AUBURN SCHOOL DISTRICT

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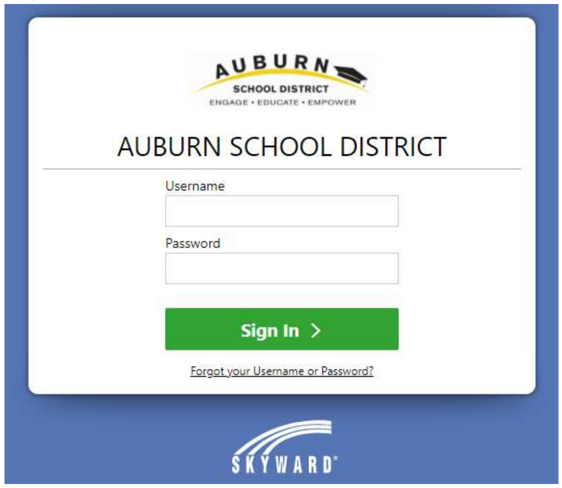
Qmlativ Expense Reimbursement

For Auburn School District Employees

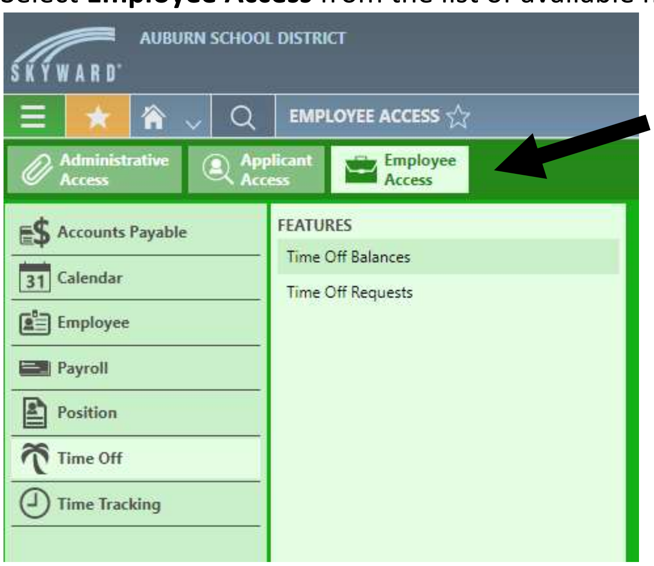
Navigating to Employee Access

You should be able to sign in to Qmlativ using the same username and password used with the previous version of Employee Access.

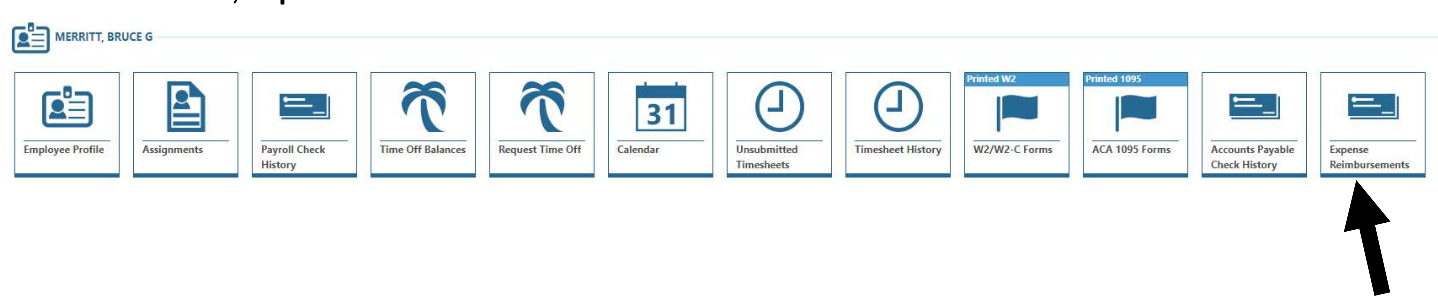
- If you don't know your login information, please try the 'Forgot your Username or Password?' option to have directions for resetting your password emailed to the email address on file.



