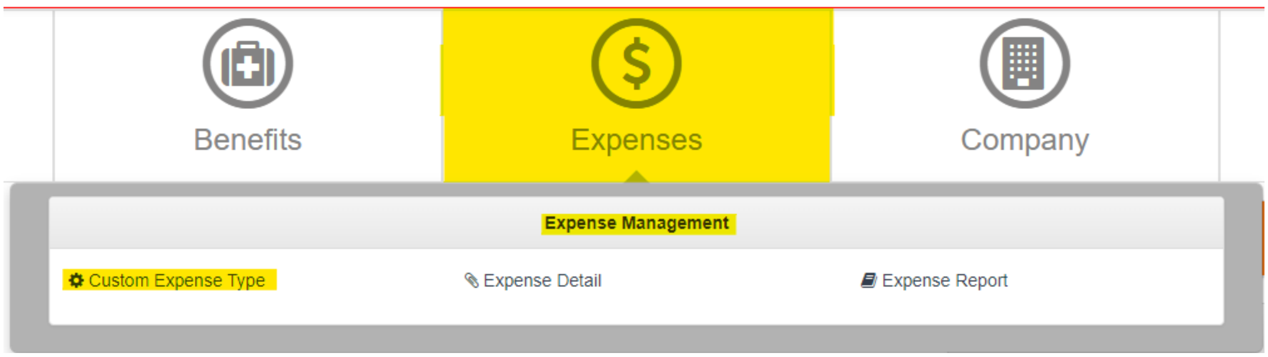
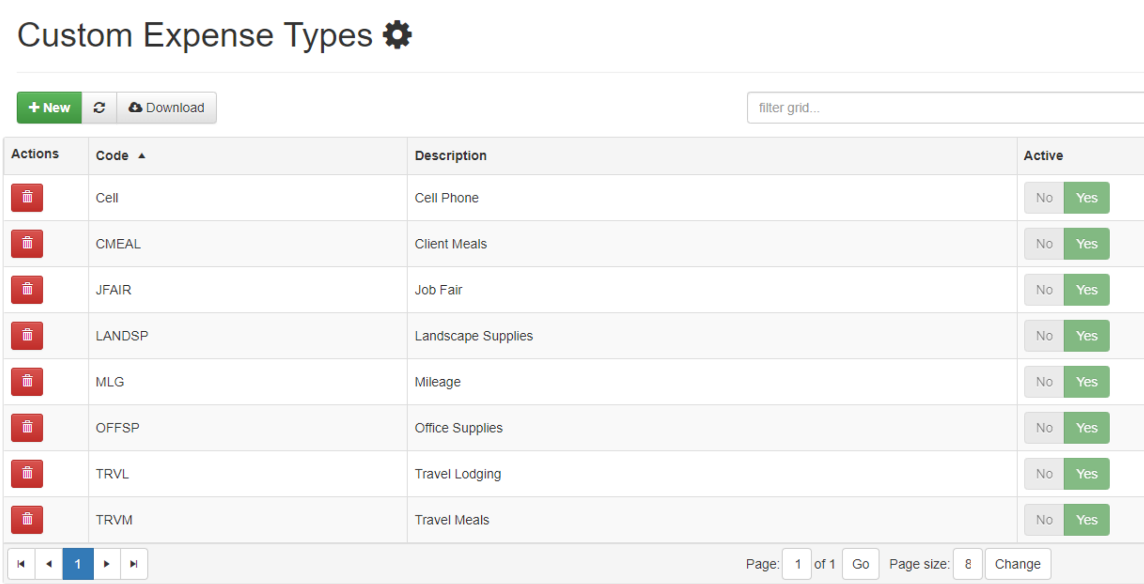
Expense Management

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...

