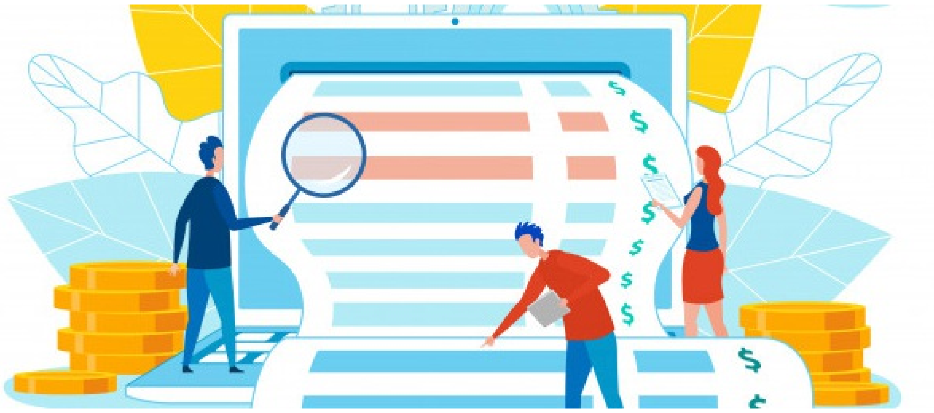
Link to article: https://discover.claromentis.com/knowledgebase/articles/541/expenses-an-overview



Expenses: An Overview

Introduction

The Expenses application supports the submission, management and approval of employee or client project expenses.

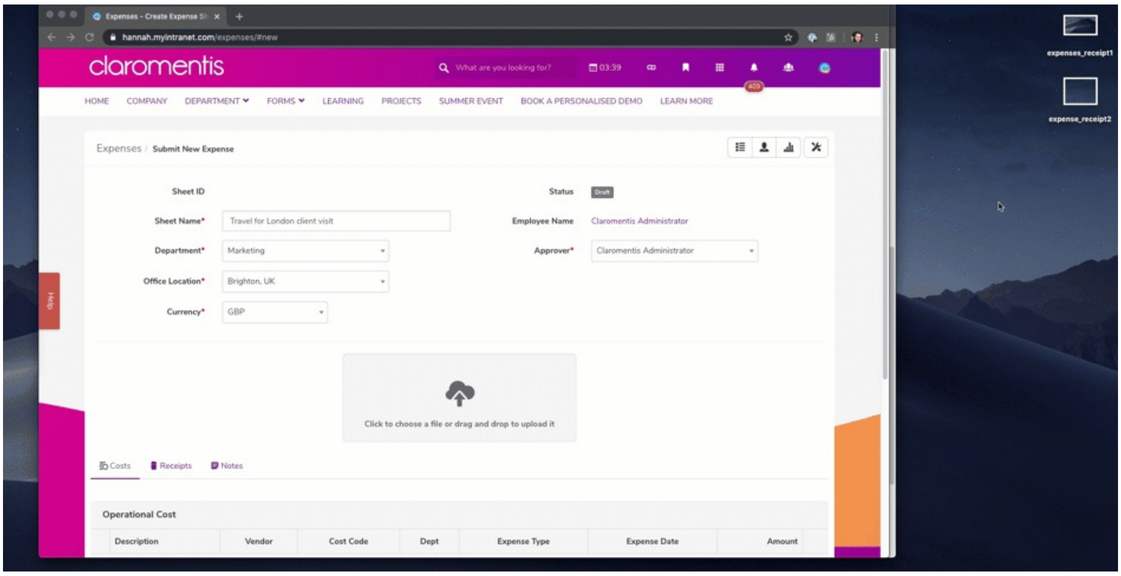
Along with the number of receipts uploaded, the date in which the expense was last modified and the total amount are retrievable. Previous expense sheets can also be duplicated to reduce time wastage in submitting regular expense claims.

Configurable settings on the administrative side allows customisation of the application to best suit your business needs, utilising a built in workflow, reporting and notification capabilities.

More information is available on how to submit an expense and the approval process, as well as how to configure the administrative side of the application.

Drag & Drop Receipt Upload

When intranet users are submitting expense claims for approval, they can add multiple receipts. These can be uploaded directly from the desktop using the built in drag & drop functionality. Employees can also add comments in the Notes section to provide further information to those responsible for the approval process.


Expenses - Create Expense Sh
hannah.myintranet.com/expenses/#new
claromentis
What are you looking for?
03:39
HOME
COMPANY
DEPARTMENT
FORMS
LEARNING
PROJECTS
SUMMER EVENT
BOOK A PERSONALISED DEMO
LEARN MORE
Help
expenses_receipt1
expense_receipt2
Click to choose a file or drag and drop to upload it
Costs
Receipts
Notes

