Webinar – 12th September

Expenses

Introduction

The session will be covering Personal Expenses and Credit Card Expenses and the processes for these including set-up considerations.

Set-up

- Enable Expense document types and ensure document series has been added.
- Account defaults – Control account for Staff Expenses
- Add Resources – Add Example resource Mike Doe (mention Resource Groups and add new resource groups for Volunteers). Note that resources can also be created from User Accounts.
- Add Expense Products – Add example Expense product for Eye test and allocate to Staff Miscellaneous G/L account. Go back into expense product and show price options. Highlight that the expense product needs to be allocated to a resource or resource group in order to be used.
- User Permissions (mention role for just My expenses but if you need to enter expenses for others then you will need Expense Manager Entry)
- Bank Accounts – make sure the credit card is selected if you are using credit card expenses.

Personal Expense

- Enter Personal Expense under my expenses
- Enter lines for various expense products for different dates, including mileage, parking and train travel.
- Save as draft and go back in to add another line then submit
- Don't put in attachments and see result
- Edit expense and show adding a receipt (mention that you can either browse or click and drag expense). Show attach icon is now highlighted.
- Go in as Authoriser and reject authorisation advising change required.
- Edit expense and re-submit. Log in as authoriser and approve and show now submitted
- Show expense is outstanding on resource under the documents tab.
- Copy expense and enter for next month.
- Go into the HR and Expenses to show you can add expense claim as someone else if you have the access.
- Pay Expense manually
- Show how bulk payments can be filtered by staff expenses and an expense can be paid through here.
- Mention that you can also enter Expense Quick Payment for payment on account and then allocate to expense later. Use John Smith resource as an example.

Credit Card Expense

- Enter Credit Card Expense under my expenses (Enter total amount of £126). Enter against Barclaycard bank account.
- Enter lines for Train and subsistence and add receipts.
- Submit Expense
- Go in as authoriser and authorise document.
- Go into resource and show that this is not outstanding as there is no need to reimburse the user in this instance.
- Enter bank transfer from Lloyds bank account to Barclaycard account to pay off the credit card.
- Enter bank reconciliation for Barclaycard to show entries going through bank.

Credit Expenses

- Mention that expenses may need to be credited for both personal and credit card expenses.
- Advise to check credit note ticked on expense – Personal doc type in purchase tab. This will ensure the credit note option is available when you highlight expense in the finder.
- Enter Staff Expenses Credit against a personal expense and show how it then populates the information.
- Submit the expense
- Enter Staff Expense credit from new and submit (use John Doe)
- Allocate credit expense to original expense
- Show that there isn't option to raise credit for credit card expense directly (this is because credit card expense credits are not allocated to credit card expenses)
- Copy credit card expense and show you can change expense type to be a credit card expense credit. This saves you typing out the items again.
- Submit Credit card expense
- Add credit card expense credit manually.