LEEP Crew Smart Discretion Calculator

LEEP Crew Smart Discretion Full User Manual

Record Identifier: ICONIC-LEEP-KNW-001

System: LEEP Crew Smart Discretion

Organization: Iconic Productions

Access Classification: Internal — Authorized Iconic Productions Personnel

Version: 1.0

Effective Date: September 10, 2026

Record Status: Active

> **Purpose:** This manual explains how to create, calculate, submit, approve, pay, review, and manage LEEP Crew Smart Discretion reimbursement claims.

1. What is LEEP Crew Smart Discretion?

LEEP Crew Smart Discretion is an internal Iconic Productions system designed to calculate and manage the allocation of eligible expenses associated with LEEP projects.

The system removes the need for crew members to manually calculate reimbursement percentages for individual receipt items.

For the present configuration, the principal crew allocations are:

- **SSP — 72%**
- **DJP — 28%**

However, Smart Discretion does more than divide every expense 72% and 28%. The system applies different allocation rules depending upon the type of expense and, where applicable, who ordered or consumed the item.

Receipt expenditure is allocated among:

- **SSP**
- **DJP**
- **Excluded / Iconic**

> **Key Principle:** Every dollar appearing on the receipt should be accounted for. The final reconciliation should display **$0.00 OK**.

2. Signing In

Every authorized person should sign in using their own individual Smart Discretion account.

Passwords should not be shared and staff should not perform work under another person's account.

Permission Levels

Level	Authority
Level 1	Draft → Submitted
Level 2	Draft → Submitted → Approved
Level 3	Draft → Submitted → Paid
Level 4	Draft → Submitted → Approved → Paid
Level 5	Draft → Submitted → Approved → Paid + VOID
Level 6	System Administrator with full status authority

Current Senior Accounts

David Phillips — Junior Partner Authorized User: Level 4.

David may progress a claim through Draft, Submitted, Approved, and Paid. David does not have VOID authority.

Steve — Primary Senior Producer & Administrator: Level 5.

Steve may progress claims through Draft, Submitted, Approved, and Paid and also has authority to VOID claims.

Iconic Admin: Level 6 System Administrator with full administrative status authority.

3. Dashboard

After signing in, the user arrives at the main Smart Discretion dashboard.

The dashboard contains two principal areas:

- **New reimbursement claim**
- **Claims**

The New reimbursement claim section creates a new expense record.

The Claims section displays previously created reimbursement claims.

4. New Reimbursement Claim

LEEP Project ID

The **LEEP Project ID** is automatically generated when the claim is created.

The field is visible but cannot be edited by the user.

Before creation it displays:

Generated automatically on creation

An actual generated identifier may resemble:

LEEP-20260910-212801-004

The Project ID provides a unique and traceable reference for the reimbursement claim.

LEEP Project Name (refer to Slack)

Enter the relevant LEEP project name.

The project name should correspond with the project information recorded in Slack.

Receipt Date

Enter the actual date of the transaction appearing on the receipt or tax invoice.

Receipt Time

Enter the transaction time, preferably as shown on the receipt.

The system uses a 24 hour time format.

Example:

18:45

Venue / Supplier

Enter the name of the business, venue, supplier, restaurant, hotel, retailer, or organization responsible for the receipt.

Slack Project Link

Paste the corresponding Slack project link where available.

This allows the reimbursement record to be associated with the relevant internal project communication.

Receipt Number

Enter the identifying reference appearing on the receipt or invoice.

This may include a receipt number, invoice number, order number, transaction number, or equivalent supplier reference.

Receipt Image / PDF

Upload the original supporting receipt.

The system currently accepts:

- JPG
- JPEG
- PNG
- PDF

The maximum permitted upload size is **10 MB**.

Receipts are stored privately and are not made available through a publicly accessible server path.

Create Claim

When the claim information is complete, select **Create claim**.

Smart Discretion generates the Project ID and creates the claim with an initial status of **Draft**.

5. Receipt Lines

Each individual product, food item, drink, dessert, surcharge, fee, or other expense appearing on the receipt should be entered as a separate receipt line where appropriate.

This allows Smart Discretion to apply the correct allocation rule to each expense.

6. Add Receipt Line

Line Item

Enter a clear description of the item purchased.

Examples include:

- Main Meal
- Coca Cola
- Chocolate Dessert
- Sunday Surcharge
- Credit Card Fee

Amount Including Tax ($)

Enter the full amount charged for the individual item, including applicable tax.

Do not calculate SSP's or DJP's portion manually.

Smart Discretion performs the allocation automatically.

7. Category Dropdown

Product / Item Shared Eligibility

Use this category for an ordinary eligible shared expense.

The allocation is:

- **SSP — 72%**
- **DJP — 28%**

Drink

Drinks are allocated **100% to the person who ordered or consumed the drink**.

If SSP consumes the drink, the entire drink expense is allocated to SSP.

If DJP consumes the drink, the entire expense is allocated to DJP.

