

O M N I F Y



F O R D Y N A M I C S 3 6 5
B U S I N E S S C E N T R A L

Version 1.0.0.0

Setup and User Manual

For Microsoft Dynamics 365 Business Central

Last Update: December 6, 2018

Contents

Description.....	2
Features	3
OmniFY Expense Report Processing	3
OmniFY Expense Reports Approval Processing	3
OmniFY Expense Reports License	3
Terminology.....	4



OmniFY Expense Reports.....	4
Setup of the OmniFY Expense Reports	4
Permissions.....	4
OmniFY Expense Reports Setup	4
General Tab.....	5
Posting Tab.....	6
Numbering Tab	6
Actions	6
User Setup.....	6
Expense Types.....	6
OmniFY Expense Reports User Setup	6
OmniFY Expense Reports User Setup - Fields description	7
OmniFY Expense Types.....	8
OmniFY Expense Types - Fields description	8
OmniFY Expense Report Processing	9
Create OmniFY Expense Report.....	9
OmniFY Expense Report Payment Processing.....	21
Ledger Entries	22
OmniFY Expense Ledger Entries.....	22
OmniFY Employee Expense Ledger Entries.....	23
OmniFY Expense Report Reject action	24
Rejection process after report got approved	29
Trial Period and Activating/Renewing a Subscription	32
Subscription Expiration.....	35
Customer Support and Request for new features.....	35

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

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 ↗ ✕

Go to Pages and Tasks Show all (4)

[> OmniFY Expense Reports](#) Lists

Click OmniFY Expense Reports and the following page is shown:

Dynamics 365 Business Central OmniFY Expense Report Types OmniFY Expense Reports

OmniFY Expense Reports

Search **+ New** Manage Process Edit In Excel Navigate Less options

Click on "New" to create an OmniFY Expense Reports

NO.	USER ID	USER NAME	DESCRIPTION	EXPENSE ENTRY DATE	POSTING DATE
(There is nothing to show in this view)					

Incoming Document Files

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

Links

(There is nothing to show in this view)



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 User Name
Posting Description .. Department Code ...
Expense Entry Date .. Customergroup Co...
Posting Date Status Open
User ID

Lines | Manage

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

Total Amount
Total Exp. Amt. Incl...

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

Posting Description .. Expense Entry No.EX0001

Expense Entry Date .. 4/9/2018

Posting Date 4/9/2018

User ID SURAJ

User Name Suraj Prajapati

Department Code ...

Customergroup Co...

Status Open

Incoming Document Files

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

Notes

(There is nothing to show in this view)

Lines | Manage

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

Total Amount

Total Amount

Total Expense Amo... 0.00

Total Exp. Amt. Incl... 0.00



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

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

Omnifly Expense Report

Process | Navigate | Less options

General

Description	My First Omnifly 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	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)

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

Lines | Manage

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

Total FUEL 0.00
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		

Incoming Document Files

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

Notes

(There is nothing to show in this view)

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

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		

Incoming Document Files

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

Notes

(There is nothing to show in this view)

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		



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		

Incoming Document Files

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

Notes

(There is nothing to show in this view)

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	

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

Click on "Submit action" to submit OmniFY Expense Report for approval process

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		

Incoming Document Files

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

Notes

(There is nothing to show in this view)

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	



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	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	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		

Incoming Document Files

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

Notes

(There is nothing to show in this view)

Lines	Manage	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

Search for OmniFY Expense Reports in the search bar:

Dynamics 365 Business Central EX0001

OMNIFY EXPENSE REPORT

EX0001

Process | Navigate | Less options

TELL ME WHAT YOU WANT TO DO

omnify submitted expense reports

Go to Pages and Tasks

- > [OmniFY Submitted Expense Reports](#) Lists

Documentation Show all (20)

Lines	Manage	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



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

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

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

OMNIFYSUBMITTED EXPENSE REPORT

EX0001

Process | Navigate | Less options

Reject Approve

Approver 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



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:

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...



