



Expenses Admin

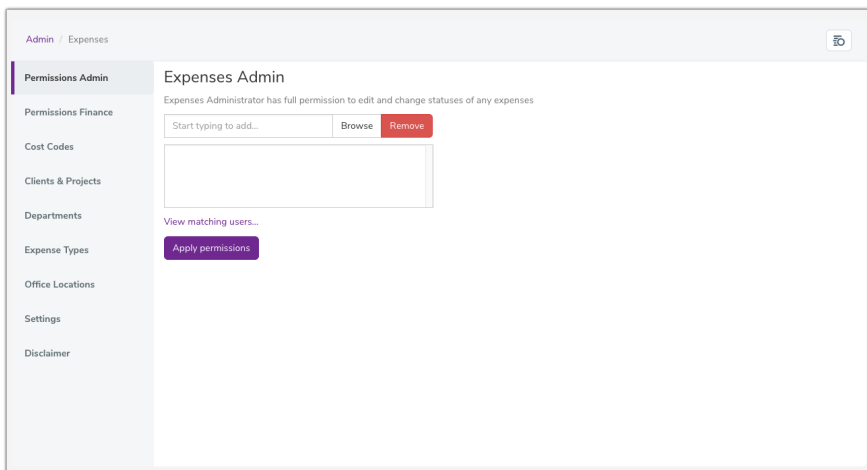
Introduction

This guide will outline all the configurable options on the administrative side of the Expense application.

In order for Expenses to be submitted these aspects need to be set up first, otherwise there aren't any front end options for users to choose when filling out the sheet!

It is recommended to complete each section seen on the admin side with as much company specific expenses data as required to make submitting an Expense as seamless as possible.

To follow along with this guide head to Applications > Admin > Expenses as shown below:



Permissions Admin

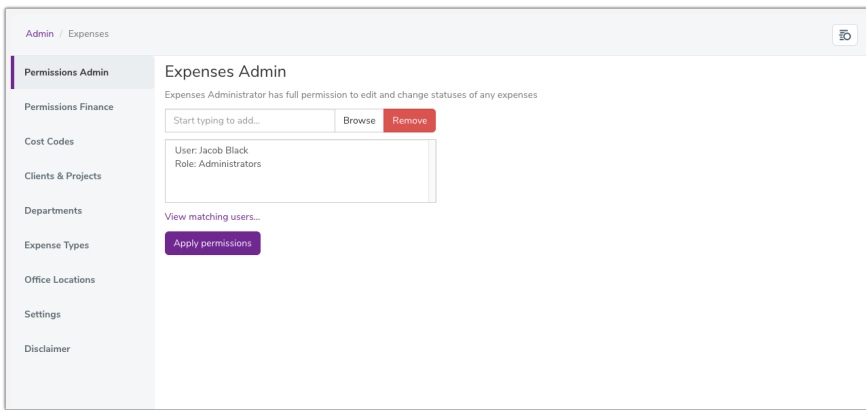
The first tab option on the left of the screen will be 'Permissions Admin'.

Users/roles/groups entered here will have total control over all expenses submitted, regardless of status. Think carefully about which users will have the permissions defined here.

Users in this role can:

- See all Expenses, even those in draft, via the 'Manage Expenses' area on the front end (only appears to administrators)
- Move any Expense through all available statuses, including approved, processed and rejected
- Edit an Expense sheet
- Delete Expenses
- See the 'reports' tab on the front end of the application and be able to generate a report about expenses and download this to a CSV

Enter roles/groups/users into the permissions box and click 'apply permissions' to save the configuration.



Permissions Finance

The Finance Team is defined in the 'Permissions Finance' tab.

