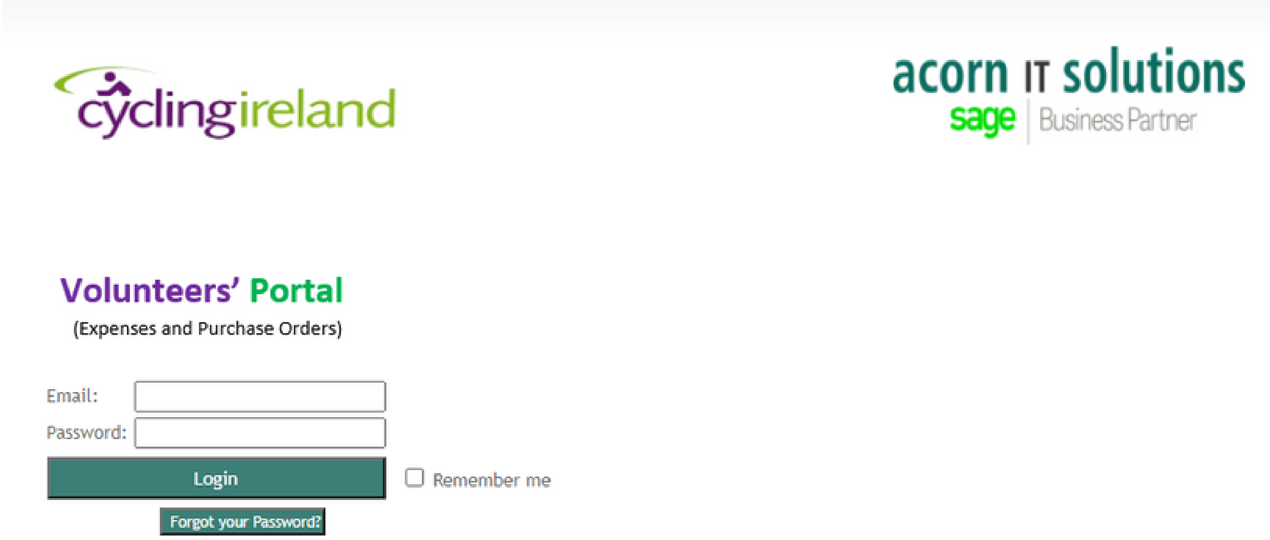
cyclingireland

Webpos User Manual

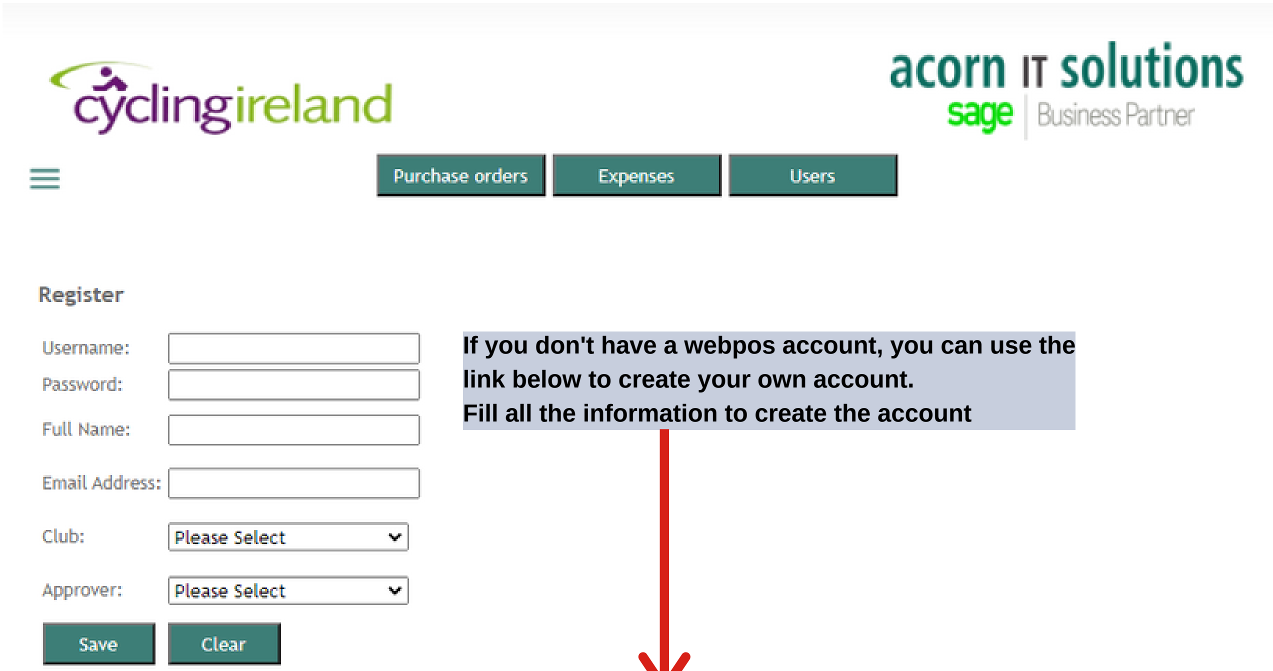
Login Page Webpos



http://sageportal.cyclingireland.ie/

Link access webpos

