



XLEDGER TRAINING MANUAL

FOR STAFF

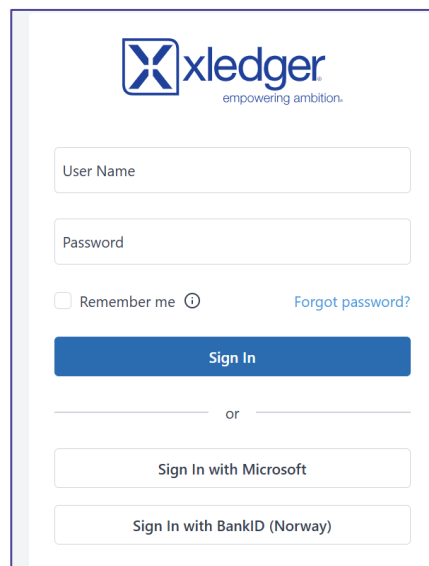
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LOG IN AND SET UP XLEDGER

HOW TO LOG IN TO XLEDGER'S WEBSITE

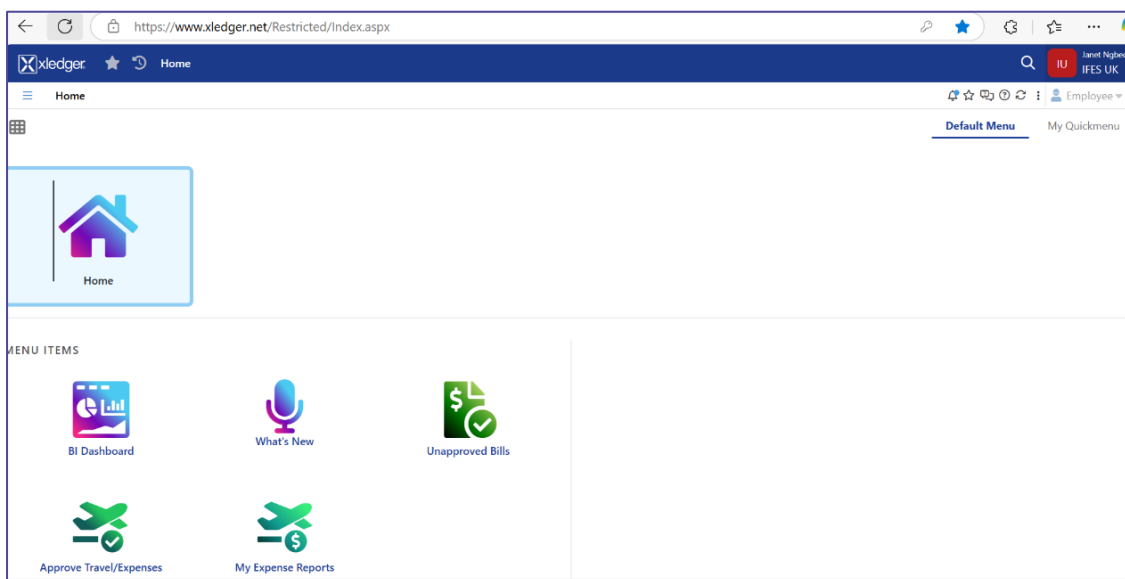
1. **Go to the Xledger website:**
Open this link: <https://www.xledger.net/>
2. **Sign in with your email and password:**
 - **Username:** Enter your email address that you registered with IFES
 - **Password:** Enter your password (either the initial password you received in the Xledger login email or the one you changed it to)
 - If you've forgotten your password, click the "Forgot Password" link on the login screen.



3. **Click "Sign In."**
4. **Enter the Two-Factor Authentication Code:**
 - After clicking "Sign In," you will get an email with a special code.
 - Open your email, find the code, and enter it into the box. Then click **Submit**.

IFES staff can also sign in using their **ifeworld** account access by choosing **Sign In with Microsoft** on the login page.

5. **Change Your Password (First Time Only):**
After logging in for the first time, you must change your password. See below for instructions.

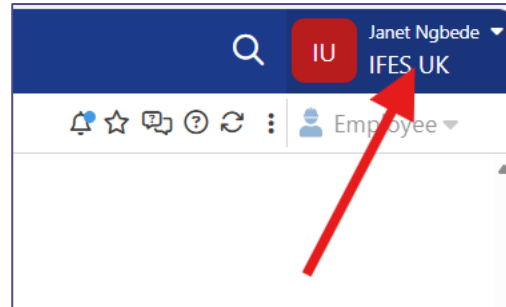


IF YOU HAVE PROBLEMS LOGGING IN

- If you can't log in, email finance@ifesworld.org for help.

HOW TO CHANGE YOUR XLEDGER PASSWORD

- Click **your name** at the top right corner of the screen.
- From the list that appears, click **My Settings**.
- Click **Change Password** to change your password.

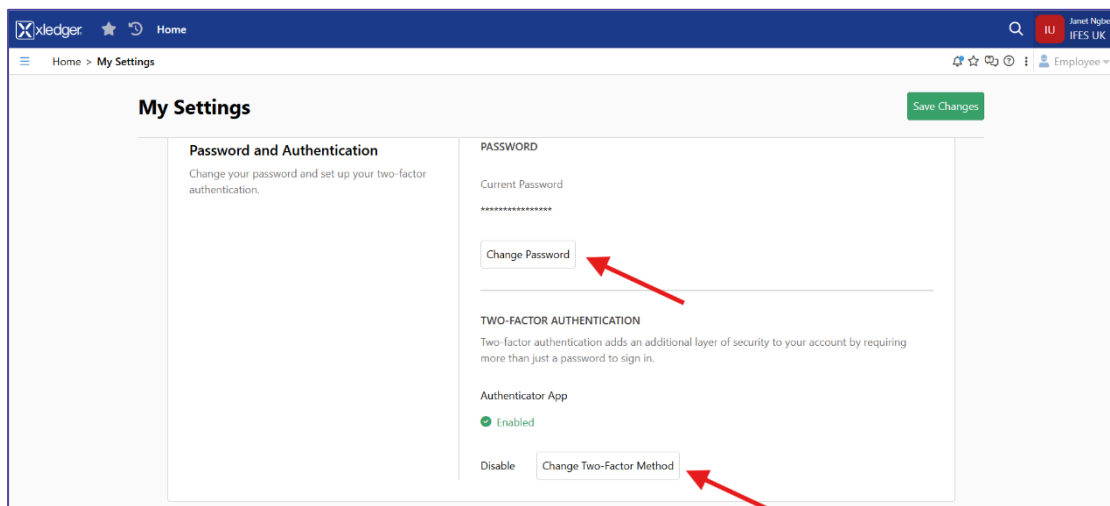


HOW TO CHANGE TWO-FACTOR AUTHENTICATION METHOD

You can choose to change your authentication method, but once you change it, you can't go back to email authentication.

