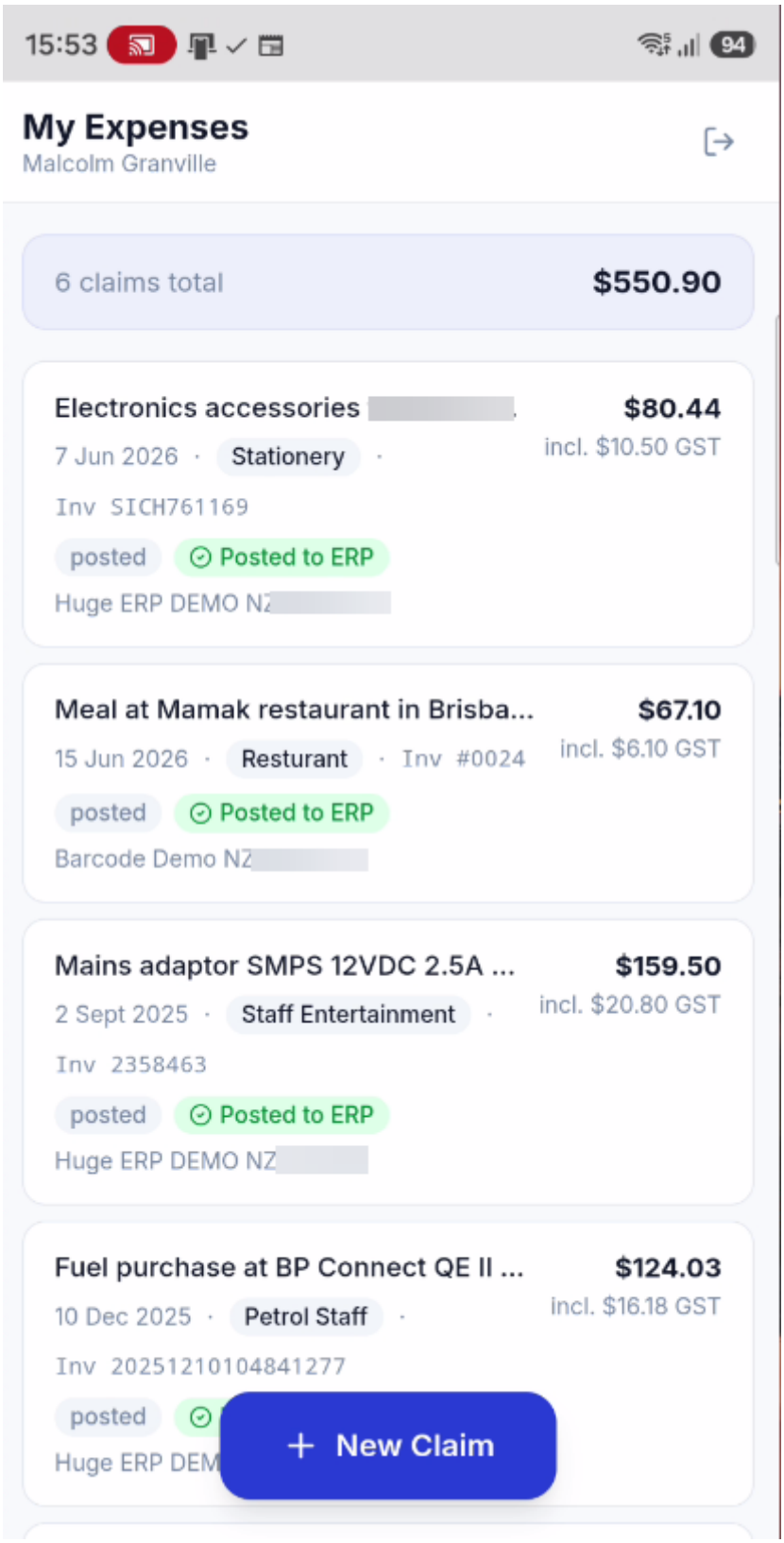
Expense Capture

Expense Capture

- Capture an expense
- Expense preparation
- Expense setup in Payables Hub

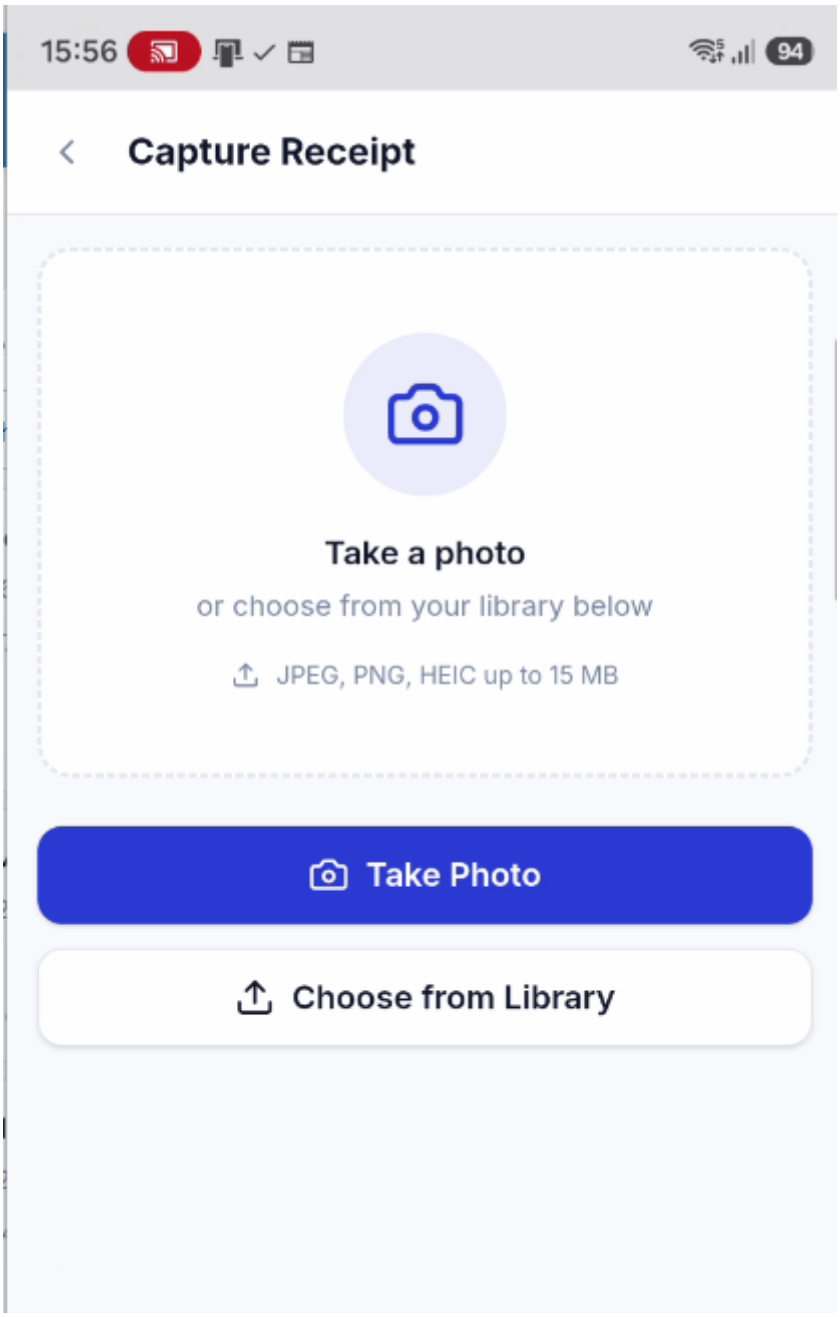
Capture an expense

Log into the expense app



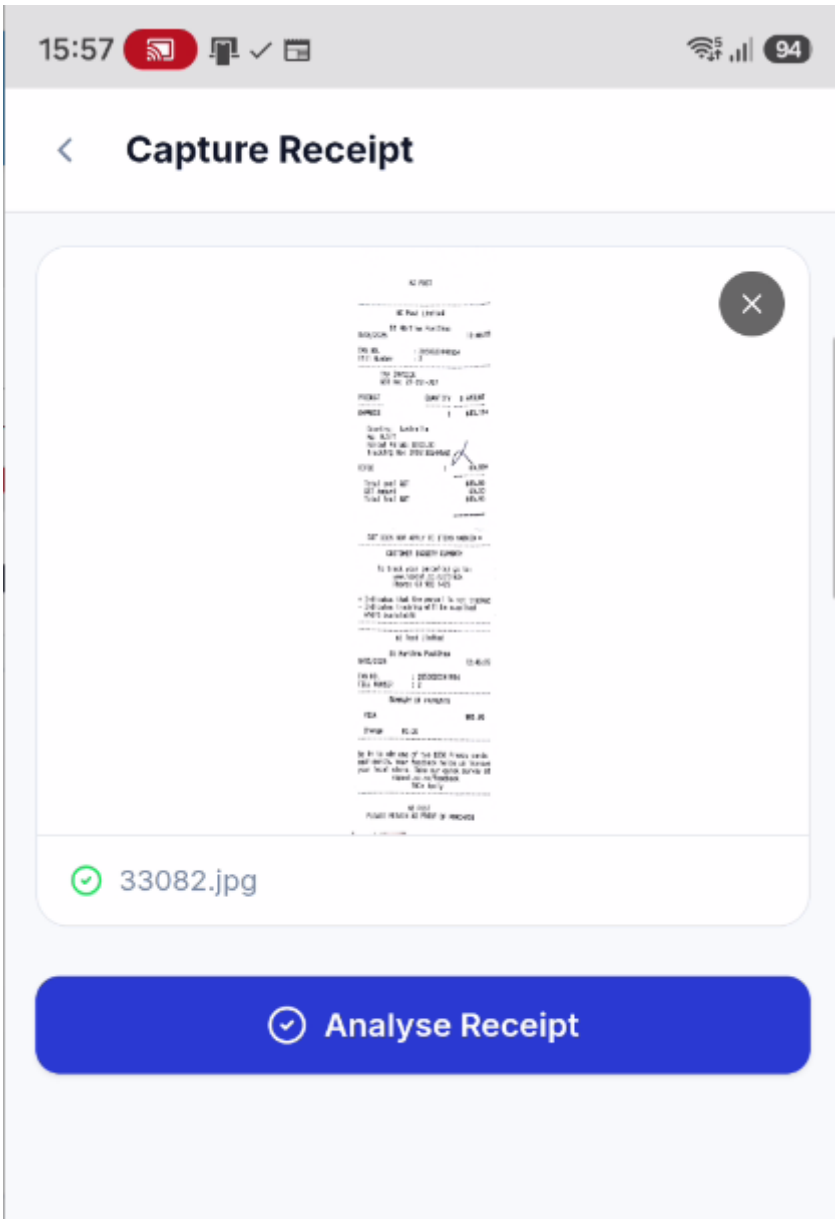
