



PAYLOCITY WEB EXPENSE

Archdiocese Expense Reimbursement Process



Expense Reimbursement Policy

- The Archdiocese Expense Reimbursement Policy is not 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

Create New Expense Close Save

PAYLOCITY WEB EXPENSE

Details

Title (required) Transaction Date (required) Payment Method (required) Direct Deposit (reimbursable)

Category (required) -- select -- Amount (required)

Notes

Override Cost Center No Yes Itemize? No Yes

LocProg <Default> Account <Default> Proj_Grant <Default>

Receipts

+ Drop files here to upload, or

Upload from Computer Select from Gallery

You can upload up to 20 receipts at a time (up to 20MB total)

Location	Program	Account *	Debit	Credit	Project_Grant	Restriction	Vendor	Doc	Memo	
		Item ID								+ -
1										+ -
2										+ -
Total										

INTACCT DIMENSIONS

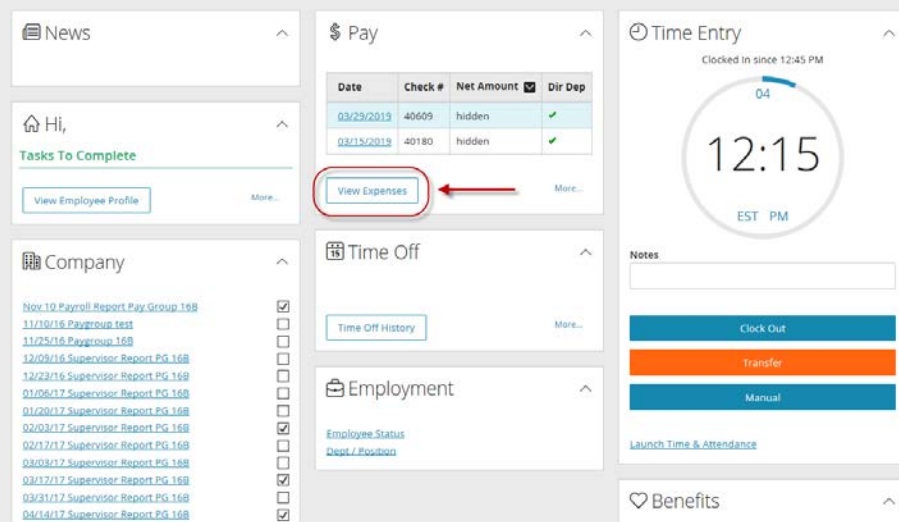
Access Paylocity Self-Service Portal

- 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

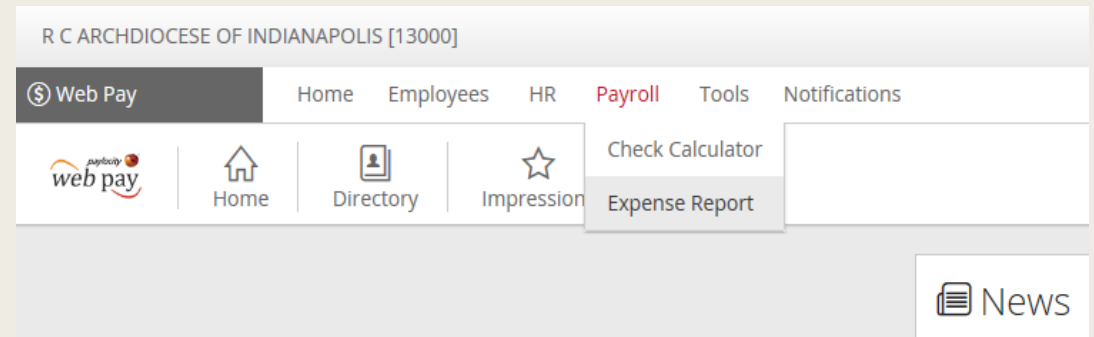
From the Dashboard:
in the **\$Pay** section
Select **View Expenses**



The screenshot shows the Paylocity dashboard with several sections. The '\$ Pay' section is highlighted, and the 'View Expenses' button is circled in red with a red arrow pointing to it. The 'Time Entry' section shows a clock face with the time 12:15 and 'EST PM'. The 'Time Off' section has a 'Time Off History' button. The 'Employment' section shows 'Employee Status' and 'Dept / Position'. The 'Benefits' section is at the bottom.

