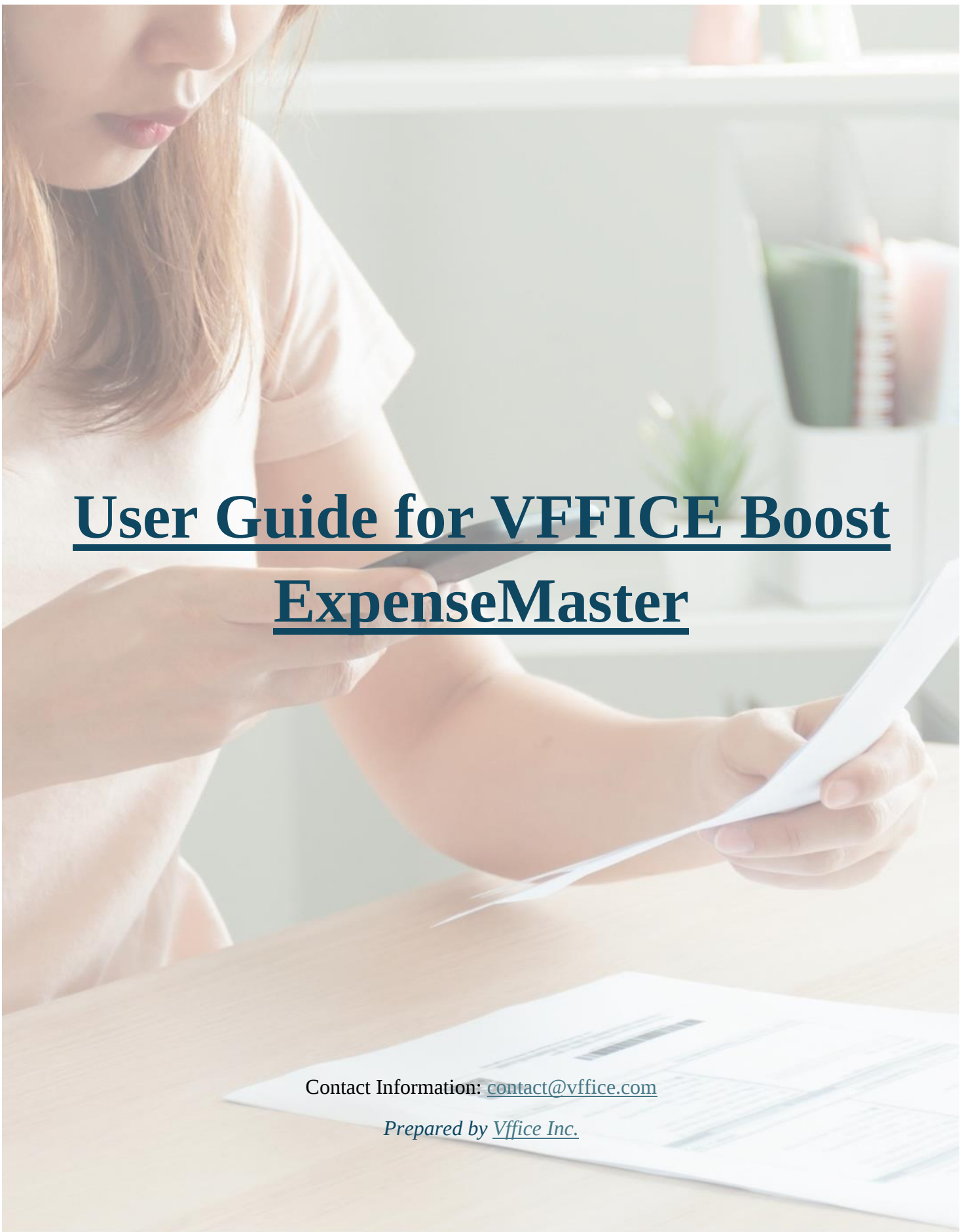


A background image showing a woman with long brown hair, wearing a light pink shirt, sitting at a wooden desk. She is holding a white document in her left hand and a smartphone in her right hand, looking down at the phone. On the desk in front of her is a printed document with a barcode and some text. In the background, there is a white shelf with some books and a small green plant.

User Guide for VFFICE Boost ExpenseMaster

Contact Information: contact@vffice.com

Prepared by Vffice Inc.

