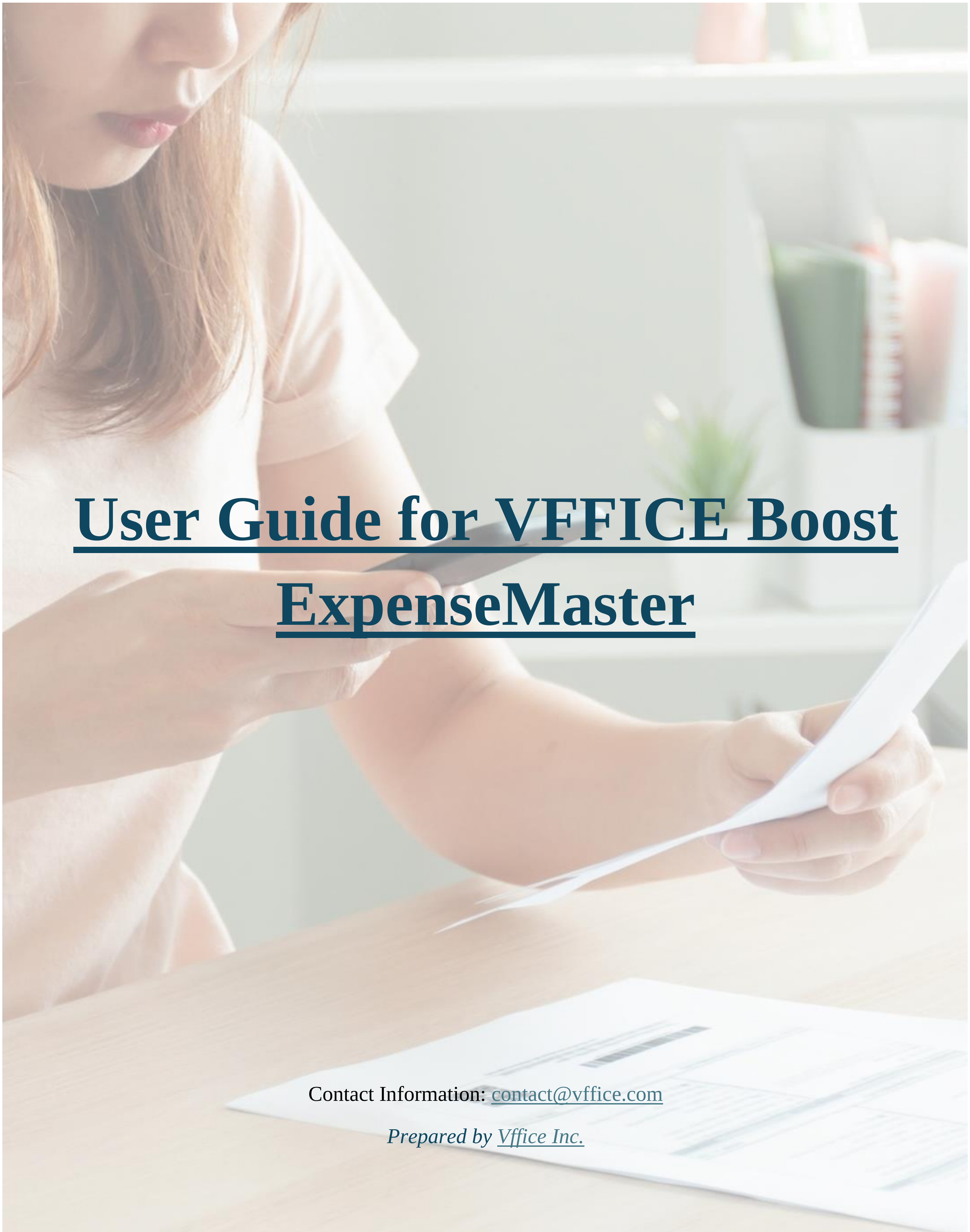


User Guide for VFFICE Boost ExpenseMaster

Contact Information: contact@vffice.com

Prepared by Vffice Inc.

Table of Contents

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.

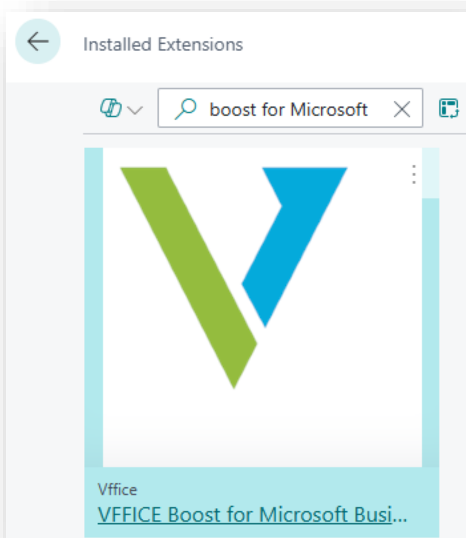
By automating these steps, VFFICE Boost Expense Master makes expense management more efficient and transparent.

