Overview of finance module expenses

Finance

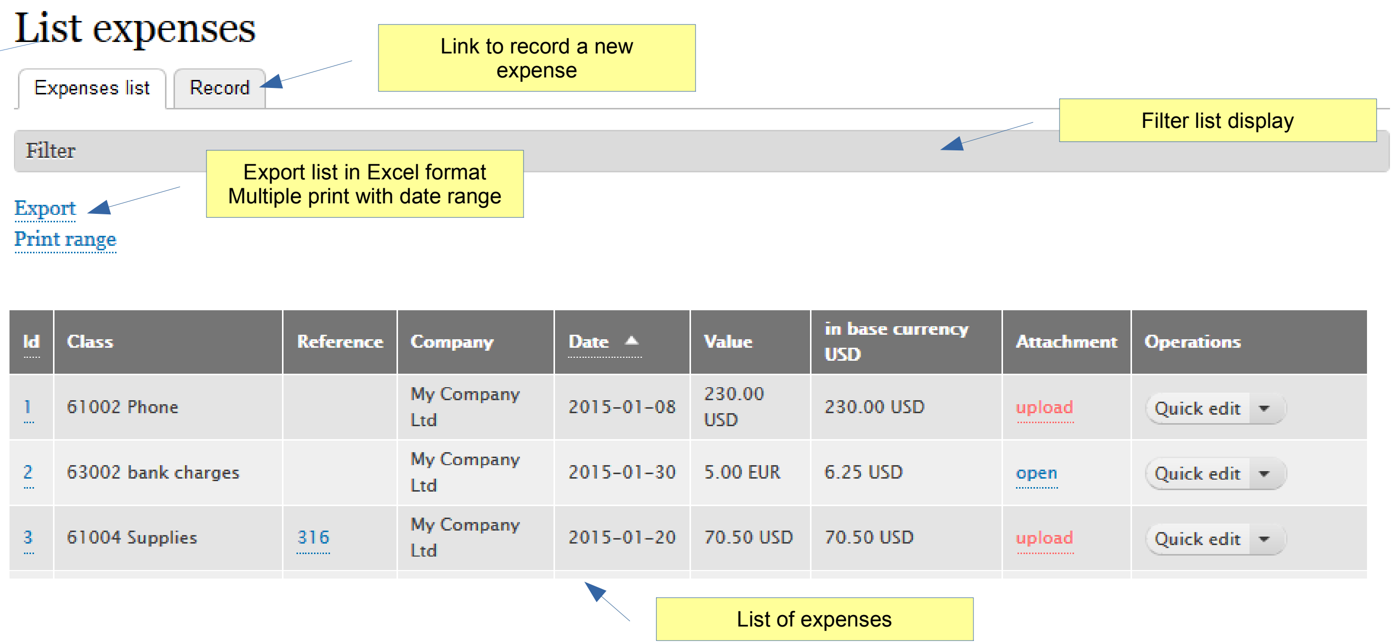
Expenses

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'



