



FINANCE PLATFORM · USER TRAINING

Managing Expenses

Learn how to add, edit, filter, attach, and export expense record in Entronix Finance.

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+ Add Expense

☐	PO #	Expense Code	Expense Category	Property	Lease	Tenant	Cost	Date	Description	Files
☐	exp1-1	exp	N/A	Prop delete	N/A	N/A	\$100.00	02/03/2026		
☐	exp1-3	exp	Cat test	Prop delete	N/A	N/A	\$22,323.00	02/01/2026		
☐	exp1-4	exp	Cat test	Prop INV	Lease test	Tent inv	\$1,000.00	02/18/2026		
☐	exp1-5	exp	Cat test	Prop INV	N/A	N/A	\$555,555.00	02/18/2026	No description	
☐	exp1-6	exp	Cat test	Prop delete	bbtr	Ten1	\$32,323,232.00	02/08/2026		
☐	HVAC_MAIN-1	HVAC Maintenance	Fan Replacement	Prop INV	N/A	N/A	\$1,200.00	07/08/2026		
☐	OTA-1	OTA	OTA Hours	Prop delete	bdssq	Ten1	\$2,500.00	06/01/2026	No description	

Records per page: 25 1-7 of 7

Add Expense

Create new expense records in seconds.

Filter

Refine results by month, expense code, or, PO.

Export

Export expense data with one click.

- 1 CREATE EXPENSE CODE
- 2 CREATE EXPENSE CATEGORY
- 3 ADD EXPENSE CODE
- 4 ADD OTA EXPENSE
- 5 EXPORTING OTA EXPENSE

SECTION 1

Creating an Expense Code

Go to Configuration → Metadata → Enumeration → Expense Code

1

Go to **Configuration** → **Metadata** → **Enumeration**

2

Click **Expense Code** tab to view existing expense codes

3

Click **Add Enumeration** to create a new expense code

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ProviderUtility TypeExpense CodeExpense CategoryColumn Tag

Name	Short	Notes
Exp. test	exp	
OTA	OTA	

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- 2 CREATE EXPENSE CATEGORY
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SECTION 1

Entering Expense Code Details

Complete the required fields, then click Submit

The screenshot shows the 'Edit Enumeration' form in the Entronix Finance application. The form is titled 'Exp. test' and contains the following fields and elements:

- 1** Enter the **Expense Code Name**: Points to the 'Name' field which contains 'Exp. test'.
- 2** Confirm enumeration type **Expense Code**: Points to the 'Type' dropdown menu which is set to 'Expense Code'.
- 3** Enter desired short code **Code**: Points to the 'Short' field which contains 'exp'.
- 4** Section to add any desired **Notes**: Points to the 'Notes' text area.

Other visible elements include a 'Delete' button, 'Cancel' and 'Submit' buttons, an 'Internals' toggle switch, and a sidebar menu with options like Dashboard, Property, Units, Meters, Tenants, Meter Readings, Utility Bills, Leases, Budgeting, Expenses, Configuration, Metadata, Enumerations, Global, and Management.

- 1 CREATE EXPENSE CODE
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SECTION 2

Adding an Expense Category

Go to Configuration → Metadata → Enumeration → Expense Category

1

Go to [Configuration](#) → [Metadata](#) → [Enumeration](#)

2

Click [Expense Category](#) tab

3

Click [Add Enumeration](#) to create a new expense code

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ProviderUtility TypeExpense CodeExpense CategoryColumn Tag

Name	Short	Notes
Exp category tst	ect	

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SECTION 2

Entering Expense Category Details

Complete the required fields, link to the connected expense code, then click Submit

