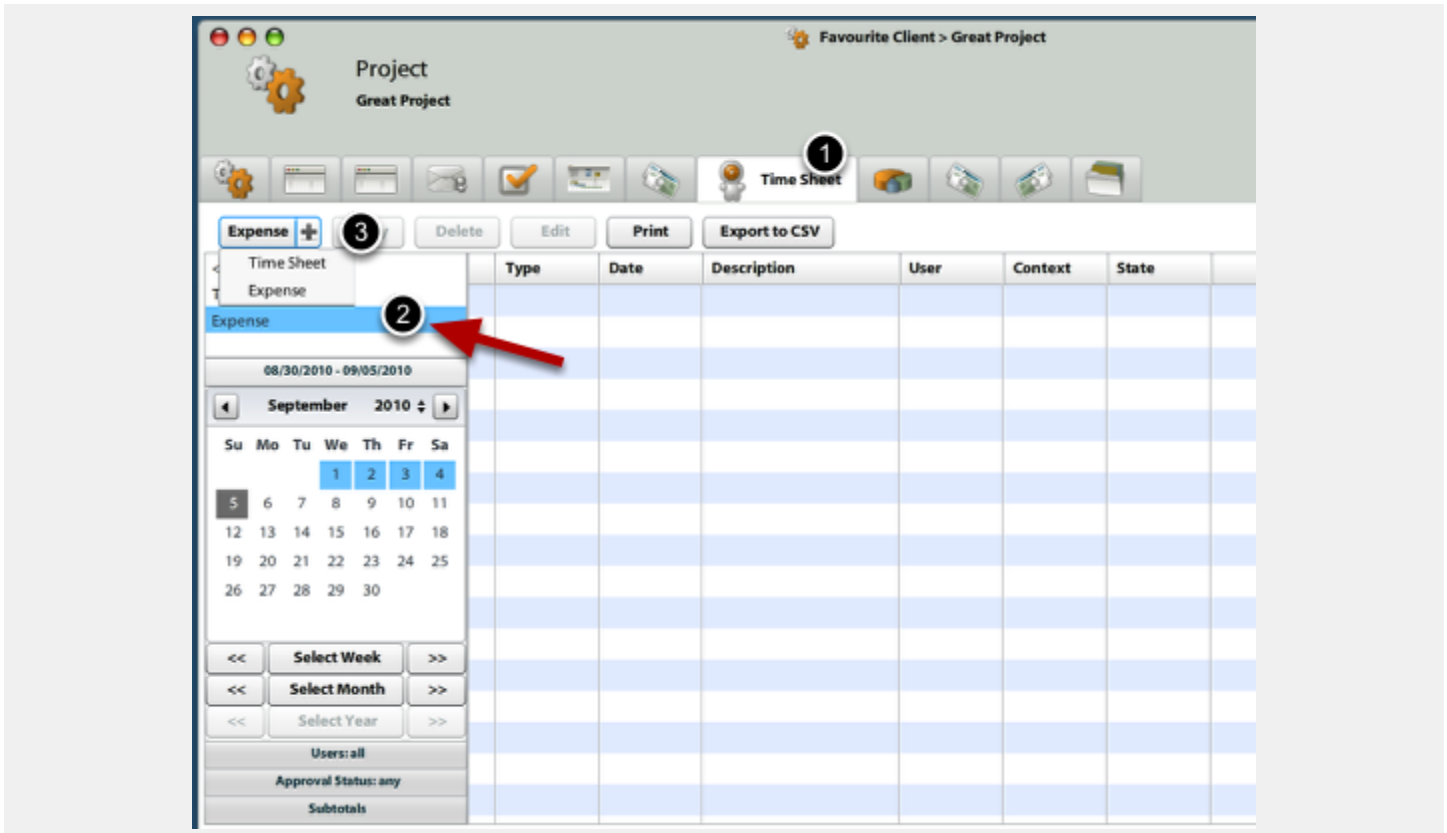


This tutorial shows the way how to enter regular project expenses.

Project expenses may be entered using Time Sheet / Expense Sheet application or using Received Invoices.

