



EXPENSES MODULE GUIDEBOOK



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1. Introduction

The EXPENSES MODULE allows you to manage your professional and work-related expenses in one spot.

The following categories have been created to assist in managing your expenses.

Vehicle Expenses:

- Fuel
- Oil
- Maintenance & Repairs
- Parking (100% Business)
- Leasing
- Insurance
- Other expenses
- License & Registration
- Interest
- Other Business Insurance (100% Business)
- Other Business Expenses (100% Business)
- Odotrack

Employment Expenses:

- Accounting & Legal Fees
- Advertising & Promotion
- Restaurants, drinks & Representation fees
- Lodging
- Supplies
- Other Employment Fees

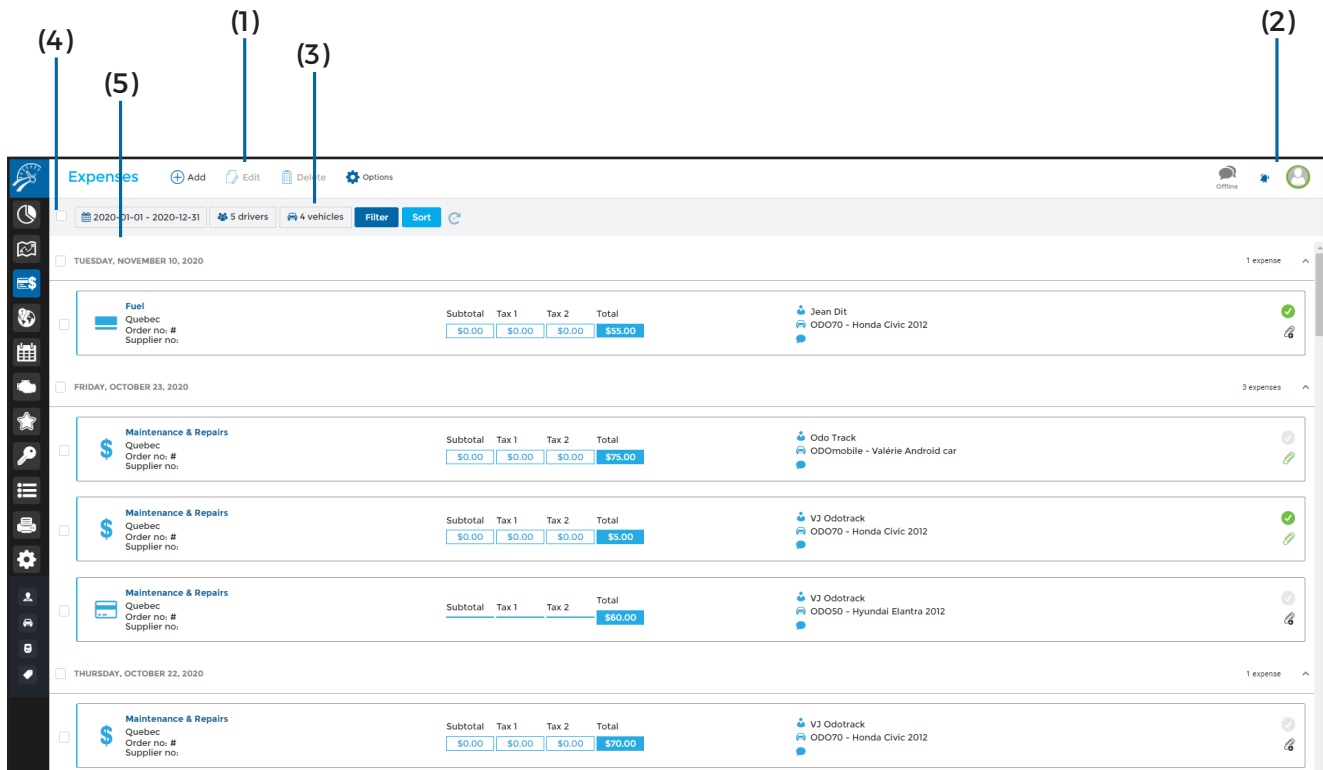
Additional Expenses:

- Travelling Expenses
- Telephone Expense
- Internet Expense
- Courier-Post Expense
- Fax Expense
- Subscriptions
- Annual Fees
- Mileage Expense



2. Overview

Here is a brief overview of the different elements that make up the Expenses Module.