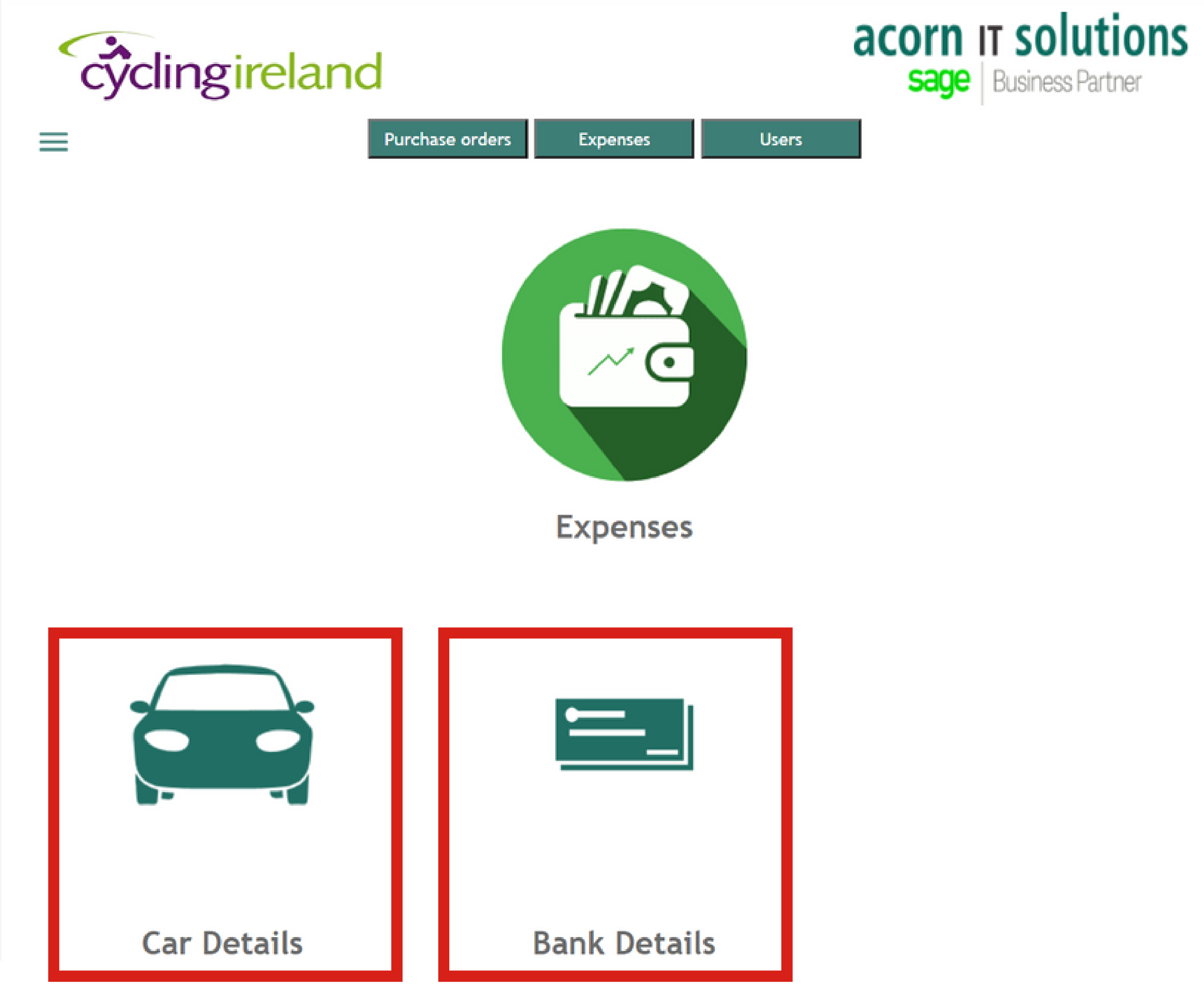
Sign Up Page Webpos



If you don't have a webpos account, you can use the link below to create your own account.
Fill all the information to create the account

