PAYLOCITY WEB EXPENSE

Archdiocese Expense Reimbursement Process

Expense Reimbursement Policy

- The Archdiocese Expense Reimbursement Policy is <u>not</u> changing.
- Before requesting or approving an expense reimbursement; **familiarize yourself with the Expense Reimbursement Policy**

http://www.archindy.org/finance/files/parish/general/expense_reimburse_policy.pdf

Expense Reimbursement Process Changes

- All of the information in this presentation can be found in the Paylocity Web Expense Guide which is more detailed and includes step-by-step instructions. http://www.archindy.org/finance/files/intacct/Paylocity%20Web%20Expense%20Guide.pdf
- In April 2019, a group of Catholic Center employees successfully tested the new process using Paylocity Web Expense.
- Beginning May 2019 Intacct-Using Archdiocese entities will use **Paylocity Web Expense** to process expense reimbursements through payroll.
  - *(Catholic Center, NDAA, CCI, CCB, CCTC, CCTH, Brute, and Fatima)*
- The process we use to reimburse employees is changing from creating Excel spreadsheets, PDFs, and emails, to using **Paylocity's Web Expense** module.

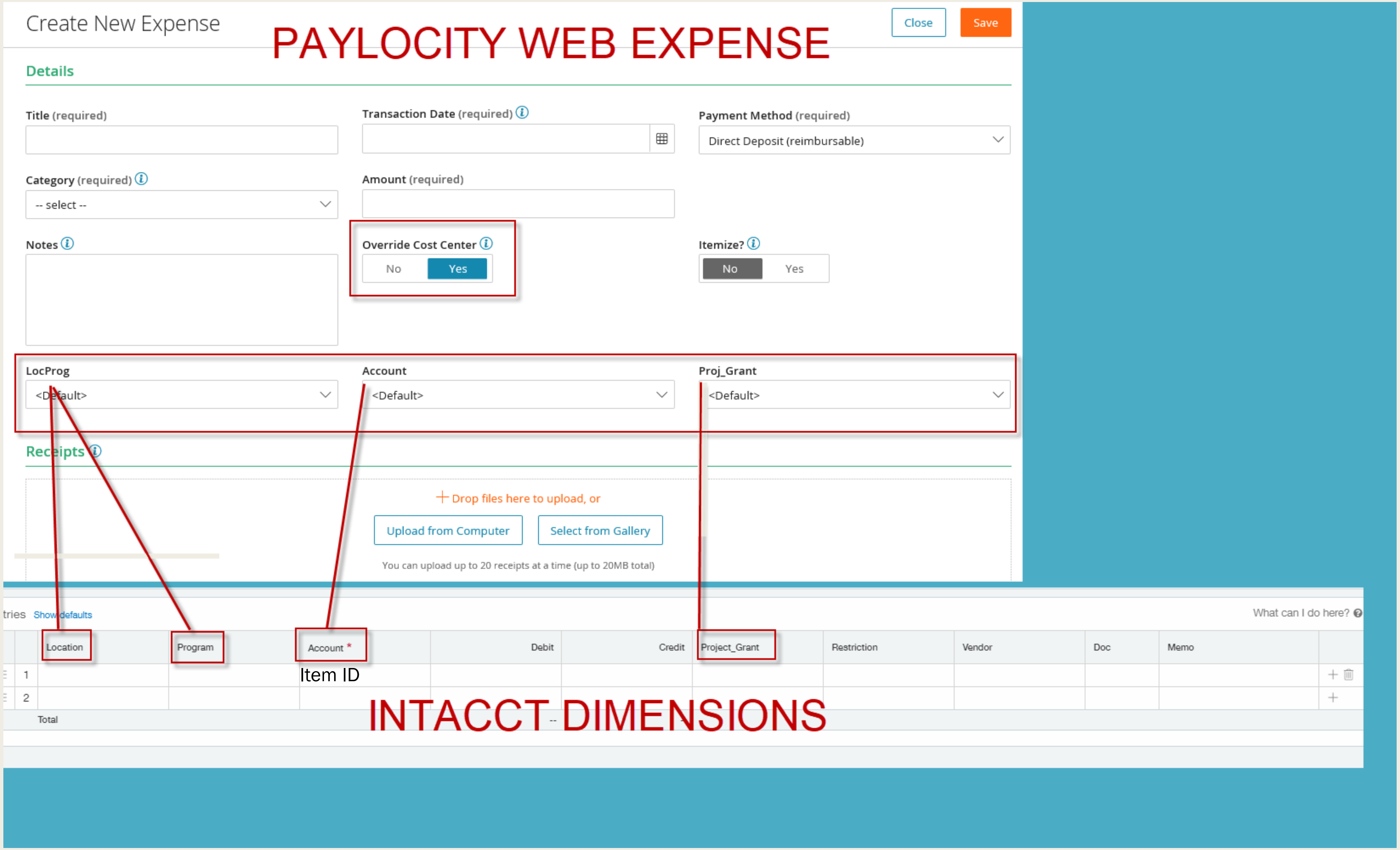
Expense Reimbursement Process Changes

- **All employees will use the system to submit their own expense reimbursements.**
- Employees will store receipts, code expenses, and submit expense reports for approval through **Web Expense** using their **Paylocity Self-Service Portal**.
- Supervisors will review and approve expense reimbursements in their **Paylocity Self-Service Portal** in the **Expense** area.
- Expense reimbursements that are approved by Tuesday mornings in paid weeks will be paid via direct deposit that Friday.
- After you have completed training today, please begin using the new process.

Key Concepts

- Expense Reimbursement Process Achieves:
  - Efficiently reimburse employees through payroll
  - Records the expense in our Intacct accounting system using the data you enter
- General Ledger Account Mapping from Paylocity to Intacct
  - Intacct Data fields are referred to as Dimensions
  - Dimensions we use in Intacct are:
    - Location (required), Program (required), Account (required), Project_Grant (if applicable)
  - Paylocity refers to these fields as Cost Centers
    - Cost Center 1 is LocProg = Intacct Location and Program (required)
    - Cost Center 2 is Account = Intacct Account (required)
    - Cost Center 3 is Proj_Grant = Intacct Project Grant (required) NA 999 if not applicable
- 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 to Intacct Account Mapping



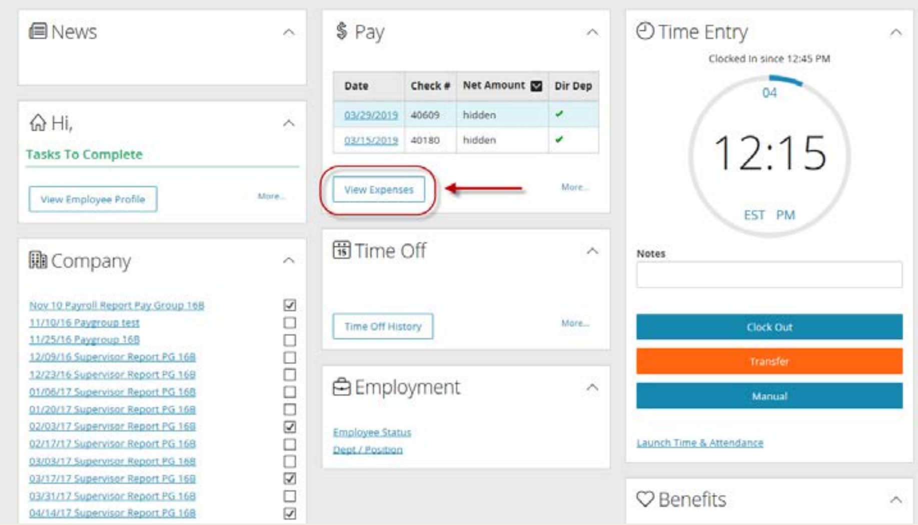
Access Paylocity Self-Service Portal

- Employees access Paylocity Web Expense through their Paylocity Self-Service dashboard from their computer or mobile device.
  - To access your Paylocity Self-Service dashboard go to Paylocity dot com. Click on Log In in the upper right-hand corner of the screen.
  - Enter in your Company ID, Username, and Password.
- Click on Register if you have never accessed Paylocity Self-Service
- Use this guide if you need assistance registering to access Paylocity self-service.

