

To whom it may concern

# JENJI – EXPENSES APP

CREATE YOUR ACCOUNT  
ADD YOUR BANK ACCOUNT DETAILS  
CREATE YOUR MISSION  
ADD EXPENSES/ALLOWANCES

FOR EVENTS WITH A 'CONVENTION D'ARBITRAGE'

Financial Services of the Fédération Française de Voile and race  
official office

BANQUE  
POPULAIRE 

PARTENAIRE  
OFFICIEL



PARTENAIRE  
FÉDÉRAL

 **FF** Voile

# Create your account

The account is created on the page on a computer

=> <https://app.jenji.io/join/ffvoile>

Connexion link

=> <https://app.jenji.io/expense-request/se>

After create your account in a computer,

JENJI app is available at:

1. Apple Store
2. Google Store

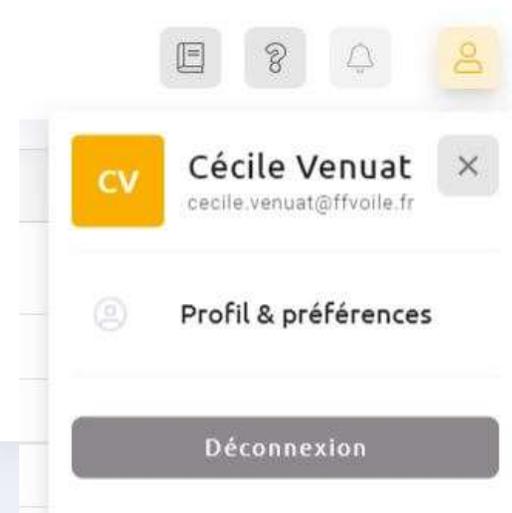
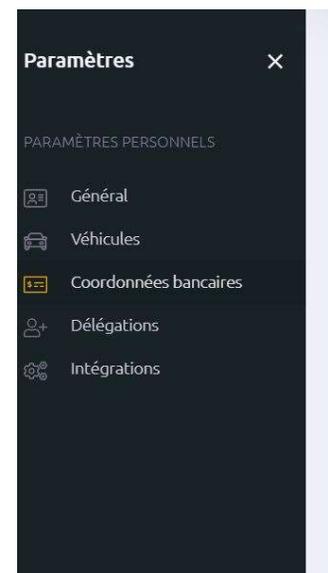
***You will see the FFVoile logo  
on the upper left corner***



## Add your banking details

Your banking details are needed for payment to be made to you.  
You can enter it direct in your own space.

1. Click on your name
2. Click on Profils and préférences
3. Then on the new menu « Coordonnées Bancaires »



# Add your banking details

You will then be able to enter your BIC code and your IBAN

The image shows a mobile application interface. On the left is a dark sidebar menu titled 'Paramètres' with a close button (X). The menu items are: 'PARAMÈTRES PERSONNELS', 'Général', 'Véhicules', 'Coordonnées bancaires' (highlighted), 'Délégations', and 'Intégrations'. On the right is the 'Coordonnées bancaires' form. It has a title 'Coordonnées bancaires' with a bank icon. Below the title is a light blue informational box: 'Renseigner ici votre IBAN permettra à votre entreprise de générer les virements SEPA de vos remboursements.' and 'Vos Coordonnées bancaires sont stockées de manière chiffrée et sécurisée dans un espace dédié à votre entreprise.' Below this are two input fields: 'IBAN' with the placeholder 'XXXXXXXXXXXXXXXXXXXX9670' and 'BIC' with the placeholder 'BNPAFRPPXX'. At the bottom of the form is a red button labeled 'Supprimer les coordonnées bancaires'.

