

Expense Title

The Expense Module is a comprehensive system designed to streamline and manage the expense reimbursement process within an organization. It provides a structured framework for entering expenses, obtaining necessary approvals, and ensuring accurate and timely disbursements.

Expense Titles

Dashboard > Expense > Expense Titles

Export List

Add Expense Title

Filter

My Applications

To Approve

To Disburse

Summary by filter

Total: 1841246 USD

Total: 5000 THB

Total: 3840000 LAK

Summary today

Total: USD (Pending: 3100.0000)

Summary this month

Total: 58000 USD

Total: 5000 THB

Total: 20000 LAK

Title/Description/Company or Shop Name

Office

Voucher Type

Payment Type

Currency

Status

Create Staff

Use Staff

Search

ID	Expense Title	Amount	Currency	Company/Shop Name	Status	Actions
148	Network bill	2300.0000	USD	ABCS	Disbursed	<div><div></div><div></div></div>
147	testing five	5000.0000	USD	hbetrddgs	Pending Approval from Manager	<div><div></div><div></div></div>
146	testing	6500.0000	USD	test shop	Pending Approval from Manager	<div><div></div><div></div></div>
145	ddd	300.0000	USD	lll	Pending Approval from Leader	<div><div></div><div></div></div>
144	ddd	300.0000	USD	lll	Pending Approval from Leader	<div><div></div><div></div></div>
143	Test one1	2500.0000	USD	erty	Disbursed	<div><div></div><div></div></div>
142	Test one	2500.0000	USD	erty	Pending Approval from Leader	<div><div></div><div></div></div>
140	connection bills	58000.0000	USD	sarasavi	Active	<div><div></div><div></div></div>
139	test - odeesha	8500.0000	USD	test	Disbursed	<div><div></div><div></div></div>

this organized into four primary sections: Filter, My Applications, To Approve, and To Disburse.

Filter Section

The Filter section offers a granular view of expense data, allowing users to analyze and summarize information based on various criteria. Key features include:

- **Summary by Filter:** Displays the total amount of active expenses across three currencies: USD, THB, and LAK.
- **Summary Today:** Presents a breakdown of expenses created on the current day.
- **Summary This Month:** Provides a summary of expenses generated during the current month.

Search Filters : Eight search filters are available to refine expense data, These filters enable users to identify specific expenses based on their attributes, such as status, payment type, or currency.

Expense Table: The Expense Table provides a detailed view of individual expenses, including few columns.

My Applications Section

This section allows users to view and manage expenses they have personally created.