Date	Check #	Net Amount	Dir Dep
03/23/2019	40609	hidden	✓
03/15/2019	40180	hidden	✓

From the Menu:
Choose **Payroll**, then
Select **Expense Report**



The screenshot shows the Paylocity menu for 'R C ARCHDIOCESE OF INDIANAPOLIS [13000]'. The 'Web Pay' menu item is selected, and the 'Payroll' sub-menu is open, with 'Expense Report' highlighted. Other menu items include 'Home', 'Employees', 'HR', 'Tools', and 'Notifications'. The 'web pay' logo is visible on the left, and a 'News' button is on the right.

Paylocity Web Expense

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

My Expense Reports: 2

My Saved Expenses: 1

Receipt Gallery: 4

Expense Reports to Approve: 2

My Expense Reports

[+ Create New Expense Report](#)

Status	Date Submitted	Date Approved	Details	Submitted By	Amount	Actions
Unsubmitted			Test, 0 Expenses		\$0.00	
Submitted	05/06/2019		Test, 1 Expense	Kendall, Carey [130004423] [13000]	\$5.28	↓

1 - 2 of 2 Expense Reports

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



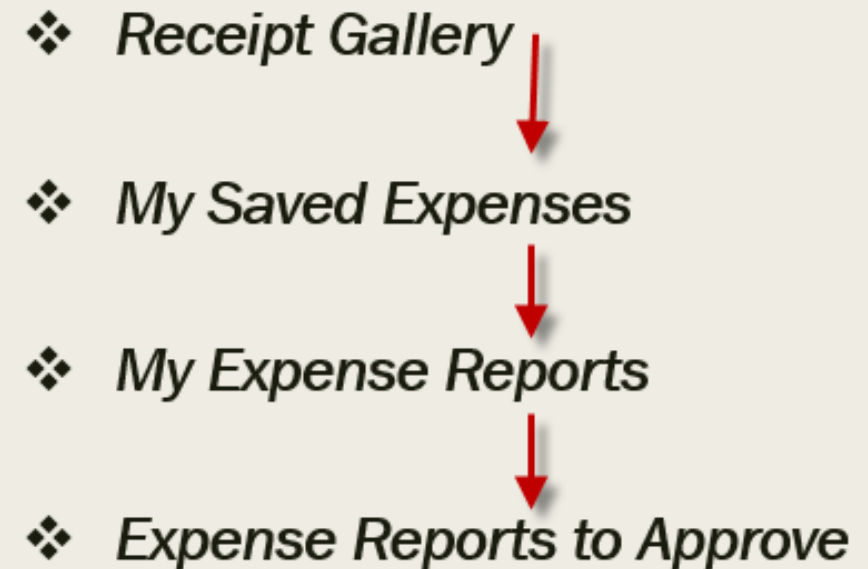
Paylocity Web Expense

■ 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

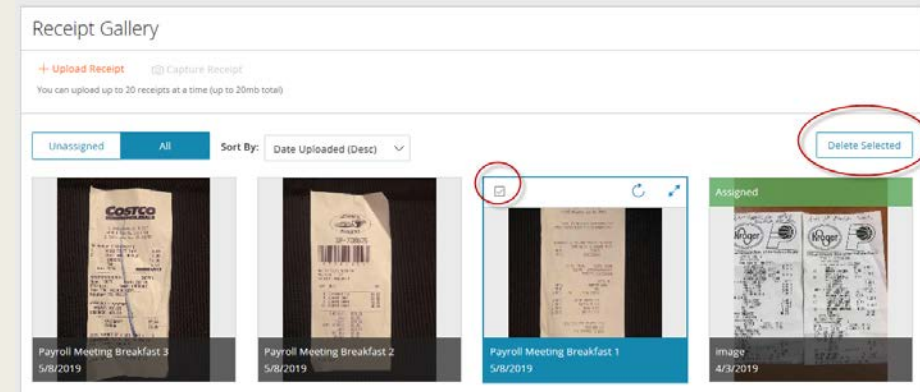
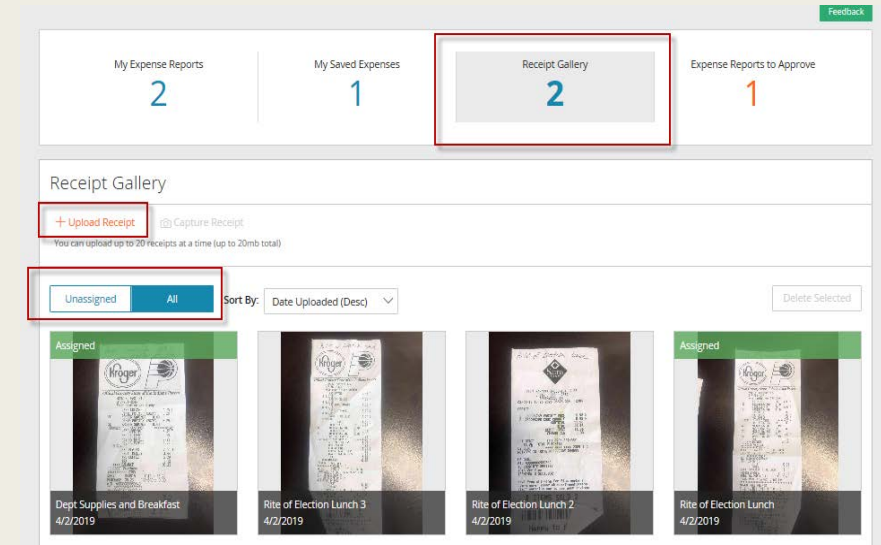
SUPERVISORS:

- 4. Review and **Approve** or Return



Receipt Gallery

- 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

Transaction Date	Title	Category	Amount	Created By	Date Created
04/04/2019	Test	Mileage	\$5.28	Carey Kendall	04/23/2019

Create New Expense [Close] [Save]

Details

Title (required)

Transaction Date (required)

Payment Method (required)

Category (required)

Amount (required)

Notes

Override Cost Center

Itemize?

Receipts

+ Drop files here to upload, or

You can upload up to 20 receipts at a time (up to 20MB total)

