Employee Expense User Guide

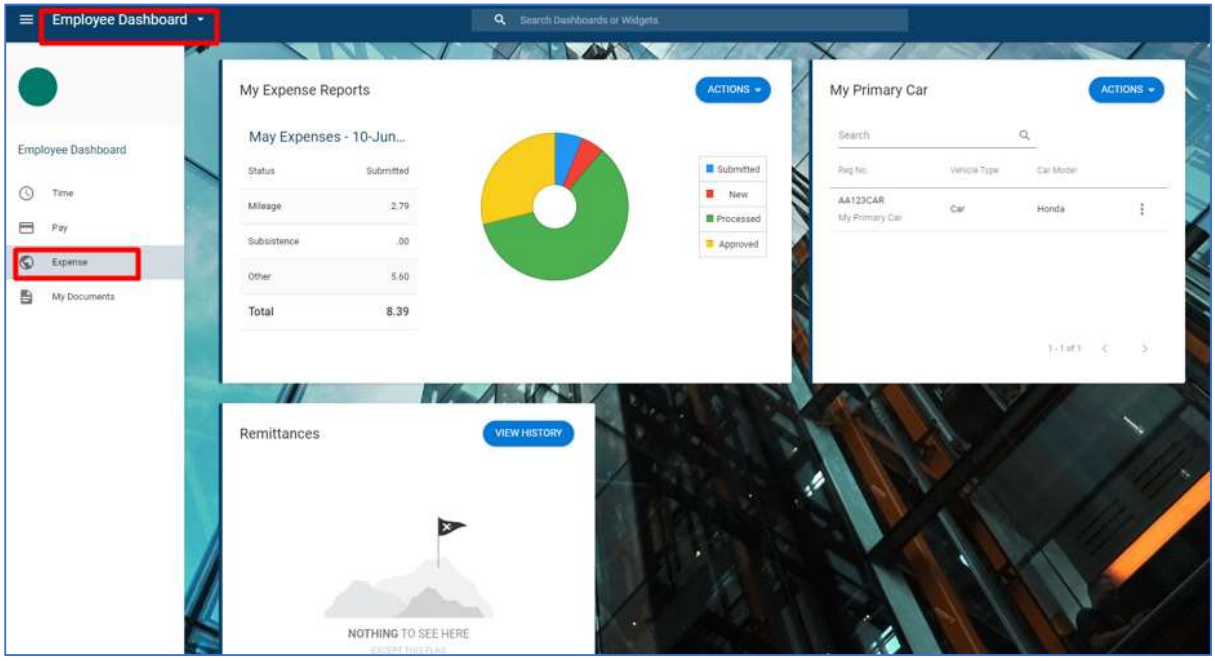
Contents

1. Expenses

1.1. Expense Overview

Expenses are managed within the Expense menu bar option of the Employee Dashboard, which are split into 3 sections:

- My Expense Reports
- My Primary Car
- Remittances



1.2. My Expense Report / Create New Expense Report

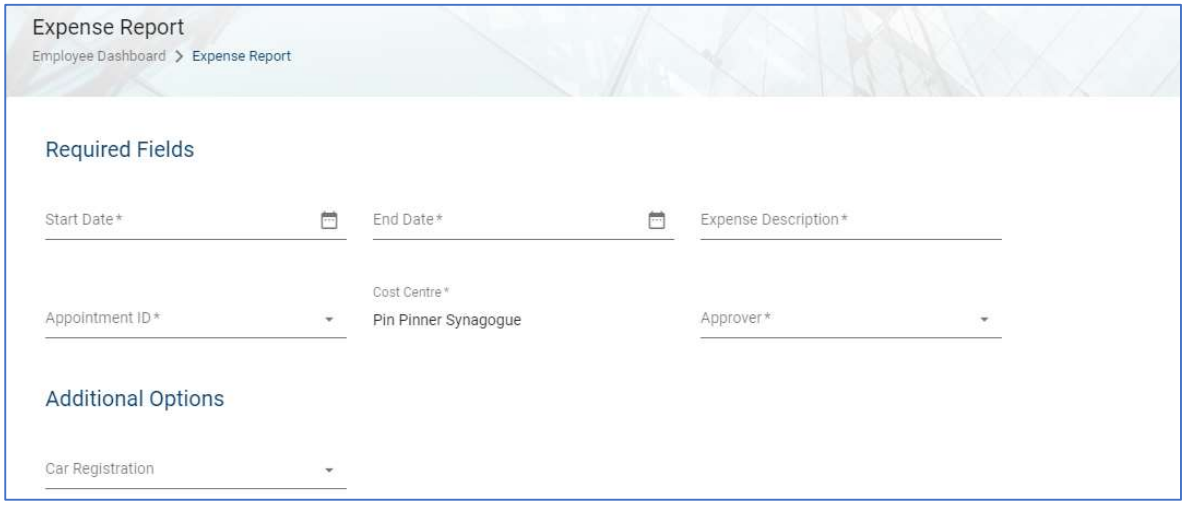
The My Expense Reports section is used to create and manage your expense claims.

An expense report is like a claim form; the first step is to create the report and you can then add the individual items to the report before submitting. An expense report could relate to a specific event/trip, or it could be for a period of time e.g. March Expenses 2023.

