# Finance module
# Expenses

# Finance

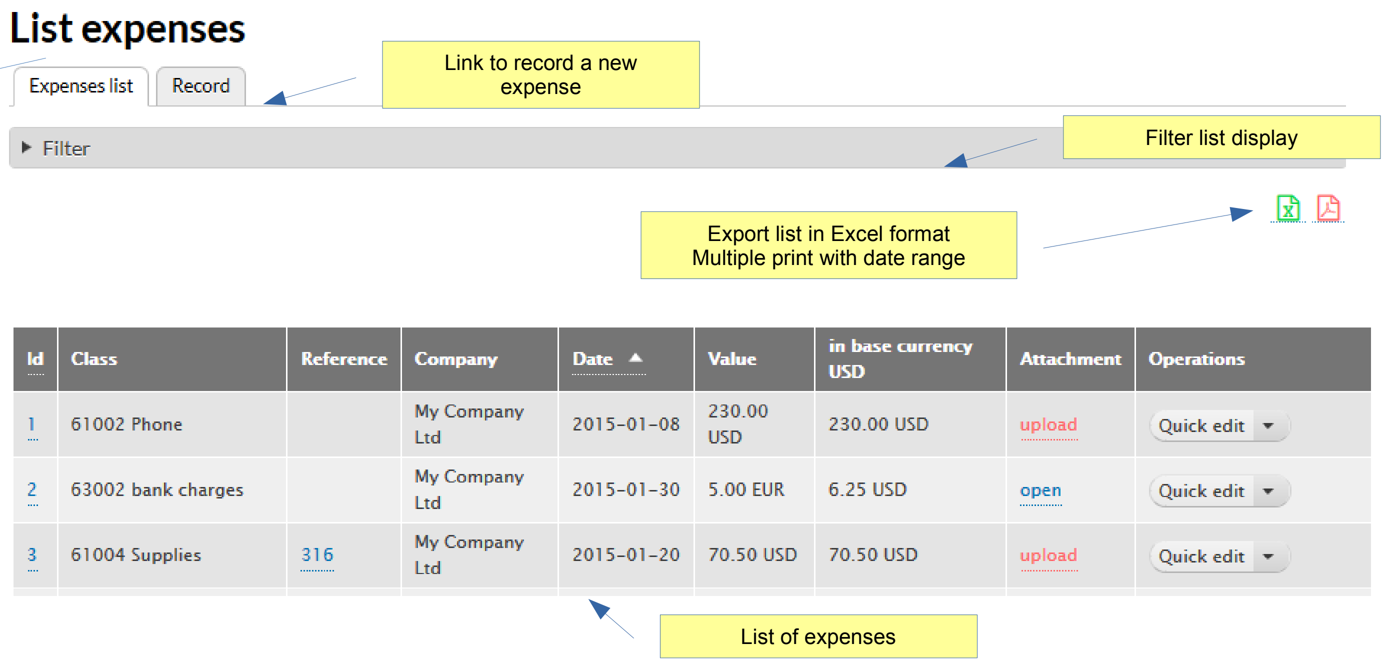
Expenses

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'




| Id | Class | Reference | Company | Date | Value | in base currency USD | Attachment | Operations |
|---|---|---|---|---|---|---|---|---|
| 1 | 61002 Phone | | My Company Ltd | 2015-01-08 | 230.00 USD | 230.00 USD | upload | Quick edit |
| 2 | 63002 bank charges | | My Company Ltd | 2015-01-30 | 5.00 EUR | 6.25 USD | open | Quick edit |
| 3 | 61004 Supplies | 316 | My Company Ltd | 2015-01-20 | 70.50 USD | 70.50 USD | upload | Quick edit |

