

JOBCAN Expense Startup Guide

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Technical support (10:00~17:00 - excluding weekends and holidays)

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Chat: Available from the bottom right

Help page: Available from the top right

Screen Description

TOP



Application screen

Enter the contents and apply.

Authorization for item purchase

Fill this form in order to request permission for the purchase of articles.

Application title (required)

Approval deadline Set Not set
Please set if there is need for an approval deadline on this application. Any date after today can be specified as the approval deadline.

Related group

Related project

Approval screen

Confirm the application and approve.

1 Step name : 社員指定

All required approvals

Pending Approver : Fuyuyama Shun

Comment (optional, under 1000 characters)

Expense function

Finalize and export journal and payment information.

Journal information confirmation

Appropriations journal(1) Payment journal(0)

<input type="checkbox"/>	Journal date	Approval date	Application	Breakdown
<input type="checkbox"/>	10/01	09/28	09/28 ID: 11	交通費 (テスト)

Settings screen

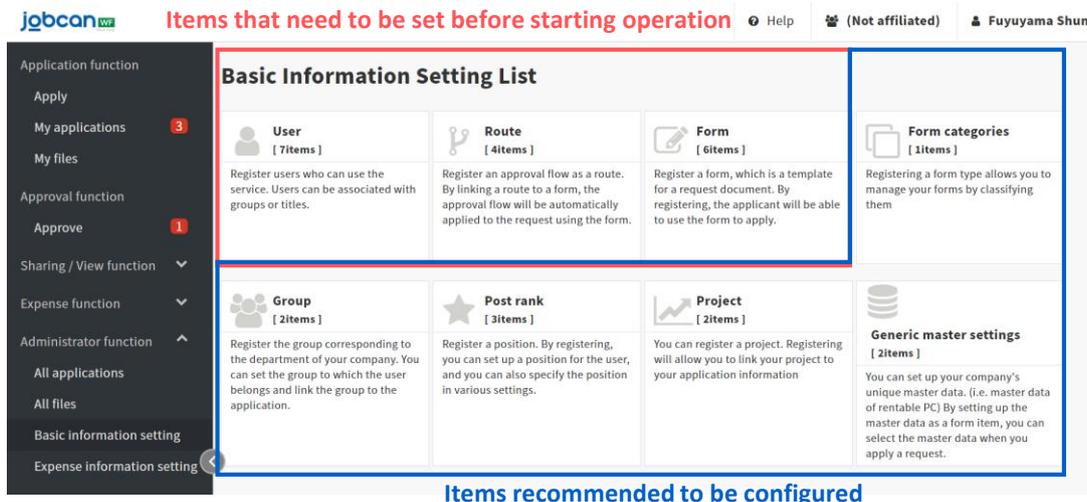
Configure to suit your company.

Basic Information Setting List

User [7Items] Register users who can use the service. Users can be associated with groups or titles.	Route [4Items] Register an approval flow as a route. By linking a route to a form, the approval flow will be automatically applied to the request using the form.	Form [6Items] Register a form, which is a template for a request document. By registering, the applicant will be able to use the form to apply.
Group [2Items] Register the group corresponding to the department of your company. You can set the group to which the user belongs and link the group to the application.	Post rank [3Items] Register a position. By registering, you can set up a position for the user, and you can also specify the position in various settings.	Project [2Items] You can register a project. Registering will allow you to link your project to your application information.

Settings screen (Basic information setting)

Configure basic settings such as users and groups.



Functions on each screen

User

Register the users who will utilize JOBCAN Workflow.

Route

Register the approval route to be implemented for each application form.

Form

Configure the items of the application forms to be submitted by users.

Form categories

Offers the possibility to categorize and manage forms.

Group

Offers the possibility to set the groups to which users belong and link groups to application information.

Project

Link projects to application information.

Post rank

Register positions. By doing this, it will be possible to specify approvers by using their position when configuring routes.

Transfer source

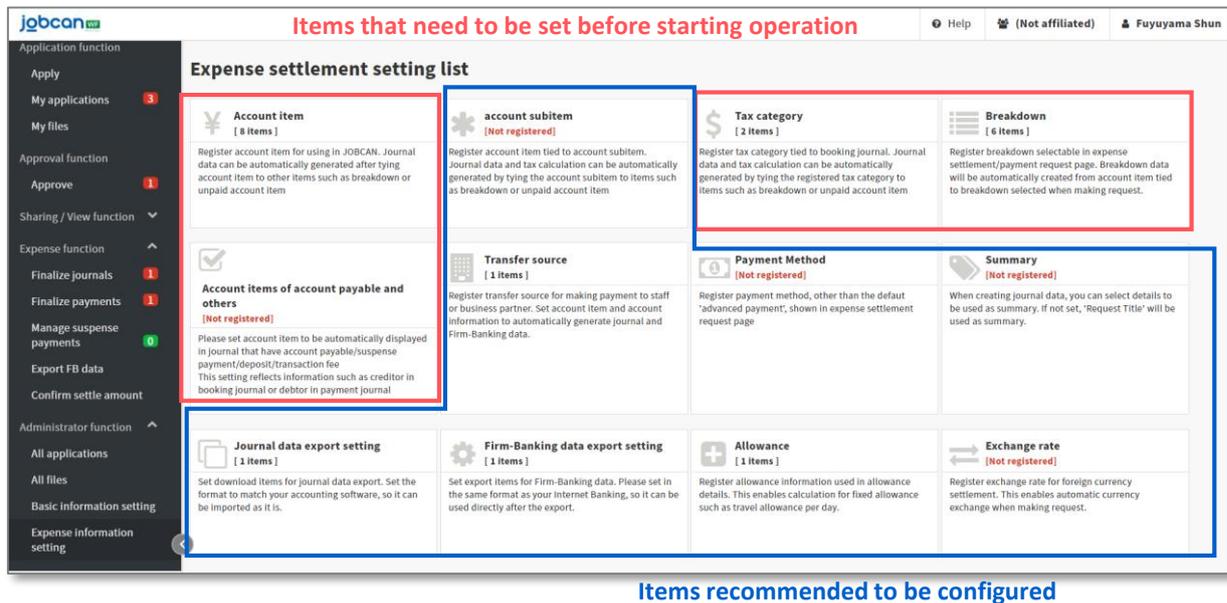
If a transfer source is selected as a form item, you can select a registered business partner for the application.