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.

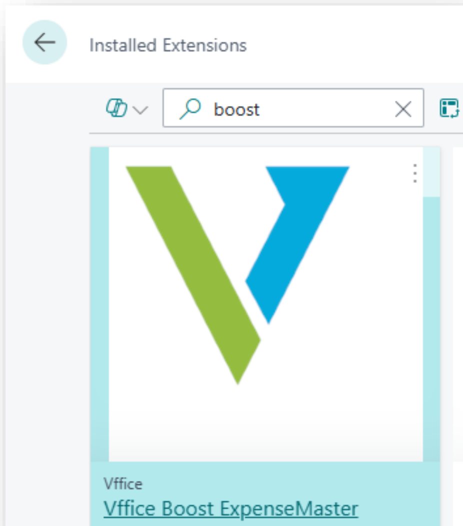
I. Business Central configuration

1. Install File Preview Extension:

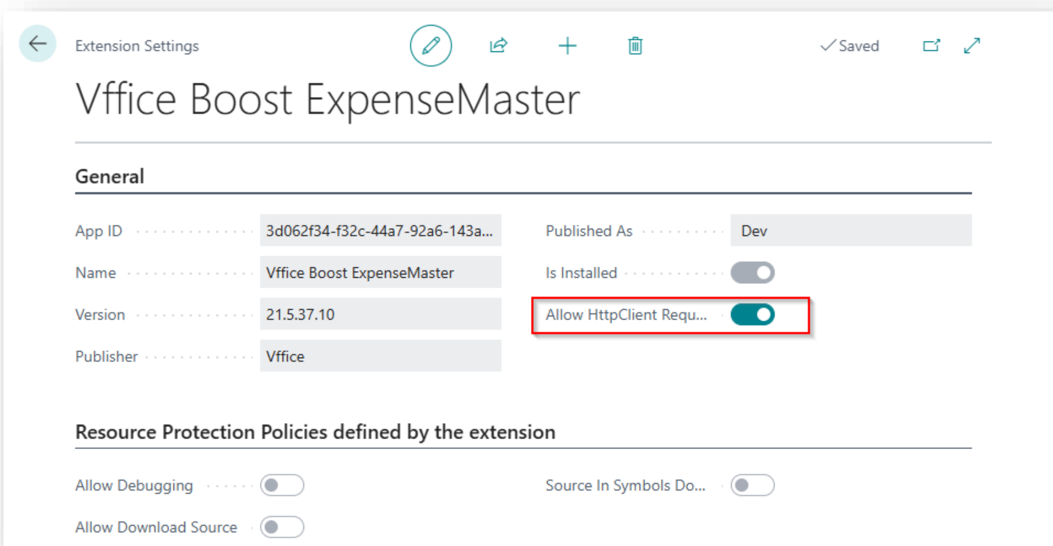
- Search for and install the File Preview extension **Vffice Boost for Microsoft Business Central**.