To create a new expense report:

- Click 'Actions' and select 'New Expense Report'

The Expense Report screen opens:

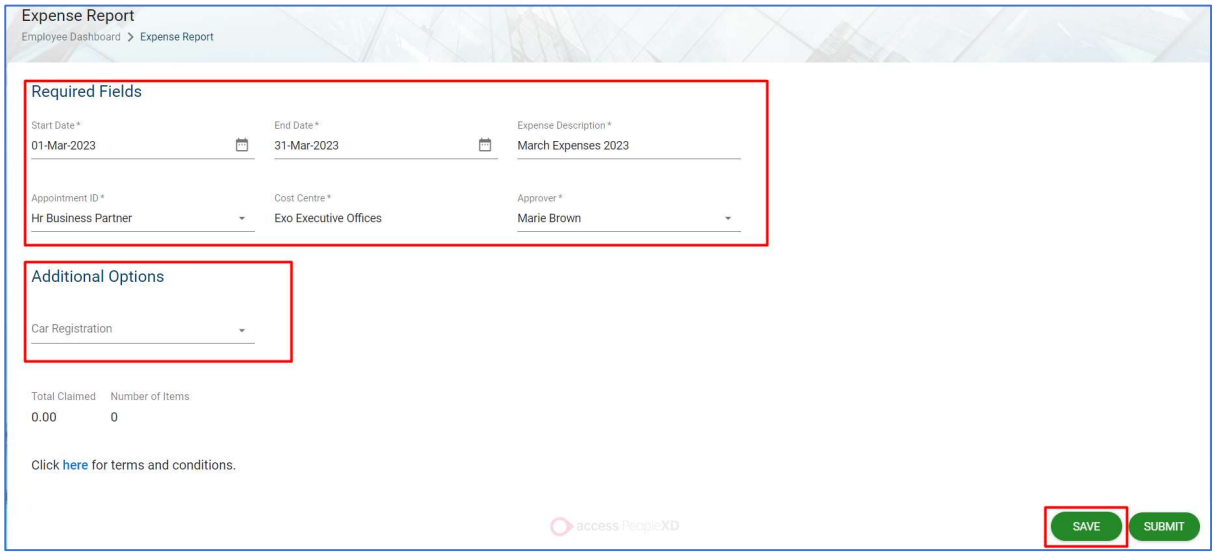


Note - The * indicates a mandatory field and these must be populated to complete the claim

Some of the details may automatically be populated, for example: Cost Centre, Approver and Car Registration (if your car is already recorded).

- Update all fields under the Required Fields section
- Update the Additional Options fields
- For mileage claims, you should select your Car Registration from the dropdown list

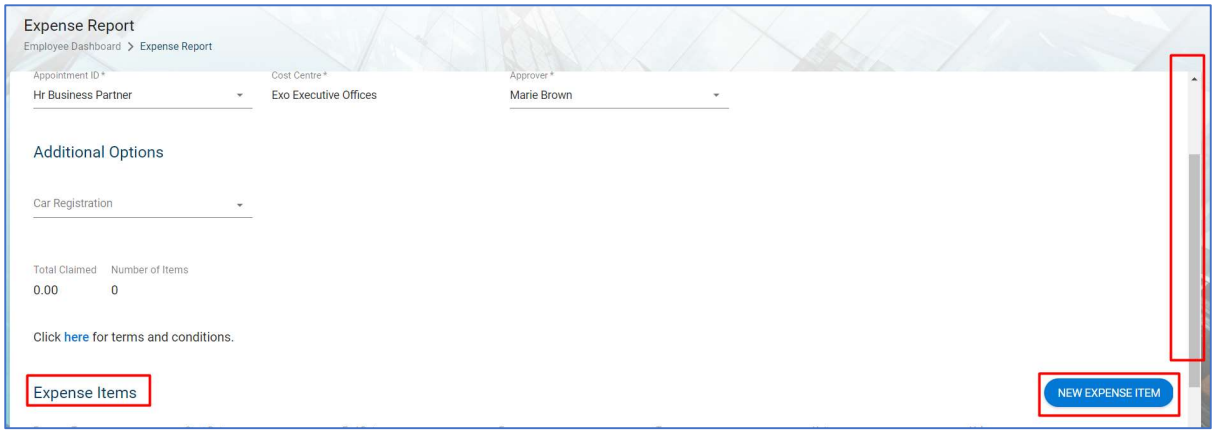
Note - To be able to submit mileage, you first need to go through the one-off process of registering your car details via CoreHR (see point 1.5) - company cars will already be set up



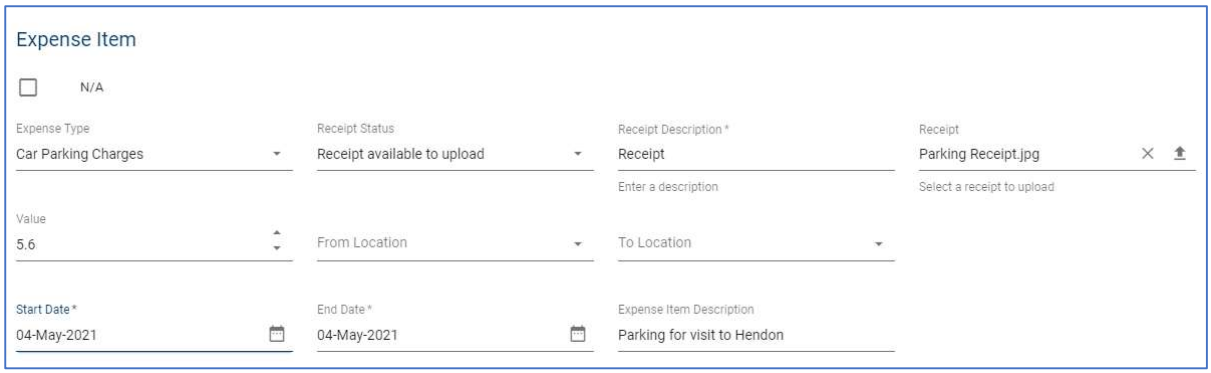
- Click 'Save' to create the Expense Report

Note - You must save the Expense Report before you can enter any individual expense items

- Scroll down to the Expense Items section, this is where you will be required to add the individual expense items. Click 'New Expense Item' and the Expense Details screen opens.