The IBAN for a french bank is of this type: FRXX XXXX XXXX XXXX XXXX XXXX XXX ( 27 characters )

The SWIFT/BIC, which identifies the branch, is of 8 or 11 letters: BNPAFRPP or BNPAFRPPPAR for BNP

# Create a MISSION WITH THE NAME OF THE EVENT

Reminder connexion link => <https://app.jenji.io/expense-request/self>

**In order to be reimbursed, the first step is to create a mission with the SAME NAME AS THE EVENT**

Click on « Ajouter » :



The screenshot shows the FFVoile application interface. On the left is a dark sidebar with the FFVoile logo and navigation options: Dashboard, Missions (with a dropdown arrow), A Traiter, and A venir. The main area displays a table of missions with the following columns: Date de création, Libellé (Type), État (Date), Nombre de dépenses, and Prochaine action. The table contains three rows of data. In the top right corner of the table, there is a search bar for 'ID', an 'Ouvrir' button, and an 'Ajouter' button. A red arrow points to the 'Ajouter' button.

<input type="checkbox"/>	Date de création	Libellé Type	État Date	Nombre de dépenses	Prochaine action
<input type="checkbox"/>	17/03/2021	Frais Service Financier Missions	Dépenses remboursées 15/06/2021	4	
<input type="checkbox"/>	11/06/2021	Frais Ligue National de Voile Missions	Dépenses remboursées 15/06/2021	8	

## Create a MISSION

You must create one mission per payment.

For example, if you have expenses for event XXX, you must create one mission XXX for this first payment and a second mission for the payment of your allowances.

One payment only for each mission !

# Create a MISSION

## Fill in the Mission boxes

Création

Libellé

Collaborateur

Date de création 29/03/2021

Commentaire

Activité

Service

Assistant(e)

Montant total

Fonds publics

Fichiers

Libellé : in this box, you define the mission: for example, CONVENTION ARBITRAGE Normandy Channel Race

Commentaire : in this box, you may add comments on your travel (optional)

Activité : in this box, you specify an activity ; for example, International Jury (optional)

**Service: For you : COMMISSION CENTRALE D'ARBITRAGE**

**Assistante: For you : CECILE VENUAT**

**Payment Total : automatically filled in (leave blank)**

**Fichiers : leave blank.**

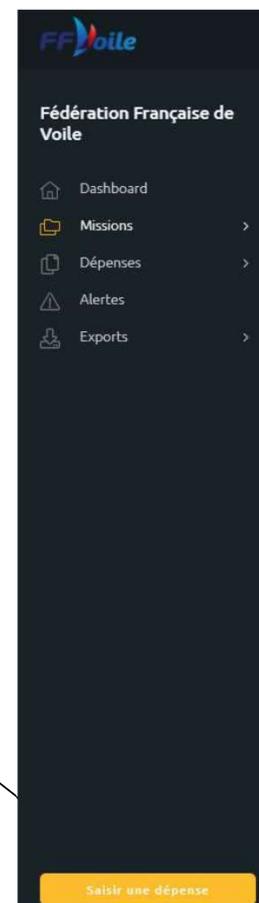
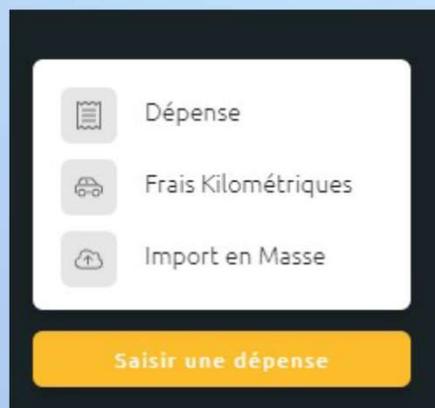
**Once your mission is created, you can add expenses and allowances. See the following pages.**

# Add expenses/allowances

Click on :

-> Saisir une Dépense

You will have three possible options:

