



EXPENSES

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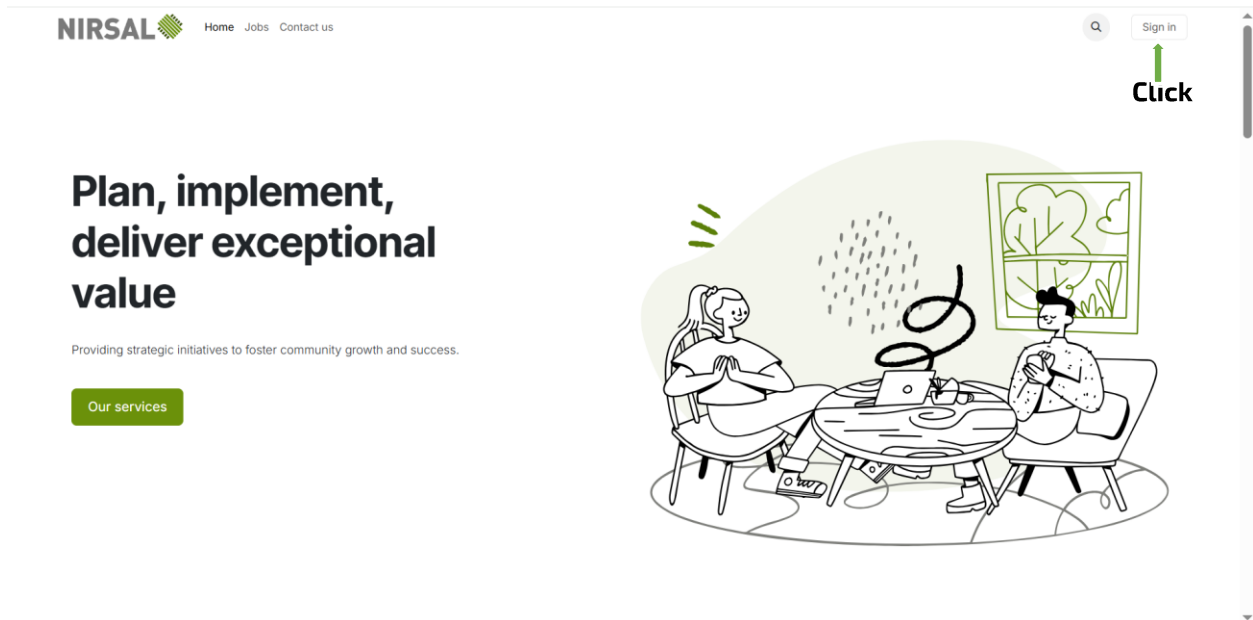
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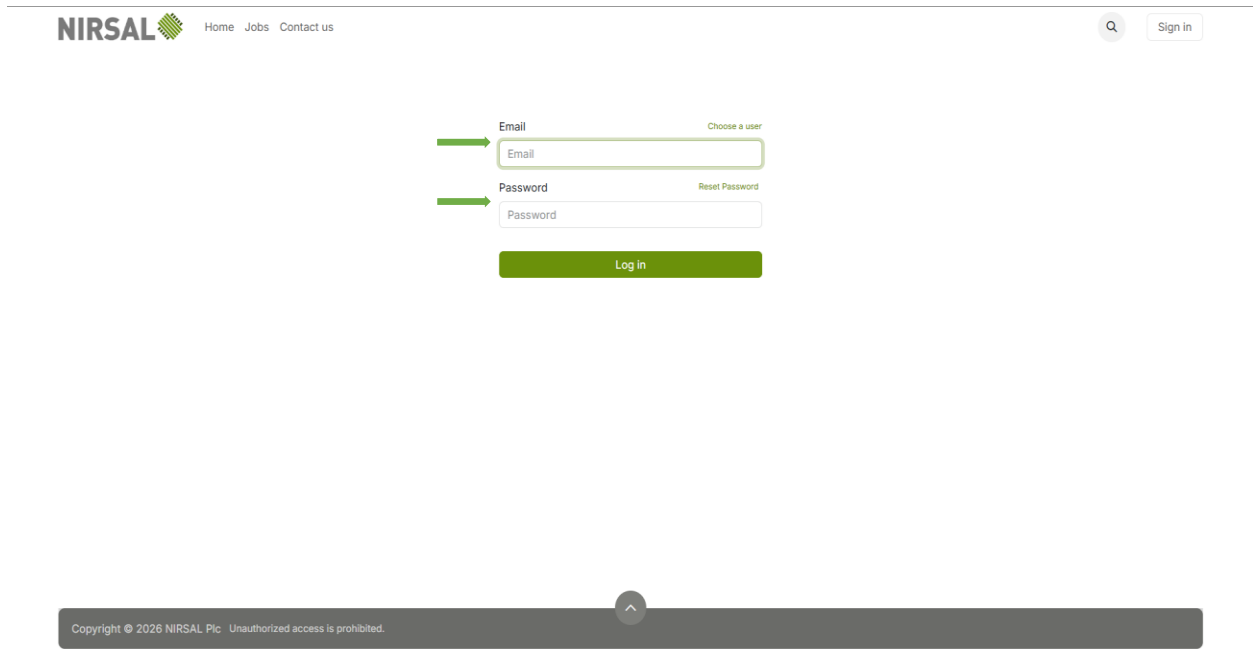
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HOW TO APPLY FOR STAFF REIMBURSEMENT/RETIREMENT

