Managing expense reports – for Administrators

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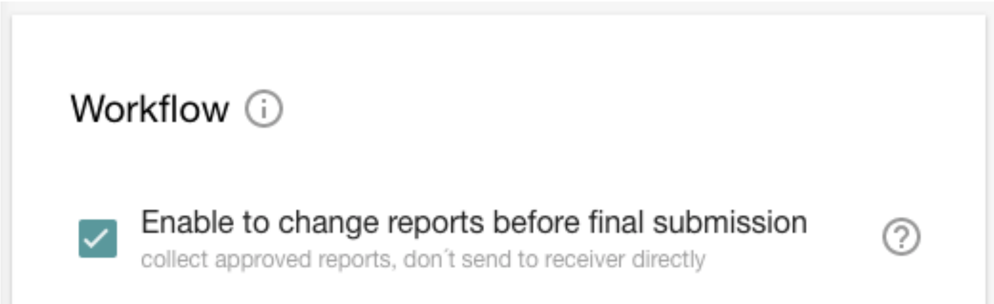
Managing expense reports - For administrators

As a Findity Expense administrator, you have full control of all expense reports in your organization. At times, there will be reports that you need to manage in some way. You may need to return a report to an employee or approver or edit and submit a report yourself. Listed below are some expense report tasks that you should know about.

Allow administrators to manage reports

As an administrator, the first thing you should do so that you can manage your company's reports is to make it possible to change reports before they are finally submitted.

Log in and switch to your Administrator account. Click Settings, locate Workflow and select Enable to change reports before final submission.



When this setting is enabled, administrators must always do a final check before reports are sent for posting or payroll. It also enables administrators to edit reports if they contain errors.

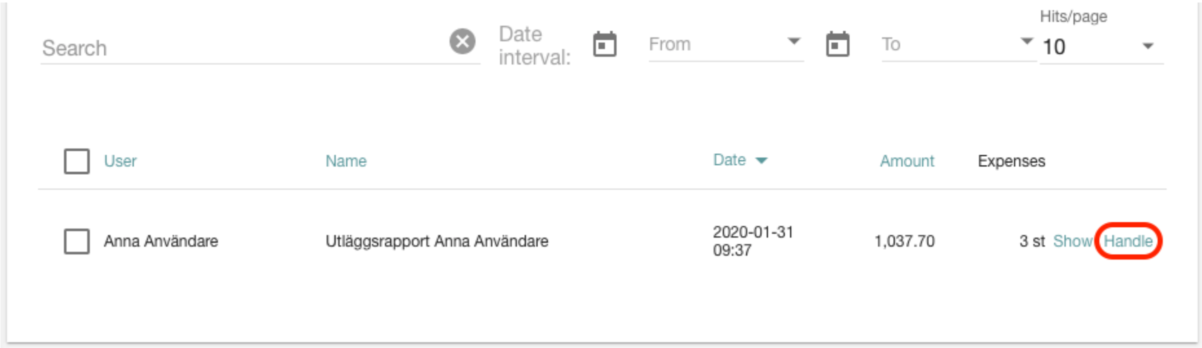
Reports to manage

Log in and switch to your Administrator account. Locate Reports. If there are reports that need your attention, there will be a red flag and the number of reports will be displayed. Click Reports to begin managing your reports.

How to send a report back to the user

Click Reports and locate the report on either the For Approval tab or the Ready To Be Send tab. The number of reports on each tab is displayed on the tab.

To send a report back to someone, click Handle and select Send back to the user.



