

Odoo Expenses

From a photo on your mobile to the expense report

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1 Overview & Key Features

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Overview & Key Features


Expense Management, Key Assets



<ul style="list-style-type: none"> - Re-billing the customer 	<ul style="list-style-type: none"> - Clear overview of the information to encode - File attachment - Easy submission - Send expenses by email 	<ul style="list-style-type: none"> - Clear control & easy validation - Justification of refusals 	
		<ul style="list-style-type: none"> - Creation of expense product - Expense Analysis 	<ul style="list-style-type: none"> - Posting of accounting entries - Reimbursing the employee - Effortless reconciliation




Use Case / Process



As a manager, I easily manage employees' expenses. I can create upstream expense products with predefined parameters and I can follow, validate and analyze downstream my team's expenses. Once I have validated expenses, they are automatically submitted to the accounting department.

– Larry Freeman, manager



As an employee, I record expenses quickly & easily. I upload a picture of my ticket taken with my mobile phone, link my expenses to a project and submit them to my manager. I can even create an expense in one step by simply sending an email.

– Tracy Waters, employee

Employee: Expense Encoding

Create expenses gradually before reporting them



Encode expense data

Expense Description

Restaurant

Product	Restaurant	Bill Reference	
Unit Price	\$85.39	Date	09/19/2016
Quantity	1.000	Account	220000 Expenses
		Employee	Tracy Waters
		Analytic Account	Training - Agrolait

Total: \$85.39

Payment By: Employee (to reimburse) Company

Restaurant Crabapples with Agrolait partner in NYC

All Expenses / Restaurant / Attachments

CREATE

ticket.jpg

A receipt from Crabapples Neighborhood Grill & Bar. The receipt includes the date 08/14/09, time 3:11 PM, server name ANNIE, table number 39, and check number 7963. The items listed are: CLAM CHOWDER BOWL (8.75), MOZZ STIX (12.99), 3 SUPER LUNCH COMBO (48.72), UNSWT ICED TEA (5.75), and 2 FTN SODA (9.50). The subtotal is \$77.71. Payment information includes: Entry Mode: Suiped, Card Number: XXXXXXXXXXXXXXX6810, Card Expire: XX/XX, Card Type: AMEX.

Attach your supporting documents (receipt, invoice, ...)



Employee: Expense Submission

Overview and submit all your expenses

My Expenses to Submit To Submit Search...

CREATE IMPORT

<input checked="" type="checkbox"/>	Date	Expense Description	Employee	Action	Analytic
<input checked="" type="checkbox"/>	09/19/2016	Restaurant	Tracy Waters	Export Delete Submit To Manager	Training
<input checked="" type="checkbox"/>	09/14/2016	[AT] Air Flight BXL-NYC	Tracy Waters		Training
<input checked="" type="checkbox"/>	09/14/2016	[CarTRA] Car Travel Expenses	Tracy Waters		Training

Submit one or several expenses in an expense report

1 Documents

Trip to NYC

Employee: Tracy Waters
Payment By: Employee (to reimburse)

Date	Expense Description	Analytic Account	Taxes	Total
09/19/2016	Restaurant	Training - Agrolait	1	85.39
09/14/2016	[AT] Air Flight BXL-NYC	Training - Agrolait	0	700.00
09/14/2016	[CarTRA] Car Travel Expenses	Training - Agrolait	0	44.80
				830.19



Once done it's the manager's turn

SUBMITTED

APPROVED

POSTED

PAID

Manager: Expense Follow-Up

Evaluation of the relevance of the information

All information on hand to make a decision

My Expenses To Approve Accountant Reports Configuration

Expense Reports To Approve

Trip to NYC

Employee: Tracy Waters
Payment By: Employee (to reimburse)

Date	Expense Description
09/19/2016	Restaurant
09/14/2016	[AT] Air Flight BXL-NYC
09/14/2016	[CarTRA] Car Travel Expenses

Crabapples
NEIGHBORHOOD GRILL & BAR

08 / 14 / 09 3:11 PM

SERVER: ANNIE
TABLE: 89
CHK 7963

CLAM CHOWDER BOWL	8.75
MOZZ STIX	12.99
3 SUPER LUNCH COMBO	40.72
UNSWT ICED TEA	5.75
2 FTN SODA	9.50

Entry Mode: Swiped
Card Number: XXXXXXXXXXXXXXX6810
Card Expire: XX/XX
Card Type: AMEX

