weel

Quick Start Guide

FOR ADMINS

letsweel.com

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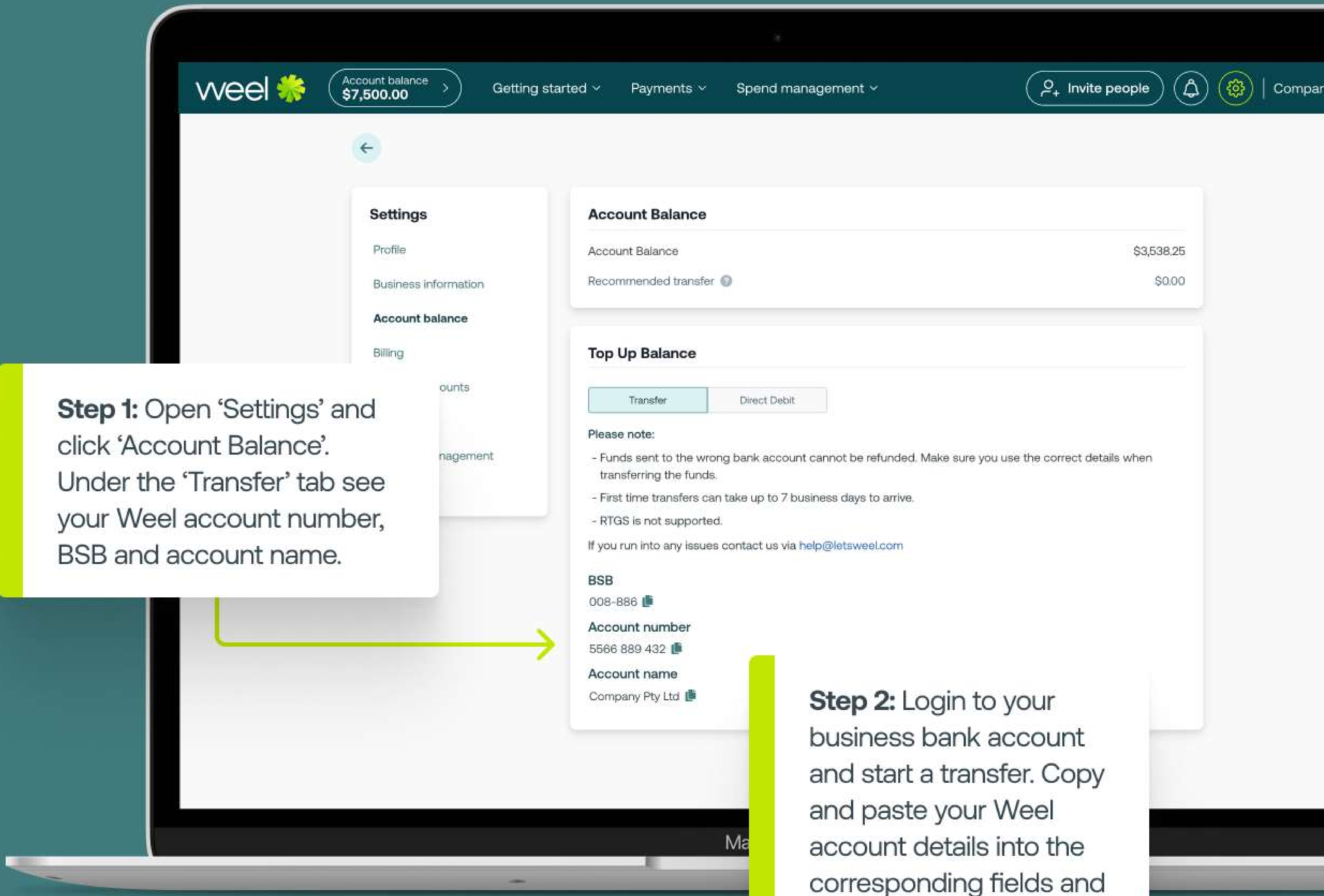
1

How to transfer funds into your account balance

FOR ADMINS

Transferring funds is a great place to start with Weel as an administrator.



Step 1: Open 'Settings' and click 'Account Balance'. Under the 'Transfer' tab see your Weel account number, BSB and account name.

Step 2: Login to your business bank account and start a transfer. Copy and paste your Weel account details into the corresponding fields and complete the transfer.

Pro tip: If your bank is NPP (New Payments Platform) enabled, your transfer will be almost immediate, otherwise, any funds transferred into your account balance before 4pm will settle on the same day.

2

How to invite staff members into your Weel account

FOR ADMINS

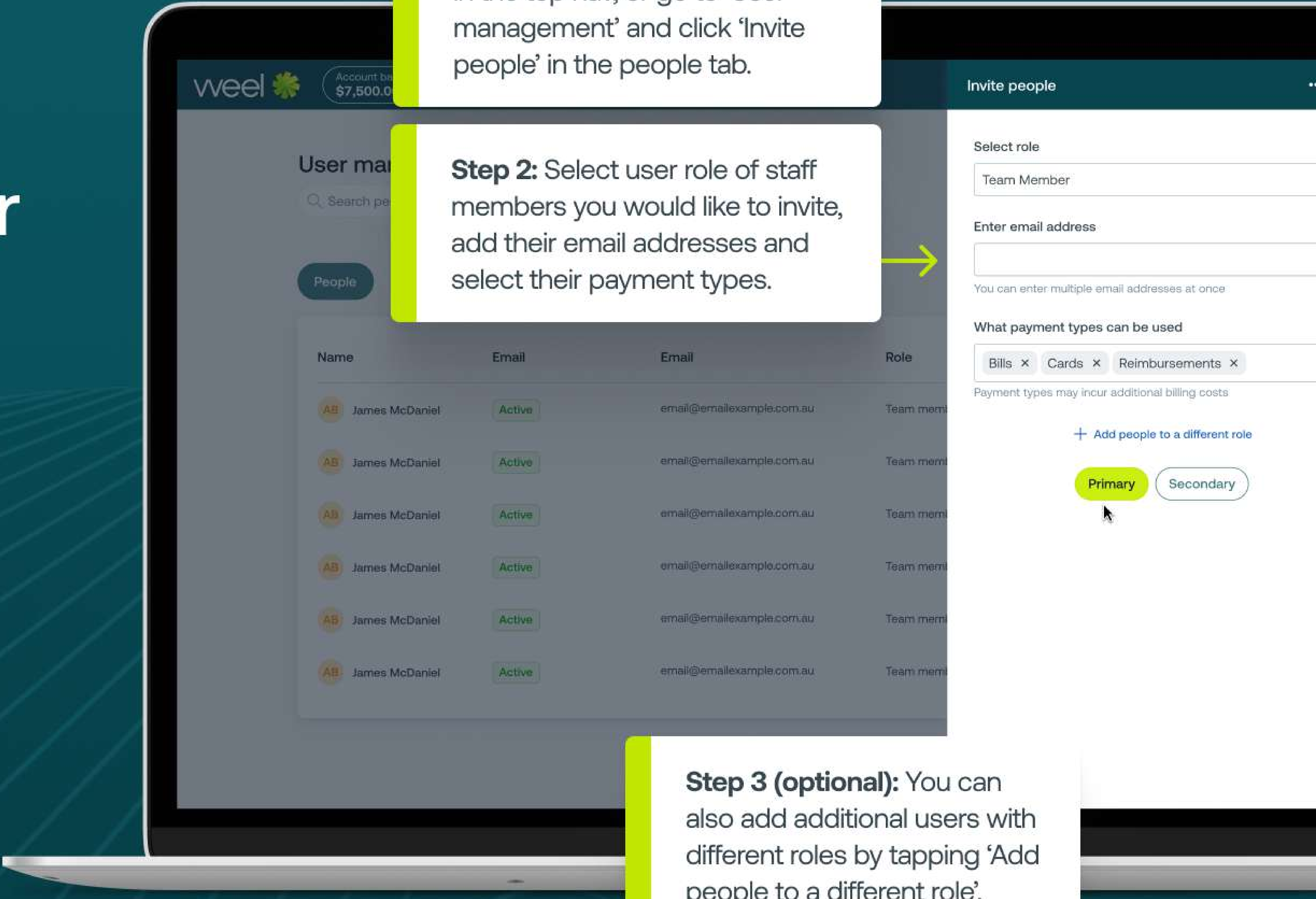
Staff members receive an email with a link to create their Weel account.

Pro tips:

- Admins can do and see everything in Weel.
- Team Members are limited to payments, expense reports, top-up requests, can only view their own budgets, transactions and configure their own accounting and expense management settings
- Accountants are limited to view budgets, edit expense data, export transactions, configure accounting and expense management settings.

Step 1: Simply tap 'Invite people' in the top nav, or go to 'User management' and click 'Invite people' in the people tab.

Step 2: Select user role of staff members you would like to invite, add their email addresses and select their payment types.



Step 3 (optional): You can also add additional users with different roles by tapping 'Add people to a different role'.

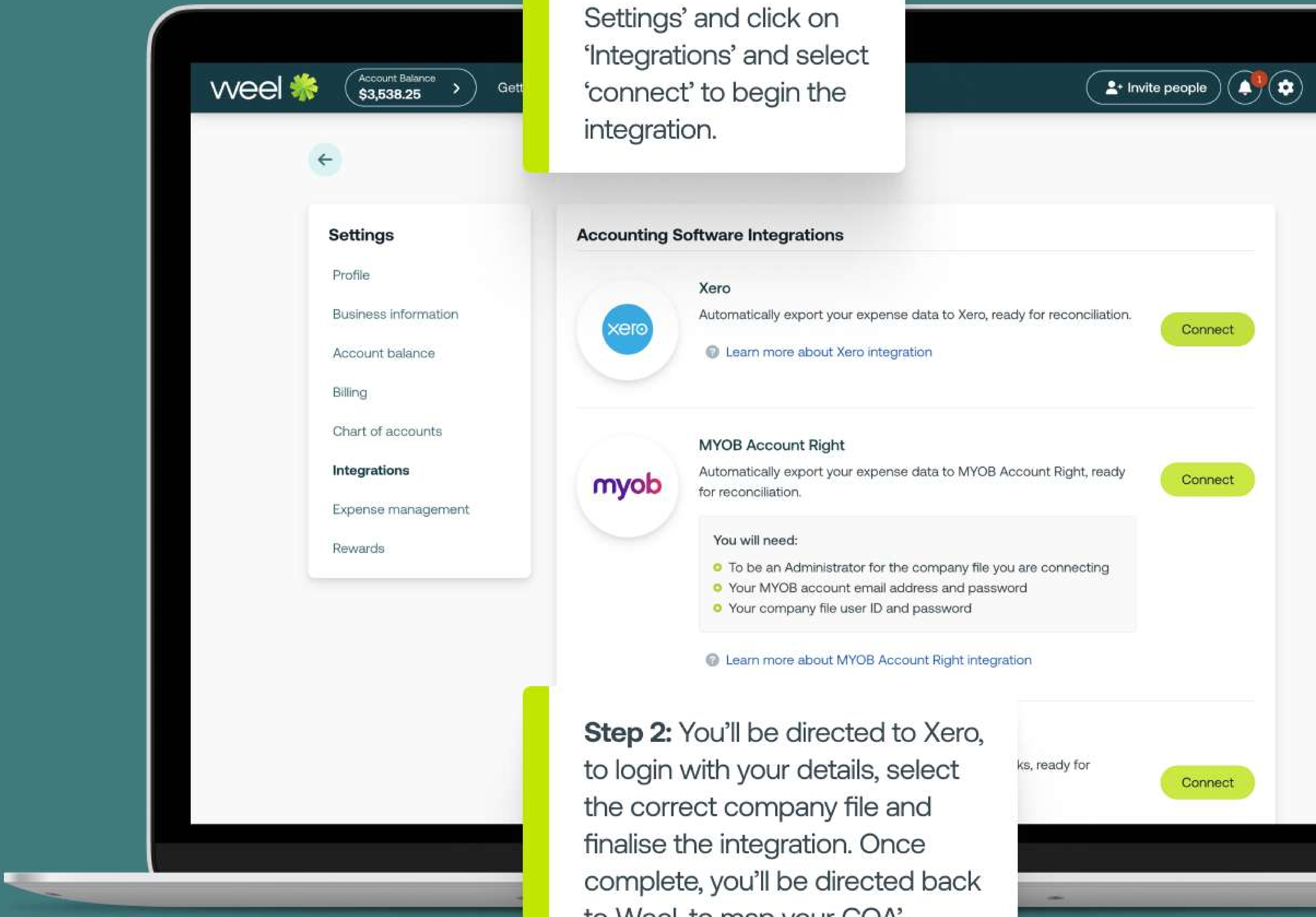
3

How to integrate with Xero

FOR ADMINS

Integrate and import your chart of accounts and tracking categories with with Weel's direct integration to Xero.

Pro tip: You'll need to map your chart of accounts to Weel's expense categories in 'Chart of Accounts' to automatically import expense data into Xero once a payment is made.



