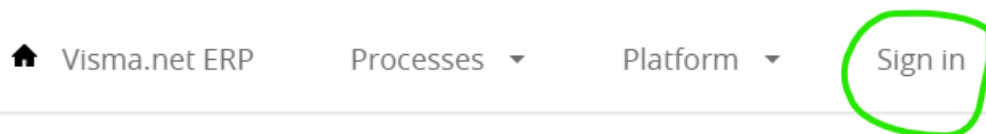


# VISMA EXPENSE USER GUIDE

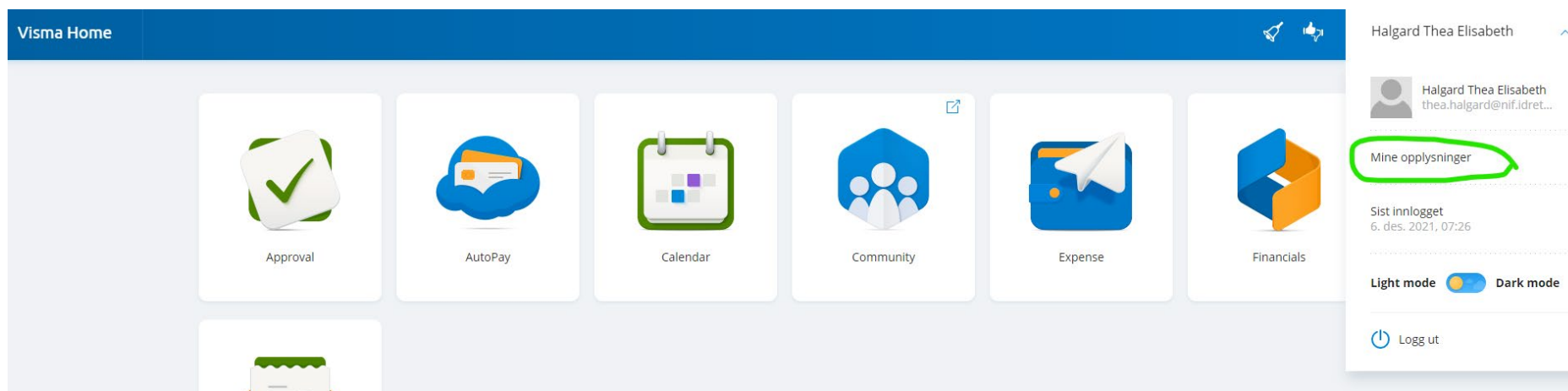
## CHANGING YOUR LANGUAGE SETTINGS

If your Visma Expense is in the wrong language, you can change this by going to settings as explained below.

Go to visma.net to sign in.



Your "Home"-screen should look something like this, but with fewer icons. Press the "Dropdown"-arrow next to your name and choose "Mine opplysninger".



Press the pencil in the upper right-hand corner next to “Konto”.

Konto

E-post

thea.halgard@nif.idrett.no

Gjenoppretteses epost

naif@amerikanskeidretter.no

Fullt navn

Halgard Thea Elisabeth

Land

Norway

Språk


Norsk

Mobil

+4746832658

[Legg til e-postadresse for gjenoppretting](#)

[Legg til telefonnummer](#)



Endre

Elektronisk ID

You should now be able to access the dropdown menus to change your country (“Land”) and language (“Språk”) settings. When you have made the changes, press the green “Lagre”-button.

Land

Norway

Språk

Norsk

Mobil

Dansk

English

English (United Kingdom)

Español

Latviešu

Lagre

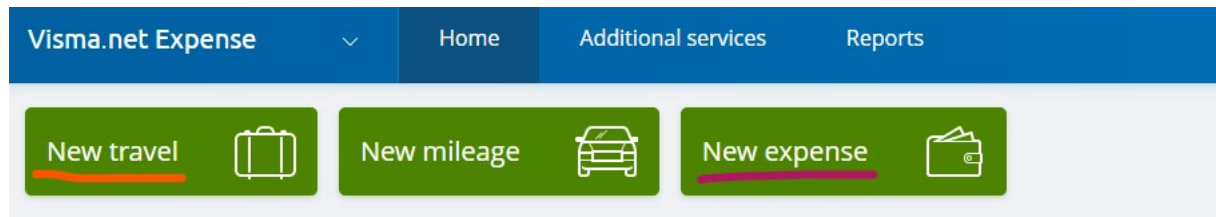
Avbryt

Once you have changed the language settings, you will need to sign out and back in again for the change to take effect. Please press the little arrow in the top right-hand corner again and choose the bottom-most option (“Logg ut” or “Sign Out”).

