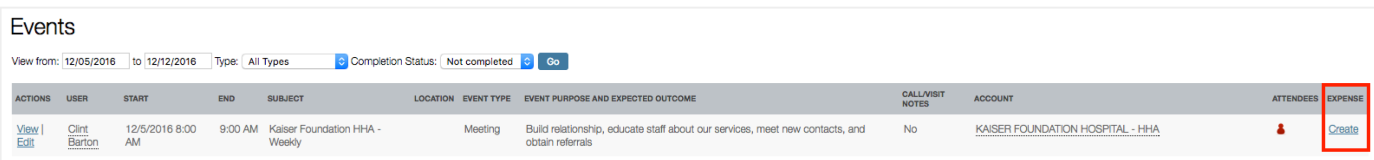
Creating An Expense

Expenses can be entered into PlayMaker CRM to track expenses by user and account. Additionally, Stark II compliance is built in to PlayMaker's expense module. This article describes how to create an expense, broken into four steps.

Note: For accurate Stark II Compliance tracking, contacts must have a *Contact Type* selected in their contact details. To learn more about creating contacts, click here. For more information about contacts and how to associate them with accounts and events, click here.

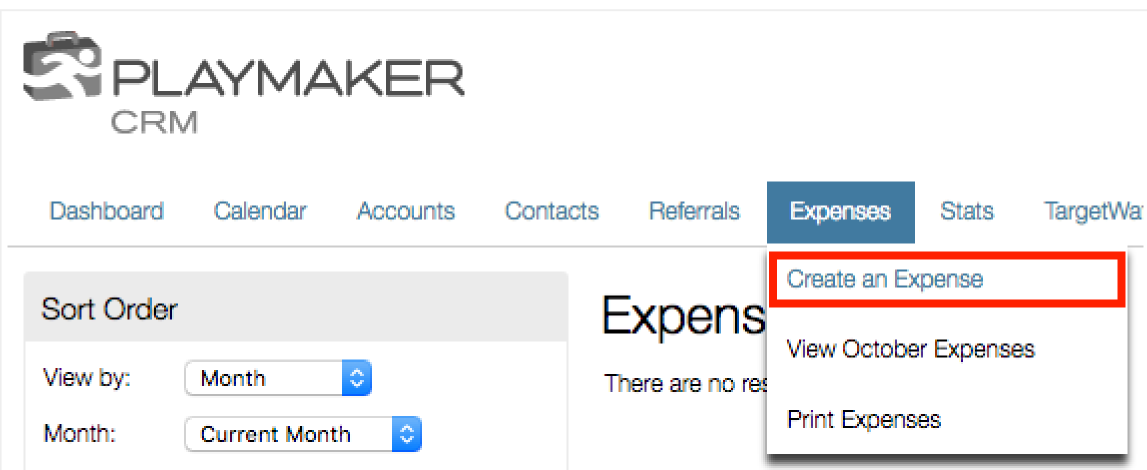
Three Ways to Create Expenses

The fastest way to create an expense is to create one on the *Dashboard* from the event that the expense should be associated to. When on the *Dashboard*, scroll down to the *Events* section. The last column on the table of events provides a link to create an expense from that event.

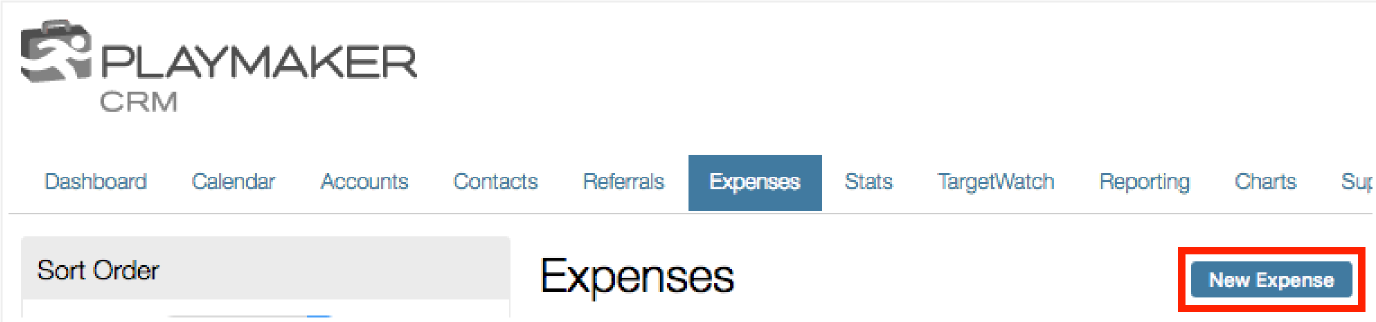


Tip: This method is the suggested method for creating expenses as it completes a lot of the information input that required for an expense, such as account, business purpose, and contacts.