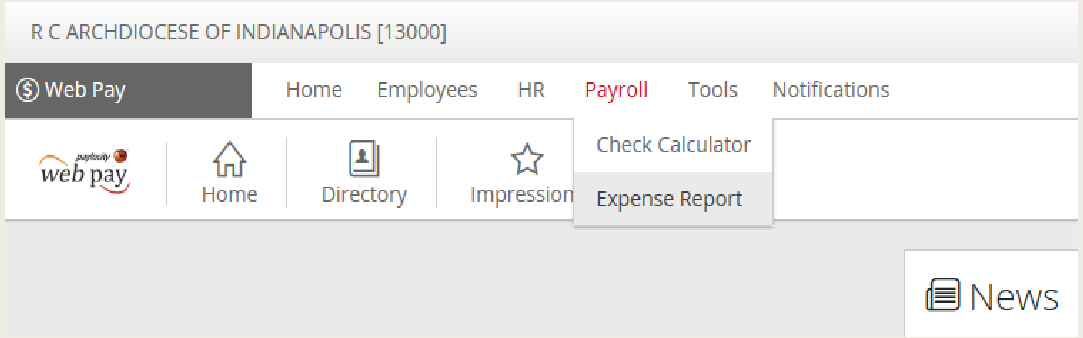
Archdiocese of Indianapolis (Catholic Center and Brute Seminary)	13000
Notre Dame ACE Academies	13250
Fatima	13350
Catholic Charities Indianapolis	33602
Catholic Charities Bloomington	33608
Catholic Charities Tell City	33619
Catholic Charities Terre Haute	33621

Access Paylocity Web Expense

From the Dashboard:
in the $Pay section
Select View Expenses

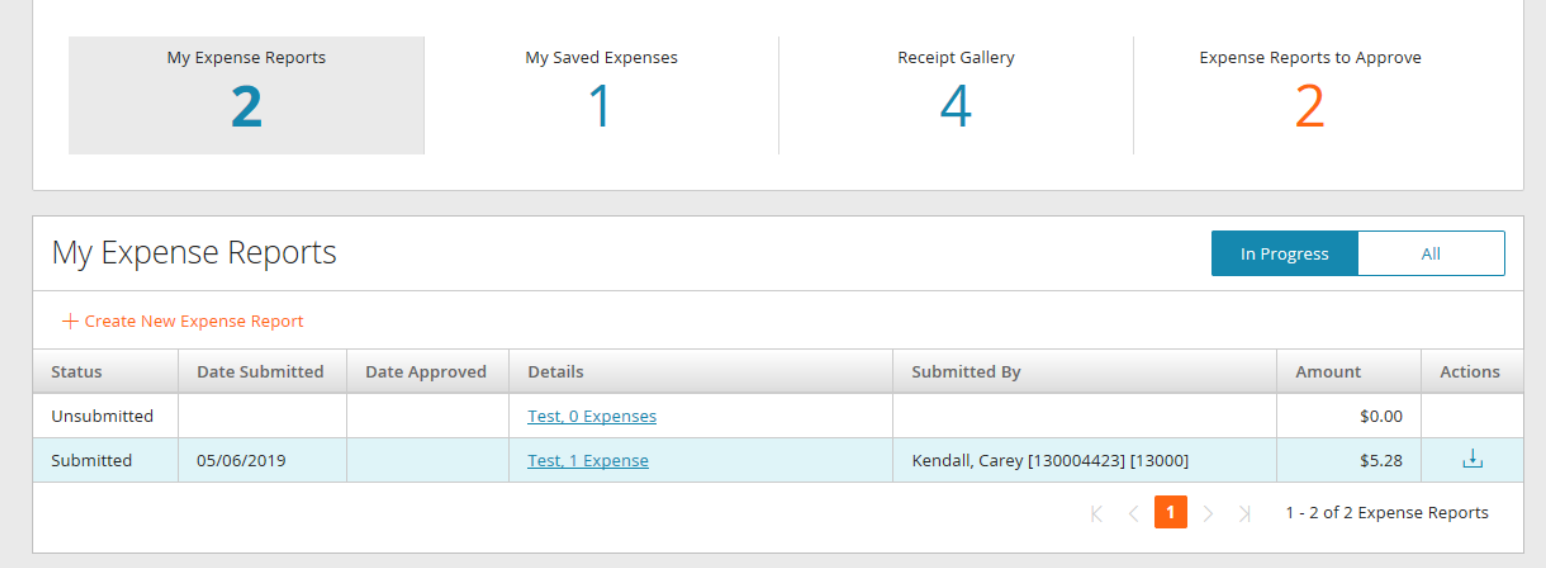


From the Menu:
Choose Payroll, then
Select Expense Report



Paylocity Web Expense

- The Web Expense Dashboard has four areas as shown below.



- Work flow: add receipts, code expenses, create expense report.

Paylocity Web Expense

- EMPLOYEES:

1. Add Receipts in Receipt Gallery
2. Code to Cost Centers/Dimensions in My Saved Expenses
3. Attach Saved Expenses to Expense Report & Submit for Approval

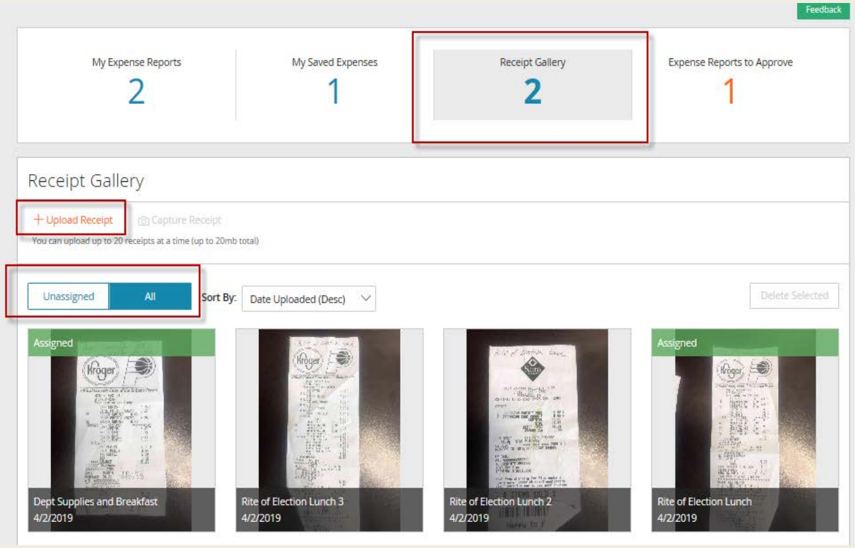
SUPERVISORS:

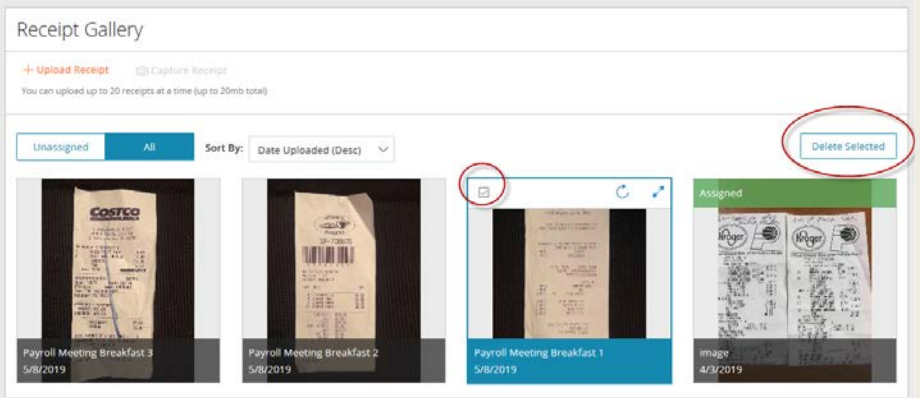
- 4. Review and Approve or Return

- *Receipt Gallery*
- *My Saved Expenses*
- *My Expense Reports*
- *Expense Reports to Approve*

Receipt Gallery

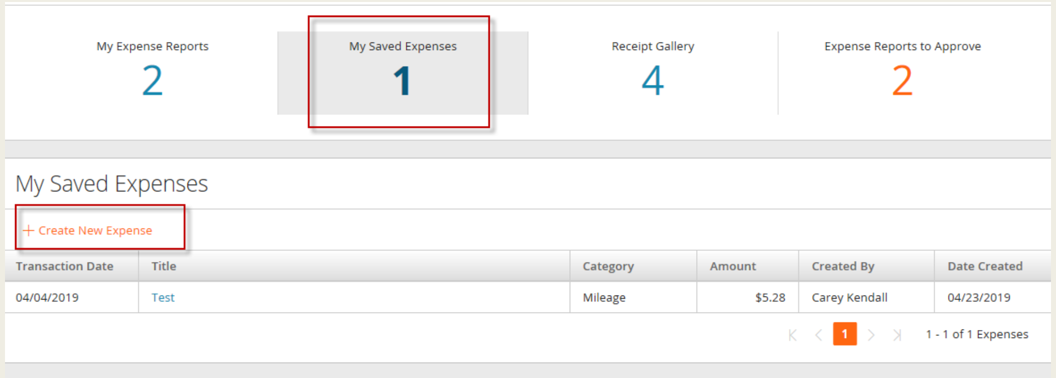
- Using PDF or JPG files:
  - *Add receipts from your computer*
  - *Add receipts from your mobile device*
  - *Add up to 20 receipts or 20mb*
  - *Receipts that are already coded to cost centers/dimensions are “Assigned” (highlighted green)*
  - *Toggle the filter from Unassigned to All to view all receipts.*
  - *Use the Sort By feature to sort by date uploaded in descending or ascending order; or by receipt name.*
  - *Use the “Delete” option if the receipt is unassigned.*

