

# Soldo Guide

There are three sections in the app which are detailed below, along with details on expense categories and departments

## Activity

Activity screen will show spend coming through, this is where you can select individual transactions to add details to the expense line.

To do this, select a transaction on the activity screen.

**Initial Information**

- Add a picture of the receipt
- Group will auto fill based on your role
- Name will auto fill based on your role

**Additional Information**

- Notes – please add a brief description of the expense and the reason it was incurred
- Expense category – this is where the expense is coded up in the budget, see full description in table below
- VAT Rate – unfortunately Soldo is currently showing all VAT rates for UK & USA (over 1000 of them!) so please search for the correct VAT rate
  - S-GB = Standard rate of 20%
  - E-GB = Exempt
  - Z-GB = 0% rates
  - **Do not claim VAT without a valid VAT receipt**
- Expense type – auto filled
- NetSuite Department – please code to your department, see full description below
- Location – optional but useful

**Additional information**

- Notes
- Expense category
- VAT rate
- Expense type
- NetSuite Department
- Location
- Hotel

Please make sure all the information with green arrows is completed by the submission date

### **Cards**

This section will show you details of your card, here you can find

- Card info including PIN
- Current balance on card
- Spending limits and amount available in month

### **Account**

Details of you account including email and linked mobile number

### **Expense Codes on Soldo**

<b>Account</b>	<b>GL Number</b>	<b>Description</b>
<b>Travel &amp; entertainment</b>		
Accommodation	700401	Hotels / other accommodation
Airfares	700402	Airfares and related charges such as baggage, flight changes
Trains	700403	National rail, TFL and international trains
Taxis	700404	Taxis & Ubers incurred during company
Vehicle hire	700405	Vehicles hired for business trips ( <i>NOT for sales installations</i> )
Parking	700406	Parking charges for personal or company cars
Fuel / EV charge	700408	Fuel / EV charge for company cars ( <i>not mileage</i> )
Other travel expenses	700409	Other travel expenses such as tolls
Subsistence	700410	Food & soft drinks when not working at your normal place of work on company business
Business entertainment	700411	Entertaining business customers and suppliers
<b>Motor vehicle expenses</b>		
Vehicle running costs	700301	Company car running costs incurred
Vehicle Fines & penalties	700304	Penalties and fines incurred during business trips (details will be required)
<b>Training &amp; welfare</b>		
Office refreshments	700202	Milk, tea, coffee etc bought for office as a whole ( <i>NOT individual meals</i> )
Staff entertainment	700203	Food & drink bought as a 'treat' for staff members ( <i>manager use only</i> )
<b>IT &amp; telephones</b>		
IT consumables	700504	Small IT items bought in the course of business activity
<b>Office supplies</b>		
Postage	700702	Postage & delivery costs incurred for business correspondence ( <i>NOT delivery &amp; installation costs</i> )
Stationary	700703	Office stationary bought in the course of business activity
<b>Subscriptions</b>		

Memberships & accreditations	701101	Professional memberships incurred as part of maintain qualifications
<b>Marketing - brand</b>		
Brand building & development	600101	As per marketing budget
Digital content production	600103	As per marketing budget
Marketing materials	600104	As per marketing budget
<b>Marketing - commercial</b>		
Brand merchandise	600201	As per marketing budget
Consumer events	600202	As per marketing budget
Commercial brand content	600203	As per marketing budget
<b>Exhibitions</b>		
Exhibition associated costs	600302	As per marketing budget

If you're not sure where something should be coded or require an additional category to be added to Soldo, please contact Clara

**Expense Departments on Soldo**

<b>NetSuite Departments</b>
<i>Corporate Services</i>
Finance
<i>Marketing</i>
Brand Marketing
Design Hubs
Innovation
<i>Operations</i>
Operations
Remedials
<i>Sales</i>
Food & beverage
Hospitality
Intercompany
Marine
Workspace
<i>(Z) Community</i>

**If the card has your name on it, you are personally responsible for submitting the information required by finance to process the transaction. Please do not lend your card to any other member of the team.**