ReceiptBank

# EXPENSE REPORTS

Receipt Bank's Expense Report feature provides dedicated spaces to manage expensable transactions for each of your clients' businesses.

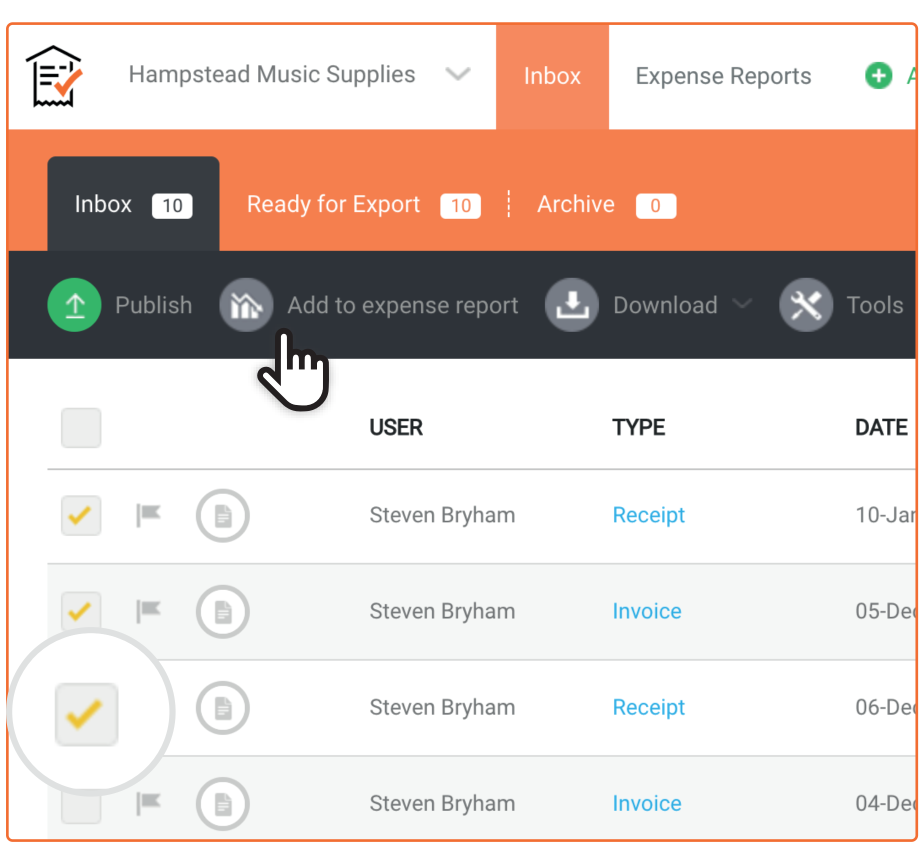
This means that you can separate employees' reimbursable payments from the rest of the Receipt Bank Inbox, manage their expenses inside a personalised report, and export it directly to an accounting software.

