Paylocity Web Expense

Frequently Asked Questions

What is Web Expense used for?
The Archdiocese of Indianapolis utilizes Paylocity's Web Expense module to reimburse Archdiocese of Indianapolis (Catholic Center) and related agency employees for expenses.

Where do I find Web Expense?
Paylocity Web Expense can be accessed on your computer or on your mobile device.

Does Web Expense work on my phone too?
Yes, download the free app and enable location services to ensure you can utilize all of the features.

How will I be paid for the business expenses I incur?
Expense reimbursements are paid on a biweekly basis on the same schedule as payroll; deposited along with your regular wages, into the accounts designated in the payroll system.

How often are reimbursements paid?
Expense reimbursements are paid on a biweekly basis on the same schedule as payroll.

Do my expense reports get reviewed and approved?
Submitted reports are routed to your assigned supervisor in Paylocity for review and approval.

What information do I need to provide with each reimbursement request?
A receipt is required to substantiate the expense reimbursement and expenses must be coded to the appropriate Intacct dimensions, so the expense can be booked to the general ledger.

What are acceptable formats of supporting documentation?
PDF and JPG files are acceptable formats to use for supporting documentation.

Does Web Expense allow me to enter mileage too?
Web Expense will calculate your mileage for you; either by entering in the total number of miles or by using their google maps feature which will calculate the mileage for you. The module is set up with the approved Archdiocese mileage rate.

How do I view the status of an expense report?
You can view the status of an expense report from your Paylocity self-service "My Expenses" dashboard.

Who do I contact if my report remains in a "submitted status?
If your expense report remains in a "submitted" status, please reach out to your assigned Paylocity supervisor.

Who do I contact with questions?
You may reach out directly to a payroll team member with questions or you can email centralpayroll@archindy.org. The email box is monitored by payroll team members.

The Archdiocese of Indianapolis utilizes Paylocity's Web Expense module to reimburse Archdiocese of Indianapolis (Catholic Center) and related agency employees for expenses. Expense reimbursements are paid on a biweekly basis on the same schedule as payroll. If the expense report is in an approved status by Tuesday mornings in paid weeks, the employee will be reimbursed that Friday via direct deposit. If an employee has multiple direct deposit accounts set up, the reimbursement along with the employee's regular earnings will be allocated to the employee's bank accounts based on those settings.

Please refer to the Archdiocese Expense Reimbursement Policy for questions related to reimbursable expenses.

There are **key concepts** you should familiarize yourself with before using Paylocity's expense reimbursement system. Expense Reports are created and submitted through your Paylocity self-service portal and routed to your assigned supervisor for approval. Paylocity's expense reimbursement system is referred to as Web Expense. We use Web Expense to efficiently reimburse employees for allowable expenses through payroll and for coding reimbursable expenses to the Archdiocese general ledger in our Intacct accounting system.

In Intacct, the Archdiocese uses four data fields called dimensions; these dimensions are used to record transactions (revenue and expenses). The four Intacct dimensions fields the Archdiocese uses are:

1. Location (3 digits required field)
2. Program (4 digits required field)
3. Account (5 digits required field)
4. Project_Grant (if necessary)

Paylocity is set up with Intacct's dimensions, but they are mapped from Intacct to Paylocity using three fields instead of four; the three fields are referred to as "Cost Centers". Intacct dimensions Location and Program are combined in Paylocity's Cost Center 1 field; the field is named LocProg. Cost Center 2 is Account, and Cost Center 3 is Proj_Grant. A mapping along with examples of how Intacct dimensions translate to Paylocity Cost Centers is illustrated below:

Intacct Accounting System		Intacct Example	Definition	Paylocity Payroll System (Web Expense)		Paylocity (Web Expense) Example
Dimension	Location (3digits)	Archdiocese/Catholic Center = 100	Legal Entity Responsible for Expense	Cost Center 1	LocationProgram (7 digits)	Office of Accounting Services = 1001092
Dimension	Program (4digits)	Office of Accounting Services = 1092	Essentially the same as Department			
Dimension	Account (5digits)	Travel-Mileage 91002	Expense Account	Cost Center 2	Account	Travel-Mileage 91002
Dimension	Project_Grant (varies)	10144F Lilly Phase 2 - Supplies	Use only when necessary	Cost Center 3	Project_Grant	10144F Lilly Phase 2 - Supplies

All expenses reimbursed must have a receipt to support the reimbursement and expenses must be coded properly in Web Expense to the correct Intacct dimensions / Cost Centers. Cost Center coding must be manually turned on in Web Expense using a filter as described in this guide. <Default> automatically appears in Cost Center fields. An expense reimbursement submitted or approved using <Default> will not be paid. The payroll team will return any report approved to be paid with <Default> cost centers. A listing of commonly used Accounts for Cost Center 2 appears below:

53200-Office Supplies

53301-Program Expense - Materials and Supplies

90002-Registration Fees for Conferences / Meetings / Events

91000-Travel - Hotel / Lodging

91001-Meals - Business

91002-Travel - Mileage

91004-Travel - Cab / Ride-share Service

91005-Travel - Airfare

91006-Travel - Parking / Tolls

92001-Hosting Conferences & Meetings - Food and Beverage

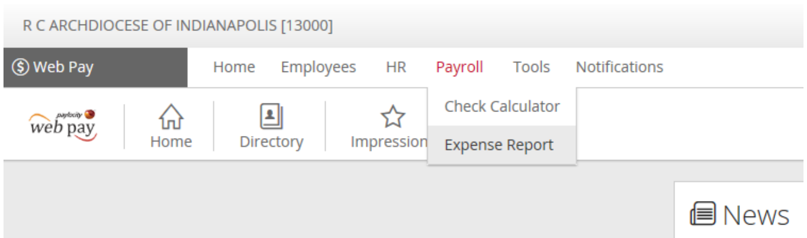
A listing of all dimensions (Location, Program, Account, Project_Grant) is available on the Arch website (http://www.archindy.org/finance/intacct.html) and is updated periodically.

Paylocity Web Expense

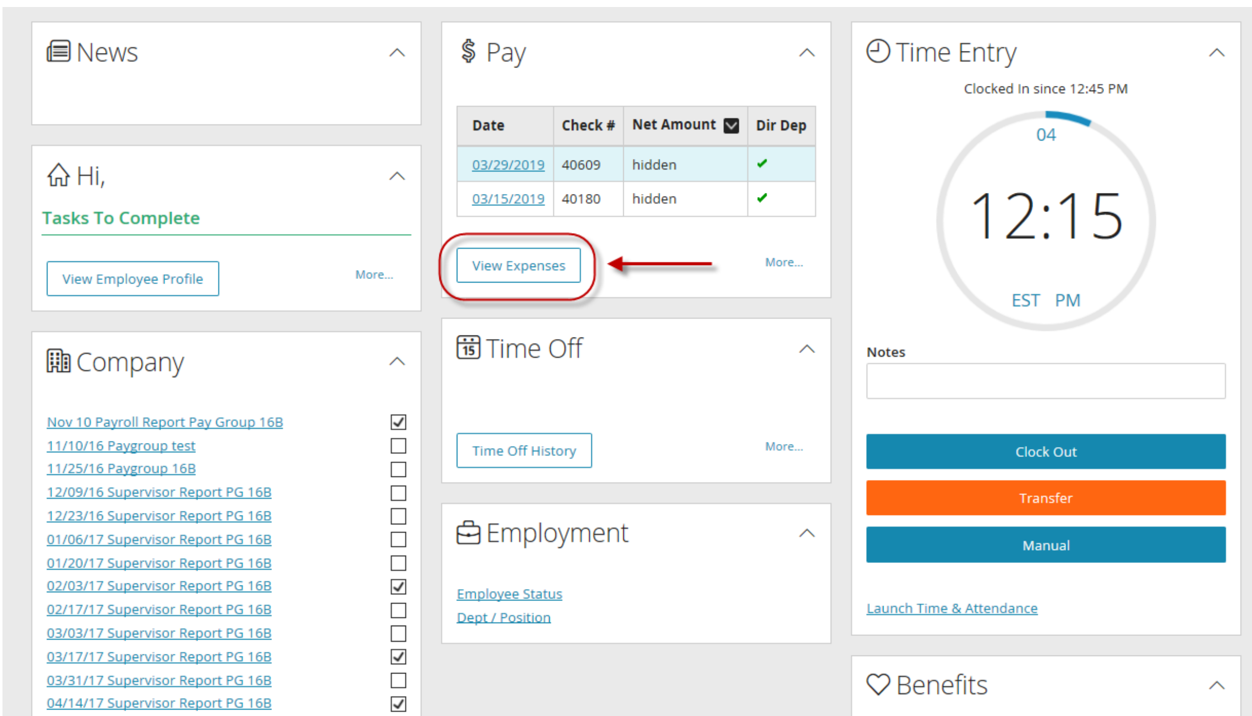
Paylocity Web Expense can be accessed on your computer or on your mobile device.

Access Web Expense in Paylocity through your Self-Service Portal on your computer

Navigate to **Web Pay > Payroll > Expense Report**



You can also access the Web Expense by click on “View Expenses” from the Pay area.



