Doc utilisateur Notilus Version PC

Documentation d'utilisation de Notilus à destination des utilisateurs

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### 1. User connection on Notilus

Start a search engine (Google, Firefox, Edge) Internet Explorer isn't compatible with Notilus Enter the following link in the search bar (or Control + Click on the link): https://emeashiseido.mynotilus.cloud/#/login/auth



# 2. Notilus Home Page



2.1. Scrolling Menu Click on to display the drop-down menu.



## 3. Entering TnE

On Home page, click on "Fare la nota".



If the available TnE counter shows that other notes are being prepared, you will be able to complete this note by clicking on "Select this note". Otherwise you can create a new note.



## 3.1. Preparing TnE

Tipo di nota spese <b>Type de note</b>	1_Note de frais STANDARD	0
Informazioni sulla nota spese 1_1	Note de frais STANDARD	
Data imputazione	11/05/2022	<u> </u>
Servizio	95CIDCFINO - ITALY FINANCE	
ANNULLA		

Do not modify the charge date, it is automatically set to the date of creation of the note.

Data imputazione 11/05/2022

If the date does not correspond to today's, please click on the circled button and select it

The service is the area in which you work, it is automatically set to your work service.

Servizio 95CIDCFINO - ITALY FINANCE

If the service is not yours, please click on the circled button and select the service you belong to.

Click on for create the TnE.

Click on for delete the TnE.			
3.2. Select TnE receipt			
Nota spese 1_Note de frais STANDARD n° <b>79</b> 🧪	Importo nota: 0,00 €	Importo dovuto: 0,00 €	~
Ricevuta			
Nessuna spesa nella nota			
ELIMINA LA NOTA		ACCIUNCI UNA SPESA	OTA SPESE AL CONTROLLO
Click on 💙 to edit the note creation set	tings		
Click on 🗡 to view details of the note b	eing entered.		
Click on Treevuta to view unused receipts or	to add and select one.		
Click on ecciunci una spesa to add a repor	t to the TnE		
Click on <b>INOLTRA LA NOTA SPESE AL CONTROLLO</b> to se in the note).	end the expense to the co	ontrol ( <i>an expense mus</i> t	t be present

Sorting method by	y Date, Amount, Type.		Receipt already used in	the
Di	a integrare (2)		Utilizzata nella nota spese (0) 🗕	
Data 🌥 Importo 🗢 Tipo 🜩			INTEGRA NELLA MIA NOTA SPESE	AGGIUNGI UNA RIC
•	30/04/2022	740,80 €	±e	:
•	05/05/2022	5.783,00 USD	The second secon	*
Consiglio: una ricevuta di buona qualità rende	più semplice il riconoscimento dei dati e l'integrazione	degli stessi nella nota spese.	the state of the s	
Receipt selected f	or expense.	Dis	play of the content of	
		the	selected receipt.	

The button INTEGRA NELLA MIA NOTA SPESE allows you to validate the use of a proof in the note, it will lead to part 3.3.

The button ( acciunci una Ricevuta) allows you to add a previously scanned receipt, it will take you to the page below.



#### 3.3. Create an expense

Tipo di	spesa				
	Date	30/04/2022	E .		
	Туре	Invit midi Milan			
				Ricevuta Nessuna ricevuta	
Click If you	on 🕂 Aq	c <mark>GIUNGI UNA RICEVUT,</mark> one, check the box <sup>1</sup>	if you have not v	yet added the receipt of the note.	
The d enter Date	ate must co the date. 30/04/2022	prrespond to the date	e of payment of the t	ticket. Click on the icon circled in red and	_
Selec <sup>.</sup> Type	t the type o	f the TnE by clicking o	on the circled area		
		× 🗈 🖻 📾 😕		-	
Short down	cuts allow list of usat	you to find the type o ble natures.	of your TnE more qu	ickly. Click on the icon to display a drop-	
Depe	nding on th	e nature chosen, son	ne have additional in	formation to add to validate.	

