



Version 1.0.0.0

Setup and User Manual

For Microsoft Dynamics 365 Business Central

Last Update: December 6, 2018

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Description

OmniFY Expense Reports enabled users to Enter and Submit Expense Entries for Approval and Payment Processing. This product allows users to submit expenses and assist company to manage reimburse back to users.



Features

The OmniFY Expense Reports has two major components:

OmniFY Expense Report Processing

This will allow your users to Enter and Submit Expense Report for Approval and Payment. Similar to other documents (Sales Quotes, Sales Orders etc.) in the Dynamics 365 Business Central, Expense Report allow user to enter brief description about the expense report in header section and related expense lines in line section. User can select predefined expense types from dropdown list in line section.

OmniFY Expense Reports Approval Processing

OmniFY Expense Approval Processing enables company (approver/admin) to check submitted expense reports of users, by relevant department before reimbursing back to employees.

OmniFY Expense report user setup page is used for setting up relevant permission for users. i.e. whether user is an expense admin, have permission to post the expense report and setup payable account (vendor/employee) for the user. Approver ID field set approver for the user. Based on approver id field submitted OmniFY Expense Report send to approver.

OmniFY Expense Report Setup

This is part of the Administration.

Administrator can configure OmniFY Expense Reports as per requirement in OmniFY Expense Report Setup Page. Administrator can enable/disable OmniFY Expense functionality in business central, can set expense description mandatory and default posting date fields for expense reports in general fast tab.

Administrator can set, by which document employee will get reimburse by setting up payable document type in posting fast tab. Payable document type is purchase journal. Tax related setup will be done by defining Tax posting, G/L Account Tax 1, G/L Account Tax 2 fields. Admin can also setup Expense Entry Source code.

Default Number series need to be setup for OmniFY Expense Reports by defining Expense Entry Nos. in Numbering fast tab for solution to run.

OmniFY Expense Reports License

The OmniFY Expense Report can be acquired as an App in the Extension Market Place inside Business Central. Just click Free trial to install and try out the solution. The trial will last for 30 days.

A subscription can be purchased from Omni Logic Solutions:

1. OmniFY Usage Product

See later section how to subscribe.



Terminology

OmniFY Expense Report is a document that enabled users to Enter and Submit Expense Entries for Approval and Payment Processing. This product allows users to submit expenses and assist company to manage reimburse back to employees.

OmniFY Expense Reports

OmniFY Expense Report will allow user to enter expenses in dynamics 365 business central like a document. User can enter header level information like description, dimensions etc. and in the line section user can select expense type from dropdown for which type of expense it was. Expense types are predefined by administrator.

Upon completion, user can submit OmniFY Expense Report by clicking Submit action in process group. Based on user setup in OmniFY Expense Report User setup page OmniFY Expense Report submitted for approval. Approver can approve or reject the OmniFY Expense Report based on assessment. If OmniFY Expense Report approved than it will be ready for posting. Approved OmniFY Expense Report showed in Omnify Approved Expense Reports List page. From Approved Report user can either post the report or send it back.

Setup of the OmniFY Expense Reports

There are a few steps needed to get the OmniFY Expense Reports to work.

Permissions

A permission set for the OmniFY Expense Reports is created when the Extension is installed. It's called 'OMNIFY EXP'.

PERMISSION SET ↑		NAME	TYPE	EXTENSION NAME
OMNIFY EXP AD...	⋮	OmniFY Expense Repor...	Extension	OmniFY Expense Reports
OMNIFY EXP USER		OmniFY Expense Repor...	Extension	OmniFY Expense Reports

Assign this permission set to all the users that should have access to the OmniFY Expense Reports. The Admin permission set should be given to other users with admin level access to the OmniFY Expense Reports.

OmniFY Expense Reports Setup

You will need to set up the OmniFY Expense Reports and enter necessary information for the solution to work.

Search for OmniFY Expense Report Setup in the search bar:



TELL ME WHAT YOU WANT TO DO



omnify expense report setup

Go to Pages and Tasks

> OmniFY Expense Report Setup

Administration

Click OmniFY Expense Report Setup and the following page is shown:

OmniFY Expense Report Setup

Process

More options

User Setup

Expense Types

Expense Entry Enabled

Expense Description Mandatory

Default Posting Date

Work Date

Posting

Payables Document Type	Purchase Journal	Tax 1 Caption	Taxes Payables
General Journal Template	PURCHASES	G/L Account Tax 2	
General Journal Batch	DEFAULT	Tax 2 Caption	
Tax Posting	Create Tax Lines	Expense Entry Source Code	PURCHJNL
G/L Account Tax 1	22600		

Numbering

Expense Entry Nos.	OMNIFY EXP
--------------------	------------

About

Name	Omni Logic Solutions, Inc	Phone	+1 888 405 8676
Address	#100 - 3737 Oak Street	Fax	+1 888 897 8004
City/State	Vancouver British Columbia	E-Mail	support@omnilogicsolutions.com
Postal Code	V5Z 4L9	Web	http://www.omnilogicsolutions.com
Country	Canada	No. of Expense Reports Posted	0

Here is a description of each field:

General Tab

- **Expense Report Enabled** - Allows administrator to enable or disable OmniFY Expense Reports Extension/functionality in Dynamics 365 Business Central



- **Expense Description Mandatory** - Specifies if description mandatory for the OmniFY Expense Report.
- **Default Posting Date** - Specifies default posting date for the OmniFY Expense Report.

Posting Tab

- **Payables Document Type** - Specifies payable document type. After OmniFY Expense Report got posted based on payables document type payable document will get create.
- **General Journal Template** - Specifies general journal template for purchase journal.
- **General Journal Batch** - Specifies general journal batch for purchase journal
- **Tax Posting** - Specifies tax posting.
- **G/L Account Tax 1** - Specifies general ledger account tax 1.
- **Tax Caption 1** - Specifies tax 1 caption.
- **G/L Account Tax 2** - Specifies general ledger account tax 2.
- **Tax Caption 2** - Specifies tax 2 caption.
- **Expense Entry Source Code** - Specifies Source code for OmniFY Expense Entry.

Numbering Tab

- **Expense Entry Nos.** – Default Number series for OmniFY Expense Reports

Actions

Other Setup pages can be access from the Setup page:

User Setup

This accesses the user setup for OmniFY Expense Reports Extension.

Expense Types

This accesses the expense types for OmniFY Expense entries.

OmniFY Expense Reports User Setup

You will need to set up the users and enter necessary information for the solution to work.

