

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.

The screenshot displays the 'Expense Titles' dashboard. At the top, there are navigation links for 'Dashboard', 'Expense', and 'Expense Titles', along with buttons for 'Export List' and 'Add Expense Title'. The dashboard is divided into four main sections: 'FILTER', 'MY APPLICATIONS', 'TO APPROVE', and 'TO DISBURSE'. The 'FILTER' section contains three summary cards: 'Summary by filter' (Total: 1841246 USD, 5000 THB, 3840000 LAK), 'Summary today' (Total: USD (Pending: 3100.0000)), and 'Summary this month' (Total: 58000 USD, 5000 THB, 20000 LAK). Below these are eight search filters: Title/Description/Company or Shop Name, Office, Voucher Type, Payment Type, Currency, Status, Create Staff, and Use Staff. A 'Search' button is located below the filters. The main table lists expense entries with columns for ID, Expense Title, Amount, Currency, Company/Shop Name, Status, and Actions. The table contains 10 rows of data.

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

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 Title, Office, Voucher Type, Payment

Type, Currency, Status ,Create Staff & Use Staff.

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

My Applications Section

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

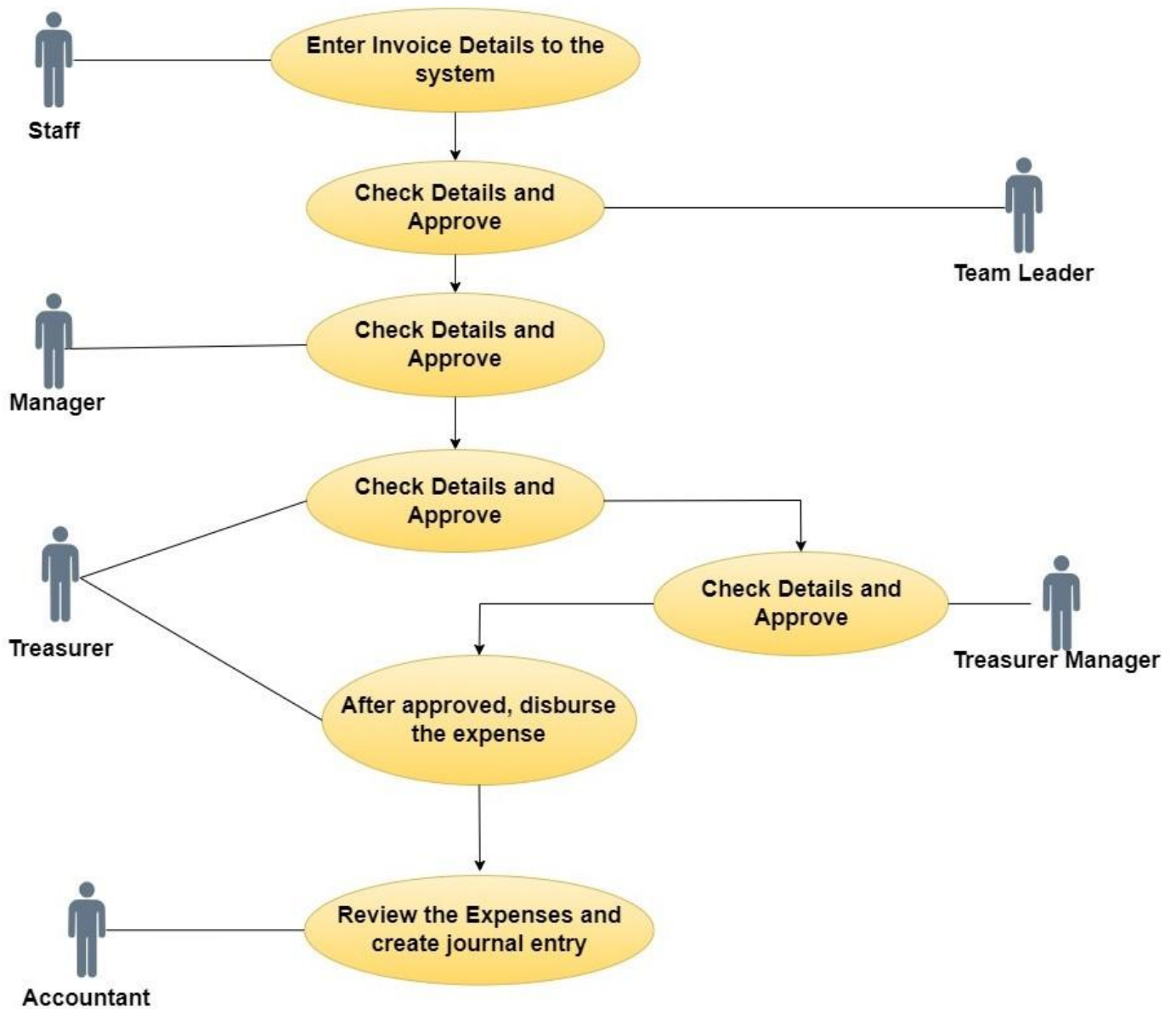
To Approve Section

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 in 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