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

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

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

Process | Navigate | Less options

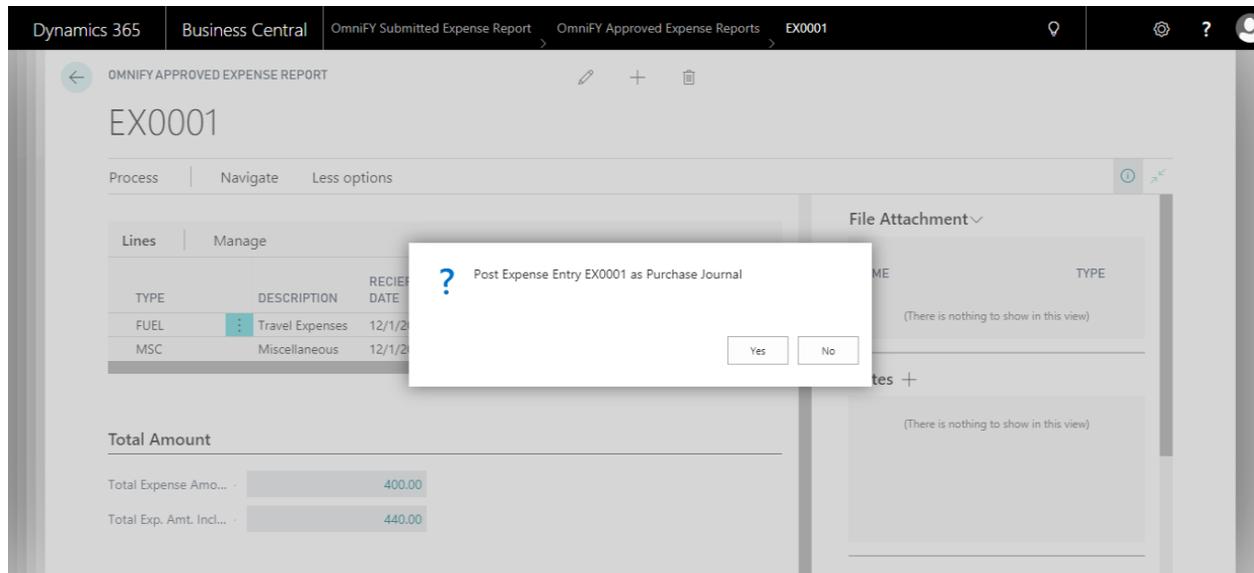
Reject Post **After Expense Report get released it is ready for posting.**

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

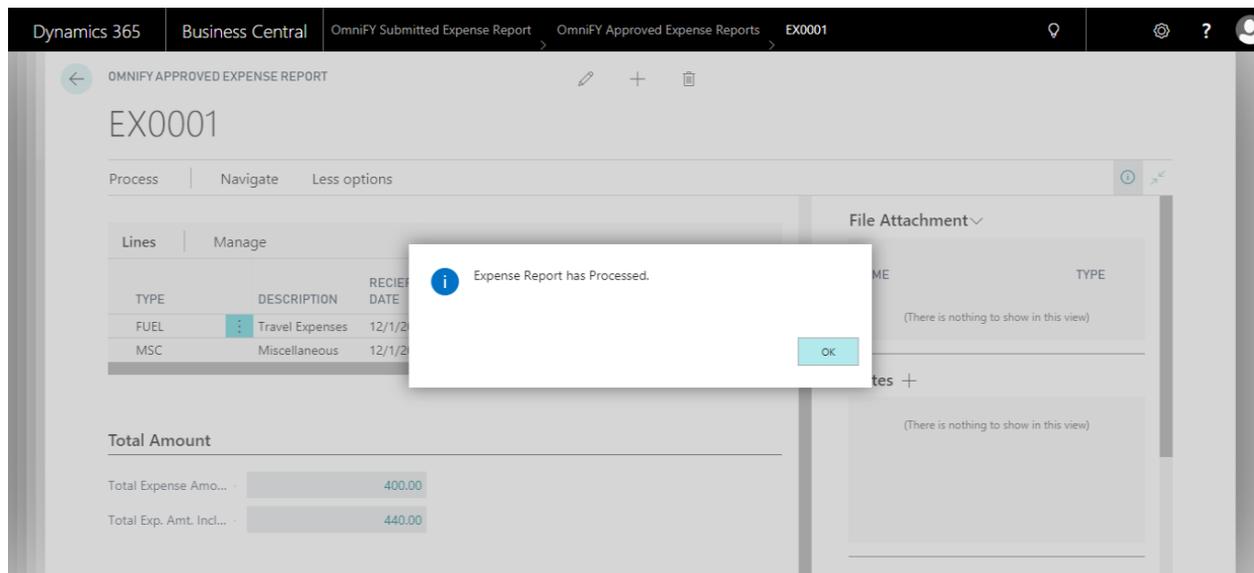
TYPE	DESCRIPTION	RECEIPT DATE	EXPENSE DESCRIPTION	UNIT PRICE (\$)	EXCL. TAX	QUANT
FUEL	Travel Expenses	12/1/2018	Fuel Expenses	200.00		1
MSC	Miscellaneous	12/1/2018	Other Expenses	200.00		1



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.