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

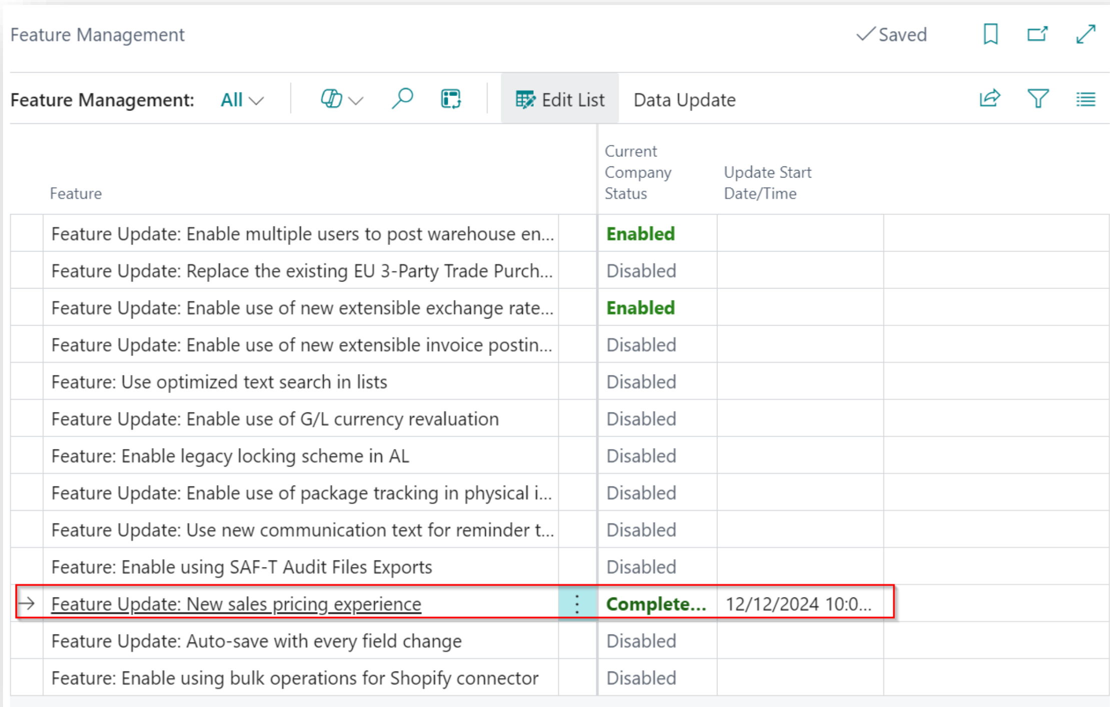


3. **Configure Expense Module:**
   - Open **Extension Management** page.
   - Locate the **Vffice Boost ExpenseMaster** package.
   - In the **Extension settings,** Set "**Allow HttpClient Requests**" to **true**.



4. Enable New Sales Pricing Experience:

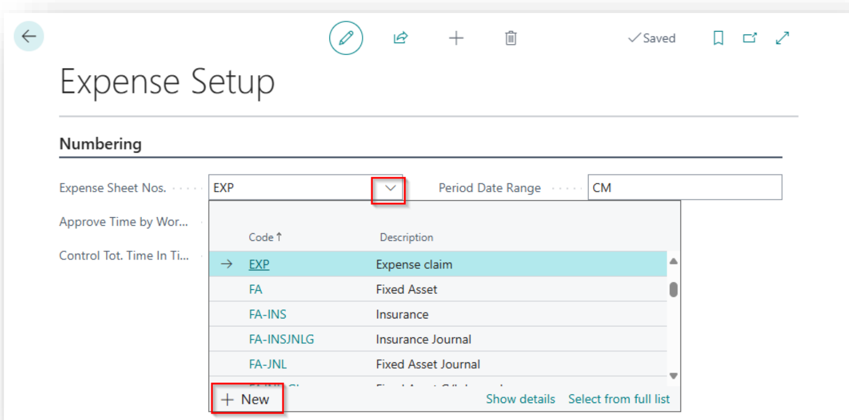
- Go to the **Feature Management** page.
- Enable the feature update called "**New Sales Pricing Experience**" (required until version 26.0).



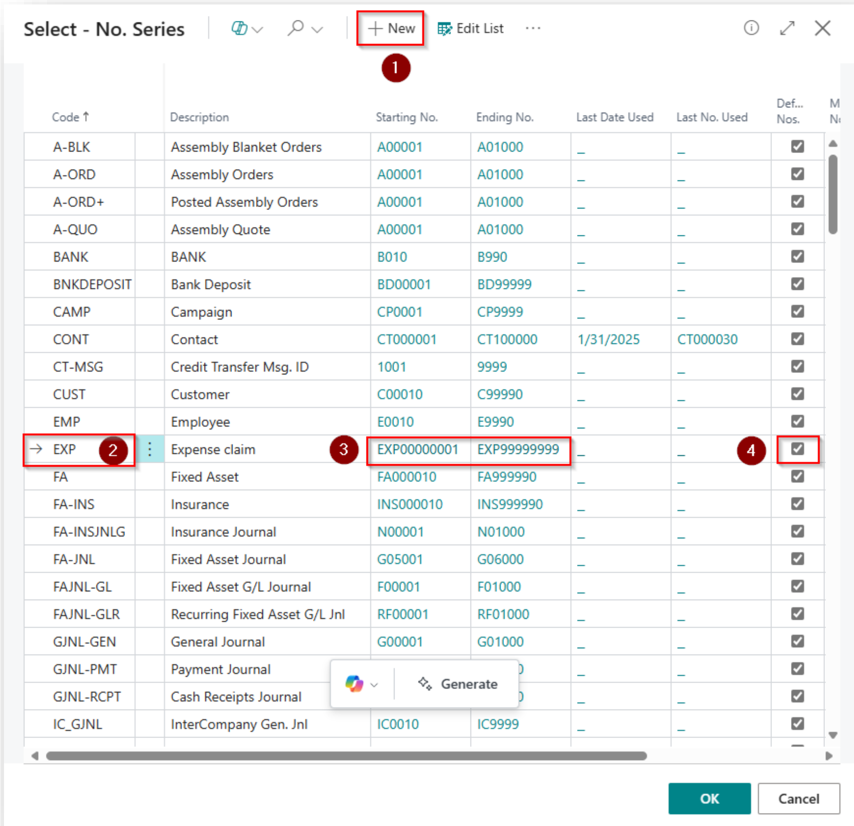
II. Functional configuration

1. Configure Expense Setup

- Open the **Expense Setup** page.