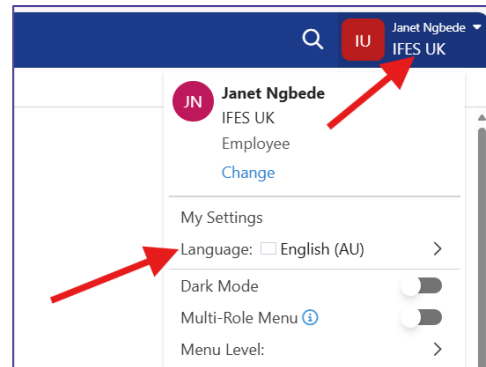
1. Go to **My Settings** (see password change section above).
2. Click on **Set Up Two-factor Authentication**.
3. Choose the method you want to use (SMS, Authenticator App or both).
4. Click **Next** and complete the required information.
5. Click **Enable** to activate your chosen method.

TRANSLATIONS INTO SPANISH AND FRENCH



The Xledger menu items are currently available in English and Spanish; we hope to have them available in French at a later stage. (To translate Xledger menu items):

1. Click on the box with your name at the top right.
2. From the list, click **Language** and choose **Spanish** (or **French**).
3. A pop-up will appear. Click **Reload page**.
4. The menu will change to the selected language.



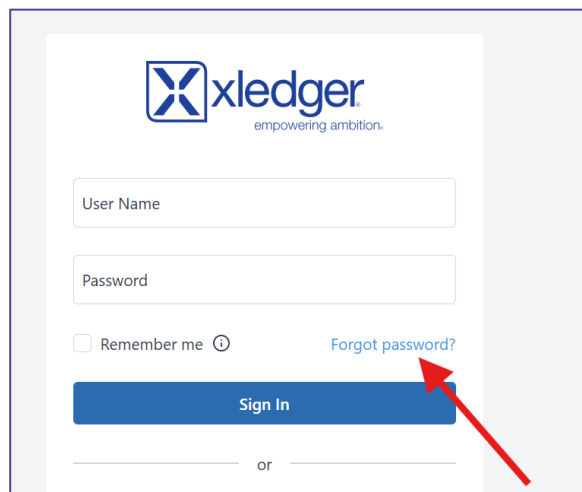
You won't need to change the language again. It will stay the same for future logins.

WHAT TO DO IF YOU FORGET YOUR PASSWORD OR HAVE FAILED LOGIN ATTEMPTS

If you have up to five failed login attempts, use the **Forgot Password** link on the login page to reset your password.

1. Click **Forgot Password?**
2. Enter your login email address and follow the instructions.

You will receive a new password by email. Use it to log in as soon as possible, as it will expire in 24 hours. Once logged in, you will be asked to change the password to one of your choice.



If your account gets locked: Xledger locks accounts after 10 failed login attempts. If this happens, contact finance@ifesworld.org to unlock your account. The finance team will respond within two working days.

EXPENSE CLAIMS

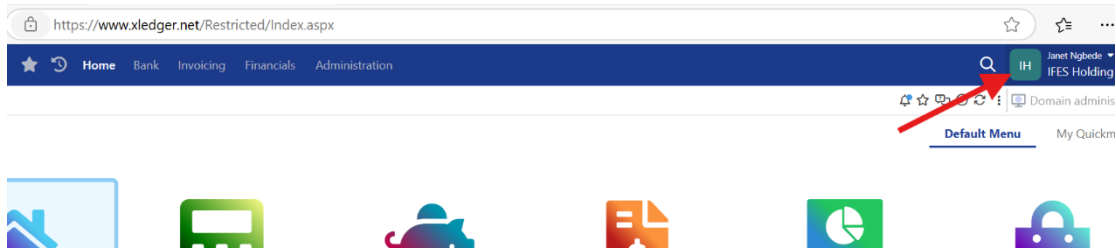
HOW TO SUBMIT AND APPROVE EXPENSE CLAIMS IN XLEDGER

STEP 1: LOG IN TO XLEDGER

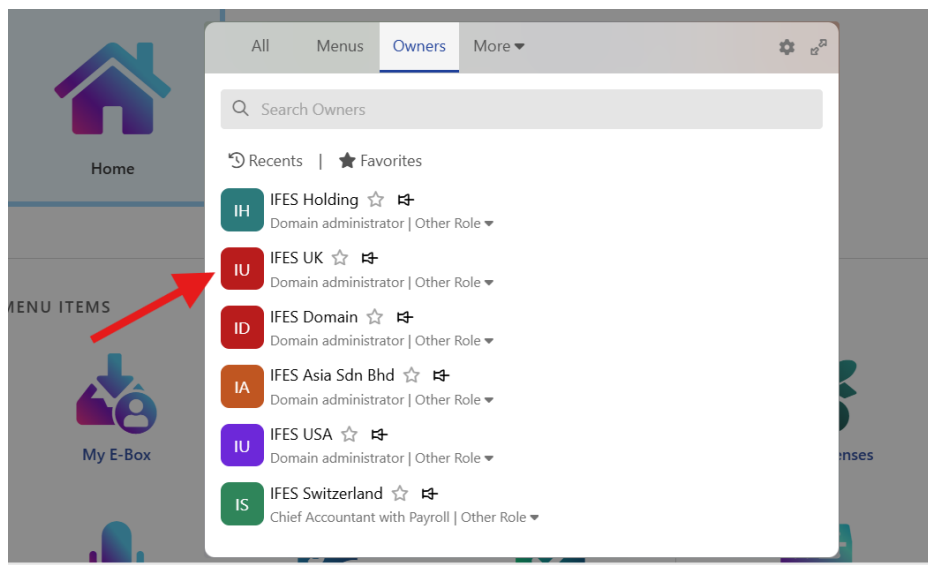
- Go to the Xledger login page and sign in with your credentials.

STEP 2: CHANGE TO THE CORRECT ENTITY

- Click on the **IH tab** at the top right (next to your name).

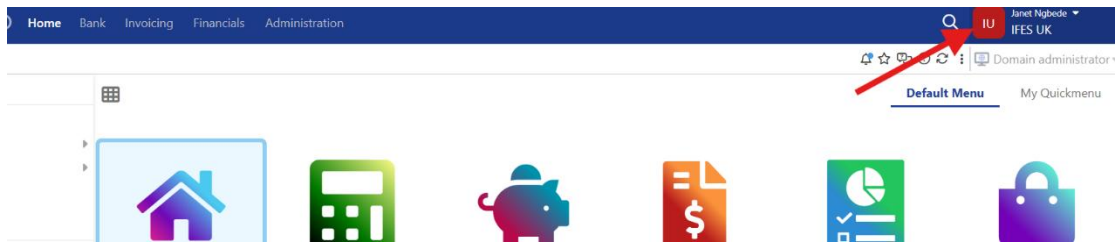


- A pop-up box will appear—select the correct entity:
 - IFES UK staff** → Choose **IFES UK**
 - IFES Asia staff** → Choose **IFES Asia Sdn Bhd**



STEP 3: CONFIRM YOUR ACCESS

- Your access will reload into the selected entity. You are now logged into the correct entity to submit or approve an expense claim.



