

EXPENSES

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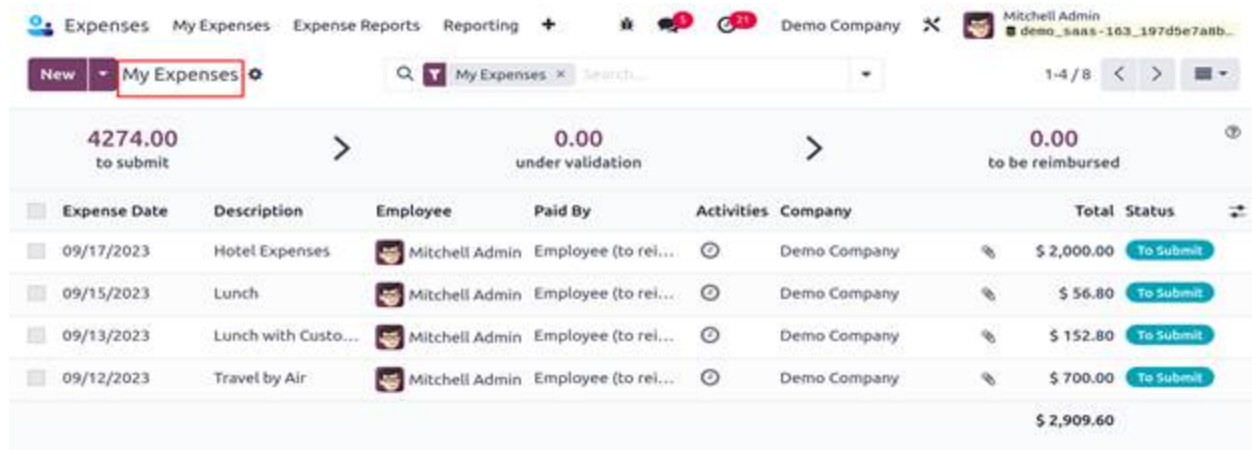
Expenses

The Odoo 17 Expenses module simplifies managing business expenses. Employees can easily report their expenses, which allows managers to rapidly assess and approve them. This also benefits accountants, who can document and proceed with payments for future transactions.

My Expenses

You can access the expense module's dashboard once you select the My Expenses option from the My Expenses tab. The My Expenses page allows users to access the history of previously reported expenses. We may find information about expenses in the List view, including the Date of the Expense, the Employee, the Company, the Status, the Description, the Activity, and more. You may

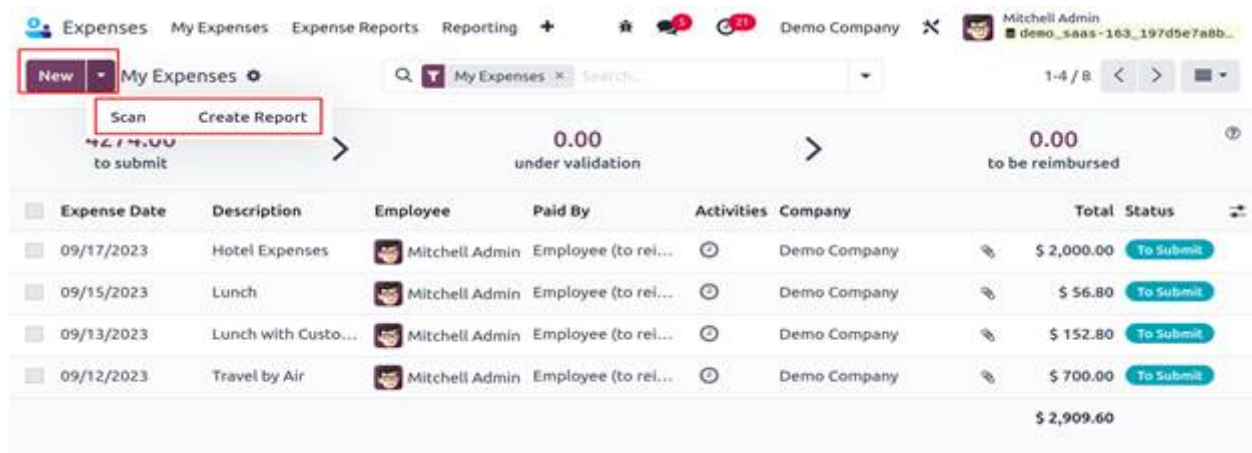
see the reimbursement amount, the cost of validation, and the expenses to report at the top of the window. After examining the report, a user can see a clear picture of the state of the expenses.