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

The screenshot shows the 'Create New Expense' form with the following elements highlighted in yellow:

- Title (required)**: A text input field.
- Transaction Date (required)**: A date picker field.
- Payment Method (required)**: A dropdown menu with 'Direct Deposit (reimbursable)' selected.
- Category (required)**: A dropdown menu with '-- select --'.
- Amount (required)**: A text input field.
- Notes**: A text area.
- Override Cost Center**: A toggle with 'No' and 'Yes' buttons.
- Itemize?**: A toggle with 'No' and 'Yes' buttons.
- Receipts**: A section with a yellow box containing the text '+ Drop files here to upload, or' and two buttons: 'Upload from Computer' and 'Select from Gallery'. Below this box is the text 'You can upload up to 20 receipts at a time (up to 20MB total)'.

My Saved Expenses

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

Title (required)

Transaction Date (required) ⓘ

Payment Method (required)

Direct Deposit (reimbursable) ▼

Category (required) ⓘ

-- select -- ▼

Amount (required)

Notes ⓘ

Override Cost Center ⓘ

No Yes

Itemize? ⓘ

No Yes

LocProg

<Default> ▼

Account

<Default> ▼

Proj_Grant

<Default> ▼

Receipts ⓘ

+ Drop files here to upload, or

Upload from Computer

Select from Gallery

MY SAVED EXPENSES

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

Create New Expense Close Save

Details

Title (required)

Transaction Date (required)

Payment Method (required)

Category (required)

Amount (required)

Notes

Override Cost Center

Itemize?

LocProg

Account

Proj_Grant

Receipts

+ Drop files here to upload, or

You can upload up to 20 receipts at a time (up to 20MB total)

Reports submitted with <Default> LocProg, Account, or Proj_Grant will be returned to the submitter.

