Financial

Financial Module

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Expense

Expense Window Search

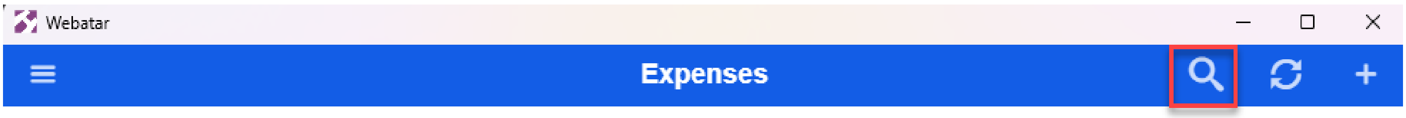
Search Button

To search for an existing expense

> You can remove the date and description blank and search by status only. This will bring up all expenses for the status that you are searching by.

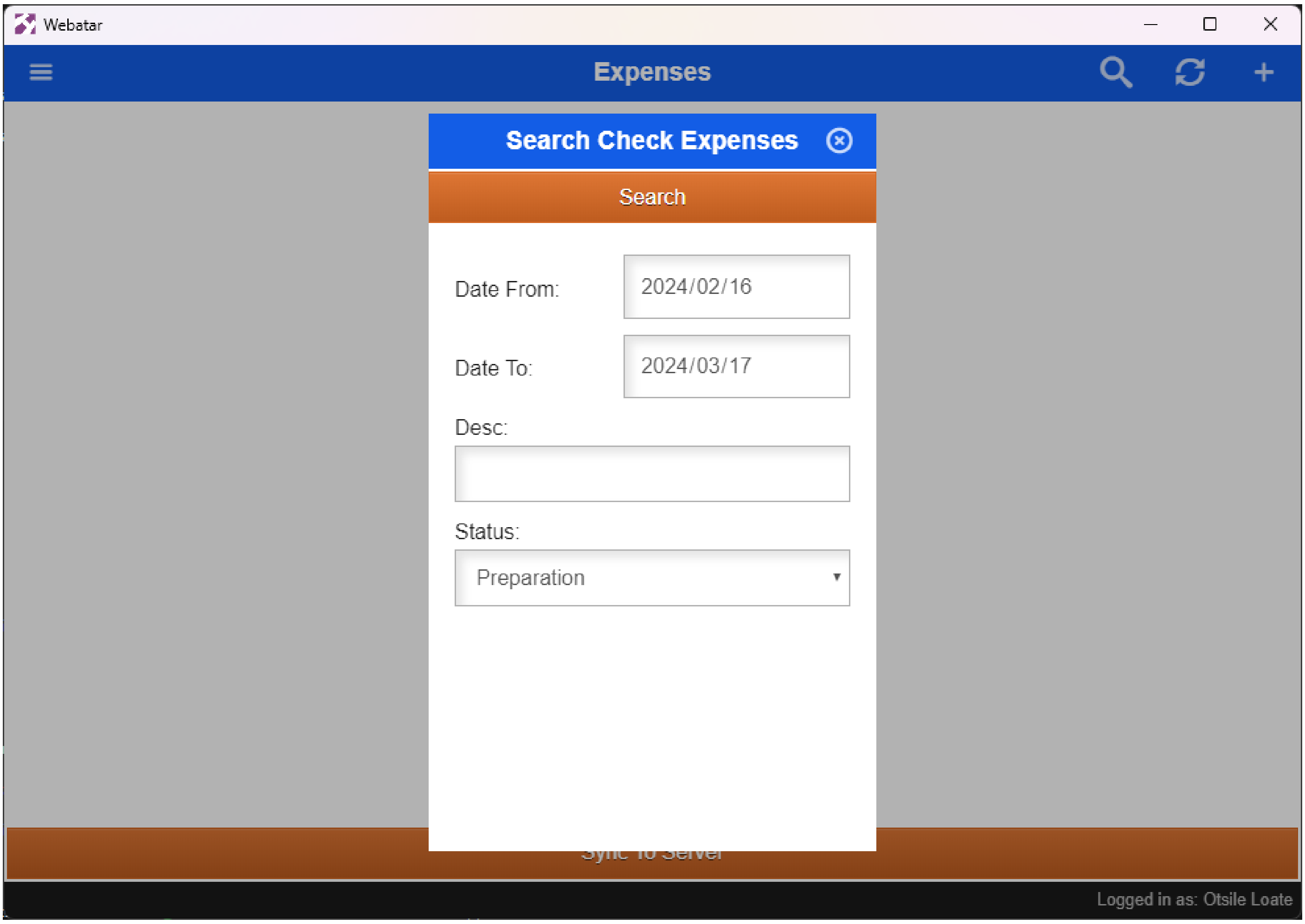
Go to Financial> Expenses then click on the search icon

As shown below:



After clicking on the search icon the screen below will appear

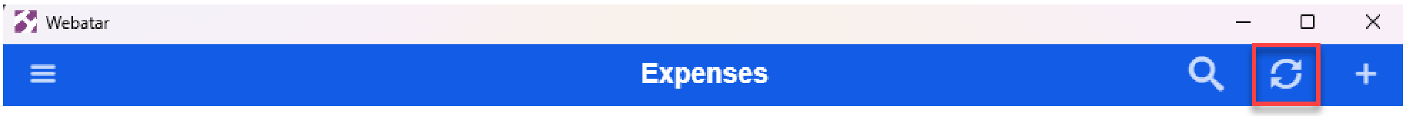
The search button allows you to search for specific expenses based on the search criteria and the status