The screenshot shows the 'My Expenses' dashboard. At the top, there are navigation tabs: Expenses, My Expenses, Expense Reports, and Reporting. The 'My Expenses' tab is active. Below the tabs, there are three summary cards: '4274.00 to submit', '0.00 under validation', and '0.00 to be reimbursed'. Below these cards is a table of expenses.

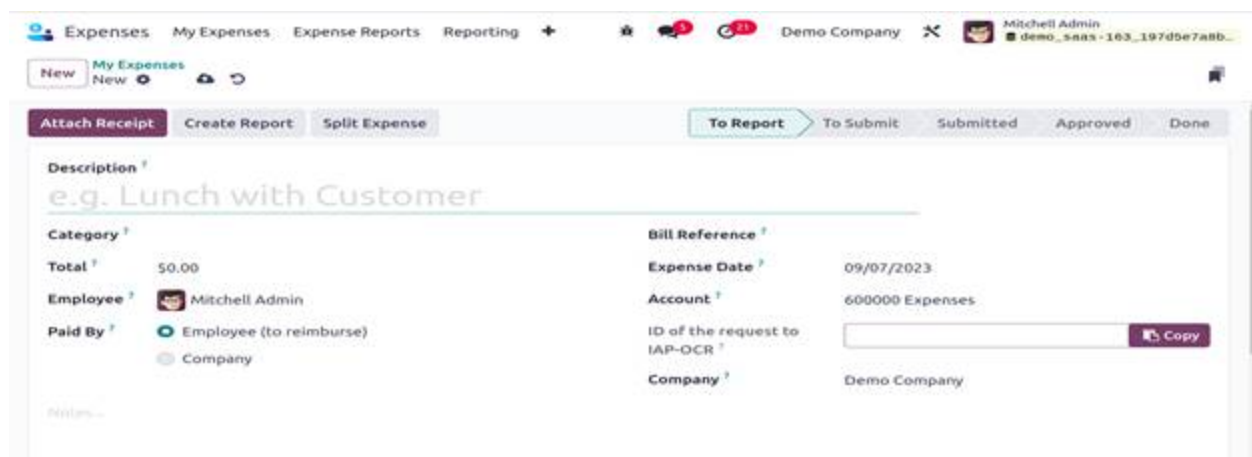
Expense Date	Description	Employee	Paid By	Activities	Company	Total	Status
09/17/2023	Hotel Expenses	Mitchell Admin	Employee (to rei...		Demo Company	\$ 2,000.00	To Submit
09/15/2023	Lunch	Mitchell Admin	Employee (to rei...		Demo Company	\$ 56.80	To Submit
09/13/2023	Lunch with Custo...	Mitchell Admin	Employee (to rei...		Demo Company	\$ 152.80	To Submit
09/12/2023	Travel by Air	Mitchell Admin	Employee (to rei...		Demo Company	\$ 700.00	To Submit
						\$ 2,909.60	

You can upload an expense report from your system using the SCAN icon. Once you click the Create Report button, you can also create a new report. Select the NEW icon in the My Expenses window to add a new expense.



The screenshot shows the 'My Expenses' dashboard with the 'New' button highlighted. Below the 'New' button, there are two sub-buttons: 'Scan' and 'Create Report'. The 'Scan' button is highlighted with a red box. The dashboard also shows the same summary cards and table of expenses as the previous screenshot.