- **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.



Select - No. Series

New | Edit List

Code ↑	Description	Starting No.	Ending No.	Last Date Used	Last No. Used	Def... Nos.
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	[illegible]	[illegible]	_	_	☑
GJNL-RCPT	Cash Receipts Journal	[illegible]	[illegible]	_	_	☑
IC_GJNL	InterCompany Gen. Jnl	IC0010	IC9999	_	_	☑

Generate

OK | Cancel

- **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.

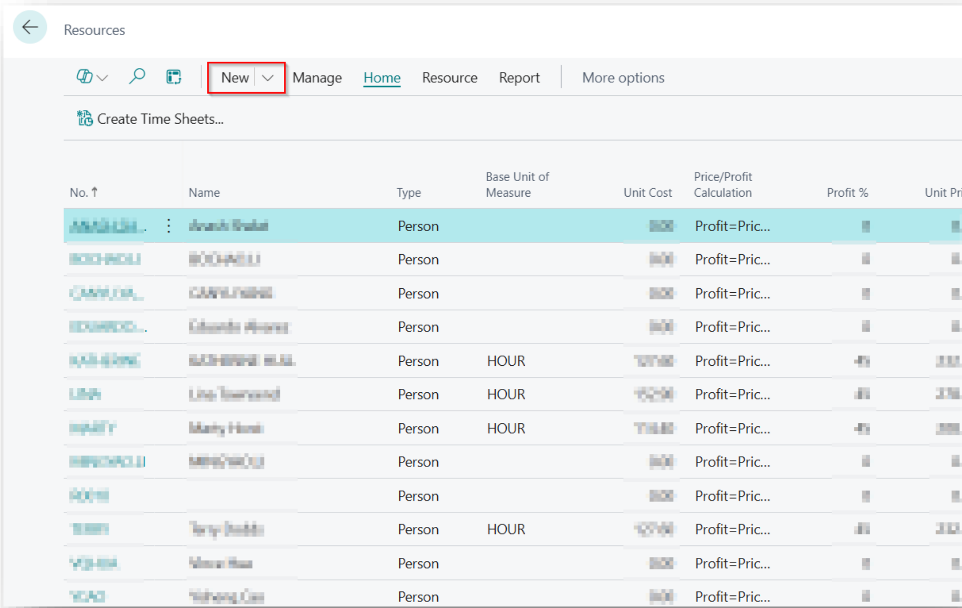
(Refer to the standard BC date range format: [Entering dates and times in Business Central - Business Central | Microsoft Learn])

- **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.

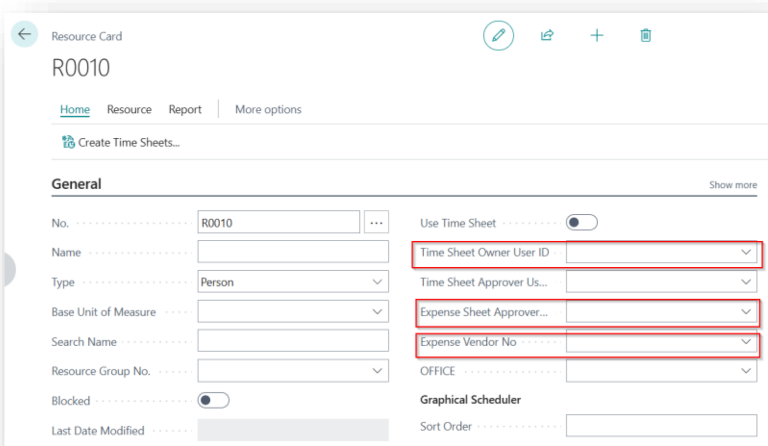
2. Set Up Resources for Approval:

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

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



- Fill in the following fields:

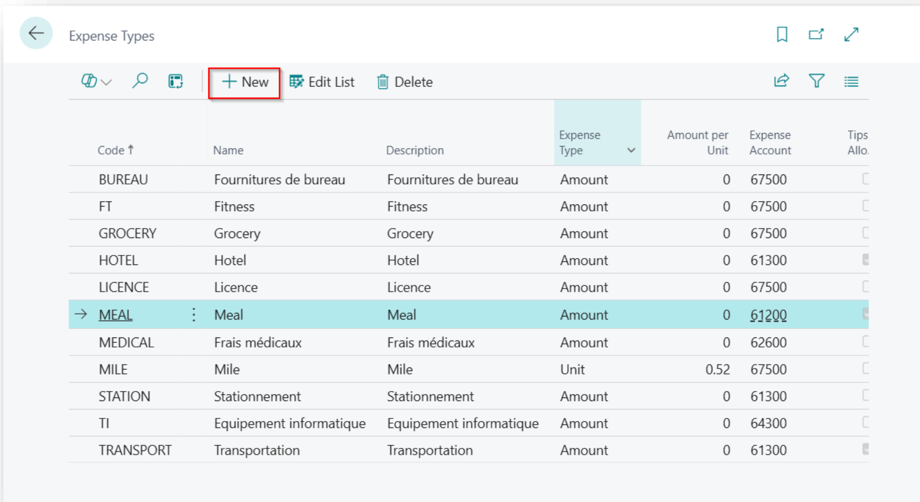


  - **Timesheet Owner User ID:** The individual submitting the expense.
  - **Expense Sheet Approver User ID:** The manager responsible for approving.
  - **Expense Vendor No.:** The individual or entity identified as a vendor on the invoice. If the expense was initially paid by the individual submitting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