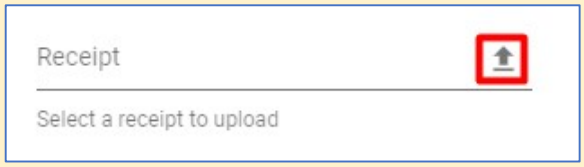
- Select the Expense Type from the dropdown menu (you can start typing and this will narrow the search down to what you require) and enter the details for the expense item. The items required here will vary depending on the expense type selected.



Note

- Receipted items:
  For certain expense items e.g. Car Parking Charges, you are required to upload a receipt. To upload a receipt:

  - Click on the arrow upload icon
  - This will open an explorer window that allows you to find and click on the document you wish to upload to your form then click 'Open' to upload the file

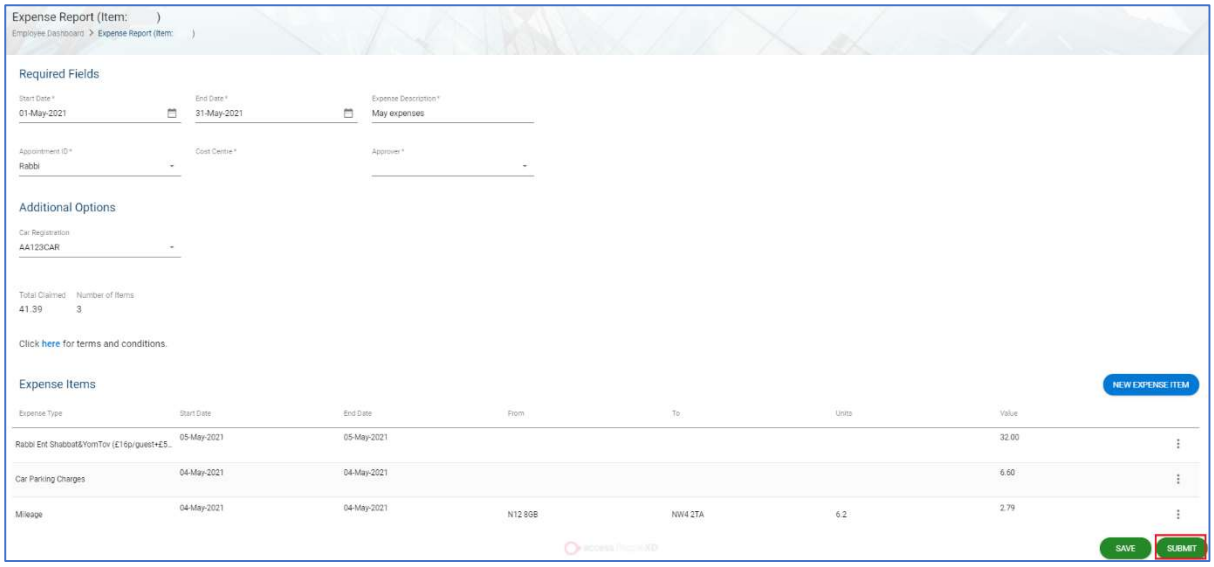


  If the receipt is not available for any reason, select 'No receipt available' within the Receipt Status dropdown and provide the reason. Please note, if claiming expenses via the CoreMobile App, you can use your camera to take a photo and upload it

- Mileage claims:
  Please note, you should populate the 'Distance', 'From Location' and 'To Location' fields but you can leave the 'Start Tie' and 'End Time' fields blank. Please note, if claiming expenses via the CoreMobile App, there is a character limit of 30, therefore you will need to abbreviate these fields. For bulk mileage claims for Rabbi's, please see Section 1.3 below)

- Rabbi's Expenses: Rabbi's can claim bulk mileage (see 1.3) and bulk entertainment (see 1.5)

- To add further items to the Expense Report, click 'Save' and 'Add New'.
- Once all items are added, click 'Save'. You will be returned to the main Expense Report screen. The item(s) are listed under the Expense Items. The Total Claimed and Number of Items fields are updated to reflect the latest entry.
- Please note the system looks for duplicate entries, therefore if you have entered the same expense type and same date it will ask you to provide a 'duplicate reason' – You will need to enter the reason e.g. Multiple trips for Mileage claims.
- Once all items have been added, and you are ready to submit your expense report, submit the claim for approval by clicking Submit.



Note
If you are not ready to submit your report, you can click 'Save' and come back to the report later. The draft Expense Report is available within 'My Expense Reports'. Click '**Actions'**, then '**Manage this Expense'** or '**Manage All Reports**'. You can continue adding expense items to a report as required. Once you are ready, submit the report by clicking '**Submit**'.

- Click 'Yes' on the 'Accept Declaration' prompt

The status is updated to Submitted and the expense is sent for approval.

Note
Once in the status of Submitted, it can no longer be edited, but can be unsubmitted

