Finance module
Expenses

Finance

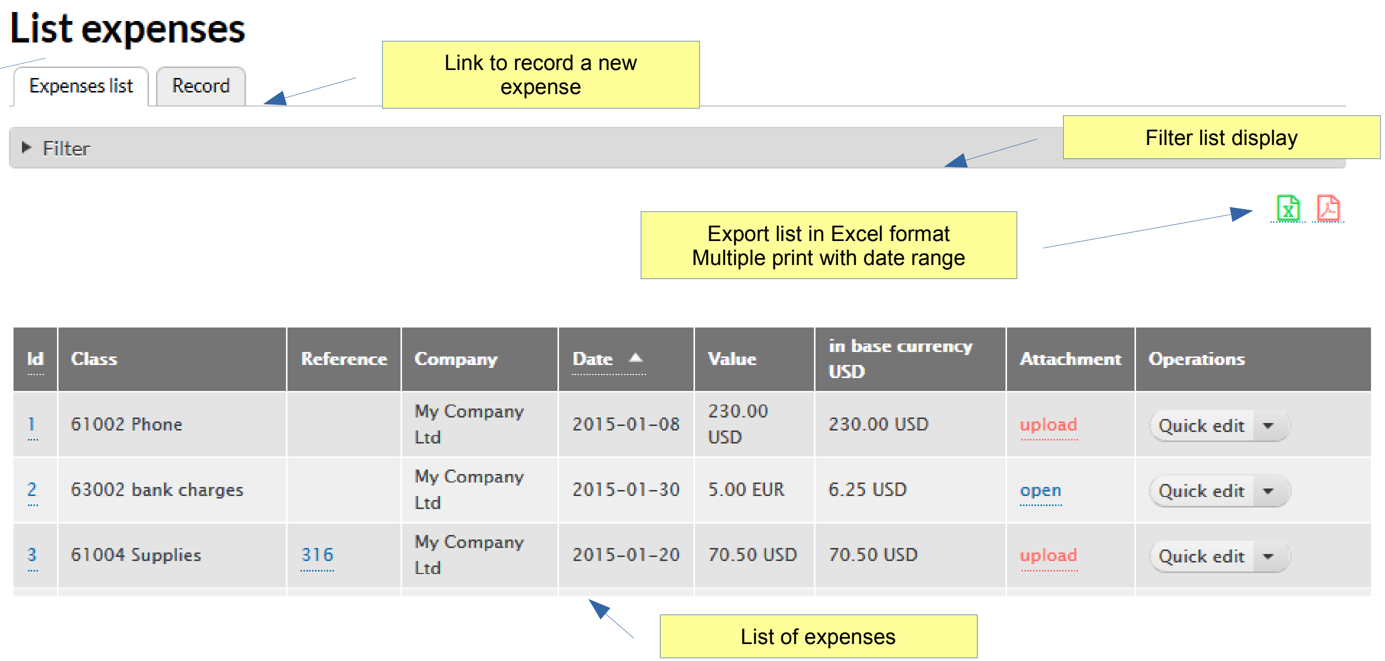
Expenses

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

Link to record a new expense

▸ Filter

Filter list display

Export list in Excel format
Multiple print with date range

