

B 2 How to Create an Expense

Access level: All users, except external employees.

Learn: How to create an expense and how to link it to a project.

In TimeLog Project it is possible to create expenses and to link the expenses to a project. Expenses can be used as a basis for internal accounting of employee expenses and for customer invoicing of expenses on projects.

When You Want to Create a New Expense:

Figure 1: Main Menu -> Expenses

Select *Customer*: ❶ and which *Project*: ❷ the project should be linked to.

Figure 2: Main Menu -> Expenses

- Select *Expense Type*: ❸. The expense types can be edited in the system administration (F10).
- Select a *Supplier*: or if necessary, create a [New Supplier] ❹. This is where it is possible to connect the expense to where the expense was made.
- If necessary write the *Invoice No.:* from the suppliers invoice ❺.
- Write the date for the purchase ❻.
- In the field *Cost*: ❼, the real cost price should be typed. If *Profit*: is turned on in the system administration (F10), it is possible to add a profit to the expense. Cost + Profit are equal to the *Sales Price EUR*: this is the amount that will be transferred to the customer's invoice.
- The field *Payment Method*: ❽ is where it is possible to state how the purchase has been paid (e.g. company credit card and cash). Payment methods can be changed in the system administration (F10).
- It is possible to add a *Comment*: ❾ to the expense. E.g. clarifying information about the purchase. The comment will appear in connection with the invoice.
- At the bottom of the page ❿ it is possible to see previously registered expenses on the selected project.

Tip: If your expense is internal, that is purchases made for your company, then select your own company as a customer and register the expense as an internal project.

Figure 1: Main Menu -> Expenses

Figure 2: Main Menu -> Expenses

Date	Expense no.	Expense Type	Supplier	Invoice no.	Comment	Cost EUR	Profit %	Actual EUR
09/11/2007	U.07.0004	Meals	Meyers Deli	123-698	Lunch	120.00	10%	132.00
02/11/2007	U.07.0006	Taxi	Taxi 4 x 35	123-569	To the airport	23.00	10%	25.30
Total						143.00	10%	157.30