Click on New Claim

Take a Photo or select from Library

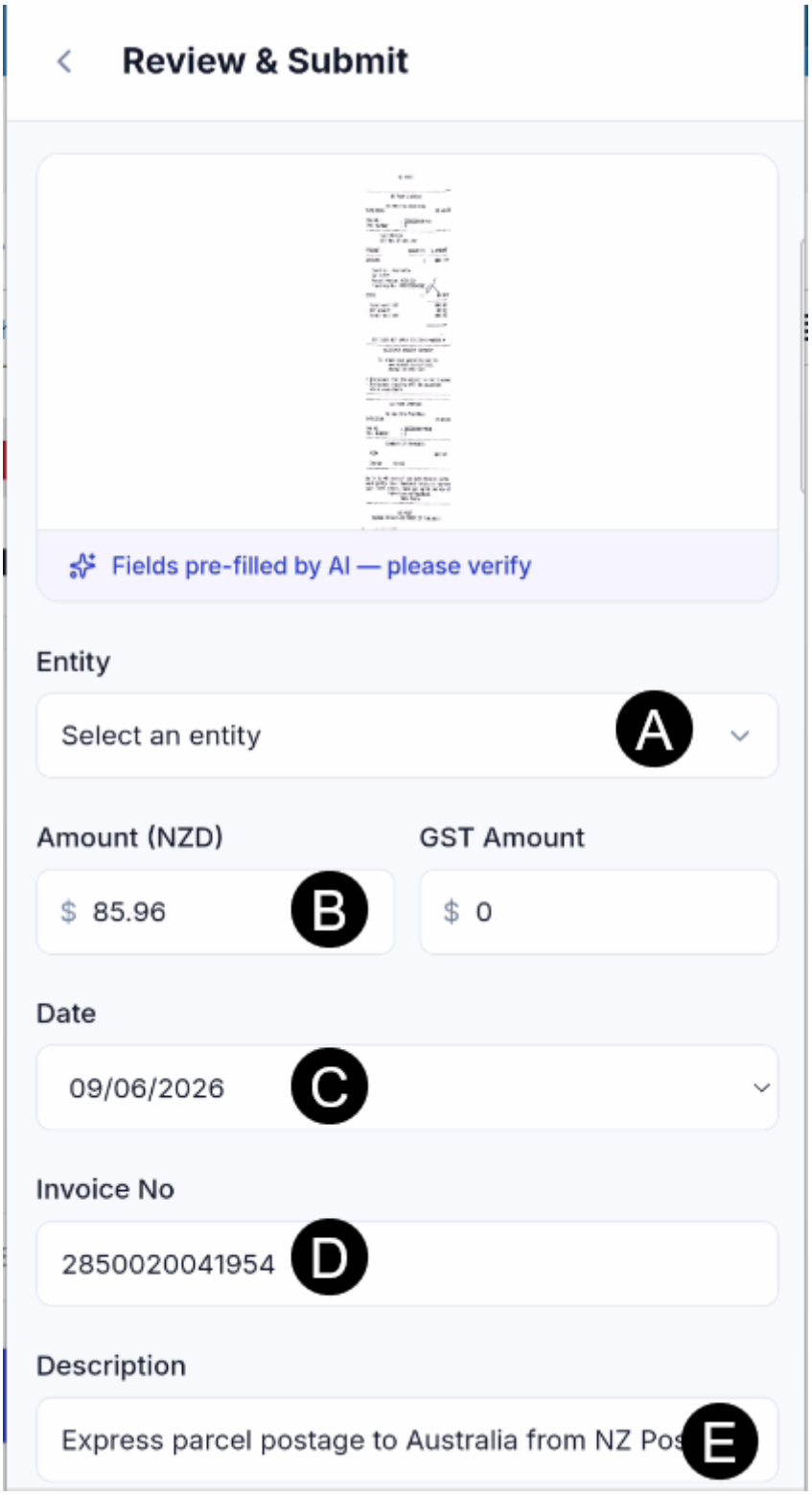


After photo or selection, image will display for expense

Click on Analysis Receipt



AI checks receipt and populates the expense



Select the Expense category and click on Submit claim