## HOW TO CREATE AN EXPENSE REPORT

1. Navigate to the **Inbox**.

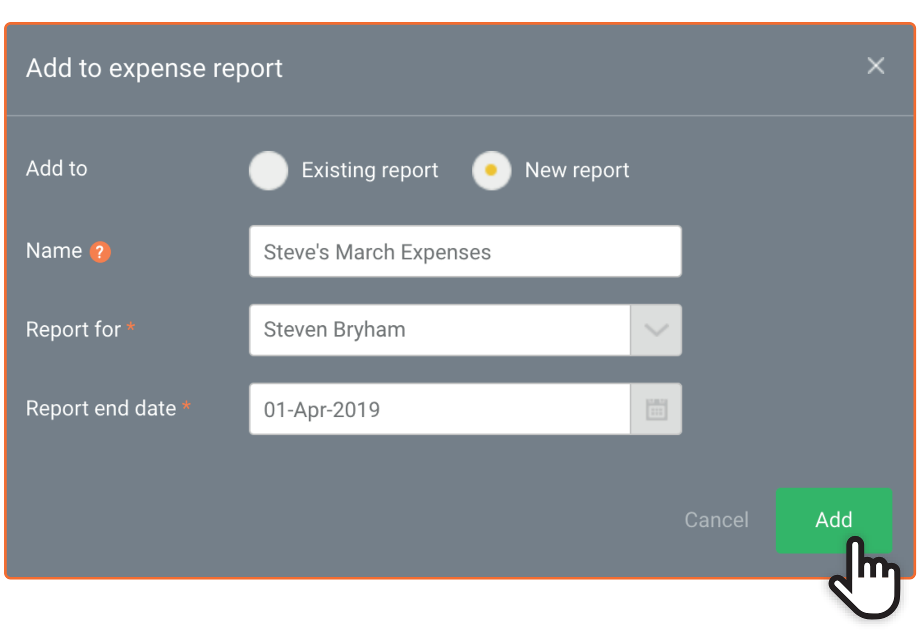
2. Use the tick-boxes to select any reimbursable transactions

3. Click the "**Add to Expense Report**" button on the black navigation bar



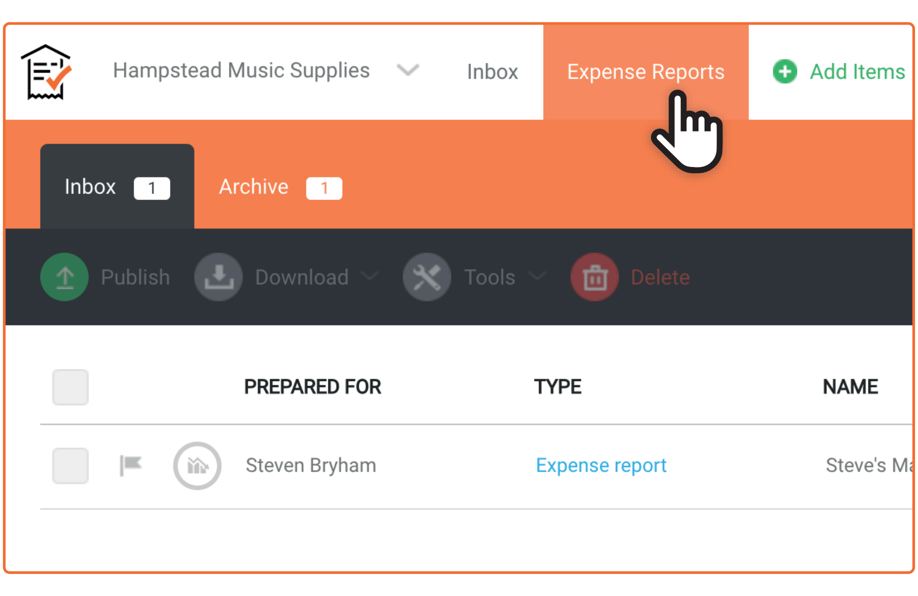

4. This will open the "**Add to Expense Report**" window, where you can select whether to add these transactions to an **Existing Report** or **Create a New Report**.

5. Select "**Create a New Report**" and fill in;
   - The name of the Expense Report
   - Which Account User the Expense Report is for
   - Which date the Expense Report will close on



