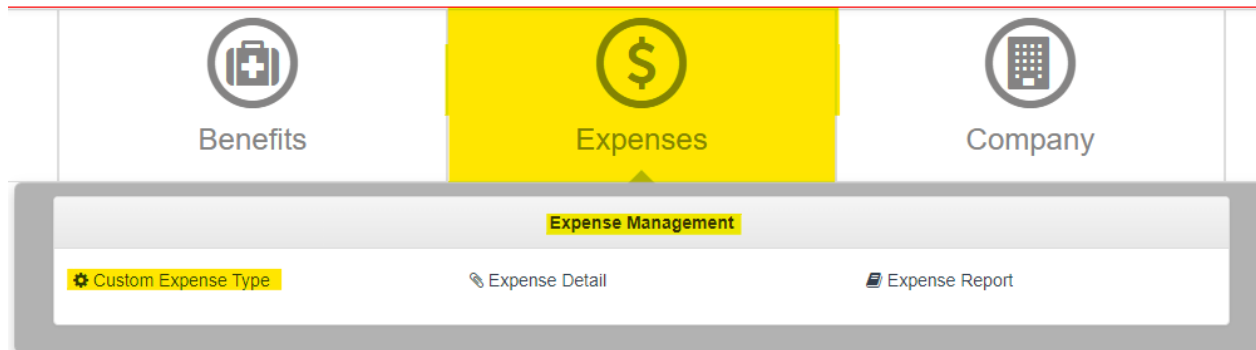


Expense Management

Custom Expense Types

From your HR Dashboard, click on Expenses and Custom Expense Type.



There are 8 expense types already created for your use or you can create new expense types.

Custom Expense Types

+ New		Download	filter grid...	
Actions	Code ▲	Description	Active	
	Cell	Cell Phone	No	Yes
	CMEAL	Client Meals	No	Yes
	JFAIR	Job Fair	No	Yes
	LANDSP	Landscape Supplies	No	Yes
	MLG	Mileage	No	Yes
	OFFSP	Office Supplies	No	Yes
	TRVL	Travel Lodging	No	Yes
	TRVM	Travel Meals	No	Yes
◀ ▶ 1		Page: 1 of 1 Go Page size: 8 Change		

If there are any prebuilt expense types that you don't want to use, you can make them inactive or you can delete them by clicking on the trashcan. To make them inactive open the expense type and click on No under Type Status Active.

.....

Edit Expense Detail:

Standard Mileage follows Federal rate. It can be edited under Expense Detail:

Expense Detail: NEW RECORD

Employee

Company

Ginger's Pet care (GMPC)

Employee

Moore, Lorene (1)

Transaction Date

Expense Date

07/27/2022

Linked To Report

Please Choose (represents BLANK)

Details

Type of Expense

Expense Type

MLG - Mileage

Description

Description

Vendor

Vendor

Mileage

Total Miles

Total Miles

Mileage Rate

\$ 0.6250

Standard Mileage Rate \$0.625

Amount

Total Expense Amount

\$ Expense Amount

Billable To Client

No

Yes



Custom Expense Type: OFFSP

Company

Company

Ginger's Pet care (GMPC)

Type Info

Code

OFFSP

Description

Office Supplies

Mileage Expense Type

No

Yes

Standard Mileage Rate \$0.585

Deduction Code

Deduction Code

Type Status

Active

No

Yes

Priority

Priority

If the expense type includes Mileage, the employee will have the chance to enter the appropriate mileage rate according to your company's policy when they submit an expense.

Submitting Expenses

To submit an expense, the employee will go to My HR/My Expenses/My Expense Details.

My Expenses

My Expense Details

My Expense Reports

Click on New.

Expense Details \$

 New



 Download

Complete the required information.

 Save Changes

 Save & Next Record 

 Prev Record

Expense Detail: Date: 6/1/2022 Expense: TRVM - Meal for Corp. meeting trip to Lincoln, IL.

Employee

Company

 Ginger's Pet Care (GMPC)

Employee

 Gee, Tallula (225)

Transaction Date

Expense Date

06/01/2022 

Linked To Report

Please Choose (represents BLANK) 

Details

Type of Expense

Expense Type

TRVM - Travel Meals 

Description

Meal for Corp. meeting trip to Lincoln, IL. 

Vendor

French's Deli

Amount

Total Expense Amount

\$ 12.15

Billable To Client

No

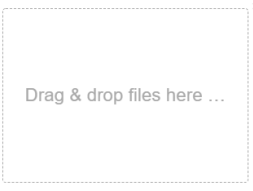
Yes

Upload receipts by browsing or dragging and dropping the receipt and then click on I'm done entering my receipts.

 Upload Receipts 

Receipts/Documents

Browse or Drag/Drop Receipts

 Drag & drop files here ...  Browse ...

Temporarily Uploaded Receipts

Filename	Size (KB)
These are my Test Expenses.docx	18

 I'm done entering my receipts

Click on Save Changes

Expense Detail: Date: 6/1/2022 Expense: TRVM - Meal for Corp. meeting trip to Lincoln, IL.

