

## 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

+ Record new

Filter

Export

Export list in Excel format

Id	Class	Reference	Company	Date	Value	in base currency USD	Attachment	Operations
1	61002 Phone		My Vompany Lt	2015-01-08	230.00 USD	230.00 USD	upload	Edit
2	63002 bank charges		My Vompany Lt	2015-01-30	5.00 EUR	6.25 USD	upload	Edit
	Total					236.25 USD		

List of expenses

# Finance

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The filter can be used to sort the list by:

- company
- class of accounts (see chart of accounts)
- date range
- supplier
- client
- project (if project module is enabled)

▼ **Filter**

Search with keyword, ref No.

**company**  ▼ **class**  ▼

**from**  **to**

**supplier**  ▼ **client**  ▼ **project**  ▼

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)

Id	Class	Reference	Company	Date	Value	in base currency USD	Attachment	Operations
1 ...	61002 Phone		My Vompany Lt	2015-01-08	230.00 USD	230.00 USD	<a href="#">upload</a>	<div><input type="button" value="Edit"/> ▲ <input type="button" value="Delete"/> <input type="button" value="Clone"/></div>

→ Voucher link

→ Link to upload or view attachment

→ Sub menu

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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
- credit details
- references
- debit details

**company \***  
- Select -

**credit**

**currency \*** - Select -      **account payment \***      **exchange rate**

**user account \*** - Select -

Select a company first

**references**

**supplier \*** - Select -      **client \*** - Select -      **Project \*** - Select -

**debits**

The image shows a screenshot of an expense entry form with several sections and callouts:

- company \***: My Vompany Lt
- credit** section:
  - currency \***: US dollar
  - account payment \***: [USD], My Vompany Lt -
  - exchange rate**: 1
  - user account \***: not applicable
- user account \***: user
- paid** and **not paid** checkboxes
- references** section:
  - supplier \***: Booknote editions Ltd
  - client \***: not applicable
  - Project \***: 316 | awarded | A-CA-1;

Callouts and instructions:

- "Select first the company to which the expense is attached" points to the company field.
- "Select the payment currency. This will determine available payment accounts" points to the currency field.
- "Select the account for payment (credit) This will determine the exchange rate" points to the account payment field.
- "User account is used to manage cash advance to employees. (see cash management)" points to the user account field.
- "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" points to the exchange rate field.
- "Supplier or client references from address book can be added which may be used for filtering" points to the references section.
- "If project module is enabled, the record can also be linked to a project." points to the Project field.

Additional text: "indicate 'paid' if advanced by company or 'not paid' if advanced by employee"

The screenshot shows a 'debits' section in a software interface. It contains a table with two rows of expense entries. The first row has account '61004 - S', date '2015-01-20', a 'Browse...' button, and a value of '70.50'. The second row has account '51010 - C', date '2015-01-20', a 'Browse...' button, and a value of '155.00'. To the right of the table, there are checkboxes for 'suplies' and 'comment', and a tax value '(USD 15.5)'. The interface also includes buttons for 'Add item' and 'remove last item'. Several yellow callout boxes with arrows point to specific elements: one points to the 'Add item' button, another to the 'Browse...' buttons, a third to the date field, a fourth to the value field, a fifth to the 'remove last item' button, and a sixth to the tax value field.

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

Date of payment

Value

▼ debits

Add item

61004 - S 2015-01-20 Browse... 70.50  suplies

51010 - C 2015-01-20 Browse... 155.00 (USD 15.5)  comment

remove last item

Debited accounts (See chart of accounts).

Link to upload an attachment.

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.

# Finance

## Expenses

The new entry above will show in the list after recording

<a href="#">3</a> ...	61004 Supplies	<a href="#">Booknote editio A-CA-12_09- BP-316</a>	My Vompany Lt	2015-01-20	70.50 USD	70.50 USD	<a href="#">upload</a>	Edit ▼
<a href="#">4</a> ...	51010 Cost of Sales service	<a href="#">Booknote editio A-CA-12_09- BP-316</a>	My Vompany Lt	2015-01-20	155.00 USD (15.50)	155.00 USD (15.50)	<a href="#">upload</a>	Edit ▼
<a href="#">4</a> ...	12600 Tax deductible	<a href="#">Booknote editio A-CA-12_09- BP-316</a>	My Vompany Lt	2015-01-20	15.50 USD (15.50)	15.50 USD (15.50)	<a href="#">upload</a>	Edit ▼



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