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Expenses Module

The expense module is used to allow individual employees to record their expenses, create report, get e-approval, and thereafter they will appear under the Accounts Payable of Accounting module, and if configured with your Chart of Account, the relevant expenses will also be automatically categorized under the corresponding Chart of Account.

i.   How to set expense types

Before starting to track expenses, you need to configure the expense types that your company allows. Go to **Expenses module → Configuration → Expense Products.**
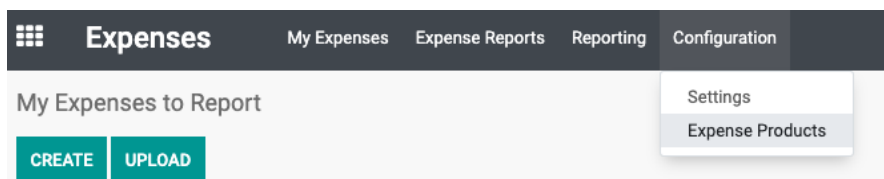
Click on Create and start to insert the details for the expense.
- Product name: name of the expense
- Cost: there are many ways to configure the cost. For expenses which may have fixed price, you can input the cost of the expense based on the unit of measure. However a lot of times it will only be based on the actual expense, you can set cost as 0.00.
- Units: select based on the type of expenses.
- Accounting – Expense Account: If you have already set up your Chart of Account for accounting module, you can select which chart of account this specific expense product corresponds to or should categorize under. Ie., if you set your Product as "Meals with Customer", the relevant CoA can be "Entertainment"; If your Expense Product is "Local Transportation", you can choose the CoA of "Local Transportation".

Click on Save to save the new expense.

ii.   How to record an expense

Go to **Expenses** module.

Click on the **Create** button. First select the Product, i.e., Meal with Customers, then you may insert the Description (Lunch with Customer A), and add the actual Unit Price and Quantity. Insert the name of the Employee, Analytic Account (Refer to Project/Sales Order) (Optional), Analytic Tags (Optional). If the expense needs to be reimburse select Paid by **Employee**, if it is a company expense select **Company**. Notes for the expense can be added in the notes free text box.
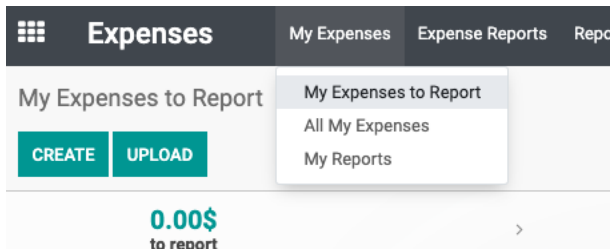

Click on the **Save** button to save the expense. After saving the created expense add the receipts using the **Attach Receipt** button.

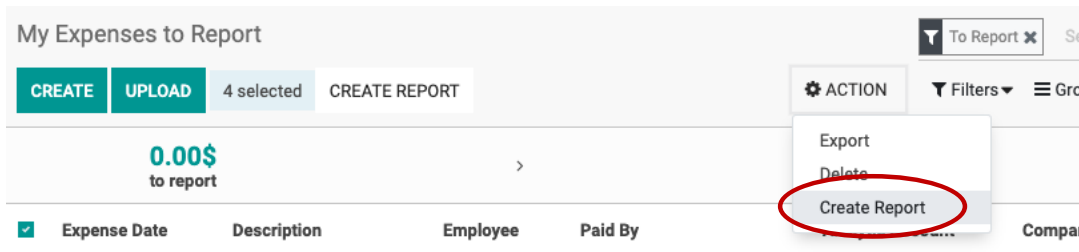After uploading an attachment, it will be shown under the expense form.

iii. How to submit an expense report to managers

Go to **My expenses→ My expenses to report** (make sure that only the "to report" filter is selected).

Select all expenses from the list view and click on Action→ Create Report.

An expenses report will be created, you can click on Edit to insert the name of the expense report. Click on save and submit to manager.

All you submitted expense reports can be found in **Expenses→ My expenses → My reports.**

iv.   How to approve expense

In order to allow e-approving of expenses, you must first set the employees manager under the Employees Module, Work Information, "Expenses" and select the manager. *(Every employee should have their own login to proceed the application and approval steps here for selection.)*

Upon setting it, the HR and team managers* can get an overview of all expense reports to validate/approve from the top menu **Expense Reports → Reports to approve.**
*Such users must have at least Officers access rights for Expenses.

Whenever an expense report is submitted, the managers can review expense reports, approve or refuse them.
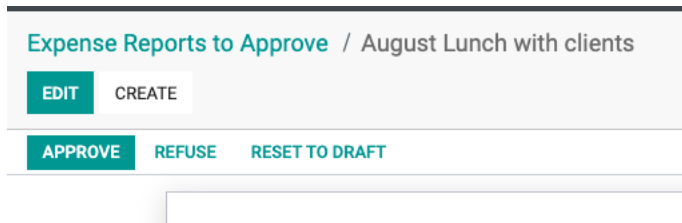
They can also include a reason to refuse Expense, when the report is refused.
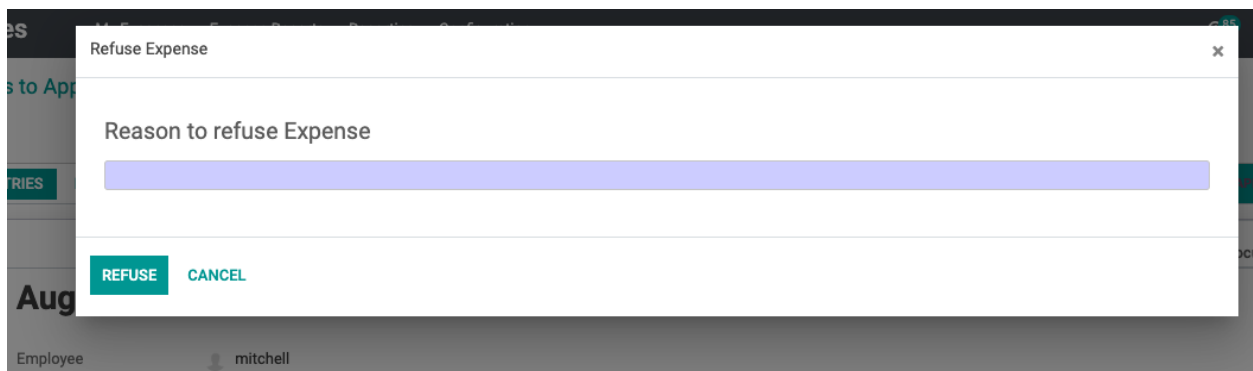
v. Registering expense reimbursements

As the expense module is linked with the accounting module for easy traceability and management, once the expense has been approved, then you will see the option to **Post Journal Entries.**

Once you have **Posted Journal Entries**, this specific expense report will appear in the accounting module under "Accounts Payable", and you can see it is under "1 Expense to Process"

If your account department is settling this right now, they can click into that expense, click on "Register Payment", select the Journal where this payment is coming from, once you CREATE PAYMENT the expense would have been settled & registered in the system. The Expense products will also be automatically categorized under the relevant Chart of Account.