

# CLIENT WEBINAR SERIES

**Time to Reach New Heights**

## Expense Entry Project Charge Entry

**Oct 9, 2014**



# Agenda

## Expense Entry

### Setup

- Setup in Spitfire
- Setup in Dynamics SL

### Processing

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

## Charge Entry

### 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

**TIP: Take a picture of receipt with smart phone and email to your Expense Entry doc.**

**Catalog and Attach Email: Instructions**

In order to associate any email correspondence with this document, include the information below in the subject line:

Expense Entry # 0002

...and send the email to:

dmatc@spitfiredevelopment.com

Catalog and Attach Email



# 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 it 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





# **Thank You for Joining this Webinar**

## **Mark your calendar for our Next Webinar**

### **Secrets of Creating a great PAPT**

**Nov 13<sup>th</sup> – 1:00 pm EST**

**Have a topic you'd like included in an upcoming Webinar?**

Send your suggestion to [dmcgovern@spitfiremanagement.com](mailto:dmcgovern@spitfiremanagement.com)

