CorePortal Expense

User Guide

CoreHR Internal

V27

CoreExpense

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Document Control

Version	Date	Author	Details
1.0	30th April 2019	CoreHR University	Original v23+ guide revised and updated for v27.

1. Overview

1.1. Purpose of the Guide

The purpose of this document is to provide guidance on the tasks that can be completed by employees and managers in CorePortal, for CoreExpense

This includes:

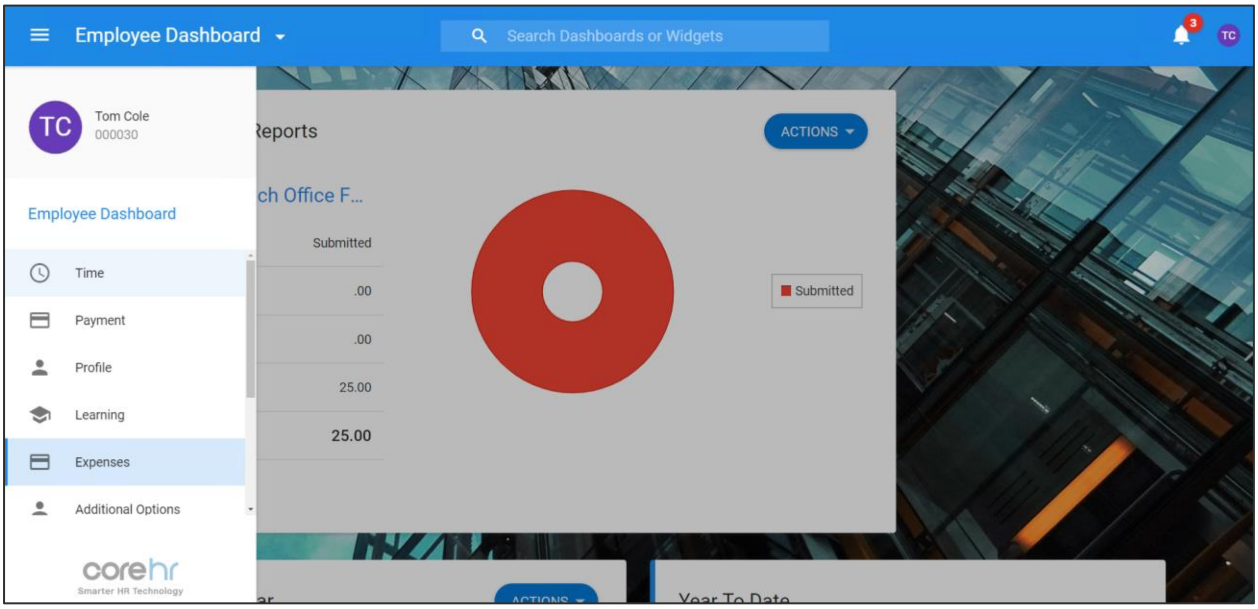
- Submitting Expense Reports for approval.
- Expense types include mileage, subsistence, receipt required.
- Approving expenses.
- Managing vehicles.
- Submitting advance requests.
- Reviewing expenses paid.
- Delegating approval.
- CoreExpense on mobile.

Note:
This user guide does not provide detailed training on how to configure the system to support these processes. This is covered in the ***CoreExpense Configuration Guide***.

1.2. Accessing the Expense Widgets

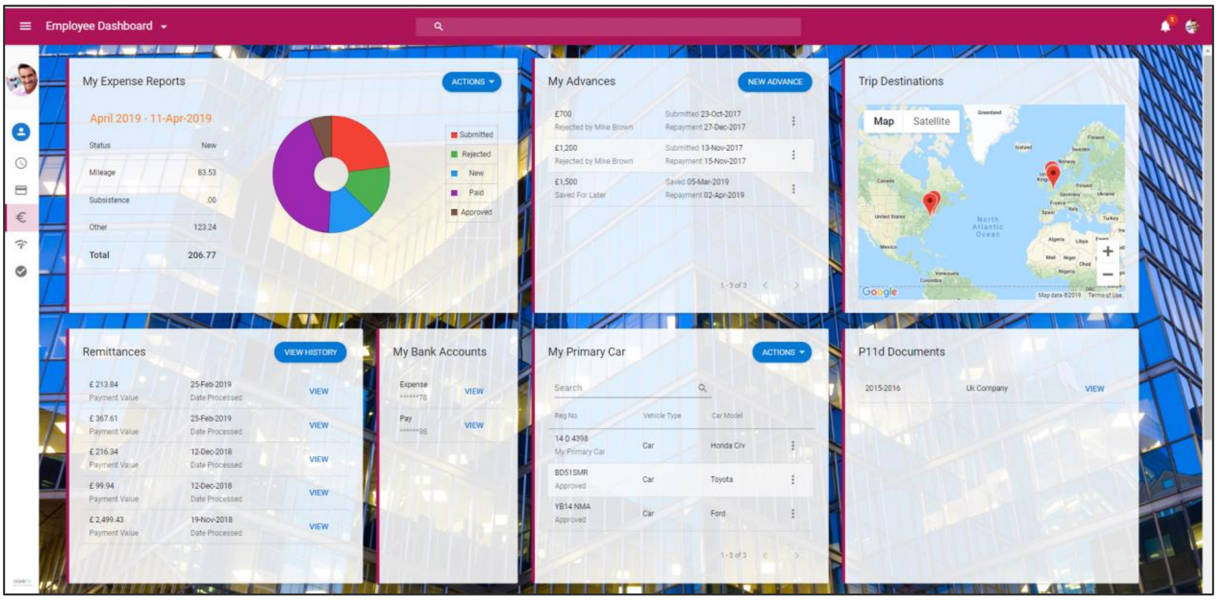
To manage your employee expenses.

1. Open the *Employee Dashboard.*
2. Select the **Expenses** tab.



On the *Expenses* tab, there are multiple widgets that are typically configured for employees, listed below.

> **Note:** The following is a list of widgets that maybe displayed on the Expense Tab depending on configuration



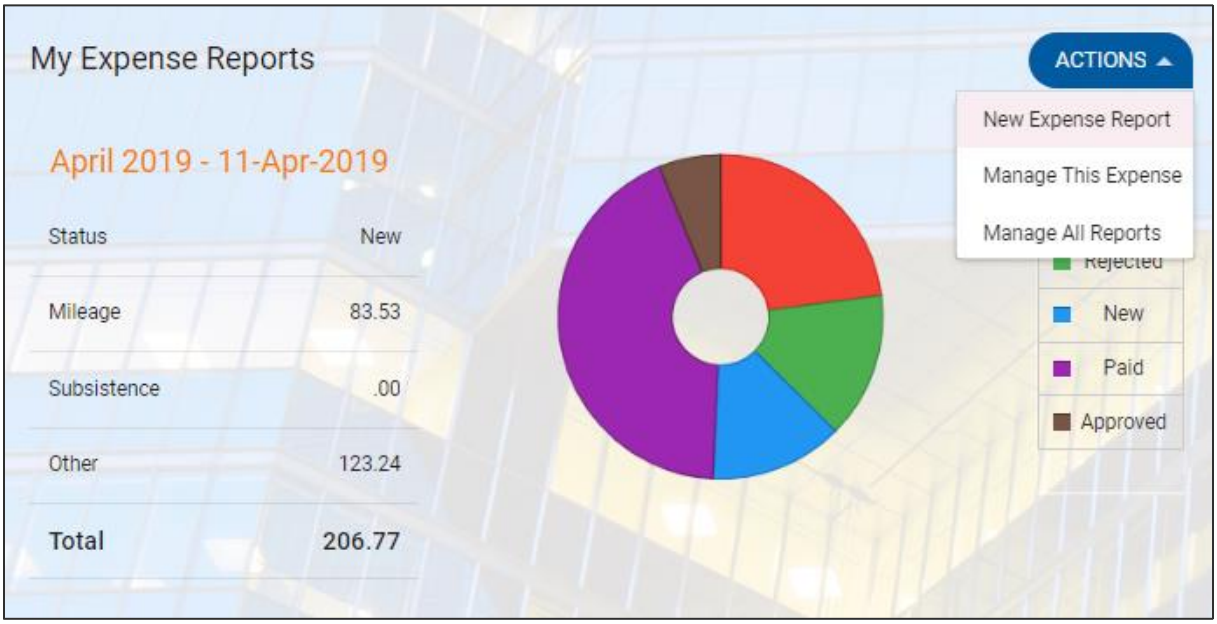
Widget	Description
My Expense Reports	Used to create and manage expense claims.
My Primary Car	Used to record the details of your private car. This is required to support an expense claim for mileage. Any company cars added for you via the *Car Administration Centre* are also available here to view.
Year to Date Claims	A summary view of your expense claims for the expense year to date.
Recent Expenses	A chart view of your most recent claims.
Remittances	An expense 'payslip', summarising your most recent paid expenses, with access to view a full history of payments made to you.
Rates lookup	Facility to look up the rates on the CoreHR system for mileage and subsistence.
My Advances	Facility to submit a request for an advance payment.
Trip Destinations	A reporting widget outlining the locations on the map where you have visited.
My Bank Account	The bank accounts set up for you on CoreHR, for your salary and expense payments.

2. Entering and Managing Expense Reports

2.1. Entering an Expense Report

Follow these steps to create a new expense report:

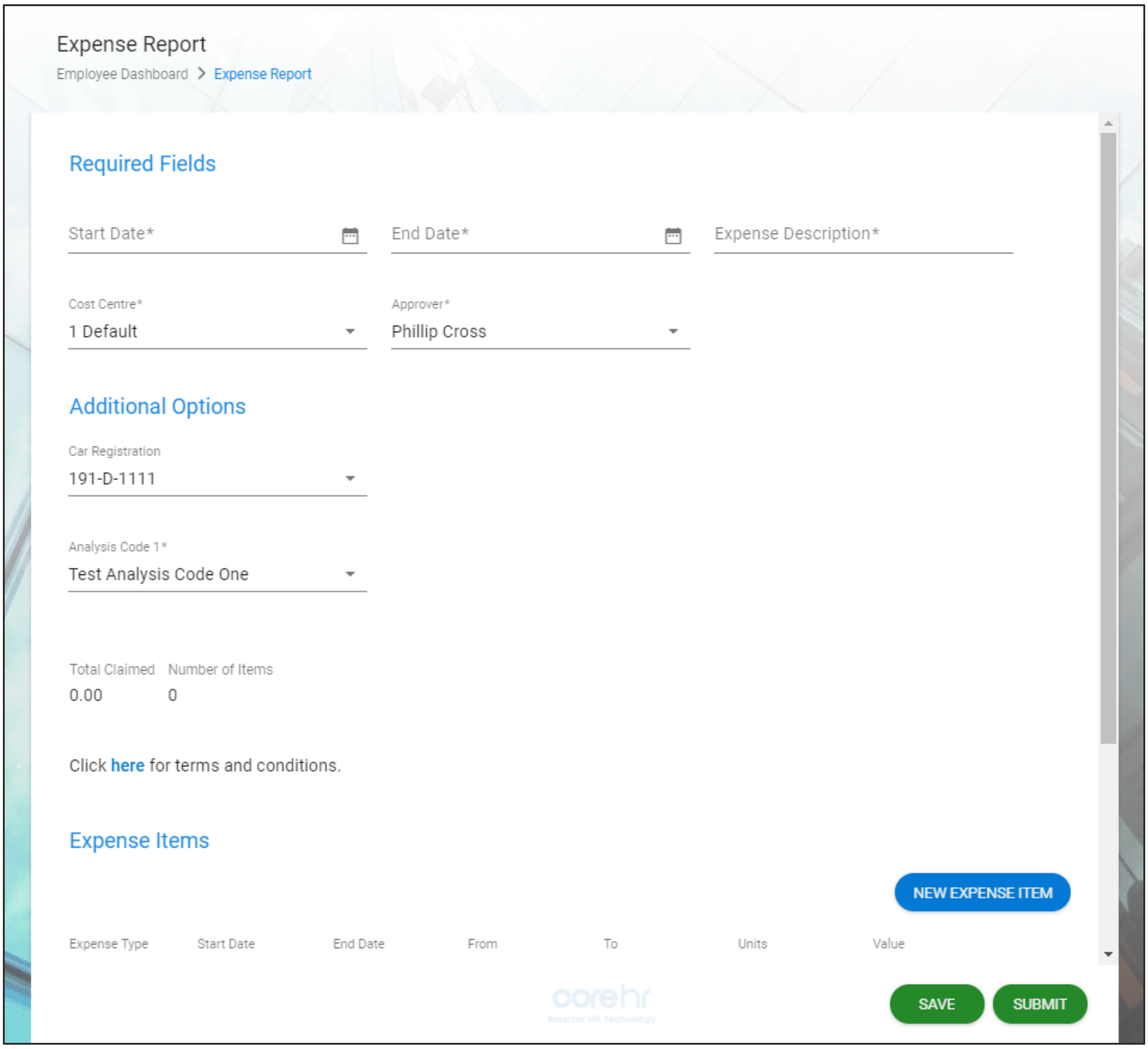
1. Quick jump to the **My Expense Reports** widget, on the *Employee Dashboard*.
2. Click **Actions** and select **New Expense Report.**



The *Expense Report* screen opens.

Some of the details will be automatically populated based on your claimant details e.g. Cost Centre, Approver, Car Registration (if car is recorded).

Note: If there is no Cost Centre/Approver available to select, then this will indicate that the user has not yet been onboarded into CoreExpense.



3. Update all fields under *Required Details*.

   The * for each indicates that these are mandatory and are required to create the claim. Note that *Analysis Code* can be mandatory or optional, this is configurable.

4. Update the *Additional Options.*

   These fields are not mandatory on the system, but may be required to support the claim, depending on the nature of the claim e.g. *Car Registration* is required for mileage claims.

5. Click **Save** to create the claim.
6. Scroll to the *Expense Items* section. This is where you will be required to add the individual elements of the expense.

7. Click **New Expense Item.** The *Expense Details* screen opens.

Add the details for the expense item. Depending on the claim, the items required here will differ. The table below provides an overview of each of the fields available and when these may be required. The next sections in this guide provide scenario specific examples of how to create claims e.g. for mileage, subsistence etc.

Field	Description
Expense Item with Foreign Details	Only required if claiming for expenses incurred in a foreign currency. See 2.1.5 Entering A Foreign Expense Trip
Payment by Me	Indicates that you made the payment.
Payment by Company	Indicates that the payment was made via company credit card. The Claimant will not be reimbursed for any expense items paid by company. See 2.1.4 Entering an Expense Trip paid by the Company (Credit Card)
Expense Type	This is the type of expense to be claimed e.g. Mileage, Receipted Expenditure, Subsistence etc. The codes listed here are the codes that have been configured for your organisation. Depending on the type selected, the screen will update to required difference inputs. See sections 2.1.1 – 2.1.5 for examples of the difference expense scenarios.
Value/Unit	The value being claimed OR the units applicable (for mileage/subsistence e.g. 1 Overnight).
From Location	Where the trip started. This will be a drop-down list for foreign travel (i.e. if the **Expense Item with Foreign Details** indicator is on) and a free text for domestic travel.
To Location	Where the trip ended. This will be a drop-down for foreign travel (i.e. if the **Expense Item with Foreign Details** indicator is on) and a free text for domestic travel.
Start Date	The date the expense was incurred.
End Date	The date the expense was incurred.
Expense Item Description	Description for the line item. This can be made mandatory for a given Expense Type.
Start Time	Only applicable for Subsistence. Cannot be removed.
End Time	Only applicable for Subsistence. Cannot be removed.
Cost Centre	Defaulted to the value set on the *Expense Report* screen.
Analysis Code	Defaulted to the value set on the *Expense Report* screen. This can be made mandatory is necessary or removed entirely.
Total Claimed	Total value of all items claimed.
Number of Items	Total number of items claimed in this report

8. Click **Save.**

   The screen closes. You are returned to the main *Expense Report* screen.

   The item is listed under the *Expense Items*.

   The *Total Claimed* and *Number of Items* fields are updated to reflect the latest item.

9. Repeat step 7, to add additional items to the Expense Report.

10. Once all items have been added, submit the claim for approval. Click **Submit.**

    The status is updated to "Submitted".

    The expense is sent to the Approver for Approval.

    See 2.5 Expense Report Approval for further detail on how this is approved

2.1.1. Entering A Mileage Trip

When claiming mileage, the instructions provide in 2.1 Entering an Expense Report should be followed. This section provides guidance on how to complete the *Expense Details* screen, specifically for a mileage trip.

There are 4 options for entering a mileage trip depending on your configuration.

> **Note:** The 4 options covered in this section, provide guidance on how the mileage units can be populated. The actual value for the mileage claim is calculated on save, based on the units provided and the rates that you have stored in the CoreHR system. Configuring these rates is covered in the ***CoreExpense Configuration*** user guide.

Option 1: Mileage Triangulation

The Mileage Triangulation facility records mileage claims based on post code recognition **(UK only)**.

> **Note:** For this to be used, the following CorePortal parameter must be updated on *Site Manager > Admin Settings:* Set **EX_MILEAGE_CALC_TRIANG** ='Y'.

If triangulation is on, this captures and processes mileage information based on the rules of mileage triangulation. Triangulation is the name given to the practice whereby employers will only reimburse the cost of business travel by reference to the lower of:

- The journey between the permanent and temporary workplace; and

- The journey between the colleague's home and the temporary workplace.

If this is on, when you select a mileage Expense Type, the *Mileage Calculation* screen appears.

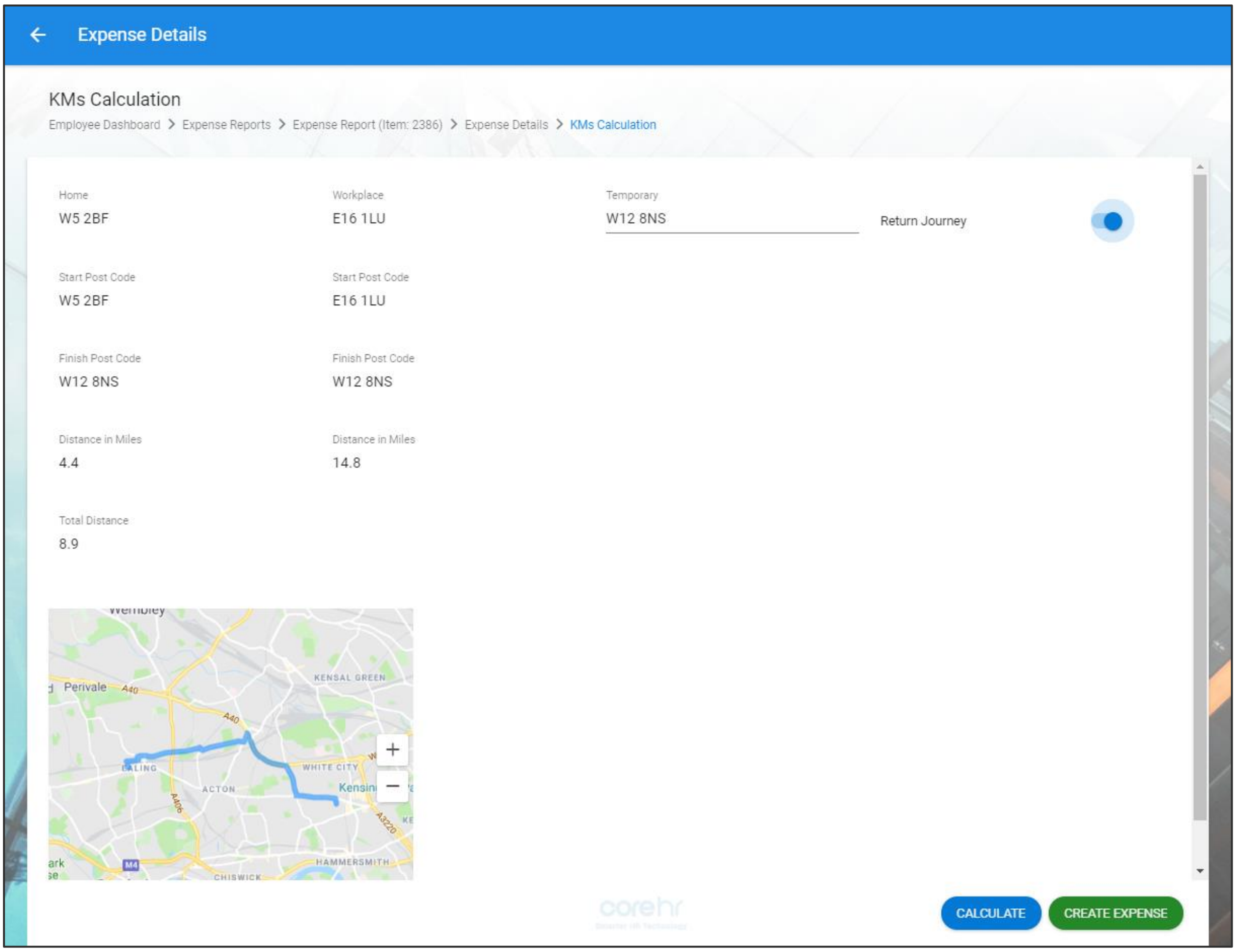
> **Note:** If these addresses are not populated on the employee's HR record, an error message is displayed, and the screen does not open. Ensure employee records have both Home and Work Addresses set up in People Management.

The Post Codes stored on CoreHR for your Home Address and Work Address are populated.

1. Enter the *Post Code* for your destination in the *Temporary* field.
2. Enable *Return Journey* indicator, if this is a return trip.
3. Click **Calculate**.

   The screen is updated to show the full detail of the calculated mileage claim.

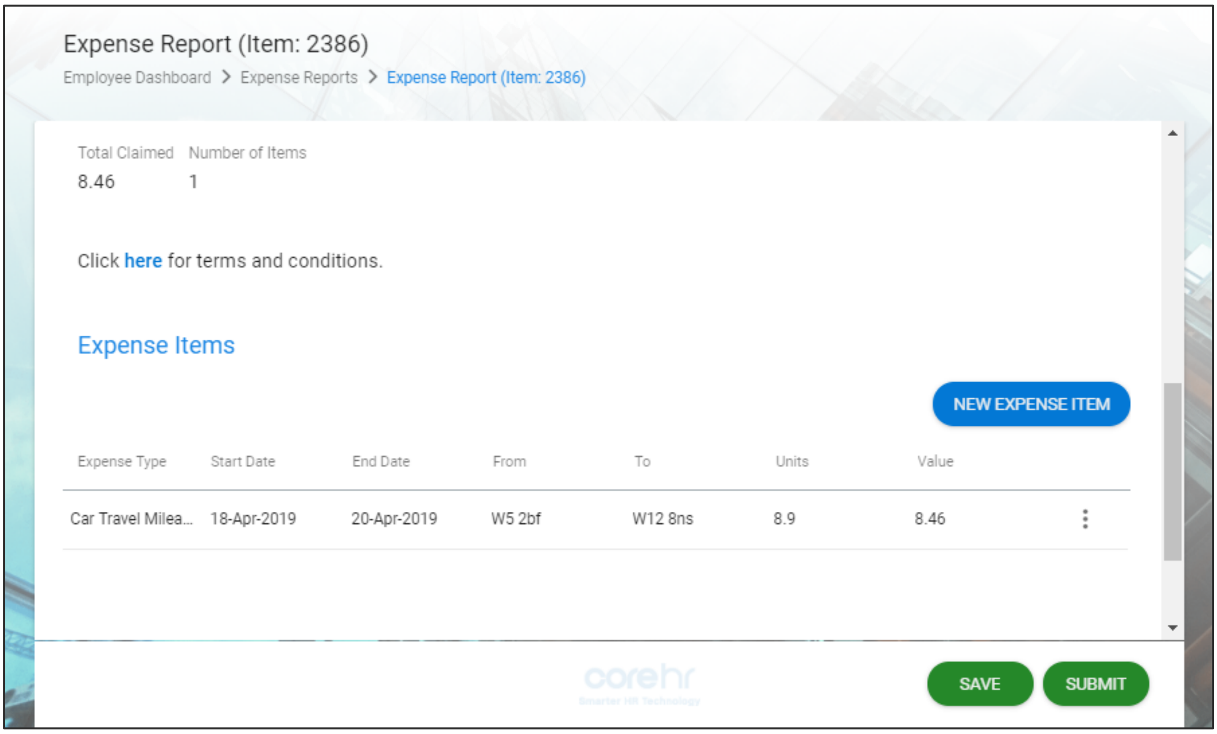
   The two columns indicate each calculated trip i.e. if taken from home or work.