TELL ME WHAT YOU WANT TO DO

Purchase Journals

Go to Pages and Tasks

- Purchase Journals
- Tasks

Documentation Show all (20)

- Automatic Account Codes
You can use customized posting groups to automate recurring transactions in journals, sa...
- Use Allocation Keys in General Journals
Learn how you can use allocation keys in journals.
- How to Change VAT Setup in Journals
You can add VAT setup information to journal lines if needed. If you enter items without ...

DEFAULT-Default Journal

Batch Name: DEFAULT

POSTING DATE	DOCUME... TYPE	DOCUME... NO.	EXTERNAL DOCUME... NO.	ACCOUNT NO.	VENDOR NAME	DESCRIPTION
4/9/2018	Invoice	EX0001	EX0001	10000	Fabrikam, Inc.	My First OmniFY Expense

Dimensions

(There is nothing to show in this view)

Incoming Document Files

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



Dynamics 365 Business Central DEFAULT-Default Journal

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...

CRONUS Canada, Inc. Customers Vendors Items B...

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)

- How to Apply and Unapply General Ledger Entries Applying temporary general ledger entries allows companies to work with temporary and...
- How to Unapply General Ledger Entries You can unapply general ledger entries in a very straightforward way.
- 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:

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

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.

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

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



Click on Submit action to submit the Expense report.

The screenshot shows the Dynamics 365 Business Central interface for an expense report. The breadcrumb trail is 'Dynamics 365 > Business Central > EX0002'. The main header is 'OMNIFY EXPENSE REPORT' with the ID 'EX0002'. Below the header, there are navigation options: 'Process', 'Navigate', and 'Less options'. A table with columns 'TYPE', 'DESCRIPTION', and 'RECEIPT DATE' is visible, containing one row: 'FUEL', 'Travel Expenses', '12/4/2020'. A 'Total Amount' section shows 'Total Expense Amo...' as 50.00 and 'Total Exp. Amt. Incl...' as 75.00. A confirmation dialog box is overlaid on the table, asking 'Do you want to submit Expense Entry EX0002?' with 'Yes' and 'No' buttons.

This screenshot is identical to the one above, but the confirmation dialog box now displays an information icon and the message 'Expense Report EX0002 has been Submitted.' with an 'OK' button.



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

The screenshot displays the Dynamics 365 Business Central interface for an Expense Report (EX0002). The report is titled "OMNIFY EXPENSE REPORT" and is currently in a "Pending Approval" status, which is highlighted with a red box. The report details include:

- 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
- User ID: SURAJ

The "Status" field is highlighted with a red box, indicating the current state of the report. Below the general information, there is a table of lines:

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

On the right side of the interface, there are sections for "Incoming Document Files" and "Notes", both of which currently show "(There is nothing to show in this view)".

Search for OmniFY Submitted Expense Reports in the search bar:

The screenshot displays the Dynamics 365 Business Central interface with a search bar open. The search query is "omnify submitted expense reports". The search results are displayed in a list view, showing the following items:

- [OmniFY Submitted Expense Reports](#) (Lists)

Below the search results, there is a "Documentation" section with the following items:

- [Submit VAT Reports to Tax Authorities](#) (Learn how to prepare reports that lists VAT from sales during a period, or from sales and ...)
- [How to Set Up Reports for VAT and Intrastat](#) (In Business Central, you can specify which reports to use to create the documents that yo...)
- [Defer Revenues and Expenses](#) (To recognize revenues and expenses in periods other than the period in which the transa...)

The background of the screenshot shows the same Expense Report (EX0002) as in the previous image, but it is dimmed to focus on the search results.



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

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.

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

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.

