

Installation Guide

Odoo Construction Expense Management App



PRAGMATIC

Prepared by

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Pragmatic has developed a new module for the expense management related with projects. This will help companies to see and track the expenses made against the project. Managing expenses is one of the key features for any project and here in this module, Pragmatic has developed a way to do so.

After installing 'odoo_pragtech_expense', user will be able to see the following information while creating new records in Expense management.

The screenshot shows the 'Create Report' form in the Odoo Expense management module. The form is divided into several sections. At the top, there are buttons for 'Save' and 'Discard'. Below these, there is a 'Create Report' button and a progress bar with steps: 'To Submit', 'Submitted', 'Approved', 'Paid', and 'Refused'. The main form area contains the following fields:

- Description:** A text field with the placeholder 'e.g. Lunch with Customer'.
- Product:** A dropdown menu.
- Unit Price:** A text field with the value '\$0.00'.
- Quantity:** A text field with the value '1.000'.
- Taxes:** A dropdown menu.
- Project:** A dropdown menu. A red arrow points to this field.
- Bill Reference:** A text field.
- Date:** A date field with the value '09/17/2019'.
- Account:** A dropdown menu with the value '220000 Expenses'.
- Employee:** A dropdown menu with the value 'Mitchell Admin'.
- Sale Order:** A dropdown menu.
- Analytic Account:** A dropdown menu.
- Company:** A dropdown menu with the value 'YourCompany'.

At the bottom left, there is a 'Total' field showing '\$ 0.00' and a 'Paid By' field with two radio buttons: 'Employee (to reimburse)' (selected) and 'Company'.

After Feeding Data

The screenshot shows the 'Create Report' form in the Odoo Expense management module after feeding data. The form is filled with the following values:

- Description:** 'Site visit with client'.
- Product:** '[EXP_CT] Car Travel Expenses'.
- Unit Price:** '\$0.32'.
- Quantity:** '16.5'.
- Taxes:** (empty).
- Project:** 'Green Valley'.
- Bill Reference:** 'HKJ4654654'.
- Date:** '09/17/2019'.
- Account:** '220000 Expenses'.
- Employee:** 'Mitchell Admin'.
- Sale Order:** (empty).
- Analytic Account:** (empty).
- Company:** 'YourCompany'.

At the bottom left, the 'Total' field shows '\$ 5.28' and the 'Paid By' field has the same two radio buttons: 'Employee (to reimburse)' (selected) and 'Company'.

User can link this with project.

In some cases, user can charge this reimbursement to the company


User can upload supporting documents for the expenses made.

My Expenses / Site visit with client

Edit Create Action

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Attach Document Create Report To Submit Submitted Approved Paid Refused



Description
Site visit with client

Product	[EXP_CT] Car Travel Expenses	Bill Reference	HKJ4654654
Unit Price	\$ 0.32	Date	09/17/2019
Quantity	16.500km	Account	220000 Expenses
Taxes		Employee	Mitchell Admin
Project	Green Valley	Sale Order	
		Analytic Account	
		Analytic Tags	
		Company	YourCompany
Total	\$ 5.28		
Paid By	Company		

My Expenses / Site visit with client


Edit Create Action

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Create Report Attach Document To Submit Submitted Approved Paid Refused

Description
Site visit with client

Product	[EXP_CT] Car Travel Expenses	Bill Reference	HKJ4654654
Unit Price	\$ 0.32	Date	09/17/2019
Quantity	16.500km	Account	220000 Expenses
Taxes		Employee	Mitchell Admin
Project	Green Valley	Sale Order	
		Analytic Account	
		Analytic Tags	
		Company	YourCompany

 1 Documents

User has to create report and add all lines in the expenses made, add notes and submit to manager for approval

My Expenses / Site visit with client / New

Save Discard

Submit to Manager

Draft Submitted Approved Posted

Expense Report Summary

Site visit with client

Employee: Mitchell Admin

Paid By: Company

Manager:

Company: YourCompany

Expense Other Info

Date	Description	Sale Order	Analytic Account	Analytic Tags	Taxes	Total
09/17/2019	Site visit with client				1	\$ 5.28

Add a line

Manager has authority to either approve or refuse

My Expenses / Site visit with client / Site visit with client

Save Discard

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Approve Reset to Draft Refuse

Draft Submitted Approved Posted

Expense Report Summary

Site visit with client

Employee: Mitchell Admin

Paid By: Company

Manager:

Company: YourCompany

Expense Other Info

Date	Description	Sale Order	Analytic Account	Analytic Tags	Taxes	Total
09/17/2019	Site visit with client				1	\$ 5.28

1 Documents

If its refused, employee will not get the benefit and if it's approved, then user can post the journal entries after approval from the respective manager.

Reporting

User can view the report of expense made against the project in different forms like list, kanban, graph and pivot

List View

Expenses My Expenses Expense Reports Reporting Configuration

Project is set Search...

Filters Group By Favorites

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Date	Description	Employee	Paid By	Analytic Account	Analytic Tags	Total	Status
09/17/2019	Site visit with client	Mitchell Admin	Company			\$ 5.28	Paid

Kanban View

My Expenses

CreateImport

Project is set xSearch...

FiltersGroup ByFavorites

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Site visit with client

Mitchell Admin

09/17/2019

5.28

Paid

Graph View



Pivot View

My Expenses

Measures

Project is set xSearch...

FiltersGroup ByTime RangesFavorites

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	- Total	
	+ September 2019	
	Total	
- Total		5.28
+ Mitchell Admin		5.28