By default, the system will display the last 30 days' worth of expenses for all contacts in descending order (starting from the most recent).

(1) Main menu – left section: Allows you to quickly execute desired actions, i.e.: Add, Edit, Delete and Export to Excel;

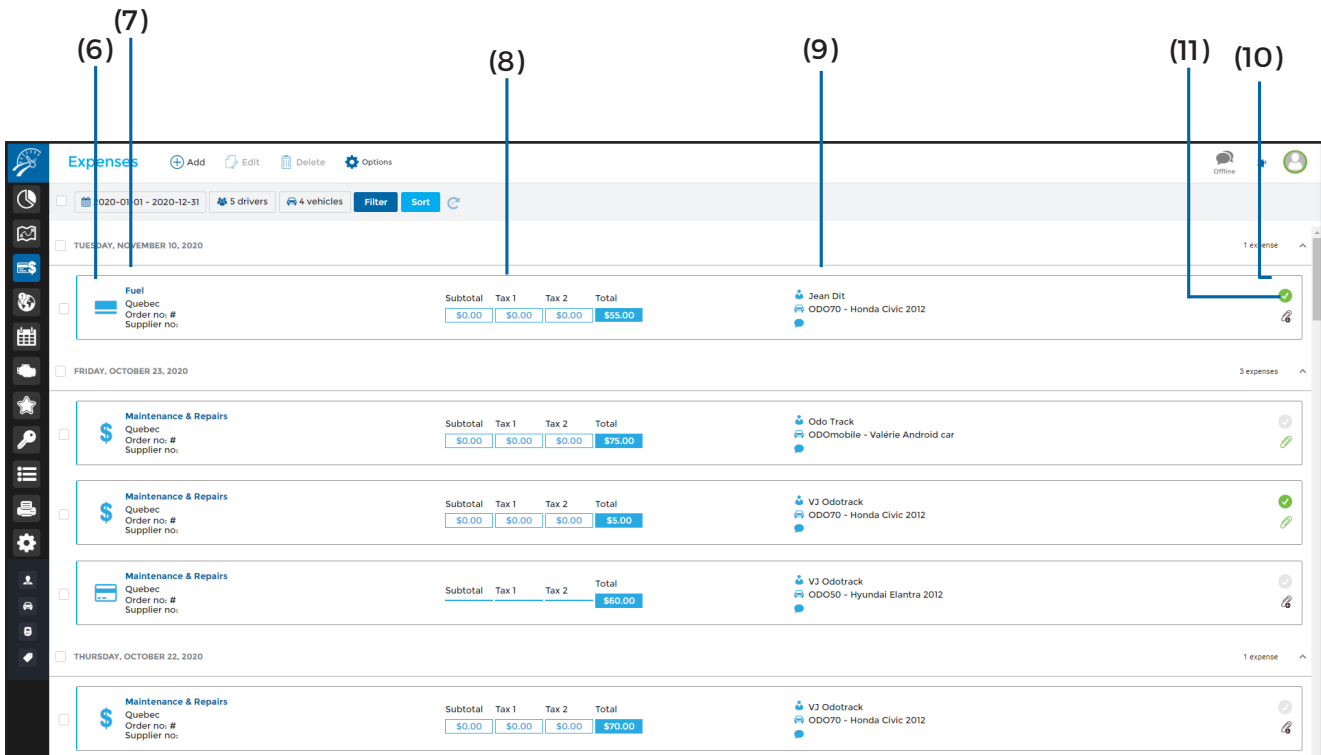
(2) Main menu – right section: Allows you to view all notifications, send comments to technical support and allows you to log out of your account;

(3) Selection menu: Allows you to select which expenses you wish to view according to date, driver(s), vehicle(s), status (approved or not), expense category or comments;






Your expenses can be sorted by date, driver, vehicle or by status, in ascending or descending order;

(4) Selection boxes: Allows you to choose the desired expense(s). To select all expenses, click the box to the left of the Selection Menu. To select all same-day expenses, click the box to the left of the desired date;

(5) Date: By default, when sorted by date, they will be displayed by date of occurrence. When you sort by driver, vehicle or by status, these will be the ones displayed.