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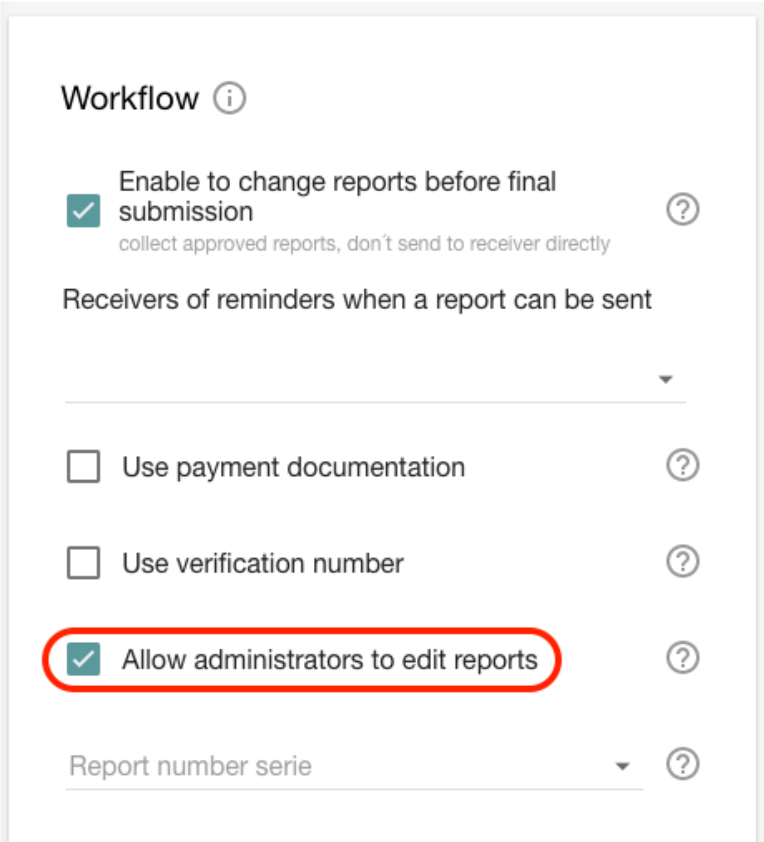
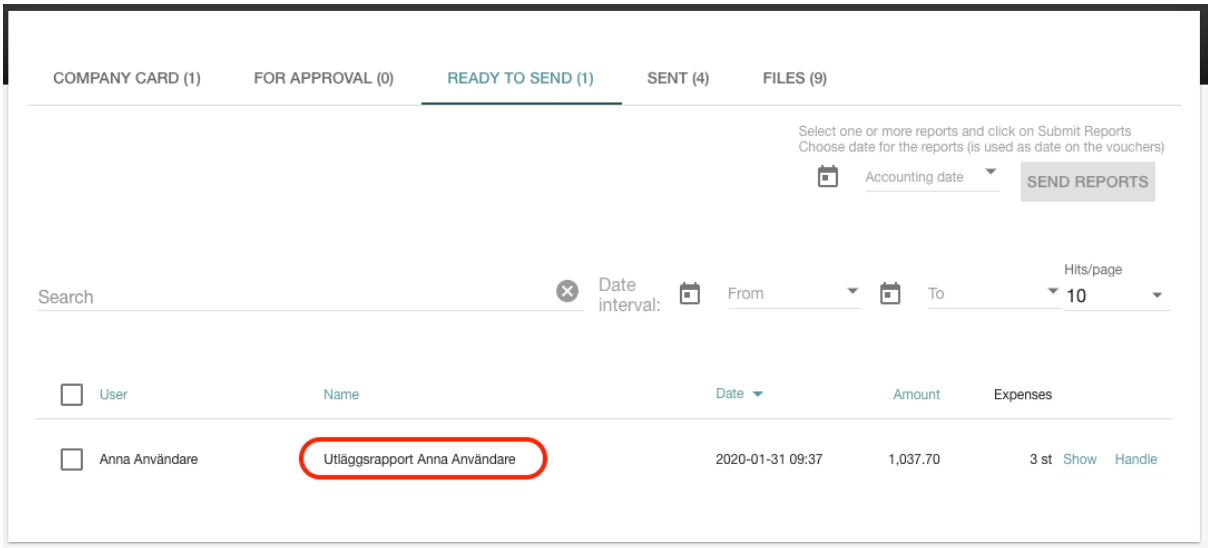
Edit reports before sending

To be able to edit a report, first go to Settings and Workflow. Check that Allow administrators to edit reports is selected.



Return to Reports and click the Ready To Be Send tab.

Click on the report's name to access a list of all the expenses that are included in the report.



Click on the fields you want to edit and change the value or information.

You can now send the report.

Set posting date for expense reports

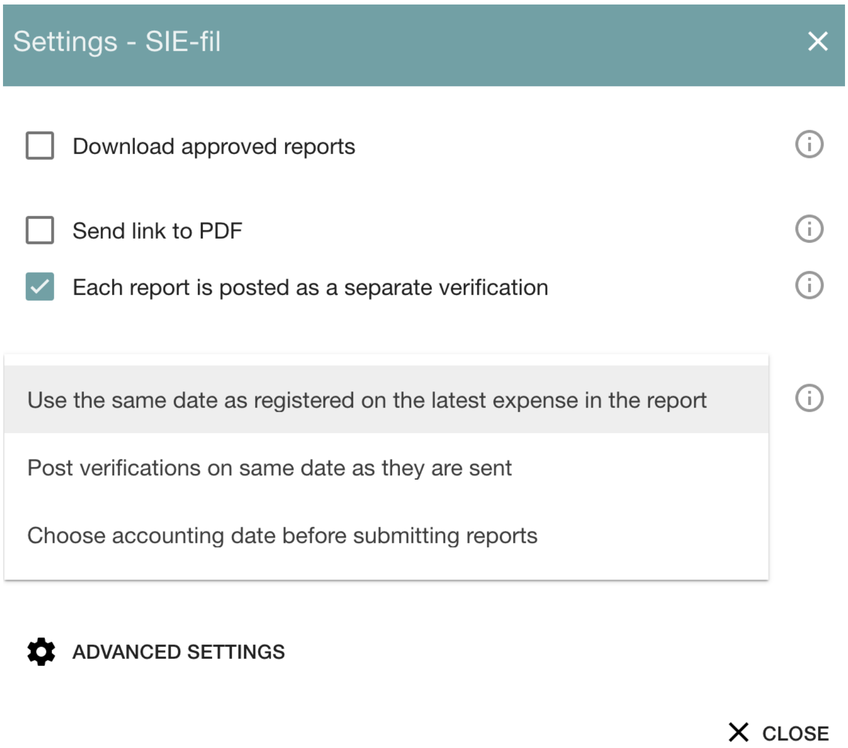
When your company wants to send expense reports for posting and has specified the accounting department as the report recipient, there are a number of ways you can set the date for when the reports are actually posted.

Start by clicking Settings and in Report Recipients, click on the report recipient's name.

The default setting here is that each expense is recorded as a single voucher, and the accounting date for each voucher is set as the date on which each expense was incurred.

If you want each report to be posted as a single voucher, select Each report is posted as its own vouchers.

This enables you to determine the posting date for vouchers created. You have the following options: you can set the posting date before sending the report to the report recipient; the posting date is the date of the last expense on the report; or simply that the posting date is the date the report is sent.



Why a changed/updated approver is not receiving reports

When you change approvers, reports submitted after the change are sent to the new approver. Any reports submitted by users before the change will already have been sent to the previous approver.

You can locate and resend these reports to the new approver by going to Reports and clicking on the For Approval tab. Click Handle and select re-send for approval.