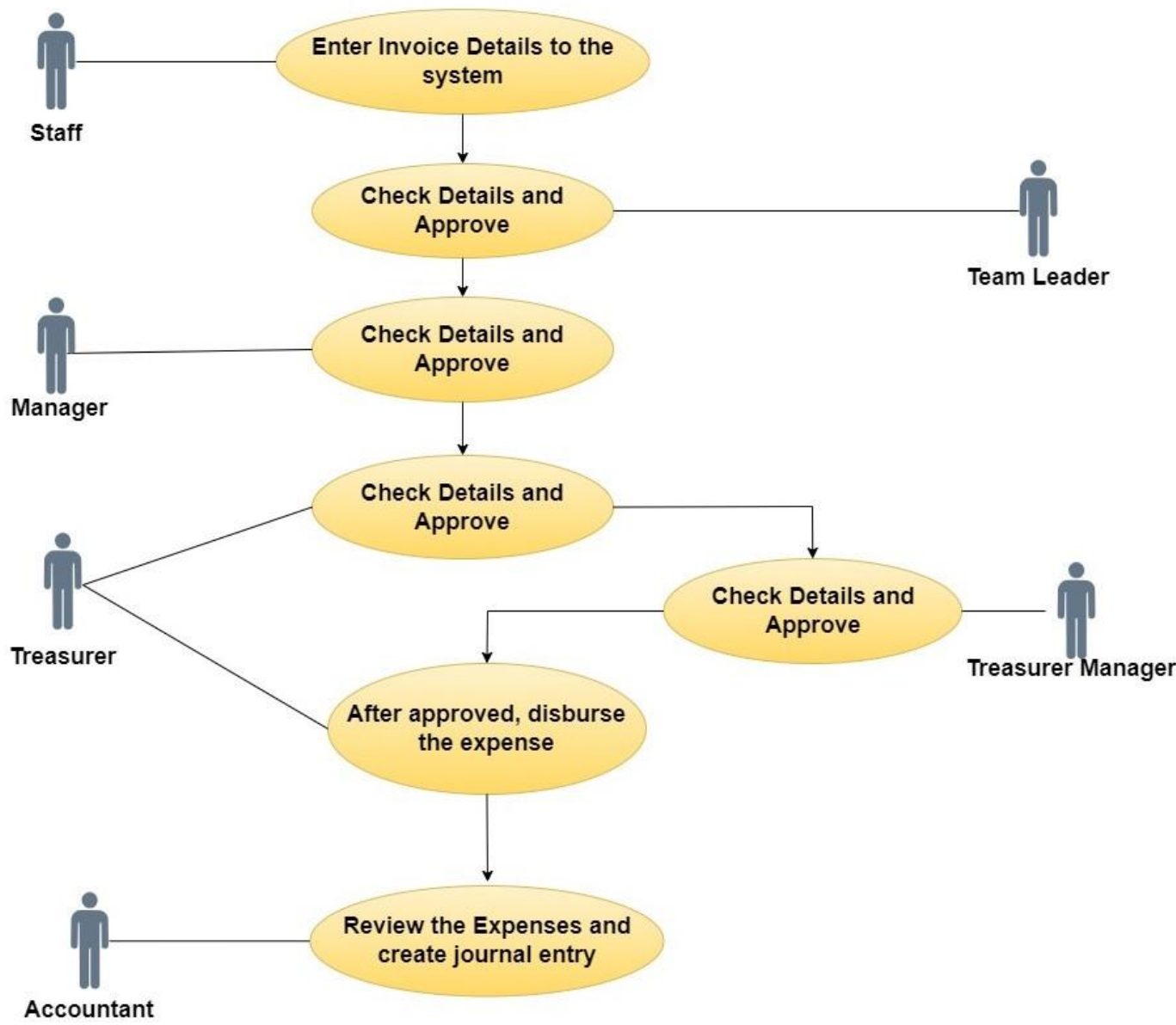
To Approve Section

This section lists expenses that are ready to be Approve.

To Disburse Section

This section lists expenses that are ready to be disbursed.

Expense Approval Process



The expense approval process involves several steps and actors, ensuring that expenses are authorized and processed correctly. This can be done two ways.

- **Manual Entry:** Enter invoice details and download for manual approval.
- **Direct Assignment:** Assign invoice to the next approver within the system.

Actors:

- Staff
- Team Leader
- Manager
- Treasurer
- Treasurer Manager
- Accountant

Step 1: Invoice Submission

- **Actor:** Staff
- **Action:**
 - Receives an invoice from a company or shop.
 - Enters the invoice details into the system and submits it to the Team Leader.
 - Prints the entered invoice details, signs it, and sends it to the Team Leader for review and approval.

Add Expense Title

Dashboard > Expense > Expense Titles > Add

Date Create *
10/22/2024

Create Staff *
55555 - Lanka Sena

Office *

Use Staff

Structure

Voucher Type *

Payment Type *

Expense Title

Description (Case outline)

Date Use Start *

Date Use End *

Amount

Currency *

Company/Shop Name

Company/Shop Contact

Company/Shop Address

Company/Shop Account Name

Company/Shop Account No.

Company/Shop Other Details

Invoice documents (PDF/Excel/Word/Image files only).

Choose File

No file chosen

Receipt Voucher:

< Back

Save Draft

Submit

There are three Voucher types.

1. Voucher Payment
2. Payment Report
3. Advance

after submit this for, user can download payment voucher according to the given details.

