

## Overview of finance module Expenses memos

## Expenses memos

Memos are used for organization **internal transactions**:

- 1) **claims between entities/companies**
- 2) **claims from users**

### List expenses memos

The screenshot shows the 'List expenses memos' interface. At the top, there are two tabs: 'Internal memos list' and 'Personal memos list'. A yellow callout box labeled 'Internal or personal memos' points to the 'Personal memos list' tab. Below the tabs are two buttons: '+ New memo' and '+ Transactions summary'. A yellow callout box labeled 'Create a new internal memos' points to the '+ New memo' button. Below these is a 'Filter' section with a search bar 'Search with ref No'. There are two columns of filters: 'Issuer' and 'Payor'. Under 'Issuer', there is a dropdown menu set to 'Any', a 'from' date field set to '2015-03-01', and a 'project' dropdown menu set to 'Any'. Under 'Payor', there is a dropdown menu set to 'Any' and a 'to' date field set to '2015-05-18'. At the bottom of the filter section are 'Apply' and 'Reset' buttons. A yellow callout box labeled 'Filter internal memo list' points to the 'Apply' button.

[Print range](#)

Go to print range to print multiple memos

### Edit internal memo

**Options**

**Memo type \*** Internal invoice Type of memo

**From entity \*** The Co No 3 Entity claiming **To entity \*** My Company Payor

**Client or supplier \*** not applicable Client tag if any

**date \*** 2015-05-28 Issuing date **Memo object \*** Monthly service Object/mission

**Project \*** 1061 | open | AA\_RC-MY-4\_15-AT | Tiger... Project reference if any

**currency \*** US dollar currency

**Budgeted**  yes  no Refund  Invoice client Other payment options

Payment instructions General comment/info.

---

**Items**

Add item Click to add item

Account	Description	Amount	Receipt	delete
68100 - Cc	Service charges May 2015	1000.00	att	
Total		1000.00		

remove last item Items invoiced

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**Attachments**

Select file: Browse... Attach Attachments: pictures only. Click 'Attach' to save

[drupal\\_1.jpg](#)

Record

✓ The memo is recorded

### List expenses memos

+ New memo    + Transactions summary

Internal memos list    Personal memos list

Filter    Issuer and payor    Date issued    Amounts in local and base currency    Attachment

[Print range](#)

Issuer / payor	Reference	Date	Amount	in base currency USD	Status	Attachments	Operations
Company 2 My Company Ltd	<a href="#">MVL-EM-17-01-12</a>	2017-01-19	125.00 USD	125.00 USD	not paid ●		Edit ▾
Company 2 My Company Ltd	<a href="#">MVL-EM-17-02-13</a>	2017-02-28	105.00 USD	105.00 USD	paid ●	<a href="#">attachments</a>	Receive ▾
Total				230.00 USD			

References: memo serial (click to view details) and project (if any)

Status of payment

Operations menu

Upload attachemnt (see P. 20)

Pay (action by payor)

- Edit
- Add attachment
- Delete
- Pay
- Print

Edit (if not paid)

Delete (if not paid)

Print (Pdf)

## View

[Back](#)

MVL-EM-17-02-13

Filter display

### Options

signature:

#### stamp

no:  original:  copy:

template: default

### INTERNAL MEMO

From

**Company 2**

(A423)  
address line 1  
address line 2  
888, SINGAPORE  
Fax: +709823400  
Contact: Dodo

To

**My Company Ltd**

(A423)  
address line 1  
address line 2  
778686668, MALAYSIA  
Tel: 3333333, Fax: +709823400  
Contact: Dodo

Document ref: MVL-EM-17-02-13  
Attachment

Project reference: Blue globe

**PAID**

n/a  
Document created on: 2017-02-28

Category	Description	Amount	Currency USD	Receipt
61084 Mobile phone	Phone	105.00	USD	1
<b>Total:</b>		<b>105.00</b>	USD	

Authorized signatory

Attachments:

• [Receipt-scan.png](#)

Link to file attached to memo

Expenses memo

View in browser

## Print memo

A-EM-15-05-1002

Expenses memo

Print and share

**Options**

signature:

**stamp**

no:  original:  copy:

template: default

**Share this document via email**

enter email addresses separated by comma (autocomplete enabled).

add optional message

**Print options**

**Share via email with attachment to system users**

**Optional message**

**Pdf output**

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**FROM**  
Payee: The Co No 3 (34567)  
Jalan Yo 88/341  
Petaling Jaya  
78900 Kuala Lumpur  
Malaysia  
Tel:+60362116559 Fax:+60362013828

**TO**  
Company: My Company (co No. 919795)  
High tower  
Jo Kurt road  
Kowloon  
Hong Kong

Contact: Dominique Arnaud

Document ref.: A-EM-15-05-1002  
Monthly service

Project reference: AA\_RC-MY-4\_15-AT-1061

Document created on: 2015-05-28

**Details:**

Category	Description	Amount	Currency	Receipt
88100 Consulting fees	Service charges May 2015	1,000.00	USD	att
<b>TOTAL:</b>		<b>1,000.00</b>	<b>USD</b>	

## Edit internal memo

Memo ref. A-EM-15-05-1002

Expenses memo

Edit record

Options

**Memo type \***  
Internal invoice

**From entity \*** The Co No 3      **To entity \*** My Company

**Client or supplier \*** not applicable

**date \*** 2015-05-28      **Memo object \*** Monthly service

**Project \*** 1061 | open | AA\_RC-MY-4\_15-AT | Tiger...

**currency \*** US dollar

**Budgeted**  yes  no       Refund  Invoice client

Payment instructions

Items

Add item

Account	Description	Amount	Receipt	delete
68100 - Cr	Service charges May 2015	1,000.00	att	<input type="checkbox"/>
- Select -	description	amount	ref.	
Total		1,000.00		

remove last item

Delete existing item

New item

Attachments

Select file:

[drupal.jpg](#)     

[drupal\\_1.jpg](#)     

     Attached images      Click to remove

## Delete memo

Memo ref. A-EM-15-05-1002

Are you sure you want to delete this memo ?

Delete

Delete  
confirmation





# Finance

Expenses memo

Print multiple with date range

Print memo range

Print options

▼ Filter

**Issuer**  
Company 2

**Payor**  
My Company Ltd

**from**  
2015-01-01

**to**  
2015-12-31

**status**  
Any

**stamp**  
 no  
 original  
 copy

**template**  
default

Apply Reset

Pdf output, multiple pages

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Internal Invoice

Internal Invoice

## Expenses memo

### Pay a memo.

A memo can be paid in full or partially.

Once status is 'Paid', memo can be recorded as received by issuer.

It will record an entry in journal and expenses

### Pay a memo

Memo ref. A-EM-15-05-1002

Total value 1,000.00 USD

Payment date \*

2015-06-02

Force close status on partial payment

Close

Set status as closed or paid on partial payment.

Credited account for payment

Account payment \*

[USD], My Company - 7880858180 Usd DBS Bank (Hong Kong) Limited

Exchange rate

1

Partial payment

Option to link attachment to expense record

68100 - Const

A-EM-15-05-1002 Service charges May 2015

Total USD

Record

500.00 - Select -  
500.00 - Select -  
No attachment  
Service-bill.png

Issuer / payor	Reference	Date	Amount	in base currency USD	Status	New status	Attachments
The Co No 3 My Company	A-EM-15-05-1002 <a href="#">AA_RC-MY-4_15-AT-1061</a>	2015-05-28	1,000.00 USD	1,000.00 USD	partial paid	<a href="#">attachments</a>	Pay

## Pay a memo

Memo ref. A-EM-15-05-1002

Total value 1,000.00 USD

**Payment date \***

2015-06-03

Close

Set status as closed or paid on partial payment.

