

Adding a New Expense – OpenBooks

How can I add out of pocket expenses?

To record expenses you've paid for personally, except for mileage in your own car which is dealt with separately, click New expense

Choose Expenses from the My Money menu.

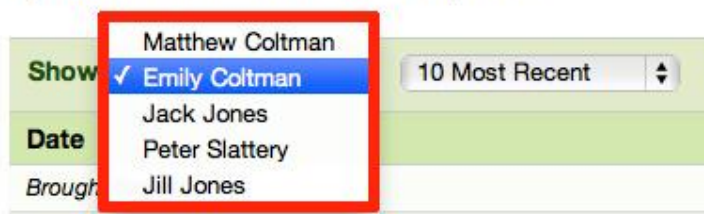


The first time you do this you will be presented with create my first expense.

Choose the user

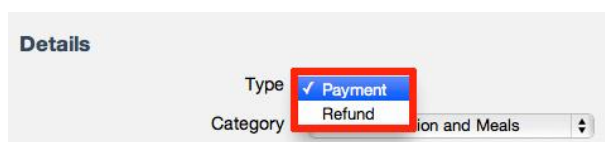
Make sure you have the right user selected, the person who spent this money personally, if more than one user is set up for your company.

Listing 10 Most Recent Out-of-Pocket Expenses.



Click New Expense.

Create New Expense



Payment or refund

Choose whether this was a payment or a refund. It'll usually be a payment.

Category and VAT

Choose the category for the expense. Make sure it's in the right area for VAT.

gent

Work ▾ Bills My Money ▾ Bal

New Out-of-Pocket

We've pre-filled this form with the value of your last bill.

Fields marked with * are required.

Details

Type	
Category	
Dated *	
Total value £*	
Description *	
Receipt Reference	

- Consultancy Fees
- Internet & Telephone
- Leasing Payments
- Legal and Professional Fees
- Mobile Phone
- Motor Expenses
- Office Costs
- Office Equipment
- Other Computer Costs
- Printing
- Rent
- Staff Entertaining
- Staff Training
- Stationery
- Sundries
- Web Hosting
- Normally Zero-VAT Admin Expenses
- Bank/Finance Charges
- Books and Journals
- Charitable Donations
- Currency Exchange Loss
- Insurance
- Interest Payable
- Pension (Annuity)
- Pension (Personal/Stakeholder)
- Postage**
- Subscriptions
- Travel
- Use Of Home
- Cost of Sales
- Commission Paid
- Cost of Sales
- Equipment Hire
- Materials
- Subcontractor Costs
- Capital Assets
- Purchase of Capital Asset

Details

Type

Category

Dated * 
(dd-mm-yyyy)

Total value £* inc % VAT
Select *Auto* VAT to use the normal VAT rate for the expense type and date.

Description *

Receipt Reference

Details

Type

Category

Dated *
(dd-mm-yyyy)

Total value £* inc % VAT

Select Auto VAT to use the normal VAT rate for the expense type and date.

Description *

Receipt Reference

Details

Type

Category

Dated *
(dd-mm-yyyy)

Total value £* inc % VAT

Select Auto VAT to use the normal VAT rate for the expense type and date.

Description *

Receipt Reference

Is this a Project Expense?

Link to Project

☒ -- None --

☐ Brown Ltd: Printing

Is this a Project Expense?

Link to Project

Re-bill this Expense? ☒ -- No --

☐ At cost

☐ With percentage markup

☐ At a specific price

Recurring?

Recurring?

This Expense recurs

-- Does Not Recur --

FreeAgent will create a duplicate of this expense after the period you specify. Leave the end date blank to recur forever.

Attachment

Upload an attachment

Choose File no file selected

Acceptable formats are: PDF, Word, Excel, TXT, PNG, GIF or JPG

Attachment description

Create New Expense

Create and Add Another

Cancel

Help

'£20.00 Stamps for office' was successfully created.



Out-of-Pocket Expenses - Emily Coltman

+ New Expense

+ New Mileage

Listing 10 Most Recent Out-of-Pocket Expenses.

Show: Emily Coltman		10 Most Recent				
Date		Spent	Repaid	Balance Owed		
Brought forward				£0.00		
23-10-2009	Return trip to Carlisle Car Mileage 20 miles at £0.40/mile (£0.31 is the VAT at 15.0% in £0.12/mile) -> Clock Tower Ltd: Test Project at £0.40/mile on TEST PROJECT 001	8.00		8.00		
01-11-2009	Return trip to Carlisle Car Mileage 20 miles at £0.40/mile (£0.31 is the VAT at 15.0% in £0.12/mile)	8.00		16.00		
02-11-2009	Smart Payment to Emily Coltman - Net Salary and Bonus £4,025.00 Expense £16.00 Dividend £10,359.00		16.00	0.00		
23-11-2009	Hotel accommodation Accommodation and Meals - inc £3.13 VAT -> Clock Tower Ltd: Test Project	69.99		69.99		
30-11-2009	Hotel London Accommodation and Meals - inc £25.83 VAT	198.00		267.99		
30-11-2009	Stamps for office Postage -> Clock Tower Ltd: Video	20.00		287.99		
30-11-2009	Expense Payment paid to Emily Coltman		69.99	218.00		