Delt Employee Mini Guide

My Employee Expenses (Inc Creating a Vehicle)

04/12/2023

Contents

Overview

The My Expense Widget shows the user a 'My Expense Reports' which provides details of the current month's expense claim along with a chart showing the status of all claims you have made (with rejected, new and paid status).

The Actions button allows you to:

- Create a New Expense Report: you will create an expense report for each month that you need to claim for work related expenses

- Manage This Expense: update the current month's expense report (highlights on the left of the widget)

- Manage All Reports: displays all expense reports you have made so you can view and / or amend the details

Please note that for an employee to claim mileage, Vehicle Registration (including insurance details) must be set up, the steps on how to complete this will be detailed below.

Some organisations can claim for bicycle miles. You will still need to set up the bicycle as your vehicle, follow the same process on page 5. Simply set up a bicycle instead of a car.

- **Registration Number -   Bicycle**
- **Model   -   Bicycle**
- **Date Registered   -   1/1/00**
- **Engine cc   -   1000**
- **Approver   -   Select your approver**
- **Vehicle Type   -   Select Vehicle type of Bicycle**
- **Mileage Fuel Type   -   Select Hybrid**
- **Insurance Expiry   -   31/12/9999**

IMPORTANT NOTE

Please DO NOT update your vehicle details or add new vehicle detail until you check that all existing claims have been paid. Updating car details prior to an existing claim being paid, will result in your claim not processing correctly.
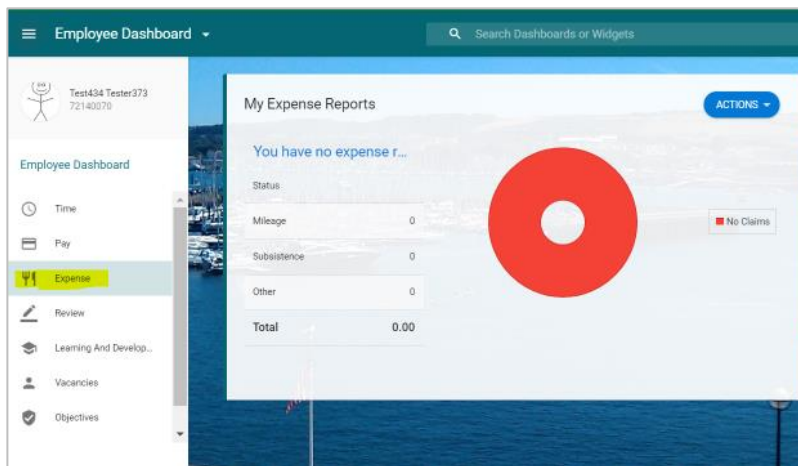
Expenses Module & Widget

My Expense Reports Widget

| Find the My Expense Reports Widget |
| --- |
| Go to the Employee Dashboard.

 Click on the 'Expense' tab in the Employee Dashboard menu. This will take you into the Expenses area of CoreHR.

 The 'My expense Reports' widget allows the Employee to View their Expenses including Mileage, Subsistence etc. A graph provides a visual representation of the data and each time an employee updates their expenses, the graph will change to represent this. |