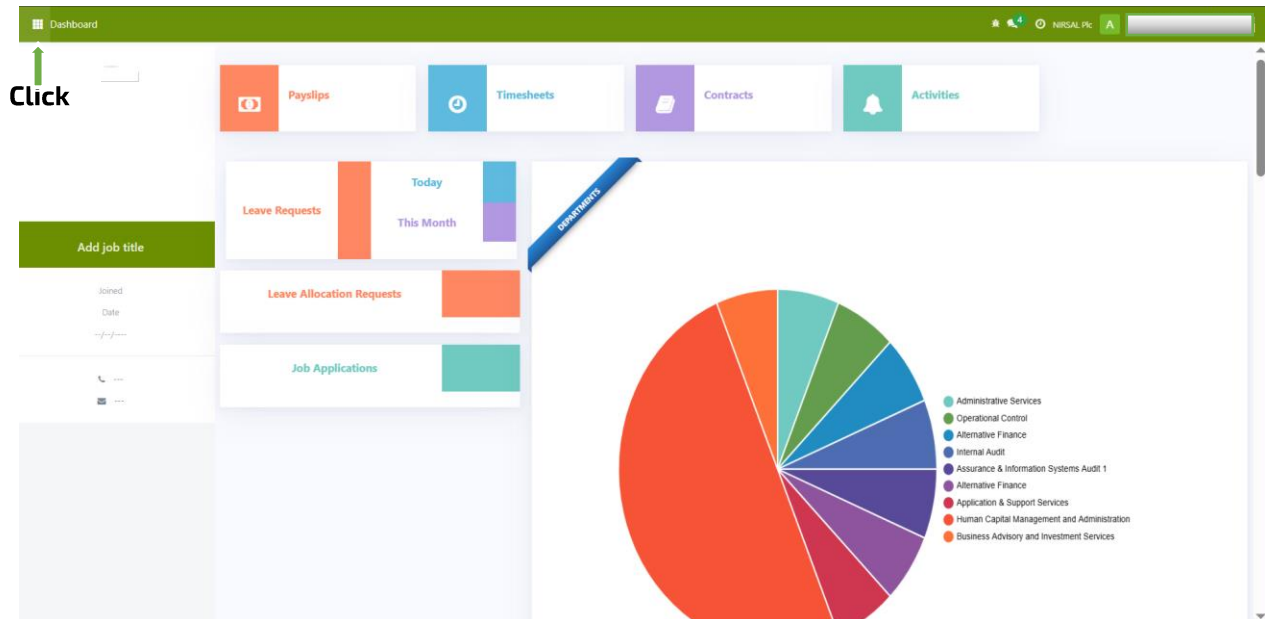
1. Enter the ERP URL (erp.nirsal.com) then click on **Sign in**