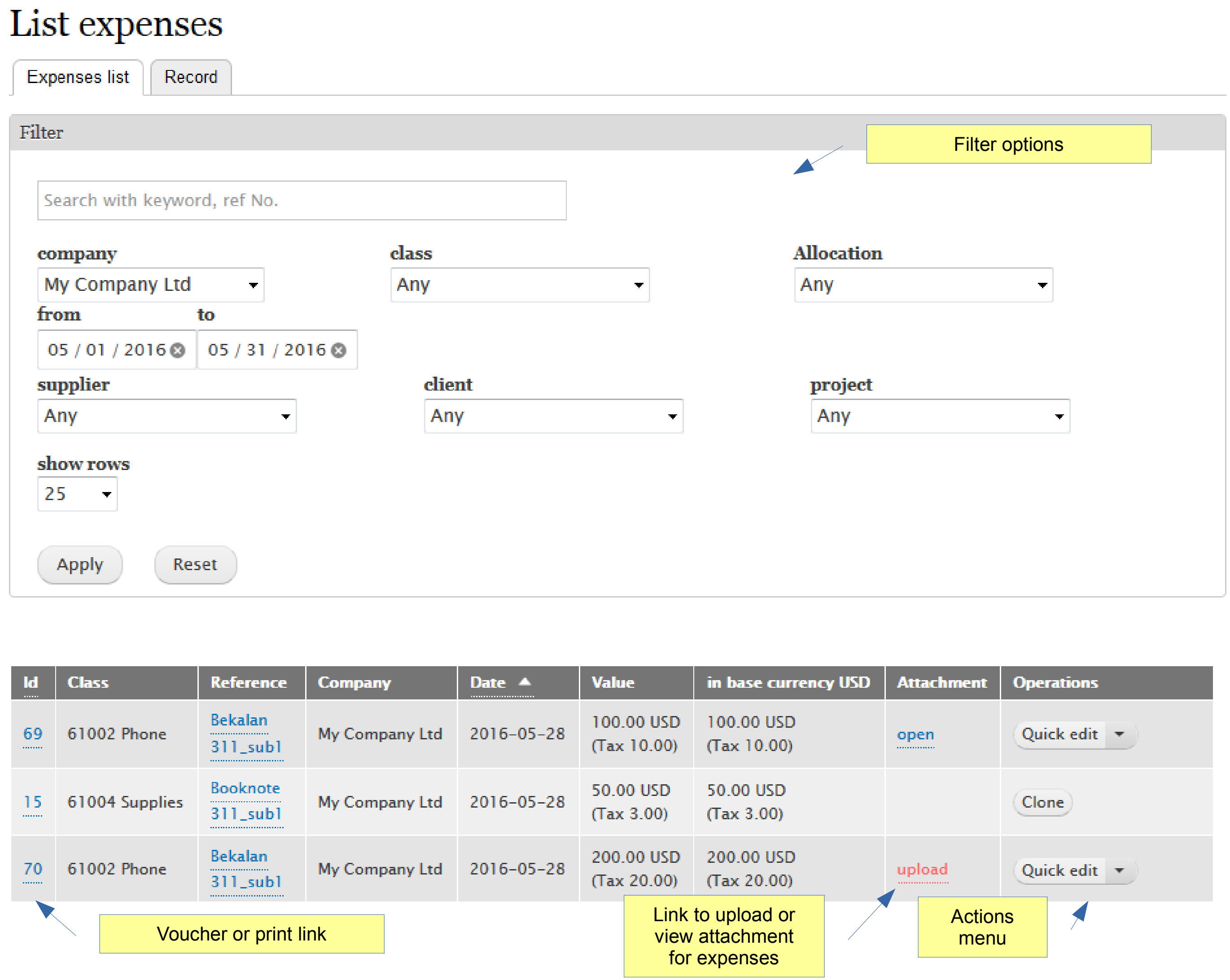
Id	Class	Reference	Company	Date	Value	in base currency USD	Attachment	Operations
1	61002 Phone		My Company Ltd	2015-01-08	230.00 USD	230.00 USD	upload	Quick edit
2	63002 bank charges		My Company Ltd	2015-01-30	5.00 EUR	6.25 USD	open	Quick edit
3	61004 Supplies	316	My Company Ltd	2015-01-20	70.50 USD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