Generic master settings

Offers the possibility to register master information when making an application.

Settings screen (Expense settlement)

Expense settlement settings to enable automatic creation of journals and FB data.



Items recommended to be configured

Functions on each screen

Account item

Register account items to use as expense settlement and payment to business partners. By linking to breakdown and unpaid items, journal data can be automatically created.

Account subitem

Separate and manage subitems inside items. By linking to breakdown and unpaid items, journal data can be automatically created.

Tax category

Classify transactions depending on whether they are taxable or not. Automatically create journal data by linking to breakdown and unpaid items.

Breakdown

Register breakdowns that can be selected when applying for expense settlement or payment requests. Journal data can be automatically created if account items are linked to requested breakdowns.

Account items and others

Configure account items to be automatically displayed in breakdowns containing unpaid amounts, suspense payments, deposits or transfer fees.

Transfer source

Register transfer source information for transfers to employees and business partners.

Payment method

On the application screen of Expense, it is possible to register payment methods other than the default "Advanced payment".

Summary

Set the exported contents to "Summary" when creating journal data.

Journal data export setting

Configure the exported items of the journal data. By configuring it according to the accounting software you are using, it will be possible to import the output journal data directly into your accounting software.

FB data export setting

Configure export items for FB data. The exported FB data can be imported directly to your Internet Banking by setting it according to the latter.

Allowance

Register allowance information that can be selected in the allowance details.

Exchange rate

Register the exchange rate to be used for foreign currency settlements. This will enable automatic currency exchange for applications.

Overall flow (Application - Approval - Finalization - Export procedures)

? About applications

Applications submitted via JOBCAN Workflow are called "applications". When entering information and submitting an application, the next approver is automatically requested to approve the application.

1 Click "Apply" on the left side menu

2 Select an application form

Click on the row of the application form matching your desired content.

Authorization for item purchase (10万以上の場合の経路)	Public	Fill this form in order to request permission for the purchase of articles.
Business trip application form (出張申請)	Public	
Transportation cost form (10万以上の場合の経路)	Public	

3 Enter the content

Insert the content of the application form. The items of the form can be customized by the administrator.

Business trip application form

Application title (required)

Approval deadline Set Not set
Please set if there is need for an approval deadline on this application. Any date after today can be specified as the approval deadline.

Related group ✕

Related project ✕

4 Apply

Verify the application details. If correct, click "Apply".

? About approval

Approving an application is referred to as "approval". Unlike paper applications, there is no need to put a seal on the form or pass it to the next approver. Simply press the approval button and it will be implemented automatically.

1 Click "Approve" on the left side menu

2 Confirm the application

From the "Approve" screen, click on the application to approve.

The screenshot shows a dashboard with several filter buttons: "Pending approval(1)", "In progress", "All", "Complete", "Returned", and "Rejected". Below these are two dropdown menus: "By deadline" and "20 items". A green pill-shaped button labeled "General" is followed by the application title "【 Authorization for item purchase 】 Office items". At the bottom, it displays "ID : 16 Fuyuyama Shun (2021/11/08 16:29) Current approval step: 社員指定".

3 Review the application, and approve or return it

The screenshot shows a review screen for step 1, "社員指定". It includes a dropdown for "All required approvals", a "Pending" status indicator, and the name "Approver : Fuyuyama Shun". There is a text input field for a "Comment (optional, under 1000 characters)" and a checked checkbox for "Send a notification with this comment". At the bottom, there are three buttons: "Approve" (green), "Return" (red), and "Comment" (grey).

*If "return" is selected, you can return the application to the applicant or to the previous step. You can also reject it.

The dialog box is titled "Please select a return destination" and contains the text "The user will be notified by mail that the application was returned." Below this are two radio button options: "Applicant : Fuyuyama Shun" (selected) and "Reject". At the bottom right, there are "Return" and "Cancel" buttons.

? About journal finalization (payment finalization)

When the application is finally approved, the journal (payment) information will be automatically created from the application information. When confirming the content of the journal (payment) created, the data will be exported.

*Below is the procedure for finalizing journal entries and payments.

- 1 On the left side menu, click "Expense function" → "Finalize journals"
- 2 Confirm the journal contents

Journal date	Approval date	Application	Breakdown	Payee	Summary	Debtor	Creditor	Amount
10/01	09/28	09/28 ID: 11	交通費 (テスト)	Fuyuyama Shun	Costes transporte	旅費交通費 (テスト)	未払金 (テスト)	35,000円



Select the line whose details you wish to check, to open the details screen. You will be able to modify information too.