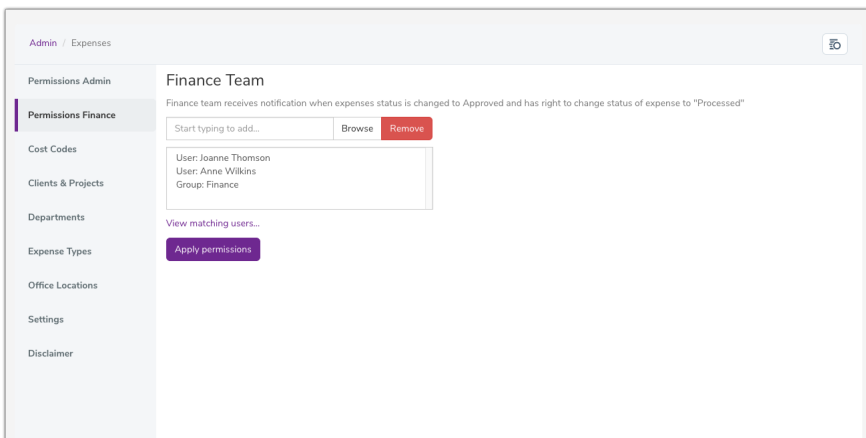
Users defined here receive a notification when the status of an expense sheet is changed to 'Approved'.

Furthermore, they have permission to progress the expense sheet to 'Processed'.

They can also see the 'reports' tab on the front end of the application and be able to generate a report about expenses and download this to a CSV.

Users who require this permission could be those affiliated with your finance department or those with the responsibility to authorise Expenses.

Enter roles/groups/users into the permissions box and click 'apply permissions' to save the configuration.



Cost Codes

Cost Codes are managed in the 'Cost Codes' tab. Examples of which can be seen below:

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[+ Add a Cost Code](#)

Code Name	Cost Code	
Accommodation (Overseas)	7894	
Accommodation (UK)	7895	
Air Travel (Overseas)	7231	
Air Travel (UK)	7232	
Awards Prizes	8512	
Car Hire	7198	
Conferences and Meetings	6597	
Evening Meal	7459	
Gifts	8547	
Hardware	4127	
Laundry	7135	
Lunch	7458	
Parking Charges	7199	
Photography/Films/Videos	2513	
Postage/Shipping	2984	
Printing/Binding/Finishing	2898	
Rail Travel (Overseas)	7233	
Rail Travel (UK)	7232	

To add a Cost Code, select the 'Add a Cost Code' option and complete the required details:

Add/Edit Cost Code ×

Code Name*

Cost Code*

Hide this Cost Code

- Code Name: Input the name of the cost code
- Cost Code: Enter the desired code
- Hide this Cost Code: Tick this option if you wish to hide the cost code, for example if it is no longer valid
- Click 'Submit' to save. Alternatively, click 'Close' to discard

Once saved the cost code will now be listed under the cost code tab and available for users to select on the front end.

Operational Cost

Description	Vendor	Cost Code	Dept	Expense Type	Expense Date	Amount
Description* <input type="text"/>	Vendor* <input type="text" value="Vendor"/>	Cost Code* <input type="text" value="Select Cost Code"/>	Dept* <input type="text" value="Please Select"/>	Expense Type* <input type="text" value="Please Select"/>	<input type="checkbox"/> Receipt is attached	
Expense Date* <input type="text"/>						
Amount*						

0263 Taxi

2045 Unclassified Consumables

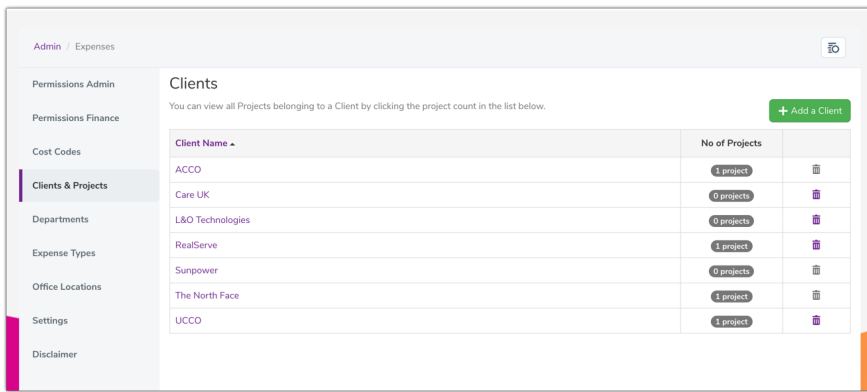
2513 Photography/Films/Videos

2898 Printing/Binding/Finishing

2984 Postage/Shipping

Clients & Projects

Clients and associated projects are managed in the 'Clients & Projects' tab.



