



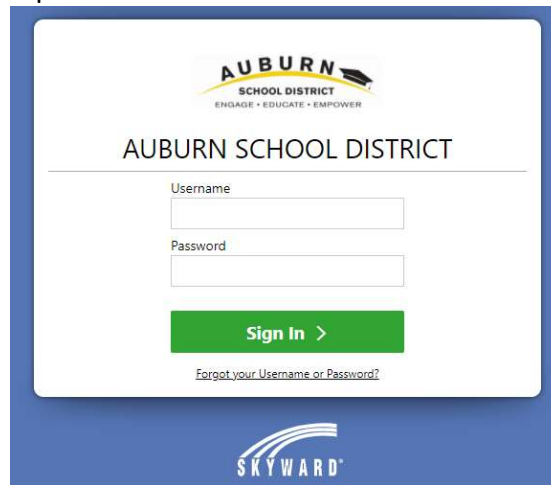
Qmlativ Expense Reimbursement

For Auburn School District Employees

Navigating to Employee Access

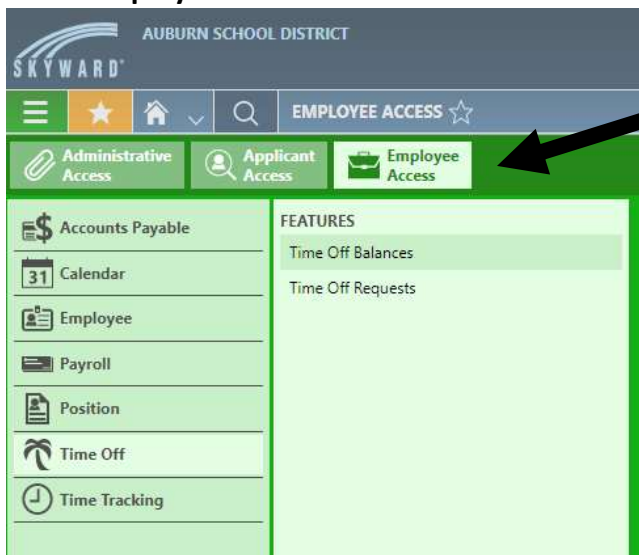
You should be able to sign in to Qmlativ using the same username and password used with the previous version of Employee Access.

- 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.

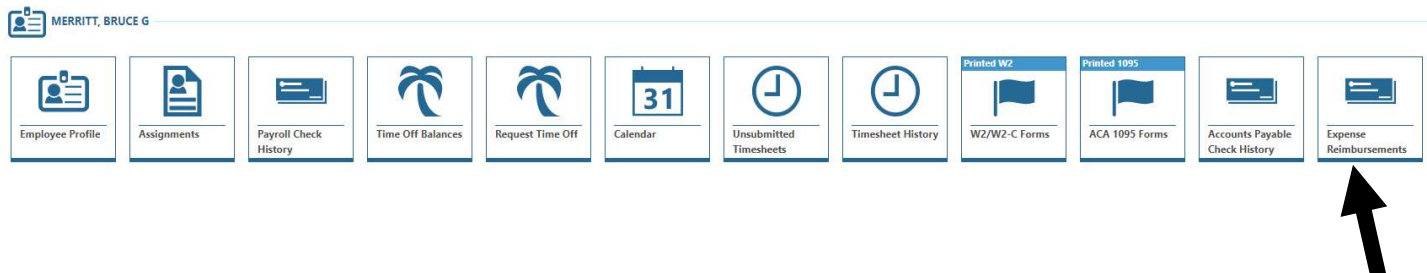


The image shows the login page for the Auburn School District. At the top is the Auburn School District logo with the tagline "ENGAGE • EDUCATE • EMPOWER". Below the logo, the text "AUBURN SCHOOL DISTRICT" is centered. There are two input fields: "Username" and "Password". Below these fields is a green "Sign In >" button. At the bottom, there is a link that says "Forgot your Username or Password?". The entire page is framed by a blue border with the "SKYWARD" logo at the bottom.

- 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.

Expense Reimbursement

EXPENSE REIMBURSEMENTS

MM/DD/YYYY

View Skyward Default (Modified) Filter: Skyward Default Quick Filter

Transaction Start Date	Transaction End Date	Status	Amount	Description	Number Of Transaction Days	Attachments
04/01/2019	04/30/2019	WPS - Waiting for Post-Approval	75.98	April 2019 Expense Reimburs...	30	(0)
03/01/2019	03/21/2019	H - History	121.00	March 2019 Expense Reimburs...	21	(0)
02/01/2019	02/28/2019	H - History	128.76	February 2019 Expense Reimburs...	28	(0)

Expense Reimbursement > Expense Reimbursement Details Employee Access

Transaction Start Date	Transaction End Date	Amount	Description	Status	Expense Reimbursement Group	Number Of Transaction Days
04/01/2019	04/30/2019	75.98	April 2019 Expense Reimburs...	WEXP - Waiting for Expendit...	Def - Default	30

EXPENSE REIMBURSEMENT DETAIL

General

Search Display Order

View Skyward Default Filter: Skyward Default Quick Filter

+Add Expense Reimbursement Detail

Display Order	Expense Reimbursement Type	Date	Quantity	Unit Cost	Amount	Description
1	MIL 2019 - MILEAGE - Effective 01/01/2019	04/04/2019	131	0.58000	75.98	Eatonville School District (Round T...

Expense Reimbursement Details

Post-Approvals

Transaction Start Date	Transaction End Date	Amount	Description	Status	Expense Reimbursement Group
04/01/2019	04/30/2019	75.98	April 2019 Expense Reimburs...	WPS - Waiting for Post-Appr...	Def - Default

WAITING FOR POST-APPROVAL

General

Search Type

View Skyward Default Filter: Skyward Default Quick Filter

Type	Description	User Name
S - Assigned To	Level(s): 1 - Level 1	GRIFFITHS, STEPHANIE R.

Expense Reimbursement Details

Post-Approvals

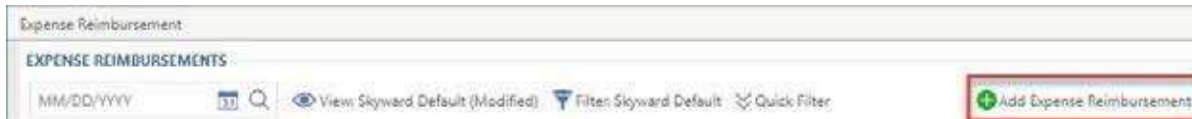
Click the ▼ icon to the left of the desired reimbursement to access additional options.

- 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**.

Options	Transaction Start Date	Transaction End Date
▼ Options Delete Expense Reimbursement Submit Clone	04/01/2019	04/30/2019

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 your 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.

EXPENSE REIMBURSEMENTS						
MM/DD/YYYY		View: Skyward Default		Filter: Skyward Default		Quick Filter
						+ Add Expense Reimbursement
Transaction Start Date	Transaction End Date	Status	Amount	Description	Number Of Transaction Days	Attachments
10/12/2021	10/16/2021	H - History	178.83	Meals, Parking, Baggage Fees - AS...	5	(1)

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