

Reimbursement - Client Creates Reimbursement Entry - FI Mode Only

Description: In this topic, the user will learn how to create reimbursement entries. Reimbursement allows clients to submit payments to approved employees, per a client's authorization.

*Please note: Employer reimbursements must be enabled on the client profile and the service code for the reimbursement entry option to be visible.

Role Required: Client Profile with Employer Reimbursements Enabled

Permission Required: N/A

FI Mode Only

1. Log in with personal profile
2. Select **Home** on the main menu
3. Select **Entries** on the submenu
4. Click **Actions**
5. Select **New Reimbursement Entry** from the drop-down menu
6. Complete the Add New Reimbursement Entry form wizard
 - a. Entry Type: Auto-populates to Employer Reimbursement
 - b. Client: Auto-populates the client's name
 - c. Account Type **(required)**: Select from the drop-down
 - d. Employee Name **(required)**: Type and select the name of the employee being reimbursed
 - e. Service Code **(required and limited to active service accounts)**: 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
7. Click **Save and Yes** to confirm
8. 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 or supervisor 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/clients 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](#)