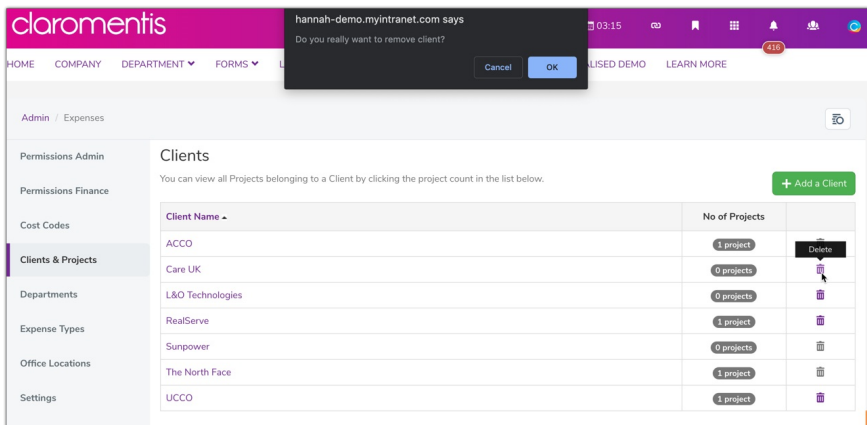
To create a new client, click the 'Add a client' button then input the client name and click Submit.

It is possible to hide clients. This may be useful if the client is no longer valid. Tick the 'Hide this Client' checkbox if required.

To edit an existing client, click a client name and modify the details as required.

To delete an existing client, click the 'Delete' icon in the far right column and click OK to confirm.

It is not possible to delete clients, which are in use (have been selected within an expense sheet in the front end)



Projects can be created after the creation of the client.

To create a new project, click the number under the 'No of Projects' column.

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Clients

You can view all Projects belonging to a Client by clicking the project count in the list below.

[+ Add a Client](#)

Client Name	No of Projects	
ACCO	1 project	
Care UK	0 projects	
L&O Technologies	0 projects	
RealServe	1 project	
Sunpower	0 projects	
The North Face	1 project	
UCCO	1 project	

On the next screen click the 'Add a project' button...

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Projects of Client Care UK

[+ Add a Project](#)

Project Name	Project Manager	Sub. Project Manager	
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...then complete the details as required:

Add/Edit Project ×

Project Name

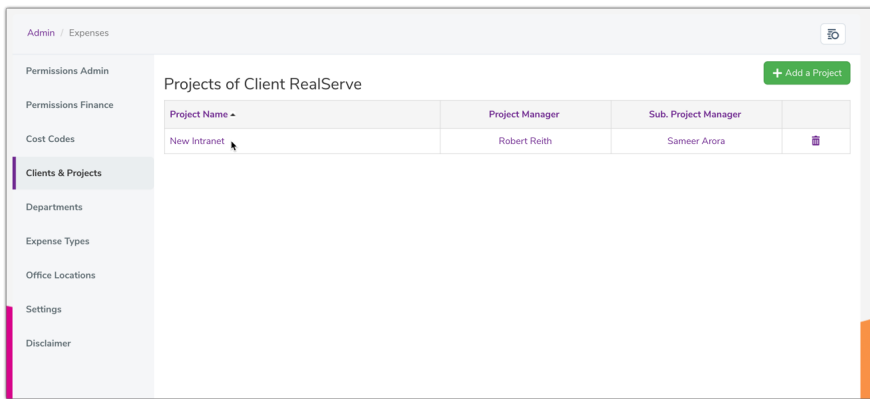
Project Manager

Sub. Project Manager

Hide this Project

- Project Name: Input the name of the project
- Project Manager: Select the project manager from the user picker field
- Substitute Project Manager: Select the substitute project manager from the user picker field
- Hide this Project: This checkbox is applicable if you wish to hide an existing project
- Click 'Submit' to save. Alternatively, click 'Close' to discard

To edit an existing project, click the project name and modify the details as required.