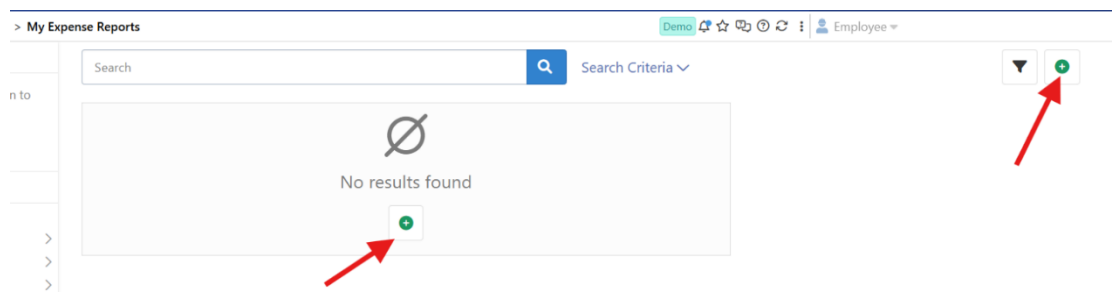
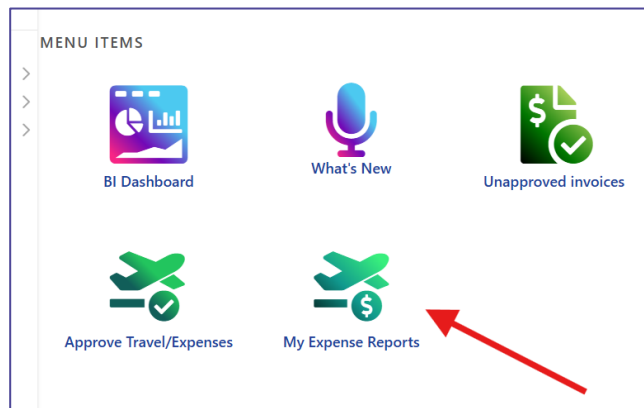
STEP 4: NO NEED TO REPEAT THIS STEP IN FUTURE LOGINS

- Once you select the correct entity for the first time, Xledger will remember it, so you won't need to change it again when logging in next time.

That's it! Now you can submit and approve expense claims in the correct entity.

SUBMITTING AN EXPENSE CLAIM

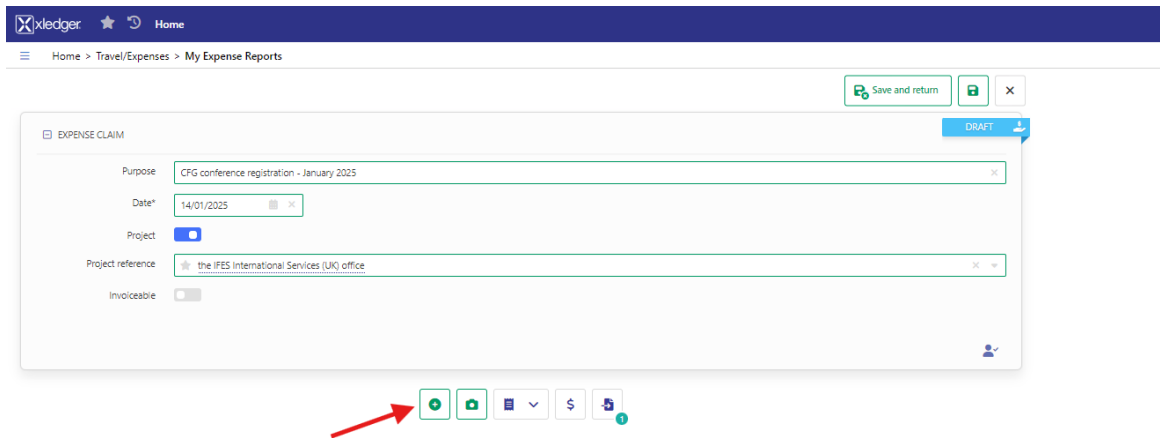
1. **Log in to Xledger**
2. Click on the **My Expense Reports** icon on the home screen.
3. On the **My Expense Reports** page, click on the green **plus icon** to add a new fund request.



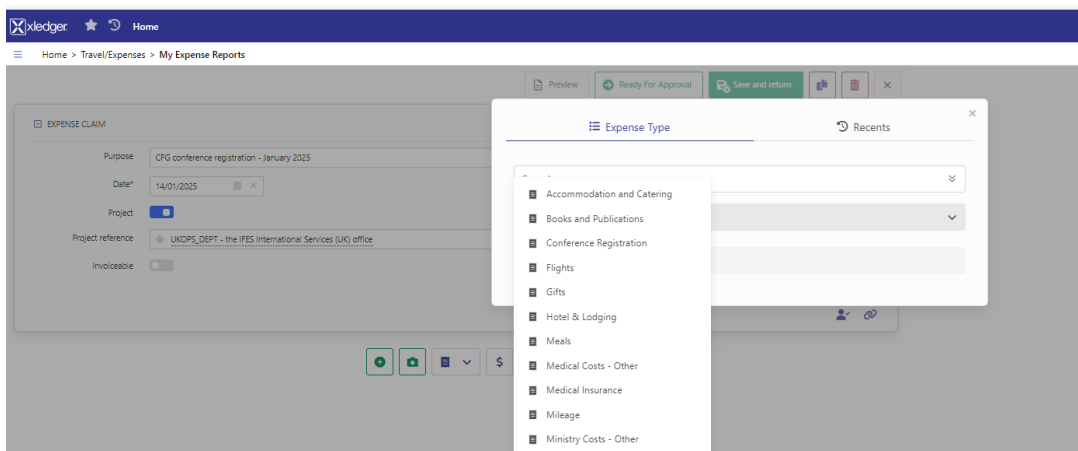
4. **Complete the form:**

- **Purpose:** Add a description of the expense and period it covers.
- **Date:** Enter the date of your request.
- **Project:** Turn on the "Project" option (the circle should turn blue) to select a project reference.
- **Project reference:** Choose the fund code you are requesting from.
- **Invoiceable:** You **do not** need to click or use the **Invoiceable** button. It does **not** affect your expense claim in any way.