Step 1: Go to 'Account Settings' and click on 'Integrations' and select 'connect' to begin the integration.

Step 2: You'll be directed to Xero, to login with your details, select the correct company file and finalise the integration. Once complete, you'll be directed back to Weel, to map your COA'.

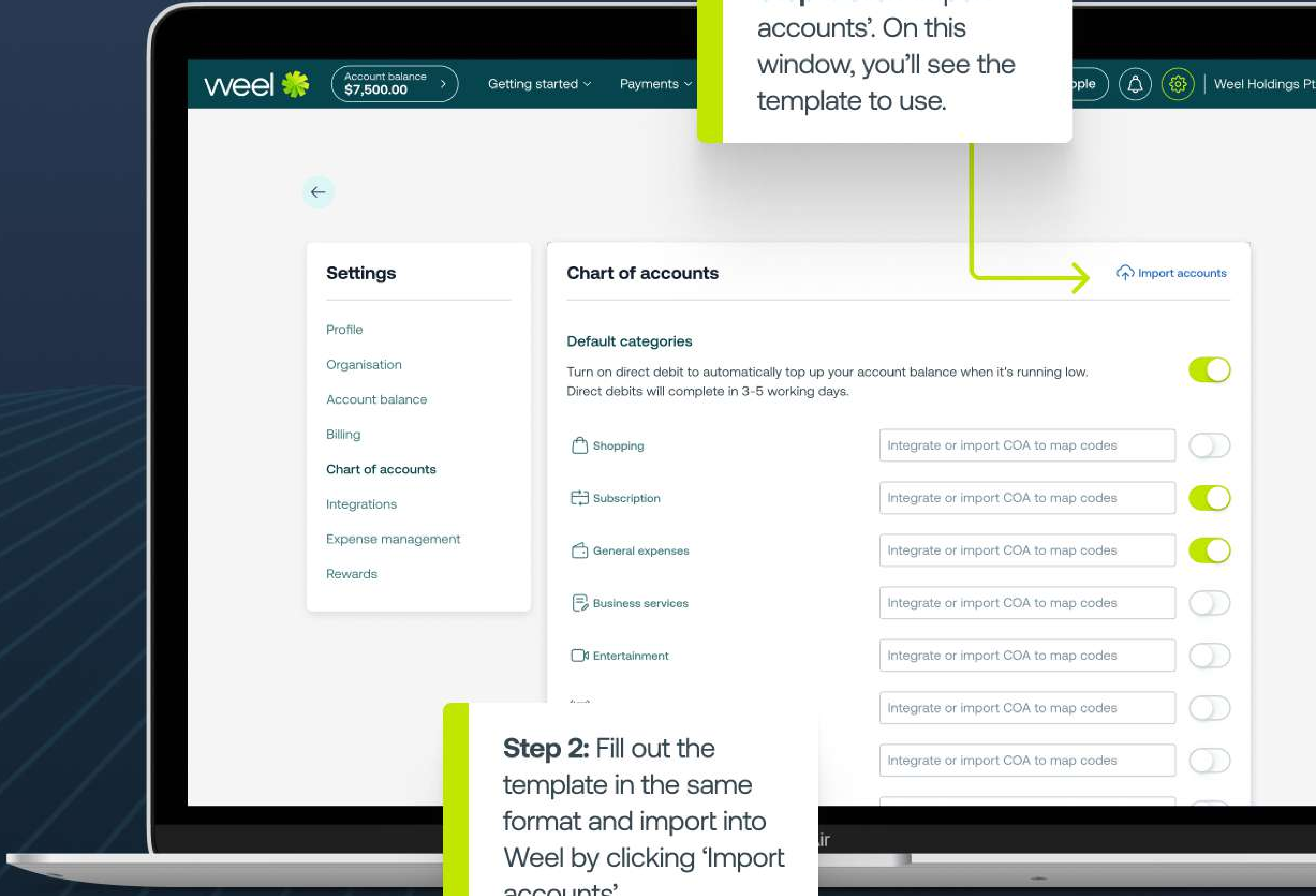
4

How to upload your chart of accounts

FOR ADMINS

Users who use a ledger which we don't have a direct integration with, you can manually upload your chart of accounts from a CSV file. After uploading your Chart of Accounts, you will need to map the Account codes to categories (page 05).

Step 1: Click 'Import accounts'. On this window, you'll see the template to use.



Step 2: Fill out the template in the same format and import into Weel by clicking 'Import accounts'.

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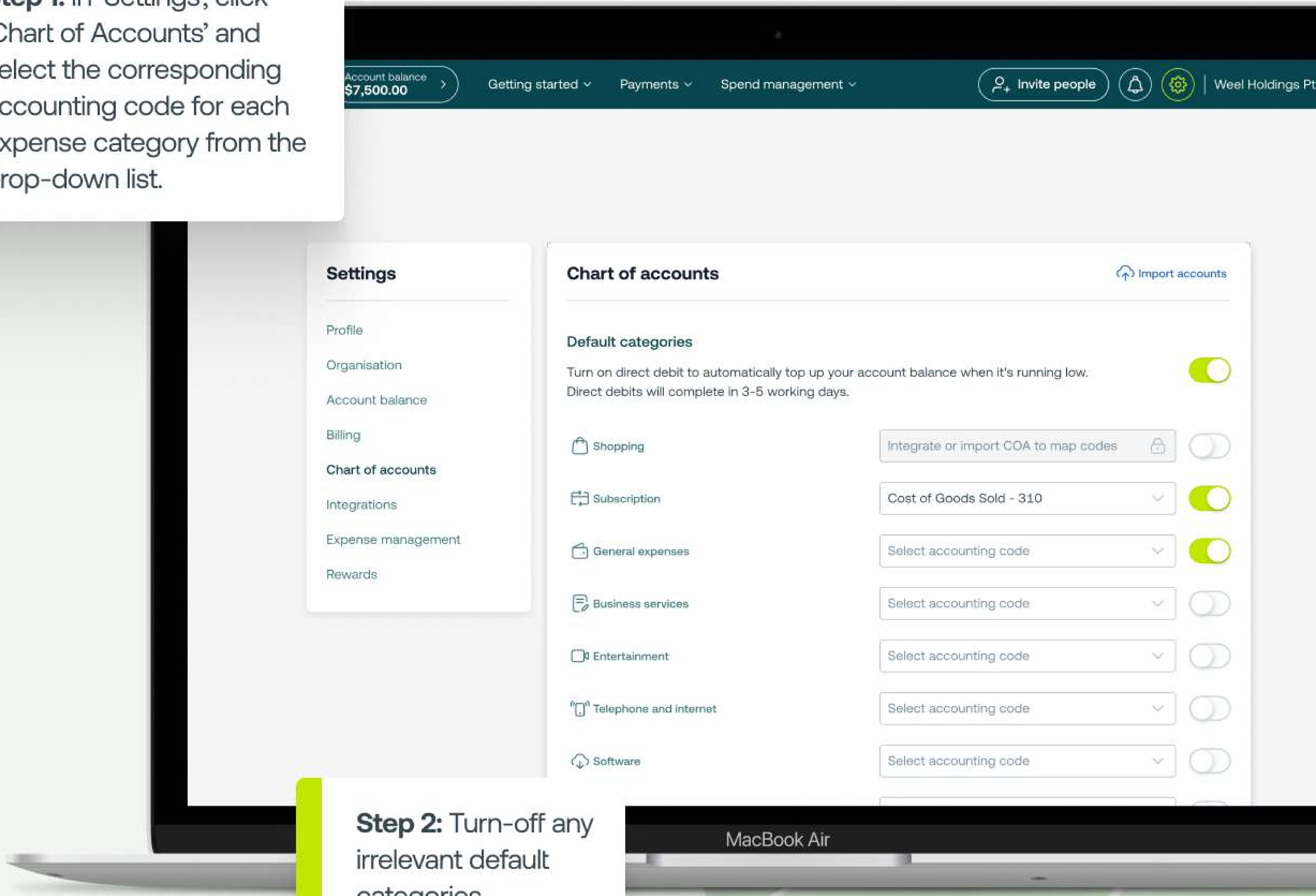
How to map your chart of accounts

FOR ADMINS

Before mapping your account codes you will need to integrate Weel with your accounting software or have uploaded your Chart of Accounts via a CSV upload.

Step 1: In 'Settings', click 'Chart of Accounts' and select the corresponding accounting code for each expense category from the drop-down list.



Step 2: Turn-off any irrelevant default categories.

Pro tip: To create custom categories scroll down and turn on 'Custom categories'. Enter a unique category name and select the corresponding accounting code for each expense category from the drop-down list and 'save'.

6

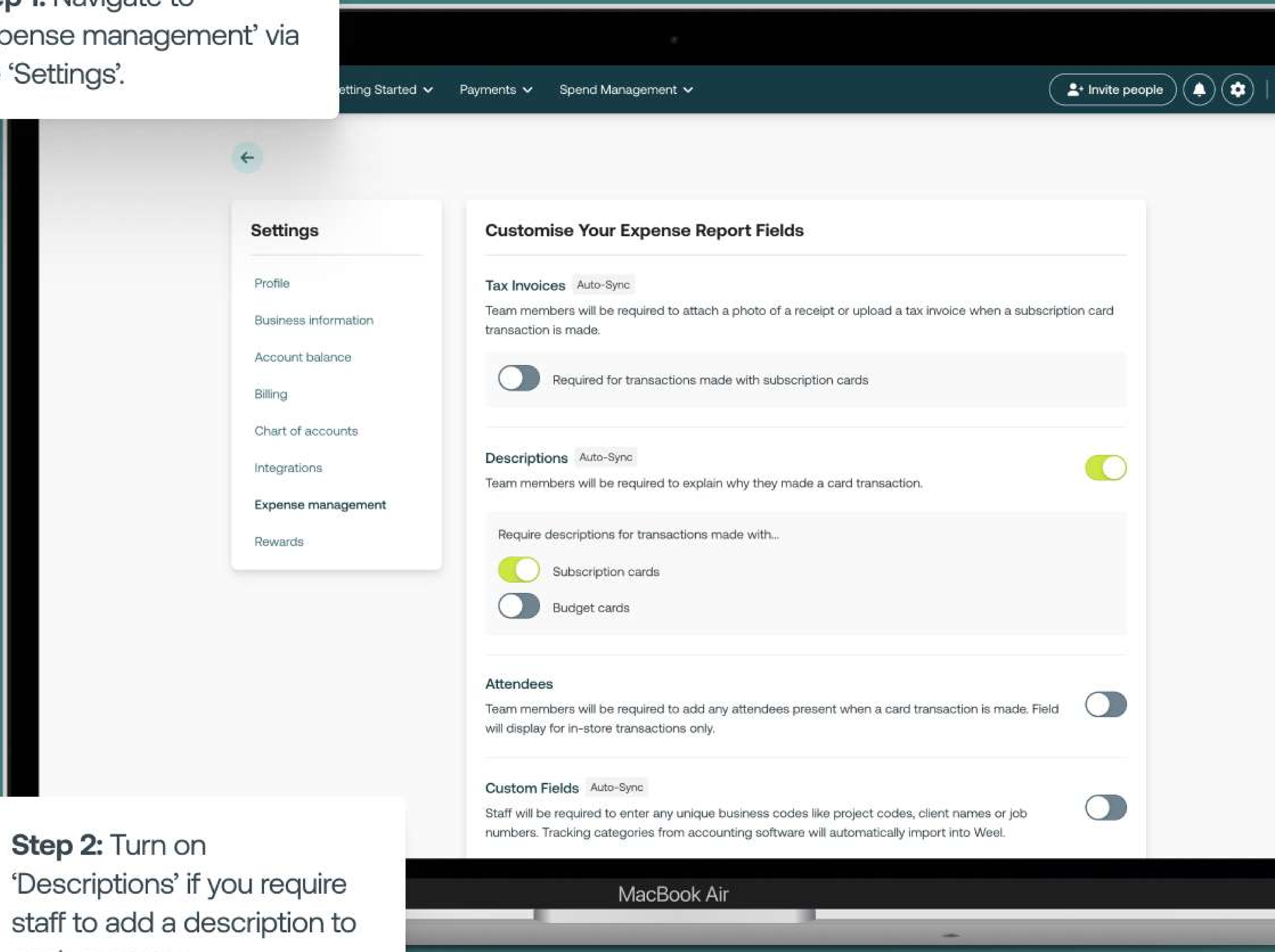
How to manage expense report settings

FOR ADMINS

Complete every expense and manage information by reminding staff to add descriptions to their expense reports and list attendees, and creating custom fields.

Pro tip: If you have integrated your Weel account with Xero, MYOB Account Right or Quickbooks the description will automatically import into your accounting software.

Step 1: Navigate to 'Expense management' via the 'Settings'.