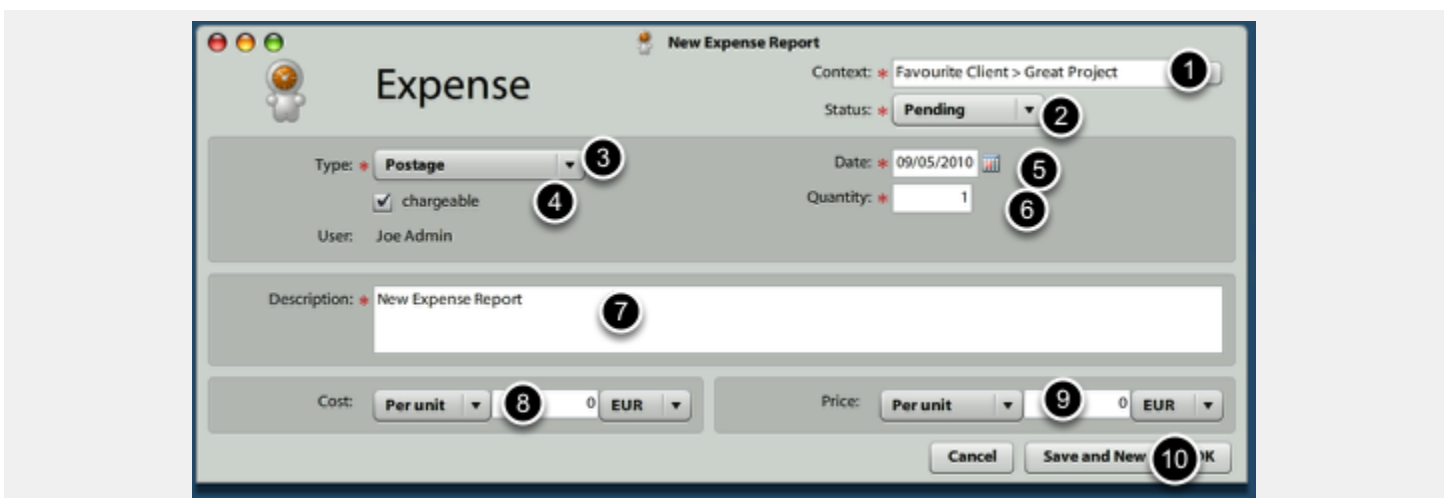
Add new project Expense



Open the project, where you would like to enter new expenses.

- 1.) On Time Sheet tab, you may enter new expenses.
- 2.) You can filter for only expense records (this will hide Time Sheet records) by clicking on Expense filter top left.
- 3.) Press on (+) on the button to select New expense record creation

Enter Expense details



- 1.) Current project has been entered automatically, but you can change it
- 2.) Status may be changed later, once you have all expenses entered
- 3.) Select Type of Expense
- 4.) Set whether the Expense should be entered into Billing
- 5.) Set when the Expense incurred
- 6.) Set the quantity
- 7.) Write some notes, for instance who (from client side) ordered this expense
- 8.) What was the item / total cost of Expense?
- 9.) What are we going to charge to clients?
- 10.) Submit

Send expenses for billing approval

Type	Date	Description	User	Context	State	Total	Chargeable
Postage	09/05/2010	New Expense Report	Joe Admin	Favourite Cli	Pending	200.00 EUR	<input checked="" type="checkbox"/>

After you entered all expenses, you should send the for billing approval. It is necessary to confirm expenses entered into the system to avoid errors and inform your colleagues that you would like these expenses be billed.

- 1.) Select **My Time Sheet**
- 2.) Select **period**, for which you are confirming your expense records
- 3.) Send **All (selected) for approval**

Approve expenses for billing

Type	Date	Description	User	Context	State	Total	Chargeable
Postage	09/05/2010	New Expense Report	Joe Admin	Favourite Cli	For Approval	200.00 EUR	<input checked="" type="checkbox"/>

Person responsible for approving Time Sheet and/or **Expenses** should **approve** expenses before they are entered to billing.

- 1.) Open Time Sheet / Expense Sheet and click on **For approval** button
- 2.) Revise the expenses
- 3.) **Approve all (selected)** expenses

Send approved expenses to billing

The screenshot displays the Atollon Octopus Billing Manager interface. On the left, there is a navigation pane with tabs for 'Time sheet' and 'Expense'. Below the tabs is a calendar for September 2010, with a circled '2' on the 2nd. The main area shows a table with the following columns: Type, Date, Description, User, Context, State, Total, and Chargeable. A single row is visible with the following data: Postage, 09/05/2010, New Expense Report, Joe Admin, Favourite Cli, Approved, 200.00 EUR, and a checked checkbox. On the right side, there is a vertical toolbar with buttons: 'My Time Sheet', 'View', 'For approval', 'To be invoiced', and 'Charged'. The 'To be invoiced' button is circled with a '1'. At the bottom of the table, there are buttons for 'Evaluate All', 'Re-evaluate All', 'Total records: 1', 'Total time: 0:00', 'Reject All', and 'Invoice All'. The 'Invoice All' button is circled with a '3'. A circled '2' is also present on the calendar.

Approved expenses may be billed using **Atollon Octopus Billing Manager** tool. In order to send approved expenses to billing, do the following:

- 1.) On Time Sheet / Expense Sheet tab / application select **To be invoiced** button
- 2.) **Set time period**, which you want to be billed
- 3.) Click on **Invoice All (selected)** button

This procedure will create new Billing Item in Billing tool.