EXPENSES

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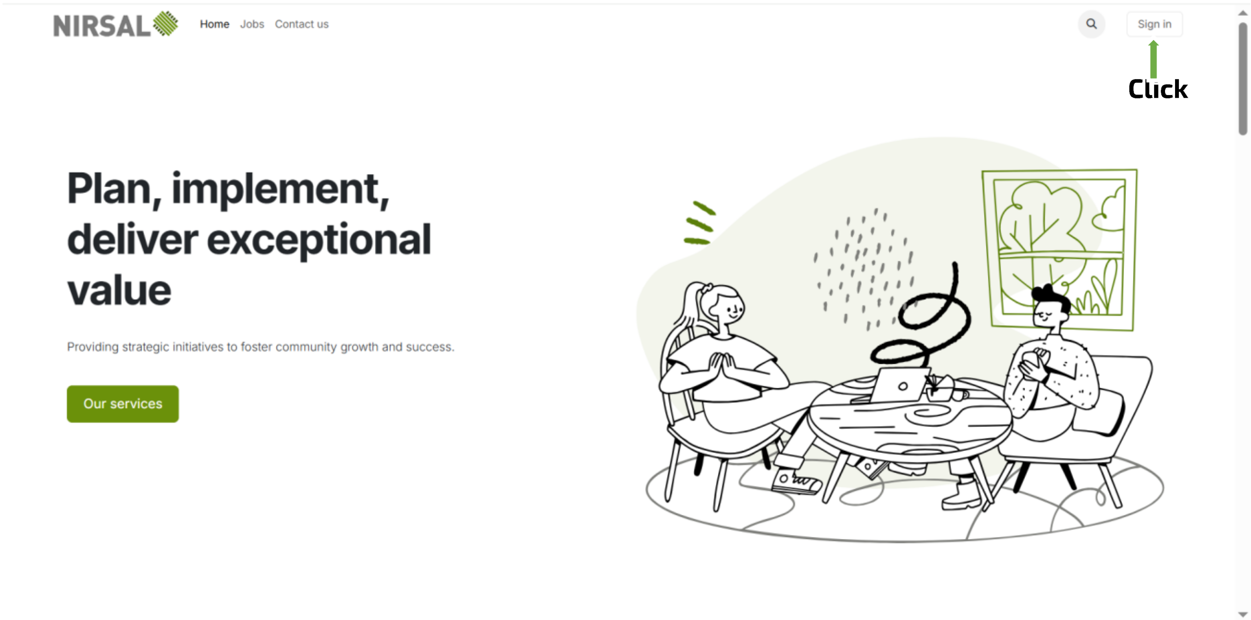
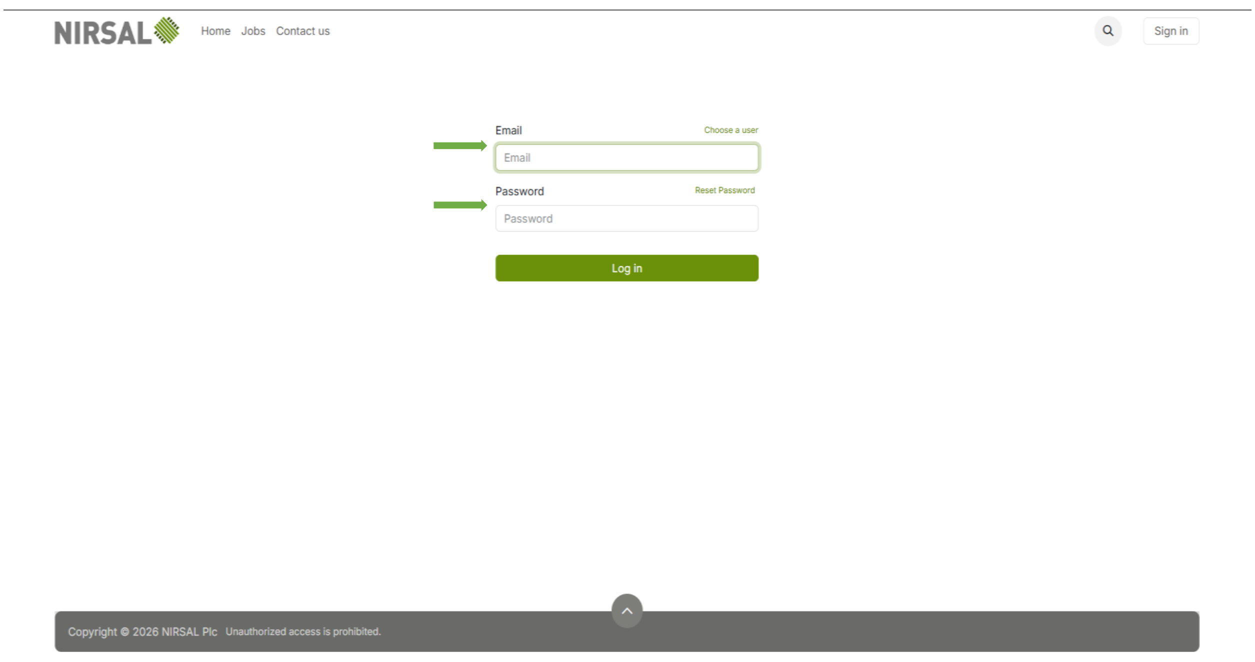
Contents

