

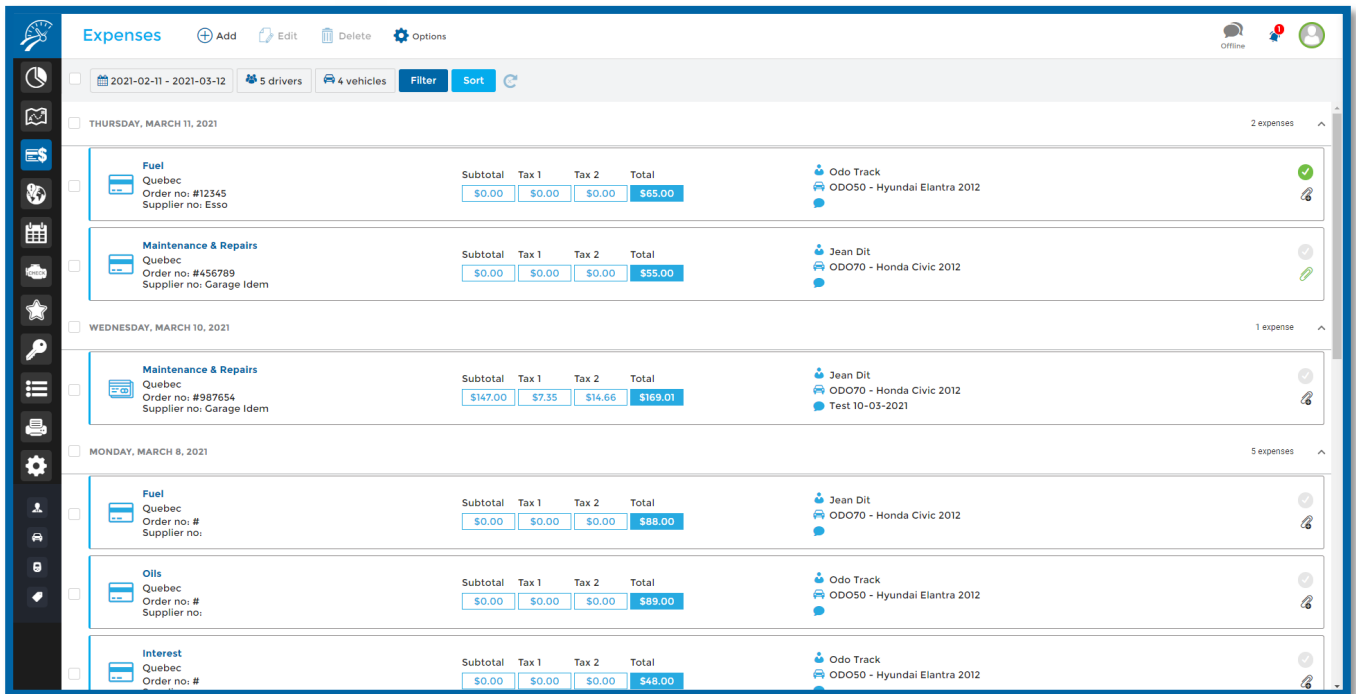
INTRODUCTION

The Expenses Module includes all eligible automobile expenses as well as employment expenses and other additional business expenses.

EXPENSES MODULE



Once connected to your ODOTRACK account, from the tabs on the left of your screen, access the Expenses Module.



The screenshot displays the 'Expenses' module interface. At the top, there are navigation options: 'Expenses', '+ Add', 'Edit', 'Delete', and 'Options'. Below this, filters for '2021-02-11 - 2021-03-12', '5 drivers', and '4 vehicles' are visible, along with 'Filter' and 'Sort' buttons. The main area shows a list of expenses grouped by date:

- THURSDAY, MARCH 11, 2021** (2 expenses):
 - Fuel**: Quebec, Order no: #12345, Supplier no: Esso. Subtotal: \$0.00, Tax 1: \$0.00, Tax 2: \$0.00, Total: \$65.00. Vehicle: ODO50 - Hyundai Elantra 2012.
 - Maintenance & Repairs**: Quebec, Order no: #456789, Supplier no: Garage Idem. Subtotal: \$0.00, Tax 1: \$0.00, Tax 2: \$0.00, Total: \$55.00. Vehicle: ODO70 - Honda Civic 2012.
- WEDNESDAY, MARCH 10, 2021** (1 expense):
 - Maintenance & Repairs**: Quebec, Order no: #987654, Supplier no: Garage Idem. Subtotal: \$147.00, Tax 1: \$7.35, Tax 2: \$14.66, Total: \$169.01. Vehicle: ODO70 - Honda Civic 2012.
- MONDAY, MARCH 8, 2021** (5 expenses):
 - Fuel**: Quebec, Order no: #, Supplier no: #. Subtotal: \$0.00, Tax 1: \$0.00, Tax 2: \$0.00, Total: \$88.00. Vehicle: ODO70 - Honda Civic 2012.
 - Oils**: Quebec, Order no: #, Supplier no: #. Subtotal: \$0.00, Tax 1: \$0.00, Tax 2: \$0.00, Total: \$89.00. Vehicle: ODO50 - Hyundai Elantra 2012.
 - Interest**: Quebec, Order no: #, Supplier no: #. Subtotal: \$0.00, Tax 1: \$0.00, Tax 2: \$0.00, Total: \$48.00. Vehicle: ODO50 - Hyundai Elantra 2012.

Here are the different elements that make up the Expenses Module.

MAIN MENU



The screenshot shows the 'Main Menu' interface. It features a top bar with 'Expenses', '+ Add', 'Edit', 'Delete', and 'Options'. On the right side, there are icons for 'Offline', a notification bell, and a user profile.

The left section of the Main Menu allows you to quickly perform the desired actions such as: Add, Edit, Delete and Export to Excel (Options).

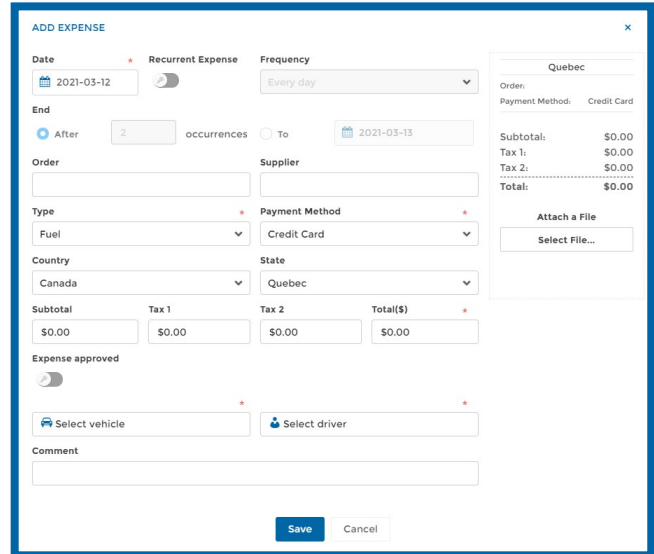
The right section of the Main Menu allows you to send comments to technical support, view notification notices and allows you to log out of your account.

Add an expense

To add an expense, click on **Add** at the top of the screen, complete the required fields, then click on **Save**.

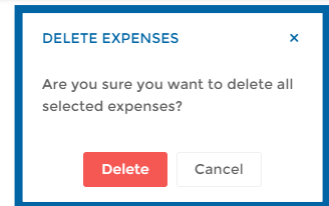
To add an attachment to this expense, click on **Select File** on the right side of the window, Choose the file to attach, then click on **Open**.

Once the expense have been created, click on the **Refresh** button in the Selection Menu to see it appear on the screen.

Delete an expense

To delete one or more expense(s), select the desired expenses, click on **Delete** at the top of the screen and confirm your choice by clicking on **Delete**.