My Primary Car Widget

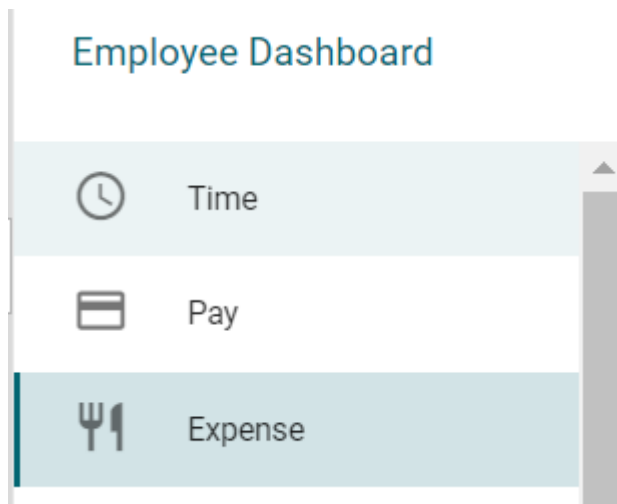## The My Primary Car Widget

The Primary Car Widget can be found in the Expenses Module. This widget is used to manage your vehicles.
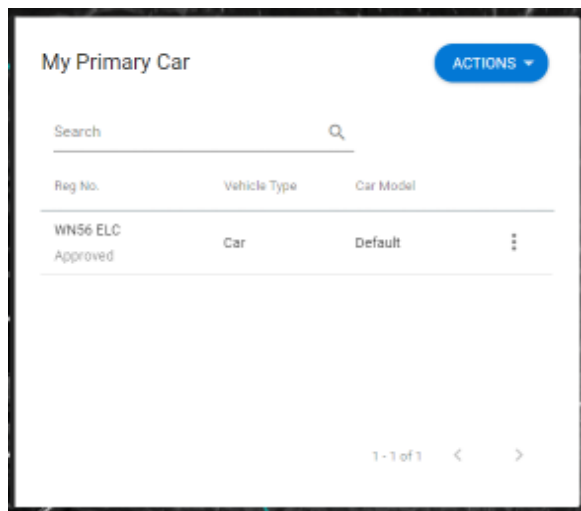
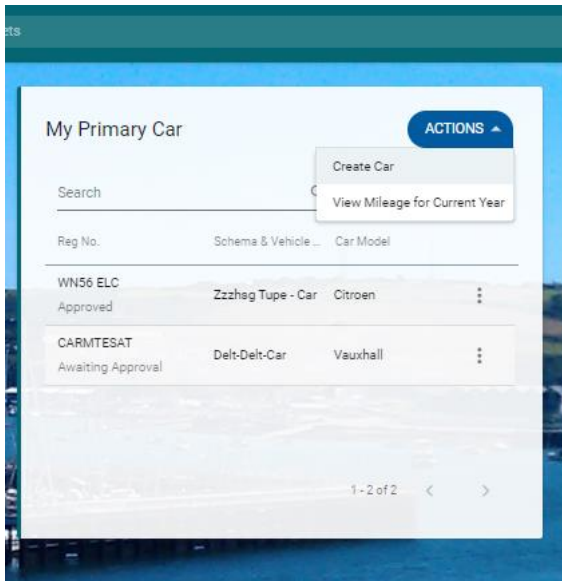Go to Employee Dashboard
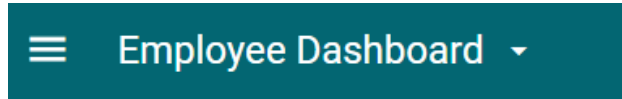
Navigate to the Expenses Module

Click on the 'My Primary Car Widget'

If you already have a vehicle entered in CoreHR, a list of the vehicles you use will appear in the Primary Car widget

Create a New Vehicle

To create a new car, click on the Actions Button and Select 'Create Car'.

The Create Car form will appear.

Users needs to complete all the fields.

Please note that as a minimum you must enter details in the mandatory fields (fields marked with a *) and this will be sufficient.

Next tick the radio box to confirm that you have entered are correct.

Click Save

Once you have saved your Manager will receive a notification.

Once this has been approved/signed off by your manager, you will be able to start claiming mileage on the newly created or updated vehicle.

Please note

- When completing your insurance details, the date **must** be in the future.

- If your normal Manager is absent for holiday etc they may have delegated to another manager, if this is the case you need to ensure that select the correct manager's name from the Approver field – this will ensure that the delegated manager receives your request.
- Please DO NOT update your car details or add new vehicle detail until you check that all existing claims have been paid. Updating vehicle details prior to an existing claim being paid, will result in your claim not processing correctly.

