



EXPENSES MANAGEMENT SOFTWARE

Every rupee out, with a head, an approver and a tax position.

Vendor bills, employee claims and asset purchases in one place — approved before they are paid, posted against a head and a project, and reported thirty ways.

Expenses

Claims

Vendors

Payables

ITC & RCM

Sysfo Expenses — Manage Expenses

Search forms & pages... Ctrl+K

SA Anita Rao (Sysfo Software S SuperAdmin)

Manage Expenses

Browse, search and manage records.

TOTAL EXPENSES
5
Expense: 2 · Claim: 3

TOTAL AMOUNT
₹19,050.00

AMOUNT PAID
₹13,550.00

BALANCE PAYABLE
₹5,500.00

13/Oct/2025 - 13/Oct/2026 All Types All Status Clear All Fields Enter Criteria...

PDF EXCEL

#	EXPENSE #	TYPE	VENDOR	EXPENSE HEAD	INVOICE #	DATE	AMOUNT (₹)	REIMBURSEMENT	STATUS	VENDOR PAID
1	EC-2026-00008	Claim	Northwind Supplies Pvt Ltd	Computers	112233	28-Jul-2026	₹ 500.00	Unpaid	Approved	Paid
2	EC-2026-00005	Claim	Lakeview Trading Co	Computers	12233	28-Jul-2026	₹ 5,900.00	Unpaid	Approved	Paid
3	EC-2026-00003	Claim	Ironwood Industries Ltd	Laptop	66363	26-Jul-2026	₹ 4,400.00	Unpaid	Approved	Paid
4	EXP-00002	Expense	Meridian Services Pvt Ltd	Commission Allowed	2236	26-Jul-2026	₹ 2,750.00	—	Approved	Paid
5	EXP-00001	Expense	Lakeview Trading Co	Audit Fees	112523	25-Jul-2026	₹ 5,500.00	—	Approved	Unpaid
Total							₹ 19,050.00			

15 / page 1-5 of 5 records

Version 1.0.0

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WHY SYSFO EXPENSES

"Where did it go?" should have an answer with a drill-down.

Spend scatters: a vendor bill here, a reimbursement there, an asset bought on someone's card. Put all three behind one expenditure structure and approval chain, and the monthly figure stops being a reconstruction.

41

screens in the module

30

expense, payable & tax reports

3

kinds of spend in one register

2

GST positions tracked: ITC & RCM



Three kinds, one register

A vendor bill, an employee claim and an asset purchase are entered differently and reported together — because they are all money leaving.



Approved, then paid

Claims wait in a queue until an approver clears them. Rejections and cancellations stay on record with their reason.



Tax handled properly

Input tax credit separated from blocked credit, reverse-charge liability listed, TDS deducted on payment, HSN summary for the period.

THE STRUCTURE UNDERNEATH

Three levels, so reporting is a choice rather than a rebuild.

Expenditure Group

The broad bucket — Operations, Admin, IT.



Expense Head

The account it posts to.



Expense Item

The specific thing bought.



Project

Optional, so job costing works.

Why spend is hard to see

It arrives in different shapes. A vendor invoice goes to accounts, a reimbursement goes to HR, an asset goes to IT, and a card payment goes to whoever holds the card. Each is recorded properly somewhere, and nowhere together.

Why one register works

All three are entered against the same group, head and item, so the monthly figure is a filter rather than a reconciliation — and the same entries produce the tax position without a second pass.

BILLS & CLAIMS

Nobody is reimbursed because they asked twice.

An employee files a claim with the bill attached from their own login. It waits in Pending Expense Claims until an approver clears it, and is tracked until it is actually paid.