Search for OmniFY Expense Report User Setup in the search bar:

(Alternatively, it can open from OmniFY Expense Report Setup)

TELL ME WHAT YOU WANT TO DO



omnify expense report user setup

Go to Pages and Tasks

> [OmniFY Expense Report User Setup](#)

Administration



Click OmniFY Expense Report User Setup and the following page is shown:



OmniFY Expense Report User Setup

Search + New Edit List Delete Edit In Excel									
USER ID	E-MAIL	APPROVER ID	EXP... ADM...	POST EXP... ENT... TO	ACCOUNT TYPE	ACCOUNT NO.	DEPARTMENT CODE	CUSTOMERGR... CODE	
SURAJ	suraj@omnilogicsolutions.com	VISHAL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Vendor	10000	ADM	MEDIUM	
			<input type="checkbox"/>	<input type="checkbox"/>					

Here is a description of each field:

OmniFY Expense Reports User Setup - Fields description

- **User ID** - Specifies the ID of the user who posted the entry, to be used, for example, in the change log.
- **E-Mail** - Specifies the email address of the approver that you can use if you want to send approval mail notifications.
- **Approver ID** - Specifies the user ID of the person who must approve records that are made by the user in the User ID field before the record can be released.
- **Expense Administrator** - Specifies the user who has rights to unblock approval workflows, for example, by delegating approval requests to new substitute approvers and deleting overdue approval requests.
- **Post Expense Entry to Journal** - Specifies if user can post OmniFY Expense Entry to Journal.
- **Account Type** - Specifies Account Type for the Payables.
- **Account No.** - Specifies Account No. for the User.
- **Department Code** - Specifies the code for the global dimension that is linked to the record or entry for analysis purposes. Two global dimensions, typically for the company most important activities, are available on all cards, documents, reports, and lists.
- **Customer group Code** - Specifies the code for the global dimension that is linked to the record or entry for analysis purposes. Two global dimensions, typically for the company most important activities, are available on all cards, documents, reports, and lists.



OmniFY Expense Types

Administrator need to set up the expense types for user to select in OmniFY Expense Report's line section.

Search for OmniFY Expense Report Types in the search bar:
(Alternatively, it can be open from OmniFY Expense Report Setup)

TELL ME WHAT YOU WANT TO DO



omnify expense report type

Go to Pages and Tasks

> OmniFY Expense Report Type

Administration

Click OmniFY Expense Report Types and the following page is shown:

NAME	DESCRIPTION	G/L ACCOUNT NO.	G/L ACCOUNT NAME	UNIT OF MEASURE CODE	UNIT AMOUNT	DEPARTMENT CODE	CUSTOMER CODE
FUEL	Travel Expenses	11200	Cash	PCS	0.00	ADM	MEDIUM

Here is a description of each field:

OmniFY Expense Types - Fields description

- **Name** - Specifies a name of the OmniFY Expense Report Type.
- **Description** - Specifies a description of the OmniFY Expense Report Type.
- **G/L Account No.** - Specifies the account number that the entry on the line will be posted to.



- **G/L Account Name** - Specifies the account name that the entry on the line will be posted to.
- **Unit of Measure Code** - Specifies how each unit of the item or resource is measured, such as in pieces or hours.
- **Unit Amount** - Specifies the price for one unit on the OmniFY Expense Report Type.
- **Department Code** - Specifies the code for the global dimension that is linked to the record or entry for analysis purposes. Two global dimensions, typically for the company most important activities, are available on all cards, documents, reports, and lists.
- **Customer group Code** - Specifies the code for the global dimension that is linked to the record or entry for analysis purposes. Two global dimensions, typically for the company most important activities, are available on all cards, documents, reports, and lists.

OmniFY Expense Report Processing

The OmniFY Expense Report is used to create a custom expense entry for managing day to day expenses of users. It also helps company to reimburse employees. Let's start by running the OmniFY Expense Report from start to finish so we can see how it's supposed to work.

Create OmniFY Expense Report

Search for OmniFY Expense Reports in the search bar:

TELL ME WHAT YOU WANT TO DO



omnify expense reports

Go to Pages and Tasks

Show all (4)

> OmniFY Expense Reports

Lists

Click OmniFY Expense Reports and the following page is shown:



Click on New action to create an OmniFY Expense Report and the following page is shown:

Dynamics 365 | Business Central | OmniFY Expense Report Types | OmniFY Expense Reports | OmniFY Expense Report

OmniFY Expense Report

Process | Navigate | Less options

General

Description	<input type="text"/>	User Name	<input type="text"/>
Posting Description ..	<input type="text"/>	Department Code ...	<input type="text"/>
Expense Entry Date ..	<input type="text"/>	Customergroup Co...	<input type="text"/>
Posting Date	<input type="text"/>	Status	Open
User ID	<input type="text"/>		

Lines | Manage

TYPE	DESCRIPTION	RECEIPT DATE	EXPENSE DESCRIPTION	UNIT PRICE (\$ EXCL. TAX)	QUANT
					1

Total Amount

Total Exp. Amt. Incl...	0.00 ...
-------------------------	----------

Incoming Document Files

NAME	TYPE
(There is nothing to show in this view)	

Notes

(There is nothing to show in this view)

(There is nothing to show in this view)

(There is nothing to show in this view)



Click inside any field in the header and based on no series and default posting date setup in “OmniFY Expense Report setup” Expense Report will get number and posting date get assigned respectively. Expense Entry Date, User ID and User Name fields get filled up automatically as the following page shown.

Dynamics 365 Business Central OmniFY Expense Report Types OmniFY Expense Reports OmniFY Expense Report

OmniFY Expense Report

Process | Navigate | Less options

General

Description	My First OmniFY Expense Rep	User Name	Suraj Prajapati
Posting Description ..	Expense Entry No.EX0001	Department Code ...	
Expense Entry Date ..	4/9/2018	Customergroup Co...	
Posting Date	4/9/2018	Status	Open
User ID	SURAJ		

Lines

Manage

TYPE	DESCRIPTION	RECIPT DATE	EXPENSE DESCRIPTION	UNIT PRICE (\$ EXCL. TAX)	QUANT
					1

Total Amount

Total Expense Amo...	0.00
Total Exp. Amt. Incl...	0.00

Incoming Document Files

NAME	TYPE
(There is nothing to show in this view)	

Notes

(There is nothing to show in this view)

(There is nothing to show in this view)

(There is nothing to show in this view)

(There is nothing to show in this view)



Please fill up other fields as needed in header section as the following page shown.