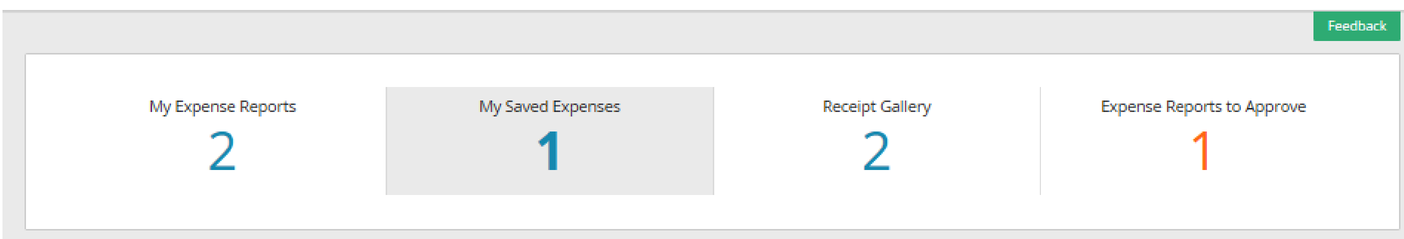
Paylocity plans to release an update in May 2019 to Self-Service that will include a left panel with links to different areas in Self-Service. Expense will be one of the quick link options as shown below:

Access the Web Expense Mobile on your mobile device

From Paylocity's Mobile App: navigate to the menu and select **Expense**

Paylocity Web Expense Dashboard:

The Web Expense Dashboard has four areas as shown below.



This guide reviews each section in the following order:

(1) Receipt Gallery
(2) My Saved Expenses
(3) My Expense Reports
(4) Expense Reports to Approve

(1) **Receipt Gallery** – is used to add receipts. There are several different ways employees can upload a receipt:
- Take picture with mobile phone or device to add to the receipt gallery later.
- Take a picture of the receipt from Paylocity's mobile app which saves to the receipt gallery.
- Take picture with computer camera. From the Windows Start Menu > type in camera in the search box. The camera app will open so you may capture a picture of your receipt.
- Scan in from printer or scanner.

- Save a document (Word, Excel, Image) as a PDF to your computer to add to the receipt gallery later.
- Print Outlook Email to PDF Printer which turns email into PDF; save the PDF file to your computer so you may add to the receipt gallery later.

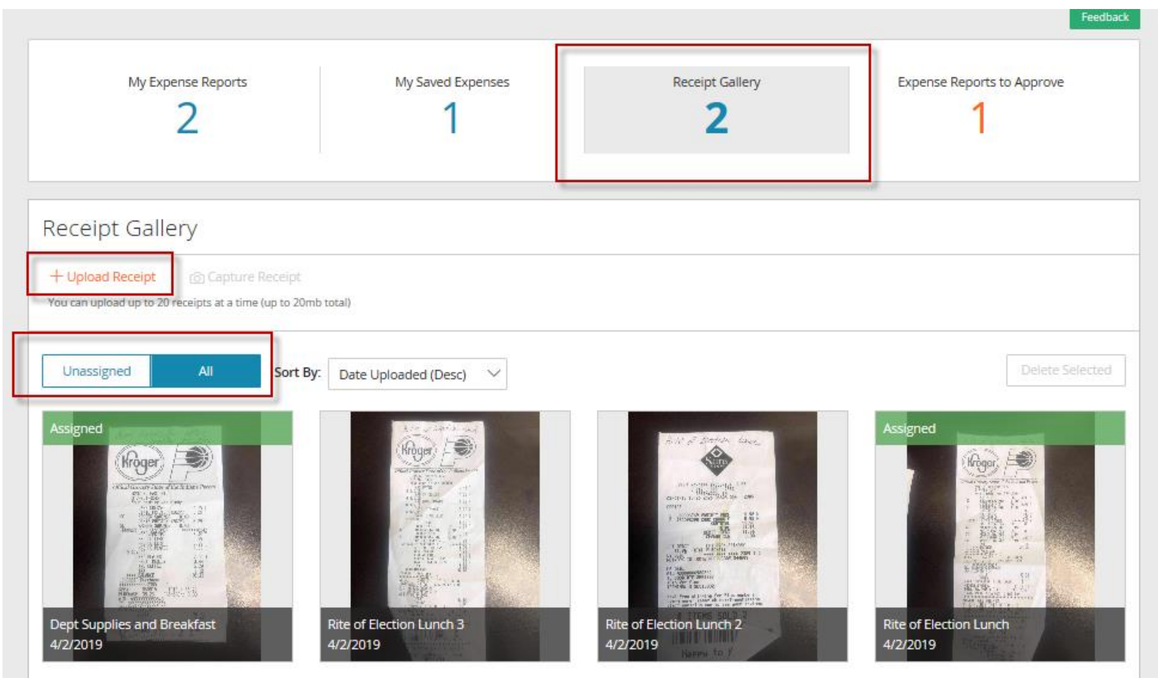
Add a receipt from your computer using Paylocity's Self-Service Portal:
Expense Report > Receipt Gallery > click on **+Upload Receipt > Choose the PDF or JPG receipt file** from the directory file location where you saved the file.

Add a receipt from your mobile device:
From Paylocity's Mobile App: navigate to the menu and select **Expense >** choose **Receipts** from the menu at the bottom of the screen > click **Add** (top right corner) > then choose **Take Photo** or **Select From Your Phone Library**

After receipts are added, you can choose to create **My Saved Expenses** to be available to add to an expense report later or you can add saved receipts directly to **My Expense Report**.

After you attach a receipt to My Saved Expenses or My Expense Reports it is considered "**Assigned**" and will not be available for selection.

You can view Unassigned Receipts, or you can view All Receipts by using the sliding filter on the Receipt Gallery screen.



(2) **My Saved Expenses** – use this tool when you'd like to keep your expenses coded but you aren't ready to create your Expense Report yet or if you frequently incur expenses that will be reimbursed.

Note: for those who regularly submit expense reports, most supervisors would appreciate expenses submitted on a weekly or monthly basis rather than daily. Therefore, entering expenses into the **My Saved Expenses** section will allow you to attach several expenses to a single report that can be submitted weekly or monthly to your supervisors.

All expenses in **My Saved Expenses** and expenses created from **My Expense Reports** must be coded correctly to Intacct general ledger dimensions (accounts). In Intacct, dimension fields are Location, Program, Account, and Project_Grant. Intacct dimension fields map over to Paylocity's three Cost Center fields (Cost Center 1, Cost Center 2, and Cost Center 3). In Paylocity, the Location and Program number are combined.

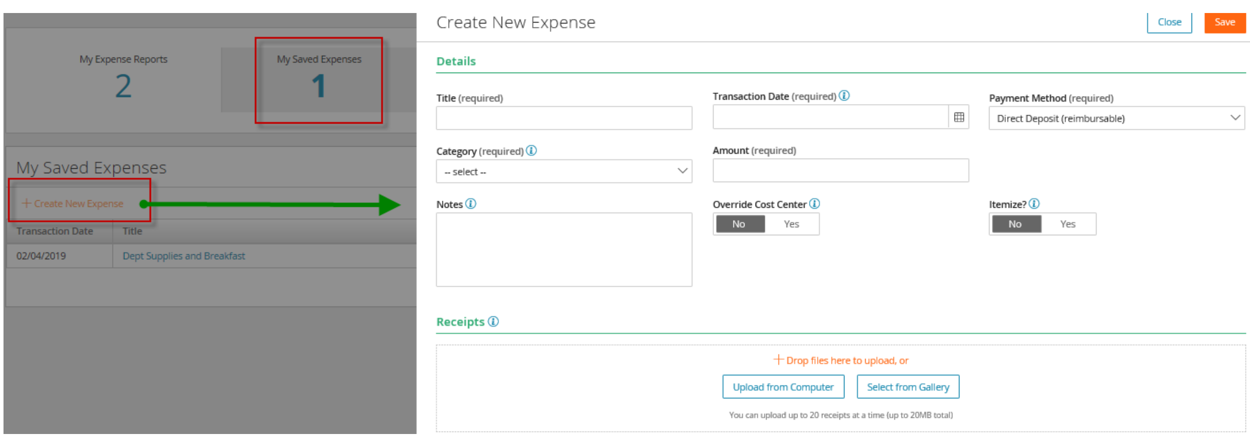
For example, in Intacct the Archdiocese location is 100 and the Office of Accounting Services Program is 1092. In Paylocity Cost Center 1 is LocProg, therefore you would choose 1001092.

In Paylocity's Web Expense module, the dimension/cost center fields will populate with <Default>, however, all expenses must be changed from default and coded to the correct Intacct dimensions/cost centers: Location/Program, Account, and Proj_Grant (if applicable). If there isn't a Proj_Grant, populate the field with NA 999.