HOW TO APPLY FOR STAFF REIMBURSEMENT/RETIREMENT

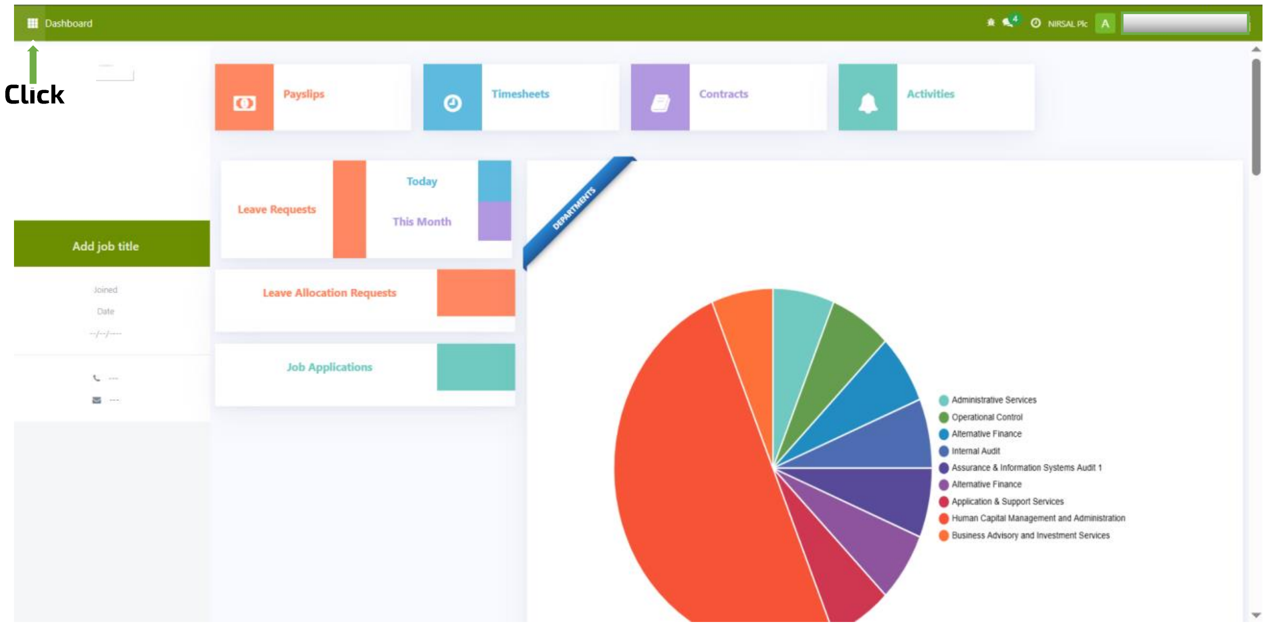
1. Enter the ERP URL (erp.nirsal.com) then click on **Sign in**



