# **Reimbursements - Manage Entries - FI Mode Only**

Description: In this topic, the user will learn how to manage reimbursement entries by approving, rejecting, or editing. Reimbursement allows approved clients and employers the ability to submit payments, per a client's authorization.

Role Required: Super User

Permission Required: Other Payment Admin

#### FI Mode Only

## Approve, Reject, or Edit Pending Reimbursement Entries

- 1. Log in to the DCI web portal
- 2. Select **Home** from the main menu
- 3. Select Pending Other Payments from the submenu
- 4. Use the filters to specify search criteria and click Search
- 5. Click  ${\bf A}$  to approve the entry or click the red  ${\bf R}$  to reject
  - a. Click anywhere in the entry row to open the entry details page.
    - i. Alternatively, click Actions and select Approve or Reject from the drop-down menu.

ii. Please note: Reimbursements may also be viewed from the entries table on the Client or Employee Details page.

- 6. Click Yes to confirm
- 7. To edit, click anywhere in the entry row to open the entry details page.
  - a. Click Actions
  - b. Select Edit Entry from the drop-down menu
  - c. Complete edits as needed
- 8. Click Save and Yes to confirm

### Edit or Cancel Approved Reimbursement Entries

- 1. Log in to the DCI web portal
- 2. Select Home from the main menu
- 3. Select Clients or Employees from the submenu
- 4. Use filters to specify search criteria and click Search
- 5. Click anywhere in the employee or client row to open the profile details page
- 6. Use the search filters in the Entries table to find the desired Approved entry
- 7. Click anywhere in the entry row to open the entry details page
- 8. Click Actions
- 9. Select Edit Entry or Cancel Entry
- 10. If canceling, click Yes to confirm.
- 11. If editing, complete edits as needed.
- 12. Click Save and Yes to confirm
- 13. The compensated entry and the new corrected entry are created. The entry/entries must be approved to cancel the original entry.

Please note: Approved Reimbursement Entries are processed through Payroll and Billing batches just as punch entries are.

# **Related articles**

- Reimbursements Client Creates Reimbursement Entry FI Mode Only
- Create a Vendor Payment Entry Employer & Client FI Mode Only
- · Reimbursements Create Entries FI Mode Only
- Manage Accrued Time Entries (FI Mode Only)
- Employee Add / Edit Accrued Time Off Entry (FI Mode Only)