Add/Edit Project ✕

Project Name

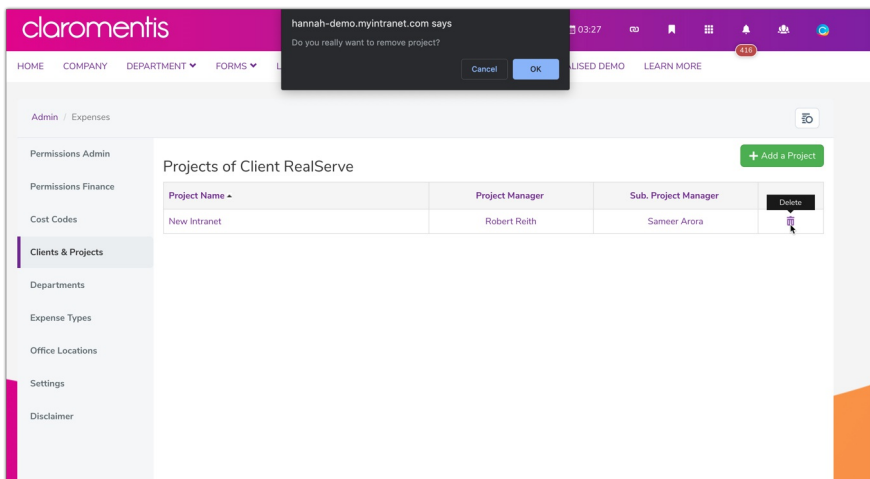
Project Manager

Sub. Project Manager

Hide this Project

To delete an existing project, click the 'Delete' icon in the far right column and click OK to confirm.

It is not possible to delete projects, which are in use (have been selected within an expense sheet in the front end)



Departments

Departments are managed in the 'Department' tab.

It is possible to define which expense types are applicable to each.

To create a new department, click 'Add New'

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+ Add New

DEPT -	Budget Holder	Sub Budget Holder	
Human Resources	Pippa Fraser		🗑️
Marketing	Jennifer Langdon		🗑️
Professional Services	Claramentis Administrator		🗑️
Sales	Vanessa Wright		🗑️

Complete the details as required:

Add/Edit Department

Name

Expense Type

Main Budget Holder

Substitute Budget Holder

Hide this Department

- Name: Input the department name
- Expense Type: Select the applicable expense types
- Main Budget Holder: Select the main budget holder from the user picker field
- Substitute Budget Holder: Select the substitute budget holder from the user picker field
- Hide this Department: This checkbox is applicable if you wish to hide an existing department
- Click 'Submit' to save. Alternatively, click 'Close' to discard

Please note: The main and substitute budget holders will have permissions to run expense item reports. They will see the icons (shown below) giving access to managerial areas for expenses submitted for their department as well as access to reports that can be run on those expenses. Users outside of these positions will not see these icons.

Expenses

My Expense Sheets

Manage
Report
+ Submit New Expense Sheet

Sheet Name	Receipts	Department	Status	Last Modified	By	Total Amount
List of expense sheets is empty						

To edit an existing department, click the Department name under the 'DEPT' column.

Modify the details as required:

Add/Edit Department

Name

Expense Type

- Accomodation
- Entertainment/Hospitality
- IT Hardware
- Marketing
- Stationery
- Subsistence
- Travel

Main Budget Holder

Substitute Budget Holder

Hide this Department

To delete an existing department, click the 'Delete' icon in the far right column and click OK to confirm.

It is not possible to delete departments, which are in use (have been selected within an expense sheet in the front end)

Admin / Expenses

Departments

DEPT -	Budget Holder	Sub Budget Holder	
Human Resources	Pippa Fraser		<input type="button" value="Delete"/>
Marketing	Jennifer Langdon		<input type="button" value="Delete"/>
Professional Services	Claramentis Administrator		<input type="button" value="Delete"/>
Sales	Vanessa Wright		<input type="button" value="Delete"/>

Cannot delete Department as it is in use

Expense Types

Expense types are managed in the 'Expense Types' tab.