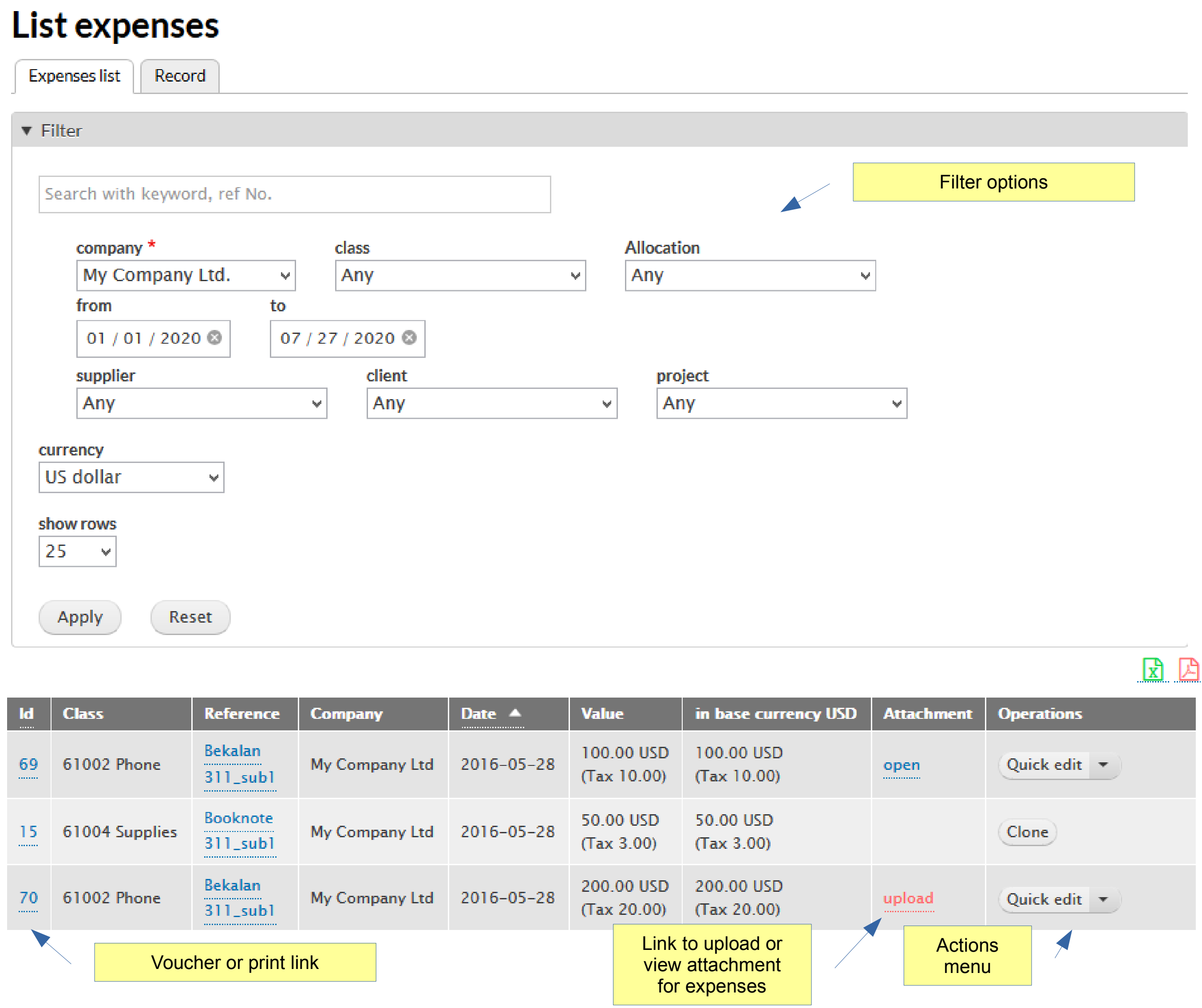
# Finance

## 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