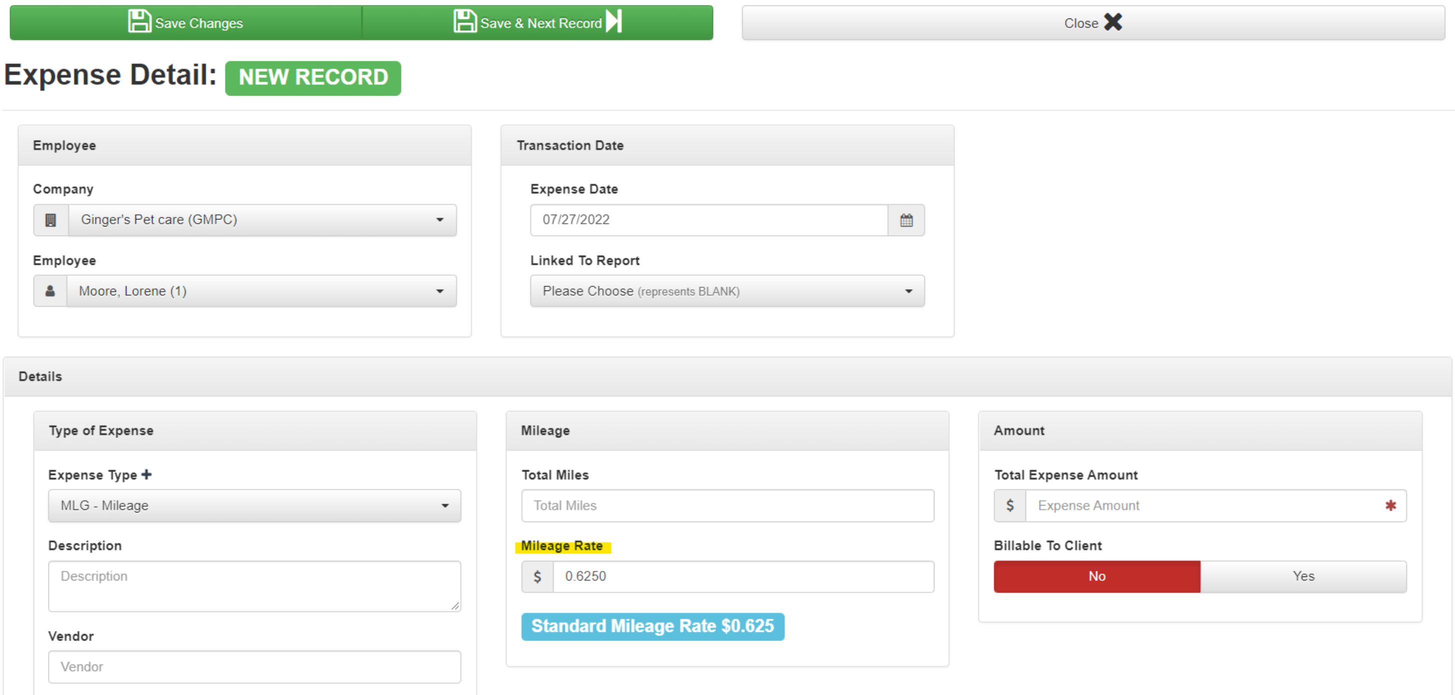
Actions	Code ▲	Description	Active
	Cell	Cell Phone	No Yes
	CMEAL	Client Meals	No Yes
	JFAIR	Job Fair	No Yes
	LANDSP	Landscape Supplies	No Yes
	MLG	Mileage	No Yes
	OFFSP	Office Supplies	No Yes
	TRVL	Travel Lodging	No Yes
	TRVM	Travel Meals	No Yes

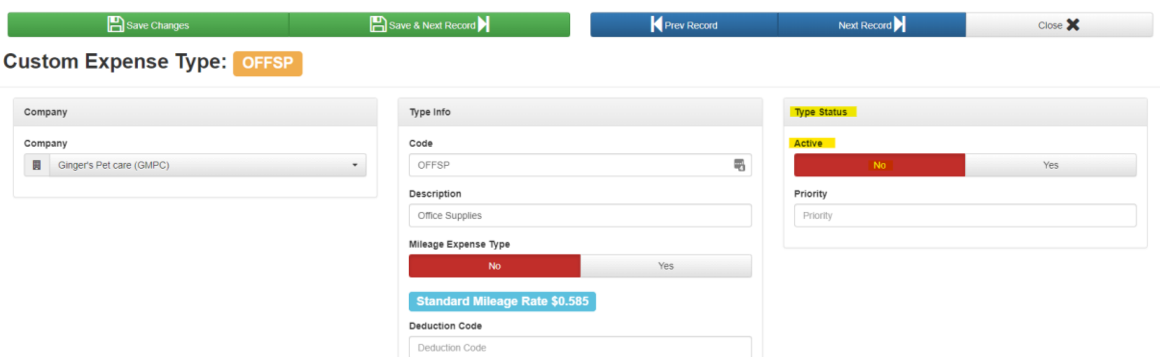
1 | Page: 1 of 1 Go | Page size: 8 Change

