

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'

List expenses

Expenses list Record

Filter

Export
Print range

Link to record a new expense

Filter list display

Export list in Excel format
Multiple print with date range

<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>
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 ▼

List of expenses

List expenses

Expenses list Record

Filter

Search with keyword, ref No.

company: My Company Ltd class: Any Allocation: Any

from: 05 / 01 / 2016 to: 05 / 31 / 2016

supplier: Any client: Any project: Any

show rows: 25

Apply Reset

Filter options

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

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
- 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 image shows a screenshot of a software interface for recording expenses. The interface is titled "Debits" and contains several input fields and buttons. Annotations in yellow boxes with arrows point to specific elements:

- Date of payment:** Points to the date field "06 / 06 / 2017" with a clear icon.
- Value:** Points to the value field "70.50".
- Debited accounts (See chart of accounts):** Points to the dropdown menu showing "61004 - Su".
- 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 second date field "06 / 06 / 2017".
- 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.

The form includes a "Record" button at the bottom left, a "Remove" button next to the first entry, and a "Browse..." button for uploading attachments. The first entry shows a value of 70.50 and an attached file named "receipt1.jpg". The second entry is currently empty, with a value field containing the text "value".

Expenses

The new entry above will show in the list after recording

List expenses

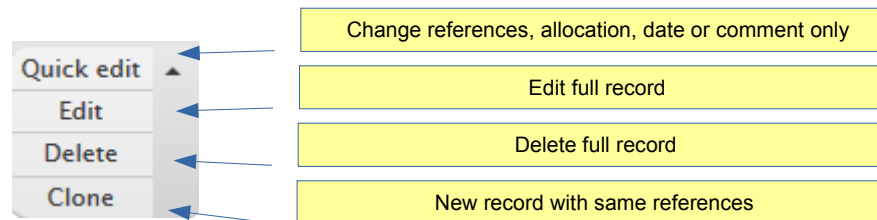
Expenses list Record

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

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 ⊗

client *
not applicable

supplier *
Booknote editions Ltd

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

Record

Date is editable **ONLY** if record is not reconciled.

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

+ Add item

61004 - Su

04 / 29 / 2018

70.5

Browse...

No file selected.

supplies

[receipt1_o.jpg](#)

remove last item

Delete expense

Expense ref. 124

Description : supplies

Are you sure you want to delete this entry ?

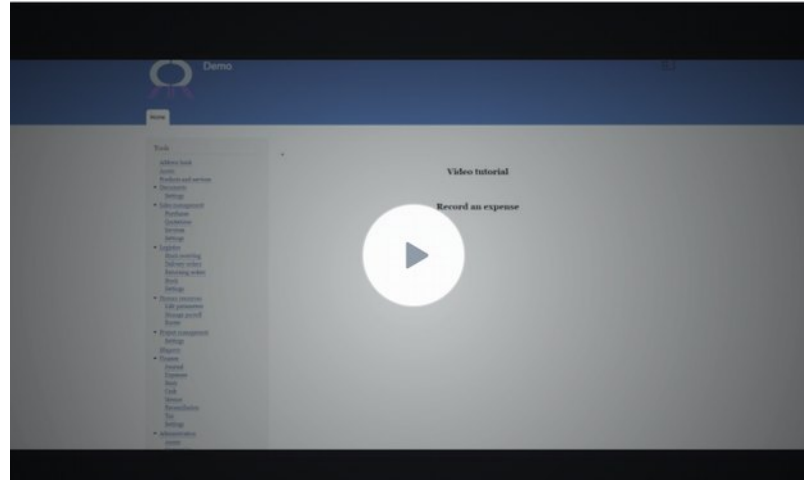
This record has an attachment : [receipt1_o.jpg](#)

Delete

[Cancel](#)

Confirm deletion process

View short tutorial video:





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