Table of Contents

User Guide for Vffice Boost ExpenseMaster	1
Overview	3
I. Business Central configuration	3
1. Install File Preview Extension:	3
2. Install Expense Module:	4
3. Configure Expense Module:	4
4. Enable New Sales Pricing Experience:	5
II. Functional configuration	5
1. Configure Expense Setup	5
2. Set Up Resources for Approval:	7
3. Configure Expense types	8
4. Configure Purchase & Payables Setup:	8
III. For Vffice Boost ExpenseMaster users	12
IV. For Vffice Boost ExpenseMaster managers:	14

Overview

The VFFICE Boost ExpenseMaster simplifies the management of business and travel expenses by automating the entire expense lifecycle. Employees capture receipts digitally using their smart phones or web browsers, eliminating the need for physical copies. These expenses are submitted through the Dynamic365 Business Central platform, offering real-time visibility into spending while automatically generating detailed reports. The system streamlines the claiming and approval process, allowing managers to review and approve expenses efficiently. The final stage involves processing and accounting for all approved expenses, ensuring accuracy and compliance.

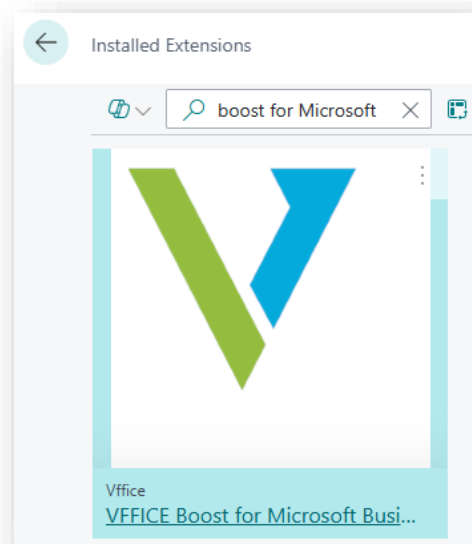
By automating these steps, VFFICE Boost Expense Master makes expense management more efficient and transparent.

The purpose of this User Guide is to provide a clear, step-by-step guide for end-users to efficiently capture, submit, and manage their expenses using the Boost Expense Master.

I. Business Central configuration

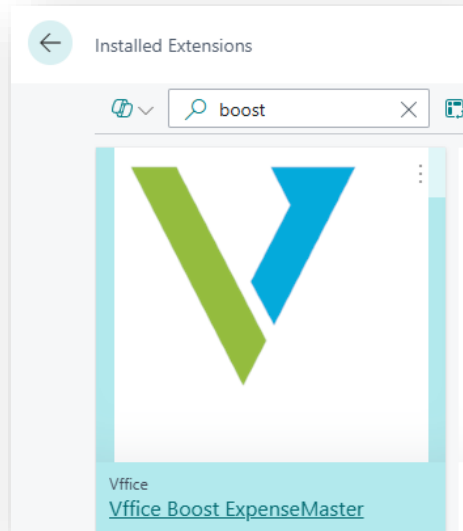
1. Install File Preview Extension:

- Search for and install the File Preview extension **Vffice Boost for Microsoft Business Central**.



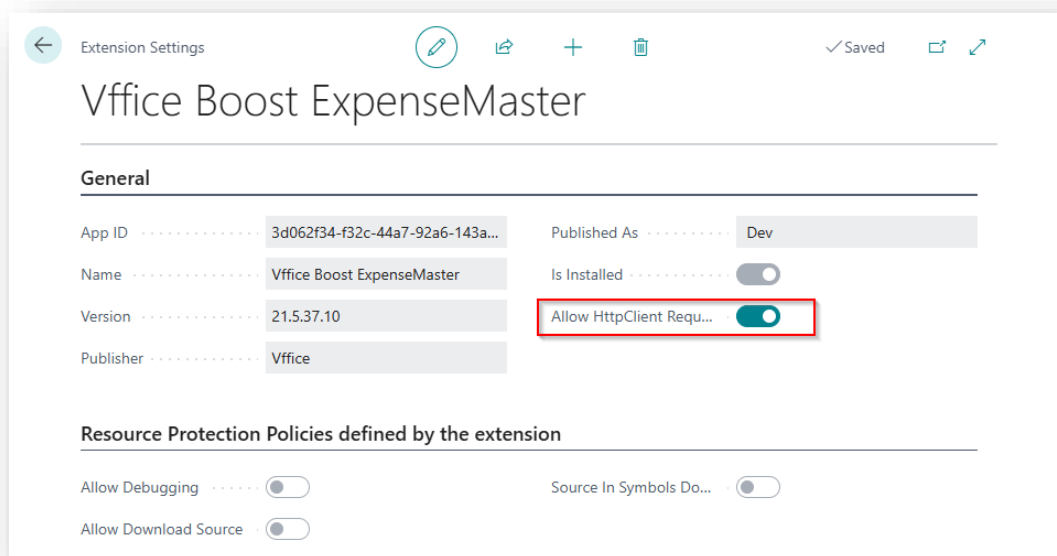
2. Install Expense Module:

- Search for and install the Expense Module extension package **Vffice Boost ExpenseMaster** in the **AppSource** marketplace



3. Configure Expense Module:

- Open **Extension Management** page.
- Locate the **Vffice Boost ExpenseMaster** package.
- In the **Extension settings**, Set “**Allow HttpClient Requests**” to **true**.



4. Enable New Sales Pricing Experience:

- Go to the **Feature Management** page.
- Enable the feature update called “**New Sales Pricing Experience**” (required until version 26.0).

Feature Management ✓ Saved 🔖 🔗 🔍

Feature Management: All 🔍 🔗 🔍 🔗 Edit List Data Update 🔗 🔍 ☰

Feature	Current Company Status	Update Start Date/Time
Feature Update: Enable multiple users to post warehouse en...	Enabled	
Feature Update: Replace the existing EU 3-Party Trade Purch...	Disabled	
Feature Update: Enable use of new extensible exchange rate...	Enabled	
Feature Update: Enable use of new extensible invoice postin...	Disabled	
Feature: Use optimized text search in lists	Disabled	
Feature Update: Enable use of G/L currency revaluation	Disabled	
Feature: Enable legacy locking scheme in AL	Disabled	
Feature Update: Enable use of package tracking in physical i...	Disabled	
Feature Update: Use new communication text for reminder t...	Disabled	
Feature: Enable using SAF-T Audit Files Exports	Disabled	
→ Feature Update: New sales pricing experience	Complete...	12/12/2024 10:0...
Feature Update: Auto-save with every field change	Disabled	
Feature: Enable using bulk operations for Shopify connector	Disabled	

II. Functional configuration

1. Configure Expense Setup

- Open the **Expense Setup** page.

Expense Setup 🔍 🔗 + 🗑 ✓ Saved 🔖 🔗 🔍

Numbering

Expense Sheet Nos. ... EXP 📅 Period Date Range ... CM

Approve Time by Wor...

Control Tot. Time In Ti...

Code ↑	Description
→ EXP	Expense claim
FA	Fixed Asset
FA-INS	Insurance
FA-INSJNLG	Insurance Journal
FA-JNL	Fixed Asset Journal

+ New Show details Select from full list

- **Expense Sheet Nos.:** Click the arrow button in **Expense Sheet No.**, then click **New**. Create a new Expense Sheet series Nos., name it, and set the range (e.g., EXP-00001 to EXP-99999). Ensure the “**Default Nos.**” option is selected.

Code ↑	Description	Starting No.	Ending No.	Last Date Used	Last No. Used	Def... Nos.	M Ni
A-BLK	Assembly Blanket Orders	A00001	A01000	—	—	☒	
A-ORD	Assembly Orders	A00001	A01000	—	—	☒	
A-ORD+	Posted Assembly Orders	A00001	A01000	—	—	☒	
A-QUO	Assembly Quote	A00001	A01000	—	—	☒	
BANK	BANK	B010	B990	—	—	☒	
BNKDEPOSIT	Bank Deposit	BD00001	BD99999	—	—	☒	
CAMP	Campaign	CP0001	CP9999	—	—	☒	
CONT	Contact	CT000001	CT100000	1/31/2025	CT000030	☒	
CT-MSG	Credit Transfer Msg. ID	1001	9999	—	—	☒	
CUST	Customer	C00010	C99990	—	—	☒	
EMP	Employee	E0010	E9990	—	—	☒	
→ EXP	Expense claim	EXP00000001	EXP99999999	—	—	☒	
FA	Fixed Asset	FA000010	FA999990	—	—	☒	
FA-INS	Insurance	INS000010	INS999990	—	—	☒	
FA-INSJNLG	Insurance Journal	N00001	N01000	—	—	☒	
FA-JNL	Fixed Asset Journal	G05001	G06000	—	—	☒	
FAJNL-GL	Fixed Asset G/L Journal	F00001	F01000	—	—	☒	
FAJNL-GLR	Recurring Fixed Asset G/L Jnl	RF00001	RF01000	—	—	☒	
GJNL-GEN	General Journal	G00001	G01000	—	—	☒	
GJNL-PMT	Payment Journal	—	—	—	—	☒	
GJNL-RCPT	Cash Receipts Journal	—	—	—	—	☒	
IC_GJNL	InterCompany Gen. Jnl	IC0010	IC9999	—	—	☒	

