Reimbursements - Create Entries - FI Mode Only

Description: In this topic, the user will learn how to create a new reimbursement entry. Reimbursement allows approved clients and employers to submit employee/employer reimbursements, per a client's authorization.

*Please note: Employers can edit or reject pending reimbursement entries. Approved entries can be edited or canceled by a super user or a user with Other Payment Admin permission.

Role Required: Super User

Permission Required: Other Payment Admin

FI Mode Only

1. Log in with personal profile
2. Select **Home** from the main menu
3. Select **Employees** from the submenu
4. Enter the employee's name in the filter and click **Search**
5. **Click anywhere in the employee row** to open the Employee Details page
6. Click **Actions**
7. Select **New Reimbursement Entry** from the drop-down menu
8. Complete the form wizard
    a. Entry Type: Auto-populates to Employer Reimbursement
    b. Client: Type and select the client's name
    c. Account Type **(required)**: Select from the drop-down
    d. Employee Name **(required)**: Auto-populates
    e. Service Code **(required)**: Select from the drop-down
    f. Dollar Amount **(required)**: Enter the total amount for the reimbursement
    g. Date(s) of Service **(required):** Enter the date and the amount. Click the blue plus sign (+) to add additional dates and amounts. The sum of the individual dates of service must match the amount in the Dollar Amount field (total amount).
    h. Notes (optional): Add a description
    i. Invoice Attachments **(required)** - Click the Choose Files button to attach an invoice
9. Click **Save** and **Yes** to confirm
10. The system will create one parent entry for the original reimbursement request in canceled status, and one child entry for each date of service listed on the parent entry.
    a. These child entries will be in pending status and must be approved by an employer, super user, or user with other payment admin permission before being processed through payroll or billing.
    b. The system will automatically create a service account for the employee/client/service code if one does not already exist. This allows employers, super users, and users with other payment admin permission to create an entry when they need to, even if an admin user has not had an opportunity to create the service account.

Related articles

- Reimbursement - Client Creates Reimbursement Entry - FI Mode Only
- Reimbursements - Create Entries - FI Mode Only
- Other Payment Entry - Client
- Create Other Payment Entries - Employer - FI Mode Only
- Reimbursements - Manage Entries - FI Mode Only