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 of expenses

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

List expenses

Expenses list | Record

▼ Filter

Filter options

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

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

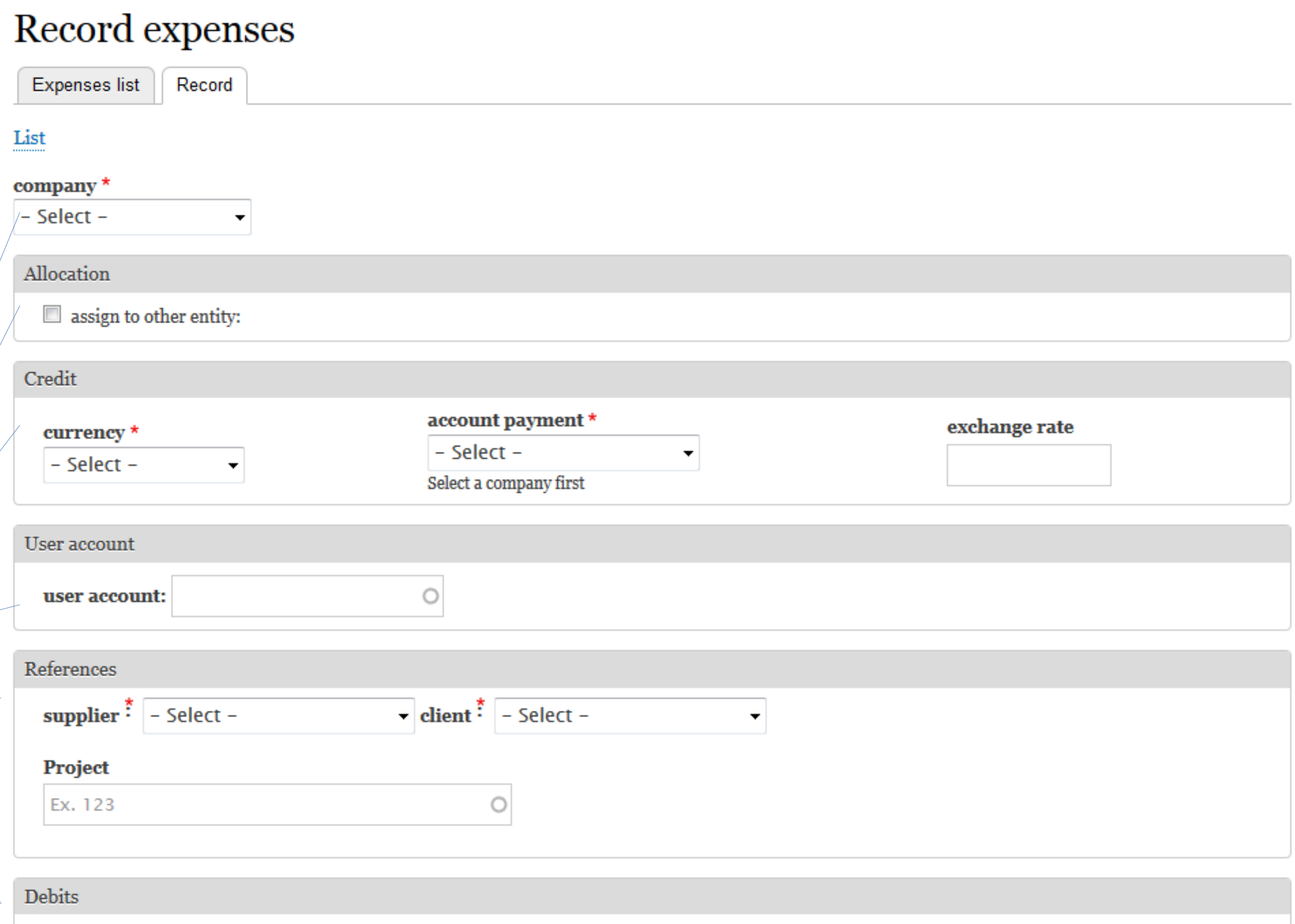
Finance

Expenses

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

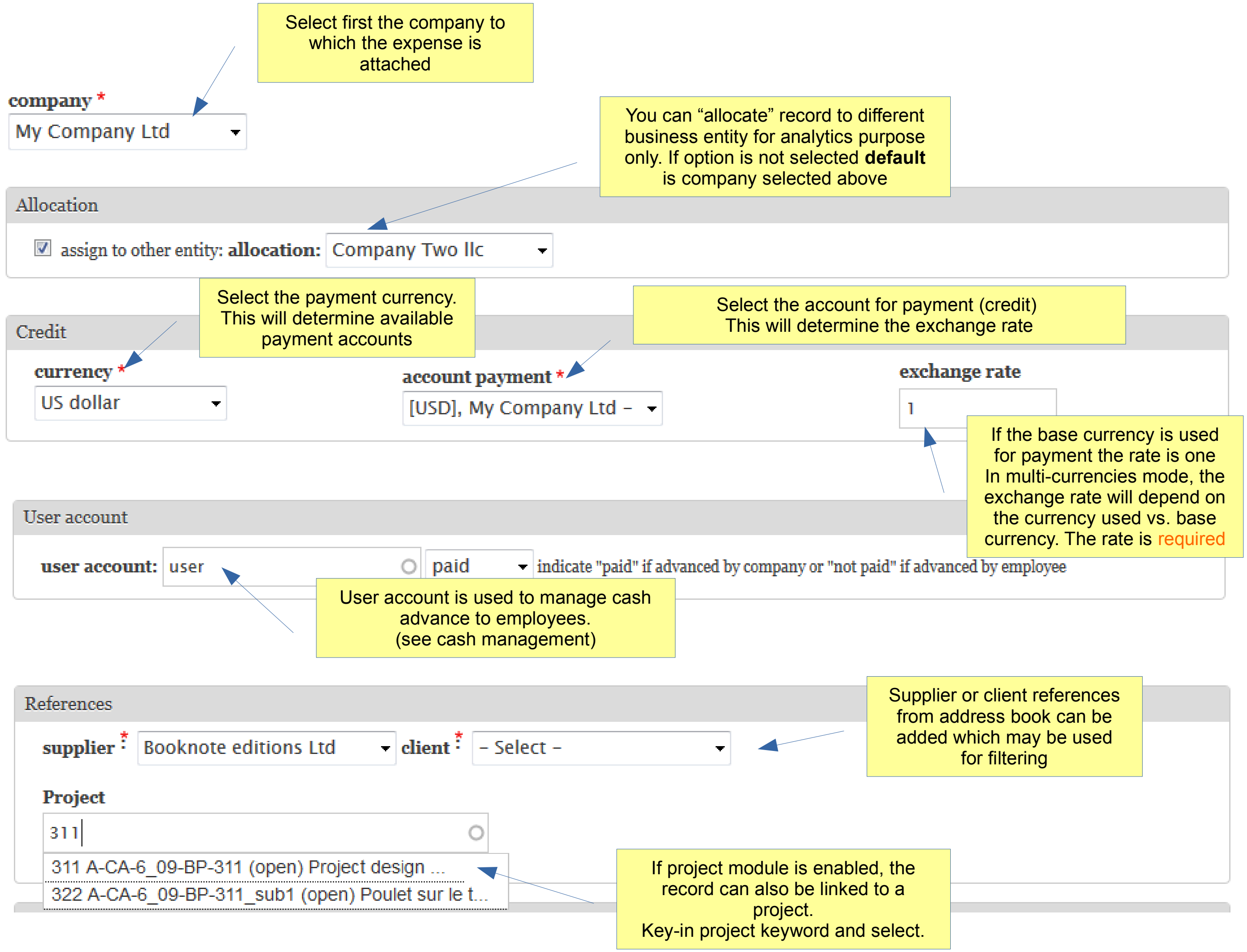
The recording form is divided in 4 sections