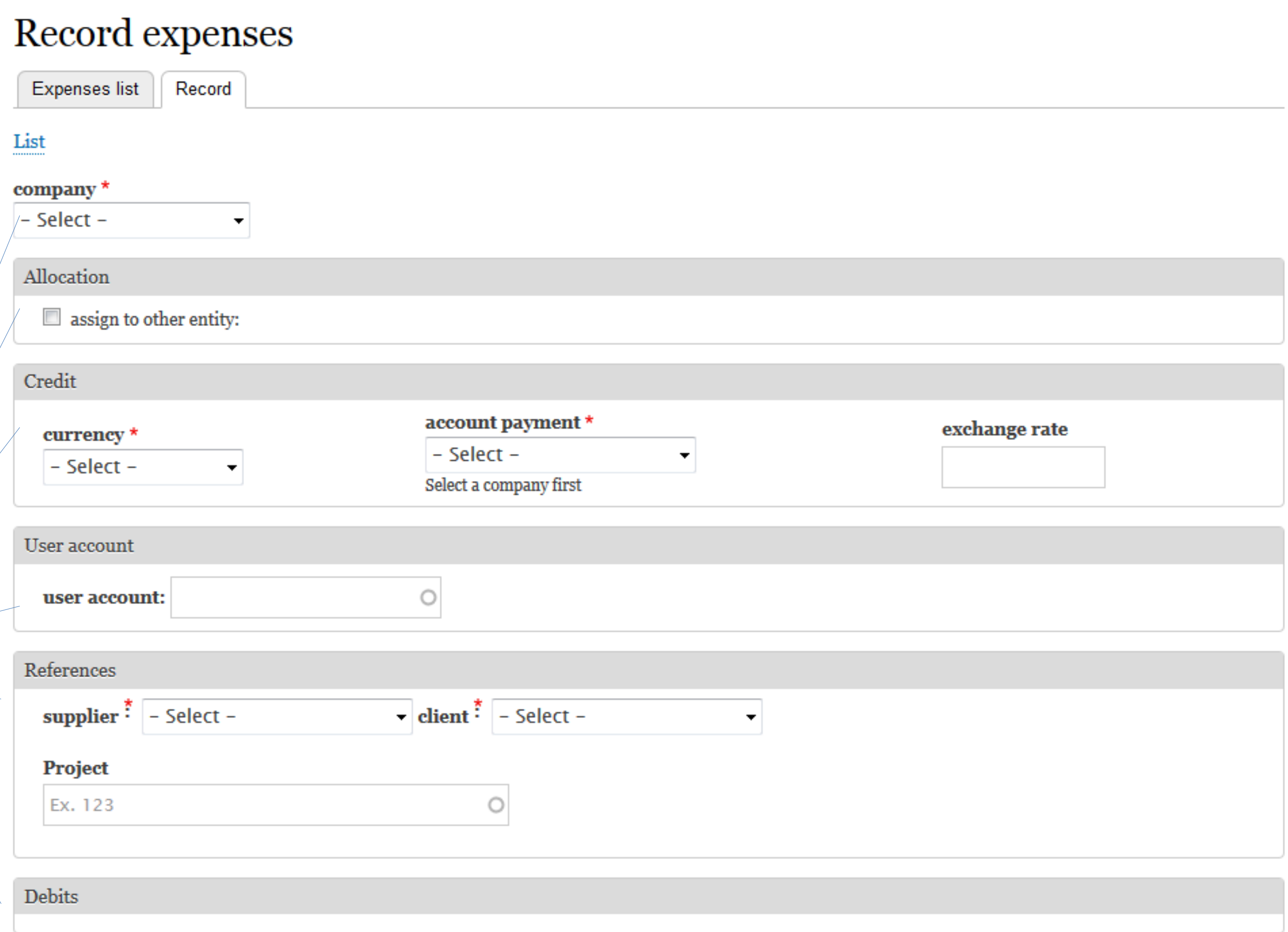
# Finance

Expenses

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