Dynamics 365 Business Central OmniFY Expense Report Types OmniFY Expense Reports OmniFY Expense Report

OmniFY Expense Report

Process | Navigate | Less options

General

Description	My First OmniFY Expense Rep	User Name	Suraj Prajapati
Posting Description	Expense Entry No.EX0001	Department Code	ADM
Expense Entry Date	4/9/2018	Customergroup Co...	MEDIUM
Posting Date	4/9/2018	Status	Open
User ID	SURAJ		

Lines | Manage

TYPE	DESCRIPTION	RECIPT DATE	EXPENSE DESCRIPTION	UNIT PRICE (\$)	EXCL. TAX	QUANT
						1

Total Amount
Total Exp. Amt. Incl... 0.00

Incoming Document Files

NAME	TYPE
(There is nothing to show in this view)	

Notes +

(There is nothing to show in this view)

In the line section select expense type from drop down list as the following page shown.

Lines | Manage

TYPE	DESCRIPTION	RECIPT DATE	EXPENSE DESCRIPTION	UNIT PRICE (\$)	EXCL. TAX	QUANT
FUEL	Travelling Expen...	12/1/2018	Business Meet	100.00		1

Total
Total 0.00

Total Amount Incl. Tax 0.00

Incoming Document Files

NAME	TYPE
(There is nothing to show in this view)	

Notes +

(There is nothing to show in this view)



Fill up other fields like description, receipt date, expense description, unit price, quantity, unit of measure as needed.

Dynamics 365 Business Central EX0001

OMNIFY EXPENSE REPORT

EX0001

Process | Navigate | Less options

General

Description	My First OmniFY Expense R...	User Name	Suraj Prajapati
Posting Description	Expense Entry No.EX0001	Department Code	ADM
Expense Entry Date	4/9/2018	Customergroup Co...	MEDIUM
Posting Date	4/9/2018	Status	Open
User ID	SURAJ		

Lines	Manage				
TYPE	DESCRIPTION	RECIPT DATE	EXPENSE DESCRIPTION	UNIT PRICE (\$ EXCL. TAX	QUANT
FUEL	Travel Expenses	12/1/2018	Fuel Expenses	200.00	1
MSC	Miscellaneous	12/1/2018	Other Expenses	200.00	1

Incoming Document Files

NAME	TYPE
(There is nothing to show in this view)	

Notes

(There is nothing to show in this view)

(There is nothing to show in this view)

(There is nothing to show in this view)

Dynamics 365 Business Central EX0001

OMNIFY EXPENSE REPORT

EX0001

Process | Navigate | Less options

General

Description	My First OmniFY Expense R...	User Name	Suraj Prajapati
Posting Description	Expense Entry No.EX0001	Department Code	ADM
Expense Entry Date	4/9/2018	Customergroup Co...	MEDIUM
Posting Date	4/9/2018	Status	Open
User ID	SURAJ		

Lines	Manage					
TYPE	UNIT PRICE (\$ EXCL. TAX	QUANTITY	UNIT OF MEASURE	AMOUNT	TAX AMOUNT 1	TAX
FUEL	200.00	1.00	PCS	200.00	10.00	
MSC	200.00	1.00	PCS	200.00		

Incoming Document Files

NAME	TYPE
(There is nothing to show in this view)	

Notes

(There is nothing to show in this view)

(There is nothing to show in this view)

(There is nothing to show in this view)



Dynamics 365 Business Central EX0001

OMNIFY EXPENSE REPORT

EX0001

Process | Navigate | Less options

General

Description	My First OmniFY Expense R...	User Name	Suraj Prajapati
Posting Description	Expense Entry No.EX0001	Department Code	ADM
Expense Entry Date	4/9/2018	Customergroup Co...	MEDIUM
Posting Date	4/9/2018	Status	Open
User ID	SURAJ		

Lines	Manage					
TYPE	TAX AMOUNT 1	TAX AMOUNT 2	AMOUNT INCLUDING TAX	DEPARTME... CODE	CUSTOMER... CODE	
FUEL	10.00	10.00	220.00	ADM	MEDIUM	
MSC	10.00	10.00	220.00	ADM	MEDIUM	

Incoming Document Files

NAME	TYPE
(There is nothing to show in this view)	

Notes

(There is nothing to show in this view)

(There is nothing to show in this view)

(There is nothing to show in this view)

After entering all the expense entries, to release the Expense report user need to submit the Expense Report. Current status of the Expense Report is Open as the following page shown.

Dynamics 365 Business Central EX0001

OMNIFY EXPENSE REPORT

EX0001

Process | Navigate | Less options

Submit | Undo Submit

General

Description	My First OmniFY Expense R...	User Name	Suraj Prajapati
Posting Description	Expense Entry No.EX0001	Department Code	ADM
Expense Entry Date	4/9/2018	Customergroup Co...	MEDIUM
Posting Date	4/9/2018	Status	Open
User ID	SURAJ		

Lines	Manage					
TYPE	TAX AMOUNT 1	TAX AMOUNT 2	AMOUNT INCLUDING TAX	DEPARTME... CODE	CUSTOMER... CODE	
FUEL	10.00	10.00	220.00	ADM	MEDIUM	
MSC	10.00	10.00	220.00	ADM	MEDIUM	

Incoming Document Files

NAME	TYPE
(There is nothing to show in this view)	

Notes

(There is nothing to show in this view)

(There is nothing to show in this view)

(There is nothing to show in this view)



Click on Yes to submit the Expense Report

Dynamics 365 Business Central EX0001

OMNIFY EXPENSE REPORT

EX0001

Process | Navigate | Less options

Lines	Manage
TYPE	TAX AMOUNT 1 TAX AMOUNT
FUEL	10.00
MSC	10.00

Total Amount

Total Expense Amo...	400.00
Total Exp. Amt. Incl...	440.00

Incoming Document Files

Do you want to submit Expense Entry EX0001

Yes No

Dynamics 365 Business Central EX0001

OMNIFY EXPENSE REPORT

EX0001

Process | Navigate | Less options

Lines	Manage
TYPE	TAX AMOUNT 1 TAX AMOUNT
FUEL	10.00
MSC	10.00

Total Amount

Total Expense Amo...	400.00
Total Exp. Amt. Incl...	440.00

Incoming Document Files

Expense Report EX0001 has been Submitted.