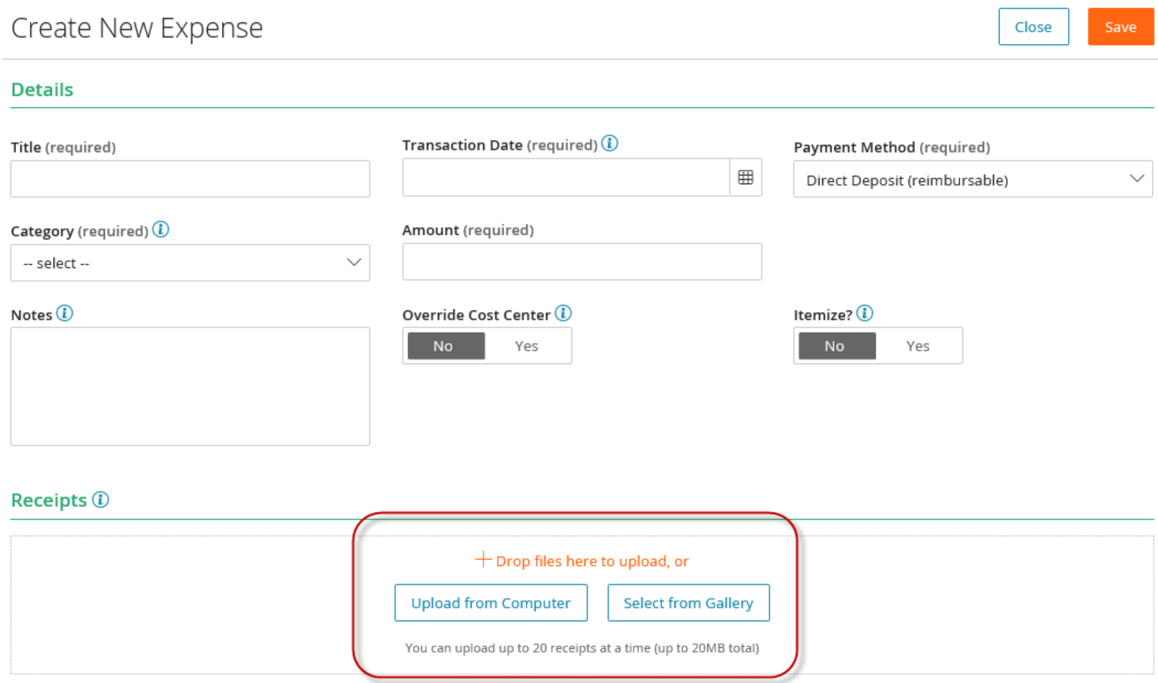
For example: when coding an expense, <Default> appears in the three fields below, you must choose the correct dimensions/cost centers to ensure expenses are recorded in our accounting system appropriately.

- LocProg = Accounting Services (1001092)
- Account = Travel-Mileage (91002)
- Proj_Grant = NA (999)

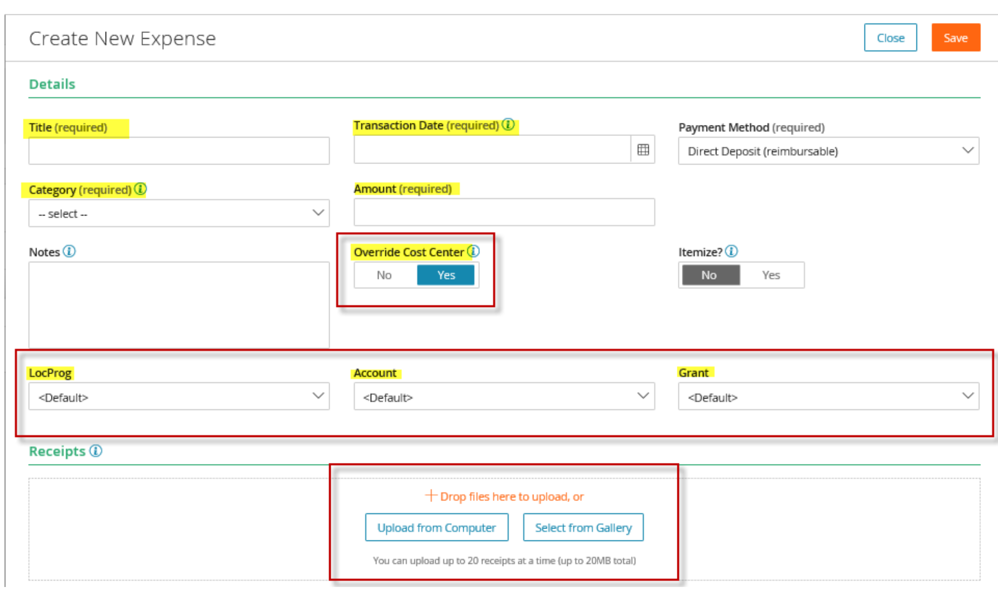
My Saved Expenses > +Create New Expense



- There are three ways to add a receipt:
    - +Drop PDF or JPG files here to upload, or
    - Upload PDF or JPG files from Computer, or
    - Select from Receipt Gallery



- After the receipt is selected, enter **Title**, Transaction Date, Category, and Amount **<u>Title will be imported into Intacct and appear in Intacct's "Memo" field.</u>**
- Add any helpful notes about the reimbursement



– As shown above in the screenprint: change the sliding **Override Cost Center** filter from No to Yes. **Code the expense: Location and Program, Account, and Proj_Grant**
Receipts coded to <Default> in these fields will be returned to submitters

LocProg = Location and Program (required)
Location is the first three digits of LocProg – location is the legal entity responsible for the expense. **Program** is the last four digits – use the program that the expense is related to. Program is essentially the same as "department". For example, an expense for a payroll team meeting meal is the Accounting Department and would be coded to the following location and program: 100 for the Archdiocese (Catholic Center) and 1092 Office of Accounting Services – Arch. This appears as 1001092 in Paylocity. Ensure the 7 digit coding that the expense will be booked to in the general ledger is selected.

Account (required) – Enter the account number where you want the expense to be recorded. A full chart of accounts, including the hierarchy of the chart of accounts, can be found on the Intacct page of the Arch website (http://www.archindy.org/finance/intacct.html). Common accounts to be used are:

53200-Office Supplies
53301-Program Expense - Materials and Supplies
90002-Registration Fees for Conferences / Meetings / Events
91000-Travel - Hotel / Lodging
91001-Meals - Business
91002-Travel - Mileage
91004-Travel - Cab / Ride-share Service
91005-Travel - Airfare
91006-Travel - Parking / Tolls
92001-Hosting Conferences & Meetings - Food and Beverage

Proj_Grant (required) – If your expenditure is related to a project or grant, identify the Project_Grant ID here. If your expenditure is not related to a project or grant, change/update the field to NA 999.

Note: A listing of all dimensions (Location, Program, Account, Project_Grant) is available on the Arch website (http://www.archindy.org/finance/intacct.html) and is updated periodically.

– Save to attach to an Expense Report that will be submitted later

You can add up to 20 receipts or 20MB total to one expense.

BEST PRACTICE for purchases made in advance:

An employee purchases airfare tickets and conference registration for an event in March. The event takes place in April. If the reimbursement is being submitted before the event date, the transaction date should be the date of the receipt; not the future date of the event. Add the event date to the Notes section.

Example: John Doe purchases airfare on May 15th for a conference that will take place from July 9th-11th. John Doe submits his expense reimbursement at the end of May. John should use a transaction date of May 15th (the date he purchased the airfare) and include the following description in the Notes section: "July 9th-11th flights".

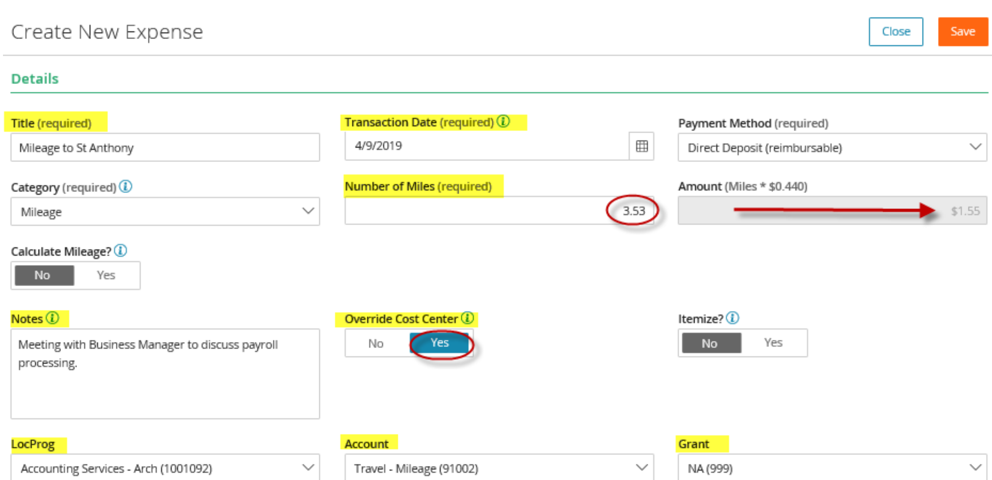
Annually, at fiscal year-end, the Office of Accounting Services will perform a fiscal year review of expense reimbursements; analyzing the notes and amounts to determine if there are any material amounts that need to be reclassified.

Calculate Mileage – by entering in the total number of miles driven or by using the google maps feature which will calculate the distance from point A to point B for you.