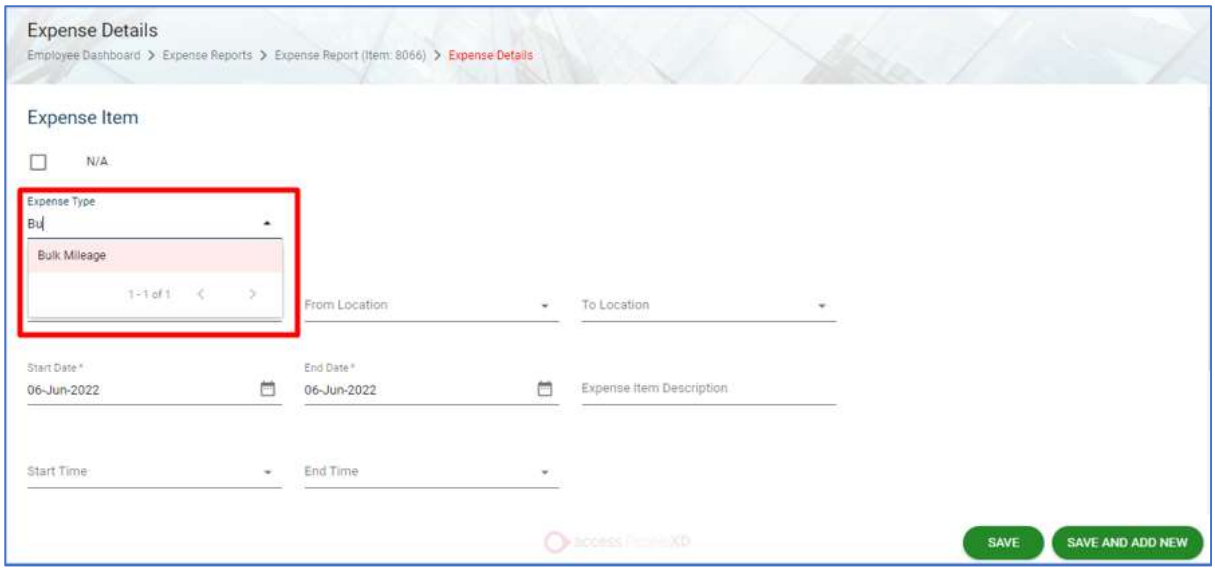
1.3. Rabbinic Bulk Mileage Expense Claim

You can claim for multiple mileage claims in one entry (for those who make several business trips per day/month). Note - the standard 'Mileage' claim option will remain available for casual users or those that prefer this option.

Create a Bulk Mileage claim by:

- Create your expense report (follow section 1.2 above)
- Scroll down to the 'Expense Items' and click on 'New Expense Item' to make a new claim.

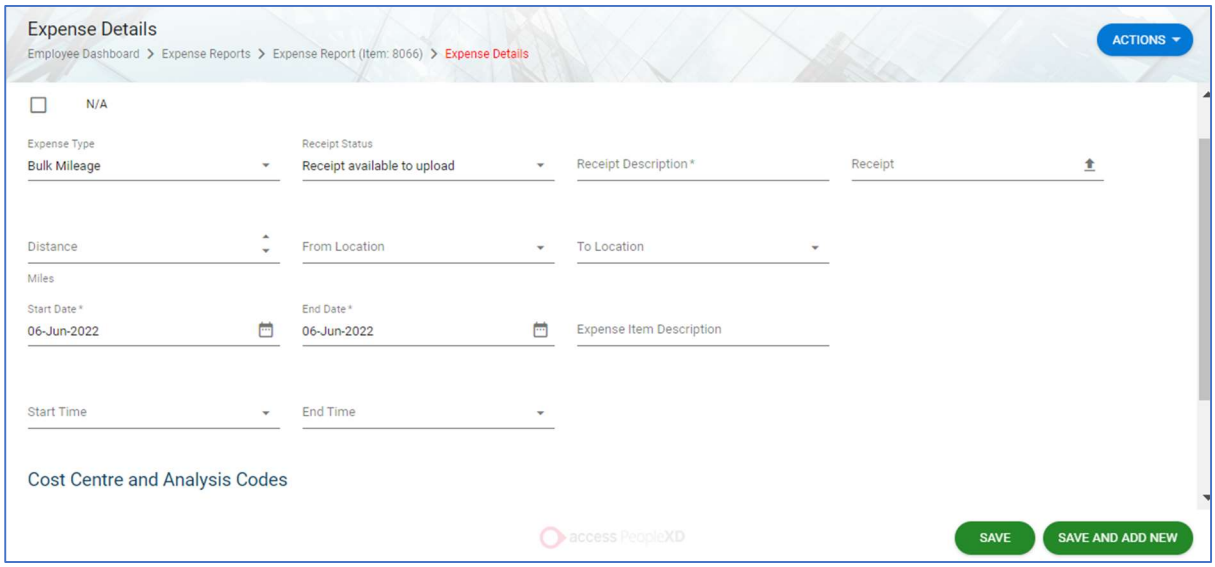
- Within the 'Expenses Type field, select the 'Bulk Mileage' option (note - you can start typing in the expense claim code and it will appear as shown below)



- Click on the Bulk Mileage and it will bring you to the following page if you have previously made claims under the 'Mileage' claim field.

- If you have not previously made a mileage claim it will take you directly to below

- Click on the 'CANCEL' icon and it will take you to the following screen.