http://sageportal.cyclingireland.ie/SignUp.aspx

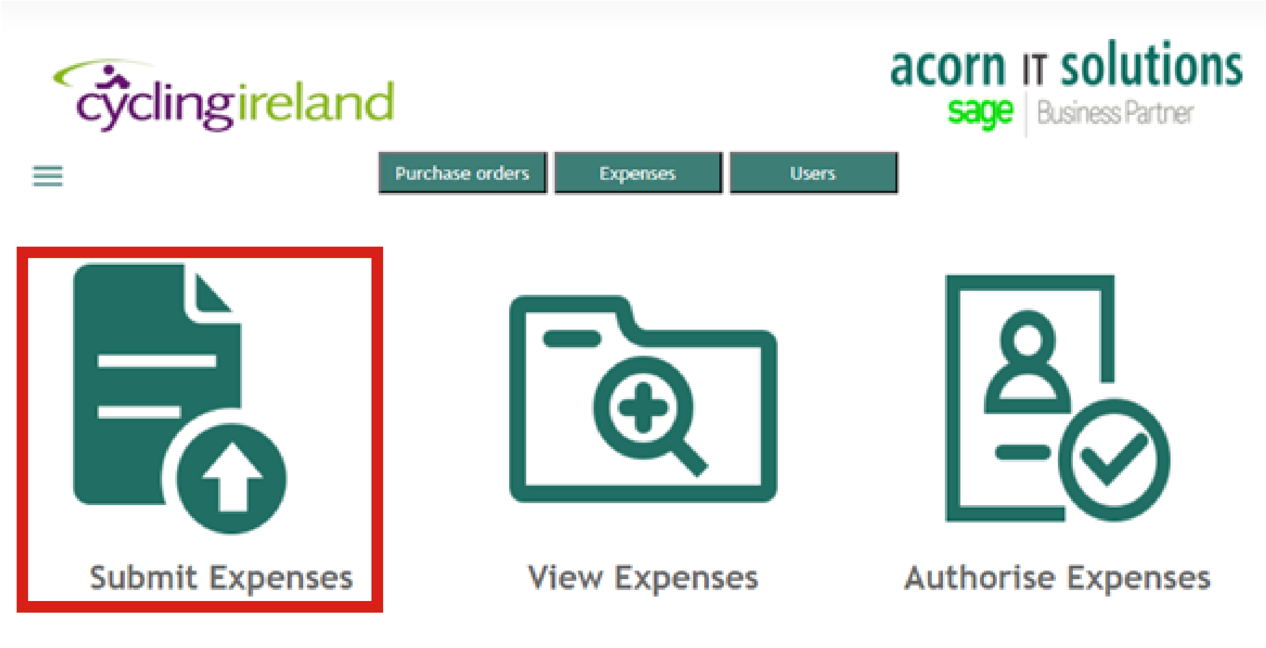
1º Step add car and bank details

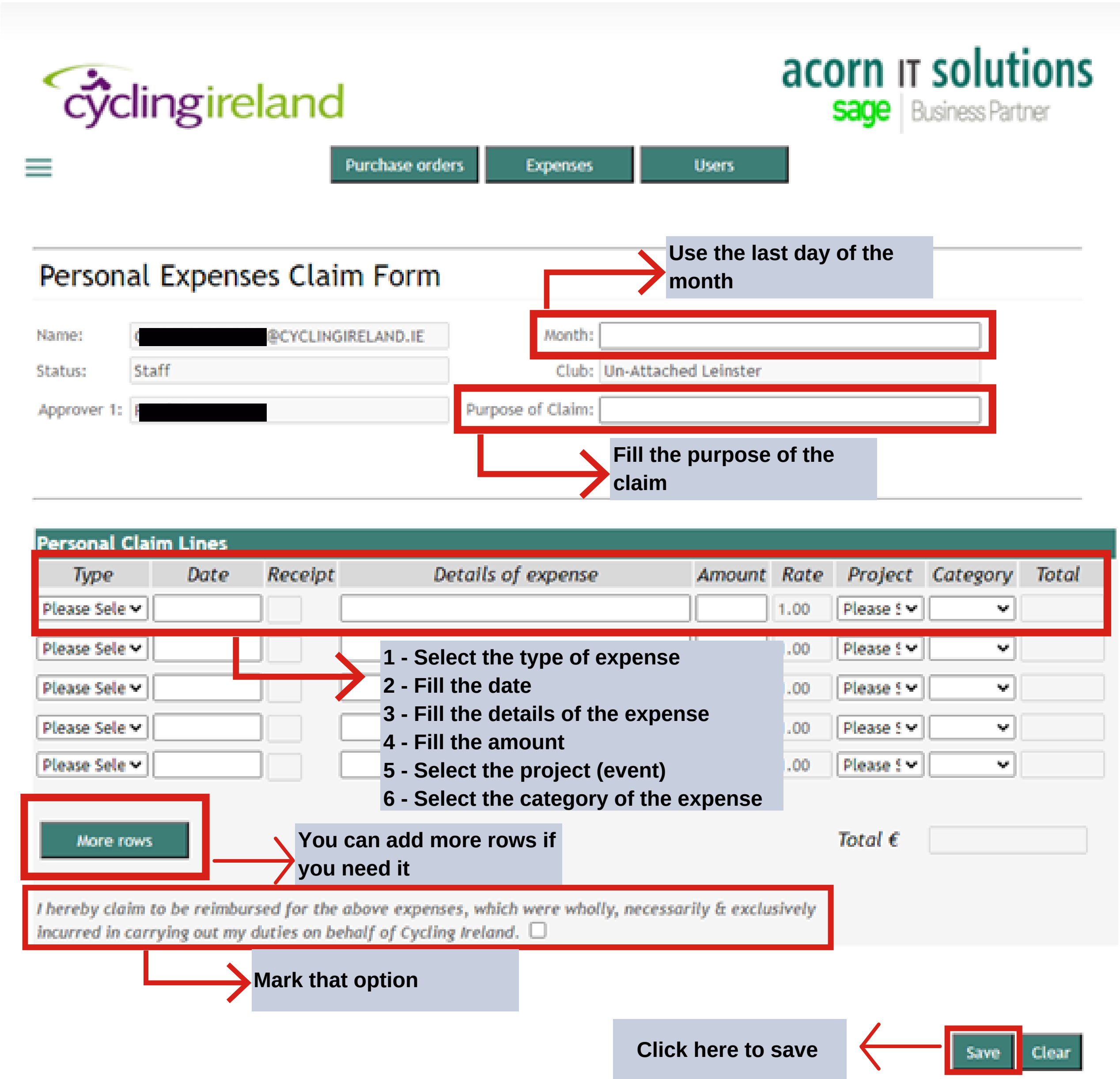


Add your car details, so the system can calculate your rate when you claim mileage

Add your bank details, if you haven't sent it already.