**Account payment \***

[USD], My Company - 7880858180 Usd DBS Bank (Hong Kong) Limited

**Exchange rate**

1

**Balance not paid : 500 USD**

68100 - Const

A-EM-15-05-1002 Service charges May 2015

Total USD

Record

Second payment

500.00 - Select -

500.00

Issuer / payor	Reference	Date	Amount	in base currency USD	Status	Attachments	Actions
The Co No 3 My Company	A-EM-15-05-1002 <a href="#">AA_RC-MY-4_15-AT-1061</a>	2015-05-28	1,000.00 USD	1,000.00 USD	paid	<a href="#">attachments</a>	Receive

New status

Memo can be recorded as received by issuer (record as incoming funds)

## Expenses memo

Pay a memo.

Example of payment in different currency from the currency of the memo.

**Pay a memo**

Memo ref. A-EM-15-05-1003

Total value 3,500.00 MYR

**Payment date \***  
2015-06-02

Close  
Set status as closed or paid on partial payment.

**Account payment \***  
[USD], My Company - 7880858180 Usd DBS Bank (Hong Kong) Limited

**Exchange rate \***  
0.29

Warning: you are not paying from a MYR account.  
Amount credited USD 1000

68100 - Const      A-EM-15-05-1003 Service charges May 2015

Total MYR

Record

1000.00 - Select -  
1000.00

**Annotations:**

- The memo is expressed in MYR
- The payment is made in USD
- The rate is calculated base on system default (see currencies settings)
- Estimated value is calculated
- The actual value paid in USD

## Expenses memo

Memo received by issuer.

Amount will be recorded in journal and can be reconciled (see journal and finance)

## Receive memo payment<sup>+</sup>

Memo ref. A-EM-15-05-1002

Recorded value 1,000.00 USD

Total value paid by debtor

**Receive date \***

2015-06-03

Payment received in different currency account

**Account to be debited \***

[MYR], The Co No 3 - 359-397122-101 HSBC

**Exchange rate against USD \***

3.5

Exchange rate from payment currency and estimated converted amount received

Estimated amount debited MYR 3500

**Credit account \***

45010 - Group

Income account

3500

Amount received expressed in the currency of debited account

Record

# Finance

## Expenses memo

If **Project management** module is enabled, the linked memos will be display in project pages (finance section).

Internal memos			
A-EM-15-05-1003	MYR 3,500.00	USD 1,000.00	<a href="#">print</a>
A-EM-15-05-1002	USD 1,000.00	USD 1,000.00	<a href="#">print</a>
A-EM-15-05-1005	USD 350.00	USD 350.00	<a href="#">print</a>
Total		USD 2,350.00	

## List expenses memos

Internal memos list    Personal memos list

+ New memo    + Transactions summary

To view the transactions summary per year click on the button

Expenses memo

Transactions summary

## Summary of internal transactions for year 2014

Filter

Filter

year: 2014    Apply    Reset

The summary will show a table of cross transactions between companies per year

USD	My Company	The Co no 11	The Co no 13	The Co no 18	The Co no 19	The Co No 2	The Co no 20	The Co No 3	The Co No 4	The Co No 5	The Co No 6	The Co no 7	The Co no 9
My Company	-	B: 0.00 T: 0.00	B: 0.00 T: 0.00	B: 0.00 T: 0.00	B: 0.00 T: 0.00	B: -1,889.00 T: 0.00	B: 0.00 T: 0.00	B: -16,000.00 T: 0.00	B: 0.00 T: 0.00	B: 0.00 T: 0.00	B: -650.00 T: 0.00	B: 0.00 T: 0.00	B: 0.00 T: 0.00
The Co No 3	B: 16,000.00 T: 86,093.34	B: 0.00 T: 0.00	B: 0.00 T: 0.00	B: 0.00 T: 0.00	B: 0.00 T: 0.00	B: 0.00 T: 0.00	B: 0.00 T: 0.00	-	B: 0.00 T: 22,752.32	B: 0.00 T: 0.00	B: 0.00 T: 0.00	B: 0.00 T: 0.00	B: 0.00 T: 0.00
The Co No 4	B: 0.00 T: 0.00	B: 0.00 T: 0.00	B: 0.00 T: 0.00	B: 0.00 T: 0.00	B: 0.00 T: 0.00	B: 0.00 T: 0.00	B: 0.00 T: 0.00	B: 0.00 T: 0.00	-	B: 0.00 T: 0.00	B: 0.00 T: 0.00	B: 0.00 T: 0.00	B: 0.00 T: 0.00
The Co No 5	B: 0.00 T: 0.00	B: 0.00 T: 0.00	B: 0.00 T: 0.00	B: 0.00 T: 0.00	B: 0.00 T: 0.00	B: 0.00 T: 0.00	B: 0.00 T: 0.00	B: 0.00 T: 0.00	B: 0.00 T: 0.00	-	B: 0.00 T: 0.00	B: 0.00 T: 0.00	B: 0.00 T: 0.00

Click on company name to view the details

Total transactions value in base currency  
B: open memo  
T: total for year

## Internal transactions for year 2014 - The Co No 3

[back](#)

USD	My Company	Third party name	date	Date of memo	credit	debit
<a href="#">EM-AGRSS-2_14-780</a>	Group Management Fees Jan 2014		2014-02-17		10,000.00	
<a href="#">EM-AGRSS-3_14-817</a>	Group Management Fees Feb 2014		2014-03-24		10,000.00	
<a href="#">EM-AGRSS-4_14-848</a>	Group Management Fees Mar 2014		2014-04-24		10,036.45	
<a href="#">EM-AGRSS-5_14-859</a>	Group management fees Apr. 2014		2014-05-26		10,002.89	
<a href="#">EM-AGRSS-6_14-879</a>	Group management fees May 2014		2014-06-26		7,989.12	
<a href="#">EM-AGRSS-7_14-886</a>	Group Management fees June-July 2014		2014-07-24		16,064.88	
<a href="#">EM-AGRSS-10_14-939</a>	Group Management fees Aug 2014		2014-10-29		6,000.00	
<a href="#">EM-AGRSS-12_14-968</a>	Group Management fees Sep-Dec 2014		2014-12-29		16,000.00	
Total					86,093.34	0.00
USD	The Co No 4		date		credit	debit
<a href="#">EM-AGRSS-8_14-906</a>	Management fees Jan-Jun 2014		2014-08-28		13,653.61	
<a href="#">EM-AGRSS-12_14-959</a>	management fess Jul-Dec		2014-12-15		9,098.71	
Total					22,752.32	0.00
USD	The Co No 5		date		credit	debit



## Expenses memo

Memos are used for organization **internal transactions**:

- 1) **claims** between entities/companies
- 2) **claims from users**

### List claim memos

The screenshot shows a web interface for listing claim memos. At the top, there are two tabs: 'Internal memos list' and 'Personal memos list'. A yellow box labeled 'Internal or personal memos' points to the 'Personal memos list' tab. Below the tabs is a '+ New memo' button, with a yellow box labeled 'Create a new personal memos' pointing to it. A 'Filter' section is expanded, containing a search box 'Search with ref No', an 'Issuer' dropdown menu set to 'Any', a 'from' date field set to '2015-01-01', a 'project' dropdown menu set to 'Any', a 'Payor' dropdown menu set to 'Any', and a 'to' date field set to '2015-08-01'. At the bottom of the filter section are 'Apply' and 'Reset' buttons. A yellow box labeled 'Filter personal memo list' points to the 'Apply' button.

### Edit personal claim

Options

Memo type \*  
Personal claim

From entity \*  
user

To entity \*  
My Company

Client or supplier \*  
not applicable

date \*  
2015-05-19

Memo object \*  
Travel

Project \*  
1061 | open | AA\_RC-MY-4\_15-AT | Tiger...

currency \*  
US dollar

Budgeted  
 yes  
 no

Refund  Invoice client

comment

Authorization

Authorizer \*  
user1

Items

Add item

Account	Description	Amount	Receipt	delete
68130 - Tr	Plane ticket	350.00	att.	
Total		350.00		

remove last item

Attachments

Select file:

drupal\_2.jpg

With personal memo, the entity issuing the claim is a system user

If 'Authorize memo' option is selected in settings, user who will authorize the memo has to be entered. Only valid user except user claiming is accepted

Click to add item

Items invoiced

Attachments: pictures only. Click 'Attach' to save

**Edit finance settings**

Base currency \*  
US dollar

rate 1

Authorize Memos \*  
yes

Request authorization for personal memos

Budgets \*  
1

Computation unit

Record

## List claim memos

+ New memo

Internal memos list

Personal memos list

Filter

Search with ref No.

**Issuer**  
Any

**from**  
2016-10-02

**status**  
Any

**Payor**  
Any

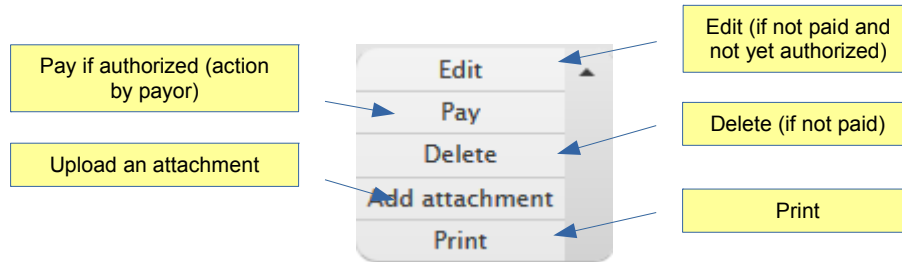
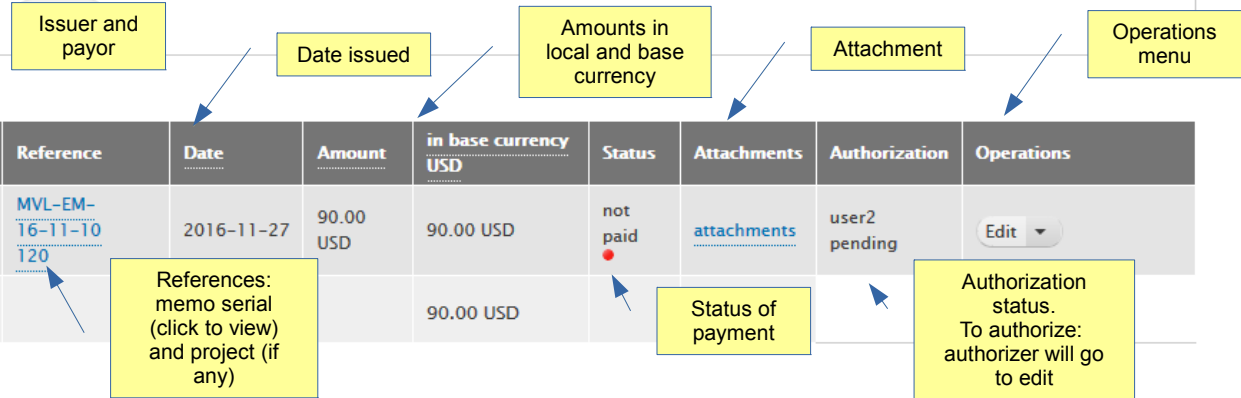
**to**  
2016-12-21

**project**  
Any

Apply

[Print range](#)

Issuer / payor	Reference	Date	Amount	in base currency USD	Status	Attachments	Authorization	Operations
user / My Company Ltd	<a href="#">MVL-EM- 16-11-10 120</a>	2016-11-27	90.00 USD	90.00 USD	not paid	<a href="#">attachments</a>	user2 pending	Edit <input type="text"/>
Total				90.00 USD				



## Expenses memo

Memos are filtered by user. Unless a user has special permission, normal user will see only their own claims

## Expenses memo

To add on or more attachment to a single memo

### Attach file to memo

Memo ref. MVL-EM-17-03-15

visit prospect

Attachments

Select file:  No file selected.

