

## Overview of finance module Expenses memos

Memos help you to manage:

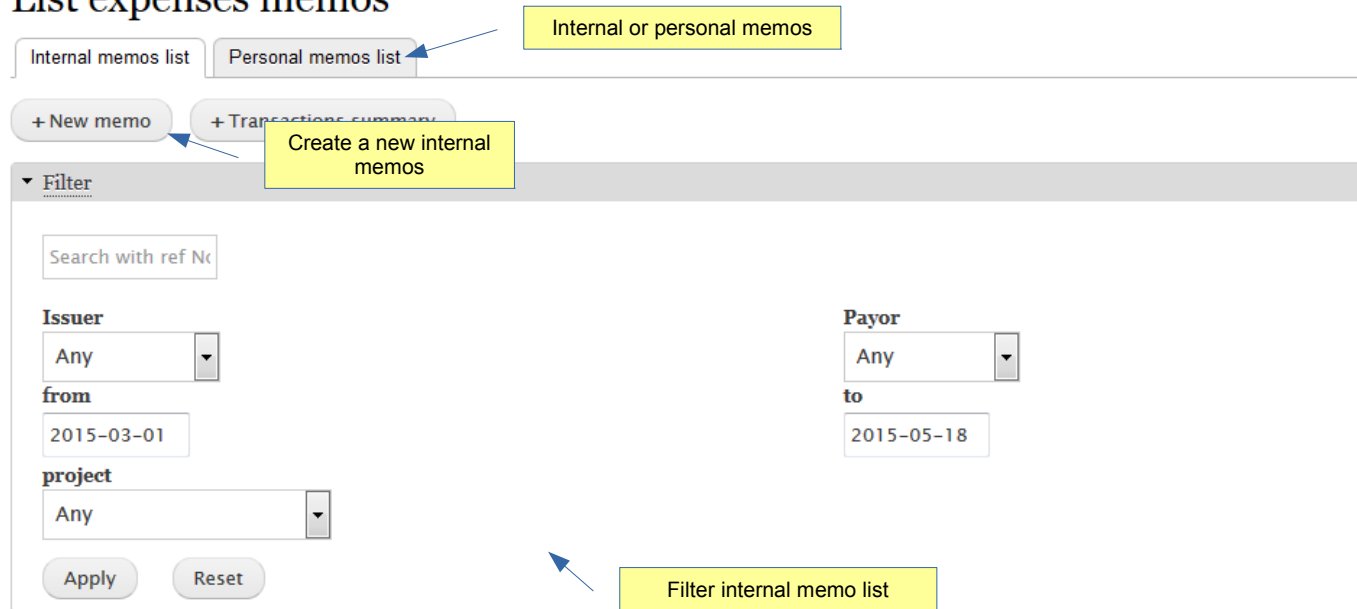
- 1) Internal transactions / invoices between companies of the same group;
- 2) Expenses claims of users to companies .

## 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 box 'Search with ref No'. There are two columns of filters: 'Issuer' and 'Payor'. The 'Issuer' column has a dropdown menu set to 'Any', a 'from' date field with '2015-03-01', and a 'project' dropdown menu set to 'Any'. The 'Payor' column has a dropdown menu set to 'Any' and a 'to' date field with '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

Expenses memo

New internal memo

▼ 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 - Cc	Service charges May 2015	1000.00	att	
<b>Total</b>		1000.00		

remove last item

▼ Attachments

Select file:

[drupal\\_1.jpg](#)

Type of memo

Entity claiming

Payor

Client tag if any

Issuing date

Object/mission

Project reference if any

currency

Other payment options

General comment/info.

Click to add item

Items invoiced

Attachments:  
pictures only.  
Click 'Attach' to save

✓ 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

To

**Company 2**

**My Company Ltd**

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

(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 Print options

signature:

**stamp**  
 no:  original:  copy:

template: default Print in Pdf

---

Share this document via email Share via email with attachment to system users

enter email addresses separated by comma (autocomplete enabled).

add optional message Optional message

Send

Pdf output

Page: 1 of 1    80%

<p><b>FROM</b>  Payee: The Co No 3  (34567)  Jalan Yo 88/341  Petaling Jaya  78900 Kuala Lumpur  Malaysia  Tel:+60362116559 Fax:+60362013828</p>	<p><b>TO</b>  Company: My Company  (co No. 919795)  High tower  Jo Kurt road  Kowloon  Hong Kong</p>
<p>Contact: Dominique Arnaud</p>	<p>Contact:</p>

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
08100 Consulting fees	Service charges May 2015	1,000.00	USD	att
<b>TOTAL:</b>		<b>1,000.00</b>	USD	

## 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.	
<b>Total</b>		1,000.00		

remove last item

Attachments

Select file:

[drupal.jpg](#)   

[drupal\\_1.jpg](#)

Delete existing item

New item

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



## 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

Page: 1 of 5 25%

The screenshot shows a PDF viewer interface with two pages of an invoice. The top page is the first page, and the bottom page is the second page, which has a red 'Paid' stamp. The viewer shows navigation controls like back, forward, and zoom, and indicates 'Page: 1 of 5' and '25%' zoom.

Expenses memo

Print multiple with date range

## 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	attachments	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

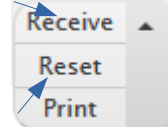
500.00 – Select –

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>	<div style="border: 1px solid gray; padding: 2px;"> <span style="background-color: yellow;">New status</span>  Receive         </div>

Receive paid memo

Reset payment



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

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

1000.00 - Select -

1000.00

## 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

Estimated amount debited MYR 3500

Exchange rate from payment currency and estimated converted amount received

**Credit account \***

45010 - Group

3500

Income account

Amount received expressed in the currency of debited account

Record

Expenses memo

Payment reset

The payment will be reset  
to 0 for all expenses  
recorded

## Reset payment

[List](#)

Memo ref. ASPL-EM-18-05-23

Expense ref. 144

Are you sure you want to reset this payment ?

Reset

Reset confirmation

## Reset payment

[List](#)

Memo ref. ASPL-EM-18-05-23

⚠ Record not editable

In some case where  
the expense was  
edited, the resetting  
may not be possible

## 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

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
<b>My Company</b>	-	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
<b>The Co No 3</b>	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
<b>The Co No 4</b>	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	B: 0.00 T: 0.00
<b>The Co No 5</b>	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	B: 0.00 T: 0.00

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

Click on company name to view the details



### 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 fees Jul-Dec		2014-12-15		9,098.71	
Total					22,752.32	0.00
USD	The Co No 5		date		credit	debit

Memo reference  
Click on serial  
reference to print

Type and value of  
transaction

## 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 callout box labeled 'Internal or personal memos' points to the 'Personal memos list' tab. Below the tabs is a '+ New memo' button, with a yellow callout box labeled 'Create a new personal memos' pointing to it. A 'Filter' section is expanded, containing a search box 'Search with ref No', and several filter fields: 'Issuer' (dropdown menu with 'Any' selected), 'from' (date input with '2015-01-01'), 'project' (dropdown menu with 'Any' selected), 'Payor' (dropdown menu with 'Any' selected), and 'to' (date input with '2015-08-01'). At the bottom of the filter section are 'Apply' and 'Reset' buttons. A yellow callout box labeled 'Filter personal memo list' points to the 'Apply' button.

## Edit personal claim

Expenses memo

▼ Options

**Memo type \***  
Personal claim

**From entity \***  
user

**Client or supplier \***  
not applicable

**date \***  
2015-05-19

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

**currency \***  
US dollar

comment

**To entity \***  
My Company

**Memo object \***  
Travel

**Budgeted**  
 yes  no

Refund  Invoice client

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

▼ Authorization

**Authorizer \***  
user1

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

▼ Items

Add item Click to add item

Account	Description	Amount	Receipt	delete
68130 - Tr	Plane ticket	350.00	att.	← <span style="background-color: yellow; border: 1px solid black; padding: 2px;">Items invoiced</span>
<b>Total</b>		350.00		

remove last item

▼ Attachments

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

[drupal\\_2.jpg](#)

**Edit finance settings**

Base currency \*  
US dollar

Authorize Memos \*  
yes

Budgets \*  
1

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

Issuer and payor

Date issued

Amounts in local and base currency

Attachment

Operations menu

[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
Total				90.00 USD				

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

Status of payment

Authorization status. To authorize: authorizer will go to edit

Pay if authorized (action by payor)

Upload an attachment

- Edit
- Pay
- Delete
- Add attachment
- Print

Edit (if not paid and not yet authorized)

Delete (if not paid)

Print

## 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

Click record to validate authorization

Record

Expenses memo

Authorize a memo

# Expenses memo

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>	n/a	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 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 ▾

# Pay a memo

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

Total value 350.00 USD

Payment date \*

2015-05-22

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

68130 - Travel

Total

Record

Date of payment

Force close status on partial payment

Credited account for payment

Debited account

A-EM-15-05-1005 Plane ticket

Amount paid

350  
350.00

✓ 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 href="#">A-EM-15-05-1005</a> <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 ▾

Print  
Reset

Reset payment

Expenses memo

Memo payment will record an entry in journal and expenses.



Expenses memo

Payment reset

The payment will be reset to 0 for all expenses recorded

## Reset payment

[List](#)

Memo ref. MVL-EM-18-05-24

Expense ref. 145

Are you sure you want to reset this payment ?

Reset

Reset confirmation

## Reset payment

[List](#)

Memo ref. MVL-EM-18-05-24

⚠ Record not editable

In some case where the expense was edited, the resetting may not be possible

# 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	Receipt
61004 Supplies	taxi	16.00	SGD	1
<b>Total:</b>		<b>16.00</b>	SGD	

Authorized signatory

### Attachments:

• [excel.png](#)

Link to attachment

Expenses memo

View in browser

## Print memo

A-EM-15-05-1005

Print options

Options

signature:

**stamp**

no:  original:  copy:

template: default

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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

Page: 1 of 1 80%

**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
68130 Travel - plane	Plane ticket	350.00	USD	att.



**AREA**  
**Systems**

**AK**