

# Expense Management

## Guide

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# Expense Management in Creatio

## Overview

### Outline

This utility is a business process utility built in Creatio (Sales Team ) to create and settle employee-initiated expenses.

### Business use case

A sales person incurs various processes for a sales visit with a prospect and needs to raise expenses.

Using expense management utility , sales person will be able to create expenses in the system and raise to the manager .

Manager will be able to approve the expense and request financial team to settle it.

### Solution

Any business organization (who owns Creatio Sales – Teams or Enterprise) who is seeking business process for expense creation , approval and financial settlement in Creatio for the expenses raised by employees.

### Benefits

- ✓ Any business organization can significantly reduce transaction costs and improve management control when logging, calculating and processing corporate and sales expenses.
- ✓ Visualise dashboards on the expenses created in the system.
- ✓ Create and Submit expenses in the system for various categories

## Guide For Using The Utility

Install the plugin from Creatio marketplace .

Provide Roles to users as per below:

### User Roles (Persona)

- **Expense Users** : This role can be allocated to an employee who will create expenses in Creatio
- **Expense Approvers** : This role should be given to employee's manager who will be approving expenses in the system
- **Financial Approvers**: This role can be allocated to the finance team finally settling the expense in the system.

System Settings :

Update System settings (if need to change)

1. **Expense Code Mask** :Prefix and the number series for naming account number
2. **Expense Last Number** : Number to start your expenses number . By Default it is '0'

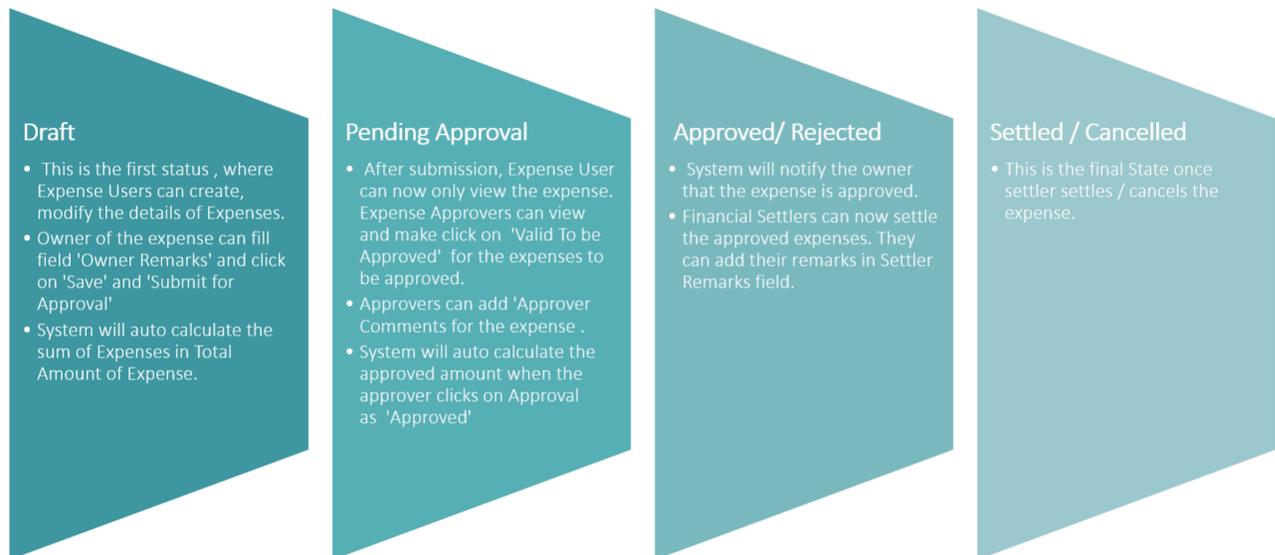
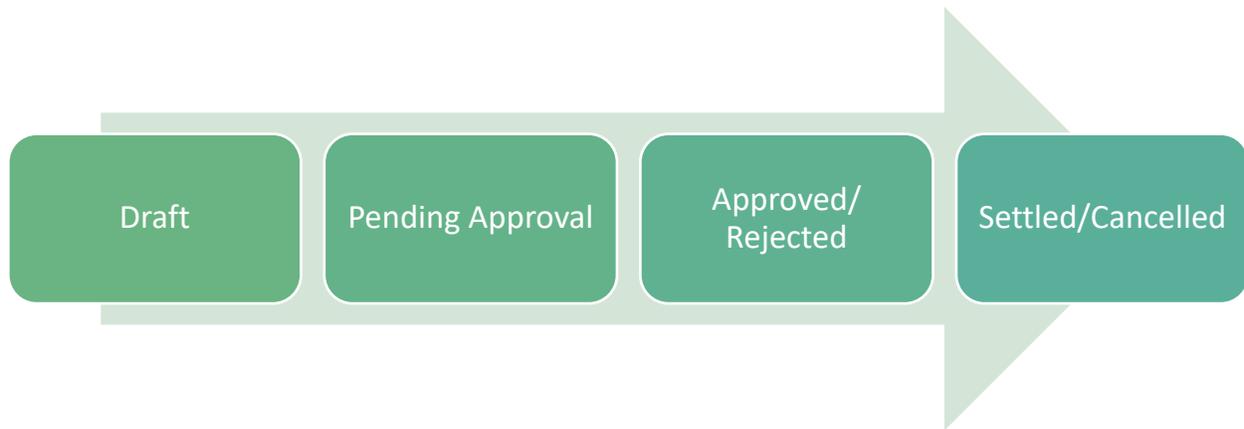
## Expense Management Utility

