

PRIME APP Travel Expenses

USER MANUAL



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1. Introduction

In order to allow the management of expenses reports with Microsoft Dynamics Business Central, has been designed a module that allows the addition of expenses reports through a process that goes from the creation to the purchase invoices.

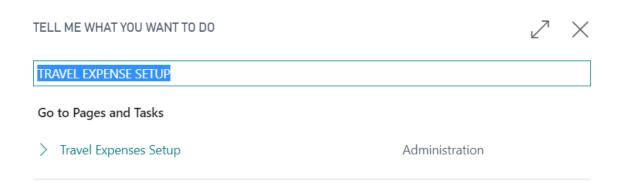


2. SetUp

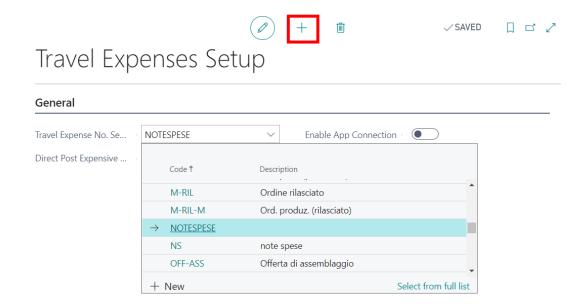
Before proceeding with the registration and creation of the Expense Report it is necessary to follow and arrange all the related Setups:

2.1 Travel Expense SetUp

Choose the icon , enter "Travel Expenses Setup" in the search bar, then choose the related link.



There will be a tab where the "+" icon can be used to set the Travel Expenses Serial Number to associate with the expense report.





2.2 Expense Code

Once set up the Serial Number Expense Report, you need to create new **Expense Codes**.

Choose the icon , enter "Expense Codes" in the search bar, then choose the related link.

TELL ME WHAT YOU WANT TO DO



expense codes

Go to Pages and Tasks

> Expense Codes

Administration

A new table opens and clicking on "New" it will be possible to insert the different:

- Code (Car, Lunch, Taxi, etc.) associating each of them:
- User Type: choosing between Employee, Consultant, External or None
- **Description:** short description, not necessary for the execution of the process.
- Unit of Measure Code: Piece, Hour, Km, Day etc.
- **Unit Price:** if you want to set a default price to the selected expense report.
- Categoria di Spesa: Hotel, Car, Toll, Dinner, Lunch.
- **Tipo di spesa:** Hotel, Lunch, Telephone, Miscellaneous.
- Forfait Amount: if you need to associate to the expense code an forfait amount





2.3 Expense Category

Choose the icon , enter "Expense Category" in the search bar, then choose the related link.

The SetUp "Expense Category" is used to indicate the accounts that will be inserted in the invoice to the supplier/resource.

TELL ME WHAT YOU WANT TO DO



Expense Category

Go to Pages and Tasks

Expense Category

Administration

Once selected, the following tab is opened, where it will be possible to create a new Expense Category by selecting "New" from the screen.



Insert:

- "Code" the relative code of expense (ex: Toll, Car, Dinner etc.)
- it is possible to insert the "Description" (Not necessary) that specifies the detail of the expense report.
- Next there is the "**Account Number**" detail, here the field will need to be populated indicating the accounting account when the expense is supported by an invoice, selecting it from a drop-down list.
- Then there is the "Account Number on Documents" field, this is the account to be used when the
 receipts are all other documents except invoices.
- The "Product Posting Group" and " VAT Product. Posting Group " concern whether or not you intend to charge VAT on that given invoice.



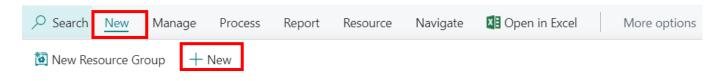
2.4 Reources

From the main home, choose the icon , and enter "Resources" in the search bar, then choose the related link.

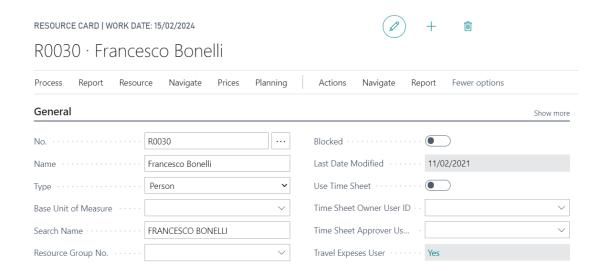


The first step is the creation of a new resource, by selecting the "New" option from the main tab.

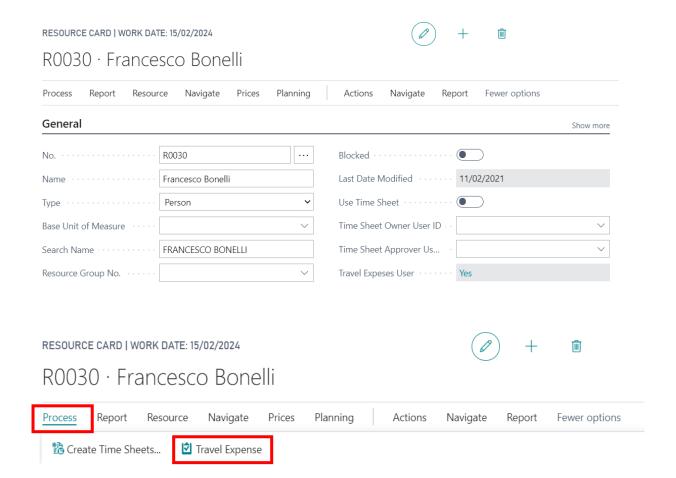
RESOURCES | WORK DATE: 15/02/2024



The following screen will open, the name of the resource can be entered and the **No**. will be filled in automatically, once this step has been completed, it is possible to proceed by selecting "Process" and then "Travel Expense".



