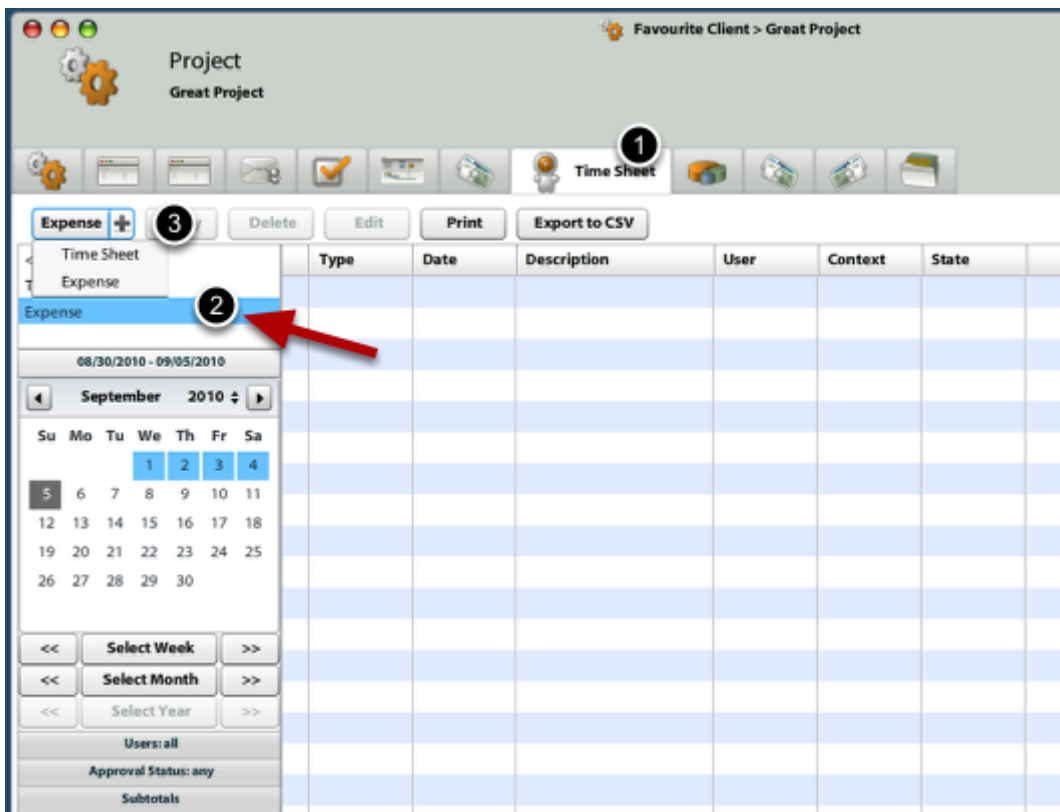


Project Expenses

This tutorial shows the way how to enter regular project expenses.

Project expenses may be entered using Time Sheet / Expense Sheet application or using Received Invoices.

Add new project Expense



Open the project, where you would like to enter new expenses.

- 1.) On Time Sheet tab, you may enter new expenses.
- 2.) You can filter for only expense records (this will hide Time Sheet records) by clicking on Expense filter top left.
- 3.) Press on (+) on the button to select New expense record creation

Enter Expense details

The screenshot shows a web application interface for managing time sheets and expenses. On the left, there's a sidebar with a calendar for September 2010 and navigation buttons. The main area is a table with columns: Type, Date, Description, User, Context, State, Total, and Chargeable. The first row shows a 'Postage' expense for '09/05/2010' with a total of '200.00 EUR'. The 'State' is 'For Approval'. On the right side, there's a vertical toolbar with buttons: 'My Time Sheet', 'View', 'For approval' (circled with '1'), 'To be invoiced', and 'Charged'. At the bottom, there are buttons for 'Evaluate All', 'Re-evaluate All', 'Reject All', and 'Approve All' (circled with '3'). A '2' is circled around the 'User' column header.

Person responsible for approving Time Sheet and/or **Expenses** should **approve** expenses before they are entered to billing.

- 1.) Open Time Sheet / Expense Sheet and click on **For approval** button
- 2.) Revise the expenses
- 3.) **Approve all (selected)** expenses

Send approved expenses to billing

This screenshot is similar to the first one but shows the state after clicking 'For approval'. The 'State' column now shows 'Approved' for the first row. The 'For approval' button in the right toolbar is now disabled, and the 'To be invoiced' button is circled with a '1'. In the sidebar, the calendar is circled with a '2'. At the bottom, the 'Approve All' button is replaced by an 'Invoice All' button, which is circled with a '3'.

Approved expenses may be billed using **Atollon Octopus** Billing Manager tool. In order to send approved expenses to billing, do the following:

- 1.) On Time Sheet / Expense Sheet tab / application select **To be invoiced** button
- 2.) **Set time period**, which you want to be billed
- 3.) Click on **Invoice All (selected)** button

This procedure will create new Billing Item in Billing tool.

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