

# 05

## Posting and Reimbursement

Odoo 19 Enterprise · Expenses

Once approved, expense reports are posted to accounting and employees are reimbursed.

### 1 Post approved expenses

Expenses → Expense Reports → **POST JOURNAL ENTRIES**

Accounting managers see approved expense reports in the Expense Reports view filtered by Approved status. Click Post Journal Entries to post all approved reports to accounting at once. This creates the journal entries in the configured expense journal.

### 2 Register payment

**REGISTER PAYMENT**

After posting, click Register Payment to record the reimbursement. Choose the payment method: bank transfer, cash, or payroll. For bank transfer, enter the payment date and amount. The expense report status changes to Done and the employee's outstanding balance is cleared.

**Reimbursement via payroll** If your company reimburses expenses through the payroll run, select the payroll journal when registering payment. This posts the expense cost but defers the actual cash movement to the payroll run – no double payment occurs.