

# Finance module Expenses



## Expenses

Expenses can be viewed from main menu: 'Expenses'.

By default, the list of recent expenses is displayed.

A filter can be used to look up to specific expenses.

To record a new expense, click 'Record new'

### List expenses

The screenshot shows the 'List expenses' interface. At the top, there are two buttons: 'Expenses list' and 'Record'. A yellow callout box labeled 'Link to record a new expense' points to the 'Record' button. Below these buttons is a 'Filter' dropdown menu, with a yellow callout box labeled 'Filter list display' pointing to it. To the right of the filter are two icons: a green Excel icon and a red printer icon. A yellow callout box labeled 'Export list in Excel format Multiple print with date range' points to these icons. Below the filter and icons is a table of expenses. A yellow callout box labeled 'List of expenses' points to the table.

<a href="#">Id</a>	Class	Reference	Company	<a href="#">Date</a> ▲	Value	in base currency USD	Attachment	Operations
<a href="#">1</a>	61002 Phone		My Company Ltd	2015-01-08	230.00 USD	230.00 USD	<a href="#">upload</a>	Quick edit ▼
<a href="#">2</a>	63002 bank charges		My Company Ltd	2015-01-30	5.00 EUR	6.25 USD	<a href="#">open</a>	Quick edit ▼
<a href="#">3</a>	61004 Supplies	<a href="#">316</a>	My Company Ltd	2015-01-20	70.50 USD	70.50 USD	<a href="#">upload</a>	Quick edit ▼

## List expenses

Expenses list Record

▼ Filter

Search with keyword, ref No.

Filter options

company \* My Company Ltd. class Any Allocation Any

from 01 / 01 / 2020 to 07 / 27 / 2020

supplier Any client Any project Any

currency US dollar

show rows 25

Apply Reset

Id	Class	Reference	Company	Date ▲	Value	in base currency USD	Attachment	Operations
<a href="#">69</a>	61002 Phone	<a href="#">Bekalan 311_sub1</a>	My Company Ltd	2016-05-28	100.00 USD (Tax 10.00)	100.00 USD (Tax 10.00)	<a href="#">open</a>	Quick edit ▼
<a href="#">15</a>	61004 Supplies	<a href="#">Booknote 311_sub1</a>	My Company Ltd	2016-05-28	50.00 USD (Tax 3.00)	50.00 USD (Tax 3.00)		Clone
<a href="#">70</a>	61002 Phone	<a href="#">Bekalan 311_sub1</a>	My Company Ltd	2016-05-28	200.00 USD (Tax 20.00)	200.00 USD (Tax 20.00)	<a href="#">upload</a>	Quick edit ▼

Voucher or print link

Link to upload or view attachment for expenses

Actions menu

## Expenses

The filter can be used to sort the list by:

- company
- class of accounts (see chart of accounts)
- allocation
- date range
- supplier
- client
- project (if project module is enabled)

From the list, you can:

- print voucher (pdf)
- upload or view receipt
- Edit the entry (if not yet reconciled)
- Delete the entry (if not yet reconciled)
- Clone the entry (use entry as template for new record)

If Listing of purchases is selected in settings, data will show purchases in list

## Expenses

The process of recording is equivalent to a new journal entry with extended information like user account, supplier, client project, attachment.

The recording form is divided in 4 sections

- company
- allocation
- credit details
- user options
- references
- debit details

## Record expenses

Expenses list Record

[List](#)

**company \***  
- Select -

**Allocation**  
 assign to other entity:

**Credit**

**currency \*** - Select -

**account payment \*** - Select -  
Select a company first

**exchange rate**

**User account**  
**user account:**

**References**

**supplier \*** - Select - **client \*** - Select -

**Project**  
Ex. 123

**Debits**

**company \***  
My Company Ltd

Select first the company to which the expense is attached

**Allocation**  
 assign to other entity: **allocation:** Company Two llc

You can "allocate" record to different business entity for analytics purpose only. If option is not selected **default** is company selected above

**Credit**  
**currency \*** US dollar

Select the payment currency. This will determine available payment accounts

**account payment \*** [USD], My Company Ltd -

Select the account for payment (credit) This will determine the exchange rate

**exchange rate** 1

If the base currency is used for payment the rate is one. In multi-currencies mode, the exchange rate will depend on the currency used vs. base currency. The rate is **required**

**User account**  
**user account:** user  paid

indicate "paid" if advanced by company or "not paid" if advanced by employee

User account is used to manage cash advance to employees. (see cash management)

**References**  
**supplier \*** Booknote editions Ltd **client \*** - Select -

Supplier or client references from address book can be added which may be used for filtering

**Project**  
311

311 A-CA-6\_09-BP-311 (open) Project design ...  
322 A-CA-6\_09-BP-311\_sub1 (open) Poulet sur le t...

If project module is enabled, the record can also be linked to a project. Key-in project keyword and select.

