Finance module
Memos

Memos help you to manage:

1) Internal transactions / invoices between companies of the same group

2) Expenses claims of users to companies

ARREA Systems

Expenses memos

Memos are used for organization internal transactions:

1) claims between entities/companies
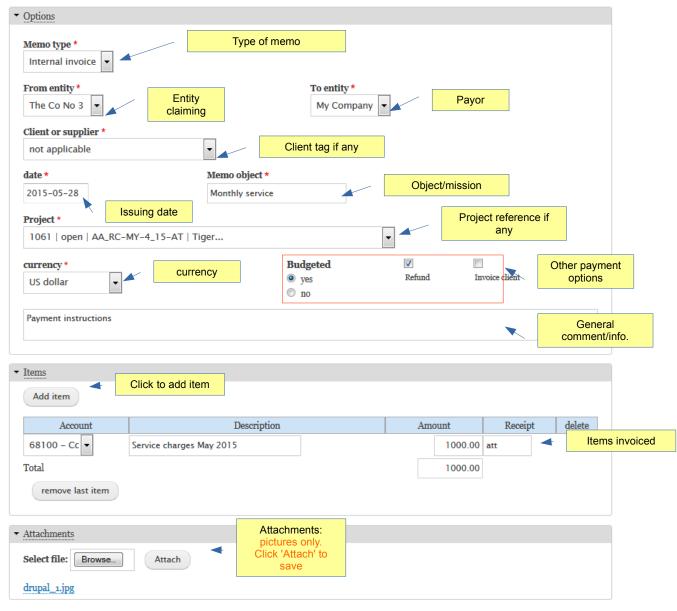2) claims from users

List expenses memos

Internal memos list	Personal memos list

Internal or personal memos

+ New memo   + Transactions summary

Create a new internal memos

▼ Filter

Search with ref No

Issuer
Any ▾

Payor
Any ▾

from
2015-03-01

to
2015-05-18

project
Any ▾

Apply   Reset

Filter internal memo list

Print range

Go to print range to print multiple memos

Expenses memo

New internal memo

Edit internal memo

Options

Memo type *
Internal invoice ⟶ Type of memo

From entity *
The Co No 3 ⟶ Entity claiming

To entity *
My Company ⟶ Payor

Client or supplier *
not applicable ⟶ Client tag if any

date *
2015-05-28 ⟶ Issuing date

Memo object *
Monthly service ⟶ Object/mission

Project *
1061 | open | AA_RC-MY-4_15-AT | Tiger... ⟶ Project reference if any

currency *
US dollar ⟶ currency

Budgeted
☑ yes
☐ no
Refund ☑
Invoice client ☐
⟶ Other payment options

Payment instructions ⟶ General comment/info.

Items

Add item ⟶ Click to add item

Account	Description	Amount	Receipt	delete
68100 – Cc	Service charges May 2015	1000.00	att	
Total		1000.00		

⟶ Items invoiced

remove last item

Attachments

Select file: Browse... Attach ⟶ Attachments: pictures only. Click 'Attach' to save

drupal_1.jpg

Record

Expenses memo

✓ The memo is recorded

List expenses memos

[+ New memo] [+ Transactions summary]

Internal memos list | Personal memos list

Issuer and payor

Date issued

Amounts in local and base currency

Attachment

Filter

Print range

Issuer / payor	Reference	Date	Amount	in base currency USD	Status	Attachments	Operations
Company 2 My Company Ltd	MVL-EM-17-01-12	2017-01-19	125.00 USD	125.00 USD	not paid ●		Edit ▼
Company 2 My Company Ltd	MVL-EM-17-02-13	2017-02-28	105.00 USD	105.00 USD	paid ●	attachments	Receive ▼
Total				230.00 USD			

References: memo serial (click to view details) and project (if any)

Status of payment

Operations menu

Operations menu:

Edit ▲
Add attachment
Delete
Pay
Clone
Print

Upload attachemnt (see P. 21)

Pay (action by payor)

Clone existing into new

Edit (if not paid)

Delete (if not paid)

Print (Pdf)

Expenses memo

View in browser

View

Back

MVL-EM-17-02-13

Options

☐ signature:

stamp
◉ no: ○ original: ○ copy:

template: [default ▼] [Display]

[+ List] [+ Pdf]

Print in Pdf

INTERNAL MEMO

From	To
Company 2	**My Company Ltd**
(A433)	(A433)
address line 1	address line 1
address line 2	address line 2
888, SINGAPORE	778686668, MALAYSIA
Fax:+709823400	Tel:3333333, Fax:+709823400
Contact: Dodo	Contact: Dodo

