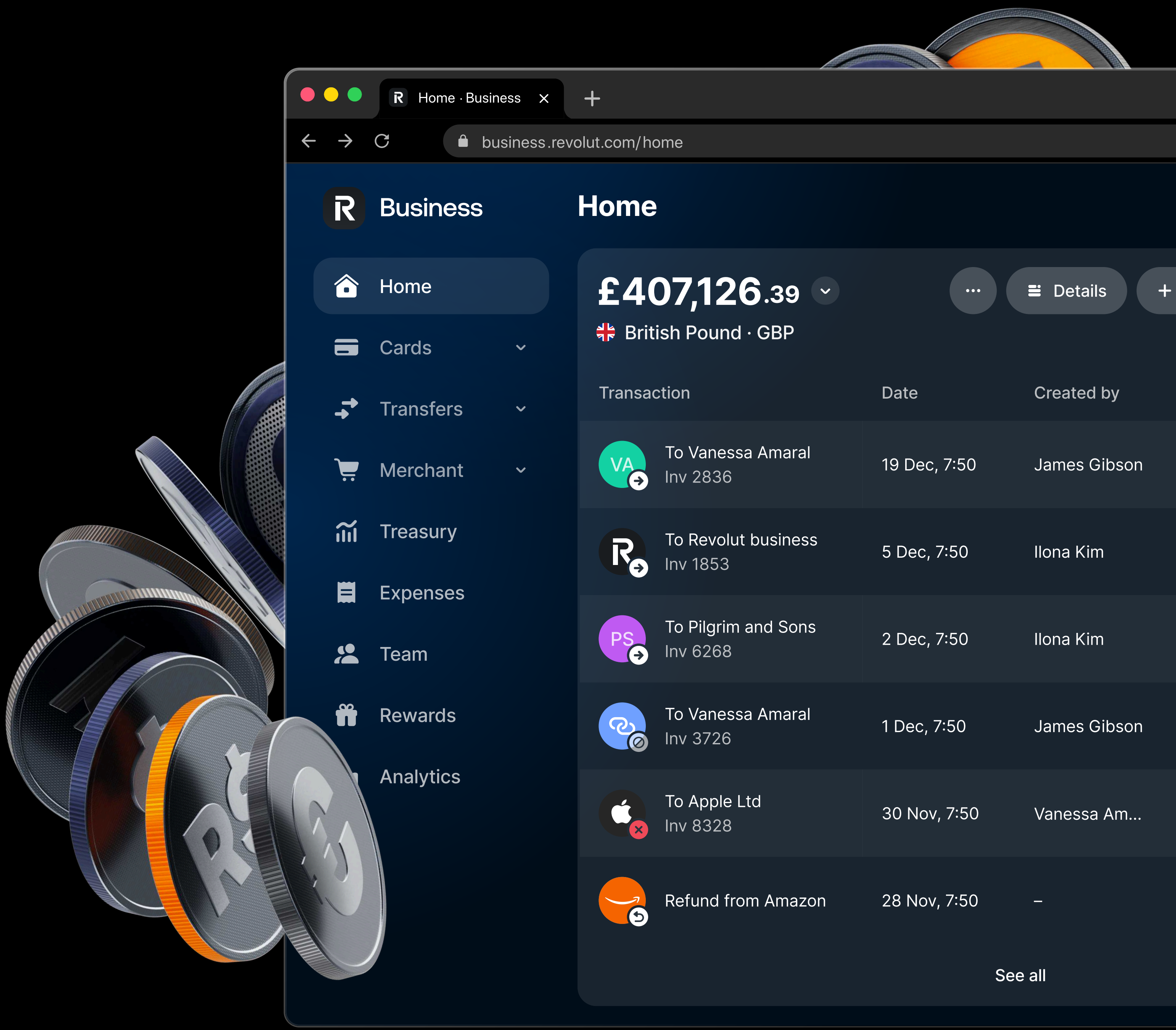
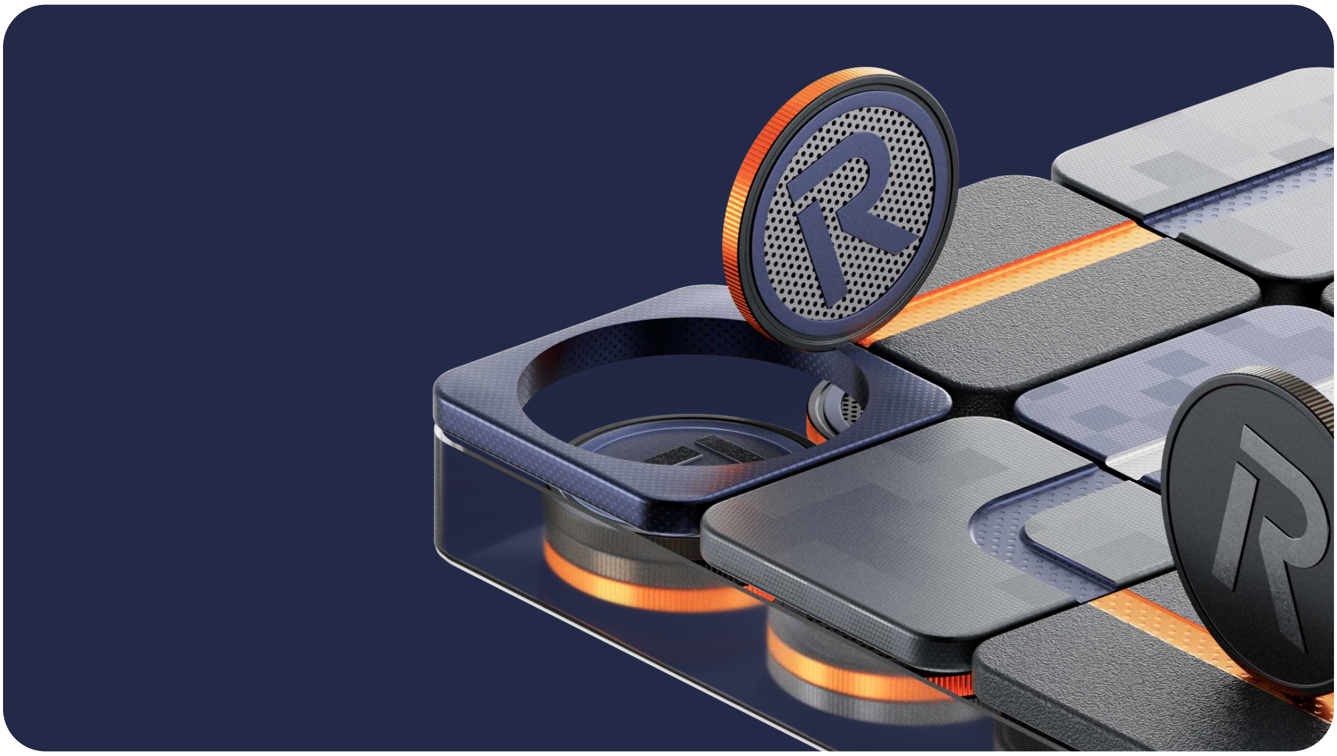
Revolut Business