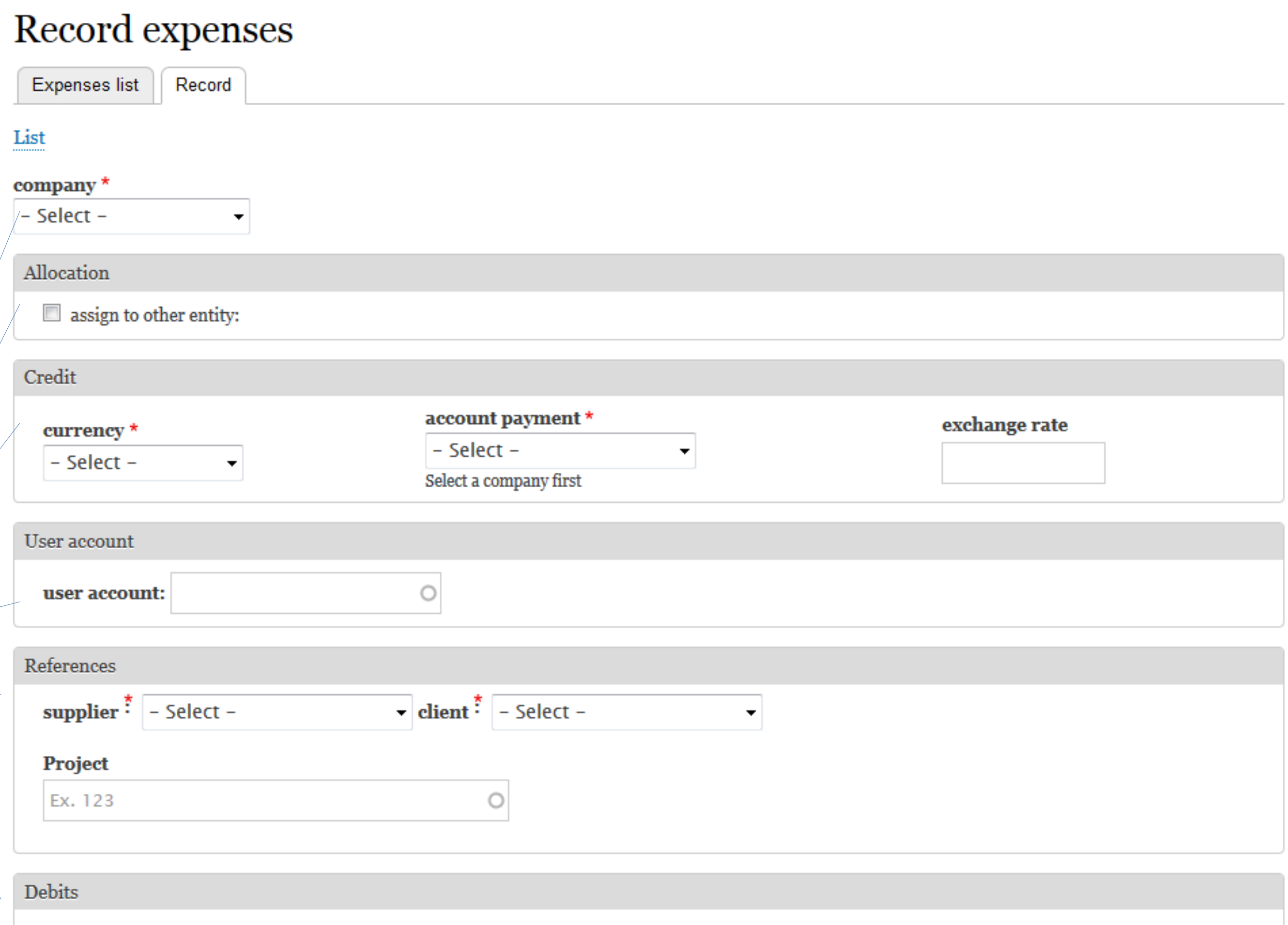
Finance

Expenses

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

