

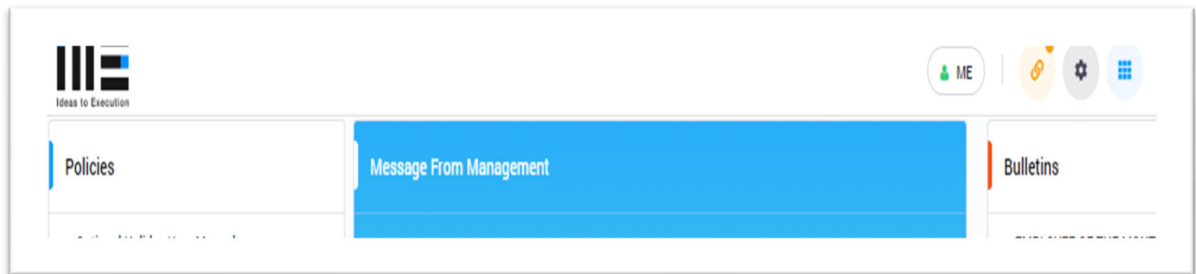
Expense Application User Guide

****Note – Expenses will not be reimbursed without Supporting's. In case supporting's are not available, approval from respective Reporting Manager is mandatory.**

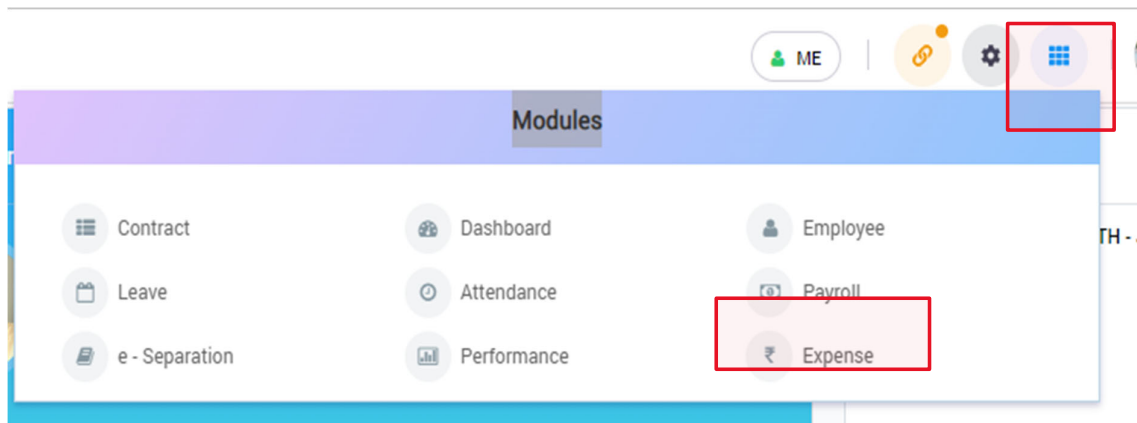
Step 1 – Login into Beehive HRMS Portal

URL [Login :: Beehive HRMS :: \(beehivehcm.com\)](http://beehivehcm.com)

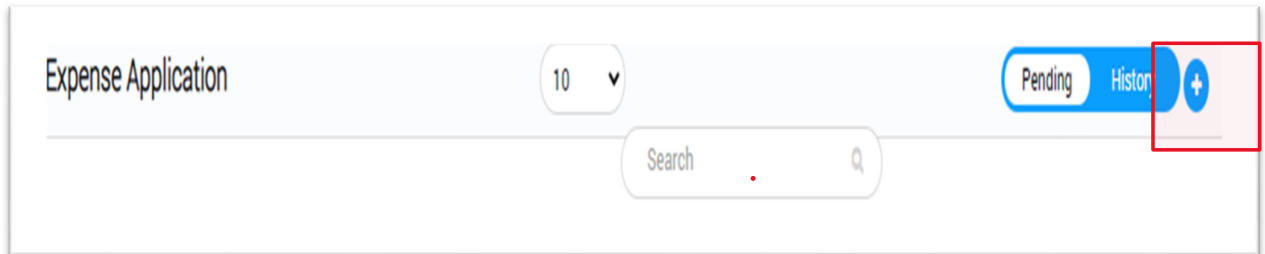
- The display login page will be shown below.



Step 2 – Click on the Module Grid and then Click on Expenses Module.