There are two other ways to create a new expense in the PlayMaker CRM web environment:



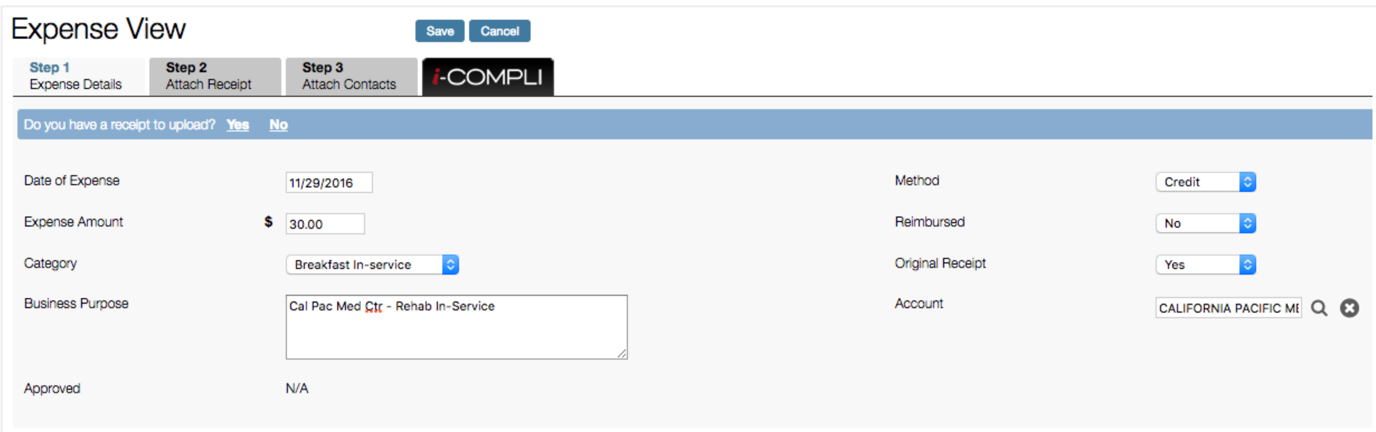
- Mouse-over the *Expense* link, and click on the *Create an Expense* option (above).



- Click the *Expense* link, then click the *New Expense* button.

Following any of the above steps will open the *Expense View* screen.

Step 1 - Expense Details

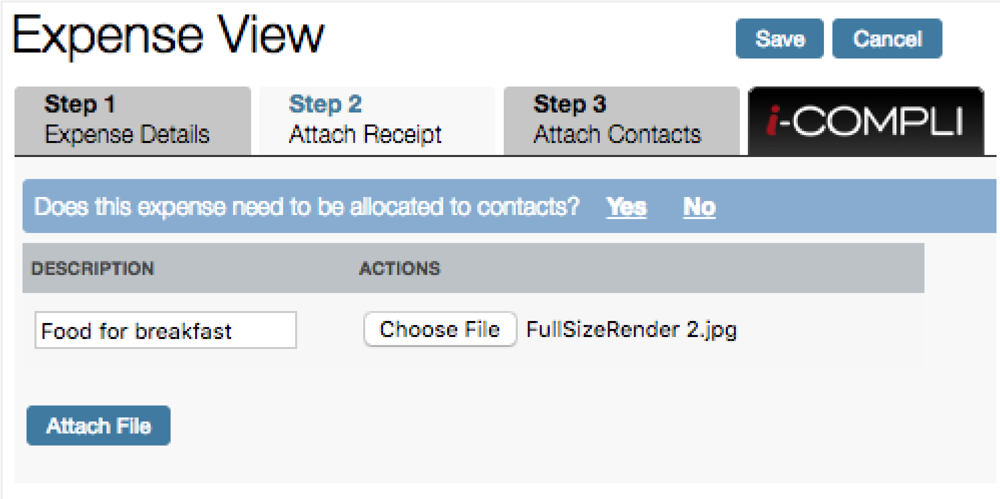


The first step in creating an expense is to provide the details of the expense. In the first step, the following information should be added:

- Date of Expense
- Expense Amount
- Category (drop-down menu selection)
- Business Purpose
- Method (drop-down menu selection)
- Reimbursed (*Yes* or *No* drop-down menu)
- Original Receipt (*Yes* or *No* drop-down menu)
- Account (pop-up search window, allowing the user to select the appropriate account)

Once information has been added, click on the *Yes* or *No* link in the blue bar, indicating whether or not a receipt needs to be uploaded. Clicking *Yes* will progress to *Step 2*, while clicking *No* will progress to *Step 3*.