Subtotal: \$77.71
Tax: 7.68
Amount due: \$85.39

Tip _____
Total _____

To: Followers of "Trip to NYC"

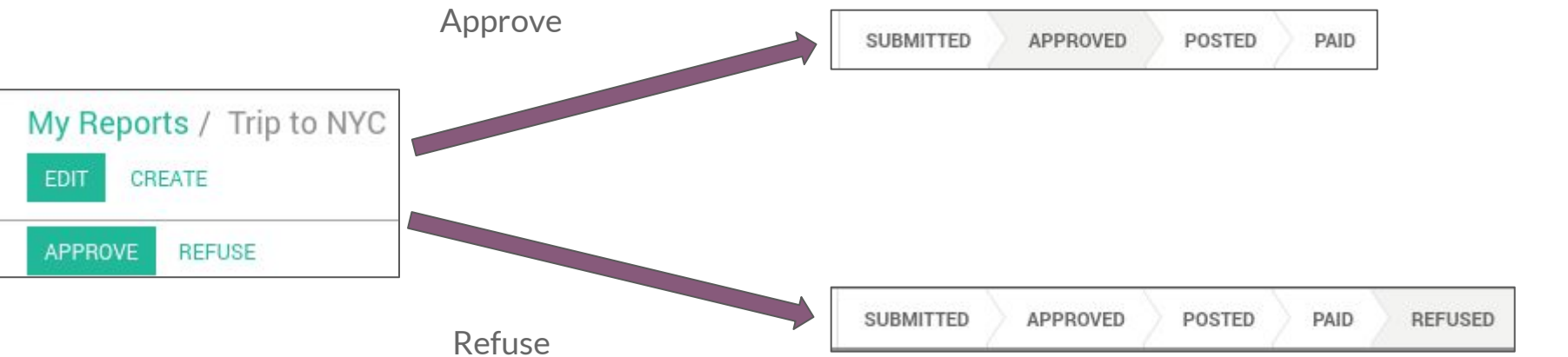
Can you please attach the ticket?

SEND 🗨️ 📎 📧

Ask for more information & discuss with the employee



Manager: Expense Approval



Justify Refusals

Reason to refuse expense.
Additional person not taken into account

REFUSE or Cancel

Accountant: Final Validation

My Reports / Trip to NYC

EDIT CREATE

The accountant takes the final decision & generates the accounting entries

JOURNAL ITEMS

POST JOURNAL ENTRIES REFUSE

Account		Label	Analytic Account	Debit	Credit
111100 Account Payable	Tracy Waters Home Address	Tracy Waters		\$ 0.00	\$ 44.80
220000 Expenses	Tracy Waters Home Address	[CarTRA] Car Travel Expenses	Training - Agrolait	\$ 44.80	\$ 0.00
111100 Account Payable	Tracy Waters Home Address	Tracy Waters		\$ 0.00	\$ 700.00
220000 Expenses	Tracy Waters Home Address	[AT] Air Flight BXL-NYC	Training - Agrolait	\$ 700.00	\$ 0.00

Evaluation of the accuracy of the information

SUBMITTED > APPROVED > POSTED > PAID



In addition of the manager, the accountant can also refuse expenses

Reason to refuse expense.

Additional person not taken into account

REFUSE or Cancel

SUBMITTED > APPROVED > POSTED > PAID > REFUSED

Accountant: Payment

My Reports / Trip to NYC

EDIT CREATE

REGISTER PAYMENT

The accountant can reimburse the employee and make the reconciliation automatically

Register Payment ×

Draft Payment

Partner	Tracy Waters Home Address ▼ 🔗	Payment Date	09/19/2016 ▼
Payment Method	Bank (USD) ▼	Memo	Trip to NYC expense report
Payment Type	<input checked="" type="radio"/> Manual <input type="radio"/> Check		
Payment Amount	\$830.19		

VALIDATE CANCEL



SUBMITTED > APPROVED > POSTED > PAID

Salesman / Project Manager: Re-Billing

The expenses linked to an analytic account are reported on a related sales order

S0009

Customer [Agrolait](#)
69 rue de Namur
1300 Wavre
Belgium

Confirmation Date 09/19/2016 16:26:12
Payment Terms 30 Net Days

ORDER LINES OTHER INFORMATION

Product	Description	Ordered Qty	Delivered	Invoiced	Analytic Tags	Unit Price	Taxes	Subtotal
+ [CarTRA] Car Travel Expenses	[CarTRA] Car Travel Expenses	0.000	140.000	0.000		0.50		0.00
+ [AT] Air Flight	[AT] Air Flight BXL-NYC	0.000	1.000	0.000		700.00		0.00

[Add an item](#)

Setup default terms and conditions in your company settings.