- Select **Employee Access** from the list of available modules.



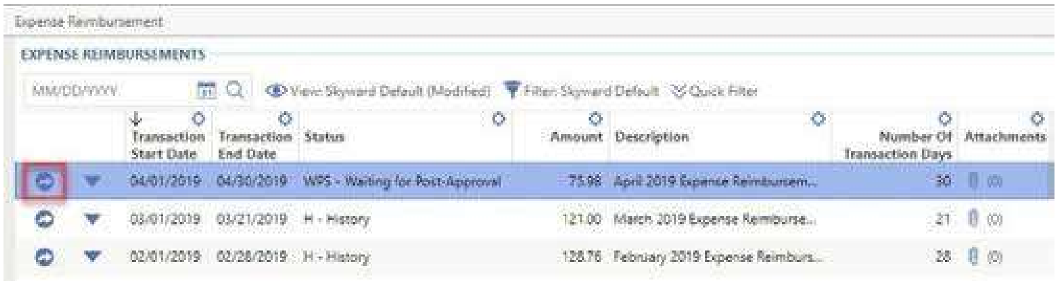
- Once you're in **Employee Access**, you will see a screen with tiles, such as My Profile, Check History, and Time Off Balances, **Expense Reimbursements**.

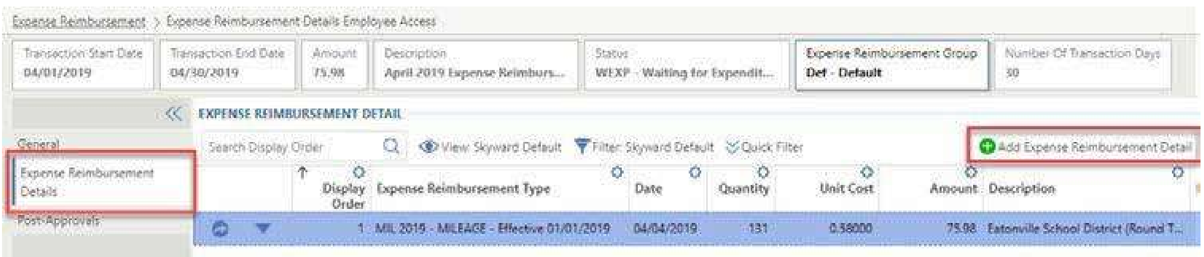


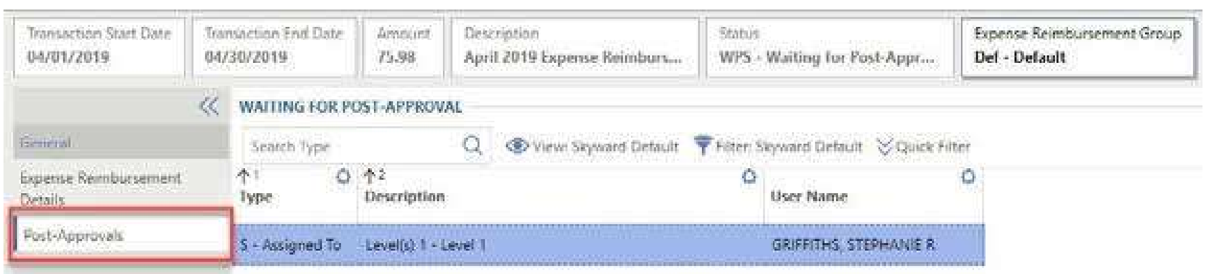
My Expense Reimbursements

Click the icon to the left of the desired reimbursement to view more details.

- Select the Expense Reimbursement Details tab to view detail line items and accounting.
- To add additional detail lines, select +**Add Expense Reimbursement Detail**
- Select the Post Approvals tab to view approval status of your reimbursement.

