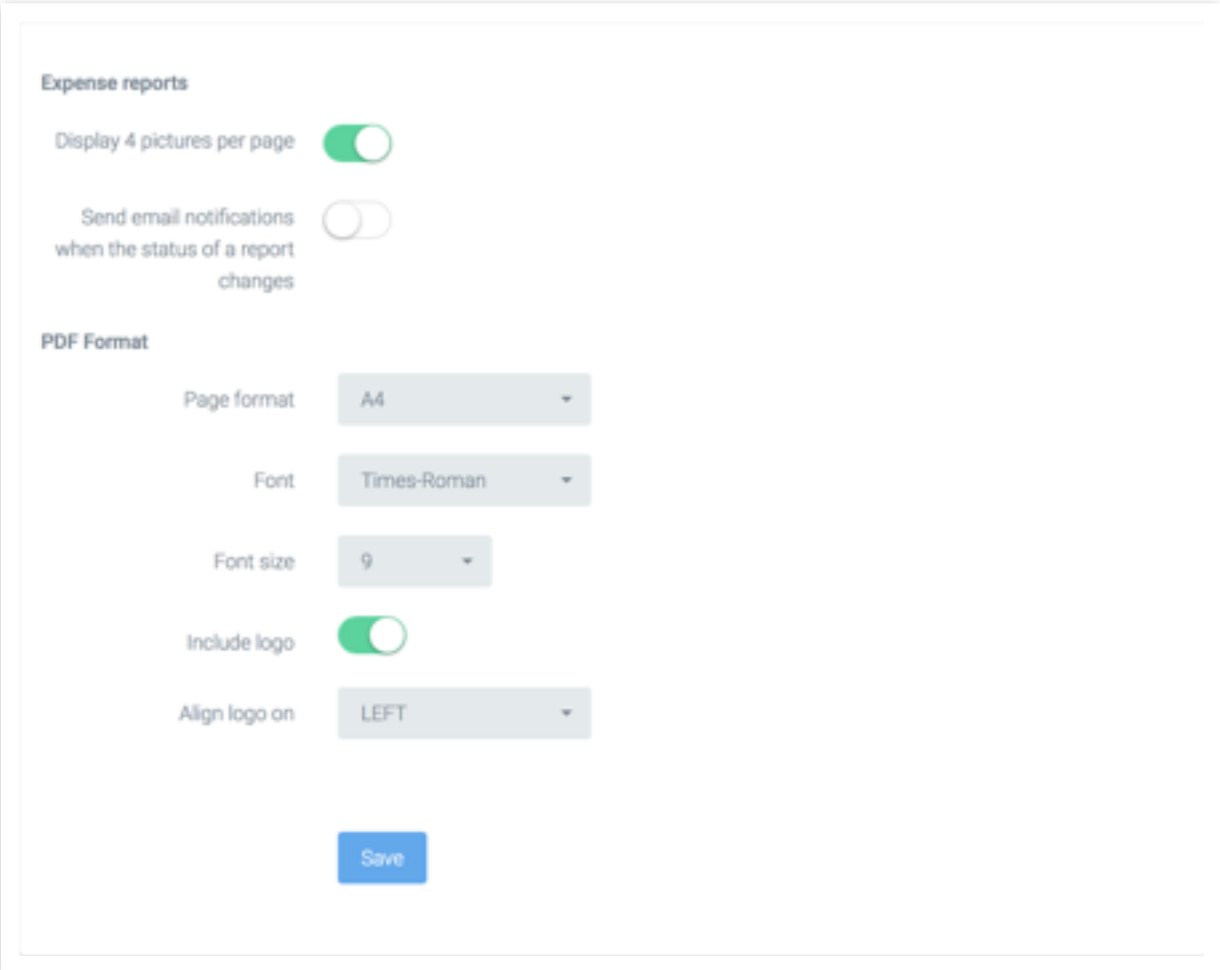
1.6 Preferences

In **Admin > Preferences**, you can further customize your account.

Display 4 pictures per page: when a user creates an expense report, he will be able to download it in PDF or Excel format. We will then attach pictures of receipts to each report. Here you can choose whether there will be 4 pictures displayed per page instead of just one.

Send email notifications: If you activate this option, the user (report owner) will receive emails notifying him when there is a change in the status of his or her report. For instance an email will be sent when the report is approved, rejected or paid.

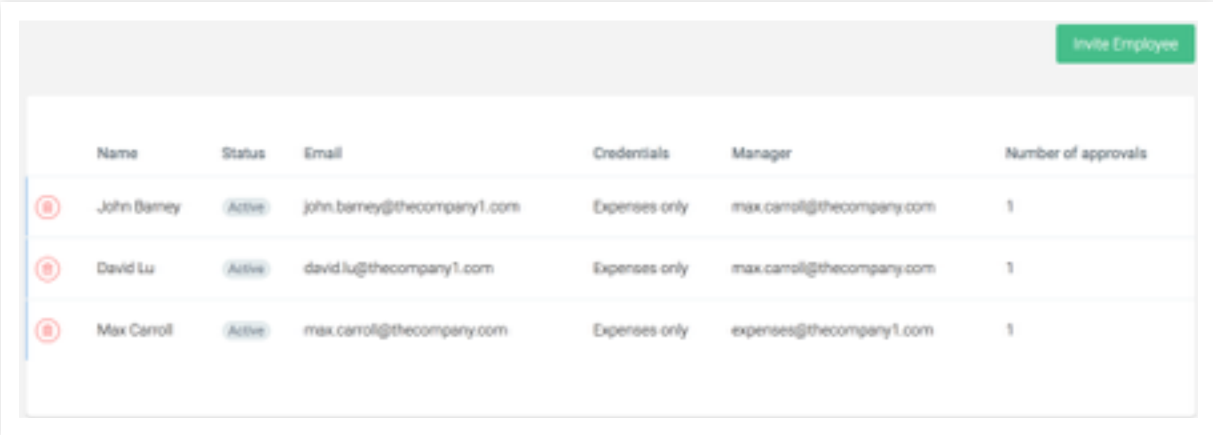
It's worth mentioning that in any case, when a user submits a report, we automatically notify the administrator and the manager via email, even if this option is not enabled.