Document ref:	MVL-EM-17-02-13
	Attachment
Project reference:	Blue globe
	n/a
Document created on:	2017-02-28

PAID

Category	Description	Amount	Currency USD	Receipt
61084 Mobile phone	Phone	105.00	USD	1
Total:		**105.00**	USD	

Authorized signatory

Attachments:

- Receipt-scan.png

Link to file attached to memo

Print memo

A-EM-15-05-1002

Options

☐ signature:

stamp
⦿ no: ○ original: ○ copy:

template: default ▾   Print in Pdf

Print options

▾ Share this document via email

Share via email with attachment to system users

enter email addresses separated by comma (autocomplete enabled).

Optional message

add optional message

Send

Pdf output

Page: 1 of 1   — + 80% ▴

FROM		TO	
Payee:	The Co No 3	Company:	My Company
	(34567)		(co No. 919796)
	Jalan Yo 66/341		High tower
	Petaling Jaya		Jo Kurt road
	78900 Kuala Lumpur		Kowloon
	Malaysia		Hong Kong
	Tel:+60362116559 Fax:+60362013828		
Contact:	Dominique Arnaud	Contact:	

Document ref.:	A-EM-15-05-1002	
	Monthly service	
Project reference:		
	AA_RC-MY-4_15-AT-1061	
Document created on:	2015-05-28	

Details:

Category	Description	Amount	Currency	Receipt
68100 Consulting fees	Service charges May 2015	1,000.00	USD	att
TOTAL:		1,000.00	USD	

AREA Systems

Expenses memo

Edit record

Edit internal memo

Memo ref. A-EM-15-05-1002

▼ Options

Memo type *
Internal invoice ▾

From entity *
The Co No 3 ▾

To entity *
My Company ▾

Client or supplier *
not applicable ▾

date *
2015-05-28

Memo object *
Monthly service

Project *
1061 | open | AA_RC-MY-4_15-AT | Tiger... ▾

currency *
US dollar ▾

Budgeted
☑ Refund   ☐ Invoice client
⦿ yes
◯ no

Payment instructions

▼ Items

[Add item]

Account	Description	Amount	Receipt	delete
68100 – Cc ▾	Service charges May 2015	1,000.00	att	☐
– Select – ▾	description	amount	ref.	
Total		1,000.00		

[remove last item]

Delete existing item

New item

▼ Attachments

Select file: [Browse...] [Attach]

drupal.jpg   [delete attachment 1]

drupal_1.jpg   [delete attachment 2]

[Record]

Attached images

Click to remove

Expenses memo

Delete

Delete memo

Memo ref. A-EM-15-05-1002

Are you sure you want to delete this memo ?

Delete

Print memo range

Print options

Filter

Issuer

Company 2

Payor

My Company Ltd

from

2015-01-01

to

2015-12-31

status

Any

☐ signature

stamp
- ◉ no
- ○ original
- ○ copy

template

default

Apply   Reset

Pdf output, multiple pages

Page: 1 of 5   — + 25%

Expenses memo

Pay a memo.
A memo can be paid in full or partially.
Once status is 'Paid', memo can be recorded as received by issuer.
It will record an entry in journal and expenses

Pay a memo

Memo ref. A-EM-15-05-1002

Total value 1,000.00 USD

Payment date *

2015-06-02

☐ Close

Set status as closed or paid on partial payment.

Account payment *

[USD], My Company – 7880858180 Usd DBS Bank (Hong Kong) Limited

Exchange rate

1

68100 – Consu | A-EM-15-05-1002 Service charges May 2015 | 500.00 | – Select –

Total USD | 500.00

- Select -
No attachment
Service-bill.png

Record

Force close status on partial payment

Credited account for payment

Option to link attachement to expense record

Partial payment

New status

Issuer / payor	Reference	Date	Amount	in base currency USD	Status	...ations
The Co No 3 My Company	A-EM-15-05-1002 AA_RC-MY-4_15-AT-1061	2015-05-28	1,000.00 USD	1,000.00 USD	partial paid ●	attachments Pay ▾

Expenses memo

Second payment after partial payment

Pay a memo

Memo ref. A-EM-15-05-1002

Total value 1,000.00 USD

Payment date *

2015-06-03

☐ Close
Set status as closed or paid on partial payment.