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



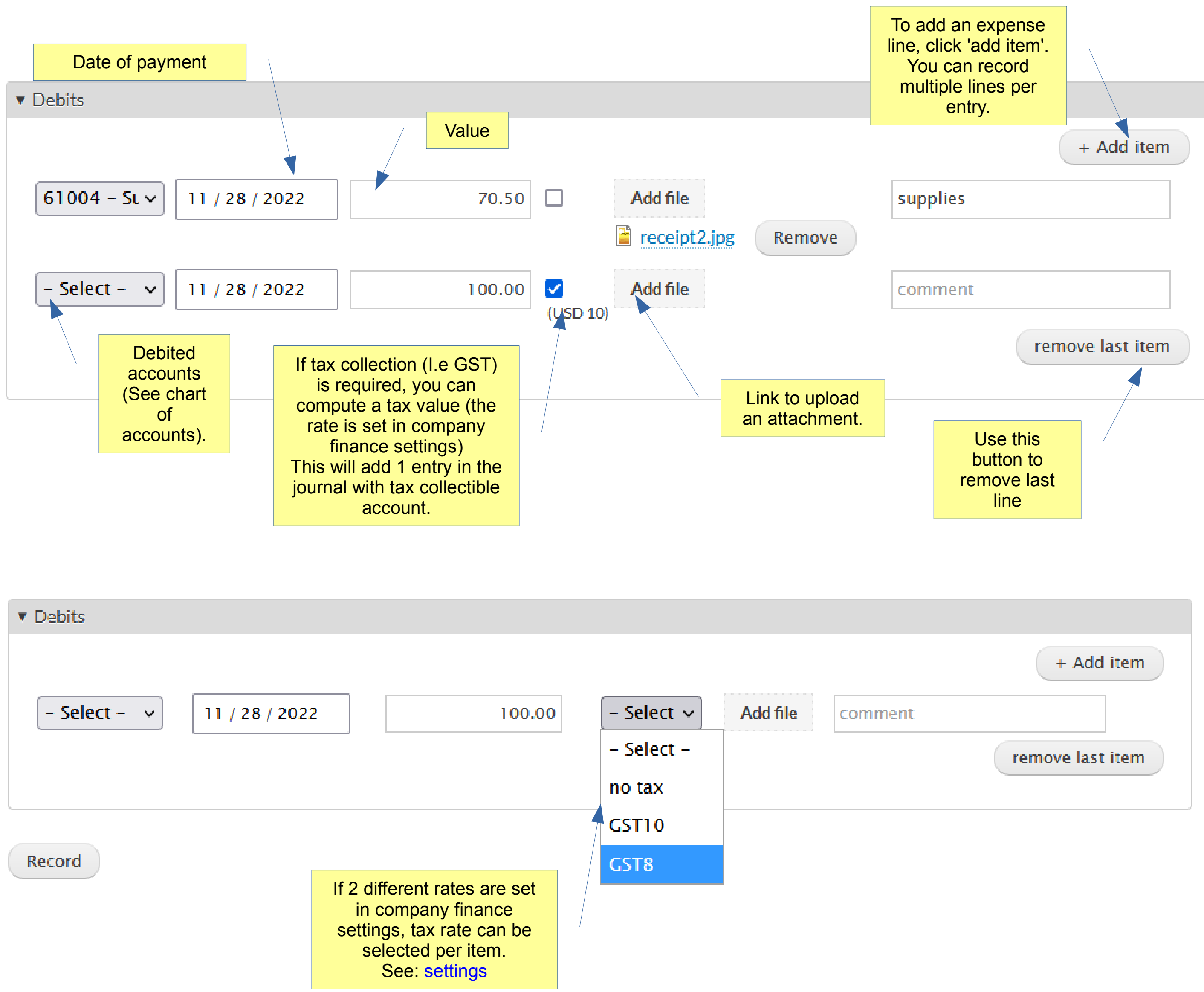
Finance

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		