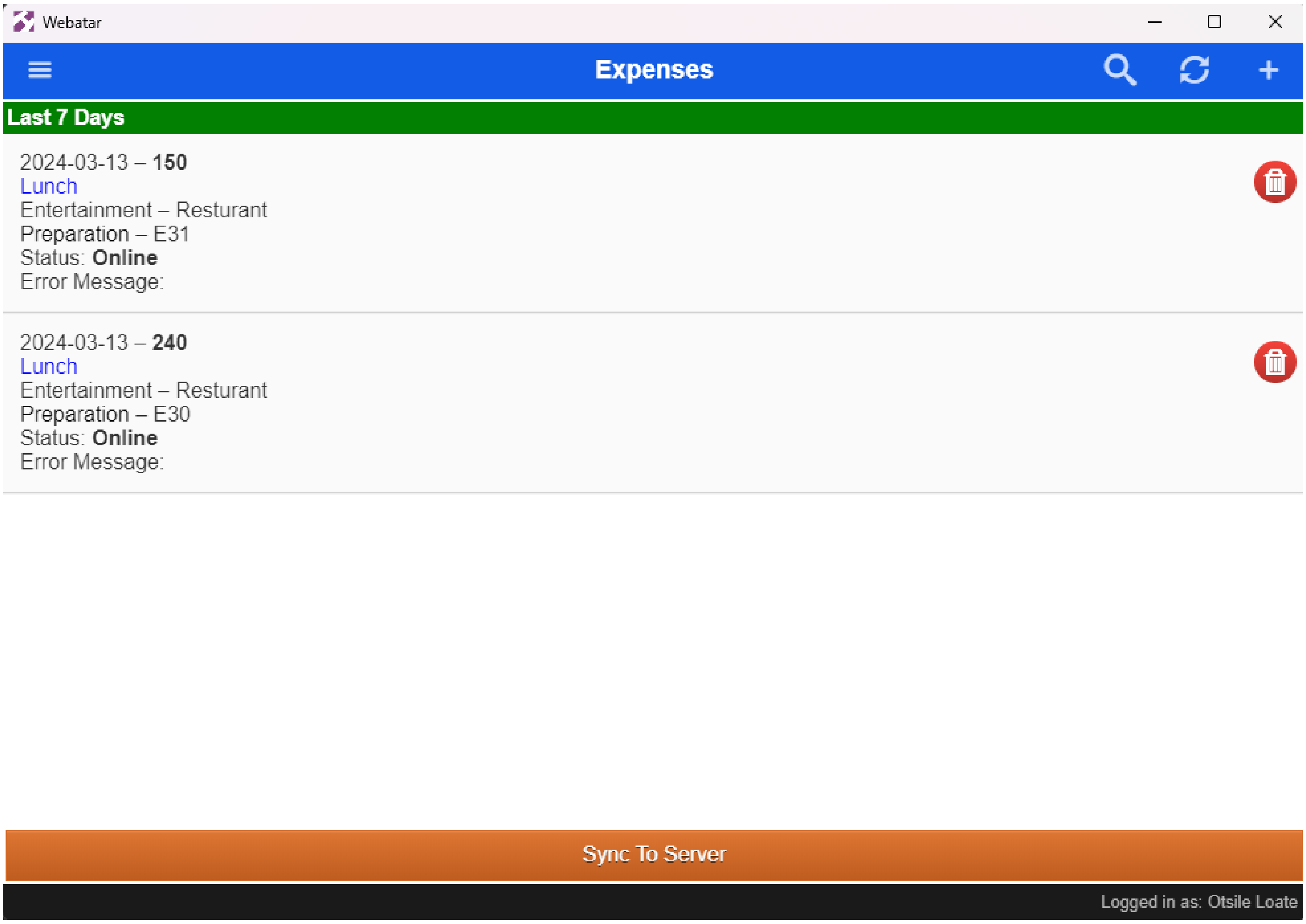
Date From	From which date do you want to view your expenses
Date To	Enter until which date you want to view your expenses
Description	Search for Expense by capturing the description of the expense that you are looking for
Status	Select status on the drop down selection
Search Button	Click this button to search based on the criteria that you have selected

Refresh Button

Refresh button allows you to see a list of all expenses under preparation status



After clicking a refresh button the screen below will appear:



You can open the one that you want to edit or that you want to send for approval.

To add or edit expenses successfully [click here](#)

New Expense

Adding new expenses

Please see the steps below to successfully add a new expense

1. Click + icon to add a new expense
2. Capture all information as explained in this manual
3. Click on the tick on the top right to save the expense
4. Scroll left to update division and region and all details
5. Scroll left again to attach a slip or invoice
6. Once you have completed all the stages you need to click on the back arrow to a screen that will inform you to sync your expense

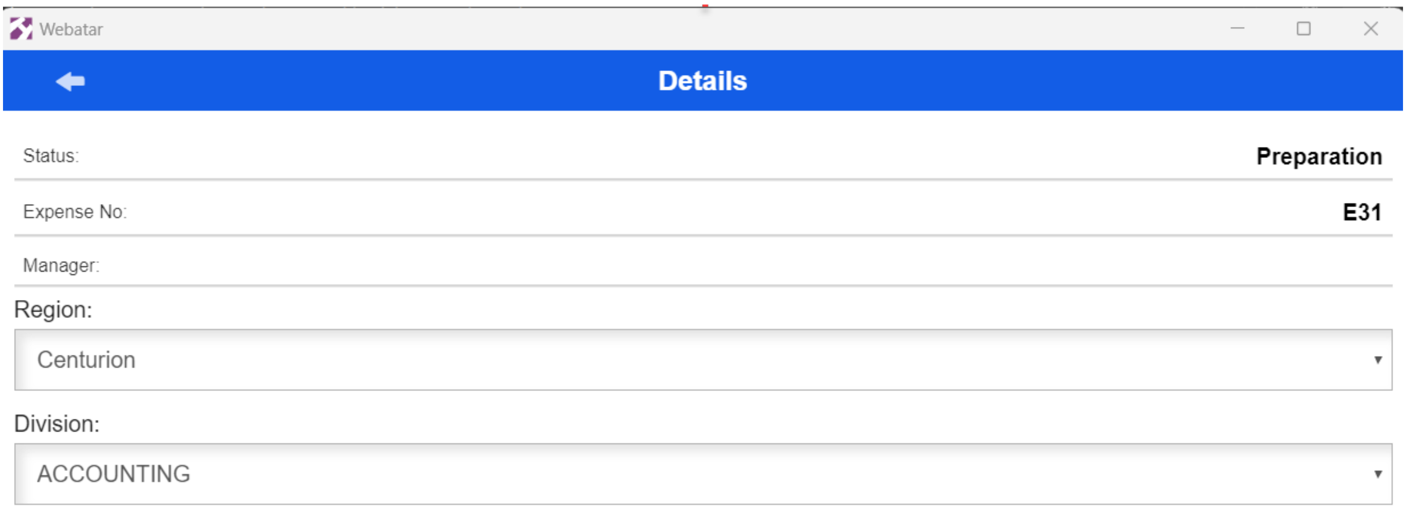
Click on the Plus + button to add a new expense

> Always click on the tick box to save the expense before moving on to the other menus

> After attaching a document or image click on the back arrow so you only sync the expense once if you sync the attachment on its own and send the document for approval the system does not send the correct link to the approver and it will not allow the approver to open the document

Amount	Enter the expense amount
Expense Date	Enter the correct date for the claim
Invoice No	Enter the supporting document number if you have This is not compulsory
Category	Select Category from the drop-down selection
Sub Category	Select the correct sub-category if there is more than one
Description	Enter claim description
Reference	Enter Claim reference
Notes	Add detailed additional notes if applicable

Once complete

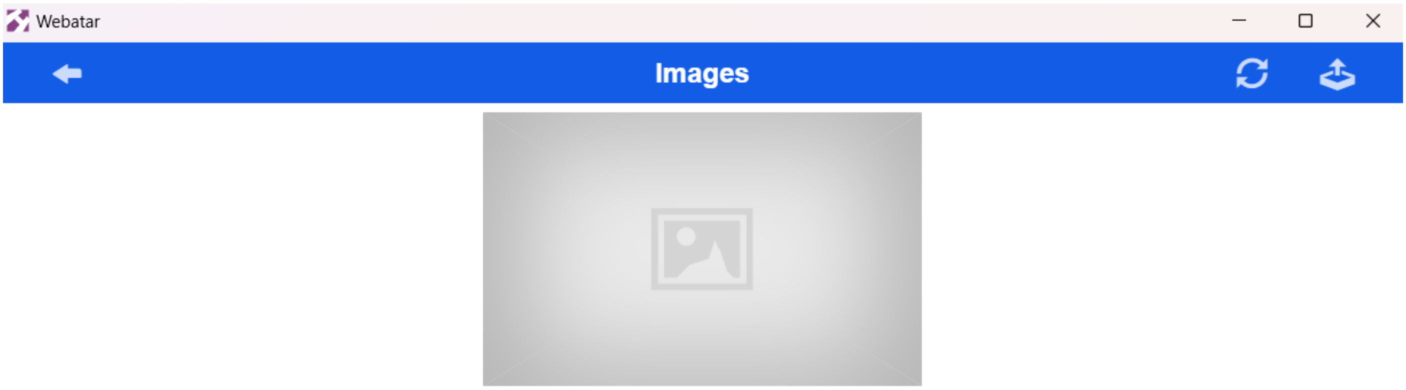


Division	Enter division
Region	Enter region

After adding division and region scroll left again to add your till slip or invoice