Account payment *

[USD], My Company – 7880858180 Usd DBS Bank (Hong Kong) Limited ▼

Exchange rate

1

● **Balance not paid : 500 USD**

| 68100 – Consu ▼ | A-EM-15-05-1002 Service charges May 2015 | 500.00 | – Select – ▼ |

Total USD   500.00

[Record]

Second payment

Issuer / payor	Reference	Date	Amount	in base currency USD	Status	Attac...	...s
The Co No 3 My Company	A-EM-15-05-1002 AA_RC-MY-4_15-AT-1061	2015-05-28	1,000.00 USD	1,000.00 USD	paid ●	attachments	Receive ▼

New status

Memo can be recorded as received by issuer (record as incoming funds)

Receive paid memo

Receive ▲
Reset
Print

Reset payment

Expenses memo

Pay a memo.
Example of payment in
different currency from
the currency of the
memo.

Pay a memo

Memo ref. A-EM-15-05-1003

Total value 3,500.00 MYR

Payment date *

2015-06-02

☐ Close
Set status as closed or paid on partial payment.

Account payment *

[USD], My Company – 7880858180 Usd DBS Bank (Hong Kong) Limited

Exchange rate *

0.29

Warning: you are not paying from a MYR account.
Amount credited USD 1000

68100 – Consu   A-EM-15-05-1003 Service charges May 2015   1000.00   – Select –

Total MYR   1000.00

Record

The memo is expressed in MYR

The payment is made in USD

The rate is calculated base on system default (see currencies settings)

Estimated value is calculated

The actual value paid in USD

Expenses memo

Memo received by issuer.

Amount will be recorded in journal and can be reconciled (see journal and finance)

Receive memo payment

Memo ref. A-EM-15-05-1002

Recorded value 1,000.00 USD

Total value paid by debtor

Receive date *

2015-06-03

Account to be debited *

[MYR], The Co No 3 – 359-397122-101 HSBC

Payment received in different currency account

Exchange rate against USD *

3.5

Estimated amount debited MYR 3500

Exchange rate from payment currency and estimated converted amount received

Credit account *

45010 – Group

Income account

3500

Amount received expressed in the currency of debited account

Record

ARREA
Systems

Expenses memo

Payment reset

The payment will be reset to 0 for all expenses recorded

Reset payment

List

Memo ref. ASPL-EM-18-05-23

Expense ref. 144

Are you sure you want to reset this payment ?

Reset

Reset payment

List

Memo ref. ASPL-EM-18-05-23

⚠ Record not editable

Expenses memo
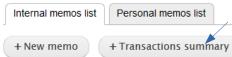
If Project management module is enabled, the linked memos will be display in project pages (finance section).

Internal memos				
A–EM–15–05–1003	MYR 3,500.00	USD 1,000.00		print
A–EM–15–05–1002	USD 1,000.00	USD 1,000.00		print
A–EM–15–05–1005	USD 350.00	USD 350.00		print
Total		USD 2,350.00		

Expenses memo

Transactions summary

List expenses memos

| Internal memos list | Personal memos list |

+ New memo   + Transactions summary

To view the transactions summary per year click on the button

Summary of internal transactions for year 2014

Filter

▾ Filter

year: 2014 ▾   Apply   Reset

The summary will show a table of cross transactions between companies per year

USD	My Company	The Co no 11	The Co no 13	The Co no 18	The Co no 19	The Co No 2	The Co no 20	The Co No 3	The Co No 4	The Co No 5	The Co No 6	The Co no 7	The Co No 9
My Company	–	B: 0.00 T: 0.00	B: 0.00 T: 0.00	B: 0.00 T: 0.00	B: 0.00 T: 0.00	B: -1,889.00 T: 0.00	B: 0.00 T: 0.00	B: -16,000.00 T: 0.00	B: 0.00 T: 0.00	B: 0.00 T: 0.00	B: -650.00 T: 0.00	B: 0.00 T: 0.00	B: 0.00 T: 0.00
The Co No 3	B: 16,000.00 T: 86,093.34	B: 0.00 T: 0.00	B: 0.00 T: 0.00	B: 0.00 T: 0.00	B: 0.00 T: 0.00	B: 0.00 T: 0.00	B: 0.00 T: 0.00	–	B: 0.00 T: 22,752.32	B: 0.00		B: 0.00	B: 0.00 T: 0.00
The Co No 4	B: 0.00 T: 0.00	B: 0.00 T: 0.00	B: 0.00 T: 0.00	B: 0.00 T: 0.00	B: 0.00 T: 0.00	B: 0.00 T: 0.00	B: 0.00 T: 0.00	B: 0.00 T: 0.00	–	B: 0.00 T: 0.00	T: 0.00		B: 0.00 T: 0.00
The Co No 5	B: 0.00 T: 0.00	B: 0.00 T: 0.00	B: 0.00 T: 0.00	B: 0.00 T: 0.00	B: 0.00 T: 0.00	B: 0.00 T: 0.00	B: 0.00 T: 0.00	B: 0.00 T: 0.00	B: 0.00 T: 0.00	–	B: 0.00 T: 0.00	B: 0.00 T: 0.00	B: 0.00 T: 0.00