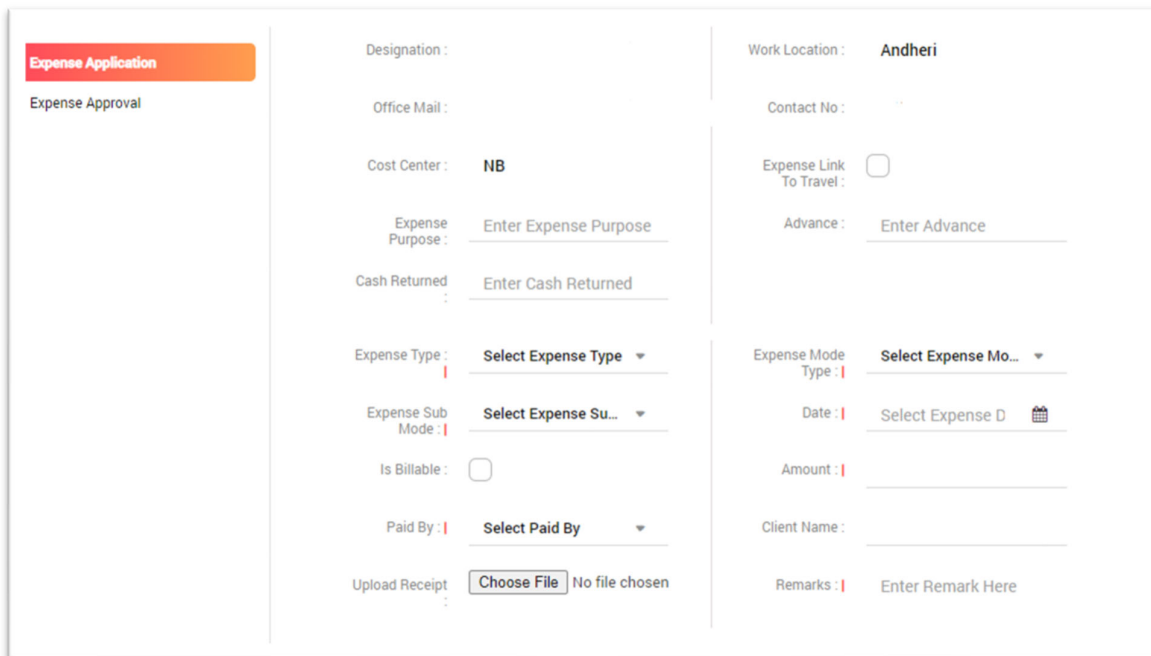


Step 3 – Click on plus (+) sign to apply the Expenses.

The image shows the top header bar of the 'Expense Application' form. It includes the title 'Expense Application' on the left, a dropdown menu showing '10' in the center, and two buttons labeled 'Pending' and 'History' on the right. A red rectangular box highlights a blue circular button with a white plus sign located to the right of the 'History' button. Below the header bar is a search bar with the placeholder text 'Search' and a magnifying glass icon.

Expense purpose: - Fill up Expenses purpose.

Cash Returned: - Enter cash if any is returned.

The image shows the main form for 'Expense Application'. On the left is a sidebar with a red 'Expense Application' header and a link to 'Expense Approval'. The main form area is divided into two columns. The left column contains fields for 'Designation', 'Office Mail', 'Cost Center' (with value 'NB'), 'Expense Purpose' (with placeholder 'Enter Expense Purpose'), 'Cash Returned' (with placeholder 'Enter Cash Returned'), 'Expense Type' (with dropdown 'Select Expense Type'), 'Expense Sub Mode' (with dropdown 'Select Expense Su...'), 'Is Billable' (checkbox), 'Paid By' (with dropdown 'Select Paid By'), and 'Upload Receipt' (with a 'Choose File' button and text 'No file chosen'). The right column contains fields for 'Work Location' (with value 'Andheri'), 'Contact No', 'Expense Link To Travel' (checkbox), 'Advance' (with placeholder 'Enter Advance'), 'Expense Mode Type' (with dropdown 'Select Expense Mo...'), 'Date' (with dropdown 'Select Expense D' and a calendar icon), 'Amount', 'Client Name', and 'Remarks' (with placeholder 'Enter Remark Here').