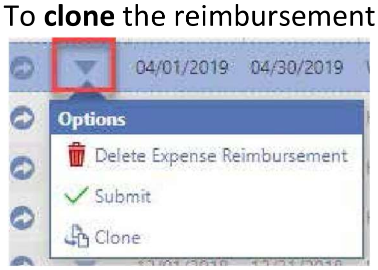






Click the ▼ icon to the left of the desired reimbursement to access additional options.

- To **delete** the reimbursement record, select **Delete Expense Reimbursement**.
- To **submit** the reimbursement record for approval, select **Submit**.
- To **clone** the reimbursement record, Select **Clone**.



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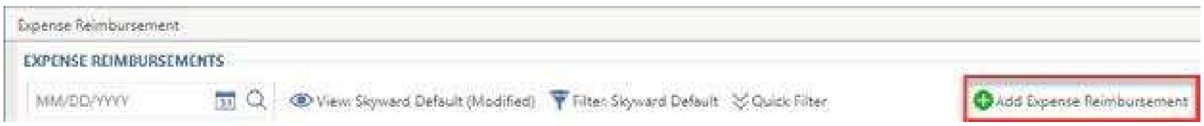
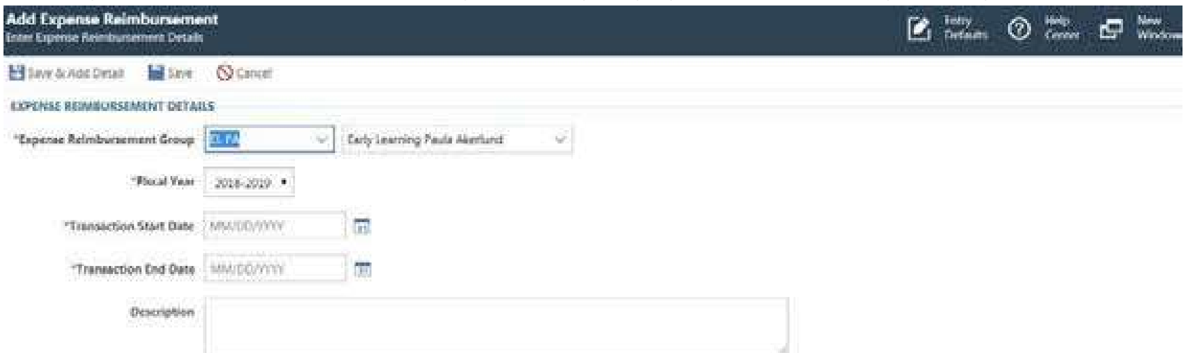
Adding an Expense Reimbursement

Click **+ Add Expense Reimbursement** near the top right of the screen.



