

21.1 How to ask for refunds via login on your Pc

How do I make a new expense and send it to AFS?

Make sure that you have the actual receipt for the expense as a PDF-file or picture.

Login at <https://www.zexpense.dk> with your mail and password

Make sure that your Danish bank reg. no and bank account number is registered (Click on your name in the top corner and choose Private settings) You must NOT have filled out SWIFT or IBAN – only the Danish number

Register an expense

Click on **Expenses** in the top menu and then on **New expenses**

Choose your **Category** by clicking on the arrow at the right in the field

Write remark on the expense if it is special

Fill in amount in Dkr.

Click on **Browse** in the right side of the screen and find your receipt

Click on **Attach file** and then **Save**

Now your expense is registered and ready to be submitted to us, when you want your money. You can do it every month or by end of October, December, March and June, or when you need the money.

Make a settlement – ask for the money

Login at <https://www.zexpense.dk> with your mail and password

Click on **Expenses** in the top menu (then you will see picture 1)

Click on the blue button “**Add new:...**” in the top right corner (then you will see picture 2)

Fill in **Fra dato** and **Til dato** with dates for period of the first and last expense (or month) and click **Save**

Click on **Add existing expenses** and **mark** the expenses you want to receive money for

Click on **Add expenses** and you will see the settlement with all expenses below

Click on the **Pencil** to the right of each expense (now you see picture 3)

Open each of the **Dimensions** and chose from the menu

When you are done click on **Save**

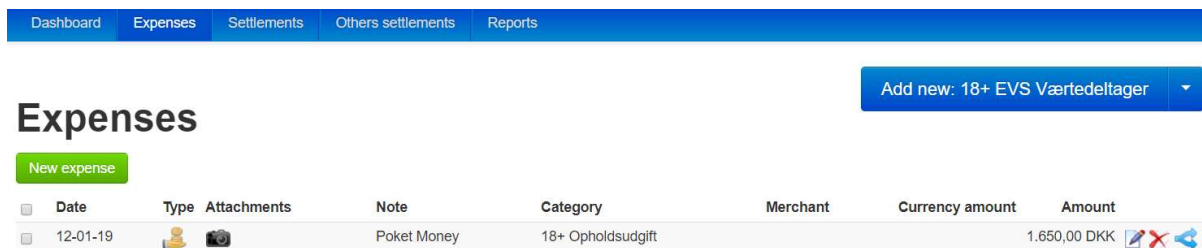
Repeat procedure for all expenses

When you are done, click on the blue button in the right top corner **Forward**

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Now you have sent the settlement to us and you can see it on the front page when you log in. Payments will be paid once a week (normally Thursday, but if we have questions or problems, the settlement will be rejected, and you will be asked for further information and then to resend the settlement to us.

Picture 1



The screenshot shows the 'Expenses' section of a web application. At the top, there is a navigation bar with 'Expenses' selected. Below the navigation bar, there is a header for 'Expenses' and a button 'Add new: 18+ EVS Værtedeltager'. A 'New expense' button is visible. Below this is a table with columns: Date, Type, Attachments, Note, Category, Merchant, Currency amount, and Amount. One expense is listed with the date '12-01-19', type '18+ EVS Værtedeltager', note 'Poket Money', category '18+ Opholdsudgift', and amount '1.650,00 DKK'.

Date	Type	Attachments	Note	Category	Merchant	Currency amount	Amount
12-01-19	18+ EVS Værtedeltager		Poket Money	18+ Opholdsudgift			1.650,00 DKK

Cash withdraw/advance

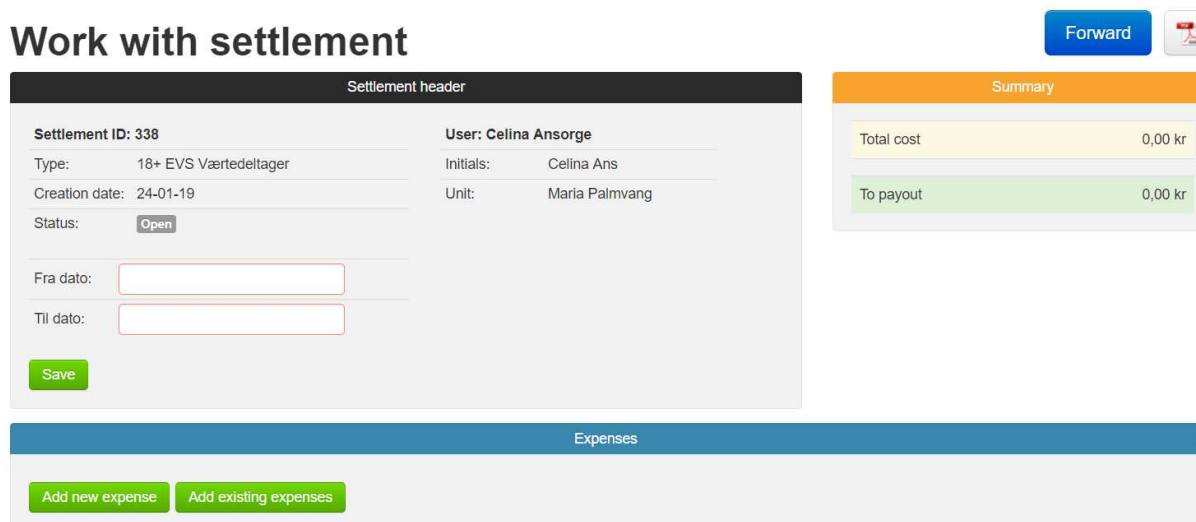
New advance payment

Mileage

New mileage

Picture 2

Work with settlement



The screenshot shows the 'Work with settlement' page. It features a 'Settlement header' section with fields for Settlement ID (338), User (Celina Ansorge), Type (18+ EVS Værtedeltager), Creation date (24-01-19), and Status (Open). There are also fields for 'Fra dato' and 'Til dato', and a 'Save' button. To the right, there is a 'Summary' section with a 'Forward' button and a PDF icon. The summary shows 'Total cost' as 0,00 kr and 'To payout' as 0,00 kr. At the bottom, there is an 'Expenses' section with buttons for 'Add new expense' and 'Add existing expenses'.


Settlement header	
Settlement ID: 338	User: Celina Ansorge
Type: 18+ EVS Værtedeltager	Initials: Celina Ans
Creation date: 24-01-19	Unit: Maria Palmvang
Status: Open	
Fra dato: <input type="text"/>	
Til dato: <input type="text"/>	
Save	

Summary	
Total cost	0,00 kr
To payout	0,00 kr

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Picture 3

Edit expense

Details	Dimensions	Attachments
Date <input type="text" value="12-01-19"/>	Dimension 1 <input type="text" value="Lommepenge - Lommepenge"/>	 <input type="button" value="Browse..."/> <input type="button" value="Attach files"/>
Category <input type="text" value="18+ Opholdsudgift"/>	Programnr. <input type="text" value="601 - Alle EVS værtkoder"/>	
Note <input type="text" value="Poket Money"/>	Afdeling <input type="text" value="2 - 18+team"/>	
Currency Amount <input type="text" value="1650.00"/>	Gruppe <input type="text" value="2002 - Opholdsudgifter"/>	
Currency <input type="text" value="DKK"/>		
Exchange rate <input type="text" value="100.00000"/>		
Amount <input type="text" value="1650.00"/> <input type="text" value="DKK"/>		
<input type="button" value="Save"/> <input type="button" value="Cancel"/>		