The screenshot shows the 'Edit Enumeration' interface in the Entronix Finance application. The breadcrumb trail at the top indicates the path: Dashboard / Enumerations / Edit Enumeration. The main form is titled 'Exp category tst'. It contains several input fields: 'Name' (with value 'Exp category tst'), 'Type' (a dropdown menu set to 'Expense Category'), 'Short' (with value 'ect'), 'Expense Code' (a dropdown menu set to 'Exp. test'), and 'Notes' (an empty text area). There are 'Delete', 'Cancel', and 'Submit' buttons at the bottom of the form. A sidebar on the left lists various application sections under 'PROPERTY' and 'IDENTITY'. Numbered callouts provide instructions: 1 points to the 'Name' field; 2 points to the 'Type' dropdown; 3 points to the 'Short' field; 4 points to the 'Expense Code' dropdown; 5 points to the 'Notes' field; and 6 points to the 'Submit' button.

1 Enter the **Expense Code Name**

2 Set the type to **Expense Category**

3 Add a **Short reference code**

4 Select the related **Expense code**

5 For any desired **Notes**

6 Click **Submit** to save

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SECTION 3

Adding an Expense

Go to Expenses to add a new expense to record and track any cost or expected cost.

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PO Number

+ More

	PO #	Expense Code	Expense Category	Property	Lease	Tenant	Cost	Date	Description	Files
☐	exp-1	Exp. test	Exp category tst	Prop2	lease test	Ten2	\$2,231.00	02/16/2026		2

Records per page: 25 1-1 of 1

root TABS root

+ Add Expense

Delete

Export

Open the Expenses Overview

Use filters if you need to narrow the list

Click Add Expense to create a new expense record

- 1 CREATE EXPENSE CODE
- 2 CREATE EXPENSE CATEGORY
- 3 ADD EXPENSE CODE
- 4 ADD OTA EXPENSE
- 5 EXPORTING OTA EXPENSE

SECTION 3

Enter Expense Details

Complete required expense field before clicking Save or Submit the new expense record

The screenshot displays the 'Edit Expenses' form in the Entronix Finance application. The form is divided into several sections: 'Expense Details', 'Property & Lease', 'Additional Info', and 'Evidence'. Eight numbered callouts provide instructions for each step:

- 1** Select the **Expense Code**: Points to the 'Expense Code' dropdown menu.
- 2** Choose the **Expense Category**: Points to the 'Expense Category' dropdown menu.
- 3** Select the relevant expense date, such as the charge, invoice, or receipt date and enter the corresponding cost.: Points to the 'Date' and 'Cost' input fields.
- 4** Select value type as Finalized Cost, or, Quote.: Points to the 'Value Type' dropdown menu.
- 5** Select the related **Property** and if needed select the **Lease** and **Tenant** it should be connected to.: Points to the 'Property', 'Lease', and 'Tenant' dropdown menus.
- 6** Add notes if needed.: Points to the 'Notes' text area.
- 7** Upload evidence files, such as receipts, invoices, purchase orders, or, **related documents**.: Points to the 'Evidence' section, which includes a file upload area.
- 8** Click **Save** to store the expense.: Points to the 'Save' button at the bottom right of the form.

The form also includes a sidebar with navigation options (Dashboard, Reports, Properties, Units, Meters, Tenants, Meter Readings, Utility Bills, Leases, Budgeting, Expenses) and a bottom bar with a 'Logout' button.

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SECTION 3

Quote and Finalized Cost Stage

Use the Value Type highlighted in the previous slide to show whether the cost is still estimated or has been confirmed.

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PO #

Expense Code

Expense Category

Property

Lease

Tenant

Cost

Date

Description

Files

exp-1

Exp. test

Exp category tst

Prop2

lease test

Ten2

\$

2,231.00

02/16/2026

exp-2

Exp. test

Exp category tst

Prop2

N/A

N/A

\$

200.00

07/01/2026

No description

Records per page: 25 1-2 of 2

\$

✓

Green Symbol = Finalized Cost

Confirmed amount ready for reporting.

\$

Yellow symbol = Quote Stage

Estimated or pending cost.

!