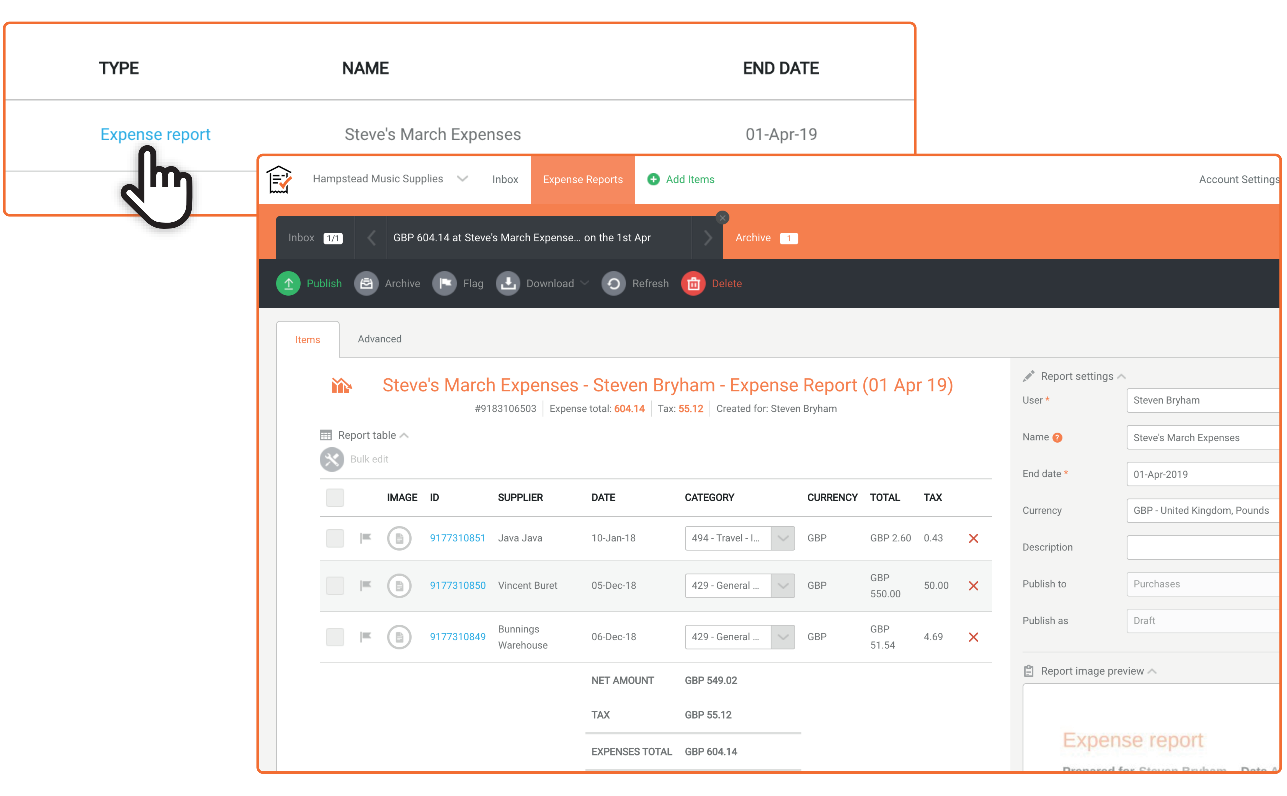

6. Click "**Add**"

7. The Expense Report will be available to view from inside the "**Expense Reports**" tab.




**Tip:** you can select, flag and preview an Expense Report in the same way as any item in the Receipt Bank inbox.

8. Click into the Expense Report to view and edit any of the details associated with the transaction, or the expense report as a whole.




## ADDING TO AN EXPENSE REPORT

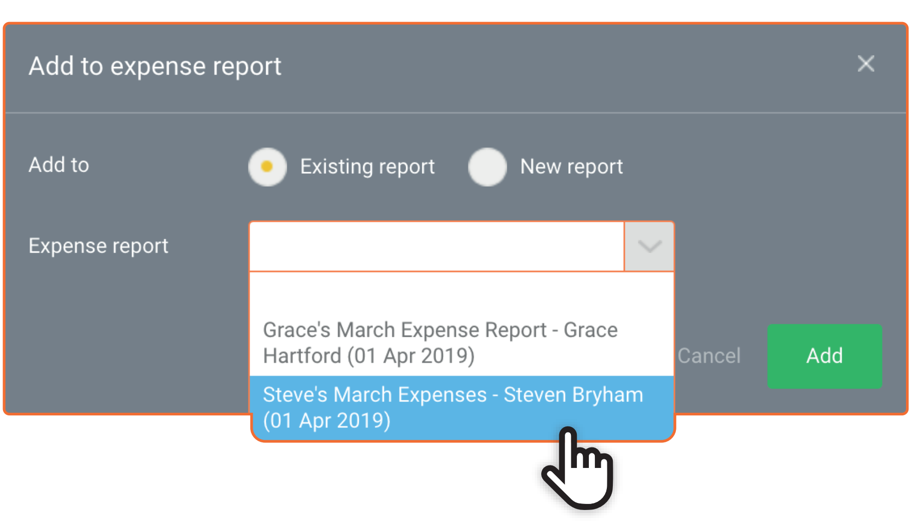
1. Navigate to the **Inbox**.