Review & Submit

Fields pre-filled by AI — please verify

Entity

Huge ERP DEMO NZ1000100

Amount (NZD)

$ 85.96

GST Amount

$ 0

Date

09/06/2026

Invoice No

2850020041954

Description

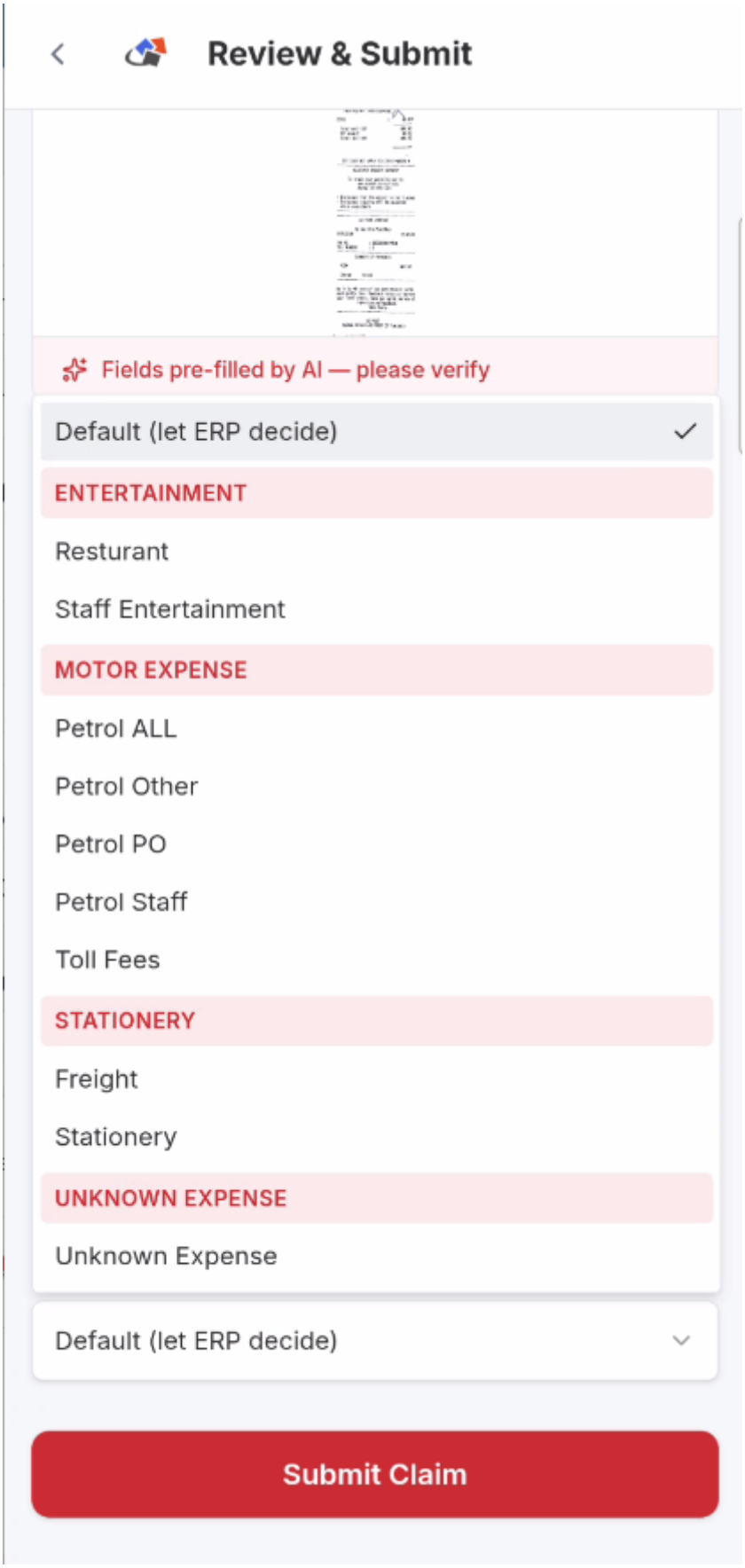
Express parcel postage to Australia from NZ Post