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:

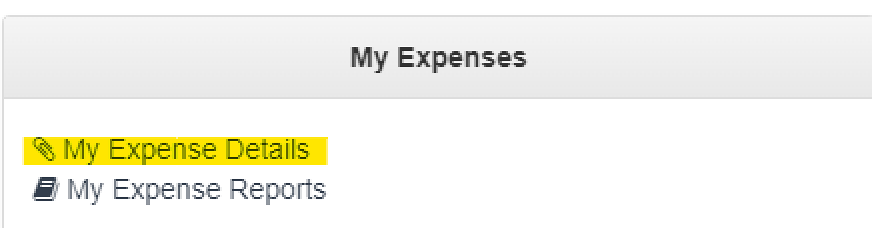




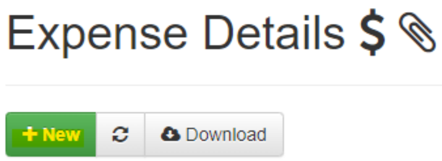
If the expense type includes Mileage, the employee will have the chance to enter the appropriate mileage rate according to your company's policy when they submit an expense.

Submitting Expenses

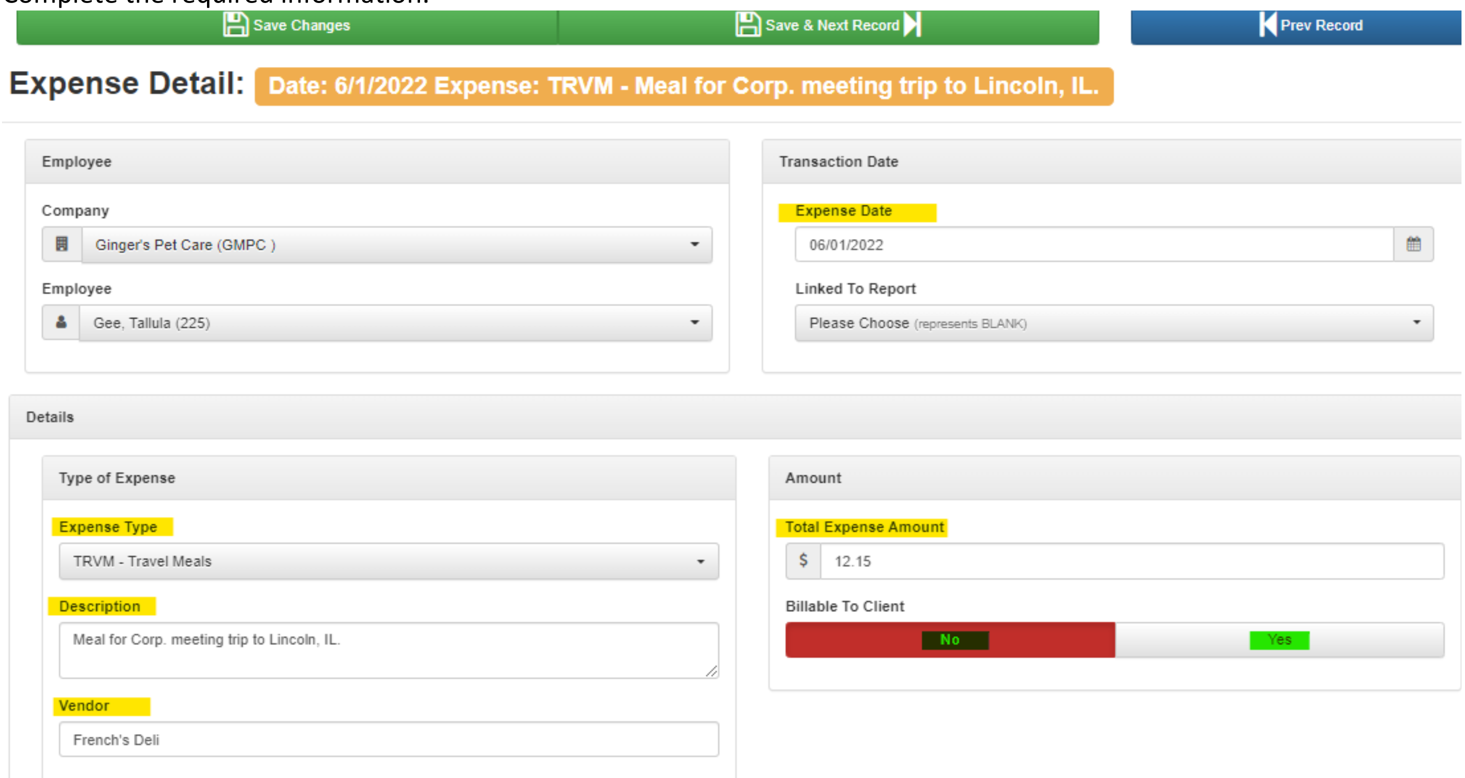
To submit an expense, the employee will go to My HR/My Expenses/My Expense Details.