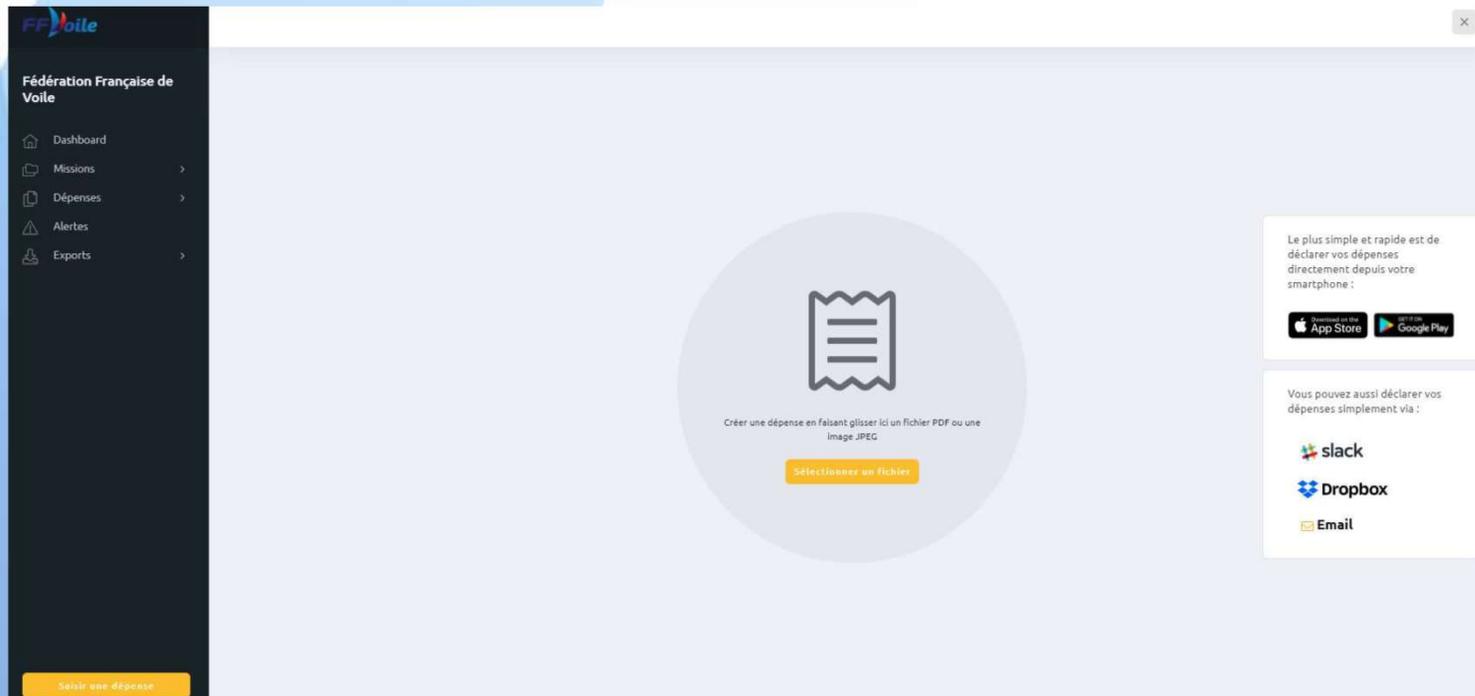


# Add expenses/allowances

On the next page, you must enter a PDF file or a JPEG image of your bill. When there is a 'convention d'arbitrage', insert a pdf copy of the email from FFVoile for that convention.

You must record an expense with proof,

The mobile app allows to directly record your bill from your camera.



The screenshot shows the mobile app interface for adding expenses. On the left is a dark sidebar menu with the FFVoile logo at the top and the text "Fédération Française de Voile". The menu items are: Dashboard, Missions, Dépenses, Alertes, and Exports. At the bottom of the sidebar is a yellow button labeled "Saisir une dépense". The main content area is light blue and features a large circular graphic with a bill icon. Below the icon, the text reads: "Créer une dépense en faisant glisser ici un fichier PDF ou une image JPEG". A yellow button labeled "Sélectionner un fichier" is positioned below this text. To the right of the main content area, there are two white boxes. The top box contains the text: "Le plus simple et rapide est de déclarer vos dépenses directement depuis votre smartphone:" followed by "Download on the App Store" and "GET IT ON Google Play" buttons. The bottom box contains the text: "Vous pouvez aussi déclarer vos dépenses simplement via:" followed by icons for Slack, Dropbox, and Email.

# Add expenses/allowances

The app will scan your bill and fill in the expense boxes according to the data it finds.

