

Expense Module



Expenses

Expense Module



Expenses My Expenses Expense Reports Reporting Configuration

New Upload

Create Report My Expenses

My Expenses Search...

1-5 / 5

RM 446.00
to submit

RM 0.00
under validation

RM 1,360.00
to be reimbursed

<input type="checkbox"/>	Expense Date	Description	Project	Employee	Paid By	Activities	Analytic Distribution	Total	Balance	Status	
<input type="checkbox"/>	01/10/2025	Lunch		H Haziq	Employee (to reimburse)	🕒	🔗	RM 52.00		To Report	
<input type="checkbox"/>	01/09/2025	Laptop		H Haziq	Employee (to reimburse)	🕒	🔗	RM 244.00		To Report	
<input type="checkbox"/>	01/07/2025	Petrol		H Haziq	Employee (to reimburse)	🕒	🔗	RM 60.00		Approved	
<input type="checkbox"/>	01/07/2025	Flight to Hawaii		H Haziq	Employee (to reimburse)	🕒	🔗	RM 1,300.00		Approved	
<input type="checkbox"/>	01/07/2025	Lunch with Shell		H Haziq	Employee (to reimburse)	🕒	🔗 1	RM 150.00		To Submit	

RM 1,806.00

Create new expense or upload your receipt(AI available if purchase the token)

Overview of the user expense that manually create/ create on PR

Expense Module

Expenses My Expenses Expense Reports Reporting Configuration

New My Expenses
Medical (Fever) ⚙️

Attach Receipt Create Report

To Report To Submit Submitted Approved Done

Send message Log note Activities

1 / 1 < > Following

Description

Medical (Fever)

Project

Expense Date 01/10/2025

Category [028942] Medical

Account ? 510000 Costs

Unit Price RM 100.00

Customer to

Quantity 1.00 UNIT

Reinvoice ?

Total RM 100.00

Analytic Distribution

Included taxes ? RM 0.00

Department

Employee H Haziq

Paid By ☒ Employee (to reimburse)

☐ Company

Today

H Haziq - now
Expense created

Create new expense

Attach Receipt: All things where its can scan detail of your receipt instead of fill up the details(handle by ticket)
Create Report: Will create the report of expense that need to submit for approval

Expense Module

Expenses My Expenses Expense Reports Reporting Configuration

New My Expenses / Medical (Fever)
Medical (Fever) ⚙

Submit to Manager

Submit to manager for the approval

Expenses
1

To Submit Submitted Approved Posted Done

Expense Report Summary

Medical (Fever)

Employee  Haziq

Manager  Ahmad Kamil Azim bin Ab Aziz

Project

Paid By Employee (to reimburse)

Journal ? Vendor Bills

Expense

Expense Date	Category	Description	Analytic Distribution	Taxes	Balance	Subtotal In Currency	Subtotal
01/10/2025	[028942] Medical	Medical (Fever)			0.00	RM 100.00	RM 100.00 ✕

Add a line

Add a line to select other expense to be together in the report

Untaxed Amount: RM 100.00
Taxes: RM 0.00
Total: RM 100.00

Expense Report with the list of expense that the user want to claim



1 / 1 < >

Send message

Log note

Activities



Following

Today



Haziq - now
Expense Report created

Expense Module



Expenses My Expenses Expense Reports Reporting Configuration

New My Expenses / Medical (Fever) Medical (Fever) Expenses 1 1 / 1 < >

Submit to Manager To Submit Submitted Approved Posted Done Send message Log note Activities

Expense Report Summary Medical (Fever)

Employee H Haziq

Project

Paid By Employee (to reimburse)

Journal? Vendor Bills

Expense

Expense Date Category Description

01/10/2025 [028942] Medical Medical (Fever)

Add a line

RM 296.00

Untaxed Amount: RM 100.00 Taxes: RM 0.00

Add: Expense Lines

2 selected X 1-2 / 2 < >

<input checked="" type="checkbox"/>	Expense ...	Description	Project	Employee	Paid By	Activities	Analytic ...	Total	Balance	Status
<input checked="" type="checkbox"/>	01/10/2025	Lunch		H Haziq	Employee (t...			RM 52.00		To Report
<input checked="" type="checkbox"/>	01/09/2025	Laptop		H Haziq	Employee (t...			RM 244.00		To Report

Select New Close

Only expense that haven't tied to report will appear on the list

Select: The selected line will be add on the report
New: Create new expense line

Expense Module

Expenses My Expenses Expense Reports Reporting Configuration

New My Expenses / Medical (Fever)
Medical (Fever)

Expenses
3

Submit to Manager

To Submit

Submitted

Approved

Posted

Done

Send message

Log note

Activities

Search

Link

1

Following

Expense Report Summary

January claim

Employee **H** Haziq

Manager **A** Ahmad Kamil Azim bin Ab Aziz

Project

Paid By Employee (to reimburse)