- **Period Date range:** Set the period date range using the following formats:

- **1M:** 1 month restriction.
- **10D:** 10 days.
- **2W:** 2 weeks.
- **CM+10D:** Current month + 10 days.
- **D10:** The 10th day of the next month.

(Refer to the standard BC date range format: [Entering dates and times in Business Central - Business Central | Microsoft Learn](#))

- **Use Customer Tax Area for Sales:** The Customer Tax Area Code from the Customer Card will always be used when creating a Sales invoice from the Approved Expense sheets.

2. Set Up Resources for Approval:

Since the expense module uses resources for approval, create a resource card if none exists.

- Open the **Resource** page. Click **New**

No. ↑	Name	Type	Base Unit of Measure	Unit Cost	Price/Profit Calculation	Profit %	Unit Price
ANAGU...	Anand Patel	Person		100	Profit=Pric...	0	
BODHOLI	BODHOLI	Person		100	Profit=Pric...	0	
CARLUNA...	CARLUNA...	Person		100	Profit=Pric...	0	
EDWARD...	Edward Albert	Person		100	Profit=Pric...	0	
WASHING...	WASHINGTON	Person	HOUR	10000	Profit=Pric...	-4%	10000
LIAM	Liam Townsend	Person	HOUR	10000	Profit=Pric...	0%	10000
MARTIN	Martin Hunt	Person	HOUR	10000	Profit=Pric...	-4%	10000
MICHAEL...	MICHAEL...	Person		100	Profit=Pric...	0	
JOHN		Person		100	Profit=Pric...	0	
TERRY	Terry Buddle	Person	HOUR	10000	Profit=Pric...	0%	10000
YOUNG	Young Man	Person		100	Profit=Pric...	0	
YOUNG	YOUNG, Carl	Person		100	Profit=Pric...	0	

- Fill in the following fields:

Resource Card
R0010

Home Resource Report More options

Create Time Sheets...

General Show more

No. R0010 Use Time Sheet ☒

Name Time Sheet Owner User ID

Type Person Time Sheet Approver Us...

Base Unit of Measure Expense Sheet Approver...

Search Name Expense Vendor No.

Resource Group No. OFFICE

Blocked ☒ Graphical Scheduler

Last Date Modified Sort Order

- **Timesheet Owner User ID:** The individual submitting the expense.
- **Expense Sheet Approver User ID:** The manager responsible for approving.
- **Expense Vendor No.:** The individual or entity identified as a vendor on the invoice. If the expense was initially paid by the individual submitting the

claim and the company is reimbursing them, the individual could be considered as a vendor.

3. Configure Expense types

- Open the **Expense Types** page. Click **New** to create new expense type.

Code ↑	Name	Description	Expense Type	Amount per Unit	Expense Account	Tips Allo
BUREAU	Fournitures de bureau	Fournitures de bureau	Amount	0	67500	
FT	Fitness	Fitness	Amount	0	67500	
GROCERY	Grocery	Grocery	Amount	0	67500	
HOTEL	Hotel	Hotel	Amount	0	61300	
LICENCE	Licence	Licence	Amount	0	67500	
→ MEAL	Meal	Meal	Amount	0	61200	
MEDICAL	Frais médicaux	Frais médicaux	Amount	0	62600	
MILE	Mile	Mile	Unit	0.52	67500	
STATION	Stationnement	Stationnement	Amount	0	61300	
TI	Equiptement informatique	Equiptement informatique	Amount	0	64300	
TRANSPORT	Transportation	Transportation	Amount	0	61300	