Step 1: Invoice Submission

- **Actor:** Staff
- **Action:**
 - Receives an invoice from a company or shop.
 - Enter the invoice details into the system and submit 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

There are two(2) payment types.

1. Cash

2. IBank

After submit this for, the user can download the 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.

The screenshot displays a web application interface with a modal dialog box titled "Leader Approval". The modal contains a "Manager" dropdown menu set to "4 - Manager", a "Skip Manager" checkbox, and a text area for "Approver Comment" with the text "completed". Below the text area are three buttons: "Close", "Reject", and "Approve". The background shows a form with various fields, including "Company/Shop Address" (borella), "Company/Shop Account Name", "Company/Shop Account No.", "Company/Shop Other Details", "Invoice documents (PDF/Excel/Word/Image file)", "Receipt Voucher", and "Comments". There are also navigation buttons at the bottom: "Print payment report ...", "< Back", "Leader Approval ...", "Cancel", and "Submit".

Manager Skip

- The manager's approval step is completely skipped, and the expense goes directly to the next level
- The manager will not approve it and will forward it to the next named approver, and this bypass is indicated by the checkmarks below..

Without Manager Skip

Follow below process

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:
[Image with red X]

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

Print provisional payment voucher ...

< Back Manager Approval ... Submit

Manager Approval

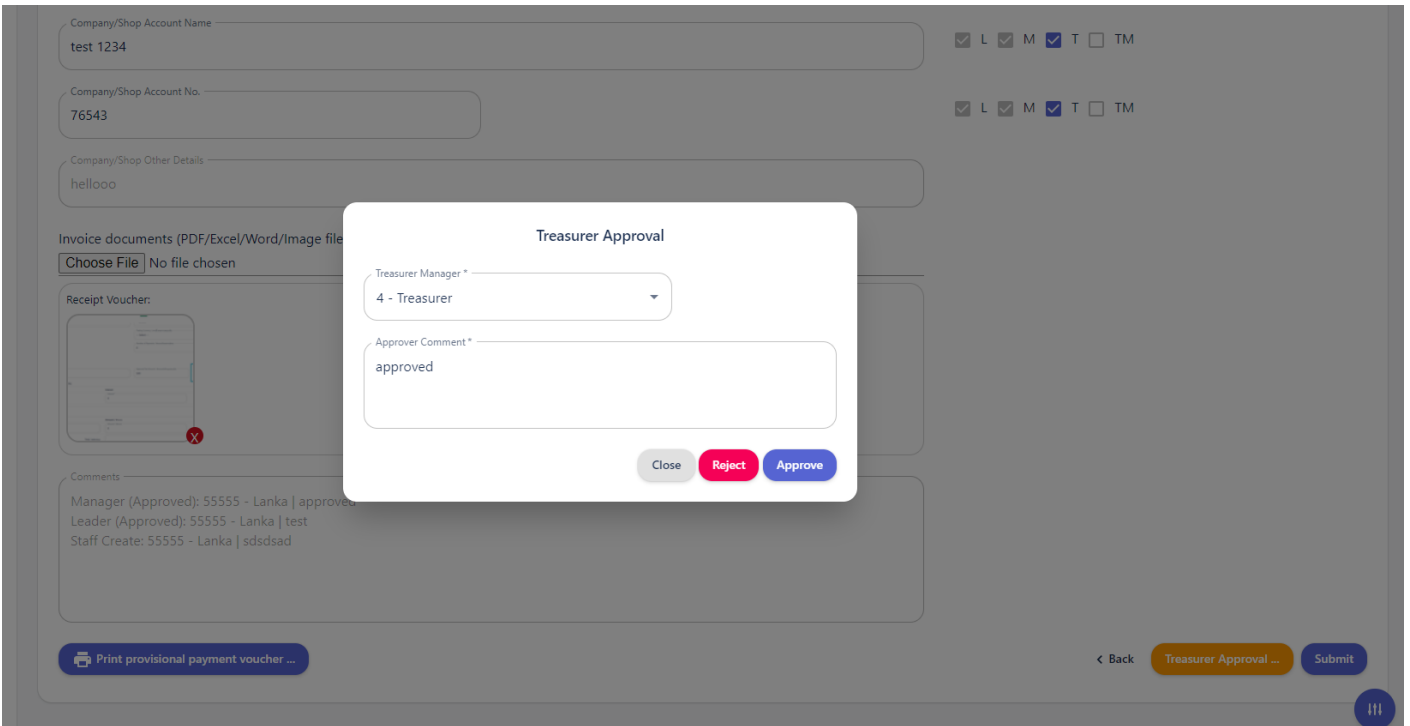
Treasurer *
5 - Treasurer

Approver Comment *
approved

Close Reject Approve

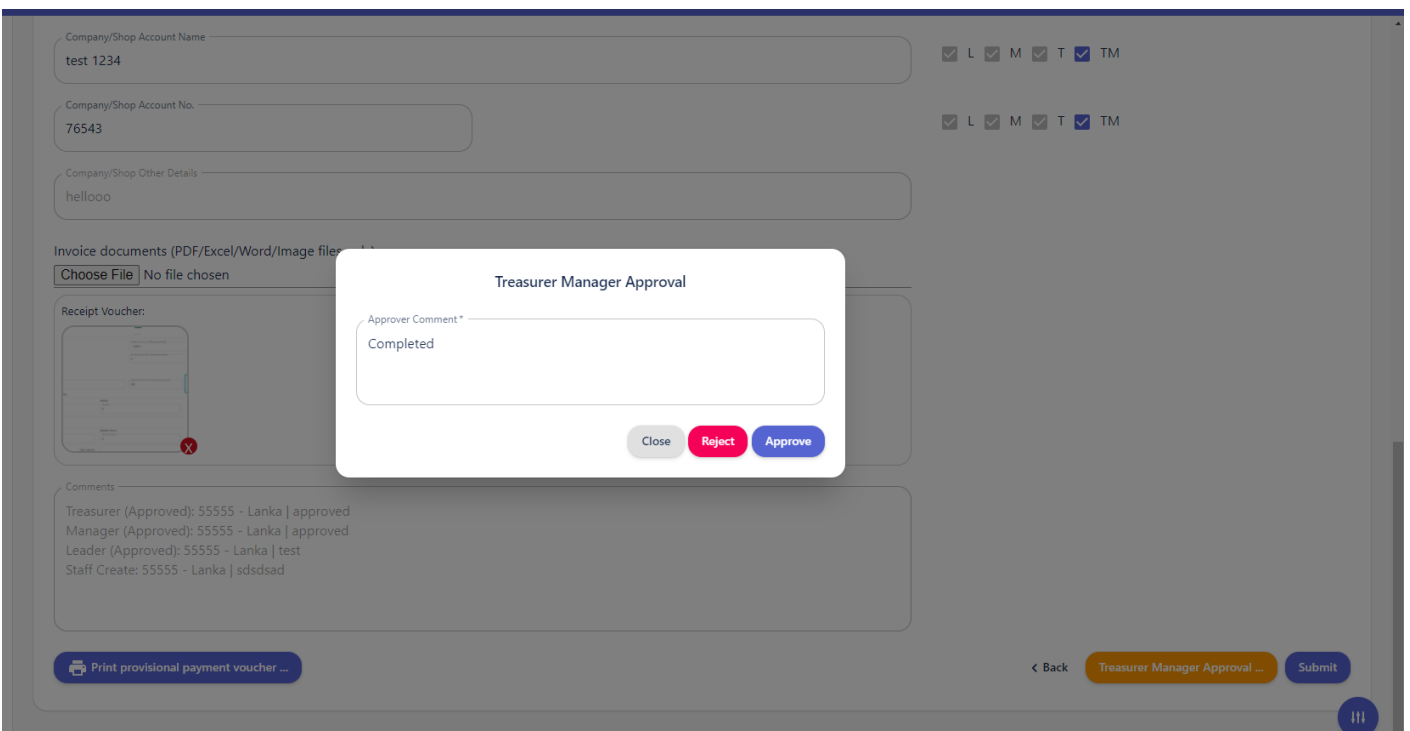
Step 4: Treasurer Approval and Bank Transfer Initiation

- **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.