The screenshot shows the Dynamics 365 Business Central interface for an expense report (EX0002). The report is currently in a "Pending Approval" status. A dialog box is displayed in the center, asking: "Do you want to change the status of Expense Report No EX0002 to Open". The dialog has "Yes" and "No" buttons. The background shows the "General" tab of the report, with fields for Description, Posting Description, Expense Entry Date, and Posting Date. Below the dialog, a table of lines is visible, showing a single line for "Travel Expenses" with a receipt date of 12/4/2018 and a unit price of 50.00.

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

The screenshot shows the Dynamics 365 Business Central interface for the same expense report (EX0002). The report is now in an "Open" status, which is highlighted with a red box. The "General" tab is visible, showing fields for Description, Posting Description, Expense Entry Date, Posting Date, User ID, User Name, Department Code, and Customergroup Co... The "Lines" table is also visible, showing the same single line for "Travel Expenses". At the bottom, the "Total Amount" section shows "Total Exp. Amt. Incl..." with a value of 75.00. The right-hand pane shows "Incoming Document Files" and "Notes" sections, both of which are currently empty.

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



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.

The screenshot shows the Dynamics 365 Business Central interface for an expense report. The report ID is EX0002. The status is 'Pending Approval', which is highlighted with a red box. The 'Approve' button is also highlighted with a red box. The report details include: No. EX0002, User ID SURAJ, Description My OmniFY Expense Report..., Posting Description Expense Entry No.EX0002, Expense Entry Date 4/9/2018, Posting Date 4/9/2018, User Name Suraj Prajapati, Department Code ADM, and Customergroup Co... MEDIUM. The 'Lines' table shows one line for FUEL with a description of Travel Expenses, a receipt date of 12/4/2018, an expense description of Business meeting, a unit price of 50.00, and a quantity of 1. The total amount is 75.00.

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

The screenshot shows the same Dynamics 365 Business Central interface, but with a dialog box overlaid. The dialog box asks: "Do you want to change the status of Expense Report No EX0002 to Released". There are 'Yes' and 'No' buttons. The background is dimmed, showing the expense report details and a total amount of 50.00.



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

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)

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 Show all (4)

- > **OmnifY Expense Reports** Lists
- > OmnifY Posted Expense Reports Lists
- > OmnifY Approved Expense Reports Lists



The screenshot shows the Dynamics 365 Business Central interface for an Expense Report (EX0002). The 'General' section contains the following fields:

- 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 (highlighted with a red box)

The 'Lines' section shows a table with one entry:

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

The 'Total Amount' section shows: Total Exp. Amt. Incl... 75.00

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.

The screenshot shows a notification banner at the top of the Dynamics 365 Business Central interface. The banner text reads: "Thank you for trying out the OmniFY Expense Reports app. Your trial period expires in 30 days. Do you want to get a subscription?" A button labeled "Buy subscription..." is highlighted with a red box. The user's name, "CRONUS Canada, Inc.", is also visible in the top left corner of the banner area.

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:

The screenshot shows the 'CREATE SUBSCRIPTION' wizard in Dynamics 365 Business Central. The current step is 'CHOOSE A PLAN', which prompts the user to 'Choose a subscription plan from the list below'. A table titled 'Plans' displays the following data:

PRODUCT NAME	TRIAL PERIOD DAYS	INTERVAL COUNT	INTERVAL	CURRENCY CODE	AMOUNT
OmniFY Usage Product	30	1	month	USD	1.00

At the bottom of the wizard, there are three buttons: 'Back', 'Next', and 'Finish'. The 'Next' button is highlighted in blue.