Expenses / Submit New Expense

Sheet ID

Status: Draft

Sheet Name*: Travel for London client visit

Employee Name: Claromentis Administrator

Department*: Marketing

Approver*: Claromentis Administrator

Office Location*: Brighton, UK

Currency*: GBP

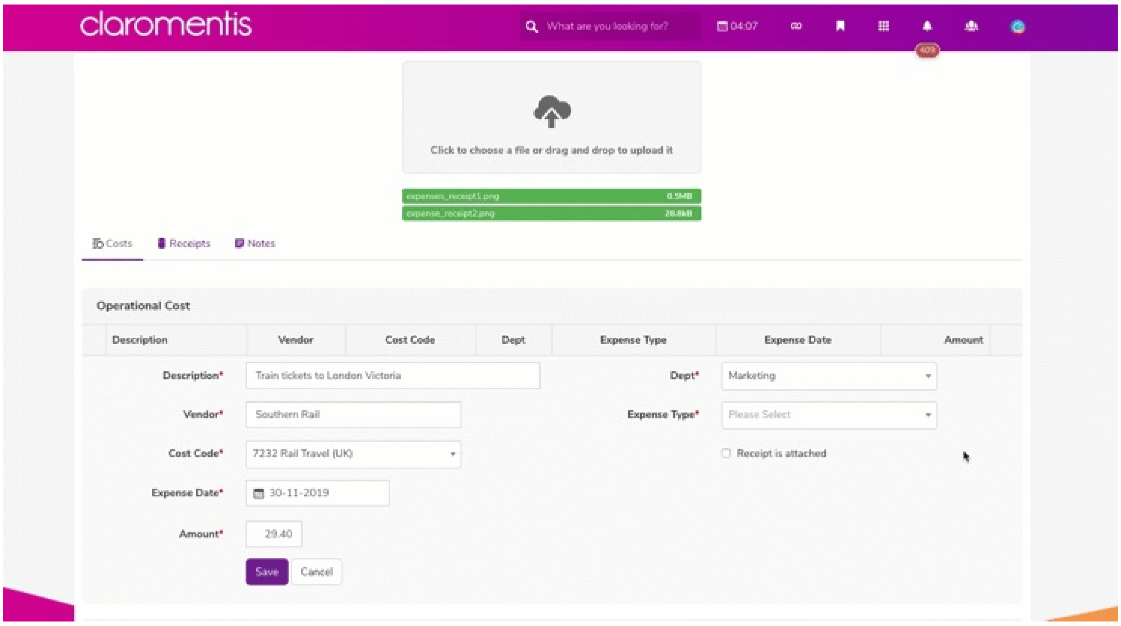
Operational Cost

Description	Vendor	Cost Code	Dept	Expense Type	Expense Date	Amount

Create Expense Types & Cost Codes

Expense administrators can configure various types of expenses that are applicable to your organisation. These may cover elements such as: accomodation, food, stationary, IT equipment and travel by: rail, bus, plane. There is scope to add as many expense types as required to encompass your business purposes.

Cost codes can also be configured to relate to these expense types. This allows efficient management and approval of each expense by those in charge of accounting. Cost codes and expense types can be used as a filter to generate specific reports on these aspects for your records or analysis.


claromentis
What are you looking for?
04:07
Click to choose a file or drag and drop to upload it
Costs
Receipts
Notes
Save
Cancel

expenses_receipt1.png 0.5MB
expense_receipt2.png 28.8kB

Operational Cost

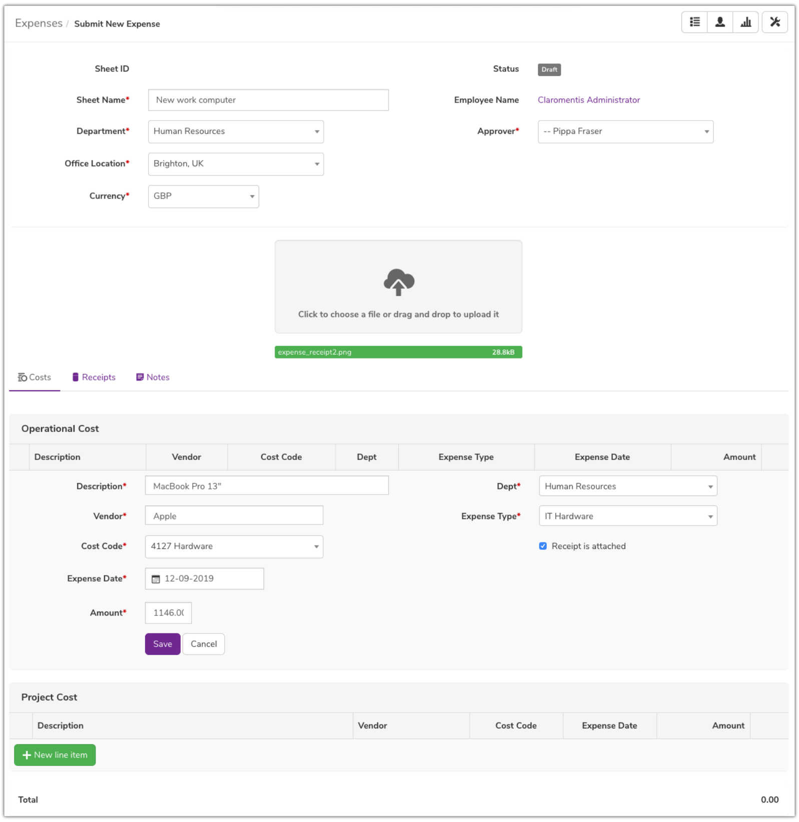
Description	Vendor	Cost Code	Dept	Expense Type	Expense Date	Amount

Description*: Train tickets to London Victoria
Vendor*: Southern Rail
Cost Code*: 7232 Rail Travel (UK)
Expense Date*: 30-11-2019
Amount*: 29.40
Dept*: Marketing
Expense Type*: Please Select
☐ Receipt is attached

Expense types and cost codes that are no longer valid can be hidden and not selectable when submitting an expense. Historical data for these disabled types is still maintained though for use in reports.