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

Create New Expense Close Save

Details

Title (required) Mileage to St Anthony	Transaction Date (required) 4/9/2019	Payment Method (required) Direct Deposit (reimbursable)
Category (required) Mileage	Number of Miles (required) 3.53	Amount (Miles * \$0.440) \$1.55
Calculate Mileage? No Yes	Override Cost Center No Yes	Itemize? No Yes
Notes Meeting with Business Manager to discuss payroll processing.	LocProg Accounting Services - Arch (1001092)	Account Travel - Mileage (91002)
	Grant NA (999)	

Calculate Mileage

My Saved Expenses > +Create New Expense

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

Create New Expense Close Save

Details

Title (required)
Mileage to St Anthony

Transaction Date (required)
4/9/2019

Payment Method (required)
Direct Deposit (reimbursable)


Category (required)
Mileage

Calculate Mileage?
No Yes

Beginning Address (required)
1400 North Meridian Street, Indianapolis, IN, USA

Ending Address (required)
337 North Warman Avenue, Indianapolis, IN, USA

Calculate



Number of Miles
3.53

Amount (Miles * \$0.440)
\$1.55

Notes
Meeting with Business Manager to discuss payroll processing.

Override Cost Center
No Yes

Itemize?
No Yes

LocProg
Accounting Services - Arch (1001092)

Account
Travel - Mileage (91002)

Grant
NA (999)

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.

< Create Expense Report Save and Close Submit for Approval

Report Title (required) ⓘ
Test

Business Purpose

Event ⓘ

LocProg
<Default>

Account
<Default>

Proj_Grant
<Default>

Delete Expense Report

0 Expenses

\$0.00
Reimbursable \$0.00

+ Create Expense + Select Saved Expense

Date	Status	Title	Itemized	Amount	Delete
😊 You have not yet created an expense					

Comments ⓘ

+ Add Comment

PLEASE NOTE:
Report Title is a required field that must be populated before you can +Create Expense or +Select Saved Expense in My Expense Reports. Expenses are coded within the attached lines of the expense report. <~Do not use the left-hand panel to code expenses to the general ledger.

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.

The screenshot displays the 'Edit Expense Report' interface. On the left, there are several form fields: 'Report Title (required)' with the value 'Test', 'Business Purpose', 'Event', 'LocProg' with '<Default>', 'Account' with '<Default>', and 'Grant' with '<Default>'. At the bottom left is a 'Delete Expense Report' button. On the right, the main area shows '1 Expense' with a total amount of '\$38.23' and 'Reimbursable \$38.23'. Below this are two buttons: '+ Create Expense' and '+ Select Saved Expense'. A table lists the expense details:

Date	Status	Title	Itemized	Amount	Delete
02/4/2019			No	\$38.23	X

A modal dialog box titled 'Delete Expense?' is centered on the screen. It contains the text 'Click Ok to delete this expense.' and two buttons: 'Ok' (highlighted with a red circle) and 'Cancel'. The 'Delete' button in the table above is also circled in red.

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.*

< Edit Expense Report Save and Close Submit for Approval

Report Title (required) ⓘ
Test

Business Purpose

Event ⓘ
▼

LocProg
<Default> ▼

Account
<Default> ▼

Grant
<Default> ▼

1 Expense \$38.23
Reimbursable \$38.23

+ Create Expense + Select Saved Expense

Date	Status	Title	Itemized	Amount	Delete
02/4/2019	✓	Dept Supplies and Breakfast, Other	No	\$38.23	×

Comments ⓘ

+ Add Comment

Delete Expense Report

My Expense Report

- Recall submitted expense reports by using the “Recall” feature

< Books for Brute Seminary Close

Submitted By
[P1] [CS13000]

On behalf of
Kendall, Carey [130004423] [13000]

Status
Submitted, 4/2/2019

Business Purpose
Materials

Event
N/A

LocProg
Bishop Brute College Seminary (1901010)

Account
Hosting Conferences & Mtg Materials
(92003)