Other Primary Car functions available

View Details

Click on the ellipsis and you can view the details of the vehicle you have selected.

Edit Details

Click on the Edit Details and you can amend the New Car form. (Users will generally use the edit functionality to update the insurance date annually in order to still be able to claim against the vehicle)

Mileage for this Vehicle

Click on the Mileage for this Vehicle and the system will produce a list of mileage you have claimed for the vehicle you have selected.

Make this my Primary Vehicle.

If you have more than 1 vehicle, you are able to use this functionally to select the vehicle you mainly use as your 'Primary Vehicle' this vehicle will appear first in the list when creating your mileage claims.

Delete

If you have entered details incorrectly, you can delete the form completely, or you can simply click on edit and amend the form.

Creating a Bicycle

Some organisations can claim for bicycle miles. You will still need to set up the bicycle as your vehicle, you follow the same process on page 5. Simply set up a bicycle instead of a car.

- **Registration Number -**   **Bicycle**
- **Model**   **-**   **Bicycle**
- **Date Registered**   **-**   **1/1/00**
- **Engine cc**   **-**   **1000**
- **Approver**   **-**   **Select your approver**
- **Vehicle Type**   **-**   **Select Vehicle type of Bicycle**
- **Mileage Fuel Type**   **-**   **Select Hybrid**
- **Insurance Expiry**   **-**   **31/12/9999**

Please note that you cannot delete a vehicle that you have claimed mileage against.
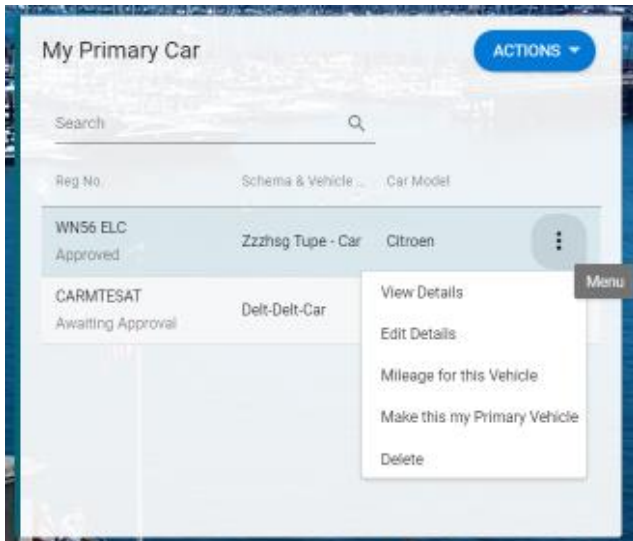
View Mileage Claim for Current Year

Go to the 'My Primary Car' widget
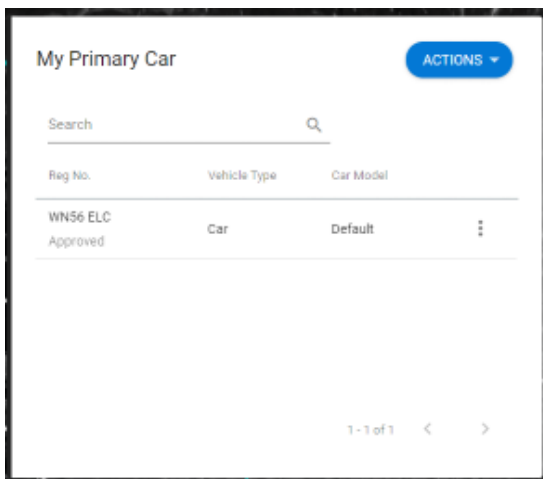
Click on the Actions Button

Select View Mileage for Current Year

The system will provide you a summary page of mileage for the current year.

