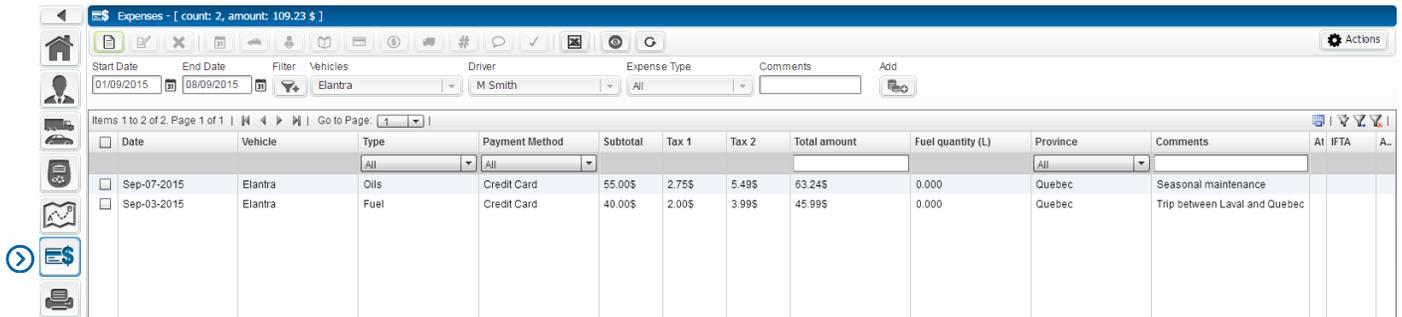


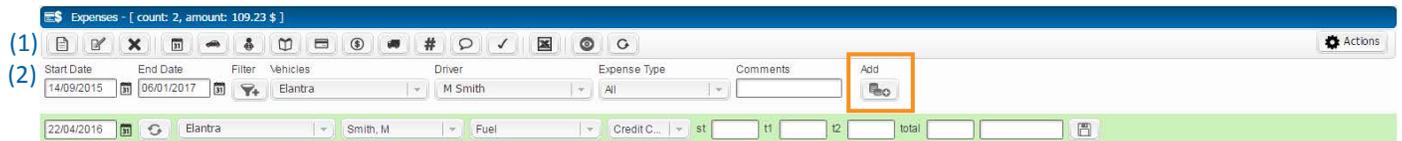
Expense Module

This module contains all eligible expenses for the purposes of vehicle taxation as well as for entertainment and other expenses. You can enter all or some of your expenses, depending on the rights that you have been granted.



NOTE: It is also possible to have an administrator or manager be responsible for entering all or some of the expenses related to a vehicle (in case the vehicle belongs to the company, for example) or other fees for which a refund is requested.

As with all modules, there are several ways to enter, modify or simply view the data.



Let's begin with the icon toolbar. The majority of icons are mainly used to make bulk changes. You can select all of your expenses by clicking on the square to the left of each expense, then clicking on the appropriate icon. Note that the **Update** icon does not appear when this is done, and that the **"Actions"** button contains all the icons' features.

The icon toolbar below allows you to make various searches by:

- Date
- Day(s), week or weekend (using the filter)
- Vehicle
- Driver
- Type of expense
- Comments
- **"Add"** button that displays a row for quickly adding an expense with taxes.



Add: First icon - Used to add expenses. By clicking on it, a window will appear allowing you to enter an expense. In addition to allowing you to enter various information for an expense, it is possible to enter recurring expenses based on a number of occurrences or an end date.

By selecting **“Recurring expense”**, you can choose among the options offered. Note that when you save, the window remains open showing the last selected information, allowing you to quickly enter other expenses such as a series of fuel receipts, for example



Update: 2nd icon - Used to update the information related to an expense. You must click on the square to the left of the relevant expense, then click on the icon. A similar window as shown above will appear with the expense information. Make the necessary changes and save.

Date	Vehicle	Type	Payment Method	Subtotal	Tax 1	Tax 2	Total amount	Fuel quantity (L)	Province	Comments
Sep-07-2015	Elantra	Oils	Credit Card	55.00\$	2.75\$	5.49\$	63.24\$	0.000	Quebec	Seasonal maintenance
Sep-03-2015	Elantra	Fuel	Credit Card	40.00\$	2.00\$	3.99\$	45.99\$	0.000	Quebec	Trip between Laval and Quebec

Update directly on the expense field: It is possible to make changes simply by clicking on the relevant expense column and editing the information.