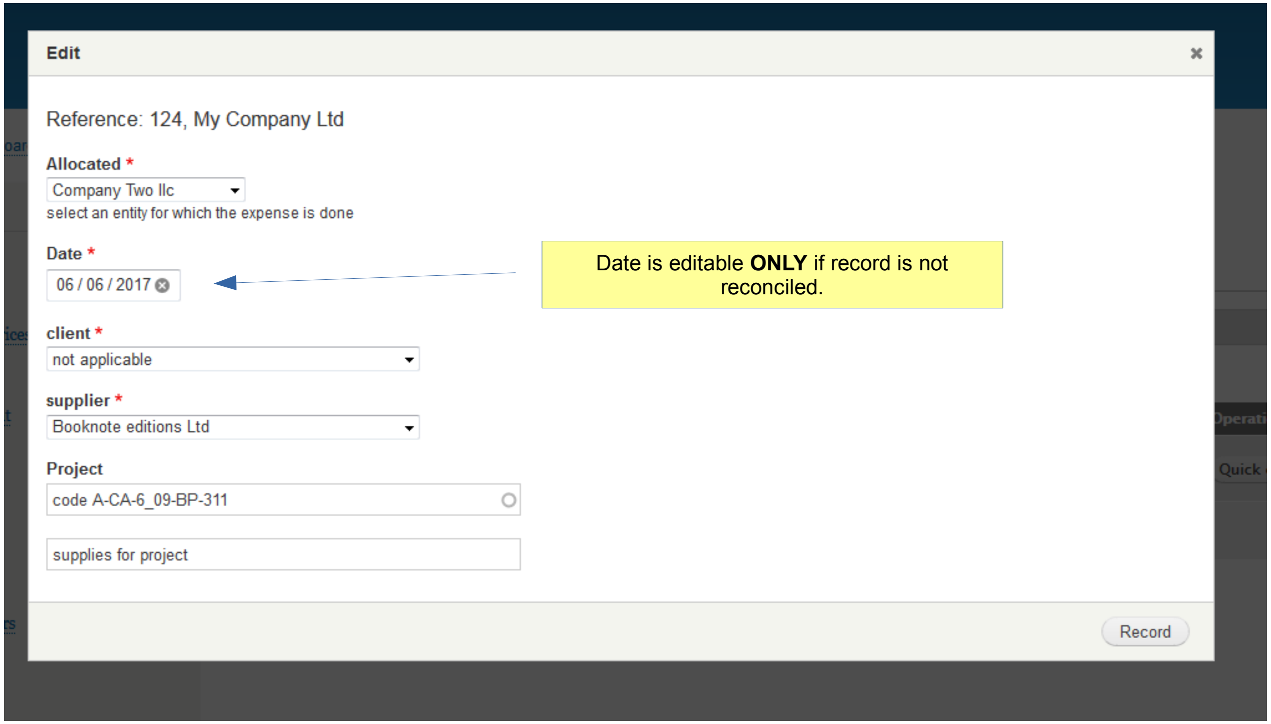
Actions menu

Quick edit	Change references, allocation, date or comment only
Edit	Edit full record
Delete	Delete full record
Clone	New record with same references

