ENTERING EXPENSES

In This Document:

Learn how to enter soft costs into your General Ledger.
Explore the expense entry interface.
Understand how to post expense entries to customer files.

This document utilizes Soluno version 1.5.65. Screens may have been adjusted since publication.

BEFORE YOU BEGIN:

Using the Expenses tab will create SOFT COSTS in your General Ledger. For costs linked to payments coming from the firm you would use the OPERATING OUT or ACCOUNTS PAYABLE features. To learn more about this, refer to the *Operating Out - Data Entry* document.

EXPLORE THE INTERFACE

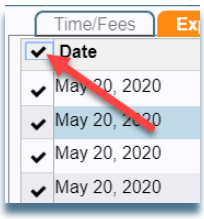
To enter client related expenses in Soluno®, start by selecting the ADD ENTRIES icon (pictured below) and click on the EXPENSES tab. Here you will be able to enter expenses/costs that are billed back to your clients.

To understand what is required to enter expenses into the system let's breakdown the different columns.

CHECKBOX

The first column on the left of the data entry screen is the SELECTION CHECKBOX. This allows you to select which of the expense entries will be posted to the client files.

- A black checkmark marks an entry that has been selected to be posted.
- A gray checkmark identifies any entries that have not been selected.
- Click the first checkmark in the header to select all the expense entries in the list.



DATE

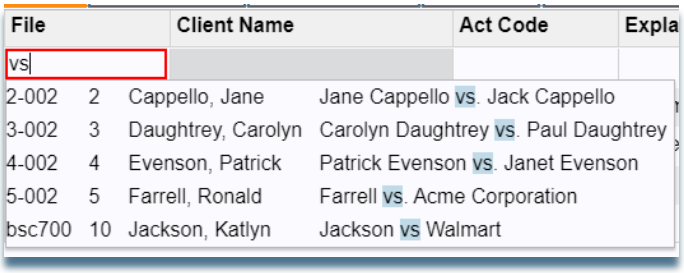
Here is where you can enter the date of the expense. The default date for expense entries will be taken from the system date indicated in the top menu.

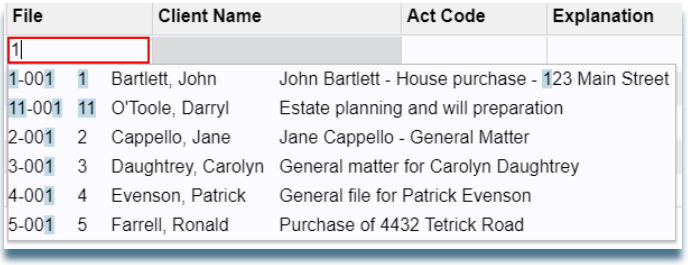
To manually change the date entry, either double-click the entry field to select from a calendar, or type it in one of the following formats: MTH DD or MM/DD (will default to this calendar year unless otherwise specified)

FILE

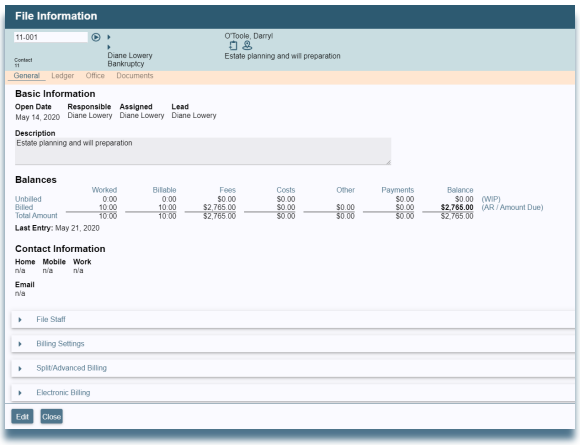
The file column is where you identify the file to which the expense entry will post.

You can search for a file using a file number, contact name, or file description. Simply click on the field and begin to type in the information you have. While typing, auto-fill will suggest the closest matching files in a drop-down list. You can then select the file you require.