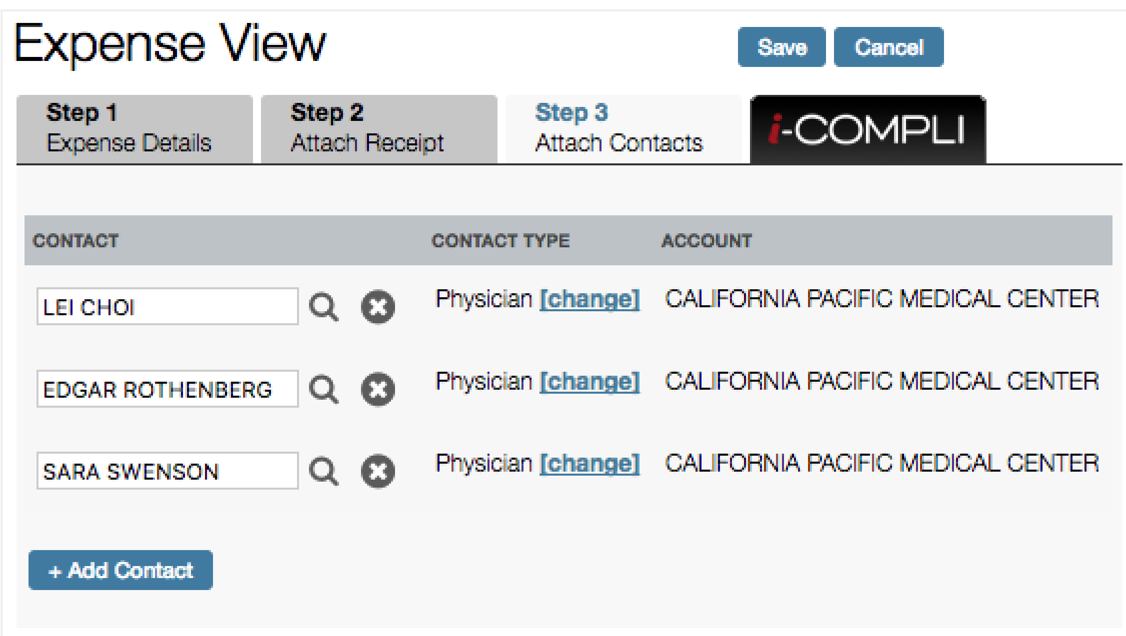
Step 2 - Upload Receipt



The second step allows the user to upload a file as a receipt, as well as provide a description of what was purchased. Clicking *Choose File* will open a window, allowing the user to navigate to and select the appropriate file. Once a receipt has been selected, use the *Yes* or *No* links in the blue bar to attach contacts to the expense in *Step 3*. If *No* is selected, the user will be moved to the i-COMPLI validation (*Step 4*), where the expense can then be saved.