My Saved Expenses > **+Create New Expense**

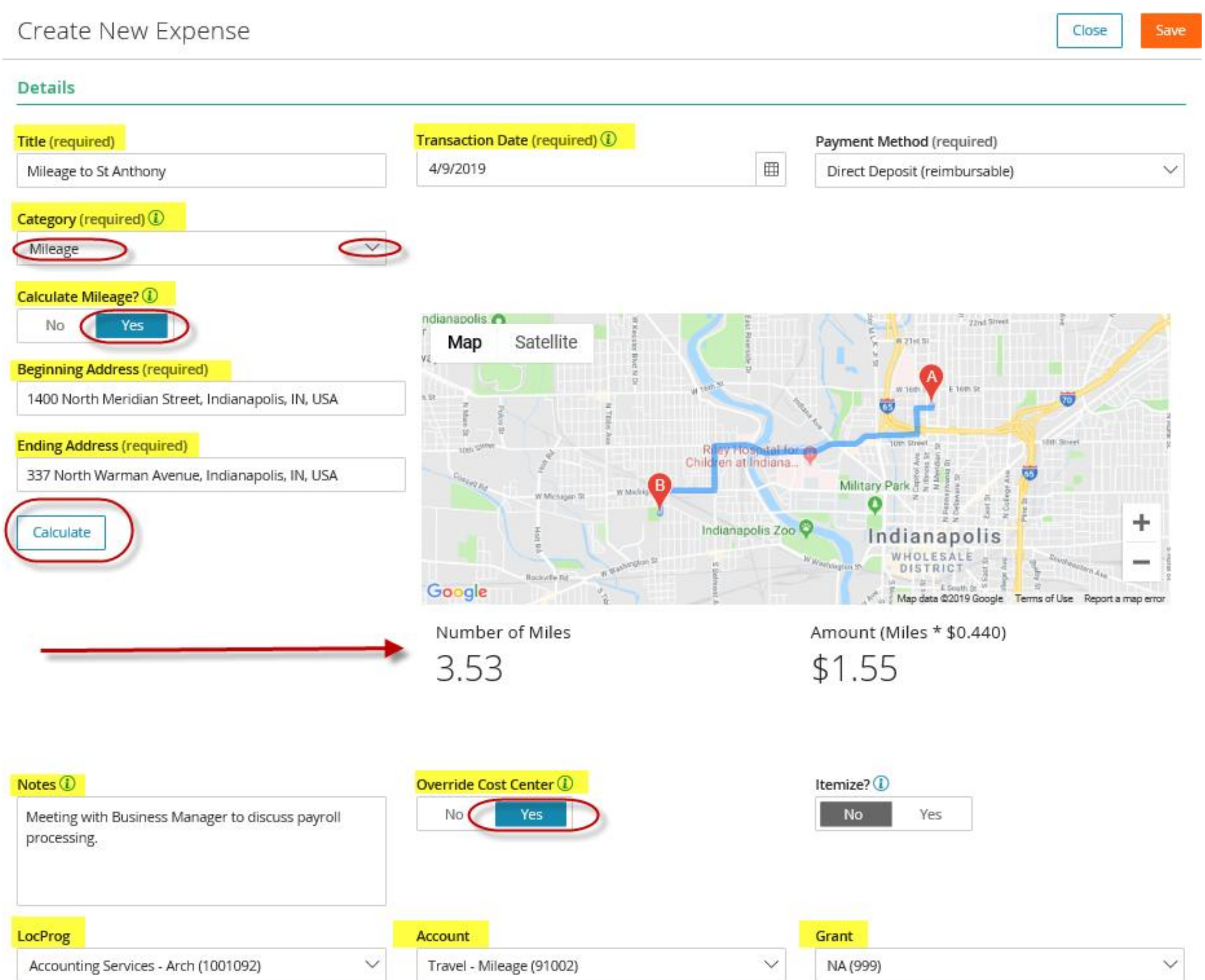
If total number of miles is known, key in the total number of miles; the system will calculate the expense reimbursement due back to you using the Archdiocese approved expense reimbursement mileage rate. Enter in the following information to calculate mileage (refer to the screen print below):

- Title and Transaction Date
- Category = Mileage
- Key in Notes about the business meeting.
- Change Cost Center Filter to Yes
- Enter in the appropriate Location and Program.
- Update the Account field to Travel-Mileage 91002
- Choose a Grant if applicable. **If Grant is not applicable choose NA-999.**



If total mileage is not known:

- Title and Transaction Date
- Category = Mileage
- Slide Calculate Filter to Yes
- Enter in Beginning Address and Ending Address, then click Calculate
- Key in Notes about the business meeting.
- Change Cost Center Filter to Yes
- Enter in the appropriate Location and Program.
- Update the Account field to Travel-Mileage 91002
- Choose a Grant if applicable. If Grant is not applicable choose NA-999.



BEST PRACTICE for Mileage:

Web Expense can calculate your mileage for you. The module is set up with the approved Archdiocese mileage rate. You can enter in the total number of miles driven **or** calculate the mileage from point A to point B using the module's map feature.

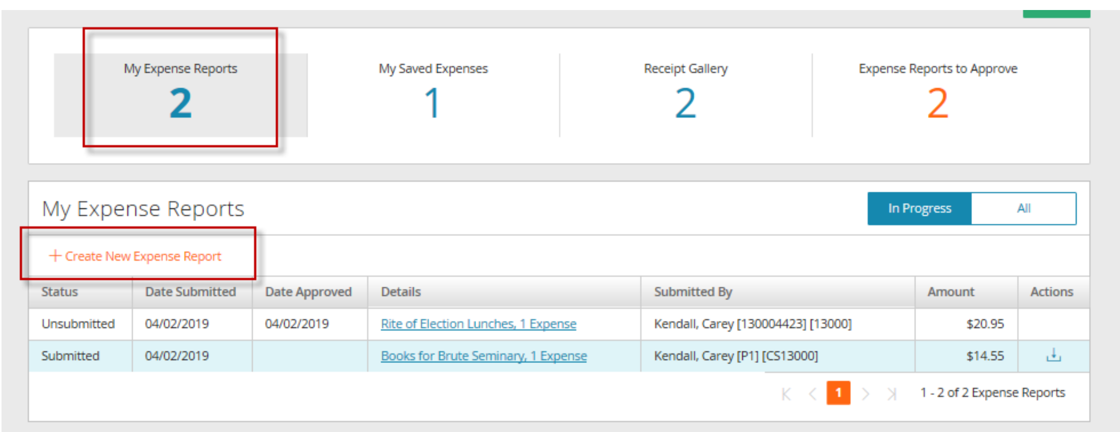
Note that if you are driving to a business meeting from home, you must reduce your total number of miles driven on your normal commute in order to arrive at the reimbursable miles.

Example 1: John Doe's normal commute to the workplace (office, not a parish) from his home is 10 miles each way. If John spends the day working at a parish that is 25 miles from his home and he drives directly to and from the parish from his home, he will be eligible to be reimbursed for 30 miles. Each leg of the journey has 15 reimbursable miles (25 miles driven less the 10 miles standard commute to the workplace).

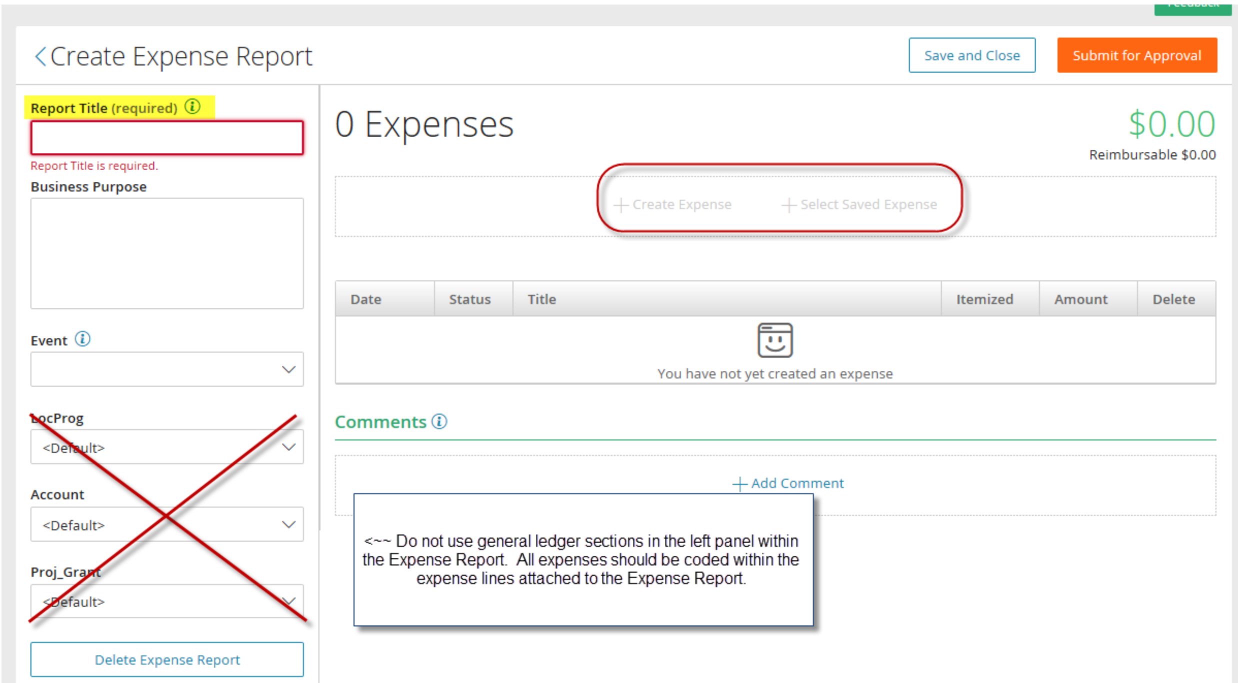
Example 2: John Doe's normal commute to the workplace from his home is 10 miles each way. John spends the day working a parish. The parish is 25 miles from his home and 21 miles from the office (normal workplace). If John's day consists of driving from home to parish (25 miles), from parish to office (21 miles), and from office to home (10 miles), he will be eligible to be reimbursed for 36 miles (56 total miles driven less the 20 miles for the normal roundtrip commute).