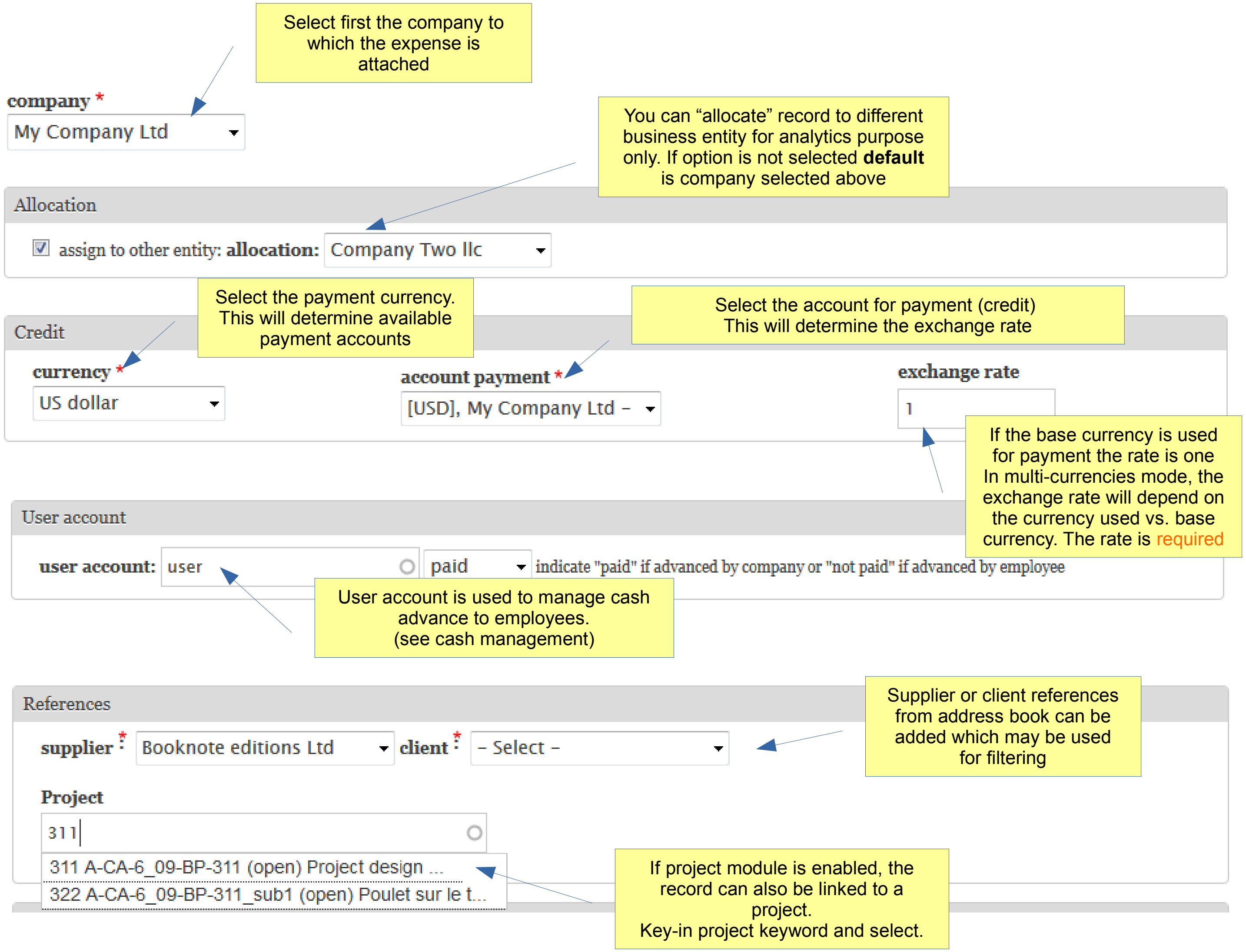
The recording form is divided in 4 sections