Create a New Claim

| How to Create a New Claim |
| --- |
| New claims can be made from the 'My Expense Reports' widget.
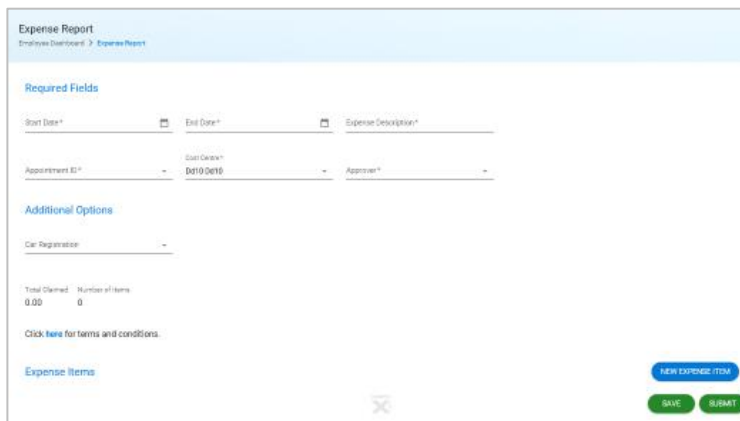
    1. Click the Actions Button and select New Expense Report

    2. The Expense Report screen will appear. |

3. Enter the necessary fields (Please note mandatory fields are marked with *)

- Start Date
- End Date (Please note that a separate claim must be recorded for each car/mileage scheme combination since the mileage expense type recording within the claim will automatically default to that picked for the claim header.
- Expense Description
- Appointment ID (Choose your position from drop down list)
- Cost Centre
- Approver (Your Manager) – Please note that if your normal Manager is absent for holiday etc they may have delegated to another manager, you will need to ensure you select the correct manager from the drop down list
- **Additional Options** – Car Registration – From here select your Vehicle if you are claiming for mileage.

4. Now press the 'Save' button. **If you do not save**, an error will occur, you must save to get to the next screen.

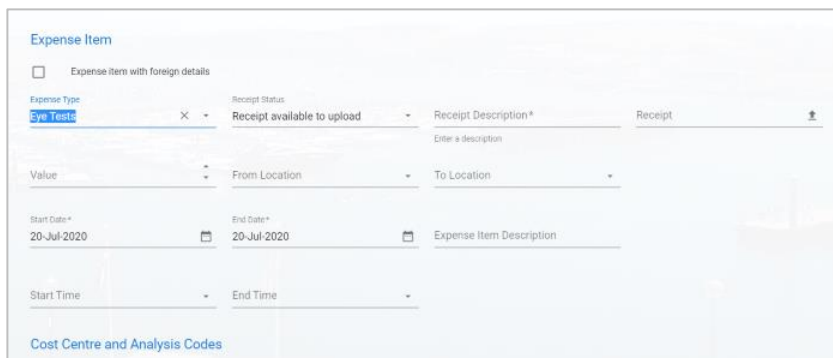5. A message will appear to say that the data you have entered so far is correct.
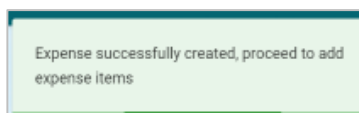
6. Next scroll down the page and select the 'New Expense Item' button
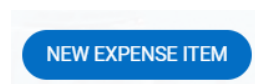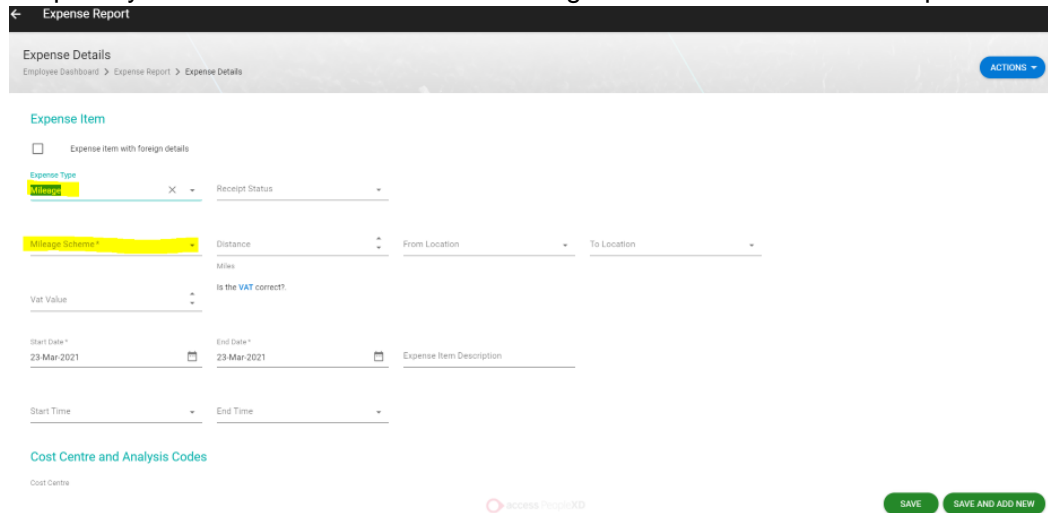