**MAISON ROULLEAU**  
29, AVENUE FELIX FAURE  
75015 PARIS  
TEL : 01 45 57 64 25

05-01-2021 10:16:59  
Duplicata N° 2 POS# 1  
VENDEUR : (1) Vendeur #1

1 x GALETTE	14,00 (3)	
N. LIGNES : 1		
<b>TOTAL 14,00</b>		
DUPLICATA DU 05-01-2021 A 10:16:58		
%TVA	HT	TVA EUR
(3) 5,50 %	13,27	0,73
	13,27	0,73

DUPLICATA DU 05-01-2021 A 10:16:58  
(T2) Ticket 90466/1 Ticket  
Operateur : (1) Vendeur #1  
Vendeur : (1) Vendeur #1

MOUZOURI - 29 AV FELIX FAURE  
75015 PARIS FRANCE  
SIRET : 82161154800016 - N. TVA : 54821611548 - NAF : 1071C  
Logiciel : Cert. Prec. Sign. Signature Impt.  
4.03.33.01.109MF 0007 quav (N) PJEI 1

**Vendor:** MADAME SALIMA MOUZOURI **Date:** 05/01/2021

**Pays:** France **Devise:** €

**Total TTC:** 14,00 € **Total HT:** 13,27 € **TVA:** 0,73 €

**Moyen de paiement:**

**Categorie:** Voyage et déplacement

**Missions:**

**Voyage et déplacement:**

**Numero de ticket papier:**

**Activite:**

**Commentaire:**

Refacturable

**Tags:**

# Add expenses/allowances

You must complete the following boxes:

The « SCAN » function will automatically fill in some boxes.

**Vendeur : your name**

Date : Date

Pays : France

Devise : Currency of the expense

**Total TTC : Total with taxes included = Amount of the expense**

Total HT : Total without taxes

Montant TVA : Amount of taxes

**Moyen de paiement : insert « moyen de paiement personnel »**

**Catégorie : insert « spécifique arbitrage »**

**Mission : Link your expenses to the mission : very important part to make sure you are reimbursed**

**Spécifique arbitrage : For example : « indemnités d'arbitrage »**

**Numéro de Ticket Papier : Number your bills ( ex : 1 / 2 / ... )**

Activité : Optional

Commentaire : Optional

Tags : Optional

Vendeur  
MADAME SALIMA MOUZOURI

Date  
05/01/2021

Pays  
France

Devise  
€

Total TTC  
14,00 €

Total HT  
13,27 €

TVA  
0,73 €

Moyen de paiement

Catégorie  
Voyage et déplacement

Missions

Voyage et déplacement

Numéro de ticket papier

Activité

Commentaire

Refacturable

Tags

Annuler Créer

## Check your mission

Once you've entered all your mission bills, you must click on « mission » and you'll have the following screen:

Mes Missions

Filtrer par État

Mes Missions ID

<input type="checkbox"/>	Date de création <input type="text"/>	Libellé <input type="text"/> Type	État <input type="text"/> Date	Nombre de dépenses <input type="text"/>	Prochaine action
<input type="checkbox"/>	17/03/2021	Frais Service Financier Missions	Clôturées 25/03/2021	4	Matthieu Poissonnier Lacroix + 1
<input type="checkbox"/>	29/03/2021	Mission Inventaire Missions	Création mission 29/03/2021	1	<input type="button" value="Soumettre"/> <input type="button" value="Ouvrir"/>

You may check if your expenses/allowances are correctly entered by clicking on the « mission » box

You may correct the amount or the attached file if necessary.

## Submit your Mission

Once you've entered all your mission bills, you must click on « mission » and you'll have the following screen:

Mes Missions

Filtrer par État   Mes Missions ID

<input type="checkbox"/>	Date de création 	Libellé  Type	État  Date 	Nombre de dépenses 	Prochaine action
<input type="checkbox"/>	17/03/2021	Frais Service Financier Missions	Clôturées 25/03/2021	4	Matthieu Poissonnier Lacroix + 7
<input type="checkbox"/>	29/03/2021	Mission Inventaire Missions	Création mission 29/03/2021	1	<input type="button" value="Soumettre"/> <input type="button" value="Ouvrir"/>

You must click on « ***soumettre*** » so that the FF Voile services process your payment