

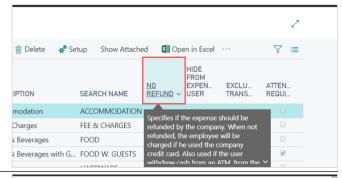
To set up Expense Types, go to the "magnifer" to search for Expense Types. Tell me what you want to do. Quickly access actions, pages, reports, documentation h Journal Continia Users Choose "Expense Types". TELL ME WHAT YOU WANT TO DO expense types Go to Pages and Tasks > Expense Types Lists **EXPENSES** In this view, you can see a list of all the Expense nationa EXPENSE TYPES I WORK DATE: 1/28/2021 Types available for Expense Management. These are all available for expense users to chose when creating Search 
→ New 👺 Edit List iii Delete expenses. You can add new expense types. You can w or edit postin change the name of an existing expense type by choosing "Edit List". You can delete an Expense CODE DESCRIPTION SEARCH NAME Type by clicking "Delete". Behind each Expense ACCOMMODATION ACCOMMODATION Accommodation Type, there is a setup of how the posting should be. Fee & Charges FEE & CHARGES You set this up by going to the navigation menu and FOOD chose "Setup". FOOD W. GUESTS Food & Beverages with G... FOOD W. GUESTS HARDWARE HARDWARE Hardware You set up the account, where the Expense Type should be posted, by choosing "Posting Account PENSET EXPENSE POSTING SETUP | WORK DATE: 1/28/2021 Type". Chose G/L Account. Then go the "Posting ⊞ Edit List 🛍 Delete Show Attached Account No.". POSTING POSTING GEN. PRO **EMPLOYEE EMPLOYEE** ACCOUNT TYPE ACCOUNT NO. GROUP GROUP G/L Account 8250 ACC COUNT ACCOUNT NO. POSTING GROUP POSTING GROUP POSTING **POSTING** Here you get the list of all G/L Accounts to choose from. You add the G/L Account relevant for this Account 8250 Expense Type and go back. When this Expense Type is chosen by the user, the posting will automatically INCOME/.. NO. BL. P0.. іотаі віад. іviaint. Expenses be set to the posting setup you have done. 8200 Administrative Expenses Income Sta... 8210 Office Supplies Income Sta... 8230 Phone and Fax Income Sta... Postage 8250 Accommodation Income Sta...

+ Ne Select record "8250"

Select from full list



In the overview, you see different settings you can choose for Expense Types. "No Refund" is set where Expense Types, which is chosen, should not reimburse the expense user. In this example an expense type, "Personal", has been created and this is ticked with "No Refund".



The column "Hide from Expense User" can be set on expense types which should not be shown for expense user when submitting expenses. This is tipically used for "Fees and charges", but could be used for other expense types as well mainly for the bookkeeper to use before posting.

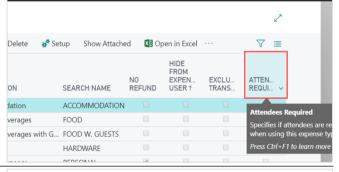


The column "Exclude Transactions" is used for bank transactions where expenses should not be generated.

Automatic rules can be created in Bank Transactions. This can be relevant for fees related to credit cards, which the bookkeeper already processed with Document Capture OCR.



The column "Attendees Required" is used for expense types where a mandatory field will show to add information on who was a guest related to this expense. As an example, an expense type "Food with guest" could be set up with "Attendees Required".



Once you have set up all the expense types, the users will be able to see and use them in both the Expense App and the Expense portal.