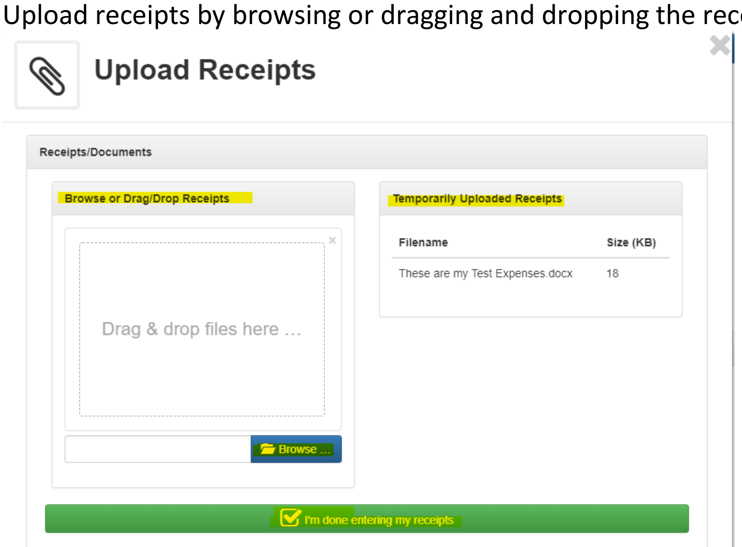
Click on New.



Complete the required information.



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



Click on Save Changes

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

Ginger's Pet Care - New Expense Report - Pending for Gee, Tallula

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

Ginger's Pet Care

New Expense Report for: Gee, Tallula

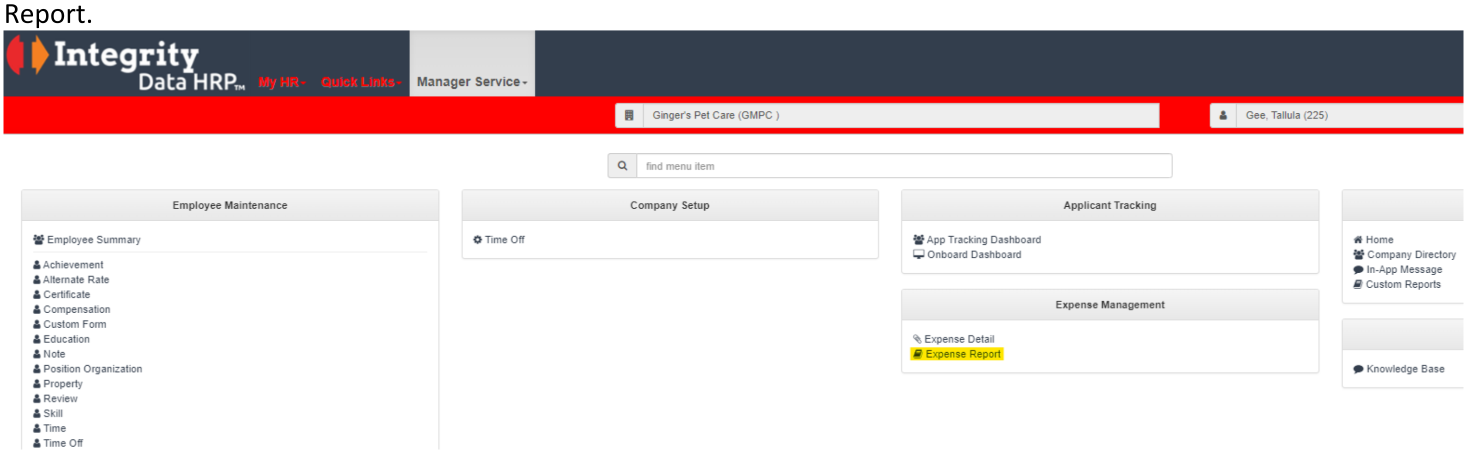
Info: Tallula Gee's Expenses - Expenses for Tallula Gee.

