

Quick Reference Guide

MiVision Home Page

1. **New Actions** – Account Holder actions are listed here. Click the links to create new claims and document controls.
2. **Outstanding Tasks** – a list and links to Account Holder outstanding tasks. For Supervisors, this will include transactions awaiting approval.
3. **Outstanding Transactions/Expenses** – a list of transactions requiring verification by the account holder. There are several account holder action icons beside each transaction.

The screenshot shows the MiVision Home Page interface. At the top, there are fields for Account (Visa, 471507****7601), Statement Period (January 2013), and From/To dates (03-12-2012 to 02-01-2013). Below this are buttons for 'My Statement', 'Output Format' (Online), 'Credit Limit' (2500.00), and 'Outstanding Balance' (371.25). A 'Document' button and 'Bulk Edit' button are also present. On the right, there are three panels: 'New Actions' with 'Create Expense' and 'Create Document Control' buttons; 'Transaction Count' showing '18 Waiting Accountholder (Transactions)', '0 Waiting Approval by GL', and '0 Waiting Approval'; and 'Outstanding Tasks' showing '18 Waiting Accountholder (Transactions)'. The main area is a table of transactions with columns for Status, Type, Posting Date, Transaction Date, Merchant, City, Tax Code, Tax, and Amount. The table lists several VISA transactions from December 2012. At the bottom, there is an 'Outstanding Balance 371.25' label.

Verify a Credit Card Transaction

To verify a transaction:

1. Enter a **Purpose** (a reason) for the Expense.
2. Tick whether Tax Receipt/Documentation is available.
3. Enter a short **Description** of what was purchased
4. Check/enter the **Expense Type**, **Tax Code** and **GL Account** and update if required.
5. Click the **Submit** button. If not ready, click the **Save as Draft** button to edit and submit later.

The screenshot shows the 'Verify a Credit Card Transaction' form. It is divided into several sections: 'Expense Header', 'Enhanced Data', 'Item Details', and a summary table. The 'Expense Header' section includes fields for Account Type (VISA visa), Merchant (HALFORDS 0434), Purchase Date (21-12-2012), and Purpose (a red box highlights this field with a '1'). There is a 'Tax Receipt' checkbox (with a '2') and fields for Merchant Number (91080752), Transaction Date (21-12-2012), Transaction Amount (20.46), Tax Amount (0.00), and Tax Evidence (No). The 'Enhanced Data' section contains various reference numbers and descriptions. The 'Item Details' section has a table with columns for Line No, Description, Currency, Quantity, Price, Tax Code, net, Tax, and gross. The first row shows '1', 'Genpur', 'GBP', '1', '20.4600', '3.NOVAT', '20.46', '0.00', and '20.46'. Below this is a table for 'A c Code', 'Work Order', and 'Activity'. At the bottom, there are buttons for 'Add Item', 'Save as Draft', and 'Submit' (with a '5'). A 'total' label shows '20.46'.

Tips:

- Create a Document Control report after processing all available transactions rather than several reports.
- If you need to share the cost of a transaction with other areas of your business or projects, when verifying a transaction press the 'Add Item' button to split the transaction value across multiple GL codes.
- *If there are General Ledger codes that you use often then you can create Personal GL Codes that allow you to assign a frequently used GL code to transactions easily. Go to Profiles, Personal GL Codes and set them up!*

Adding Attachments to an Expense

- When you click the **Submit** button at the end of the process of verifying a transaction, the **Expense Details** page is displayed.
- To attach files and/or receipts, etc., click the **Attachments** button to open the **File Attachments** page in a new window.