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



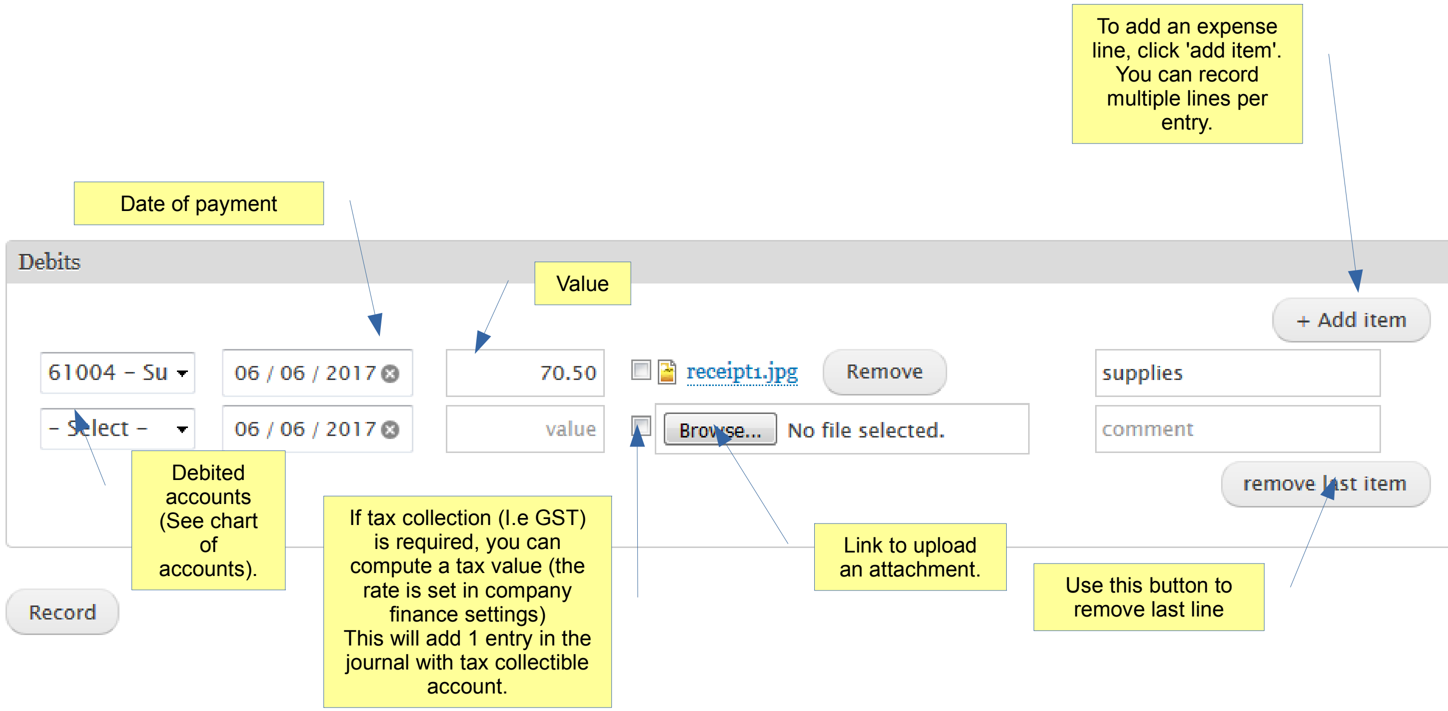
Finance

Expenses



Finance

Expenses



Finance

Expenses

The new entry above will shows in the list after recording

List expenses

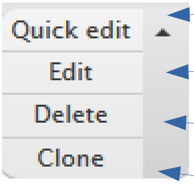
Expenses list | Record

Filter

Export
Print range

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



Change references, allocation, date or comment only

Edit full record

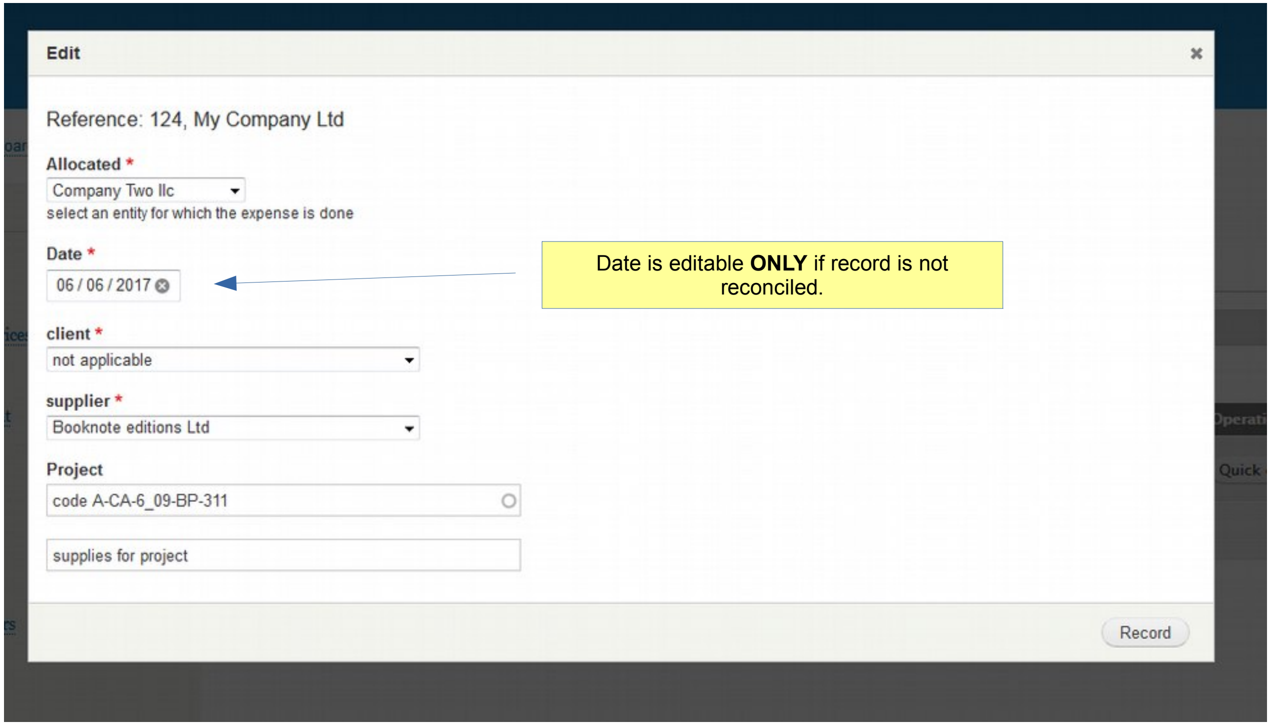