Operational Expenses & Client Projects

Intranet users can submit operational expenses that are associated with their job role, giving this an appropriate 'sheet name'. The area at the top of the page is where details about who they are, which location they work in and what department they work for is entered. In this example IT equipment was purchased. The information related to this purchase has been entered into the 'operational cost' area and a supporting receipt attached. Once submitted this expense sheet will appear in the users 'My Expenses' area.


Expenses / Submit New Expense
Click to choose a file or drag and drop to upload it
Costs
Receipts
Notes
Save
Cancel
New line item

Sheet ID:
Status: Draft
Sheet Name*: New work computer
Employee Name: Claromentis Administrator
Department*: Human Resources
Approver*: -- Pippa Fraser
Office Location*: Brighton, UK
Currency*: GBP

expense_receipt2.png 28.8kB

Operational Cost

Description	Vendor	Cost Code	Dept	Expense Type	Expense Date	Amount

Description*: MacBook Pro 13"
Vendor*: Apple
Cost Code*: 4127 Hardware
Expense Date*: 12-09-2019
Amount*: 1146.0(
Dept*: Human Resources
Expense Type*: IT Hardware
☑ Receipt is attached

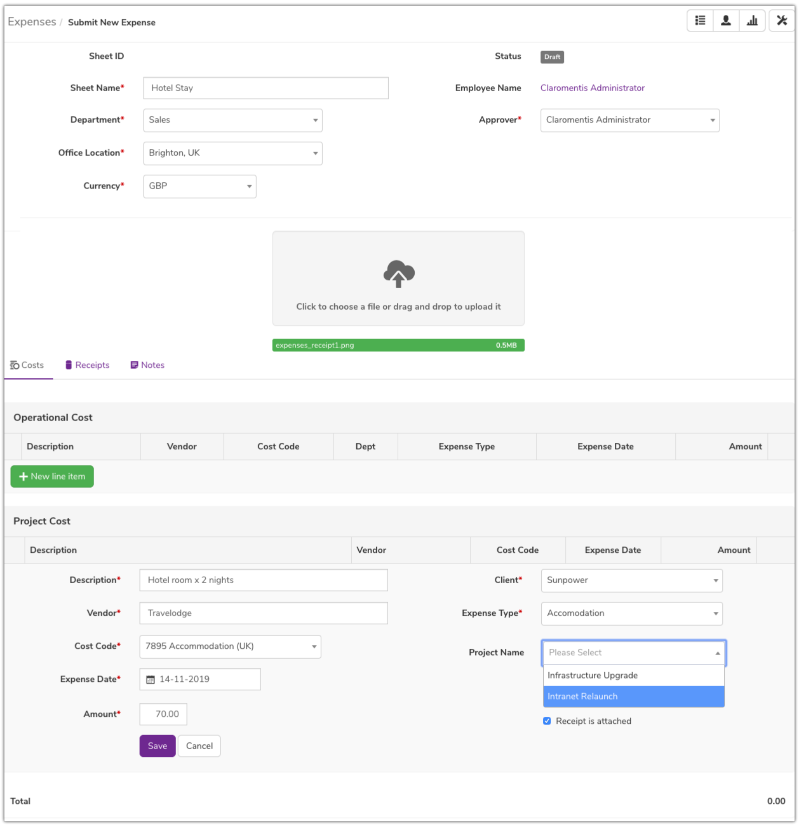
Project Cost

Description	Vendor	Cost Code	Expense Date	Amount

Total 0.00

Simultaneously, expense administrators can add various projects to the Expense application to assist with the recording and billing of costs associated with clients. Each project relates to a client organisation that is unique to your business, so is entered into the application as a custom configuration; each client organisation can have multiple projects.

When it comes to submitting an expense for a project, the 'project cost' section of the expense sheet can be filled out. The client chosen in the expense sheet instructs the application to list the projects created for that client as options to choose from and attribute the expense to.


Expenses / Submit New Expense
Click to choose a file or drag and drop to upload it
expenses_receipt1.png 0.5MB
Costs
Receipts
Notes
New line item
Save
Cancel

Sheet ID
Status Draft
Sheet Name* Hotel Stay
Employee Name Claromentis Administrator
Department* Sales
Approver* Claromentis Administrator
Office Location* Brighton, UK
Currency* GBP

