

# 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.

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>								0	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

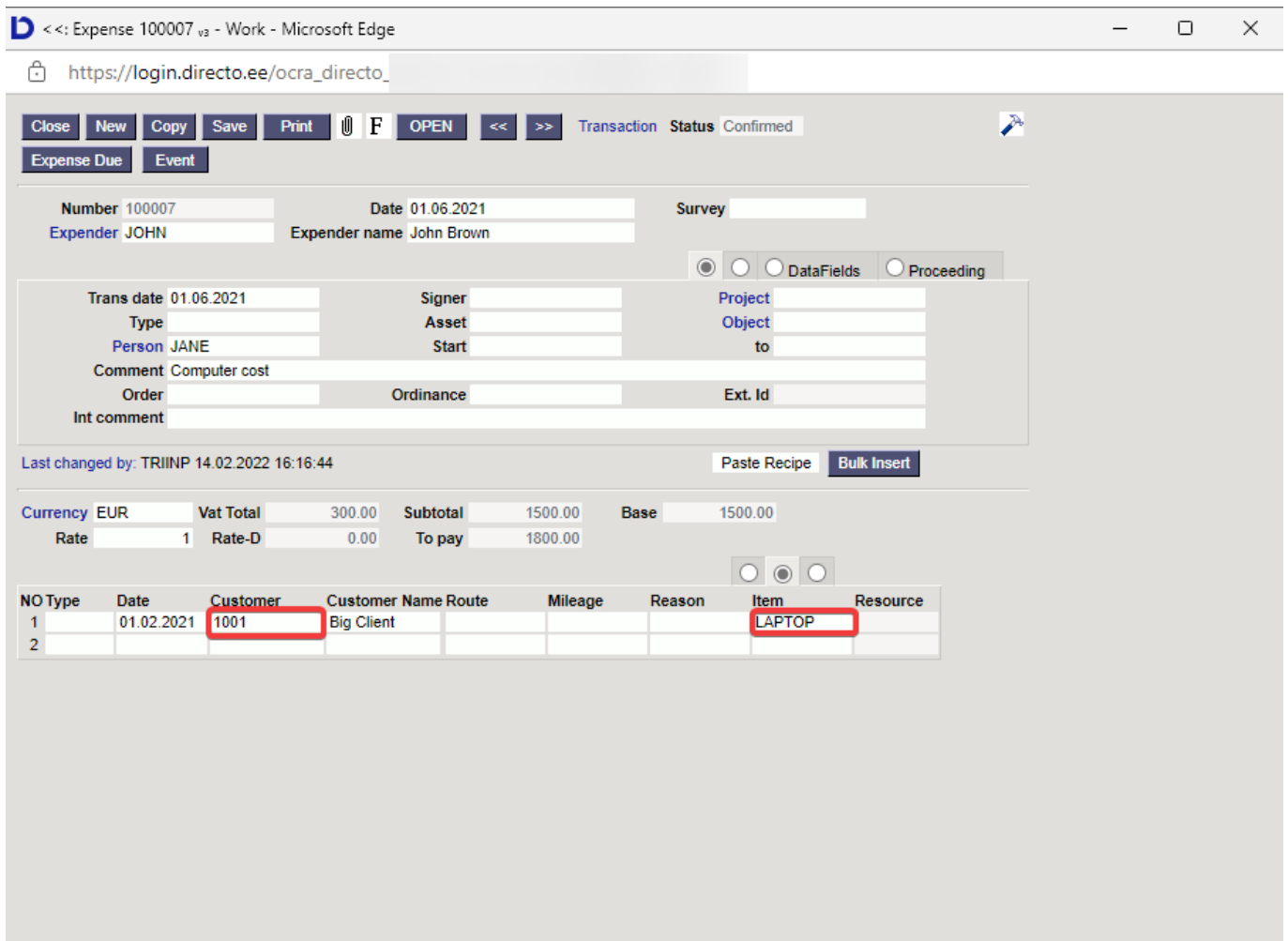
**System settings (1)**

**PURCHASE SETTINGS**

Description of the resource line from the purchase invoice and expenses  Item name  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.