Fill out the Description section in the new window with information about your spending, and then select the appropriate Category. Users have access to a variety of spending categories, such as Communication, Gifts, Travel and accommodation, Others, etc. Users can enter a given expense's total cost in the Total column. In the Employee option, you can select a specific employee's name.



The screenshot shows the 'New Expense' form. The form has a header with 'Attach Receipt', 'Create Report', and 'Split Expense' buttons. Below the header, there are several input fields: 'Description' (with a placeholder 'e.g. Lunch with Customer'), 'Category', 'Total' (with a value of 50.00), 'Employee' (with a dropdown menu showing 'Mitchell Admin'), 'Paid By' (with a dropdown menu showing 'Employee (to reimburse)' and 'Company'), 'Bill Reference', 'Expense Date' (with a value of 09/07/2023), 'Account' (with a value of 600000 Expenses), 'ID of the request to IAP-OCR' (with a 'Copy' button), and 'Company' (with a value of Demo Company).

Additionally, you can choose who should pay the expense in the Paid By section. Paying by both the company and the employee is an option. If the employee is paid, the business will later repay the employee for any expenses incurred. Additionally, we can add the Bill Reference and Expense Date, which shows the date on which your item was billed. The anticipated expense account can be selected in the Account option. Additionally, we may choose the category for clients to invoice under and the name of the business.

The screenshot shows the Odoo 17 Expenses form for a user named Mitchell Admin. The form is titled 'Lunch With Customer'. The 'Category' is '[FOOD] Meals' with a subtext 'Restaurants, business lunches, etc.'. The 'Total' is '\$123.00' and 'Included taxes' is '15%' resulting in '\$16.04'. The 'Employee' is 'Mitchell Admin' and 'Paid By' is 'Employee (to reimburse)'. The 'Bill Reference' is '600000 Expenses' and 'Expense Date' is '09/07/2023'. The 'ID of the request to IAP-QCR' is empty with a 'Copy' button. The 'Customer to Reinvoice' is 'Demo Company'. The 'Company' is 'Demo Company'. The 'To Report' status is highlighted in a red box.

The Odoo 17 automatically saves every item of data. Additionally, you have the option of categorizing the spending as To Report, To Submit, Approved, Refused, Submitted, and Done.

Click the Attach Receipt icon to upload any cost receipt. After selecting the Split Expense button, you can divide the expense. Selecting the Create Report icon in the My Expenses pane may quickly define an expense report.

This screenshot is identical to the one above, showing the same 'Lunch With Customer' expense entry. In this version, the 'Create Report' button in the top navigation bar is highlighted with a red box, indicating the next step in the process.

My Reports

The My Reports menu may be found below the My Expenses tab, and the user has access to all currently available reports. The user sees every little nuance of reports on subjects like Employee, Activities, Payment Status, Expense Report, Company, and more. You may rapidly upload report data to Odoo 17 by selecting the SCAN icon. After clicking the NEW icon, creating a new report is straightforward.

Employee	Expense Report	Company	Activities	Total	Status	Payment Status
Mitchell Admin	Commercial Travel at New York	Demo Company		\$ 2,909.60	To Submit	

\$ 2,909.60

Expense Reports

A user can see all report information by selecting the Expense Reports tab. The Expense Reports window's List view provides report information, including Employee, Company, Status, Payment, and more.

Employee	Expense Rep...	Company	Activities	Total	Status	Payment Sta...
Ronnie Hart	Office furniture	Demo Company		\$ 84.74	To Submit	
Keith Byrd	Team Building	Demo Company		\$ 217.50	To Submit	
Marc Demo	Customer meeting	Demo Company		\$ 231.84	To Submit	
Mitchell Admin	Commercial Trave...	Demo Company		\$ 2,909.60	To Submit	
				\$ 3,443.68		

The reports can be arranged according to CATEGORIES, STATUS, and EMPLOYEE. Users can see all of these in the window's left corner. Additionally, you can add a record by selecting the Scan option. You must specify a new report for an employee by clicking the New button.