➤ **Select Expenses Type:** choose anyone in the list as per your expenses.

| | | | |
|--------------------|-----------------------------|---------------------|--------------------------|
| Expense Type : | Select Expense Type | Expense Mode Type : | Select Expense Mode Type |
| Expense Sub Mode : | Select Expense Type | Date : | Select Expense Date |
| Is Billable : | International Expense | Amount : | |
| Paid By : | Domestic Outstation Expense | Client Name : | |
| Upload Receipt : | Domestic Local Expense | Remarks : | Enter Remark Here |
| | Other Expense | | |
| | Choose File No file chosen | | |

- **Expense Type:** Domestic outstation Expenses
- **Expense Mode Type:** - Select the type of expense.

| | | | |
|--------------------|-----------------------------|---------------------|---------------------------------------|
| Expense Type : | Domestic Outstation Expense | Expense Mode Type : | Outstation Accomodation Expense |
| Expense Sub Mode : | --Select-- | Date : | --Select-- |
| From City : | | Amount : | Outstation Food/Entertainment Expense |
| Is Billable : | <input type="checkbox"/> | Client Name : | Outstation Accomodation Expense |
| Paid By : | Select Paid By | Remarks : | Enter Remark Here |
| Upload Receipt : | Choose File No file chosen | | |
| | | | Outstation Travel Expense |

- Expense Mode type under Outstation Food Entertainment exp select Expense Sub Mode

| | | | |
|--------------------|-----------------------------|---------------------|--------------------------------------|
| Expense Type : | Domestic Outstation Expense | Expense Mode Type : | Outstation Food/Entertainment Exp... |
| Expense Sub Mode : | --Select-- | Date : | Select Expense Date |
| From City : | --Select-- | Amount : | 0 |
| Is Billable : | Food Expense | Client Name : | |
| Paid By : | Select Paid By | Remarks : | Enter Remark Here |
| Upload Receipt : | Choose File No file chosen | | |

- Expense Mode type under Outstation Accommodation exp selects Exp. Sub Mode

The screenshot shows a web form for recording an expense. On the left, under 'Expense Type :', 'Domestic Outstation Expense' is selected. Below it, 'Expense Sub Mode :', 'Hotel' is selected, and a dropdown menu is open showing 'Hotel' and 'Lodging'. 'From City :', '--Select--' is shown. 'Is Billable :', 'Lodging' is selected. 'Paid By :', 'Select Paid By' is shown. 'Upload Receipt :', 'Choose File' button is shown with 'No file chosen' text. On the right, 'Expense Mode Type :', 'Outstation Accomodation Expense' is selected. 'Date :', 'Select Expense Date' is shown with a calendar icon. 'Amount :', '0' is shown. 'Client Name :', an empty text field is shown. 'Remarks :', 'Enter Remark Here' is shown.

- Expense Mode type under Outstation Travel Exp select Expense Sub Mode
- Choose your travel expense mode as per the list given.

The screenshot shows a web form for recording an expense. On the left, under 'Expense Type :', 'Domestic Outstation Expense' is selected. Below it, 'Expense Sub Mode :', '--Select--' is shown, and a dropdown menu is open showing 'Auto', 'Taxi', 'Car', 'Bus', 'Train', 'Metro', 'Flight', and 'Cab'. 'From City :', 'Auto' is shown. 'Is Billable :', 'Taxi' is selected. 'Paid By :', 'Car' is shown. 'Upload Receipt :', 'Metro' is shown. On the right, 'Expense Mode Type :', 'Outstation Travel Expense' is selected. 'Date :', 'Select Expense Date' is shown with a calendar icon. 'Amount :', '0' is shown. 'Client Name :', an empty text field is shown. 'Remarks :', 'Enter Remark Here' is shown.

Step 4 – Enter your details

- From city: Type your city
- Amount: Enter your expense amount
- Is Billable: click on icon if you have any bill.
- Paid By: - choose any one

- Client Name: - Enter client name or Event name.
- Remark: If Any
- Upload Receipt: - upload your expense bill then save and submit.

Expense Application

Expense Approval

Expense Application

10

Pending

100000

Search

Q

| Employee Code | Employee Name | Exp Request No | Advance | Cash Returned | Total Expense | Is Related Travel | Application Date | Action Date | Status |
|---------------|---------------|----------------|---------|---------------|---------------|-------------------|------------------|-------------|---------|
| | | EXPRQ0000015 | 0 | 0 | 200 | No | 29/03/2023 | | Pending |

Showing 1 to 1 of 1 records

First

Previous

1

Next

Last