Example Nature used: Lunch Invitation
Gestion des invités
Nombre d'invités 1
Invité interne CHANUDET MARTIN 🛛 🖌 🖻 X
Number of guests.
Type of guest (internel or externel to shireide) as well as the person
Invita Ospite interno
Informazioni su INVIT_MIDI MILA - Invit midi Milan
Country IT - ITALY
Actual amount         50         EUR - Euro (©)
VAI on receipt 1070 4.55 X
Country in which the invoice was paid
Country IT - ITALY
Total amount to be paid.
Actual amount 50
VAT applied on the amount inercentage and added amount inress the cross if no tax is applied
VAT applied on the amount, percentage and added amount, press the cross in no tax is applied.
Allows you to justify the type and purpose of the expense.
Comment
Click on <b>Click</b> on <b>C</b>
Click on 🕒 CONFERMA E ACCIUNCI to validate the expense and create a new expense.
Click on <b>CONFERMA</b> to validate all the information entered.

	3.4.	View Tn	content						
	Edit TnE inf	ormation	]		View TnE	information			
	Nota spese 1_STAN	IDARD expense report	: n° 79 🖍	Importo nota: 50	0,00 €	Importo dovuto: 50,00	¢	<b>~</b> ~	
	Ricevuta								
	1 spesa/e nella nota								
_	Data 🚽 Importo 🖨	Voci di spesa 🗢 Ricevute 🗢							
	(X) Invit midi M 30/04/2022	Ailan					50,00	•	
/ L	Servizio : 95CI	CFINO - ITALY FIN					RICEVUTA	)	$\mathbf{i}$
(	ELIMINA LA NOTA					AGGIUNGI UNA SPESA	INOLTRA LA NOTA SPESE AL C	CONTROLLO	
	Expense	e list.		Presence of re required.	eceipt		View expense information.		]
				Add	a new expe	nse.	Delete the e	expense.	_ /

Click on **INOLTRA LA NOTA SPESE AL CONTROLLO** to send the expense to the control.

# 3.5. Validate control discount

noltra la nota spese al controllo	Firmatario	Notifica via e-mail
Manager's approval	PASTORELLI GIUSEPPE (1021)	
Accounting approval	Accounting validation 95C	
INULLA		INOLTRA LA NOTA SPESE AL CONTROLLO
	Select	the steps on which you want to

Click on **INOLTRA LA NOTA SPESE AL CONTROLLO** to send the note to the control.

## 4. Checking a TnE or an advance payment request

Click on the expense or the payment request to check.

	$\odot$	O Nota spese da controllare	۲	O Domanda di anticipo da controllare			
_		TnE or Payment ro by your collabora	equest sen tor.	t <b>v</b>			
	1 nota spese d	la controllare				Filtra	Ŧ
	🗹 L'elemento è st	tato selezionato			CONTATTARE IL COLLABORATORE	RIFIUTA CONFERM	
r		78 - MARTIN CHANUDET				54,00 € MODIFICA DELLA NOTA SPESE	~
		Allarmi		Fasi di convalida	Pannello della nota		
	1 spesa/e	e nella n <b>ata, o</b> avvertenza/e					
			_				
	Select	TnE or payment					
	reques	st(s)					
1	By select	ting the TnE or paym	ent reques	t(s), the buttons ap	pear		

Click on **CONFERMA** to validate the TnE or payment request.

Click on **RIFIUTA** to refuse the TnE or payment request.

Click on **CONTATTARE IL COLLABORATORE** to contact the collaborator responsible for the TnE or the payment request.

## 5. Profile User modification

### 5.1. Personal Data

ESTRAI DATI PERSONALI			MC			
Titolo 🖲	Sig.	×_ 0	Lingua 🖲	Français		×
Nome 🖲	MARTIN		Nazionalità 🖲	FR - FRAN	CIA	٩
Cognome 🖲	CHANUDET		Data di nascita 🖲	14/12/2001		0
			Sesso 🖲	ODonna	<ul> <li>Uomo</li> </ul>	0
Pesponsahili dell'inserimen	to (0)					
Accesso profilo e carte di pagam	nento 🥑 Autorizzato					

You can change your title, first name, last name, language, nationality, date of birth and gender.