- *Start Post Code*: The post code identified by the system as the closest of Home/Work to your destination.
- *Finish Post Code*: Your destination.

- *Distance*: The calculated distance for each possible trip.
- *Total Distance*: The total calculated distance from the trip. This is the shortest distance from home/work and if a return journey, this will be double that distance.
- *Map*: A Google Map view of the journey taken

4. Click **Create Expense**.
   The mileage is added as an *Expense Item* to the *Expense Report*.



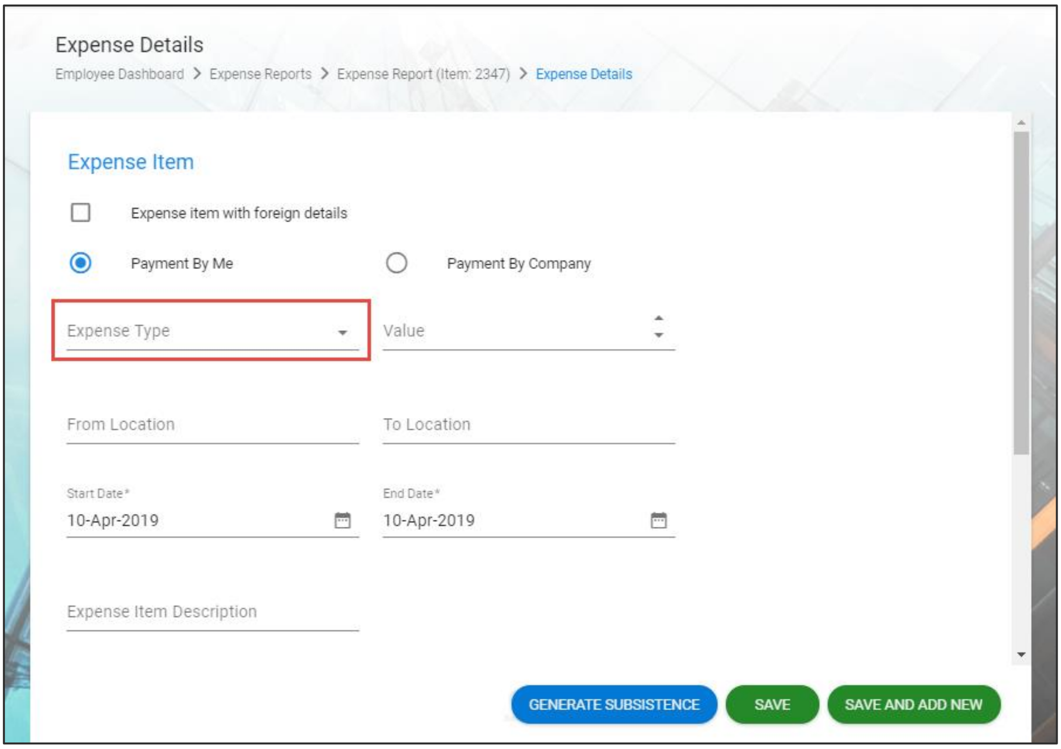
Note:
An employee can be allowed to override the distance calculated by the triangulation software. To do this, the following parameter following CorePortal parameter must be updated on *Site Manager > Admin Settings:* Set EX_MILEAGE_TIRANG_EDIT = "Y"

Option 2: Mileage History
An option can be made available to view and select from previously entered mileage trips.

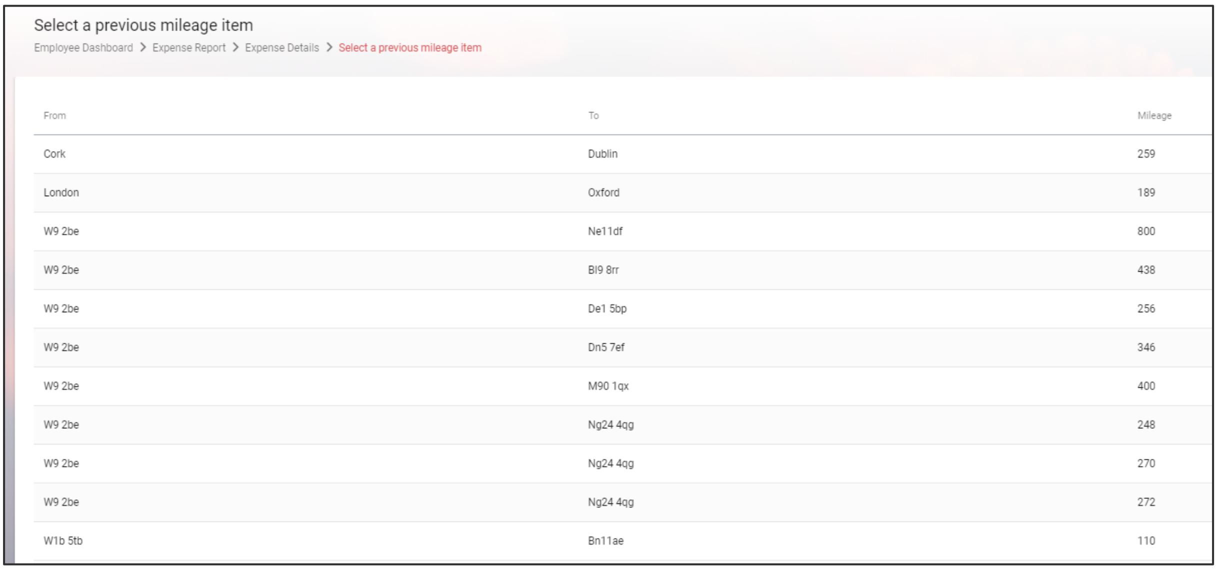
Note:
- This option is not applicable if using *Mileage Triangulation.*
- For this to be used, the following CorePortal parameter must be updated on *Site Manager > Admin Settings:* Set **EX_MILEAGE_HISTORY** ='Y'.

If this is on, you will have the option to create your mileage claim as a copy of a previously entered item.

1. On the *Expense Details* screen, select the mileage *Expense Type.*

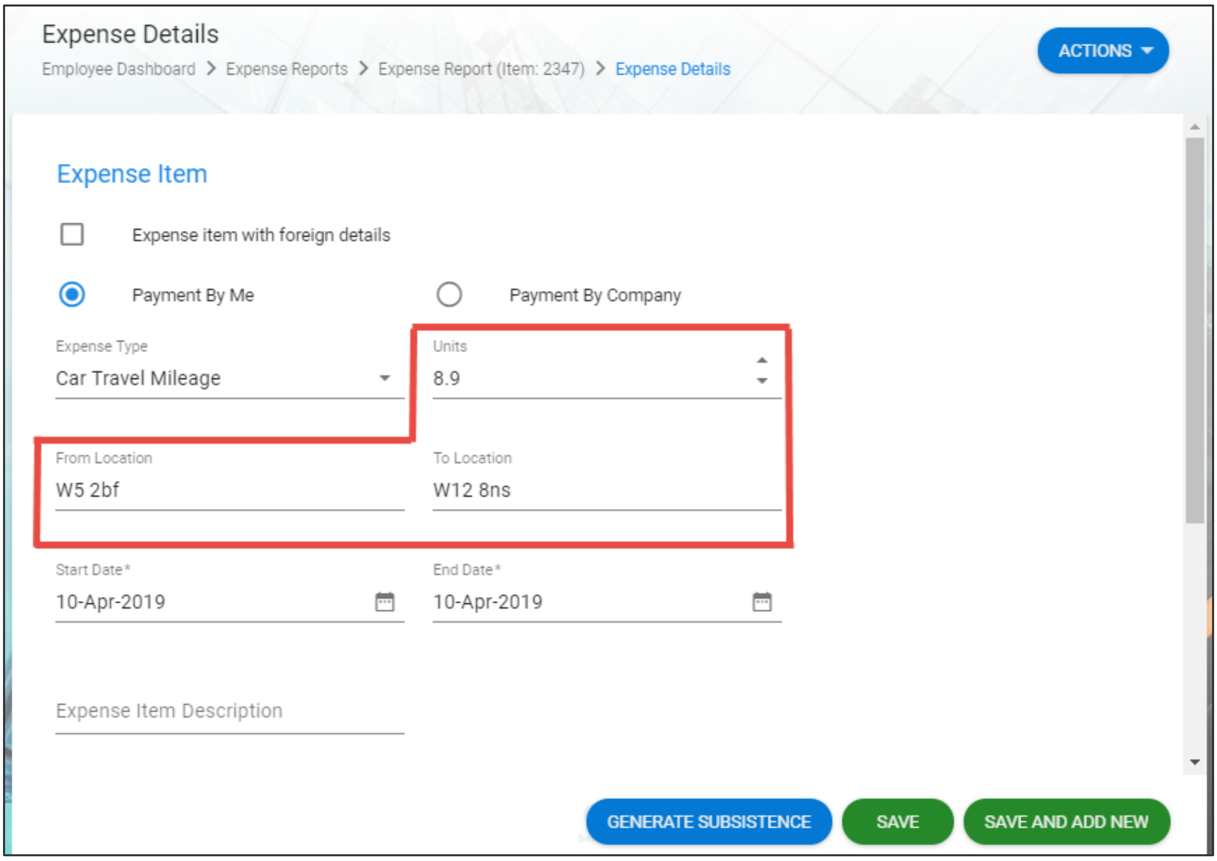


2. The *Select a Previous Mileage Item* screen opens.
   a. Select an item from the list.
      <u>OR</u>
   b. Or click **Cancel** to skip this option and manually enter a new mileage item on the *Expense Details* screen.



From	To	Mileage
Cork	Dublin	259
London	Oxford	189
W9 2be	Ne1 1df	800
W9 2be	Bl9 8rr	438
W9 2be	De1 5bp	256
W9 2be	Dn5 7ef	346
W9 2be	M90 1qx	400
W9 2be	Ng24 4qg	248
W9 2be	Ng24 4qg	270
W9 2be	Ng24 4qg	272
W1b 5tb	Bn1 1ae	110

Once an item is selected, you are returned to the *Expense Details* screen, and the chosen mileage details are populated for *Units*, *From Location* and *To Location*.



Option 3: Mileage Calculator

It is possible to enable an option to open a mileage calculator, directly from the *Expense Details* screen. This allows you to open a calculator in a new browser window, to determine the KMs/Miles to be added to your claim. The details are then manually entered on the *Expense Details* screen.

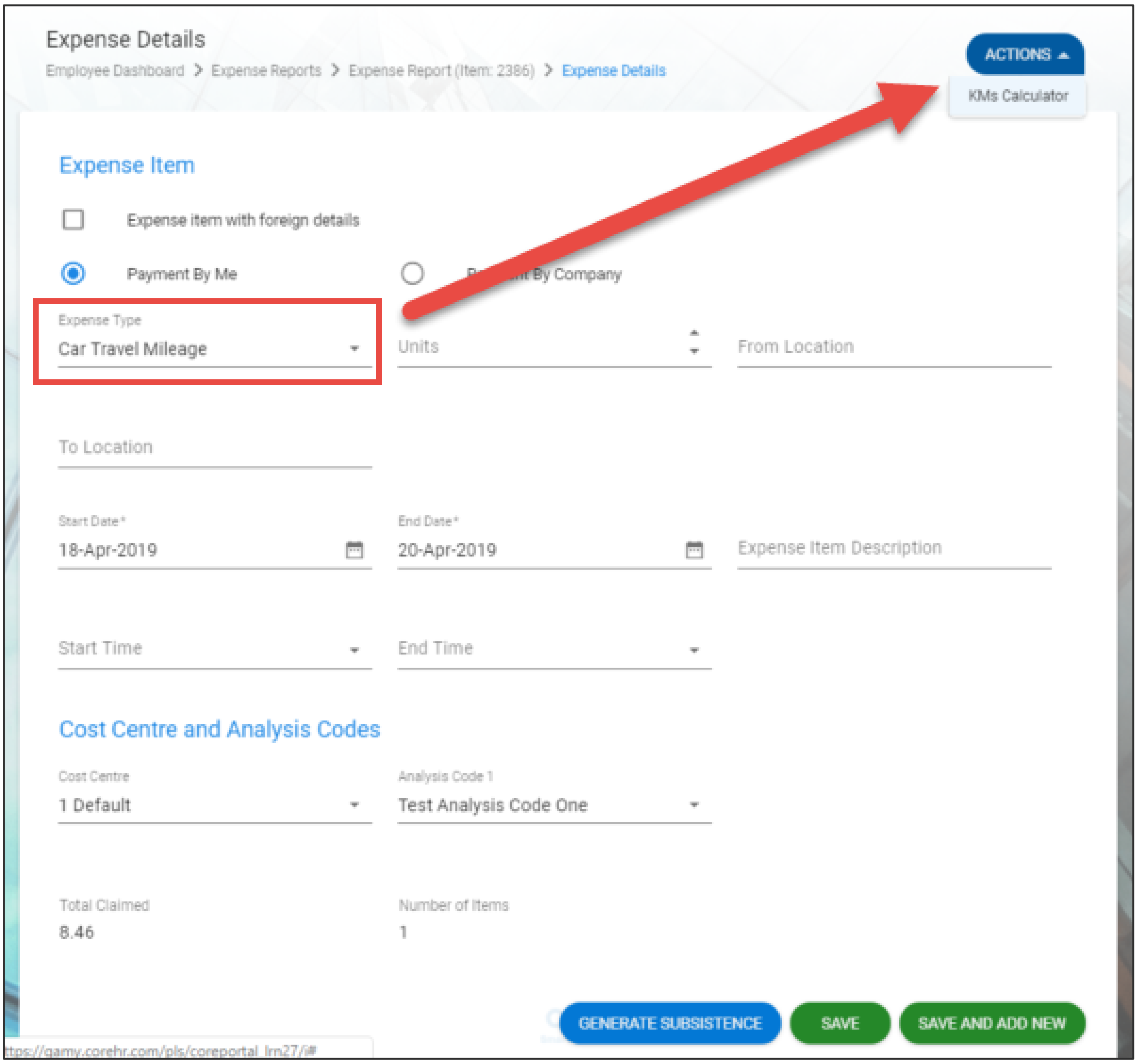
Note:

- This option is not applicable if using *Mileage Triangulation.*
- For this to be used, the following CorePortal parameter must be updated on *Site Manager > Admin Settings:* Set EX_MILEAGE_CALC_URL = to the URL of your choice.
    - AA Route Planner is recommended.

Follow these steps to use this option:

1. On the *Expense Details* screen, select the mileage *Expense Type.*

2. Click **Actions** and select **Mileage Calculator.**
   In a new browser tab, the route planning website (e.g. AA Route Planner) opens.
   Use this to calculate your trip distance.



3. Return to the *Expense Details* screen and enter the required details i.e. *Units* (KMs or Miles, depending on your configuration), the *From Location* and *To Location*.

4. Click **Save**.

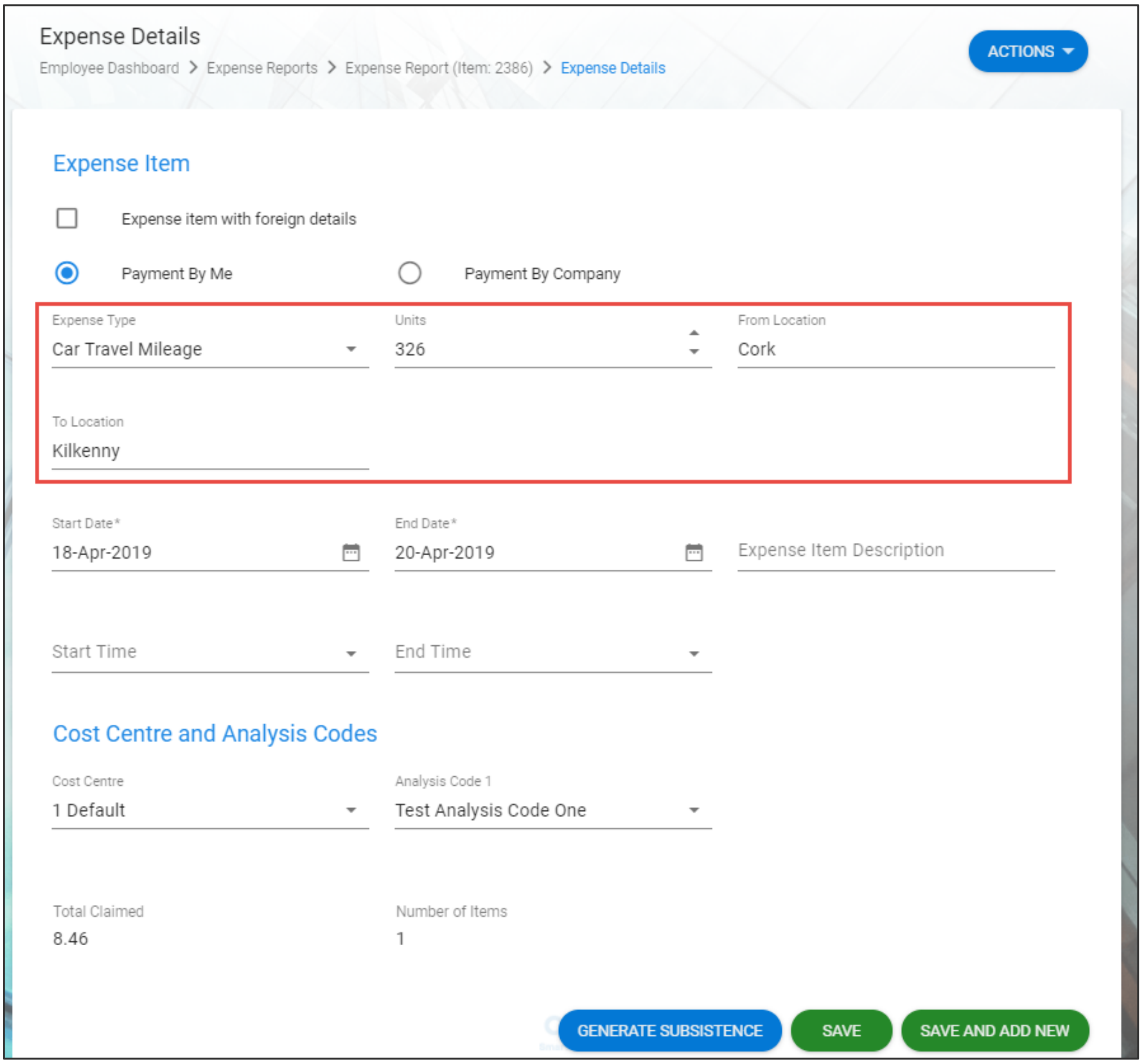
Option 4: Manually Add Mileage

Follow these steps to directly enter the details for a mileage claim, on the *Expense Details* screen, without using the other options explored in Options 1 – 3 above.

1. On the *Expense Details* screen, select the mileage *Expense Type.*
2. Enter the Units i.e. miles, km (depending on your configuration).
3. Add the *From Location.*

   This is free text. If you have added a location before, this is available to select.
4. Add the *To Location.*

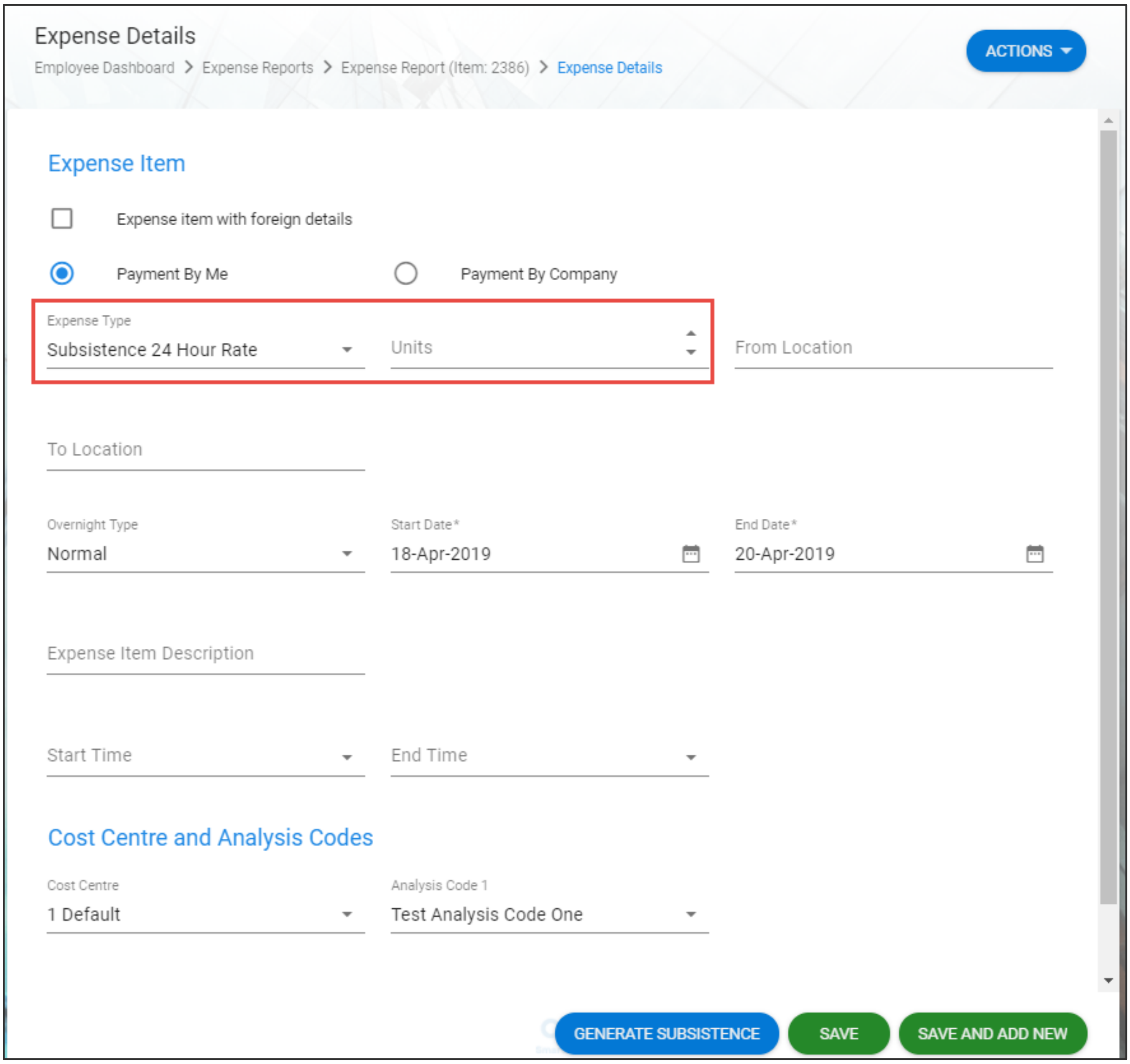
   This is free text. If you have added a location before, this is available to select.
5. Click **Save.**



2.1.2. Entering A Subsistence Expense Trip

When claiming subsistence, the instructions provided in 2.1 Entering an Expense Report should be followed. This section provides guidance on how to complete the *Expense Details* screen, specifically for a subsistence claim.

1. On the *Expense Details* screen, provide the following details
    a. Select the subsistence *Expense Type*.
    b. Enter the Units.
    c. Enter the *Start Date* and *End Date*.
    d. Enter additional details e.g. the O*vernight Type*, locations etc., as required.



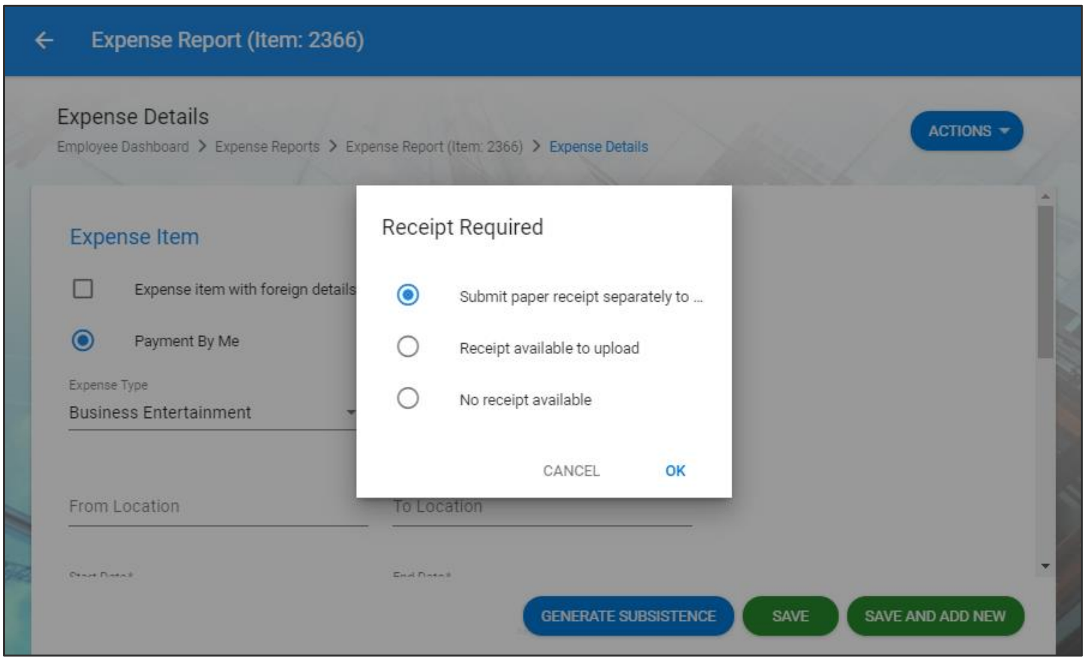
2. Click **Generate Subsistence**.
   This calculates the units entered against the rate set up in the background for the given expense code.