Untaxed Amount : \$0.00
Taxes : \$0.00
Total : **\$0.00**



Select which expenses to charge to the customer

Manager: Expenses Analysis

MEASURES

Filters Group By Favorites

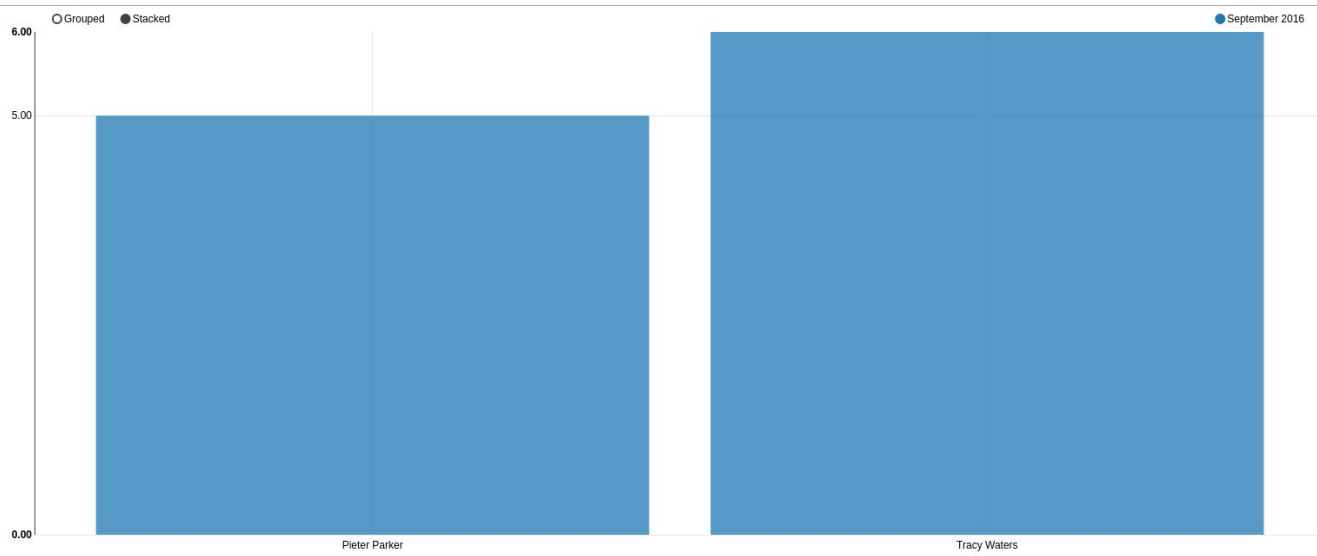
	- Total																	
	+ Nebula - Camptocamp			+ Our Super Product - Agrolait			+ Training - Agrolait			+ Yolol			+ Undefined					
	Total	Unit Price	Quantity	Total	Unit Price	Quantity	Total	Unit Price	Quantity	Total	Unit Price	Quantity	Total	Unit Price	Quantity	Total	Unit Price	Quantity
- Total	2,000.00	400.00	5.00	700.00	700.00	1.00	1,660.38	1,571.42	284.00	400.00	400.00	1.00	700.00	700.00	1.00	5,460.38	3,771.42	292.00
+ Pieter Parker	2,000.00	400.00	5.00	700.00	700.00	1.00				400.00	400.00	1.00	700.00	700.00	1.00	3,800.00	2,200.00	8.00
- Tracy Waters							1,660.38	1,571.42	284.00							1,660.38	1,571.42	284.00
+ [AT] Air Flight BXL-NYC							1,400.00	1,400.00	2.00							1,400.00	1,400.00	2.00
+ [CarTRA] Car Travel Expenses							89.60	0.64	280.00							89.60	0.64	280.00
+ Restaurant							170.78	170.78	2.00							170.78	170.78	2.00

All Expenses

Search...