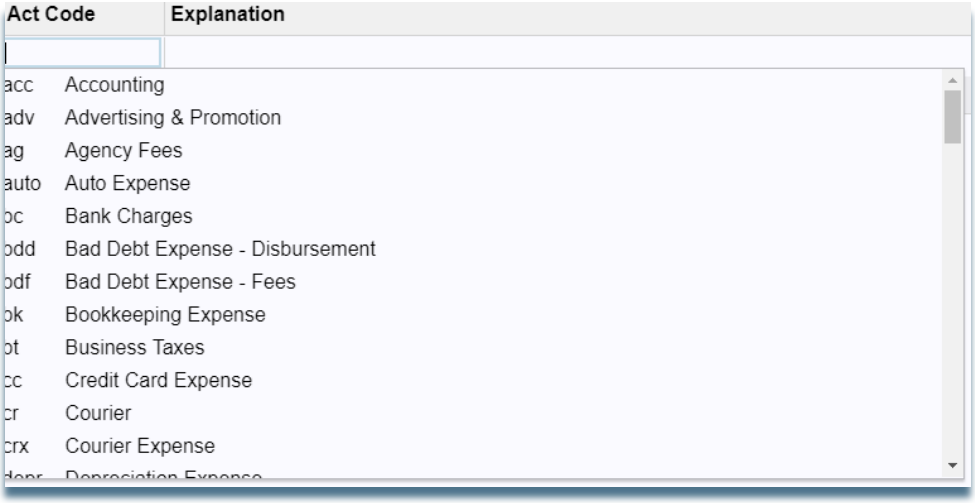


Once a file number is selected, an INFORMATION ICON will appear beside the field. Clicking this will provide you with details about the file.



ACT CODE (ACTIVITY CODE)

Activity Codes are shortcuts to typing explanations for time, expense, and trust entries. They are often required for eBilling files in conjunction with expense codes. Soluno will automatically populate the explanation column with the corresponding ACT CODE description. If enabled, the Act code will also automatically fill the GL ACCOUNT column with the associated General Ledger account.

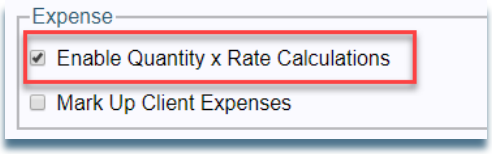


EXPLANATION FIELD

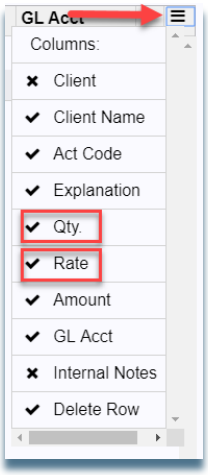
The explanation field shows details about the expense entry. These notes have the option to be displayed on the invoice and are defaulted to appear on Soluno reports.

QUANTITY / RATE

This feature must be selected in settings so that it is available in Expenses. Navigate to: ADMINISTRATOR SETTINGS → FIRM → SETTINGS → FEATURES → EXPENSE.



These columns will appear if activated in the data entry screen settings by clicking on the three lines stacked at the right side of the column headers.



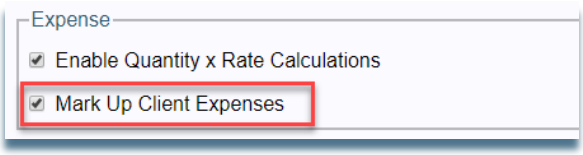
When enabled, these columns are where you can enter the quantity of expenses along with their corresponding rate. The values entered in these sections will be totalled automatically and displayed in the AMOUNT column.

AMOUNT

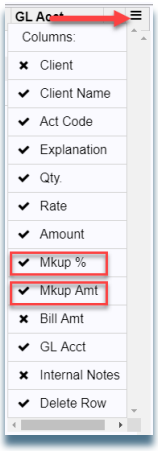
This is where you enter the amount of the expense you wish to post. If the Quantity and Rate columns are deactivated, you can manually enter the value. When the Quantity and Rate columns are activated, this portion will be automatically populated.