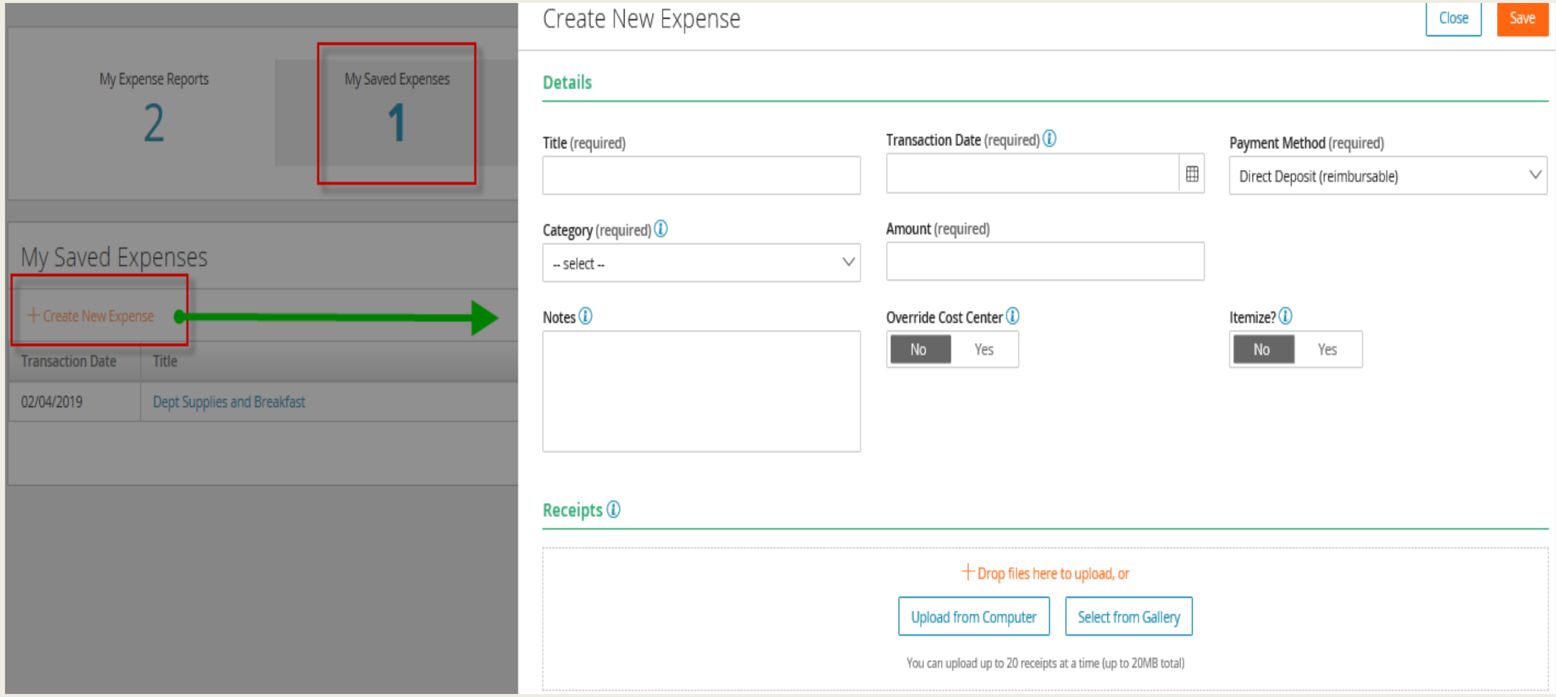




My Saved Expenses

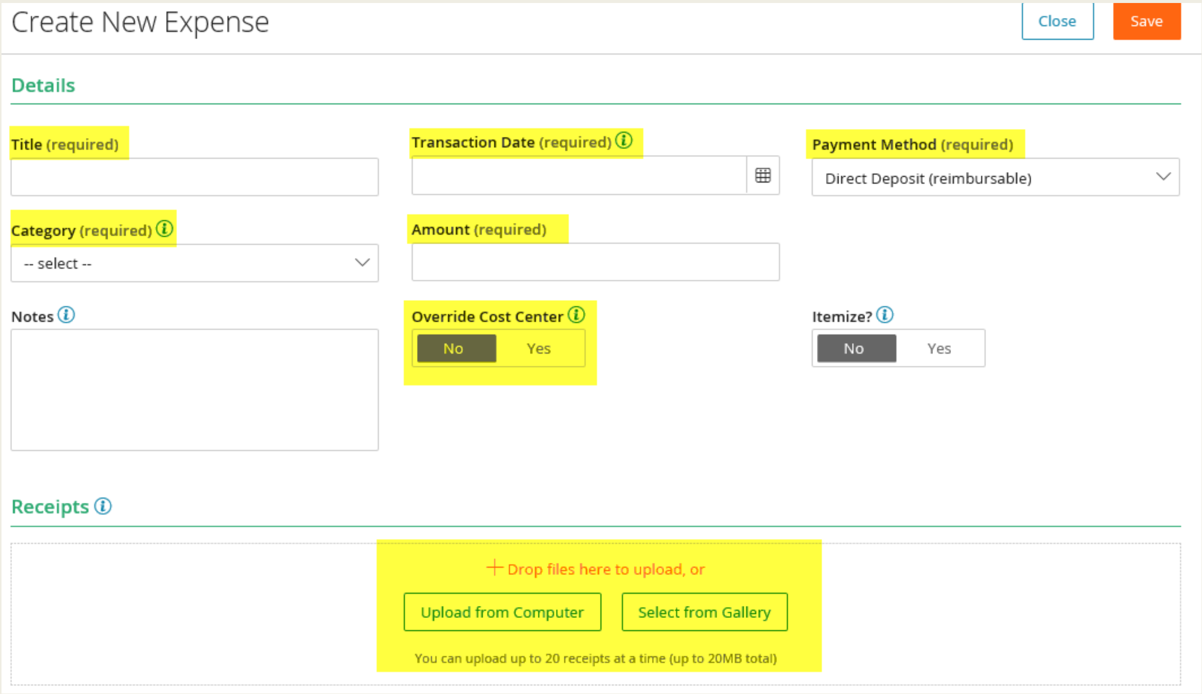
- Select My Saved Expenses
- Click on +Create New Expense
- Create New Expense screen appears