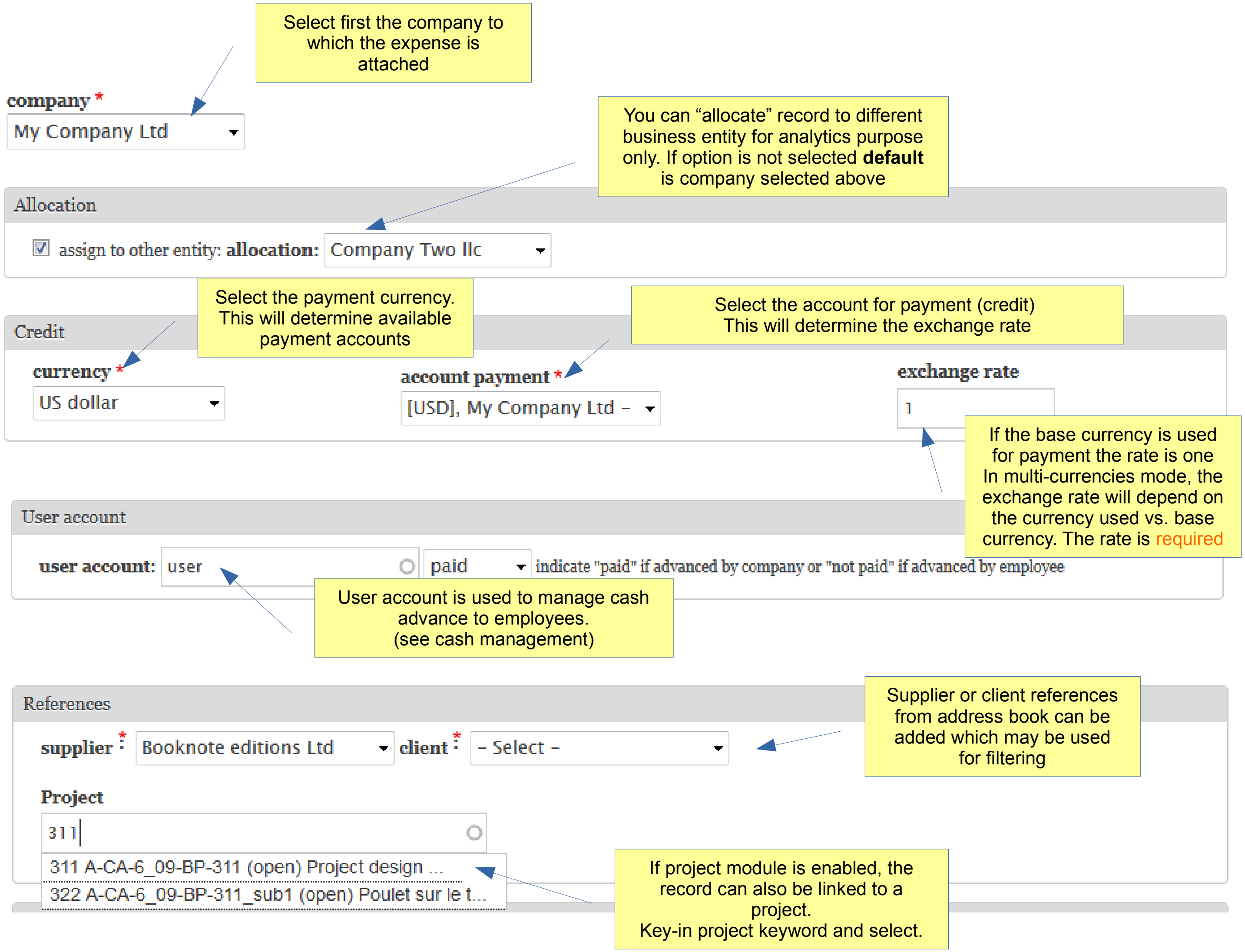
The recording form is divided in 4 sections