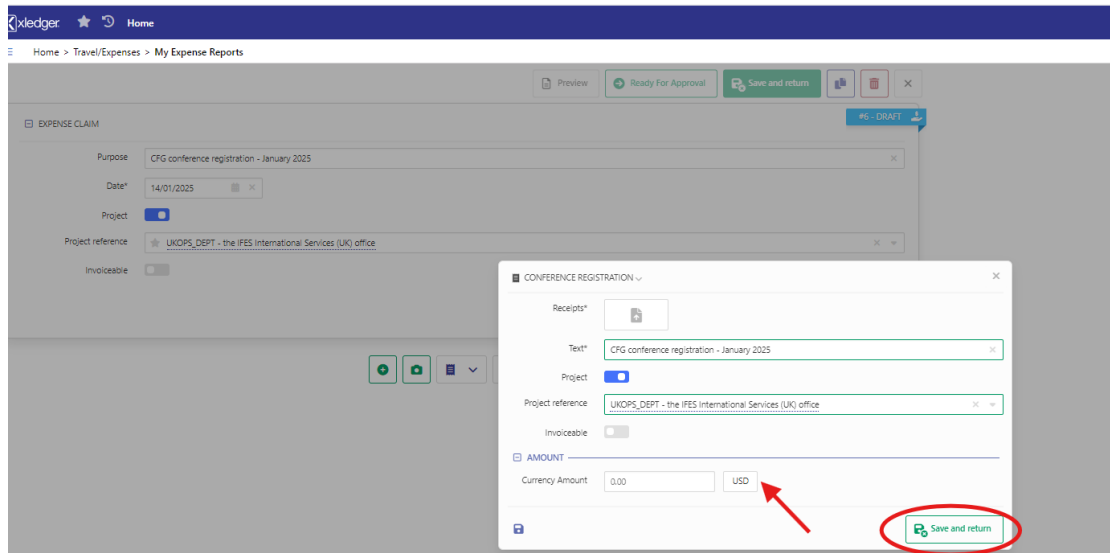
5. Click on the plus (+) sign to add another expense line. Then click on **Expenses**.



6. From the dropdown list, choose the **expense type** that matches your claim.



- Complete the pop-up box form:
- Click on the **Receipts** icon to attach the receipt or supporting document for the expense.
- **Text:** Enter the description
- **Currency Amount:** check the currency and change it if necessary, then enter the claim amount.



7. Click **Save and Return** when done.

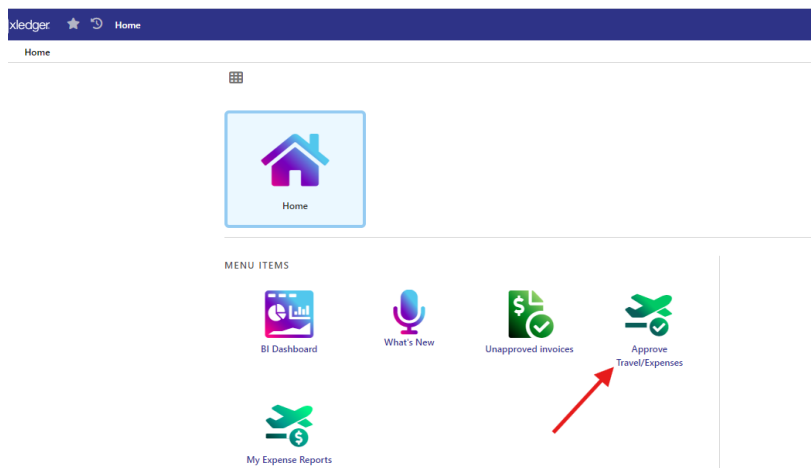
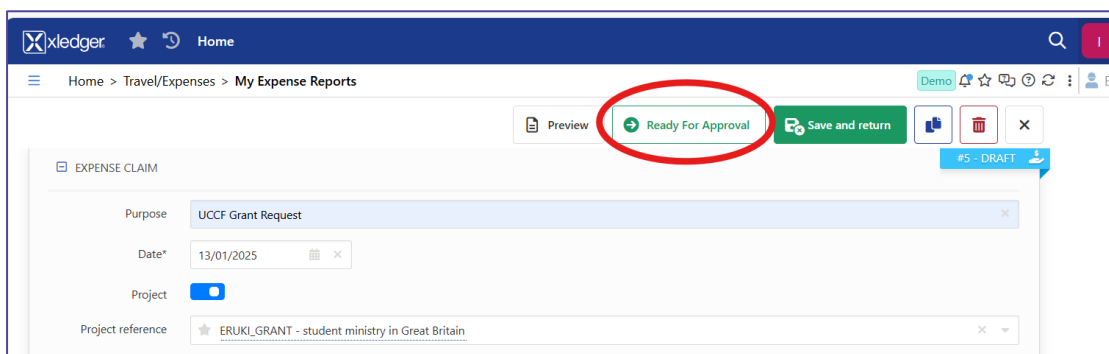
Click the **plus (+) sign** to add another expense line if needed and complete the required details. Use additional lines for different receipts, expense types, or fund codes.

You can add expenses throughout the month instead of waiting until the end. This helps prevent lost receipts and missing documents.

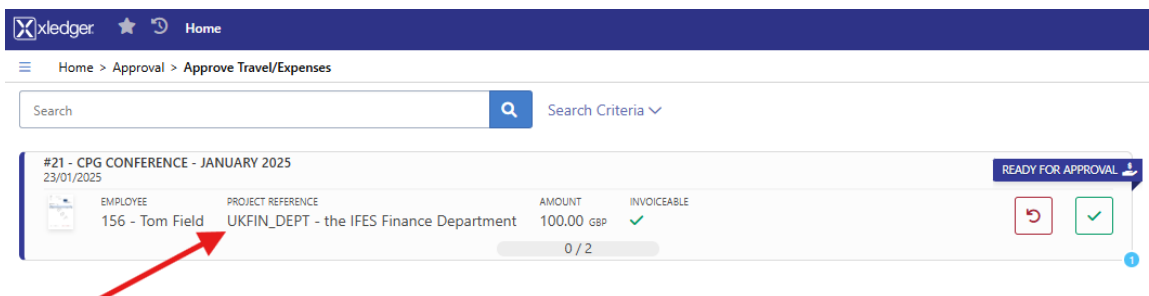
8. When finished, click **Ready for Approval** to send the expense claim to your manager.

APPROVING OR REJECTING AN EXPENSE CLAIM

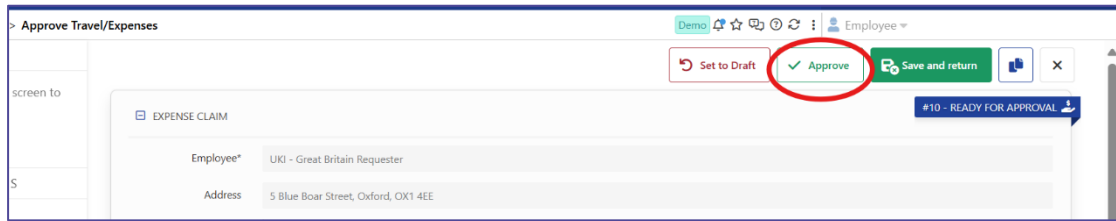
1. **Managers will receive an email** when a claim needs approval. Click the link in the email to approve the claim.
Please note, Xledger sends out system notifications three times a day, so if an urgent expense claim has been submitted, the requester should notify the approver at the time they submit the request. The approver can then login to Xledger to approve the request without having to wait for the notification.
2. Alternatively, **log in to Xledger** and click on the **Approve Travel/Expenses** icon on the home page to see the expense claim.



