

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"



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.

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.

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 Project Expense?

Link to Project

Tips:

Please refer to the ' How to create a project' guide if you have no projects created.

8. For recurring expenses, you can set the expense to recur by selecting the relevant option on the drop down menu.

Recurring?

This Expense recurs

IRIS OpenBooks will create a duplicate of this expense after the period you specify. Leave the end date blank to recur forever.

Tips:

Expenses will only recur at a future date. They cannot be set to recur retrospectively.



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 No file chosen

Maximum file size is 5MB. Acceptable formats are: PDF, Word, Excel, TXT, PNG, GIF or JPEG

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