

Openbooks - How to Enter an Expense

This section should not be used to record expenses that are paid for using the company bank account or company debit/credit card. Only expenses paid for using your personal credit/debit card or cash should be recorded under this section.

1. On the top of your screen, click on "My Money" then "Expenses"

Purefresh Fruit Juice Ltd.					
Overview	Contacts	Work 👻	Bills	My Money 👻	Banking
Expenses	Dividends	Salary	Payroll	Expenses	
				Dividends	
Out-of-Pocket Expenses			Salary		

2. At the top right hand corner, you will find a bright green button "Add New Expense" click on this.

Add New Expense

3. The details screen will come up once you have selected "Add New Expense". Under the heading "Type" there is a drop down menu. Click on this and Select "Payment"





4. Under "Category" there is a drop down menu with a list of various expenses. Select the category for the expense you wish to record.

Туре	Payment 💌	
Category	Accommodation and Meals	
Dated *	Admin expenses (normally VATable) Accommodation and Meals Accountancy Fees	^
Total value £*	Advertising and Promotion Business Entertaining Childcare Vouchers Computer Hardware	
EC Status	Computer Software Consultancy Fees	_
Description *	Leasing Payments Legal and Professional Fees Mobile Phone	
Receipt Reference	Motor Expenses Office Costs	

Type Payment

Dated

Currency

Total value £"

Description *

Receipt Reference

Category Accommodation and Meals

(dd mmm yy)

Pounds Sterling

inc Auto

-

5. You can now record the rest of the information. The date the expense was incurred, the full amount and the Description of where the expense was incurred.

Tips:

If you are recording a train travel, you can state the details of the journey. E.g. London – Reading Return Fare

6. If you paid Vat on the expense select the percentage paid. If the expense had a mix of vat exempt items and items subject to a vat charge, please select "Amount" and enter the vat paid.

To	otal Value *		inc	Auto	-
	EC Status	Select Auto VAT to Use negative nun • Non-EC • • Select appropriate	o use 1 hbers 1 EC G e statu	Amount 0 5 15 17.5	
	Category	Accountancy F	ees	20 Auto	

•

▼ % VAT

Select Auto VAT to use the normal VAT rate for the expense type and date.

Tips:

If you are vat registered and are using the Flat Rate Scheme for vat, you do not need to show the vat paid on the expense. Please enter the full amount paid and select '0' as the vat cannot be claimed back.



7. You can link expenses to a Project to allow tracking of expenditure on the project. Select the Project you would like to link the expense to.

Is this a Proje	ct Expense?			
	Link to Project None			
Tips: Please refer to the ' How to c	reate a project' guide if you have nc	projects created.		
8. For recurring expensive relevant option on the o	es, you can set the expense to drop down menu.	o recur by selec	ting the	
Recurring? This Expensi	e recurs Does Not Recur 💌 IRIS OpenBooks will create a Leave the end date blank to r	a duplicate of this ex recur forever.	(pense after the peri	od you specify
Tips: Expenses will only recur at a	future date. They cannot be set to re	ecur retrospectivel	y.	
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5 G264 (1.0 - 05/13)	info@genieaccountancy.com 0845 603 8088	INVESTORS Gold	APSCO Contractor Financials	

9. Receipts can be attached to the expense claims by uploading the scanned copies of the expense receipts onto open books

Attachment	
Upload an attachment	Choose File No file chosen
	Maximum file size is 5MB. Acceptable formats are: PDF, Word, Excel, TXT, PNG, GIF or JPC
Attachment description	

Tips:

If you attach all your expense receipts to the relevant expense claims then you do not need to keep the paper copies.

10. Once you have recorded all the information and attached the receipt. Click on 'Create New Expense'

Create New Expense

Tips:

If you are adding more than one expense, click on 'Create and Add another'.

Create and Add Another