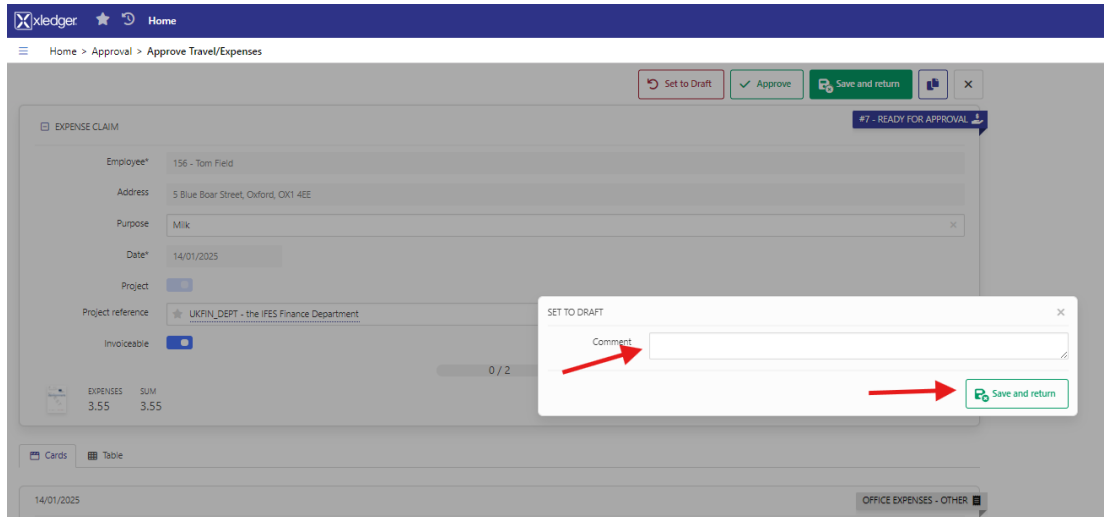
3. Click on the claim to review it.



- To approve, click the **Approve** button at the top.



- If you need to **reject** the request, click the **Set to Draft** button.
 - A pop-up will appear.
 - Enter the reason for rejection in the **Comment** field, then click **Save and Return**.
 - This will send the request back to the requester.



OTHER FUND REQUESTS, ACCOUNTS, AND PAYMENTS

HOW TO REQUEST AND APPROVE AN INVOICE PAYMENT

- Email the Invoice**
 - Send the invoice to invoices@ifesworld.org and include the **fund code** for payment.
 - IFES Finance will upload it to Xledger.
- Approval Process**
 - The **fund requester** receives an email to approve the invoice (first approver).
 - The **fund approver** will then receive an email to approve the invoice.
 - Finance will process the payment.

PAYMENTS TO ANOTHER BANK ACCOUNT

1. Email invoices@ifesworld.org with:
 - **Fund code**
 - **Beneficiary details** (name, bank info if new)
 - **Purpose of payment**
 - **Supporting documents**
2. The **fund requester** and **fund approver** must approve before Finance processes the payment.

MAKING AN INTER-FUND REQUEST

1. **Download the Interfund Request Form:**
 - Click [here](#) to download the form.
 - After downloading, click **Save As** to save it to your device.
2. **Complete the Interfund Transfer Request Form.**
 - Please include:
 1. The fund you are transferring **from** and **to**.
 2. The amount and purpose of the transfer.
 3. Supporting documents (optional).
 - The form must be signed by both the fund requester and fund approver.
 - Email the completed form to invoices@ifesworld.org.
3. **Finance will process the transfer** once they receive the request

HOW TO SUBMIT CREDIT CARD RETURNS IN XLEDGER

There are **two ways** to submit your credit card receipts:

OPTION 1: UPLOAD RECEIPTS ON-THE-GO (RECOMMENDED)

- Upload receipts **immediately** after making a transaction using the **Xledger app** or web browser.
- This helps prevent lost receipts.

OPTION 2: UPLOAD MONTHLY

- Collect all receipts and upload them **from the second working day of the following month**.

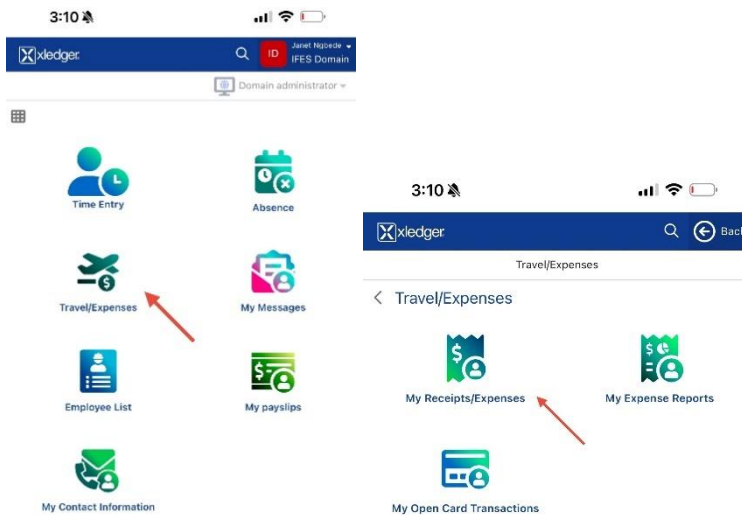
HOW TO UPLOAD RECEIPTS USING THE XLEDGER APP

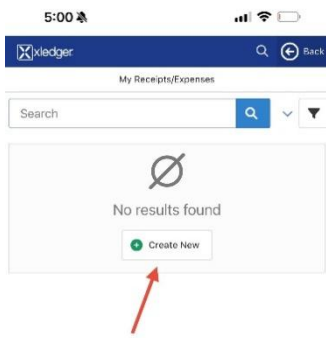
STEP 1: UPLOAD RECEIPTS ON-THE-GO (RECOMMENDED)

1. **Download the Xledger app** from the Play Store or App Store.



