

CostPocket Service activation in SERP

Activation can be done in Expenses or PL modules, Settings>>CostPocket Integration.

Fields:

- - Account email - Costpocket account e-mail.
- - Name and surname - Name and surname of the person who is activating the Costpocket service. Has to be the same as for the Costpocket account.
- -CostPocket Login Token - filled with data from CostPocket after service activation
- -CostPocket API ID - filled with data from CostPocket after service activation
- -CostPocket API Token - filled with data from CostPocket after service activation

Before Activating check box "I agree with Terms and Conditions" must be ticked.

Activation is done once per company by user with admin rights in CostPocket.

Using the service

After activating the service there will be automatically asked receipts and cost reports from Costpocket server. When new receipts have been sent to the server they will be added to Purchase Ledger>Registers>E-Purchase Invoices. When new cost report is sent, it will be added to Expenses > Registers > Expenses.

NOTE: To allow the user to create Expense the System>Settings>Access Groups>Access group setting needs to have the following: Action - Create Expenses from Supplier e-invoices - Full. Also need to be added to SERP.

Download Costpocket application to your mobile phone, login with the account created. Start making pictures of receipts and sending directly to accounting software.

CostPocket - getting data from Costpocket to Expenses and Purchase Invoices register

Documents import from Costpocket is done in PL or Expenses>Settings>Costpocket Integration.

After pressing Import Documents button - all new documents from Costpocket are imported to SERP and new PI or Expenses records are created.

If there are no new documents in CostPocket - message "No new documents to import is shown"

After importing documents in newly created PI those fields are pre-filled with values:

- Supplier - supplier contact code. If supplier is new - new contact card for created, contact is marked as Supplier and Customer,
- Name - supplier name,
- Total - total invoice sum,
- VAT - invoice VAT sum,
- Invoice date - invoice date,
- Payment term - default value 10 days (will be improved),
- Transaction date - invoice date,

- Due Date - due date,
- Sup.In.No - supplier invoice number,
- Reference - comment made when submitting document to CostPocket,
- A/C - cost account, taken from CostPocket,
- Description - default cost account description,
- Amount - invoice amount,
- V-Cd - VAT code if VAT rate from CostPocket matches cost account default VAT rate, if rates do not match - field is left empty,
- Currency - currency from submitted document.
- *Purchase Invoices are not OKed automatically, need to be reviewed and OK manually.

After importing documents in newly created Expenses those fields are pre-filled with values:

- Person - person, who submitted expense. Field is filled if user email in CostPocket system matches Person email in SERP, if not match is found - field is left empty,
- Name - name of person, who submitted expense. Field is filled if user email in CostPocket system matches Person email in SERP, if not match is found - field is left empty,
- Currency - currency from submitted document,
- A/C - cost account, taken from CostPocket,
- Short - short cost account,
- Desc. - comment made when submitting document to CostPocket,
- V-Cd - VAT code if VAT rate from CostPocket matches cost account default VAT rate, if rates do not match - field is left empty,
- Amount Incl. VAT - total sum of receipt
- VAT - VAT amount
- Supplier - supplier contact code. If supplier is new - new contact card for created, contact is marked as Supplier and Customer,
- Supplier Name - supplier name,
- Document No - receipt or invoice number,
- Date - receipt or invoice date.

Reports import from Costpocket is done in PL or Expenses>Settings>Costpocket Integration.

After pressing Import Reports button - all new reports from Costpocket are imported to SERP and new PI or Expenses records are created.

If there are no new documents in CostPocket - message "No new documents to import is shown".

After importing Report containing invoices - separate Purchase Invoice is created in SERP for each invoice that was in Report.

After importing Report containing expenses - one Expense record is created for Report in SERP and each row in Expense record matrix represent one expense document from Report.