

Table of Contents

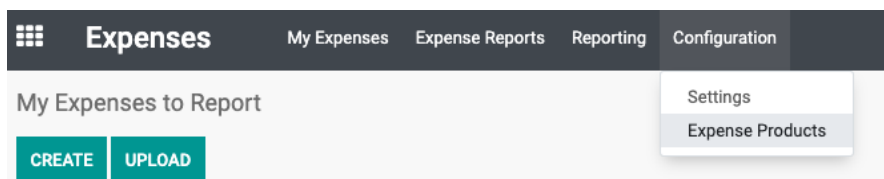
Expenses Module.....	2
i. How to set expense types	2
ii. How to record an expense.....	3
iii. How to submit an expense report to managers.....	5
iv. How to approve expense.....	6
v. Registering expense reimbursements.....	8

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. I.e., 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.

The screenshot shows the 'Expense Products / New' form. The 'Product Name' field is 'Meals with Customer'. The 'General Information' section includes 'Cost' (0.00), 'Unit of Measure' (Units), 'Internal Reference', and 'Company'. The 'Accounting' section includes 'Expense Account' (520200 Entertainment), 'Vendor Taxes', and 'Customer Taxes'. The 'Invoicing' section includes 'Invoicing Policy' (Delivered quantities) and 'Re-Invoice Expenses' (At cost). The 'Expense Account' dropdown menu is open, showing a list of accounts including '110000 Fixed Assets', '111000 Furniture and Fixtures', '1112201 Liquidity Transfer', '113000 Equipment', '114000 Decoration', '116000 Investments', and '120000 Current Assets'.

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.

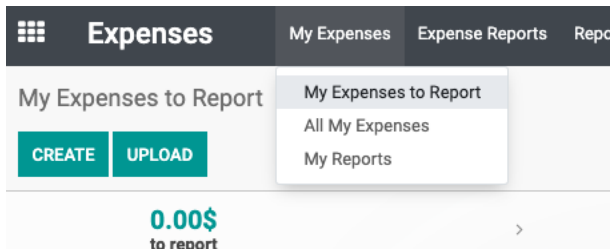
Click on the **Save** button to save the expense. After saving the created expense add the receipts using the **Attach Receipt** button.

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

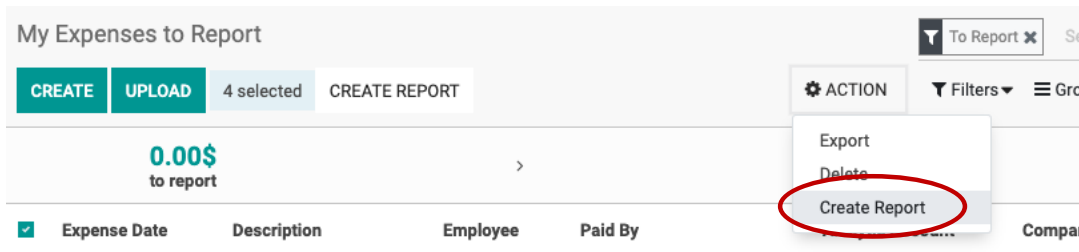


iii. How to submit an expense report to managers

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.

My Expenses to Report / New

SAVE DISCARD

APPROVE REFUSE RESET TO DRAFT DRAFT **SUBMIT TO**

Expense Report Summary

August Lunch with clients

Employee mitchell
 Manager
 Paid By Employee (to reimburse)
 Company HK Company

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.)*

Timesheets In Contract ... 03/01/2020 0/20 Days Time Off 0 Equipments Payslip Attendance 0 Hours Last Month

Anita Oliver
 Experienced Developer
 Employee Tags

Work Mobile (538)-672-3185 Department Research & Development
 Work Phone (538)-497-4804 Manager Ronnie Hart
 Work Email anita.oliver32@example.com Coach Ronnie Hart
 Company My Company (San Francisco)

WORK INFORMATION PRIVATE INFORMATION HR SETTINGS

Location
 Work Address My Company (San Francisco)
 Work Location Building 1, Second Floor