Admin / Expenses

Expense Types

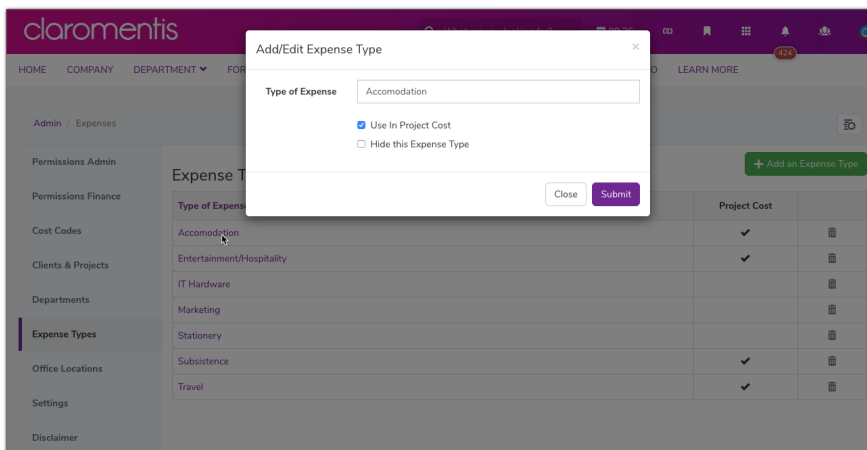
Type of Expense -	Project Cost	
Accomodation	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>
Entertainment/Hospitality	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>
IT Hardware		<input type="button" value="Delete"/>
Marketing		<input type="button" value="Delete"/>
Stationery		<input type="button" value="Delete"/>
Subsistence	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>
Travel	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>

To create a new expense type click the 'add new expense type' button, completing the details as required:

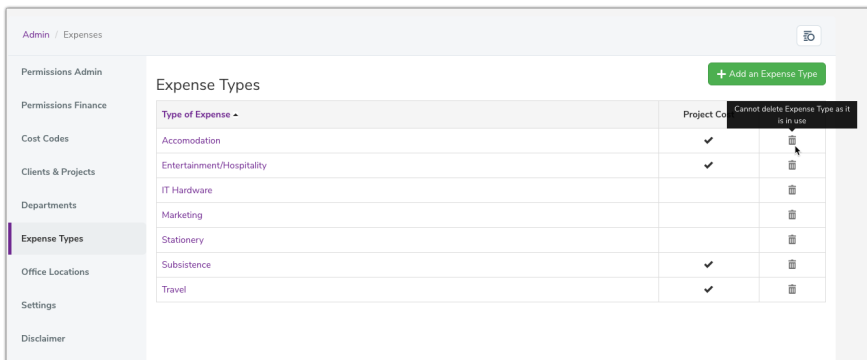
The dialog box titled 'Add/Edit Expense Type' contains a text input field for 'Type of Expense'. Below the input field are two checkboxes: 'Use In Project Cost' and 'Hide this Expense Type'. At the bottom right, there are two buttons: 'Close' and 'Submit'.

- Type of Expense: Insert the name of the expense type
- Use in Project Cost: Tick the checkbox if applicable
- Hide this Expense Type: This checkbox is applicable if you wish to hide an existing expense type
- Click Submit. Alternatively, click Close to discard

To edit an existing expense type, click its title in the 'Type of Expense' column and modify the details as required.



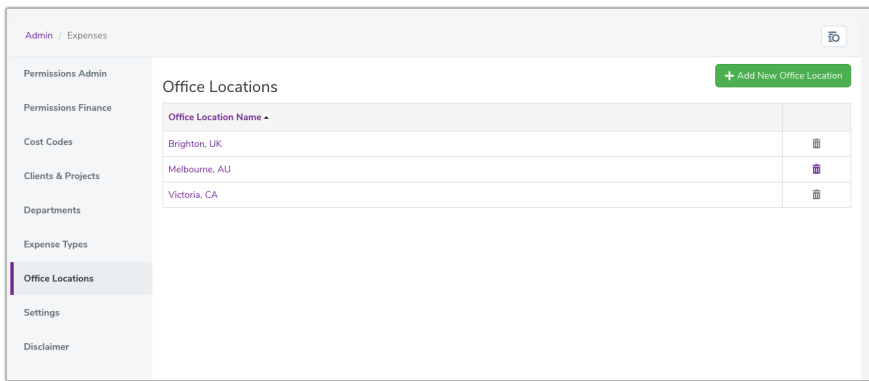
To delete an existing expense type, click the 'Delete' icon in the far right column and click OK to confirm.



