

# How to Create a New Expense

This document is to assist you in submitting expenses for work completed. Please follow the steps below and let us know if we can assist you further.

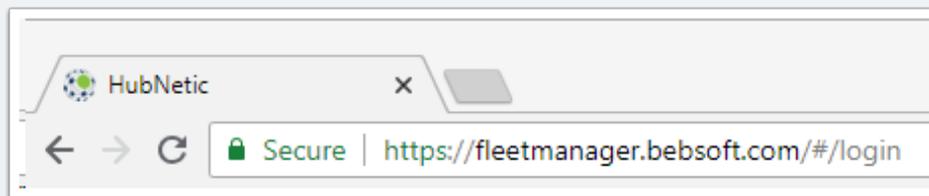
Thank you,

Your HubNetic Support Team

## Navigate to the HubNetic website

It is recommended that you use Google Chrome

<https://fleetmanager.bebsoft.com>

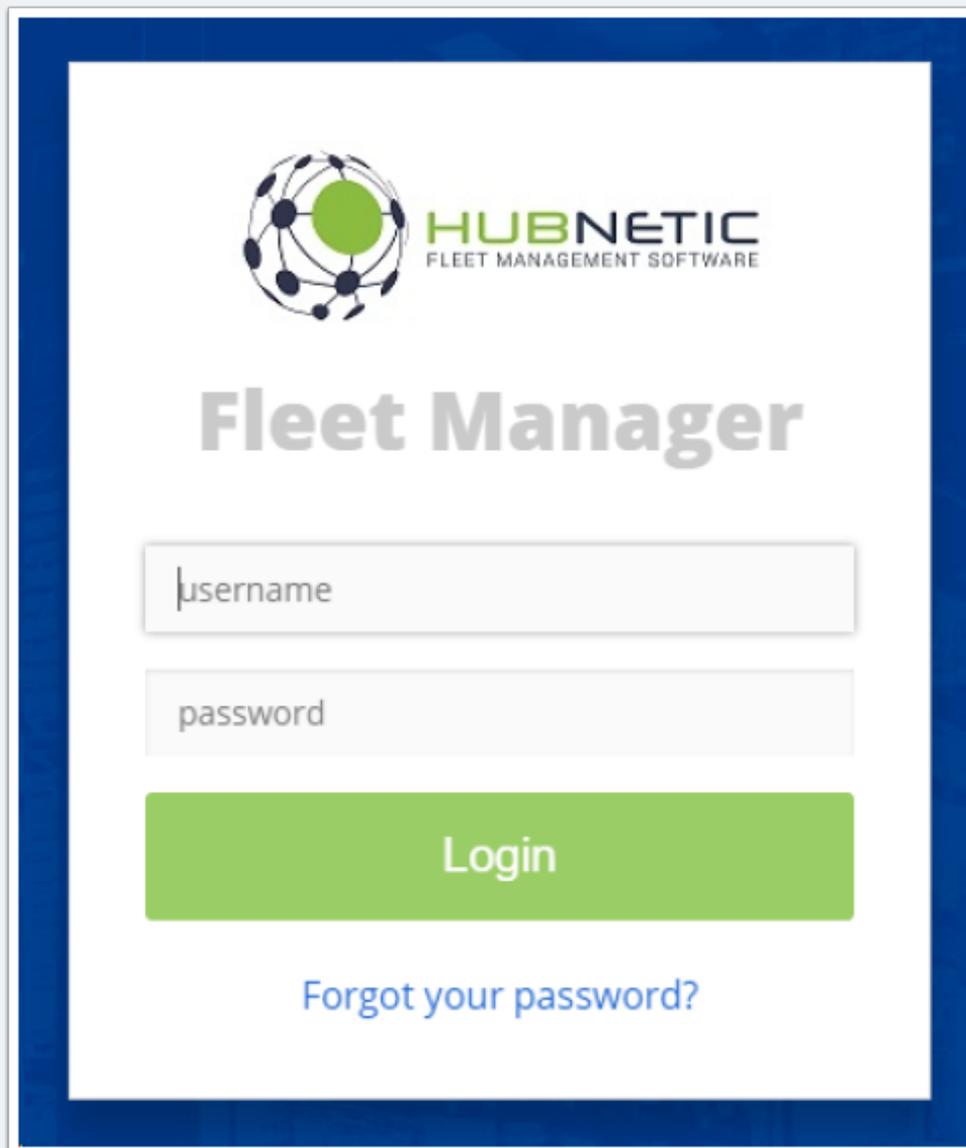


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## Login

If you do not have a login, please contact us:

- 1-833-HubNetic (482-6384)
- support@hubnetic.com

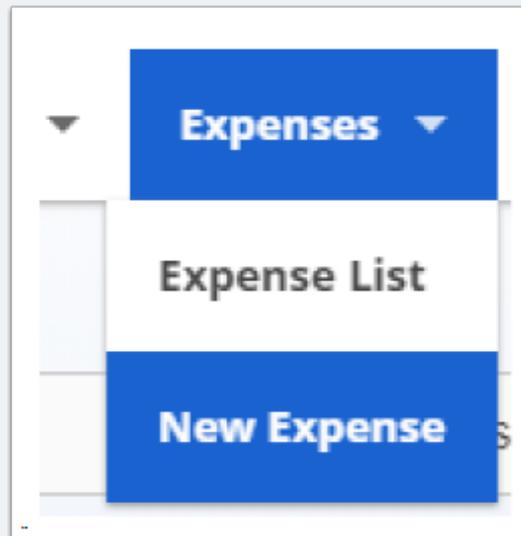


The image shows a screenshot of the HubNetic Fleet Manager login interface. At the top, there is the HubNetic logo, which consists of a globe icon with a green center and the text "HUBNETIC FLEET MANAGEMENT SOFTWARE". Below the logo, the text "Fleet Manager" is displayed in a large, bold, grey font. Underneath, there are two input fields: the first is labeled "username" and the second is labeled "password". Below these fields is a prominent green button with the text "Login" in white. At the bottom of the login area, there is a blue link that says "Forgot your password?". The entire login form is enclosed in a blue border.

