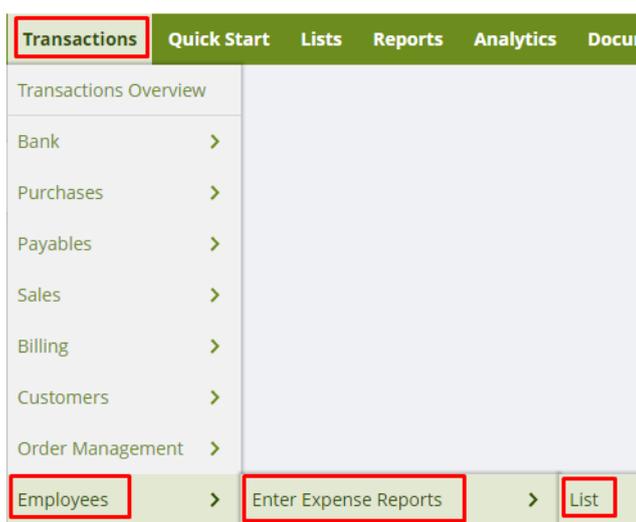




How to process an Expense Report

Expense Report document can be processed in 3 ways:

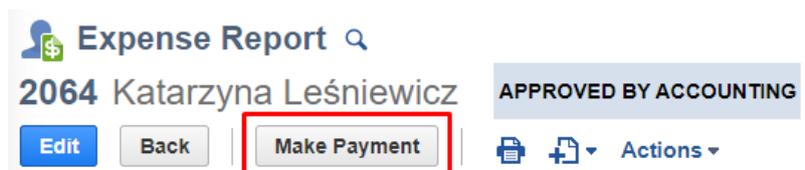
- Using the **Make Payment** option available on *Expense Report*. To do this, go to the *Expense Reports* list from the *Transactions* -> *Employees* -> *Enter Expense Reports* -> *List* menu



Go to document in preview mode – View

EDIT VIEW	INTERNAL ID	DATE	PRINT	DOCUMENT NUMBER	NAME	ACCOUNT	STATUS
Edit View	190939	08/11/2022	Print	2064	Katarzyna Leśniewicz	2002 Employees	Approved by Accounting

Then enter the payment using the *Make Payment* button:



Before you process the payment, make sure that you have entered all the data.

(If your company uses the Oracle NetSuite Polish Localization Package: <https://www.rsm.global/poland/en/service/it-consulting/netsuite-polish-localization-package>, verify the data in order to comply with Polish requirements).

Expenses	Communication	Related Records	System Information	GL Impact	PLP
PLP					
PLP DATE OF RECEIPT 8.11.2022			PLP DESCRIPTION		
PLP PURCHASE DATE 8.11.2022			PLP REFERENCE NO. FV11840127		
PLP DATE OF ISSUE 8.11.2022					
PLP TAX OBLIGATION DATE 8.11.2022					
PLP VAT EXCHANGE RATE DATE 7.11.2022					
PLP VAT EXCHANGE RATE 1					
Autobumbering					
PLP DOCUMENT ID EXPREP/2022/11/00001			PLP AUTONUMBER EXPREP_2022_11		
PLP DOCUMENT AUTO NUMBER 1			PLP PREFIX EXPREP		
			PLP TRANSACTION TYPE exp rept		
Payments					
<input type="checkbox"/> PLP SPLIT PAYMENT			<input type="checkbox"/> PLP PAYMENT APPROVAL		
<input checked="" type="checkbox"/> PLP VISIBLE IN BANK PAYMENTS					
JPK V7					
PLP JPK_V7 DOCUMENT TYPE			PLP JPK_V7 PROCEDURE		

In the new window of *Bill Payment* document, enter the relevant payment details, including:

- **Account** – the account from which the payment is being made
- **Date** – date of payment
- **Currency** – currency of document
- **Exchange Rate** – exchange rate
- **Approval status** – if using the approval process; the payment status should be Approved for the values to affect *GL Impact*.