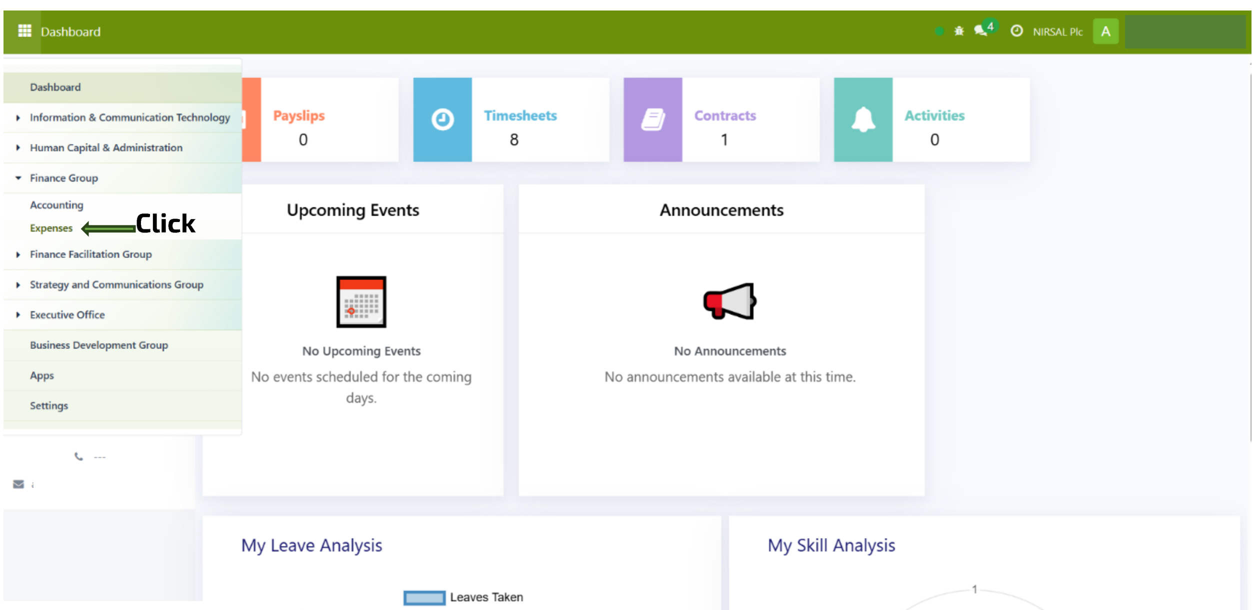
2. Insert email and password, then click on Login/Enter



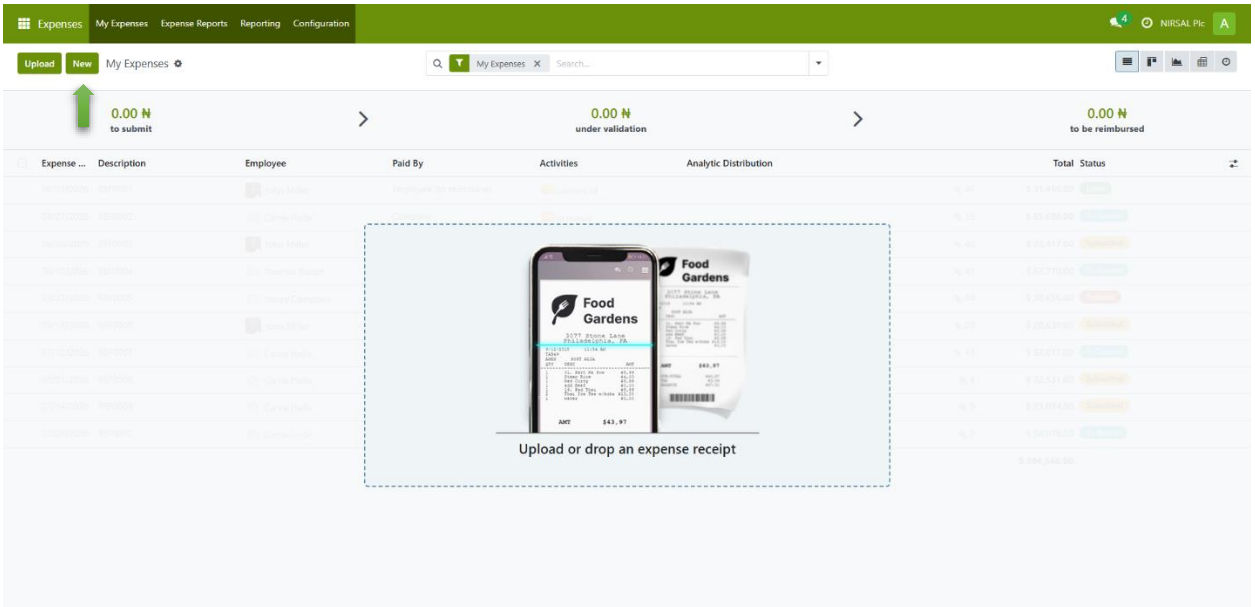
3. Click on the **Menu icon** on the top left of the interface