Some columns offer an input field, others a drop-down menu or a suggested choice in a new window.

For icons 3 to 17, the procedure is the same. To edit one or more expenses, you must click on the square to the left of the relevant expense(s) and then click the icon corresponding to the change you want to make.

- Delete** - Delete the selected expenses.
- Set date** - Change the selected expenses' date.
- Set vehicle** - Edit the vehicle assigned to the selected expenses.
- Set driver** - Edit the driver assigned to the selected expenses.
- Set type** - Select or change the type of expenses.
- Set payment method** - Enter or edit the payment method of the selected expenses.
- Set amount** - Edit the amount of the selected expenses.
- Set supplier** - Edit or enter a supplier for the selected expenses.

-  **Set order** - Edit or enter an order number for the selected expenses.
-  **Update comments** - Edit or enter a single comment for all the selected expenses.
-  **Update approval status** - Approve or disapprove changes made to the selected expenses.
-  **Export to Excel** - Automatically save a report in Excel format with the criteria you have selected.
-  **Show/Hide columns** - Show or hide columns according to your needs.
-  **Refresh view** - Update the data.
-  **Actions button** - Contains all the features of the toolbar icons.

› Expenses:

Expenses Report: This report only contains expenses pertaining to your vehicle. It enables you to sort the expenses by vehicle and by type of expense. When a detailed report is requested, it is shown by month. If a summary report is required, the expenses are combined for the requested period.

odotrack												Detailed Report of Motor Vehicle Expenses		
FORD-F150 (456 DEF)												01/01/2014 to 30/06/2014		
June														
Date	Payment method	Business Expense	Fuel & oil	Interest	Insurance	Licence and registration	Maintenance & repairs	Leasing	Parking fees	Business insurance	Other expenses	Driver	Details	Total
06/18/2014	Cash		40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	M. Untel		
Total June			40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			\$ 40.00
Total FORD-F150 (456)			40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			\$ 40.00
Total			40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			\$ 40.00

Expenses statement report:

Presented differently, as a spreadsheet containing vehicle expenses.

odotrack		Motor Vehicle Expenses Report										
MITSUBISHI RVR		From 01/01/2014 To 30/06/2014										
Expenses		Total										
Fuel		\$ 0.00										
Oil		\$ 0.00										
Leasing		\$ 0.00										
Maintenance & repairs		\$ 0.00										
Insurance		\$ 0.00										
Licence & registration		\$ 0.00										
Interests		\$ 0.00										
Other expenses												
Depreciation		\$ 739.73										
Total expenses		\$ 739.73										
Personal rate	2,225.50 km personal	\$ 237.37										
	6,935.38 total											
Subtotal		\$ 502.35										
Parking fees		\$ 0.00										
Business insurance		\$ 0.00										
Odotrack		\$ 0.00										
Other business expenses		\$ 0.00										
Subtotal 100% business expenses		\$ 0.00										
Total business expenses		\$ 502.35										
Depreciation table												
Vehicle	Category	1	2	3	4	5	6	7	8	9	10	
MITSUBISHI RVR	10.1	\$ 5,000.00	\$ 0.00	\$ 0.00	\$ 5,000.00	\$ 0.00	\$ 5,000.00	30%	\$ 739.73	30%	\$ 4,260.27	Total
												\$ 739.73

Employment expenses report: Similar to the expenses report, it includes, in addition to expenses related to the vehicle, allowable employment expenses such as meals, lodging, supplies etc. When a detailed report is requested, it is displayed by month. If a summary report is required, expenses are combined for the requested period.

odotrack												Detailed Report of Motor Vehicle and Employment Expenses						
May 2014												From 01/01/2014 To 30/06/2014						
According to the percentage of business use												100 %		Employment expenses				
Date	Paid by	Fuel and oil	Interest	Insurance	Licence and registration	Maintenance and repairs	Leasing	Parking fees	Business insurance	Other expenses	Accounting & legal fees	Advertising & Promotion	Lunch fees, drinks & representing fees	Lodging	Supplies	Other employment fees	Details	Total
05052014	Cash	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 450.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00		
Total M. Untel		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	450.00	0.00	0.00	0.00	0.00	0.00		\$ 450.00
Total May 2014		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	450.00	0.00	0.00	0.00	0.00	0.00		\$ 450.00
Total MITSUBISHI RVR		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	450.00	0.00	450.00	0.00	0.00	0.00		\$ 900.00
Total		40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	450.00	0.00	450.00	42.00	75.00			\$ 1,057.00