2º Step Submit Expenses





Submit Expenses

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acorn IT solutions
sage | Business Partner

Purchase orders | Expenses | Users

Personal Expenses Claim Form

Name: [redacted]
Status: Volunteer
Approver 1: [redacted]
Month: 28-Feb-2021
Club: [redacted]
Purpose of Claim: Monthly Debit Card Use

Personal Claim Lines

Type	Date	Receipt	Details of expense	Amount	Rate	Project	Category	Total
Sundry	08/02/2021	1	Office 365	53.48	1	[redacted]	[redacted]	53.48
Sundry	10/03/2021	2	Individual Hand Sanitizers x 40	19.2	1	[redacted]	[redacted]	19.20

More rows

Total £ 72.68

I hereby claim to be reimbursed for the above expenses, which were wholly, necessarily & exclusively incurred in carrying out my duties on behalf of Cycling Ireland.

File Uploader
You have 2 Receipts left to upload.
Choose File No file chosen
Upload
Refresh Upl...

Choose the file in your laptop or cell phone

After choose the file, Upload it

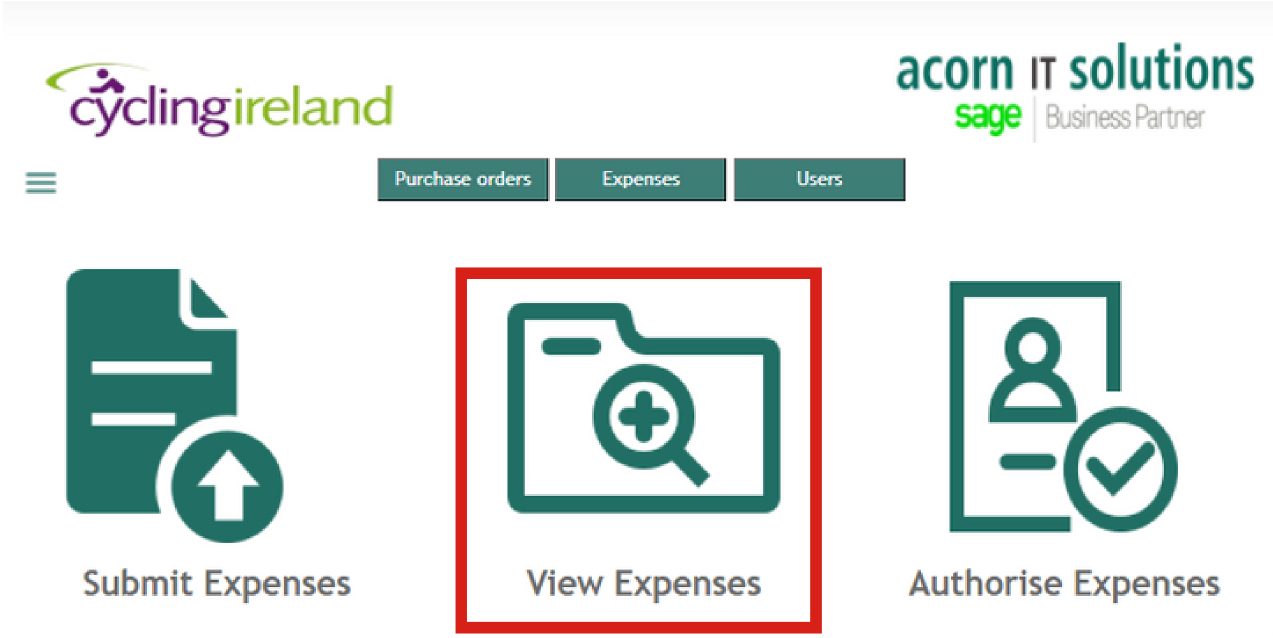
Expenses menu | Submit & finish

Submit and Finish

After you Save in the last menu, you have to follow the steps in the following order:
1 - Choose the file in your laptop or cell phone (you can open webpos using your mobile phone and upload photos of the receipts)
2 - After Choose, Upload it
3 - Submit & Finish, then the claim will be send to the approver review it and authorize it.

Note:
When you have too many rows to fill, rename the receipts following the same order you filled in the rows, that way the visual keeps clean

View Expenses



View Expenses

View Expenses Forms

Open	Reference	Date	OrderValue	Description	Status
	103	30-Jun-2020	0.50	test	Approved
	191	30/11/2020	10.00	Test 2	Draft

Click in the folder to see the expenses

When the status is Draft, you can open it and amend it