Pending Expense Claims		4 awaiting approval	
RM	Rahul Mehta · Client visit, Kanpur Travel · 2 bills attached · 08-Oct-2026	₹4,850	Approve
SK	Sneha Kulkarni · Team lunch Staff welfare · 1 bill · 09-Oct-2026	₹2,310	Approve
AD	Amit Desai · Courier charges Office · 3 bills · 10-Oct-2026	₹1,120	Approve
PS	Priya Sharma · Client entertainment Returned — bill not legible · resubmitted 11-Oct	₹3,400	Returned
Reimbursed this cycle Paid by bank transfer on 05-Oct-2026		₹38,400	Settled

Money out, three ways

- **New expense** — a vendor bill, with GST, TDS and terms.
- **Expense claim** — filed by the employee, with bills attached.
- **New assets purchase** — which also creates the asset records.
- **Vendor payments** against one bill or several, part or full.

Control

- **Pending approval** queue before anything is paid.
- **Pending reimbursements** until the employee has the money.
- **Claims by employee and claims by cycle.**
- **Cancelled expenses** kept, never deleted.

FILED FROM A PHONE

The claim is made where the spending happened.

Expense claims sit in the My Account self-service module, built mobile-first — so the bill is photographed and filed at the counter, not carried in a wallet until month-end and then half-remembered.



The bill is attached

Every claim carries its receipt, so approval is a decision made with evidence rather than a trust exercise at month-end.



Costed to a project

Expenses and claims can carry a project, which is what makes job costing and client profitability possible later.



Returned, not rejected

A claim sent back for a better bill keeps its history — the employee resubmits rather than starting again.

VENDORS & PAYABLES

What you owe, to whom, and for how long.

Each unpaid bill ages into a bucket, each vendor has a ledger, and payment can be made against several bills at once — so the payment run is a screen rather than a spreadsheet.

The screenshot shows the 'Expense Register' interface in Sysfo. The left sidebar contains navigation options: Expenses, Expense Masters, Vendor, Assets Purchase, Expenses, Reports, Expense Analy..., Expense Register, Expense by Head, Expense by Vend..., Expense by Project, Monthly Expense..., Item-wise Expense, Expense Type Su..., Payables & Pay..., and Claims & Tax. The main area displays a table of expenses for the period 13/Oct/2025 - 13/Oct/2026. The table has columns for #, DOCUMENT #, DATE, TYPE, VENDOR, EMPLOYEE, HEAD, PROJECT, INVOICE #, TAXABLE (₹), TAX (₹), TOTAL (₹), and PAID (₹). The table lists five entries: 1. FA-00003, 2. EC-2026-00005, 3. EC-2026-00008, 4. EXP-00002, and 5. EC-2026-00003. The table also includes a search bar, a date range selector, and a 'Search' button.

#	DOCUMENT #	DATE	TYPE	VENDOR	EMPLOYEE	HEAD	PROJECT	INVOICE #	TAXABLE (₹)	TAX (₹)	TOTAL (₹)	PAID (₹)
1	FA-00003	30-Jul-2026	Asset Purchase	Northwind Supplies Pvt Ltd	—	Laptop	Amwell - MLM Project	256989	₹50,000.00	₹9,000.00	₹59,000.00	₹59,000.00
2	EC-2026-00005	28-Jul-2026	Employee Claim	Lakeview Trading Co	Priya Sharma	Computers	Amwell - MLM Project	12233	₹5,000.00	₹900.00	₹5,900.00	₹5,900.00
3	EC-2026-00008	28-Jul-2026	Employee Claim	Northwind Supplies Pvt Ltd	Priya Sharma	Computers	AMWHEEL INTERNATIONAL (MLM ECOMMERCE)	112233	₹500.00	₹0.00	₹500.00	₹500.00
4	EXP-00002	26-Jul-2026	Vendor Expense	Meridian Services Pvt Ltd	—	Commission Allowed	—	2236	₹2,500.00	₹250.00	₹2,750.00	₹2,750.00
5	EC-2026-00003	26-Jul-2026	Employee Claim	Ironwood Industries Ltd	Anita Rao	Laptop	—	66363	₹4,000.00	₹400.00	₹4,400.00	₹4,400.00

Expense Register — vendor bills, employee claims and asset purchases in one filtered list.