This calculation will then output as the value for this claim i.e. Units X Rate = Value to be paid. If a rate of 0.00 is output, it is important to check the configuration of both the subsistence rate, and the users set up.

2.1.3. Entering an Expense Item Requiring a Receipt

Specific Expense Types are configured to require a receipt.

1. On the *Expense Details* screen, when you select an *Expense Type* which requires a receipt, a *Receipt Required* pop-up automatically appears:



Depending on the option selected, different actions are required.

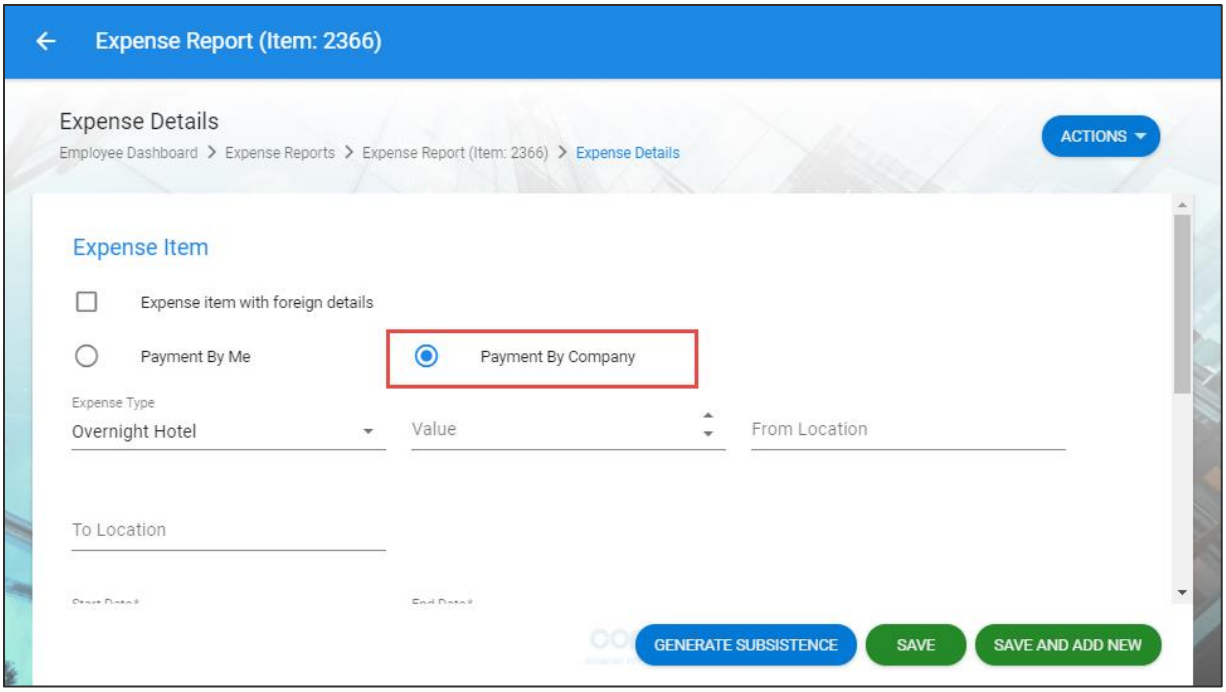
Option	Explanation
Submit paper receipt separately to your expense administrator	You will not be uploading a receipt to CoreHR. This will be provided separately to your expense administrator. VAT will not calculate when this option is used.
Receipt available to upload	On selecting this option, the pop-up window updates to include the following fields: • *Description* i.e. the text to correspond with the receipt. • *Receipt*: Use this to browse for an upload a copy of the receipt.
No receipt available	On selecting this option, you are required to provide a *Reason for Missing Receipt.* This is mandatory if no receipt is available to provide. VAT will not calculate when this option is used.

2. Complete the pop-up as required.
3. Click **OK** to save your choice.
4. Continue to complete the remaining details for the item on the *Expense Details* screen and click **Save.**

2.1.4. Entering an Expense Trip paid by the Company (Credit Card)

If an expense item is to be paid by the Company:

1. Ensure that the **Payment by Company** indicator is selected on the *Expense Details* screen.



2. Complete the rest of the *Expense Details* screen as required for that *Expense Type*.
3. Save changes.

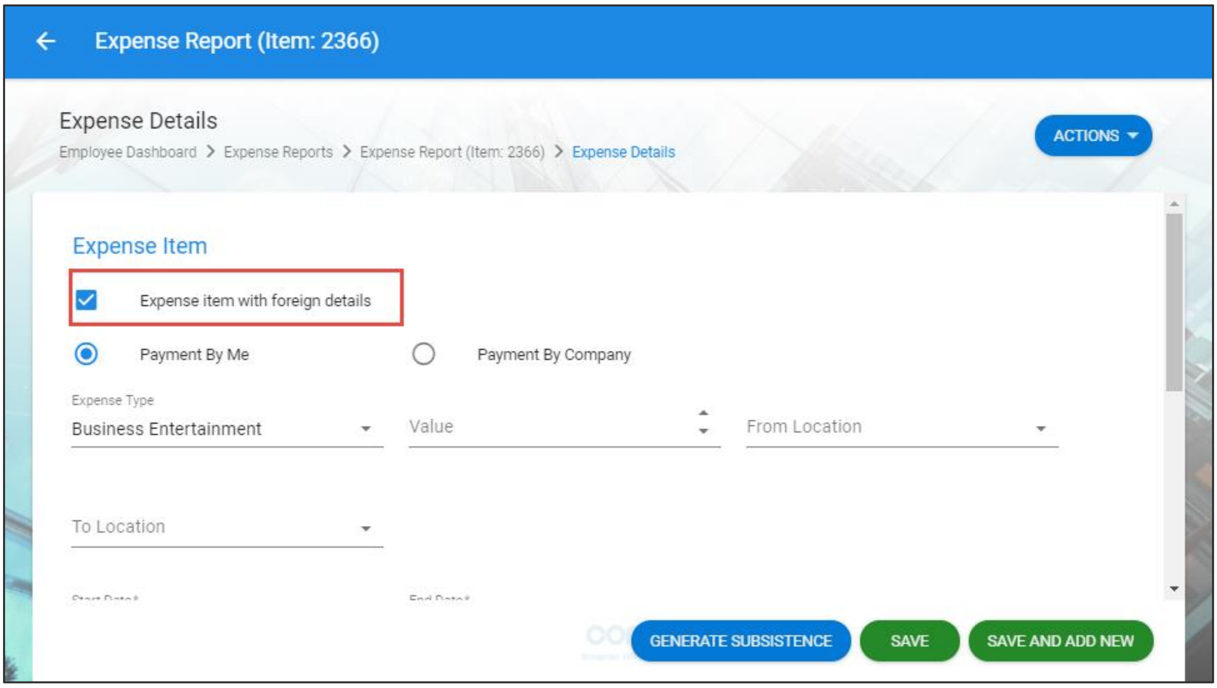
Note:

- Once saved, the Expense Item is already marked as paid.
- All claims processed as 'Payment by Company' will not output on the General Ledger.

2.1.5. Entering A Foreign Expense Trip

Follow these steps if you have an *Expense Item* that has been incurred in a foreign location where you need to be reimbursed in your home currency e.g. GBP / EUR.

1. Ensure that the **Expense item with foreign details** indicator is selected on the *Expense Details* screen.



2. Ensure that the *Value* provided is in the foreign currency i.e. the actual value paid in the foreign currency.

3. Select the foreign destination in the location section.

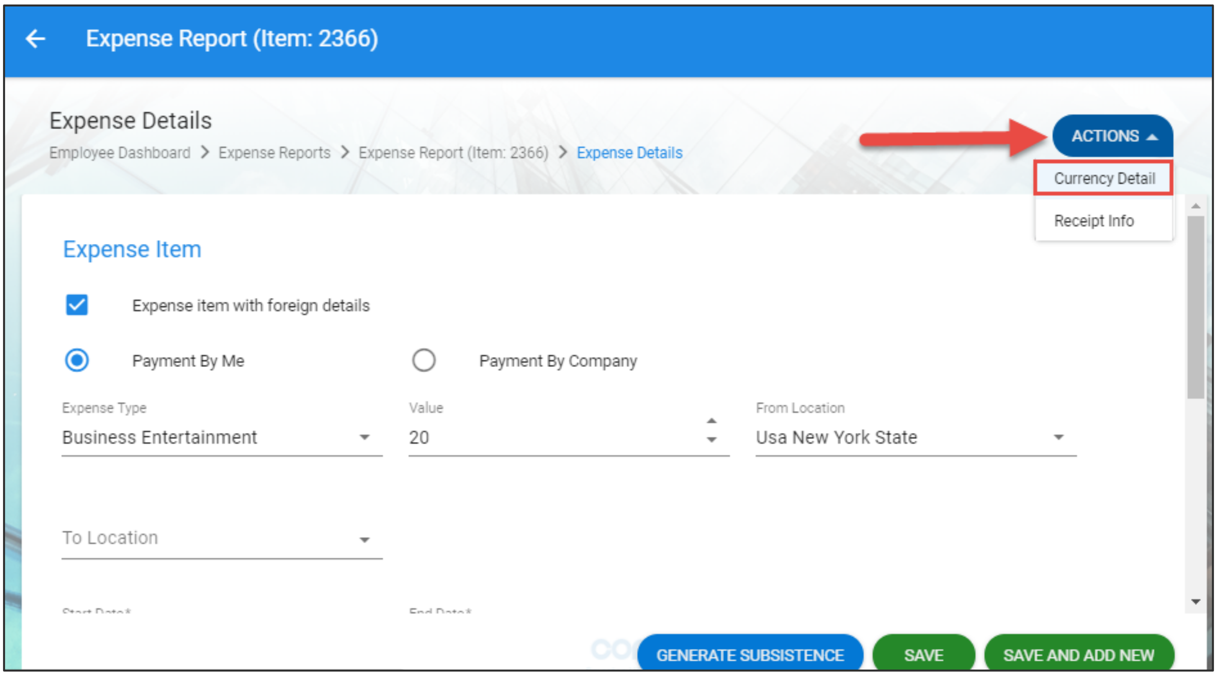
Note:
When entering foreign claims, the *From Location* and *To Location* will become drop-down lists, with a list of country codes available. The selected country will then output the corresponding currency.

The system will use the location details supplied to identify the foreign currency i.e. if United States is selected, the system recognises that the value provided is in Dollars. The value will then be converted to your local currency value e.g. GBP / EUR.

Alternatively, if for any reason the currency rate is incorrect on CoreHR, you can override the rate to be used. For example, this could be used to record the exchange rate matching your credit card statement.

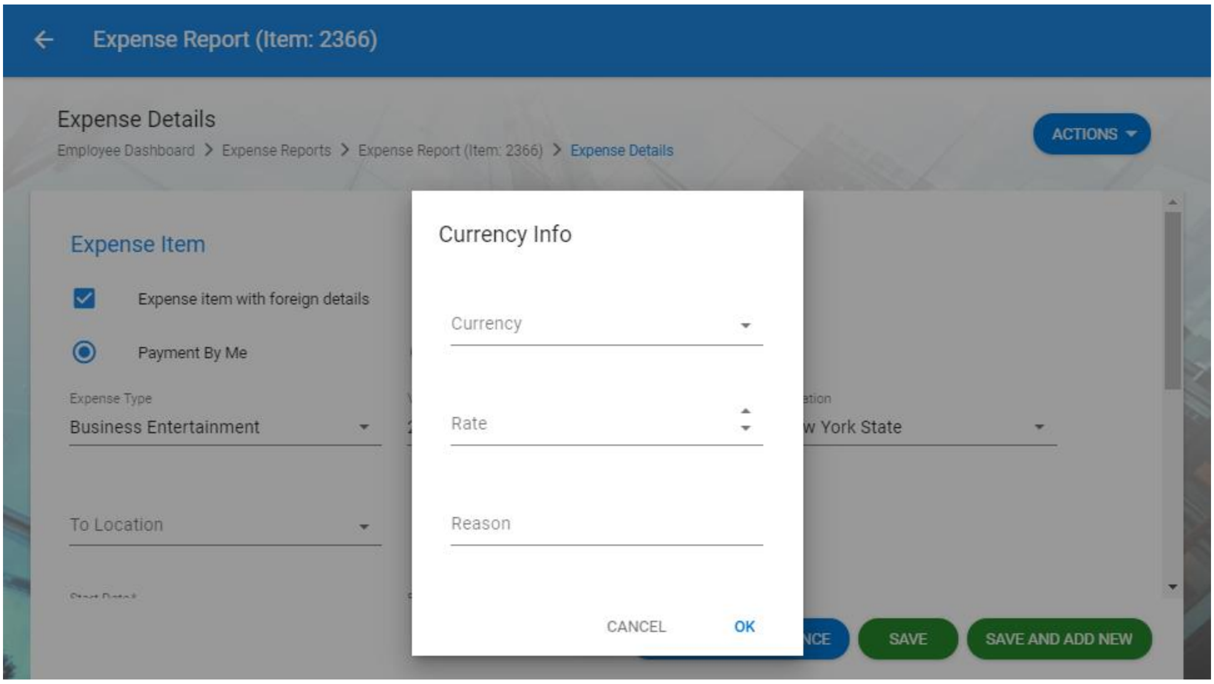
a. Click **Actions.**

b. Select **Currency Details.**



c. Select the *Currency*, provide the rate and provide a reason for overriding the system calculation.

d. Click **OK**.

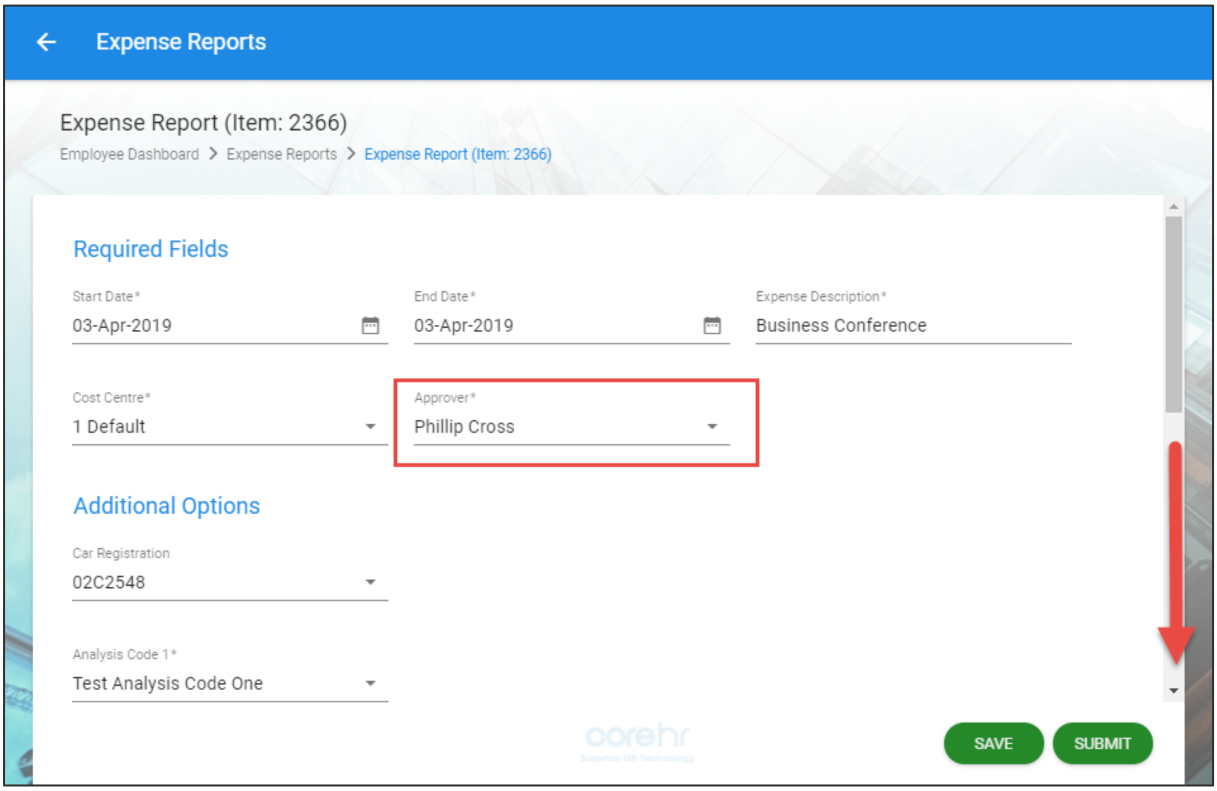


4. Complete the remaining details on the *Expense Details* screen as required.
5. Click **Save.**

2.2. Submitting a Claim for Approval

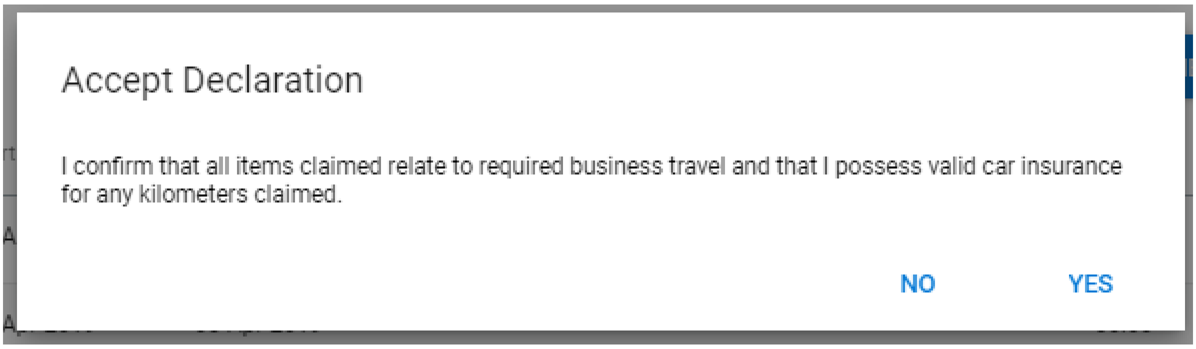
Once all of the Expense Items have been added to your Expense Report, you can either save the expense report and revisit it later or submit this for approval. If you click on the Submit button the claim will be sent to the Approver.

1. On the *Expense Report* screen, ensure that the correct *Approver* is selected.



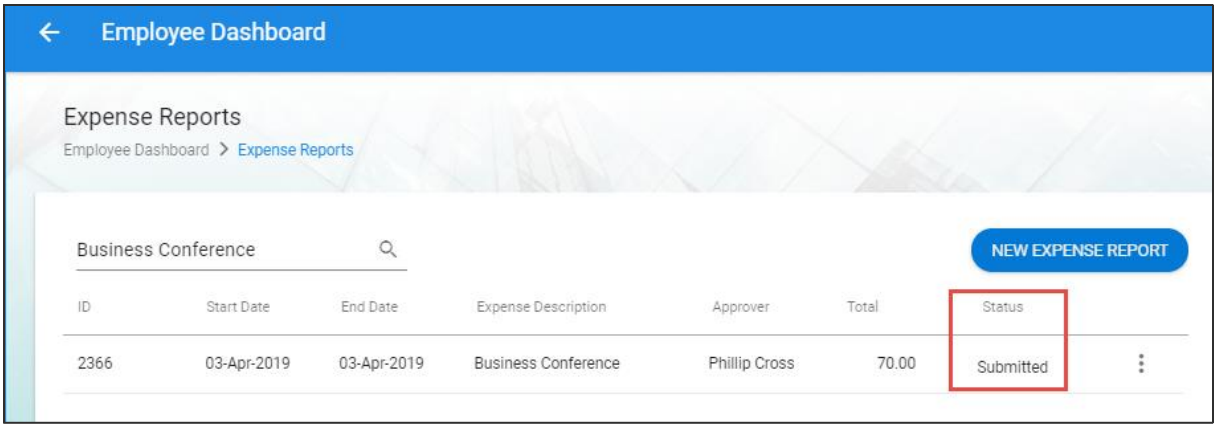
2. Scroll to the *Expense Items* section to confirm all items have been added.
3. Click **Submit**.

4. Click **Yes** on the *Accept Declaration* prompt (if you have configured the system to display this prompt).



The expense will be listed on the *Expense Reports* screen, in a status of “Submitted”.

- Once in this status, it can no longer be edited, but can be unsubmitted.
- This will now be sent to the approver to review and update.



2.2.1. Unsubmit an Expense Report

This is possible only when the Expense Report is in a status of “Submitted”.

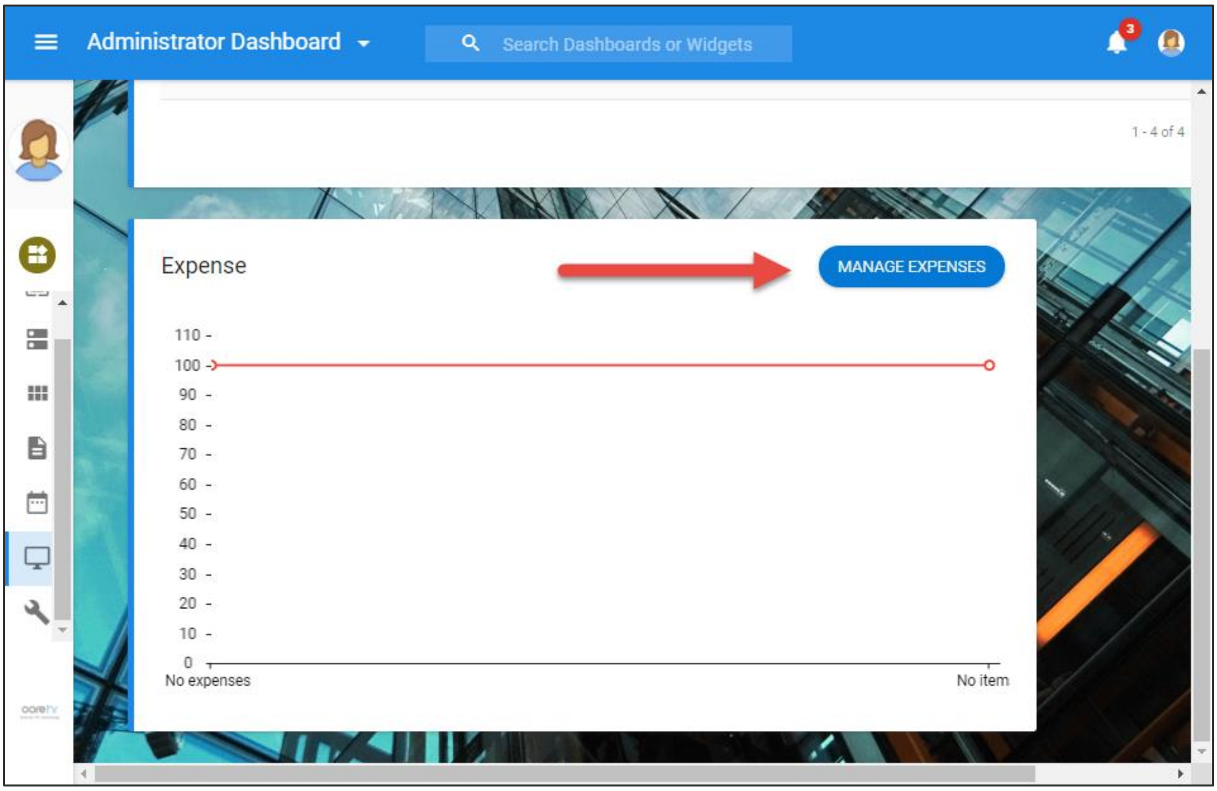
1. Lookup the expense on the Expense Reports screen (i.e. screenshot above or see 2.4 Managing Previously Created Expense Reports).
2. Click the ⋮ button.
3. Select “Unsubmit”.