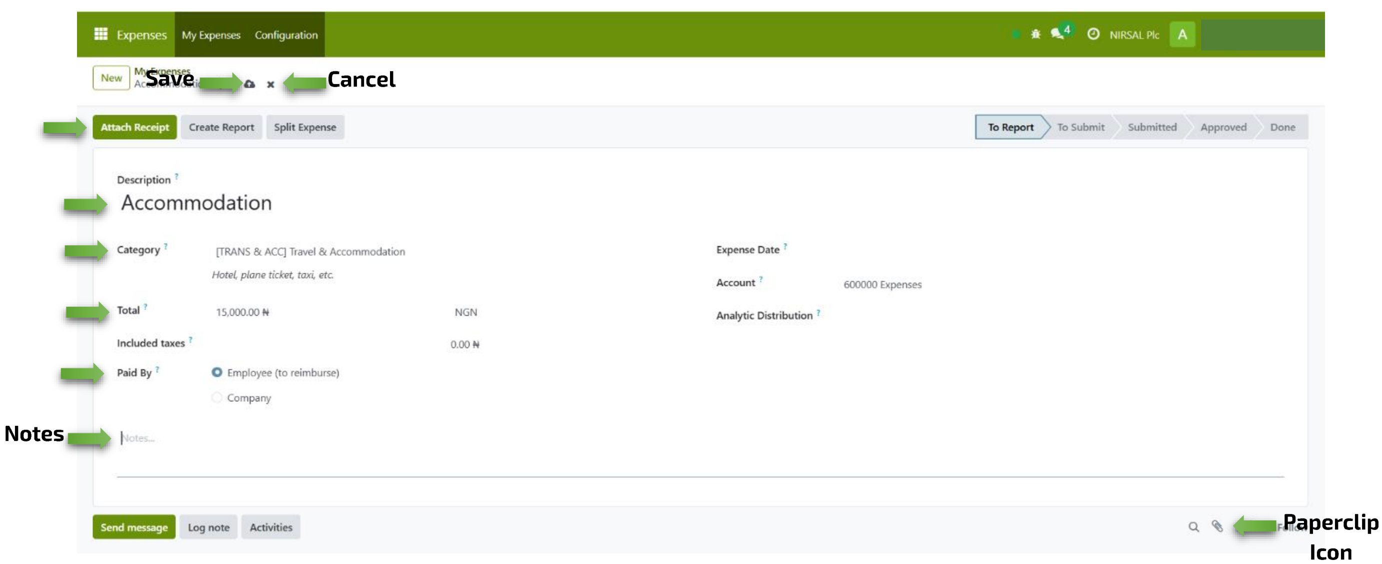
4. Then click on **Finance Group**, which is a drop-down tab, the click on **Expenses**



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.

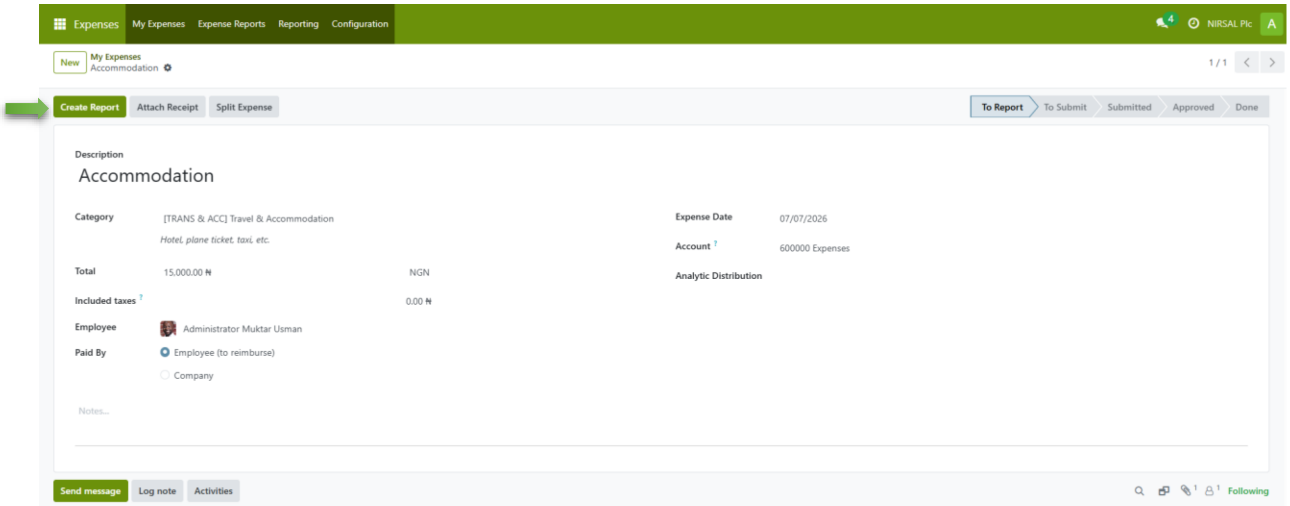


Note:

i. Multiple Expenses can be created and saved for later submission

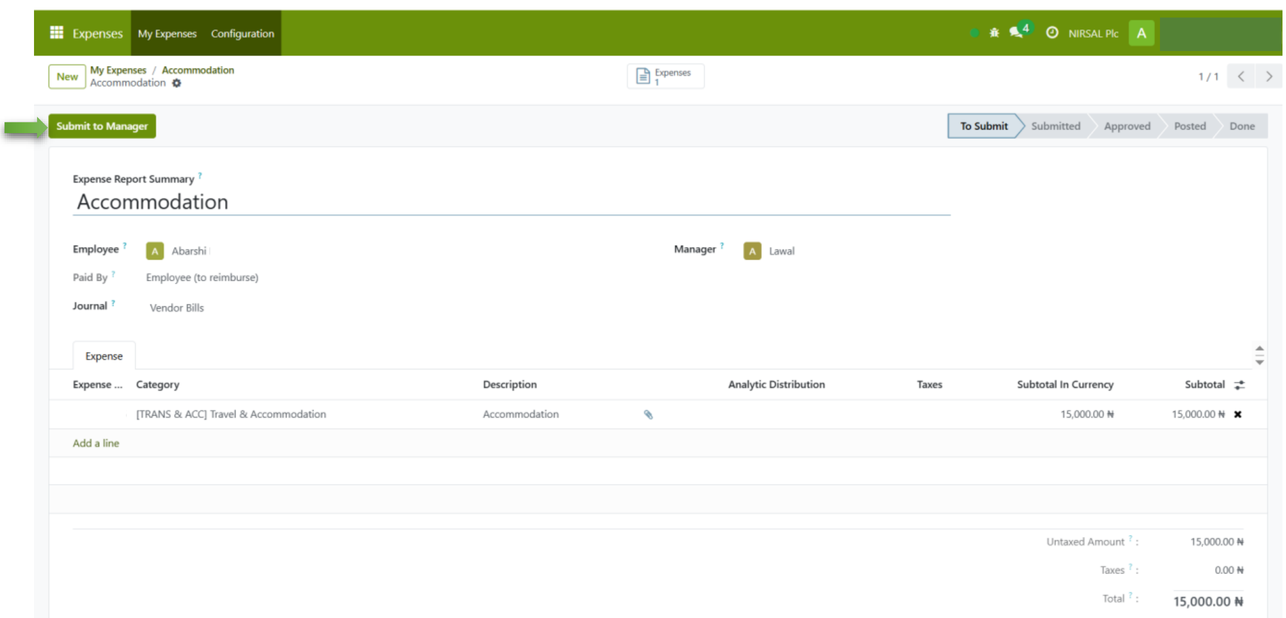
ii. You can view the attachments by clicking the **Paperclip** icon below the request.

7. 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.