When a Quote becomes final

Open the Expense record, change the Value Type from quote to Finalized Cost, update the amount if required, then click Save

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SECTION 3

Viewing Descriptions and Attached Files

Open saved notes and supporting documents directly from the expense list.

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root TABS root

+ Add Expense

Delete

Export

	PO #	Expense Code	Expense Category	Property	Lease	Tenant	Cost	Date	Description	Files
☐	exp-1	Exp. test	Exp category tst	Prop2	lease test	Ten2	\$2,231.00	02/16/2026		
☐	exp-2	Exp. test	Exp category tst	Prop2	N/A	N/A	\$200.00	07/01/2026	No description	

Records per page: 25 1-2 of 2

Click the **Description icon** to open the expenses description and notes.

Click the **Files icon** to view attached documents such as receipts, invoices, or purchase orders.

- 1 CREATE EXPENSE CODE
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SECTION 4

Making Expense Code and Expense Category for OTA

The expense code must be named OTA so the expense entry form switches to the OTA format.

Expense Code Template

<

OTA

Name *

OTA

Type *

Expense Code

▼

Short *

OTA

Notes

Delete

Cancel

Submit

Expense Category Template

<

OTA TST

Name *

OTA TST

Type *

Expense Category

▼

Short *

OTATST

Expense Code *

OTA

▼

Notes

Delete

Cancel

Submit

Important:



The expense Code name must be exactly "OTA".
This naming triggers the OTA expense format when entering a new OTA expense.

- 1 CREATE EXPENSE CODE
- 2 CREATE EXPENSE CATEGORY
- 3 ADD EXPENSE CODE
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- 5 EXPORTING OTA EXPENSE

SECTION 4

Create a New OTA Expense

Create a new expense and enter all required OTA details, then click Save to finalize.

The screenshot displays the 'Edit Expenses' form in the Entronix Finance application. The form is titled 'OTA-1' and is divided into several sections: 'Expense Details', 'Property & Lease', 'Additional Info', and 'Evidence'. Eight numbered callouts provide step-by-step instructions:

- 1** Select the **OTA** as expense Code switches format of Expense
- 2** Select the **OTA** as expense Category
- 3** Enter **Rate** and **Hours**
- 4** Select the relevant expense **Date**, such as the charge, invoice, or, receipt date.
Confirm **Cost** since it is automatically calculated
- 5** Choose **Property**, **Lease** and **Tenant**
- 6** Add notes if needed
- 7** Upload evidence files, such as receipts, invoices, purchase orders, or, **related documents**.
- 8** Click **Save** to store the expense

The form fields include: Expense Code (OTA), Expense Category (OTA TST), Rate (25.00000), Hours (10), Date (01/2026), Cost (250.00), Value Type (Finalized Cost), Property (Prop1), Lease (tst), Tenant (Ten1), and a Notes field. The Evidence section shows a file upload area with a preview of a chronogram image and an 'Add file' button. The bottom of the form has 'Cancel' and 'Save' buttons, and an 'Internals' toggle switch.

- 1 CREATE EXPENSE CODE
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- 3 ADD EXPENSE CODE
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- 5 EXPORTING OTA EXPENSE

SECTION 5

Exporting an OTA Expense

Filter by applied month, select the OTA expense record, then click Export.

The screenshot shows the Entronix Finance interface. On the left is a dark sidebar with a menu. The main area is titled 'Expenses' and has a filter bar with 'Applied month' set to '01/2026'. Below the filter is a table with one record selected. Callout 1 points to the 'Applied month' filter, stating: 'Select **Applied Month** this will also integrate into that applied months **Leases**'. Callout 2 points to the selected row in the table, stating: 'Select the **OTA** expense'. Callout 3 points to the 'Export' button in the top right, stating: 'Click **Export**'. The table has columns: PO #, Expense Code, Expense Category, Property, Lease, Tenant, Cost, Date, Description, and Files. The selected row has values: OTA-1, OTA, OTA TST, Prop1, tst, Ten1, \$250.00, 01/01/2026, No description, and a file icon.