   The status is updated to “New” and you can edit, submit or delete the Expense Report if required.

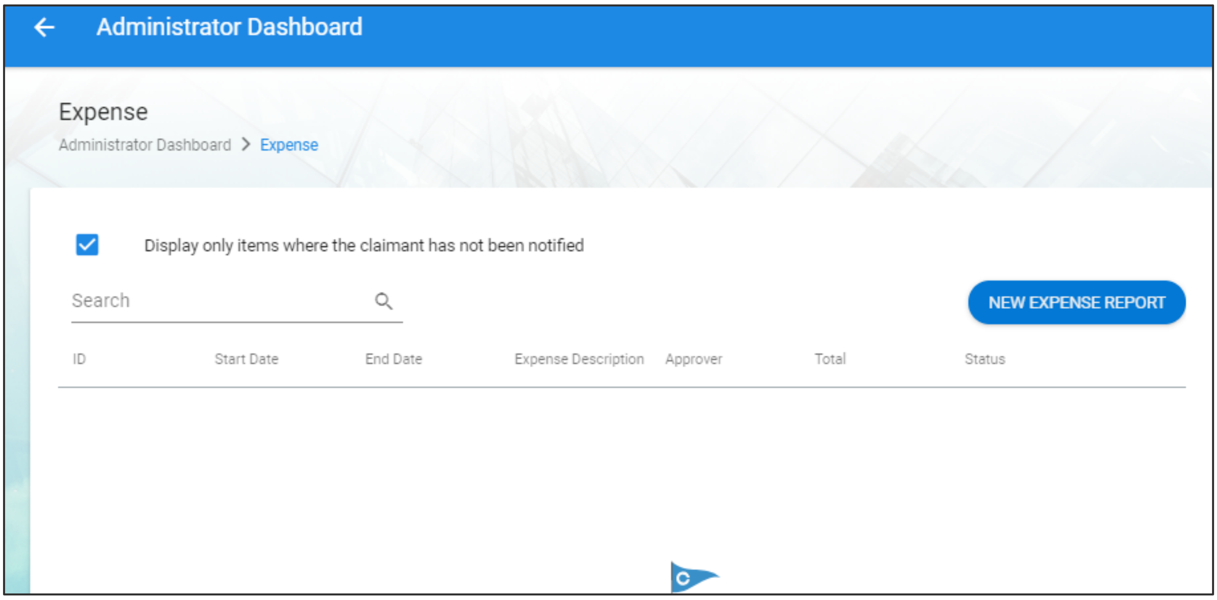
2.3. Entering an Expense Report for a Third Party/Proxy Claimant

Administrators or managers may enter claims on behalf other employees providing they have access to the below *Expense* widget. Follow these steps to do this to raise a claim for another claimant:

1. Quick jump to the *Expense* widget (on the *Manager Dashboard/Administrator Dashboard*).
2. Click **Manage Reports.**

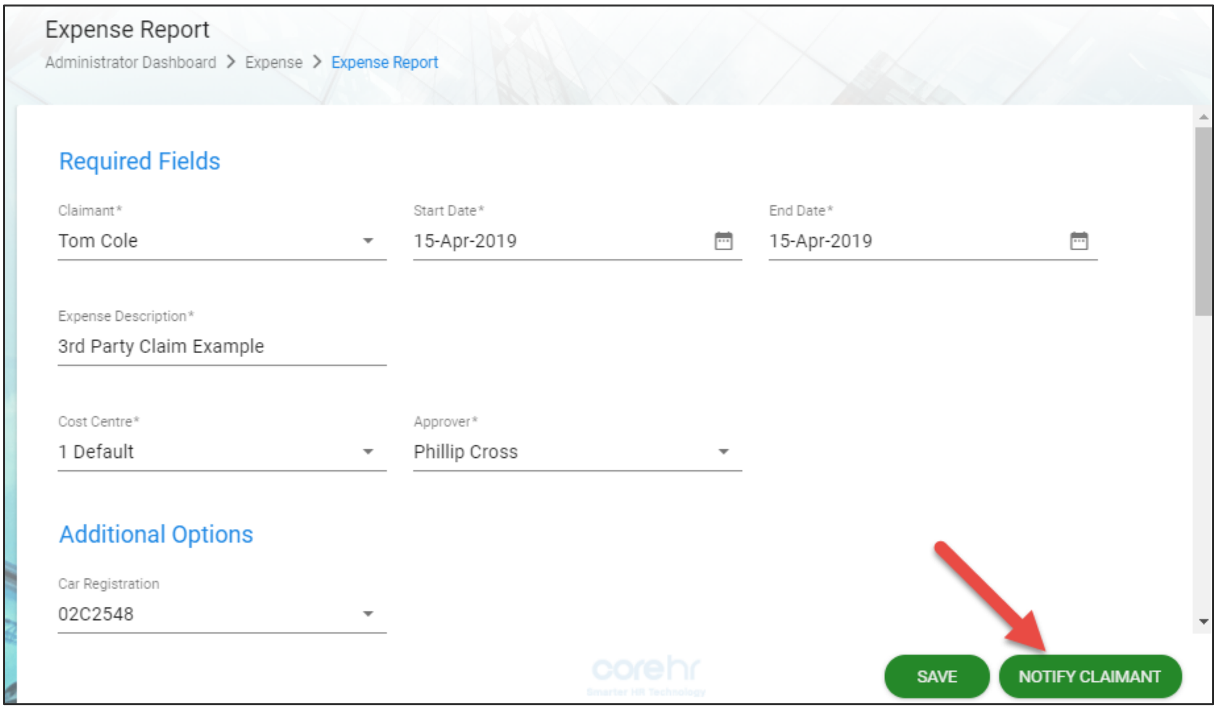


3. Click **New Expense Report.**



4. Select the *Claimant*. This is the person that you want to enter the expense for.
5. Complete the Expense Report as normal i.e. as per the steps covered in 2.1 Entering an Expense Claim.

6. Once completed, click **Notify Claimant.**



Note:

At this stage, the claimant is notified that a request has been submitted for them.

- An email is sent (if this has been configured).
- An alert is available in the Notification Centre.

The Expense Report is not available to the claimant on the Employee Dashboard > My Expense Reports widget in a status of “NEW”. They now need to review this by logging into CorePortal and submitting the expense claim for approval.

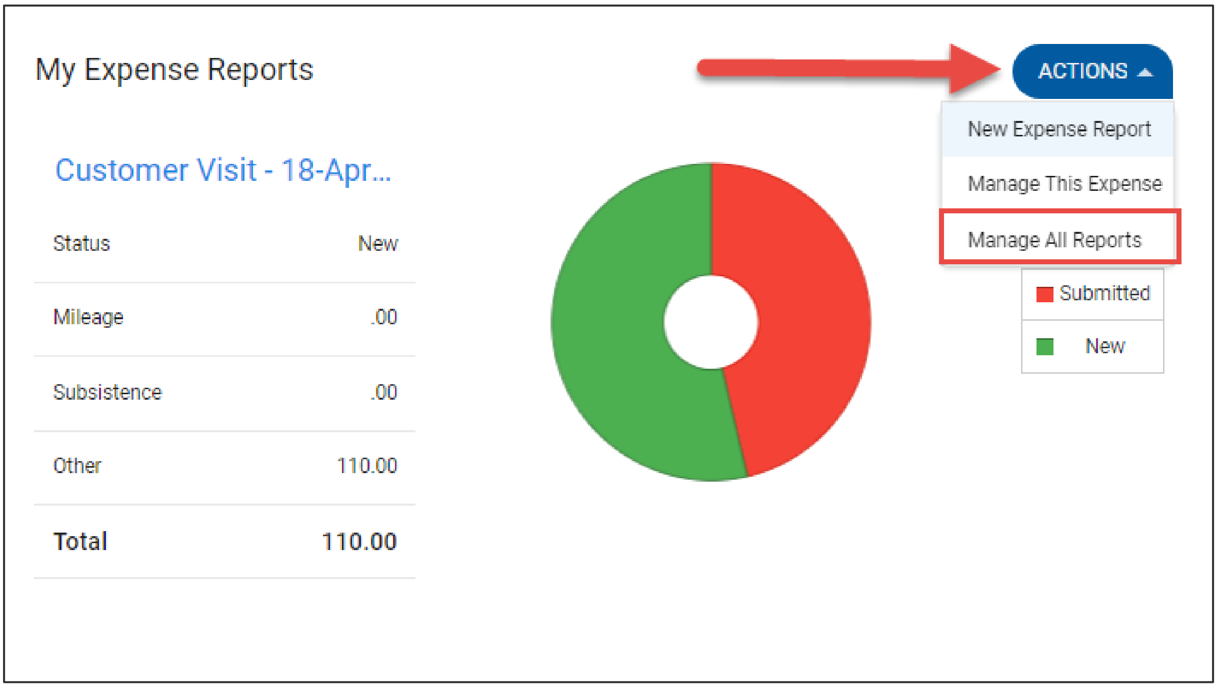
2.4. Managing Previously Created Expense Reports

All expense reports that you have created are available for you to review, and if needed to be updated, via the My Expense Reports widget.

1. Quick jump to the *My Expense Reports* widget.
   The chart provides a breakdown of all expenses submitted, by status.

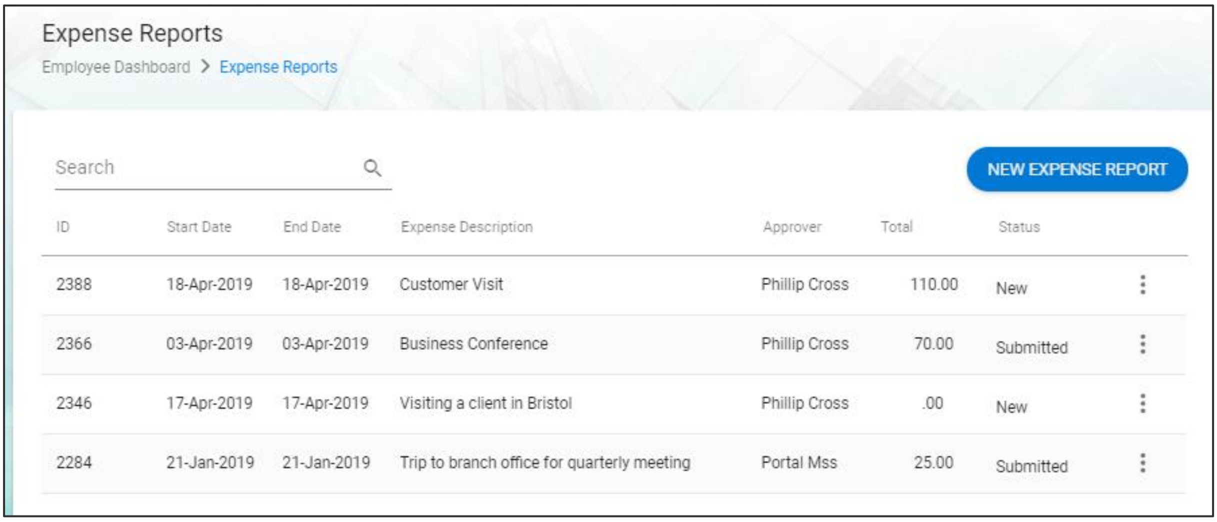
   The details of the most recent expense that you have submitted are displayed on the left of the widget. This is based on the *Expense ID*, not the dates.

2. To jump directly to the *Expense Report* screen for that expense, click **Actions** and select **Manage This Expense**.
   OR
3. To view all expenses, in all statuses, click **Actions** and select **Manage All Reports**.



The *Expense Report* screen opens.
This provides a list of all of the expenses that you have created.

These appear for all statuses i.e.



4. Use the *Search* field to search for an expense item based on the *ID, Expense Description* or *Approver.*

5. Click the ⋮ button to access the options available for the expense.
   Depending on the status of the expense item, there are different actions that you can complete.

Status	Actions
New	• **View/Update**: To review or edit the claim. • **Submit**: To submit for approval. • **Delete**: To delete the expense.
Submitted	• **View/Update:** This is to view the expense only. You will not be able to save any changes to the record at this stage. • **Unsubmit**: To remove from the approver's queue. Status is returned to "New" and the claim can be updated and resubmitted.
Approved	• **View/Update:** This is to view the expense only.
Rejected	• **View/Update**: Rejected claims can be edited and resubmitted. Use this option to edit the details. • **View Rejection Reason**: Provides the approver's rejection comments in a pop-up. • **Submit**: Submit the claim again for approval. Typically used, after the expense has been edited.

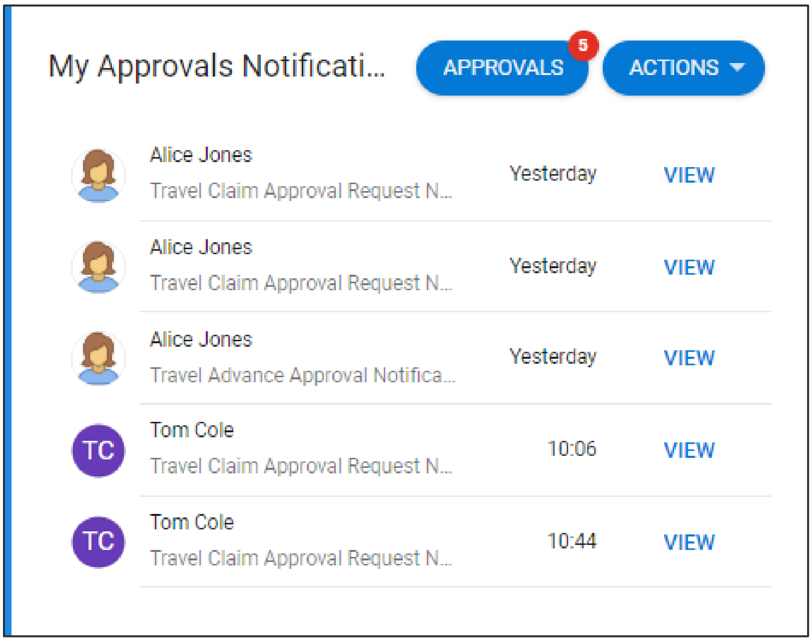
2.5. Expense Report Approval

2.5.1. Approve/Reject a Claim

Expense approvals are typically completed by a manager on the *Manager Dashboard*.

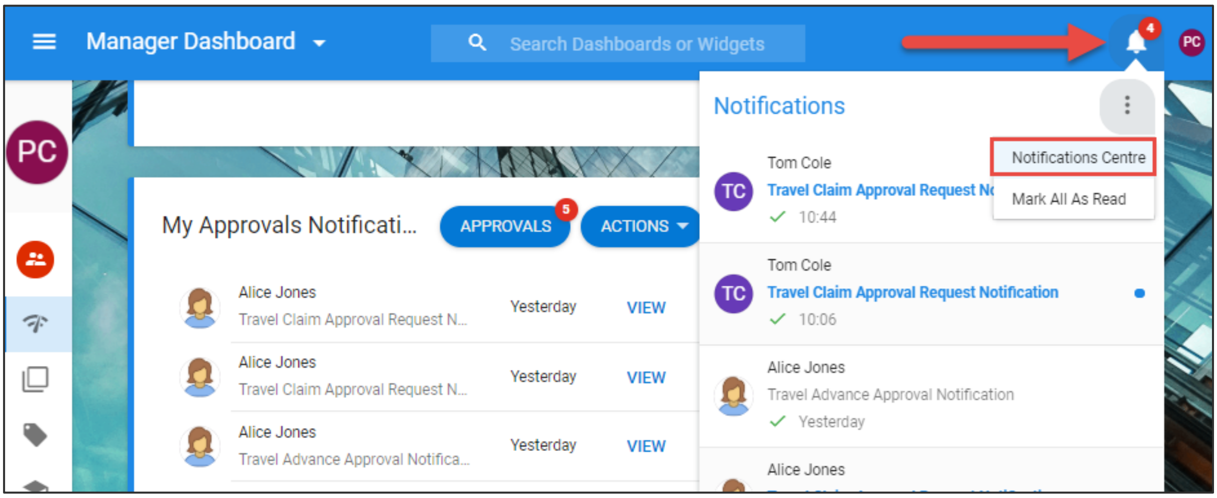
1. Quick jump to the *Manager Dashboard > My Approvals Notifications* widget.
   Note: This widget displays all your approval items on CoreHR, not just expense items.

2. Click **Approvals** to jump straight to the *My Approvals* screen.



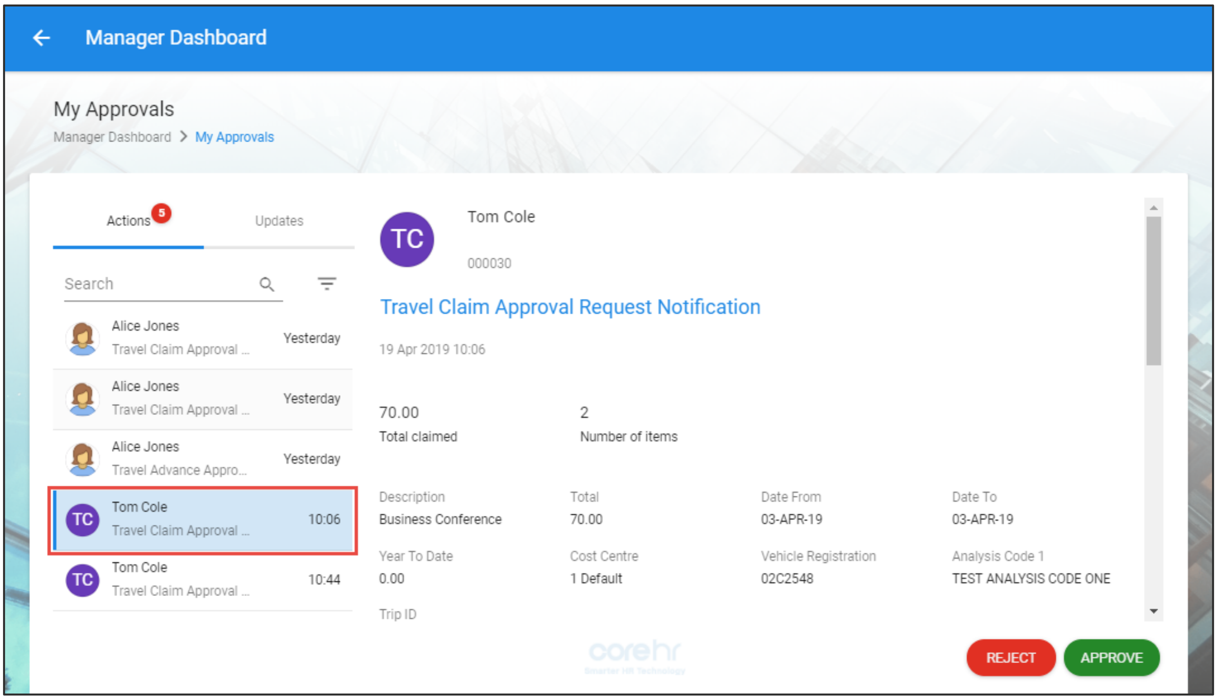
Alternatively, expense approval notifications are shared via the *Notification Centre* alerts.

Click the button and select **Notifications Centre** to view the full list of alerts.
OR click the approval item to jump straight to it on the *My Approvals* screen.



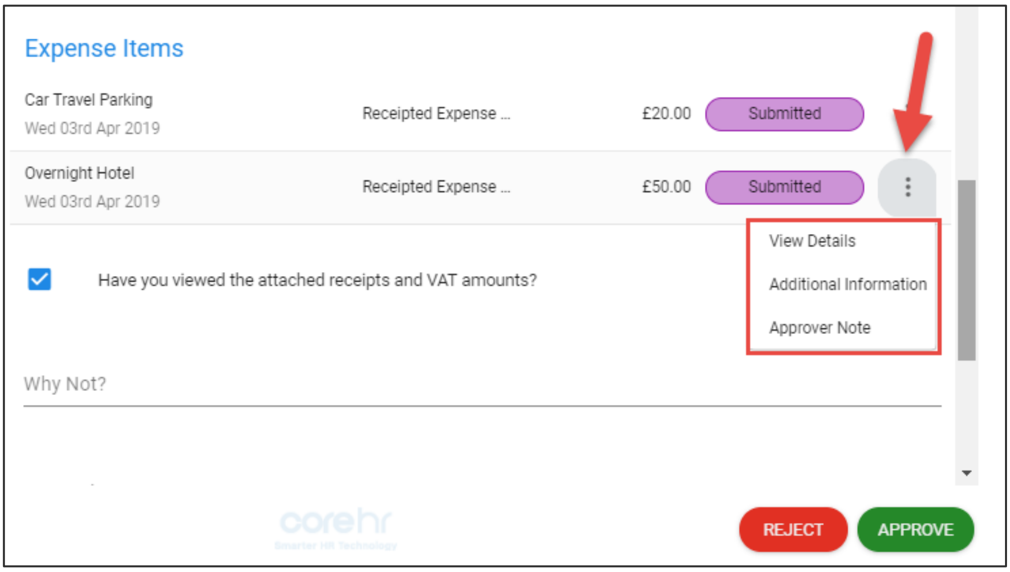
On the *My Approvals* screen, click on the approval item on the *Actions* list.

You can click the filter icon to filter on “Expense Claims” only, if required.



3. Scroll on the screen to view the full details for the claim.

   Under the *Expense Items* section, you can click the ⋮ button for each to access further details:



   a. Click **View Details**, to view the *Expense Details* screen for that item. On that screen, click **Actions** and **Receipt** Info to view any receipt details for the item.
   b. Click **Additional Information**, to view the additional details entered by claimant that might have been a mandatory requirement for that expense item.

c. Click **Approver Note** to add comments to the item.

4. To **Approve** the claim
   a. Check the following tick boxes:
      - **Have you viewed the Receipts and VAT Amounts. (if no, please specify why not)**
        If you select this, provide further comments in the *Why Not* field.
      - **I confirm that the above details are correct.**

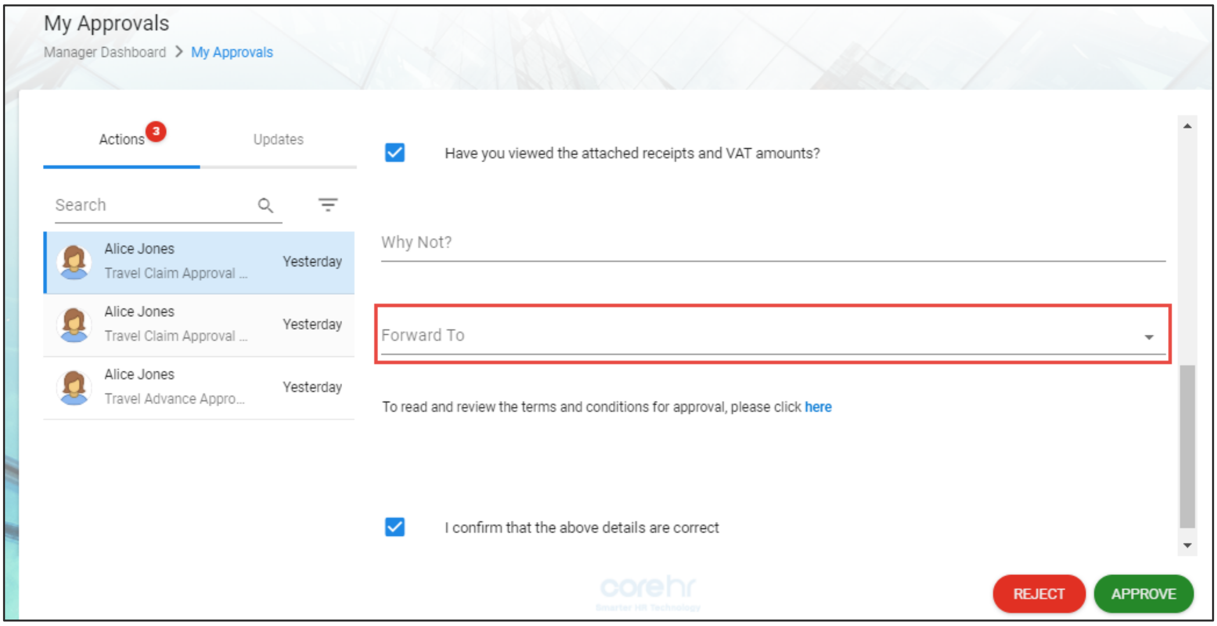
   b. Click **Approve.**
      The approval item is automatically cleared from the screen.