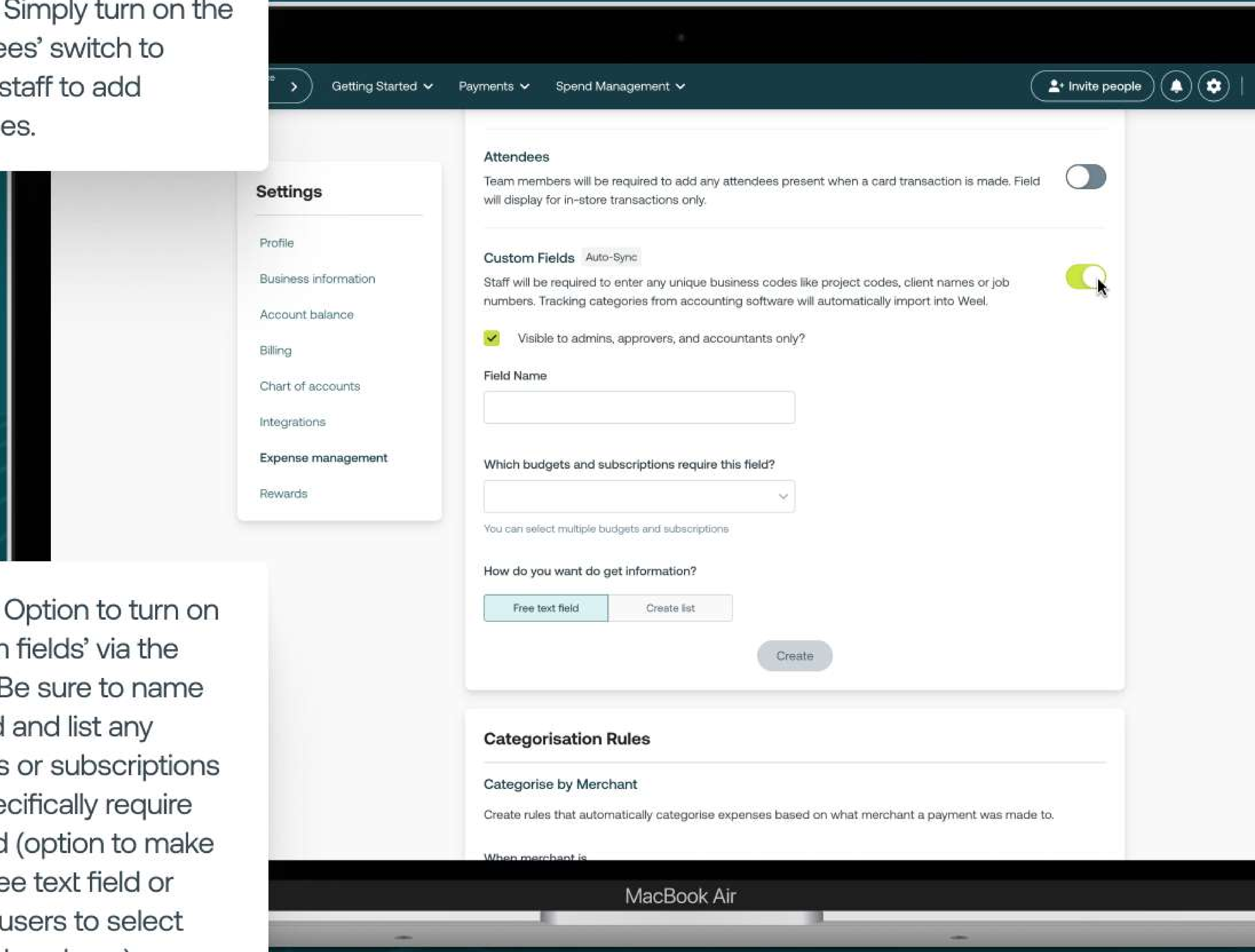
Step 2: Turn on 'Descriptions' if you require staff to add a description to each expense.

How to manage expense report settings (cont.)

FOR ADMINS

Require staff to add Attendees when in-store card payments are made, and automatically remind them to enter project codes or job numbers by adding Custom fields to your expense reports.

Step 3: Simply turn on the ‘Attendees’ switch to require staff to add attendees.



Step 4: Option to turn on ‘Custom fields’ via the toggle. Be sure to name the field and list any budgets or subscriptions that specifically require this field (option to make this a free text field or require users to select from a dropdown).

Pro tip:

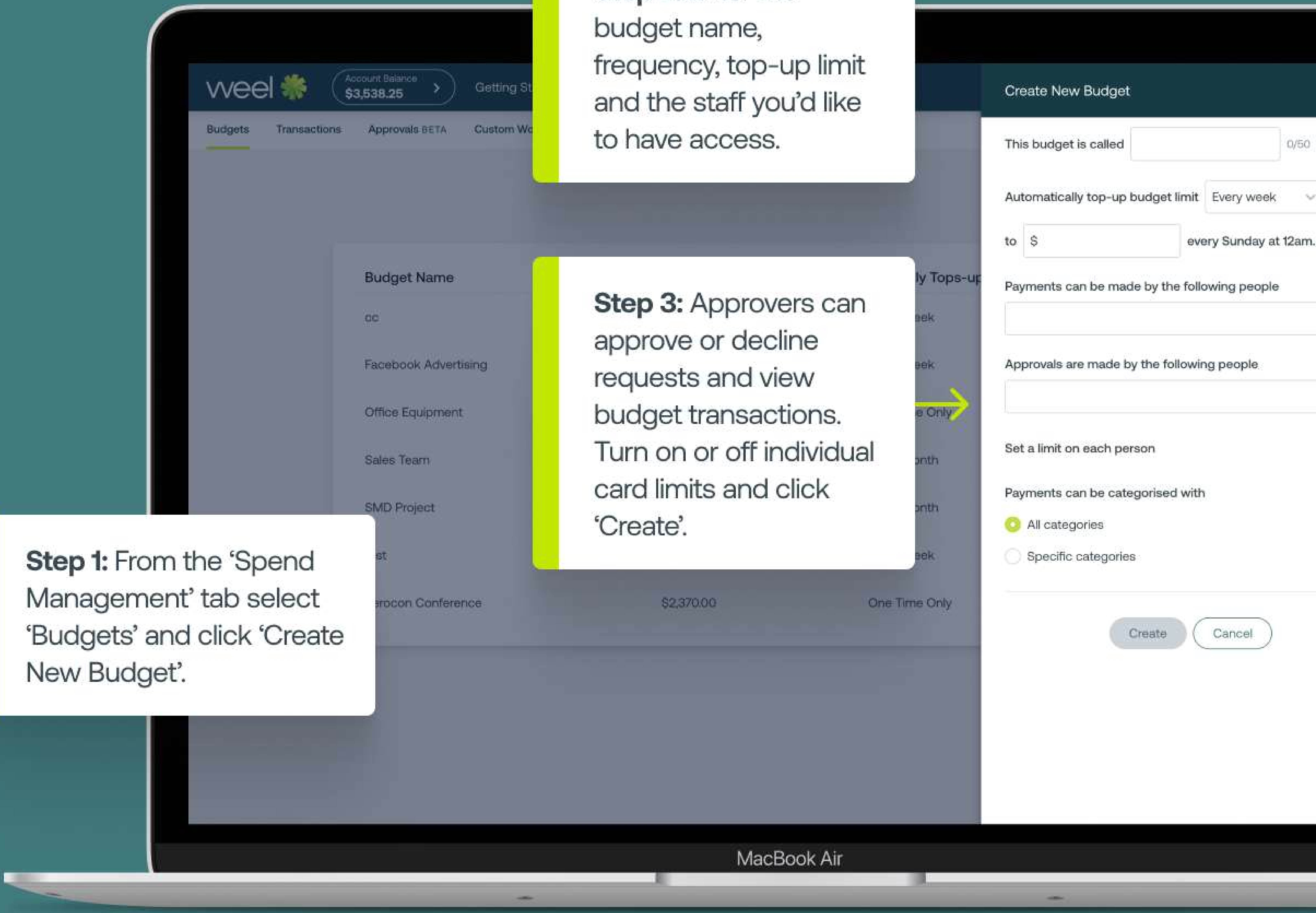
- You can also specify how you want your staff to provide the information either via a free text field or from a specific list of options.
- If you have integrated your Weel account with Xero, MYOB or Quickbooks, Weel automatically imports tracking categories and creates custom fields for you.

7

How to create a budget

FOR ADMINS

If a reimbursement payout fails for an unexpected reason, Weel makes it easy to understand why and how to resolve it.



Step 1: From the 'Spend Management' tab select 'Budgets' and click 'Create New Budget'.

Step 2: Enter the budget name, top-up limit frequency, top-up limit and the staff you'd like to have access.

Step 3: Approvers can approve or decline requests and view budget transactions. Turn on or off individual card limits and click 'Create'.

Pro tip: the team members and approvers involved in the reimbursement will also receive an email notification explaining why the payment has failed and how to fix it.

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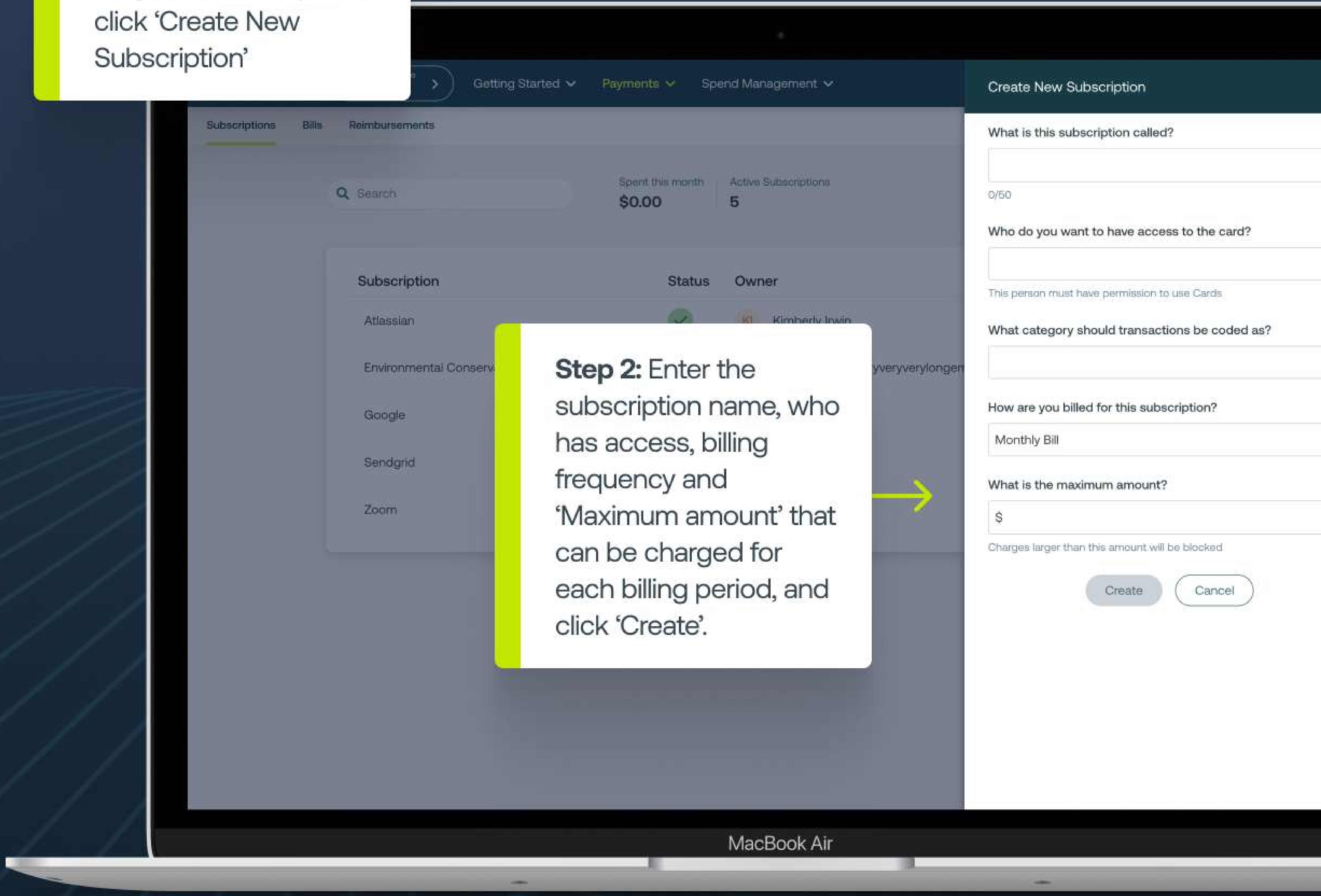
How to create a subscription

FOR ADMINS

Subscriptions can also be accessed from the Weel mobile app.

Step 1: In Subscriptions click ‘Create New Subscription’



Step 2: Enter the subscription name, who has access, billing frequency and ‘Maximum amount’ that can be charged for each billing period, and click ‘Create’.

