# HR365@

# Expense tracker 365

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# Home Page

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	ET#103	i.	Office Supplies	12/02/2024	Company	50.00	USD	Isaiah Langer	Pending	
	ET#102	÷	Travel to Conference	11/28/2024	Travel	800.00	USD	Isaiah Langer	Pending	
	ET#101	1	Business Lunch with Cli	12/03/2024	Food	120.00	USD	Isaiah Langer	Pending	
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On the homepage, you can see four tabs: My Expense, All Expenses, Team Expense, and Approval.

My Expense: In the My Expense tab, you can view your expenses and add new ones by clicking on the Add button.

1. Click on Add button to Add your expense.

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	ET#103 :	Office Supplies	12/02/2024	Company	50.00	USD	Isaiah Langer	Pending	
	ET#102 :	Travel to Conference	11/28/2024	Travel	800.00	USD	Isaiah Langer	Pending	
	ET#101 :	Business Lunch with Cli	12/03/2024	Food	120.00	USD	Isaiah Langer	Pending	
	1 of 1						Show Entries 1	0 ~ <	1 >

2. After clicking on the Add button in the My Expense tab, a new panel will open. Fill in the details and click on the Submit button to submit your expense.

- 111	s New Expense	ô ×
	Single Expense Multiple Expense	Expense Reported By * Isaiah Langer
=	Title *	Upload Receipt/Attachment(s) 🖉
G	, Networking Dinner Title	
М	Expense Type * Date *	
	Food v 12/03/2024	
8	Department * Cost Center *	Drop your receipt here
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?	250 USD V Is Reimbursable?	
	Description	. 9
	Dinner with potential investors.	
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	Attachment(s) 🖉	
	Submit Save as Draft	

If you upload a receipt or attachment, the file will immediately be displayed.

	New Expense										
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	1 🖹 Employee-Expense-Rep 1	Î			APPTITUDE   The Se	nart integration App			accounts popplitude con	www.apptitude.com	

All Expenses: In the All Expenses tab, you can view Others expenses and add new ones by clicking on the Add button.

1. Click on Add button to Add your expense.

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	ET#106	1	Networking Dinner	12/03/2024	Food	250.00	USD	Isaiah Langer	Pending	
	ET#105	÷	Taxi Fare	11/30/2024	Travel	25.00	USD	Isaiah Langer	Pending	
	ET#104	1	Monthly Software Subs	12/03/2024	Company	300.00	USD	Isaiah Langer	Pending	
	ET#103	1	Office Supplies	12/02/2024	Company	50.00	USD	Isaiah Langer	Pending	
	ET#102	1	Travel to Conference	11/28/2024	Travel	800.00	USD	Isaiah Langer	Pending	
	ET#101	1	Business Lunch with Cli	12/03/2024	Food	120.00	USD	lsaiah Langer	Pending	

2. After clicking on the Add button in the All Expense tab, a new panel will open. Fill in the details and click on the Submit button to submit your expense.

⊞ s	New Expense		ô ×
	Single Expense Multiple Expense Title *		Expense Reported By * Isaiah Langer
۵,	Networking Dinner Title		
<u>ا</u>	Expense Type *	Date *	
	Food	· 12/03/2024 🖃	
સ્ક	Department *	Cost Center *	Description of the second s
æ -	Development	V IT (560029) V	Drop your receipt here
	Amount * Currency		
?	250 USD	✓ ✓ Is Reimbursable?	
	Description		9
	Dinner with potential investors.		
1	Attachment(s) 🖉	<i>"</i>	

Team Expense: In the Team Expense tab, only managers can view team expenses and add new ones by clicking on the Add button.

1. Click on Add button to Add your expense.

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	ET#107	:	Taxi Fare	12/03/2024	Travel	25.00	USD	Isaiah Langer	Pending	
	ET#106	4	Networking Dinner	12/03/2024	Food	250.00	USD	Isaiah Langer	Pending	
	ET#105	1	Taxi Fare	11/30/2024	Travel	25.00	USD	Isaiah Langer	Pending	
	ET#104	÷	Monthly Software Subs	12/03/2024	Company	300.00	USD	Isaiah Langer	Pending	
	ET#103	÷	Office Supplies	12/02/2024	Company	50.00	USD	Isaiah Langer	Pending	
	ET#102	4	Travel to Conference	11/28/2024	Travel	800.00	USD	Isaiah Langer	Pending	
	ET#101	÷	Business Lunch with Cli	12/03/2024	Food	120.00	USD	Isaiah Langer	Pending	

2. After clicking on the Add button in the Team Expense tab, a new panel will open. Fill in the details and click on the Submit button to submit your expense.

	s	New Expense							0 ×
=		Single Expense	Multiple	Expense				Expense Reported By * Isaiah Langer Upload Receipt/Attachment(s) 🖉	~
ĥ	1	Networking Dinner	[	Title					
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#### Approval

In the Approval tab, there are three sub-tabs: Pending, Approved, and Rejected.

1. In the Approved tab, all approved expenses are shown.

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	ET#107	Taxi Fare	Travel	12/03/2024	25.00	USD	Pending	
	ET#106	Networking Dinner	Food	12/03/2024	250.00	USD	Pending	
	ET#105	Taxi Fare	Travel	11/30/2024	25.00	USD	Pending	
	ET#104	Monthly Software Subscription	Company	12/03/2024	300.00	USD	Pending	
	ET#103	Office Supplies	Company	12/02/2024	50.00	USD	Pending	
	ET#102	Travel to Conference	Travel	11/28/2024	800.00	USD	Pending	
	ET#101	Business Lunch with Client	Food	12/03/2024	120.00	USD	Pending	

2. In the Pending tab, all pending expenses are shown.

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-	ET#105	Taxi Fare	Travel	11/30/2024	25.00	USD
?	ET#104	Monthly Software Subscription	Company	12/03/2024	300.00	USD
	ET#103	Office Supplies	Company	12/02/2024	50.00	USD
	ET#102	Travel to Conference	Travel	11/28/2024	800.00	USD
	ET#101	Business Lunch with Client	Food	12/03/2024	120.00	USD

3. In the Approved tab, all Approved expenses are shown.

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۲	ET#107	Taxi Fare	Travel	12/03/2024	25.00	USD
?	ET#106	Networking Dinner	Food	12/03/2024	250.00	USD

## 4. In the Rejected tab, all rejected expenses are shown.

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\$	ET#105	Taxi Fare	Travel	11/30/2024	25.00	USD
?	ET#102	Travel to Conference	Travel	11/28/2024	800.00	USD
	ET#101	Business Lunch with Client	Food	12/03/2024	120.00	USD

5. If the user has multiple expenses, downloading them one by one would take more time. To simplify this, a **Download** button is provided, allowing the user to download multiple expenses with a single click.

Name John Taylor IT Head   IT 23/2102		Manager Joseph Weeks Director   Manufi 23/3101	acturing							
Title *				Start Date *		En	d Date			
Multiple expenses				10/11/2024			10/11/2024			
Department *		Cost Center *		Currency *			oject *			
IT	~	V IT (560029)		✓ USD		~ 5	Select Project			
Date	Description			Expense Type	An	ount	Attachment(s)		ls Reimbu	
10/11/2024 📼	Travelling			Air Fair	~	29	99 Employee-E	@		
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 $\leftarrow \text{Architecture Diagram}$ 

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