

03

Expense Reports

Odoo 19 Enterprise · Expenses

An expense report groups one or more individual expenses into a single submission for manager approval.

1 Create an expense report

Expenses → My Expenses → **CREATE REPORT**

Select one or more expenses from My Expenses and click Create Report. Odoo groups the selected expenses into a single report. Give the report a meaningful name e.g. "March 2025 KL Client Visits". The report shows total amount and the list of included expenses.

2 Submit for approval

SUBMIT TO MANAGER

Once the report is complete, click Submit to Manager. Status changes from Draft to Submitted. The manager receives an email notification with a link to review the report. You cannot edit the report after submission – ask your manager to refuse it if corrections are needed.

3 View your expense reports

Expenses → My Expenses → **My Reports**

My Reports shows all your submitted expense reports with their status: Draft, Submitted, Approved, Posted, or Done. Click any report to see its details and approval history in the chatter.