



How To Book
An Expense



DEEPAK AMARSHI VARIYA

Last Login: 16-08-2023 7:14 PM
Online

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-  Sales
-  Purchase
-  Auto Bank Reconciliation (ABR)
-  Company Law
-  Robot
-  Human Resource
-  Activities

Expense

There are 2 types Of Expense Billable Expense & Non Billable Expense

Wednesday 16th August - 2023, Time 8:01:02 PM

 Clock In

Billable Expense	Non-Billable Expense	Pay Later
Expense	Expense	Pay Later
Debit Note/Reimbursement of Billable Expenses 	Expense Category	
Debit Note (Billable Expense)	Expense Category	

Step 1

Go To Expense Module
& Click + Button Over Top
Right Corner.





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Wednesday 16th August - 2023, Time: 8:05:21 PM

Clock In

Batch Action

01/08/2023 - 31/08/2023

Select Organization

Select Company

Select Category

Step 2

Select Task

NOW "CLICK" ON THE
+ BUTTON SHOWN YOU
IN THE DIAGRAM

Expense

Billable

Non-Billable

Pay Later

Show 10 entries

Search:

☐	Approved By	Category	Organization Name	Company Name	Customer Name		Amount	SRN No.
☐	RAJVI BARIA	Reimbursement Expenses (Incurred for Client Company)	DEEPAK A. VARIYA & CO.	GANDHI AUTOMATIONS PRIVATE LIMITED	HANISHA JAIN	01-08-2023	4,200.00	AA3820043_92018783
☐	AJAY KULE	Reimbursement Expenses (Incurred for Client Company)	DEEPAK A. VARIYA & CO.	DOBIEE FOODS INDIA PRIVATE LIMITED	ARJUN.MUKESH.DHARAMSHI	01-08-2023	3,000.00	91587998_E00144940
☐	RAJVI BARIA	Reimbursement Expenses (Incurred for Client Company)	DEEPAK A. VARIYA & CO.	BONNY CREATION PRIVATE LIMITED	MANISH RUPANI	01-08-2023	400.00	AA3746958_91592593
☐	AJAY KULE	Reimbursement Expenses (Incurred for Client Company)	DEEPAK A. VARIYA & CO.	DOBIEE FOODS INDIA PRIVATE LIMITED	ARJUN.MUKESH.DHARAMSHI	01-08-2023	10,000.00	91585110_AA3908133
☐	AJAY KULE	Reimbursement Expenses (Incurred for Client Company)	DEEPAK A. VARIYA & CO.	DOBIEE FOODS INDIA PRIVATE LIMITED	ARJUN.MUKESH.DHARAMSHI	01-08-2023	300.00	91577936_AA3902716

You can also add data
by uploading Excel Sheet



DEEPAK AMARSHI VARIYA

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Expense

After Clicking '+' Button Following Page Will Be Displayed For Expense Addition

16th August - 2023, Time: 8:06:47 PM

Clock In

Expense Add Expense

Select The Appropriate Options

Expense Id * 718837262165

Billable * Yes

Attachment ? * Yes

Task Wise * No

Visible To Customer * No

Name/Title Enter Name/Title For Personal Use

Select From Dropdown Or Click On '+' To Add New Category

Expense Category * None

Date 2023-08-16

Amount *

Select Account From Which Expense Has Been Done

Accounts * None

Paid By * DEEPAK AMARSHI VARIYA

Payment Method * Select payment method

Banking Reference
No "Debit"

If You Select 'Yes' Then Task Id Need To Be Inserted

Banking Reference
No "Credit"Govt. SRN / Challan /
Ref. / Voucher /
Ack.No. *

Enter Government Challan/Reference/SRN/Acknowledgement/\

Click Here To Upload The Attachment like Cheque, Payment Advice, Etc.

Choose File No file chosen

Attached "Yes"
Required To Attach The Expense Document Compulsary

Click Here To Upload The Attachment like Cheque, Payment Advice, Etc.

Drag files to upload
(or click)**Step 2**
Fill The Necessary Details In This
Form & Press the Submit Button

Submit

Cancel

After Completing The Form Press On Submit Button



DEEPAK VARIYA

Online

🔍 Search in menu...

- Dashboard
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- Items
- Sales
- Purchase
- Accounts
- Mailbox
- Pinned List
- Robot
- Settings
- Human Recourse

Expense

Filter

Batch Action

01/09/2022 - 30/09/2022

Select company

Select task



All Expense

Pay Later



Show 10 entries

Search:

	Expense Id	Task Id	Task Category	Sub Category	Name/Title	Staff Name	All Category	Company Name	Customer Name
	831287319946	-	-	-	ABCD & Co.	DEEPAK VARIYA	ROC FEE		
Date	14-09-2022								
Account Name	BEST LEGAL PRIVATE LIMITED								
Amount	5,000.00								
SRN No.	124								
ABR Code									
Expense Approval Status									
Attachment									
Action									
	435586126123	-	-	-	ABCD & Co.	DEEPAK VARIYA	ROC FEE		

Showing 1 to 2 of 2 entries

1

After Saving The Data You will
Redirect to the Expense List Page
Here You Get The Option To Overview The
Expense. Also You Can View, Edit Or Delete The
Expense Data Form Here.

Here Senior / Admin Can Approve The Expense & Expense
Can Be Switch Between Billable Or Non Billable Expense