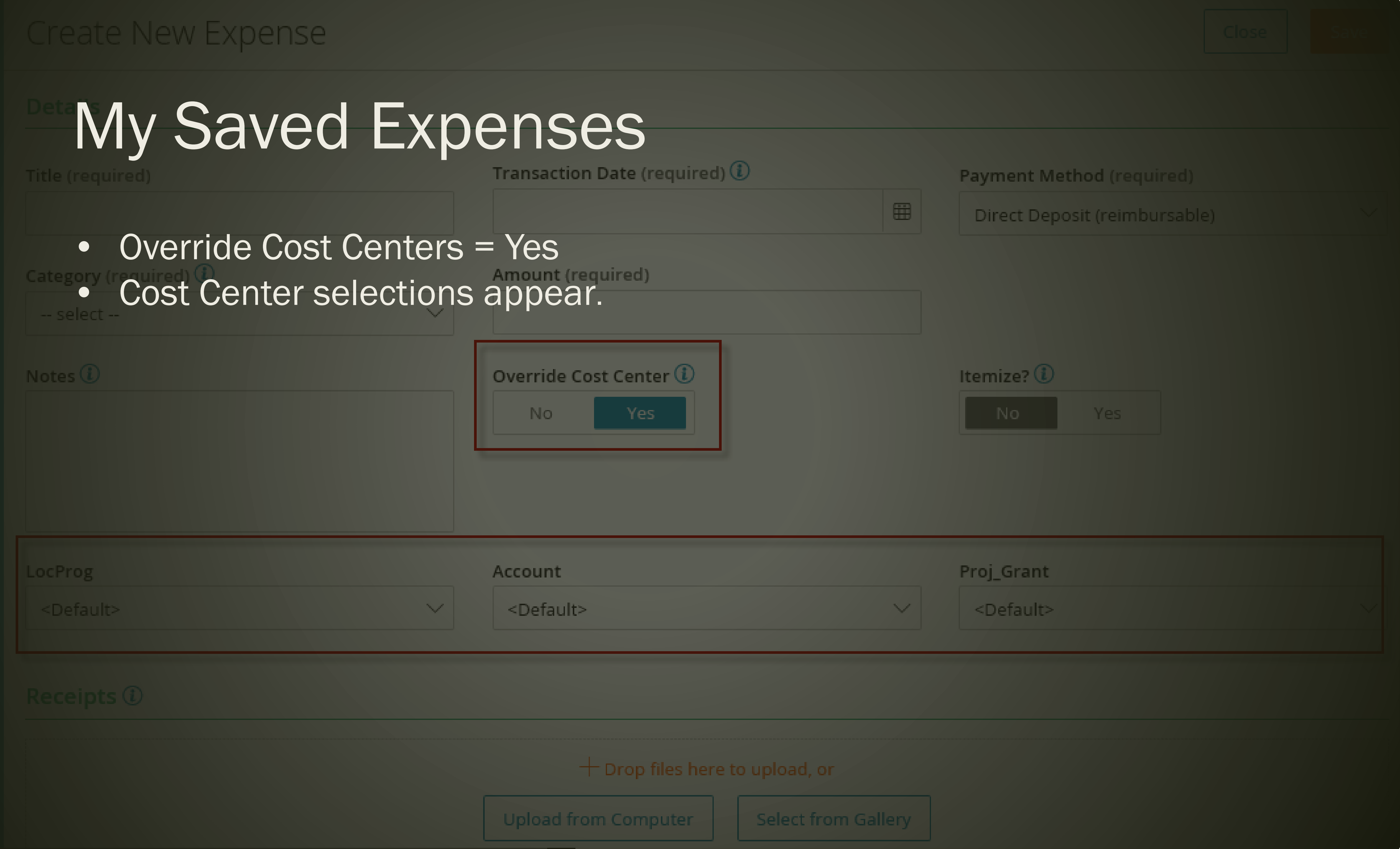
My Saved Expenses > +Create New Expense

- Key Title which posts to Intacct Memo field
- Transaction Date
- Payment Method = Direct Deposit
- Category: if not Mileage choose Other
- Amount of receipt/reimbursement
- Override Cost Centers = Yes
- Add Receipts



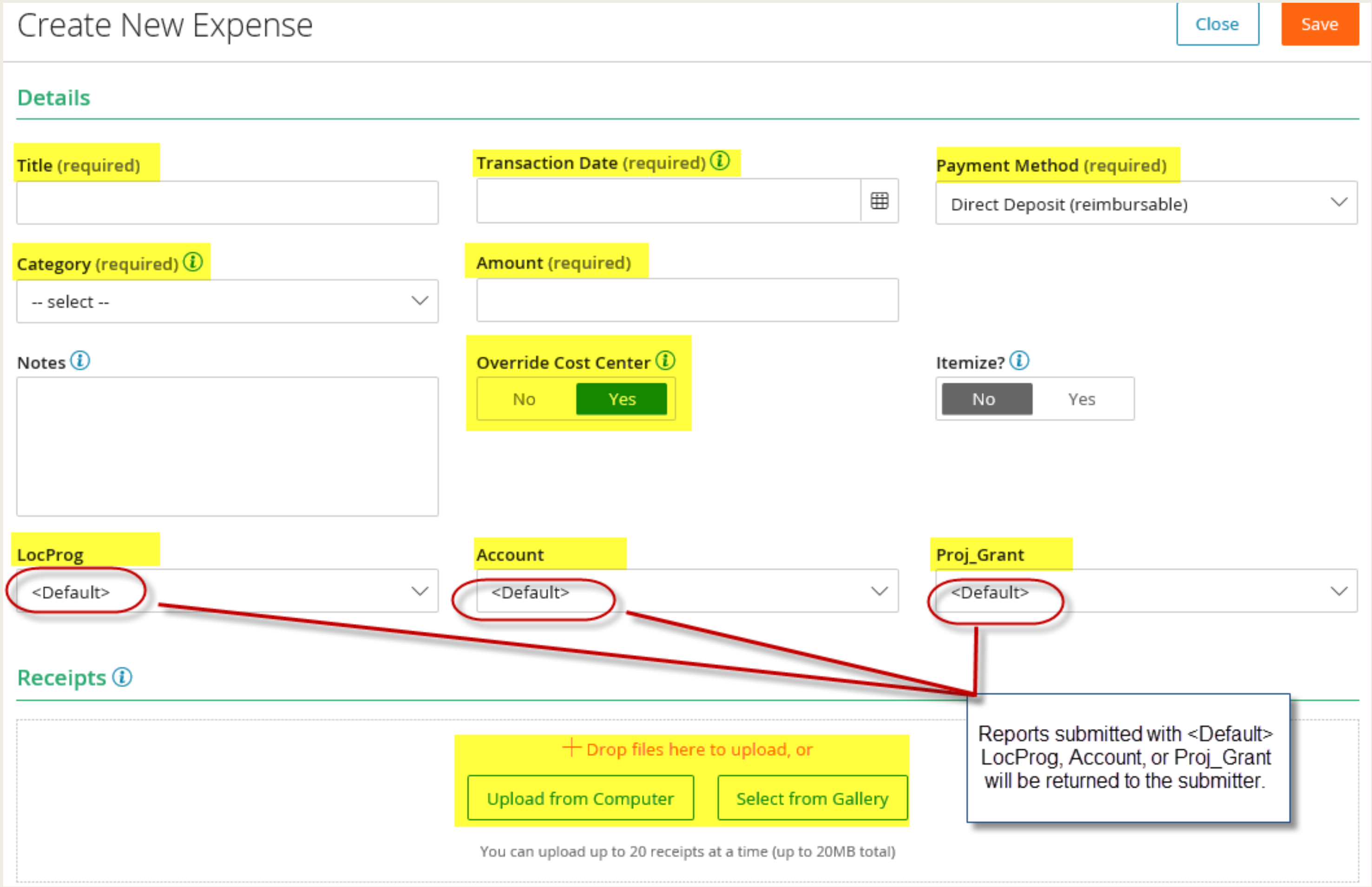
My Saved Expenses

- Override Cost Centers = Yes
- Cost Center selections appear.



MY SAVED EXPENSES

- Expenses submitted or approved that are coded to <Default> Cost Centers will be returned to the submitter by the Payroll team.

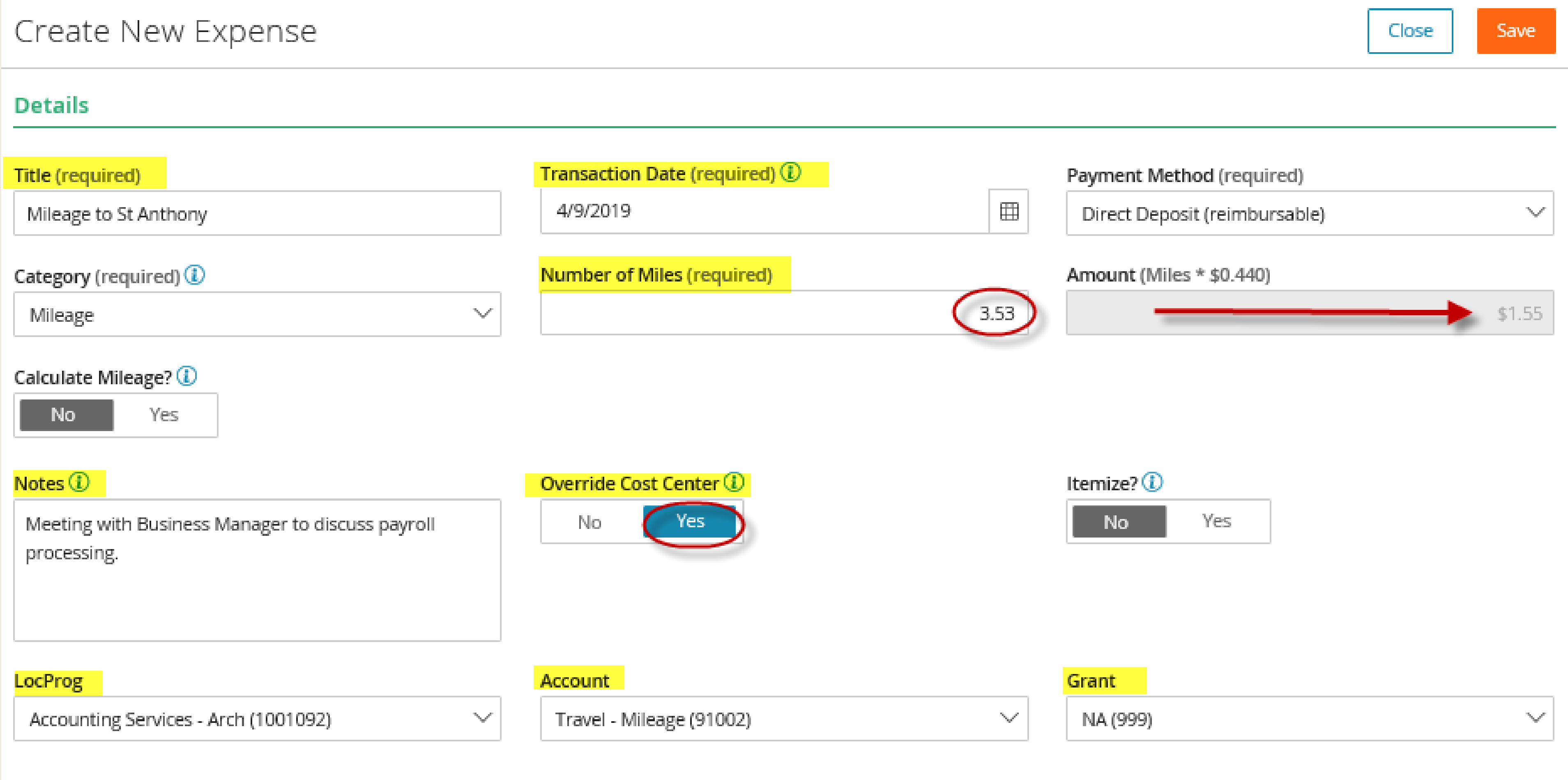


Calculate Mileage
My Saved Expenses > +Create New Expense

There are two ways to enter an expense for mileage reimbursement.