Bill Payment 🔍

Save | Cancel | Actions

Primary Information

A/P ACCOUNT
2002 Employees

CUSTOM FORM *
PL Bill Payment 2

TRANSACTION NUMBER
To Be Generated

ACCOUNT *
111 Alior Bank

BALANCE
-27,575.00

AVAILABLE BALANCE
-27,575.00

PAYEE *
Katarzyna Leśniewicz

AMOUNT
108.00

CURRENCY *
PLN

EXCHANGE RATE *
1.00

DATE *
08/11/2022

POSTING PERIOD
Nov 2022

TO BE PRINTED VOUCHER

CHECK #
9

MEMO

IN-TRANSIT

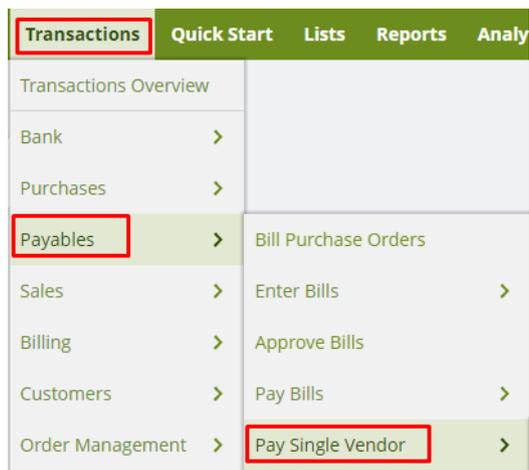
APPROVAL STATUS
Approved

NEXT APPROVER
<Type then tab>

In the *Apply* tab, tick the Expense Report to be paid with the amount of reimbursement.

Apply	Payee Address	Relationships	Communication	Custom	Related Records	PLP	Approver List	CMMS Info	Inspection																						
SELECT ITEM																															
<div style="display: flex; justify-content: space-between;"> Mark All Unmark All Customize </div> <table border="1"> <thead> <tr> <th>APPLY</th> <th>DATE DUE</th> <th>TYPE</th> <th>REF. NO.</th> <th>ORIG. AMT.</th> <th>A. AMT. DUE</th> <th>CURRENCY</th> <th>DISC. DATE</th> <th>DISC. AVAIL.</th> <th>DISC. TAKEN</th> <th>PAYMENT</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td></td> <td>Expense Report</td> <td>2064</td> <td>108.00</td> <td>108.00</td> <td>PLN</td> <td></td> <td></td> <td>0.00</td> <td>108.00</td> </tr> </tbody> </table>										APPLY	DATE DUE	TYPE	REF. NO.	ORIG. AMT.	A. AMT. DUE	CURRENCY	DISC. DATE	DISC. AVAIL.	DISC. TAKEN	PAYMENT	<input checked="" type="checkbox"/>		Expense Report	2064	108.00	108.00	PLN			0.00	108.00
APPLY	DATE DUE	TYPE	REF. NO.	ORIG. AMT.	A. AMT. DUE	CURRENCY	DISC. DATE	DISC. AVAIL.	DISC. TAKEN	PAYMENT																					
<input checked="" type="checkbox"/>		Expense Report	2064	108.00	108.00	PLN			0.00	108.00																					

2. Entering a single **Bill Payment**. To do this, use options from *Transactions -> Payables -> Pay Single Vendor* menu



In the new window of *Bill Payment* document, enter relevant payment details, including:

- **Payee** – employee whose documents you want to reimburse
- **A/P Account** – account where documents to be reimbursed are located
- **Account** – account from which the payment is being made
- **Date** – date of payment
- **Currency** – document currency
- **Exchange Rate** – exchange rate
- **Approval status** – if using the approval process; the payment status should be Approved for the values to affect *GL Impact*.

Like in the first method, in the *Apply* tab, click the *Expense Report* to be paid and the reimbursement amount. If you have more documents to be reimbursed, you can select several of them, and one aggregate payment will be made to reimburse all the transactions.

APPLY	DATE DUE	TYPE	REF NO.	ORIG. AMT.	A. AMT. DUE	CURRENCY	DISC. DATE	DISC. AVAIL.	DISC. TAKEN	PAYMENT
<input checked="" type="checkbox"/>		Expense Report	2064	108.00	108.00	PLN			0.00	108.00

3. Creating Expense Reports documents by entering aggregate payments to documents from *Transactions* -> *Payables* -> *Pay Bills*



In the new window of *Bill Payment* document, enter relevant payment details, including:

- **A/P Account** – account where documents to be reimbursed are located
- **Account** - account from which the payment is being made
- **Date** – date of payment
- **Start Date, End Date** – you can filter transactions to be reimbursed by the start and end date of receipts

Bill Payments

Primary Information

A/P ACCOUNT: 2001 Accounts Payable

ACCOUNT: 111 Allor Bank

BALANCE: -27.575.00

AVAILABLE BALANCE: -27.575.00

DATE: 08/11/2022

POSTING PERIOD: Nov 2022

AMOUNT: 0.00

SUBSIDIARY: Poland

START DATE:

END DATE:

TO BE PRINTED

USE BILL-TO ADDRESS FROM VENDOR

IN TRANSIT

Then, in the lower sections, tick the documents you want to reimburse. You can select multiple transactions linked to different *Vendor* and *Employee* records.