(6) Payment type: Indicates payment type used for the expense:

-  Credit card;
-  Cash;
-  Express card (i.e.: fuel card);
-  Other;
-  Debit;

(7) Category, Province/State, Order #, and Supplier: Indicates pertinent information associated with the expense;

(8) Cost: Shows the sub-total, taxes (federal and provincial) and the total cost of the expense;

(9) Vehicle, Drive, and Comments: Indicates driver and vehicle name associated with the expense as well as the reason for the expense as defined by the user (comments);

(10) Status: Displays status of expense (approved or not);

(11) Attachment: Allows you to insert or view an attachment;

3. Add an expense

Allows you to add an expense in less than one minute.

To add an expense, click **Add** in the Main Menu.



Populate the required fields in the pop-up window then click **Save**.

a. Fuel and IFTA

If the IFTA option is activated in your account, you will see two additional fields to populate when adding a fuel expense:

- Quantity
- IFTA Tax Exemption

NOTE:

TO ACTIVATE THE IFTA OPTION, CLICK ON CONFIGURATION, DEVICES SECTION, SELECT THE DESIRED DEVICE BY USING THE SELECTION BOX PROVIDED AND ACTIVATE THE IFTA OPTION IN THE GENERAL TAB.

- **Quantity:**

Indicates the total quantity of your fueling (in litres or gallons). This will allow the system to divide litres between the different provinces or states, if applicable, in accordance with the International Fuel Tax Agreement (IFTA).

- **IFTA Tax Exemption:**

Allows you to indicate that this expense is exempt from IFTA.

The screenshot shows the 'ADD EXPENSE' form with the following details:

- Date:** 2021-01-14
- Recurrent Expense:**
- Frequency:** Every day
- End:** After 2 occurrences
- Order:** (empty)
- Supplier:** (empty)
- Type:** Fuel
- Quantity:** 0 L
- Payment Method:** Credit Card
- IFTA Tax Exemption:**
- Country:** Canada
- State:** Quebec
- Subtotal:** \$0.00
- Tax 1:** \$0.00
- Tax 2:** \$0.00
- Total(\$):** \$0.00

Summary table on the right:

Subtotal:	\$0.00
Tax 1:	\$0.00
Tax 2:	\$0.00
Total:	\$0.00

Additional information on the right: Quebec, Order: ODO70 - Honda Civic 2012 Jean Dit, Payment Method: Credit Card. There is an 'Attach a File' button with a 'Select File...' option.

b. b. Add an attachment

You can attach a file to your expenses entered i.e.: bill. Three (3) ways exist to attach a file:

- When creating the expense;
- Once the expense is created;
- Using the ODOhybride application.

This screenshot is identical to the one above, but the 'Attach a File' button and its 'Select File...' option are circled in red to highlight them.

To add a file when creating your expense, click on **Select File** on the right. Choose the file you wish to attach and click **Open**.



To attach a file to an expense that is already created, click on the paperclip with a plus (+) sign followed by **Select file**. Choose the desired file; click **Open** followed by **Save attachment** or **Upload**



To view or upload an attachment, click on the green paperclip icon.

You can also attach a file by using the ODOhybrid application. Once in the application, click on the Expenses tab situated at the top of the page; choose the expense or add a new expense.

By clicking in the box Attach File, a pop-up window will appear allowing you to choose the method in which you wish to attach the file:



Allows you to use your phone's camera to add a photo;



Allows you to select a saved photo from your phone;



Allows you to view the attachment;



HINT

When using the ODOhybrid application, we strongly recommend that you add the supplier's name as well as the reason in the comment section. For example, Penzoil – Oil change. This will allow you to find your entered expenses much more rapidly.

4. Delete an expense

You can delete more than one expense at a time.

Select the desired expense to be deleted by using the selection boxes provided. Click **Delete** in the Main Menu.

A pop-up window will appear for you to confirm your selection. Click **Delete**.

5. Modify an expense

You can modify (edit) all expenses that you have created.