5. To **Reject** the claim:
   a. Check the following tick boxes:
      - **Have you viewed the Receipts and VAT Amounts. (if no, please specify why not)**
        If you select this, provide further comments in the *Why Not* field.
      - **I confirm that the above details are correct.**

   b. Click **Reject.**
      Enter comments for why the claim is rejected, when prompted. This is mandatory.
      The approval item is automatically cleared from the screen.

2.5.2. Forwarding a Claim to Another Approver

If you are unsure, or need further confirmation, you can also forward the claim to another **Approver**.



Select the approver from the list. Note that on selection, the approval item is immediately sent to that approver and cleared from your queue.

Configuring the 'Forward To' Approver List:

The following parameter must be on, to use the Forward To option.

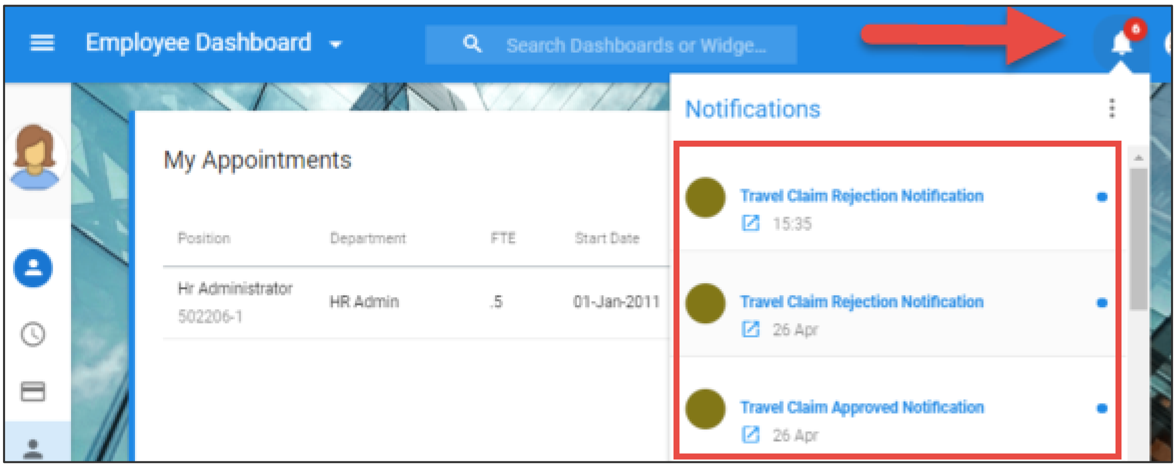
1. *Go to Back Office > CoreExpense > Reference S-Z > System Parameters > ESS Params* tab
2. Enable the **Forward Approval Indicator**.
3. Save.

Only Approvers with the **Forward Approval** indicator are displayed on the Forward To list.

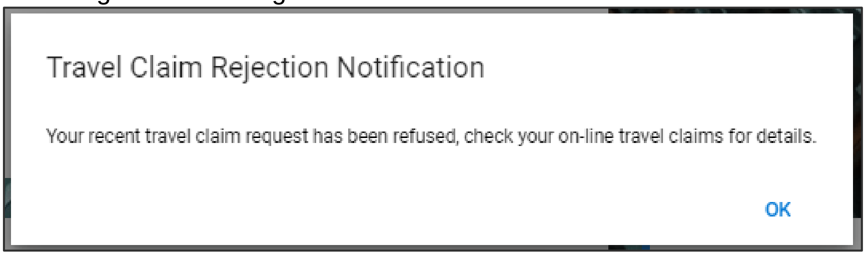
1. *Go to Back Office > CoreExpense > Reference C-C > Claimant Approvers Forward.*
2. Select the Expense Group, to view the approvers for that group.
3. Enable the **Forward Approver Ind** for the required approvers.
4. Save.

2.5.3. Employee View of Approved/Rejected

When a claim has been approved or rejected, the claimant is notified. An alert is provided in the *Notification Centre* and an email can be also be sent to the claimant.



Click on that to view a general message:



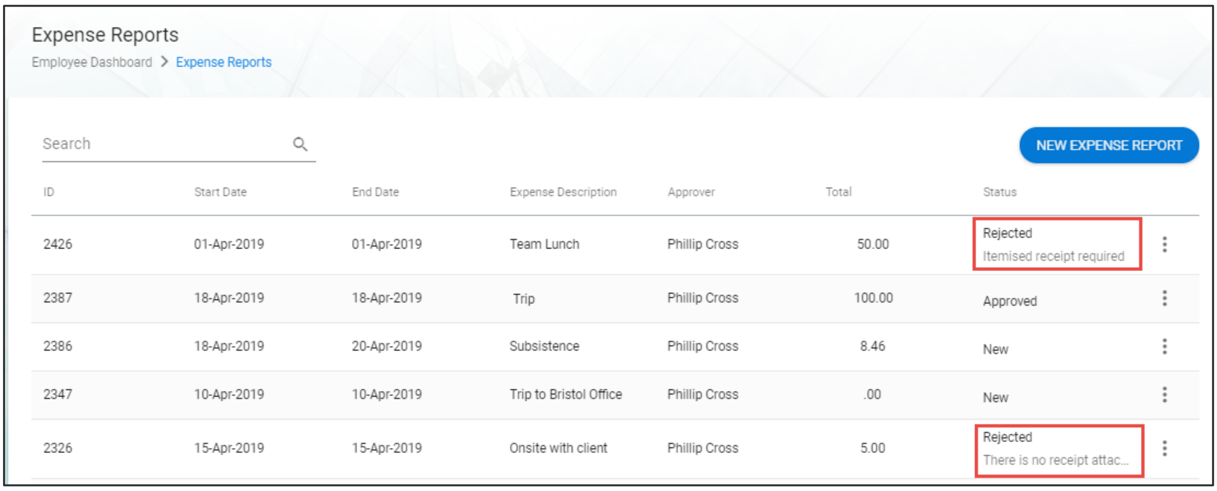
1. Quick jump to the *My Expense Reports* widget.
2. Click **Actions** and select **View All Reports**.
3. Search for the expense.
4. The status is updated to "Approved" or "Rejected".

<u>"Approved" Expenses</u>

No further actions are required. This is paid in the next expense run. Once paid, the corresponding payslip is available to you in the *Remittances* widget.

<u>"Rejected" Expenses</u>

a. Click the button and select **View Rejection Reason**. This appears in a pop-up.
A preview of this is displayed beneath the status.
If necessary, you can update and resubmit the expense for approval.



ID	Start Date	End Date	Expense Description	Approver	Total	Status
2426	01-Apr-2019	01-Apr-2019	Team Lunch	Phillip Cross	50.00	Rejected Itemised receipt required
2387	18-Apr-2019	18-Apr-2019	Trip	Phillip Cross	100.00	Approved
2386	18-Apr-2019	20-Apr-2019	Subsistence	Phillip Cross	8.46	New
2347	10-Apr-2019	10-Apr-2019	Trip to Bristol Office	Phillip Cross	.00	New
2326	15-Apr-2019	15-Apr-2019	Onsite with client	Phillip Cross	5.00	Rejected There is no receipt attac...

b. Click the button and select **View/Update** to make changes to the *Expense Report* and **Save**.

c. Click the button and select **Submit** to resubmit.

3. Advances

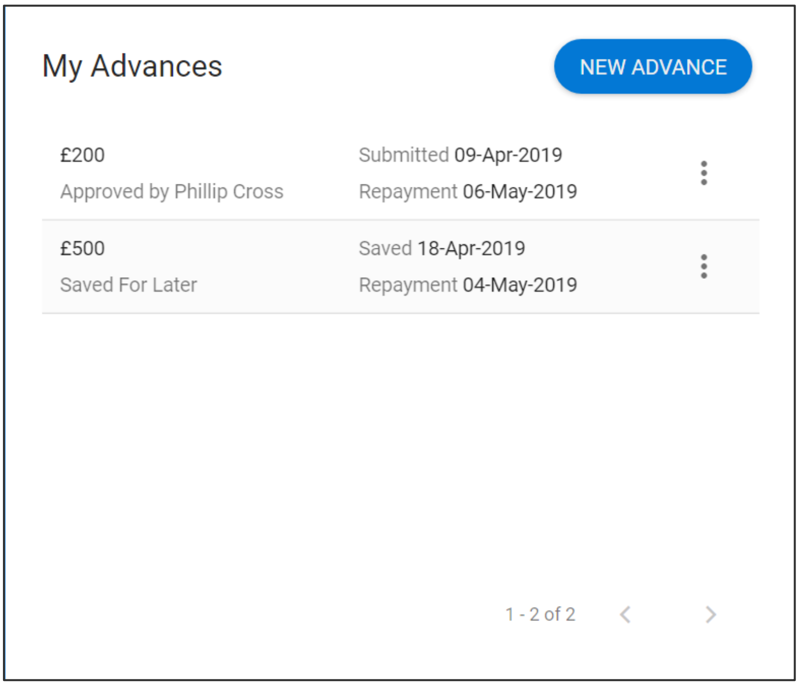
3.1. How to Submit an Advance Claim

Follow these steps to submit an advance claim:

1. Quick jump to the *My Advances* widget on the *Employee Dashboard*.

   This widget can be added to the *Employee Dashboard* via the *Dashboard Configuration* screen in CorePortal if missing.

2. Click **New Advance**.



   The *Create Advance* screen opens.

3. Complete all fields on this screen. All are mandatory and flagged with a *.

Field	Explanation
Advance Type	How the advance will be paid e.g. Credit Transfer.
Reason	The reason for requesting the advance e.g. "Trip to Customer in France".
Advance Date	The date the advance is to be paid to you.
Repay Date	This should be set to the expected end date of the trip that the advance is being submitted for.
Currency	The currency for the amount required.
Value	The amount required.
Approver	Select from a list of your approvers.

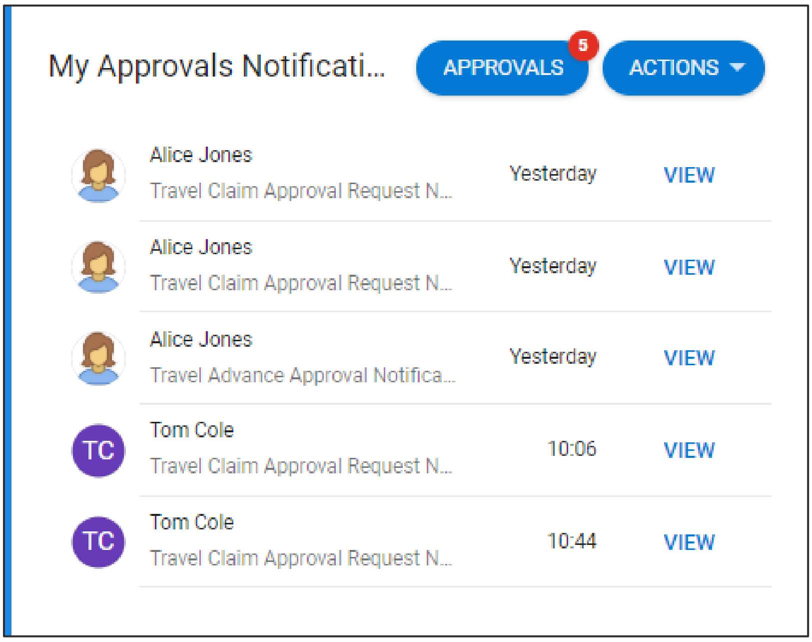
4. Click **Save** to save without submitting for approval.
5. Click **Submit** to save and submit for approval.

3.2. Approve an Advance

Expense approvals are typically completed by a manager on the *Manager Dashboard,* in the same way that Expenses are approved.

1. Quick jump to the *Manager Dashboard* > *My Approvals Notifications* widget.
   Note: This widget displays all your approval items on CoreHR, not just expense items.

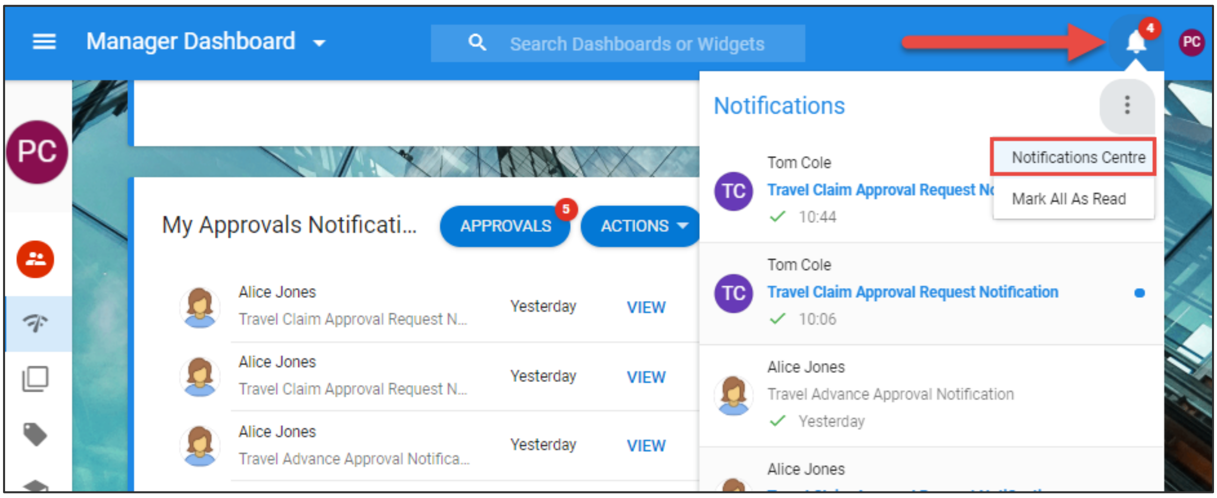
2. Click **Approvals** to jump straight to the *My Approvals* screen.



Alternatively, expense approval notifications are shared via the Notification Centre alerts.

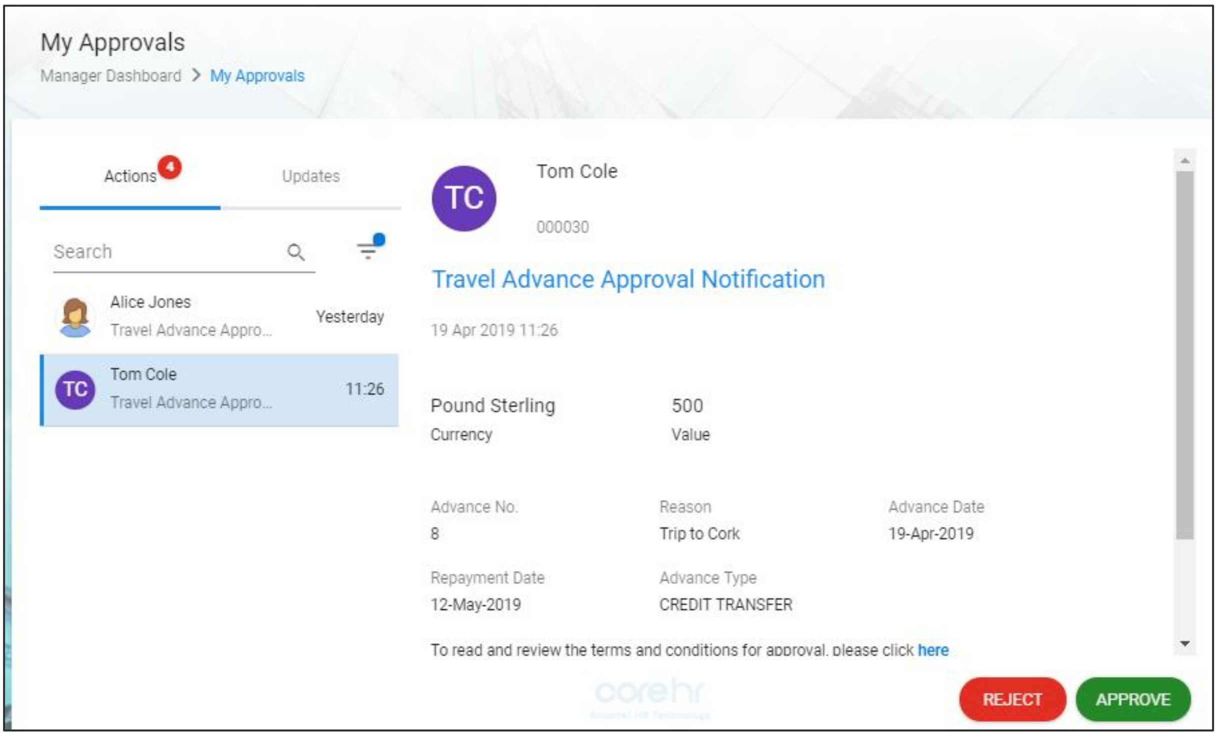
Click the ⋮ button and select **Notifications Centre** to view the full list of alerts.

OR click the approval item to jump straight to it on the *My Approvals* screen.



On the My Approvals screen, click on the approval item on the Actions list.

You can click the filter icon to filter on "Advance Requests" only, if required.

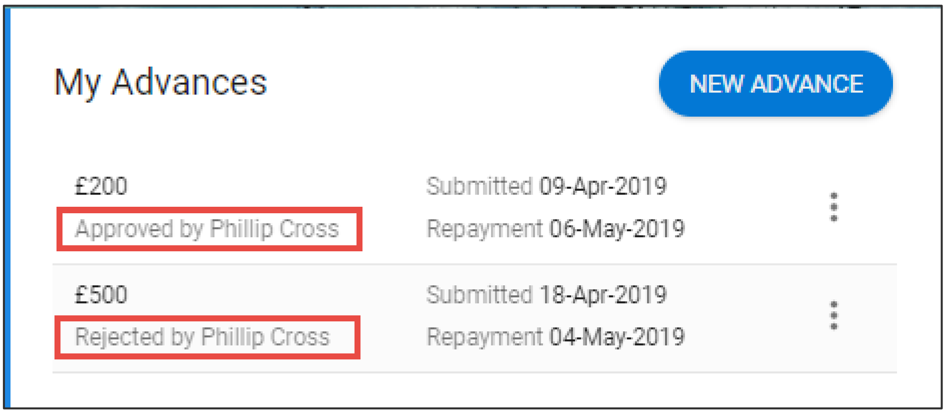


5. To **Approve** the advance:
    a. Check the "I confirm that I have checked the advance detail" box.
    b. Click **Approve**.

    The approval item is automatically cleared from the screen.

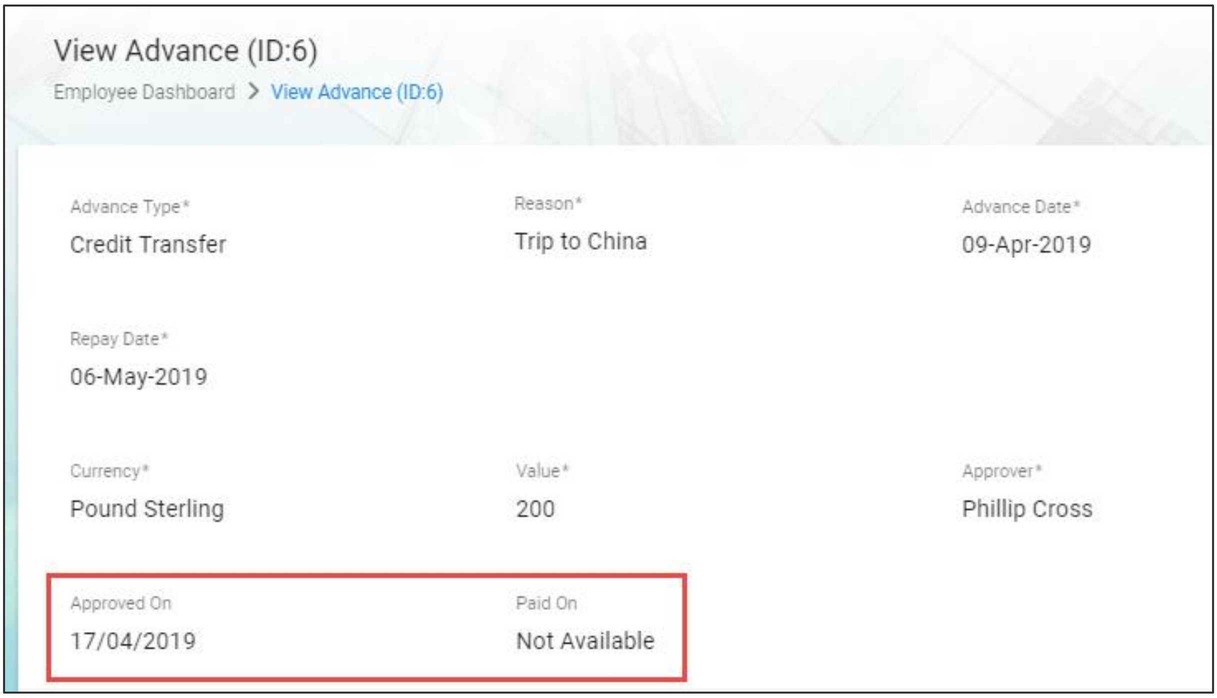
6. To **Reject** the advance:
    a. Check the “I confirm that I have checked the advance detail” box.
    b. Click **Reject**.
    c. Enter comments for why the claim is rejected, when prompted. This is mandatory. The approval item is automatically cleared from the screen.

The employee can view the status of the advance request on the My Advances widget:

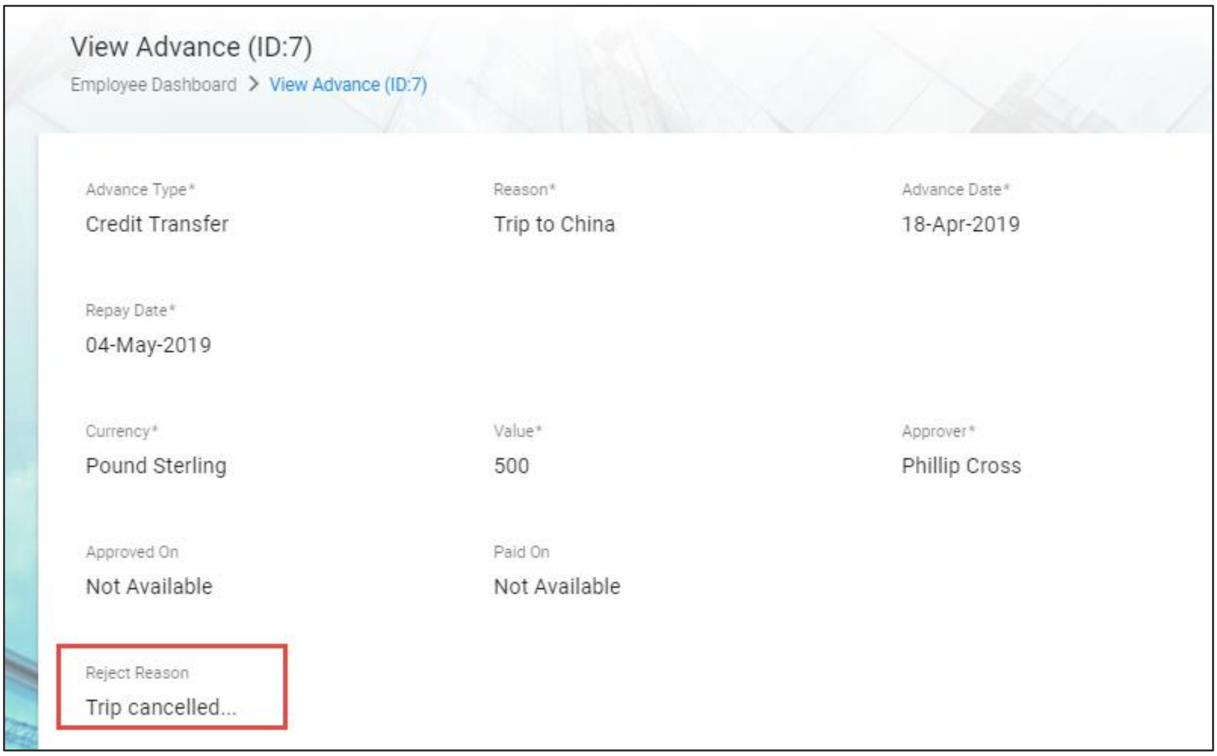


For approved advances, click the ⋮ button and select **View Detail**.

- The *Approved On* field confirms the date the advance was approved.
- The *Paid On* date will display the date the advance is paid i.e. when the expense run is completed in full.