The screenshot shows a 'Debits' form with the following fields and controls:

- Date of payment:** 06 / 06 / 2017
- Value:** 70.50
- Account:** 61004 - Su
- Attachment:** receipt1.jpg (with a 'Remove' button)
- Item Name:** supplies
- Comment:** comment
- Buttons:** Record, + Add item, remove last item, Browse... (No file selected)

Annotations provide additional context:

- Date of payment:** Points to the date field.
- Value:** Points to the value field.
- Debited accounts (See chart of accounts):** Points to the account dropdown.
- If tax collection (I.e GST) is required, you can compute a tax value (the rate is set in company finance settings) This will add 1 entry in the journal with tax collectible account.** Points to the 'value' field.
- Link to upload an attachment.** Points to the 'Browse...' button.
- Use this button to remove last line** Points to the 'remove last item' button.
- To add an expense line, click 'add item'. You can record multiple lines per entry.** Points to the '+ Add item' button.

## Expenses

The new entry above will show in the list after recording

## List expenses

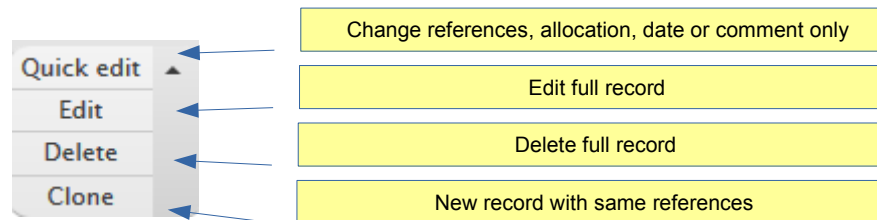
Expenses list

Record

► Filter



<u>Id</u>	<u>Class</u>	<u>Reference</u>	<u>Company</u>	<u>Date</u> ▲	<u>Value</u>	<u>in base currency USD</u>	<u>Attachment</u>	<u>Operations</u>
<a href="#">124</a>	61004 Supplies	<a href="#">Booknote 311</a>	My Company Ltd	2017-06-06	70.50 USD	70.50 USD	<a href="#">open</a>	Quick edit ▼
	Total					70.50 USD		



## Actions menu

# Finance

## Expenses

### Quick edit form

**Edit** ✕

Reference: 124, My Company Ltd

**Allocated \***  
Company Two Ilc  
select an entity for which the expense is done

**Date \***  
06 / 06 / 2017 ✕ ← **Date is editable ONLY if record is not reconciled.**

**client \***  
not applicable

**supplier \***  
Booknote editions Ltd

**Project**  
code A-CA-6\_09-BP-311 ○  
supplies for project

**Record**



### Record expenses

Data cloning references

Template expense from ref. 124 . A new entry will be recorded.

[List](#)

**company \***

My Company Ltd

Allocation My Company Ltd

Credit

**currency \***

US dollar

**account payment \***

[USD], My Company Ltd -

**exchange rate**

1

User account

**user account:**

References

**supplier \***

Booknote editions Ltd

**client \***

not applicable

**Project**

code A-CA-6\_09-BP-311

Debits

61004 - Su

04 / 29 / 2018

70.5

Browse...

No file selected.

supplies

[receipt1\\_o.jpg](#)

+ Add item

remove last item

## Delete expense

Expense ref. 124

Description : supplies

Are you sure you want to delete this entry ?

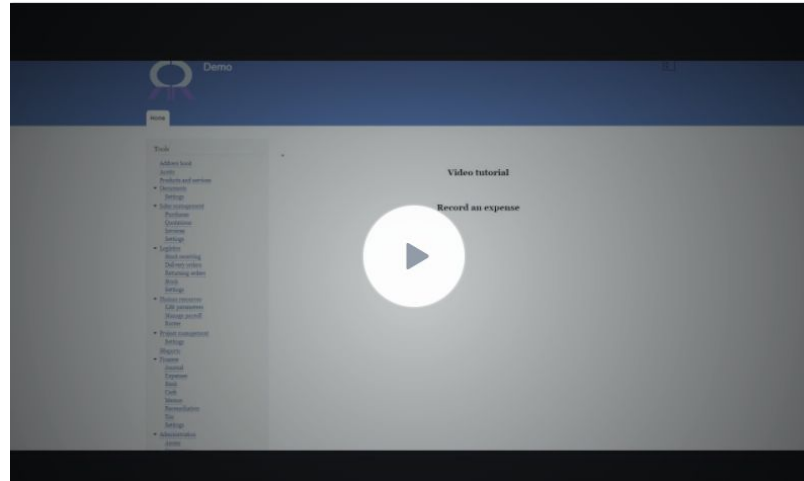
This record has an attachment : [receipt1\\_o.jpg](#)

Delete

[Cancel](#)

Confirm deletion process

View short tutorial video:





**AREA**  
**Systems**

**EK**