It is not possible to delete expense types, which are in use (have been selected within an expense sheet in the front end)

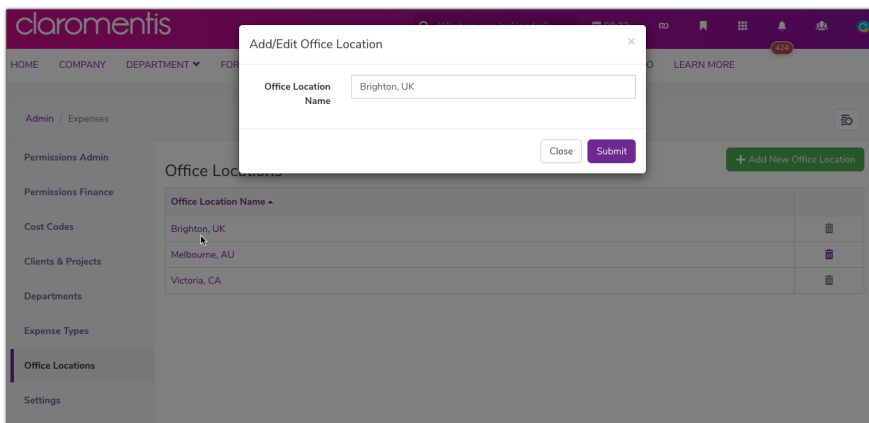
Office Locations

Locations are managed in the 'Locations' tab. To create a new location, click the 'Add New Office Location' button.



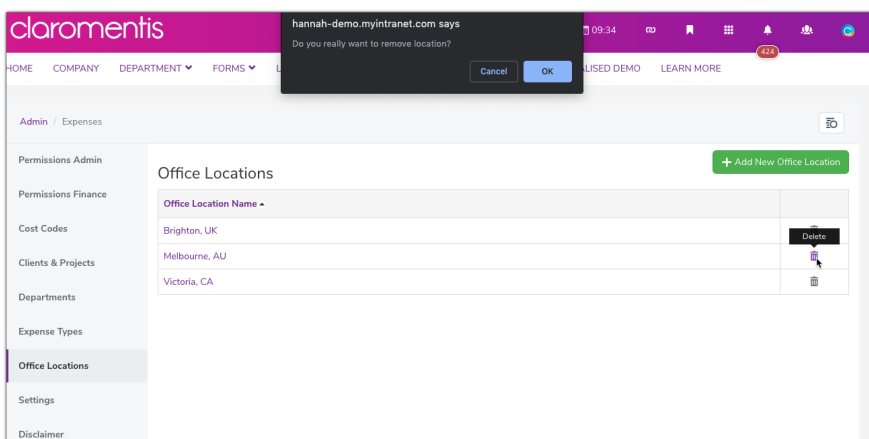
Input the relevant name, and click 'Submit'.

To edit an existing location, click the location name under the 'Location Name' column and rename as required. Click 'Submit'. Alternatively, click 'Close' to discard changes.



To delete an existing location, click the 'Delete' icon in the far right column and click OK to confirm.

