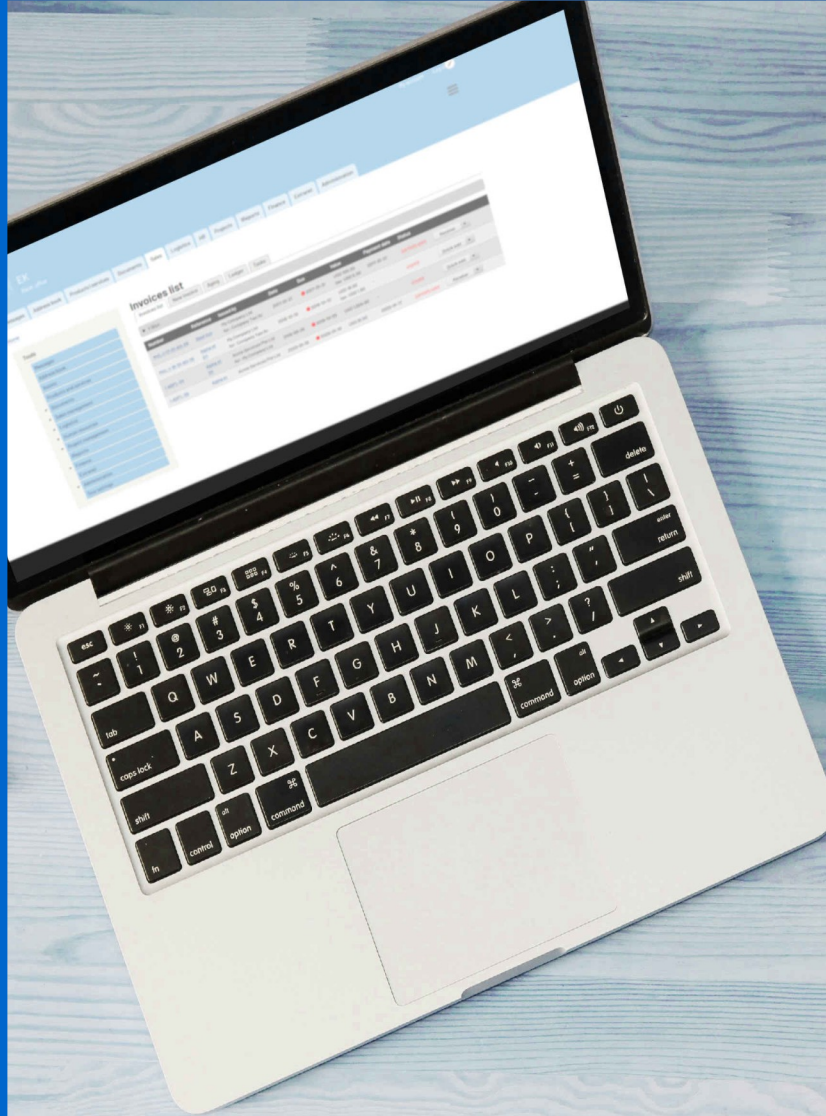


Finance module Expenses



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

The screenshot shows the 'List expenses' interface. At the top, there are two buttons: 'Expenses list' and 'Record'. A yellow box labeled 'Link to record a new expense' points to the 'Record' button. Below these buttons is a 'Filter' input field. A yellow box labeled 'Filter list display' points to the 'Filter' field. To the right of the filter field are two icons: a green Excel icon and a red print icon. A yellow box labeled 'Export list in Excel format Multiple print with date range' points to these icons. Below the filter field is a table of expenses. A yellow box labeled 'List of expenses' points to the table. The table has columns: Id, Class, Reference, Company, Date, Value, in base currency USD, Attachment, and Operations. The first three rows of the table are visible.

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

List expenses

Expenses list
Record

▼ Filter

Search with keyword, ref No.

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

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

Debits

The image shows a screenshot of an expense entry form with several sections and annotations. The form is titled "Expenses" and is part of a "Finance" application. The sections are: "company", "Allocation", "Credit", "User account", and "References".

company *
My Company Ltd

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

Credit
currency * US dollar
account payment * [USD], My Company Ltd -
exchange rate 1

User account
user account: user ☐ paid indicate "paid" if advanced by company or "not paid" if advanced by employee

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

Annotations:

- Select first the company to which the expense is attached
- You can "allocate" record to different business entity for analytics purpose only. If option is not selected **default** is company selected above
- Select the payment currency. This will determine available payment accounts
- Select the account for payment (credit) This will determine the exchange rate
- 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 is used to manage cash advance to employees. (see cash management)
- Supplier or client references from address book can be added which may be used for filtering
- If project module is enabled, the record can also be linked to a project. Key-in project keyword and select.

Expenses

Debits

To add an expense line, click 'add item'. You can record multiple lines per entry.

Date of payment

Value

61004 - St 11 / 28 / 2022 70.50 ☐ Add file receipt2.jpg Remove

- Select - 11 / 28 / 2022 100.00 ☒ (USD 10) Add file

supplies

comment

+ Add item

remove last item

Debited accounts (See chart of accounts).

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.

Link to upload an attachment.

Use this button to remove last line

Debits

+ Add item

- Select - 11 / 28 / 2022 100.00 - Select - Add file comment

no tax

GST10

GST8

remove last item

Record

If 2 different rates are set in company finance settings, tax rate can be selected per item. See: [settings](#)

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

Quick edit ▲

Edit

Delete

Clone

Change references, allocation, date or comment only

Edit full record

Delete full record

New record with same references

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

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

Data cloning references

[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:

