

Expenses Process

The expenses function allows you to process claims for reimbursement

Benefits of Expenses:

- Accurate and timely expense claim routing
- Increase in organisational efficiency
- Faster expense processing
- Employee satisfaction
- Expense processing costs cuts
- Reduce errors and mistakes done by manual claim process
- Increased expense claim and transparency

User

Go to CRM Module> Activity> Expenses

To add a new Expense Click add or click search to see a list of existing Expenses

The screenshot shows the CRM interface with the 'Expenses' module selected. The left sidebar lists various activities, with 'Expenses' highlighted at the bottom. The main content area displays the 'Expenses' form. The top toolbar includes buttons for Search, Add, Edit, Print Grid, Export, Send Approval, Appeal, Approve, Deny, Reimburse, Cancel, and Complete. The 'Add' button is highlighted with a red box. The form fields include:

- Expense No: [Text Field]
- Employee: [Dropdown Menu, currently showing 'Otsile Loate']
- Description: [Text Field]
- Date From: [Date Picker, currently showing '2024-02-14']
- Date To: [Date Picker, currently showing '2024-03-14']
- Status: [Dropdown Menu, currently showing 'Preparation']
- Manager: [Dropdown Menu, currently showing 'All']
- Category: [Dropdown Menu]
- Type of Authorisation: [Radio Buttons for User, Manager, Finance Approval]

Below the form is a table with columns: #, Memo, Att, Result, Date, Expense No, Amount, Description, and Employee. The table is currently empty.

After clicking Add a screen below will appear, Add all necessary information as shown below

Expense

Attachments

Memo

Preparation

Expense No:

E31

Expense Date:

2024-03-13

Employee:

Otsile Loate

Manager:

Imraan Salijee

Description:

Lunch

Reference:

Lunch

Amount:

150

Invoice No:

Category:

Entertainment

Sub Category:

Resturant - GRV

Division:

ACC

Region:

Centurion

Notes:

Save & New

Save & Close

Save

Close

Employee	Select the employee who is claiming on the dropdown list
Manager	The assigned approver will populate this field
Description	Enter claim description
Reference	Enter Claim reference
Amount	Enter the expense amount
Category	Select Category from the drop-down selection
Sub Category	Select the correct sub-category if there is more than one
Division	Enter division
Region	Enter region
Notes	Add detailed additional notes if applicable
Expense Date	Enter the correct date for the claim

Invoice No	Enter the supporting document number if you have This is not compulsory
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Once you are done capturing you can load the receipt as proof on the attachments

Expense Attachments

Attachments / Links

AttachmentsLinkitClose

UploadDrag & DropEditViewDeleteEmail SelfDownloadDownload AllAllow EmailView Attachments

Page 0 of 0Remove Paging:No data to displayDrag & Drop

#	Name	Description	Email	Type	Uploaded
1	Receipt	Receipt	1	Image	2024-03-14 22:07:28

Drop files here to upload
OR
click to open file browser

Once the information has been captured and all receipts are loaded then save and close your expense claim,

Go back to the grid

Select the expense claim from the grid and click [Send Approval](#)

This will email the approver (Manager) a request to review and approve the expense claim

Expenses

SearchAddEditPrint GridExportSend ApprovalAppealApproveDenyReimburseCancelComplete

Expense No:Status: Preparation

Employee: Otsile LoateManager: All

Description:Category:

Date From: 2024-02-14Date To: 2024-03-14

Type of Authorisation: UserManagerFinance Approval

#	Memo	Att	Result	Date	Expense No	Amount	Description	Employee	Status
1				2024-03-13	E32	150.0000	Lunch	Otsile Loate	Preparation
2				2024-03-13	E31	150.0000	Lunch	Otsile Loate	Preparation
3				2024-03-13	E30	240.0000	Lunch	Otsile Loate	Preparation

Manager

Expenses

Search

Add

Edit

Print Grid

Export

Send Approval

Appeal

Approve

Deny

Reimburse

Cancel

Complete

Expense No:

Status:

Awaiting Approval

Employee:

All

Manager:

Imraan Saljee

Description:

Category:

Date From:

2024-02-14

Date To:

2024-03-14

Type of Authorisation:

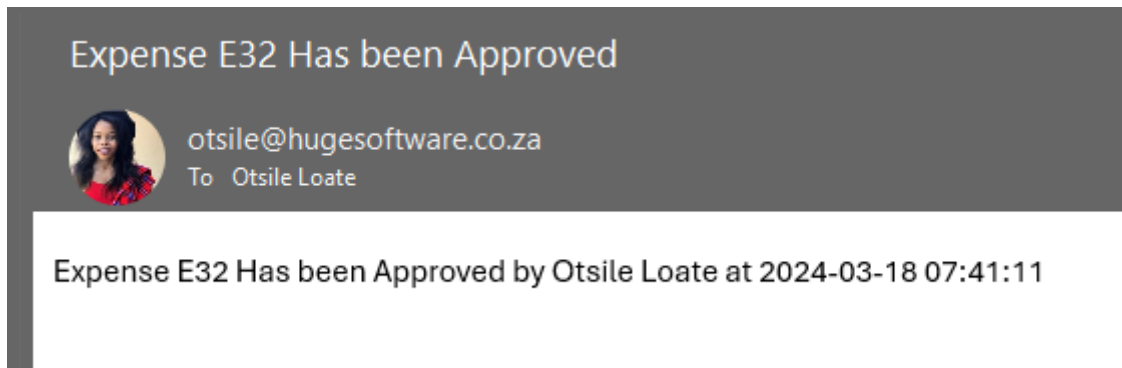
☐ User
☒ Manager
☐ Finance Approval

Page 1 of 1

Remove Paging

#	Memo	Att	Result	Date	Expense No	Amount	Description	Employee	Status
1				2024-03-13	E28	250.0000	Lunch	Otsile Loate	Awaiting Approval
2				2024-03-13	E32	150.0000	Lunch	Otsile Loate	Awaiting Approval

Once the manager approves the sales rep will receive an email confirming that the claim has been approved.



Once the expense claim is reimbursed a journal will automatically be created

Expenses

Search Add Edit Print Grid Export Send Approval Appeal Approve Deny **Reimburse** Cancel Complete

Expense No: Status:

Employee: Manager:

Description: Category:

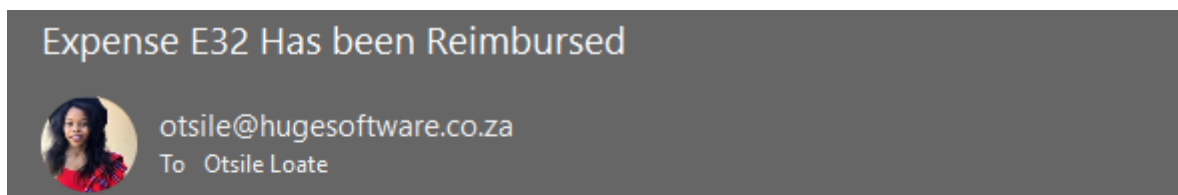
Date From: Date To:

Type of Authorisation: ☐ User ☐ Manager ☒ Finance Approval

Page 1 of 1 Remove Paging: ☐

#	Memo	Att	Result	Date	Expense No	Amount	Description
1				2024-03-13	E32	150.0000	Lunch

Once the finance approval makes the decision the sales rep will receive an email informing them if their claim is going to be denied or going to be reimbursed.



Expense E32 Has been Reimbursed by Otsile Loate at 2024-03-18 07:46:14

Revision #5

Created 14 March 2024 07:27:29 by Otsile

Updated 18 March 2024 05:51:12 by Otsile