ADMIN SET-UP GUIDE





WELCOME TO REVOLUT BUSINESS

This guide will set you up with Revolut Business spend management tools. Soon you'll be creating spend policies, issuing cards with spend controls built-in, and automating how you manage expenses.

If you have any questions or need a hand navigating the platform, our Help Centre has the answers.

Before we jump in, here's what you'll need to set up your account:

- Your mobile phone — to download the Revolut Business app and add your card to your device's wallet
- A valid ID — so we can verify your identity and you can make card transactions. You might not need to provide an ID in some cases

Once you're up and running, you'll notice how much time you and your finance team save. You'll also gain a bird's-eye view of your business finances, where every transaction is accounted for.

Contents

Chapter 1

GETTING STARTED

Add money to your account

Before you can start spending, you'll need some money in your account. You can easily add money to your Revolut Business account using a regular bank transfer. At the moment, we don't take card top-ups or cash deposits.

To receive a transfer from another Revolut or Revolut Business account or an external bank account, just share your details or account confirmation statement (it includes all details about your currency accounts) with your clients or customers:

1. Go to the **Home** screen in Revolut Business → select your account balance
2. Select the currency account you want the payment to go to → **Details**
3. When available, use your **Local** account details for faster and cheaper transfers

Invite other Admins

If you have other managers in your company (like a business partner, CFO, Finance Manager, etc.), invite them to your Revolut Business account as an Admin. We recommend doing this sooner rather than later so they can help set up your account, before you invite the rest of your team.

To invite other Admins:

1. Go to **Team** → **Invite**
2. Enter the email addresses of the other Admins you want to send invitations to
3. Assign them the **Admin** role
4. Assign cards with spend controls to each Admin (optional)

Chapter 2

SPEND CONTROLS

Revolut Business lets you control spend before it happens, with card spend programs and approval processes.

Before inviting your team to Revolut Business, it's best practice to set up some of these card controls beforehand. That way, you can issue cards to your team with spend controls built in — so they can never go over budget.

Set up spend programs

Set spend limits with expense submission and approval rules, and apply to cards at scale. Spend programs make it easy to manage travel expenses, daily stipends, and other company initiatives or expenses.

Create card request approval processes

With card requests, you can allow team members to request new cards, spend in 130+ currencies, and increase their spending limit on existing cards, while maintaining control and visibility with approval rules.

By default, all requests will go to the person with the Owner role on the Revolut Business account. To change this rule and/or add rules:

1. Go to **Team → Settings →** [Approval processes]
2. Under **Cards**, select the approval process
3. From here, you can edit the existing rule to match your spend policy

Card spending limit rules are based on the yearly total: a request for a £100 monthly card limit will trigger a one-off approval for £1200, as £100 over 12 months allows for £1200 annual spend.