 Save Changes

 Save & Next Record 

An email will be sent to the employee's supervisor to let them know that they have a Pending Expense Report to approve.

 no-reply@integrity-data.com
To: JDoe@idhrptest.com; klynn@idhrptest.com

Ginger's Pet Care

New Expense Report for: Gee, Tallula

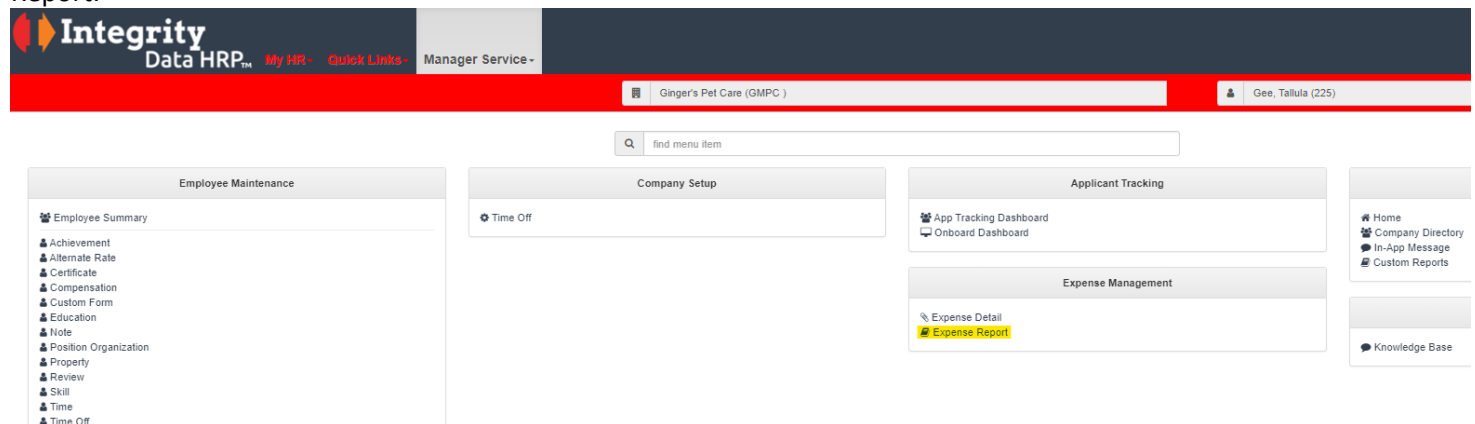
Info: Tallula Gee's Expenses - Expenses for Tallula Gee.

Start Date: 6/1/2022

End Date: 6/30/2022

Approving Expenses

The supervisor will lock in on the employee and click on the drop-down arrow on Manager Services and click on Expense Report.



The submitted expense will show on the screen as Pending.

Expense Reports \$

filter grid...						
Actions	Start Date	End Date	Report Name	Description	Status	Amount
	06/01/2022	06/30/2022	Tallula Gee's Expenses	Expenses for Tallula Gee.	Pending	0.00

Page: 1 of 1 Go Page size: 1 Change

To review and approve or deny the expense the supervisor will open it by clicking on it. The supervisor can add notes and change the Status to Approved or Denied.

[Save Changes](#)[Save & Next Record](#)[Prev Record](#)[Next](#)

Expense Report: Dates: 6/1/2022 - 6/30/2022 Report: Tallula Gee's Expenses - Expenses for Tallula Gee.

Employee Company Ginger's Pet Care (GMPC) Employee Gee, Tallula (225)	Details Report Name Tallula Gee's Expenses Description Expenses for Tallula Gee. Start Date 06/01/2022 End Date 06/30/2022 Status Approved - Approved by Manager/Admin ✓	Bill To Bill To Client Bill To Client PO Number PO Number Project Project
Notes I approve of this expense		

You can review the receipts by clicking on Download under Expense Detail Receipts.

Report Level Receipts Attach Receipts Already Attached	Expense Detail Receipts <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th>Download</th><th>Filename</th><th>Size (KB)</th><th>Expense</th></tr></thead><tbody><tr><td style="text-align: center;">Download</td><td>These are my Test Expenses.docx</td><td style="text-align: center;">18</td><td>06/01/2022 - Meal for Corp. meeting trip to Lincoln, IL</td></tr></tbody></table>	Download	Filename	Size (KB)	Expense	Download	These are my Test Expenses.docx	18	06/01/2022 - Meal for Corp. meeting trip to Lincoln, IL
Download	Filename	Size (KB)	Expense						
Download	These are my Test Expenses.docx	18	06/01/2022 - Meal for Corp. meeting trip to Lincoln, IL						

Link the Expense Report by selecting it and then click on Link Expense

Assign Expenses Total Expense Amount \$ 0.00 Link Expense to Report 6/1/2022 TRVM \$12.15 Link Expense	<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th>Expense Date</th><th>Type</th><th>Description</th><th>Amount</th><th>Billable</th></tr></thead><tbody></tbody></table>	Expense Date	Type	Description	Amount	Billable
Expense Date	Type	Description	Amount	Billable		

After linking the expense, the Total Expense Amount will appear in the box. You can remove the link by clicking on the trashcan.

