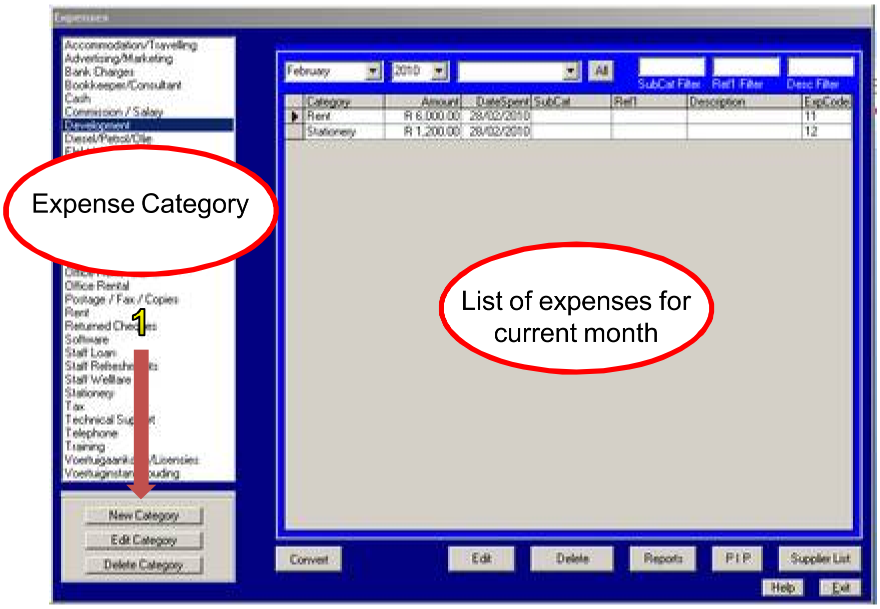
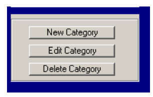
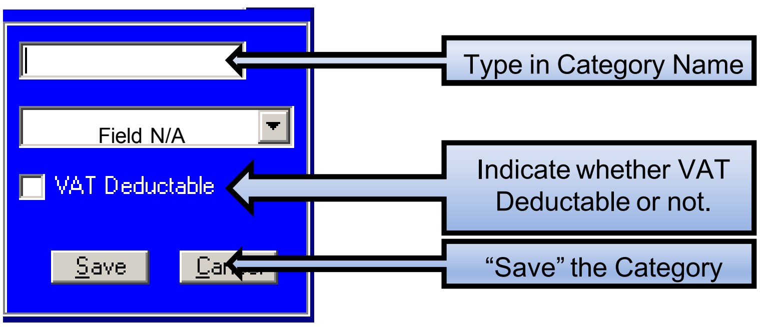
EXPENSES – Capture company expenses

Anything you pay or spend money on should be captured here. Examples of expense categories would be:
Cell phone, Petrol/Diesel, Wages, Stationery, Rent, Office Groceries, etc.
You can add a category for stock purchased as a whole, or break it up, for example, Cold Drinks, Bread, Steel, Cement, etc.



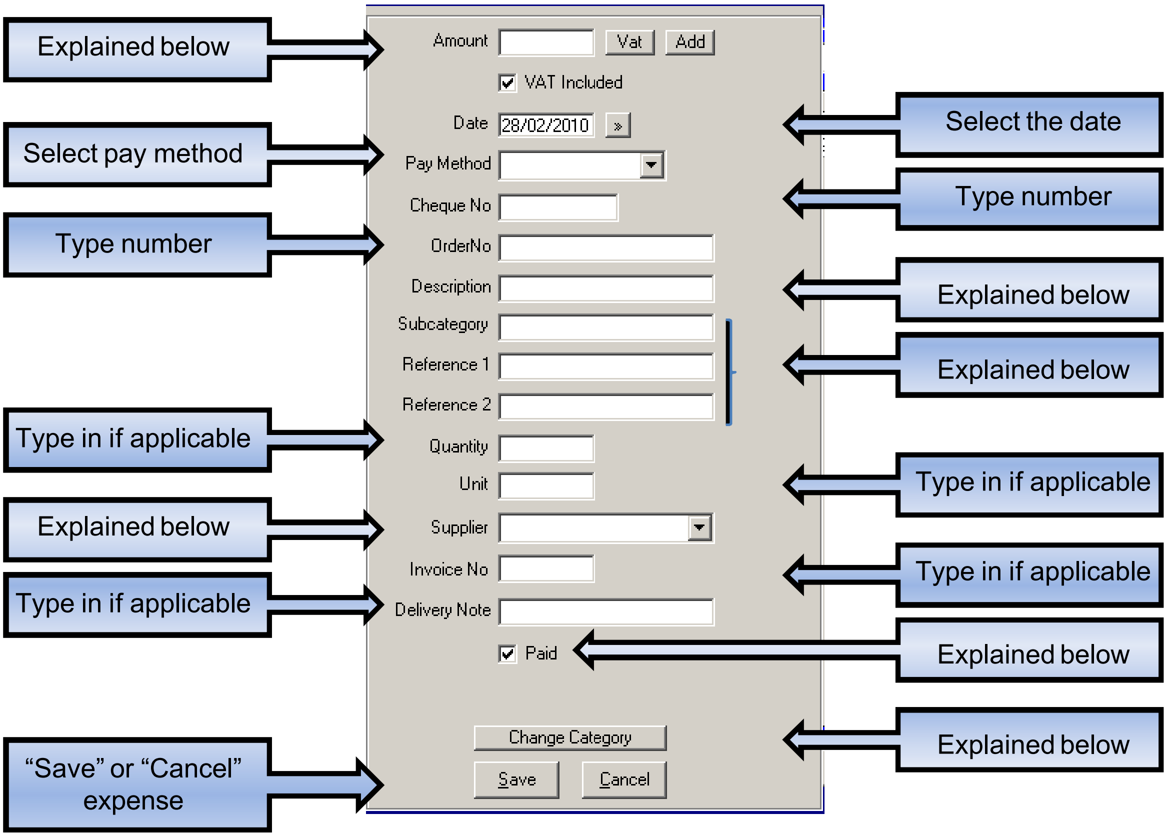
1 You set up your own expense categories. You can add categories as you go along. One can create a new category, edit a category or delete a category