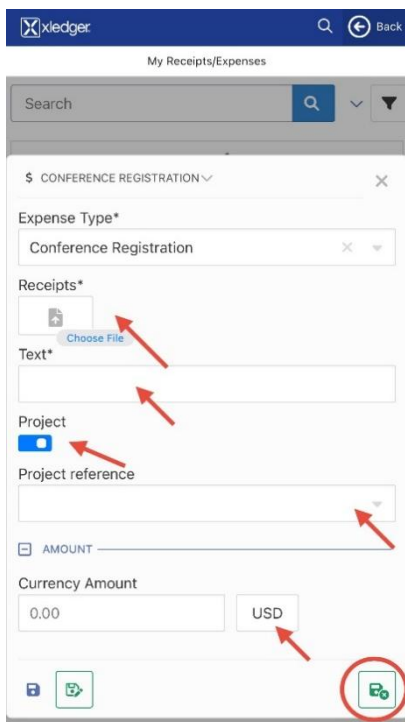
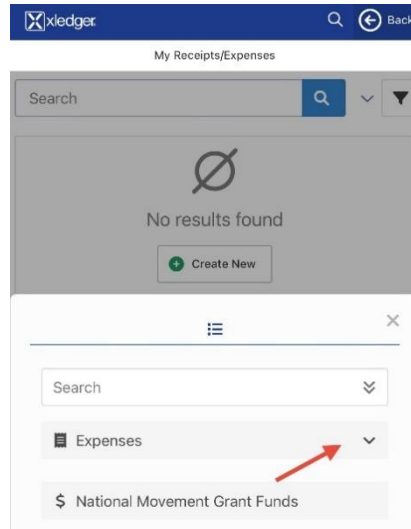
2. **Log in** using your Xledger username, password, and authentication code.
3. On the **home screen**, tap the **Travel/Expenses** icon.
4. Click on **My Receipt/Expenses**.





5. Tap the **green plus (+) sign** to upload a receipt.

6. In the pop-up box, select **Expenses**, then choose the correct **expense type** from the dropdown list.



7. Attach the receipt or take a photo using your phone.
 8. Fill in the required details.
 9. Click Save and Return.

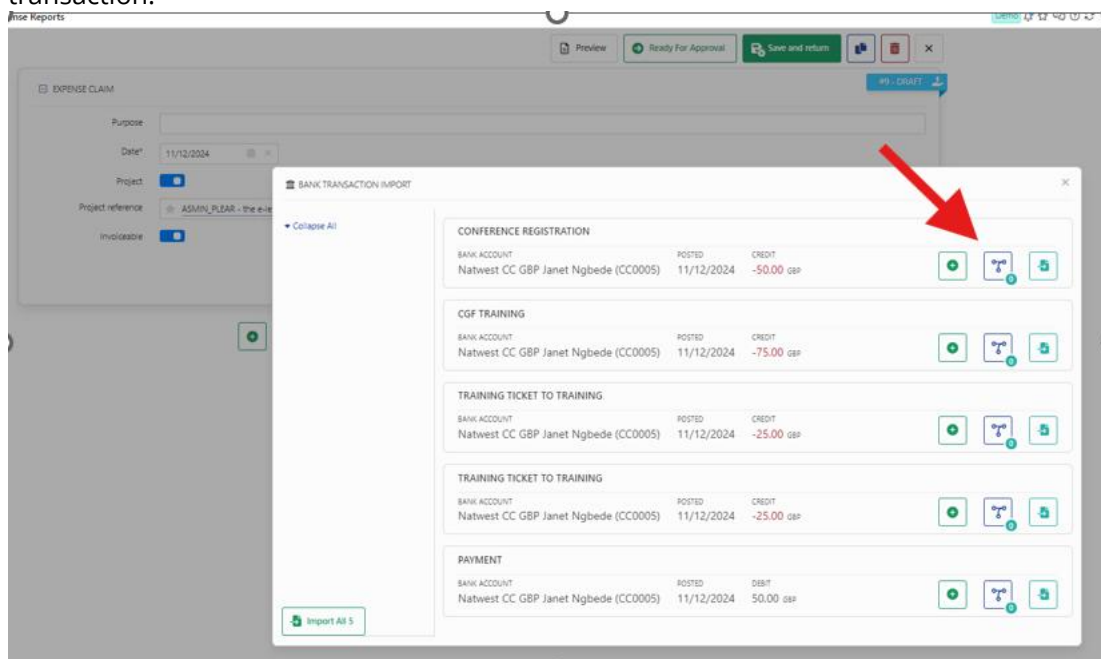
STEP 2: LINK RECEIPTS TO CREDIT CARD TRANSACTIONS

(To be done after finance has entered transactions in Xledger, starting the second working day of the new month)

1. **Log in** to Xledger.
2. Click on **My Expense Report**.
3. Open the **Bank Transaction Import** list.



4. On the **bank transaction import** screen, click the **link icon** next to each transaction.



5. Select the matching receipt from your stored receipts.
6. Click **Save and Return**.
7. Repeat for all credit card transactions.
8. Click **Ready for Approval** to submit for manager/fund approver approval.

Done! Your credit card return is now submitted.

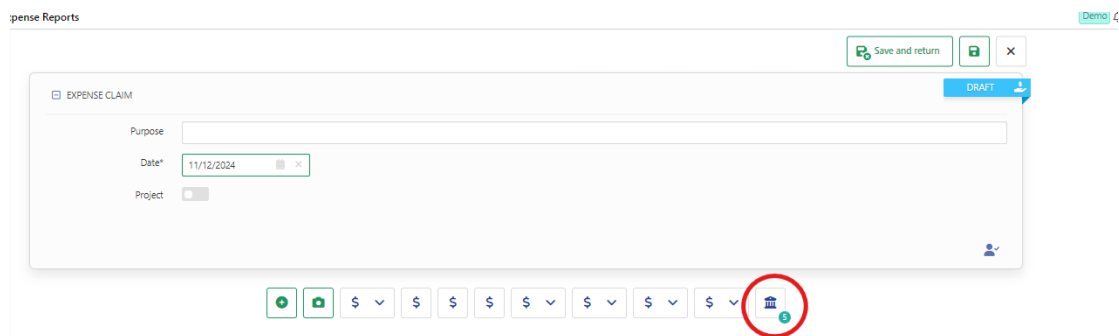
HOW TO UPLOAD CREDIT CARD PAYMENT RECEIPTS FOR THE MONTH ALL AT ONCE

1. Wait for Transactions to Be Entered

- By the **second working day of the month**, finance will enter all credit card transactions from the **previous month's statement cycle (up to the 28th)**.