Operational Cost

Description	Vendor	Cost Code	Dept	Expense Type	Expense Date	Amount

Project Cost

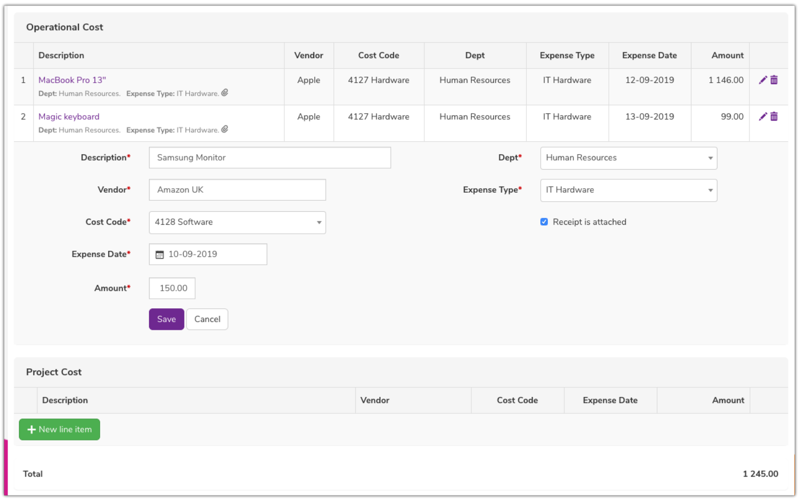
Description	Vendor	Cost Code	Expense Date	Amount

Description* Hotel room x 2 nights
Vendor* Travelodge
Cost Code* 7895 Accommodation (UK)
Expense Date* 14-11-2019
Amount* 70.00
Client* Sunpower
Expense Type* Accomodation
Project Name Please Select
Infrastructure Upgrade
Intranet Relaunch
☑ Receipt is attached

Total 0.00

Once an expense has been added to the sheet using the 'save' button (regardless of whether for a project or operations) more entries can be added underneath and the total given at the bottom of the screen will reflect any additions.

This means one expense sheet could hold multiple expenses of different types and cost codes to encompass a whole external work trip an employee has undertaken or a whole/majority of a client project.



Operational Cost

	Description	Vendor	Cost Code	Dept	Expense Type	Expense Date	Amount
1	MacBook Pro 13" Dept: Human Resources. Expense Type: IT Hardware.	Apple	4127 Hardware	Human Resources	IT Hardware	12-09-2019	1 146.00
2	Magic keyboard Dept: Human Resources. Expense Type: IT Hardware.	Apple	4127 Hardware	Human Resources	IT Hardware	13-09-2019	99.00

Description* Samsung Monitor
Vendor* Amazon UK
Cost Code* 4128 Software
Expense Date* 10-09-2019
Amount* 150.00
Dept* Human Resources
Expense Type* IT Hardware
☑ Receipt is attached

Project Cost

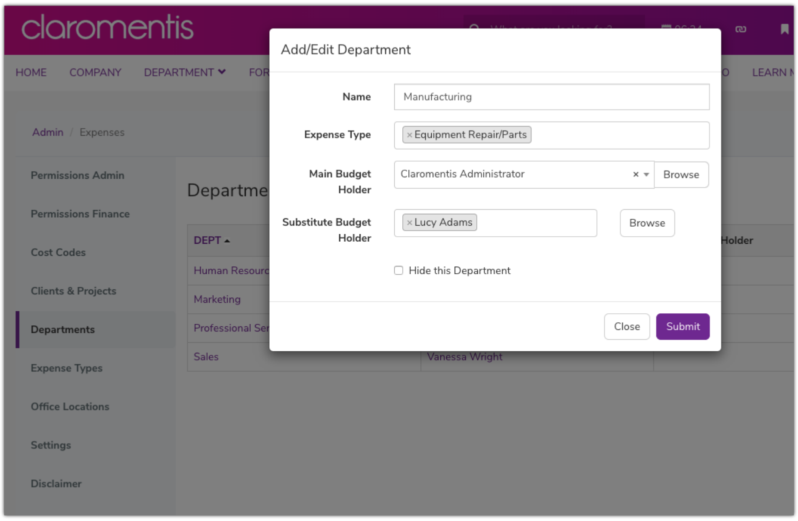
Description	Vendor	Cost Code	Expense Date	Amount

Total 1 245.00

Departmental Expenses and Budget Holders

Departments and project teams can be added to the Expense application to reflect the exact structure of your organisation. When adding a department or project team you can assign both a main and substitute budget holder to ensure that they receive relevant notifications when an expense is submitted within projects they are managing.

Expense types can be associated with departments and teams. For instance the expense type 'Website Maintenance' may only be applicable to the marketing department. In this example the expense for equipment repair/parts is being attributed to the manufacturing department. Multiple types can be added into the 'expense type' field per department to build up an associated list.



Add/Edit Department

Name: Manufacturing

Expense Type: × Equipment Repair/Parts

Main Budget Holder: Claromentis Administrator

Substitute Budget Holder: × Lucy Adams

☐ Hide this Department

claromentis
HOME
COMPANY
DEPARTMENT
FOR
O
LEARN
Admin / Expenses
Permissions Admin
Permissions Finance
Cost Codes
Clients & Projects
Departments
Expense Types
Office Locations
Settings
Disclaimer
Departme
DEPT
Holder
Human Resourc
Marketing
Professional Ser
Sales
Vanessa Wright
Browse
Browse
Close
Submit

Overarching Workflow

There are 6 stages of the workflow within the Expenses application. Those with administrative permissions are able to move expense sheets through statuses.