Dessert

If SSP and DJP genuinely shared the dessert, the dessert is divided:

- 50% SSP
- 50% DJP

If the dessert was not shared, the person who ordered it is responsible for 100% of the dessert expense.

Surcharge

Surcharges are divided:

- 50% SSP
- 50% DJP

This may include Sunday or Public Holiday surcharges.

Credit Card Fee

Credit card payment fees are not allocated to SSP or DJP.

They are allocated to:

Excluded / Iconic

8. Ordered / Consumed By Dropdown

Shared

Select **Shared** where the item is an eligible shared crew expense.

SSP

Select **SSP** where the expense specifically belongs to SSP.

DJP

Select **DJP** where the expense specifically belongs to DJP.

9. Shared Dessert? Dropdown

No

Select **No** where the dessert was not mutually shared.

Yes

Select **Yes** only where SSP and DJP genuinely shared the dessert.

The dessert will then be divided equally at 50% each.

10. Notes

Use the Notes field to provide information that may assist a reviewer in understanding the allocation.

Examples include:

- DJP personal drink
- Shared dessert
- Public Holiday surcharge
- Credit card processing fee

11. Add Line

Select **Add line** after completing an individual receipt line.

The system will calculate the appropriate SSP, DJP, and Excluded / Iconic allocations.

12. Calculation Summary

Receipt Total

The combined total of all receipt lines entered into the claim.

SSP

The total amount currently allocated to SSP.

DJP

The total amount currently allocated to DJP.

Excluded / Iconic

The total amount excluded from SSP and DJP reimbursement responsibility.

13. Reconciliation

The reconciliation verifies that the entire receipt has been allocated.

The calculation is:

Receipt Total = SSP + DJP + Excluded / Iconic

> **Required Result:** A properly entered receipt should display **Reconciliation: $0.00 OK**.

If reconciliation does not display $0.00 OK, review the receipt lines before progressing the claim.

14. Receipt Lines Table

The Receipt Lines table displays the calculation for each item.

Columns include:

- **Item** — description of the expense
- **Category** — Smart Discretion allocation category
- **Owner** — Shared, SSP, or DJP
- **Amount** — full item amount
- **SSP** — SSP allocation
- **DJP** — DJP allocation
- **Excluded** — Excluded / Iconic allocation

15. Delete

While a claim remains editable, an incorrect receipt line may be removed using **Delete**.

Once a claim progresses to a finalized status such as Paid or Void, editing controls are restricted so the historical financial record is preserved.

16. Claim Status Dropdown

Draft

The claim is being prepared and may still be edited.

Submitted

The claim has been formally submitted for further processing.

Approved

The claim has been accepted by an authorized person for payment.

Paid

The reimbursement has been paid and payment information must be recorded.

Void

The claim has been administratively invalidated.

Voiding does not delete the claim's historical financial information.

17. PAID Details

Paid By

Select who made or processed the payment.

Available selections include:

- SSP
- DJP
- Iconic Productions
- Other

Paid By Other

This field appears only when **Other** is selected.

Enter the name of the person or entity responsible for the payment.

Paid Date

Enter the actual date on which reimbursement payment occurred.

Paid Time

Enter the time of payment using 24 hour time.

Payment Receipt / Reference Number

Enter the payment reference, bank transfer reference, transaction reference, or other evidence identifying the reimbursement payment.

18. View Receipt

Where a supporting receipt has been uploaded, select **View Receipt**.

The receipt will open securely for an authenticated user.

19. Status Authority

The Status dropdown only presents workflow stages available to the logged in user's permission level.

For example, a Level 4 user progresses through:

Draft → Submitted → Approved → Paid

VOID is not available to Level 4.

Level 5 includes VOID authority.

Level 6 provides System Administrator status authority.

20. Practical Example

Item	Amount	Treatment
Shared meals	$100.00	72% SSP / 28% DJP
SSP drink	$8.00	100% SSP
DJP drink	$6.00	100% DJP
Shared dessert	$20.00	50% SSP / 50% DJP
Sunday surcharge	$10.00	50% SSP / 50% DJP
Credit card fee	$3.00	Excluded / Iconic

Receipt Total: $147.00

SSP: $95.00

DJP: $49.00

Excluded / Iconic: $3.00

Reconciliation: $0.00 OK

21. Recommended User Workflow

1. Sign in using your own account.
2. Create the reimbursement claim.
3. Upload the original receipt.
4. Enter every receipt line.
5. Select the correct Category.
6. Select the correct Ordered / Consumed By value.
7. Identify shared desserts correctly.
8. Review SSP, DJP, and Excluded / Iconic totals.
9. Confirm Reconciliation displays $0.00 OK.
10. Review the uploaded receipt.
11. Submit the claim.
12. Approve or pay the claim where permitted.
13. Complete all PAID Details when payment occurs.
14. Use VOID only where authorized and genuinely required.

> **Final Operating Rule:** Do not progress a claim merely because Smart Discretion produced a calculation. Confirm that every receipt item has been categorized correctly and that the final reconciliation displays **$0.00 OK**.

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Unique solution ID: #1638
Author: n/a
Last update: 10-Sep-2026 02:47