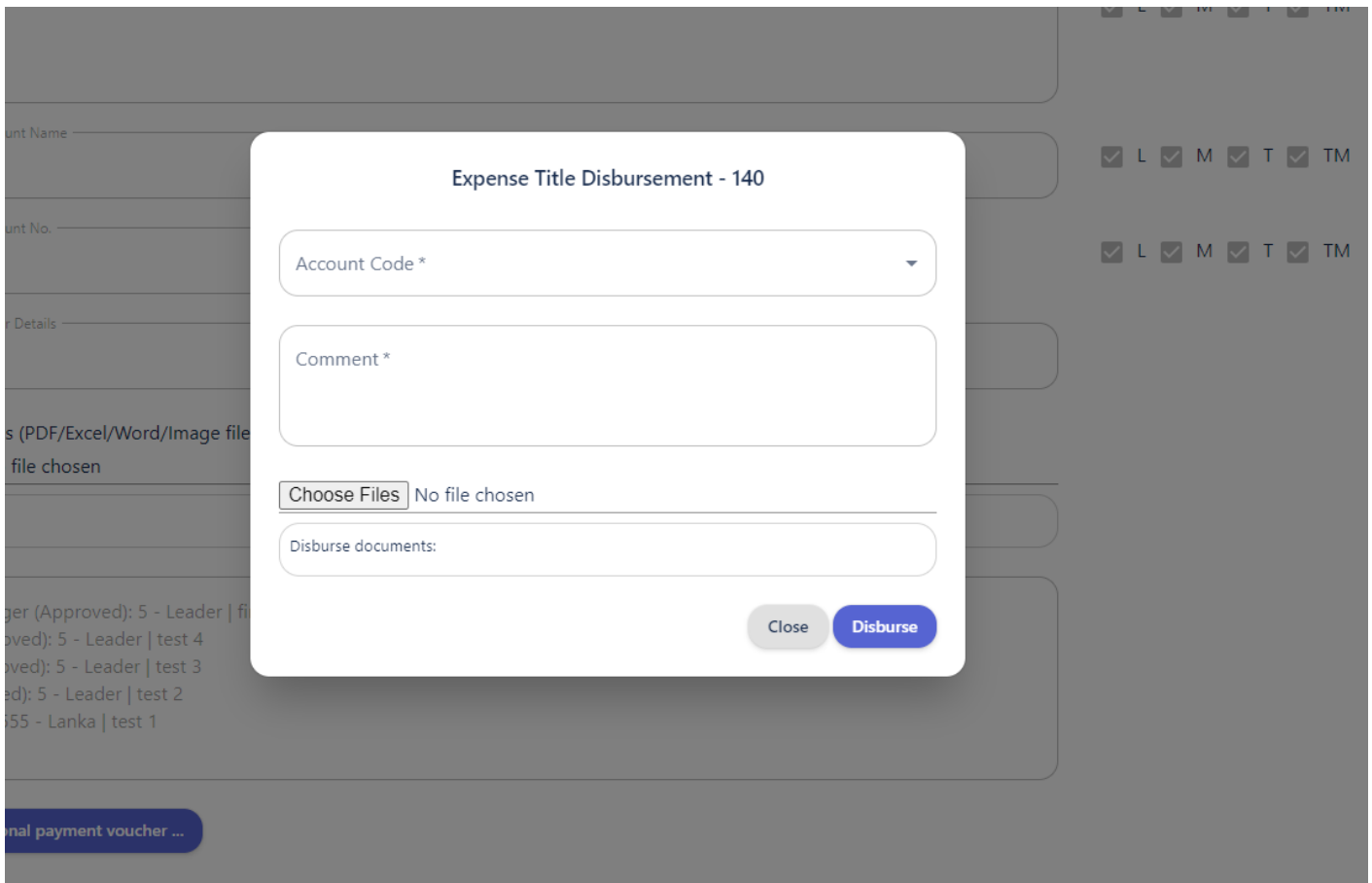
Step 5: Treasurer Manager Confirmation

- **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**.



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.



The screenshot shows a modal window titled "Expense Title Disbursement - 140" overlaid on a background interface. The modal contains the following fields and controls:

- Account Code ***: A dropdown menu.
- Comment ***: A text input field.
- Choose Files**: A button next to the text "No file chosen".
- Disburse documents:**: A text input field.
- Close**: A grey button.
- Disburse**: A blue button.

The background interface is dimmed and shows a list of items with columns for "Account Name", "Account No.", "Details", and "Actions". The "Actions" column contains checkboxes for "L", "M", "T", and "TM".

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.

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