(3) **My Expense Reports** – this tool is used to attach receipts from the gallery, attach saved expenses, and to submit your expense report for approval.

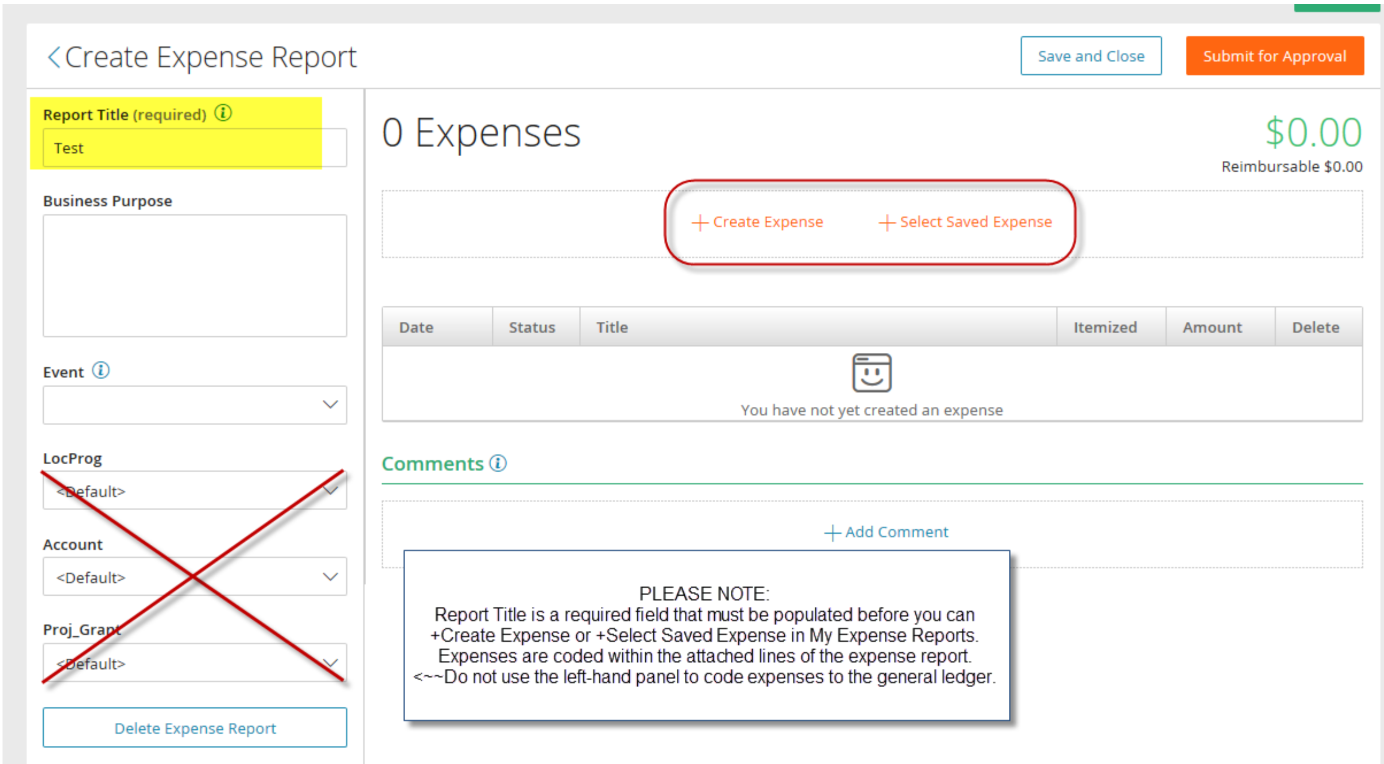
My Expense Reports > **+Create New Expense Report**



NOTE: Please refer to the screen print below which is the window that appears after you click on **+Create New Expense Report**. Do not fill in the LocProg, Account, or Proj_Grant in the left-hand panel. All expenses must be coded within the expense itself (within +Create Expense and/or +My Saved Expenses). Expenses should be coded to general ledger accounts within the Expense lines that are attached to the Expense Report. In **My Expense Reports** > **+Create New Expense Report**, we will not utilize the coding in the left panel that is marked with a red X.



- Enter Report Title (required)
- After Report Title is populated +Create Expense and +Select Saved Expenses options (appear as shown in the screen print below) choose either option.
    - If you have **My Saved Expenses** – you can choose that option and select the expenses you want to attach.
    - If you do not have **My Saved Expenses** – you can create them by choosing +Create Expense.

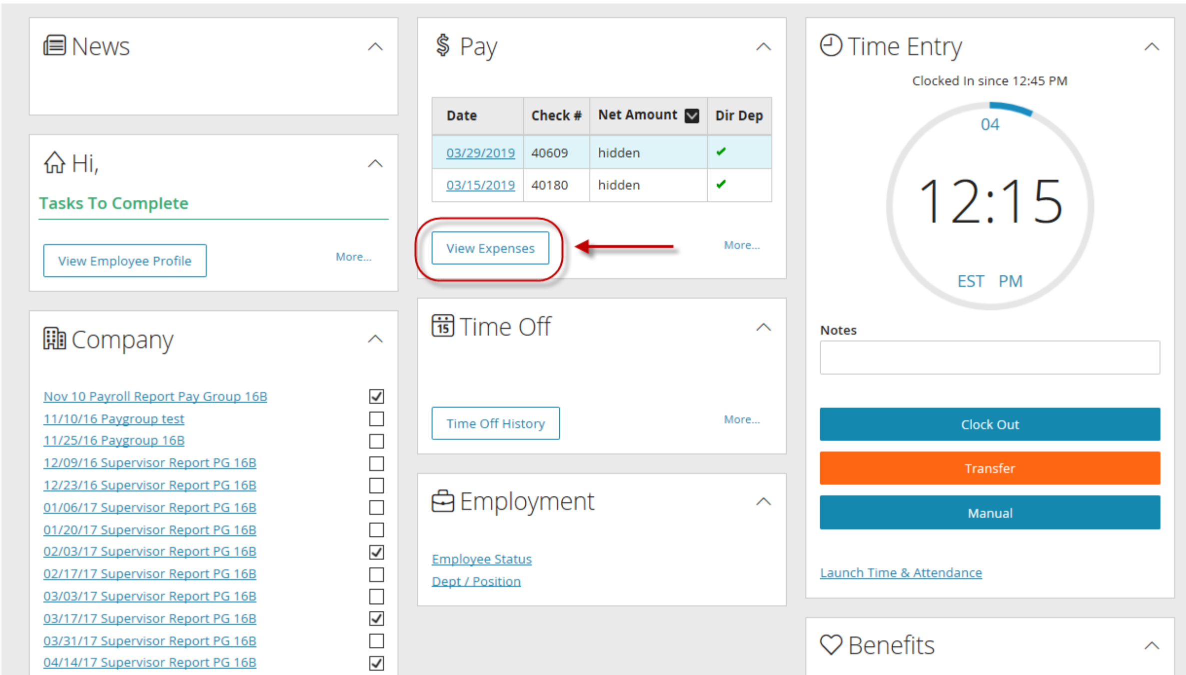


If choosing +Create Expense from "My Expense Reports" ensure you code the expense properly:

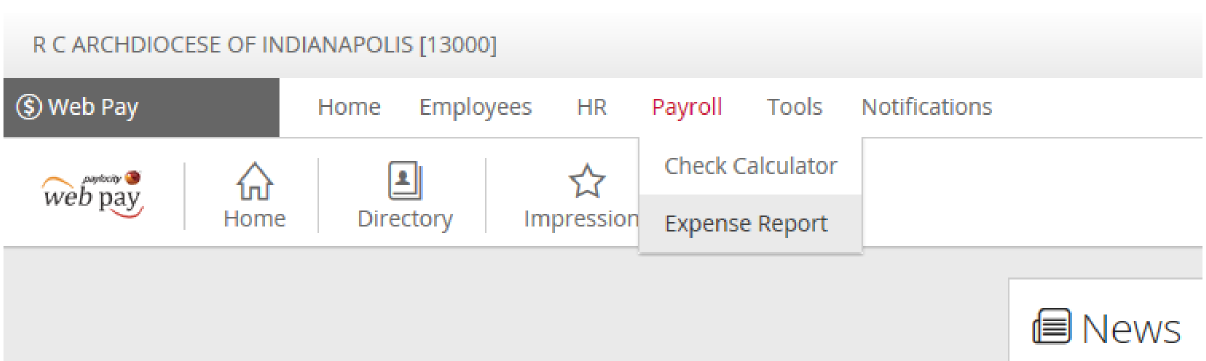
- Change the sliding **Override Cost Center** filter from No to Yes
- There are three ways to add a receipt:
  - +Drop files here to upload, or
  - Upload from Computer, or
  - Select from Receipt Gallery
- After the receipt is selected, enter Title, Transaction Date, Category, and Amount.
- Add any helpful notes about the reimbursement
- Code the expense:
  Location and Program, Account, and Grant
- Save
- Enter as many receipts as needed
- Save and Close to finish later or **Submit for Approval**
  Submitted reports are routed to your assigned supervisor in Paylocity.
  Your assigned supervisor will receive an email when you submit your expense report.
  Supervisors will review and approve expense reimbursements.