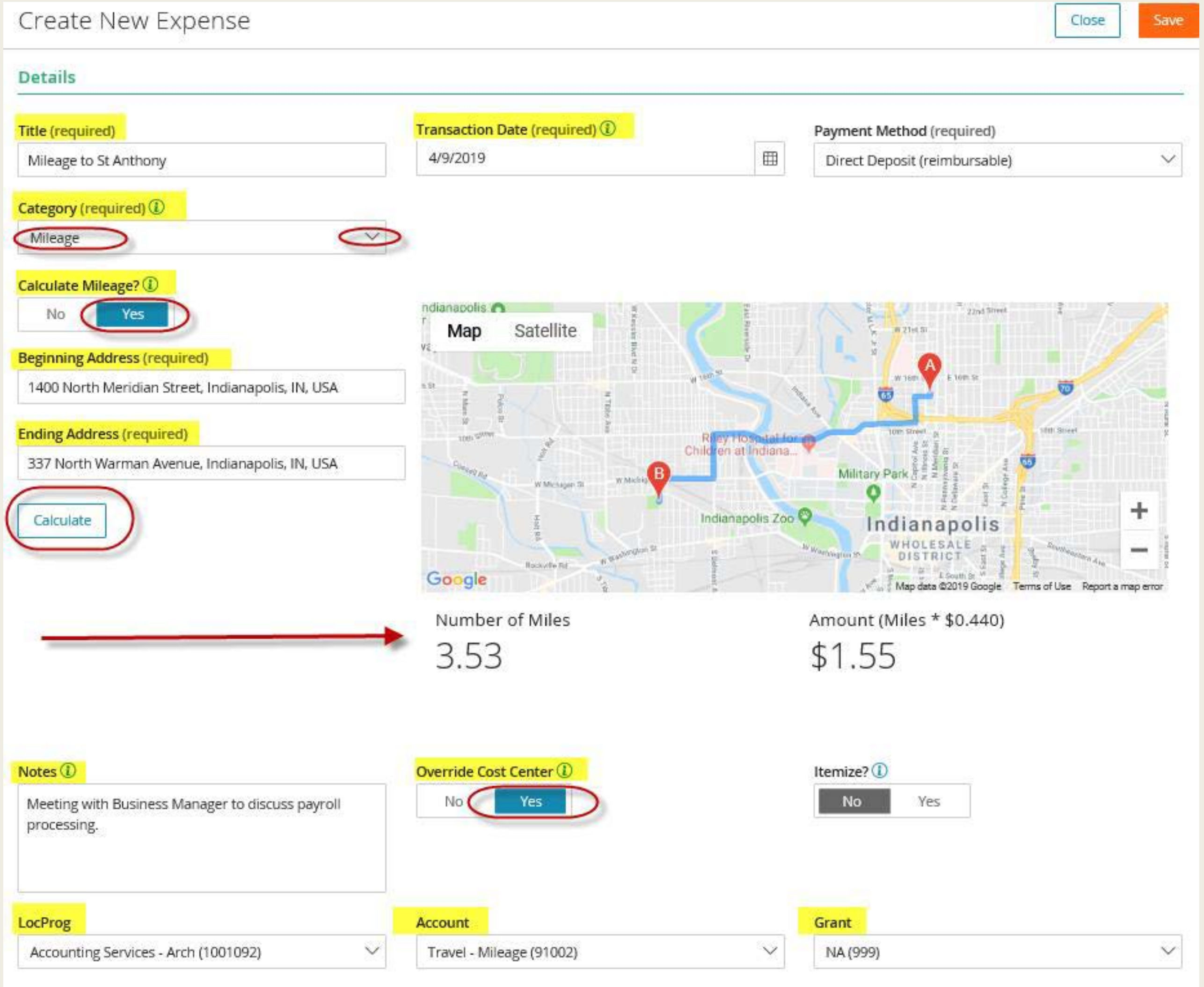
Both options calculate the current Archdiocese mileage reimbursement rate.

1. Enter in total Number of Miles or



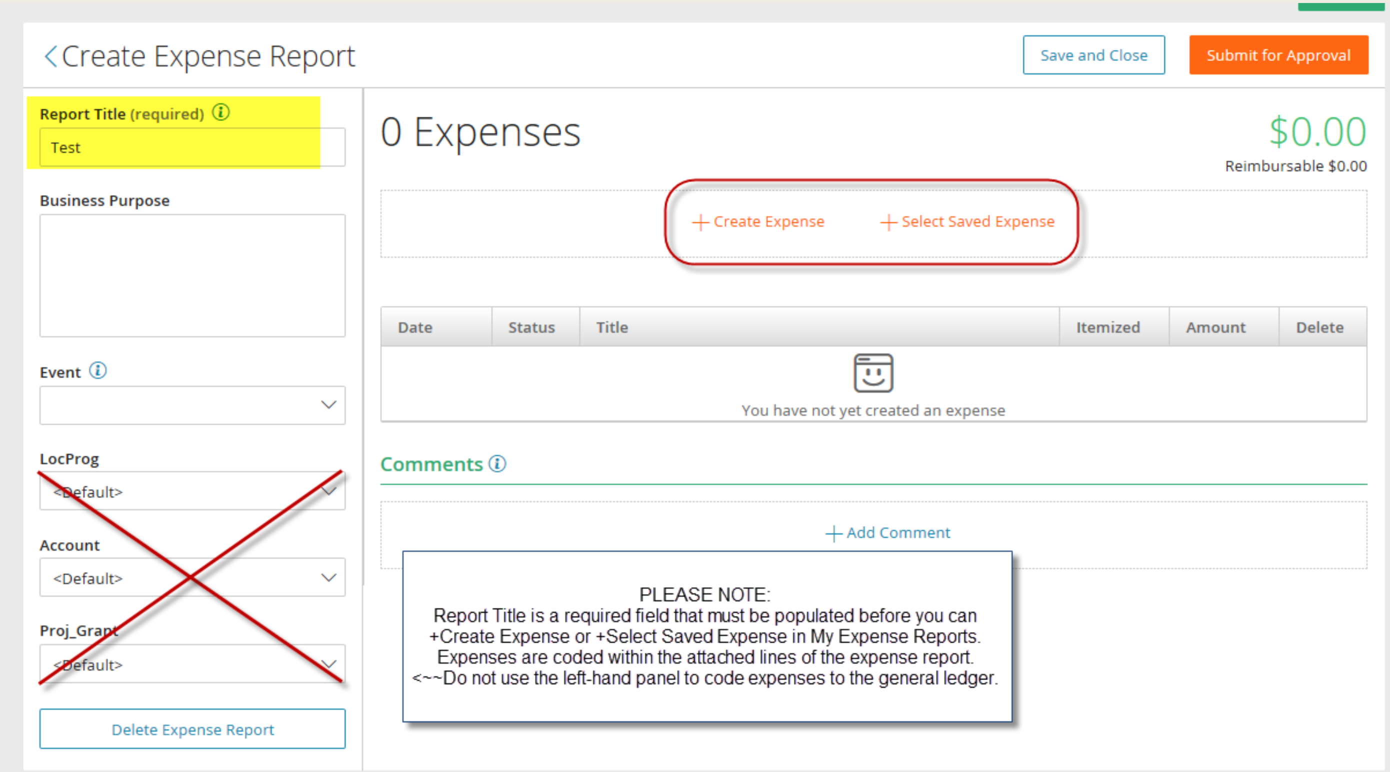
Calculate Mileage
My Saved Expenses > +Create New Expense