Start Date: 6/1/2022

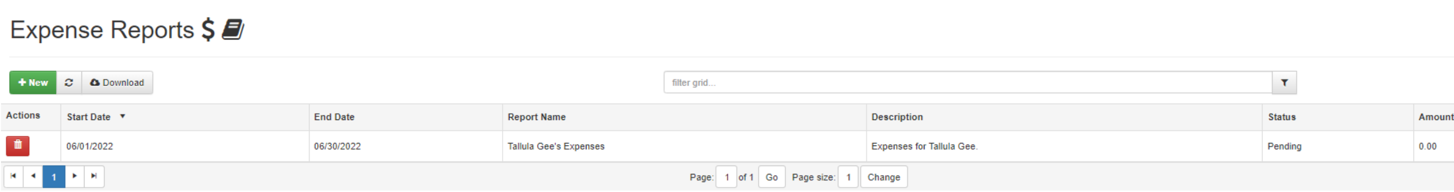
End Date: 6/30/2022

Approving Expenses

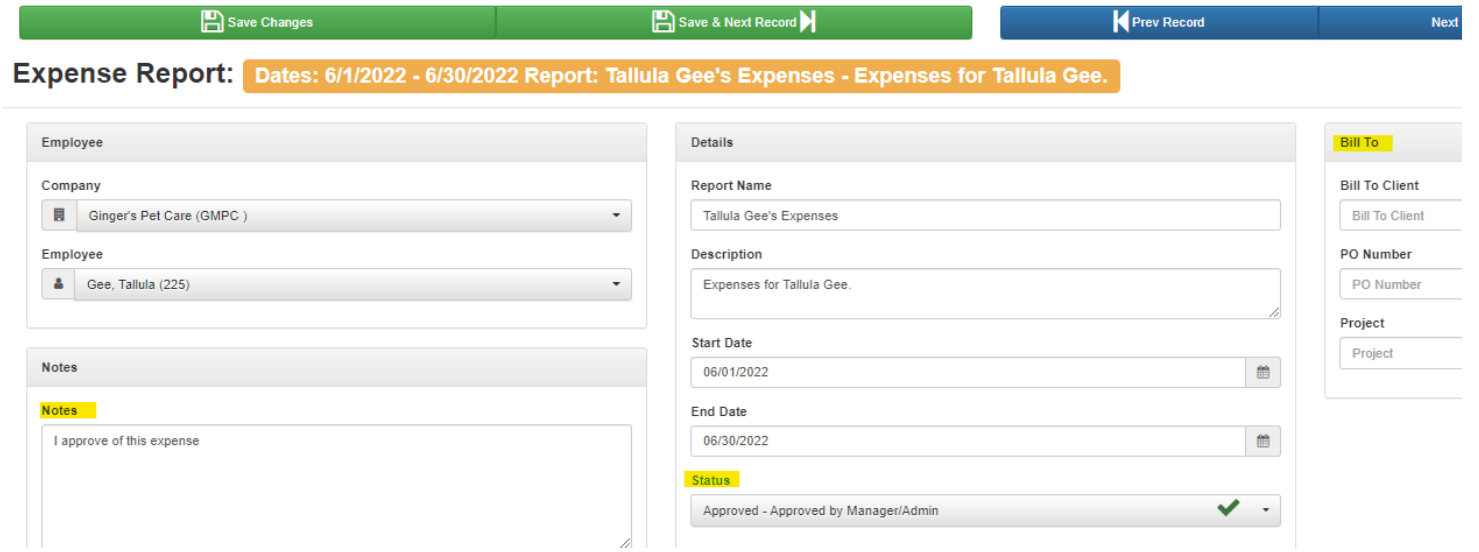
The supervisor will lock in on the employee and click on the drop-down arrow on Manager Services and click on Expense Report.