OK



Dynamics 365 Business Central EX0001

OMNIFY EXPENSE REPORT

EX0001

After Submit -
Status changed to : Pending Approval

Process | Navigate | Less options

General

Description	My First OmniFY Expense R...	User Name	Suraj Prajapati
Posting Description	Expense Entry No.EX0001	Department Code	ADM
Expense Entry Date	4/9/2018	Customergroup Co...	MEDIUM
Posting Date	4/9/2018	Status	Pending Approval
User ID	SURAJ		

Lines | Manage

TYPE	TAX AMOUNT 1	TAX AMOUNT 2	AMOUNT INCLUDING TAX	DEPARTME... CODE	CUSTOMER... CODE
FUEL	10.00	10.00	220.00	ADM	MEDIUM
MSC	10.00	10.00	220.00	ADM	MEDIUM

Incoming Document Files

NAME	TYPE
(There is nothing to show in this view)	

Notes

(There is nothing to show in this view)

Search for OmniFY Expense Reports in the search bar:

Dynamics 365 Business Central EX0001

OMNIFY EXPENSE REPORT

EX0001

Process | Navigate | Less options

Lines | Manage

TYPE	TAX AMOUNT 1	TAX AMOUNT 2	TAX	CODE	CODE
FUEL	10.00	10.00	220.00	ADM	MEDIUM
MSC	10.00	10.00	220.00	ADM	MEDIUM

Total Amount

Total Expense Amo...	400.00
Total Exp. Amt. Incl...	440.00

TELL ME WHAT YOU WANT TO DO

omnify submitted expense reports

Go to Pages and Tasks

- OmniFY Submitted Expense Reports

Documentation

Show all (20)



Click OmniFY Submitted Expense Reports and the following page is shown:

Dynamics 365 Business Central EX0001 OmniFY Submitted Expense Reports

OmniFY Submitted Expense Reports

Search Manage Process Edit In Excel Navigate Less options

NO.	USER ID	USER NAME	DESCRIPTION	EXPENSE ENTRY DATE	POSTING DATE
EX0001	SURAJ	Suraj Prajapati	My First OmniFY Expense ...	4/9/2018	4/9/2018

Incoming Document Files

NAME TYPE

(There is nothing to show in this view)

Links

(There is nothing to show in this view)

Click on the Report Which need to be check and approve and the following page is shown:

Dynamics 365 Business Central EX0001 OmniFY Submitted Expense Reports EX0001

EX0001

Process Navigate Less options

☒ Reject ☒ Approve

Approvers can either Approve or Reject the expense report

No.	EX0001	User ID	SURAJ
Description	My First OmniFY Expense R...	User Name	Suraj Prajapati
Posting Description	Expense Entry No.EX0001	Department Code	ADM
Expense Entry Date	4/9/2018	Customergroup Co...	MEDIUM
Posting Date	4/9/2018	Status	Pending Approval

Lines	Manage					
TYPE	DESCRIPTION	RECIEPT DATE	EXPENSE DESCRIPTION	UNIT PRICE (\$)	EXCL. TAX	QUANT
FUEL	Travel Expenses	12/1/2018	Fuel Expenses	200.00		1
MSC	Miscellaneous	12/1/2018	Other Expenses	200.00		1

NAME TYPE

(There is nothing to show in this view)

Notes

(There is nothing to show in this view)

(There is nothing to show in this view)

(There is nothing to show in this view)



After checking the report. Click on approve action in Process group to approve the report. This action will change report status to release.

TYPE	DESCRIPTION	RECEIPT DATE	EXPENSE DESCRIPTION	UNIT PRICE (\$)	EXCL. TAX	QUANT
FUEL	Travel Expenses	12/1/2018	Fuel Expenses	200.00		1

Search for OmniFY Approved Expense Reports in the search bar:

Go to Pages and Tasks

- [OmniFY Approved Expense Reports](#)

Documentation

- [Report 340](#)
Report 340 contains information about invoices and taxes that were issued or received by...
- [How to Export Account Schedules to ASC Format](#)
You can export the account schedule data into a digital file format approved by the local ...
- [Defer Revenues and Expenses](#)
To recognize revenues and expenses in periods other than the period in which the transa...



Click OmniFY Approved Expense Reports and the following page is shown:

Dynamics 365 | Business Central | OmniFY Submitted Expense Reports | OmniFY Submitted Expense Report | OmniFY Approved Expense Reports

OmniFY Approved Expense Reports

Search | Manage | Process | Edit In Excel | Navigate | Less options

NO.	USER ID	USER NAME	DESCRIPTION	EXPENSE ENTRY DATE	POSTING DATE
EX0001	SURAJ	Suraj Prajapati	My First OmniFY Expense ...	4/9/2018	4/9/2018

Incoming Document Files

NAME	TYPE
(There is nothing to show in this view)	

Links

(There is nothing to show in this view)

Select Report Which need to be check and post and the following page is shown:

Dynamics 365 | Business Central | OmniFY Submitted Expense Report | OmniFY Approved Expense Reports | EX0001

OMNIFY APPROVED EXPENSE REPORT

Process | Navigate | Less options

☒ Reject ☒ Post **After Expense Report get released it is ready for posting.**

No.	EX0001	User ID	SURAJ
Description	My First OmniFY Expense R...	User Name	Suraj Prajapati
Posting Description	Expense Entry No.EX0001	Department Code	ADM
Expense Entry Date	4/9/2018	Customergroup Co...	MEDIUM
Posting Date	4/9/2018	Status	Released