Customise transfer approvals

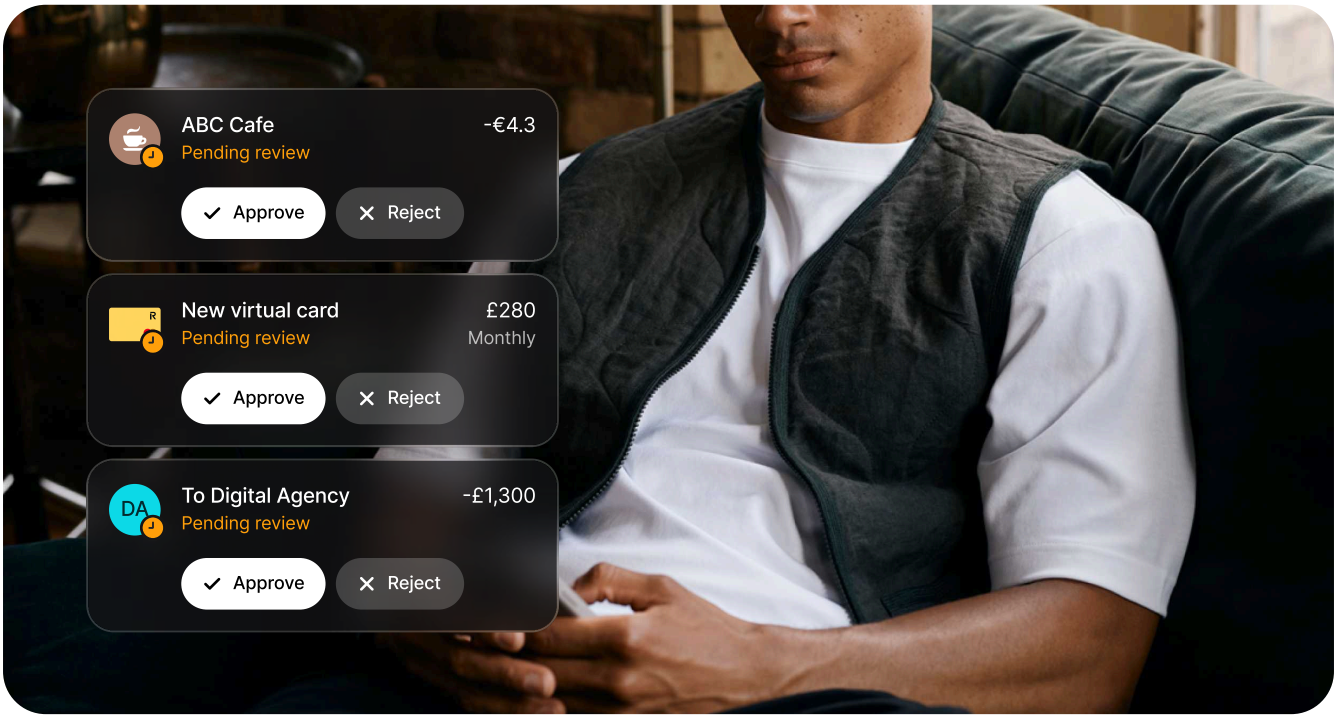
With transfer approvals, you can set up approval processes to approve or reject transfer requests from your team members, before the money leaves your account.

To set up transfer approval processes:

1. Make sure you have the ‘Manage team members’ permission to proceed
2. Go to **Team** → **Settings** → Approval processes
3. Under **Transfers**, add new approval processes or edit existing ones
4. Tap **Assign** to select the team members whose transfers need to be approved. Or turn on Auto-assign to apply this rule to all new team members invited from that point onward
5. Tap **New rule** to choose the amount over which transfers need approval, and the people responsible for approving

Send money permission: team members still need the ‘send money’ permission to create a transfer request in the first place, or to be an approver.

Transfer approvers: team members can’t assign or un-assign themselves from an approval process, or edit approval processes they're assigned to, regardless of their permissions.



Chapter 3

ACCOUNTING SET-UP FOR EXPENSES

It's just as important to manage spend after it's happened. Our Expenses feature allows you to capture receipts, categorise, and reconcile all your business expenses in one place. Team members can raise reimbursement requests or submit expenses for transactions made on their Revolut Business cards.

To make expenses and reimbursements a breeze, we recommend connecting Revolut Business to your accounting software.

Sync Revolut Business to your accounting software (recommended)

Revolut Business has integrations with some of the most popular accounting, HR, and business software. Accounting software integrations currently support 2 types of syncing:

- **Bank feed**: completed transactions are synced between Revolut Business and your accounting software, pushing transactions that are ready to be reconciled to your accounting software
- **Expenses**: expense data is synced between the 2 platforms, meaning approved expenses can be automatically exported to your accounting software for effortless bookkeeping and account reconciliation — with receipts, categories, and descriptions attached

The Expenses sync is only available on certain accounting software, with more coming soon. See which integrations are available.

To set up an accounting integration:

1. Go to **Settings**
    a. On web: click the cog in the top-right corner
    b. On mobile: tap your profile icon in the top-left corner
2. Go to [Integrations] → **Accounting** → **Add**
3. Select your accounting software
4. Go to **Bank feed** → **Connect** and follow the instructions

You have the option to:

- Match existing Revolut Business accounts in your accounting software. This will only sync new transactions
- Create new accounts in your accounting software. This will sync all previous transactions

Every 4 to 6 hours, we send all completed transactions from your Revolut Business accounts to your accounting software. For more information, please check our FAQ.