- **Draft**: Employees can select ‘draft’ mode before submitting the expense sheet

- **Submitted:** Expense sheet has been submitted to the chosen approver, who receives a notification

- **Rejected**: Expense sheet has been reviewed by the chosen approver and has been rejected

- **Returned**: Expense sheet has been reviewed by the chosen approver and has been returned back to the user to provide further information

- **Approved**: Expense sheet has been reviewed and approved by the chosen approver. Notification sent to finance administrator

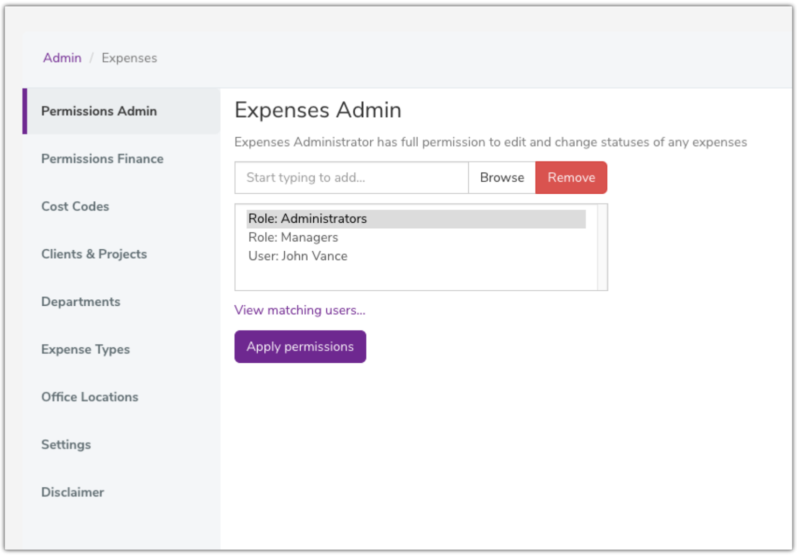
- **Processed**: Expense sheet has been processed by the finance department/expense reimbursed

The submitter of an expense is only able to save their expense as a draft or as submitted. They will never see the status area at the bottom of the sheet, only the total will be given from their perspective.

Assign administrator permissions - Expenses Admin or Finance Team

Any group/role/user defined in the permissions admin tab is an 'Expenses admin'.

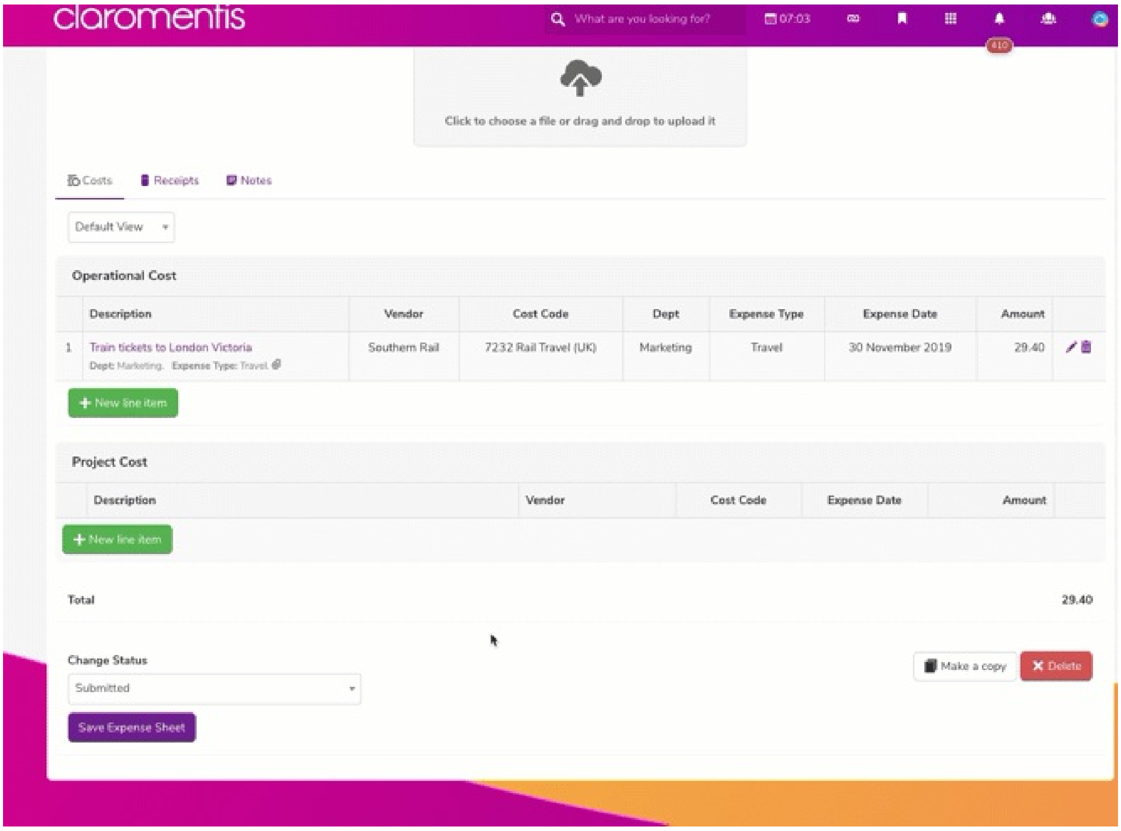
They can access the admin side of the application as well as edit or change the status of any expense sheet. They have all encompassing admin rights so can push a sheet to approved and processed if required.


