

How to Add reimbursable expense to a ticket

1. Open the ticket you wish to add Expense to.
2. Add a new line in the hours tab of the ticket
3. Add the expense you wish to be reimbursed for
4. Click the flag to reimburse expense
5. Save the ticket and Accounts Payable Voucher will be automatically created.

Test hours

Details

Participants

Attachments

Hours Worked

Internal Notes

History

Call Tracking

JIRA Issues

Ticket Links

Activities

Customer Satisfaction

SQL Queries

Actual Milestone Hours

20

Non-Billable Hours

0

X Delete

Export

View

Filter (F3)

<input type="checkbox"/>	Agent *	Estimated Hours	Hours	Date	Start Time	End Time	Item No. *	Billable	Reimbursable	Voucher No	Rate	Currency	Rate Type
<input type="checkbox"/>	george olney	0.00	4.00	7/3/2018			Hours for ...	<input checked="" type="checkbox"/>	<input type="checkbox"/>		16.0...	USD	Spot
<input type="checkbox"/>	george olney	0.00	5.00	7/4/2018			Hours for ...	<input checked="" type="checkbox"/>	<input type="checkbox"/>		...	USD	Spot
<input type="checkbox"/>	George M Olney	0.00	5.00	7/23/2018			LABOR	<input checked="" type="checkbox"/>	<input type="checkbox"/>		...	USD	Spot
<input type="checkbox"/>	George M Olney	0.00	2.00	7/23/2018			LABOR	<input checked="" type="checkbox"/>	<input type="checkbox"/>		...	USD	Spot
<input type="checkbox"/>	George M Olney	0.00	3.00	8/27/2018			LABOR	<input checked="" type="checkbox"/>	<input type="checkbox"/>		...	USD	Spot
<input type="checkbox"/>	George M Olney	0.00	0.00	4/1/2019			LABOR	<input checked="" type="checkbox"/>	<input type="checkbox"/>		...	USD	Spot
<input checked="" type="checkbox"/>	George M Olney	0.00	1.00	4/1/2019			LABOR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	BL-21833	10.0...	USD	Spot

Flag to reimburse expense

Voucher created on save and referenced