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



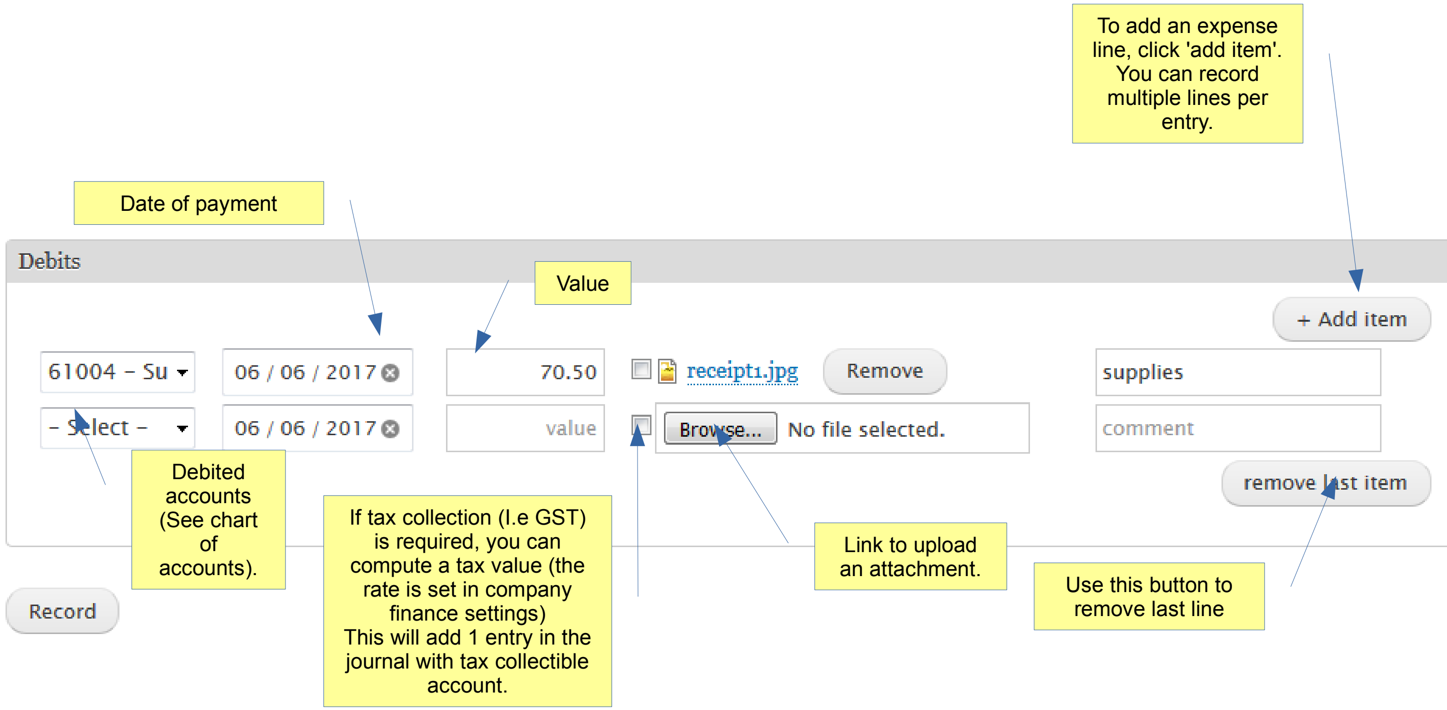
# Finance

## Expenses



# Finance

## Expenses



# Finance

## Expenses

The new entry above will shows in the list after recording

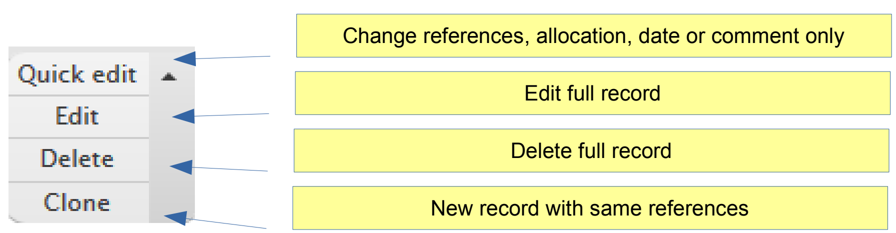
# List expenses

Expenses list | Record

▸ Filter

| Id | Class | Reference | Company | Date | Value | in base currency USD | Attachment | Operations |
|---|---|---|---|---|---|---|---|---|
| 124 | 61004 Supplies | Booknote 311 | My Company Ltd | 2017-06-06 | 70.50 USD | 70.50 USD | open | Quick edit |
| | Total | | | | | 70.50 USD | | |

