Record an Expense

Last Modified on 08/05/2019 12:52 pm MST

If you really want a clear understanding of your cost of doing business, you need to carefully track your Expenses. This includes tracking the Expenses related to the raw materials needed during your Plants' growth. Expenses can be recorded on a one-off basis or, if you use the same materials over and over again, you can create an Expense "recipe" using Expense Templates to simplify the process. Every time you feed the Plant or do something that costs money, you'll add an Expense. Once that Plant turns into a final product, you can easily determine your average cost per Plant.

Create an Expense Using a Template

When you create an Expense using a Expense Template, you save a lot of time logging tasks you do again and again. Instead of adding each product individually, when you use the Expense Template, all of the products are automatically added and the only part you need to adjust are the quantities.

To record an Expense using a Expense Template, follow the steps below:

• Step 1 - Under the **Grow and Harvest** module, select the **Grow Batch** section and then select the desired Grow Batch to incur the Expenses.

| Navigation 🗜 🗙 | <u>_</u> | irow Group 🛛 🗙 804-69-0518 - Grow Gri | |
|------------------|----------|---------------------------------------|---------------|
| Grow and Harvest | # | Group Id ⁷ | Strain 🔺 |
| | 1 | Incomplete Info | |
| | 2 | 66-33-0318 | 3x Crazy |
| Grow Group | 3 | 66-34-0318 | 3x Crazy |
| 2 | 4 | 66-36-0318 | 3x Crazy |
| S 4 | 5 | 66-60-0518 | 3x Crazy |
| Grow Expenses | 6 | 355-25-0118 | 8 BALL KUSH |
| 3 | ▶ 7 | 804-69-0518 | Acapulco Gold |

• Step 2 - In the Grow Batch detail view, under theGrow Expenses sub-tab,

click the **New** button to add a new Expense. This will open a new Grow Expense detail tab.

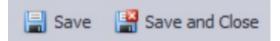
| Grow Group | U C | | | | | |
|-------------------|----------------------------|----------------|-------------|-------------------|---------------|------------|
| Mother Plant: | 804-0-1703-0518 | × - | Plant Date: | 5/29/2018 | - | |
| Strain: | Acapulco Gold | x - | Origin: | Cutting | | |
| Number Of Plants: | | 10 🗘 | Group Id: | 804-69-0518 | | |
| | Grow Expense 🛛 🖉 Grow Insp | ection Harvest | <u>8</u> - | | | |
| # Expense N | lumber Service | Expense Date | Plant Count | Per Plant Expense | Expense Total | ▲ Employee |
| | | | | | | |
| | | | | | | |

 Step 3 - In the Grow Expense detail tab, select the desired template or create a new Expense Template from the Expense Template dropdown.

| 👧 Grow Group | 🔬 804-69-0518 - Grow Gri | 🖲 0 - Grow Expense | × | | | | | | |
|-------------------|--------------------------|--------------------|-----------|--------|-------------|-----------------|-----------|-------|-------|
| Grow Expense | | _2 | | | | | | | |
| Expense Template: | | Grow Group: | 804-69-05 | 18 | ×× | Expense Number: | | | 0 ‡ |
| Unit Count: | # Product Template | ار ب | Category | Total | × - | Expense Date: | 7/24/2018 | | ~ |
| | ▶ 1 Hyla's Flower | | Grow S | \$0.00 | | | | | |
| Products | 2 Tamara's Flower | | Grow S | \$0.00 | | | | | |
| : 🗂 • 🖂 | | | | | eport 🔻 🛛 🕥 | © 🖪 🔹 | 9 - | | |
| # Product Q | t, | | | | ost | Cost Total | | Purch | Order |
| | 3 | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | New | . Ch | ne | | | | | |
| | | new | | | | | | | |

- Step 4 In the Grow Expense detail view tab, fill in the following fields:
 - Unit Count -This field is used to scale up or scale down the recipe. If you are not using a template, this would just be the total amount of the Expense you're creating. If you ARE using a template, you would adjust the actual amount you're using and the amounts of the individual products would adjust.
 - Grow Batch Auto-generated based on the Grow Batch you chose.
 - Employee This will auto-populate with your user.

- **Expense Number**-Auto-generated unique identifying number for the Expense.
- Expense Date Date the Expense was logged.
- Step 5 Click Save or Save and Close to finalize your Expense.



Recording an Expense WITHOUT an Expense Template

Sometimes you'll need to record an Expense for an activity that isn't done frequently and there is no associated Expense Template. To record a one-time Expense for a Grow Batch, follow the steps below:

• Step 1 - Under the **Grow and Harvest** module, select the **Grow Batch** section and then select the desired Grow Batch to incur the Expenses.

| Navigation P × Grow Group × 👧 804-69-0518 - Grow Gr | | | | | | | | | | |
|---|---|-----|-----------------|---------------|--|--|--|--|--|--|
| Grow and Harvest | | # | Group Id | Strain 🔺 | | | | | | |
| | П | 1 | Incomplete Info | | | | | | | |
| | | 2 | 66-33-0318 | 3x Crazy | | | | | | |
| Grow Group | | 3 | 66-34-0318 | 3x Crazy | | | | | | |
| | 2 | 4 | 66-36-0318 | 3x Crazy | | | | | | |
| S | 7 | 5 | 66-60-0518 | 3x Crazy | | | | | | |
| Grow Expenses | | 6 | 355-25-0118 | 8 BALL KUSH | | | | | | |
| | | ▶ 7 | 804-69-0518 | Acapulco Gold | | | | | | |