Lines | Manage

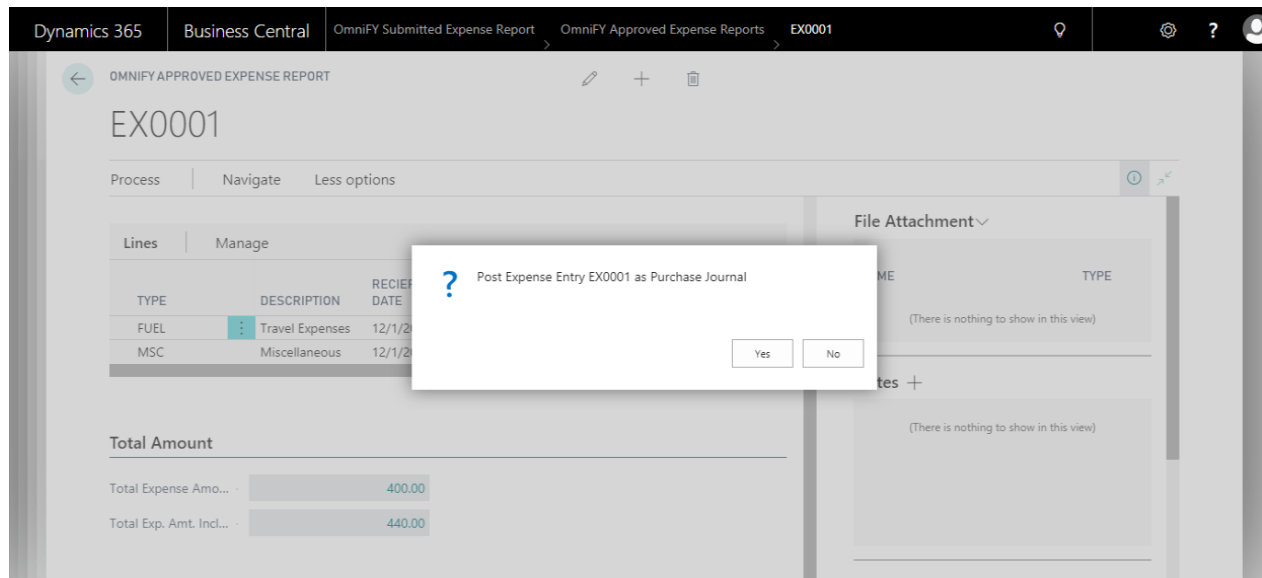
TYPE	DESCRIPTION	RECIPT DATE	EXPENSE DESCRIPTION	UNIT PRICE (\$ EXCL. TAX)	QUANT
FUEL	Travel Expenses	12/1/2018	Fuel Expenses	200.00	1
MSC	Miscellaneous	12/1/2018	Other Expenses	200.00	1

Notes

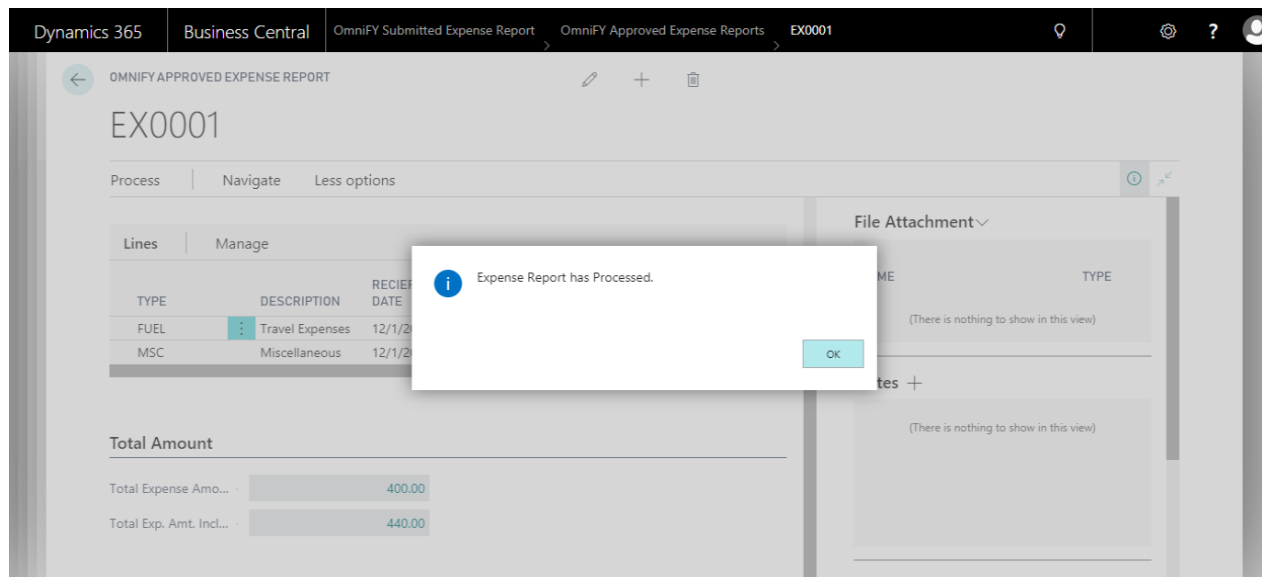
(There is nothing to show in this view)



Click on Post action in process group to Post the Expense Report.



Expense Report has Processed as following page is shown:





OmniFY Expense Report Payment Processing

After OmniFY Expense Report successfully get posted, Purchase journal document get created for the employee. Following pages shown the process.

Dynamic 365 Business Central interface showing the 'Purchase Journals' search results. The search bar contains 'Purchase Journals'. The results show 'Go to Pages and Tasks' with a link to 'Purchase Journals', and 'Documentation' with links to 'Automatic Account Codes', 'Use Allocation Keys in General Journals', and 'How to Change VAT Setup in Journals'.

Dynamic 365 Business Central interface showing the 'DEFAULT-Default Journal' page. The page displays a table of purchase journals with columns: POSTING DATE, DOCUME... TYPE, DOCUME... NO., EXTERNAL DOCUME... NO., ACCOUNT NO., VENDOR NAME, and DESCRIPTION. The first row shows a posting date of 4/9/2018, document type 'Invoice', document number 'EX0001', external document number 'EX0001', account number '10000', vendor name 'Fabrikam, Inc.', and description 'My First OmniFY Expense'. The 'DOCUME... NO.' column is highlighted with a red box. Below the table, there is a summary section with columns: ACCOUNT NAME, BAL. ACCOUNT NAME, BALANCE, and TOTAL BALANCE. The first row shows 'Fabrikam, Inc.' with a balance of -440.00 and a total balance of -440.00.



Dynamics 365 Business Central DEFAULT-Default Journal

Notifications: 2 Thank you for trying out the OmniFY Expense Ledger Entries

← PURCHASE JOURNALS

DEFAULT-Default Journal

Batch Name: DEFAULT

Manage Process Page Actions Navigate Less options

POSTING DATE	VENDOR NAME	DESCRIPTION	DOCUMENT AMOUNT	BAL. ACCOUNT NO.	ON HOLD	CO...
4/9/2018	Fabrikam, Inc.	My First OmniFY Expense ...	440.00			

Dimensions

DIMENSION CODE	DIMENSION VALUE CODE	DIMENSION
(There is nothing to show in this view)		

Incoming Document Files

NAME	TYPE
------	------

ACCOUNT NAME	BAL. ACCOUNT NAME	BALANCE	TOTAL BALANCE
Fabrikam, Inc.		-440.00	-440.00

Ledger Entries

OmniFY Expense Ledger Entries

Search for OmniFY Expense Ledger Entries in the search bar:

Dynamics 365 Business Central

Notifications: 2 Thank you for trying out the OmniFY Expense Ledger Entries

CRONUS Canada, Inc. Customers Vendors Items

HEADLINE

Good evening

● ○ ○ ○ ○

ACTIONS

- + Sales Quote
- + Sales Invoice
- + Sales Order
- + Purchase Order

> New > Reports Excel Reports

Activities

Activities

TELL ME WHAT YOU WANT TO DO

OmniFY Expense Ledger Entries

Go to Pages and Tasks

- > OmniFY Expense Ledger Entries Lists
- > OmniFY Employee Expense Ledger Entries Lists

Documentation Show all (20)

- ① How to Apply and Unapply General Ledger Entries
Applying temporary general ledger entries allows companies to work with temporary and...
- ② How to Unapply General Ledger Entries
You can unapply general ledger entries in a very straightforward way.
- ③ How to Apply General Ledger Entries
You apply general ledger entries to justify ledger balances on asset and liability accounts.