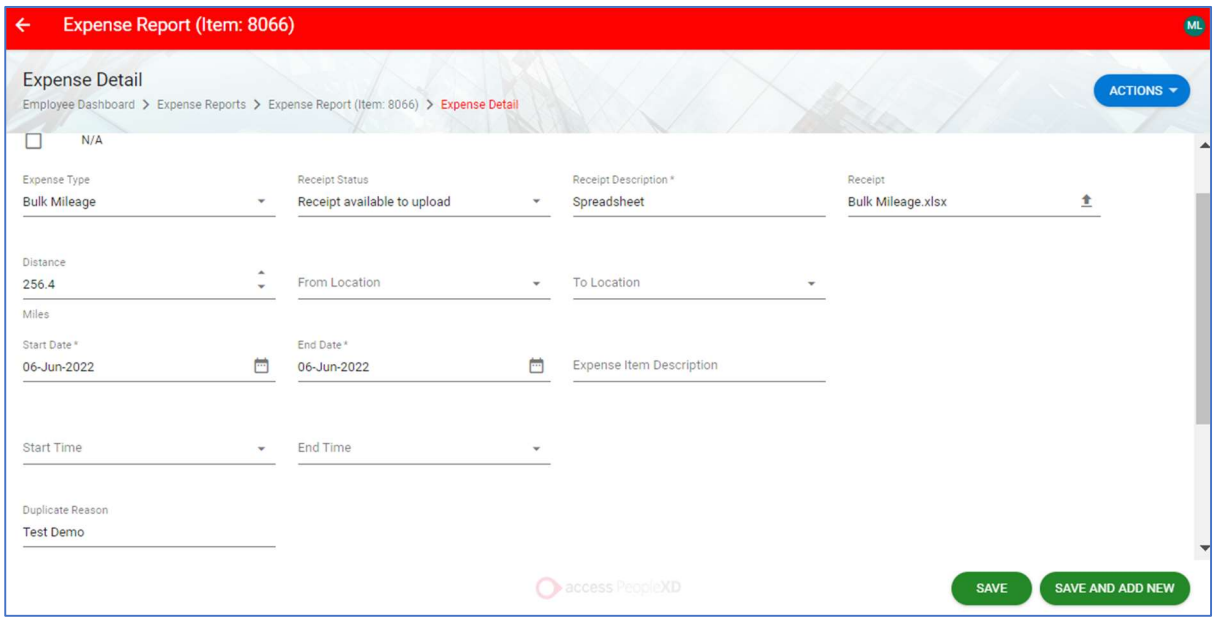
Note
This looks like the current Mileage Expense Claim screen except for the inclusion of the 'Receipt' option. We cannot re-label this field as it would affect other expense claim screens. Although many of the visible fields are not relevant, they can't be removed, but are not mandatory.

- Complete all fields – see notes as below
  - ***Expense Type*** – 'Bulk Mileage'
  - ***Receipt Status*** – Select 'Receipt available to upload'
  - ***Receipt Description*** – for Bulk Mileage claims, you can add the reason as 'Spreadsheet'
  - ***Receipt*** – upload your spreadsheet (this is an uploaded file and must include the following mandatory information: Date of trip, Mileage Claim, To/From Location, Reason for trip – see below screen shot

	A	B	C	D	E	F
1	**BULK MILEAGE CLAIM FORM**				**Claim Month**	**Feb-23**
2						
3	**Date**	**Mileage**	**From**	**To**	**Reason for Trip**	
4	06/09/2022	10.0	HA7 2EH	WD23 3TP	Funeral	
5	06/09/2022	10.0	WD23 3TP	N1 3DB	Wedding	
6	06/09/2022	10.0	N1 3DB	HA7 2EH	Return Home	
7	Total Claim	30.0				
8						
9	Claims made should be made in line with the expense policy.					

  - ***Distance*** – insert the total miles from the spreadsheet (Note - the system will calculate the claim value based on the registered car and additional factors once saved)