If a transaction has an expense attached, and the Expenses sync is enabled, the expense is automatically exported once it's marked as completed.

Manage your accounting details

Revolut Business' expense categories, tax rates, and custom expense labels are simple tools that make account reconciliation faster.

Expense categories and tax rates

You can define your company's expense categories and tax rates for team members to enter when submitting an expense. Team members can quickly choose the appropriate ones for each expense.

If you've connected your accounting software

Categories and tax rate information is automatically synced from your accounting software, saving you time from manually creating them in Revolut Business.

If you haven't connected your accounting software

Go to **Expenses** → **Settings** → **Accounting** to create and edit these.

Label groups

Revolut Business also allows you to include more details on each company expense, such as cost centre and project ID with label groups.

- You can have up to a maximum of 5 label groups with as many labels as you need in each group
- Go to **Expenses** → **Settings** → **Labels** to customise these

Chapter 4

POST-SPEND CONTROLS FOR EXPENSES

Customise expense and reimbursement submission settings

What information do you want team members to include in their expense submissions? By default, team members must provide a receipt, category, and description for every expense.

If submitting expenses (or certain information in an expense) is optional, go to Expenses settings to set the required fields (receipt, description, category, tax rate, labels).

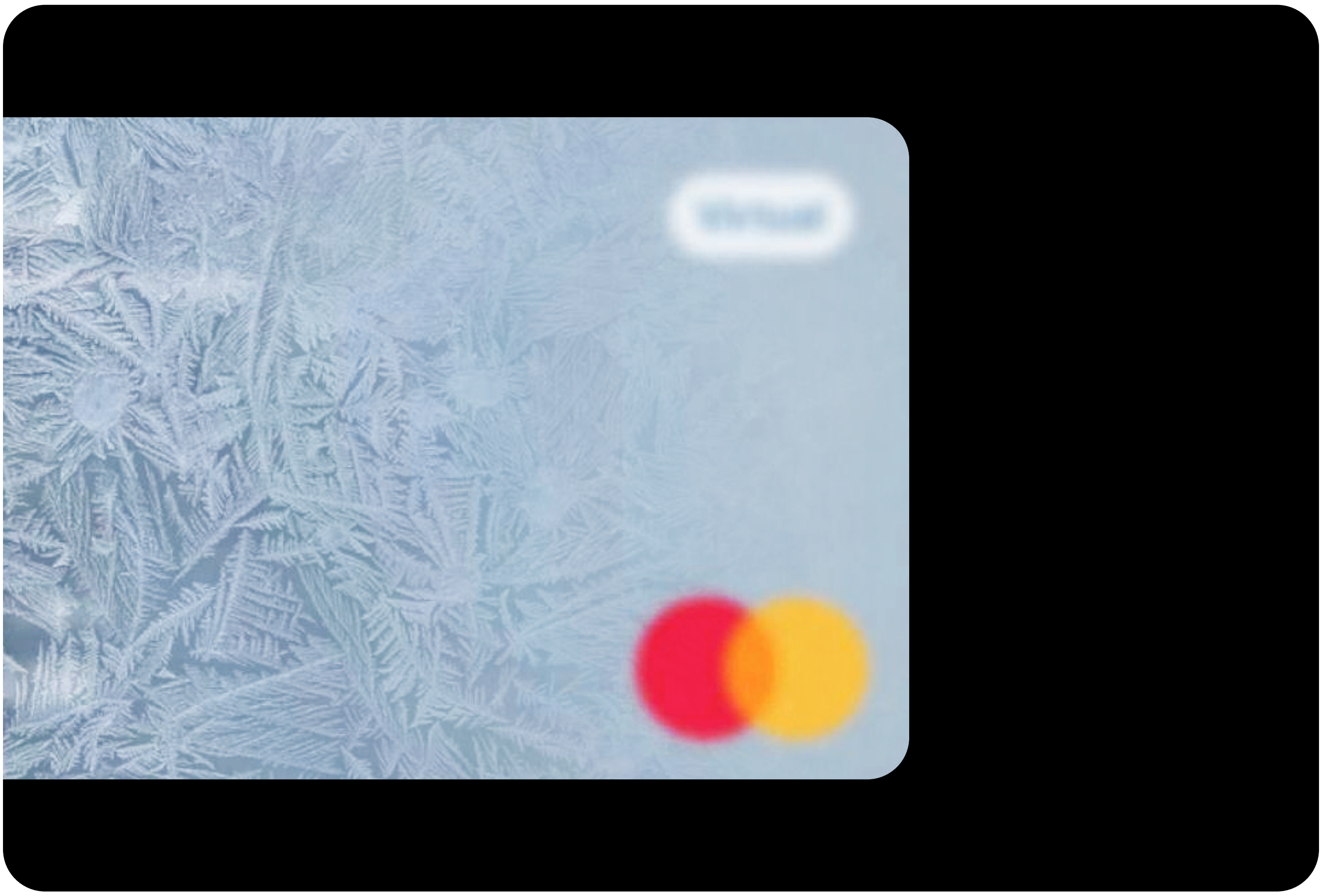
Expenses is available on all plans, and comes at an extra cost.

