

## How to – register expenses

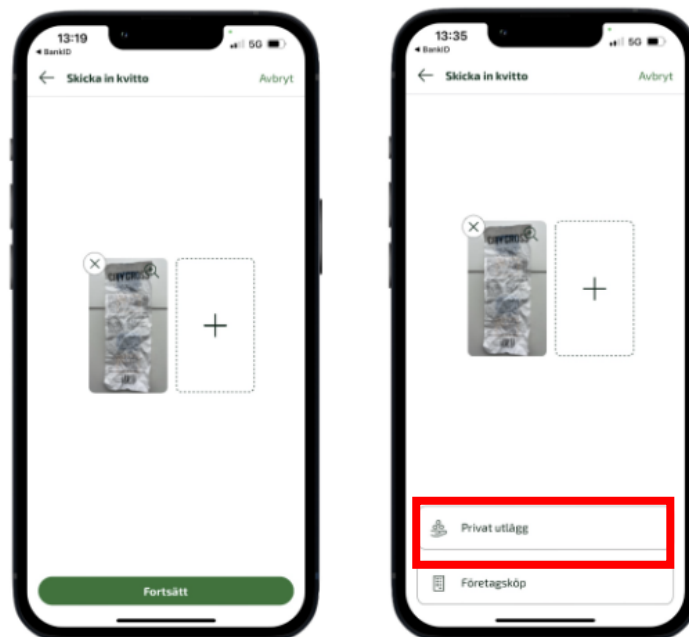
Instructions for registering receipts. Only expenses in Swedish Kronor can be registered. Expenses that you have paid with your personal funds on behalf of the company, will be reimbursed in your upcoming salary.

Please note that: expenses that have not been registered by the first of the consecutive month will not be reimbursed. For example: every expense from October must be registered at the latest 1<sup>st</sup> of November.

Unfortunately, only parts of the Fortnox app is available in English. This module is exclusively in Swedish. If you have followed this manual and still have problems registering an expense, please contact your Sebratec manager.

### Register expenses in the Fortnox App

1. Download the Fortnox App (The Fortnox App is available in both App Store and Google Play).
2. Log in using your BankID.
3. After logging in, press on the green icon with a “+”.
4. Select “Kvitto”.
5. The camera on your phone will automatically open. It’s important to ensure that the entire receipt is captured in the photo and that the lighting is sufficient to ensure good photo quality for the automatic receipt interpretation to work.



6. Select “privat utlägg”.



7. The photo will be automatically interpreted. As soon as the interpretation is done, a summary of the information will show. For example: date, amount and tax.

13:28 4 BankID 5G

← Avbryt

**Registrera utlägg**

**CITY GROSS**

**Kontrollera uppgifterna och fyll i det som saknas**

Anledning till utlägget \*

Datum \*  
2022-09-15

Belopp \* 281,15 kr X  
Varus moms \* 15,37 kr X

Typ av utlägg \*  
Kontorsmaterial >

Skicka in

8. Verify all the details and submit the information that is missing). **For example:** *reason for the expense*: write the reason, your name and date.
9. Choose “**project**” by searching for your own name. Select.
10. Choose “**cost centre**” by searching for your own name. Select.
11. **Submit.** Once you click submit, the information will be stored in the calendar in Fortnox Salary. Any necessary changes can be made here. Your reimbursements will be paid out in your salary.