Delete full record

New record with same references

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

Finance

Expenses

Delete record

Delete expense

Expense ref. 124

Description : supplies

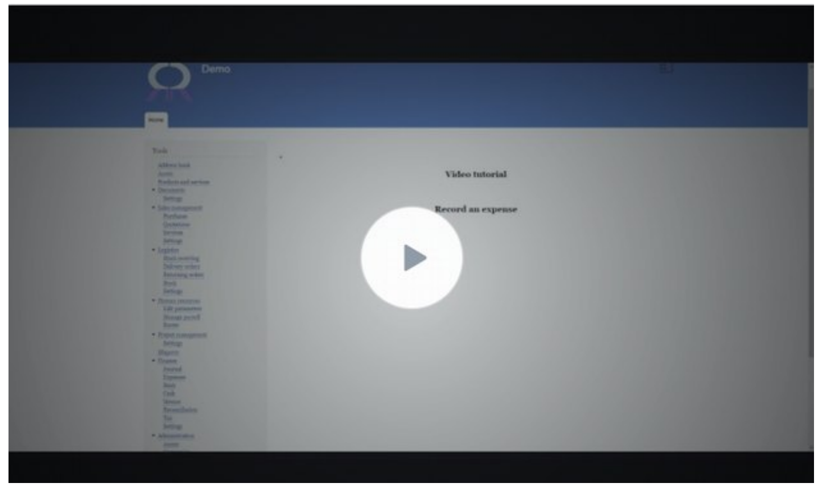
Are you sure you want to delete this entry ?

This record has an attachment : receipt1_0.jpg

Delete Cancel

Confirm deletion process

View short tutorial video:



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