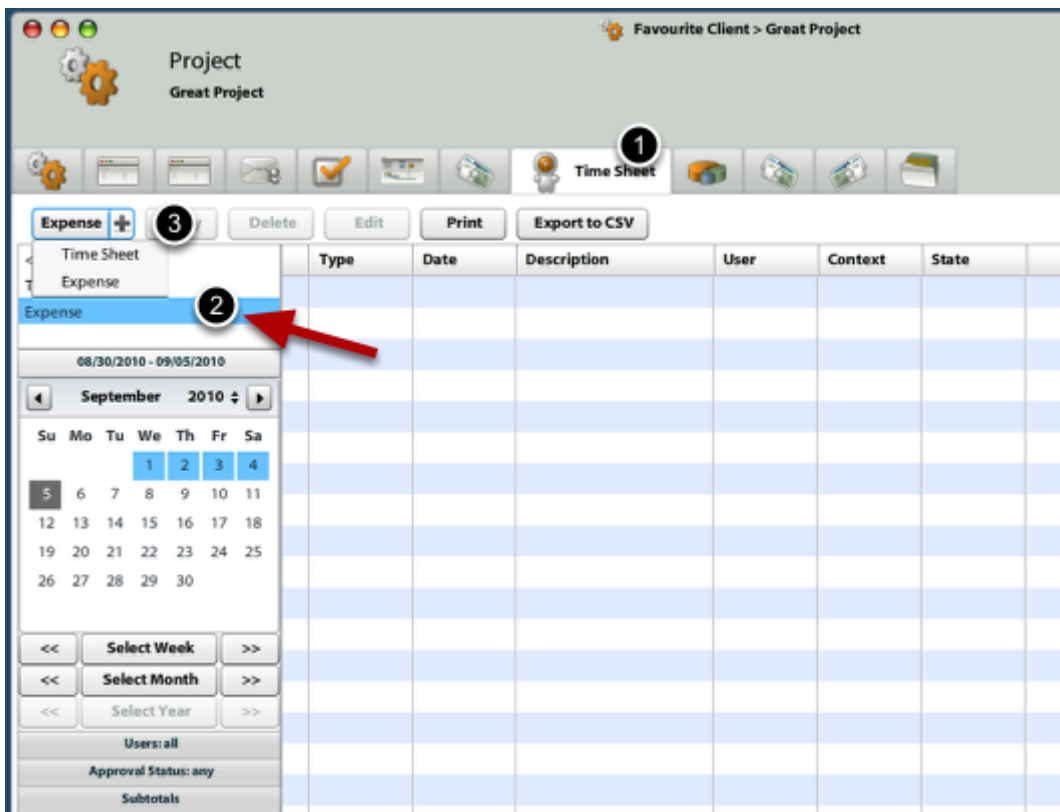


Project Expenses

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

Expense

New Expense Report

Context: * Favourite Client > Great Project (1)

Status: * Pending (2)

Type: * Postage (3)

chargeable (4)

User: Joe Admin

Date: * 09/05/2010 (5)

Quantity: * 1 (6)

Description: * New Expense Report (7)

Cost: Per unit (8) 0 EUR

Price: Per unit (9) 0 EUR

Cancel Save and New (10) OK

- 1.) Current project has been entered automatically, but you can change it
- 2.) Status may be changed later, once you have all expenses entered
- 3.) Select Type of Expense
- 4.) Set whether the Expense should be entered into Billing
- 5.) Set when the Expense incurred
- 6.) Set the quantity
- 7.) Write some notes, for instance who (from client side) ordered this expense
- 8.) What was the item / total cost of Expense?
- 9.) What are we going to charge to clients?
- 10.) Submit

Send expenses for billing approval

Type	Date	Description	User	Context	State	Total	Chargeable
Postage	09/05/2010	New Expense Report	Joe Admin	Favourite Cli	Pending	200.00 EUR	<input checked="" type="checkbox"/>

My Time Sheet

View

For approval

To be invoiced

Charged

Reject All (3) All for approval

After you entered all expenses, you should send the for billing approval. It is necessary to confirm expenses entered into the system to avoid errors and inform your colleagues that you would like these expenses be billed.

- 1.) Select **My Time Sheet**
- 2.) Select **period**, for wich you are confirming your expense records
- 3.) Send **All (selected) for approval**

Approve expenses for billing

The screenshot shows the 'Expense' tab selected. The table has columns: Type, Date, Description, User, Context, State, Total, and Chargeable. A single record is visible: Postage, 09/05/2010, New Expense Report, Joe Admin, Favourite Cli, For Approval, 200.00 EUR, and a checked checkbox. The right sidebar contains buttons: My Time Sheet, View, For approval (highlighted with a red circle 1), To be invoiced, and Charged. The bottom of the interface has buttons: Evaluate All, Re-evaluate All, Total records: 1 Total time: 0:00, Reject All, and Approve All (highlighted with a red circle 3).

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

The screenshot shows the 'Expense' tab selected. The table has columns: Type, Date, Description, User, Context, State, Total, and Chargeable. A single record is visible: Postage, 09/05/2010, New Expense Report, Joe Admin, Favourite Cli, Approved, 200.00 EUR, and a checked checkbox. The right sidebar contains buttons: My Time Sheet, View, For approval, To be invoiced (highlighted with a red circle 1), and Charged. The bottom of the interface has buttons: Evaluate All, Re-evaluate All, Total records: 1 Total time: 0:00, Reject All, and Invoice All (highlighted with a red circle 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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