2. Calculate mileage using Goggle Maps from point A to point B.



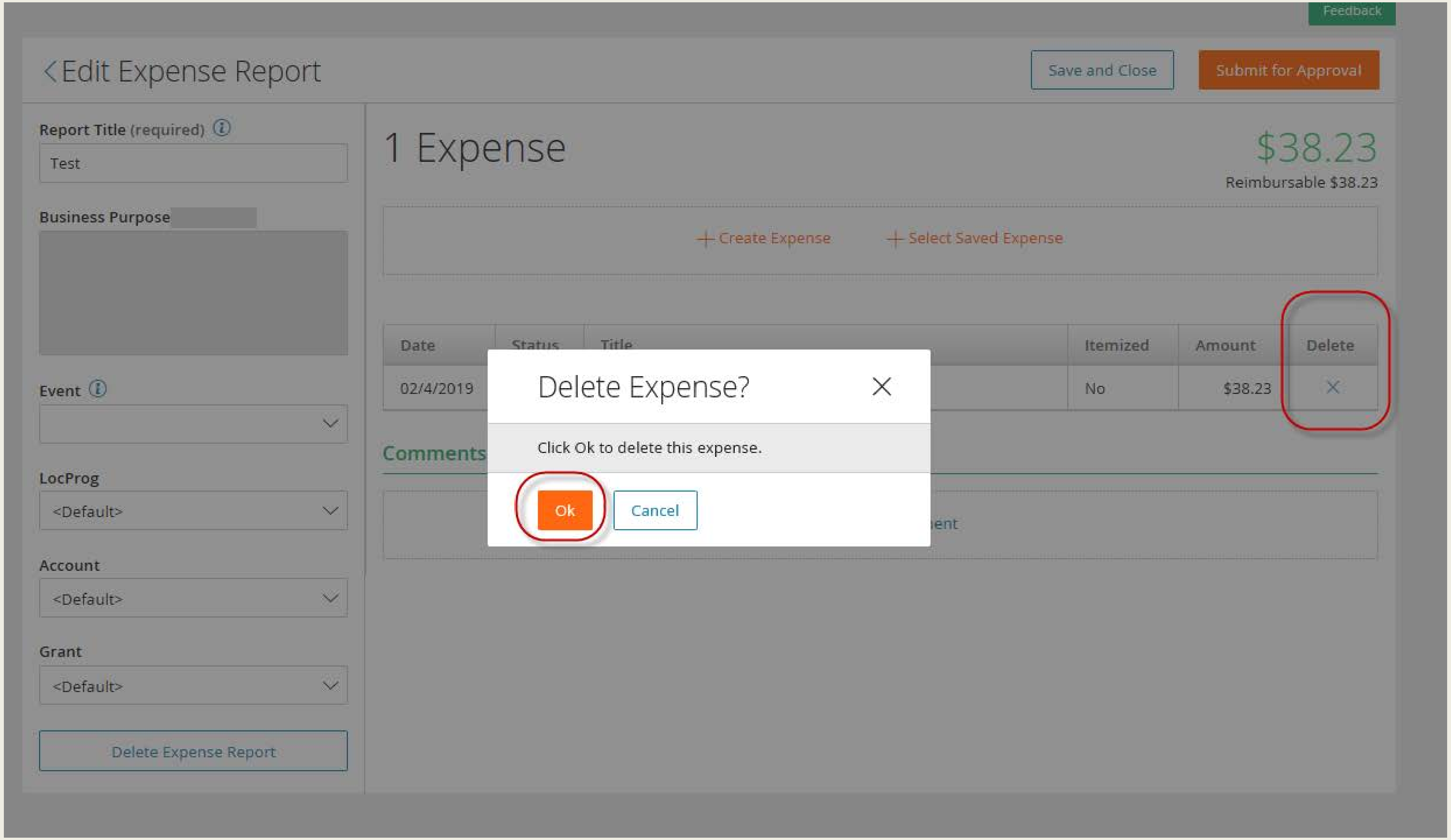
My Expense Report

- Select My Expense Report
- Title report
- Select +Select Saved Expenses
- Select Submit for Approval
- Your Paylocity Supervisor will receive an email notification which will prompt the supervisor to review and approve the expense report.



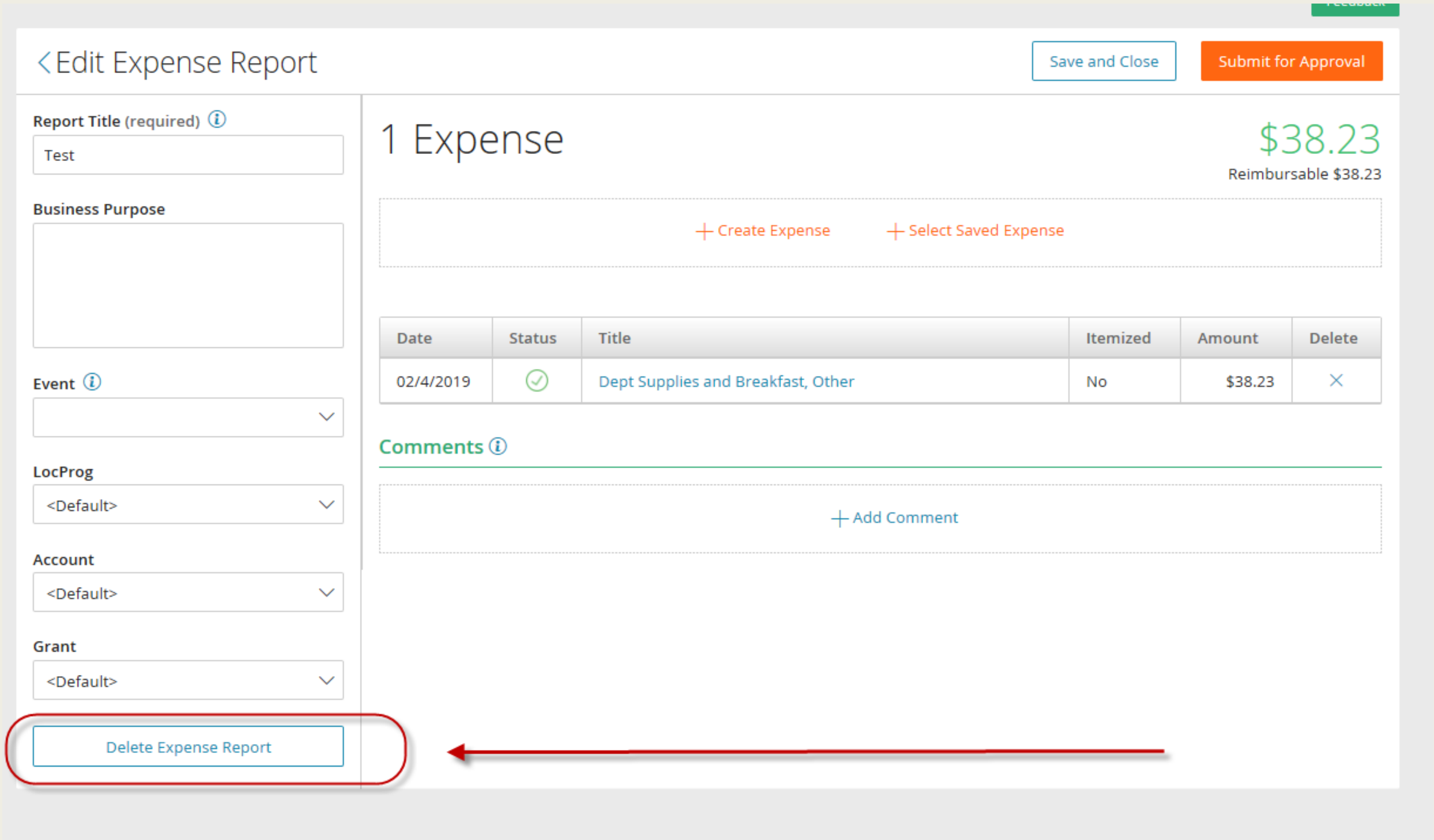
My Expense Report

- *Delete expenses attached to an expense report by clicking on the X in the Delete column.*
- *Please note, when using this feature, saved expense and receipt will be deleted from the system.*