MARK UP CLIENT EXPENSES

This feature must be established in settings in order for it to be available in the Expenses. Go to ADMINISTRATOR SETTINGS → FIRM → SETTINGS → FEATURES → EXPENSE



These columns will appear if activated in the data entry screen settings by clicking on the three lines stacked at the right side of the column headers.

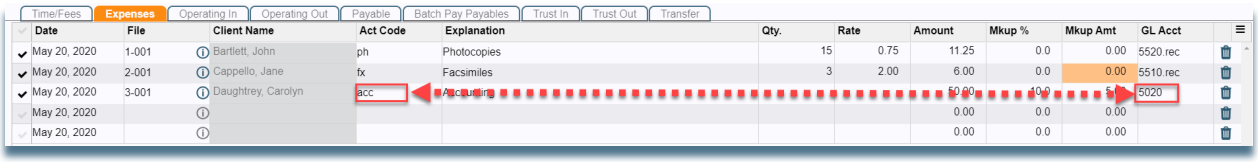


When enabled, these columns allow you to enter a mark-up percentage for an expense or a flat amount for mark-up to be added to this expense amount. The values entered in these sections will be tallied and then added to the amount when posted.

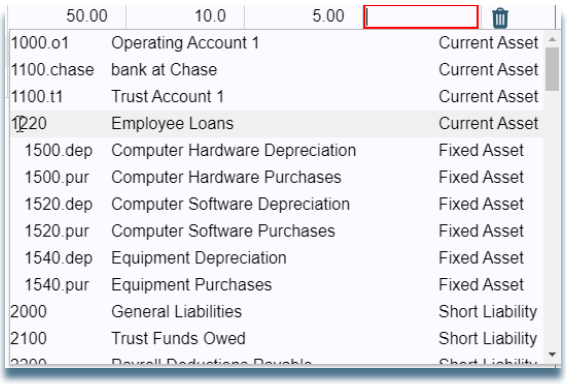
GL ACCT (GENERAL LEDGER ACCOUNT)

The GL ACCT field is where you can indicate the General Ledger account where the expense will be posted.

As mentioned in the ACT CODE section of this document, Soluno comes standard with GL Accts associated with activity codes (Act codes). When the Act code field is filled in, the GL Account column will be automatically populated with the code's corresponding General Ledger account.



To manually enter or adjust the General Ledger account, simply click on the GL Acct field and select from the drop-down list of GL Accounts.

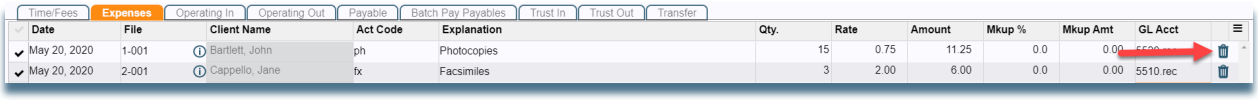


	50.00	10.0	5.00	
1000.o1	Operating Account 1			Current Asset
1100.chase	bank at Chase			Current Asset
1100.t1	Trust Account 1			Current Asset
1220	Employee Loans			Current Asset
1500.dep	Computer Hardware Depreciation			Fixed Asset
1500.pur	Computer Hardware Purchases			Fixed Asset
1520.dep	Computer Software Depreciation			Fixed Asset
1520.pur	Computer Software Purchases			Fixed Asset
1540.dep	Equipment Depreciation			Fixed Asset
1540.pur	Equipment Purchases			Fixed Asset
2000	General Liabilities			Short Liability
2100	Trust Funds Owed			Short Liability

FINALIZE ENTRIES

Once all of the entries are entered into the system, use the CHECKBOX column to select which entries you wish to post. Then, click on the SAVE button in the bottom left of the entry page to finalize your choices.

To delete a single entry on the expense sheet, click on the trash can icon at the right side of the entry,



To clear all the entries for your current expenses, click on the RESET button to the right of the save button. When you select this option Soluno will confirm your action before removing all the entries from the expense sheet.