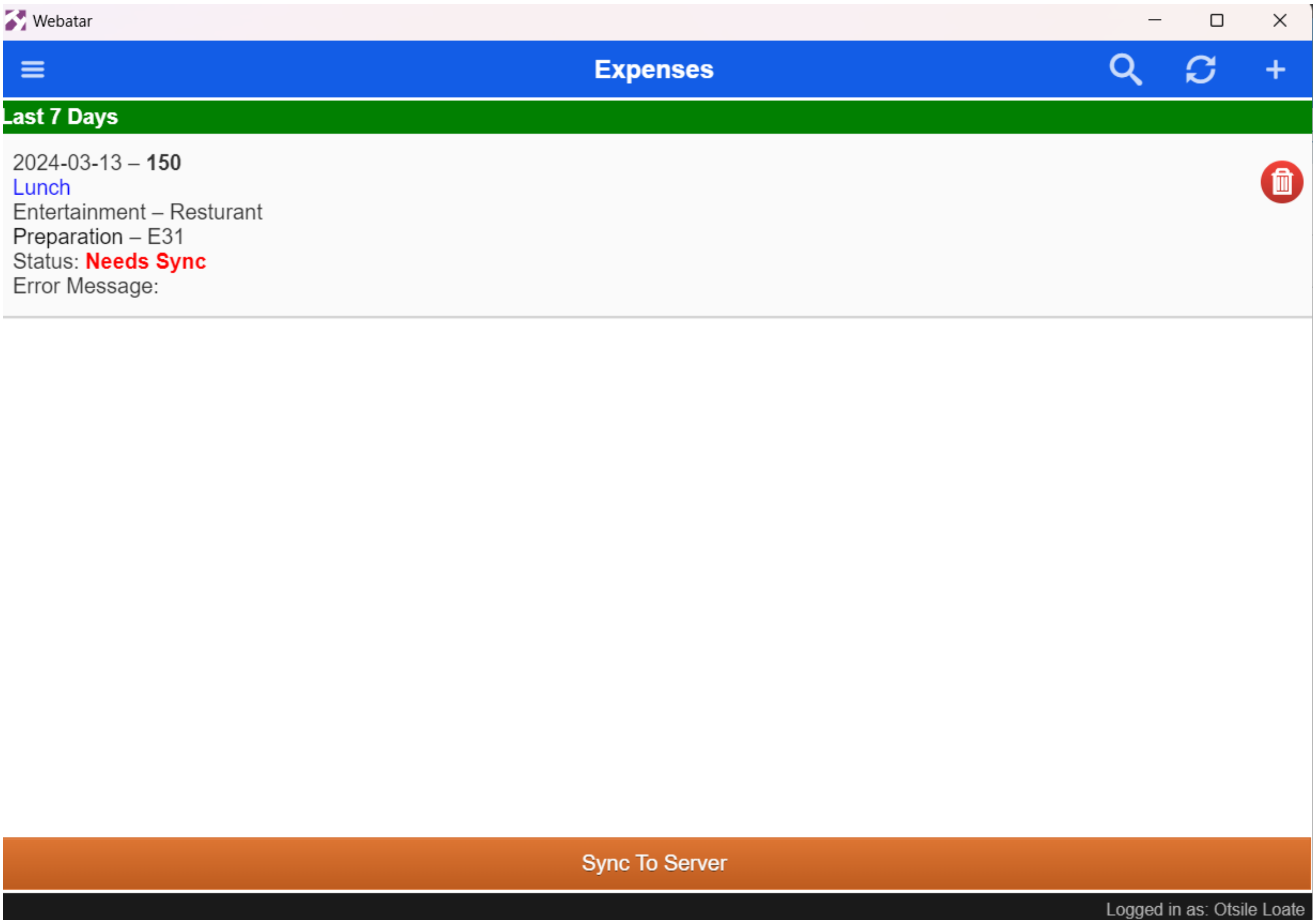
Once done adding an image

Click on the back arrow

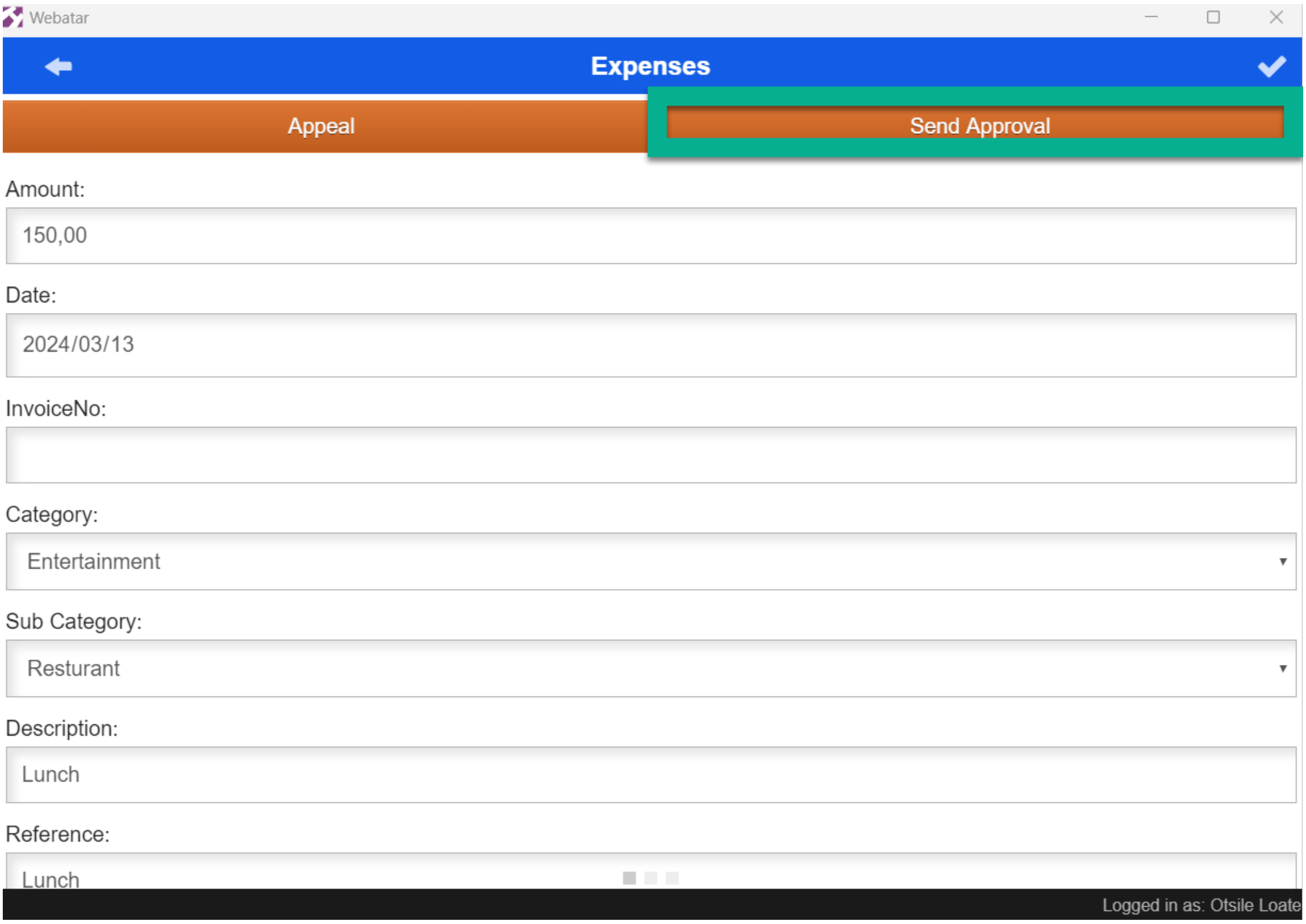


The back arrow which shows the screen below will allow you to sync.

After, syncing your expense go back into your expense then send it for approval



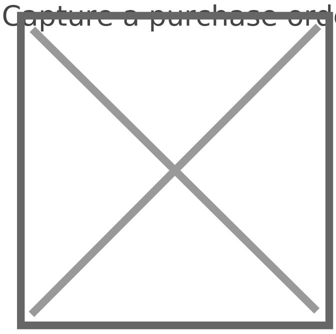
After, syncing click on it to send for approval as shown below:

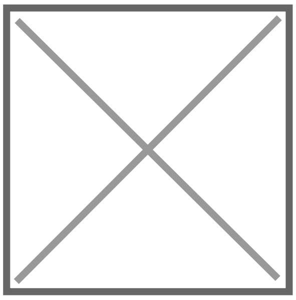

Webatar
Expenses
Appeal
Send Approval
Amount:
150,00
Date:
2024/03/13
InvoiceNo:
Category:
Entertainment
Sub Category:
Resturant
Description:
Lunch
Reference:
Lunch
Logged in as: Otsile Loate

