4.18 Expense/Receipts

**Understanding the Basics:**

Expense/Receipts indicate the payment of any monies going out from your company. This is one of the 12 Main Players in adilas and has great depth. It can be used to pay off many different things such as PO’s – inventory, paying employees, business fees, utilities, reimbursements (rei’s), etc. One expense/receipt can even be used to hold other expense/receipts as subs and pay them all off together.

Expense/Receipts allow for you to setup and detail out all of your expense categories to 5 levels deep. This means that every expense receipt is mapped out to 5 levels and all of this information tracks to your financials, showing up on the Income Statement or the P&L.

**Getting Started:**

The Payables Homepage is a great place to start for seeing who you owe money to and expenses that have been recorded and need to be paid. This is where all of your PO payments, payments on account (splits), and reimbursements (rei’s) will show up, if they have been recorded as such, and where you start the process to pay them off. Use the active links in their respective columns to begin the expense/receipt process for these items.

For creating other expense/receipts or managing expense/receipt information, go to the Expense/Receipt Homepage. This encompasses all of your expense/receipts, even those that bypass the accounts payables section (accounts payable indicates known monies owed – for things like PO’s or monies recorded and in process or needing to be paid – splits & rei’s). Come to the Expense/Receipt Homepage to create a new expense/receipt. This page also contains links for getting to the add/edit expense types for your classification of account types.

Reach these pages from the Classic Homepage under System Liabilities – Expense/Receipt Homepage & Payables Homepage; My Favorites Homepage under the Expense/Receipts section – Expense/Receipt Home & Payables Homepage; or the Interactive Map Homepage under the expense/receipts or a/p vendor waiting room buttons.

**Suggested Permission & Settings:**

**Permissions:**

**Basic Use:**

 System Search: “Expense/Receipt” – a user also needs the “Basic Expense/Receipt” permission to be able to search/view or add/edit expenses.

 System Liabilities: “Basic Expenses/Receipts” – this allows a user to add/edit, view, search, and print basic expense/receipts. Limited view of any private e/r’s.

 System Liabilities: “Basic Payables” – this may be another possible combination with the “Basic Expense/Receipt” permission, this allows the user to view but not edit data on the Payables Homepage.

**Admin Use:**

 System Liabilities: “Expenses/Receipts Admin” – allows for the ability to verify, alter line items, lock expense/receipts, and view all private expense/receipts and all admin rights to expense/receipts.

 System Maintenance: “Add/Edit Expense Type” – this allows permission to add and edit the expense types or payment categories.

 System Management: “Deposit & Receipt Final Post” – this allows the final admin lock on all deposits and expense/receipts, no one can change data without this permission once it has been posted.

**Related Pages & Help File Links:**

Expense/Receipt Homepage: Create new expense/receipts here, view/search recent expense receipts, search and link to other associated pages.

<https://www.adilas.biz/top_secret/help.cfm?id=86&pwd=expenses>

Payables Homepage: Come here to see monies owed, or in the process of being paid for. View and begin paying off your PO’s, splits, and rei’s from this page.

<https://www.adilas.biz/top_secret/help.cfm?id=239&pwd=payables>

Vendor/Payee Homepage – Search Payees: When starting a new expense/receipt from the Expense/Receipt Homepage you will come here and be asked to search for a vendor/payee. Who is getting paid on this expense/receipt?

<https://www.adilas.biz/top_secret/help.cfm?id=94&pwd=receipt>

Add/Edit Expense/Receipt: This is the page where you finish creating your actual expense/receipt. Who is getting paid and how much – the main information, what the payment is for & how it is categorized – line items, and how it was it paid – payments section.

<https://www.adilas.biz/top_secret/help.cfm?id=87&pwd=expense>

Add/Edit Account Types: This is the page where you create and manage your account types or your payment categories. What categories or account types do you need to track/categorize your financials for expenses.

<https://www.adilas.biz/top_secret/help.cfm?id=91&pwd=accounts>

**Additional Content:**

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