



How to manage expenses easily

Stéphanie van de Werve, Functional Consultant

1 Overview & key features

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**Salesman /
Project manager**

- Re-billing the customer



Employee

- Clear overview of the information to encode
- File attachment
- Easy submission



Manager

- Clear control & easy validation
- Justification of refusals
- Creation of expense products
- Expenses analysis



Accountant

- Posting of accounting entries
- Effortless reconciliation

"

As a manager at Jerost, I easily manage employees' expenses. I can create upstream expense products with predefined parameters and I can follow, validate and analyze downstream my team's expenses. Once I have validated expenses, they are automatically submitted to the accounting department.

Johan Robert, Manager at Jerost

"

As employee, I record expenses quickly & easily. I upload a picture of my ticket taken with my mobile phone, link my expenses to a project and submit them to my manager.

Stéphanie Lloyd, Consultant at Jerost



EMPLOYEE - EXPENSE ENCODING

Follow the expense approval process



Encode expense data

Description			
Restaurant			
Date	05/27/2015	Expense Product	Restaurant
Employee	Administrator	Unit Price	65.35
Contract	YourCompany / Internal / Training	Quantity	1.000 Unit(s)
		Taxes	
Total	\$65.35		
Description			
Restaurant Oustagou with partners in Clermont Ferrand			



Attach your supporting document (receipt, invoice...)

1 Attachment(s) More

ticket resto oustagou.jpg

Add...

Overview of all your expenses

My Expenses To Submit x Se

[CREATE](#) [IMPORT](#) More ▾ Filters ▾ Group

<input checked="" type="checkbox"/>	Description	Date	Employee	Contract
<input checked="" type="checkbox"/>	Car travel Mons-Brussels	05/27/2015	Alice Englert	YourCom Internal,
<input checked="" type="checkbox"/>	Sandwich	05/27/2015	Alice Englert	YourCom Internal / Training
<input checked="" type="checkbox"/>	Air ticket Madrid	05/27/2015	Alice Englert	YourCompany / [AT] Air Ticket Internal / Training
<input checked="" type="checkbox"/>	Restaurant	05/27/2015	Alice Englert	YourCompany / Restaurant Internal / Training

Export
 Delete
 Submit Expenses



→ Submit one or several expenses at once



Evaluation of the relevance of the information

All information on hand to make a decision

Restaurant	
Date	05/27/2015
Employee	Alice Englert
Contract	YourCompany / Our Super Product Partners / Nebula
Expense Product	Restaurant
Unit Price	65.35
Quantity	1.000Unit(s)
Taxes	
Total	65.35€
Description Restaurant Oustagou with partners in Clermont Ferrand	

" L' OUSTAGOU "	
RESTAURANT AUVERGNAT	
1 Rue du terrain	
Table : 114	Client: 1
24/11/2008	
Facture: 21655	Trans:*
Term: 1	
Vous avez été servi par: VALERIE	
4 Couvert(s)	
CAFE	1x (1.75) 1.75
SALADE AUVERGNATE	2x (7.80) 15.60
TRUFFADE	1x (15.00) 15.00
SAUCISSE ALIGOT	1x (15.00) 15.00
COUPE LOU BOUR	3x (6.00) 18.00
Sous Total	€65.35
Dont TVA 5,5 % :	0.90
H.TAXE 5,5 % :	16.45
Dont TVA 5,5 % :	2.50
H.TAXE 5,5 % :	45.50
MERCI DE VOTRE VISITE A BIENTOT	
TEL:04.73.90.72.01	
83000 CLERMONT FERRAND	
SIRET:492 220 884 00018	
Service compris 7%	



Ask for more information & discuss with the employee

To: Followers of "Restaurant"

Please attach the ticket.

[SEND](#) [Attach a file](#)



MANAGER – EXPENSE APPROVAL



Approve or refuse the expense

Expenses to Approve / Restaurant

EDIT CREATE

APPROVE REFUSE

Follow the expense approval process



Justify refusals

Reason to refuse expense.

Additional person not taken into account

REFUSE or Cancel



Employee Expenses / Expenses for Alice Englert

EDIT

REFUSE

GENERATE ACCOUNTING ENTRIES

The accountant takes the final decision & generates accounting entries.

JOURNAL ITEMS

Label	Account	Analytic Distribution	Reconciled	Debit	Credit
Expenses for Alice Englert	111100 Account Payable		<input type="checkbox"/>	0.00 €	65.35 €
Restaurant	220000 Expenses		<input type="checkbox"/>	65.35 €	0.00 €

Evaluation of the accuracy of the information



In addition to the manager, the accountant can also refuse expenses.

Reason to refuse expense.

Additional person not taken into account

REFUSE

or

Cancel

TO SUBMIT

REFUSED

SUBMITTED

APPROVED

POSTED

PAID



Follow the expenses by contract

Invoicing

	Expected	Invoiced	Remaining	To Invoice	
Fixed Price	<input type="checkbox"/>				
On Timesheets	<u>100.00</u>	0.00	100.00	0.00	Nothing to invoice, create Timesheets
Charge Expenses	<input checked="" type="checkbox"/> <u>0.00</u>	0.00	0.00	0.00	Nothing to invoice, create Expenses
Total	100.00	0.00	100.00	0.00	

When re-invoicing costs, Odoo uses the pricelist of the contract which uses the price defined on the product related (e.g timesheet products are defined on each employee).

Expenses and Timesheet Invoicing Ratio Yes (100%)

<input type="checkbox"/>	Date	Ref.	Description	User	Partner	Analytic Journal	Amount	Quantity	Analytic Account
<input type="checkbox"/>	05/28/2015		Bruxelles - Paris	Administrator	Nebula Business	Purchases	-186.60	622.00	YourCompany / Our Super Product
<input type="checkbox"/>	05/28/2015		Restaurant	Administrator	Nebula Business	Purchases	-65.35	1.00	YourCompany / Our Super Product

Create Invoice
✕

Show details in invoice lines

Date

Time spent

Description

Cost

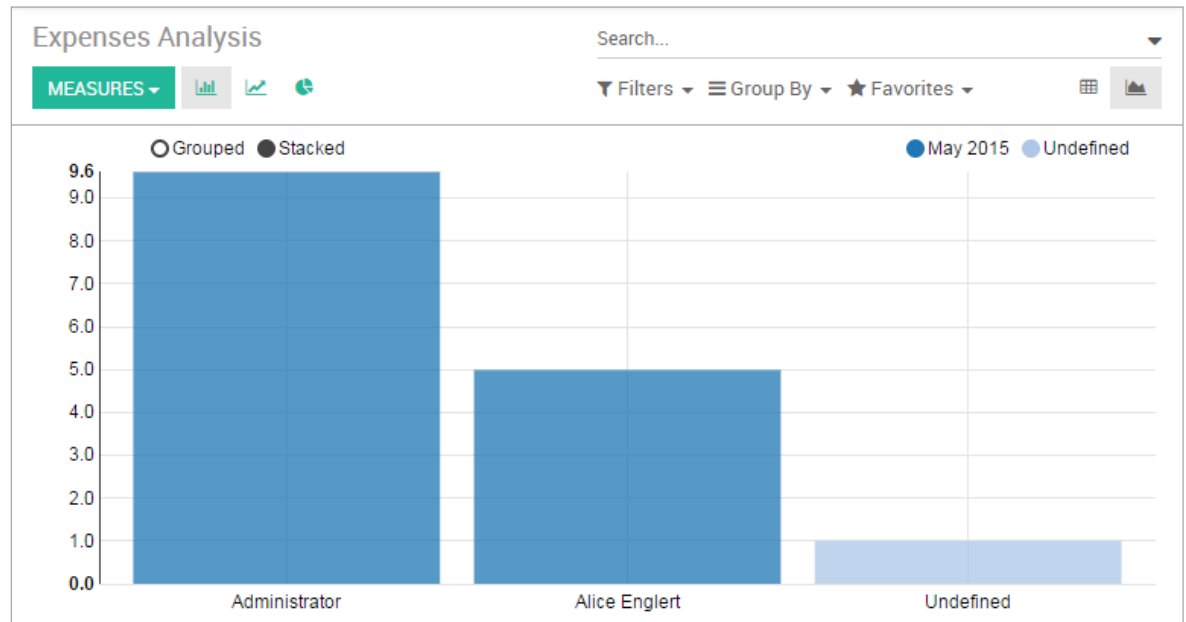
Select which expenses to charge to the customer, the rate and the level of details of the invoice.



Expenses Analysis

MEASURES ▾

	- Total					
	+ May 2015		+ Undefined			
	Total Price	Average Price	Total Price	Average Price	Total Price	Average Price
- Total	2648.00	1161.40	700.00	700.00	3348.00	1861.40
+ Administrator	648.00	761.40			648.00	761.40
+ Alice Englert	2000.00	400.00			2000.00	400.00





DEMONSTRATION

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CONCLUSION

The key benefits for expense management are for:

- **Employees:**

- Quick & easy encoding of his expenses

- **Managers:**

- Follow up of his employees' expenses → **relevance** evaluation
- Expenses analysis

- **Accountants:**

- Final validation → **accuracy** evaluation
- Posting of accounting entries

- **Salesmen/Project managers:**

- Customer invoicing

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QUESTIONS?



Thank You!

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Odoo Experience

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