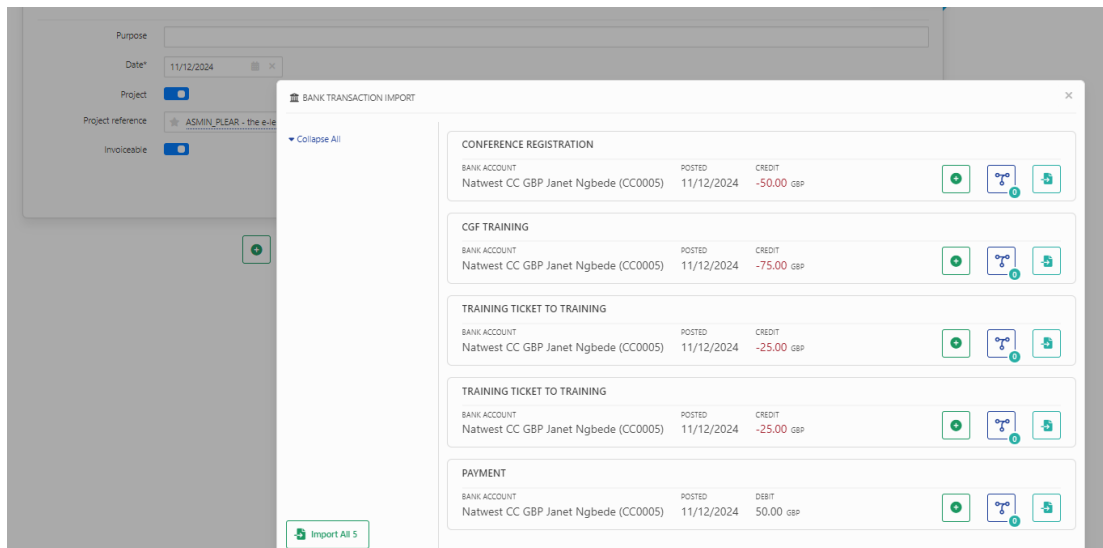
2. Access Your Credit Card Transactions

- Log in to **Xledger**.
- Click on **My Expense Report** on the dashboard.
- Click the **plus (+) sign** to start a new expense report.



3. Attach Receipts to Transactions

- Click on the **bank icon** to view your credit card transactions in the **Bank Transaction Import** pop-up screen.



- Select each transaction and **complete the required fields**.
- **Attach the receipt or supporting document** for each transaction.

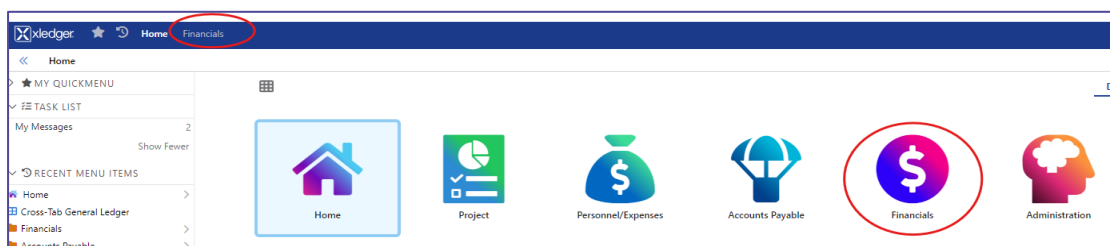
4. Save and Submit

- Click **Save and Return** after linking each receipt.
- Repeat for all transactions.
- Click **Ready for Approval** to submit your credit card return for approval.

Done! Your monthly credit card return is now submitted.

HOW TO VIEW REPORTS (FOR BUDGET HOLDERS)

HOW TO VIEW FUND TRANSACTIONS



1. **Click on Financials** on the main page (home screen)
2. **Select General Ledger Transactions (Simple)**
3. **View the Transactions** which will appear as a list on your screen, as shown below.

Account	Company/Person	Cost centre	Project	Posted	TS	##	Amount
52000 - Accommodation and Catering	Key Travel Limited	Advancement	UKADV_DEPT - Global Advancement	09/12/2024	GL	1	600.00
55100 - Bank Charges		Advancement	UKADV_DEPT - Global Advancement	09/12/2024	GL	1	5.00
52000 - Accommodation and Catering		Advancement	UKADV_DEPT - Global Advancement	09/12/2024	GL	2	600.00
							1,285.00

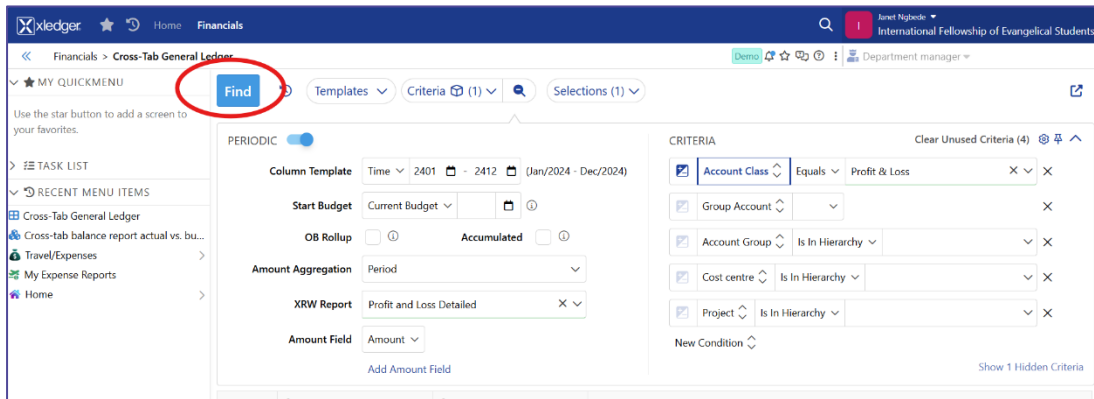
4. If you want to save the transactions, click on the **"Excel"** button in the top right corner to download the transactions as an excel file.

HOW TO VIEW INCOME VS EXPENSE REPORT

1. Login to Xledger; on your home screen choose the **Financials** icon.

2. On the menu that appears, select "Cross-Tab General Ledger."

3. View the default report: You will see a new screen. Click on the blue "Find" button at



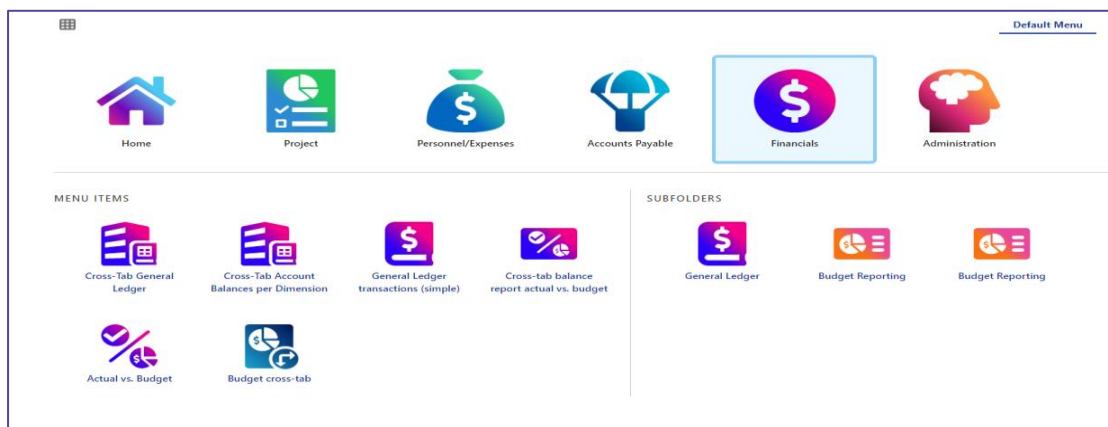
the top to see the report showing income and expenses.

