

# Sisukord

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# Expende report

Expende report is an overview of expenses and for making a payout.

## Filters

### On expense

- **Expende** - expende user code
- **Signer** - signer user code
- **Status** - option of System settings > Finance settings > Expense statuses existing statuses. Option (Unfilled) filters out all the expenses, which does not have status filled. It is also possible to choose several statuses at the same time
- **Date** - according to options filters expenses by period or trans date
- **Range** - document number series or a range of numbers separated by a colon. For example with filtering 1000007:1000010 are reported expenses 1000007 to 1000010. To filter a document, the number of document should be written twice, separated by a colon, for example 1000007:1000007
- **Asset** - asset code, filters out all the expenses related to the asset
- **Person** - user code
- **Country** - option of countries
- **Type** - expense type code
- **Object** - expense object code
- **Currency** - currency of expense
- **Project** - project code on expense line
- **Costumer** - Costumer code on expense line
- **Confirmed** - option to choose confirmed, unconfirmed or all expenses
- **(Expense datafields)** - option of additional fields of expense. Filtered by the content of the datafields
- **Comment** - comment on expense line
- **City** - City on expense line
- **Ordinance** - ordinance on expense line

### In row

- **Doc NO** - document number
- **Supplier** - supplier code on expense
- **Account** - financial account on expense
- **Date** - time of expense
- **Description** - description of expense
- **Item** - expense line item
- **VAT code** - expense line VAT code

# Options


- **With rows** - shows filtered expense rows in report
- **To costumer** - with rows view filters expense lines when costumer is filled
- **With purchase invoices** - shows the purchase invoice line related with the expense. To make this option to work you have to choose with rows option also.
- **Currency** - generates a tabel by currency in the end of the result report
- **Subtotal** - shows the total of expenses as subtotals by chosen options. For example the total of expense by the expender.

# Create expense due

It is convenient to create expense due from the expender report. Payouts can only be made to confirmed expenses. To create a button Create expense due, select Confirmed - Confirmed option. The report includes all the confirmed expenses, that matches to the filters listed to the report. By default, the report marks all expenses as selected. If you wish to pay out only part of the expenses, all the filters should be removed from expenses for which no payment is recommended before clicking Create expense due button.

The screenshot shows the 'Expender report' interface. At the top, there are various filters including 'Expender', 'Signer', 'Status', 'Date' (set to 01.06.2021 - 16.08.2021), 'Range', 'Asset', 'Person', 'Country', 'Type', 'Object', 'Currency', 'Project', 'Customer', 'Confirmed' (set to 'Confirmed'), 'Comment', 'City', 'Ordinance', 'Doc NO', 'Supplier', 'Account', 'Date', 'Description', 'Item', and 'VAT code'. Below the filters, there are checkboxes for 'With rows', 'to customer', 'With purchase invoices', 'Currency', and 'Subtotal'. A 'View' dropdown is set to 'common'. The 'Create expense due' button is highlighted with a red box. Below the filters is a table of expenses:

Number	Date	Expender	Object	Signer	Status	Comment	Period	Days	Subtotal	Vat Total	To pay City
<input checked="" type="checkbox"/> 100008	31.07.2021	JOHN: John Brown				July office expenses			120.00	24.00	144.00
<input type="checkbox"/> 100007	01.06.2021	JOHN: John Brown			PAID	Computer cost			1 500.00	300.00	1 800.00
<input type="checkbox"/> 100006	01.06.2021	JOHN: John Brown			PAID	Computer cost			1 500.00	300.00	1 800.00
<b>Kokku:</b>									3 120.00	624.00	3 744.00

 If System settings > Description of the resource line from the purchase invoice and expenses is filled, the status of expense is automatically set to the status entered in the settings after saving the payout.

# Creating an invoice from expense

The screenshot shows the 'System settings (1) - PURCHASE SETTINGS' section. It contains a label 'Description of the resource line from the purchase invoice and expenses' followed by two radio button options: 'Item name' (which is selected) and 'Row description'.

If the system setup states that the creation of invoices goes through resource and if you wish to make

an expense on expense document to an invoice for a client, then to create an invoice the customer code and item must be filled on the line of expense document.

Expense 100007 v3 - Work - Microsoft Edge

https://login.directo.ee/ocra\_directo\_

Close New Copy Save Print OPEN Transaction Status Confirmed

Expense Due Event

Number 100007 Date 01.06.2021 Survey

Expender JOHN Expender name John Brown

Trans date 01.06.2021 Signer Project

Type Asset Object

Person JANE Start to

Comment Computer cost

Order Ordinance Ext. Id

Int comment

Last changed by: TRIINP 14.02.2022 16:16:44 Paste Recipe Bulk Insert

Currency EUR Vat Total 300.00 Subtotal 1500.00 Base 1500.00

Rate 1 Rate-D 0.00 To pay 1800.00

NO	Type	Date	Customer	Customer Name	Route	Mileage	Reason	Item	Resource
1		01.02.2021	1001	Big Client				LAPTOP	
2									

Invoice is created through resources the same way as invoice created through resources from purchase invoice.

Expender report v3 - Work - Microsoft Edge

https://login.directo.ee/ocra\_directo\_/fin\_aru\_kulutaja.asp?showall=jee&otsi\_kulutaja=&personal\_qf\_kood=&personal\_qf\_sisu=&otsi\_kinnitaja=&kas\_aeg=2&otsi\_aeg1=01.06.2021&otsi\_aeg2=01.06.2021&seeria=&otsi\_inventar=&otsi\_kasutaja=...

ON EXPENSE: Expender Signer Status Date 01.06.2021 01.06.2021

Range Object Currency Project Customer

Confirmed [Confirmed] (Expense datafi) Comment Ordinance

IN ROW: Doc NO Supplier Account Date VAT code

With rows checked to customer With purchase invoices Currency Subtotal View common Create expense due Print REPORT RESOURCE

Number	Date	Expender	Object	Signer	Status	Comment	Period	Days	Currency	Quantity	Unit price	Subtotal	Vat Total	To pay	RS VAT	VAT code	Project	Customer	City
100007	01.06.2021	JOHN: John Brown	ADMIN	1010: Apple 225	PAID	Computer cost			EUR	1	0.00	1 500.00	300.00	1 800.00	1 800.00	4	1001: Big Client		
100008	01.06.2021	JOHN: John Brown	ADMIN	MALLE 1010: Apple 225	PAID	Computer cost			EUR	1	0.00	1 500.00	300.00	1 800.00	1 800.00	4	1001: Big Client		
Kokku:											0	2	3 000.00	600.00	3 600.00				

Select a customer, if you want to create a resource by one customer.

Select the costs from which the resource will be created

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Last update: 2022/02/15 13:31

