HR Expense Module

Introduction:

The Expense Module is designed to automate the collection of employee expenses and provide an electronic storage of expense information for future recall

Purpose:

Automating the expense management process and eliminating the errors, paper and manual procedures that go with it frees up your employees and gives you more control over compliance and costs. The Expense Module empowers your employees to properly record their expense information and provide a system where managers can review and approve expenses, quickly and efficiently. Automated alerts inform both employees and managers when expense sheets are submitted or the status of a submitted sheet changes. In addition, the system electronically stores all expense information helping your business to comply with state and federal laws.

Role of HR

- Align GL codes with Payroll / Accounting system.
- Create Expense Types
- Give employees submitting expense sheets proper user rights to access the system.

Role of Manager

Once an employee submits an expense sheet the manager can easily and evaluate the information and take the appropriate action of either accepting or rejecting the expense sheet.

Role of Employee

The employee initiates and expense sheet and adds their expenses from the list of available Expense Types. Once the expense sheet is completed the employee submits the expense sheet for manager approval. An employee may be required to make changes to an expense sheet after a manager rejects it. The employee makes the corrections then resubmits the sheet for manager approval.

Process:

1) Each expense type is associated with the defined GL code. You can assign different type of formula for each type of expense. Defined expenses types will be displayed to the employees under Add Expense.

GL Code	Description	Status	Edit	Delete
1001	Travel	Active		
1002	Meals & Entertainment	Active		
1003	Office	Active		
1004	Transportation	Active		
1005	Marketing	Active		
1006	Communications	Active		
1010	Other	Active		

1 - 7 of 7 records |< << Page 1 of 1 >> >|

2) Expense Types are specific classification of different types of expenses and how the expense is entered and controlled.

Search

Expense Type | GL Code | Job Code | Active | Select Level | Search | Clear

Expense Type	GL Code	Job Code	Formula	Amount	Max Amount	Level	Sub Level	Status	Edit	Delete
Business Meal, Client	1002		Fixed		200.00	Location	MI	Active		
Business Meal, Vendor	1002		Fixed		200.00	Location	IL	Active		

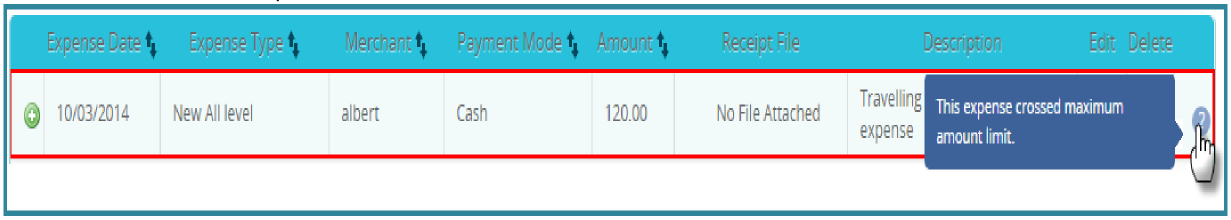
Each expense type is associated with the defined GL code. You can assign:

- Different formulas for the expense type.
    - **Add:** If you have selected the option –Add-- then entered amount in formula will be added with the amount of expenses added by the employee.
    - **Subtract:** If you have selected the option Subtract then entered amount will get Subtract from the amount of expenses entered by the employee.
    - **Multiply:** If you have selected the option Multiply then entered amount will be multiplied with the amount of expenses entered by the employee.
    - **Divide:** If you have selected the option Divide then entered amount will get divided with the amount of expenses entered by the employee.

- Levels & Sub levels for the expense type. This allows you to assign expense types to specific groups of employees within your organization.

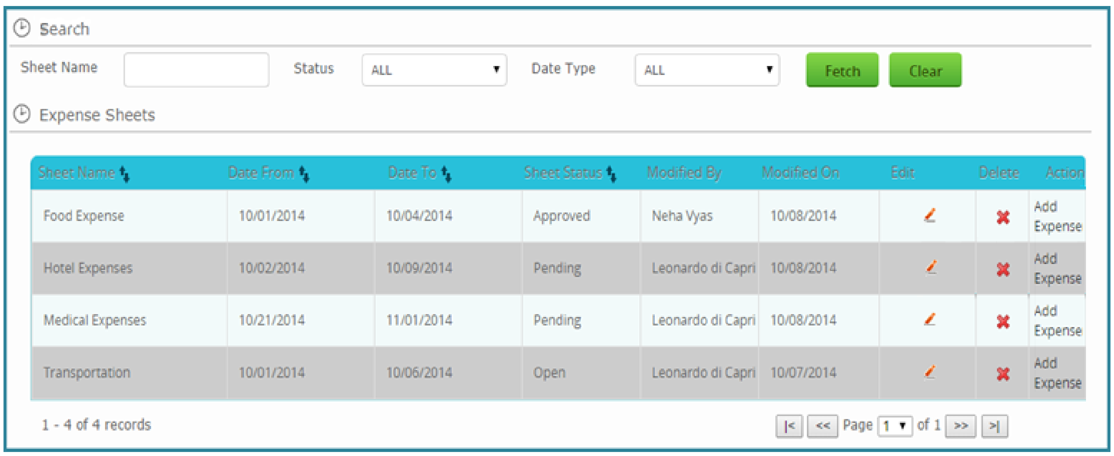
- Maximum Amounts for the expense type. If entered amount (in case of fixed expense type) or calculated amount (for formula amount type) is greater than the

Max Expense Amount (define by the Manager) then the border color of that expense row will be shown in Red color and a question mark icon (?) is shown in the last row that says **You crossed maximum amount limit**.

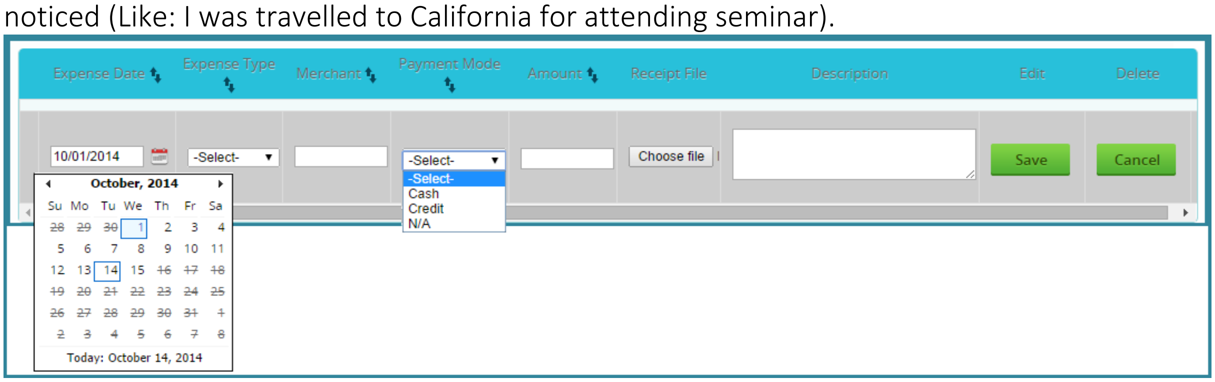


- A specific Job for the expense type. This allows you to assign an expense type to a specific project, meeting or customer.

3) From the on-line portal employee selects an open Expense Sheet from the drop-down list or starts a new Expense Sheet.

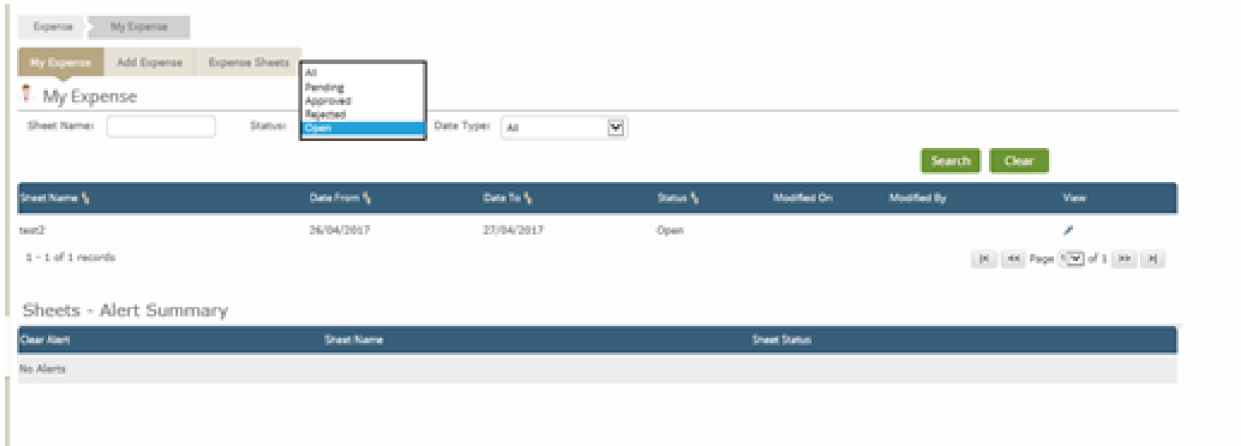


4) Employees add their expenses, attach any receipts, sign the expense report and submit it. You can post a comment related to your expense or something which is important to be noticed (Like: I was travelled to California for attending seminar).



5) Both Manager & Employee can easily see the status of an expense sheet whether it's open, pending or rejected. The Manager simply Approves or Rejects the expense sheet. If the sheet is

being rejected by the manager then employee can edit or re-submit it again All modifications are tracked. History of all reviews are stored in HR as part of the Employee historical records. The employee portal allows employee to access to historical reports.



6) Expense Alerts are generated when Sheets which were rejected or approved by the manager. Hyperlinks shown on the report name will redirect the employee to **Add Expense** page where employee can check the expense details or resubmit it if it is rejected.