The default report will appear, as seen below.

Find Templates Criteria (1) Selections (1)

Profit and Loss Detailed Account

Profit and Loss Detailed	Nov/2024	Dec/2024	Total
General Expenses	0	0
Sales & Marketing Expenses	1,200	1,200
Other Selling & Administration Expenses	5	5
TOTAL SELLING & ADMINISTRATION EXPENSES	0	1,205	1,205
TOTAL OPERATING EXPENSES	0	1,205	1,205
NET OPERATING INCOME	-0	-1,205	-1,205
Earnings Before Tax (EBT)	-0	-1,205	-1,205



Please note that a bespoke IFES report template will be available for fund holders. This will be called **Income and Expenditure – Actual vs Budget Template** and can be found under the **Templates** tab.

Profit and Loss Detailed	Amount	Budget	Δ	Δ%
☑ Sales & Marketing Expenses	1,200		-1,200	-100.0
☑ 52000 - Accommodation and Catering	1,200		-1,200	-100.0
UKADV_DEPT - Global Advancement	1,200		-1,200	-100.0

HOW TO VIEW OTHER REPORT OPTIONS

View Actual Vs Budget Reports

- To see the actual vs. budget data, click on **Criteria**.
- Under the "Amount Field" section, click on **Add Amount Field** two times.
 - The first click will add **Current Budget**.
 - The second click will add **Deviation** (difference between actual and budget).

The screenshot shows the 'Criteria' configuration window. The 'Find' button is circled in red. The 'Amount Field' section is also circled in red, showing 'Amount' and 'Current Budget' fields, with an 'Add Amount Field' button below them.

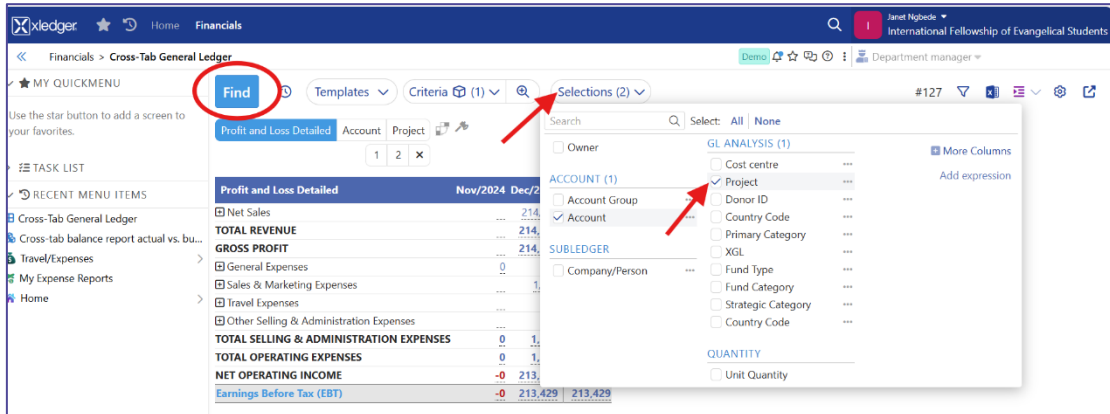
3. Then, click on the **blue "Find"** button. The report will show columns for **Amount**, **Budget**, and **Difference** (the column with the triangle icon).
4. To see more details about each expense line, click the **plus sign** next to the expense line. You can see more details by clicking on the amount.

		YTD-12/2024			
Profit and Loss Detailed	Account	Amount	Budget	Δ	Δ%
<input type="checkbox"/>	General Expenses	0	0	-0	-100.0
<input type="checkbox"/>	Sales & Marketing Expenses	1,200	0	-1,200	-100.0
<input type="checkbox"/>	Other Selling & Administration Expenses	5	0	-5	-100.0
	TOTAL SELLING & ADMINISTRATION EXPENSES	1,205	0	-1,205	-100.0
	TOTAL OPERATING EXPENSES	1,205	0	-1,205	-100.0
	NET OPERATING INCOME	-1,205	0	-1,205	100.0
	Earnings Before Tax (EBT)	-1,205	0	-1,205	100.0

View Reports for Specific Funds

The above report shows data for all the funds you manage. To view a specific fund:

1. Click on **Selections** above the report.
2. In the dropdown menu, tick the **Project** box, then click on **Find**.

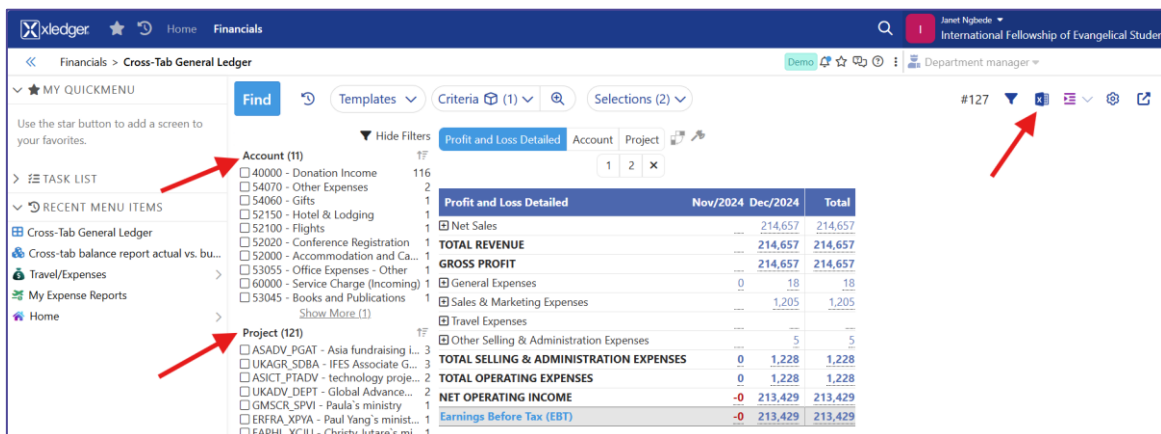


3. Click on the **funnel (filter) icon** at the top right of the screen.



4. A list will appear on the left side showing the projects and accounts for all the funds you manage. Click on the fund code or project you want to view.

Export Reports to Excel



If you want to save the report, click on the **Excel icon** at the top right of the screen.

CONTACTING FINANCE

We are happy to help! If you have any questions, please send an email to finance@ifesworld.org.