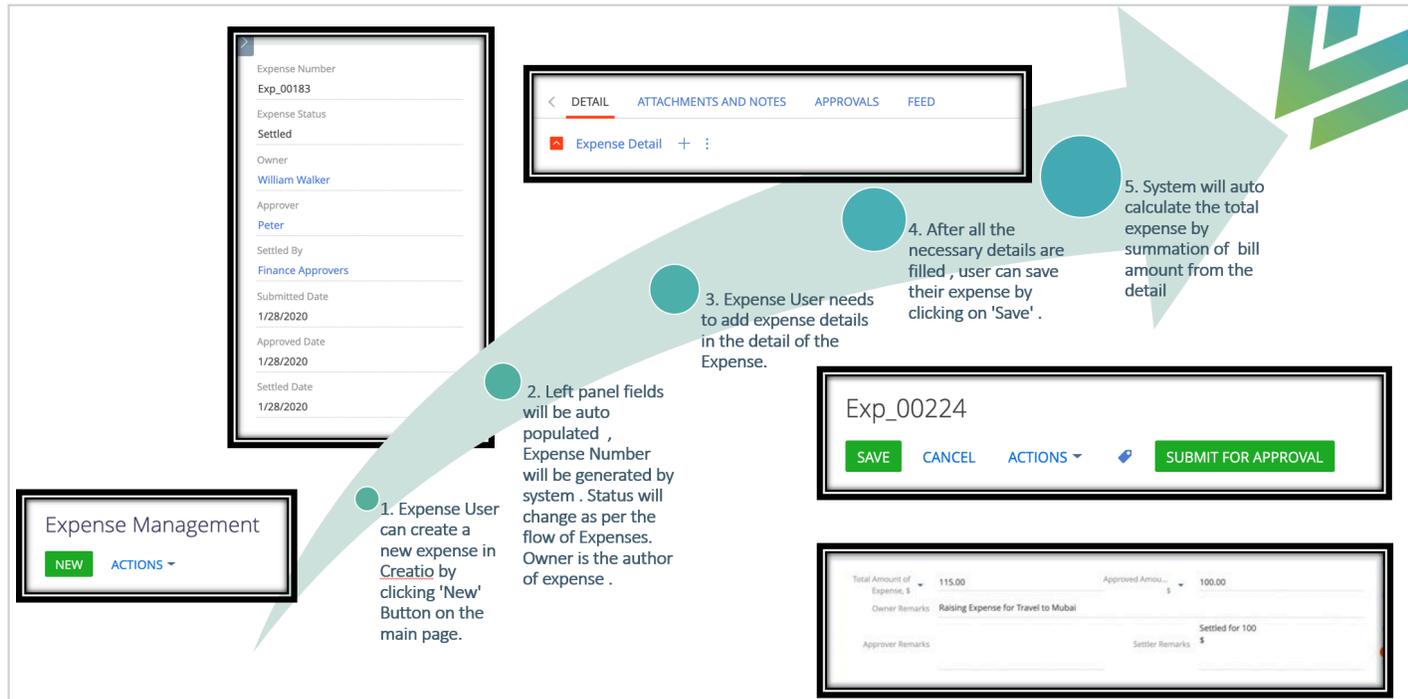
### Highlights

- ✓ Allow users to create expenses and submit it for managers approval.
- ✓ Manager can view expenses and select valid expenses in the system to approve.
- ✓ Automatic calculations of the total expense and approved expense amount.
- ✓ Notifications for approval in the system.
- ✓ Available for various currencies in the system.
- ✓ Visualize dashboards for all roles – Users, Approvers and Financial Settlers
- ✓ Various Expense Categories and Sub categories available
- ✓ Generate printable template for the created Expense.

## Workflow

Following diagrams explain clearly the workflow of Expense Management utility.





1. Expense User can create a new expense in Creatio by clicking 'New' Button on the main page.

2. Left panel fields will be auto populated , Expense Number will be generated by system . Status will change as per the flow of Expenses. Owner is the author of expense .

3. Expense User needs to add expense details in the detail of the Expense.

4. After all the necessary details are filled , user can save their expense by clicking on 'Save' .

5. System will auto calculate the total expense by summation of bill amount from the detail

## Expense Detail

Detail tab is used to create the expenses with different categories and subcategories.

Valid ...	BillNumberRefer...	Expense Category	Expense Subcate...	Bill Amount	Bill Amount Curre...
Yes	156	Travel	Airfare	100.00	US Dollar
No	123	Travel	Taxi	15.00	US Dollar

Fill in the expense date , bill reference number , choose from existing categories and subcategories of expenses with Bill amount.