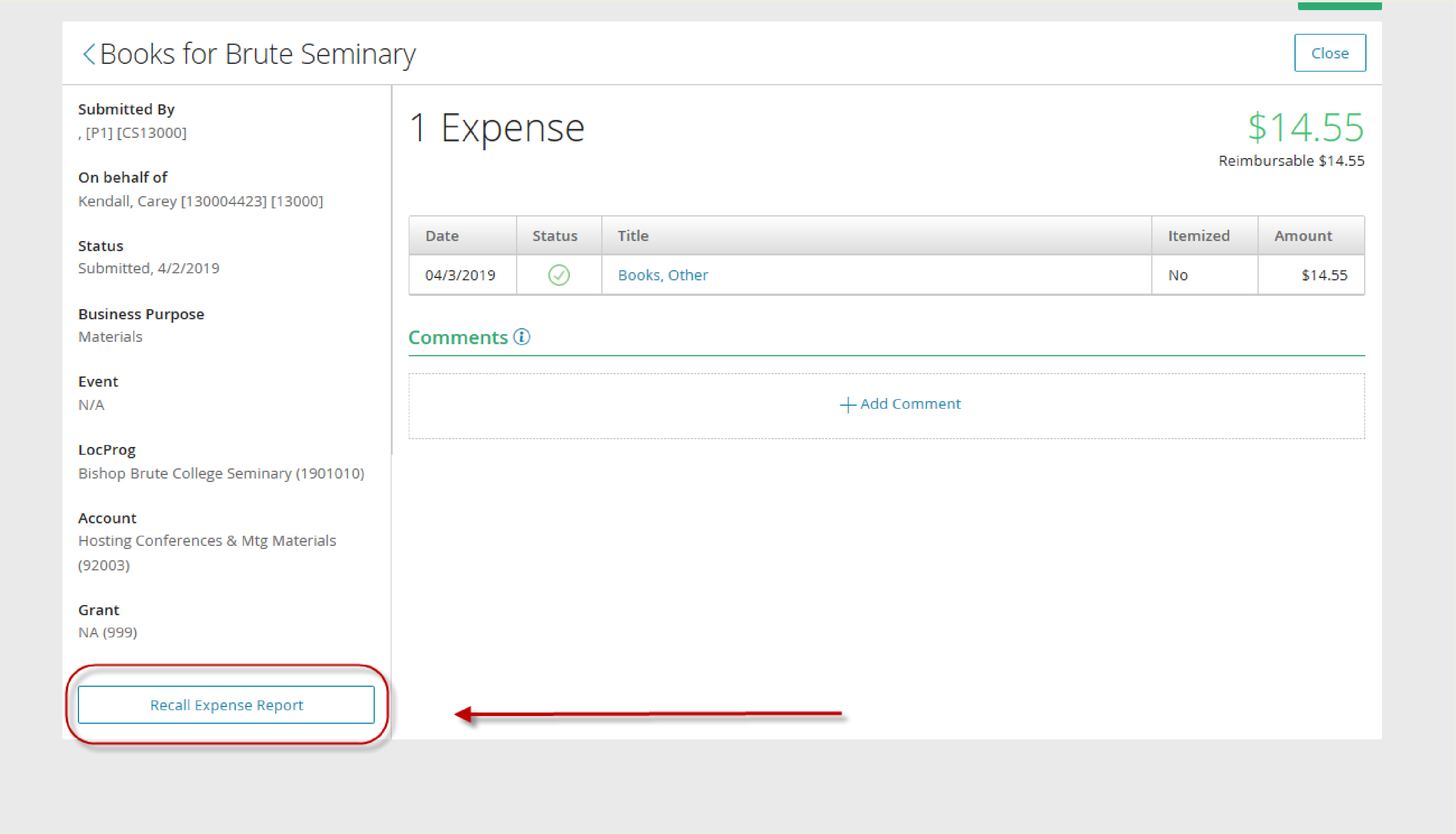
My Expense Report

- *Delete an entire expense report by selecting "Delete Expense Report"*
- *Please note, after using either delete option, the receipt and the saved expense will be deleted from the system.*



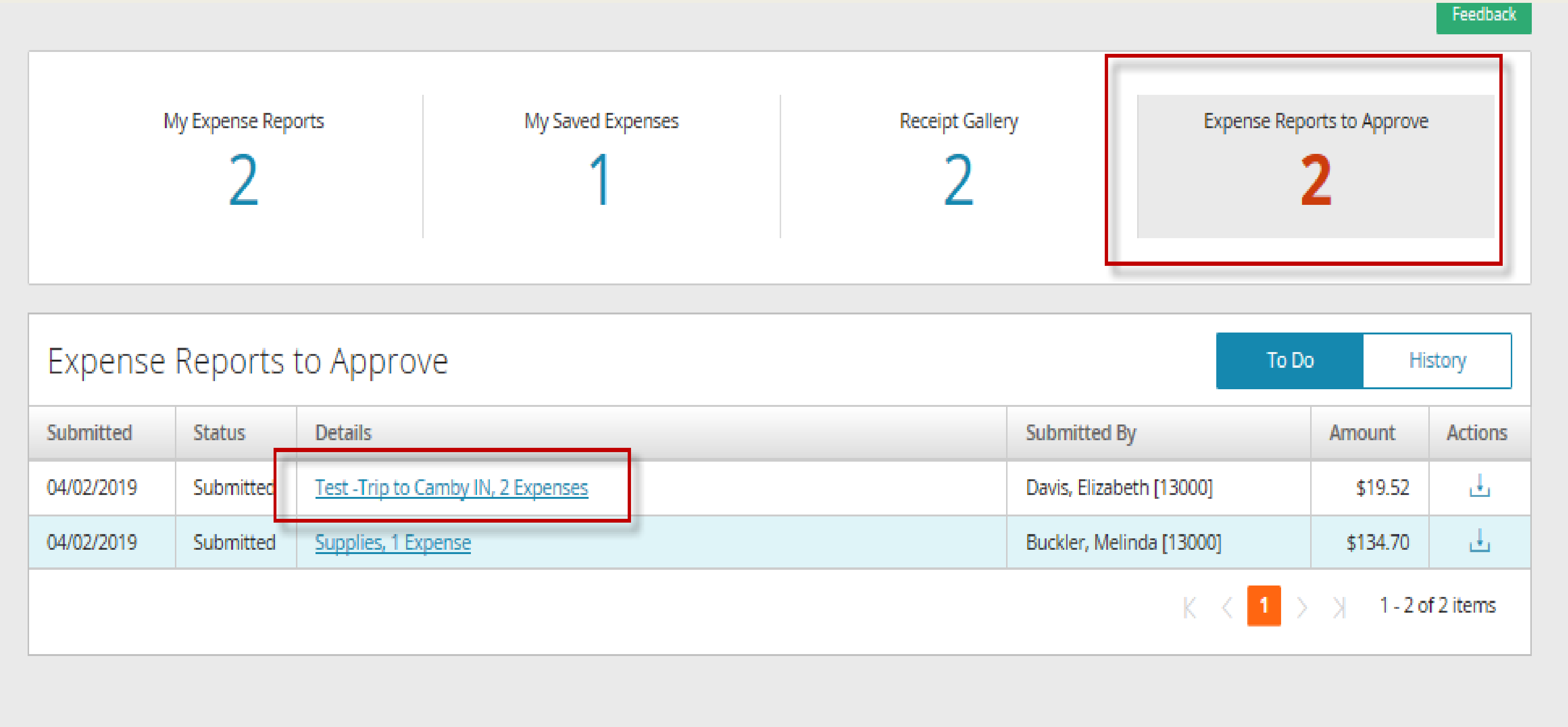
My Expense Report

- *Recall submitted expense reports by using the "Recall" feature*



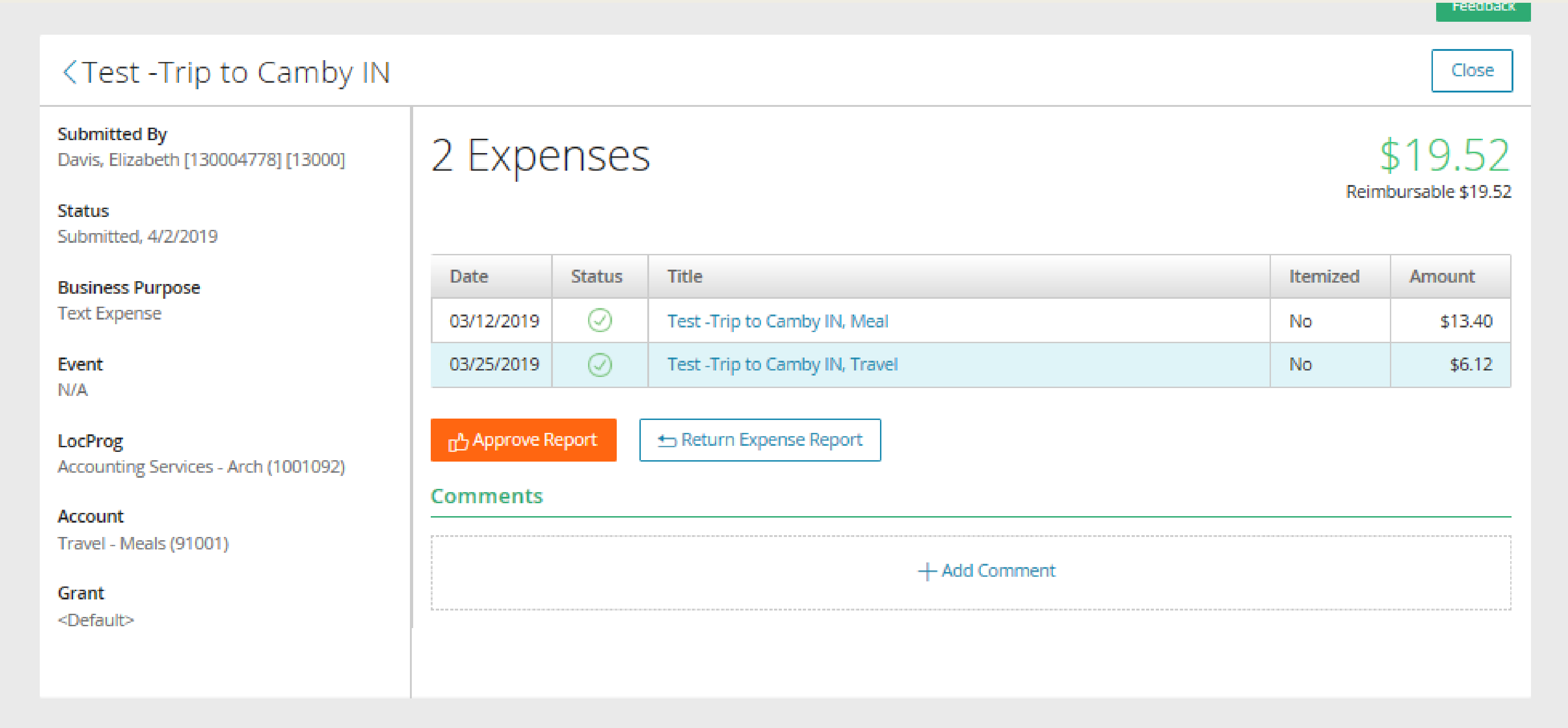
Expense Reports to Approve

- Select Reports to Approve
- Select the blue link for the report to approve in the Details column.