GL Category

Default (let ERP decide)

Submit Claim

Expense claims pick up from the Huge ERP system

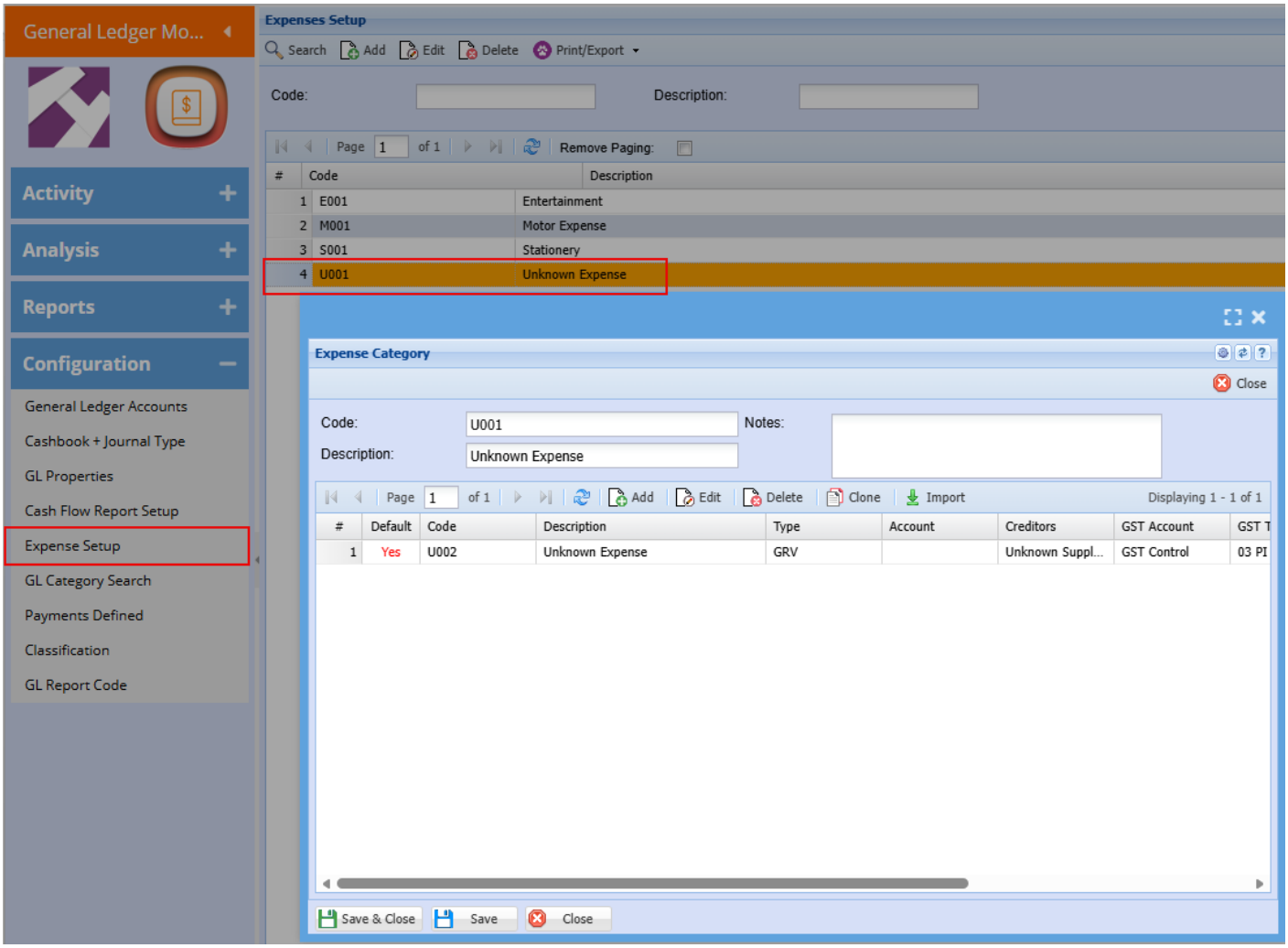


Expense preparation

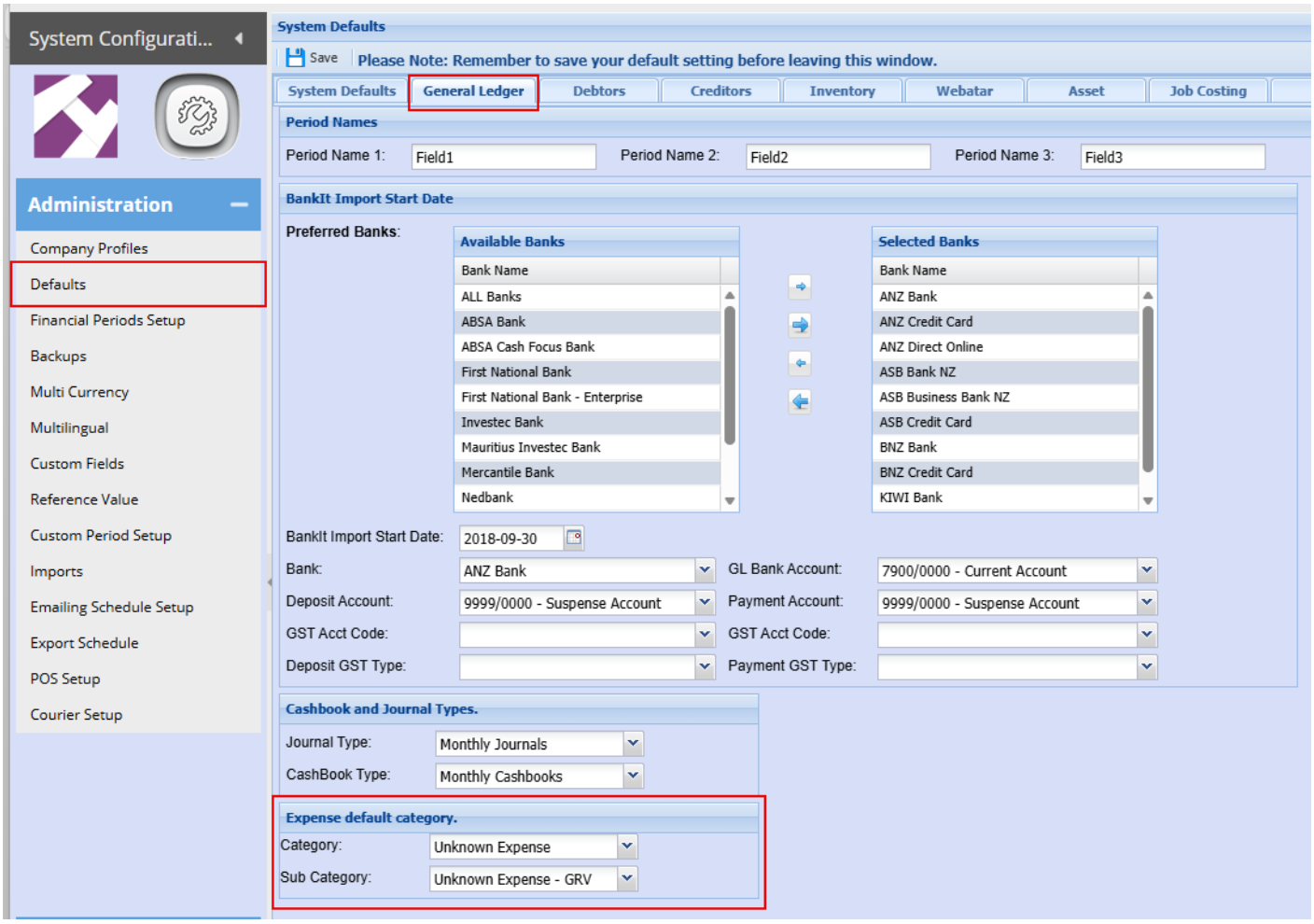
In order to setup the Expense app to work, there