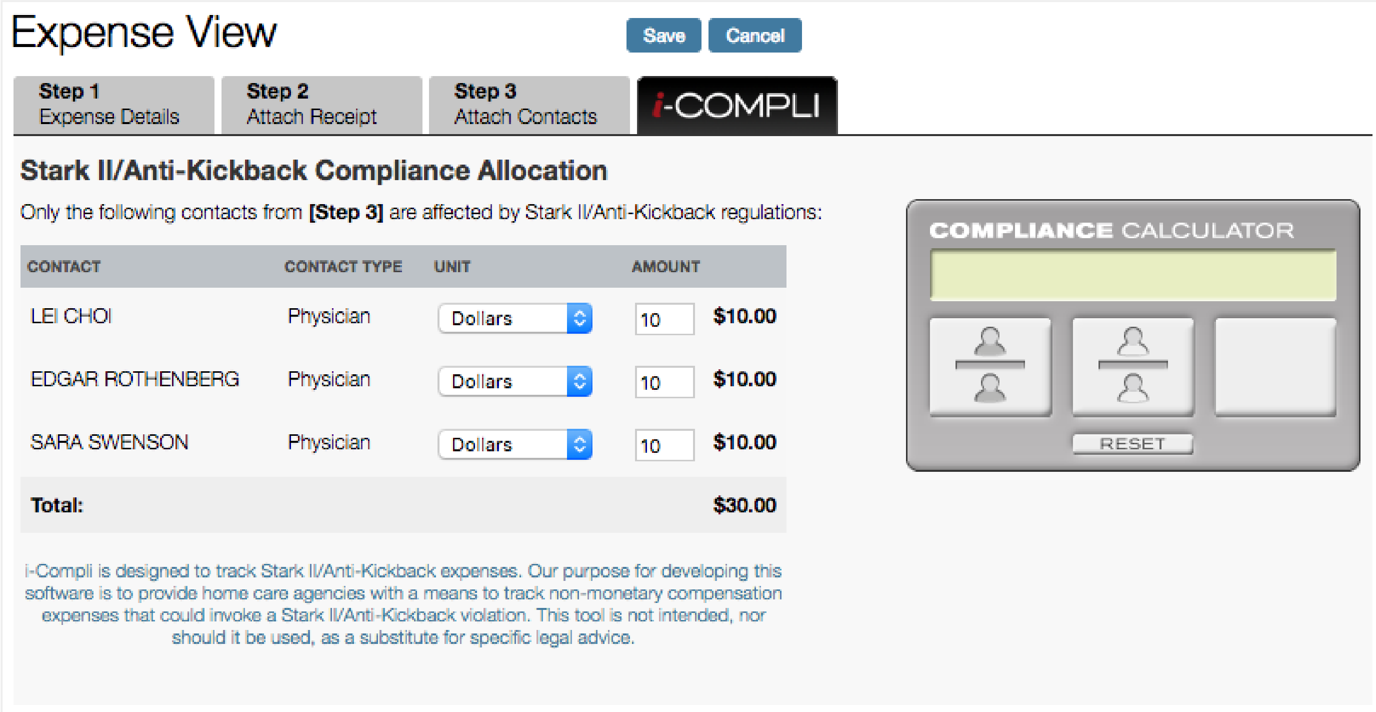
Note: Clicking the *Attach File* button will allow the user to add an additional receipt. If there is only one receipt for the expense, clicking this button is not necessary.

Step 3 - Add Contacts



In the third step, users can associate contacts for the expense. Click the + *Add Contact* button, and a search window will pop up, allowing the user to add any contact to the expense. However, since the expense should be associated with contacts on the same account as the expense, searching for the account and selecting the appropriate contacts is the suggested method of adding contacts.

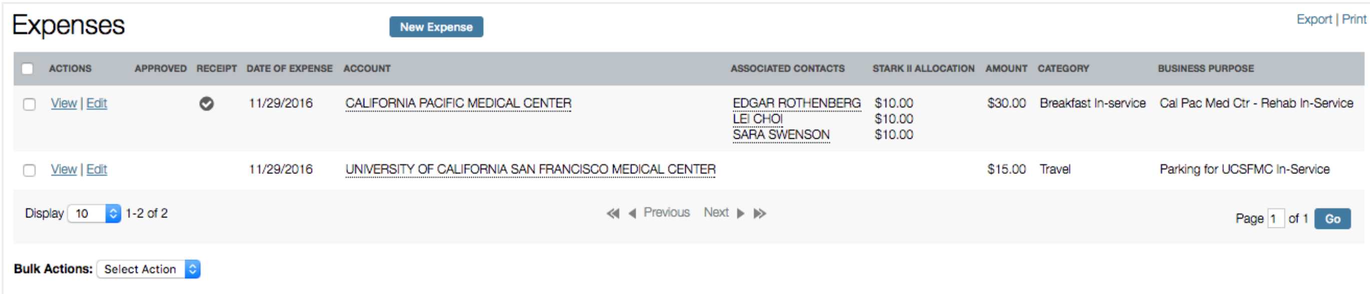
Step 4 - i-COMPLI



The last step allows users to appropriately distribute the amount of the expense amongst the associated contacts. This step is usually done automatically, and uses the *Contact Type* to determine which contacts should have their amounts tracked. If the *Contact Type* field is blank, or is not eligible for compliance tracking, the contact will not be listed in *Step 4*.

Once all of the information for the expense has been properly captured, the record can be saved by clicking the *Save* button above or below the data entry area of the *Expense View*. The expense will then show a summary, and a confirmation that the record has been saved.

Clicking the *Back to List* button above the expense will take the user back to their complete list of expenses. This view is what displays when a user initially clicks on the *Expense* navigation link.



It should be noted that the *Approved* column (shown above) will be updated when an administrator or manager approves expenses. The *Receipt* column will indicate if a receipt has been attached to the expense. If any changes to the expenses need to be made (such as uploading a receipt), users can click the *Edit* link in the *Actions* column to make changes to any of the above steps.

Note: By default, most users will not be able to delete expenses and will need to partner with their manager or administrator for assistance.