For rejected advances, click the ⋮ button and select **View Detail**. The rejection *Reason* is displayed on the screen:



4. Remittances

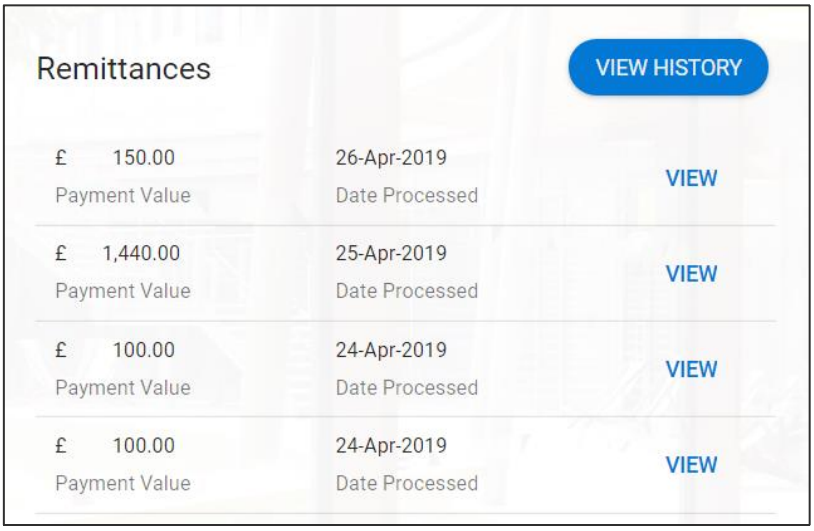
Employees can review their expense payment details via the *Remittances* widget.

To view remittance details:

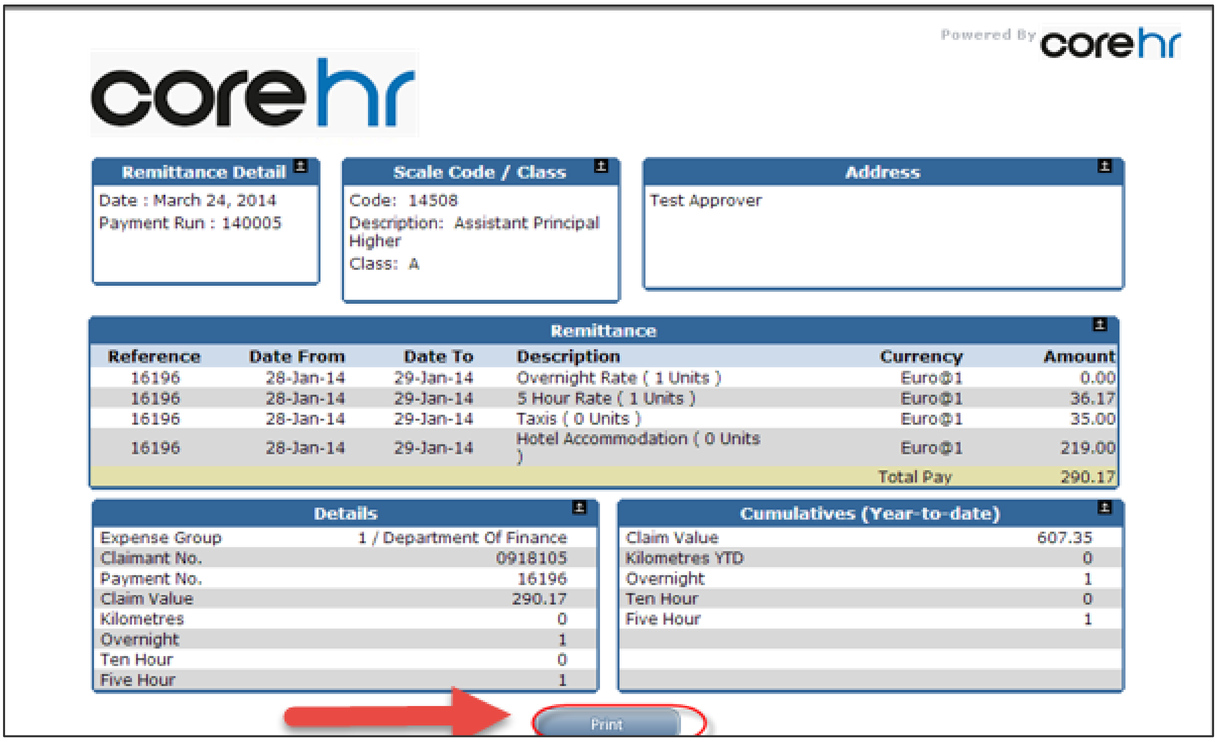
1. Quick jump to the *Remittances* widget on the *Employee Dashboard.*

   This displays the most recent payments made to your expense bank account. These relate to:

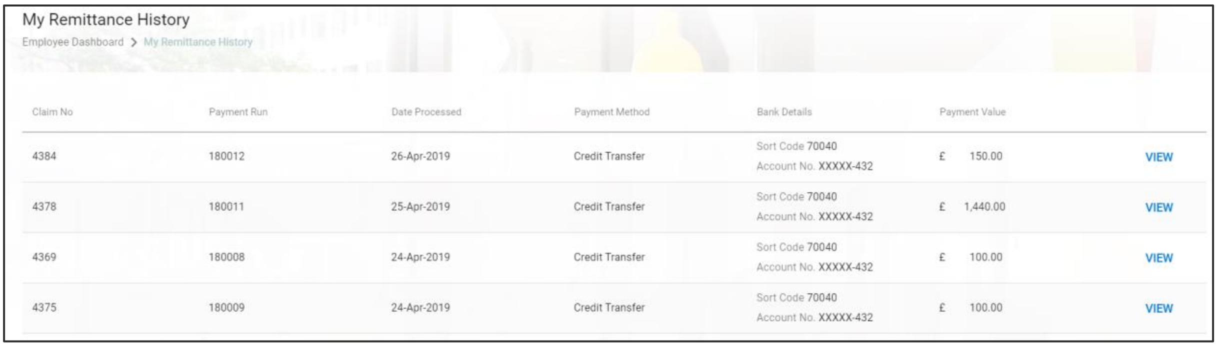
   - Expense Claims
   - Advances



2. Click **View** on a remittance item to view the full details of the payment made.



3. Click on **View History** to view a list of all remittances for you on CoreHR. Click **View** for each to view the corresponding payslip.


My Remittance History

Employee Dashboard > My Remittance History

Claim No	Payment Run	Date Processed	Payment Method	Bank Details	Payment Value	
4384	180012	26-Apr-2019	Credit Transfer	Sort Code 70040 Account No. XXXXX-432	£ 150.00	VIEW
4378	180011	25-Apr-2019	Credit Transfer	Sort Code 70040 Account No. XXXXX-432	£ 1,440.00	VIEW
4369	180008	24-Apr-2019	Credit Transfer	Sort Code 70040 Account No. XXXXX-432	£ 100.00	VIEW
4375	180009	24-Apr-2019	Credit Transfer	Sort Code 70040 Account No. XXXXX-432	£ 100.00	VIEW

5. Claimant Cars

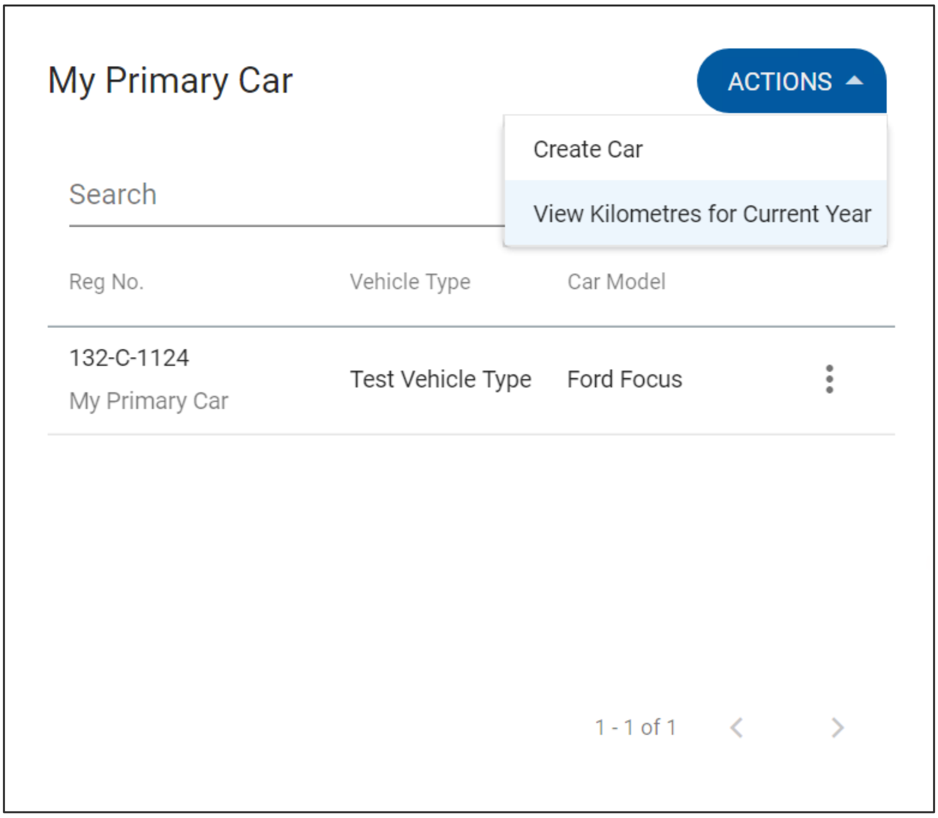
5.1. Setting up Private Car

Claimants are required to set up their private car details on CorePortal, in order to claim for mileage. This is required to determine the value of the expenses due to the claimant based on the car type, mileage to date and rate rules for your organisation.

> **Note:** Company cars are not set up in this way. These are setup by administrators using the *Car Administration Centre* widget on the *Administration Dashboard*. See the ***Car Administration Centre*** user guide for full details.

To set up a new claimant car:

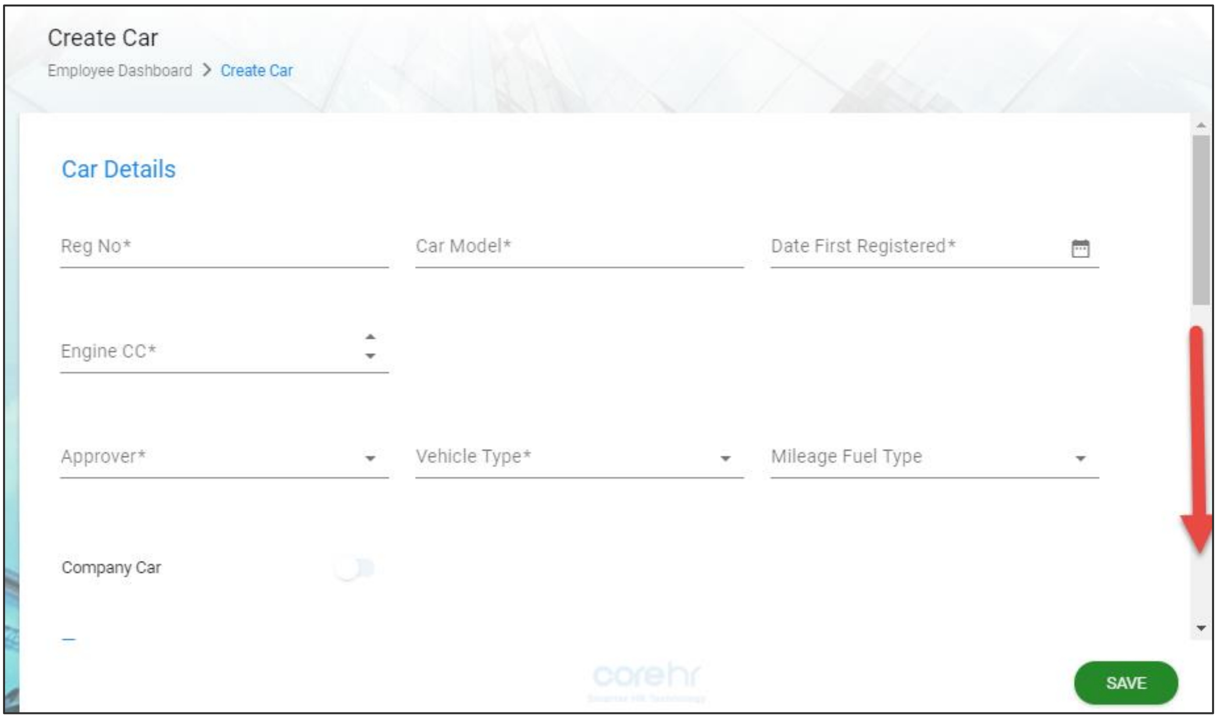
1. Quick jump to the *My Primary Car* widget.
2. Any cars already set up on the system are listed on the widget.
3. Click **Actions** and select **Create Car.**



The *Create Car* screen appears.

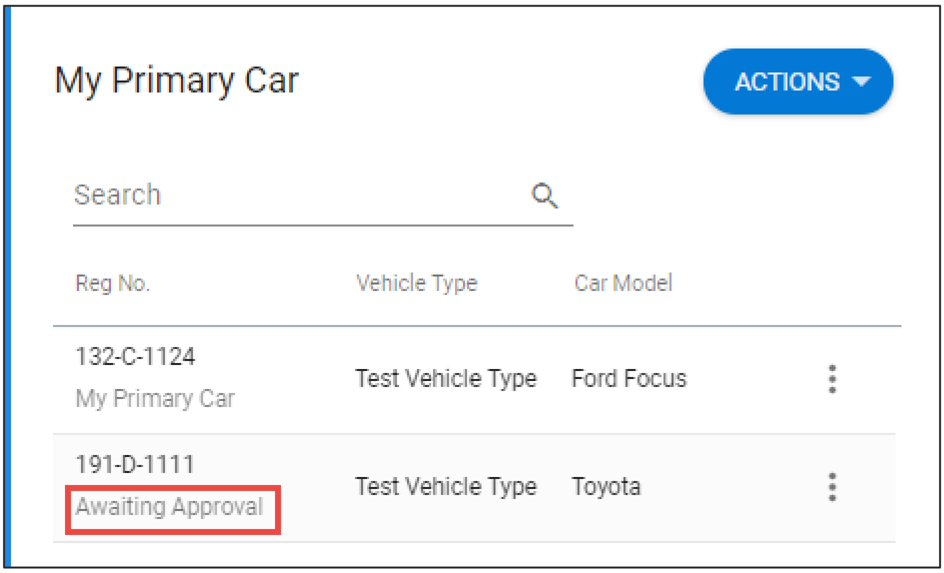
4. Provide all details required. Mandatory details are flagged with a *.
   Scroll down the screen to view all available fields.

Note: The **Company Car** indicator cannot be updated here. This is only switched on for cars setup by an administrator using the *Car Administration Centre* widget.



5. Review the terms and conditions and ensure to tick the box to confirm this.
6. Click **Save**.

The new car is listed on the *My Primary Car* widget as "Awaiting Approval".

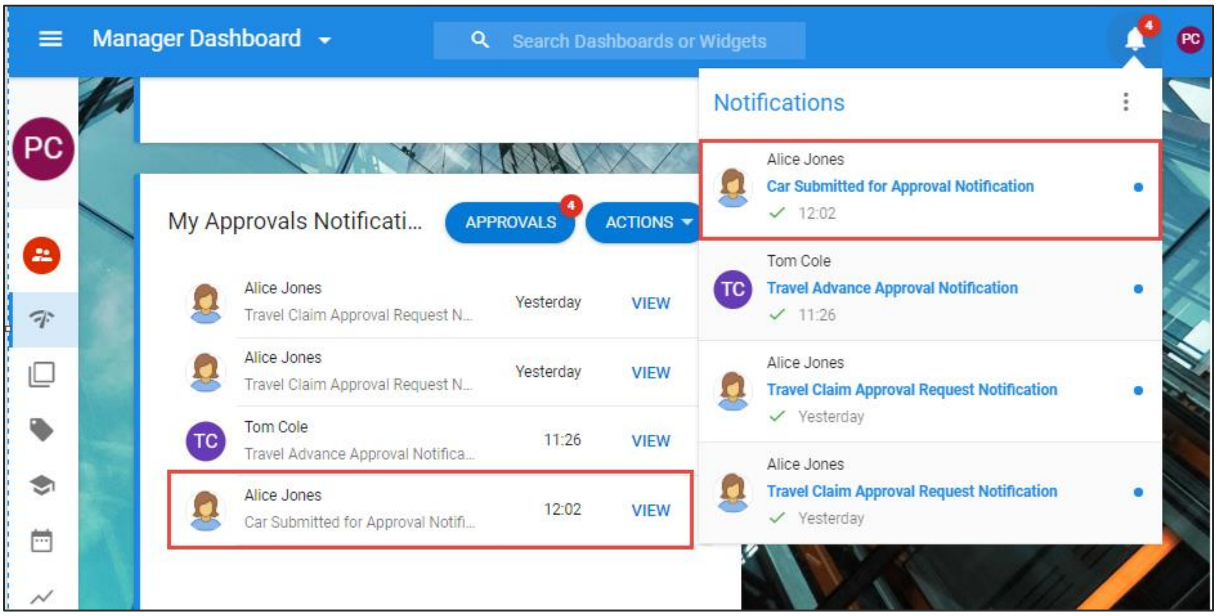


Once the car has been setup, it is sent to your approver to approve. You cannot submit a claim using this car, until the car has been approved.

5.2. Approving a Claimant Car

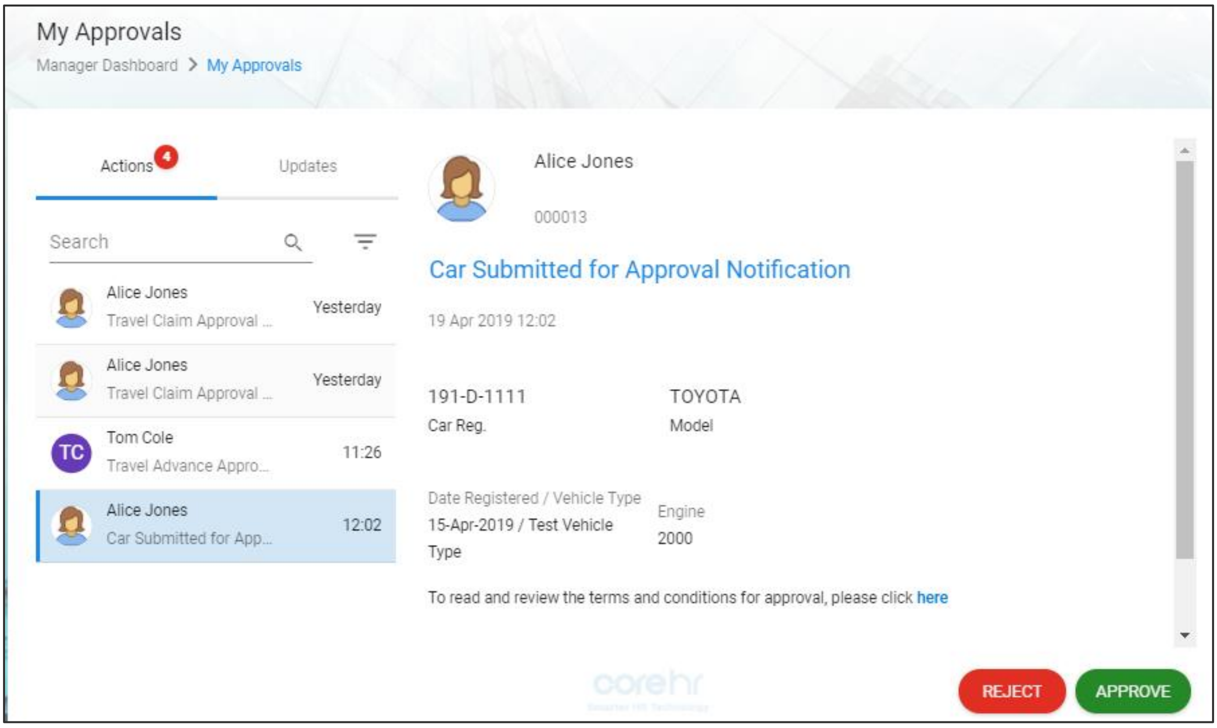
As per Expense Claim and Advance Request approvals, the Claimant Car approval is available to the approver via the *Manager Dashboard* on both:

- The *Notification Centre.*
- The *My Approvals Notifications* widget.



1. Click the approval item, to view the full details on the My Approvals screen.
2. Review the details on the approval.

   The details displayed here, depend on the details supplied on the request.

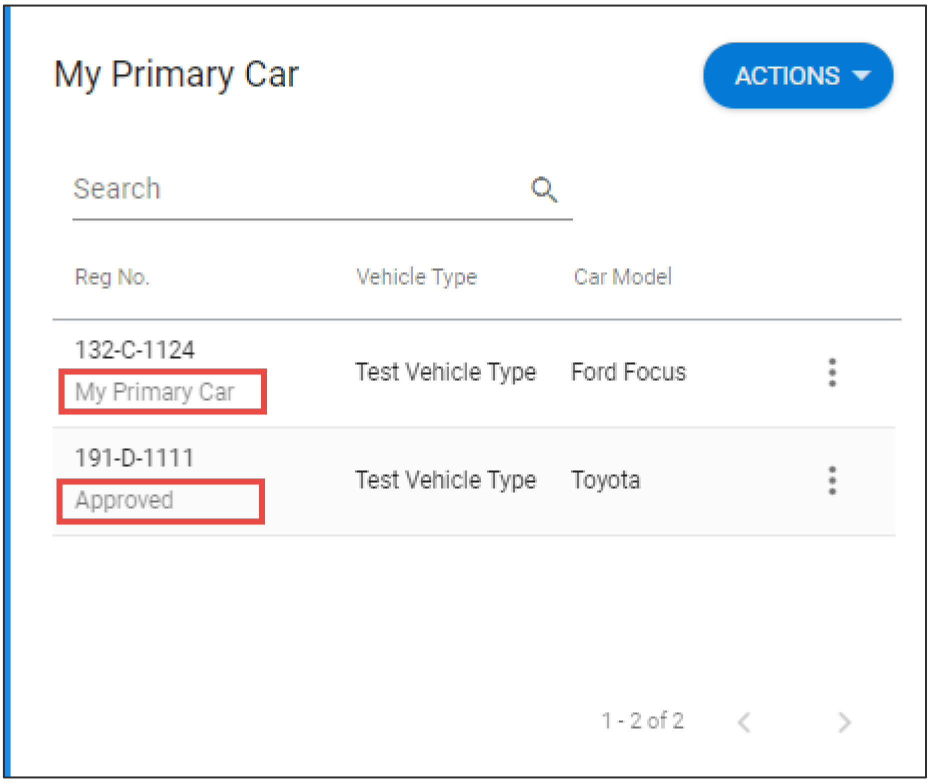


3. To **Approve** the car:
    a. Check the “I confirm that the above details are correct” box.
    b. Click **Approve**.
    The approval item is automatically cleared from the screen.

4. To **Reject** the car:
    c. Check the “I confirm that the above details are correct” box.
    d. Click **Reject**.
    e. Enter comments for why the claim is rejected, when prompted. This is mandatory.
    The approval item is automatically cleared from the screen.