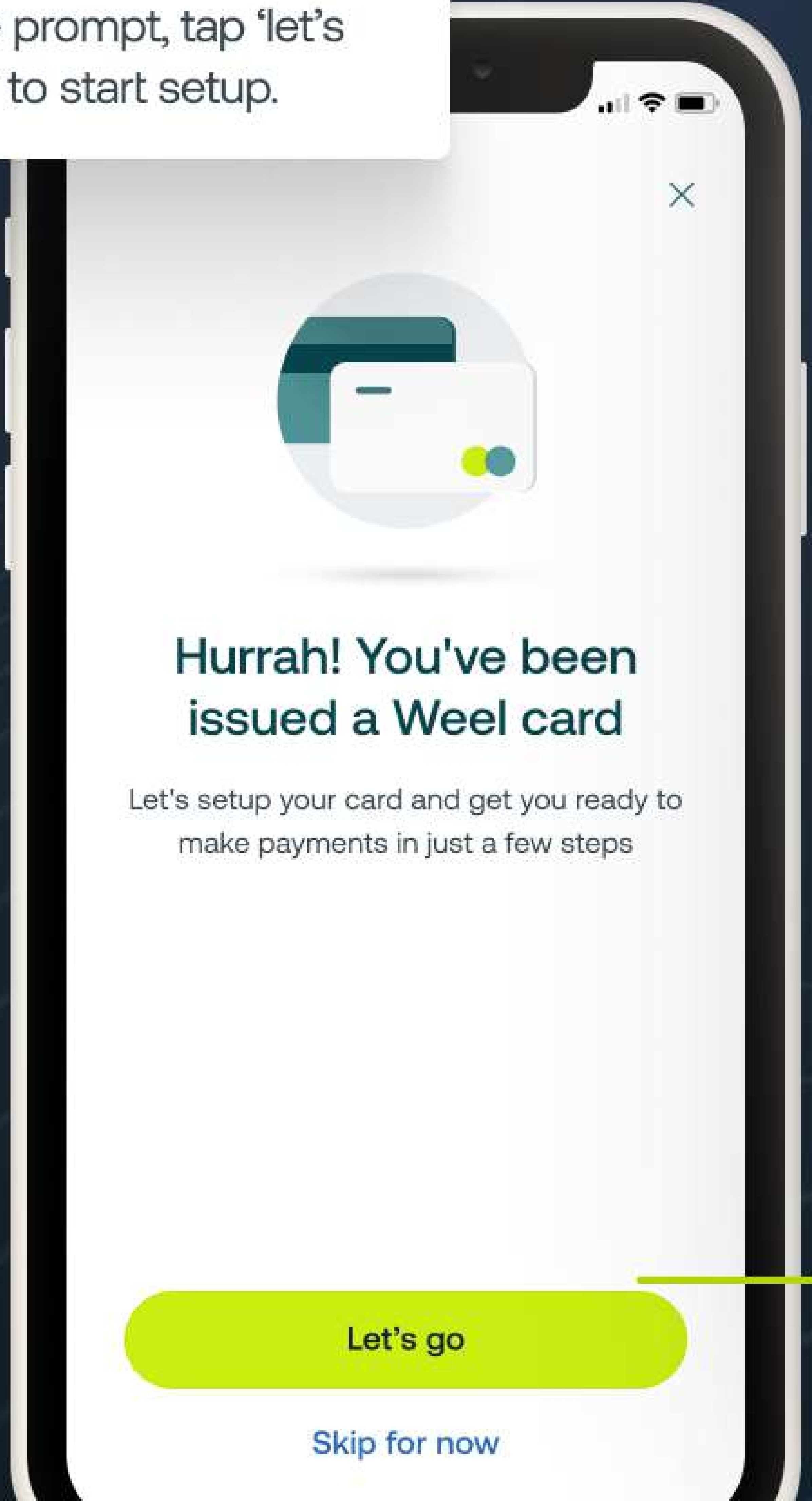
Pro tip: The maximum amount is set in AUD. Please enter a higher amount for subscriptions in USD or other foreign currencies to cover any fluctuations.

9

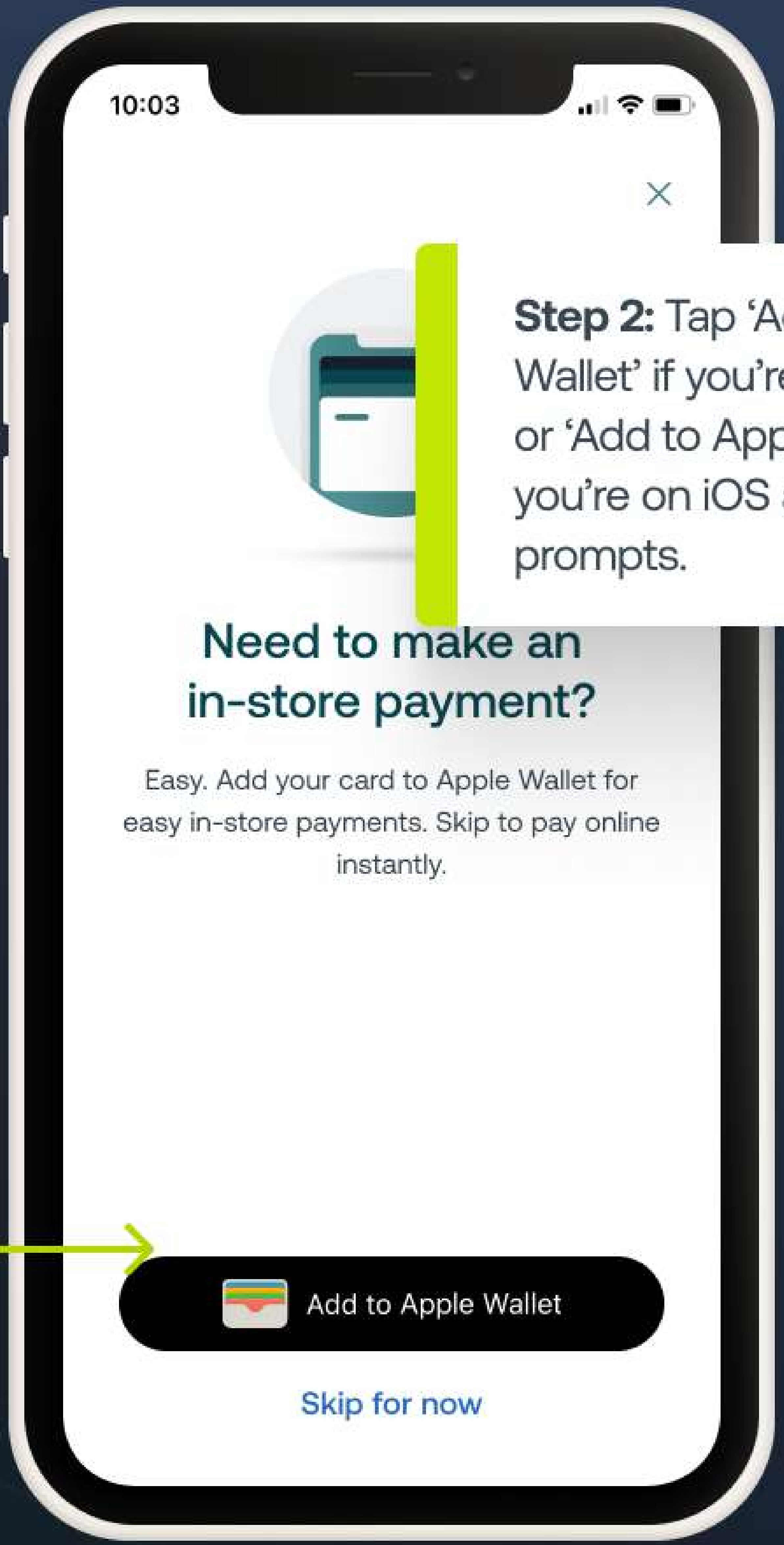
How to add your card add to your wallet

Once assigned a budget you will receive an easy step by step prompt to walk you through setting up your Weel card in Google Wallet if you're using Android, or Apple Wallet if you're on iOS.

Step 1: On receiving the prompt, tap 'let's go' to start setup.



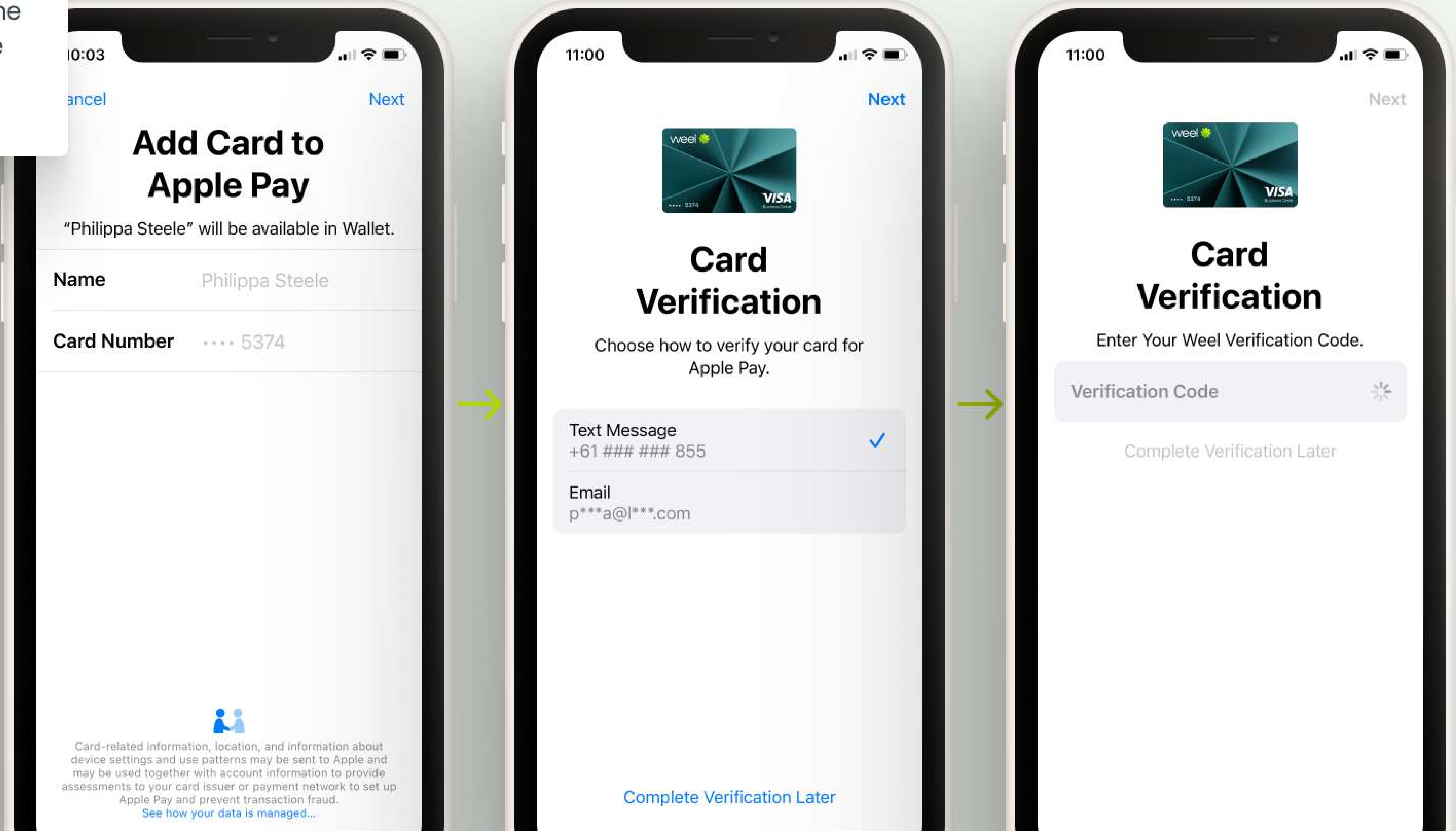
Step 2: Tap 'Add to Google Wallet' if you're using Android or 'Add to Apple Wallet' if you're on iOS and follow the prompts.



Pro tip: If you don't receive a prompt and you have an empty cards screen in the app, contact your admin to confirm you've been added to a budget.

How to add your card add to your wallet (cont.)

Step 3: Continue to follow the prompts from Apple/Google Wallet and select ‘Text message’ to verify.



Pro tip: You will only need to add your Weel card to Apple/ Google Wallet.