Admin / Expenses
Permissions Admin
Permissions Finance
Cost Codes
Clients & Projects
Departments
Expense Types
Office Locations
Settings
Disclaimer
Start typing to add...
Browse
Remove
View matching users...
Apply permissions

Expenses Admin

Expenses Administrator has full permission to edit and change statuses of any expenses

Role: Administrators
Role: Managers
User: John Vance


claromentis
What are you looking for?
07:03
Click to choose a file or drag and drop to upload it
Costs
Receipts
Notes
Default View
New line item
New line item
Make a copy
Delete
Save Expense Sheet

Operational Cost

	Description	Vendor	Cost Code	Dept	Expense Type	Expense Date	Amount
1	Train tickets to London Victoria Dept: Marketing. Expense Type: Travel.	Southern Rail	7232 Rail Travel (UK)	Marketing	Travel	30 November 2019	29.40

Project Cost

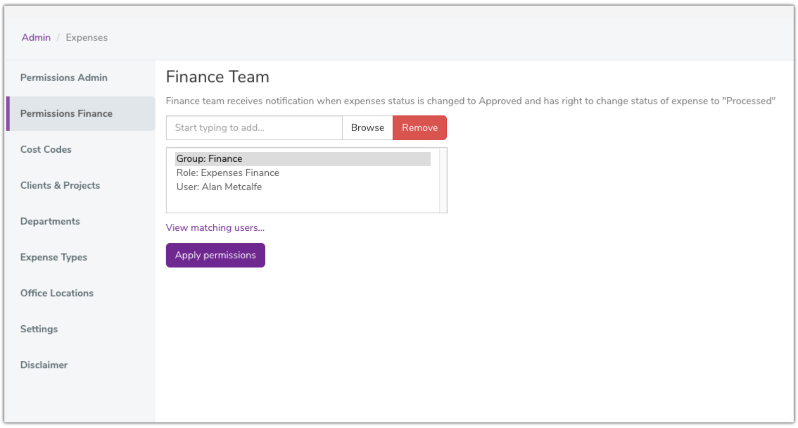
	Description	Vendor	Cost Code	Expense Date	Amount

Total 29.40

Change Status: Submitted

Any group/role/user defined in the permissions finance tab is now in the 'Finance Team'.

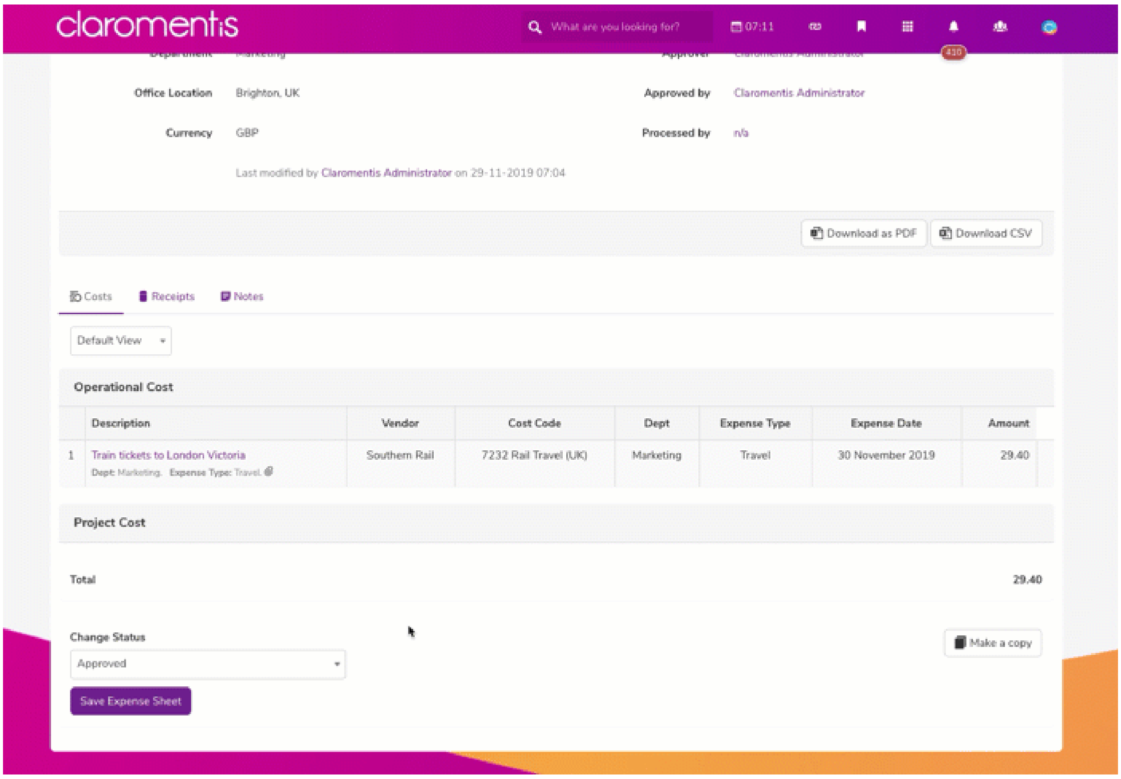
They can move the status of the expense from approved to processed or returned only. Finance admin users will recieve a notification when an expense has been set to 'approved' so that they can interact with these sheets accordingly and only in this capacity. This is useful to set up if you have an accounting group/role in your Intranet and wish for these users to only need to interact with the end of the expense workflow and approve/reject the submitted financials.