Edit journal information

Journal date (required): 2020/10/01

Breakdown: 交通費 (テスト)

Summary: Costes transporte

Amount: 35,000 Yen

Debtor: Account item (required): 旅費交通費 (テスト)	Creditor: Account item (required): 未払金 (テスト)
Debtor: account subitem: Select account subitem	Creditor: account subitem: Select account subitem
Debtor: Tax category (required): 課税仕入 (テスト)	Creditor: Tax category (required): 対象外 (テスト)
Debtor: Managing group: Donettes	Creditor: Managing group: Select group
Debtor: Managing project: Select project	Creditor: Managing project: Select project

Edit

3 Check and confirm the desired line

<input checked="" type="checkbox"/>	10/01	09/28	09/28 ID: 11	交通費 (テスト)	Fuyuyama Shun	Costes transporte	旅費交通費 (テスト)	未払金 (テスト)	35,000円
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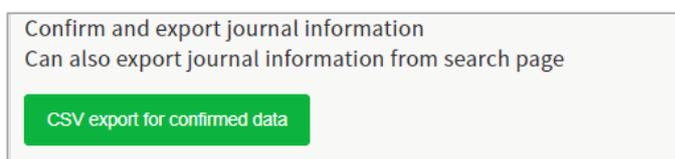
OK

? About journal data (FB data)

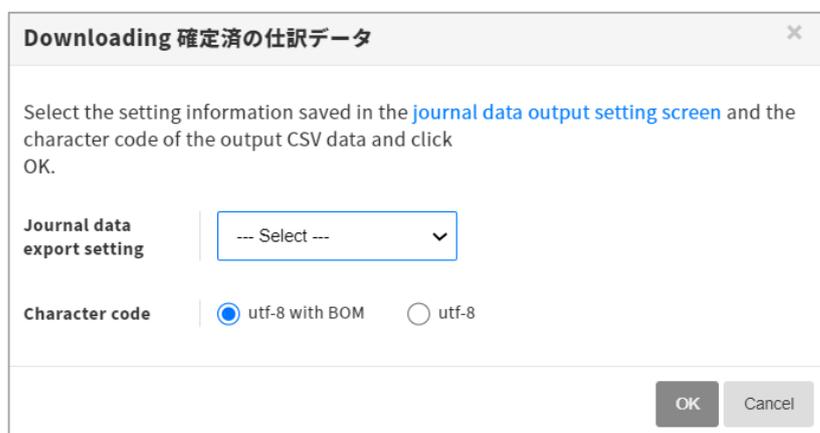
The finalized journal (payment) information can be exported. Journals (payments) can be finalized by just importing the exported data according to the received items of your accounting software (Internet Banking).

*Below is a description of the journal data export procedure. Payment data can be exported via "Expense function" → "Export FB data".

- 1 On the left side menu, click "Expense function" → "Finalize journals"
- 2 Click on the button at the top of the screen



- 3 Select the output format set before and press "OK"



*If CSV output is configured according to the received items of your accounting software, journal processes will be completed by simply importing the exported data.

- 4 Journal data is downloaded in CSV format

	A	B	C	D	E	F	G	H	I
1	2111			2016/6/15	広告宣伝費			非課税	33333
2	2111			2016/6/30	旅費交通費			課仕入	22222

Creation of journals/FB data

? About journal data

Journal information that can be exported after the journal is finalized. There are two types: "Appropriations journal", created when the application is finally approved, and "Payment journal", created when the payment is finalized.

Appropriations journal

Appropriation journals are journals which are created when expenses are incurred. In JOBCAN Expense, they are generated from information included in "Breakdown" and "Account item" at the time of application.

	Debtor	Creditor
Account item	Account item, account subitem and tax category selected in "Breakdown" when applying	Account item, account subitem, tax category, group and project configured as account payable in Account Items
Account subitem		
Tax category		
Group		
Project	Group/project selected when applying	
Amount	Amount entered at the time of application	
Journal date	Date of use entered when applying (Appropriation date)	
Summary	Application date (Customizable from Summary)	

Payment journal

Payment journals are created when a payment is made, with information in "Account item" and the transfer source/payment date selected when the payment is finalized.

	Debtor	Creditor
Account item	Account item, account subitem, tax category, group and project configured as account payable in Account Items.	Account items, account subitems, tax category, group and project configured as transfer source at the time of payment confirmation
Account subitem		
Tax category		
Group	Blank	
Project	Blank	
Amount	Amount entered at the time of application	
Journal date	Payment date entered at the time of payment finalization	
Summary	Application date (Customizable from Summary)	

? About FB data

Payment information that can be exported after finalizing payments. By importing the information to your Internet Banking, it is possible to process multiple payments at once.

FB data

FB data gathers "who", "to whom", "when" and "how much" to pay.

	Employee	Business partner
Who	Account information set as "transfer source" at the time of payment finalization	
To whom	Account information for users who applied for expense settlement	Account information of business partner for payment requests
When	Payment dated entered when finalizing payment	
How much	Amount entered at the time of application	

*Other settings specific to each financial institution can be configured in the FB data export settings.

