VARPRIME
a vargroup company

PRIME 365 | APP
Travel
Expenses

USER MANUAL

SUMMARY

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.

TELL ME WHAT YOU WANT TO DO   ↗   ✕

TRAVEL EXPENSE SETUP

Go to Pages and Tasks

〉 Travel Expenses Setup   Administration

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

✎   +   🗑   ✓ SAVED   🔖 ⤴ ↗

Travel Expenses Setup

General

Travel Expense No. Se... ·   NOTESPESE   ⌄   Enable App Connection · · ⚫○

Direct Post Expensive ...

	Code ↑	Description
	M-RIL	Ordine rilasciato
	M-RIL-M	Ord. produz. (rilasciato)
→	NOTESPESE	
	NS	note spese
	OFF-ASS	Offerta di assemblaggio
+ New		Select from full list

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

EXPENSE CODES | WORK DATE: 15/02/2024

🔍 Search   New   📝 Edit List   🗑 Delete   📊 Open in Excel   More options

Code ↑	User Type ↑	Description	Def. Unit of Measure Code	Def. Unit Price	Expense Category	Expense Type	Forfait Amou
→	None			0,00		Several	0,
AUTO	Employee	auto		0,40	PEDAGGIO	Several	0,
CAD	None			0,00		Several	0,
FADF	None			0,00		Several	0,
GS	None			0,00		Several	0,
HOTEL	Employee			0,00	AUTO	Several	0,
PEDAGGIO	Employee	telepass	PZ	0,00	PEDAGGIO	Toll	50,
PRANZO	Employee			0,00	AUTO	Several	0,
TAXI	Employee			0,00	AUTO	Several	0,

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.

EXPENSE CATEGORY | WORK DATE: 15/02/2024   ✓ SAVED 🔖 ⬈ ⤢

🔍 Search   + New   📝 Edit List   🗑 Delete   📊 Open in Excel   ▽ ≡

Code ↑		Description	Account No.	Account No. on Document	Gen. Prod. Posting Group	VAT Prod. Posting Group
→ ALBERGO	⋮		8420	6710	NO IVA	NO IVA
AUTO			8420	6710	NO IVA	NO IVA
CENA			8420	6710	NO IVA	NO IVA
PEDAGGIO			8420	6710	NO IVA	NO IVA
PRANZO			8420	6710	NO IVA	NO IVA

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.

TELL ME WHAT YOU WANT TO DO   ↗   ✕

resources

Go to Pages and Tasks   Show all (19)

> Resources   Lists

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

🔍 Search   New   Manage   Process   Report   Resource   Navigate   📊 Open in Excel | More options

🔲 New Resource Group   ╋ New

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".

RESOURCE CARD | WORK DATE: 15/02/2024   ✏️   ╋   🗑️

R0030 · Francesco Bonelli

Process   Report   Resource   Navigate   Prices   Planning | Actions   Navigate   Report   Fewer options

General   Show more

No.	R0030 ⋯	Blocked	⬤
Name	Francesco Bonelli	Last Date Modified	11/02/2021
Type	Person ⌄	Use Time Sheet	⬤
Base Unit of Measure	⌄	Time Sheet Owner User ID	⌄
Search Name	FRANCESCO BONELLI	Time Sheet Approver Us...	⌄
Resource Group No.	⌄	Travel Expeses User	Yes

RESOURCE CARD | WORK DATE: 15/02/2024

R0030 · Francesco Bonelli

Process   Report   Resource   Navigate   Prices   Planning | Actions   Navigate   Report   Fewer options

General   Show more

No.	R0030	Blocked	⬤
Name	Francesco Bonelli	Last Date Modified	11/02/2021
Type	Person	Use Time Sheet	⬤
Base Unit of Measure		Time Sheet Owner User ID	
Search Name	FRANCESCO BONELLI	Time Sheet Approver Us...	
Resource Group No.		Travel Expeses User	Yes

RESOURCE CARD | WORK DATE: 15/02/2024

R0030 · Francesco Bonelli

Process   Report   Resource   Navigate   Prices   Planning | Actions   Navigate   Report   Fewer options

🖥️ Create Time Sheets...   ☑️ 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.

