

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

The screenshot shows the application interface for 'Project: Great Project'. The 'Time Sheet' tab is selected, and the 'Expense +' button is highlighted with a circled '3'. A dropdown menu is open, showing 'Time Sheet' and 'Expense' options, with 'Expense' selected and circled with a '2' and a red arrow pointing to it. Below the menu is a calendar for September 2010, with dates 1-4 highlighted. The main table has columns: Type, Date, Description, User, Context, State. The table is currently empty.

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

- 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

<any>	Type	Date	Description	User	Context	State	Total	Chargeable	
Time sheet	Postage	09/05/2010	New Expense Report	Joe Admin	Favourite Cl	Pending	200.00 EUR	<input checked="" type="checkbox"/>	My Time Sheet
Expense									View
08/18/2010 - 09/04/2010									For approval
September 2010									To be invoiced
Su Mo Tu We Th Fr Sa									Charged
1 2 3 4									
5 6 7 8 9 10 11									
12 13 14 15 16 17 18									
19 20 21 22 23 24 25									
26 27 28 29 30									
<< Select Week >>									
<< Select Month >>									
<< Select Year >>									
Users: Joe Admin									
Approval Status: any									
Subtotals									
Evaluate All	Re-evaluate All	Total records: 1 Total time: 0:00		Reject All	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

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

08/06/2010 - 09/05/2010						
September 2010						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Buttons	
Evaluate All	Re-evaluate All
Reject All	Approve All

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

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

08/08/2010 - 09/05/2010						
September 2010						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Buttons	
Evaluate All	Re-evaluate All
Reject All	Invoice All

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