

Expense Management MP



Projector provides four types of expense documents. These help documents will guide you through expense document creation and the workflows associated with reimbursing vendors and resources. In addition you can view expense document and cost card history to audit the lifecycle of your expenses.

- [Expense Browser](#) — search for cost cards and find the expense documents they are on
- [Expense Documents MP](#) — group of expenses for a single resource, vendor, subcontractor, or soft costs
 - [Expense Reports MP](#) — resources track their company expenses for reimbursement and invoicing
 - [Vendor Invoices MP](#) — track invoices submitted to you from your vendors
 - [Subcontractor Invoices MP](#) — bill time for your subcontractors
 - [Soft Costs MP](#) — a versatile tool for tracking expenses when other types don't apply
- [Expense Document Editor](#) — edit expense document details, edit cost cards on this documents, and approve cost cards
 - [Cost Card Details Editor](#) — edit cost card details
 - [Cost Card History](#) — view history of cost card submission, approval, addition to invoices, addition to payment vouchers
- [Payment Voucher Browser](#) — manage payment vouchers
 - [Vendor Reconciliation MP](#) — reconcile outstanding payment requests with unapproved expenses
- [Value Added Tax \(VAT\)](#) — introduction to VAT
 - [VAT for Expenses](#) — track VAT paid out and set default VAT percentages
 - [VAT for Invoicing](#) — how to collect VAT