Click OmniFY Expense Ledger Entries and the following page is shown:

ENTRY NO.	POSTING DATE	DOCUMENT NO.	DESCRIPTION	POSTING DESCRIPTION	TOTAL EXPENSE AMOUNT	TOTAL EXP. AMT. INCL. TAX
1	4/9/2018	EX0001	My First OmniFY Expense Report	Expense Entry No.EX0001	400.00	440.00

OmniFY Employee Expense Ledger Entries

Search for OmniFY Employee Expense Ledger Entries in the search bar:

TELL ME WHAT YOU WANT TO DO

omnify expense employee ledger entries

Go to Pages and Tasks

- > [OmniFY Employee Expense Ledger Entries](#) Lists

Documentation Show all (20)

- ① [How to Apply and Unapply General Ledger Entries](#)
Applying temporary general ledger entries allows companies to work with temporary and...
- ① [How to Unapply General Ledger Entries](#)
You can unapply general ledger entries in a very straightforward way.
- ① [How to View Ledger Reconciliations](#)
Two reports can help you reconcile general ledger entries with customer ledger entries an...



Click OmniFY Employee Expense Ledger Entries and the following page is shown:

Dynamics 365

Business Central

OmniFY Approved Expense Report

OmniFY Expense Ledger Entries

OmniFY Employee Expense Ledger Entries

OmniFY Employee Expense Ledger Entries

OmniFY Employee Expense Ledger Entries

OmniFY Employee Expense Ledger Entries

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OmniFY Employee Expense Ledger Entries

OmniFY Expense Report Reject action

Approve can reject expense report. Below Steps shows rejection process.

When Expense Report created status of the report is Open as shown in the following page.

Dynamics 365		Business Central	EX0002																				
OMNIFYEXPENSE REPORT																							
EX0002																							
Process Navigate Less options																							
Submit Undo Submit																							
Description	My OmniFY Expense Report...			User Name	Suraj Prajapati																		
Posting Description	Expense Entry No.EX0002			Department Code	ADM																		
Expense Entry Date	4/9/2018			Customergroup Co...	MEDIUM																		
Posting Date	4/9/2018			Status	Open																		
User ID	SURAJ																						
Lines Manage																							
TYPE	DESCRIPTION	RECIPT DATE	EXPENSE DESCRIPTION	UNIT PRICE (\$)	EXCL. TAX	QUANT																	
FUEL	Travel Expenses	12/4/2018	Business meeting	50.00		1																	
Total Amount																							
Total Exp. Amt. Incl...				75.00																			
NAME TYPE																							
(There is nothing to show in this view)																							
Notes +																							
(There is nothing to show in this view)																							
(There is nothing to show in this view)																							
(There is nothing to show in this view)																							



Click on Submit action to submit the Expense report.

Dynamics 365 Business Central EX0002

OMNIFY EXPENSE REPORT

EX0002

Process | Navigate | Less options

Lines | Manage

TYPE	DESCRIPTION	RECEIPT DATE
FUEL	Travel Expenses	12/4/2020

Total Amount

Total Expense Amount	50.00
Total Exp. Amt. Incl.	75.00

Incoming Document Files

Do you want to submit Expense Entry EX0002

Yes No

Dynamics 365 Business Central EX0002

OMNIFY EXPENSE REPORT

EX0002

Process | Navigate | Less options

Lines | Manage

TYPE	DESCRIPTION	RECEIPT DATE
FUEL	Travel Expenses	12/4/2020

Total Amount

Total Expense Amount	50.00
Total Exp. Amt. Incl.	75.00

Incoming Document Files

Expense Report EX0002 has been Submitted.

OK



After Expense Report get submitted status field changed to “Pending approval” as shown in the following page.

Dynamics 365 Business Central EX0002

OMNIFY EXPENSE REPORT

EX0002

Process | Navigate | Less options

General

Description	My OmniFY Expense Report...	User Name	Suraj Prajapati
Posting Description	Expense Entry No.EX0002	Department Code	ADM
Expense Entry Date	4/9/2018	Customergroup Co...	MEDIUM
Posting Date	4/9/2018	Status	Pending Approval
User ID	SURAJ		

Lines | Manage

TYPE	DESCRIPTION	RECIPT DATE	EXPENSE DESCRIPTION	UNIT PRICE (\$ EXCL. TAX)	QUANT
FUEL	Travel Expenses	12/4/2018	Business meeting	50.00	1

Incoming Document Files

NAME	TYPE
(There is nothing to show in this view)	

Notes +

(There is nothing to show in this view)

Search for OmniFY Submitted Expense Reports in the search bar:

Dynamics 365 Business Central EX0002

OMNIFY EXPENSE REPORT

EX0002

Process | Navigate | Less options

General

Description	My OmniFY Expense Report...	User Name	Suraj Prajapati
Posting Description	Expense Entry No.EX0002	Department Code	ADM
Expense Entry Date	4/9/2018	Customergroup Co...	MEDIUM
Posting Date	4/9/2018	Status	Pending Approval
User ID	SURAJ		

Lines | Manage

TYPE	DESCRIPTION	RECIPT DATE	EXPENSE DESCRIPTION	UNIT PRICE (\$ EXCL. TAX)	QUANT
FUEL	Travel Expenses	12/4/2018	Business meeting	50.00	1

Search Results

TELL ME WHAT YOU WANT TO DO

omnify submitted expense reports

Go to Pages and Tasks

- OmniFY Submitted Expense Reports

Documentation

- Submit VAT Reports to Tax Authorities
- How to Set Up Reports for VAT and Intrastat
- Defer Revenues and Expenses



Click OmniFY Submitted Expense Reports and the following page is shown:

Dynamics 365 Business Central EX0002 OmniFY Submitted Expense Reports

OmniFY Submitted Expense Reports

Search Manage Process Edit In Excel Navigate Less options

NO.	USER ID	USER NAME	DESCRIPTION	EXPENSE ENTRY DATE	POSTING DATE
EX0002	SURAJ	Suraj Prajapati	My OmniFY Expense Repo...	4/9/2018	4/9/2018

Incoming Document Files

NAME	TYPE
(There is nothing to show in this view)	

Links

(There is nothing to show in this view)

Click on relevant Expense report.