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Expenses

Overview Saved Reports

Applied month 01/2026 Expense Code PO Number + More

+ Add Expense

Delete Export

☒	PO #	Expense Code	Expense Category	Property	Lease	Tenant	Cost	Date	Description	Files
☒	OTA-1	OTA	OTA TST	Prop1	tst	Ten1	\$250.00	01/01/2026	No description	

1 record selected. Records per page: 25 1-1 of 1

2 Select the **OTA** expense

3 Click **Export**

1 Select **Applied Month** this will also integrate into that applied months **Leases**

Logout

- 1CREATE EXPENSE CODE
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- 4ADD OTA EXPENSE
- 5EXPORTING OTA EXPENSE

SECTION 5

Generate, Review & Finalize OTA Report

Click Generate Report, open the dropdown preview, verify details, then finalize the report

Generate Expense Reports

Create expense reports drafts for selected expenses

Report Date *

01/2026

Selected Expenses

(1 Expense)

Ten1

OTA TST : OTA

Cost: \$250.00 | Evidences: 1

1

Click **Generate Report**

Cancel

Generate Report

Preview Expense Reports

0 of 1 completed

Ten1 OTA - 2026-01-01

2

Click and **expand** on the **dropdown** to review report before finalizing all

Finalize All

Preview Expense Reports

0 of 1 completed

Ten1 OTA - 2026-01-01

Finalize Expense

Report Summary

1 File Attached

Applied Month

01/2026

Total Expenses

1

Expenses Categories

1

Total Cost

\$250.00

PO#	Expense Category	OTA	Rate	Date	Total cost
OTA					\$250.00
OTA-1	OTA TST	10 hr	25.00000/hr	01/01/2026	\$250.00

Attached Evidence Files

This report includes 1 evidence file. All attached evidence will be merged with the expense table in the exported PDF.

chronogram-004...

3

After reviewing, click **Finalize All** to complete report

Finalize All

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- 2CREATE EXPENSE
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- 3ADD EXPENSE
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SECTION 5

Download report as a PDF

After Reviewing and Finalizing, you can download the OTA expense report as a PDF.

Preview Expense Reports

1 of 1 completed

✓ Ten1 OTA - 2026-01-01

Ten1 OTA - 2026-01-01

Download as PDF

Report Summary

1 File Attached

Applied Month

01/2026

Total Expenses

1

Expenses Categories

1

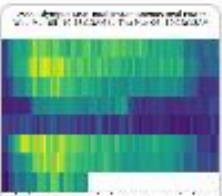
Total Cost

\$250.00

PO#	Expense Category	OTA	Rate	Date	Total cost
OTA					\$250.00
OTA-1	OTA TST	10 hr	25.00000/hr	01/01/2026	\$250.00

Attached Evidence Files

This report includes 1 evidence file. All attached evidence will be merged with the expense table in the exported PDF.



chronogram-004...

i

To expand the preview click the dropdown arrow

1

Click Download as PDF to save the report

- 1 CREATE EXPENSE CODE
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SECTION 5

Viewing Saved Reports

Go to the Saved Reports section to access finalized reports and use the action icons to view download, or delete them.

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1

Click [Add Enumeration](#) to create a new expense code

i

Click [Download](#) the report

i

View the [Saved Report](#)

i

Click [Delete](#) the report of it is no longer needed

Search by name

Report Name	Applied Month	Evidence	Total cost	Date Created	Actions
Ten1 OTA - 2026-01-01	01/2026	1	\$250.00	07/20/2026	1-1 of 1



Thank you

MANAGING EXPENSES TRAINING COMPLETE

For additional support, please contact your
Entronix Finance administrator or support team.

✉ connect@entronix.io

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Accurate data. Clear workflows. Better financial control.