7. Next enter the Expense Items

- Expense Type (choose from)
  - o Air fares
  - o Bus fares
  - o Car parking (no VAT receipt)
  - o Car parking (with VAT receipt)
  - o Car Rental Costs
  - o Eye spectacles – contact lens
  - o Eye tests
  - o Fuel costs

- Mileage (Please note that if mileage is chosen as the expense code, you will need to select the correct vehicle for this – you will see the Mileage Scheme drop down appear once you select mileage)
    - Passenger miles
- Receipt Status (there are 3 options below, if applicable, simply take a picture of the receipt, save it to your device and download it from your device for attaching to your claim)
    - Receipt available to Upload – (choose this if your Company has the Upload functionality)
    - No Receipt available
    - Submit Paper receipt separately to your expense administrator)
- Mileage Scheme (Choose from the drop-down list - you will only see mileage schemes that are relevant to your individual terms & conditions – always ensure you have selected the correct Appointment ID if you have multiple appointments – Please refer back to No 3 on previous page)

- Distance
- From Location (enter Postcode of Start Point)
- To Location (enter Postcode of End Point)
- Start Date
- End Date
- Expense Item Description
- Start Time (if applicable)
- Enter Time (if applicable)

8. When opting to record mileage details, the system will:-

a. Require you to select the correct Mileage Scheme from the drop-down list

b. Check if there are any previously recorded unsubmitted mileage records and automatically default to a screen for you to check what has been entered already. This is a view only screen to remind you what has been recorded before so please check and click on the cancel button at the bottom right of the screen. If indeed this is a new expense claim, continue with the data entry.

c. If more than one claim is made for the same day/date range, then the system will generate an error message and ask you to input the reason for a duplicate trip.

9. Now select the 'Save' or the 'Save and Add New' button.

• If you select Save and Add New, a new Expense Item will appear ready for you to complete the relevant information.


Expense item has been successfully created
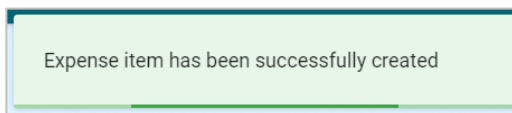
• If you select Save it will take you to a summary of the expense claims you have made

Expense Type	Start Date	End Date	From	To	Units	Value	
Eye Tests	20-Jul-2020	20-Jul-2020				20.00	
Bus Fares	20-Jul-2020	20-Jul-2020	Plymouth	Plymouth		5.00	
Bus Fares	20-Jul-2020	20-Jul-2020	Plymouth	Plymouth		2.50	