Dynamics 365 Business Central EX0002 OmniFY Submitted Expense Reports EX0002

OMNIFY SUBMITTED EXPENSE REPORT

Process Navigate Less options

☒ Reject ☒ Approve

No.	EX0002	User ID	SURAJ
Description	My OmniFY Expense Report...	User Name	Suraj Prajapati
Posting Description	Expense Entry No.EX0002	Department Code	ADM
Expense Entry Date	4/9/2018	Customergroup Co...	MEDIUM
Posting Date	4/9/2018	Status	Pending Approval

Lines Manage

TYPE	DESCRIPTION	RECIPT DATE	EXPENSE DESCRIPTION	UNIT PRICE (\$ EXCL. TAX)	QUANT
FUEL	Travel Expenses	12/4/2018	Business meeting	50.00	1

Total Amount

Total Exp. Amt. Incl... 75.00

Notes

(There is nothing to show in this view)



Click on Reject action to reject the Expense Report. This action will change the status of report back to Open and it send it back to user. User have to recheck the expense report and submit the Expense report again.

Dynamics 365 Business Central EX0002 OmniFY Submitted Expense Reports EX0002

OMNIFY SUBMITTED EXPENSE REPORT

EX0002

Process | Navigate | Less options

General

No. EX0002

Description My OmniFY Expense Report

Posting Description .. Expense Entry No.EX0002

Expense Entry Date .. 4/9/2018

Posting Date 4/9/2018

Status Pending Approval

File Attachment

NAME TYPE

(There is nothing to show in this view)

Lines | Manage

TYPE	DESCRIPTION	RECIEPT DATE	EXPENSE DESCRIPTION	UNIT PRICE (\$)	EXCL. TAX	QUANT
FUEL	Travel Expenses	12/4/2018	Business meeting	50.00		1

Do you want to change the status of Expense Report No EX0002 to Open

Yes No

Dynamics 365 Business Central EX0002

OMNIFY EXPENSE REPORT

EX0002

Process | Navigate | Less options

General

Description My OmniFY Expense Report...

Posting Description .. Expense Entry No.EX0002

Expense Entry Date .. 4/9/2018

Posting Date 4/9/2018

User ID SURAJ

User Name Suraj Prajapati

Department Code ... ADM

Customergroup Co... MEDIUM

Status Open

Incoming Document Files

NAME TYPE

(There is nothing to show in this view)

Notes +

(There is nothing to show in this view)

(There is nothing to show in this view)

(There is nothing to show in this view)

Lines | Manage

TYPE	DESCRIPTION	RECIEPT DATE	EXPENSE DESCRIPTION	UNIT PRICE (\$)	EXCL. TAX	QUANT
FUEL	Travel Expenses	12/4/2018	Business meeting	50.00		1

Total Amount

Total Exp. Amt. Incl... 75.00



Rejection process after report got approved

After the submitted Expense get approved. Approver can still reject the report during the time of posting as shown in following pages.

Dynamics 365 Business Central EX0002 OmniFY Submitted Expense Reports EX0002

OMNIFY SUBMITTED EXPENSE REPORT

EX0002

Process | Navigate | Less options

☒ Reject ☒ Approve

No. EX0002 User ID SURAJ
Description My OmniFY Expense Report... User Name Suraj Prajapati
Posting Description ... Expense Entry No.EX0002 Department Code ... ADM
Expense Entry Date ... 4/9/2018 Customergroup Co... MEDIUM
Posting Date 4/9/2018 Status Pending Approval

NAME TYPE
(There is nothing to show in this view)

Notes +
(There is nothing to show in this view)
(There is nothing to show in this view)
(There is nothing to show in this view)

Lines	Manage				
TYPE	DESCRIPTION	RECEIPT DATE	EXPENSE DESCRIPTION	UNIT PRICE (\$ EXCL. TAX)	QUANT
FUEL	Travel Expenses	12/4/2018	Business meeting	50.00	1

Total Amount

Total Exp. Amt. Incl... 75.00

Dynamics 365 Business Central EX0002 OmniFY Submitted Expense Reports EX0002

OMNIFY SUBMITTED EXPENSE REPORT

EX0002

Process | Navigate | Less options

File Attachment

NAME TYPE
(There is nothing to show in this view)

Notes +
(There is nothing to show in this view)

Do you want to change the status of Expense Report No EX0002 to Released

Yes No

Lines	Manage				
TYPE	DESCRIPTION	RECEIPT DATE	EXPENSE DESCRIPTION	UNIT PRICE (\$ EXCL. TAX)	QUANT
FUEL	Travel Expenses	12/4/2018	Business meeting	50.00	1

Total Amount

Total Expense Amo... 50.00
Total Exp. Amt. Incl... 75.00



Dynamics 365 Business Central EX0002 OmniFY Submitted Expense Reports OmniFY Submitted Expense Report

OmniFY SUBMITTED EXPENSE REPORT

OmniFY Submitted Expense Reports

Process | Navigate | Less options

Lines | Manage

TYPE DESCRIPTION

Total Amount

Total Expense Amo... -

Total Exp. Amt. Incl... -

TELL ME WHAT YOU WANT TO DO

omnify approved expense reports

Go to Pages and Tasks

> OmniFY Approved Expense Reports Lists

Documentation Show all (20)

- Report 340
Report 340 contains information about invoices and taxes that were issued or received by
- How to Export Account Schedules to ASC Format
You can export the account schedule data into a digital file format approved by the local ...
- Defer Revenues and Expenses
To recognize revenues and expenses in periods other than the period in which the transa...