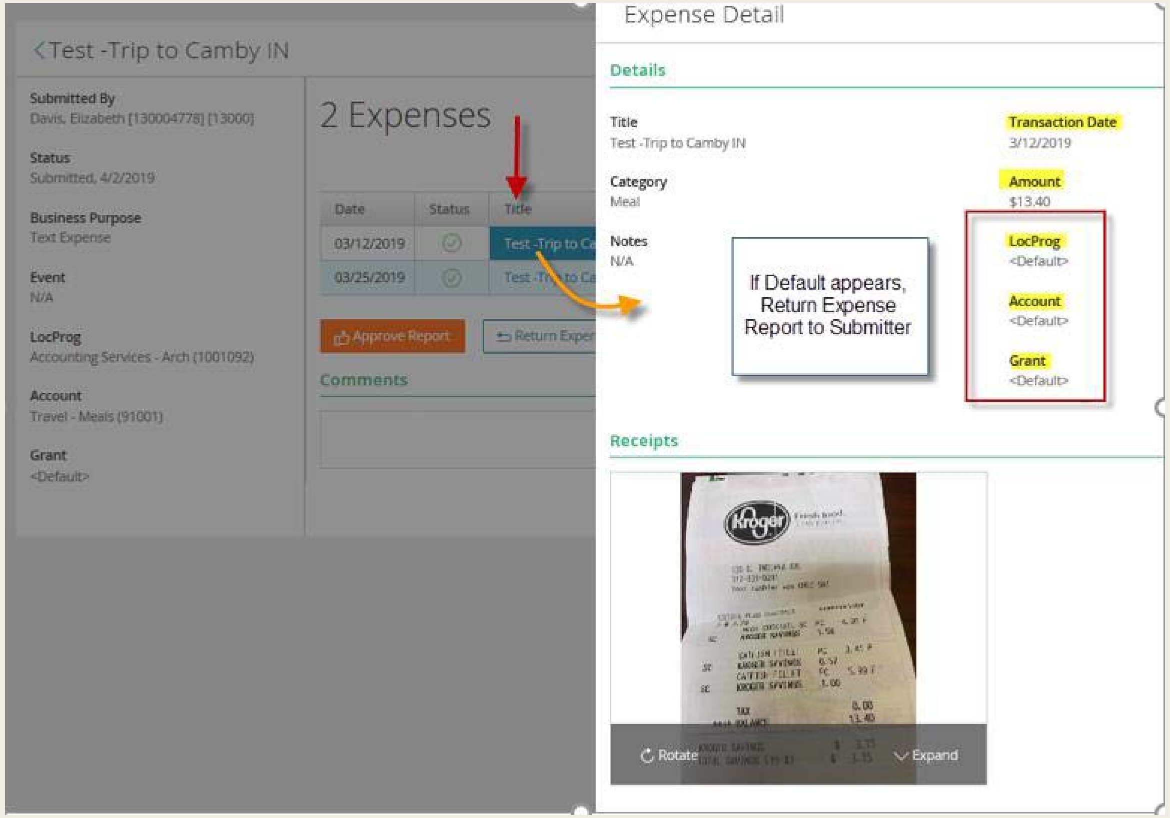
Expense Reports to Approve

- After clicking on the report to approve link, the screen below appears which contains a listing of expenses attached to the report
- Click on each link to the attached expenses to review the amount and cost center coding.



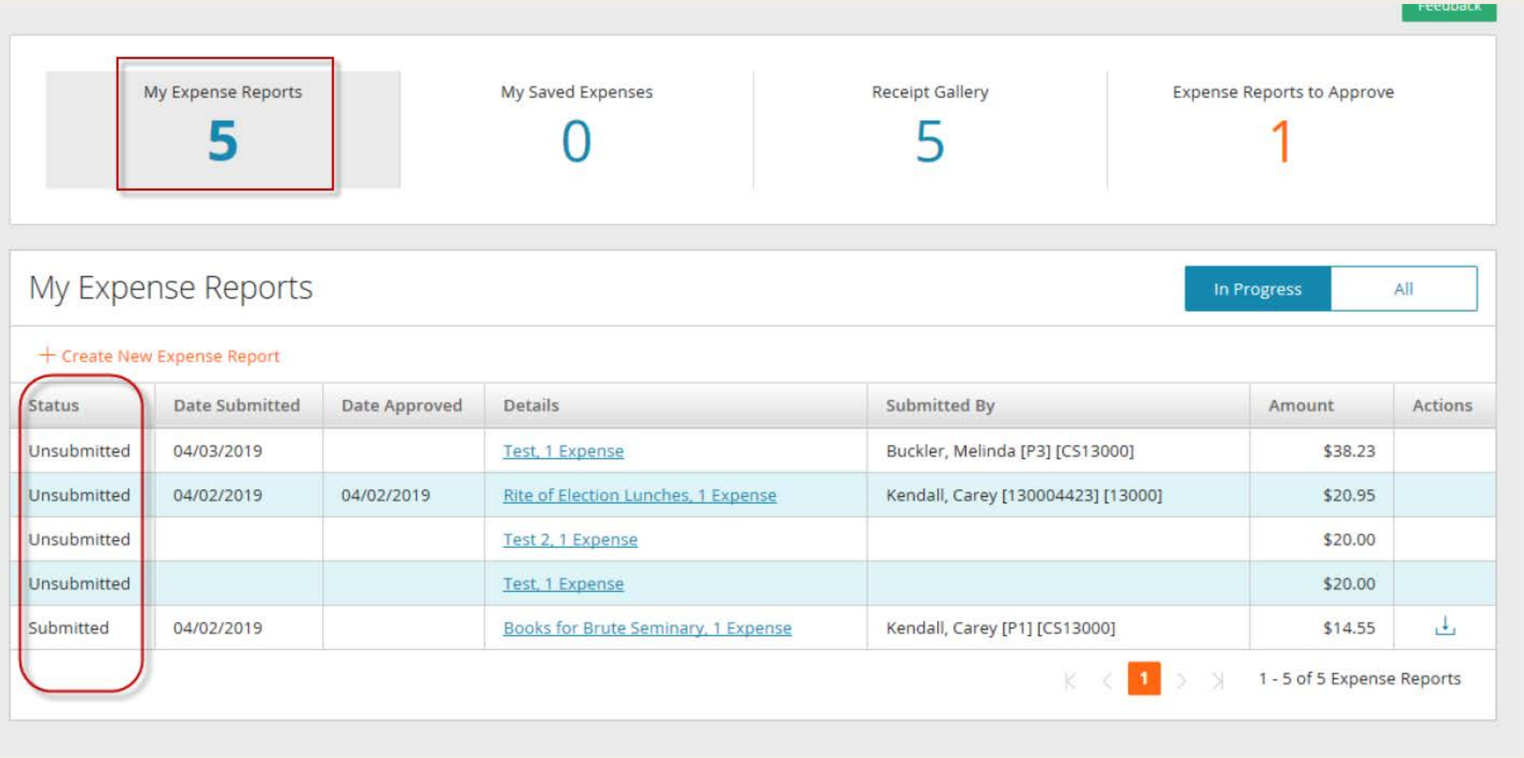
Expense Reports to Approve

- After clicking the attached expense, the screen below appears.
- View the receipt, check to ensure the date and amount matches the receipt.
- Ensure the LogProg, Account, and Grant are not coded to <Default>. If <Default> appears, return report to submitter.
- If account coding is correct, select Approve.



Expense Report Statuses

- Check the status of your Expense Report your Expense Dashboard.
- My Expense Reports > Status column
- Statues include: Unsubmitted, Submitted, Approved, Pending Paid, Paid, Returned, and Recalled.
- Pending paid means the expense report is included in the data being processed for payment on the next pay date.



Notifications

- Office 365 users: email notifications may appear in the “Other” category rather than the “Focused” section of Outlook. You may also check your junk and spam folder if you are not receiving notifications.
- 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.

Web Expense Product Support

- Please provide your valuable feedback!
- Business Hours: Wednesday May 22nd and 29th from 10-11am.
- 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