You can view the status of your submitted expense report from your Expense Dashboard:

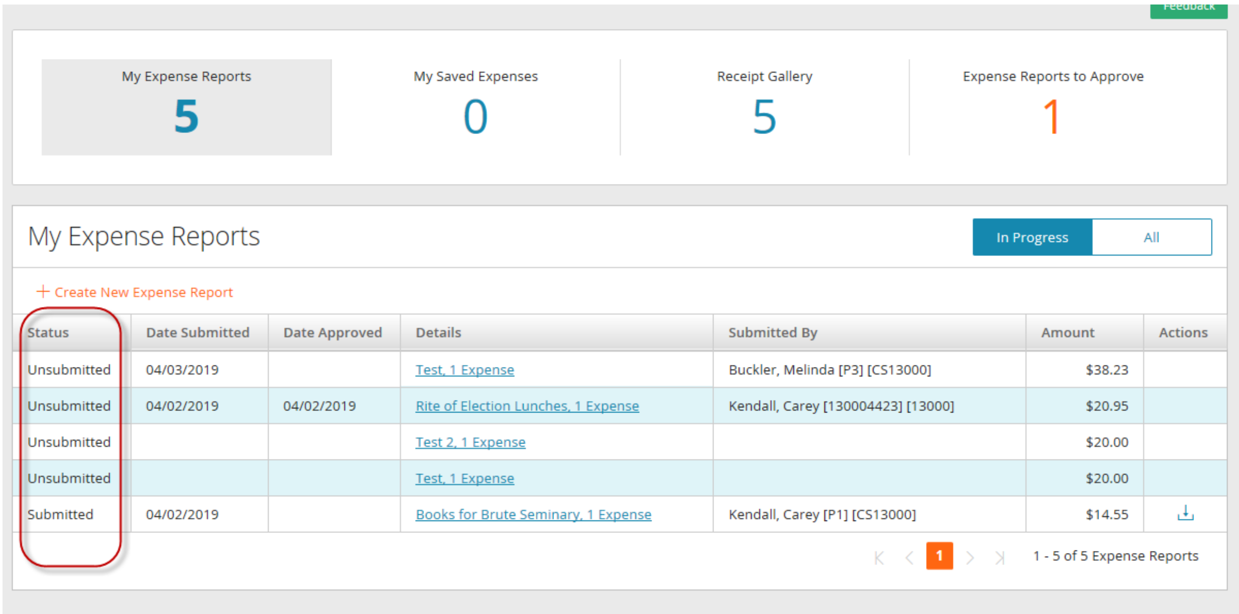
To access your Expense dashboard: from Paylocity's employee self-service portal > in the "$ Pay" area, as shown below, click on View Expenses.



Or select Payroll > Expense Report

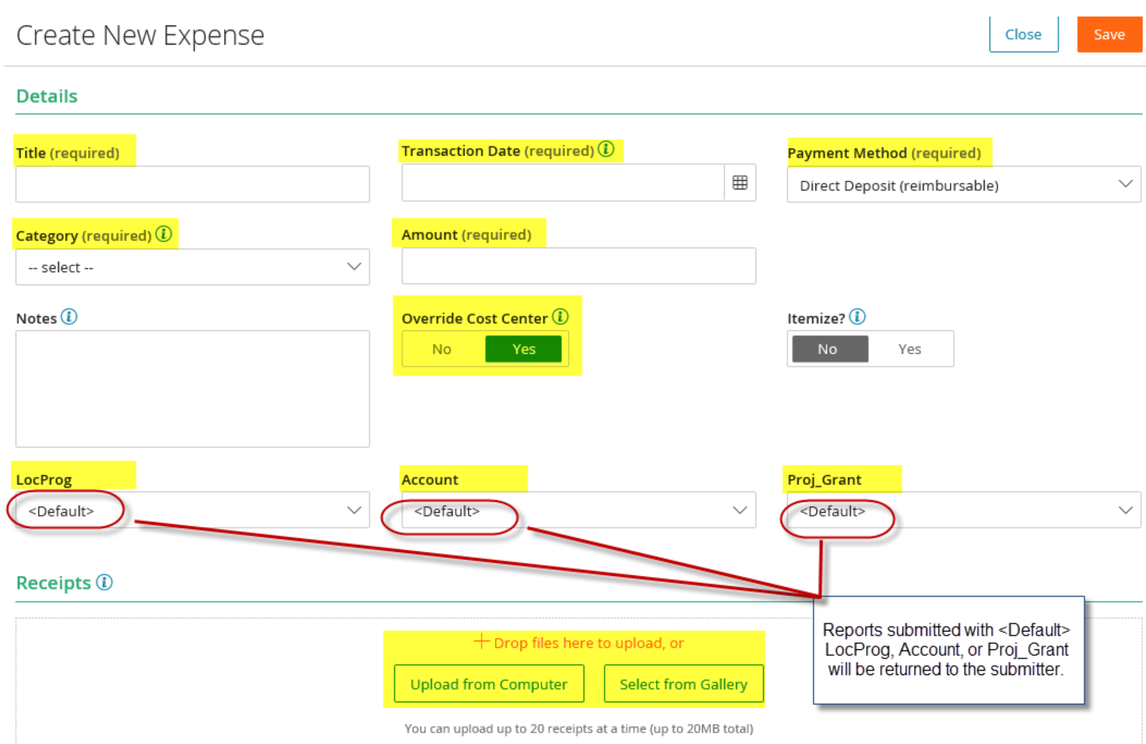


View the Status of your expense report in the Status column as shown below:



If your expense report remains in a “submitted” status, please reach out to your assigned Paylocity supervisor.

Please note: Expense Reports that are not coded properly with the LogProg, Account, and Grant will be returned to submitters by the approver. If an expense report is approved with <Default> Cost Centers (LocProg, Account, Grant) the report will be returned to the submitter by a payroll team member. The screen print below highlights required fields:



Notifications:

Office 365 users: email notifications may appear in the “Other” category rather than the “Focused” section of Outlook.

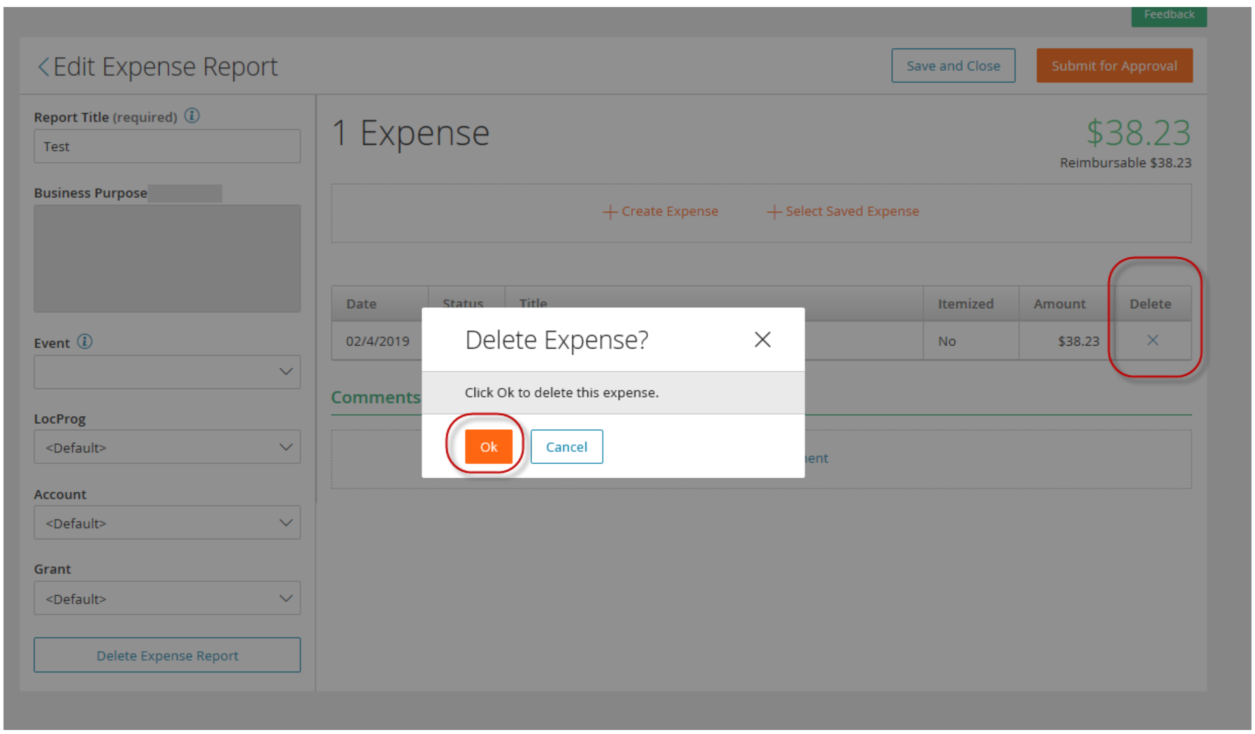
Approvers receive a notification when an expense report is submitted.