2. Use the tick-boxes to select any reimbursable transactions

3. Click the "**Add to Expense Report**" button on the black navigation bar

4. This will open the "**Add to Expense Report**" window, where you can select whether to add these transactions to an **Existing Report** or **Create a New Report**.

5. Select "**Add to Existing Report**" and choose which of your previously-made reports you'd like these transactions to be included in.



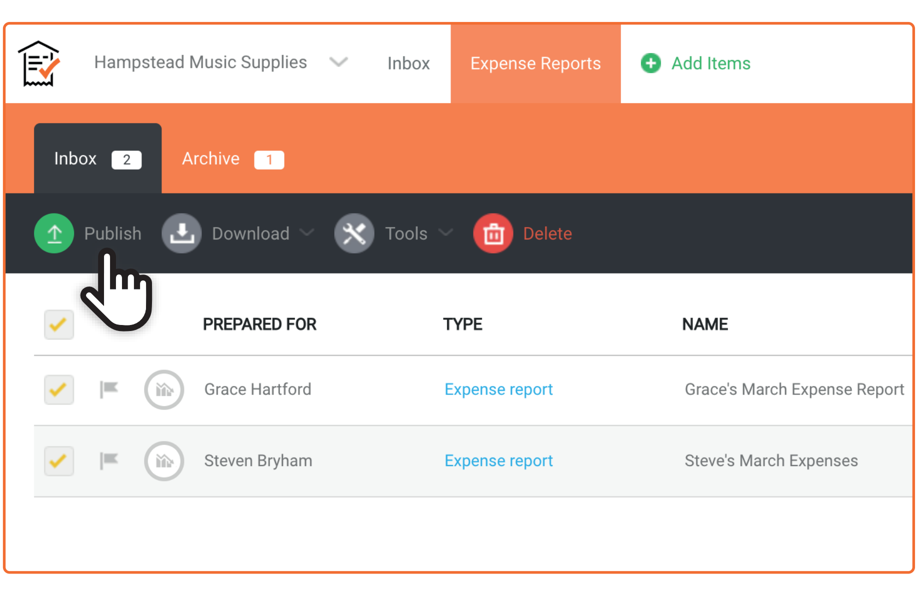

## PUBLISHING AN EXPENSE REPORT

After you've finished building an Expense Report and applied a nominal code to each of the transactions within it, you can publish the report directly to an Integrated Accounting Software.

1. Navigate to the "Expense Reports" tab

2. Use the tick-boxes to select the completed Expense Reports

3. Click the "Publish" button




**Tip:** If published to an accounting software, Receipt Bank records the Expense Report as an invoice, as if the employee was billing the company for their personal payments.

**Tip:** Within the accounting software, the report will be presented as a single entry consisting of multiple lines which detail each of the employee's transactions

FAQs:

- **Can I delete an Expense Report?**
  - Yes. Select the Expense Report and then press the "Delete" button. Any items that were included in the report will be moved to the Archive
- **Can I delete a single item in the Expense Report?**
  - Yes. Click into the Expense Report and click the red cross icon next to the unwanted transaction. This will move it out of the Expense Report and back into the Inbox.