- The following are two examples for commonly used expense types:
 - **Meal:**
 - Expense Type: **Amount**
 - Tips Allowed: **Yes**
 - Tax Group Code: **Taxable**
 - Tax Liabile: **Yes**
 - **Mile:**
 - Expense Type: **Unit**
 - Amount Per Unit: **Specify the price or cost of a single item or unit.**
For example, if one-unit costs \$5 and you buy 10, the total amount will be \$50.
 - Tax Group Code: **Taxable**
 - Tax Liabile: **Yes**
 - Mileage: **Yes**

4. Configure Purchase & Payables Setup:

- Open the **Purchases & Payables Setup** page. In the **Expense** tab, configure:

- **Project Mandatory for Expense:** For each expense line, specify a Project No. and Project Task No., if necessary. The manager can also set a default Project No. and Project Task No. for each expense user. The system will check the expense line when the user submits it.

Purchases & Payables Setup

Vendor Posting Groups | Incoming Documents Setup | More options

Appln. between Curr... All

Expense

Project Mandatory for... ☒

Default Project No. * ...

Default Project Task * ...

Cust. Mandatory for ... ☐

Tips Tax Group Code ... NONTAXABLE

Expense Auto Approval ☐

Expense Dimension ... ☐

Prices >

• Steps to Configure Default Project No. and Default Project Task No.:

1. Configure the Project:

- Open the **Project** card.
- Ensure the project is set up correctly, including at least one **Project Task No.**
- Check the box **“Expense Task”** at the end of the line.

Project Card

JOB00030 · New Office Furniture

Home | Print/Send | Prices & Discounts | WIP | Project | Report | More options

Resources | Copy Project Tasks from... | Copy Project Tasks to... | Create Inventory Pick | Create Warehouse Pick

Tasks | Manage | Line

Edit | View | New | New Line | Delete Line

Project Task No.	Billable (Total Price)	Invoiced (Total Price)	Customer No.	Customer Name	Cha...	Expense Task
100	-	-	-	-	☐	☐
200	2,464.00	-	-	-	☐	☐
300	1,920.20	-	-	-	☐	☒

2. Set Up Default Project No. and Default Project Task No.:

- In the **Project** card, click the menu tab **Price & Discounts**, then select “**Sales Price Lists**”.

Project Card
JOB00030 · New Office Furniture

Home Print/Send **Prices & Discounts** WIP Project Report Actions Related Reports Automate Fewer o

Sales Price Lists Sales Prices Purchase Price Lists Purchase Prices Sales Discounts Purchase Discounts

General Show more

No. JOB00030 ...

Description New Office Furniture

Customer Name Trey Research ...

External Document No. ...

Person Responsible KATHERINE

Blocked ...

Last Date Modified 2/1/2022

Project Manager ...

Customer

Customer No. ...

Customer Name ...

Department Code SALES

Customergroup Code MEDIUM

Chargeable ☒

Hourly Rate 0.00

Customer PO Number ...

Color (VIS) ...

- Open or create an active sales price list code.

Sales Project Price Lists

+ New Manage

Code ↑	Description	Status	Allow Upd... Def...	Defines	Currency	Assign-to Type	Assign-to
J000001	Default price list.	Active	☒	Price & Dis...		Project Task	

3. Assign Project Task:

- In the lines part, choose the “**Assign-to type**” as “**Project Task**”.
- Fill in the “**Assign-to Parent No.**” as the “**Default Project No.**”
- Fill in the “**Assign-to No.**” as the “**Default Project Task No.**”

4. Specify Product Type and Resources:

- For the field “Product Type,” choose “Resource.”
- For the field “Product No.,” select the corresponding Resources (users) with multiple lines that you want to default to the Project No. (Refer to Step 2: Set Up Resources for Approval to set up the Resource card for Expense users.)

5. Verify Lines:

- After filling in all the mandatory fields, click the “Verify lines” button in the menu bar.