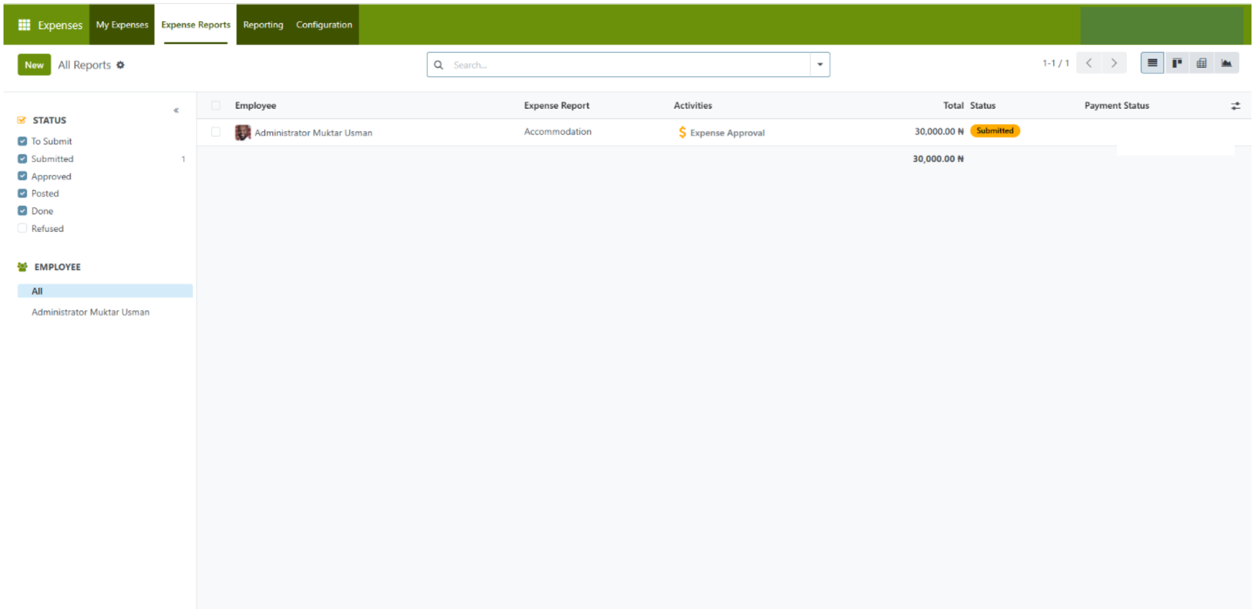
Note: The **Split Expense** option is only required when an expense needs to be divided between multiple allocations. Otherwise, proceed by clicking *Create Report*.

8. Then click on submit when done to submit the report for approval

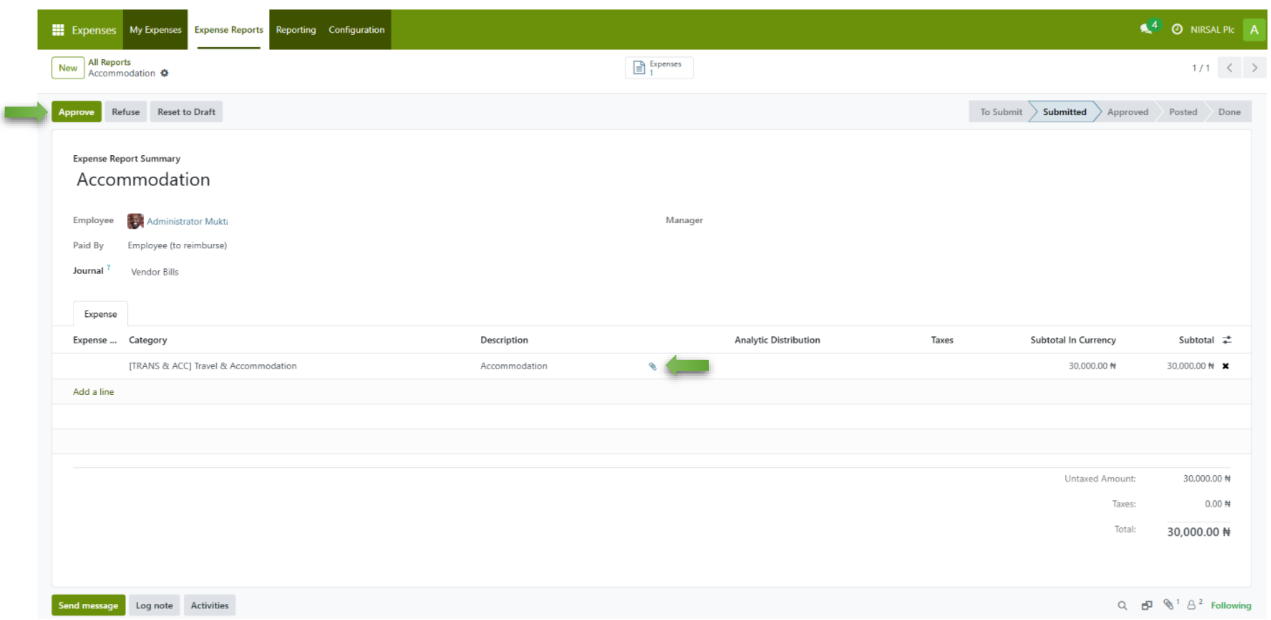


HOW TO APPROVE EXPENSES

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



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



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