This utility will auto calculate the total expense of all expense details created for a created Expense.

Once the expense is submitted, a field 'Valid to be approved' shows on the detail for **Expense approvers**. Based on the selected detail, approved amount will be auto filled.

Expense Date*	Bill Number Ref #*
Expense Category*	Expense Subcategory*
Bill Amount, \$ ▾	
Opportunity	Account
Activity	Lead
Remarks	

Here are the existing Expense Categories and Subcategories.

Expense Category	Name
Employee Benefits	Life Insurance
Employee Benefits	Accidental Insurance
Employee Benefits	Health Insurance
Employee Benefits	Bank Fees
Meals	Entertainment
Meals	Restaurant /Dining
Office Expense	Package
Office Expense	Repairs
Office Expense	Hardware
Office Expense	Software
Office Expense	Office Supplies
Office Expense	Printing
Office Expense	Stationary
Office Expense	Shipping and Couriers
Rent	Office Space
Rent	Vehicles
Travel	Taxi
Travel	Lodging/Accommodation
Travel	Airfare
Utilities	Gas and Electrical
Utilities	Phone

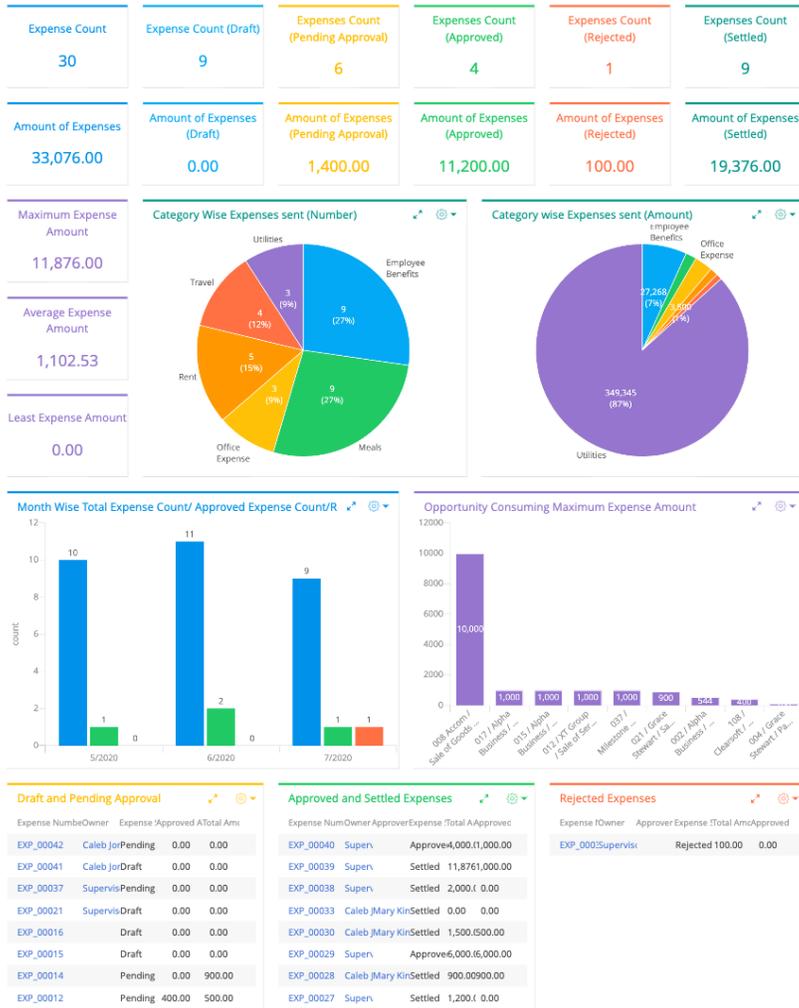
Remarks field on the expense keeps appearing on the screen for each user / role to filled in.

1. Owner Remarks : To be filled in by the user creating expense
2. Approver Remarks: To be filled in by the user approving the expense.
3. Settler Remarks : To be filled in by the user settling the expense.

#### **Dashboards**

Dashboards will be available :

1. My Expense : can be access controlled by role : expense user
2. All Expenses : can be access controlled by role : expense approvers.



### Printable

For reports , a printable can be generated for an expense that is created in the system.

**Expense # Exp\_00118****Submitted Date :**1/22/2020**Approver:** Peter**Approved Date:** 1/22/2020

Valid to be approved	Expense Date	Bill #	Expense Category	Expense Subcategory	Amount
True	1/1/2020	12	Travel	Airfare	200.00
False	1/1/2020	1	Travel	Taxi	10.00
True	1/1/2020	123	Travel	Lodging/Accommodation	150.00

**Total Amount: 360.00US Dollar****Approved Amount : 350.00US Dollar**

Owner Remarks : Submitting claim for my travel for Business meeting.

Approver Remarks: Approving only for Airfare and Lodging. Kindly submit billl again for Taxi .

Settler Remarks: settled for 350 \$ only as per approver remarks.

To learn more on how AgilizTech does customization for Creatio visit our [blog](#) where we have explained other ways of customization for a business as per their requirements.