Step 2: Team Leader Approval

- **Actor:** Team Leader
- **Action:**
 - Reviews and approves the invoice in the system.
 - Checks and signs the physical document.
 - Sends the approved invoice to the Manager.

02094865534

Company/Shop Address
borella

Company/Shop Account Name

Company/Shop Account No.

Company/Shop Other Details

Invoice documents (PDF/Excel/Word/Image file)
Choose File No file chosen

Receipt Voucher:

Comments
Staff Create: 55555 - Lanka | test 1

Print payment report ...

< Back Leader Approval ... Cancel Submit

Leader Approval

Manager *
4 - Manager

☐ Skip Manager

Approver Comment *
completed

Close Reject Approve

Step 3: Manager Approval

- **Actor:** Manager
- **Action:**
 - Reviews and approves the invoice in the system.
 - Checks and signs the physical document.
 - Sends the approved invoice to the Treasurer.

Company/Shop Account Name
test 1234

Company/Shop Account No.
76543

Company/Shop Other Details
hellooo

Invoice documents (PDF/Excel/Word/Image file)
Choose File No file chosen

Receipt Voucher:

Comments
Leader (Approved): 55555 - Lanka | test
Staff Create: 55555 - Lanka | sdsdsad

Print provisional payment voucher ...

< Back Manager Approval ... Submit

Manager Approval

Treasurer *
5 - Treasurer

Approver Comment *
approved

Close Reject Approve

Step 4: Treasurer Approval and Bank Transfer Initiation


- **Actor:** Treasurer
- **Action:**
 - Reviews and approves the invoice in the system.
 - Checks and signs the physical document.
 - Initiates an I Bank transfer in the system and sends it to the Treasurer Manager for confirmation.

Company/Shop Account Name
test 1234

Company/Shop Account No.
76543

Company/Shop Other Details
hellooo

Invoice documents (PDF/Excel/Word/Image file)
Choose File No file chosen

Receipt Voucher:


Comments
Manager (Approved): 55555 - Lanka | approved
Leader (Approved): 55555 - Lanka | test
Staff Create: 55555 - Lanka | sdsdsad

Print provisional payment voucher ...

Back Treasurer Approval ... Submit

Step 5: Treasurer Manager Confirmation


- **Actor:** Treasurer Manager
- **Action:**
 - Reviews and approves the invoice in the system.
 - Checks and signs the physical document.
 - Confirms the I Bank transfer in the bank system.
 - Sends the approved invoice back to the Treasurer.
 - After approve the Treasurer Manager, Expense title status changed as **Active**.

Company/Shop Account Name
test 1234

Company/Shop Account No.
76543

Company/Shop Other Details
hellooo

Invoice documents (PDF/Excel/Word/Image files)
Choose File No file chosen

Receipt Voucher:


Comments
Treasurer (Approved): 55555 - Lanka | approved
Manager (Approved): 55555 - Lanka | approved
Leader (Approved): 55555 - Lanka | test
Staff Create: 55555 - Lanka | sdsdsad

Print provisional payment voucher ...

< Back Treasurer Manager Approval ... Submit

Treasurer Manager Approval

Approver Comment *
Completed

Close Reject Approve

Step 6: Treasurer Disbursement

- **Actor:** Treasurer
- **Action:**
 - Records the disbursement in the system.
 - If cash disbursement, provides the staff with the cash and gets their signature.
 - If I Bank transfer, downloads the transfer slip and uploads it to the system.
 - Confirms the disbursement.

Step 7: Staff Confirmation (Cash Disbursement)

- **Actor:** Staff
- **Action:**
 - Receives cash from the Treasurer.
 - Signs a confirmation document.

Step 8: Accounting Review and Journal Entry

- **Actor:** Accountant
- **Action:**
 - Reviews the expense title list and attached documents.
 - Creates a journal entry record.
 - Exports the journal entry record for upload to [MF-Frame](#) or [Oracle](#).

This process ensures that expenses are properly authorized, documented, and recorded for financial reporting purposes.