10. From here if you click on the ellipses you can:
   o View/Update the individual claims
   o Attach receipts
   o Add additional information if your Manager requests this from you.
   o Delete
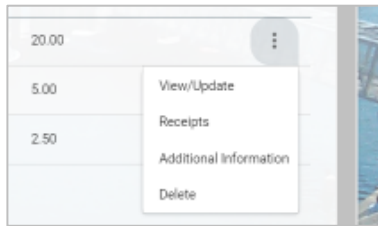
11. When you return to the My Expense Report Widget you will notice that the graph has changed and there will be a key explaining the following:
    o Submitted
    o New
    o Approved

The Claim that is most recent will appear on the home screen (highlighted Yellow)

12. **Checking that a manager has approved the claim -** A notification will appear in the notifications listing that appears when clicking on the symbol. The associated message will confirm whether the claim has been approved or rejected.
    Alternatively, go to the 'My expense reports' widget, click the 'Actions' button and select 'Manage all reports' menu item. This option will allow you to view the history of all claims made and their status, including those that have been approved.

13. **Updating a rejected claim**

    A notification will appear on both the notification bell listing and the 'My expense reports' widget > Actions button > 'Manage all reports' menu item, showing that the claim has been rejected. By clicking on the ellipsis at the end of the rejected line, you will be able to see the reason for rejection and update/amend as per manager instructions or simply resubmit without making any changes.
    Once submitted that manager will be notified that this is a 'resubmission'.
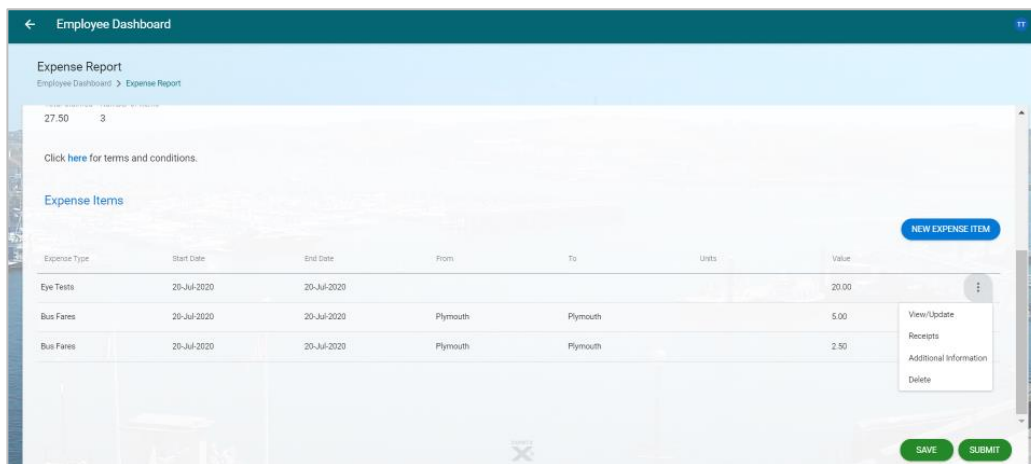
Manage This Expense