Customize

<input type="checkbox"/>	DATE DUE	TYPE	VENDOR	REF NO.	CURRENCY	EXCHANGE RATE	ORIGINAL AMOUNT	AMOUNT DUE	DISC. DATE	DISC. AVAIL.	DISC. TAKEN	PAYMENT
<input type="checkbox"/>		Expense Report	Sara Dombek	2058	PLN	1.00	2,345.00	0.00				
<input type="checkbox"/>		Journal	Tech Computers Sp. z o.o.	4278	PLN	1.00	200.00	200.00				
<input type="checkbox"/>		Expense Report	Katarzyna Leśniewicz	2063	PLN	1.00	123.00	123.00				
<input type="checkbox"/>		Deposit	Wujasch PARAFIANCZYK	58	PLN	1.00	1,000.00	0.00				
<input type="checkbox"/>		Bill Credit	Apple Inc		USD	4.6926	-1,105.77	-1,105.77				
<input type="checkbox"/>		Expense Report	Katarzyna Leśniewicz	2062	PLN	1.00	147.60	0.00				
<input type="checkbox"/>		Bill Credit	RSM POLAND TECHNOLOGY SPÓŁKA Z O.O.	79	PLN	1.00	-5,203.06	-2,133.59				
<input checked="" type="checkbox"/>		Expense Report	Katarzyna Leśniewicz	2061	PLN	1.00	147.60	147.60				147.60
<input type="checkbox"/>	28/10/2022	Bill	RSM POLAND TECHNOLOGY SPÓŁKA Z O.O.		PLN	1.00	72,594.60	72,594.60				
<input type="checkbox"/>	17/10/2022	Bill	ABC Poland		PLN	1.00	1,033.20	1,033.20				
<input checked="" type="checkbox"/>	10/10/2022	Bill	Tech Computers Sp. z o.o.	214555	PLN	1.00	2,460.00	2,460.00				2,460.00
<input type="checkbox"/>	30/09/2022	Bill	Tech Computers Sp. z o.o.	Testy RMK	PLN	1.00	1,200.00	1,200.00				
<input type="checkbox"/>	23/09/2022	Bill	Tech Computers Sp. z o.o.		PLN	1.00	27,675.00	27,675.00				
<input checked="" type="checkbox"/>	22/09/2022	Bill	Tech Computers Sp. z o.o.		PLN	1.00	6,150.00	6,150.00				6,150.00
<input type="checkbox"/>	20/09/2022	Bill	Tech Computers Sp. z o.o.	112233	PLN	1.00	30,750.00	30,750.00				

Once you have selected all the transactions you are interested in, confirm billing generation by clicking **Save**. The process of generating *Bill Payments* documents will then start, and its status can be verified.

Processed Bill Payments

NAME	STATUS	NUMBER	AMOUNT	ERROR MESSAGE
Katarzyna Leśniewicz	Complete	14	147.60	
Tech Computers Sp. z o.o.	In Progress			
Total			147.60	

Once processing is complete, you receive a list of generated payments with document number and amount. If multiple documents of the same vendor/employee are being reimbursed, the payment is being made for their total value.

From the level of the generated payment, you can view receipts to which the payment is related.

The screenshot shows the Oracle NetSuite 'Bill Payment' interface for '15 Tech Computers Sp. z o.o.' with a 'PENDING APPROVAL' status. The 'Primary Information' section includes: CHECK # 15, PAYEE Tech Computers Sp. z o.o., SUBSIDIARY Poland, ACCOUNT 111 Alior Bank, AMOUNT 8,610.00, WH TAX AMOUNT 0.00, BALANCE -27,575.00, CURRENCY PLN, EXCHANGE RATE 1.00, and POSTING PERIOD Nov 2022. The 'Classification' section shows DEPARTMENT and CLASS. A navigation bar includes 'Apply', 'Payee Address', 'Relationships', 'Communication', 'System Information', 'Approver List', 'PLP', 'Inspection', and 'Related Records'. Below this, a table titled 'Applied To 8,610.00 • Credits Applied 0.00' is highlighted with a red border. The table has columns for DATE DUE, TYPE, REF NO., ORIG. AMT, AMT. DUE, and CURRENCY.

DATE DUE	TYPE	REF NO.	ORIG. AMT	AMT. DUE	CURRENCY
10/10/2022	Bill	214555	2,460.00	2,460.00	PLN
22/09/2022	Bill		6,150.00	6,150.00	PLN

If you want to learn more about various functionalities of Oracle NetSuite, write to our experts: expert@rsmpland.pl and find out how we can help your company.