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## Navigate to 'New Expense'

Once you login, hover of 'Expenses' and a sub-menu will appear. Once that sub-menu appears, select 'New Expense'



## Complete 'New Expense' Form

- Items with an asterisk\* are required for you to enter your expense
- Each client may have additional requirements in order to process your invoice for payment
  - examples: PO Number, Service Request Number, Invoice Number, Notes, etc
- Each repair for a unit needs its own individual line below
  - cost must be broken out by repair and notes must be entered per line item
- 'Add Line Item' for additional repairs
- Invoice will not be able to be saved until the following have been satisfied
  - all items marked with asterisk are completed
  - Invoice Total matches the Expense Total at the bottom

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\*\*\*please note: if a client rejects your invoice, you will have to resubmit the invoice through HubNetic with any corrections requested\*\*\*

## Expense Detail

Save & New Save Cancel

Client \*  
ABC Company

Location Name \*

Asset Tag \*

Service Provider Location \*

Invoice Number

Invoice Total \*  
\$

Invoice Date  
mm/dd/yyyy

PO Number

Work Order Number

Service Date \*  
mm/dd/yyyy

Meter Reading \*

Service Request Number

**Add multiple expenses across a single asset**

Add Line Item +

Service Category	Service Type	Labor Hours	Parts	Labor	Misc	Freight	Cartage	Tax	Total	Damage?	Notes	Delete
-	-	0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	<input type="checkbox"/>		<input type="checkbox"/>
<b>Expense Total</b>									\$ 0			

## Expense Detail

Save & New Save Cancel

Client \*  
ABC Company

Location Name \*  
Kansas City

Asset Tag \*  
123 - Toyota - 7FGU25 - 50123 Not To Exceed \$750.00

Service Provider Location \*  
XYZ Service Provider - Kansas City, Missouri 64116

Invoice Number  
015585658256

Invoice Total \*  
\$500.00

Invoice Date  
11/28/2017

PO Number

Work Order Number  
585658256

Service Date \*  
11/27/2017

Meter Reading \*  
483

Service Request Number  
85654235

**Add multiple expenses across a single asset**

Add Line Item +

Service Category	Service Type	Labor Hours	Parts	Labor	Misc	Freight	Cartage	Tax	Total	Damage?	Notes	Delete
Schedul	Preventative	1.00	\$ 15.00	\$ 75.00	\$ 0	\$ 0	\$ 0	\$	\$ 90.00	<input type="checkbox"/>		<input type="checkbox"/>
Unsche	Brakes	2.00	\$ 137.00	\$ 225.00	\$ 34.00	\$ 0	\$ 0	\$ 14.00	\$ 410.00	<input checked="" type="checkbox"/>		<input type="checkbox"/>

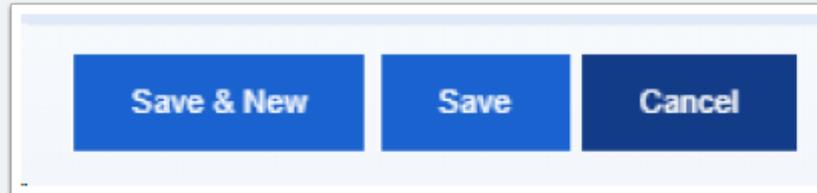
HOW TO CREATE A NEW EXPENSE

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# How to Create a New Expense

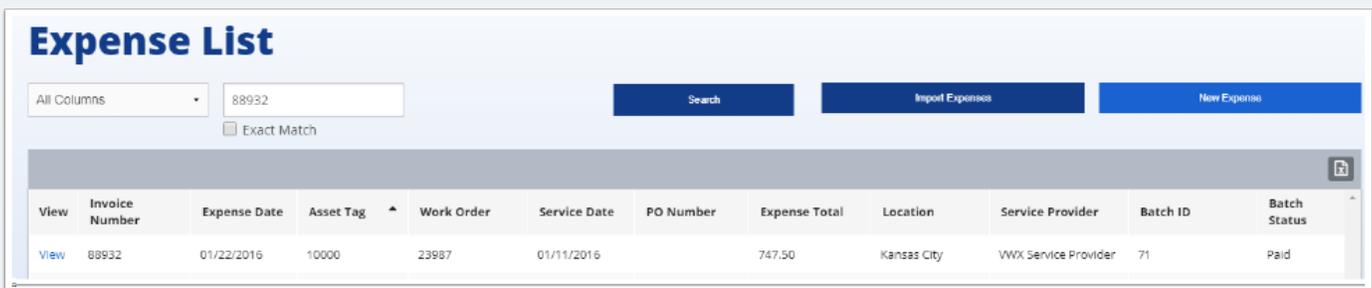
## Save Expense

- Once you have finished filling out your expense, please save
- You can either select 'Save' or 'Save & New' to enter a new expense



## Verification of Expense/Payment Status

- Once you have saved your expense, it will take you to the 'Expense List' screen
  - this screen allows you to check to see if your invoices are entered into HubNetic OR see status of payment on invoices.



**Expense List**

All Columns | 88932 | Search | Import Expenses | New Expense

Exact Match

View	Invoice Number	Expense Date	Asset Tag	Work Order	Service Date	PO Number	Expense Total	Location	Service Provider	Batch ID	Batch Status
<a href="#">View</a>	88932	01/22/2016	10000	23987	01/11/2016		747.50	Kansas City	WX Service Provider	71	Paid