Expense Types

New | Edit List | Delete

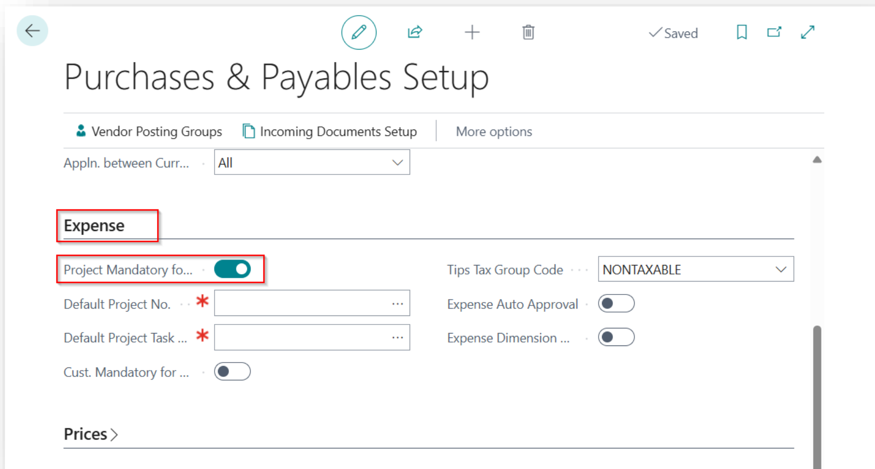
Code	Name	Description	Expense Type	Amount per Unit	Expense Account	Tips Allo.
BUREAU	Fournitures de bureau	Fournitures de bureau	Amount	0	67500	
FT	Fitness	Fitness	Amount	0	67500	
GROCERY	Grocery	Grocery	Amount	0	67500	
HOTEL	Hotel	Hotel	Amount	0	61300	
LICENCE	Licence	Licence	Amount	0	67500	
MEAL	Meal	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	Equipement informatique	Equipement 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 Liable: **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 Liable: **Yes**
    - Mileage: **Yes**

4. **Configure Purchase & Payables Setup:**

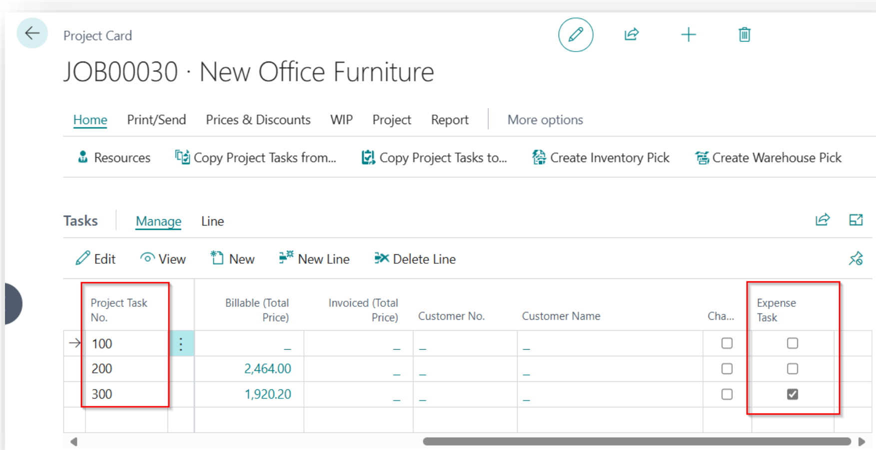
- Open the **Purchases & Payables Setup** page. In the **Expense** tab, configure:

- **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.