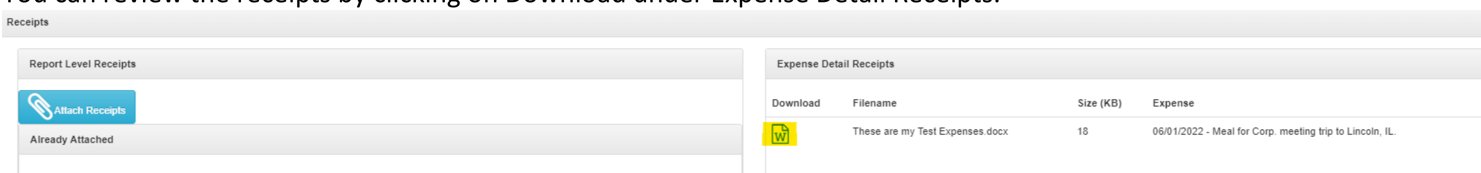
The submitted expense will show on the screen as Pending.



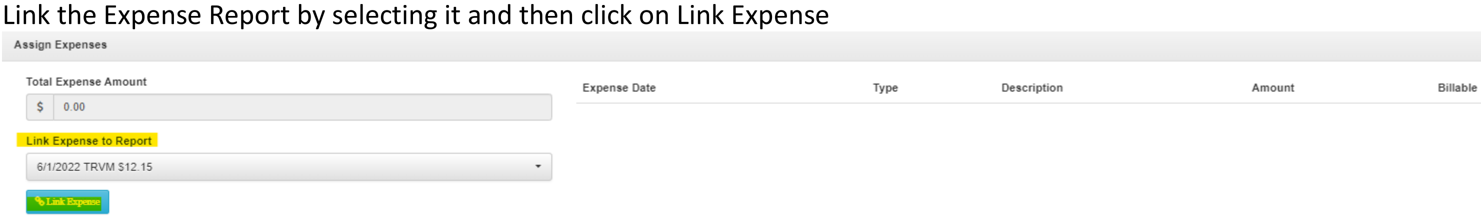
To review and approve or deny the expense the supervisor will open it by clicking on it. The supervisor can add notes and change the Status to Approved or Denied.



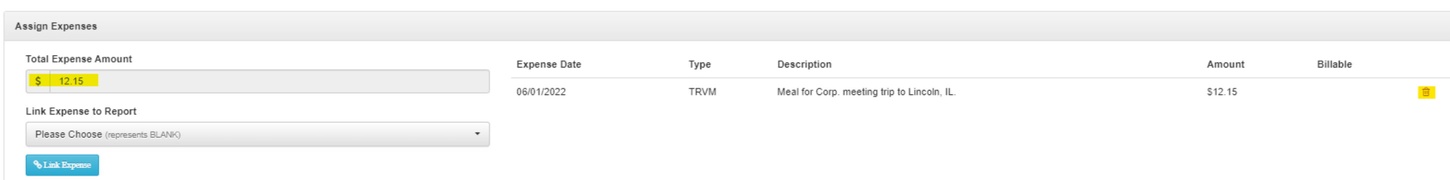
You can review the receipts by clicking on Download under Expense Detail Receipts.



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

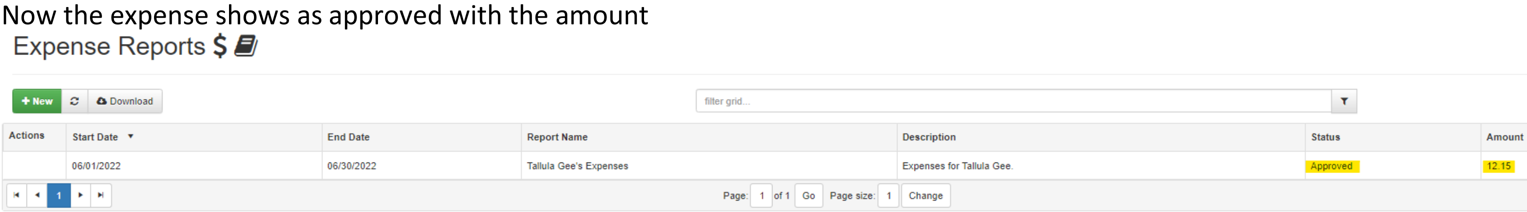


After linking the expense, the Total Expense Amount will appear in the box. You can remove the link by clicking on the trashcan.