The approved car is now available to the claimant to use on Expense Reports, for mileage claims. On the *My Primary Car* widget:

- If this is the first car, the status displays “My Primary Car”
- If this is an additional or new car, the status displays as “Approved”

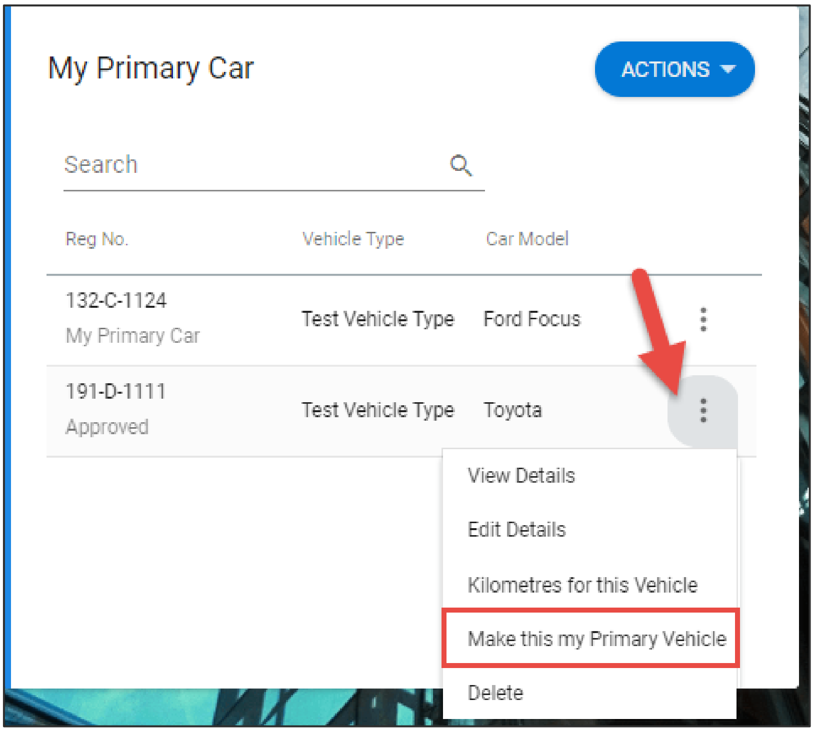


5.3. Make New Car a Primary Car

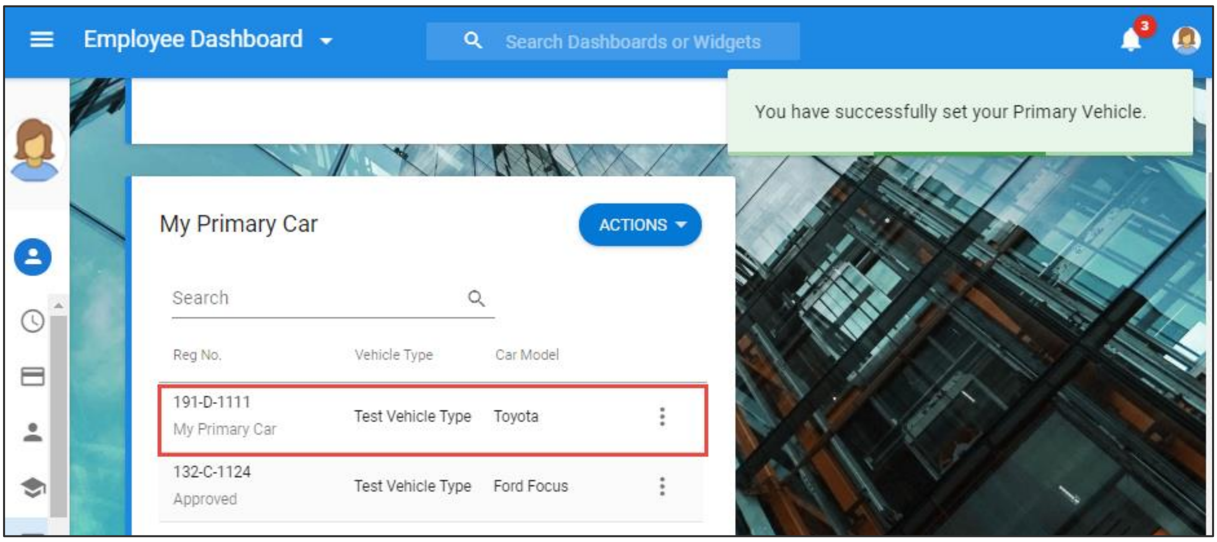
Claimants can have multiple approved cars on CoreHR. The car flagged as "My Primary Car" is the one that will be defaulted on the *Car Registration* field on a new Expense Report. However, all approved cars are available for selection there.

To change a new car to the primary car:

1. Quick jump to the *My Primary Car* widget.
2. For the required car, click the ⋮ button and select **Make This My Primary Vehicle.**



The car is automatically updated.

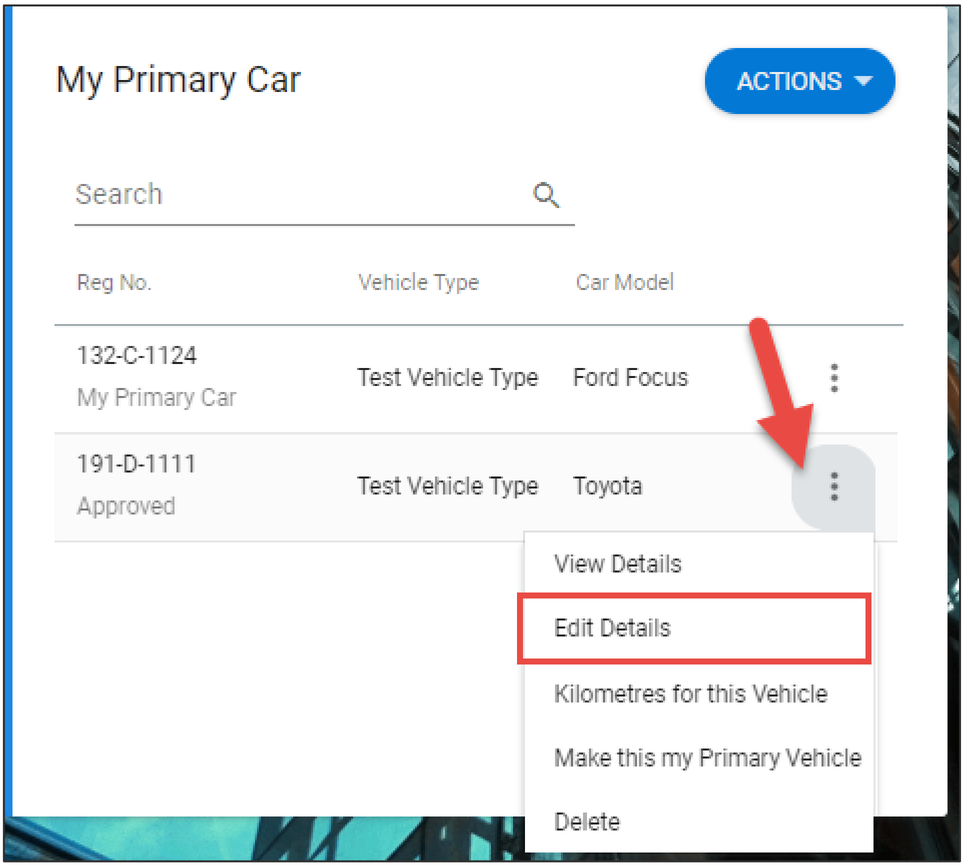


5.4. Edit Car Details

Claimants can edit the details for any of their cars, once approved. However, any changes made must be approved.

To edit car details:

1. Quick jump to the *My Primary Car* widget.
2. For the required car, click the ⋮ button and select **Edit Details.**



3. Update the details as required and click **Save**.
   The car is submitted for approval again. As it is in a status of "Awaiting Approval" it cannot be used on a claim, until fully approved.

5.5. Car Administration Centre & Company Cars

A separate user guide called ***Car Administration Centre*** is available on the CoreHR University, which provides detailed guidance on how to use that feature to manage company car records for claimants.

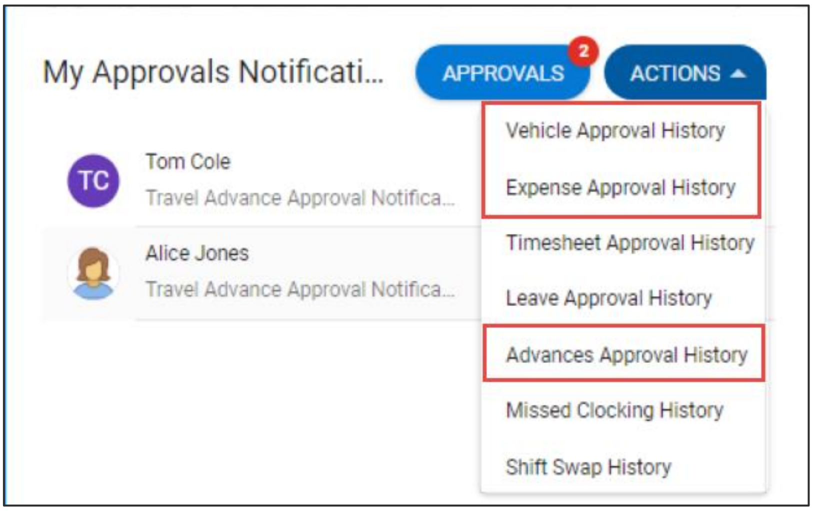
6. Approver/Manager View of Expense History

6.1. Overview

Managers/approvers can review a history of their expense approval items, via the *My Approvals Notifications* widget.

To do this:

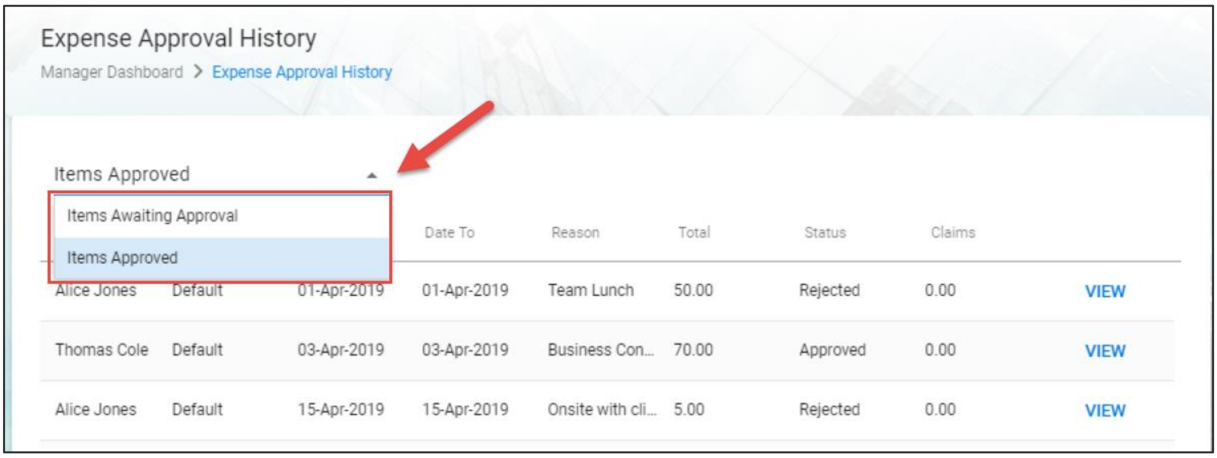
1. Quick jump to the *My Approvals Notifications* widget.
2. Click **Actions.**
3. Select one of the following 3 options, to view the corresponding approval history:
    - Expense Approval History
    - Vehicle Approval History
    - Advances Approval History



6.2. Expense Approval History

This shows a history of all expense reports in your approval queue.

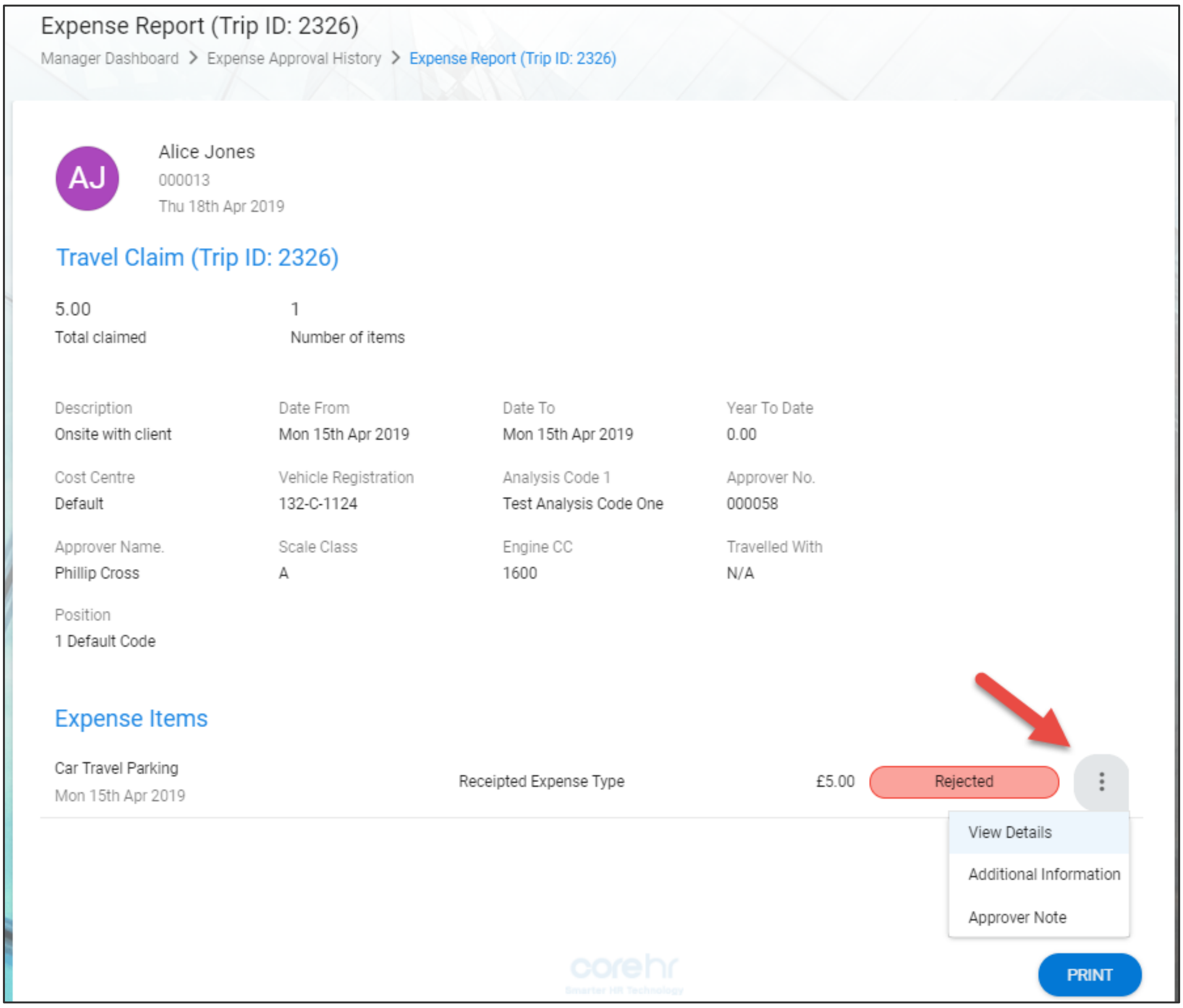
You can update the list to show either *Items Awaiting Approval* or *Items Approved*.



Note: Approvals cannot be completed from this screen. Clicking **View** for a 'Submitted' approval item still provides a read only view of that item.

For approved/rejected, click **View** to see the historical expense report.

- The full expense report is displayed.
- Click **Print**, to print a version of the Expense Report.
- Click the ⋮ button for each *Expense Item* to view the details specific to each one.
    - Click **View Details**, to view the Expense Details screen for that item. On that screen, click **Actions** and **Receipt** Info to view any receipt details for the item.
    - Click **Additional Information**, to view that detail if it is required for that expense item.
    - Click **Approver Note** to view comments to the item. This is view only and comments cannot be updated here.

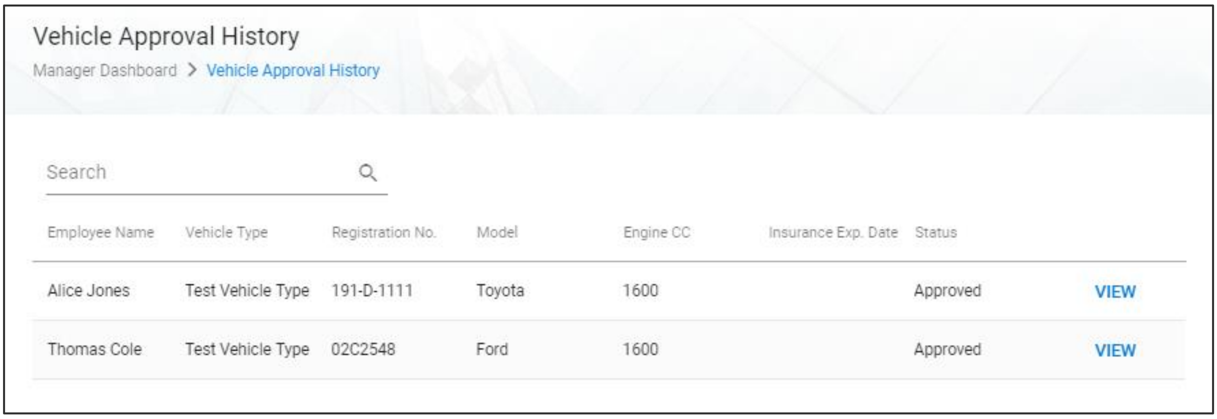


6.3. Vehicle Approval History

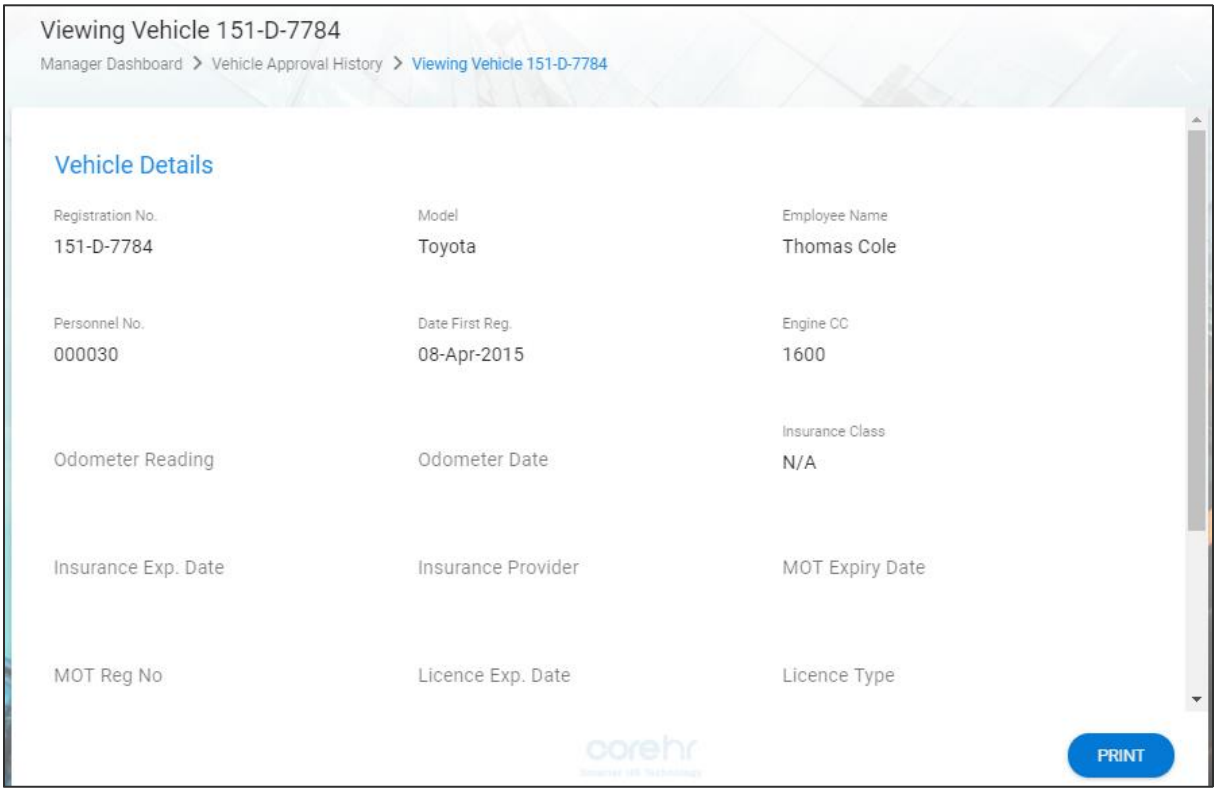
This shows a history of all vehicle approvals, including both outstanding and completed.

> **Note:** Approvals cannot be completed from this screen. Clicking **View** for a 'Submitted' approval item still provides a read only view of that item.

- Use the *Search* field to search for the required approval item. Search using *Employee Name, Vehicle Type, Model.*
- Click **View** to see the full approval item details.



- Click **Print** to print the record.

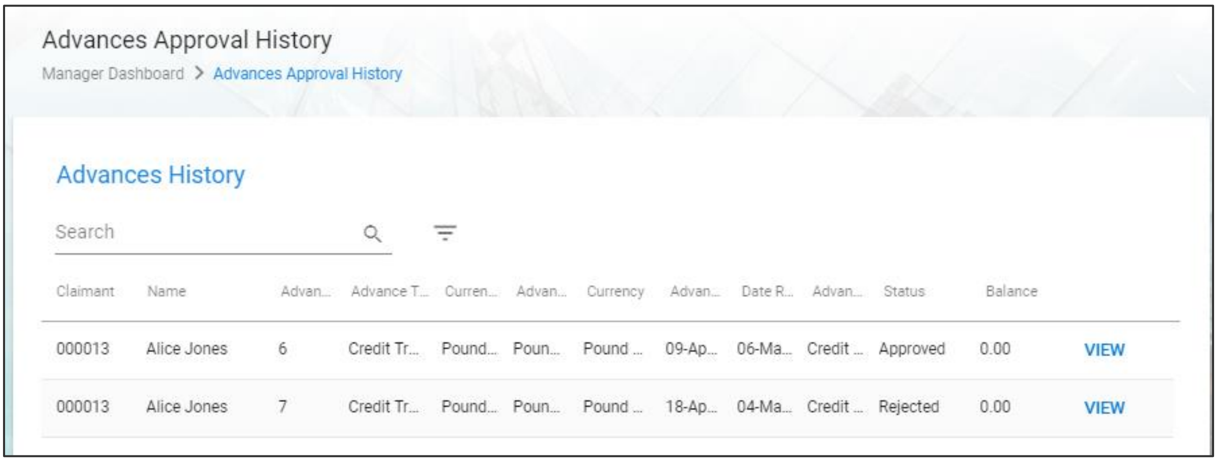


6.4. Advance Approval History

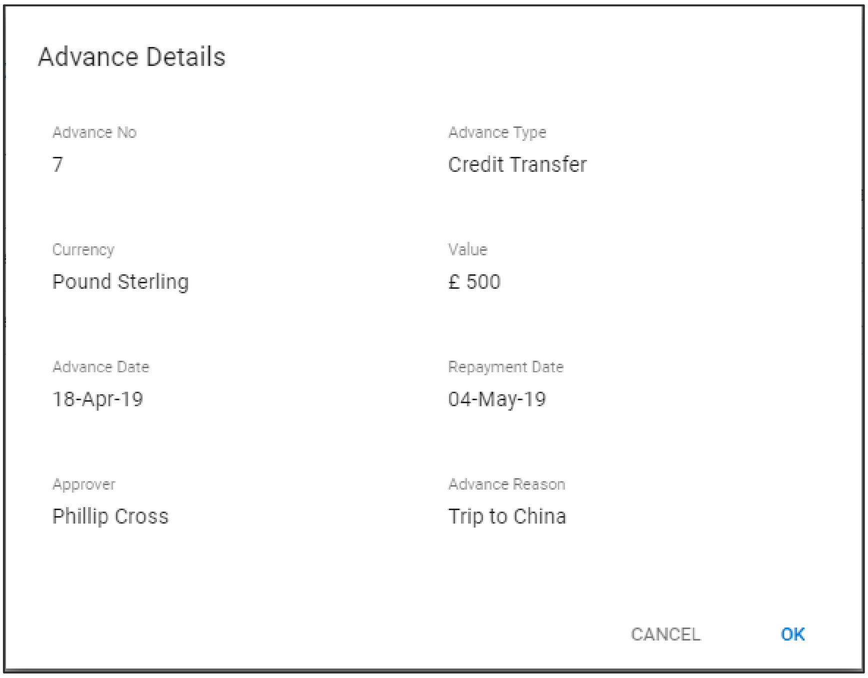
This shows a history of all completed advance approvals.

Note: Outstanding approvals are not available here.