[receipt.jpg](#)

[excel.png](#)

Click "Record" to confirm

### Edit personal claim

Memo ref. A-EM-15-05-1005

Options

Authorization

**Authorizer \***  
admin

**Authorization**

- read only (no action taken)
- request more data or receipts
- authorize
- reject

Items

Add item

Account	Description	Amount	Receipt	delete
68130 - Tra	Plane ticket	350.00	att.	<input type="checkbox"/>
Total		350.00		

Attachments

Select file:

[drupal\\_2.jpg](#)

Options available for authorizer in edit mode

Authorizer

Actions available

Record

Click record to validate authorization

## Expenses memo

Issuer / payor	Reference	Date	Amount	in base currency USD	Status	Attachments	Authorization	Operations
user My Company	A-EM-15-05-1005 <a href="#">AA_RC-MY-4_15-AT-1061</a>	2015-05-19	350.00 USD	350.00 USD	not paid ●	<a href="#">attachments</a>	n/a	Edit ▾

Different authorization status

Issuer / payor	Reference	Date	Amount	in base currency USD	Status	Attachments	Authorization	Operations
user My Company	A-EM-15-05-1005 <a href="#">AA_RC-MY-4_15-AT-1061</a>	2015-05-19	350.00 USD	350.00 USD	not paid ●	<a href="#">attachments</a>	user1 pending	Edit ▾

Issuer / payor	Reference	Date	Amount	in base currency USD	Status	Attachments	Authorization	Operations
user My Company	A-EM-15-05-1005 <a href="#">AA_RC-MY-4_15-AT-1061</a>	2015-05-19	350.00 USD	350.00 USD	not paid ●	<a href="#">attachments</a>	user1 authorized	Pay ▾

Issuer / payor	Reference	Date	Amount	in base currency USD	Status	Attachments	Authorization	Operations
user My Company	A-EM-15-05-1005 <a href="#">AA_RC-MY-4_15-AT-1061</a>	2015-05-19	350.00 USD	350.00 USD	not paid ●	<a href="#">attachments</a>	user1 rejected	Delete ▾

## Expenses memo

Memo payment will record an entry in journal and expenses.

### Pay a memo

Memo ref. A-EM-15-05-1005

Total value 350.00 USD

Date of payment

Payment date \*

2015-05-22

Force close status on partial payment

Close

Set status as closed or paid on partial payment.

Credited account for payment

Account payment \*

[USD], My Company - 7880858180 Usd DBS Bank (Hong Kong) Limited

Exchange rate

1

Debited account

68130 - Travel

A-EM-15-05-1005 Plane ticket

Amount paid

350

Total

350.00

Record

✓ Payment recorded for A-EM-15-05-1005. Go to [expense](#) if you need to edit record.

Status after payment

Issuer / payor	Reference	Date	Amount	in base currency USD	Status	Attachments	Authorization	Operations
user My Company	A-EM-15-05-1005 <a href="#">AA_RC-MY-4_15-AT-1061</a>	2015-05-19	350.00 USD	350.00 USD	paid ●	<a href="#">attachments</a>	admin authorized	Print ▾

## View

[Back](#)

MVL-EM-17-03-15

Display options

Options

signature:

**stamp**

no:  original:  copy:

template: default

Print in Pdf

### PERSONAL CLAIM

From

To

**user**

**My Company Ltd**

address line 1  
address line 2  
778686668, MALAYSIA  
Tel:3333333, Fax:+709823400  
Contact: Dodo

Details

Document ref: MVL-EM-17-03-15  
visit prospect  
Project reference: Alpha et Omega  
Document created on: 2017-03-14

Category	Description	Amount	Currency SGD	Receipt
61004 Supplies	taxi	16.00	SGD	1
<b>Total:</b>		<b>16.00</b>	SGD	

Authorized signatory

Attachments:

• [excel.png](#)

Link to attachment



### Print memo

A-EM-15-05-1005

Print options

Options

signature:

stamp  
 no:  original:  copy:

template: default

Share this document via email

enter email addresses separated by comma (autocomplete enabled).

add optional message

Share via email with attachment to system users

Optional message

Pdf output

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**Personal claim**

FROM  
Payee: user  
()

TO  
Company: My Company  
(co No. 919796)  
High tower  
Jo Kurt road  
Kowloon  
Hong Kong

Contact:

Document ref.: A-EM-15-05-1005  
Travel

Project reference: AA\_RC-MY-4\_15-AT-10

Document created on: 2015-05-19

**Paid**

Details:

Category	Description	Amount	Currency	Receipt
63130 Travel - plane	Plane ticket	350.00	USD	att.



**AREA**  
**Systems**

**AK**