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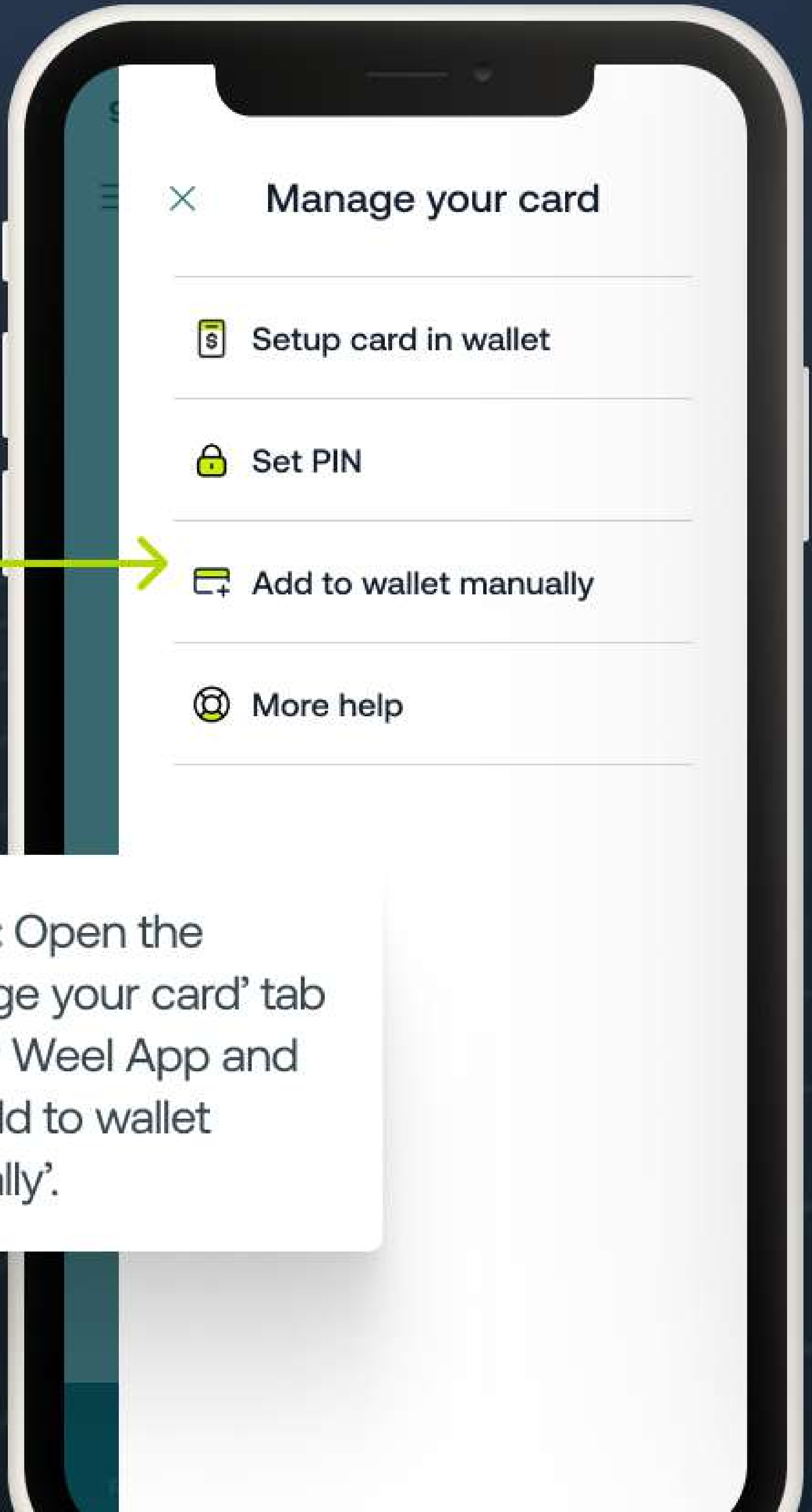
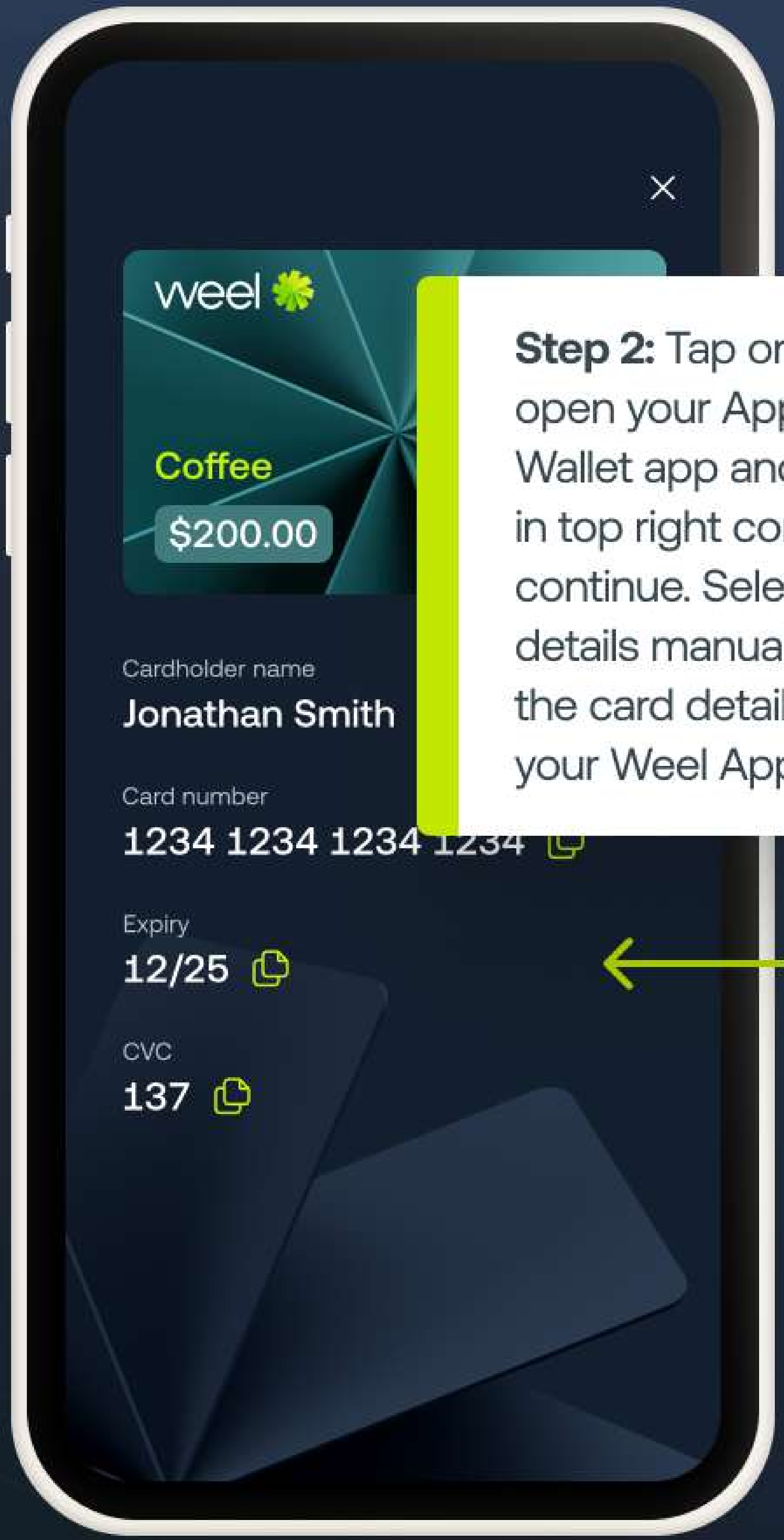
How to add your card to your wallet manually

If adding your card as suggested doesn't work, you may need to try adding your card manually.



Step 1: Open the 'Manage your card' tab in your Weel App and tap 'Add to wallet manually'.



Step 2: Tap on the copy icon, open your Apple/Google Wallet app and select the '+' in top right corner and hit continue. Select 'Add card details manually' and paste the card details copied from your Weel App.

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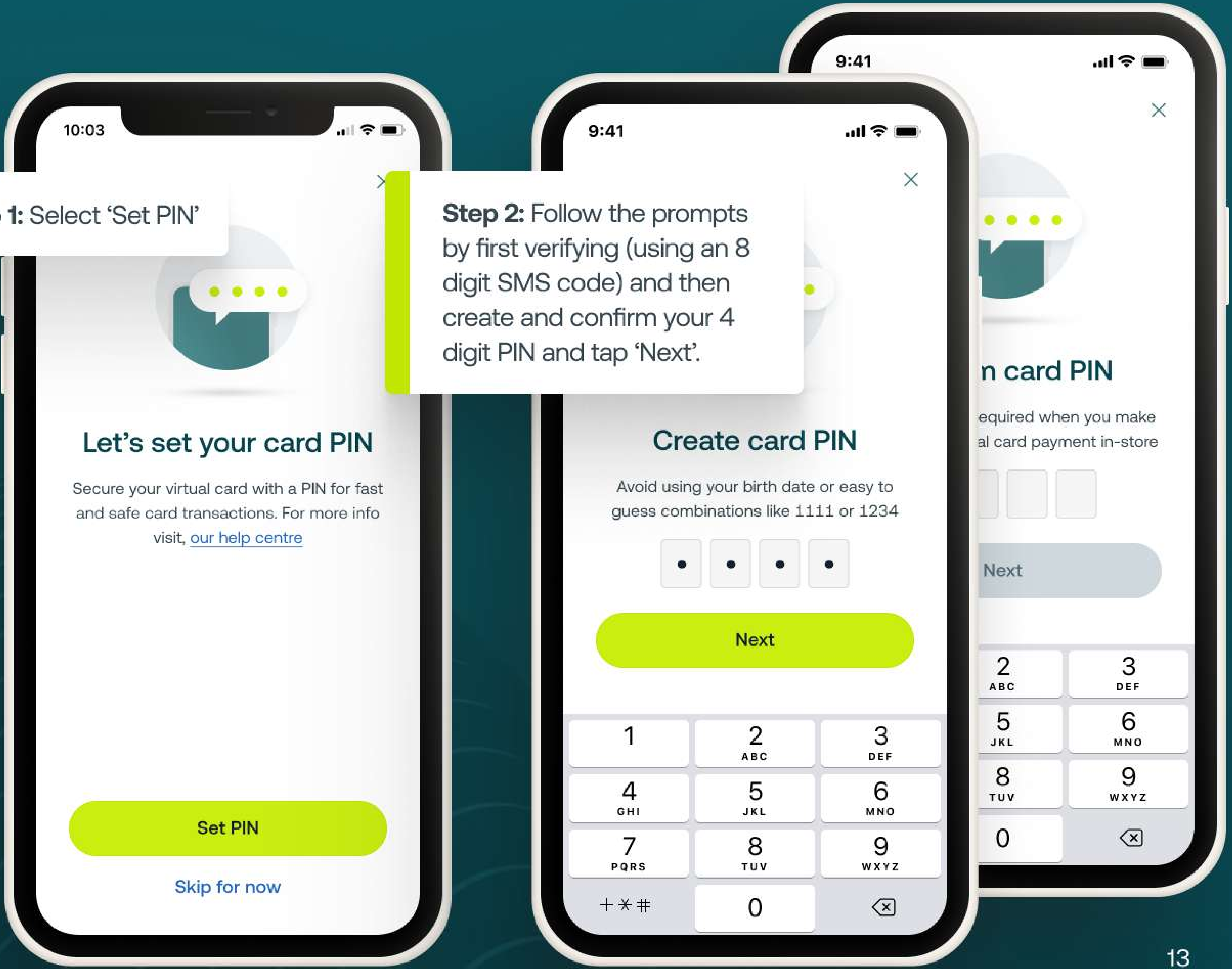
How to create a PIN

For in-store payments you may be required to use a PIN on some payment terminals. Once you've successfully completed adding your card to Apple/Google wallet, you will be prompted to set a PIN.

Step 1: Select 'Set PIN'

Step 2: Follow the prompts by first verifying (using an 8 digit SMS code) and then create and confirm your 4 digit PIN and tap 'Next'.



Pro tip: If you decide to 'skip for now' you can create a PIN in card settings: navigate to the the cards tab and tap the settings icon in the top right.