- The following is a completed screen with relevant comments

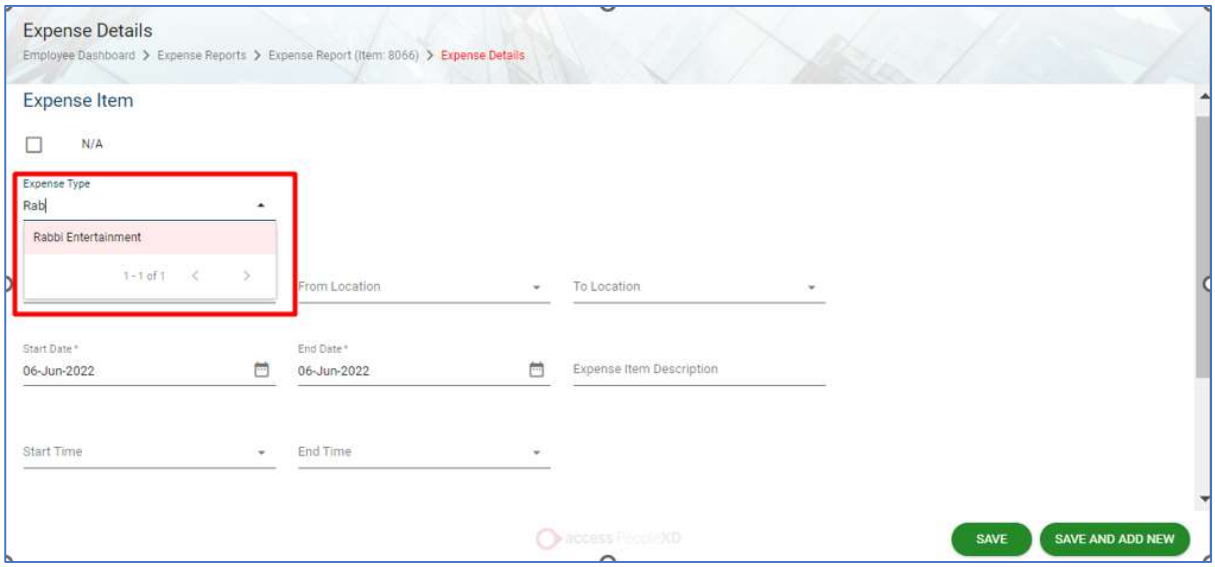


1.4. Rabbinic Entertainment Expense Claim

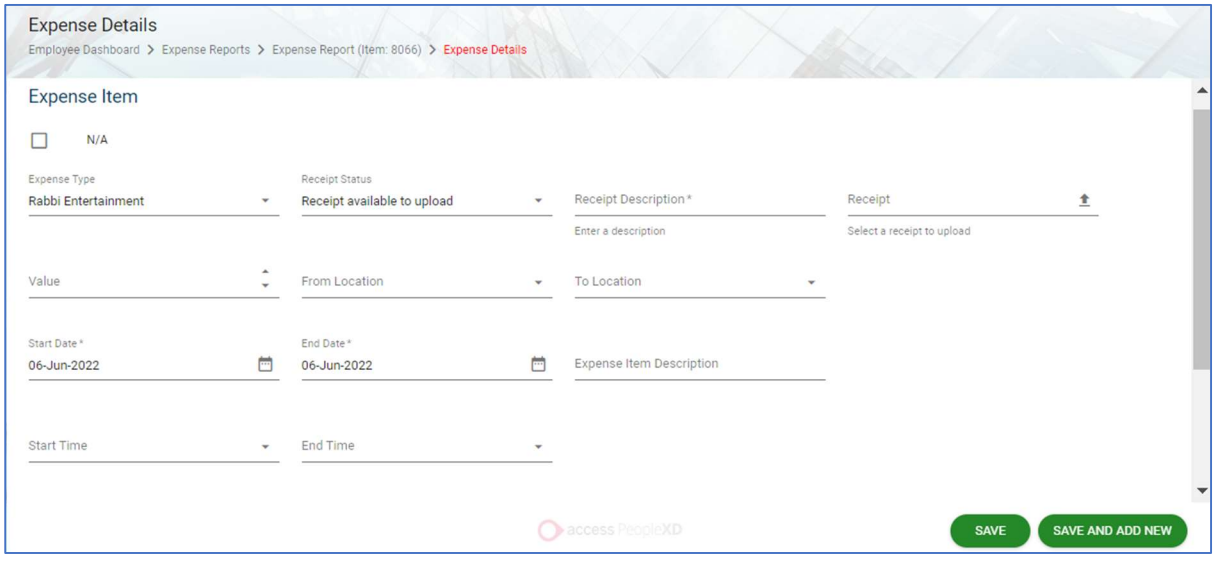
When claiming for Rabbinic entertainment, you are now able to load a specific spreadsheet to include attendee names. Note - the standard 'Entertainment' claim options will remain available for casual users or those that prefer this option.

Create a Rabbi Entertainment claim by:

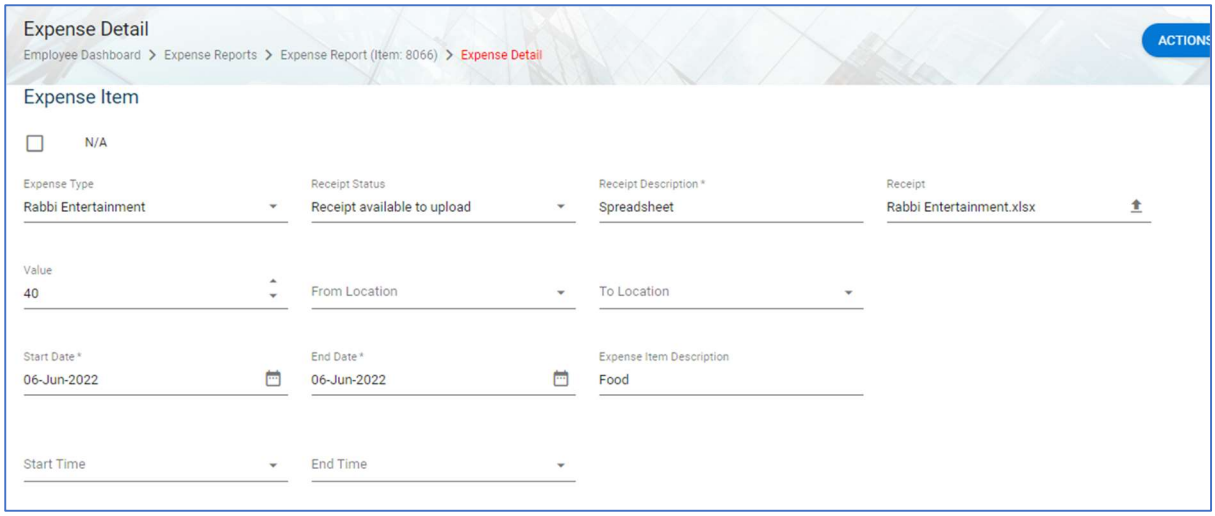
- Create your expense report (follow Section 1.2 above)
- Scroll down to the 'Expense Items' and click on 'New Expense Item' to make a new claim.
- Go to the expense claim listing and select the 'Rabbi Entertainment' option (note - you can start typing in the expense claim code and it will appear as shown below)



- When you have selected 'Rabbi Entertainment', the following claim page will appear



Note
This looks like the current expense claim screen except for the inclusion of the receipt option. The 'Receipt' field is a replacement for the previous 'Additional Information' screen. Although many of the visible fields are not relevant, they can't be removed, but are not mandatory.



- Complete all fields – see notes as below

  - ***Expense Type*** – 'Rabbi Entertainment'
  - ***Receipt Status*** – Select 'Receipt available to upload'
  - ***Receipt Description*** - for Rabbi Entertainment claims, you can add the reason as 'Spreadsheet'
  - ***Receipt*** – upload your spreadsheet (this is an uploaded file and must include the following mandatory information: Date of Entertainment, Value Claimed, Type of Entertainment i.e. as per policy, Attendee – see below screen shot

	A	B	C	D	E
1	**RABBI ENTERTAINMENT CLAIM FORM**			**Claim**	**Feb-23**
2					
3	**Date**	**Value Claimed**	**Type of Meal**	**List of Attendees**	
4	06/09/2022	20.00		Rabbi Cohen	
5		20.00		Rabbi Levine	
6	10/09/2022	16.00		Rabbi Cohen	
7		16.00		Rabbetzen Cohen	
8		16.00		Rbbi Levine	
9					
10					
11	**Total Claim**	**88.00**			
12					
13	Claims made should be made in line with the prevaling expense policy.				

