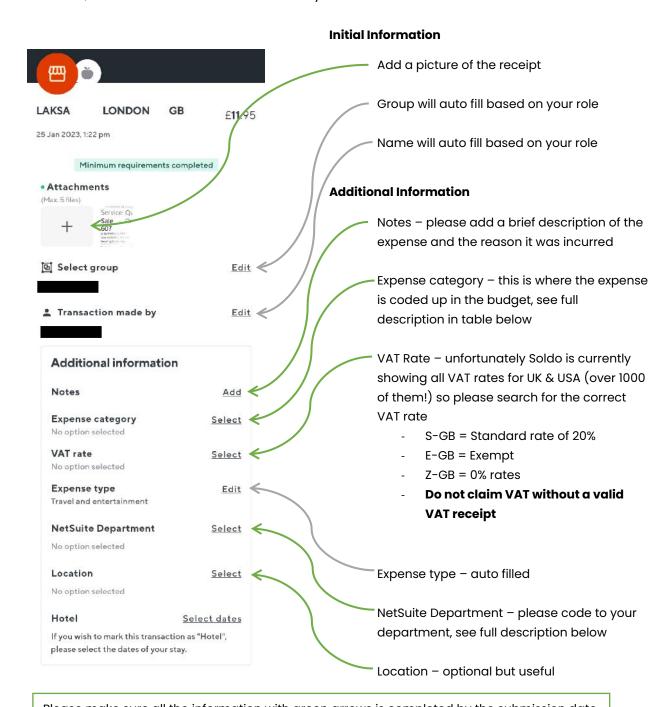
# Soldo Guide

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.



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**

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

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

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

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.