Journal **?** Vendor Bills

Expense

Expense Date	Category	Description	Analytic Distribution	Taxes	Balance	Subtotal In Currency	Subtotal
01/10/2025	[028942] Medical	Medical (Fever)			0.00	RM 100.00	RM 100.00 ✕
01/10/2025	[028940] Lunch	Lunch			0.00	RM 52.00	RM 52.00 ✕
01/09/2025	[asdsa-023219] Laptop	Laptop			0.00	RM 244.00	RM 244.00 ✕

Add a line

Untaxed Amount: RM 396.00

Taxes: RM 0.00

Total: RM 396.00

Submit to manager for the approval

Expense Report that ready to submit



1 / 1 < >

Today

H Haziq - 7 minutes ago
Expense Report created

Expense Module

Expenses My Expenses Expense Reports Reporting Configuration

New My Expenses / Medical (Fever)
January claim

Approve Refuse Reset to Draft

Ready to be approve/ reject by the approver
User able to set as draft if need to edit the report

Expense Report Summary

January claim

Employee **H** Haziq

Manager **A** Ahmad Kamil Azim bin Ab Aziz

Project

Paid By Employee (to reimburse)

Journal [?] Vendor Bills

Expense

Expense Date	Category	Description	Analytic Distribution	Taxes	Balance	Subtotal In Currency	Subtotal
01/10/2025	[028942] Medical	Medical (Fever)			0.00	RM 100.00	RM 100.00 ✕
01/10/2025	[028940] Lunch	Lunch			0.00	RM 52.00	RM 52.00 ✕
01/09/2025	[asdsa-023219] Laptop	Laptop			0.00	RM 244.00	RM 244.00 ✕

Add a line

Untaxed Amount: RM 396.00

Taxes: RM 0.00

Total: RM 396.00



1 / 1 < >

Send message

Log note

Activities

Search icon, Link icon, 2 people icon, Following

Planned Activities

A Today: Expense Approval for Ahmad Kamil Azim bin Ab Aziz
✓ Mark Done ✎ Edit ✕ Cancel

Today

H Haziq - now
• To Submit → Submitted (Status)

H Haziq - now
• Medical (Fever) → January claim (Expense Report Summary)
• RM 100.00 → RM 396.00 (Total)

H Haziq - 8 minutes ago
Expense Report created

Expense Report that waiting for approval

Expense Module

Expenses My Expenses Expense Reports Reporting Configuration

New My Expenses / Medical (Fever)
January claim

Post Journal Entries Refuse Reset to Draft

Ready to be post to the journal entries
User able to reset to Draft and it will undergo the approval
process again

Expense Report Summary

January claim

Employee **H** Haziq

Manager **A** Ahmad Kamil Azim bin Ab Aziz

Project

Accounting Date

Paid By Employee (to reimburse)

Journal [?] Vendor Bills

Expense

Expense Date	Category	Description	Analytic Distribution	Taxes	Balance	Subtotal In Currency	Subtotal	
01/10/2025	[028942] Medical	Medical (Fever)			0.00	RM 100.00	RM 100.00	✕
01/10/2025	[028940] Lunch	Lunch			0.00	RM 52.00	RM 52.00	✕
01/09/2025	[asdsa-023219] Laptop	Laptop			0.00	RM 244.00	RM 244.00	✕

Add a line

Untaxed Amount: RM 396.00

Taxes: RM 0.00

Total: RM 396.00

Send message

Log note

Activities

Q

🔗

2

Following

Today

H

Haziq - now

Expense report approved

• Submitted → **Approved** (Status)

H

Haziq - now

\$ Expense Approval done (originally assigned to Ahmad Kamil Azim bin Ab Aziz)

H

Haziq - 2 minutes ago

• To Submit → **Submitted** (Status)

H

Haziq - 2 minutes ago

• Medical (Fever) → **January claim** (Expense Report Summary)

• RM 100.00 → **RM 396.00** (Total)

H

Haziq - 10 minutes ago

Expense Report created

Expense Report that been
approved

Expense Reports



[Expenses](#) [My Expenses](#) [Expense Reports](#) [Reporting](#) [Configuration](#)

[New](#) [Upload](#) [All Reports](#) [⚙️](#)

1-4 / 4 < >



STATUS

- ☒ To Submit
- ☒ Submitted
- ☒ Approved
- ☒ Posted
- ☒ Done
- ☐ Refused

EMPLOYEE

All

Administrator

Haziq

<input type="checkbox"/>	Employee	Expense Report	Project	Activities	Total	Status	Payment Status	↕
<input type="checkbox"/>	Haziq	January claim		Expense Approval	RM 396.00	Submitted		
<input type="checkbox"/>	Haziq	01/07/2025			RM 1,360.00	Approved	Not Paid	
<input type="checkbox"/>	Haziq	Lunch with Shell			RM 150.00	To Submit		
<input type="checkbox"/>	Administrator	01/09/2025			RM 330.00	Posted	Not Paid	
					RM 2,236.00			

Overview of the expense report
that been created with status

Configuration > Expense categories


 Expenses My Expenses Expense Reports Reporting Configuration

New Expense Categories 

Search...