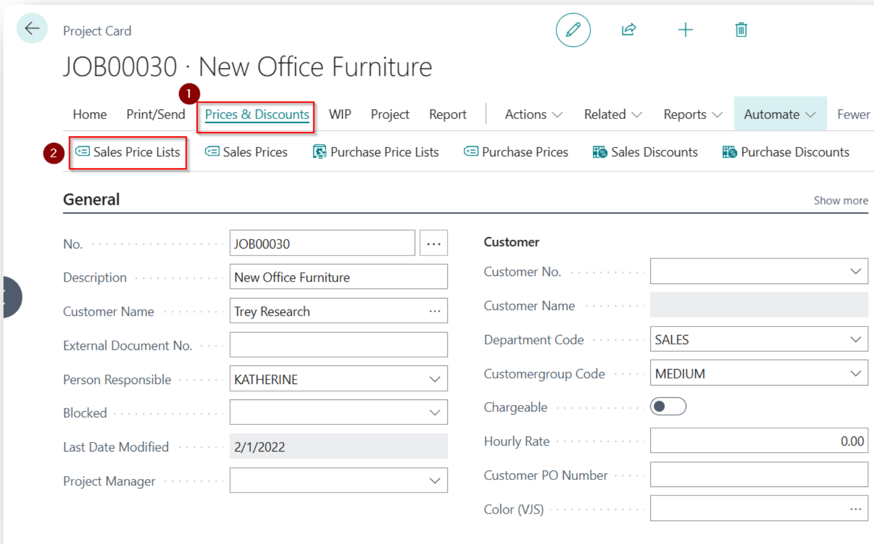
- **Steps to Configure Default Project No. and Default Project Task No.:**

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.

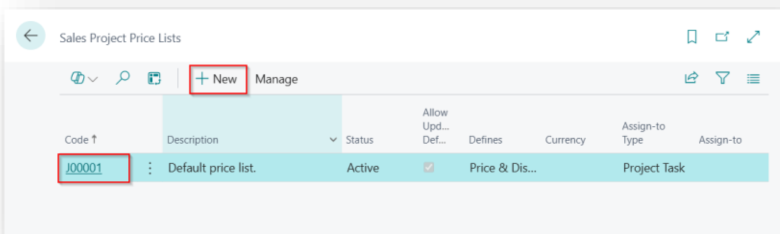


2. Set Up Default Project No. and Default Project Task No.:

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

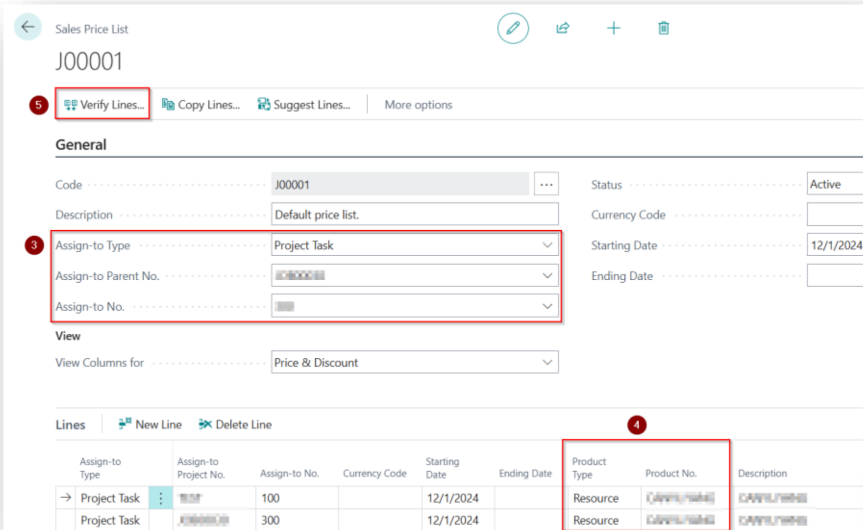


- Open or create an active sales price list code.

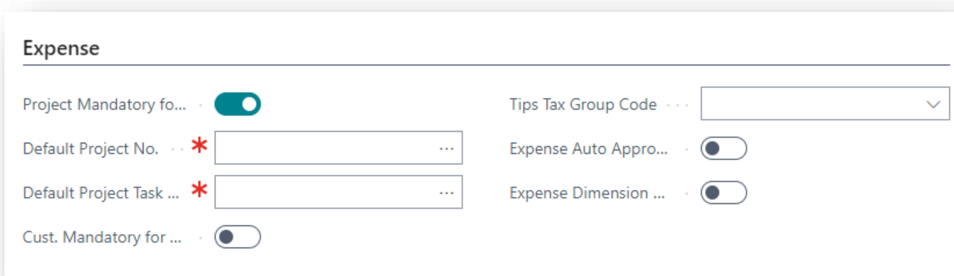


3. Assign Project Task:
   - In the lines part, choose the "**Assign-to type**" as "**Project Task**".
   - Fill in the "**Assign-to Parent No.**" as the "**Default Project No.**"
   - Fill in the "**Assign-to No.**" as the "**Default Project Task No.**"
4. Specify Product Type and Resources:
   - For 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.**