Submitters receive notifications when the status of an Expense Report changes. This includes notifications for: approved, returned, recalled, and paid statuses.

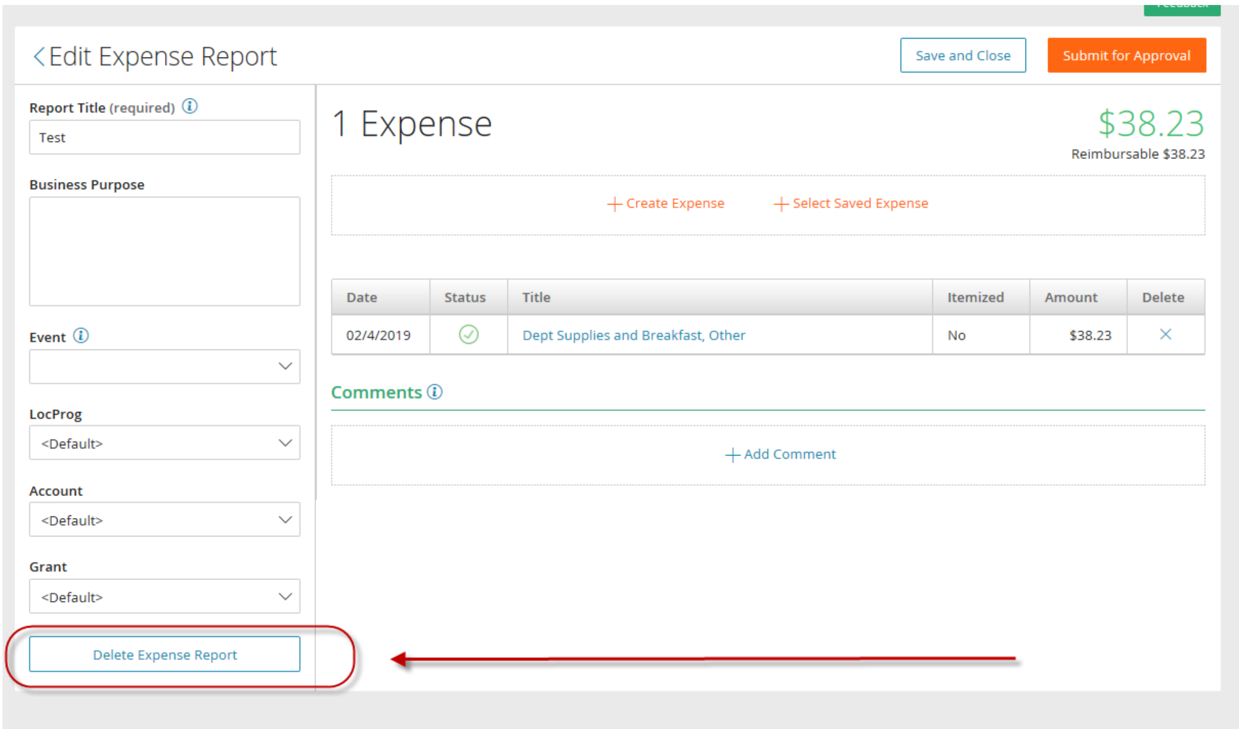
Delete Options:

Submitters may delete an Expense attached to an Expense Report and/or delete the entire Expense Report. From My Expense Reports > click on the Expense Report

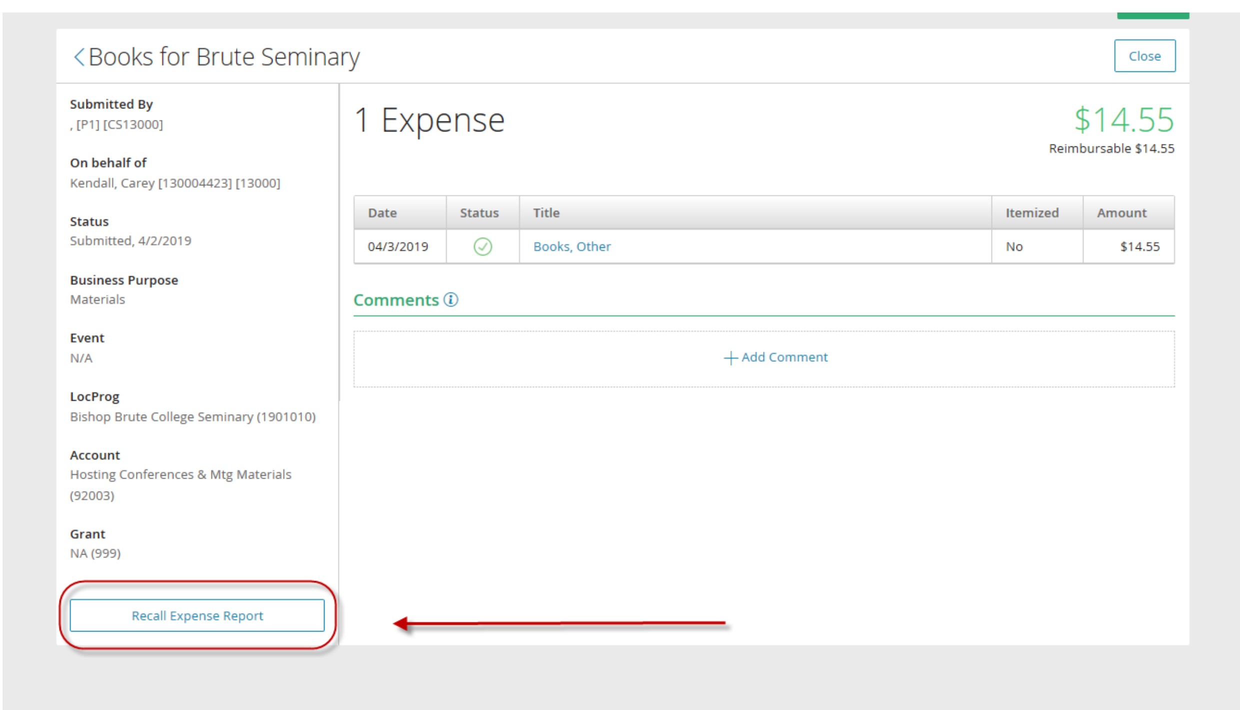
To delete an attached expense but not the entire report: click on the X in the Delete column of the Expense that needs deleted.



To delete the entire Expense Report which also deletes the expenses attached: click on Delete Expense Report in the left-hand panel.

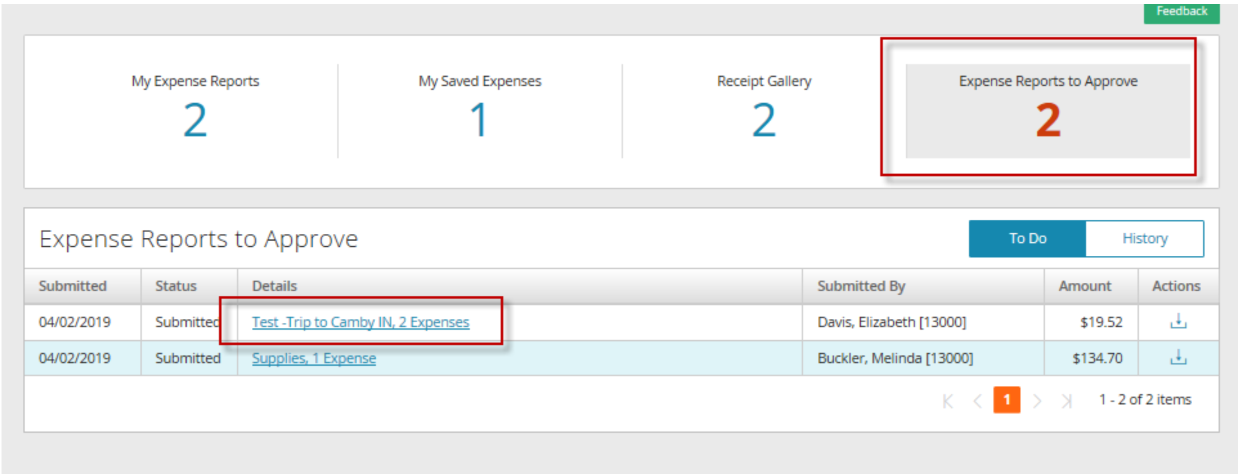


Submitters can recall an Expense Report that has been submitted. From My Expense Reports, select the Submitted Expense Report that needs recalled. Within the Submitted Expense Report, select Recall Expense Report in the left-hand panel.