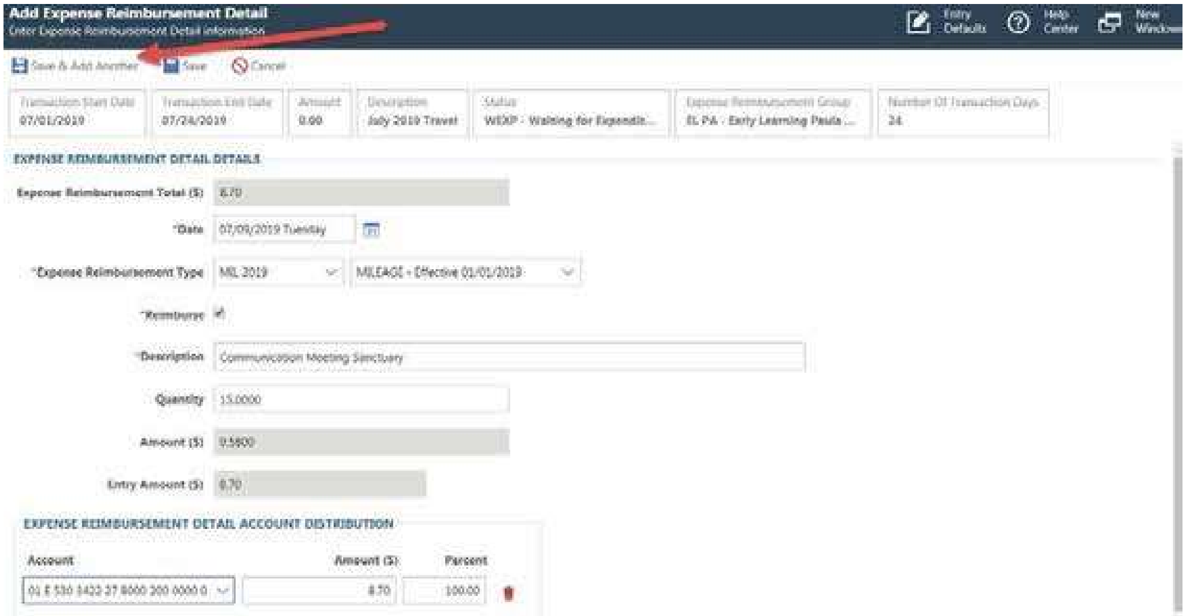
- The **Expense Reimbursement Group** should pre-populate based on your department.



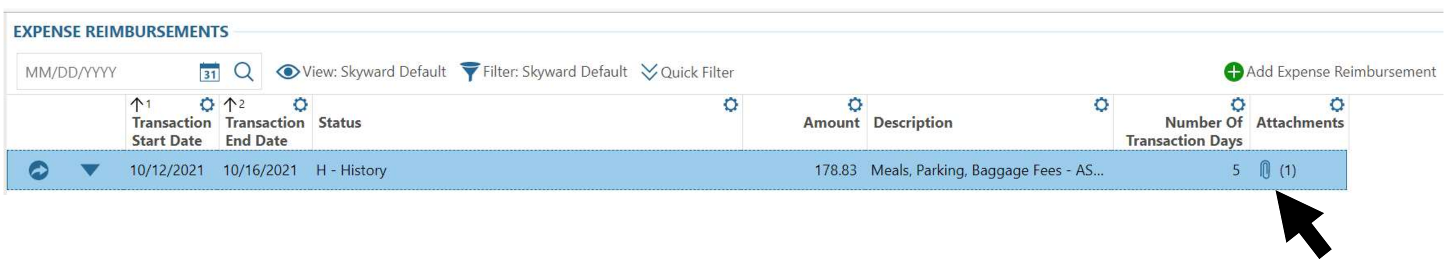
- Make sure the correct **Fiscal Year** is selected in the drop-down list.
- Enter a **Transaction Start Date** or click the calendar icon to choose one using the calendar.
- Enter a **Transaction End Date** or click the calendar icon to choose one using the calendar.
- Enter a **Description** if you wish to identify what the expense reimbursement is for.
- Click **Save & Add Detail** to enter details for expense reimbursement.

- Enter the **Date** or click the calendar icon to choose one using the calendar.
- Enter the **Expense Reimbursement Type** or click the ▼ icon to choose from the drop- down list.
- Verify the box for **Reimburse** is checked.
- Enter a **Description** to specify the reason for the expense reimbursement.
- Enter a **Quantity** if appropriate.
- Enter an **Amount ($)** if appropriate.

- Under the *Expense Reimbursement Detail Account Distribution* heading, enter the appropriate **Account** or click the **V** icon to choose from the drop-down list.
- If you have additional expenses to add for the month, click **Save & Add Another**; otherwise, click **Save**



- After saving you entry, you will be directed back to your list of reimbursements. **Before submitting** your expense reimbursement request, you'll need to attach your reimbursement form to your request. Your request will not be processed if your form is not attached.



- Once you have attached all supporting documentation to your Expense Reimbursement Request, you can them **submit** your request for approval.