Items to be set prior to operation (Basic information settings)

- **User registration**
Register users of JOBCAN Expense.
- **Route registration**
Register approval routes to be applied to application forms.
- **Form registration**
Set application form items to be submitted by users.

? About users

JOBCAN Expense users. It is possible to set permissions (normal user, administrator, etc.) and link to groups and positions.

- 1 On the left menu, click "Administrator function" → "Basic information setting" → "User"
- 2 Register users through the desired method.

User list

Registered user list. You can register new user from the button below.

To integrate user information from Google Workspace (former G Suite), click [here](#).

Buttons: Register new user, Invite new user, Show stopped user, User import, Download CSV

Staff code	Name Email address	Post rank	Authority	Group	Q
All	All	All	All authority	All	x

User invitation

Send invitation mail to users who wish to register. Users who have received an invitation mail will register their name and password.

User registration

Individually register user information.

Batch registration

Register groups of users in CSV files.

*It is also possible to link user information via G Suite (formerly Google Apps).

? About routes

Approval routes that can be utilized for each application form. The number of approval steps can be increased freely, and approvers of steps can be flexibly configured.

- 1 On the left menu, click "Administrator function" → "Basic information setting" → "Route"
- 2 Register routes to be used for application forms

Step setting

Add step to approval step using the '+' button

1
Step name (required) step1

Select user Select group/position ⓘ Select top group/position ⓘ Select when making request ⓘ

Requester

Approver (required)
Select user that will be the approver for this step

All required approvals
 Excluding the applicant themselves

+ -

The number of steps can be increased/decreased with + - .
Approvers can be specified through one of these 4 methods.

(1) Specify user

Utilize this option when the approver is a specific user.
(Multiple approvers can be set).

(2) Specify group/position

Use this option when the approver differs depending on the applicant's department, or to designate approvers by position, etc.

(3) Specify a higher level group/position

In case of groups having different levels, this option allows to specify approvers of groups belonging to higher levels.

(4) Specify when applying

Use this option when the approver is not strictly specified and you want the applicant to specify it at the time of application.

? About forms

Configure application forms for users to submit. The items on the forms can be freely customized. It is also possible to configure settings like route branching and numbering method.

1 Click "Administrator function" → "Basic information setting" → "Form"

2 Enter the form name and select the route to assign to the application form

In form format, select "Expense settlement" to create an application form for reimbursement, or "Payment request" to create an application form to request payment from a business partner.

3 Configure expense specifics and customizable items

Breakdown (required)	Date of use (required)	Amount (required)	Content (required)	Group	Project	
Select a breakdown	Input the date	Enter the Amount	Input contents	Select a group	Select a project	[edit] [add] [remove]
Select a breakdown	Input the date	Enter the Amount	Input contents	Select a group	Select a project	[edit] [add] [remove]
Select a breakdown	Input the date	Enter the Amount	Input contents	Select a group	Select a project	[edit] [add] [remove]

Subtotal: Yen

Customizable items

Add necessary item in request document

4 Configure the detailed settings if necessary

With the advanced configuration, it is possible to configure useful settings for JOBCAN Expense, such as form classification, route branching, and numbering method.

Item	Description	Usage	Display image
Single-line text	A text box that does not allow line breaks	Entering the name of the item to purchase without line breaks	<input type="text" value="Please enter"/>
Multiple-line text	A text box that allows line breaks	Having the application details filled in	<input type="text" value="Please enter"/>
Number input	An input field where only numbers can be entered	Having only numbers entered, such as value or amount	<input type="text" value="Enter the number"/>
Date selection	A field to enter dates	Having specific dates displayed, like purchase date or business trip date	<input type="text" value="yyyy/mm/dd"/>
Select month	Field to enter the month	Display months specified, such as month of contract or month of allocation	<input type="text" value="Select year"/> <input type="text" value="Select month"/>
Radio button	Make staff choose only one of the options	Making users select only one option from a small number of choices	<input checked="" type="radio"/> A <input type="radio"/> B
Pulldown menu	Make users select only one option in a drop-down list	Making users select only one option out of many	<input type="text" value="Select"/>
Checkbox	Offers multiple choices for the options	Having users select more than one option	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C
Request selection	Item that allows to select previously submitted applications	Making users select related applications	<input type="text" value="Search applications"/> <input type="button" value="x"/>
User selection	Item that allows to select registered users	Permitting the selection of the user related to the application	<input type="text" value="Search user"/> <input type="button" value="x"/>
Select a group	Item that enables selection of registered groups	Letting users select groups related to the application	<input type="text" value="Search groups"/> <input type="button" value="x"/>
Select a project	This item allows selection of registered projects	Letting users select projects related to the application	<input type="text" value="Search projects"/> <input type="button" value="x"/>
Generic master data selection	Allows selection from generic master information	Enabling selection from the company's own master data, such as the list of leased PCs	<input type="text" value="Search master data"/> <input type="button" value="Search"/> <input type="button" value="Clear"/>
Attachment selection	Files can be attached	Enabling attachment of several file types and setting of random item names	<input type="button" value="Select file"/>
Headline	Option to set headings	Permitting the addition of a headline to the title	You can specify a headline. <input type="text"/>
Explanation	Configure descriptions	Cases when an application information is to be shared with the applicant	There is the possibility to include an explanation. *This field that can not be entered by the user at the time of application.
Calculation	Set up a detailed table with 1 to 10 columns	In cases of abundant data to be entered when applying, such as lists of purchased goods	Calculation <input type="text" value="10"/> × <input type="text" value="20"/> *This field that can not be entered by the user at the time of application.