There are two ways to edit an expense:

- a) By using the panel on the right;
- b) From the Main Menu;

The screenshot shows a panel titled "2 SELECTED EXPENSES" with a sub-header "Multiple Selections". It contains a summary table and several modification options:

Subtotal:	\$0.00
Tax 1:	\$0.00
Tax 2:	\$0.00

Total:	\$100.00

Below the table are the following options:

- Expenses Approved (toggle switch)
- Assigned Vehicle (dropdown menu: Select vehicle)
- Assigned Driver (dropdown menu: Select driver)
- Comments (text input field)

a) Quick modifications

The panel on the right allows you to either approve an expense or modify the vehicle, driver or comments, for one or multiple expenses.

Select the expense(s) that you wish to modify, perform your modifications in the panel on the right, when completed click **Save**. All expenses selected will be modified simultaneously.

NOTE:

FOR ANY OTHER TYPE OF MODIFICATION SUCH AS VEHICLE, DRIVER OR COMMENT YOU MUST GO THROUGH THE MAIN MENU. FOR EXAMPLE: TO MODIFY A DATE, ORDER NUMBER, TYPE OF EXPENSE, ETC

b) Modify an expense from the Main Menu

Any type of expense can be modified by using the Main Menu.

Select the desired expense you wish to modify. Click **Edit** in the Main Menu.



Perform the desired modifications and click **Save**.

NOTE:

WHEN USING THE MAIN MENU TO MAKE A MODIFICATION, ONLY ONE EXPENSE CAN BE MODIFIED AT A TIME.

6. Export to Excel

To have better control of your expenses, all data in your account can be exported in Excel format.

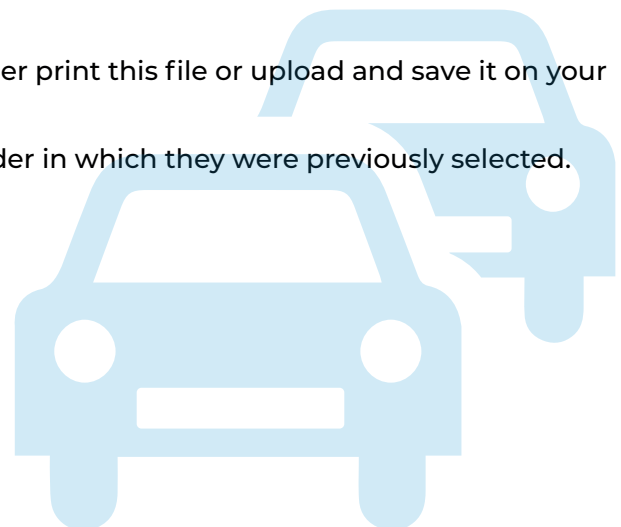
To export your expenses, select the desired expenses, click **Options** in the Main menu then click on **Export to Excel**.

To access the uploaded file, click on the notification icon on the top right in the Main menu then simply click on the desired file.

The PDF file will appear in the toolbar at the bottom of your screen. Simply click on the file to open.

The file will open in a separate window. You can either print this file or upload and save it on your computer.

Expenses will be shown on the excel sheet in the order in which they were previously selected.



7. Expenses Report

To view, upload or print you Expenses Report, you must use the Reports Module.

Click **Expenses** in the Management reports section.

The screenshot shows the 'Reports' module interface. On the left is a vertical navigation menu. The main area is titled 'Reports' and contains a 'Generate a report' section with a grid of report categories. A blue arrow points to the 'Expenses' icon in the 'Management reports' section. To the right, there are two panels: 'Current Rate' and 'History of the reports'.