Set up card auto-freeze rules for expenses

Once you've issued cards to your team, you can set up card auto-freeze rules to encourage them to submit their expenses on time.

Auto-freeze puts a time limit on expense submissions, so any cards with overdue expenses are automatically frozen until the expense is submitted.

It's an effective time-saving feature for your finance team, as they'll no longer need to chase receipts. How auto-freeze rules work.



Make approval processes for card expenses and reimbursements

You can create approval processes to make sure the right people approve expenses and reimbursements.

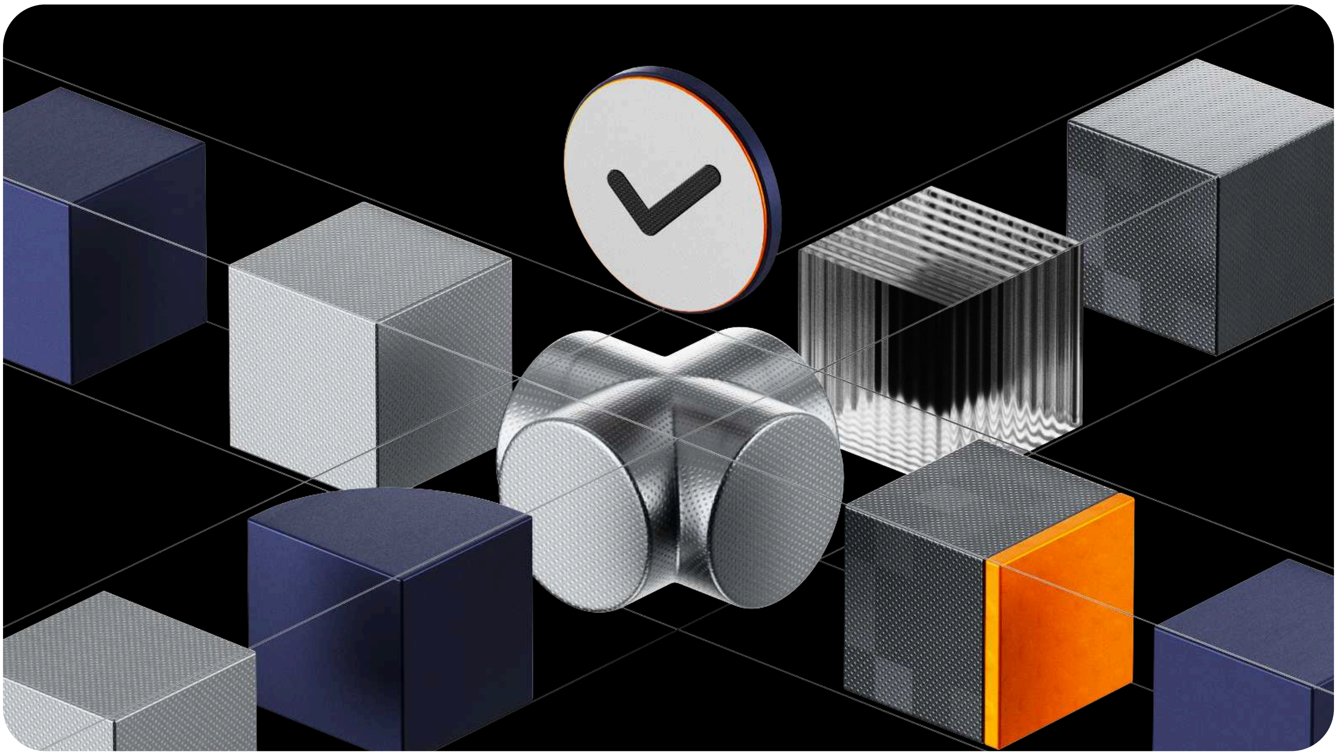
1. Go to **Team** → **Settings** → Approval processes to create approval processes for both card expenses and reimbursements
2. Create rules for approvals based on reporting lines (manager approvals), specific team members, or roles

How approvals for card expenses work

Once the approval process is created, assign it to the spend programs you've created, or to individual cards that aren't assigned to a spend program.

How approvals for reimbursements work

You can assign the process to 'general reimbursements' (reimbursements requested without a spend program) or to reimbursements raised within a spend program.



Chapter 5

INVITE YOUR TEAM TO REVOLUT BUSINESS

Now you've set up your controls, it's time to invite the rest of your team. You can manage your teams' access to your Revolut Business account using customisable roles. Roles dictate what team members can see and do on the Business account.

Get to know Revolut Business account roles

- **Owner:** Revolut Business account owner with full access. There can only be one Owner per account
- **Admin:** have full access to all features
- **Accountant:** can perform financial operations
- **Member:** restricted to their own personal cards and information
- **Viewer:** read-only access to all features and apps
- **Custom roles:** create roles with custom permissions in **Team** → **Settings** → Roles → **New**

Invite your team

There are 2 ways you can invite team members to Revolut Business.

Inviting less than 15 employees?

Go to **Team** → **Invite** to send email invitations to your team members.

