

**expenses**

**version**

**BoostMyShop**

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# Contents

<b>expenses</b>	<b>1</b>
1. Overview	1
2. Installation	1
3. Configuration	1
4. Manage expense	2
5. Export	2
6. Import	2



# expenses

## 1. Overview

Tired to manage all expenses and invoices in a separate spread sheet ? Need an EDM to fill charges and store documents ? Expenses extension for Magento is the solution.

Once extension is installed, you can fill new expenses in menu reports > expenses > manage. For each expense, you can set label, comments, amount, tax, category, payment method..

## 2. Installation

### WARNING :

Before files upload, **ENABLE MAGENTO CACHE** : this will prevent Magento to try to install extension before all files are uploaded.

Also, if you have any :

- APC cache
- Redis cache
- Memcache
- Activated the Compilation of Magento

-> **Please disable them**

Open the file "app/etc/local.xml" and check for / switch off any other extra caches.

You just need to upload this file structure to your server on the same file structure provided by Magento.

No code file will be erase : All the code files will be available into /app/code/community/MDN

Once all files are copied, please follow here under steps to make sure it is well installed:

Refresh cache (System menu > Cache settings): If you get any error message at this stage, it means that there are some problems with the installation.

Refresh indexes (System > Index management)

Disconnect and reconnect yourself from Magento's back office.

### Upload files

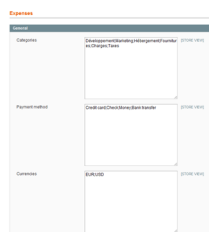
Unzip the archive and upload it into your remote web site.

Once all files are uploaded, you have to refresh both magento and index caches.

Once caches are refreshed, log out and login from admin panel (to reset permissions).

## 3. Configuration

You can display settings using menus "System > Configuration > Expenses"

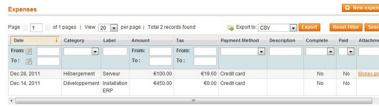


Here you can configure your own categories, payment method and currencies. All values must be separated with a semi colon “;”

## 4. Manage expense

### 4. Manage expense

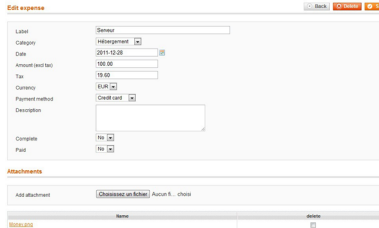
To manage expenses (search, delete, add), go in menu Reports > Expenses > Manage :



Date	Category	Label	Amount	Tax	Payment Method	Receipts	Complete	Paid	Attachments
Dec 28, 2011	Management	General	€100.00		Credit card		No	No	<a href="#">Attachments</a>
Dec 14, 2011	Development	Installation ERP	€450.00		Credit card		No	No	<a href="#">Attachments</a>

From here, you can :

- Create a new expense, click on "New expense" button.
- Edit an expense, click on the expense row.
- Download an attachment, click on the link



**Edit expense**

Label:

Category:

Date:

Amount (net tax):

Tax:

Currency:

Payment method:

Description:

Complete:

Paid:

Attachments

Add attachment:

[Attachments](#)

Notes :

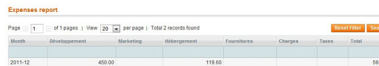
- You can customize category / payment method / currency list in system > configuration > expenses
- Attachments can be added only once expense is created
- To add a new attachment, select the file and click on " save " button

### 5. Export

You can export expenses in CSV format from reports > Expenses > Manage: fill search criteria in column filter and click on search button. Then, select "CSV export" in export drop down menu.

### 6. Import

Reports are available in menu Reports > Expenses > Report :



Month	Management	Accounting	Development	Payments	Charges	Taxes	Total
2011-12		450.00			118.00		568.00

A row is created for each month; all categories are displayed in columns.