Items to be set prior to operation (Expense settlement settings)

- **Account item registration**

Register account items to be used for expense settlement or payments to business partners.

- **Tax category registration**

Register tax categories to differentiate taxable from non taxable transactions.

- **Breakdown registration**

Register breakdowns to be selected when applying for expense settlements and payment requests.

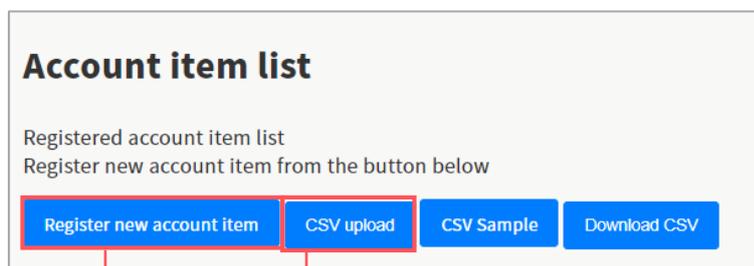
- **Account items and others**

Configure account items to be automatically reflected in journals where accounts payable is used.

? About account items

Register account items to be used for expense settlement and payments to business partners. (E.g., travel or social expenses). Via linkage to breakdowns and accounts payable, it is possible to automatically create journal data.

- 1 On the left side menu, click "Administrator function" → "Expense information setting" → "Account item"
- 2 Register account items through the desired method



Batch registration

Register account items in bulk via CSV data.

Individual registration

Register account item information individually.

Account item name (required)
Input account item name for account item code

Account item code (required)
Input account item code used in your accounting software

If you register account item names and codes previously registered in your accounting software, you will be able to complete journal procedures by just importing the journal data exported through JOBCAN Expense into your accounting software.

? About tax categories

Classify transactions depending on whether they are taxable or not. (E.g., taxable purchases, tax exemption) Automatically create journal data by linking to breakdown and unpaid items.

- 1 On the left side menu, click "Administrator function" → "Expense information setting" → "Tax category"
- 2 Register tax categories through your preferred method

Tax category list

Registered tax category list
By tying to breakdown or account payable setting, tax will be automatically calculated when creating journal data
Register new tax category from the button below

[Register new tax category](#) [CSV upload](#) [CSV Sample](#) [Download CSV](#)

Batch registration

Register tax categories in bulk via CSV.

Individual registration

Register tax category information individually.

Tax category name (required)
Input tax category name (required)
Input tax category name for the tax category code

Tax category code (required)
Input tax category code (required)
Input tax category, such as those in your accounting software

Tax calculation
 Do not calculate tax (not applicable) Use standard tax rate (Inclusive tax) Use reduced tax rate (tax-inclusive)
Standard tax: After Oct 1, 2019, consumption tax is 10% (before Sep 30, 2019 is 8%)
Reduced tax rate: Use 8% tax rate for all date

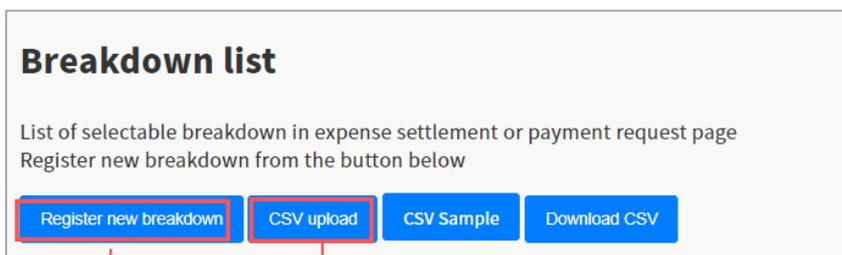
[Save](#)

If you register tax names and codes previously registered in your accounting software, you will be able to complete journal procedures by just importing the journal data exported through JOBCAN Expense into your accounting software.

? About breakdowns

Register breakdowns that can be selected at the time of application. Journal data can be automatically created from the account items linked to the requested breakdown.

- 1 On the left side menu, click "Administrator function" → "Expense information setting" → "Breakdown"
- 2 Register breakdowns through your preferred method



Batch registration

Register breakdowns in bulk via CSV.

Individual registration

Register breakdown information individually.

Name of breakdown to be displayed at the time of application.

*The applicant will indirectly select the account item by choosing the breakdown. In order for the applicant to select the appropriate account item, setting an easily understandable name for the breakdown is recommended.

Account items, subitems, and tax categories linked to the breakdown selected at the time of application. The journal data will be created from those.

? About account items and others

Configure the account items to be displayed in the journals including accounts payable and deposits. Ex.: Creditor of the appropriation journal and debtor of the payment journal reflect the account items linked to "Accounts payable".

- 1 On the left side menu, click "Administrator function" → "Expense information setting" → "Account items of account payable and others"
- 2 Select and save account item and tax category information

You can select from accounts payable, suspense payments, deposits and transfer fees. In order to export journal data, make sure you register accounts payable.

Configure the accounts to be automatically displayed in journals including accounts payable, etc.

Configure group and project information to be automatically displayed in journals including accounts payable, etc.