Close New Copy Save Print OPEN Transaction Status Confirmed

Expense Due Event

Number 100007 Date 01.06.2021 Survey  
 Expenders JOHN Expenders name John Brown

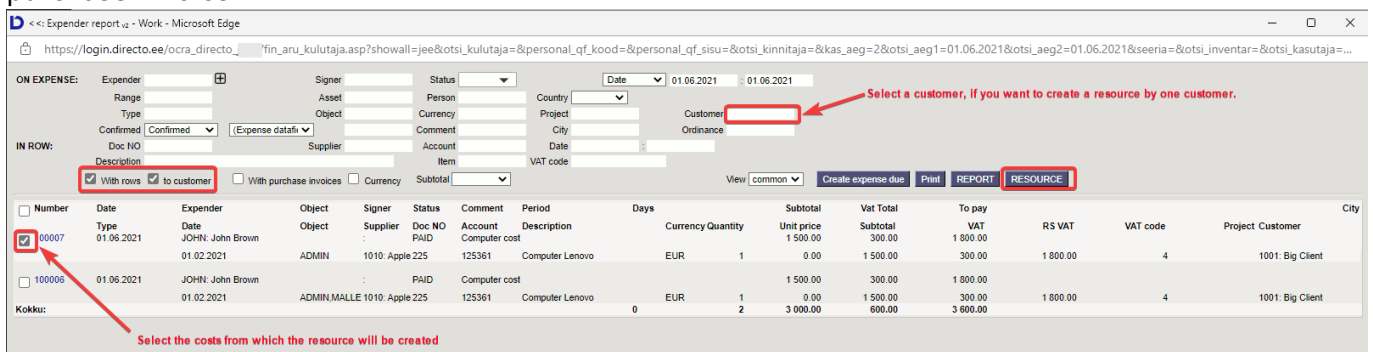
Trans date 01.06.2021 Signer Project  
 Type Asset Object  
 Person JANE Start to  
 Comment Computer cost  
 Order Ordinance Ext. Id  
 Int comment

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.



ON EXPENSE: Expenders Signer Status Date 01.06.2021 01.06.2021  
 Range Person Country  
 Type Object Currency Project Customer  
 Confirmed (Confirmed) (Expense data) Comment City Ordinance

IN ROW: Doc NO Supplier Account Date VAT code  
 Description

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

Number	Date	Expenders	Object	Signer	Status	Comment	Period	Description	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	PAID	Computer cost		Computer Lenovo		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	1010	PAID	Computer cost		Computer Lenovo		EUR	1	0.00	1 500.00	300.00	1 800.00	1 800.00	4	1001	Big Client	
Kokku:											2	3 000.00	600.00	3 600.00						

TÕLKIDA Kui kulutusel on mitmes erinevas valuutas ridu ja /või on erinevatel kulutustel erinevas valuutas tehtud kulutusi ja soovitakse vaadata aruannet valuutasummade lõikes. Näiteks Kulutus :

Expense 100064 - Google Chrome

login.directo.ee/ocra\_directo.../fin\_kulutus.asp?me=0&clr1=1&number=100064&hoiatu=

Close New Copy Save Print OPEN Transaction Status Confirmed

Expense Due Event

Number 100064 Date 31.01.2022 Survey

Expender JOHN Expend name John Brown

Trans date 31.01.2022 Signer Project DataFields Proceeding

Type Asset Object

Person JANE Start to

Comment office expenses

Order Ordinance Ext. Id

Int comment

Last changed by: JANE 10.06.2022 11:04:40 Paste Recipe Bulk Insert

Currency EUR Vat Total 40.00 Subtotal 340.95 Base 340.95

Rate 1 Rate-D 0.00 To pay 380.95

NO	Type	Date	Doc NO	Supplier	Supplier name	Account	Object	Project	Description	Quantity	Currency	Rate	Base	Unit price	Subtotal	VATCode	VAT	RS VAT
1		15.01.2022	225	1010	Copy Center	125361	ADMIN,MALL		paper	1	USD	0,882924245	105.9509		120.00	0	0.00	120.00
2		20.01.2022	2234	1012	Directo	527401			Training costs	1	EUR	1	200.0000		200.00	1	40.00	240.00
3		20.01.2022	112	1011	DONALD	526401			Taxi costs	1	SEK	0,095337973	35.0005		367.12	0	0.00	367.12

### Kulutaja aruanne :

Expense report - Google Chrome

login.directo.ee/ocra\_directo.../fin\_aru\_kulutaja.asp?showall=jee&otsi\_kulutaja=JOHN&personal\_qf\_kood=&personal\_qf\_sisu=&otsi\_kinnitaja=&kas\_aeg=2&otsi\_aeg1=01.01.2022&otsi\_aeg2=31.01.2022&seeria=&otsi\_inventar=

ON EXPENSE: Expend JOHN Signer Status Date 01.01.2022 31.01.2022

Range Asset Person Country

Type Object Currency Project Customer

Confirmed all (Expense de) Comment City Ordinance

IN ROW: Doc NO Supplier Account Date

Description Item VAT code

With rows  to customer  With purchase invoices  Currency

View common Print REPORT

Number	Date	Expend	Object	Signer	Status	Comment	Period	Days	Currency	Quantity	Subtotal	Vat Total	To pay	Currency	Rate	Subtotal	Vat		
100064	31.01.2022	JOHN: John Brown	ADMIN,MALLE 1010: Copy Center	125361	office expenses				USD	1	0.00	120.00	380.95	EUR	0	120.00	0		
	20.01.2022		1011: DONALD	526401	Taxi costs				SEK	1	0.00	367.12	0.00	EUR	0	367.12	0		
	20.01.2022		1012: Directo	527401	Training costs				EUR	1	0.00	40.00	40.00	EUR	1	240.00	1		
Kokku:											0								
										3	687,12	40,00	727,12						

Currency	Subtotal	Vat Total	To pay	Base currency	Current rate
EUR	340.95	40.00	380.95	380.95	380.95

Sum of rows by currencies:

Currency	RS VAT
USD	120,00
SEK	367,12
EUR	240,00

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