Multiple report integrations

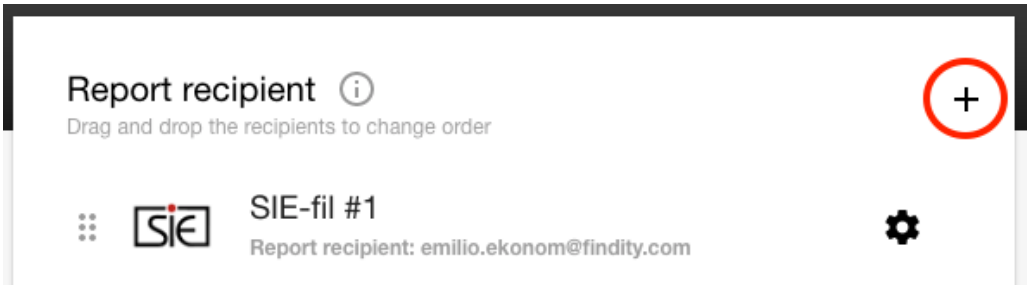
Expense Management.
Simplified. For you.

Multiple report integrations - For Administrators

You can send business and travel expense reports from Findity Expense to more than one report recipient by enabling multiple report recipients under Settings. For example, you can choose to send company card expense reports to accounting, and all other expense reports to your payroll system.

Setting

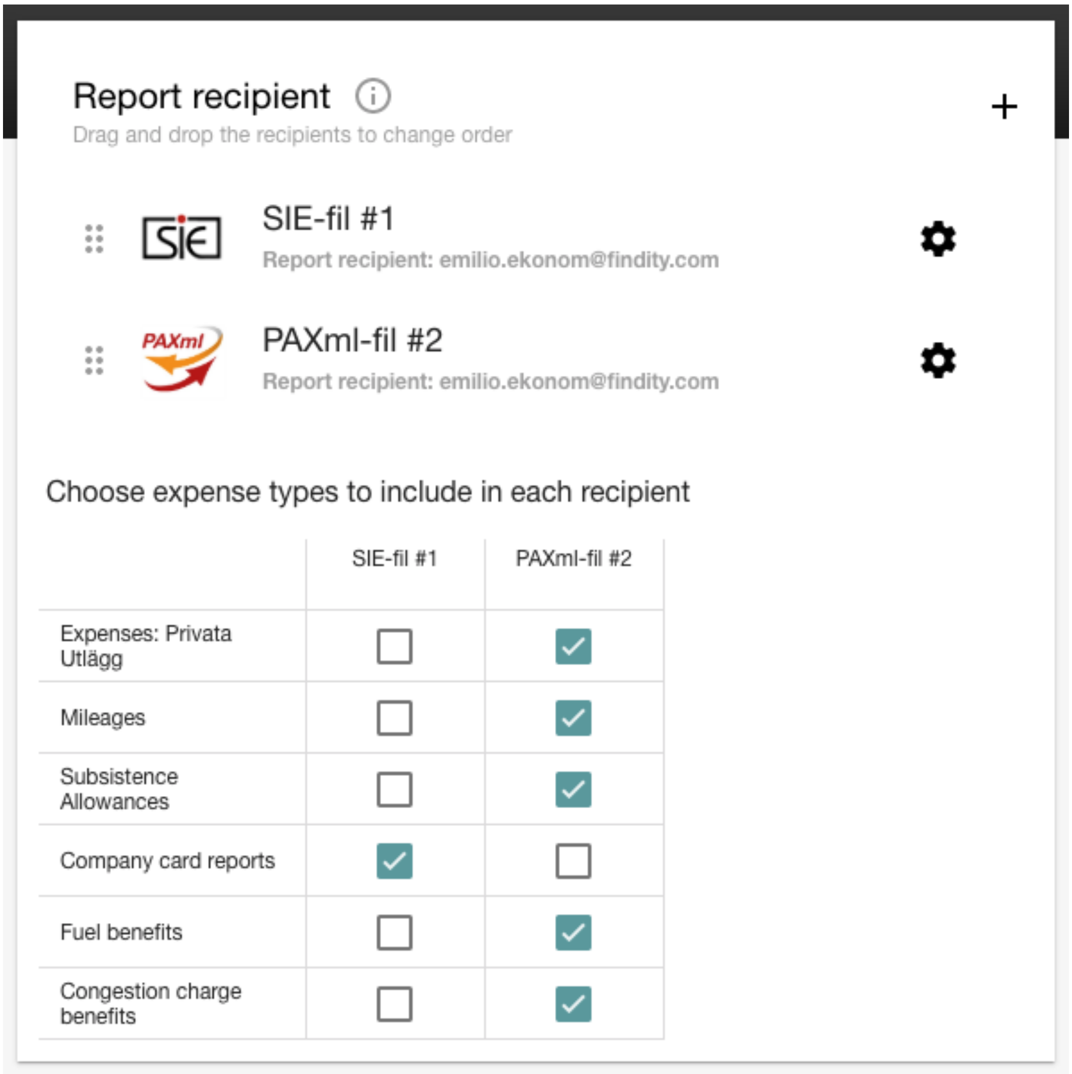
Sign in to Findity Expense and switch to Administrator mode for the organization you want to add report recipients. Select Settings, and under Report recipients, click Add (the plus sign). Select the report recipient you want to add.