Expense Header									
Account Type	VISA visa	Reference Id	X00000000000000000342						
Expense Group	General	Purchase Date	27-02-2016	Amount	GBP 1.40				
Account Holder	Nathaniel C-Bynge	Tax Receipt?	No	Date Created	09-01-2017				
Supervisor	Approver DEMOSV01								
Purpose	Test Expense	Status	<input checked="" type="checkbox"/> Waiting Approval						
Merchant Name	COSTA COFFEE	Document Control Number	Transaction Attached						
Files Attached	0								

Item Details									
Line No									Description
1									Test Expense
Expense Type	Currency	Rate	Quantity	Price	Tax Code		Net	Tax	Gross
Purchase	GBP	1	1.000	1.400	VAT_NOT_APPL		1.40	0.00	1.40
Company	Cost Centre		Account Code			Project Code			
1001	2001		3031						

Totals: 1.40 0.00 1.40

Reverse Expense
Verify Next Transaction
Attachments
Go to Home Page

- Type in the **Description** of the file to be attached.
- Click the **Browse...** button and select the file to be attached via the **Choose File to Upload** dialog.

You can add more than one file at a time if necessary.


- Click the **Update Changes** button to upload the file(s).

Expense Header			
Account Type	VISA visa	Reference Id	X00000000000000000342
Expense Group	General	Account Holder	Nathaniel C-Bynge
Purchase Date	27-02-2016	Status	<input checked="" type="checkbox"/> Waiting Approval
Amount	GBP 1.40		

Files Attached	
Files to Upload	
Description	File
<input style="width: 90%;" type="text"/>	<input style="width: 10%;" type="button" value="Choose File"/> 1 file chosen
<input style="width: 90%;" type="text"/>	<input style="width: 10%;" type="button" value="Choose File"/> No file chosen

Update Changes
Cancel

Split a Level 3 Transaction


1. A Level 3 transaction can be identified on a user's **Home Page** by the fact that the detail line has a pale yellow background.
 Select the **Verify Transaction** icon next to the transaction on the **Home Page** or from the **Transactions** list.

Account: Visa. 471507*****7601 | Statement Period: February 2013 | From: 03-01-2013 | To: 02-02-2013

Output Format: Online | Credit Limit: 2500.00 | Outstanding Balance: 330.76

Buttons: My Statement, Document, Bulk Edit, Show all?, Search

Status	Type	Posting Date	Transaction Date	Merchant	City	Tax Code	Tax	Amount	Actions
Previous Balance 0.00									
<input type="checkbox"/>	VISA	05-01-2013	04-01-2013	MOLE VALLEY FARMERS	YEOVIL	NOVAT	0.00	61.38	
<input checked="" type="checkbox"/>	VISA	05-01-2013	04-01-2013	SCREWFIX DIRECT	STREET	NOVAT	0.00	60.45	
<input checked="" type="checkbox"/>	VISA	07-01-2013	05-01-2013	MOLE VALLEY FARMERS	YEOVIL	NOVAT	0.00	8.52	
<input checked="" type="checkbox"/>	VISA	08-01-2013	07-01-2013	TP GLASTONBURY	GLSTNBRY 3188	XMLVAT	2.92	17.52	
<input checked="" type="checkbox"/>	VISA	08-01-2013	07-01-2013	NONE U/BOND POWER TAPE 25MX50MM 2.00 8.18 EACH 4TRADE CLOTH DUCT TAPE SIL 2.00 12.90 EACH	GLASTONBURY G	XMLVAT	0.91	5.48	
<input checked="" type="checkbox"/>	VISA	15-01-2013	14-01-2013	B & Q B&Q HACKSAW BLADES 5PK 24T 1.00 5.48 EACH	BRIDGWATER	NOVAT	0.00	148.62	
<input checked="" type="checkbox"/>	VISA	15-01-2013	14-01-2013	PIPELINE CENTER WESSEX CONCENTRATED WINDSCREEN WA 2.00 2.50 EACH ROTHENBERGER PLUMBERS 9PCE 1.00 18.99 EACH	SOMERSET	XMLVAT	4.80	28.79	
Outstanding Balance 330.76									

2. On the **Verify Expense** page fill out the **Purpose** and **Description** fields where necessary.
3. Specify an **Expense Type**.
4. To split a line item – located in the **Item Details** section further down the page – click the  icon – this is located at the right hand end of the **Description** for the line item.