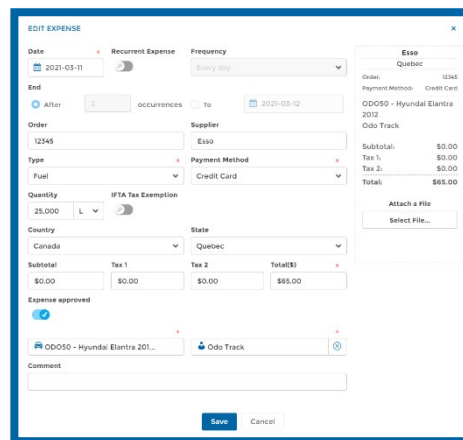
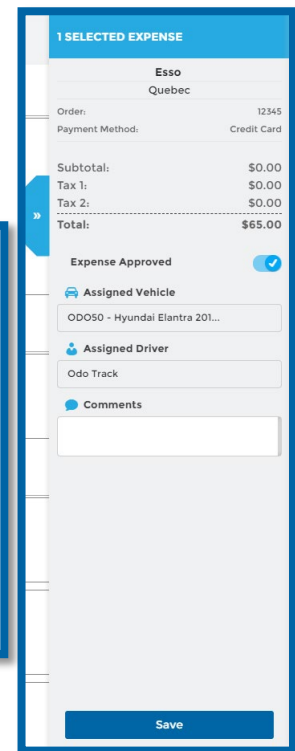


Edit an expense

You can approve an expense or change the vehicle, driver or comment associated with the expense using the right panel that opens on the screen when you select one or more expense(s).

For any other modification (ex: order number, method of payment, amount, etc.), select the desired expense (one at a time), click on **Edit** at the top of the screen, make the desired modifications, then click on **Save**.

To add an attachment to an expense already created, click on the paperclip icon to the right of the expense.

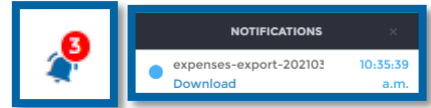




Export to Excel

To export your expenses in Excel format, select the desired expenses using the selection boxes provided for this purpose, click on **Options** at the top of the screen and then click on **Export to Excel**.

NOTE: The expenses will appear in the Excel report in the order they were selected.

To view the Excel report, click on the notification icon at the top right of the screen and then click on **Download**.

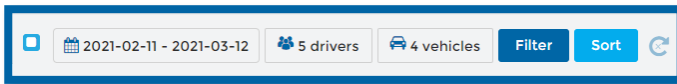


Open the downloaded file that appears in the toolbar at the bottom left of your screen by clicking directly on the file. A window will open on the screen to print or save the document.



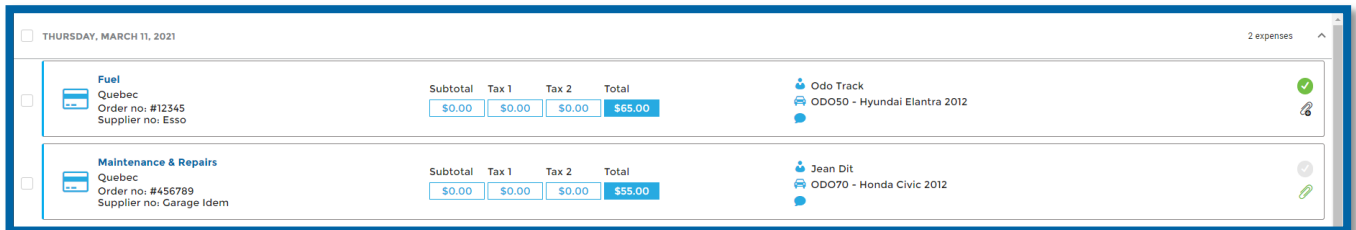
IMPORTANT NOTE: Notification notices are only available during your active session. It is therefore recommended to print or save your documents on your computer.

SELECTION MENU



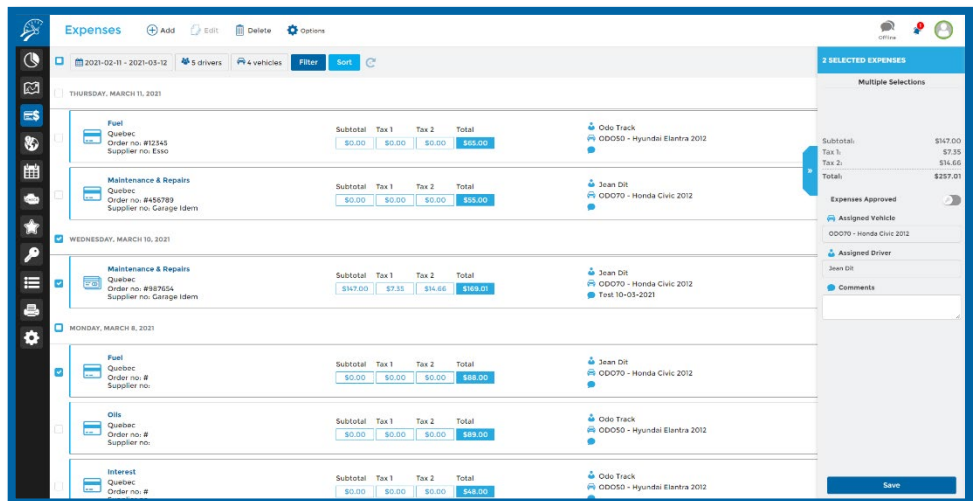
Choose which expenses to display and in what order you want to view them using the Selection Menu. By default, the system will display expenses for the last 30 days, in descending order.

- Display expenses according to date, drivers, vehicles, status (approved or not), expense category or comments;
- Sort your expenses by date, driver, vehicle or status, in ascending or descending order.



To view the detail of one or more expense(s), choose the desired expenses using the selection boxes provided for this purpose.

A panel will open to the right of the screen. If desired, you can approve the expense or change the vehicle, driver or comment directly from the right panel.



REPORTS MODULE



To view, download and print your expenses reports, you must use the **Reports Module**. In the Management reports section, click on **Expenses**.

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

CREATED THE	FILE NAME	View
Mar. 12, 2021	registre-vehicule-complet-20210312095512	View
Mar. 11, 2021	depenses-sommaire-20210311053529	View
Mar. 11, 2021	depenses-emploi-2021031104150	View
Mar. 11, 2021	depenses-releve-2021031104148	View
Mar. 11, 2021	depenses-detaillees-2021031104143	View
Mar. 11, 2021	depenses-emploi-2021031103727	View

Choose the desired report, complete the required fields, then click on **Create**.

To view the reports created, click on the desired report in the **History of the reports** section.

CREATED THE	FILE NAME	View
Mar. 12, 2021	Employment-expenses-20210312105649	View
Mar. 12, 2021	Expenses-statement-20210312105625	View
Mar. 12, 2021	Expenses-details-20210312105555	View

Open the downloaded PDF file that appears in the toolbar at the bottom left of your screen by clicking directly on the file. A window will open on the screen to print or save the document.



IMPORTANT NOTE: The History of the reports is available for a limited time only. It is therefore strongly recommended to print or save your documents on your computer.

Here are the four (4) expense reports available:

Expenses

The expenses report shows the breakdown of expenses related to motor vehicles (only), presented in table form for each vehicle and classified by month.

It can be detailed (in PDF or Excel format) or summary.

Expense Statement

The expense statement shows the amounts deductible as expenses relating to motor vehicles (only), showing the automobile expenses deductible according to the percentage of use for Business purposes and the automobile expenses 100 % deductible.

Employment expenses

The employment expenses report shows deductible motor vehicle expenses as well as employment expenses, in table form for each vehicle and categorized by month and driver.

Attachment

The attachment report lets you view all expenses attachments, if any.