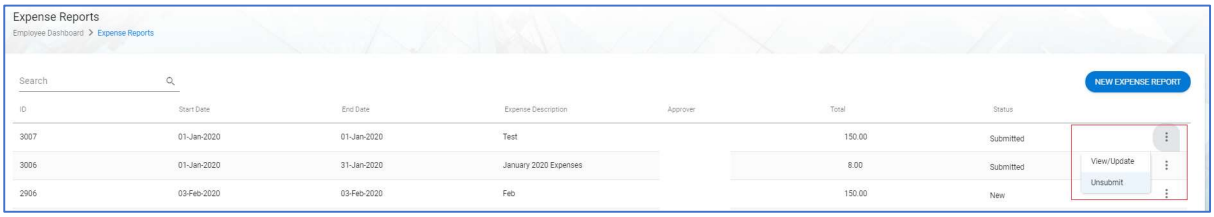
  - ***Value*** – expense claim value

If you wish to claim for receipted items rather than the set allowances as per the expense policy, you can also use the Rabbi Entertainment claim screen. Instead of using the above spreadsheet simply attach a photocopy of your receipt to the system. Note that you may only attach a single receipt to each claim so either attach a photocopy of several receipts on one photo or make individual claims.

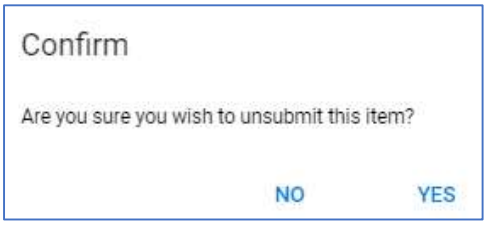
To un-submit an expense claim:

- Click on Actions and select Manage All Reports

- Click on the ⋮ button next to the relevant claim
- Select Unsubmit



- Click Yes to confirm

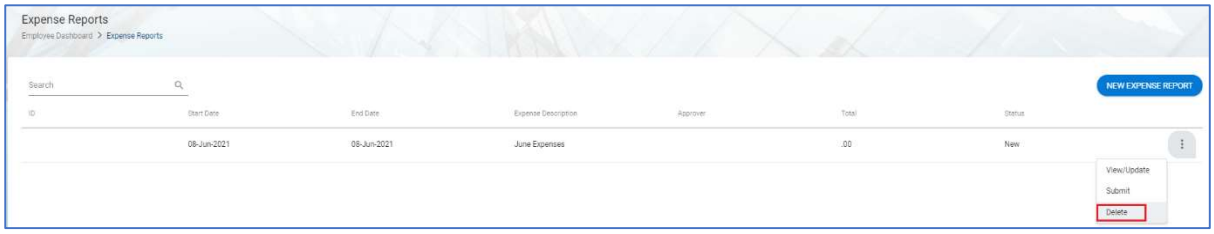


The status is updated to New and you can edit, submit or delete the Expense Report, as required.

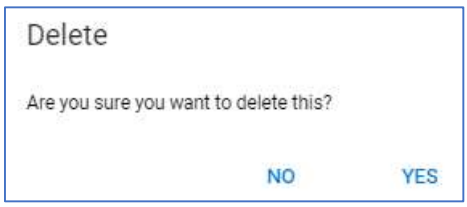
To delete an Expense Claim:

- Click on Actions and select Manage All Reports

- Click on the ⋮ button next to the relevant claim
- Select Delete

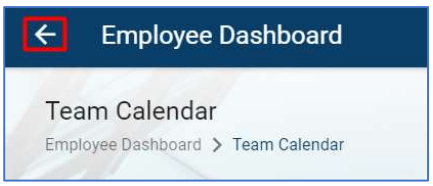


- Click Yes to confirm that you want to delete the form



The expense report will be deleted and no longer available for update or submission.

- Click on the back button to navigate to previous page(s):



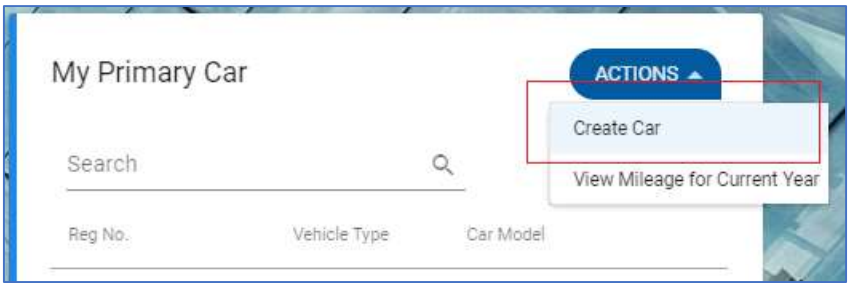
1.5. My Primary Car

Employees are required to set up their private car details on CoreHR to claim for mileage. This is required to determine the value of the expenses based on the car type, mileage to date and allowance rates, as detailed in the Expense Policy.

Note
Company cars are not to be entered here; they will already be set up.