Total transactions value in base currency
B: open memo
T: total for year

Click on company name to view the details

Expenses memo

Transactions details

Internal transactions for year 2014 - The Co No 3

back

Date of memo

Memo reference
Click on serial
reference to print

Type and value of
transaction

USD	My Company	date	credit	debit
EM-AGRSS-2_14-780 Group Management Fees Jan 2014		2014-02-17	10,000.00	
EM-AGRSS-3_14-817 Group Management Fees Feb 2014		2014-03-24	10,000.00	
EM-AGRSS-4_14-848 Group Management Fees Mar 2014		2014-04-24	10,036.45	
EM-AGRSS-5_14-859 Group management fees Apr. 2014		2014-05-26	10,002.89	
EM-AGRSS-6_14-879 Group management fees May 2014		2014-06-26	7,989.12	
EM-AGRSS-7_14-886 Group Management fees June-July 2014		2014-07-24	16,064.88	
EM-AGRSS-10_14-939 Group Management fees Aug 2014		2014-10-29	6,000.00	
EM-AGRSS-12_14-968 Group Management fees Sep-Dec 2014		2014-12-29	16,000.00	
Total			86,093.34	0.00

USD	The Co No 4	date	credit	debit
EM-AGRSS-8_14-906 Management fees Jan-Jun 2014		2014-08-28	13,653.61	
EM-AGRSS-12_14-959 management fess Jul-Dec		2014-12-15	9,098.71	
Total			22,752.32	0.00

USD	The Co No 5	date	credit	debit

Expenses memo

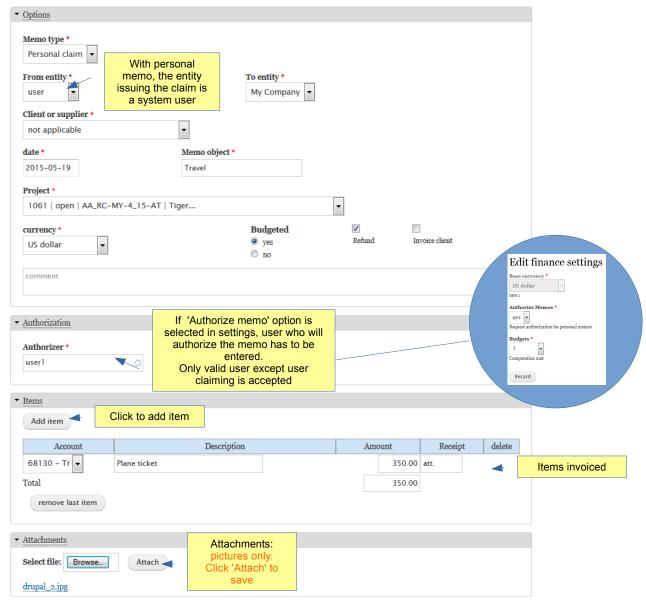Memos are used for organization internal transactions:

1) claims between entities/companies
2) claims from users

List claim memos

Internal or personal memos

| Internal memos list | Personal memos list |

+ New memo

Create a new personal memos

▼ Filter

Search with ref No

Issuer
Any

from
2015-01-01

project
Any

Payor
Any

to
2015-08-01

Apply   Reset

Filter personal memo list

Edit personal claim

Options

Memo type *
Personal claim

From entity *
user

With personal memo, the entity issuing the claim is a system user

To entity *
My Company

Client or supplier *
not applicable

date *
2015-05-19

Memo object *
Travel

Project *
1061 | open | AA_RC-MY-4_15-AT | Tiger...

currency *
US dollar

Budgeted
● yes
○ no

☑ Refund

☐ Invoice client

comment

Edit finance settings

Base currency *
US dollar
rate 1

Authorize Memos *
yes
Request authorization for personal memos

Budgets *
1
Computation unit

Record

Authorization

Authorizer *
user1

If 'Authorize memo' option is selected in settings, user who will authorize the memo has to be entered.
Only valid user except user claiming is accepted