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

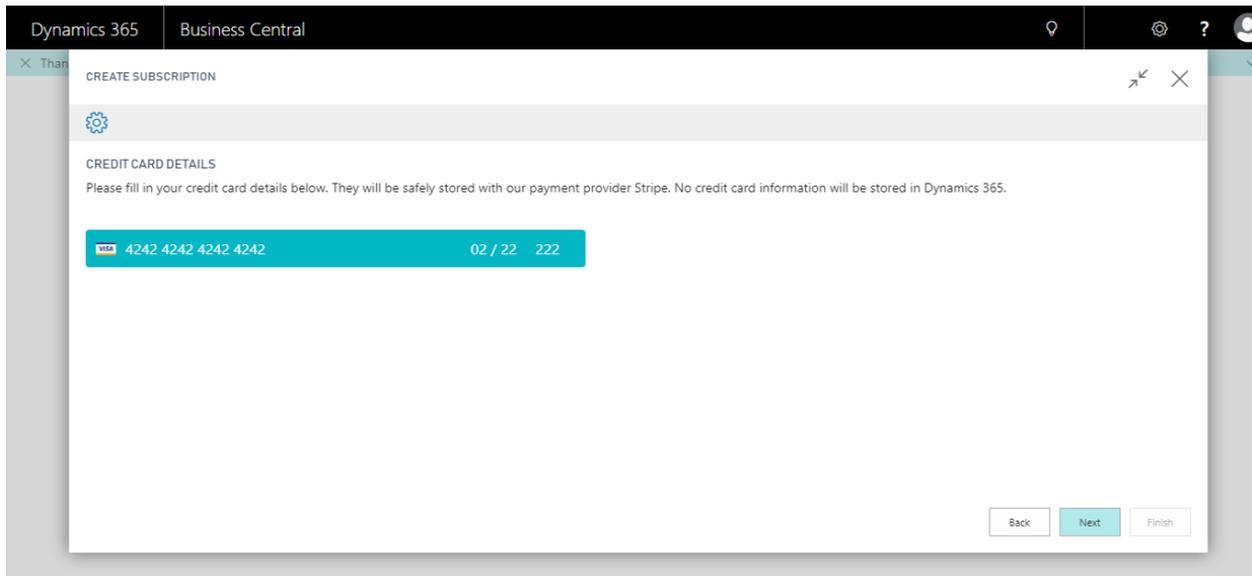
The screenshot shows the 'CREATE SUBSCRIPTION' wizard in Dynamics 365 Business Central, now at the 'CUSTOMER DETAILS' step. The instruction is 'Provide your company details'. The form contains the following fields:

- 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: (empty)
- Bill-to Email: petershadow@gmail.com

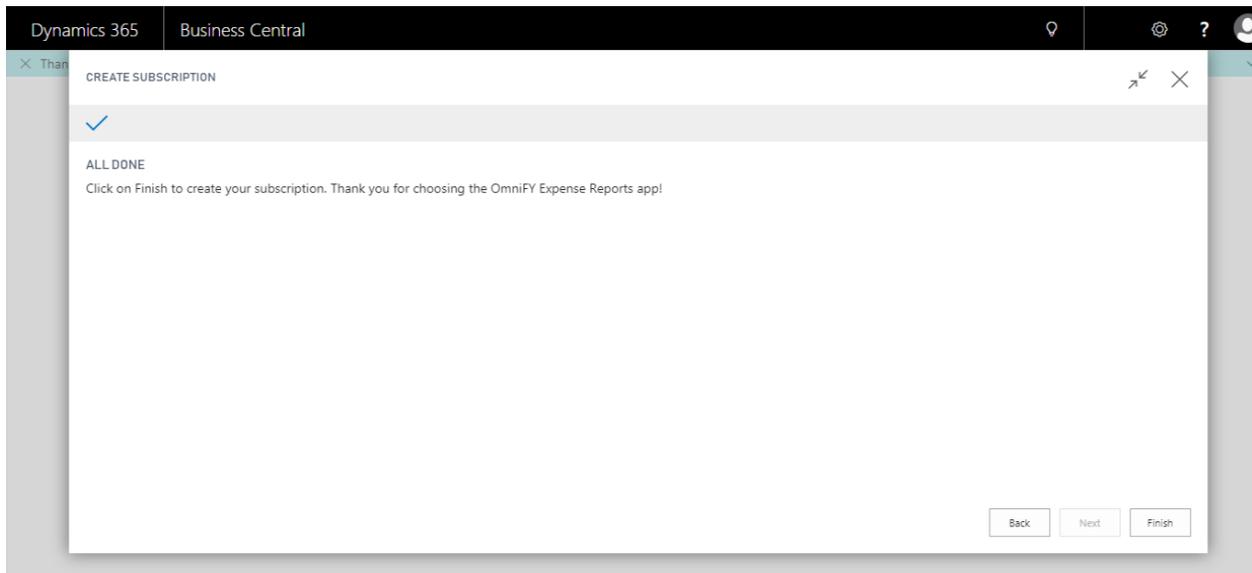
At the bottom of the wizard, there are three buttons: 'Back', 'Next', and 'Finish'. The 'Next' button is highlighted in blue.



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



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



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.