Employee	Expense Rep...	Company	Activities	Total	Status	Payment Sta...
Ronnie Hart	Office furniture	Demo Company		\$ 84.74	To Submit	
Keith Byrd	Team Building	Demo Company		\$ 217.50	To Submit	
Marc Demo	Customer meeting	Demo Company		\$ 231.84	To Submit	
Mitchell Admin	Commercial Trave...	Demo Company		\$ 2,909.60	To Submit	
				\$ 3,443.68		

When you click the New button, a new page appears with a report description added to the Expense Report Summary area. You can choose the Employee and the Company later. In the Manager area, select the appropriate Manager for your report.

Expenses My Expenses Expense Reports Reporting + Demo Company Mitchell Admin demo_saa5-163_67e416c404...

New All Reports New

Submit to Manager To Submit Submitted Approved Posted Done

Expense Report Summary [?]
e.g. Trip to NY

Employee [?] Mitchell Admin Company [?] Demo Company
Paid By [?] Manager [?]

Expense

E...	Category	Description	Customer to Rei...	Taxes	Subtotal
Add a line					

You can mention the expense information pertaining to the report after selecting Add a line from the Expense tab. Once the user selects the expenses, the total untaxed amount is displayed to them. By using the Submit to Manager button after providing all the necessary information, you can send the report to the management.

Expenses My Expenses Expense Reports Reporting Configuration Demo Company Mitchell Admin demo_saa5-163_67e416c404...

New All Reports Commercial Travel at New York Expenses 4 4/4 < >

Approve Refuse Reset to Draft To Submit Submitted Approved Posted Done

Expense Report Summary [?]
Commercial Travel at New York

Employee [?] Mitchell Admin Company [?] Demo Company
Paid By [?] Employee (to-reimburse) Manager [?]
Journal [?] Vendor Bills

Expense

Expense Date	Category	Description	Customer to Reinvoice	Taxes	Subtotal
09/17/2023	[TRANS & ACC] Travel & Accommodation	Hotel Expenses		15%	\$ 2,000.00 ✕
09/15/2023	[FOOD] Meals	Lunch		15%	\$ 56.80 ✕
09/13/2023	[FOOD] Meals	Lunch with Customer		15%	\$ 152.80 ✕
09/12/2023	[TRANS & ACC] Travel & Accommodation	Travel by Air		15%	\$ 700.00 ✕

[Add a line](#)

By selecting the Expenses smart button after submitting the report to a manager, you can view the created expense document. Additionally, the stage is modified to Submitted. By using the Approve icon, the concerned management can approve the report.

As a result, managing reports in the Odoo 17 Expenses module is simple.

Configurations

Within Odoo 17's Configuration function, we may control the expense parameters and categories. Now that we've defined each menu, we can go on to the setup tab.

Expens...	Descrip...	Employ...	Paid By	Activities	Company	Total	Status
09/17/2023	Hotel Expen...	Mitchel...	Employee (t...		Demo Com...	\$ 2,000.00	Submitted
09/15/2023	Lunch	Mitchel...	Employee (t...		Demo Com...	\$ 56.80	Submitted
09/13/2023	Lunch with ...	Mitchel...	Employee (t...		Demo Com...	\$ 152.80	Submitted
09/12/2023	Travel by Air	Mitchel...	Employee (t...		Demo Com...	\$ 700.00	Submitted