are some setups in the system to be setup.

Create Unknown custom item and Unknown expense category.

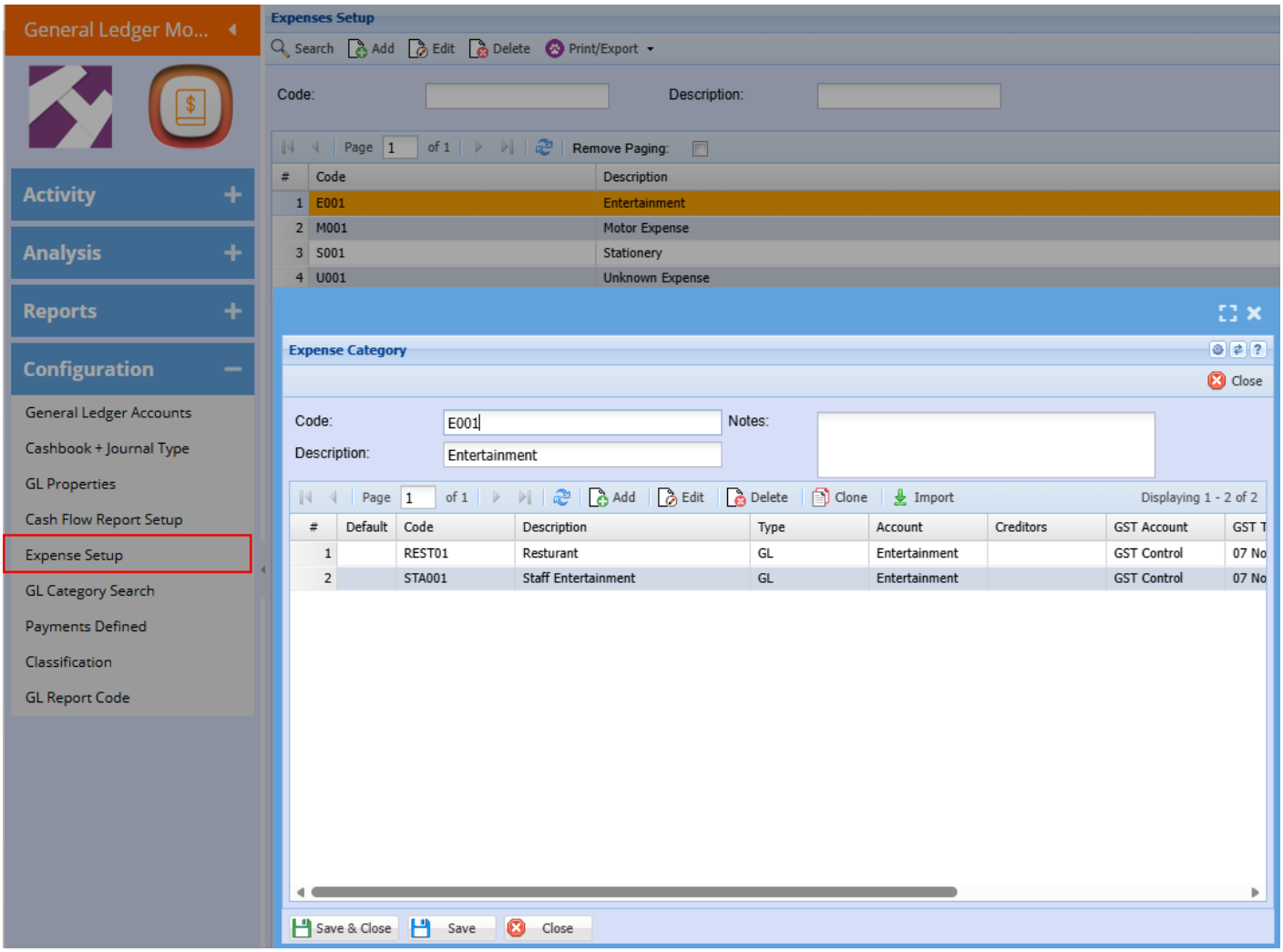
This is used where the user does not know where to allocate expense, the system will default to this expense.