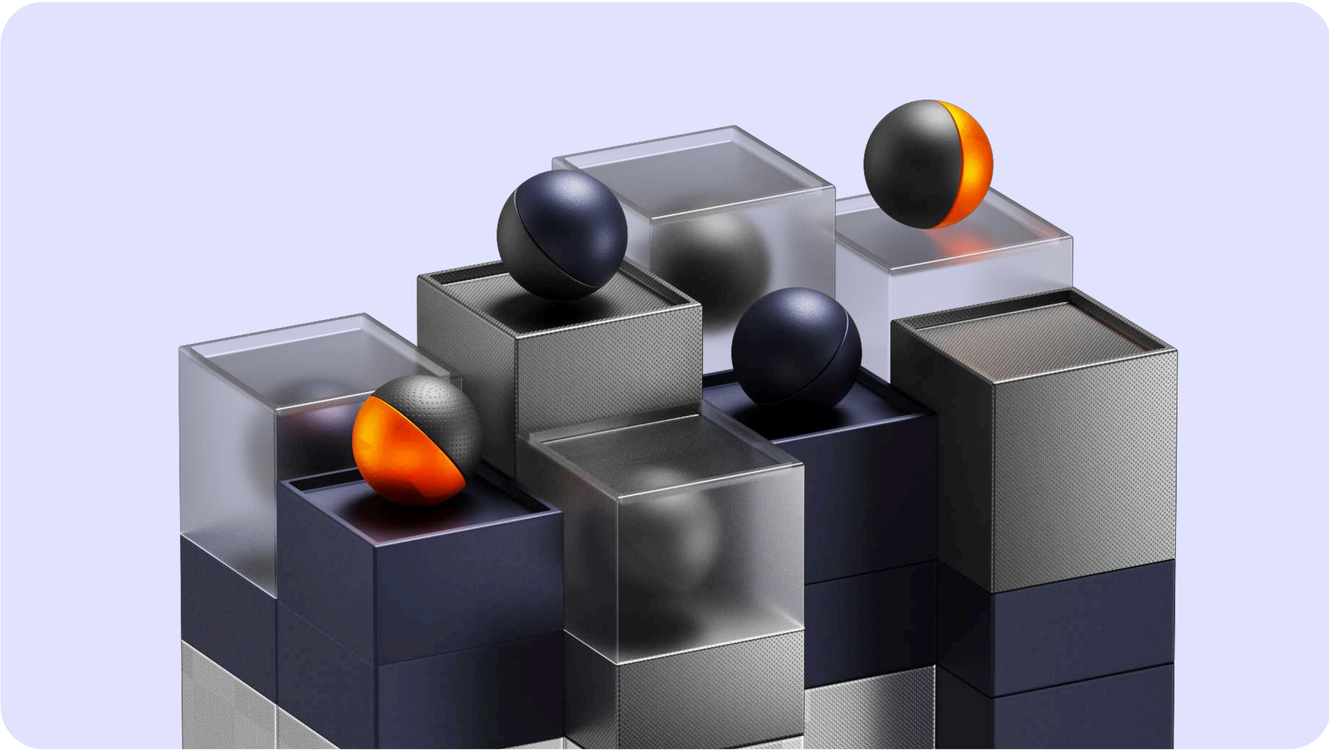
Inviting more than 15 employees?

We recommend taking advantage of our HR software integrations.

After you connect your HR software, select the employees you'd like to invite to Revolut Business. Once connected, Revolut Business will check your HR software and make the relevant changes, including:

- syncing your team member's data (their manager and department)
- suspending access to team members leaving your company
- automatically inviting new joiners (if you choose to switch this on)

If your HR software isn't supported, you can still invite team members manually, through bulk email invitations.



Set up your organisation structure

Define your company's organisation structure on Revolut Business, including reporting lines (managers) and departments. This helps you keep track of your employees and ensures approval requests go to the right people.

We recommend connecting your HR software to automate this.

If you've connected your HR software

Revolut Business will automatically sync team members' organisation data.

If you haven't connected your HR software

1. Go to Team and select 1 or more team members → **Assign Manager** or **Assign Departments** to choose manager and department for these team member(s)
2. Create and manage your departments by going to **Team** → **Settings**

Chapter 6

ISSUE CARDS

You're now ready to issue physical and virtual cards to your employees.

Physical or virtual card — what's the difference?

Physical cards will be posted to your team, wherever they are. They have the cardholder's name and card details printed on the back.

Virtual cards can be issued instantly. They're digital-only and have separate card details to your physical card. They can be used for online payments, but you can also add them to Apple Pay and Google Pay for in-person transactions.

You can issue up to 3 physical and 200 virtual cards to each team member. We'll deliver each team member's first physical at no cost. See card allowances and additional fees on our pricing page.

Send cards to your team

Team members with permissions to 'manage cards' can issue cards:

1. Go to Cards → **Order card**
2. Select the team members you want to issue cards to
3. From the settings page, you can edit card settings in bulk or individually. Choose the card type (virtual or physical), card name, and assign the card to a spend program
4. Once complete, the cardholder will receive an email with instructions to get started with their new card

Customise cards

When ordering cards, you can customise your standard or Metal cards with your logo, text, or custom design (available on mobile only).