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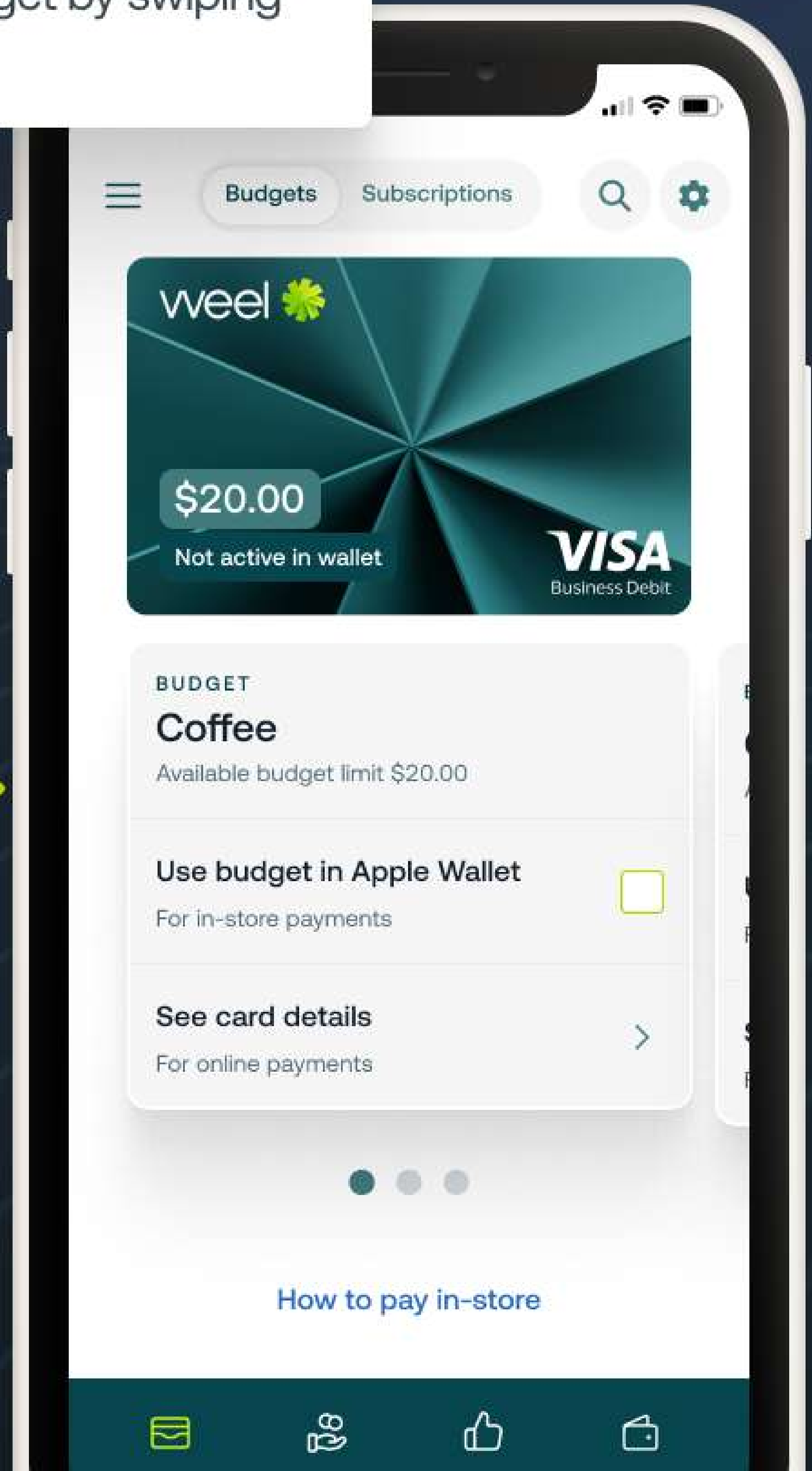
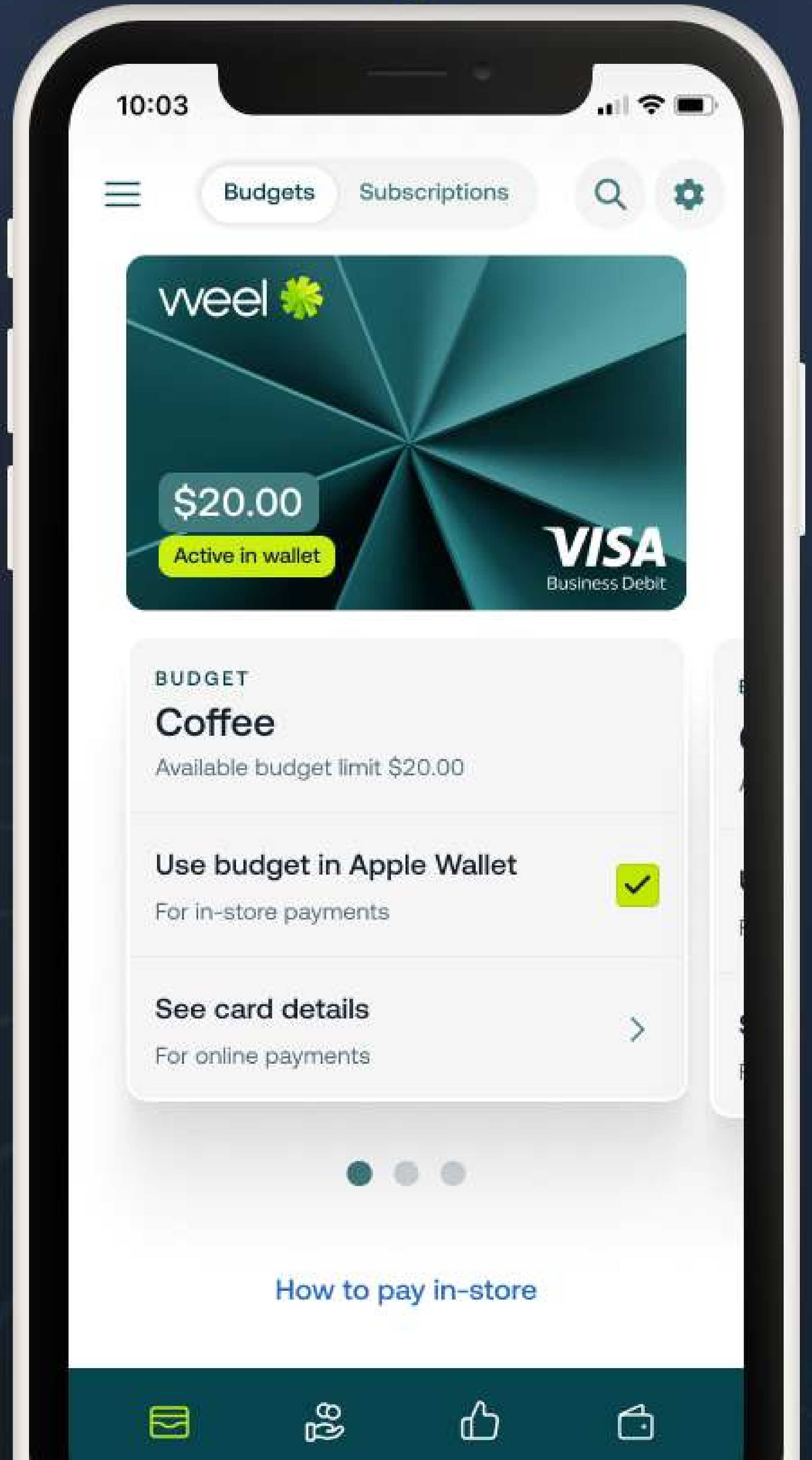
How to pay in-store

Once your card is added to your Apple Wallet you're now ready to use your virtual card.

Step 1: In the cards section of the app select your required budget by swiping left and right.

Step 2: Select 'Use budget in Apple Wallet' (or 'Google Wallet' if you're on Android).

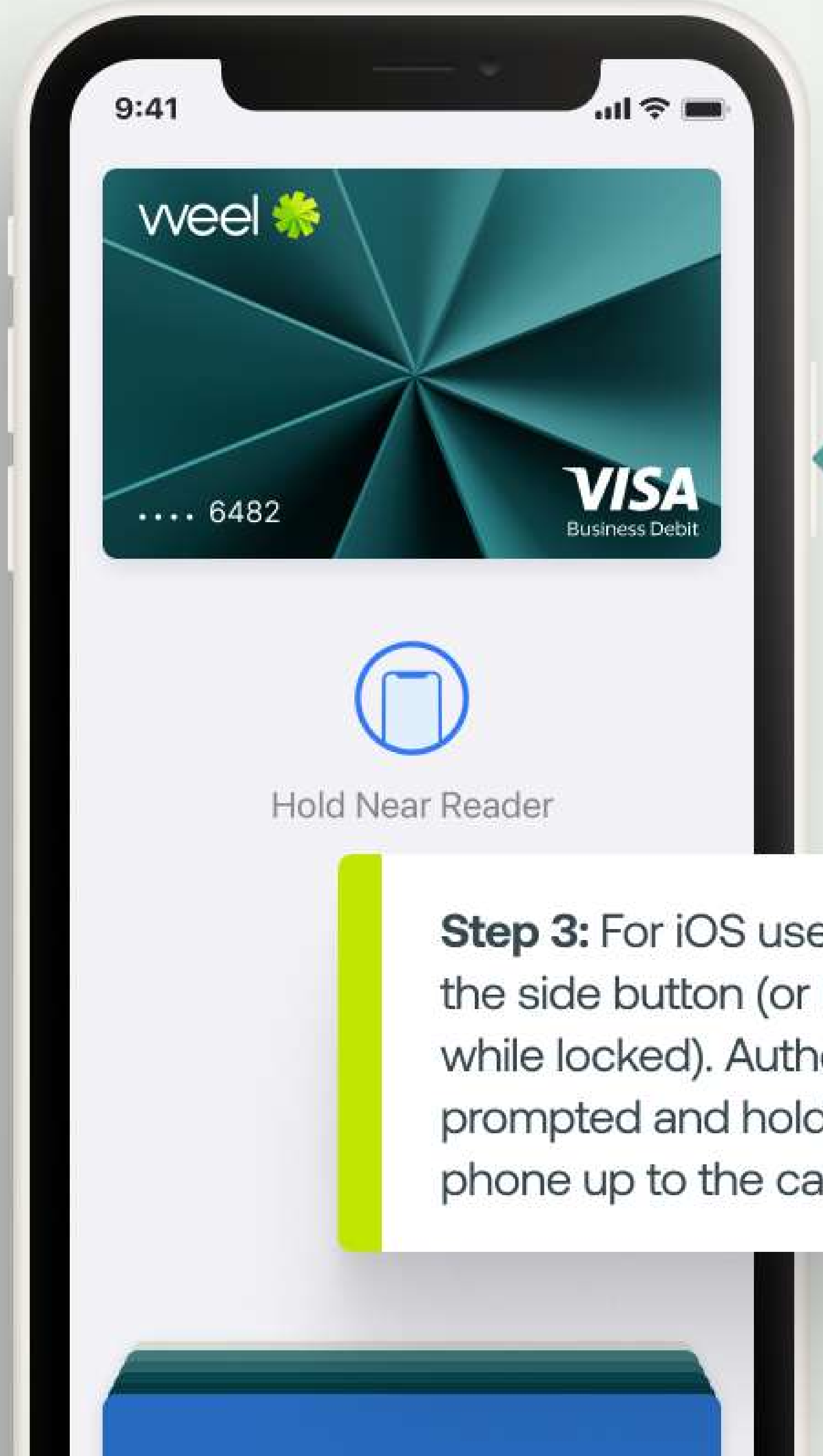




Pro tip: If you have a large number of budgets, you can use the search function in the top right.

How to pay in-store (cont.)

Step 3: For Android users, open Google Wallet, select your Weel card and hold the back of your phone close to the payment reader for a few seconds.



Step 3: For iOS users, double-click the side button (or home button while locked). Authenticate when prompted and hold the top of your phone up to the card reader.

Pro tip: Before making a payment always check your 'Available budget limit' to ensure that you have enough funds.