Useful settings (Basic information setting)

- **Group registration**
Register groups (departments) users belong to.
- **Project registration**
Link projects to application information.
- **Form category registration**
Categorize and manage forms.
- **Position registration**
Specify approvers for route setting according to their job position.
- **Generic master settings**
Select registered master information at the time of application

? About groups

By registering groups (departments), it is possible to set the group to which users belong, and link it to application information.

1 On the left side menu, click "Administrator function" → "Basic information setting" → "Group"

2 Enter group information and save

The screenshot shows a form titled "General Information" with the following fields and instructions:

- Group name** (Required): Input field containing "Human resources".
- group code**: Input field containing "Input group code (optional)". Below it, the instruction reads: "Enter a group code, such as a branch number or department code, to identify the group".
- Accounting group code**: Input field containing "Input accounting group code (optional)". Below it, the instruction reads: "Please enter a code to identify the group for accounting purposes. You can set the same code for multiple groups."
- Explanation**: Input field containing "Enter a description of the group (optional)".
- Main group**: A dropdown menu with "Select group" and a close icon. Below it, the instruction reads: "If you manage groups in a hierarchical way, please set up a group that is the 'parent (main group)' of this group".

A green "Save" button is located at the bottom right of the form.

*CSV batch registration is possible as well

3 Link registered groups to users

User information is updatable in "Basic information setting" → "User".

The screenshot shows a user interface for selecting a group. It features a label "Group" on the left. To its right is a search input field containing "Donettes" with a close icon. Next to the input field are two buttons: "Search" and "Clear". Below the input field, the instruction reads: "Please set group that this user belongs to. Multiple setting is possible."

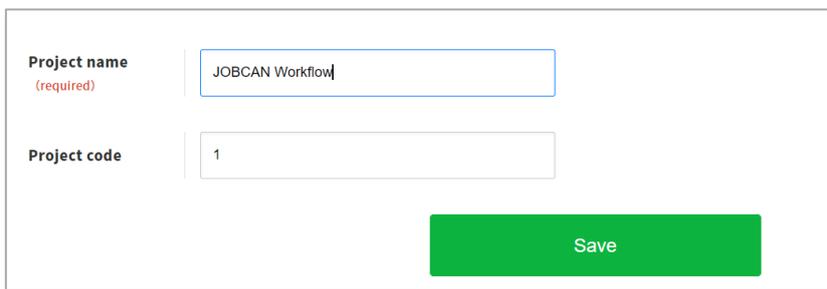
*Multiple groups can be linked

? About projects

By registering a project, it can be linked to application data. If there is no need to manage projects, registration becomes unnecessary.

1 On the left side menu, click "Administrator function" → "Basic information setting" → "Project"

2 Enter project information and save



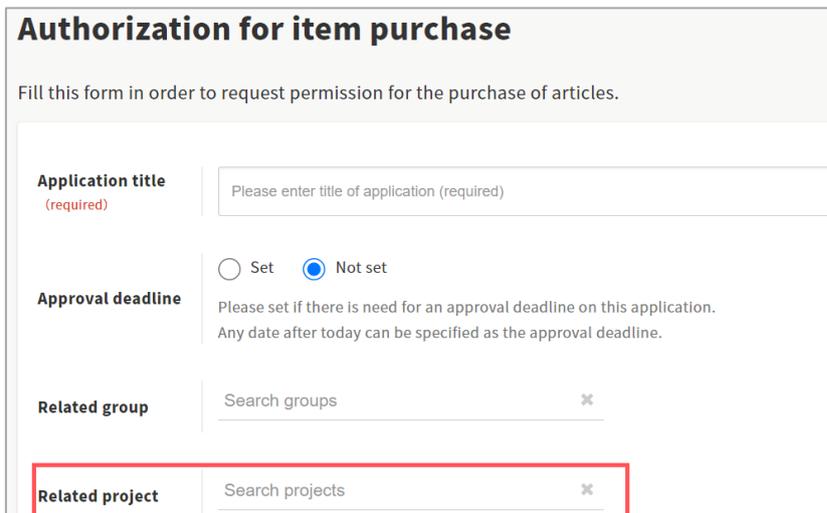
Project name (required)

Project code

Save

*CSV batch registration is possible as well

3 Registered projects can be linked to applications



Authorization for item purchase

Fill this form in order to request permission for the purchase of articles.

Application title (required)

Approval deadline Set Not set
Please set if there is need for an approval deadline on this application.
Any date after today can be specified as the approval deadline.

Related group x

Related project x

*Related groups and projects can be hidden or require input through the detail settings: "Basic information settings" → "Form"

? About form categories

Allows to categorize and manage forms. In case numerous forms are registered, managing them according to their category will make it easier for applicants to find their applications.

1 On the left side menu, click "Administrator function" → "Basic information setting" → "Form categories"

2 Enter and save form category information

Form type name (required) Conference minutes

Form type code 2419

Parent form type Select form type ×

If you are managing form types by layers, Please set 'parent' type for this form type

Save

*CSV batch registration is another possibility

3 Link registered form categories to forms

Allows linking to form categories through the detailed settings in "Basic information setting" → "Form"

Detail setting

You can set more form details

Form categories Select form type (Optional) Search Clear

*Multiple form categories can be linked

4 Enable search by form category on the application form selection screen

? About positions

By registering a position, the said position is assigned to the user. When configuring routes, there will be the option to specify approvers by their position.

1 On the left side menu, click "Administrator function" → "Basic information setting" → "Post rank"

2 Enter position information and save

3 Link registered positions to users

Register and modify user data in "Basic information setting" → "User".