Click on Save Changes

Now the expense shows as approved with the amount



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

Ginger's Pet Care - Expense Report Approved for Gee, Tallula

N no-reply@integrity-data.com
To Tgee@idhrptest.com

Ginger's Pet Care

Expense Report Approved For Gee, Tallula

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

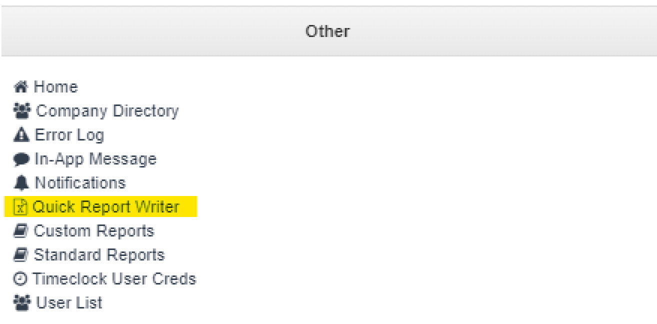
Start Date: 6/1/2022

End Date: 6/30/2022

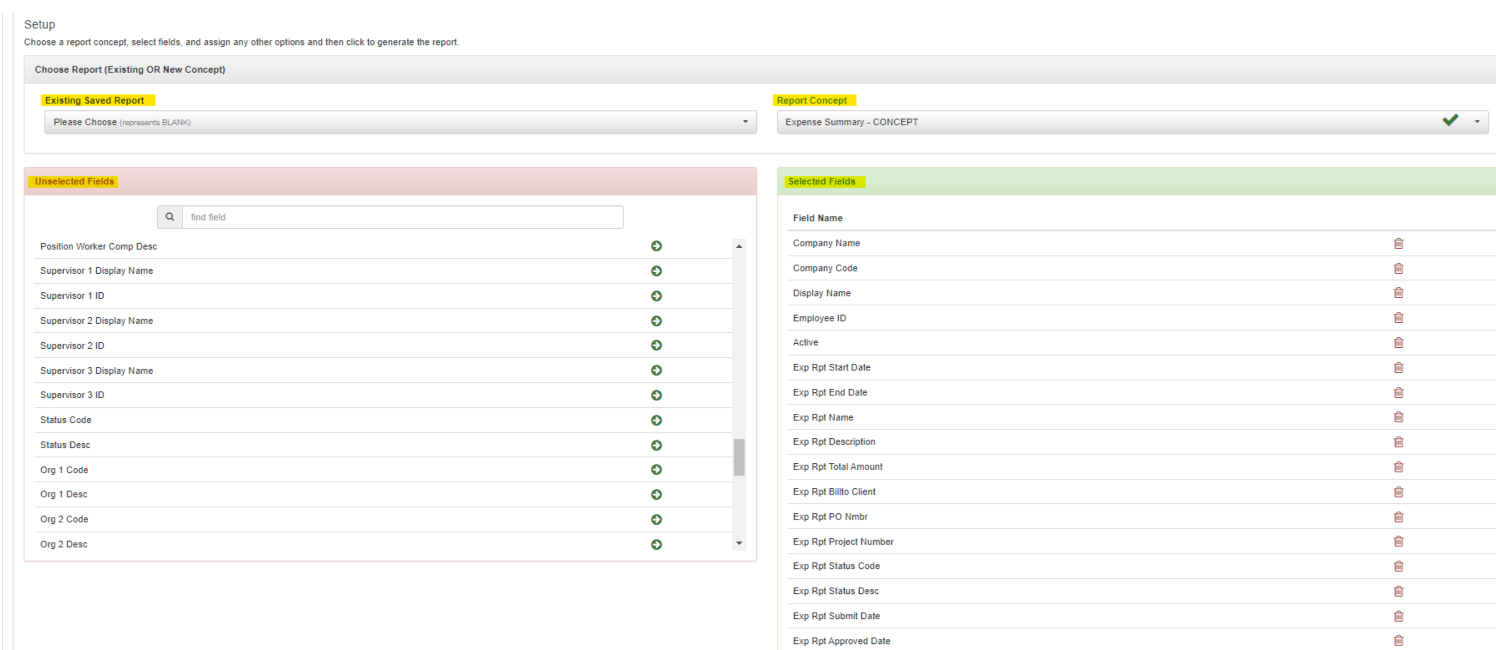
Total Amount: $12.15

Running Expense Reports

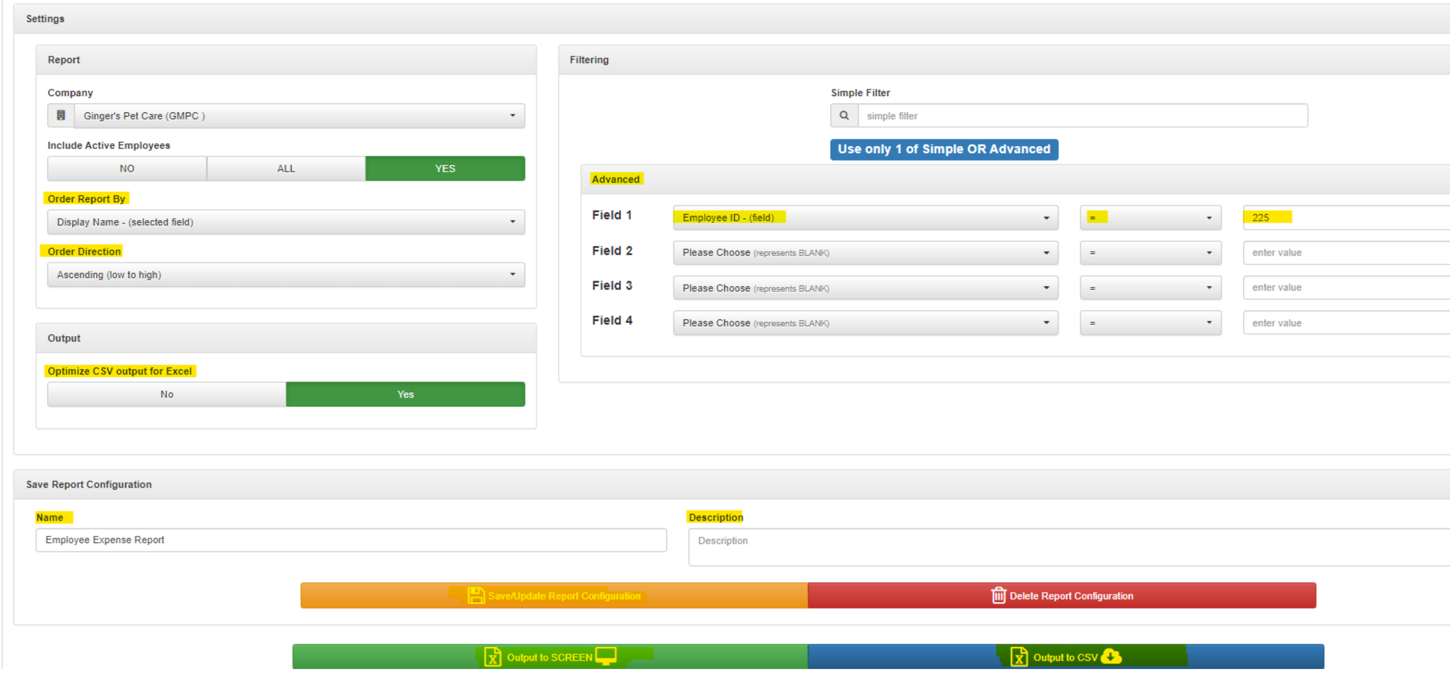
To run the expense report to turn in for the reimbursement for the employee, the supervisor will click on Quick Report Writer from Manager Services



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 trach can.



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.



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.