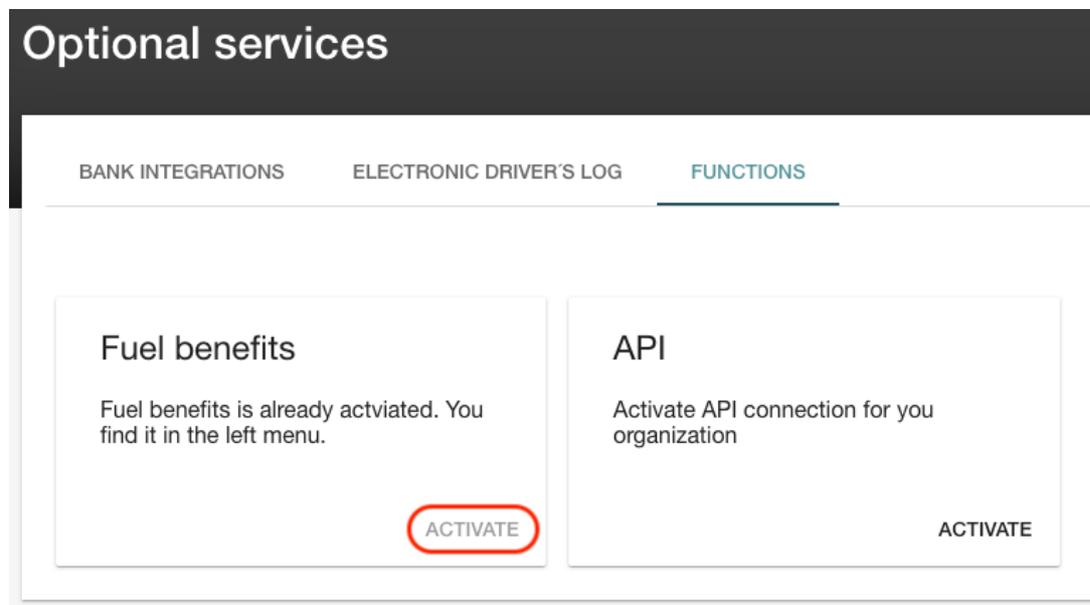# Fuel benefits - Administrators

# Fuel benefits - For Administrators

With the Fuel Benefit feature, Findity Expense automatically creates monthly expenses for users who have taxable fuel benefits. Note that this feature is only available when your organization has configured payroll as a report recipient.

## Activating fuel benefits

Sign in to your organization, switch to administrator mode, and click Marketplace, for Fuel Benefits, click Activate.



When activation is complete, Findity Expense makes Fuel benefits visible in the main menu.

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## Settings

Click Fuel benefits. On the Settings tab, select how your organization calculates fuel benefits. You can choose from: Based on fuel costs or Standard calculation, and which salary code to use for the taxable amount.

## Calculation based on fuel costs

From the Calculation type drop-down list, select Based on fuel costs. Now, from the Salary code drop-down list, select the salary code. If you need to, you can add a new salary code. Click Save.
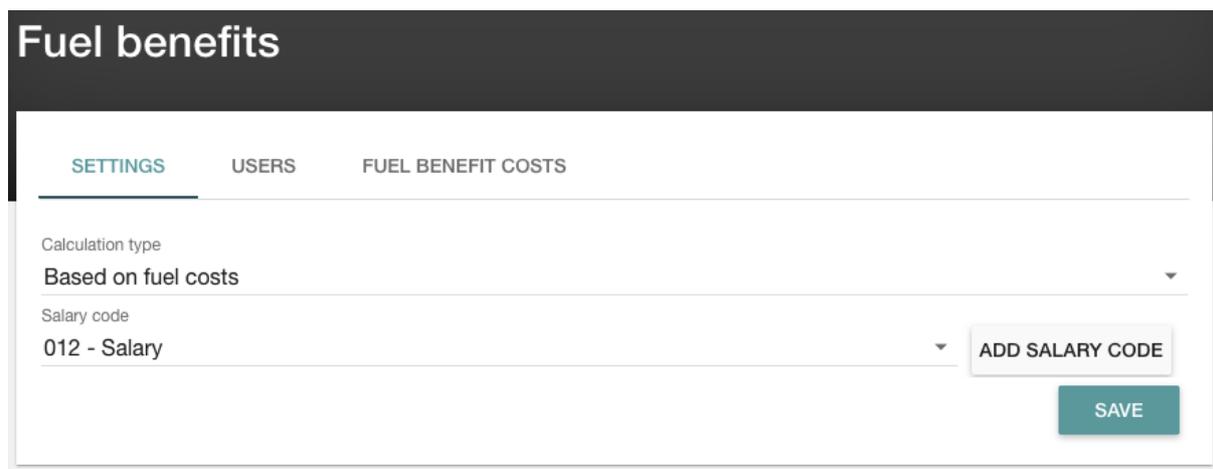


On the Fuel benefits Users tab, you add the users who will report fuel benefits. Click Add user and select a user from the list. Select their car type and when they start reporting fuel benefits. Click Save.