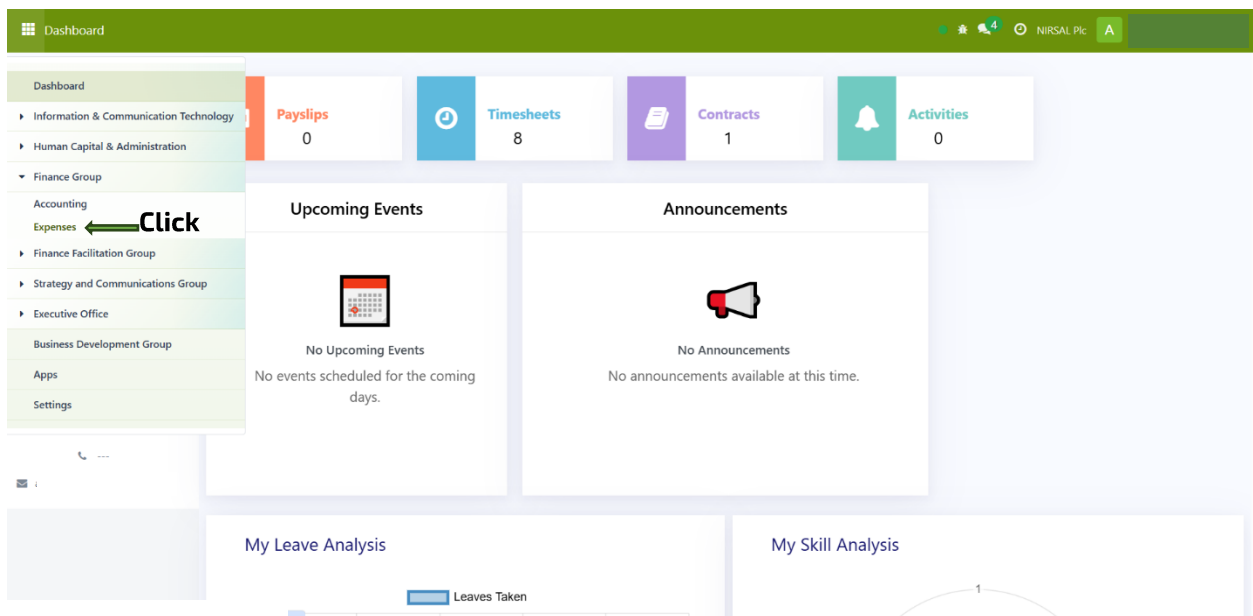
2. Insert email and password, then click on Login/Enter



3. Click on the **Menu icon**  on the top left of the interface



4. Then click on **Finance Group**, which is a drop-down tab, the click on **Expenses**



5. On the **Expense** module click on **New**

6. Enter a **Description** of the expense, select an expense **Category**, enter the **Total amount**, and choose a **Paid By** option. Select **Employee (to reimburse)** if you expect to be reimbursed for the expense, or select **Company** if the expense is a retirement of company funds. You may also enter additional details in the **Notes** field. Finally, click **Attach Receipt** to upload one or more receipts.

Note:

- Multiple Expenses can be created and saved for later submission
- You can view the attachments by clicking the **Paperclip** icon below the request.

- After creating one or more expense entries and attaching the relevant receipts, click **Create Report**. An expense report allows you to group multiple expenses into a single submission. All expenses must be added to an expense report before they can be submitted for approval.

Expenses | My Expenses | Expense Reports | Reporting | Configuration

New | My Expenses | Accommodation

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Create Report | Attach Receipt | Split Expense

To Report | To Submit | Submitted | Approved | Done

Description: Accommodation

Category: [TRANS & ACC] Travel & Accommodation
Hotel, plane ticket, taxi, etc.

Expense Date: 07/07/2026

Account: 600000 Expenses

Total: 15,000.00 ₦ NGN

Included taxes: 0.00 ₦

Employee: Administrator Muktar Usman

Paid By: ☒ Employee (to reimburse) ☐ Company

Notes...

Send message | Log note | Activities

Following

Note: The **Split Expense** option is only required when an expense needs to be divided between multiple allocations. Otherwise, proceed by clicking **Create Report**.

- Then click on submit when done to submit the report for approval

Expenses | My Expenses | Configuration

New | My Expenses / Accommodation

Expenses

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Submit to Manager

To Submit | Submitted | Approved | Posted | Done

Expense Report Summary: Accommodation

Employee: Abarshi

Manager: Lawal

Paid By: Employee (to reimburse)

Journal: Vendor Bills

Expense

Expense ...	Category	Description	Analytic Distribution	Taxes	Subtotal In Currency	Subtotal
	[TRANS & ACC] Travel & Accommodation	Accommodation			15,000.00 ₦	15,000.00 ₦
Add a line						

Untaxed Amount: 15,000.00 ₦

Taxes: 0.00 ₦

Total: 15,000.00 ₦

HOW TO APPROVE EXPENSES

1. From the **Expense** module, click the **Expense Reports** tab, then select the expense report awaiting your approval.

Employee	Expense Report	Activities	Total	Status	Payment Status
Administrator Muktar Usman	Accommodation	Expense Approval	30,000.00 ₺	Submitted	

2. Review the expense report, then click **Approve** to approve it.

Expense Report Summary
Accommodation

Employee: Administrator Muktar Usman
Paid By: Employee (to reimburse)
Journal: Vendor Bills

Expense ...	Category	Description	Analytic Distribution	Taxes	Subtotal In Currency	Subtotal
[TRANS & ACC] Travel & Accommodation	Accommodation				30,000.00 ₺	30,000.00 ₺

Untaxed Amount: 30,000.00 ₺
Taxes: 0.00 ₺
Total: 30,000.00 ₺

Note: You can view the attachments by clicking the **Paperclip** icon in the report.