## CREATING A NEW EXPENSE FORM

Once you have signed in again, press the “Expense” icon on your Home-screen.

If you are getting travel expenses etc. reimbursed in addition to getting a payment (“Honorar”), please choose “New travel”. If you only have one expense to be reimbursed or only getting payment, please choose “New Expense”.



Add the general information (description, avdeling and prosjekt) and press the green “Save”-button.

The screenshot shows the "General information" form. It has a title "General information" and a subtitle "\*Claim description". There is a text input field for the description and a link "Where to upload your attachments ?". Below the description field, there are two dropdown menus for "Cost units": "Avdeling" (highlighted with a green circle) and "Prosjekt" (highlighted with a green circle). The "Avdeling" dropdown shows "1 - Administrasjon" and the "Prosjekt" dropdown shows "90200 - Personalkostn...". There is a link "+ Split cost unit" below the dropdowns. At the bottom right, there is a green "Save" button (highlighted with a green circle) and a "Cancel" button. At the bottom of the screen, there is a navigation bar with icons for "Travel", "Allowance", "Mileage", "Expense", and "Summary". The "Travel" icon is highlighted with a green circle. Below the navigation bar, there is a date selector showing "December 2021" and a calendar icon.

If you chose “**NEW TRAVEL**” you will be asked to fill in information about your trip, if you chose “**NEW EXPENSE**” you will skip this step and go straight to ADDING EXPENSES.

Choose the current date (it is not possible to submit an expense-form dated before your Visma Expense-user was created). You will now enter the details of the event – please add the actual dates in the description box, leave the “Dates and places”-options as is. Click the green “Save trip”-button.

The screenshot shows the 'Add travel' form in the Visma Expense system. The form is overlaid on a calendar grid. The calendar grid shows dates from 29 to 21. The 'Add travel' form has the following fields:

- \*Purpose/event**: A text box containing 'Test, travel expenses [Actual dates: 13.11.-14.11.]' and a small icon.
- \*Dates and places**: A section with date and time pickers. The first date is '07/12/2021' with a calendar icon, followed by '07:00' and 'to'. The second date is '07/12/2021' with a calendar icon, followed by '17:00' and 'in'. The location is 'Norway' with a flag icon. There is a dropdown menu for 'No daily allowance'.
- + Travel to more places**: A link to add more locations.
- Save trip**: A green button to save the trip.
- Close**: A button to close the form.

To move on to adding your expenses, press the green “Next”-button in the bottom right corner of the screen twice (you will not need to add “Mileage” unless explicitly stated in your agreement).

## ADDING EXPENSES


For reimbursements you must always add a receipt, ticket, etc. with the date, amount, and details (product) of the purchase clearly visible. You add attachments by clicking the “Browse” button. Choose “Expense type” in the dropdown menu provided. Add amount and purpose and press the green “Add”-button. Your added expense will now show in a list at the bottom of the screen, and the form “Add expense” is blank and ready for another entry.


Add your payment as a separate expense, you do not need an attachment. Simply choose “Expense type” > “Honorar ink fp”. Fill the amount agreed upon, and purpose, and click the green “Add”-button.

Not sent

Claim description

Dates



Test, English 


7 December


Avdeling


Prosjekt


1 - Administrasjon


90200 - Personalkostnader

 Travel

 Allowance

 Mileage

 Expense

 Summary


Add expense

Attachment

Browse


\*Date of purchase

07/12/2021



\*Expense type


- Select expense type -




\*Amount

0.00

NOK





\*Purpose

Test, travel expenses [Actual dates: 13.11.-14.11.]

☐ Expense abroad

☐ Assign cost units

Add

Cancel

When you have added all your expenses, click the green “Next”-button in the bottom right corner of the screen.

You will now see a summary of all the added expenses. You can edit by going back to the “Expense” tab or submit by clicking the green “Send to approval”-button in the bottom right corner of the screen.

**Please get in touch if you need any help.**

**Email: [okonomi@amerikanskeidretter.no](mailto:okonomi@amerikanskeidretter.no)**