

This support note is suitable for:

**Accounting**

**Accounting Plus**

**Premier**

**AccountEdge**

**Premier Enterprise**

### **Introduction**

Sometimes expenses are incurred on behalf of a customer in the course of providing them with a service. The customer is subsequently billed for these expenses. By tracking your reimbursable expenses, you will be able to quickly invoice your customers for expenses incurred on their behalf. This support note explains how you can do easily do this using your MYOB software.

## **How do I setup my company data file to track reimbursable expenses?**

Reimbursable expenses are tracked using **Jobs**. To setup a **Job**:

1. Go to **Lists**, choose **Jobs** and click **New**.
2. Enter the **Job** details.
3. Mark the **Track Reimbursables** option.
4. Select the **Customer's Card** in the **Linked Customer** field.
5. Click **OK** to return to the **Command Centre**.

The following window shows the setup of a new **Job**.

**New Job**

Job Information

Header Job
  Inactive Job
  **Track Reimbursables**

Job Number: 11111

Sub-job Of: 
 Percent Complete: 0%

Job Name: Tool Hire
 
 Start Date: 01/01/2005

Description: Track reimbursable tool hire fees for Footloose Dance Studio
 
 Finish Date:

Contact: 
 Manager:

Linked Customer ⇄: Footloose Dance Studio

If you have existing **Jobs**, they can be setup to track reimbursables by selecting the **Track Reimbursables** option and selecting a **Linked Customer**. If an existing **Job** is altered to track reimbursables, expenses previously posted to that **Job** will be listed for reimbursement.

## How are Jobs used for reimbursables?

### Step 1 - Record the reimbursable expense

When recording an expense using a **Bill**, **Spend Money** or a **General Journal**, enter the **Job** against the expense.

The following window shows a **Bill** that is to be reimbursed. Note the application of the **Job Number** 11111.

**Purchases - New Service**

BILL

Supplier ⇨: Harry the Hirer      Terms ⇨: Net 30th after EDM       Tax Inclusive

Ship to ⇨: Clearwater Pty Ltd  
25 Spring Street  
Blackburn  
VIC, 3130      Purchase #: 00000019  
Date: 12/07/2005  
Supplier Inv#: \_\_\_\_\_

Description	Acct#	Amount	Job	Tax
Hire of jack hammer	5-1100	\$300.00	11111	GST

Subtotal: \$300.00  
Freight: \$0.00      GST

Comment: \_\_\_\_\_  
Ship Via: \_\_\_\_\_  
Promised Date: \_\_\_\_\_      Tax ⇨: \$30.00  
Total Amount: \$330.00

Journal Memo: Purchase; Harry the Hirer      Paid Today: \$0.00

Bill Delivery Status: To be Printed      Balance Due: \$330.00

Save as Recurring       Use Recurring

Help F1    Print    Send To    Journal    Layout    Register      Recrd  
Cancel

## Step 2 - Invoice the customer for the reimbursable expense

Reimbursable expenses are recovered by invoicing the customer.

1. Go to the **Sales** command centre and click **Enter Sales**.
2. Select the **Customer's Card** that is linked to the **Job**.
3. Set the **Invoice Layout** as required. In this example a **Service Invoice** is being used.
4. Enter the **Invoice** details.
5. Click **Reimburse**.
6. Set the **Reimbursement Account**. If you are unsure which account to select, check with your accountant.
7. Mark the expense you want reimbursed by clicking next to it in the column marked with the  symbol.
8. Click **Reimburse** and then record the **Invoice**.



To reapply a reimbursable expense:

1. Go to **Lists**, click **Jobs** and click the white zoom arrow for the relevant **Job**.
2. Click the **Reimburse** button at the bottom of the **Job Information window**.
3. Click the **Reimbursed/Removed** tab.
4. Mark the reimbursable expense by clicking next to it in the column marked with the  symbol.

The window below shows the reimbursable expense selected to be returned to the **To Be Reimbursed** list.

Supplier	Description	Date	Job	Cost	<input checked="" type="checkbox"/>
Harry the Hirer	⇄ Hire of jack hammer	12/07/2005	11111	\$300.00	<input checked="" type="checkbox"/>

Customer ⇄ : Footloose Dance Studio      \$300.00

Buttons: Help F1, Print, Remove from List, Cancel

5. Click **Remove From List**.
6. Click the **To Be Reimbursed** tab to ensure the status of the reimbursable expense has changed.

The reimbursable expense will again appear listed under the **To Be Reimbursed** list and can now be re-invoiced through the reimburse button of the sales entry screen.

**Please note:** Purchases of items that are marked as 'I Inventory' are not tracked as reimbursables. This is because the job function tracks profit and loss type transactions which affect income and expense accounts. If you create a purchase for an item marked as 'I Inventory', the transaction is allocated against the asset account setup for tracking inventory. It is not until you record a sale for the item that the cost of sale or expense for the item is realised.

Another way of thinking of this would be: if an item is marked 'I inventory' then it is trading stock that is generally sold to customers. As such, it is not a case of a reimbursable expense but rather a sale.

**Disclaimer:** This information is of a generic nature. For specific advice regarding your particular circumstances please seek assistance from your Accountant, the Australian Taxation Office or your IT Consultant as appropriate.