4 Specify approvers by position at route configuration

Register and update route data in "Basic information setting" → "Route".

? About generic master information

Configure the company's master data. When configuring "Generic master settings" as a form item, it is possible to select the registered master information when applying.

1 On the left side menu, click "Administrator function" → "Basic information setting" → "Generic master settings"

2 Enter generic master information, record and save

The image shows two side-by-side screenshots of web forms. The left form is titled "Add generic master data" and contains three input fields: "Generic master data code (required)", "Generic master data name (required)", and "Explanation". The right form is titled "Add record" and contains three input fields: "Code (required)", "record name (required)", and "Content".

3 Add "Generic master data selection" to form items

Register and update form data in "Basic information setting" → "Form".

The image shows a screenshot of a web form titled "Item setting". It features a search bar with the text "Leased PCs" and a "Search master data" label. There are "Search" and "Clear" buttons to the right of the search bar.

4 Enable the selection of registered generic master records when applying

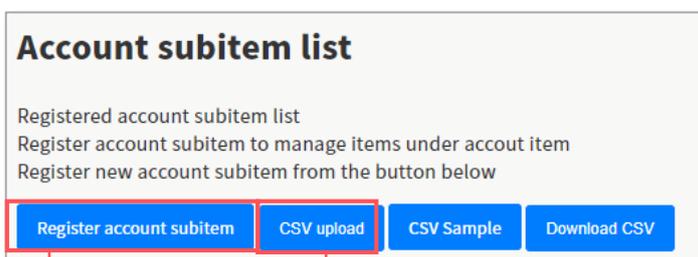
Useful settings (Expense settlement setting)

- **Account subitem**
Enables managing of items included in account items separately.
- **Transfer source**
Register the transfer source information for transfer to employees and business partners.
- **Payment method**
Register payment methods to be displayed on the Expense application screen.
- **Summary settings**
Contents can be configured to be exported to "Summary" when creating journal data.
- **CSV export settings**
Configure export items for journal data.
- **FB data export setting**
Configure export items for FB data.
- **Allowance settings**
Register the information to be selected in the allowance details.
- **Exchange rate**
Register exchange rates.

? About account subitems

By registering account subitems, items can be managed separately within the account items. It is possible to automatically create journal data by linking it with journal data and accounts payable.

- 1 On the left side menu, click "Administrator function" → "Expense information setting" → "Account subitem"
- 2 Register account subitems through the desired method



Batch registration

Register account subitems in bulk via CSV data.

Individual registration

Register account subitem information individually.

Account item (required): 旅費交通費 (テスト) ✕
Select account item to be tied to account subitem

Account subitem name (required): Transportation expenses
Input account subitem name for the account subitem code

Account subitem code (required): 0003
Input account subitem code used in your accounting software

Save

If you register account item names and codes previously registered in your accounting software, you will be able to complete journal procedures by just importing the journal data exported through JOBCAN Expense into your accounting software.

? About transfer sources

Register transfer source information to be used for transfers to employees and business partners. By setting account items and account information, it is possible to automatically create journal entries and FB data.

- 1 On the left side menu, click "Administrator function" → "Expense information setting" → "Transfer source"
- 2 Enter account and account information for the transfer source, and save

The screenshot shows a web form for registering transfer source information. It is divided into two main sections: 'Account item information' and 'Transfer source account information'.
Account item information: This section contains several dropdown menus for selection, each with a red 'x' icon indicating a required field. The fields are: 'Account item (required)', 'account subitem', 'Tax category (required)', 'Group', and 'Project'. Below each dropdown is a brief instruction on how to use the selection.
Transfer source account information: This section contains input fields for bank and branch details. It includes a 'Select bank code' button, followed by input fields for 'Bank code (required)', 'Bank name (optional)', and 'Input bank name (optional)'. Below this, there are similar fields for 'Branch code (required)', 'Branch name (optional)', and 'Input branch name (optional)'. At the bottom, there are radio buttons for 'Savings account' (selected) and 'Checking account', along with input fields for 'Input account number (required)' and 'Input account name (required)'.

Displayed in the payment journal's creditor

Displayed in FB data

- 3 Select registered transfer sources on the payment finalization screen

The screenshot shows a dropdown menu for 'Transfer source (Required)'. The selected option is '社員支払用 (テスト)'. Below the dropdown, there is a list of options: '--- Select transfer source ---' and '社員支払用 (テスト)'. The '社員支払用 (テスト)' option is highlighted in blue.

? About payment methods

Set the payment method to be displayed aside from the default "advanced payment" in the Expense application screen. Applies to methods like "corporation card" that do not need to be paid by the employee or bank transfer.

**If you apply with a registered payment method, payment journal and FB data will not be issued*

- 1 On the left side menu, click "Administrator function" → "Expense information setting" → "Payment method"
- 2 Configure the payment method name and the account item information linked to that payment method, and save

The screenshot shows a form with the following fields and values:

- Payment Method (required):** Bank transfer
- Account item (required):** 未払金 (テスト)
- account subitem:** Select account subitem
- Tax category (required):** 課税仕入 (テスト)

A green 'Save' button is located at the bottom right of the form.