Finance

Expenses

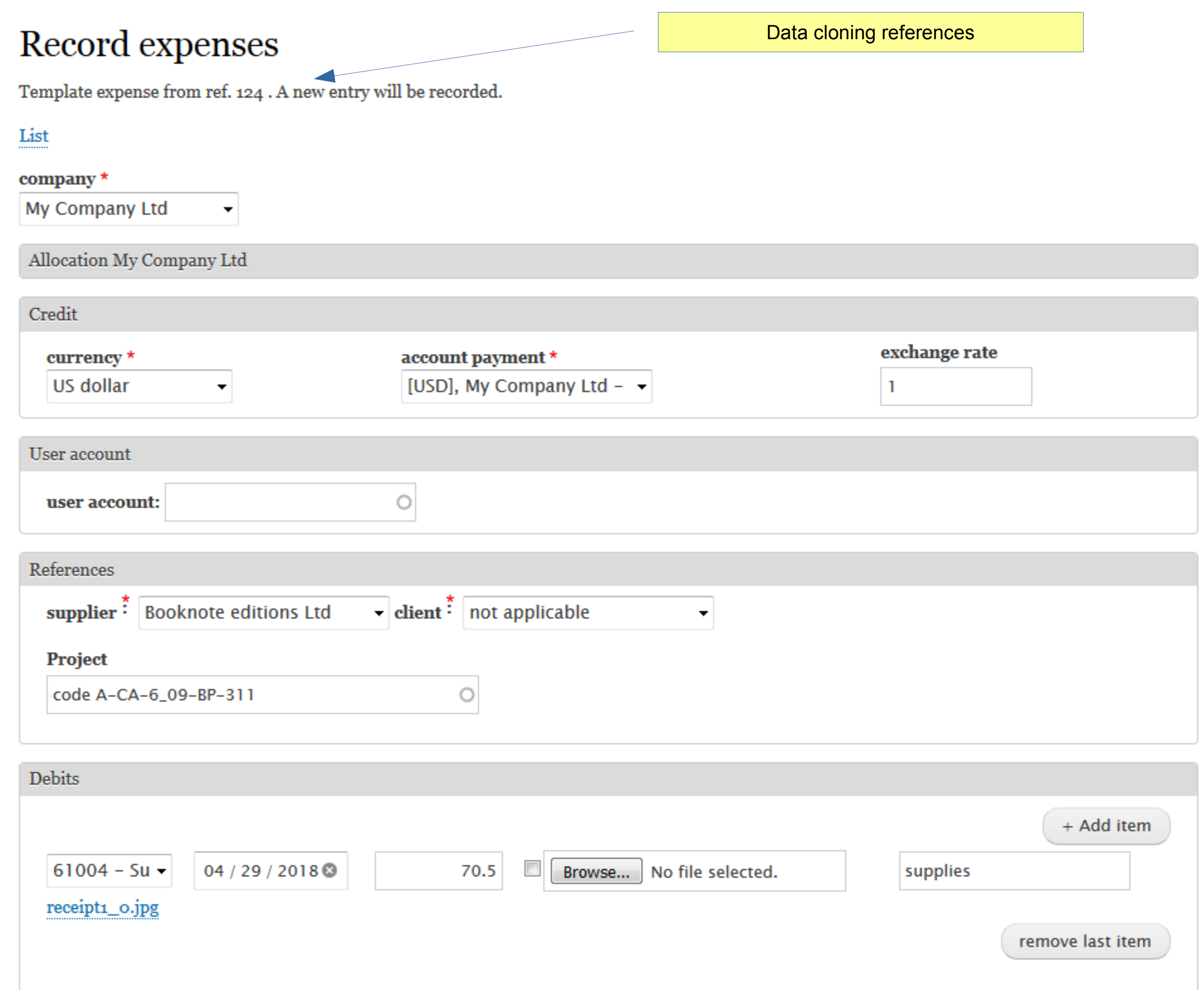
Quick edit form



Finance

Expenses

Clone record



Finance

Expenses

Delete record

Delete expense

Expense ref. 124

Description : supplies

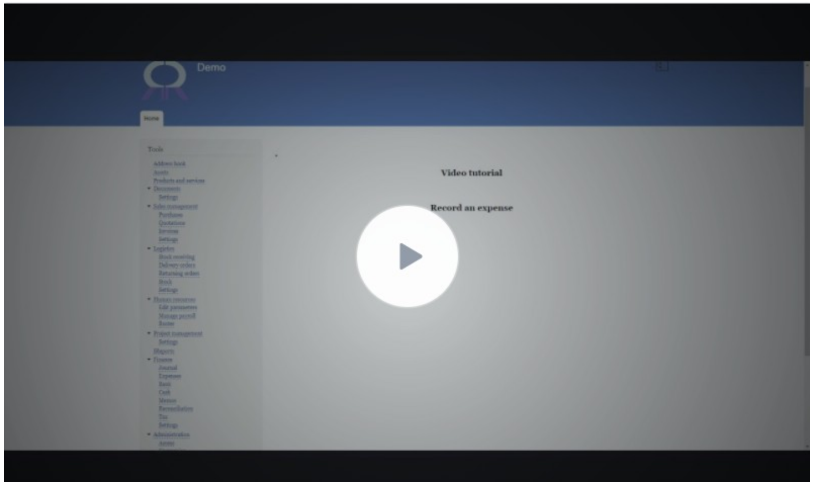
Are you sure you want to delete this entry ?

This record has an attachment : receipt1_0.jpg

Delete Cancel

Confirm deletion process

View short tutorial video:



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