1.7 CSV Export

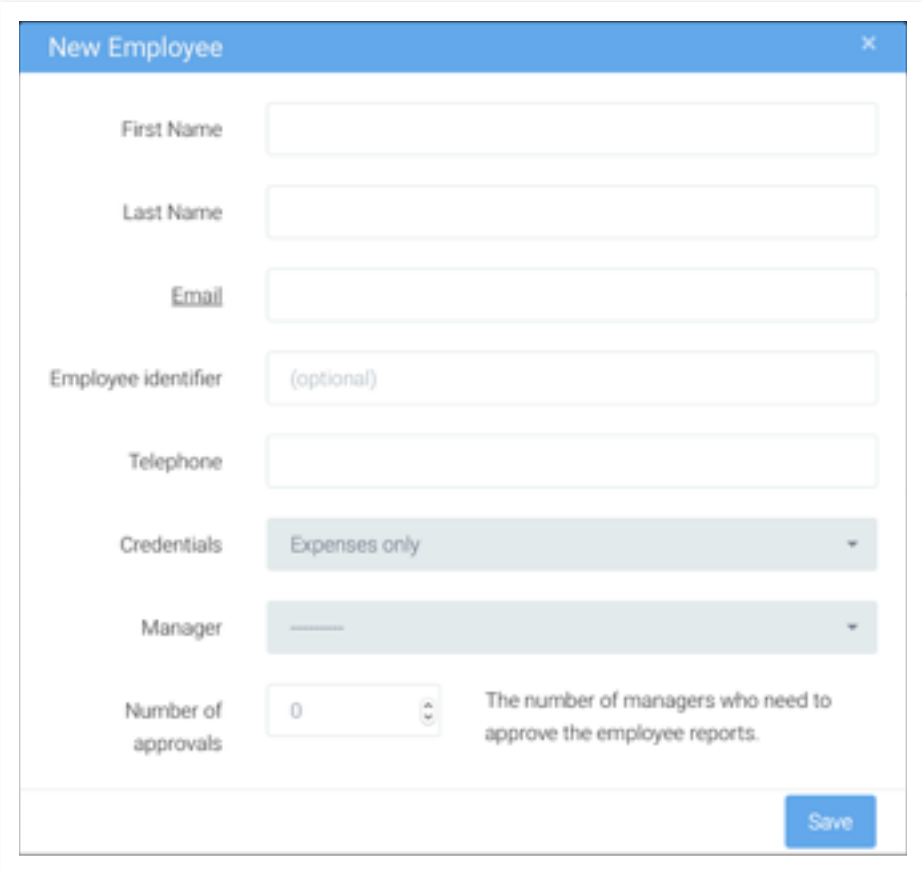
Expenses can be exported in a CSV format (text file). Here you can specify the exact information you want to have exported. For instance expense id, user email, merchant, date, category, tag, and report name. There is a list of 30 data point that you can choose from.

Get Your Team On Board



2.1 Get your team on board

2.1.1 Invite employee



To get your team on board, you need to invite them. Go to **Team** on the left side menu, and Click on the button **Invite Employee**. We will create an account for each employee and send him or her an email. All they would then need to do is click on the link in the email, which will direct them to a web page where they will be able to enter their new password.

Each new team member is either an "**Admin**" or "**Expenses Only**" user.

Admin: administrators can see the expenses of everyone in the organization. Typically, those are people working in the finance department. An admin can approve a report, reject it, or mark it as paid.

Expense Only: users who are "Expense Only" can only see their expenses or their personal expenses and those of their team members when they are managers.

2.2.2 Multi-approval process

Keepek allows you to put in place a multi-approval process, whereby managers will be approving expense reports of their team members. To do that:

- ✓ When you create an employee account, enter the email address of his manager.
- ✓ Select how many approvals are needed for the employee's reports.

This concept is better explained through an example. Imagine your company has four employees: Eric, David, John and Olivia.

Eric is salesman. Ideally he should be an "Expenses Only".

David is a sales manager. He is an "Expense Only" and the manager of Eric.

John is VP of sales and marketing. He is "Expense Only" and David's manager.

Olivia works in the finance department and manages the company expenses. She is an "Admin".

When you create Eric's account, if you want David to approve his expenses before Olivia receives them, you will just have to specify that he is Eric's manager. The **Number of approvals** needed in this case is "1". But if you also wanted John to approve the report, then simply set the number of approvals to "2".

Once the manager(s) has/have approved a report, it will show up on Olivia dashboard.

About Keepek

Keepek is a leading provider of expense management solutions. Keepek's flexible web-based and mobile solutions can help your company and employees control costs and save time.

Visit our website to learn more: https://www.keepek.com

If you have more questions or experience technical difficulty, please contact our support team at: contact@keepek.com