The Fuel Benefit Costs tab is where the actual cost for fuel that your company has paid per user and period is reported. This means that you or another administrator must update the amount users are taxed on every month. For each user and period, in Fuel benefit costs, enter the amount. Click Save when you are done.

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Findity Expense will now automatically create expenses for fuel benefits from the selected start period every month. Users can find them under *Not submitted expenses*. Users manage their expenses by entering start and end meter readings for the period, and the number of kilometers they have driven for work and then submitting their expenses.

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## Standardized calculation

From the Calculation type drop-down list, select Standardized Calculation. Now, from the Salary code drop-down list, select the salary code. If you need to, you can add a new salary code. Now enter the standard prices for each type of fuel.
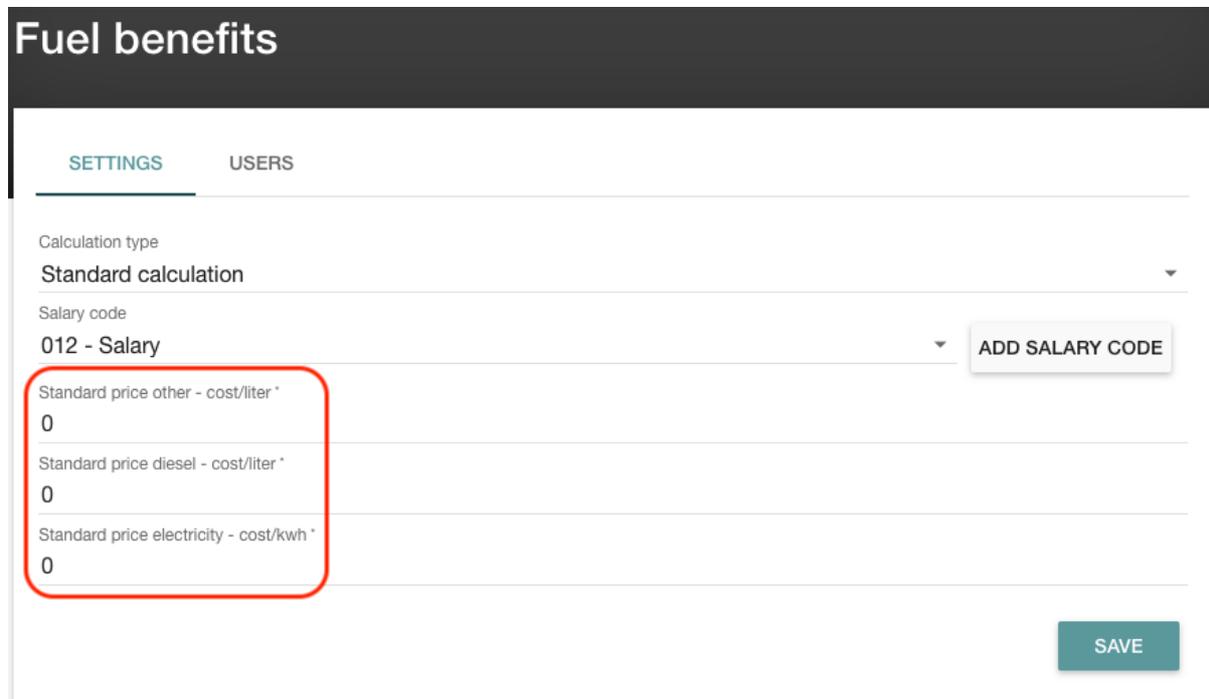


On the Fuel benefits Users tab, you add the users who will report fuel benefits. Click Add User and select a user from the list. Specify the car type, when the user starts reporting fuel benefits, and vehicle fuel consumption per 10 kilometers. Click Save.

Findity Expense will now automatically create expenses for fuel benefits from the selected start period every month. Users can find them under *Not submitted expenses*. Users manage their expenses by entering start and end meter readings for the period, and the number of kilometers they have driven for work and then submitting their expenses.

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