Vendors

- Add and manage vendors
- Vendor documents and KYC
- ITC and RCM flags per vendor
- Vendor master and ledger

Paying

- Vendor payments, part or full
- Payment by mode, bank-wise
- Vendor payment register
- TDS deducted on payment

Owing

- Payables ageing
- Outstanding expenses
- Vendor payment summary
- Top vendors by spend

TAX

Input tax credit is a number you can defend.

Input Tax Credit (ITC), RCM Liability, Tax-wise Expense Summary and HSN-wise Purchase Summary each report the period from the same entries — so what you claim and what you booked came from one source.

Pay in one run

Vendor payment covers several bills at once, in any mode, with TDS deducted where it applies — and the payables ageing updates as you go, so the next run starts from the truth.

Nothing disappears

Cancelled and rejected expenses stay on record with their reason. A bill that was raised and dropped is a question somebody will ask eventually, and the answer is on the screen rather than in someone's memory.

REPORTING

Thirty reports, and all forty-one screens.

Spend is only useful cut several ways at once: by head, by vendor, by project, by month, and by what it does to your tax position.

Where it went

- Expense Register
- Expense by Head
- Expense by Vendor
- Expense by Project
- Item-wise Expense
- Monthly Expense Trend
- Expense Type Summary

What you owe

- Payables Ageing
- Outstanding Expenses
- Vendor Ledger
- Vendor Payment Register
- Payment by Mode
- Bank-wise Payments
- TDS Deducted

Claims & tax

- Expense Claim Register
- Claims by Employee / Cycle
- Pending Reimbursements
- Input Tax Credit (ITC)
- RCM Liability
- Tax-wise Expense Summary
- HSN-wise Purchase Summary

EVERY SCREEN IN THE MODULE

All forty-one, by name.

- New Expense
- Manage Expenses
- Expense Item
- Expense Head
- Expenditure Group
- Add Vendor
- Manage Vendors
- Vendor Master
- Vendor Payments
- Manage Vendor Payments
- New Assets Purchase
- Manage Asset Purchase
- Asset Purchase Register
- Fixed Asset Register
- Assets by Type
- Assets Issued
- Expense Register
- Expense by Head
- Expense by Vendor
- Expense by Project
- Item-wise Expense
- Monthly Expense Trend
- Expense Type Summary
- Cancelled Expenses
- Pending Approval
- Vendor Payment Register
- Vendor Payment Summary
- Payment by Mode
- Bank-wise Payments
- Payables Ageing
- Outstanding Expenses
- Vendor Ledger
- Top Vendors by Spend
- TDS Deducted
- Expense Claim Register
- Claims by Employee
- Claims by Cycle
- Pending Reimbursements
- Input Tax Credit (ITC)
- RCM Liability
- Tax-wise Expense Summary
- HSN-wise Purchase Summary

Every report works the same way

Filter by date and by what matters to that report, search across every column on screen — including the ones joined in from the vendor or employee record — choose your columns, and export. Learn one and you have learnt all thirty.

Shares its data

Asset purchases write the Asset Management register, expense claims come from the staff self-service module, and project-costed spend appears in project reporting — one entry, counted once, visible wherever it is relevant.

GET STARTED

See where your money actually goes.

We set up your expenditure groups, heads and items, bring your vendors and open bills across, and train the people who spend, approve and pay.

1

Live demo

A bill, a claim and an asset purchase, through approval to payment.

2

Setup & data

Expenditure structure, vendors, opening payables and approval rules.

3

Training & go-live

Staff claims, approvers and accounts, with the tax reports explained.

COMPANY

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- ✓ Vendor bills, staff claims and asset buys in one register
- ✓ Expenditure group, head and item structure
- ✓ Payables ageing and a vendor ledger
- ✓ TDS deducted captured on payment
- ✓ Approval before payment, with reasons recorded
- ✓ Spend by project for job costing
- ✓ Input tax credit and RCM reported
- ✓ 41 ready screens and 30 reports