Click on to save your personal data.

### 5.2. Delegation validation of TnE



# 6.2. Control TnE

		Amount of the TnE.
Le mie note spese in inserimento	Le mie note spese in fase di controllo	Le mie note spese controllate
79 - Nota spese 1_Note de frais STANDARD 1/05/2022 Servizio : 95CIDCFINO - ITALY FIN	<b>k</b>	50,00 € MODIFICA DELLA NOTA SPESE
View content of the TnE.	View the TnE.	Displays the steps of the TnE control.

# 6.3. Controlled expense report

	Le mie note spese in inserimento	Le mie note spese in fase di controllo	Le mie note spese controllate
$\left( \right)$	72 - Nota spese 1_Note de frais STANDARD 10/05/2022 Sarvizio analitico - 95CIDCFINO - L_	•	0,00 € RIFUTATA II 10/05/2022 MODIFICA DELLA NOTA SPESE
<b>`</b>	View content of the TnE.	View the TnE.	Displays the steps of the TnE control.

## 7. Denied TnE

	2 spese rifiut	2 spese rifiutate da trattare						
	🖌 Tutti gli elem	enti sono selezionati	ELIMNA	IMPORTA IN UNA NOTA SPESE				
		Téléphone 10/05/2022 Rinviato il 10/05/2022 da GIUSEPPE PASTORELLI. Motivo del rifluto: erreur		15,99 €				
$\left( \right)$	■ 🎱	Entretien (Véh. Société) 10/05/2022 Rinviato il 10/05/2022 da GIUSEPPE PASTORELLI. Motivo del rifluto: erreur		500,00 €				
	Denied <sup>-</sup>	TnE						

Select expense to get the option to delete or import it into a new TnE in order correct it.

ELIMINA IMPORTA IN UNA NOTA SPESE

## 8. Delegation TnE validation

RICHIEDERE UN ANTICIPO Click on to create a new payment request. Domanda di anticipo Domanda del 11/05/2022 EUR - Euro (€) Importo 4 Modo di pagamento ANNULLA Advance amount. Montant 500.99 Type of currency, press the circled button and select the desired currency EUR - Euro (€) Transfer mode, choose between Transfer and Virement by pressing the circled button. Modo di pagamento Seleziona... Allows you to justify the purpose of the advance request. car overhaul Nota INOLTRA LA DOMANDA AL CONTROLLO to submit payment request. Press Display of payment request validation steps.

Domanda di anticipo		Importo: 500,99 €
Fasi di convalida		
Fase	Firmatario	
Inoltro della domanda di anticipo al controllo		
1 Manager's approval	PASTORELLI GIUSEPPE (1021)	
2 Gestore degli anticipi	PASTORELLI GIUSEPPE (1021)	
ANNULLA		INOLTRA LA DOMANDA AL CONTROLLO
Press INOLTRA LA DOMANDA AL CONTROLL	o to submit payment request.	

The payment request is added to the list and waiting for control.

/	l domanda o	di anticipo	
/	Numero 🖨	Data 🚽 Importo 🗢 Stato 🜩	
	×	Domanda in attesa di convalida 10/05/2022	Importo richiesto 500,99 € ✓
*			
	Sortii	ng methods.	Displays request information and steps.

# 9. Document manager

List of scanned documents that can be used on an expense report.

ati (197,17 KB)			
i600000004713007896_INV_FF537D47-BA69-41E4-BADD-9904644F3ADC.pdf	197.17 KB	10/05/2022	
ble for			
to make the hutton	pear. The ch	ecked document(	s) will then he de
	hati (197.17 KB) 8600000004713007896_INV_FF537D47-BA69-41E4-BADD-9904644F3ADC.pdf ble for to make the button	hati (197.17 KB)         86000000004713007896_INV_FF537D47-BA69-41E4-BADD-9904644F3ADC.pdf       197.17 KB         ble for	hati (197.17 KB)         86000000004713007896_INV_FF537D47-BA69-41E4-BADD-9904644F3ADC.pdf       197.17 KB       10/05/2022         ble for