Create Other Payment Entries - Employer - FI Mode Only

Description: In this topic, the user will learn how to create other types of payment entries as an employer. Other Payments include bonus payments for eligible employees and reimbursements for eligible expenses, per a client's authorization.

*Please note: Other Payments can only be created for dollar-based hourly service codes that allow them.

Role Required: Employer

Permission Required: N/A

Mode: FI

Create Bonus Payment Entry

1. Log in to DCI
2. Click **Employer** on the main menu
3. Click **Employees** on the submenu
4. Use the filters to search for the employee and click **Search**
5. **Click anywhere in the employee row** to open the details page
6. Click **Actions**
7. Select **New Bonus Payment** from the drop-down menu
8. Complete the Add New Bonus Payment form wizard
    a. Client **(required):** Type and select from the drop-down
    b. Account Type **(required):** Select from the drop-down
    c. Service code **(required):** Select from the drop-down
    d. Dollar Amount **(required):** Enter the total amount of the bonus payment
    e. Date of Service **(required)**
    f. Notes (optional)
    g. Attachment (optional)**:** Click the blue **Add Attachment** link to upload supporting documents
9. Click **Save** then **Yes** to confirm

Create Reimbursement Entry

An active employee service account for the employee/client combination is required in order to create a new reimbursement entry.

1. Log in to DCI
2. Click **Employer** on the main menu
3. Click **Clients** on the submenu
4. Use the filters to search for the client and click **Search**
5. **Click anywhere in the client row** to open the details page
6. Click **Actions**
7. Select **New Reimbursement Entry** from the drop-down menu
8. Complete the Add New Reimbursement Entry form wizard
    a. Account Type **(required):** Select from the drop-down
    b. Employee Name **(required)**: Type and select from the drop-down
    c. Service code **(required):** Select from the drop-down
    d. Dollar Amount **(required):** Enter the total amount to be reimbursed
    e. Date(s) of Service **(required)**: This may be one date or multiple dates. Enter the date and the amount for that date then click the blue **plus sign (+)** to add more as needed.
        i. Please note: The total sum of the dates of service must match the dollar amount entered in the Dollar Amount field.
    f. Notes (optional)
    g. Invoice Attachments **(required):** Click the **Choose Files** button to upload supporting documents
9. Click **Save** then **Yes** to confirm

Related articles

- Create Other Payment Entries - Employer - FI Mode Only
- 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)