Admin / Expenses
Permissions Admin
Permissions Finance
Cost Codes
Clients & Projects
Departments
Expense Types
Office Locations
Settings
Disclaimer
Start typing to add...
Browse
Remove
View matching users...
Apply permissions

Finance Team

Finance team receives notification when expenses status is changed to Approved and has right to change status of expense to "Processed"

Group: Finance
Role: Expenses Finance
User: Alan Metcalfe


claromentis
What are you looking for?
07:11
410
Download as PDF
Download CSV
Costs
Receipts
Notes
Default View
Make a copy
Save Expense Sheet

Office Location	Brighton, UK	Approved by	Claromentis Administrator
Currency	GBP	Processed by	n/a

Last modified by Claromentis Administrator on 29-11-2019 07:04

Operational Cost

	Description	Vendor	Cost Code	Dept	Expense Type	Expense Date	Amount
1	Train tickets to London Victoria Dept: Marketing, Expense Type: Travel	Southern Rail	7232 Rail Travel (UK)	Marketing	Travel	30 November 2019	29.40

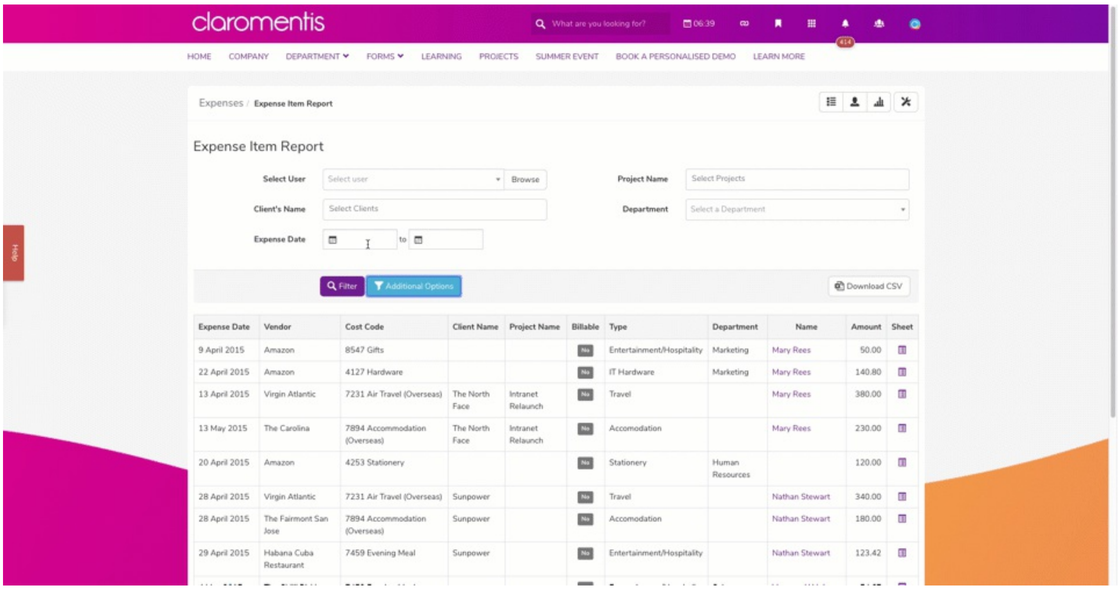
Project Cost

Total 29.40

Change Status: Approved

Expenses Reporting

As a budget holder or departmental manager it is important to view a detailed summary of corporate expenses.The reporting side of the Expenses application is permissions based area that allows authorised employees to filter expenses according to date, user, department, office location, vendor, project, expense type, status, currency and cost code. This information can then be downloaded as a CSV file for futher analysis, to be stored or as a reference.



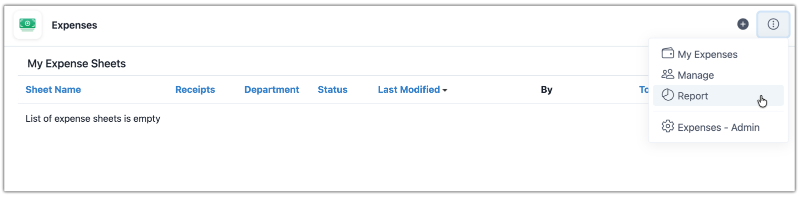
Expenses / **Expense Item Report**

Expense Item Report

Select User Select user Browse
Project Name Select Projects
Client's Name Select Clients
Department Select a Department
Expense Date to

Expense Date	Vendor	Cost Code	Client Name	Project Name	Billable	Type	Department	Name	Amount	Sheet
9 April 2015	Amazon	8547 Gifts			No	Entertainment/Hospitality	Marketing	Mary Rees	50.00	
22 April 2015	Amazon	4127 Hardware			No	IT Hardware	Marketing	Mary Rees	140.80	
13 April 2015	Virgin Atlantic	7231 Air Travel (Overseas)	The North Face	Intranet Relaunch	No	Travel		Mary Rees	380.00	
13 May 2015	The Carolina	7894 Accommodation (Overseas)	The North Face	Intranet Relaunch	No	Accomodation		Mary Rees	230.00	
20 April 2015	Amazon	4253 Stationery			No	Stationery	Human Resources		120.00	
28 April 2015	Virgin Atlantic	7231 Air Travel (Overseas)	Sunpower		No	Travel		Nathan Stewart	340.00	
28 April 2015	The Fairmont San Jose	7894 Accommodation (Overseas)	Sunpower		No	Accomodation		Nathan Stewart	180.00	
29 April 2015	Habana Cuba Restaurant	7459 Evening Meal	Sunpower		No	Entertainment/Hospitality		Nathan Stewart	123.42	

Users with 'Expenses admin' and or 'Finance Team' permissions as given on the admin side of the application, will see the 'report' tab on the front end and be able to run this.



