



Expense  
Module  
Setup Guide

# Expense Module

**The Expense Module allows the management of expenses for staff members, service users and others, and the cost of different activities. In conjunction with the Staff Management Module, it will calculate the cost of staff time.**

The Expense Module enables the recording of:

- expenses, by type and status (incurred, authorised, paid, etc.)
- hourly costs for locations, to track internal costs of using your venues
- hourly costs of staff activity if combined with the Staff Management Module (instructions for setting this up are given in the Staff Management Module Setup Guide)

It allows expense details to be added to records (work, referral or outcome) in the 'Expenses' tab.

## Setting up Expenses

Configuring these settings requires System Administrator access. You can see your access level in the system below your name at the top of the screen.

There are two areas to set up to support adding expenses to the system: cost status items and cost categories.

### Cost Status Items

Expenses are marked 'Expense Incurred' when created, and their status can then be changed as they are authorised and paid. Additional status items can be added to this list.

Manage Expense status

1. Expense incurred
2. Authorised
3. Paid
4. double-click to add

Drag here to delete.

1. Click 'admin' in the main menu, then 'system administration'.
2. In the 'Manage drop-down lists' section, locate the sub-section called 'Manage finance and cost settings'.
3. Click 'cost status items'.

For guidance on how to add, edit or delete list items, see '[Adding, Editing and Deleting List Items](#)', below.

## Cost Categories

Cost categories allow expenses to be differentiated for reporting and ease of management. You can add new categories and amend existing ones using the same process as with cost status items.

Manage Expense categories

1. Stationary
2. Travel
3. Training
4. double-click to add

Drag here to delete.

1. Click 'admin' in the main menu, then 'system administration'.
2. In the 'Manage drop-down lists' section, locate the sub-section called 'Manage finance and cost settings'.
3. Click 'cost categories'.

## Location Costs

The costs of using locations can be calculated if hourly rates are assigned.

Manage Locations

1. Session Room <i>Additional information:</i> add contact details <i>Additional information:</i> Background colour: (#FFFFFF)
2. Group Room <i>Additional information:</i> add contact details <i>Additional information:</i> Background colour: (#FFFFFF)

1. Click 'admin' in the main menu, then 'system administration'.
2. In the 'Manage drop-down lists' section, locate the sub-section called 'Work and outcomes'.
3. Click 'Locations of activities'.
4. Click 'add contact details' beside the name of the location.
5. Scroll to the bottom of the dialogue box to find the 'Hourly rate (for internal purposes)' field.
6. Put the hourly rate into this field.
7. Click the 'save' button.

*Hourly rate (for internal purposes)*

This value is used in cost calculations

*Hourly rate (for external purposes)*

Once an hourly rate has been added to a location, whenever the location is used, the costings module will add a cost per hour for its use.

For guidance on how to add, edit or delete locations from the list in the system administration menu, see ['Adding, Editing and Deleting List Items'](#), below.

## **Adding, Editing and Deleting List Items**

### **Editing a List Item**

Edit a list item by double-clicking it. For example, if your first cost category is 'Stationery', double-click the word 'Stationery', to change it to a text field so it can be edited. Once edited, press 'Enter' on your keyboard to save it.

### **Adding a List Item**

The final option in the list will always be 'double-click to add'. Double-clicking this text will create a new blank list item. Type the name and save by pressing Enter. The 'double click to add' link will appear again at the bottom of the list.

### **Changing the List Order**

Change the order of the list by dragging and dropping: left-click an item and, keeping the mouse button depressed, drag it to its new position before releasing. The other options will adjust to make space for it.

### **Deleting a List Item**

Below the list is a grey rectangle that says, 'Drag here to delete'. To delete a list item, drag and drop it into this box. The item will appear in the grey box, confirming it is being deleted.

It is not possible to delete a list item that has just been created without first leaving the page. In the event of the error message, 'Unable to delete item', go back to the system administration menu and return.

## **Further Information**

For more information on adding expenses to records and viewing and managing costs, please see Section 22 of the Lamplight help manual.