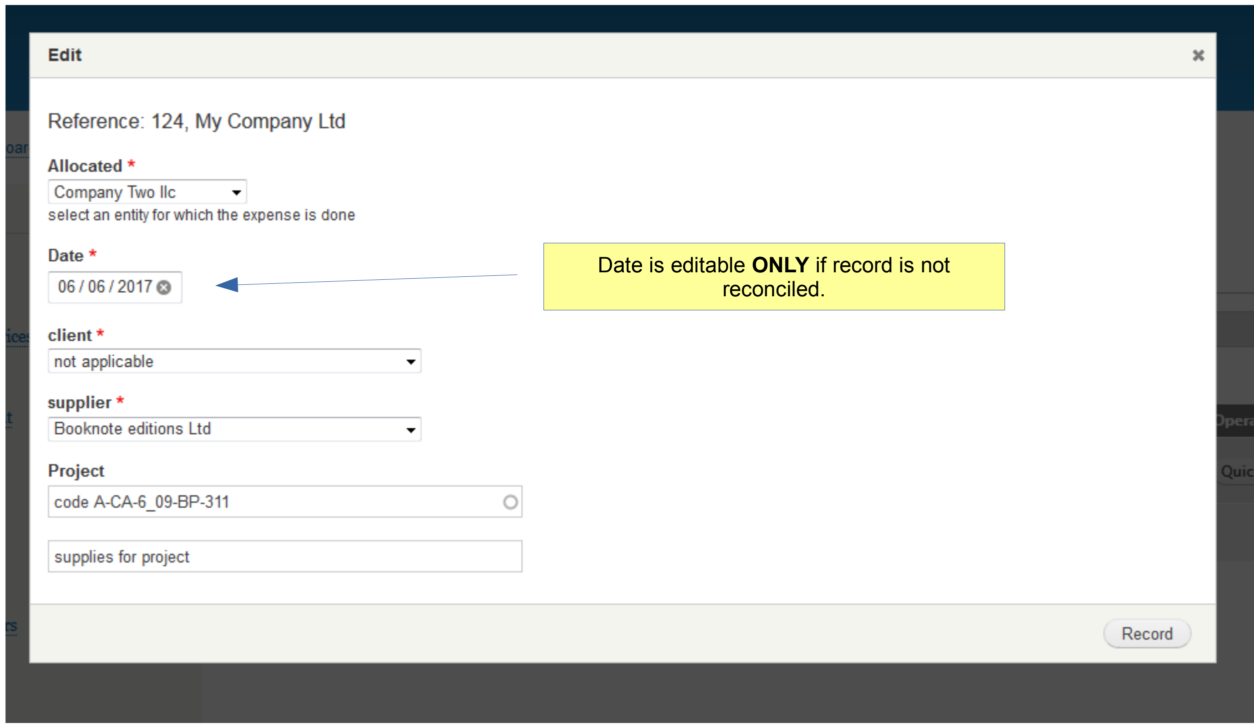
## Actions menu



# Finance

## Expenses

## Quick edit form



Finance

Expenses

Clone record

Data cloning references

# Record expenses

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

+ Add item

61004 - Su | 04 / 29 / 2018 | 70.5 | Browse... No file selected. | supplies

receipt1_0.jpg

remove last item

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Expenses

Delete record

# Delete expense

Expense ref. 124

Description : supplies

Are you sure you want to delete this entry ?

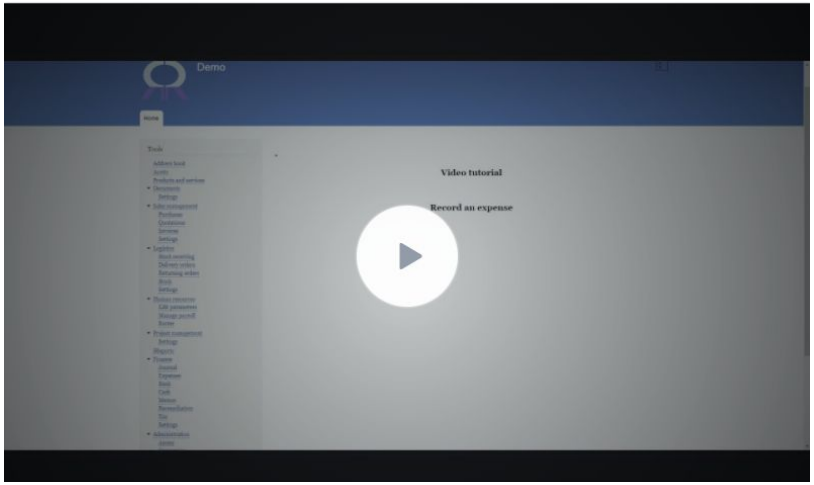
This record has an attachment : receipt1_0.jpg

Delete Cancel

Confirm deletion process

# Finance

View short tutorial video:



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