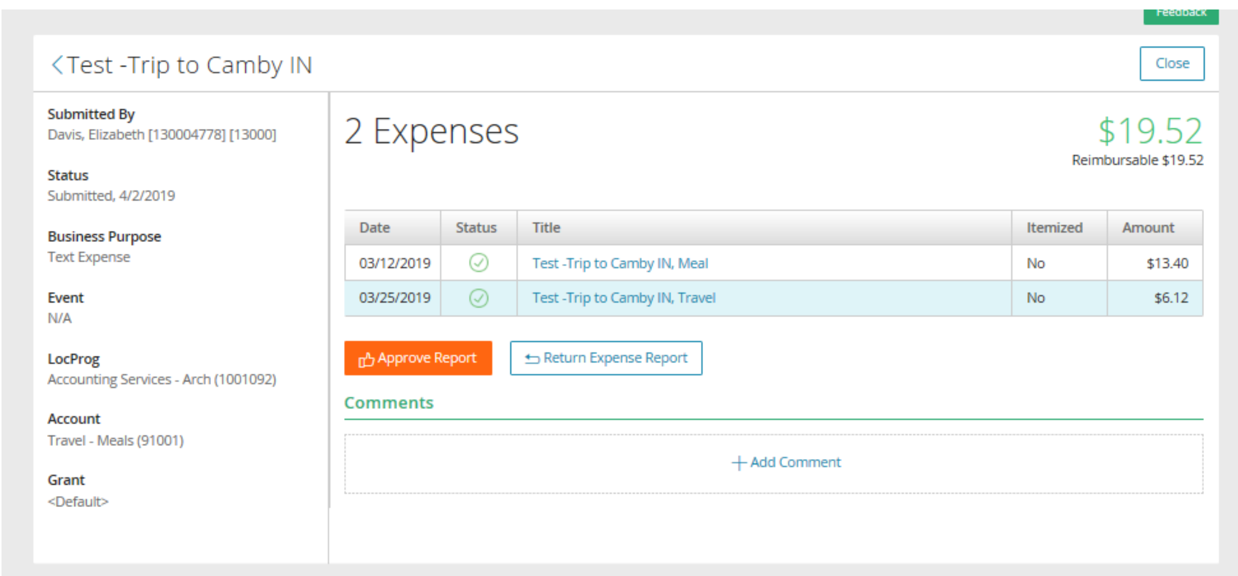


(4) **Expense Reports to Approve** – approve or return submitted expense reports.

– Expense Reports to Approve > select the expense report submitted

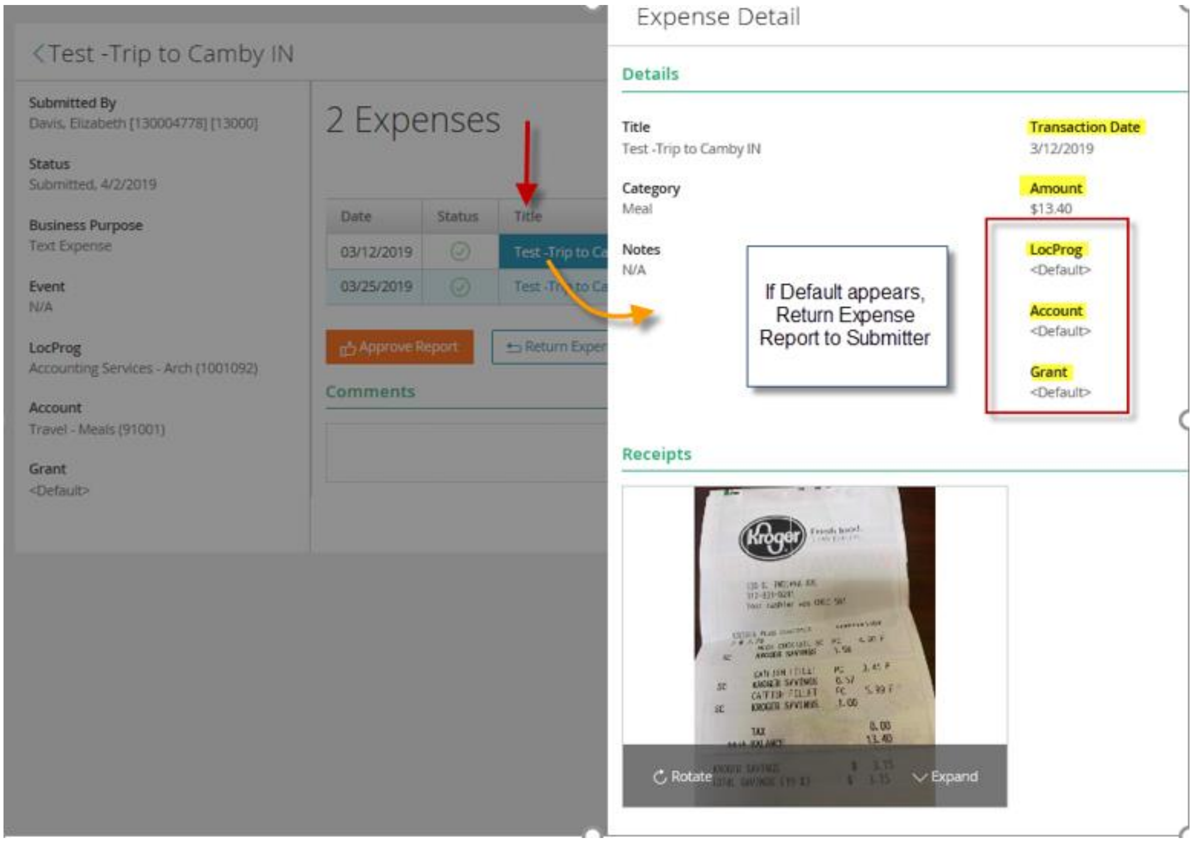


– After clicking on the Expense Report, the report opens to show the expenses that are attached to the report as shown below



As shown above, within the Expense Report, the expenses attached to the report are listed and highlighted as blue links. **Approvers must open each attached expense to review the receipt and the fields within the expense to substantiate reimbursing each expense that is attached to the report.**

– Select each Expense for review. After clicking on the expense, the screen expands to show the Expense Detail. The highlighted sections are the most important to review before approving:

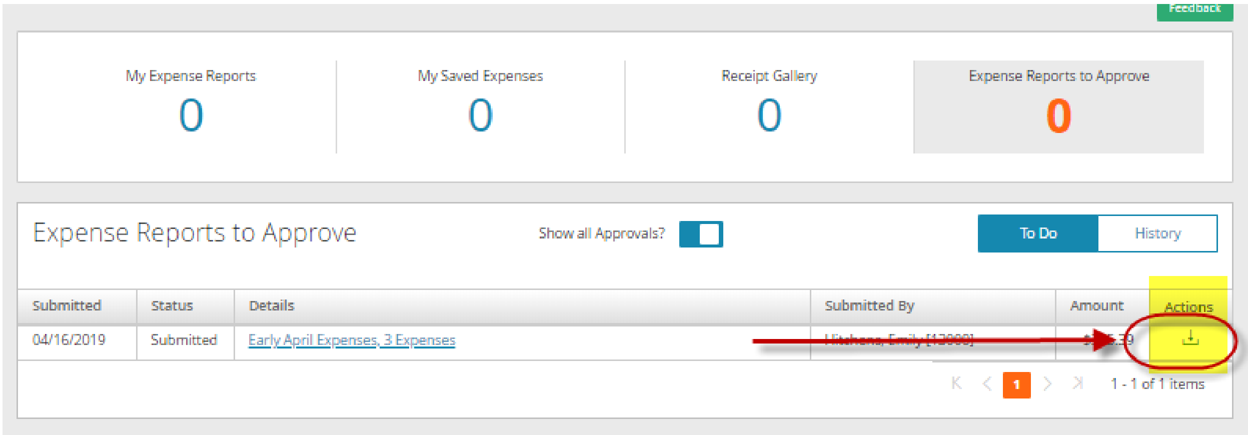


– Transaction date and amount – does it match the receipt?
– LocProg, Account, and Grant should be coded to the Intacct general ledger account numbers. If <Default> appears, return the report to the submitter.
– After all expense links within the report are opened and verified as outlined above, select Approve Report.
– **If LocProg, Account, and Grant display as <Default> or if the report isn't coded with the correct general ledger accounts, the expense should be returned to the submitter.**
– **If you are Rejecting an Expense Report, please be sure to use the "Comments"** to let the submitter know why you are rejecting the expense report. If the expense report is rejected, the submitter will receive an email notification so they are aware they need to take corrective action.

If the report is approved with <Default> the payroll team will return the report to the submitter; the status will be changed to unsubmitted, the employee will not be paid until these fields are updated.

Approvers have the option to download a report to view, however, currently this report does not list cost centers. Therefore, the approver is still required to open each expense line item in the report to substantiate each reimbursement before approving the report.

You can view a report by clicking on the down arrow in the Actions column as shown below:



As part of Central Payroll's standard operating procedures, the payroll team will review approved expenses on a regular basis throughout the pay period. Payroll team members may "Return" approved expense reports to submitters if there are <Default> cost center selected. The payroll team will scan the general ledger cost center coding for reasonableness. For example, we will ensure all Mileage reimbursements are coded to Travel-Mileage (91002). However, it is the Approvers responsibility to ensure expenses are coded to the correct general ledger codes: Location, Program (LocProg); Account, and Proj_Grant (which should be NA 999 if there isn't a Proj_Grant chosen).

Please reach out to a payroll team member with questions about Paylocity Web Expense:

 Liz Davis | Payroll Support Specialist | 317-592-4065 | ldavis@archindy.org

 Melinda Buckler | Payroll Specialist | 317-236-1439 | mbuckler@archindy.org

 Carey Kendall | Manager, Payroll & Billing | 317-236-1519 | ckendall@archindy.org