Purchase Order

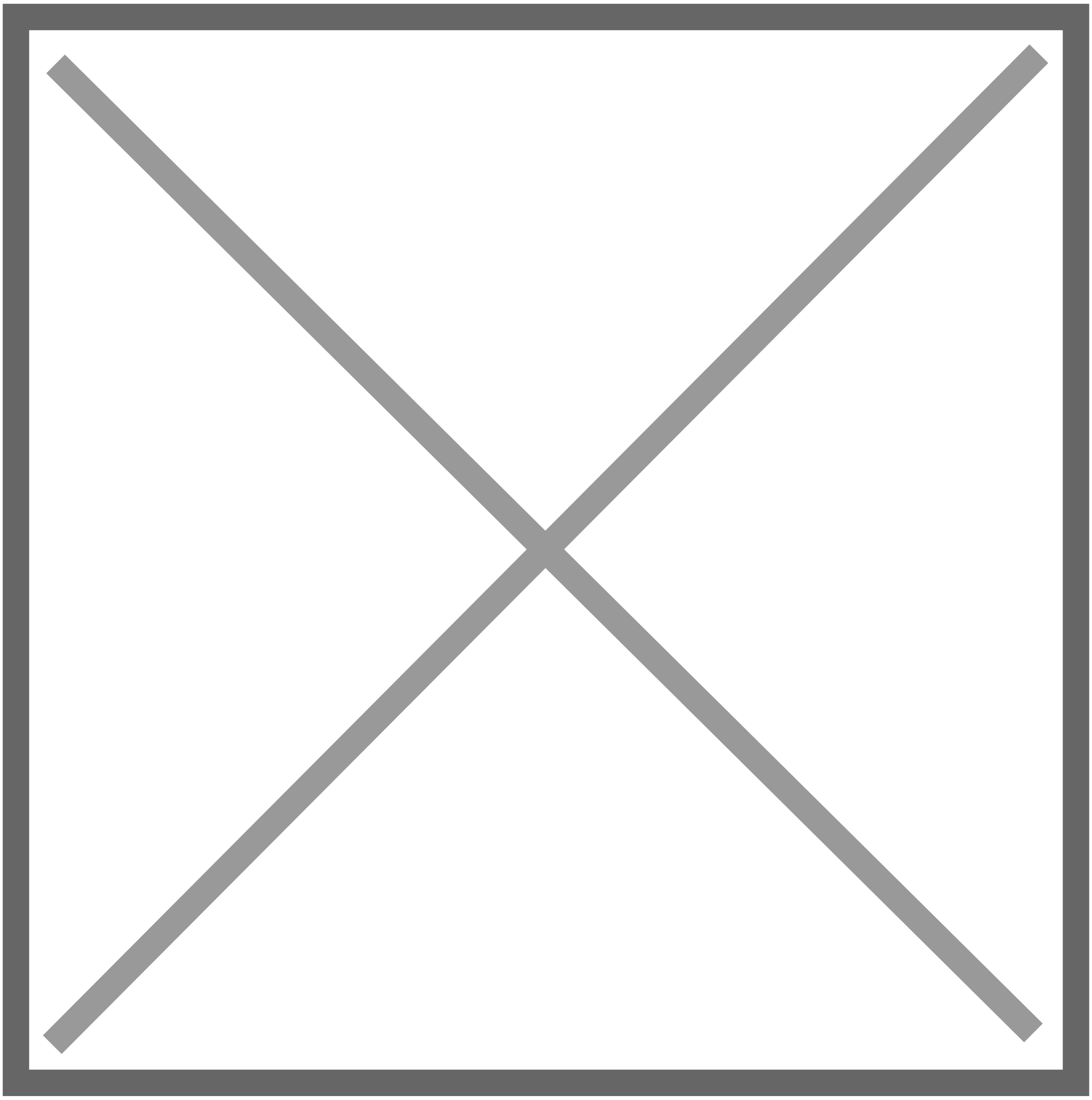
Purchase Order

Capture a purchase order to order stock



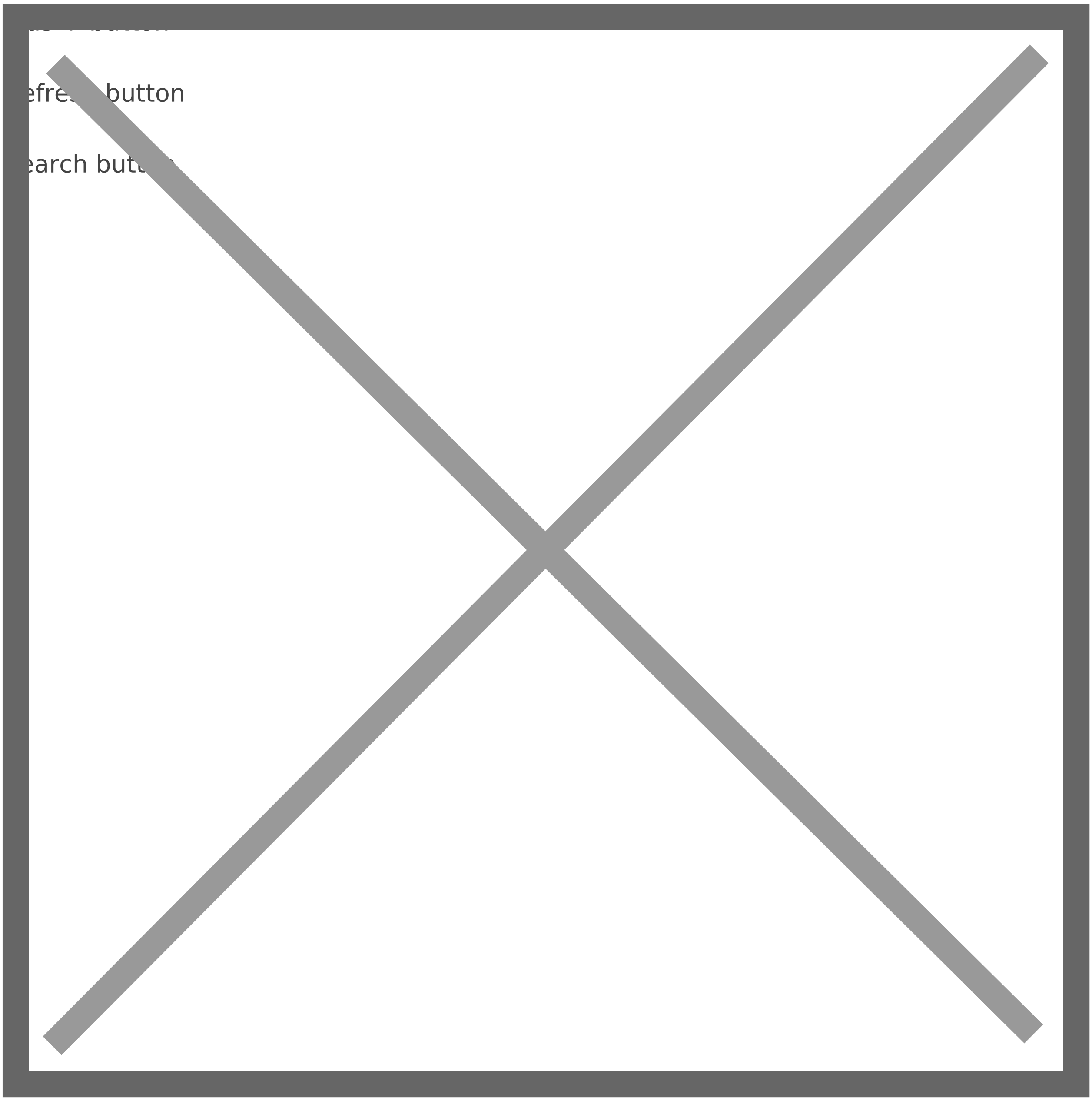


Purchase orders refresh and add new



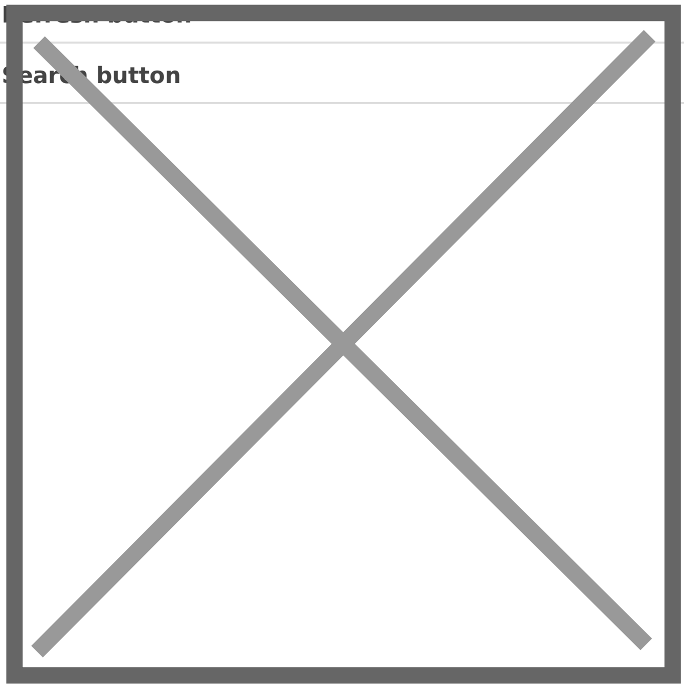
Purchase Order Window Search

The search window has three main sections



1. [illegible]
2. Refresh button
3. Search button

Plus + button	Add a new purhcase order
Refresh button	Click on this button to see existing open purchase orders
Search button	Search for specific purchase order