Manage Your Most Recent Expense

To manage the current expense, go to the 'My Expense Reports and click on the 'Actions' Button. Then select 'Manage This Expense'.
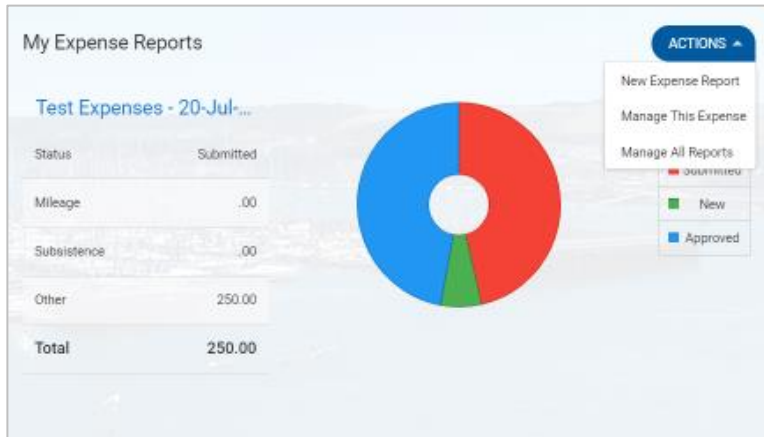
Your most current expense claim will open and from here you can scroll down to the detail of the expense claim and click on the ellipsis.
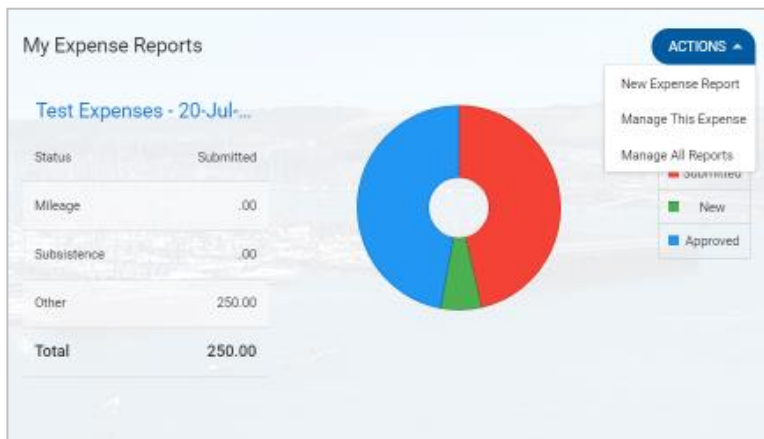

Once you have clicked on the ellipsis, the following will appear, select which option you require.

- View/Update the individual claims
- Attach receipts
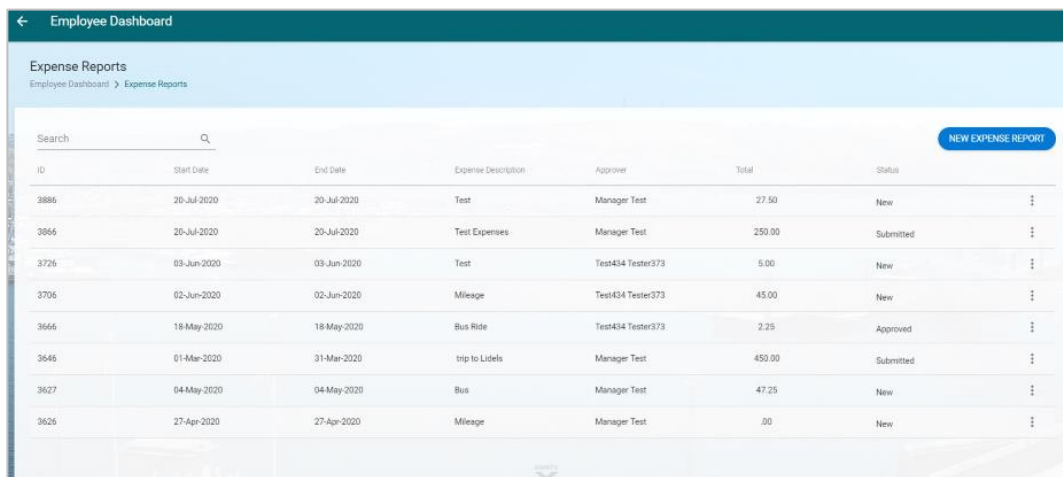- Add additional information if your Manager requests this
- Delete

Manage All Reports

Manage All Reports

To manage all the Reports, go to the 'My Expense Reports' widget and click on the 'Actions' Button. Then select the 'Manage All Reports' option.

All the claims you have made will be shown in a list.

From here you can select the claim you want and click on the ellipsis icon to either:

- View/Update
- Submit (If you have not already done so)
- Unsubmit (if you have made a mistake)
- Delete