 Step 2 - In the Grow Batch detail view, under the Grow Expenses sub-tab, click the New button to add a new Expense. This will open a new Grow Expense detail tab.

| Grow Group | | | | | | | |
|-------------------|-----------------|------------------------|--------------|-------------|-------------------|---------------|------------|
| Mother Plant: | 804-0-1703-0518 | ×× | | Plant Date: | 5/29/2018 | - | |
| Strain: | Acapulco Gold | × - | | Origin: | Cutting | | |
| Number Of Plants: | | 10 ‡ | | Group Id: | 804-69-0518 | | |
| | Grow Expense | Grow Inspection Harves | | - | | | |
| # Expense N | lumber Servi | ice | Expense Date | Plant Count | Per Plant Expense | Expense Total | ▲ Employee |
| | | | | | | | |
| | | | | | | | |

- Step 3 In the Grow Expense detail view, fill in the following fields:
 - Expense Template Choose from a list of existing templates to make logging your Expense easier (see *Create an Expense using a Template* section above), or create a new Expense Template.
 - Unit Count -This field is used to scale up or scale down the recipe. If you are not using a template, this would just be the total amount of the Expense you're creating. If you ARE using a template, you would adjust the actual amount you're using and the amounts of the individual products would adjust.
 - Grow Batch Auto-generated based on the Grow Batch you chose.
 - Employee This will auto-populate with your user.
 - Expense Number Auto-generated unique identifying number for the Expense.
 - Expense Date Date the Expense was logged.
- Step 4 Click Save or Save and Close.



 Step 5 - Now it's time to add the products used in this Expense. To do that, click the Products sub-tab and then click the New button to being searching for products.



• Step 6 - A pop-up will appear where you can enter the details for the product you want to add to this Expense. Fill in the **Inventory Product** field by searching for the desired product. The remaining fields in the pop-up will populate automatically.

| Grow Expense | | | | | | New |
|----------------------|----------|-------------------|------------------|-------------------------------------|-----------------------|---------------|
| xpense Template: | Туре: | Inventory Product | | | | |
| nit Count: | Find: | soil 3 | | | | × Searc |
| Products | Availabl | e records: | | | | |
| | # | Product Number | Product Name | | ✓ Product Description | Current Price |
| | ▶ 1 | LP28-32 | Teen Plant in so | i | 28in - 32in | \$100.0 |
| 🧃 🗀 👻 🔚 📳 | 2 | LP20-24 | Teen Plant in so | i | 20in - 24in | \$65.0 |
| * | 3 | LP16-20 | Teen Plant in so | il | 16in - 20in | \$50.0 |
| | 4 | LP24-28 | Teen Plant In So | șil | 24in - 28in | \$85.0 |
| | 5 | LP32-36 | Teen Plant in So | 1 | 32in - 36in | \$130.0 |
| New | 6 | LP12-16 | Teen Plant in so | 1 | 12in - 16in | \$35.0 |
| | 7 | 4279 | Soil Sulfur | | 4 LB | \$0.0 |
| Records Creation | 8 | 2903 | Alaska Hum isoil | | 20 Lb | \$0.0 |
| Product Detail | | | | | | |
| 2 Inventory Product: | | | × | Product Number: | | |
| Inventory Lot: | | | × - | Product Category: | x - | |
| Cost Per Unit: | | | 0.0000 ‡ | Cost Total: | \$0.00 | |
| Quantity: | | | 1.00 🗘 | Conversion from other Inventory Pro | oduct | ems to Show |
| | | | | Production Order: | x - | |

Note: If prices were not entered for the products when they were created, KLĒR THC will be unable to accurately track this Expense. If you notice that the **Cost Per Unit** field says "\$0.00", contact an Administrator to get the cost updated on that product.

• Step 7 - Adjust the **Quantity** field to reflect the amount of product used in this Expense.

| New * | ☐ Save ☐ Save and Close ☐ Save and New → | ➤ Delete ✓ Validate → Cancel | Record Edit ▼ | | Dpen Related Record | C D Update Action | Show in Report • | → | Close | |
|------------------|--|------------------------------------|------------------|------|------------------------|-------------------------|---------------------|---------------------|-------|-------|
| Records Creation | Save | Edit | | Open | Related Record | Viev | N | Recor | Close | ~ |
| Product Detail | | | | | Product Info | | | | | |
| Inventory Produ | uct: Teen Plant in soil | | × | - | Product Numbe | er: LP28-32 | | | | |
| Inventory Lot: | PO1002 | | × | • | Product Catego | ory: Live Plants | ; | | | x • |
| Cost Per Unit: | | | 99.0000 | ÷ | Cost Total: | | | | \$198 | .00 ‡ |
| Quantity: | | | 2.00 | ÷ | Conversion fro | m other Invento | ry Product | | | |
| | | | | | Production Ord | ler: | | | | ×× |

- Step 8 Click the Save and Close button on the pop-up window.
- Step 9 Repeat steps 5-8 for all remaining products.
- Step 10 Click Save or Save and Close to finalize your Expense.