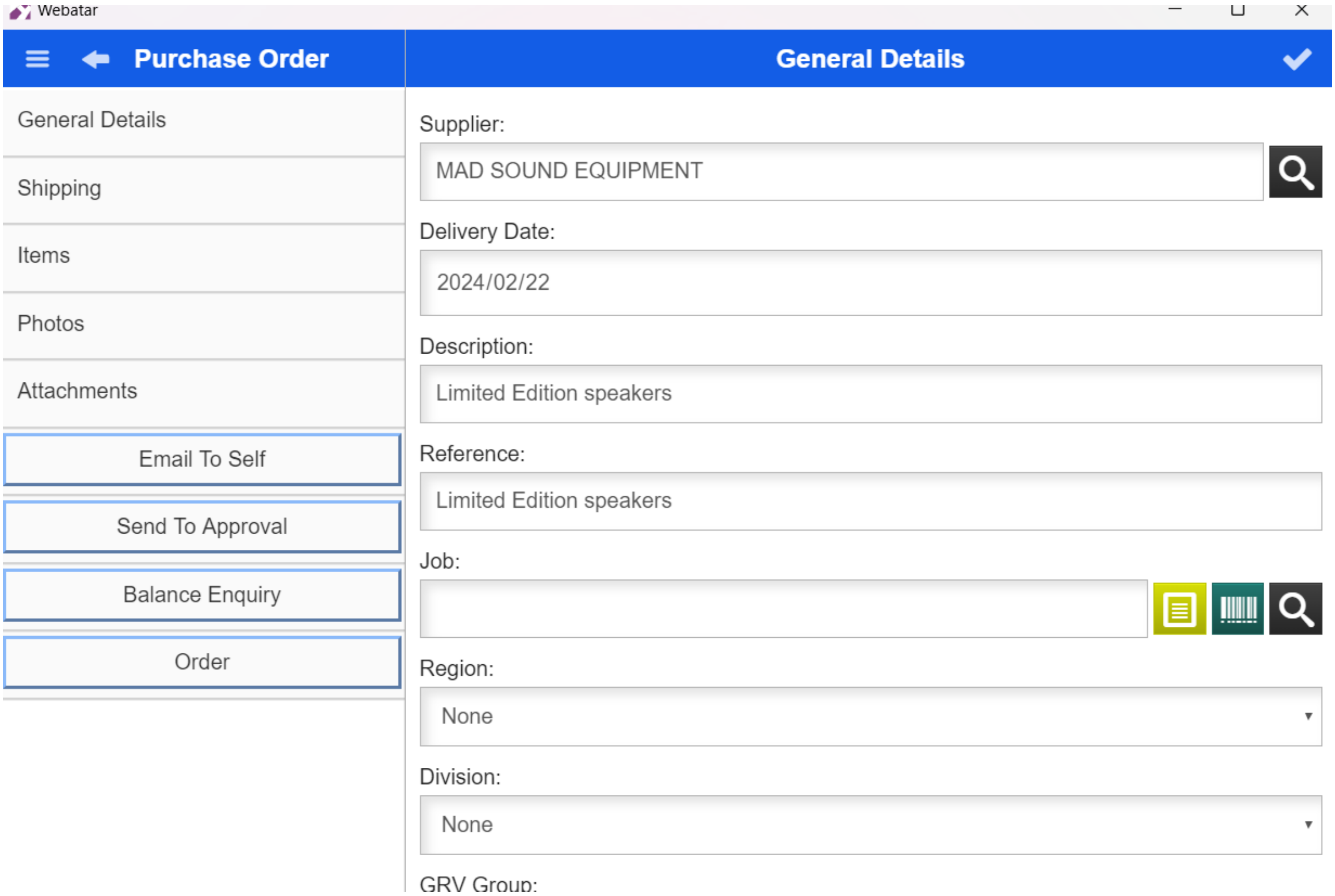


New Purchase Order

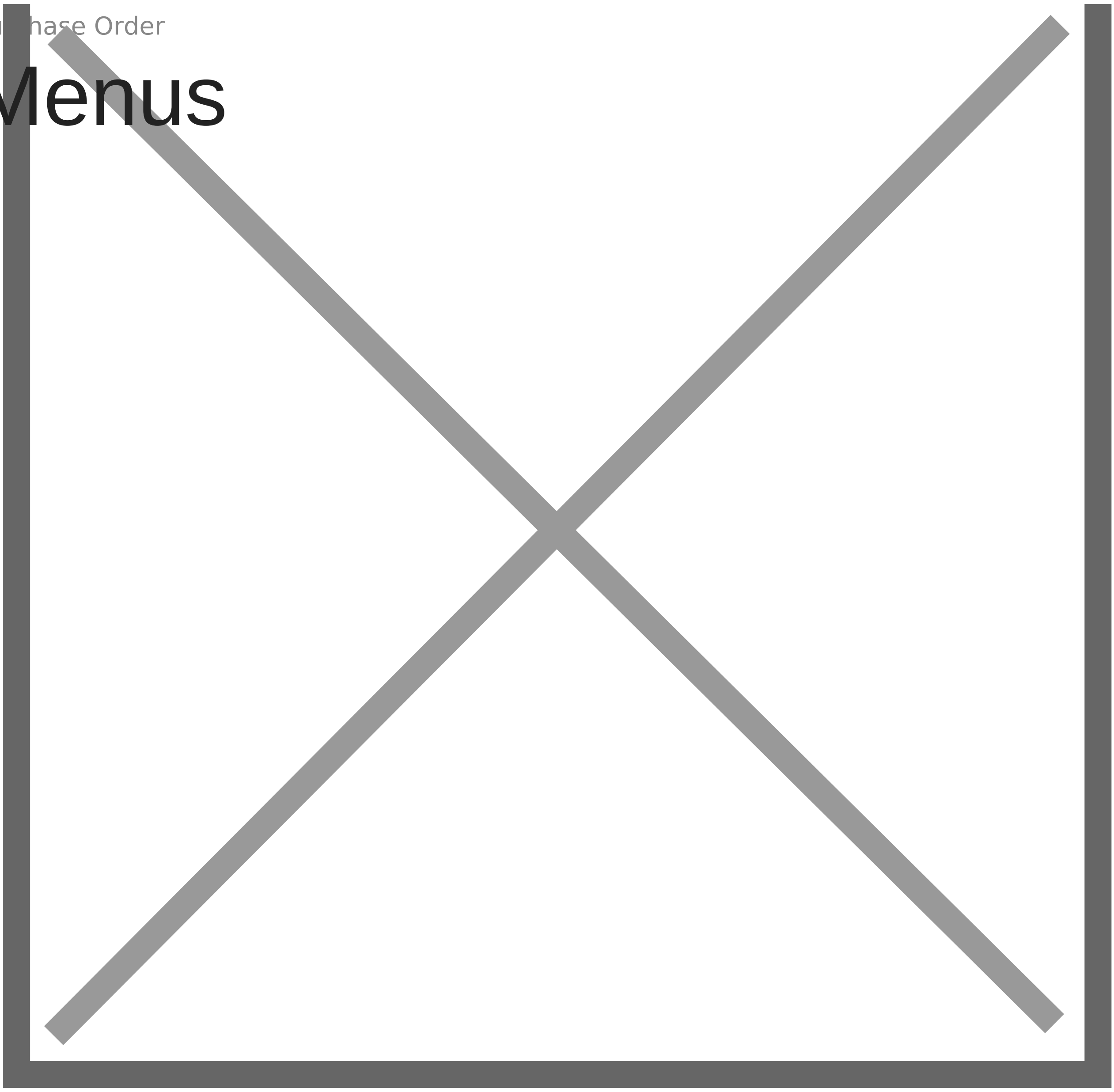
To capture a new purchase order, Click on the Plus + button

Then add general Details

Supplier	Enter the supplier for the purchase order
Date	The date will show the current date and can also be changed
Description	Enter a description of the purchase order
Reference	Enter a reference



Menus



Attachments	Add attachments to the Purchase Order
Email to self	Send the copy of the purchase order to yourself
Send to approval	Send the purchase order for approval
Balance enquiry	Get a balance of the account