Set the default unknown category and subcategory

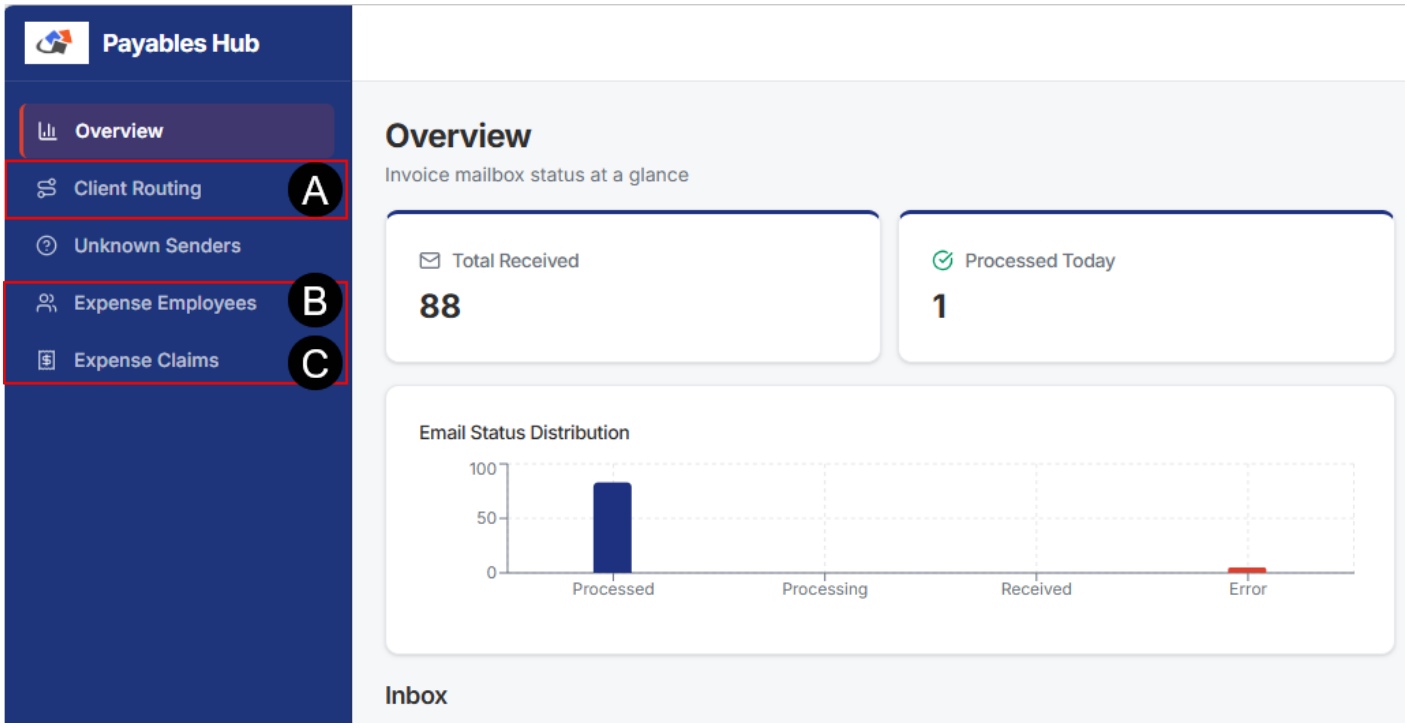


Create all your expenses


General Ledger Mo...
Activity
Analysis
Reports
Configuration
General Ledger Accounts
Cashbook + Journal Type
GL Properties
Cash Flow Report Setup
Expense Setup
GL Category Search
Payments Defined
Classification
GL Report Code
Expenses Setup
Search
Add
Edit
Delete
Print/Export
Code:
Description:
Page 1 of 1
Remove Paging:
Code Description
1 E001 Entertainment
2 M001 Motor Expense
3 S001 Stationery
4 U001 Unknown Expense
Expense Category
Close
Code: E001
Description: Entertainment
Notes:
Page 1 of 1
Add
Edit
Delete
Clone
Import
Displaying 1 - 2 of 2
Default Code Description Type Account Creditors GST Account GST T
1 REST01 Resturant GL Entertainment GST Control 07 No
2 STA001 Staff Entertainment GL Entertainment GST Control 07 No
Save & Close
Save
Close

Expense setup in Payables Hub

Initial setup of Expense setup in Payables Hub



Client Routing	Setup the company for expense module
Expense Employees	Setup the various employees that will be allowed to use expense app
Expense Claims	Management of claims, successful and not successful