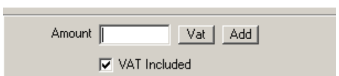




Adding an Expense

- Double click on the category in the list.
- A form is displayed where you can enter the details.





Amount
- Capture the expense amount.
- *Click Add if you have, on one invoice, a couple of amounts you want under one category and a couple of amounts you want under another category.*
- *Simply type in the amount and press Enter.*
- *Type in the next amount and press Enter.*
- *Click End when done adding all the amounts.*

Add VAT
- Click on VAT
- VAT will be added to the total.

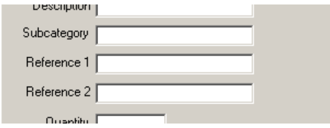
The system will automatically change the amount to include VAT. You can also use this button if you typed in the amount instead of using the Add facility.

Vat Included
Tick this box if VAT is included in the amount you entered.

Note: If you use the Vat button like discussed above, this box will automatically be ticked

Description

➢ Type a description if you need additional info on this expense. You could, for instance, use this to enter an employee name or a job number. There is a Summary or Detail Expense report showing subtotals based on the descriptions typed here.



Subcategory, Reference 1 and Reference 2

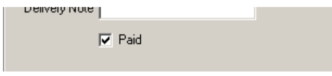
➢ Use this to enter, for instance, a vehicle registration number or a job number. There is a Summary or Detailed expense report sorted according to these fields, showing all expenses on these fields.

Supplier

➢ Click ▼ of the drop-down box and select the supplier from the list.

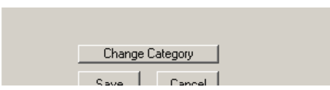
Note that only suppliers that you have added to your supplier list will be displayed.

This field is important because reports can be generated on supplier debt.



Paid

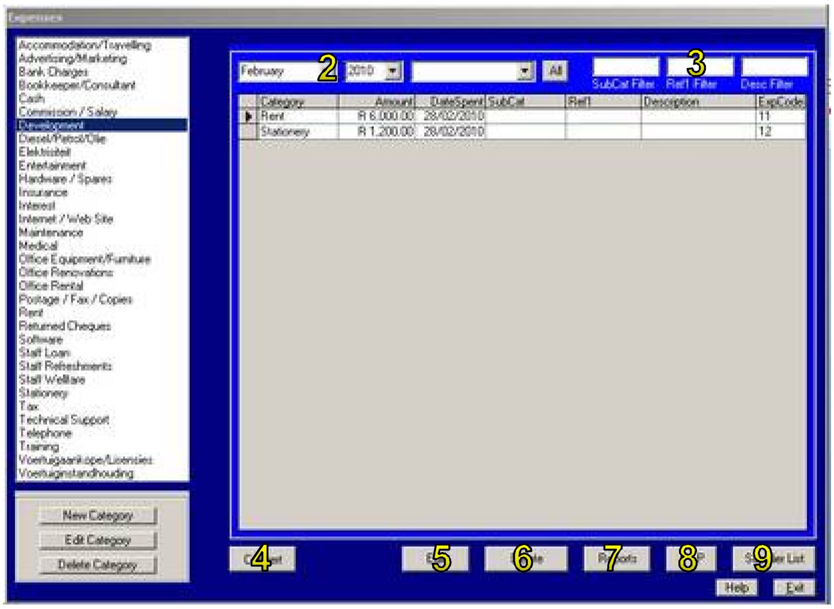
➢ Tick this box to indicate if you have paid this invoice or leave it blank if you purchased on account or have an alternative arrangement with your supplier.



Change Category

➢ If you want to change the category of an existing expense, click on the expense in the grid, click on Edit and then on Change Category. The list of categories will become active. Click on the new category and Save.

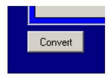
As expenses is being added for the current month it will populate the list on the right hand side.



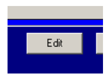
2 Use the month filter to search for expenses which occurred in a specific month.

3 Use this filter to search for expenses by "Subcategory, Reference 1 or Description.

4 By clicking on the "Convert" button, convert an existing expense or category from the one to the other. This feature is for advanced use.



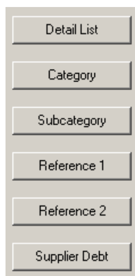
5 Select an expense in the expense list and click on this button to "Edit" the detail of the expense.



6 Select an expense in the expense list and click on this button to "Delete" an expense from the expense list

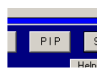
7 The "Reports" button generate reports on expenses.

- Select the date range for the report
- Select the type of report required – this ties up with the information which was entered when the expense was captured.

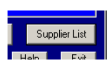


8 **PIP** (Profit Improvement Plan)

- Click on PIP.
- Click on category
- Enter budget amount for specific category for the specific month
- Tick all categories if you want a global budget. Click Save



9 Opens the "Suppliers" section of the software.



Click on "Exit" to exit to the software's main screen.