Expenses

My Expense Sheets

Sheet Name	Receipts	Department	Status	Last Modified	By

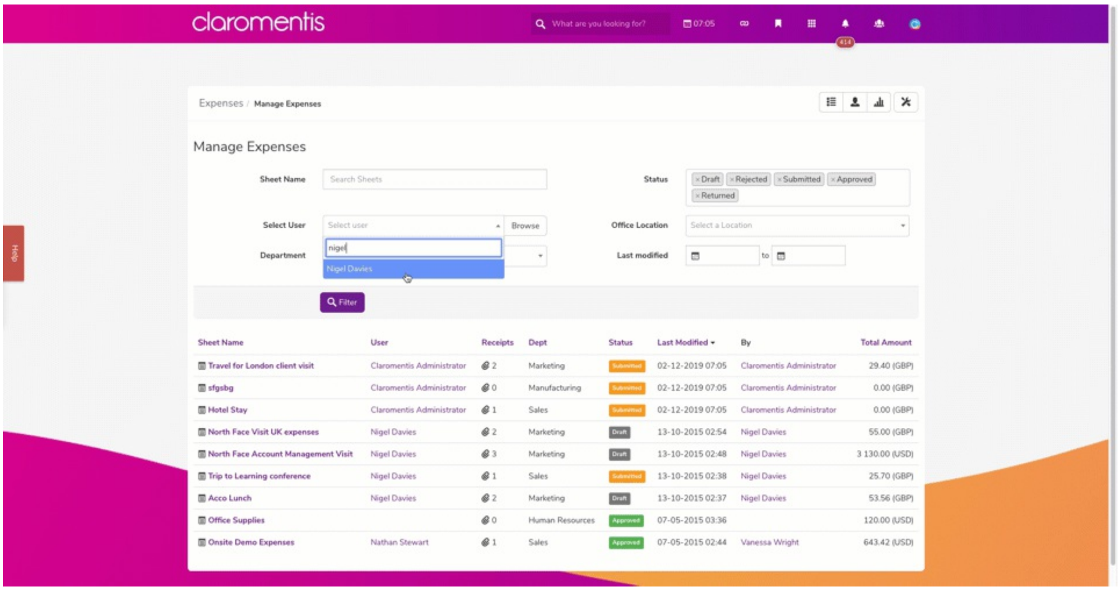
List of expense sheets is empty

Manage Expenses

Akin to reports, this is the in-application management area for Expenses. This will allow for filtering of expenses in more restricted ways than reports as this information is primarily required to keep on top of all current expenses and the statuses they are in. This area is for administrators to access and handle submissions by moving expenses between statuses. It can be used for quick reference to check all expenses are being interacted with.

The management area does not allow information to be downloaded unless they are individual expense sheets, which can be in PDF or CSV format. This is because the reports area serves this purpose and the management area is for expense control.

In the example below the administrator has searched by certain statuses and by user, then by status only; entering a ticket that has been submitted and approving it.



Expenses / **Manage Expenses**

Manage Expenses

Sheet Name Search Sheets
Status × Draft × Rejected × Submitted × Approved × Returned
Select User Select user Browse
nigel
Nigel Davies
Office Location Select a Location
Department
Last modified to

Sheet Name	User	Receipts	Dept	Status	Last Modified	By	Total Amount
Travel for London client visit	Claromentis Administrator	2	Marketing	Submitted	02-12-2019 07:05	Claromentis Administrator	29.40 (GBP)
sfgsbg	Claromentis Administrator	0	Manufacturing	Submitted	02-12-2019 07:05	Claromentis Administrator	0.00 (GBP)
Hotel Stay	Claromentis Administrator	1	Sales	Submitted	02-12-2019 07:05	Claromentis Administrator	0.00 (GBP)
North Face Visit UK expenses	Nigel Davies	2	Marketing	Draft	13-10-2015 02:54	Nigel Davies	55.00 (GBP)
North Face Account Management Visit	Nigel Davies	3	Marketing	Draft	13-10-2015 02:48	Nigel Davies	3 130.00 (USD)
Trip to Learning conference	Nigel Davies	1	Sales	Submitted	13-10-2015 02:38	Nigel Davies	25.70 (GBP)
Acco Lunch	Nigel Davies	2	Marketing	Draft	13-10-2015 02:37	Nigel Davies	53.56 (GBP)
Office Supplies		0	Human Resources	Approved	07-05-2015 03:36		120.00 (USD)
Onsite Demo Expenses	Nathan Stewart	1	Sales	Approved	07-05-2015 02:44	Vanessa Wright	643.42 (USD)

Created on 28 November 2019 by Hannah Door. Last modified on 17 October 2025

Tags: application, expenses, intranet, user guide