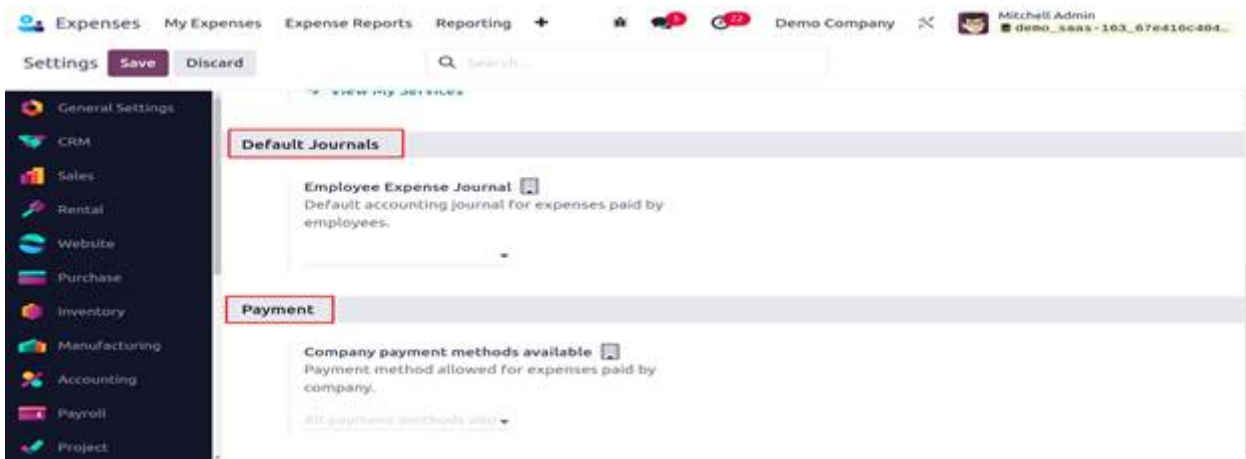
Settings

Once you pick the Settings option from the Configuration tab, it is simple to set default journals and expenses.

General Settings	Expenses
CRM	☒ Incoming Emails Create expenses from incoming emails Setup your domain alias
Sales	☒ Expense Digitalization (OCR) Digitalize your receipts with OCR and Artificial Intelligence ☐ Do not digitize ☐ Digitize on demand only ☒ Digitize automatically Buy credits View My Services
Rental	☒ Reimburse in Payslip Reimburse expenses in payslips
Website	
Purchase	
Inventory	
Manufacturing	
Accounting	
Project	
Sign	

After turning on the Incoming Emails option under Expenses, users can create expenses from emails they receive. You must first create a domain alias. Once you've configured a domain alias, you can forward an email with an attachment receipt.

After turning on the Expense Digitization (OCR) option, you can use artificial intelligence and OCR to digitize all of your receipts. Users have three options for selecting an important expense digitalization method: Do not Digitize, Digitise Automatically, and Digitise Only On-Demand. We must turn on the Reimburse in Payslips option under the Expenses menu in order to get expenses on employee payslips.



You can select a default account journal for employee-paid costs in the Employee Expense Journal box in the Default Journals section. Within the Company Expense Journal option, you can also choose the default accounting journals for which the company pays expenses.

The payment methods allowed for the expenses paid by the company can be mentioned inside the Company payment methods available under the Payment section. You must click the SAVE symbol to observe additional changes in Odoo 17 after all necessary fields have been enabled.

Expense Categories

You may manage product categories with the help of the expense module in Odoo 17. Based on each type of expense, it is simple to organize product costs. Select the Expense Categories option in Configuration to add a new category. You may find information for each type of charge in the open Expense categories screen, including Name, Sales price, Vendor taxes, Internal references, Re-invoice expenses, and more. After selecting the NEW symbol, you can create an expense category.

Expenses

My Expenses

Expense Reports

Reporting

As a result, we can sum up commodity expense categories in Odoo 17 rapidly.

Reporting

By using the Reporting tool in Odoo 17 Expenses, we can assess business spending. A graphical representation is displayed when you select the Expenses Analysis menu in Reporting. The Graph view shows the Expense Date on the X-axis and the Total Expenses count on the Y-axis. On the graph, we can see the expense total for each employee in a variety of colors. Additionally, by selecting the MEASURES icon, you can alter the values that are applied to the graph.



Tax amount, Total, Total Untaxed Amount in Currency, Tax Amount in Currency, Count, and more are a few of the measures. The graph can be seen in bar, pie, and line chart styles. If you need to upload a file, click the INSERT IN SPREADSHEET button.



The reporting function of Odoo 17 provides us with a summary of business expenses.