Dynamics 365 Business Central OmniFY Submitted Expense Reports OmniFY Submitted Expense Report OmniFY Approved Expense Reports

OmniFY Approved Expense Reports

Search | Manage | Process | Edit In Excel | Navigate | Less options

NO.	USER ID	USER NAME	DESCRIPTION	EXPENSE ENTRY DATE	POSTING DATE
EX0002	SURAJ	Suraj Prajapati	My OmniFY Expense Repo...	4/9/2018	4/9/2018

Incoming Document Files

NAME TYPE

(There is nothing to show in this view)

Links +

(There is nothing to show in this view)



Dynamics 365 Business Central OmniFY Submitted Expense Report OmniFY Approved Expense Reports EX0002

OMNIFY APPROVED EXPENSE REPORT

EX0002

Process | Navigate | Less options

Reject Post

No.	EX0002	User ID	SURAJ
Description	My OmniFY Expense Report...	User Name	Suraj Prajapati
Posting Description	Expense Entry No.EX00002	Department Code	ADM
Expense Entry Date	4/9/2018	Customergroup Co...	MEDIUM
Posting Date	4/9/2018	Status	Released

Lines	Manage				
TYPE	DESCRIPTION	RECIEPT DATE	EXPENSE DESCRIPTION	UNIT PRICE (\$ EXCL. TAX)	QUANT
FUEL	Travel Expenses	12/4/2018	Business meeting	50.00	1

Total Amount

Total Exp. Amt. Incl... 75.00

NAME TYPE

(There is nothing to show in this view)

Notes +

(There is nothing to show in this view)

(There is nothing to show in this view)

(There is nothing to show in this view)

Dynamics 365 Business Central OmniFY Submitted Expense Report OmniFY Approved Expense Reports OmniFY Approved Expense Report

OMNIFY APPROVED EXPENSE REPORT

OmniFY Appro

Process | Navigate | Less options

General

No.

Description

TELL ME WHAT YOU WANT TO DO

omnify expense reports

Go to Pages and Tasks

OmniFY Expense Reports Lists

OmniFY Posted Expense Reports Lists

OmniFY Approved Expense Reports Lists

Show all (4)

ent

TYPE



Dynamics 365 Business Central

OMNIFY Expense Reports EX0002

Process | Navigate | Less options

General

Description: My OmniFY Expense Report 0
Posting Description: Expense Entry No.EX0002
Expense Entry Date: 4/9/2018
Posting Date: 4/9/2018
User ID: SURAJ

User Name: Suraj Prajapati
Department Code: ADM
Customergroup Co...: MEDIUM
Status: Open

Lines | Manage

TYPE	DESCRIPTION	RECIPT DATE	EXPENSE DESCRIPTION	UNIT PRICE (\$ EXCL. TAX)	QUANT
FUEL	Travel Expenses	12/4/2018	Business meeting	50.00	1

Total Amount
Total Exp. Amt. Incl...: 75.00

Incoming Document Files

NAME | TYPE

(There is nothing to show in this view)

Notes

(There is nothing to show in this view)

Trial Period and Activating/Renewing a Subscription

When you have installed the OmniFY Expense Reports App, it will automatically run for a trial period of 30 days. During that time, you are free to evaluate the solution and there are no restrictions to running under the trial period. Each time anyone logs into Business Central they will see a trial period message in their Role Center.

Dynamics 365 Business Central

Thank you for trying out the OmniFY Expense Reports app. Your trial period expires in 30 days. Do you want to get a subscription? **Buy subscription...**

CRONUS Canada, Inc. | Finance | Cash Management | Sales | Purchasing | Approvals | Self-Service | Setup & Extensions | Ir

Customers | Vendors | Items | Bank Accounts | Chart of Accounts

Report Inbox

Once the trial period has expired, the OmniFY Expense Reports system will stop working. To avoid that, you need to subscribe to the Product Configurator. Click on "Buy Subscription" purchase a subscription.

Below subscription is available:

1. OmniFY Usage Product



click the “Buy Subscription” link in the message to buy subscription.

(<http://www.omnilogicsolutions.com/ContactUs>).

Click on “Buy Subscription” will open subscription Wizard and the following page is shown:

Dynamics 365 Business Central

CREATE SUBSCRIPTION

CHOOSE A PLAN
Choose a subscription plan from the list below

Plans

	PRODUCT NAME	TRIAL PERIOD DAYS	INTERVAL COUNT	INTERVAL	CURRENCY CODE	AMOUNT
<input checked="" type="checkbox"/>	OmniFY Usage Product	30	1	month	USD	1.00

Back Next Finish

Select OmniFY Usage Product Plan and Click on Next Button and the following page is shown:

Dynamics 365 Business Central

CREATE SUBSCRIPTION

CUSTOMER DETAILS
Provide your company details

Bill-to Name CRONUS Canada, Inc.

Bill-to Address 220 Yonge St

Bill-to Postal Code M5E 1G5

Bill-to City Toronto

Bill-to State Ontario

Bill-to Country CA

Bill-to Phone

Bill-to Email petershadow@gmail.com

Back Next Finish



Fill up relevant information and Click on Next Button and the following page is shown:

This screenshot shows the 'CREATE SUBSCRIPTION' window in Dynamics 365 Business Central. The window has a title bar with 'Dynamics 365' and 'Business Central'. The main content area is titled 'CREDIT CARD DETAILS' and includes a message: 'Please fill in your credit card details below. They will be safely stored with our payment provider Stripe. No credit card information will be stored in Dynamics 365.' Below this message is a form field for a credit card number, displaying '4242 4242 4242 4242' and an expiration date of '02 / 22 222'. At the bottom right of the window are three buttons: 'Back', 'Next', and 'Finish'.

Fill up credit card information and Click on Next Button and the following page is shown:

This screenshot shows the 'CREATE SUBSCRIPTION' window in Dynamics 365 Business Central, now displaying the 'ALL DONE' step. The window has a title bar with 'Dynamics 365' and 'Business Central'. The main content area is titled 'ALL DONE' and includes a message: 'Click on Finish to create your subscription. Thank you for choosing the OmniFY Expense Reports app!'. At the bottom right of the window are three buttons: 'Back', 'Next', and 'Finish'.

Click on Finish button. Your subscription has been done successfully.

Each subscription of OmniFY Expense Reports is licensed per company and is tied to the company name. You can see the company name in the Role Center when Business Central starts up (see above).



- OmniFY Usage Product Plan : This plan is usage based plan. i.e. you get charged every month based on no. of expense reports posted each month.

Subscription Expiration

If the OmniFY Expense Reports subscription expires the solution will no longer work. You also won't be able to access any of the OmniFY Expense Reports features. We suggest you uninstall the extension if you are no longer using it.

Customer Support and Request for new features

If you have questions how to use OmniFY Expense Reports or have issues to report, we would love to hear from you. Please go to <http://www.omnilogicsolutions.com/ContactUs> and send us a message. Use the same link if you like to request new features for OmniFY Expense Reports.