Current Rate

YEAR	REPORT	RATE
2021	Mileage Allowance	\$0.59/Km for the first 5000 kilometers and \$0.53/Km for the following.
2021	Taxable Benefit	\$0.27/Km

History of the reports

CREATED THE	FILE NAME	View
Jan. 13, 2021	registre-vehicule-complet-20210113161348	View
Jan. 13, 2021	registre-vehicule-complet-20210113144941	View
Jan. 13, 2021	registre-vehicule-complet-20210113144814	View
Jan. 12, 2021	Logbook-vehicule-detailed-20210112141420	View
Jan. 12, 2021	logbook.score-20210112134444	View
Jan. 12, 2021	Statistics-20210112134304	View
Jan. 12, 2021	Tax-benefits-20210112112252	View
Jan. 12, 2021	Reasonable-allowance-2021011210150	View
Jan. 12, 2021	TP-643-20210112105838	View
Jan. 12, 2021	T-2200-20210112105822	View
Jan. 12, 2021	CAZ-510-20210112105806	View
Jan. 12, 2021	drivers.ranking-20210112092805	View

You can choose between the following reports:

(1) Expenses : Indicates, in table format, sorted monthly, for each vehicle, all expense details related to motor vehicle;

(2) Expense Statement : Indicates the amounts deductible as expenses relating to motor vehicles, by presenting both automobile expenses deductible according to the percentage of use for business and the automobile expenses deductible at 100 %;

(3) Employment expenses : Indicates automobile expenses that are deductible as well as work -related expenses. All is presented in table format by vehicle and sorted by month and driver.

(4) Attachment : Allows you to view attachments to expenses entered;

Populate the required fields in the pop-up window and click Create.

CREATE A REPORT ×

EXPENSES

- Expenses
- Expense Statement
- Employment expenses
- Attachment

Description

A monthly report that breaks down the expenses by motor vehicle type and expense categories.

Period * **Start Date** * **End Date** *

Last month < 2020-12-01 2020-12-31 >

Report View *

Detailed Summary




Format *

PDF ▼

Please note that some differences may arise between this report and the tax reports.

[Create](#) [Cancel](#)

To consult your reports, click on the desired report that you wish to view in **History of the Reports**.

History of the reports			
CREATED THE	FILE NAME		
Jan. 14, 2021	Expenses-details-20210114153102		View
Jan. 13, 2021	registre-vehicule-complet-20210113161348		View
Jan. 13, 2021	registre-vehicule-complet-20210113144941		View

You can also consult newly created reports by clicking on the notification icon to the top right of the screen.

NOTIFICATIONS ×

● EXPENSES_DETAILS... 3:31:02 p.m.
[View or Download](#)

Open the PDF file that will appear in the toolbar at the bottom left of your screen by clicking directly on the file.

The screenshot displays the 'Reports' section of a software interface. On the left, a sidebar contains navigation icons. The main area is divided into 'Management reports' and 'Tax reports', each with several report icons. A 'Current Rate' table is visible on the right, and a 'History of the reports' table is below it. At the bottom left, a toolbar shows a PDF icon with the filename 'Expenses-details-2...pdf'. A blue arrow points to this icon. A 'Notifications' panel is open in the top right corner.

YEAR	REPORT	RATE
2021	Mileage Allowance	\$0.59/Km for the first 5000 kilom following.
2021	Taxable Benefit	\$0.27/Km

CREATED THE	FILE NAME
Jan. 14, 2021	Expenses-details-20210114153102
Jan. 13, 2021	registre-vehicule-complet-20210113161346
Jan. 13, 2021	registre-vehicule-complet-20210113144941
Jan. 13, 2021	registre-vehicule-complet-20210113144814
Jan. 12, 2021	Logbook-vehicule-detailed-20210112141420
Jan. 12, 2021	logbook.score-20210112134444
Jan. 12, 2021	Statistics-20210112134304
Jan. 12, 2021	Tax-benefits-2021011212252
Jan. 12, 2021	Reasonable-allowance-2021011210150
Jan. 12, 2021	TP-643-20210112105838
Jan. 12, 2021	T-2200-20210112105822
Jan. 12, 2021	CAZ-510-20210112105806


The PDF file will appear in a pop-up window. You can either print or upload the document to save on your computer.

IMPORTANT NOTE: All notifications are saved for a limited time period only therefore we recommend either printing or saving these documents on your computer.



Application of present guide

Your account has been set-up according to your plan as well as accesses granted you by the administrator of the account (if applicable). The information contained in this guide is general in nature and certain sections may not apply to you.



For any questions or additional information, we invite you to contact your ODOTRACK representative directly or to contact our customer service.

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