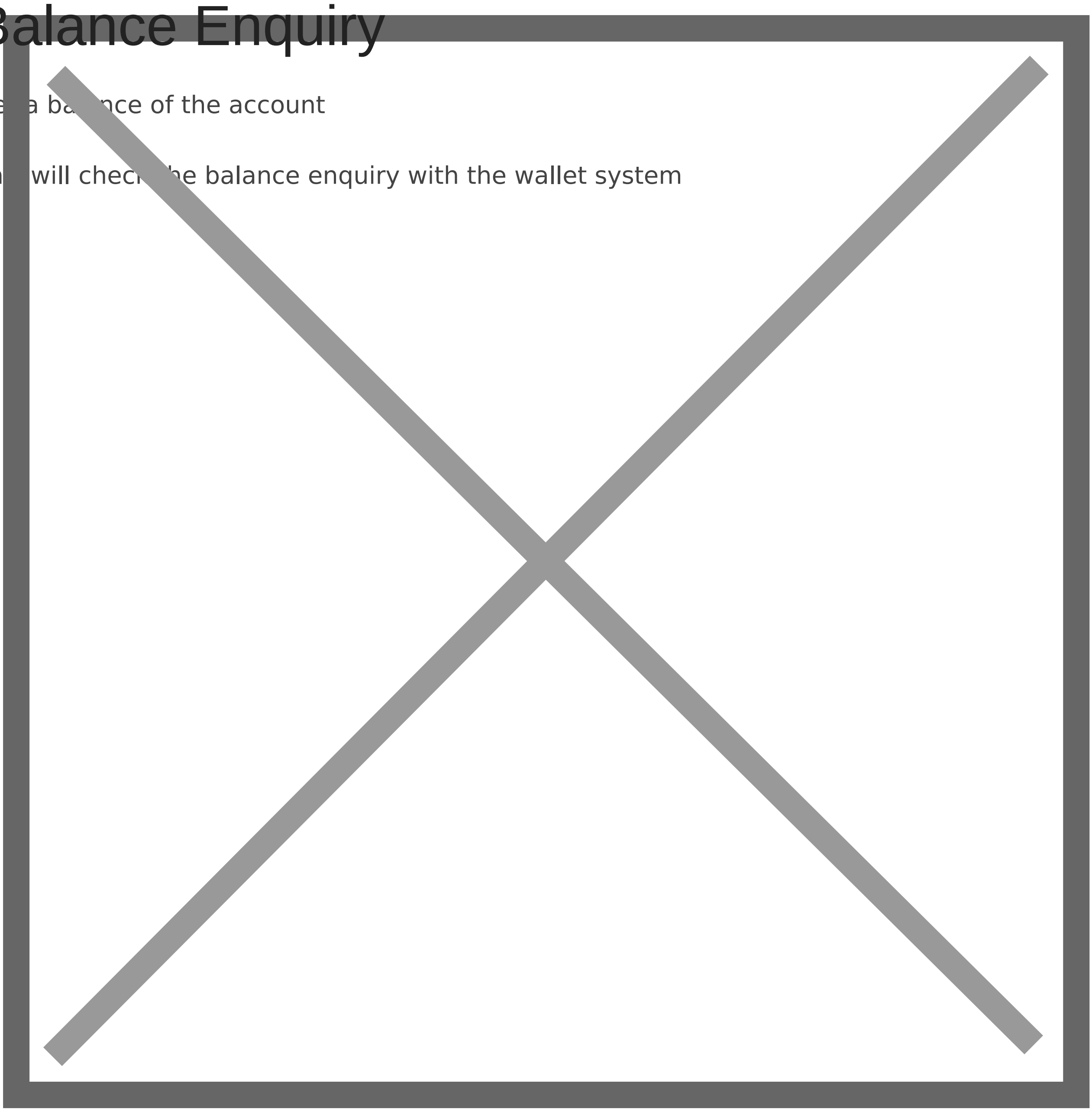
Purchase Order Balance Enquiry

Balance enquiry

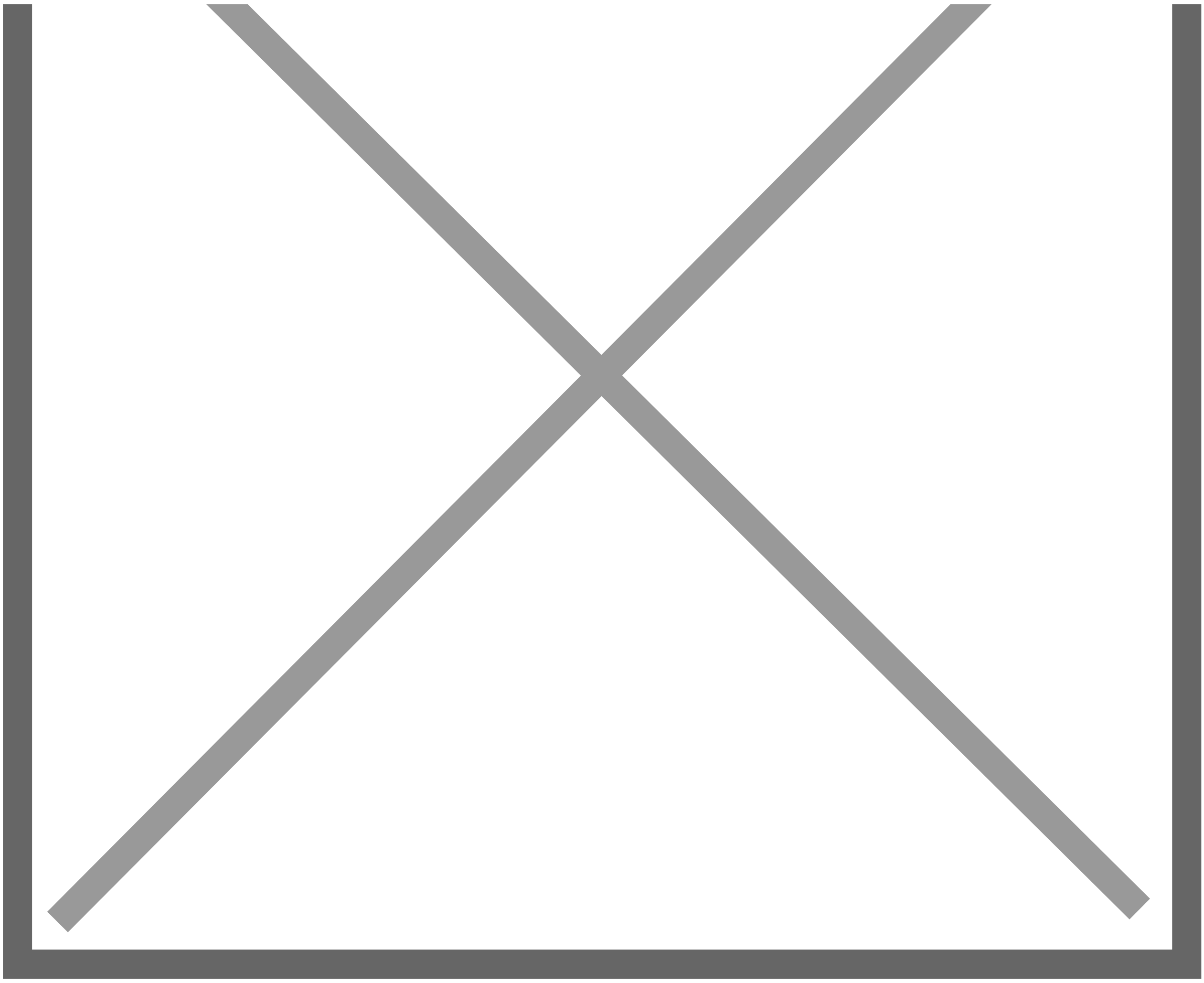
Balance Enquiry

Get a balance of the account

This will check the balance enquiry with the wallet system



This menu is activated in the profile setup



Approvals

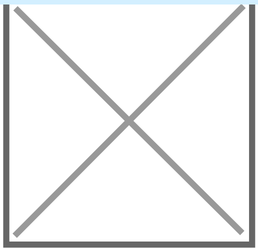
Approvals

The approvals menu is used to approve purchase orders and expenses

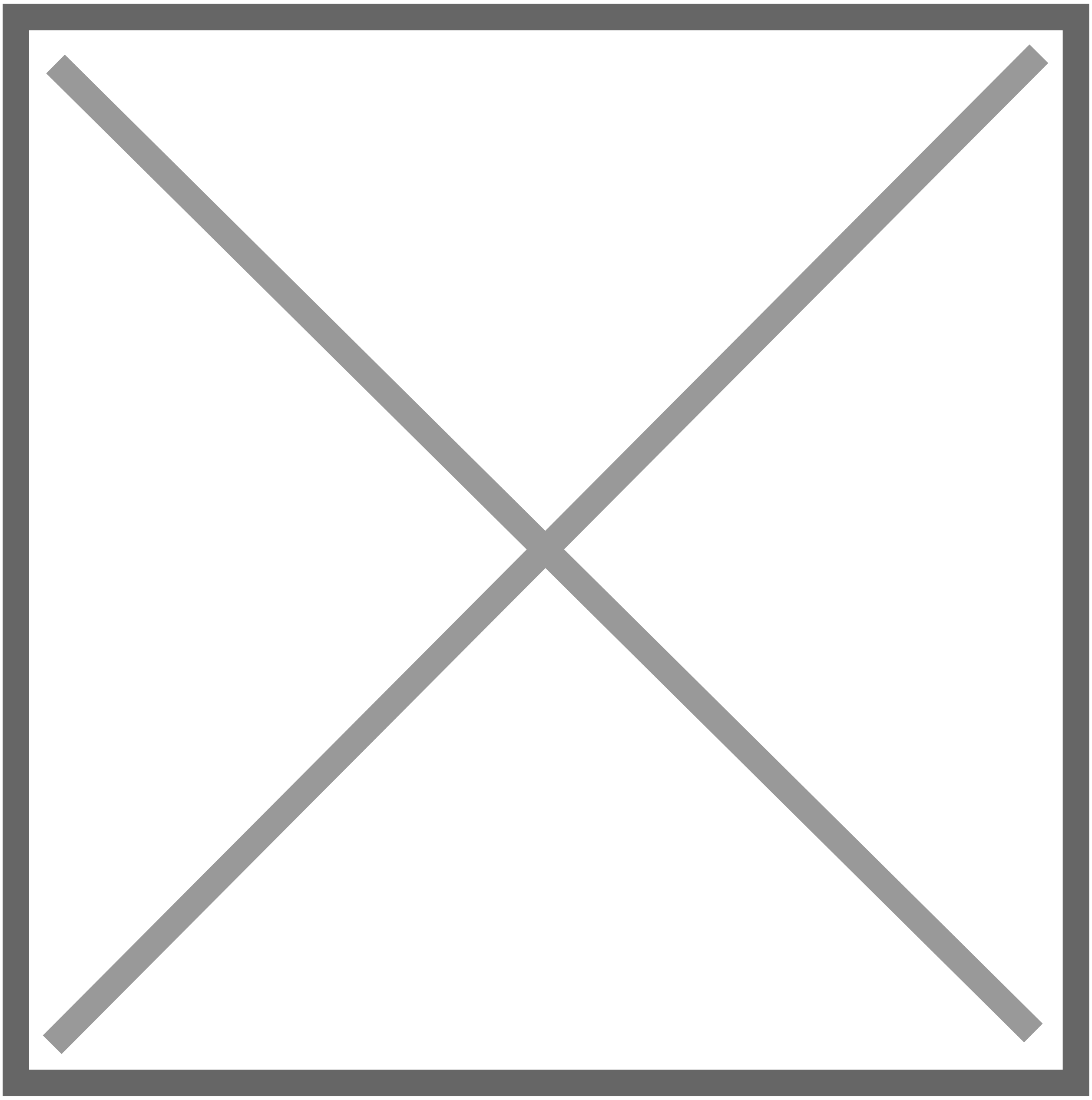
If your menu items are grouped go to

Financial> Approvals

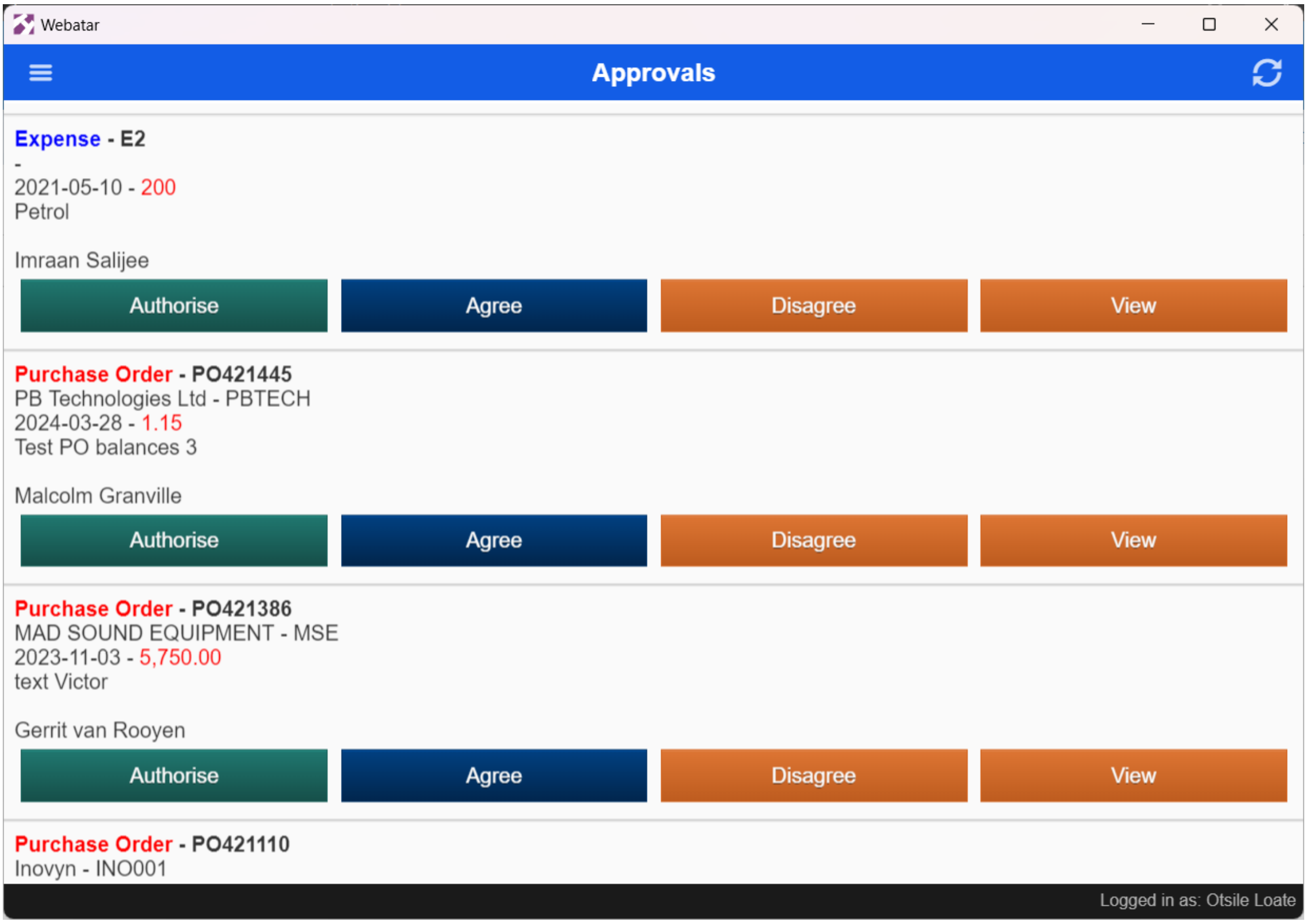
> If your menu items are not grouped then go directly to approvals



To see a list of purchase orders and expenses click on the refresh button on the screen below



After, clicking on the refresh button. The screen below will appear



Authorise	Once you have approved a purchase order or expense, you will need to mark it as authorized so that goods can be ordered or finance can process the expense for payment
Agree	Approving the purchase order or Expense
Disagree	Declining the purchase order or expense
View	An overview of the document that needs to be approved