Items

Add item

Click to add item

Account	Description	Amount	Receipt	delete
68130 – Tr.	Plane ticket	350.00 att.		
Total		350.00		

Items invoiced

remove last item

Attachments

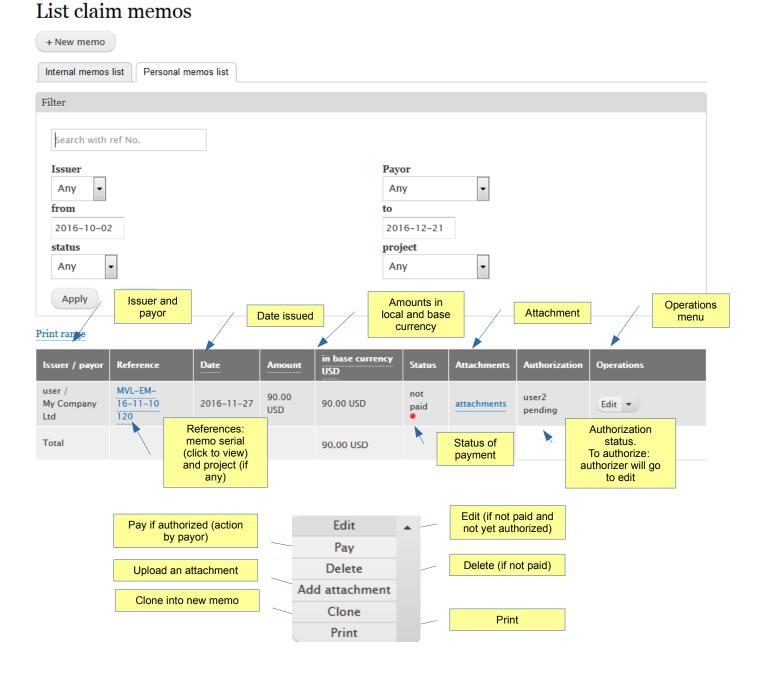Select file: Browse...   Attach

drupal_2.jpg

Attachments:
pictures only.
Click 'Attach' to save

Memos are filtered by user.
Unless a user has special
permission, normal user
will see only their own
claims

List claim memos

+ New memo
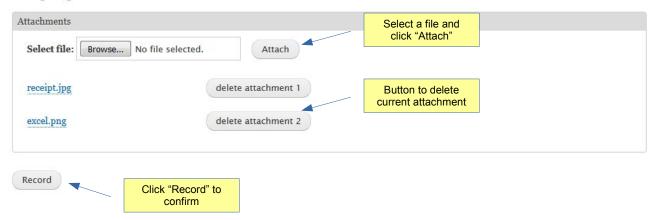
| Internal memos list | Personal memos list |

Filter

Search with ref No.

Issuer
Any

Payor
Any

from
2016-10-02

to
2016-12-21

status
Any

project
Any

Apply

Print range

Issuer / payor	Reference	Date	Amount	in base currency USD	Status	Attachments	Authorization	Operations
user / My Company Ltd	MVL–EM– 16–11–10 120	2016-11-27	90.00 USD	90.00 USD	not paid ●	attachments	user2 pending	Edit ▼
Total				90.00 USD				

Issuer and payor

Date issued

Amounts in local and base currency

Attachment

Operations menu

References: memo serial (click to view) and project (if any)

Status of payment

Authorization status. To authorize: authorizer will go to edit

Pay if authorized (action by payor)

Upload an attachment

Clone into new memo

| Edit |
| Pay |
| Delete |
| Add attachment |
| Clone |
| Print |

Edit (if not paid and not yet authorized)

Delete (if not paid)

Print

To add on or more attachment to a single memo

Attach file to memo

Memo ref. MVL-EM-17-03-15

visit prospect

Attachments		
Select file: Browse... No file selected.	Attach	
receipt.jpg	delete attachment 1	
excel.png	delete attachment 2	

Select a file and click "Attach"

Button to delete current attachment

Record

Click "Record" to confirm

Edit personal claim

Memo ref. A-EM-15-05-1005

▸ Options

Options available for authorizer in edit mode

▾ Authorization

Authorizer *

| admin | ○ |

Authorizer

Authorization

○ read only (no action taken)

◉ request more data or receipts

○ authorize

○ reject

Actions available

▾ Items

[Add item]

Account	Description	Amount	Receipt	delete
68130 – Tra ▾	Plane ticket	350.00	att.	☐
Total		350.00		