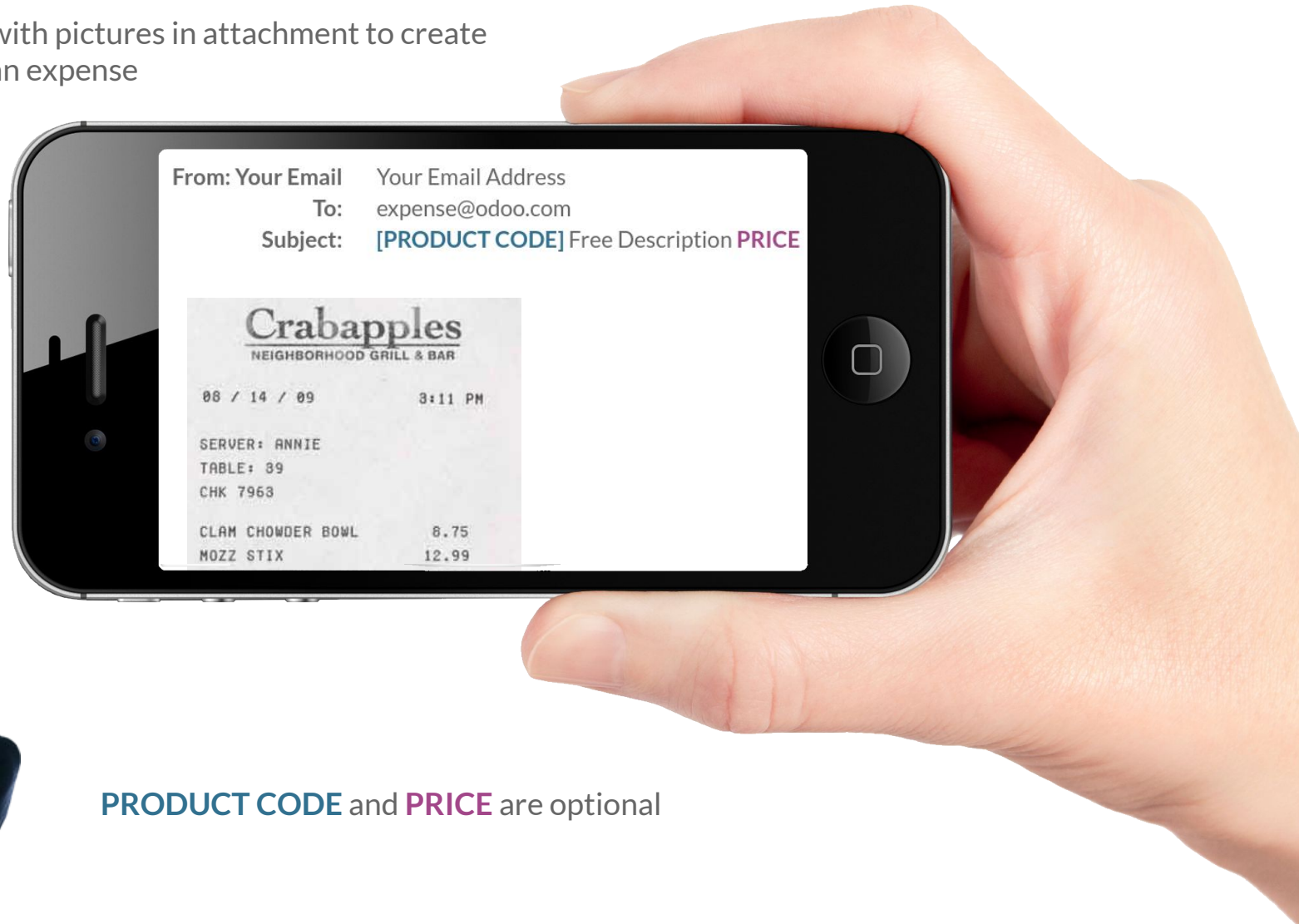
MEASURES

Filters Group By Favorites



Employee: Get Mobile

Send an email with pictures in attachment to create automatically an expense



PRODUCT CODE and **PRICE** are optional





Demonstration



Conclusion

Conclusion

The key benefits for expense management are for:

- **Employees:**
 - Quick and easy encoding of his expenses
- **Managers:**
 - Follow up of his employees' expenses → **relevance** evaluation
 - Expenses analysis
- **Accountant:**
 - Final validation → **accuracy** evaluation
 - Posting of accounting entries
 - Payment recording
- **Salesmen / Project managers:**
 - Customer invoicing



Questions

Thank you.



#odooexperience