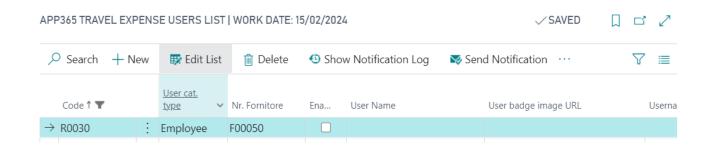






The following form will open where the **User type** must be indicated, Employee, Consultant or External. Depending on one of these options the resource will be linked to the previously created Expense Code.

After specifying the Supplier Number, each resource must be associated with a supplier.





3. User SetUp

From the main home, choose the icon , and enter "User Setup" in the search bar, then choose the related link.

TELL ME WHAT YOU WANT TO DO



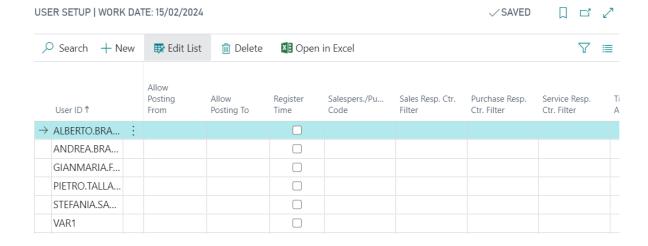
user setup

Go to Pages and Tasks

Vser Setup

Administration

There will be a tab where it will be possible to see each user who has access to Business Central (which must be inserted manually) each of them must be obligatorily connected to a previously created resource.





The flag regarding "Travel Expense Administrator" will only need to be applied for the user who will be responsible for performing the entire approval process.

USER SETUP WORK	✓ SAVE							
	w 🐯 Edit List	🛍 Delete	Open in Ex			7 ≣		
User ID †	Phone No.	Purch. Contract User Type	Sales Contract User Type	Show bank bala	Filter By User ID	Workflow Functions	Travel Exp Ad	Resource No.
→ ALBERTO.BRA	:	All	All					CLAUS
ANDREA.BRA		All	All					
GIANMARIA.F							~	LINDA
PIETRO.TALLA							✓	
STEFANIA.SA		All	All				~	BARBARA
VAR1		All	All				~	BARBARA



4. Travel Expense Creation

Choose the icon , enter "Open Travel Expense" in the search bar, then choose the related link.

TELL ME WHAT YOU WANT TO DO



open travel expenses

Go to Pages and Tasks

Open Travel Expenses

Lists

There is a tab where all the expense reports created and currently open will be displayed.

To create a new expense report, select "New":

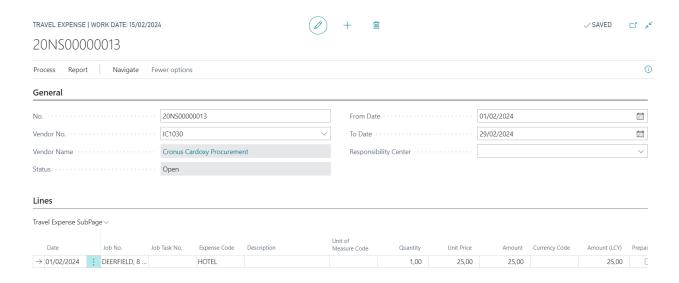
OPEN TRAVEL EXPENSES | WORK DATE: 15/02/2024

∠ Search + N	New Manage	Process Report 🖺 Ope	n in Excel			
No. †	Vendor No.	Vendor Name	Responsibility Center	From Date	To Date	Total Expenses
20NS000000	IC1030	Cronus Cardoxy Procurement		01/02/2024	29/02/2024	0,40
20NS000000	IC1030	Cronus Cardoxy Procurement		01/02/2024	29/02/2024	0,00
20NS000000	20000	MK Service S.r.l.	MILANO	01/02/2024	29/02/2024	3,62
20NS000000	20000	MK Service S.r.l.	MILANO	01/02/2024	29/02/2024	0,00
20NS000000	20000	MK Service S.r.l.	MILANO	01/02/2024	29/02/2024	25,00
20NS000000	20000	MK Service S.r.l.	MILANO	01/02/2024	29/02/2024	10,28
20NS000000	20000	MK Service S.r.l.	MILANO	01/02/2024	29/02/2024	7,96
20NS000000	IC1030	Cronus Cardoxy Procurement		01/02/2024	29/02/2024	25,00
20NS000003	IC1030	Cronus Cardoxy Procurement		01/02/2024	29/02/2024	1.760,00



The following mask, called "Travel Expense", will be opened

The data of the "General" table will be automatically filled in according to the resource associated with the Business Central user. It will be necessary to change the start date and end date, depending on the period concerned in the expense report.