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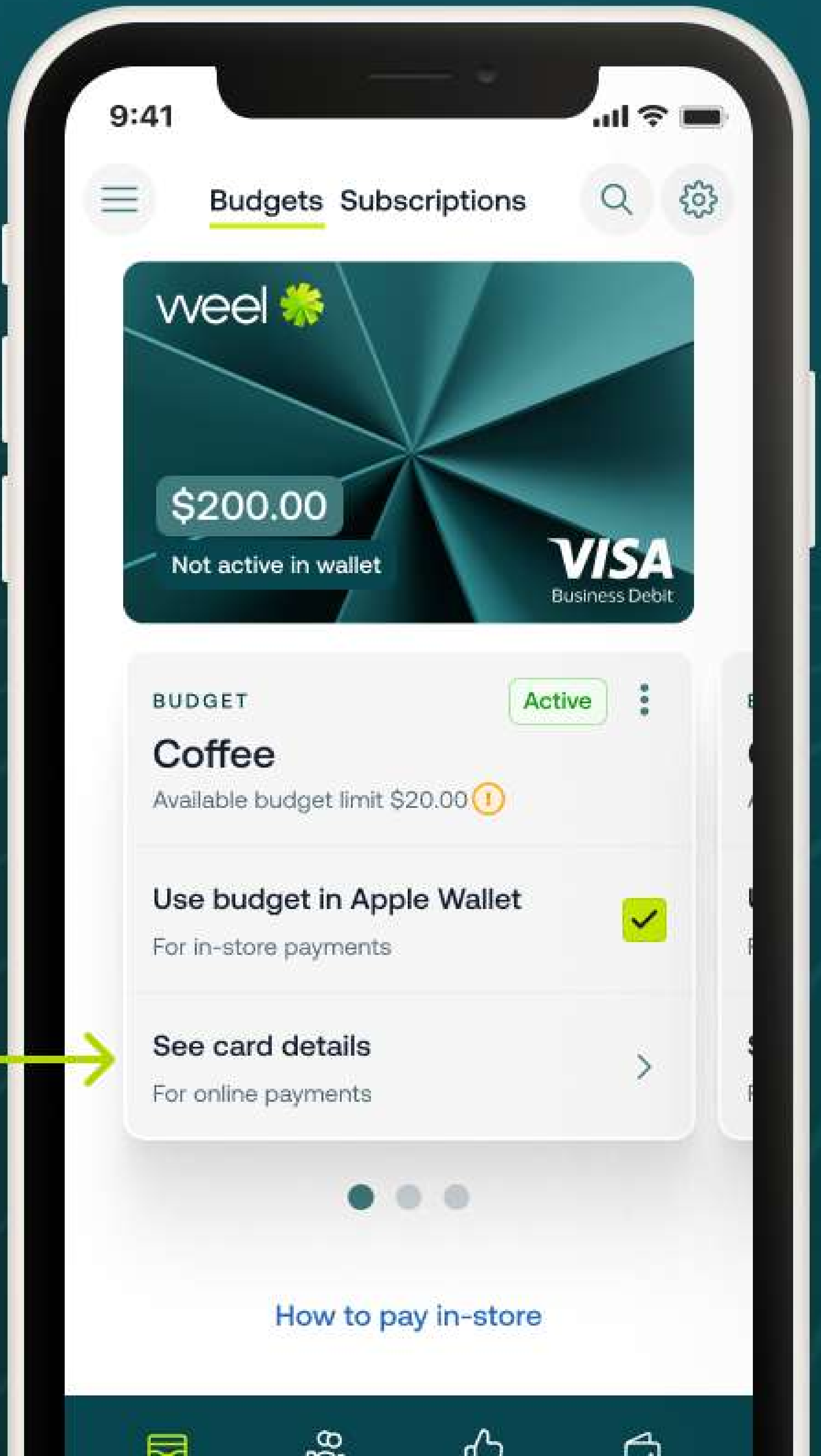
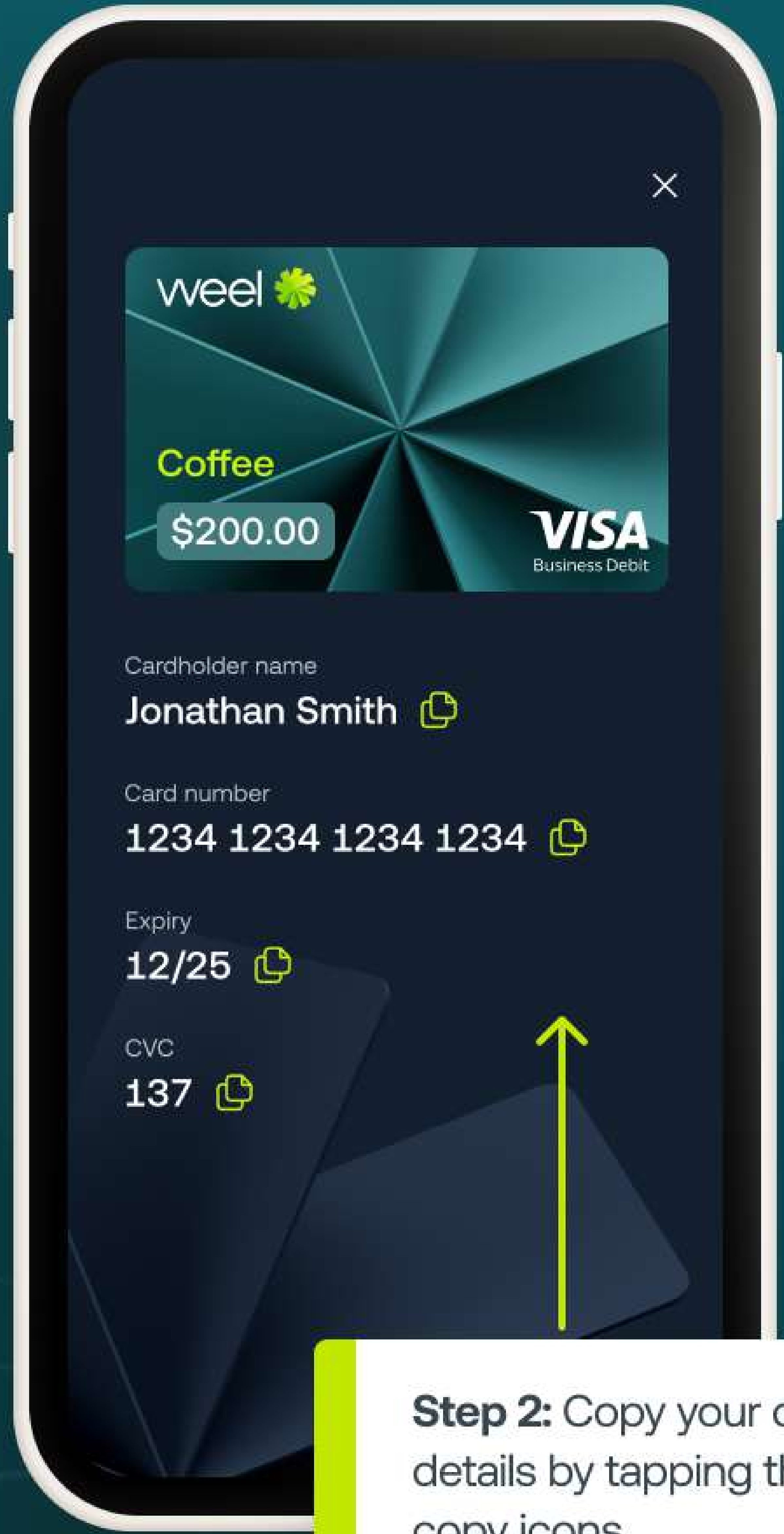
How to pay online

Paying online is easy with card details at your fingertips.

Step 1: Swipe to your required budget and select ‘see card details’ (you don’t need to activate in Apple/ Google Wallet).





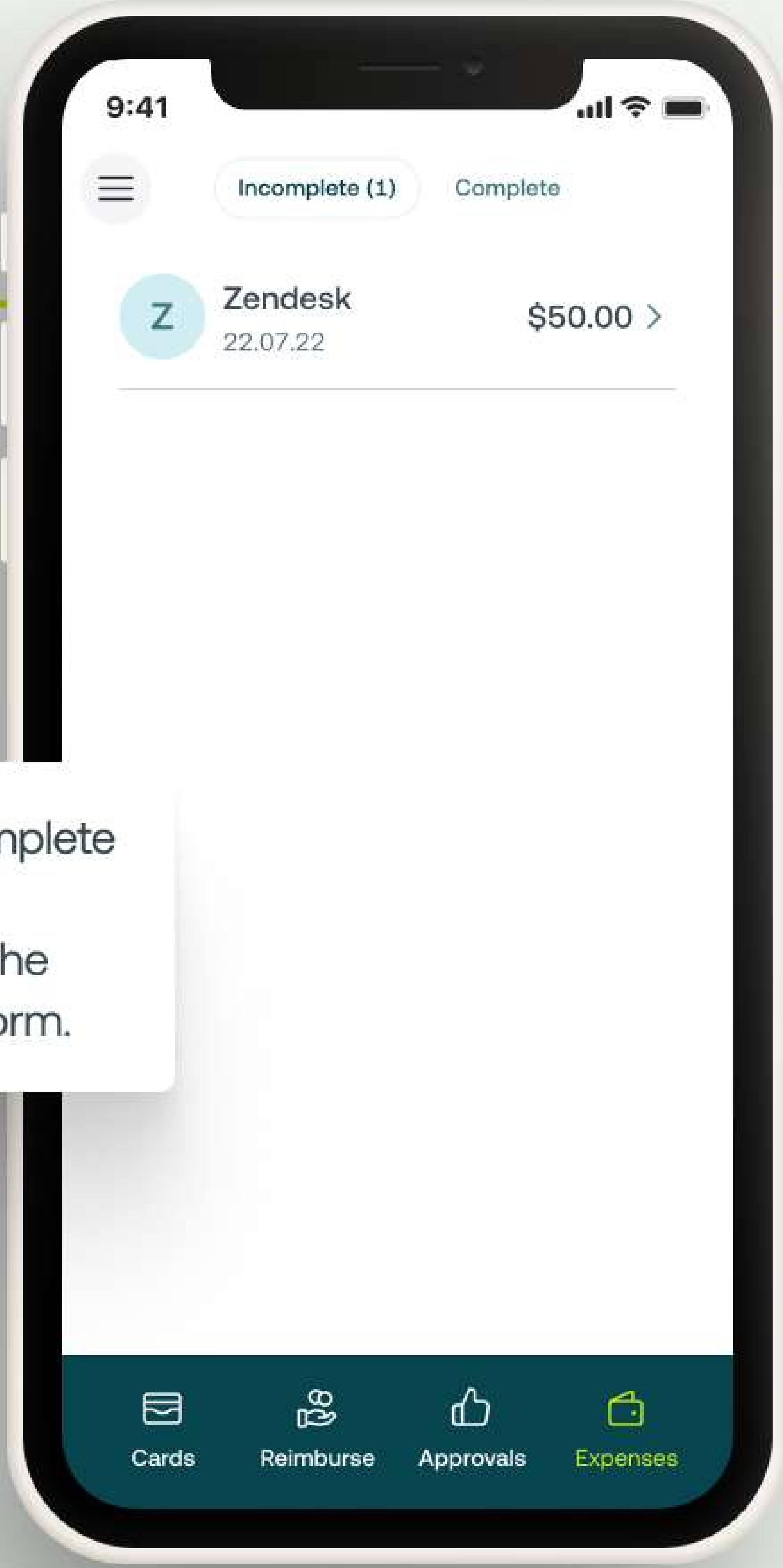
Step 2: Copy your card details by tapping the copy icons.

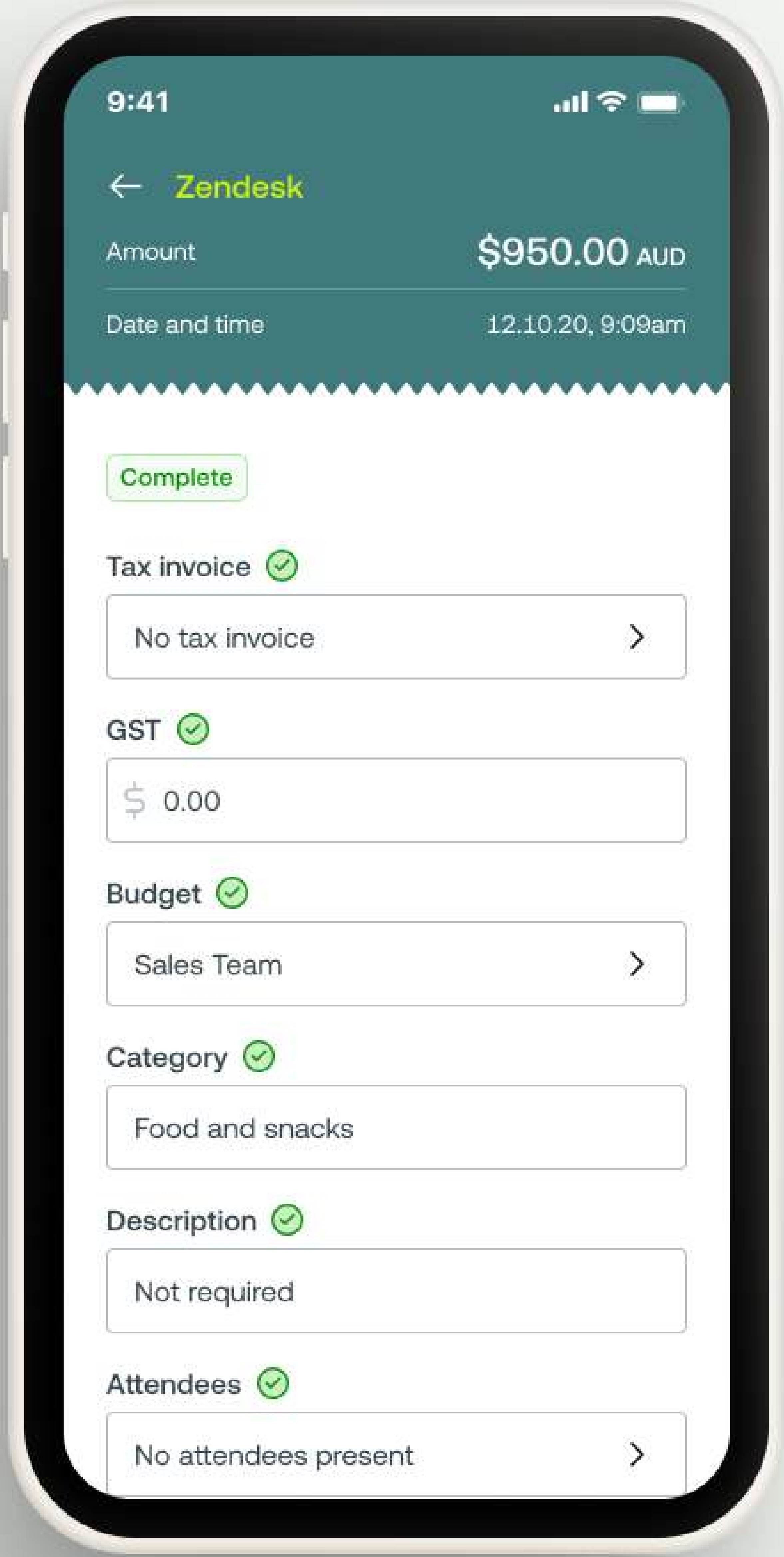
14

How to complete an expense on mobile

The days of crumpled paper receipts are over. With Weel, you can capture receipts in real time, adding any missing details.