To customise your card:

1. Go to **Cards**
2. Select **Settings** → **Card customisation**
3. Add an image, logo, or text → **Save**
4. Preview your customised card → **Continue**
5. **Order** your custom card

We'll review your design within 1 business day and deliver your custom card to you in a few days.

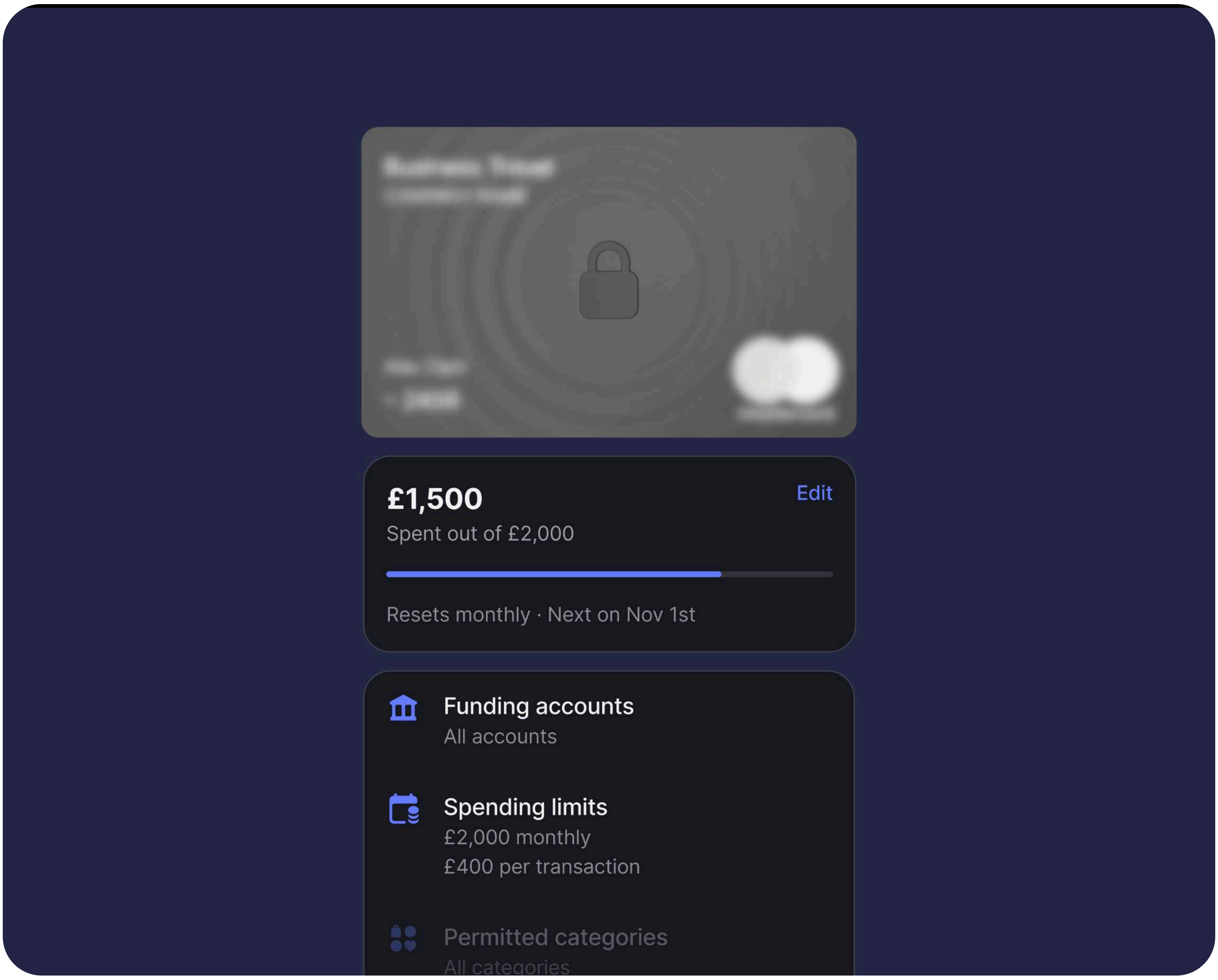
Your custom card design will be used on all future physical card orders for your Business account, unless you choose a different card when ordering.

Card customisation and Metal card availability subject to your plan selection.

Set up card controls

Revolut Business' card controls flex to meet your spend policy. You can apply controls to individual cards, or to a spend program to apply to cards at scale (see page 5 for more details on spend programs).

- Choose the accounts that fund the cards
- Set one-time or recurring spending limits
- Permit or block spend in certain categories
- Permit or block spend in certain countries



Card managers can lock cards manually if and when needed, or set a date to automatically lock cards (currently in beta).