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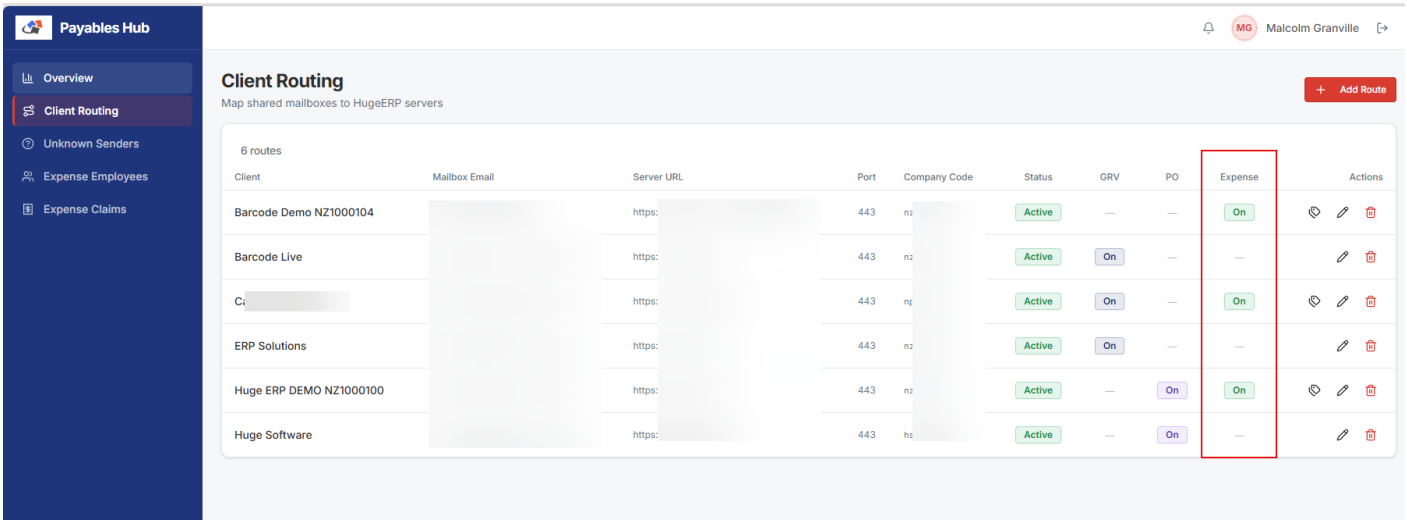
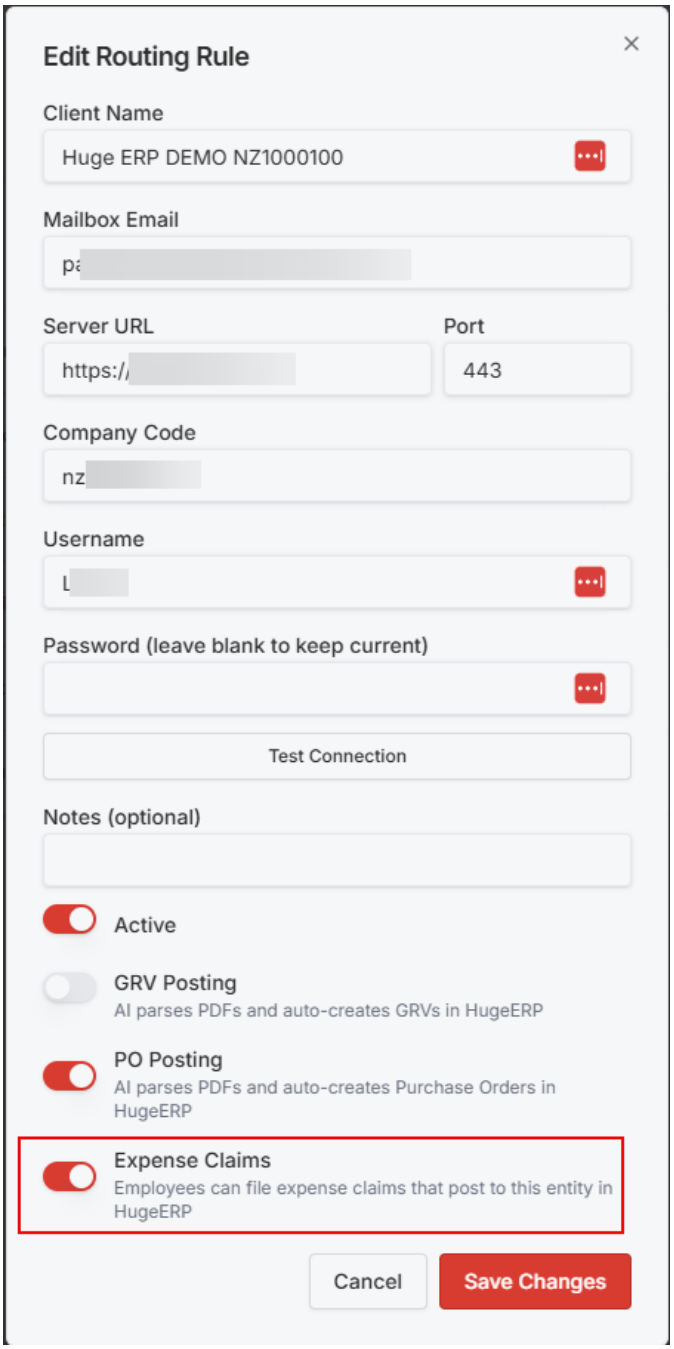
Client Routing setup for Expense Module

