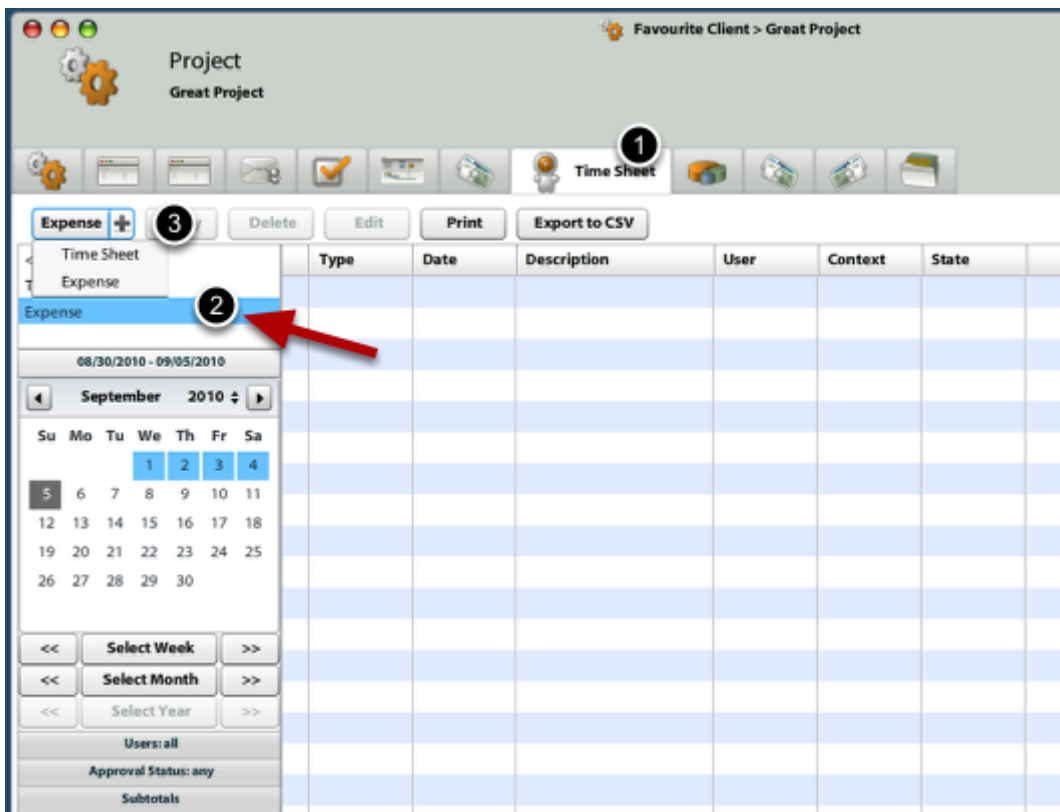


Project Expenses

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 the 'New Expense Report' form with the following elements and numbered callouts:

- 1**: Context dropdown menu showing 'Favourite Client > Great Project'.
- 2**: Status dropdown menu showing 'Pending'.
- 3**: Type dropdown menu showing 'Postage'.
- 4**: 'chargeable' checkbox, which is checked.
- 5**: Date field showing '09/05/2010' with a calendar icon.
- 6**: Quantity input field showing '1'.
- 7**: Description text area containing 'New Expense Report'.
- 8**: Cost dropdown menu showing 'Per unit'.
- 9**: Price dropdown menu showing 'Per unit'.
- 10**: 'Save and New' button.

- 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

The screenshot shows the SAP Time Sheet interface. On the left, there is a navigation pane with 'Expense' selected. Below it, a calendar for September 2010 is displayed, with the 3rd of September highlighted. A red arrow points from the bottom right of the calendar area towards the bottom of the main table. The main table has columns: Type, Date, Description, User, Context, State, Total, and Chargeable. The first row contains the following data: Type: Postage, Date: 09/03/2010, Description: New Expense Report, User: Joe Admin, Context: Favourite Client, State: Pending, Total: 200.00 EUR, and Chargeable: checked. On the right side, there is a vertical menu with icons and labels: 'My Time Sheet' (with a red circle 1 around the icon), 'View' (with a magnifying glass icon), 'For approval' (with a document and checkmark icon), 'To be invoiced' (with a document and download icon), and 'Charged' (with a document and dollar sign icon). At the bottom of the table, there are buttons for 'Evaluate All', 'Re-evaluate All', and 'All for approval' (with a red circle 3 around the checkmark icon). A red arrow points from the bottom right of the table area towards the 'All for approval' button. The bottom status bar shows 'Total records: 1 Total time: 0:00'.

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 which you are confirming your expense records
- 3.) Send **All (selected) for approval**

Approve expenses for billing

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 are 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 placed over 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 shows the same interface as the first one, but the 'State' of the expense is now 'Approved'. The 'For approval' button is still present. The 'To be invoiced' button on the right is circled with a '1'. In the sidebar, the calendar is circled with a '2'. At the bottom, the 'Approve All' button has been 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.

Revision #1

Created 16 March 2020 17:24:56 by Jan Safka

Updated 21 March 2020 07:34:13 by Jan Safka