Approvers
 Expense
 Time Off On going

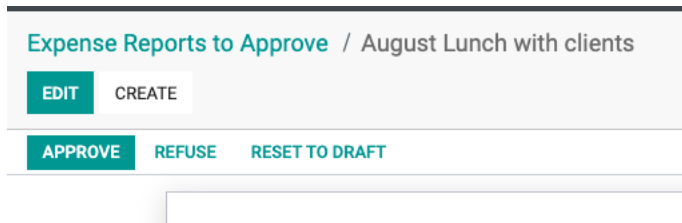
Schedule
 Working Hours Standard 40 hours/week
 Timezone Europe/Brussels

Organization Chart
 Ronnie Hart Chief Technical Officer
 Anita Oliver Experienced Developer

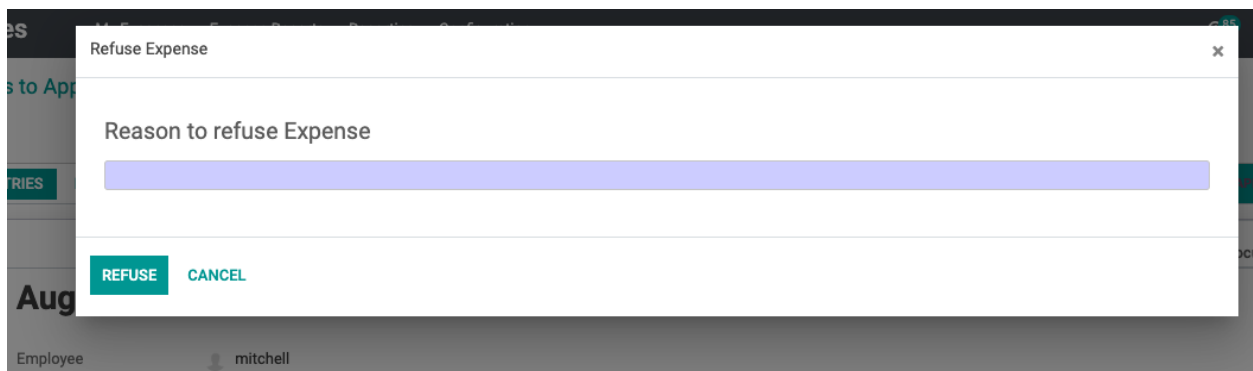
Upon setting it, the HR and team managers* can get an overview of all expense reports to validate/approve from the top menu **Expense Reports** → **Reports to approve**.

*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**.

The screenshot shows the 'Expenses' module interface. At the top, there are navigation tabs: 'My Expenses', 'Expense Reports', 'Reporting', and 'Configuration'. The current page is 'My Expenses to Report / HK - SH'. Below this, there are buttons for 'EDIT', 'CREATE', 'PRINT', and 'ACTION'. A progress bar at the top right shows stages: DRAFT, SUBMITTED, APPROVED (highlighted), POSTED, and PAID. The main content area is titled 'HK - SH' and includes fields for 'Employee', 'Manager', and 'Paid By Company', all with 'On going' status. A 'POST JOURNAL ENTRIES' button is visible. Below this is a table with columns: EXPENSE DATE, DESCRIPTION, CUSTOMER TO REINVO..., ANALYTIC ACCOUNT, TAXES, TOTAL, and TOTAL (COMPANY CUR...). A single row is visible with the date 01/07/2021, description HK - SH, and a total of 700.00 \$. A 'View Attachments' link is next to the total. At the bottom right, a 'Total Amount: 700.00 \$' is displayed.

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”

The screenshot shows the 'Accounting' module dashboard. The top navigation bar includes 'Dashboard', 'Customers', 'Vendors', 'Accounting', 'Reporting', and 'Configuration'. The main heading is 'Accounting Dashboard'. There are search and filter options. Below the heading, there are three task cards: 'First Bill' (Digitalize your vendor bills with OCR and Artificial Intelligence, status: All done!), 'Bank Account' (Setup your bank account to sync bank feeds, status: Step Completed!), and 'Accounting Period' (Define your fiscal years & tax periodicity, status: Configure). At the bottom, there are two summary cards: 'Customer Invoices' (12 Invoices to Validate for 13,829.71 \$, 1 Unpaid Invoice for 1,499.98 \$) and 'Vendor Bills' (2 Bills to Validate for 350.00 \$, 2 Bills to Pay for 600.00 \$, 1 Expense to Process for 2,909.60 \$). Both summary cards include a bar chart showing the distribution of bills across different time periods: Due, 15-21 Aug, This Week, 29 Aug-4 Sep, 5-11 Sep, and Not Due.

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.