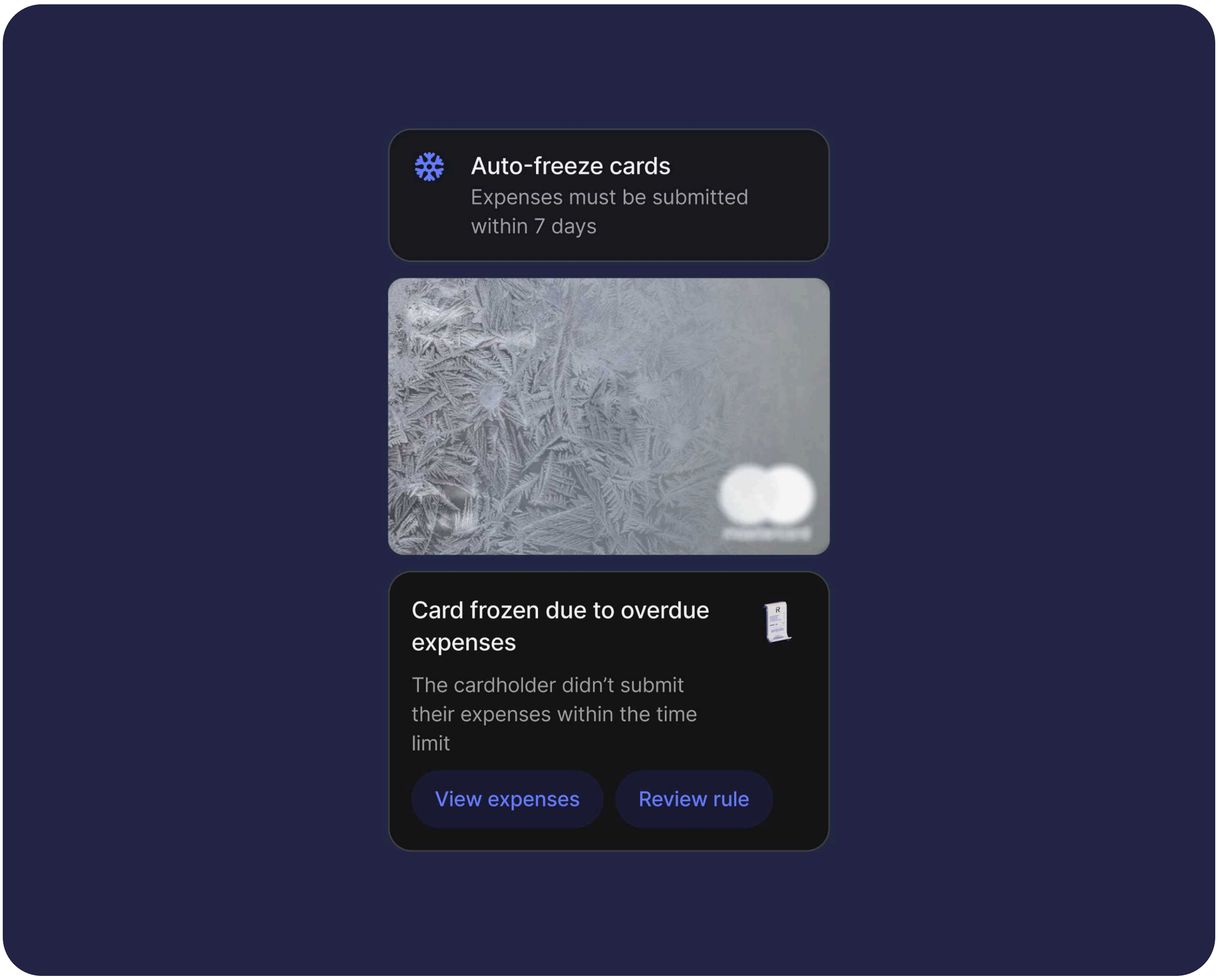
Add card auto-freeze rules to Expenses

You have full control over which cards create expenses for the cardholder to submit. All cards are enabled for expenses by default.

For a given card, if Expenses is enabled, you can:

Define auto-freeze rules

- You can set time limits for expense submissions. Adding an auto-freeze time limit encourages your team members to stay organised and submit their expenses on time, reducing the need for your finance team to chase overdue expenses.
- Cardholders have 7, 14, or 30 days to submit the expense after purchase. If the expense becomes overdue, the cardholder's card will be frozen, and any further payments will be declined until all overdue expenses are submitted.



Chapter 7

CLOSE YOUR BOOKS

Your team is now up and running (and ready to spend). Now it's time to close the month.

Once an expense is submitted and optionally approved, it's time to export it to your accounting software.

Before exporting, you can add a manual check to make sure everything is correct — or export it automatically once approved.

To include a manual check, head to **Expenses settings** and turn off **Skip export preparation**.

How to export to your accounting software

If you've connected your accounting software

You're all done. Your expenses will be synced to your accounting software automatically (as long as expense syncing is enabled).

If you haven't connected your accounting software

Or if your accounting software isn't available to integrate yet, you can manually export your expenses and receipts with all the information you entered, so you can easily import it into your accounting software.

1. Go to **Expenses** → **See all**
2. Select the download icon and export your expenses as a CSV or PDF file

What's included in the Expenses CSV export?

Need a hand?

You'll find the support you need in our Help Centre.

The information in this document is current as at 20 Jan 2025