Tip: Tap the incomplete expense and fill required fields in the expense details form.





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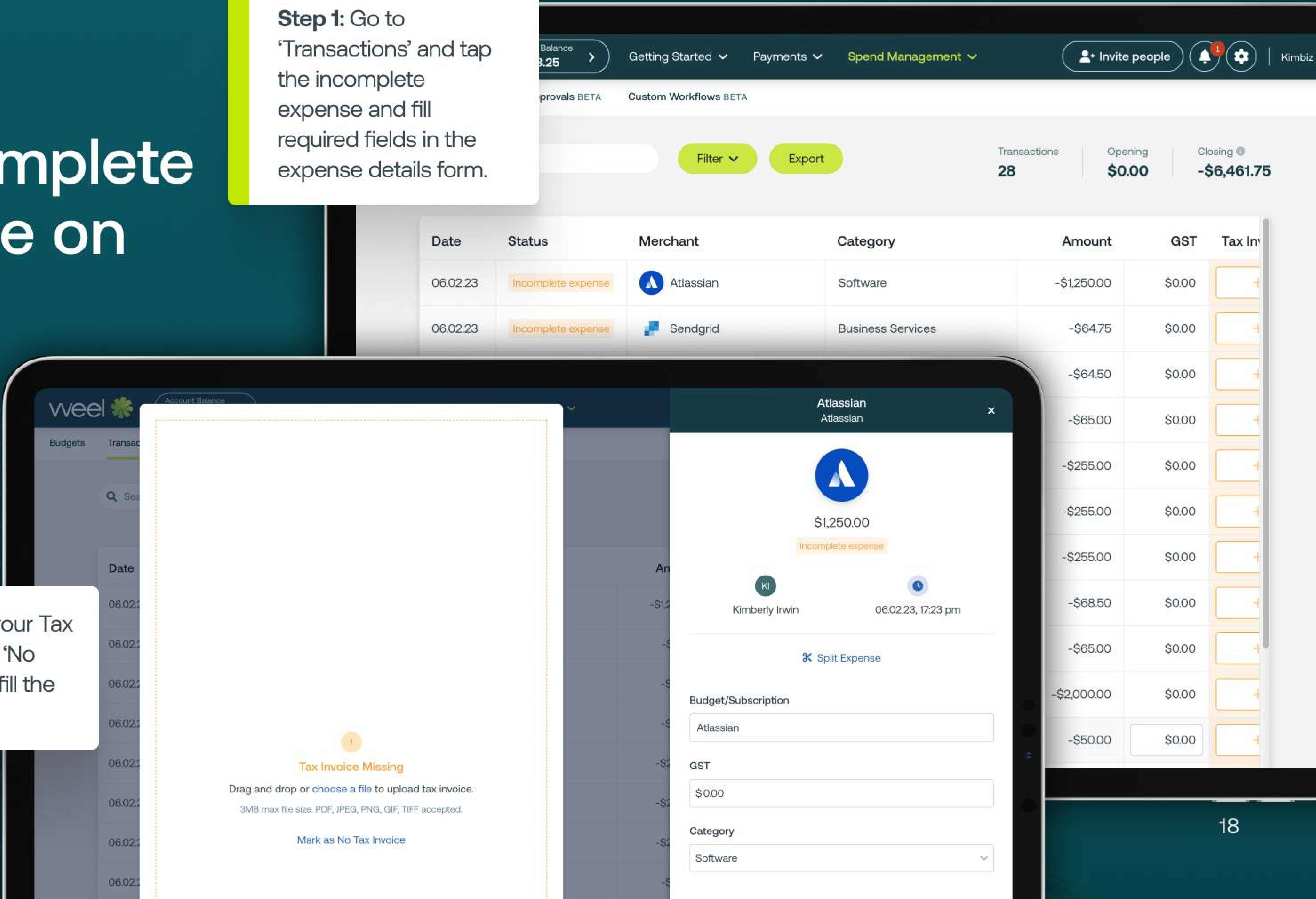
How to complete an expense on desktop

You can also complete an expense on our web platform by uploading your invoice directly via the 'Transaction table'.

Step 1: Go to 'Transactions' and tap the incomplete expense and fill required fields in the expense details form.

Step 2: Upload your Tax Invoice or select 'No Tax invoice' and fill the required fields



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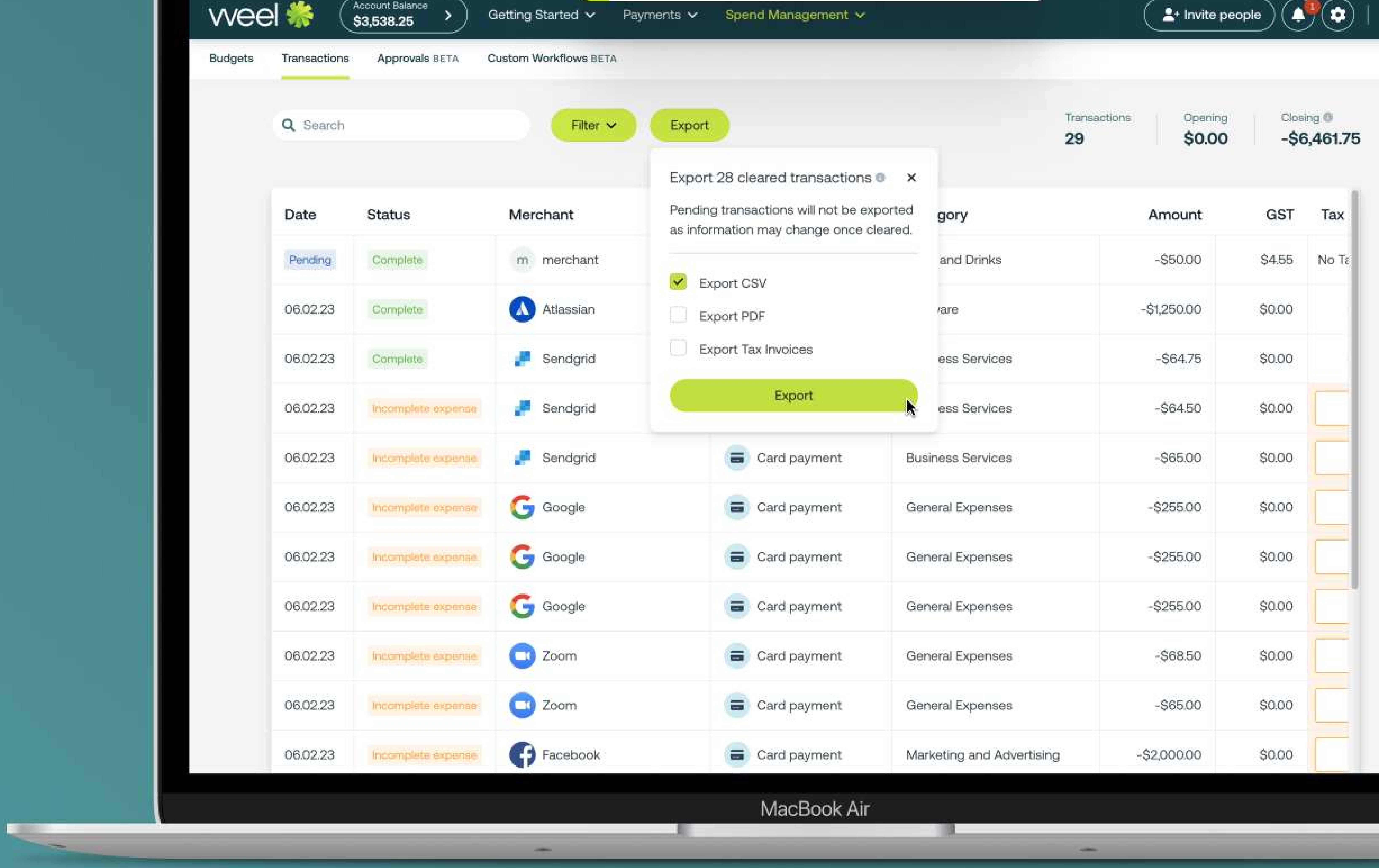
How to export transactions into a CSV file

FOR ADMINS

The ability to extract and build external reports and GL import journals at your fingertips

Step 1: Open Transactions and click 'Export'. Select 'Export CSV' and 'Export'.



Pro tip: If you would like your CSV export to contain a subset of your transactions, you can Filter the transaction table before exporting.

17

How to approve requests for increased card limits

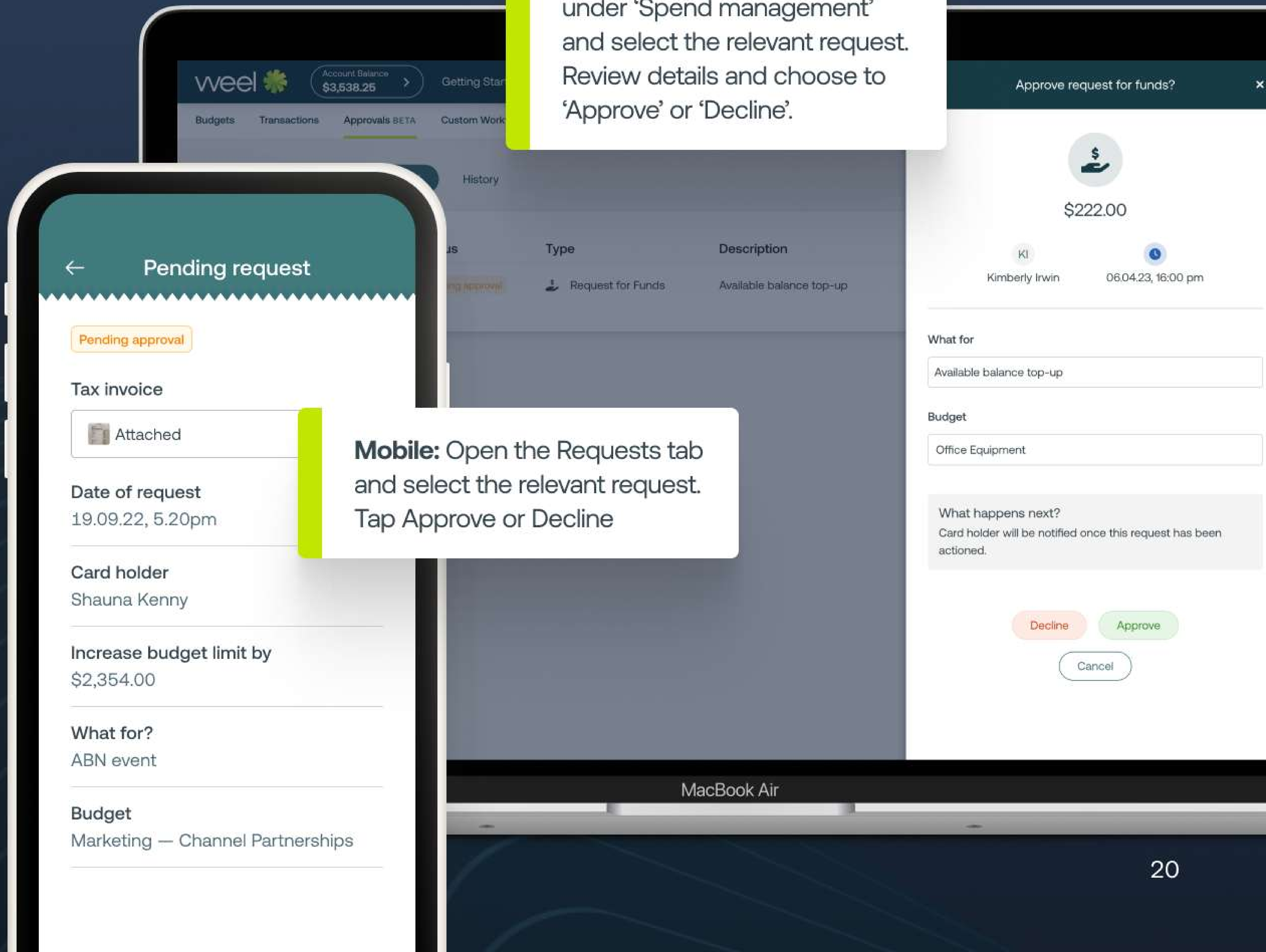
FOR ADMINS

You can easily manage requests via the Weel desktop app as well as the mobile app.

Pro tip: Team members are notified by email and push notification (and can review in their 'Request' tab) whether their request has been approved.

Desktop: Go to 'Approvals' under 'Spend management' and select the relevant request. Review details and choose to 'Approve' or 'Decline'.

Mobile: Open the Requests tab and select the relevant request. Tap Approve or Decline



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Need more help?

Learn, implement and get help with Weel.

Help centre

Learn how to implement, use and get help with Weel.

Go to help centre →

Online training courses

Complete an online training course and become a Weel expert.

Complete online training →

Contact support

Talk to the Weel support team and get help when you need it.

Contact support →

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Visit letsweel.com to find out more