Line No: 2 | Description: ROTHENBERGER PLUMBERS 9PCE

Expense Type: Genpur | Currency: GBP | Quantity: 1 | Price: 18.9900 | Tax Code: 1.NET20 | net: 18.99 | Tax: 3.80 | gross: 22.79

A c Code: | Work Order: | Activity: | GL: | total: 28.79

Buttons: Save as Draft, Submit, Cancel

5. From the popup window select how you want to split the line item:
 Percentage – splits the **Gross** value of the item by percentage.
 Quantity – splits the **Quantity** value by numerical count.
 Amount – splits the **Net** value by amount.
 N.B. Options may vary by expense type.

Split by?

Percentage
Amount

Cancel

6. A message box similar to this one for the percentage split asks for the split value.
7. Type in the relevant value and click the **OK** button to display the **Expense Line Item Split** page in a new window.

mivision.hsbc.co.uk says:

Please enter the split percentage value. (less than 100 and greater than 0) on line 2

Input field: |

Buttons: OK, Cancel

8. The split displayed here is for the **Percentage** split. The other split methods display almost identically with minor differences according to the split type.
9. Modify the editable fields as required and click the **Update** button.

Split Line Item Details							
Line No	Quantity	Price	Tax Code	Net	Tax	Gross	Actions
1	1.00	7.5960	1.NET20	7.60	1.52	9.12	
A c Code	Work Order	Activity	GL				
			WE				
Line No	Quantity	Price	Tax Code	Net	Tax	Gross	Actions
2	1.00	11.3939	1.NET20	11.39	2.28	13.67	
A c Code	Work Order	Activity	GL				
			WE				
Totals				18.99	3.80	22.79	

Currency: GBP @ 1

Buttons: Update, Cancel

Change Your Password

If you need to change your password:

1. Select the dropdown arrow button to the right of your name – top right of the screen and click **Profiles** from the displayed menu.
2. At the bottom of the Profile Detail page, select the **Change Password** button.
3. Enter the **Current Password**, then enter the **New Password** and confirm the new entry.
4. Click the **Change Password** button.

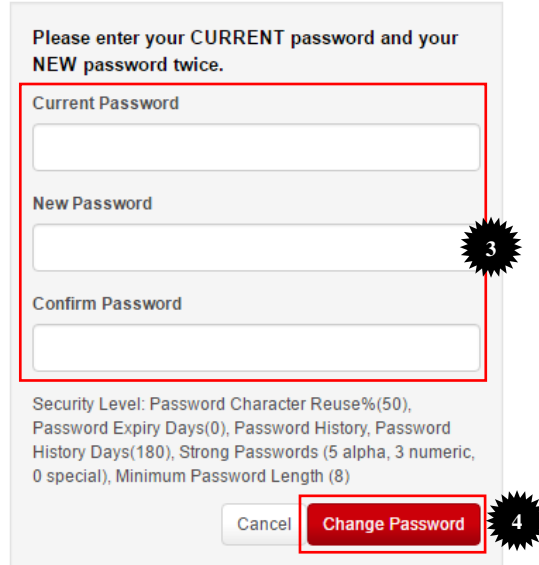
Please enter your **CURRENT** password and your **NEW** password twice.

Current Password

New Password

Confirm Password

Security Level: Password Character Reuse%(50), Password Expiry Days(0), Password History, Password History Days(180), Strong Passwords (5 alpha, 3 numeric, 0 special), Minimum Password Length (8)

A diagram of a web form for changing a password. The form is titled "Please enter your CURRENT password and your NEW password twice." It contains three input fields: "Current Password", "New Password", and "Confirm Password". A red box highlights these three fields, with a callout bubble containing the number "3" pointing to the "New Password" field. Below the input fields, there is a "Security Level" section with the following text: "Security Level: Password Character Reuse%(50), Password Expiry Days(0), Password History, Password History Days(180), Strong Passwords (5 alpha, 3 numeric, 0 special), Minimum Password Length (8)". At the bottom of the form, there are two buttons: "Cancel" and "Change Password". A red box highlights the "Change Password" button, with a callout bubble containing the number "4" pointing to it.