Next, go back to the **Purchase & Payables Setup** page and select the **Default Project No.** and **Default Project Task No.**

- **Cust. Mandatory for Expense:** For each expense line, specify a Customer No. and Customer Name if necessary.
- **Tips Tax Group Code:** The tips' tax group can be configured based on the specific circumstances.
- **Expense Auto Approval:** Once the expense user submits the expense sheet, all lines will be automatically approved without requiring a workflow.
- **Expense Dimension:** Mandatory (if dimension applicable for each expense)

Once you finish the Business Central and technical configuration, Vffice Boost ExpenseMaster is ready to go.

III. For Vffice Boost ExpenseMaster users

1. To create a new expense sheet, click on “**Open Expense Sheets**” on your Role Center page and click New. open the **Expense** page and click **New**.

The image shows two screenshots from the Vffice ExpenseMaster application. The top screenshot is the Role Center page, which displays various task and status cards. A red box highlights the 'Open Expense Sheets' card under the 'Expense Service' section, with a red arrow pointing to it. The bottom screenshot shows the 'Expense' list page. A red box highlights the '+ New' button in the top toolbar, with a tooltip that says 'Create a new entry.' The table below shows a list of expense entries with columns for No., Description, Period Start Date, Period End Date, Sub., App., and User ID.

No.	Description	Period Start Date	Period End Date	Sub.	App.	User ID
EXP00000009	Expense Fee	11/1/2010	1/12/2025			Submittal Status
EXP00000014	Expense Fee	12/13/2024	12/31/2024			Expense Status
EXP00000022	Expense Fee	1/23/2023	12/31/2024			Expense Status
EXP00000023	Expense Fee	11/1/2024	12/31/2024			Expense Status
EXP00000024	Expense Fee	12/1/2024	12/31/2024			Expense Status
EXP00000025	Expense Fee	12/1/2024	1/31/2025			Expense Status
EXP00000026	Expense Fee	12/1/2024	1/31/2025			Expense Status
EXP00000030	Expense Fee	1/8/2024	1/31/2025			Expense Status
EXP00000031	Expense Fee	1/9/2024	1/31/2025			Expense Status
EXP00000033	Expense Fee	1/1/2025	1/31/2025			Expense Status

- Complete the fields for **Expense Sheet No.** (using the corresponding No. Series), **Description**, and **Period Start Date**.

Expense Card

Print Expense Report AI-Powered Photo Capture AI-Powered Files Upload Show All Expenses More options

General

No. EXP00000003 ... Posting Date ...

Description ... Closed ...

User ID ... Department Code ...

Period Start Date ... Customergroup Code ...

Period End Date ...

Lines Manage Functions

New Line Delete Line Taxes Copy Line

Line No.	Project No.	Project Task No.	Type of Expense	Expense Date	Billa...	Description	Currency Code	Tax Area Code
1	*	*						

- In the menu bar, you will find two options: “**AI-Powered Photo Capture**” and “**AI-Powered File Upload**”. Upload expense files by using either of these options, depending on your preference. Each uploaded file will create a corresponding expense line within the same expense sheet.

For optimal AI processing, it is recommended that screenshots have a resolution of 1280 x 720

- Once the AI-powered analysis processes the uploaded file, the relevant line information will be automatically populated.
- After all expenses are entered, submit the expense sheet for approval.

Expense Card

EXP000000035

Print Expense Report AI-Powered Photo Capture AI-Powered Files Upload Show All Expenses Automate Fewer options

General

No. EXP000000035 ... Posting Date 1/31/2025

Description User_Manual Test ... Closed ...

User ID ...

Period Start Date 1/16/2025

Period End Date 1/31/2025

Lines Manage Functions

Submit Reopen

Submit for approval

All open lines [1 line(s)]

Selected line(s) only

OK Cancel

Line No.	Tips Amount	Tips Amount (LCY)	Total Amount	Total Amount (LCY)	Status
1	0.00	0.00	158.65	158.65	Open

IV. For Vffice Boost ExpenseMaster managers:

1. To approve the expense sheets submitted to you, click “**Expense Sheets to Approve**” on your Role Center page and review the submitted sheets.
2. Once the expense sheets are approved, the manager can navigate to the menu bar and choose to create purchase invoices or sales invoices.
3. Additionally, by clicking “Print Expense Report,” the manager can generate and print an expense report based on specific requirements.

To allow managers to view all expense sheets from different users, go to the User Setup page and check the Timesheet Admin box.

The closed field in the Expense sheet is only applied to the purchase invoice.