You can sort the order report recipients are in by clicking on the dots on the left of a report recipient and dragging and dropping it to where you want it. Remember to click Save when you are done.

Example: Set your accounting system or a file type transferred to your accounting system as the first report recipient if you want all reports to be posted as soon as possible. And set your payroll system or file type transferred to your payroll system as the second report recipient if you want to submit all salary data once a month.

Now, it is important that you specify which types of expenses go to which report recipient, otherwise all recipients will receive everything. You do this by selecting the expense types below each report recipient.



In the example above, we want all expenses with the payment method: Company card to go to our accounting file. And we select to send all expenses with payment method: Private as well as Mileage and Subsistence allowances to our payroll file. Also Fuel benefits and Congestion charge benefits are sent to the payroll file in this case.

You can select the same types of expenses for both report recipients, for example, if they are billable expenses. In order to avoid double-entry when your company's payroll is sent to accounting, it is important to keep in mind that the credit account used for payment methods in Findity Expense must match the account used in your company's payroll system.

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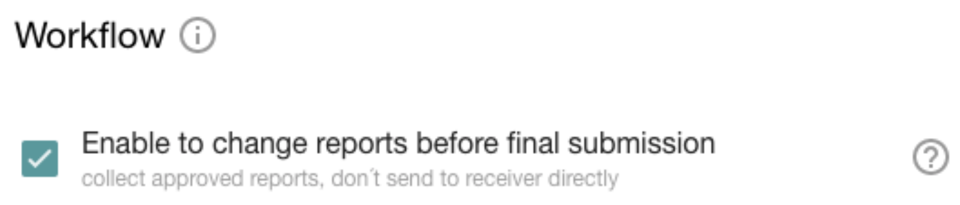
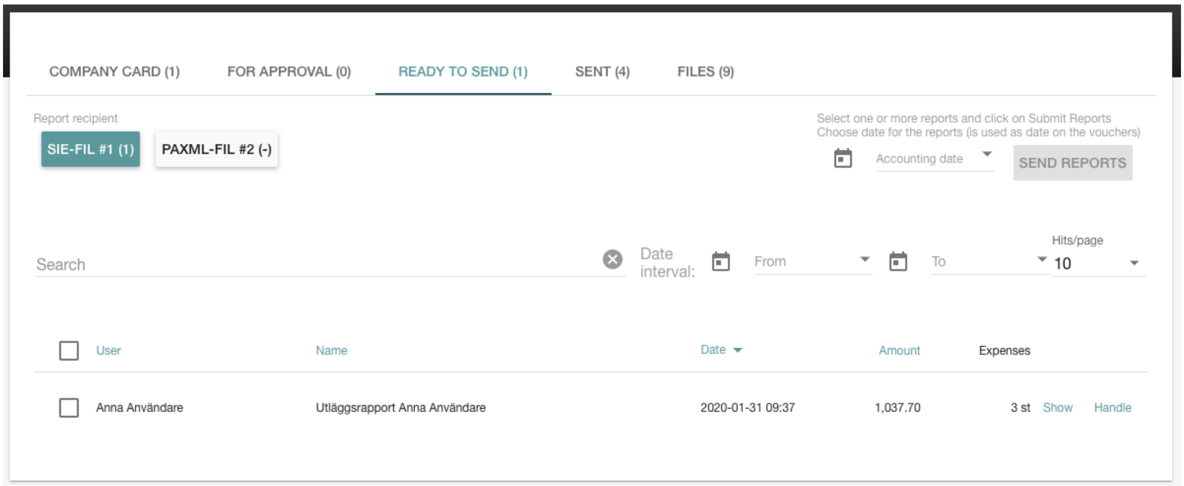
Sending reports

Expense reports submitted by users will pass all report recipients and the expenses for each report recipient will be sent there.

By going to Settings, Workflow and selecting Enable to change reports before final submission, administrators can, as usual, check reports by going to Reports and Ready to be sent before they are sent to the report recipients.



You can see report recipients on Ready to send, and you can click on the recipient you want to manage. Regardless of the report recipient the expenses are going to, all reports end up first under the first report recipient, in the example below, the SIE file.



Select the reports and select Send reports. When you do this, the expense types set for the report recipients for posting will be sent to the accounting file.

Now, click on the next report recipient, in the example above, a PAXml file, and you can see all the reports that you have just chosen to send.

Select them again and click Send reports. Now, the types of expenses that have been set up for payroll report recipients are sent to the payroll file. Expense types not configured for the payroll report recipient won’t be sent.

You can now find the reports under Submitted and the completed accounting and payroll files under Files.

Deleting or changing report recipients

To delete a report recipient, click on the report recipient's name and click Delete recipient. When prompted, click Yes to confirm you want to delete the recipient. Findity Expense deletes the recipient.

NOTE! You cannot delete a report recipient if there are reports on the Ready to be sent tab that are destined for that particular recipient.

To change a report recipient, click Change (the pencil icon) next to the name of the current recipient. Locate the new recipient and click Select. Findity Expense changes the report recipient.