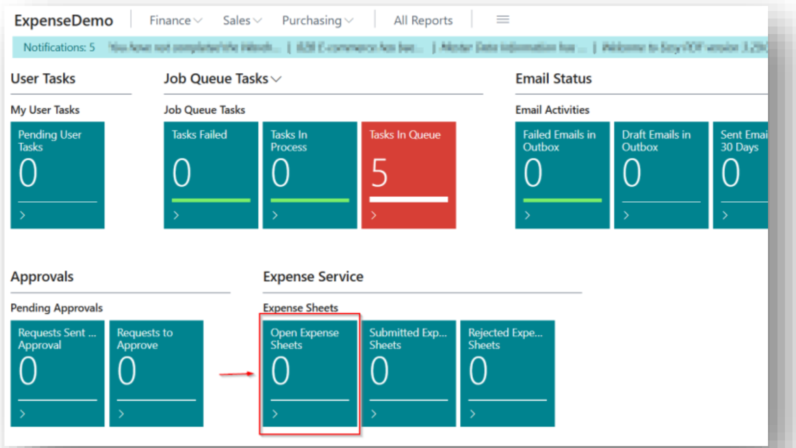
- **Cust. Mandatory for Expense:** For each expense line, specify a Customer No. and Customer Name if necessary.
- **Tips Tax Group Code:** The tips' tax group can be configured based on the specific circumstances.
- **Expense Auto Approval:** Once the expense user submits the expense sheet, all lines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

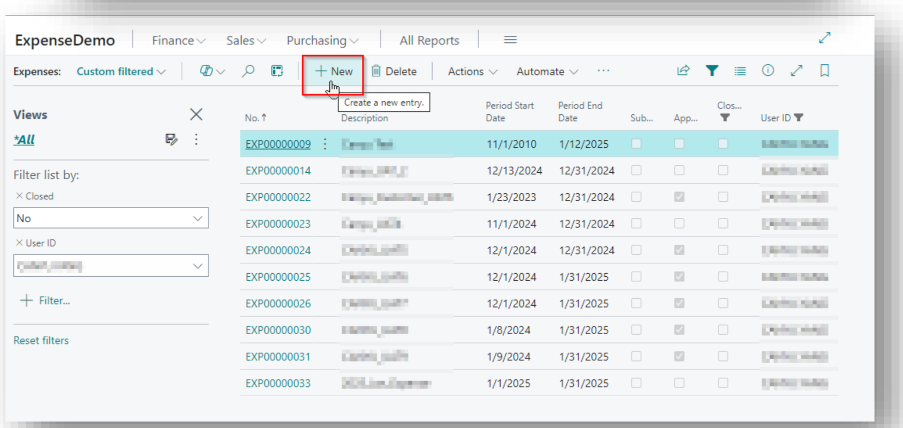


Once you finish the Business Central and technical configuration, Vffice Boost ExpenseMaster is ready to go.

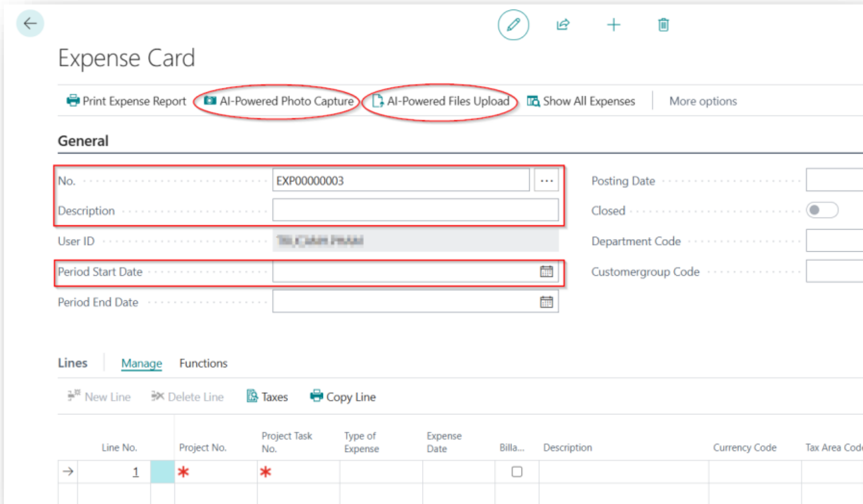
III. For Vffice Boost ExpenseMaster users

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**.