▾ Attachments

Select file: [Browse...] [Attach]

drupal_2.jpg

[Record]

Click record to validate authorization

Expenses memo

Issuer / payor	Reference	Date	Amount	in base currency USD	Status	Attachments	Authorization	Operations
user My Company	A-EM-15-05-1005 AA_RC-MY-4_15-AT-1061	2015-05-19	350.00 USD	350.00 USD	not paid ●	attachments	n/a	Edit ▾

Issuer / payor	Reference	Date	Amount	in base currency USD	Status	Attachments	Authorization	Operations
user My Company	A-EM-15-05-1005 AA_RC-MY-4_15-AT-1061	2015-05-19	350.00 USD	350.00 USD	not paid ●	attachments	user1 pending	Edit ▾

Issuer / payor	Reference	Date	Amount	in base currency USD	Status	Attachments	Authorization	Operations
user My Company	A-EM-15-05-1005 AA_RC-MY-4_15-AT-1061	2015-05-19	350.00 USD	350.00 USD	not paid ●	attachments	user1 authorized	Pay ▾

Issuer / payor	Reference	Date	Amount	in base currency USD	Status	Attachments	Authorization	Operations
user My Company	A-EM-15-05-1005 AA_RC-MY-4_15-AT-1061	2015-05-19	350.00 USD	350.00 USD	not paid ●	attachments	user1 rejected	Delete ▾

Pay a memo

Memo ref. A-EM-15-05-1005

Total value 350.00 USD

Payment date *

2015-05-22

☐ Close

Set status as closed or paid on partial payment.

Account payment *

[USD], My Company – 7880858180 Usd DBS Bank (Hong Kong) Limited ▼

Exchange rate

1

68130 – Travel ▼   A-EM-15-05-1005 Plane ticket   350

Total   350.00

[Record]

✔ Payment recorded for A-EM-15-05-1005. Go to expense if you need to edit record.

Issuer / payor	Reference	Date	Amount	in base currency USD	Status	Attachments	Authorization	Operations
user My Company	A-EM-15-05-1005 AA_RC-MY-4_15-AT-1061	2015-05-19	350.00 USD	350.00 USD	paid ●	attachments	admin authorized	Print ▼

Print ▲
Reset

Labels: Date of payment · Force close status on partial payment · Credited account for payment · Debited account · Amount paid · Status after payment · Reset payment

The payment will be reset to 0 for all expenses recorded

Reset payment

List

Memo ref. MVL-EM-18-05-24

Expense ref. 145

Are you sure you want to reset this payment ?

Reset

Reset confirmation

Reset payment

List

Memo ref. MVL-EM-18-05-24

⚠ Record not editable

In some case where the expense was edited, the resetting may not be possible

ARREA Systems

Expenses memo

View in browser

View

Back

MVL-EM-17-03-15

Options

☐ signature:

stamp
◉ no: ○ original: ○ copy:

template: [default ▼] [Display]

[+ List] [+ Pdf]

Print in Pdf

PERSONAL CLAIM

From	To
user	**My Company Ltd**
	address line 1
	address line 2
	778686668, MALAYSIA
	Tel:3333333, Fax:+709823400
	Contact: Dodo

Details

Document ref:	MVL-EM-17-03-15
	visit prospect
Project reference:	Alpha et Omega
Document created on:	2017-03-14

Category	Description	Amount	Currency SGD	Receipt
61004 Supplies	taxi	16.00	SGD	1
Total:		**16.00**	SGD	

Authorized signatory

Attachments:

- excel.png

Link to attachment

Print memo

A-EM-15-05-1005

Print options

▼ Options

☐ signature:

stamp
⊙ no: ○ original: ○ copy:

template: default ▾ Print in Pdf

▼ Share this document via email

Share via email with attachment to system users

enter email addresses separated by comma (autocomplete enabled).

add optional message

Optional message

Send

Pdf output

☐   🔍 ⬆ ⬇ Page: 1 of 1   — + 80% ⬍   🖨 📄 🔖 »

Personal claim

FROM
Payee: user
            ()

TO
Company: My Company
            (co No. 919796)
            High tower
            Jo Kurt road
            Kowloon
            Hong Kong

Contact:

Document ref.:	A-EM-15-05-1005
	Travel
Project reference:	
	AA_RC-MY-4_15-AT-10 **Paid**
Document created on:	2015-05-19

Details:

Category	Description			Amount	Currency	Receipt
68130 Travel - plane	Plane ticket			350.00	USD	att.