

Expense Entry Project Charge Entry

Oct 9, 2014















Agenda

Expense Entry

Charge Entry

Setup

- Setup in Spitfire
- Setup in Dynamics SL

Processing

- Processing in Spitfire
- Posting in Dynamics SL
- Vouchers or Reconciliation Report

Setup

Setup in Spitfire

Processing

- Processing in Spitfire
- If Dynamics SL integrated, posting in Dynamics SL





Why 2?

Expense Entry

Charge Entry

Why Two Doc Types?

Posting

Available if integrated to Dynamics SL

 Posts to Time and Expense Entry for processing Available to both types of systems -- integrated to Dynamics SL or not

- If Dynamics SL, Posts to Project Charge Entry
- If not, posts directly to Actuals in Spitfire





Expense Entry - Setup

Start in Dynamics SL

- Expense Type
 - Time and Expense for Projects | Expense Type Maintenance
 - Check that each Expense Type Account is linked to an Account Category
- Payment Codes
 - Project Controller | PJ Code File | TEPM
- Set up Employee with a Vendor ID

In Spitfire

- Activate Expense Entry Doc Type
- Code Maintenance | Item Source to match Dynamics TEPM
- Rule Maintenance | Doc Numbering | Cross Project??
- Default Route
- Catalog Folder



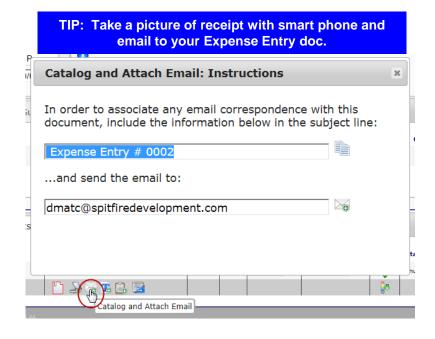


Expense Entry - Process

- Open a new Expense Entry document
 - From Project Dashboard (Project ID automatically entered)
 - From Create Document (Project ID blank)
- Enter Line Items for each type of Expense
- Attach receipts
- Route for Approval
- On document Approval

 data written to

 Dynamics SL for processing







Charged to Project

- When processed in Dynamics SL, the charges are written back to the projects as actuals for the appropriate Cost Code/Account Category combination.
 - If Expense Entry is Employee Paid, an AP voucher is created for payment.
 - If Expense Entry is Credit Card, the charge is sent to Company Expense Reconciliation





Charge Entry

Setup in Spitfire

- Activate the Charge Entry document
- Where does in Post:
 - If you are integrated to Dynamics SL, charges post to Project Charge Entry
 - If you are not integrated to Accounting, charges appear in Actuals in Spitfire





Spitfire Version 4.5

New Feature: XTS

- XTS allows for mapping to another accounting system
- If not integrated to Dynamics SL, you can now consider having Spitfire setup XTS mapping to your accounting system





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