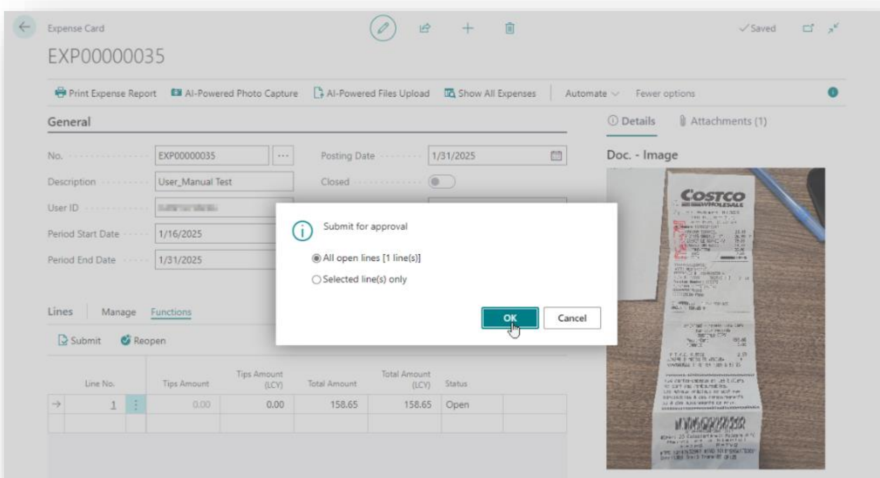




2. Complete the fields for **Expense Sheet No.** (using the corresponding No. Series), **Description**, and **Period Start Date**.

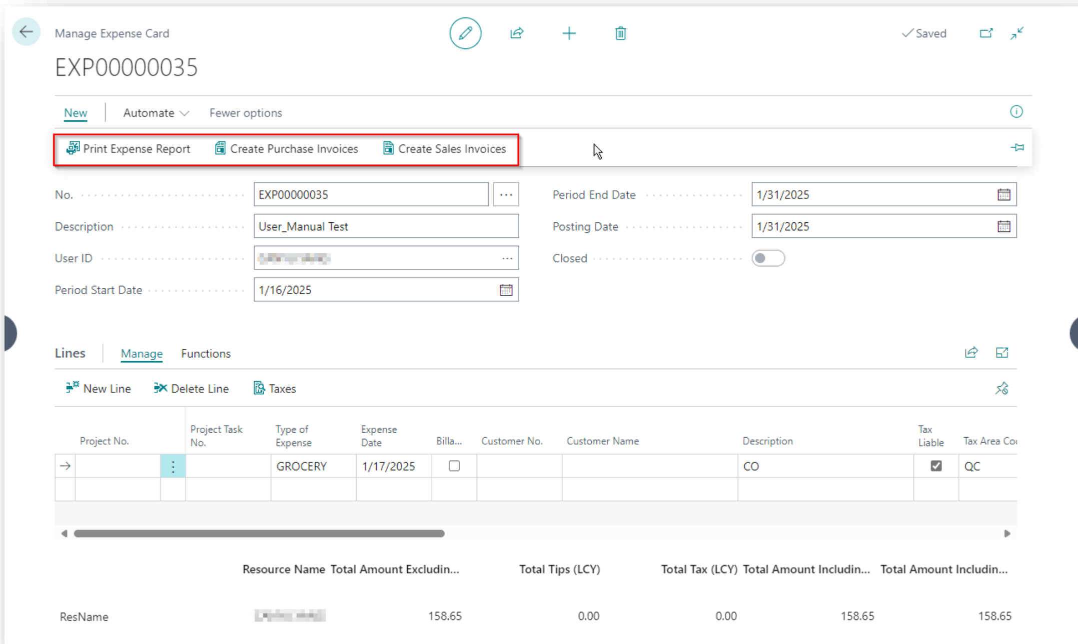


3. In the menu bar, you will find two options: “**AI-Powered Photo Capture**” and “**AI-Powered File Upload**”. Upload expense files by using either of these options, depending on your preference. Each uploaded file will create a corresponding expense line within the same expense sheet.
   For optimal AI processing, it is recommended that screenshots have a resolution of 1280 x 720
4. Once the AI-powered analysis processes the uploaded file, the relevant line information will be automatically populated.
5. After all expenses are entered, submit the expense sheet for approval.

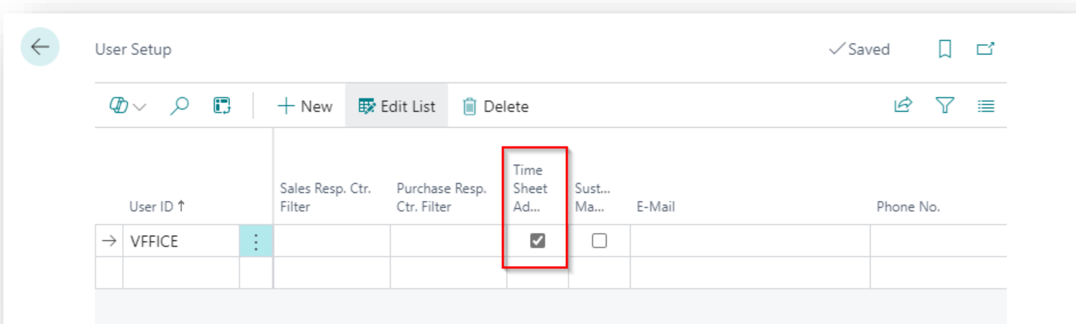


IV. For Vffice Boost ExpenseMaster managers:

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.