Grant
NA (999)


1 Expense \$14.55
Reimbursable \$14.55

Date	Status	Title	Itemized	Amount
04/3/2019	✓	Books, Other	No	\$14.55

Comments ⓘ

+ Add Comment

Recall Expense Report



Expense Reports to Approve

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

Feedback

My Expense Reports **2**

My Saved Expenses **1**

Receipt Gallery **2**

Expense Reports to Approve **2**

Expense Reports to Approve

To Do History

Submitted	Status	Details	Submitted By	Amount	Actions
04/02/2019	Submitted	Test -Trip to Camby IN, 2 Expenses	Davis, Elizabeth [13000]	\$19.52	↓
04/02/2019	Submitted	Supplies, 1 Expense	Buckler, Melinda [13000]	\$134.70	↓

1 1 - 2 of 2 items

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.

Feedback

< Test -Trip to Camby IN Close

Submitted By
Davis, Elizabeth [130004778] [13000]

Status
Submitted, 4/2/2019

Business Purpose
Text Expense

Event
N/A

LocProg
Accounting Services - Arch (1001092)

Account
Travel - Meals (91001)

Grant
<Default>

2 Expenses \$19.52
Reimbursable \$19.52

Date	Status	Title	Itemized	Amount
03/12/2019	✓	Test -Trip to Camby IN, Meal	No	\$13.40
03/25/2019	✓	Test -Trip to Camby IN, Travel	No	\$6.12

Approve Report Return Expense Report

Comments

+ Add Comment

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.

The screenshot displays the 'Expense Detail' view for a report titled 'Test-Trip to Camby IN'. The interface is split into two main sections: a left sidebar with metadata and a right main area with details and a receipt.

Left Sidebar (Metadata):

- Submitted By:** Davis, Elizabeth [130004778] [13000]
- Status:** Submitted, 4/2/2019
- Business Purpose:** Text Expense
- Event:** N/A
- LocProg:** Accounting Services - Arch (1001092)
- Account:** Travel - Meals (91001)
- Grant:** <Default>

Center Table (Expense List):

Date	Status	Title
03/12/2019	✓	Test-Trip to Camby IN
03/25/2019	✓	Test-Trip to Camby IN

Right Main Area (Expense Detail):

Details:

- Title:** Test-Trip to Camby IN
- Category:** Meal
- Notes:** N/A
- Transaction Date:** 3/12/2019
- Amount:** \$13.40

Code Fields (all set to <Default>):

- LocProg:** <Default>
- Account:** <Default>
- Grant:** <Default>

Receipts:

Callout Box: If Default appears, Return Expense Report to Submitter

Expense Report Statuses

- Check the status of your Expense Report your Expense Dashboard.
- My Expense Reports > Status column
- Statuses 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.

The screenshot displays the 'My Expense Reports' dashboard. At the top, there are four summary cards: 'My Expense Reports' with a count of 5 (highlighted with a red box), 'My Saved Expenses' with 0, 'Receipt Gallery' with 5, and 'Expense Reports to Approve' with 1. Below these is a section titled 'My Expense Reports' with tabs for 'In Progress' and 'All'. A '+ Create New Expense Report' link is visible. The main table lists reports with columns for Status, Date Submitted, Date Approved, Details, Submitted By, Amount, and Actions. The 'Status' column is highlighted with a red box. The table contains five rows of data.

Status	Date Submitted	Date Approved	Details	Submitted By	Amount	Actions
Unsubmitted	04/03/2019		Test_1 Expense	Buckler, Melinda [P3] [CS13000]	\$38.23	
Unsubmitted	04/02/2019	04/02/2019	Rite of Election Lunches_1 Expense	Kendall, Carey [130004423] [13000]	\$20.95	
Unsubmitted			Test 2_1 Expense		\$20.00	
Unsubmitted			Test_1 Expense		\$20.00	
Submitted	04/02/2019		Books for Brute Seminary_1 Expense	Kendall, Carey [P1] [CS13000]	\$14.55	Download

1 - 5 of 5 Expense Reports

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