In case of an application through that payment method, the configured account item information will be displayed in the payment journal's creditor

- 3 Enable selection of a registered payment method on the Expense application screen

The screenshot shows the 'Expense specifics' screen with the following data:

Breakdown (required)	Date of use (required)	Amount (required)
交通費 (テスト)	2021/11/18	80000 Yen
		Subtotal: 80,000 Yen

Below the table, the 'Payment Method' dropdown menu is set to 'Advanced payment'.

? About summary settings

Configure content to be exported to "Summary" when creating journal data. If not configured, the application title will be displayed in the journal summary.

- 1 On the left side menu, click "Administrator function" → "Expense information setting" → "Summary"
- 2 Select journal type (appropriations or payment) and request type, then items to export as summary

Appropriations journal | Payment journal

Request type: Expense

Please select request type you'd like to add summary to
Appropriations journal will be created per each detail, so it can be set for each detail type

Click item you want to select

固定値	Input fixed value
申請ID	
(申請者の) 姓	
(申請者の) 名	
(利用日の) 月	
(利用日の) 年	
関連グループ	
関連プロジェクト	
内容	

Selected item

✖ 1. 申請タイトル
✖ 2. (利用日の) 日
✖ 3. 内訳名

*In the "Selected item" section on the right, the items will be exported to the journal summary in the order they were selected. For example, configuration is set as in the screenshot, whenever a request is made in Expense for transportation expenses, it will be automatically exported to the summary as "(Taro Tanaka) October transportation expenses".

? About journal data export settings

Configure export items of journal data. Exported journal data can be directly imported into your accounting software by adjusting it to your accounting software's compatibility.

- 1 On the left side menu, click "Administrator function" → "Expense information setting" → "Journal data export setting"
- 2 Select items to export as journal data, and save

Journal data export setting name (required)

Item setting

Selectable Items	Downloaded Items
Journal date(yyyy/mm/dd) ✓	1. Journal date(yyyy/mm/dd) <input type="text" value="仕訳日"/>
Date of application(yyyy/mm/dd) ✓	2. Date of application(yyyy/mm/dd) <input type="text" value="申請日"/>
Journal date(yyyymmdd)	3. Summary <input type="text" value="摘要"/>
Date of application(yyyymmdd)	4. Request ID <input type="text" value="申請ID"/>
Summary ✓	5. business partner code <input type="text" value="取引先コード"/>
Request ID ✓	6. business partner name <input type="text" value="取引先名"/>
Details line number	7. Staff code <input type="text" value="スタッフコード"/>
business partner code ✓	8. Debit:Account item code <input type="text" value="借方:勘定科目コード"/>
business partner name ✓	

*Journal data will be exported according to the selection order of "Selectable items".

*Accounting software templates are samples. Kindly check the manual for your accounting software before implementing the appropriate configuration.

- 3 Enable selection of registered export settings when exporting journal data

Downloading 確定済の仕訳データ

Select the setting information saved in the [journal data output setting screen](#) and the character code of the output CSV data and click OK.

Journal data export setting

Character code utf-8 with BOM utf-8

OK Cancel

? About FB data export settings

Configure export items for FB data, which can be imported directly to Internet Banking by adjusting the data's format to a format compatible with your Internet Banking.

1 On the left side menu, click "Administrator function" → "Expense information setting" → "Firm-Banking data export setting"

2 Select FB data export settings and save

Firm-Banking Export Setting
Name (required) テスト銀行 (テスト)

General Information Header record Data record

Line code CR+LF CR LF No

End-of-file No Line code

General information, header record, and data record need to be configured.

Settings vary from one financial institution to another. If you are unsure about the configuration details, kindly contact your financial institution.

3 Enable selection of registered export configuration when exporting FB data

Firm-Banking data download

Download checked payment confirmation data as Firm-Banking data

Select the output setting information saved in the [FB data output setting screen](#) and click OK.

Firm-Banking data export setting テスト銀行 (テスト) ▼

total Firm-Banking data setting Sum up amount for the same receiptant

OK Cancel

? About allowance settings

This item is used for expense settlement of fixed amounts, such as daily allowance and lodging allowance for business trips. By registering allowances, allowance details can be used for applications.

1 On the left side menu, click "Administrator function" → "Expense information setting" → "Allowance"

2 Select allowance type name and breakdown to link with each allowance type

The account information set for the breakdown linked to the allowance type selected when applying will be automatically displayed in the journal data.

3 Register allowance information into previously registered allowance categories

Allowance name	Explanation	Breakdown
出展手当 (テスト)	出展時に発生する手当	交通費 (テスト) Allowance list

Allowance amounts can be set for each position.
(General users: __\$, executives: __\$, etc.)

4 Configure allowance specifics in the form so that registered allowances can be selected

? About exchange rates

The exchange rate is an item for settling expenses when using foreign currencies for business trips, etc. Registering exchange rates allows the use of foreign currencies-specific statements.

- 1 On the left side menu, click "Administrator function" → "Expense information setting" → "Exchange rate"
- 2 Enter currency name, rate, application start date, and then save

Kindly enter the date when the rate begins to be applied in the "Application start date" field.

- 3 When expense specifics (exchange rate) or transportation expenses (exchange rate) are set in the form, it will be possible to select registered exchange rates.

Expense specifics (Exchange rate)

Should you have any inquiry regarding settings or operation, do not hesitate to contact us.

Technical support (10:00~17:00 - excluding weekends and holidays)

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E-mail: support@wf.jobcan.jp

Chat: Available from the bottom right

Help page: Available from the top right