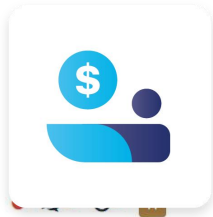
1-11 / 11



<input type="checkbox"/>	Name	Internal Reference	Internal Note	Sales Price	Cost	Vendor Taxes	Re-Invoice Expenses	
<input type="checkbox"/>	Lunch	028940		1.00	50.00		At cost	
<input type="checkbox"/>	Handphone	028941		1.00	52.00		At cost	
<input type="checkbox"/>	Communication	COMM	Phone bills, postage, etc.	1.00	0.00			
<input type="checkbox"/>	Others	EXP_GEN		1.00	0.00			
<input type="checkbox"/>	Meals	FOOD	Restaurants, business lunches, etc.	1.00	0.00			
<input type="checkbox"/>	Gifts	GIFT	Gifts to customers or vendors	1.00	0.00			
<input type="checkbox"/>	Mileage	MIL		1.00	1.00			
<input type="checkbox"/>	Travel & Accommodation	TRANS & ACC	Hotel, plane ticket, taxi, etc.	1.00	0.00			
<input type="checkbox"/>	LAPTOP AND SOFTWARE	asdsa-023094		1,000.00	100.00		No	
<input type="checkbox"/>	Electronic Device	asdsa-023218		1.00	0.00		No	
<input type="checkbox"/>	Laptop	asdsa-023219		1,000.00	100.00		No	

Create the expense categories
for the optional in the expense
report

Configuration > Expense categories



Expenses My Expenses Expense Reports Reporting Configuration

New Expense Categories
[028942] Medical ⚙️ 🔒 ↺

3 / 12 < >

Product Name

Medical



GENERAL INFORMATION

Cost ? 100.00

Unit of Measure ? UNIT

Internal Reference 028942

Use this reference as a subject prefix when submitting by email.

Product Category All / Expenses

INVOICING

Re-Invoice Expenses ? ☐ No

☒ At cost

☐ Sales price

Expenses will be added to the Sales Order at their actual cost when posted.

ACCOUNTING

Expense Account ? 520000 Expenses →

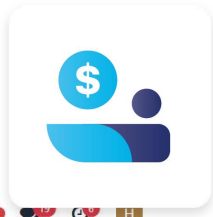
Vendor Taxes ?

Customer Taxes ?

This note will be shown to users when they select this expense product.

Fill in the detail of your expenses product.
This product will appear in the inventory list as expensed

Inventory > Product > filter(can be expensed)















Inventory Overview Operations Products Reporting Configuration

New Product Variants ⚙️

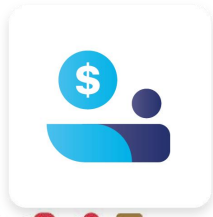
🔍 Can be Expensed X Search...

1-12 / 12 < > 🗪 ☰

 Lunch [028940] Price: 1.00	 Handphone [028941] Price: 1.00	 Medical [028942] Price: 1.00	 Communication [COMM] Price: 1.00	 Others [EXP_GEN] Price: 1.00
 Meals [FOOD] Price: 1.00	 Gifts [GIFT] Price: 1.00	 Mileage [MIL] Price: 1.00	 Travel & Accommodation [TRANS & ACC] Price: 1.00	 LAPTOP AND SOFTWARE [asdsa-023094] Price: 1,000.00
 Electronic Device [asdsa-023218] Price: 1.00	 Laptop [asdsa-023219] Price: 1,000.00			

Fill in the detail of your expenses product.
This product will appear in the inventory list as expensed

Inventory > Product > filter(can be expensed)



Inventory Overview Operations Products Reporting Configuration

New Product Variants
[028942] Medical

Extra Prices 0 Documents 0 Purchased 0.00 UNIT Sold 0.00 UNIT

3 / 12 < >

Product Name

☆ Medical

☒ Can be Sold ☒ Can be Purchased ☒ Can be Expensed ?

General Information

Sales

Purchase

Accounting

Product Type ?

Service

Sales Price ?

RM1.00

SQL Product Code

Customer Taxes ?

Part Number ?

Cost ?

RM100.00

per UNIT

User Manual

Upload your file

Internal Reference

028942

Invoicing Policy

Prepaid/Fixed Price

Barcode ?

Create on Order ?

Nothing

Product Category

All / Expenses

Re-Invoice Expenses ?

☐ No

☒ At cost

☐ Sales price

Product Template Tags

Additional Product Tags

→ Configure tags

Code

028942

Invoice ordered quantities as soon as this service is sold.

Warn the salesperson for an upsell when work done exceeds 100 % of hours sold.

Plan Services ?

☐

Unit of Measure ?

UNIT

Send message

Log note

Activities

Search

Link

1

Following

Today

H

Haziq - 5 minutes ago
Product Variant created

Fill in the detail of your expenses product.
This product will appear in the inventory list as expensed