Assign Expenses Total Expense Amount \$ 12.15 Link Expense to Report Please Choose (represents BLANK) Link Expense	<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th>Expense Date</th><th>Type</th><th>Description</th><th>Amount</th><th>Billable</th></tr></thead><tbody><tr><td>06/01/2022</td><td>TRVM</td><td>Meal for Corp. meeting trip to Lincoln, IL.</td><td style="text-align: right;">\$12.15</td><td style="text-align: center;">✕</td></tr></tbody></table>	Expense Date	Type	Description	Amount	Billable	06/01/2022	TRVM	Meal for Corp. meeting trip to Lincoln, IL.	\$12.15	✕
Expense Date	Type	Description	Amount	Billable							
06/01/2022	TRVM	Meal for Corp. meeting trip to Lincoln, IL.	\$12.15	✕							

Click on Save Changes

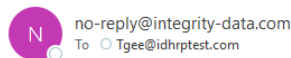
Expense Report: Dates: 6/1/2022 - 6/30/2022

[Save Changes](#)

Now the expense shows as approved with the amount
Expense Reports \$

+ New Download filter grid...						
Actions	Start Date	End Date	Report Name	Description	Status	Amount
	06/01/2022	06/30/2022	Tallula Gee's Expenses	Expenses for Tallula Gee.	Approved	12.15
Page: 1 of 1 Go Page size: 1 Change						

The employee will receive an email notifying them that their expense has been approved.



Ginger's Pet Care

Expense Report Approved For Gee, Tallula

Info: Tallula Gee's Expenses - Expenses for Tallula Gee.

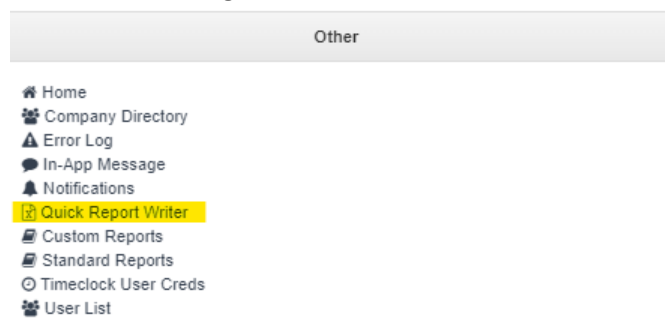
Start Date: 6/1/2022

End Date: 6/30/2022

Total Amount: \$12.15

Running Expense Reports

To run the expense report to turn in for the reimbursement for the employee, the supervisor will click on Quick Report Writer from Manager Services



Selecting Existing Shved Report if one was saved previously or select Report Concept/Expense Summary – Concept to create a new report. You have the option of adding any of the fields on the left by click on the arrow or removing any fields that are on the right by clicking on the trash can.

Setup
Choose a report concept, select fields, and assign any other options and then click to generate the report.

Choose Report (Existing OR New Concept)

Existing Saved Report: Please Choose (represents BLANK)

Report Concept: Expense Summary - CONCEPT

Unselected Fields

Field Name

Position Worker Comp Desc

Supervisor 1 Display Name

Supervisor 1 ID

Supervisor 2 Display Name

Supervisor 2 ID

Supervisor 3 Display Name

Supervisor 3 ID

Status Code

Status Desc

Org 1 Code

Org 1 Desc

Org 2 Code

Org 2 Desc

Selected Fields

Field Name

Company Name

Company Code

Display Name

Employee ID

Active

Exp Rpt Start Date

Exp Rpt End Date

Exp Rpt Name

Exp Rpt Description

Exp Rpt Total Amount

Exp Rpt Billto Client

Exp Rpt PO Nmb

Exp Rpt Project Number

Exp Rpt Status Code

Exp Rpt Status Desc

Exp Rpt Submit Date

Exp Rpt Approved Date

You have the option of changing the sort order and the direction of the sort order. Optimize CSV output for Excel. You can also use an Advanced filter to run the report for one employee. Click on Output to SCREEN to view your report before you save and run it to make sure you are receiving the data you are expecting.

Settings

Report

Company

Ginger's Pet Care (GMPC)

Include Active Employees

NO

ALL

YES

Order Report By

Display Name - (selected field)

Order Direction

Ascending (low to high)

Output

Optimize CSV output for Excel.

No

Yes

Filtering

Simple Filter

Q simple filter

Use only 1 of Simple OR Advanced

Advanced

Field 1

Employee ID - (field)

=

225

Field 2

Please Choose (represents BLANK)

=

enter value

Field 3

Please Choose (represents BLANK)

=

enter value

Field 4

Please Choose (represents BLANK)

=

enter value

Save Report Configuration

Name

Employee Expense Report

Description

Description

Save/Update Report Configuration

Delete Report Configuration

Output to SCREEN

Output to CSV

Name your report and click on Save/Update Report Configuration so you can save your report for use it in the future. Then click on Output to CSV to run your report. When your report runs, save it to your computer or network and then you can send it to the correct department for reimbursement.