

# Reimbursements - Manage Entries - FI Mode Only

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**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 **A** to approve the entry or click the red **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

- [Reimbursement - Client Creates Reimbursement Entry - FI Mode Only](#)
- [Reimbursements - Create Entries - FI Mode Only](#)
- [Manage Accrued Time Entries \(FI Mode Only\)](#)
- [Employee - Add / Edit Accrued Time Off Entry \(FI Mode Only\)](#)
- [Employer Profile - Create, View, Edit, or Deactivate - FI Mode Only](#)