Active Expense Module for Company



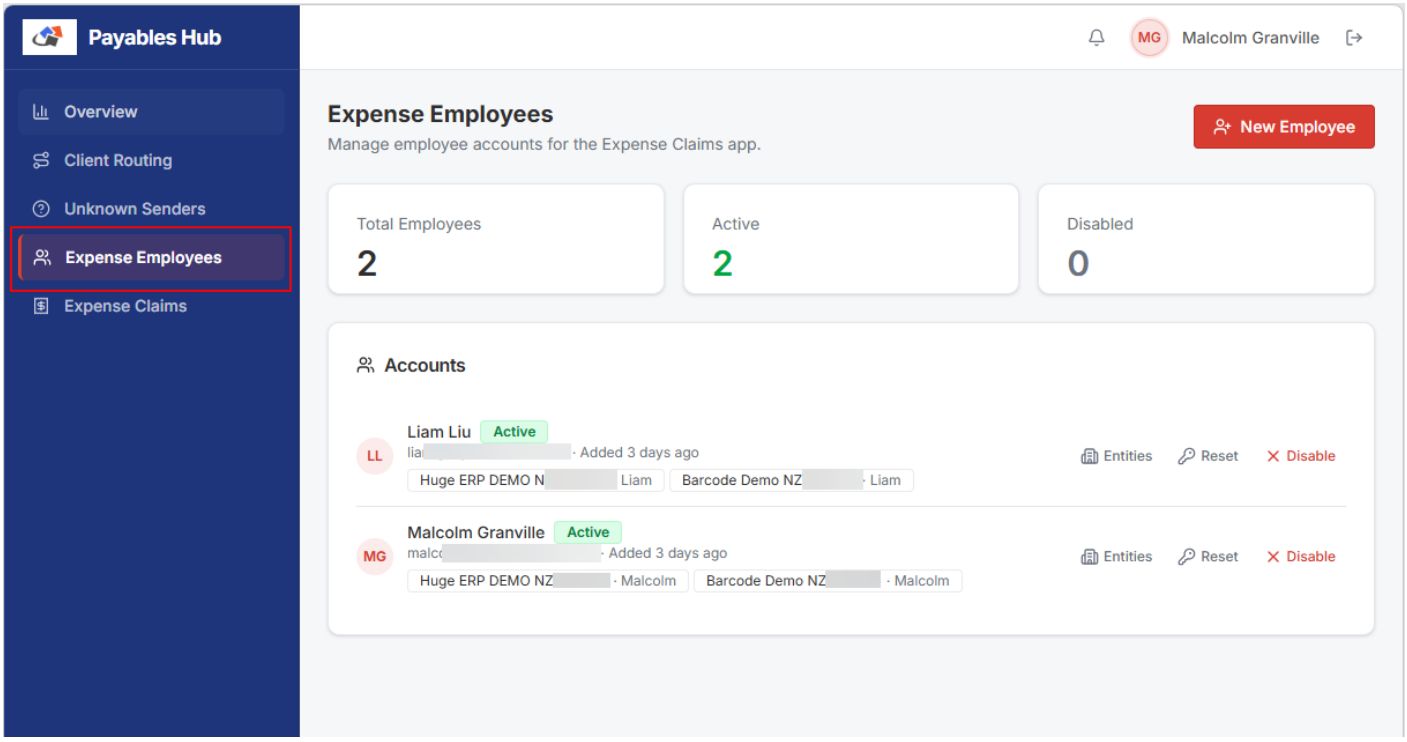
Enable Expense module

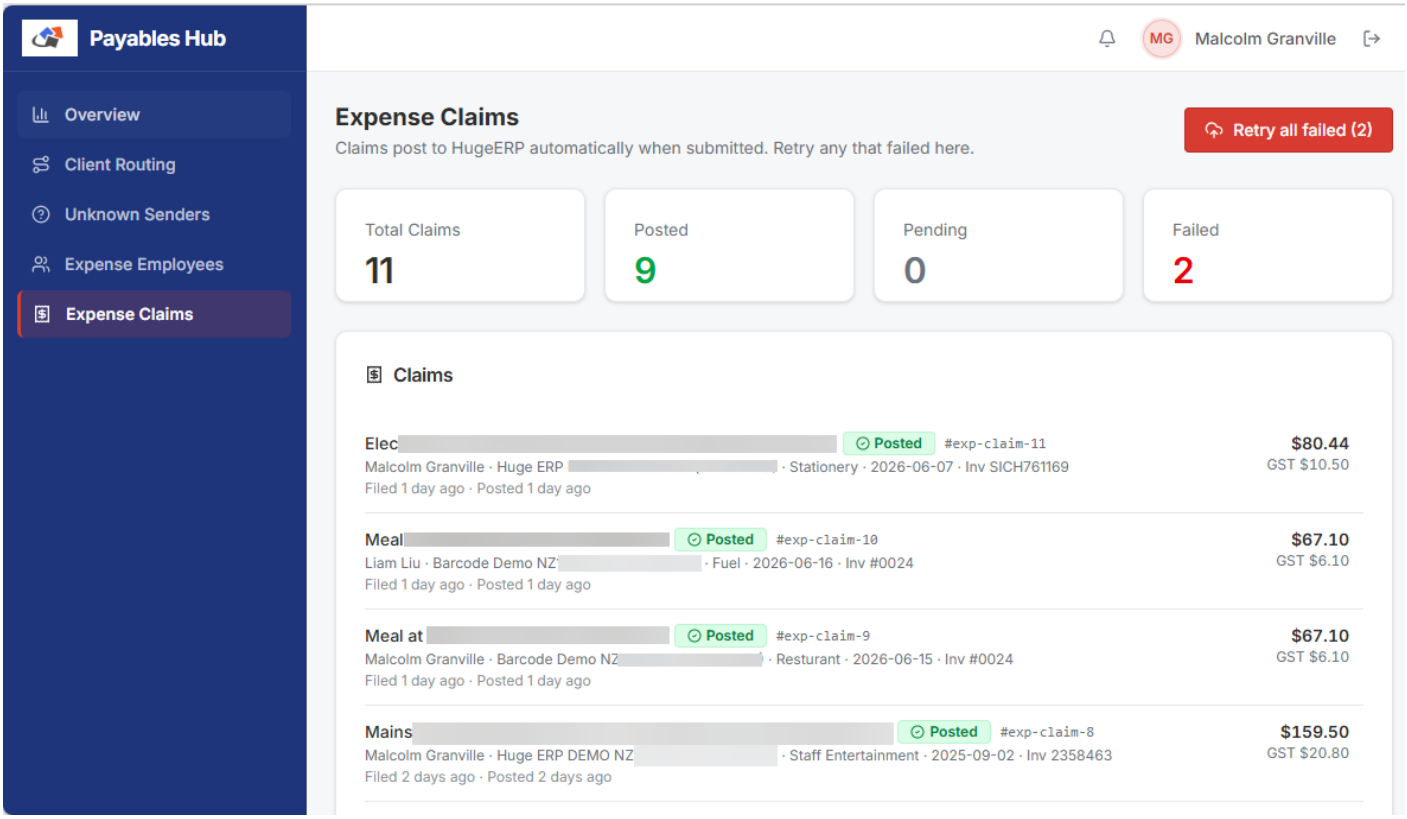


Setup Expense employee

An employee can be linked to multiple companies.

For each company, the employee code needs to be set in order for the system to link the user in the company



Expense Claims

Allow admin to handle any errors to expense claims