

# How to add an expense?



Learn how to add an expense with Voilà!

1 Navigate to <https://console.voila.app/en>

2 Click Timesheets

The screenshot shows the Voilà! dashboard for user 'Abridge' on August 17. The dashboard includes a top navigation bar with the Voilà! logo and a sidebar with various icons. The main content area displays several key metrics and lists of items to be reviewed:

Metric	Value
Planned hours	28 hours
Draft hours	326 hours
Planned cost	\$585.00

  

Category	Count
Open shifts	0
Replacements	0
Assignations to approve	0
Shifts to approve	0
Stand by shifts	0
Recurring shifts that end soon	0
Requests to approve	0
Availabilities to approve	2
Leaves to approve	17
Announcements	29

The sidebar on the left contains a 'Timesheets' button, which is highlighted with a red tooltip. Other icons in the sidebar include a home icon, a calendar icon, a mail icon, a search icon, and a profile icon.

3

Click the View employee's timesheet icon located at the far right of the employee

**Timesheets** Jul 19, 2022 - Aug 1, 2022 Pay period No grouping

Employees	TUE 19	WED 20	THU 21	FRI 22	SAT 23	Total
	Real - Expected - Paid leave					
Anne Bonesso <i>Manager</i> ID: 2205 - Full-Time	8h 0m	8h 30m	8h 0m	8h 0m	2h 0m	32h 30m 52h 30m 18h 58m
Jennifer Zappa <i>ID: 352 - Part-Time</i>		1h 10m				24h 0m 29h 10m 1h 48m
Marco Chenard <i>Admin</i> Full-Time					2h 0m	2h 2m 18h 40m
Bruno Aldik <i>Admin</i> Full-Time						13h 8m 17h 38m 4h 30m
Filippo Boileau <i>Full-Time</i>	4h 0m				0h 45m	0h 0m 16h 55m
<b>Total</b>	<b>8h 0m</b> 20h 45m	<b>8h 30m</b> 20h 25m	<b>8h 0m</b> 11h 30m	<b>8h 0m</b> 9h 0m	<b>2h 0m</b> 5h 45m	<b>105h 40m</b> 261h 8m 37h 20m

4

Select the Add expense icon located at the far right of the desired date

Scheduled time	Worked time	Regular time	bonuses	Paid leave	Premium	Expenses	To pay
29h 10m	24h 0m	24h 0m \$300.00	0h 0m \$0.00	1.8 hours	\$150.00	\$0.00	\$450.00
Stat Holiday - Jul 24, 2022 - Jul 24, 2022 - 0 hours							
Stat Holiday - Jul 31, 2022 - Jul 31, 2022 - 1.8 hours							
TUESDAY, JULY 19, 2022							
No entries to display							
WEDNESDAY, JULY 20, 2022							
Shifts	Scheduled	Punched	Worked time	To pay	Status		
Supervisor - Restaurant 1	0:00 - 1:00		0h 0m	\$0.00	Absent	Add an expense	
Night (0h 0m) (x1.04/h)				\$0.00			
Example 1 (0h 0m) (x1.5/h)				\$0.00			
<b>Total</b>			<b>0h 0m</b>	<b>\$0.00</b>			
THURSDAY, JULY 21, 2022							

## 5 Click Expense type drop down menu

The screenshot shows a 'Create an expense' dialog box overlaid on a background interface. The dialog box has a purple header with a close button (X). Below the header, there is a dropdown menu for 'Expense type' with the word 'Select' below it. An orange circle highlights the dropdown arrow. To the right of the dropdown are two input fields: 'Date' with the value '20/07/2022' and 'Amount'. Below these are a 'Description' text area and an 'Attached files' section with the text 'No file selected' and an 'Attach a file' button. At the bottom right of the dialog are 'Cancel' and 'Save' buttons.

## 6 Select the type of expense

The screenshot shows the same 'Create an expense' dialog box, but the 'Expense type' dropdown menu is now open, displaying a list of options. The options are: Accomodation, Travelling, Meal, Office Furniture, Equipment, Social Activity, Parking, Training, and Other. An orange circle highlights the 'Meal' option, which is currently selected. The background interface is dimmed.

## 7 Click Date

The background table shows the following data:

Scheduled time	Worked time	Regular time	bonuses	Paid leave	Premium	Expenses
29h 10m	24h 0m	24h 0m \$300.00	0h 0m \$0.00	1.8 hours	\$150.00	\$0.00

The 'Create an expense' dialog box contains the following fields:

- Expense type: Meal
- Date: 20/07/2022
- Amount: [Empty]
- Description: [Empty]
- Attached files: No file selected
- Buttons: Cancel, Save

## 8 Select the date of the expense

The background table shows the following data:

Scheduled time	Worked time	Regular time	bonuses	Paid leave	Premium	Expenses	To pay
29h 10m	24h 0m	24h 0m \$300.00	0h 0m \$0.00	1.8 hours	\$150.00	\$0.00	\$450.00

The 'Create an expense' dialog box contains the following fields:

- Expense type: Meal
- Date: 20/07/2022
- Description: [Empty]
- Attached files: Attach a file
- Buttons: TODAY, CANCEL, Cancel, Save

## 9 Type the amount of the expense

Scheduled time	Worked time	Regular time	bonuses	Paid leave	Premium	Expenses	To pay
29h 10m	24h 0m	24h 0m \$300.00	0h 0m \$0.00	1.8 hours	\$150.00	\$0.00	\$450.00

### Create an expense

Expense type  
Meal

Date  
20/07/2022

Amount

Description

Attached files  
No file selected

Attach a file

Cancel Save

## 10 Type a description of the expense

Scheduled time	Worked time	Regular time	bonuses	Paid leave	Premium	Expenses
29h 10m	24h 0m	24h 0m \$300.00	0h 0m \$0.00	1.8 hours	\$150.00	\$0.00

### Create an expense

Expense type  
Meal

Date  
20/07/2022

Amount  
20\$

Description

Attached files  
No file selected

Attach a file

Cancel Save

## 11 Attach a file if needed

Scheduled time	Worked time	Regular time	bonuses	Paid leave	Premium	Expenses	To pay
29h 10m	24h 0m	24h 0m \$300.00	0h 0m \$0.00	1.8 hours	\$150.00	\$0.00	\$450.00

**Create an expense**

Expense type: **Meal**

Date: 20/07/2022    Amount: 20\$

Description:

Attached files: No file selected  
[Attach a file](#)

Cancel    **Save**

## 12 Click Save

Scheduled time	Worked time	Regular time	bonuses	Paid leave	Premium	Expenses	To pay
29h 10m	24h 0m	24h 0m \$300.00	0h 0m \$0.00	1.8 hours	\$150.00	\$0.00	\$450.00

**Create an expense**

Expense type: **Meal**

Date: 20/07/2022    Amount: 20\$

Description:

Attached files: No file selected  
[Attach a file](#)

Cancel    **Save**