- Use the *Search* field to search for the required approval item. Search using *Advance Type, Advance Reason or Status.*



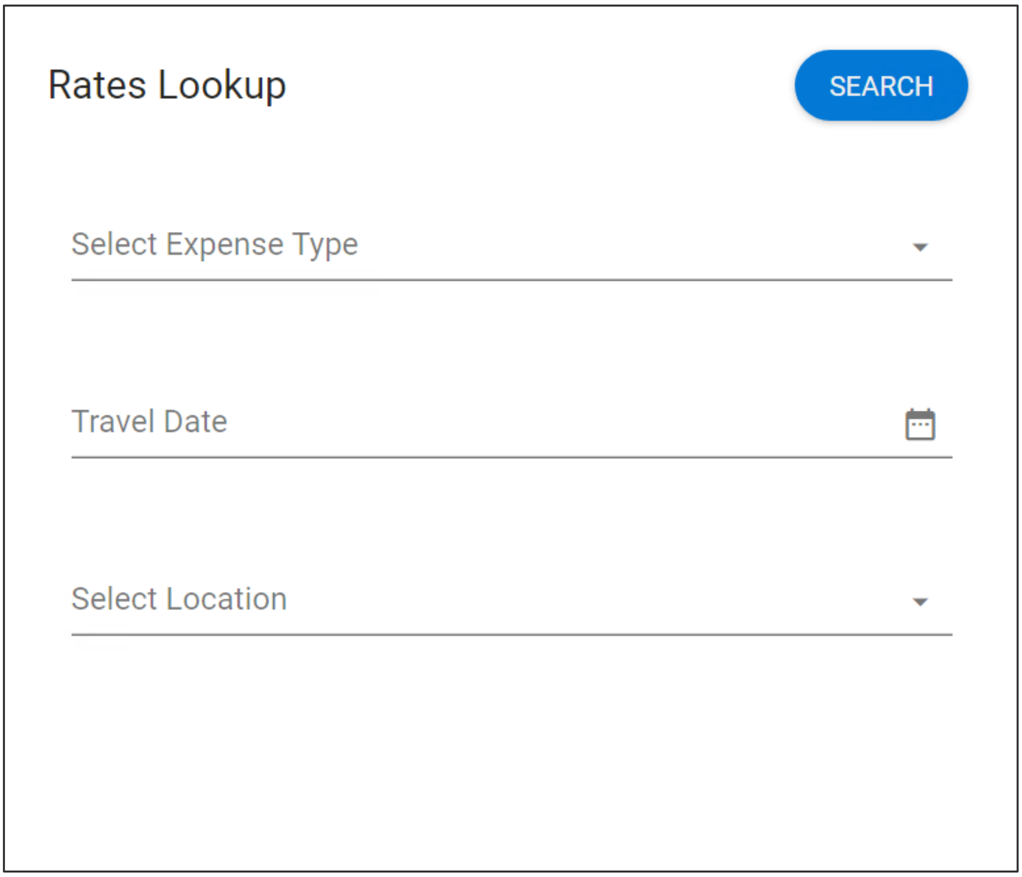
- Click **View** to see the full approval item details.



7. Rates Lookup

Claimants can lookup both domestic and foreign subsistence and mileage rates, using the *Rates Lookup* widget.

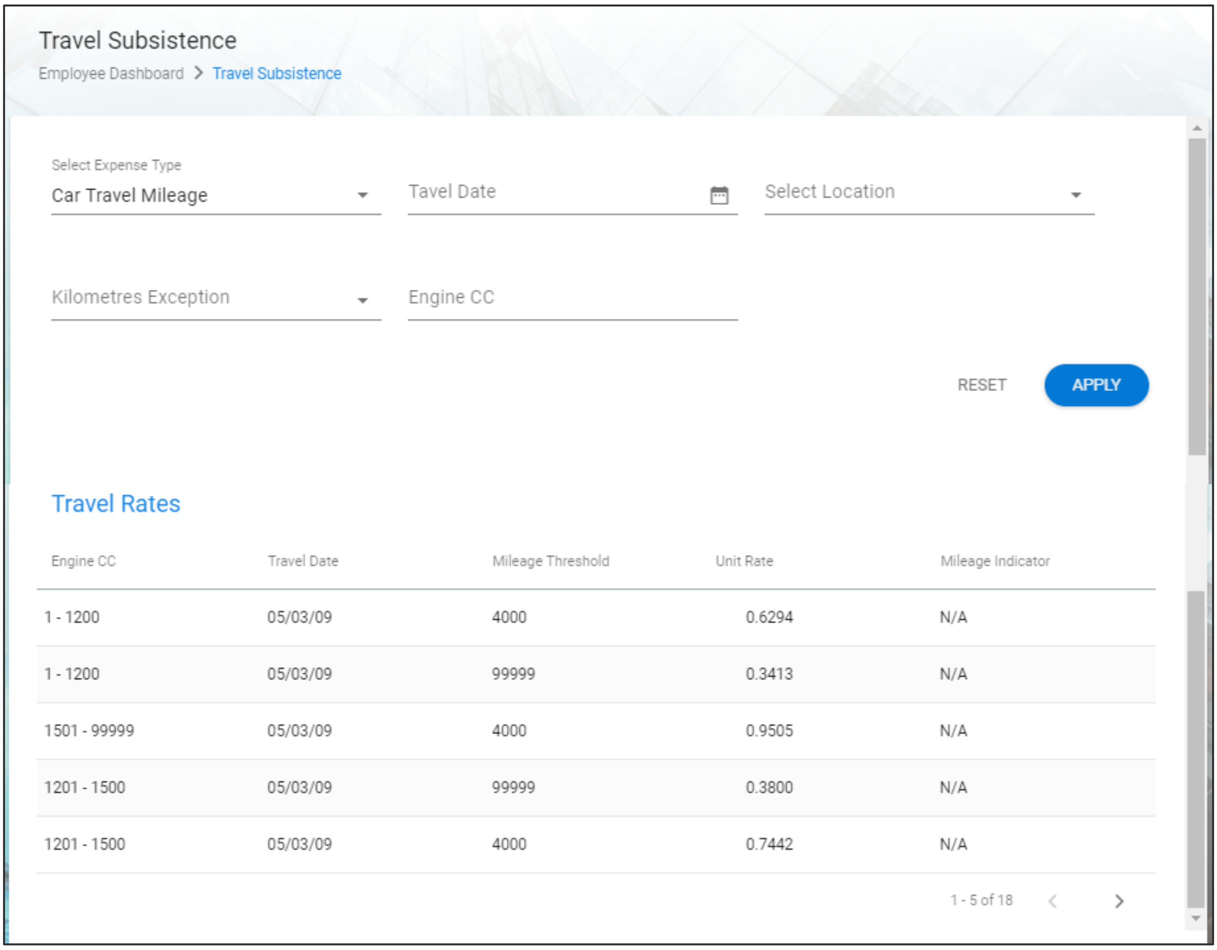
1. Quick jump to the *Rates Lookup* widget on the *Employee Dashboard*.
2. Provide the details that you'd like to filter the rates lookup by. Alternatively, you can leave these blank and search without a filter
   a. **Expense Type**: This is the list of Expense Types on your instance of CoreHR that are used for mileage and subsistence claims.
   b. **Travel Date**: Provide the date for your trip, to review rates that correspond to that date.
   c. **Location**: Required only for subsistence rate lookups.



3. Click **Search.**

   The *Travel Subsistence* screen opens.

   The *Travel Rates* section displays the rates on CoreHR for the filter criteria provided.



4. To search again, update the filters at the top of the screen and click **Apply**.
   Additional filters are available here for:
   - Engine CC
   - Kilometres Exception

   Note: This screen is for information purposes only and is not updateable. See the ***CoreExpense Configuration Guide*** for further details on how to setup rates.

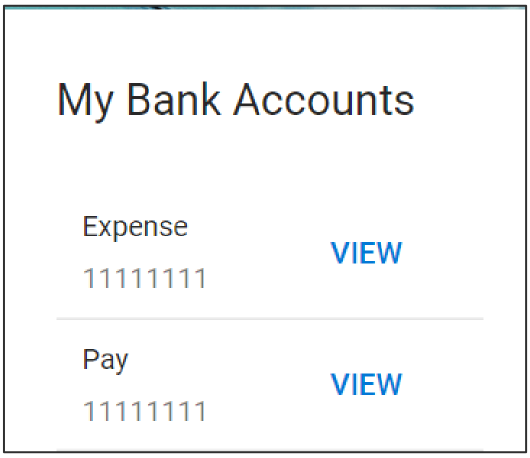
8. Employee Expense Bank Account Details

8.1. View/Update Bank Account

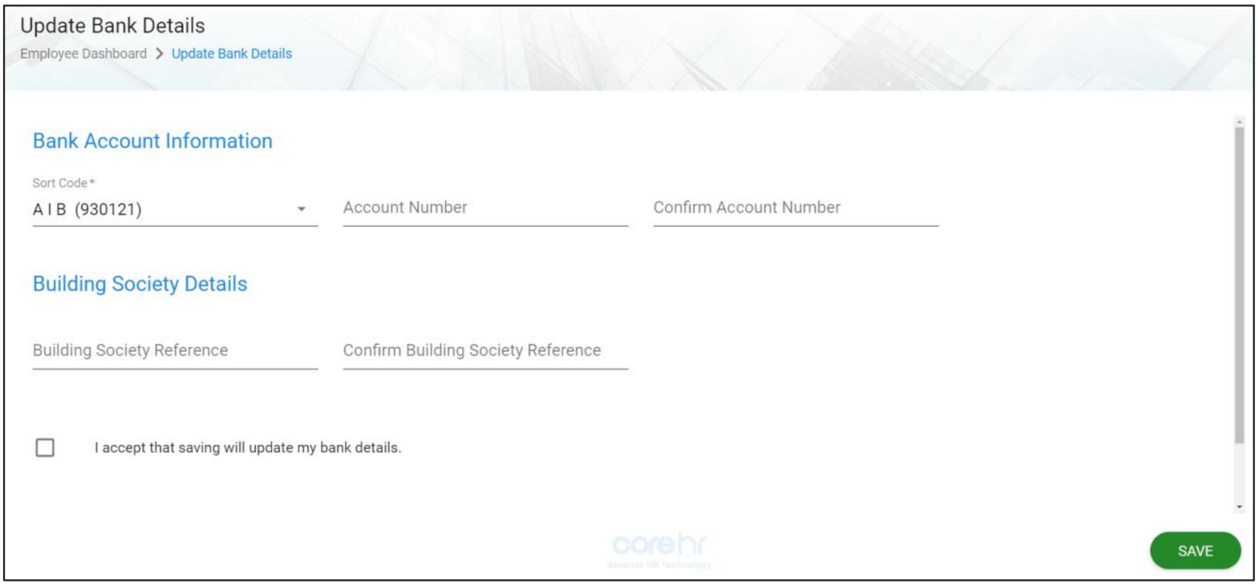
The *My Bank Accounts* widget displays all bank accounts held for you on CoreHR. A separate bank account record is required for expense remittances, to your payroll bank account. Both records may point to the same actual bank account, however, you must explicitly provide details for both payment types.

To manage your expense bank account.

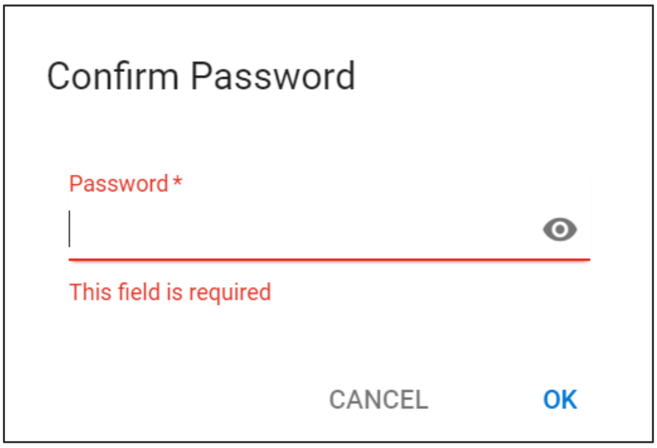
1. Quick jump to the *My Bank Accounts* widget.
2. The *Expense* account is listed on screen
   - If an account exists, the number may be displayed (depending on how the widget is configured).
   - If none is setup, the "Not Set Up" message is displayed.



3. Click **View** for the Expense account, to add/change the account details.



4. Add/update the details.
5. Click **Save.**
6. Confirm your CorePortal password.
7. Click **Ok**



9. Delegation of Approval

When going on annual leave or extended leave an approver has the option to delegate their approvals to a colleague (same level or higher level than themselves).

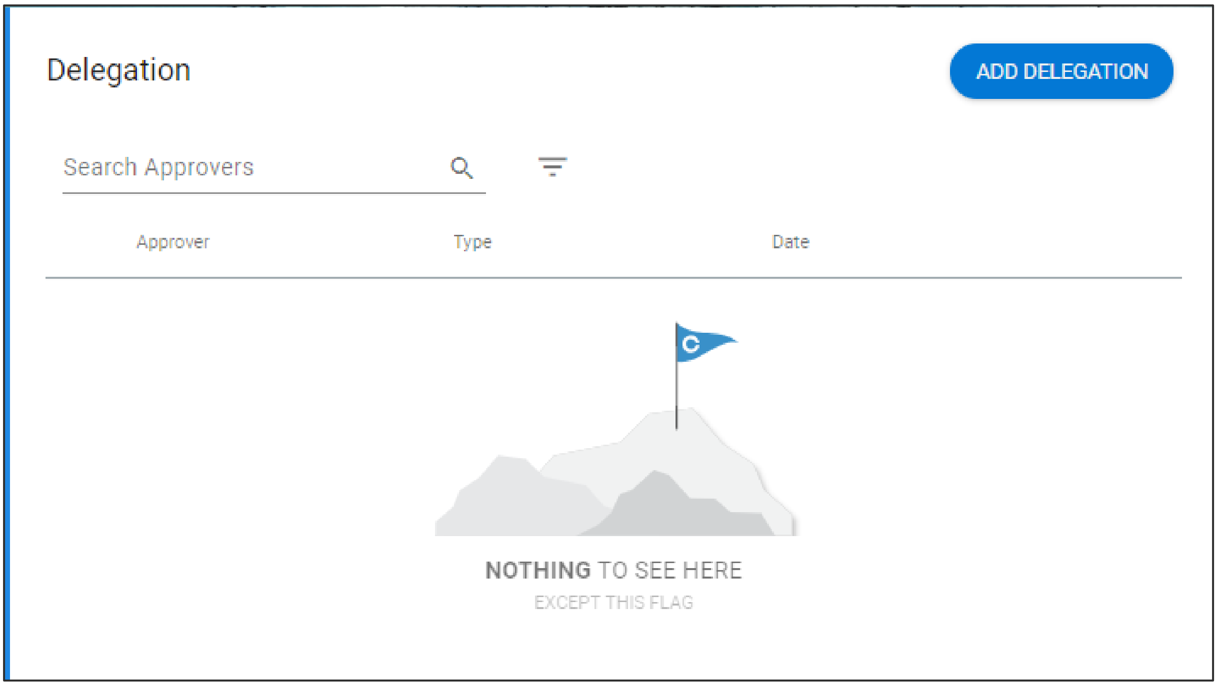
Note:

Delegating approval means that for the specified period every expense claim, advance or car approval that is sent to that approver for approval will be forwarded on to the selected delegated approver instead for approval.

This is managed using the *Delegation* widget on the *Manager Dashboard*. This widget is used for all org role delegation. Full training on Org Role delegation is available in the **Organisational Role Delegation** user guide. This section provides guidance specifically on expense approval delegation.

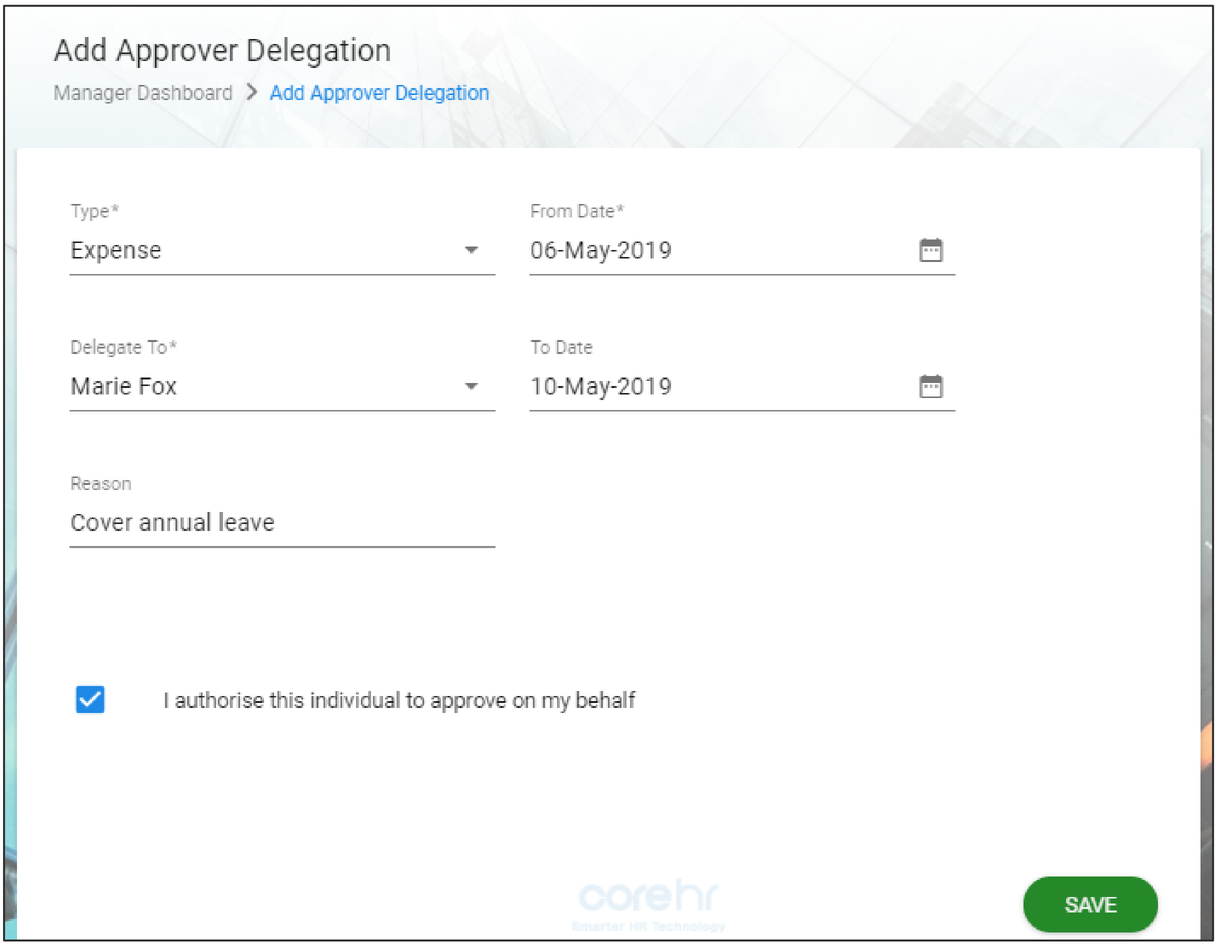
To delegate approval:

1. Quick jump to the *Delegation* widget on the *Manager Dashboard.*
2. Click **Add Delegation.**



3. On the Add Approver Delegation screen, update all fields:
   - *Type*: Select "Expense".
   - *Delegate To*: Select the person that approvals should be delegated to.
   - *From Date:* The date that approvals should be delegated from.
   - *To Date:* The date that approvals should be delegated from.

- *Reason:* Why the approvals are to be delegated e.g. “Cover Annual Leave”



4. Click **Save**.

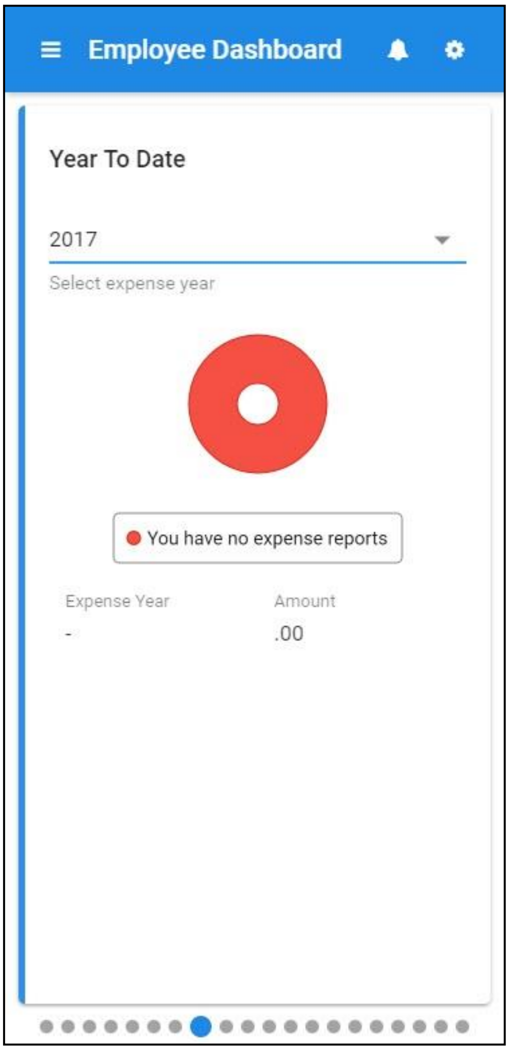
   For the specified period, all expense approvals (expense report, advances and vehicles) will be delegated to the nominated approver.

10. Mobile

10.1. View Expenses

Employees can view historic claims using mobile, as per the *CorePortal* desktop version. This can be completed via the following widgets:

- Recent Expenses
- Year To Date



No further user access or widget configuration is needed in addition to existing CorePortal configuration, as it is carried over to mobile. Configuration can be viewed on the CoreHR University *CoreExpense* material.

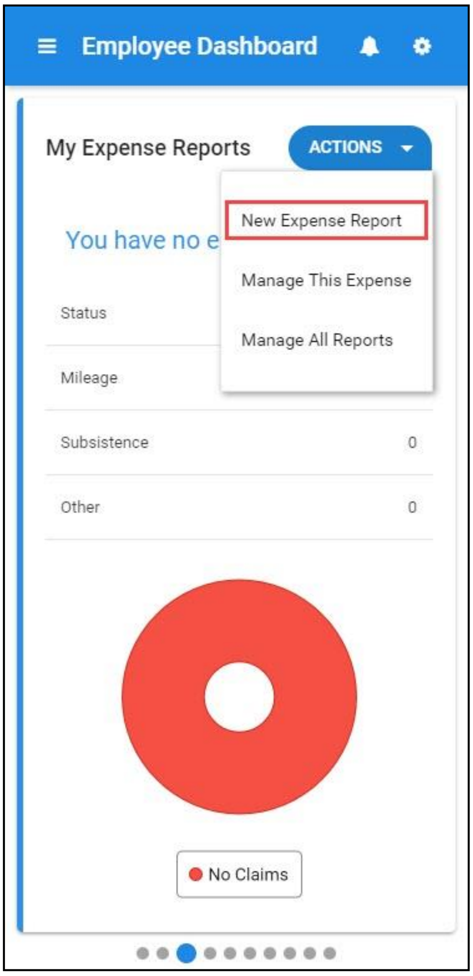
Widget Title	On Screen Name
Recent Expenses	Recent Expenses
Year To Date	Year To Date

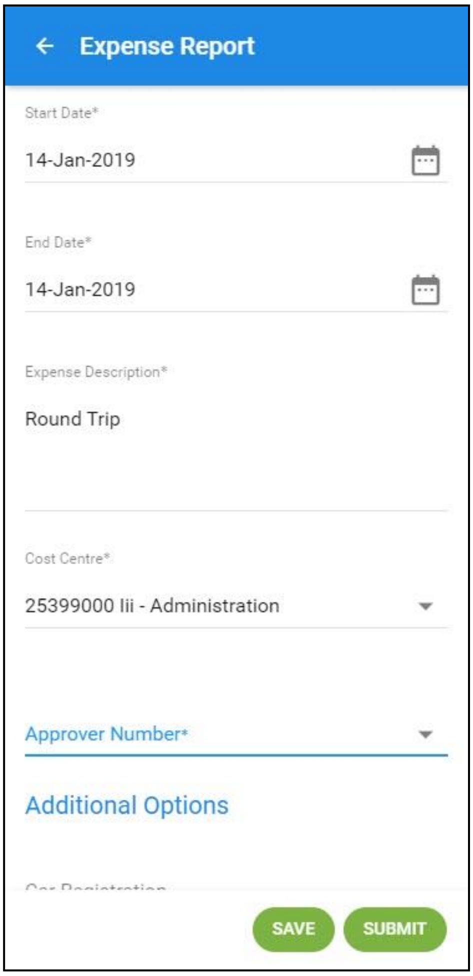
10.2. Submit Expenses

Employees can submit new expense claims and manage historic claim statuses using mobile, as per the *CorePortal* desktop version. This can be completed for the below items:

- Mileage
- Subsistence
- Expense codes

Expense items follow the workflow configured on the *CorePortal* desktop version.
The only slight difference to Desktop, is submitting a Mileage claim. On the mobile functionality, the mileage claims will use Google map details to more accurately give the exact mileage.





No further user access or widget configuration is needed in addition to existing *CorePortal* configuration, as it is carried over to mobile. Configuration can be viewed on the CoreHR University *CoreExpense* material.

Widget Title	On Screen Name
My Expense Reports	My Expense Reports