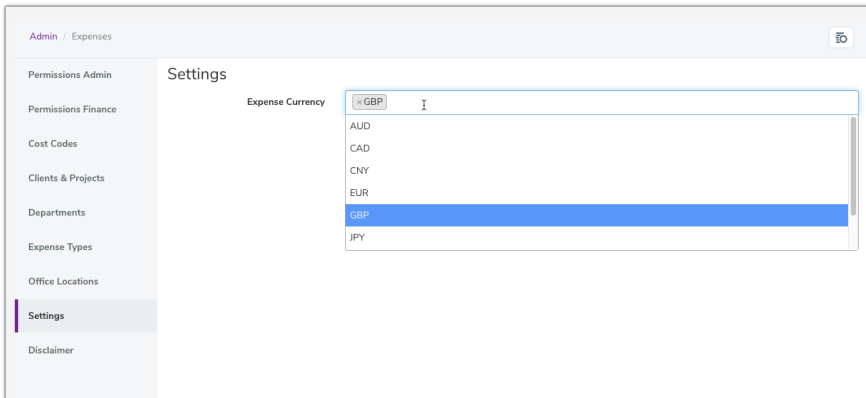
It is not possible to delete locations, which are in use (have been selected within an expense sheet in the front end)



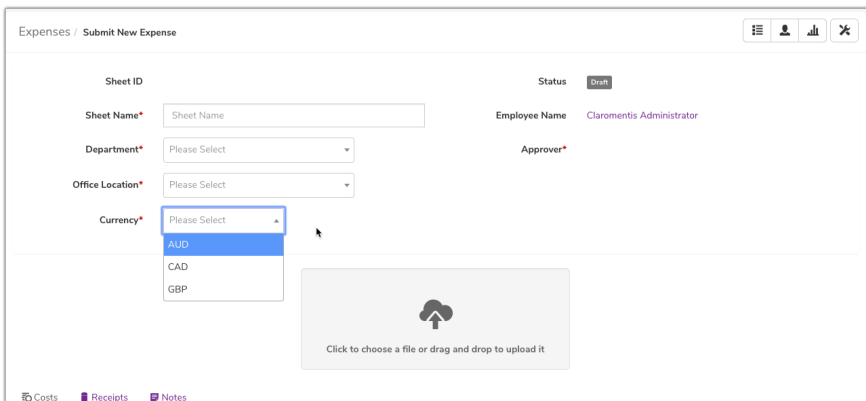
Settings

Currency types are managed in the 'Settings' tab.

Input the required currency and associated symbol and click Submit.



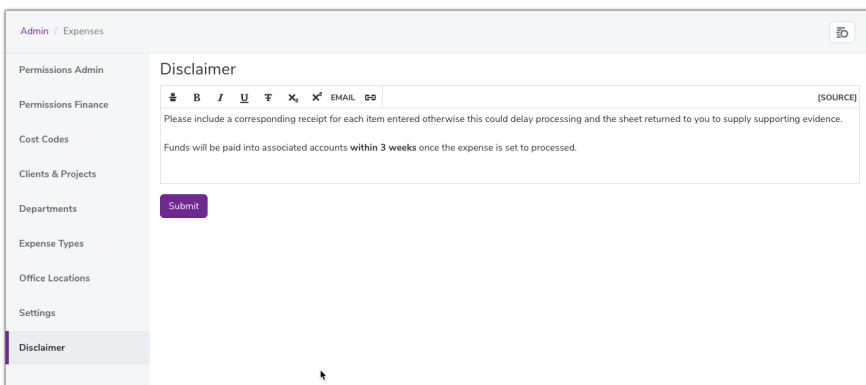
Selected currencies on the admin side will appear on the front end for a user to choose from when submitting a new expense.



Disclaimer

A disclaimer can be configured to inform users that there are certain conditions that need to be met in order for their expense to be approved, for example, they may need to provide receipts for each expense.

Enter the desired text into the WYSIWYG editor, and click Submit:



How this appears on the front end when users are submitting an Expense:

Costs Receipts Notes

Operational Cost

Description	Vendor	Cost Code	Dept	Expense Type	Expense Date	Amount
+ New line item						

Project Cost

Description	Vendor	Cost Code	Expense Date	Amount
+ New line item				

Total 0.00

Please include a corresponding receipt for each item entered otherwise this could delay processing and the sheet returned to you to supply supporting evidence.

Funds will be paid into associated accounts within 3 weeks once the expense is set to processed.

[Save Expense Sheet](#) [Submit for approval](#)

Created on 2 December 2019 by [Hannah Door](#). Last modified on 17 October 2025
Tags: [applications](#), [expenses](#), [administrator](#)