APP365 TRAVEL EXPENSE USERS LIST | WORK DATE: 15/02/2024   ✓ SAVED

🔍 Search   + New   📝 Edit List   🗑 Delete   🕒 Show Notification Log   ✉ Send Notification   ⋯

Code ↑ ▼		User cat. type ∨	Nr. Fornitore	Ena...	User Name	User badge image URL	Userna
→ R0030	⋮	Employee	F00050	☐			

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

> User 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.

USER SETUP | WORK DATE: 15/02/2024   ✓ SAVED   🔖 ⤴ ↗

🔍 Search   + New   📝 Edit List   🗑 Delete   📊 Open in Excel   ▽ ☰

User ID ↑	Allow Posting From	Allow Posting To	Register Time	Salespers./Pu... Code	Sales Resp. Ctr. Filter	Purchase Resp. Ctr. Filter	Service Resp. Ctr. Filter	Ti A
→ ALBERTO.BRA... ⋮			☐					
ANDREA.BRA...			☐					
GIANMARIA.F...			☐					
PIETRO.TALLA...			☐					
STEFANIA.SA...			☐					
VAR1			☐					

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 DATE: 15/02/2024   ✓ SAVED

🔍 Search   + New   📝 Edit List   🗑 Delete   📊 Open in Excel

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   + New   Manage   Process   Report   📊 Open 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   🔖 ⛶ ⤢

🔍 Search   ＋ New   Manage   Process   Report   🅧 Open in Excel | More options   ▽   ☰

🐾 Reopen   📋 Create Invoice   ⇥

| 20NS00000... | ⋮ IC1030 | Cronus Cardoxy Procurement | 01/02/2024 | 29/02/2024 | 200,00 |

7. Purchase Invoices

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

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".

PURCHASE INVOICE | WORK DATE: 15/02/2024   ✏   +   🗑   ✓ SAVED   ⬚

1013 · Cronus Cardoxy Procurement

Invoice   Posting   Request Approval   Incoming Document   Release   Navigate | More options

General   Show more

Vendor Name	Cronus Cardoxy Procurement	Check Total		40,00
Contact		Status	**Open**	
Operation Occurred Date	15/02/2024	Ref. Doc. Date		
Posting Date	15/02/2024	Ref. Doc. No.		
Vendor Invoice No.	20NS000002	Invoice from Travel Expense	🔵	
Operation Type	UE-FN-ACQ	Travel Expense No.	20NS000002	
Activity Code	✱	Posting Description	Fattura 1013	

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

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

❓   The invoice is posted as number 23-V010004 and moved to the Posted Purchase Invoices window.

Do you want to open the posted invoice?

[Yes]   [No]

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.

TELL ME WHAT YOU WANT TO DO   ↗   ✕

recorded travel expenses

Go to Reports and Analysis

🗐   Recorded Travel Expenses   Archive

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

RECORDED TRAVEL EXPENSES | WORK DATE: 15/02/2024   🔖 ⬏ ↗

| 🔍 Search + New 📑 Edit List 🗑 Delete ✏ Edit 🔍 View 📊 Open in Excel | More options ▽ ☰ |

No. ↑	Vendor No.	Vendor Name	Responsibility Center	From Date	To Date	Total Expenses
→ 20NS00000... ⋮	IC1030	Cronus Cardoxy Procurement		01/01/2021	29/02/2024	50,00
20NS000001	IC1030	Cronus Cardoxy Procurement		01/02/2024	29/02/2024	350,00
20NS000002	IC1030	Cronus Cardoxy Procurement		01/01/2020	31/01/2020	40,00
20NS000004	IC1030	Cronus Cardoxy Procurement		01/02/2024	29/02/2024	25,00