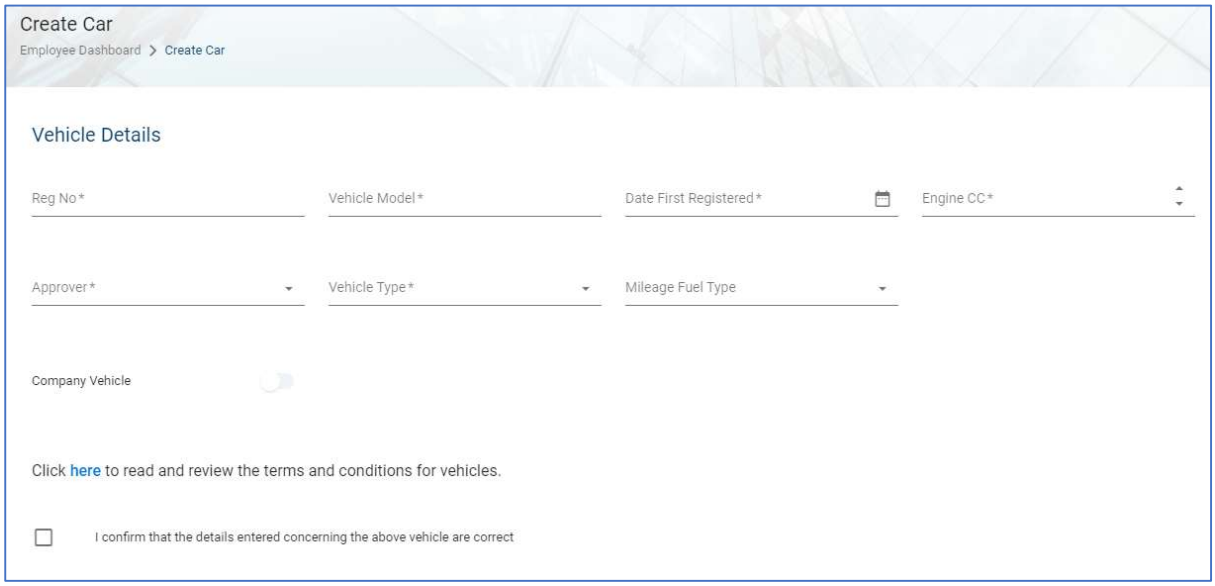
To set up a new private car:

- Click **Actions** and **Create Car** from the My Primary Car section
  (Any cars already set up on the system will appear in this section)

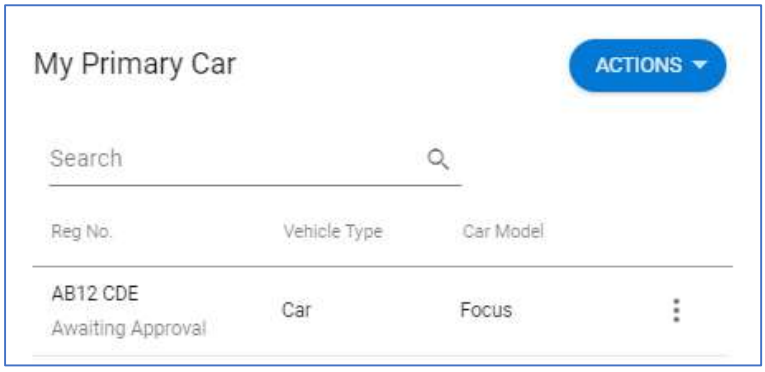


The Create Car screen appears

- Provide all details required
  Mandatory fields are marked with a *



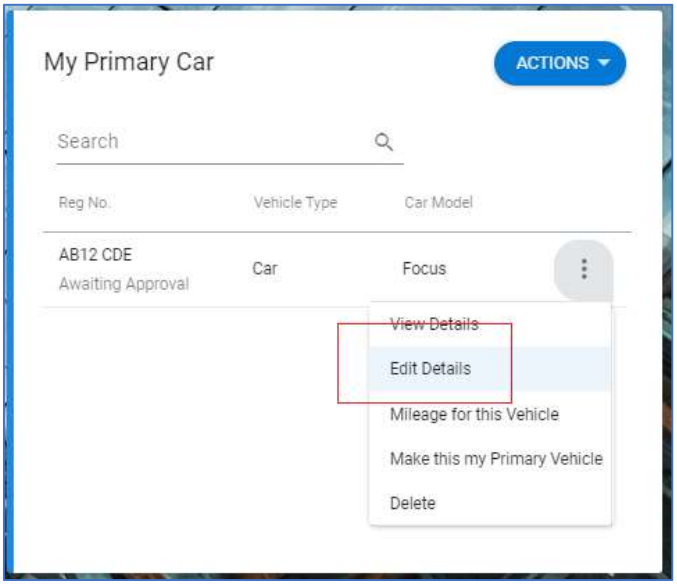
- Review the terms and conditions and tick the box to confirm
- Click Save
- The new car is listed on the My Primary Car section as Awaiting Approval



Note
Once the car details have been entered/set up, it is sent for approval. You cannot submit a claim using this car, until it has been approved.

To edit your car details:

- For the required car, click the ⋮ button and select Edit Details



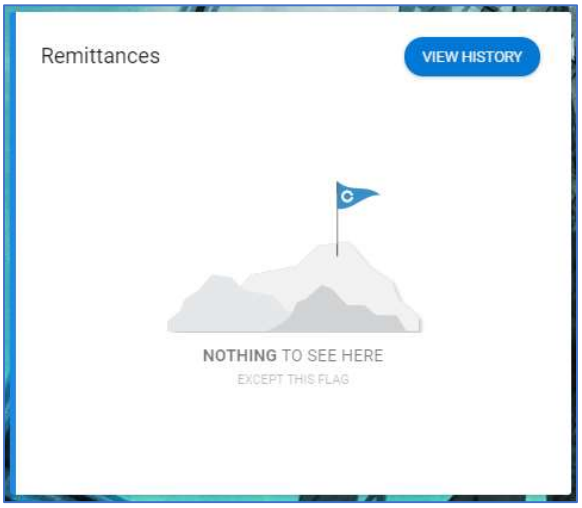
- Update the details as required and click Save
  (The car is re-submitted for approval and you cannot submit a claim using this car, until it has been approved.)

1.6. Remittances

You can review your processed expense claims via the Remittance section.

To view:

- Click View on a remittance item to review the details of the processed payment
- To review historic remittances, click on View History and then select the appropriate remittance by clicking View



- Click on the back button to navigate to previous page(s):