In the "Lines" it will have to be indicated the date in which the expense has been supported and connecting the number of the job order.

Among the various sections to be indicated, you will be able to flag one of the following options

- Prepaid: the expense has been incurred but has already been prepaid previously so there is no cash outflow by the user
- **Credit card:** the expense was incurred through the company card and therefore there is no cash outflow.
- - Invoice: when an invoice has been received against the expense (ex. Hotel)
- - Blank: it is also possible to insert an expense without flagging one of the options mentioned above

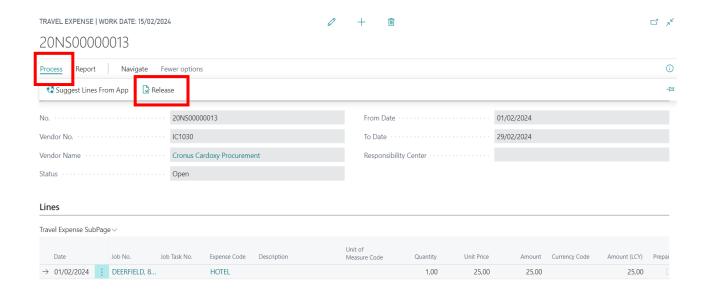




5. Travel Expense Report

Once created the expense report the next step is the release of the expense report.

Always within the expense note insertion screen, select "Process" and then "Release".



Once the release has been made, the travel expense will no longer be available, in which case they have been sent to the attention of the administrator who, in order to view them, will have to open the "Released Travel Expense" set up.



6. Released Travel Expense

Choose the icon , enter "Released Travel Expenses" in the search bar, then choose the related link.

TELL ME WHAT YOU WANT TO DO



released travel expenses

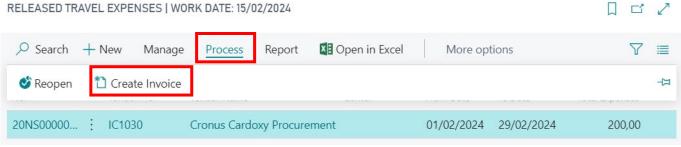
Go to Pages and Tasks

Released Travel Expenses

Lists

There is a mask, where all the expense report issued will be visualized, selecting the desired expense note and clicking "Process" and then "Create Invoice", an Invoice will be created that will go in a provisional list of Purchase Invoices.

RELEASED TRAVEL EXPENSES | WORK DATE: 15/02/2024





7. Purchase Invoices

From the main home, choose the icon , and enter "Purchase Invoices" in the search bar, then choose the related link.

TELL ME WHAT YOU WANT TO DO



Purchase Invoices

Go to Pages and Tasks

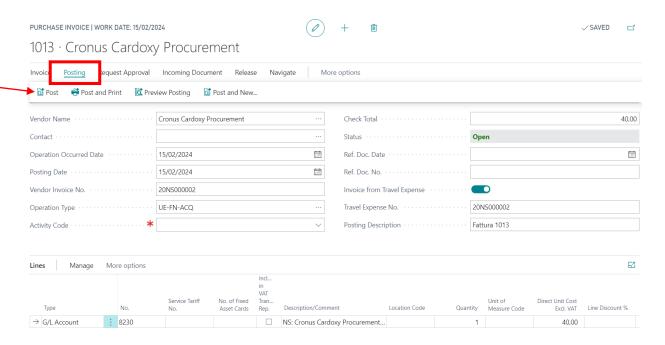
Show all (4)

> Purchase Invoices

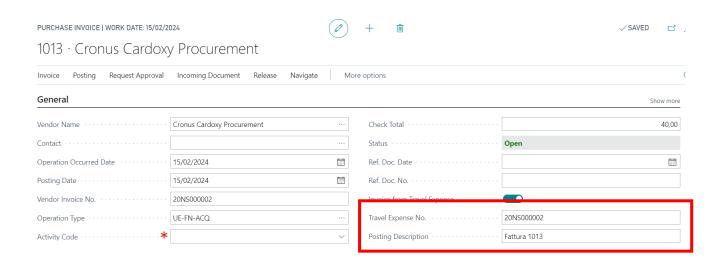
Lists

There is a mask with the provisional list previously described, selecting the invoice corresponding to the expense note required

The administrator, once checked if all fields are valid, can record the invoice by clicking on "Posting" and then on "Post".

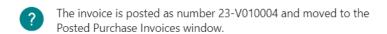






NB. Always check and verify the two fields highlighted above.

Once the request has been processed, the process will end with the following message:



Do you want to open the posted invoice?





8. Recorded Travel Expenses

At this point, once the purchase invoice has been rcordered, the expense notes will be visible in the "Recorded Travel Expenses" archive.

From the main home, choose the icon , and enter "Recorded Travel Expenses" in the search bar, then choose the related link



The following tab will open, with the list of the expense reports definitively approved and registered by the default administrator:

