

Capital Region Information Service Center

# Qmlativ Expense Reimbursement

*for Capital Region ESD 113 Employees*

July 2019



Capital Region  
**ESD 113**

**TERMS OF USE**

The information contained herein is licensed, trade-secret and proprietary and may not be used, disclosed or reproduced without permission of the licensing authorities, WSIPC and/or Skyward, Inc. As a condition of use, the User agrees to protect and keep the information from disclosure or falling into the public domain. The failure to comply with this agreement may result in the immediate termination of the User's right to access the information.

# Contents

Introduction to Qmlativ .....	4
Navigating to Employee Access .....	5
My Expense Reimbursements.....	6
Adding an Expense Reimbursement .....	7



# Introduction to Qmlativ

In April 2019, Employee Access for Capital Region ESD 113 moved to a new platform called Qmlativ.

- Qmlativ is the next evolution of the Employee Access/Skyward system we were previously using
- Your current ESD/Skyward information is available in the new system (check history, leave requests, etc.)

Employees can access their Employee Access from the Capital Region ESD 113 Website ([www.ESD113.org](http://www.ESD113.org)).

This training document is intended for Capital Region ESD 113 employees to help familiarize you with:

- General Navigation in Qmlativ Employee Access
- Viewing Employee, Payroll and Tax Information
- Viewing and submitting Time Off Requests
- Viewing and submitting Expense Reimbursements

If you have questions or need additional assistance, please visit the Skyward Qmlativ Help Section on the Capital Region ESD 113 Staff website ([weareESD113.org](http://weareESD113.org))

# 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 with the Payroll office.



- If you have access to more than one portal, you may need to click the **V** icon next to the **🏠** icon and select Employee Access from the Home drop-down menu.



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

The screenshot displays the 'Expense Reimbursement' system interface. At the top, there is a search bar and filters. Below is a table of expense reimbursements:

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)

The first record is selected, and the interface shows the 'Expense Reimbursement Details' view. This view includes a summary of the transaction and a table of details:

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

The 'EXPENSE REIMBURSEMENT DETAIL' section shows a table with columns for Expense Reimbursement Type, Date, Quantity, Unit Cost, Amount, and Description. A red box highlights the '+ Add Expense Reimbursement Detail' button.

The 'WAITING FOR POST-APPROVAL' section shows a table with columns for type, Description, and User Name. A red box highlights the 'Post-Approvals' tab.

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

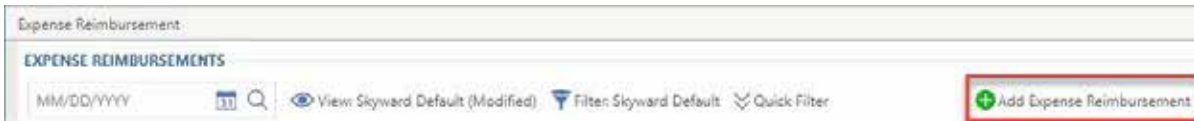
- To delete the reimbursement record, select Delete Expense Reimbursement.
- To submit the reimbursement record for approval, select Submit.
- To clone the reimbursement record, Select Clone.

This close-up shows the options menu for a reimbursement record. The menu items are:

- Delete Expense Reimbursement
- Submit
- Clone

# 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 **31** to choose one using the calendar.
- Enter a **Transaction End Date** or click the calendar icon **31** 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 **31** 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**

**Add Expense Reimbursement Detail**  
Enter Expense Reimbursement Detail Information

Transaction Start Date	Transaction End Date	Amount	Description	Status	Expense Reimbursement Group	Number Of Transaction Days
07/01/2019	07/24/2019	0.00	July 2019 Travel	WEXP - Waiting for Expendit...	EL PA - Early Learning Paula ...	24

**EXPENSE REIMBURSEMENT DETAIL DETAILS**

Expense Reimbursement Total (\$) 8.70

\*Date 07/09/2019 Tuesday

\*Expense Reimbursement Type ML 2019 MILEAGE - Effective 01/01/2018

\*Reimburse

\*Description Communication Meeting Sanctuary


Quantity 15.0000

Amount (\$) 0.5800

Entry Amount (\$) 8.70

**EXPENSE REIMBURSEMENT DETAIL ACCOUNT DISTRIBUTION**

Account	Amount (\$)	Percent
01 E 530 3422 27 8000 200 0000 0	8.70	100.00

- To view your entire month's entries, click the  icon, shown below next to the red arrow.

**EXPENSE REIMBURSEMENT**

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
07/01/2019	07/24/2019	WEXP - Waiting for Expenditue	30.16	July 2019 Travel	24	

**ACCOUNTS PAYABLE : EXPENSE REIMBURSEMENT DETAILS EMPLOYEE ACCESS**

Expense Reimbursement Expense Reimbursement Details Employee Access

Transaction Start Date	Transaction End Date	Amount	Description	Status	Expense Reimbursement Group	Number Of Transaction Days
07/01/2019	07/24/2019	30.16	July 2019 Travel	WEXP - Waiting for Expendit...	EL PA - Early Learning Paula ...	24

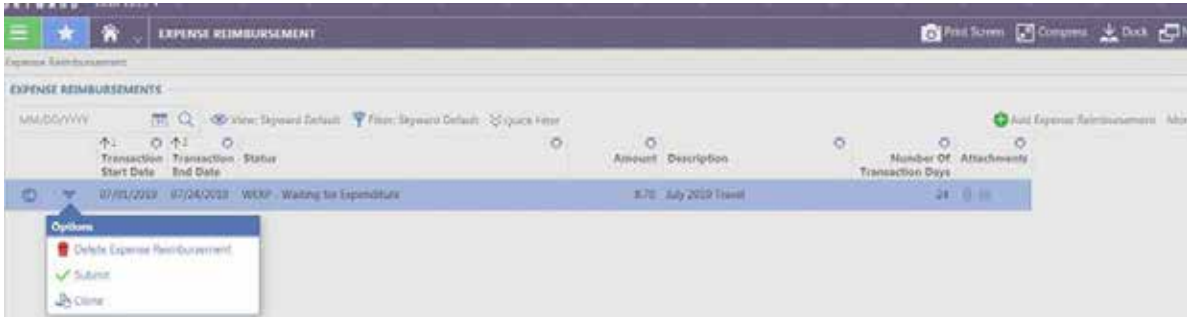
**EXPENSE REIMBURSEMENT DETAIL**

Search Display Order View: Skyward Default Filter: Skyward Default Quick Filter Add Expense Reimbursement Detail

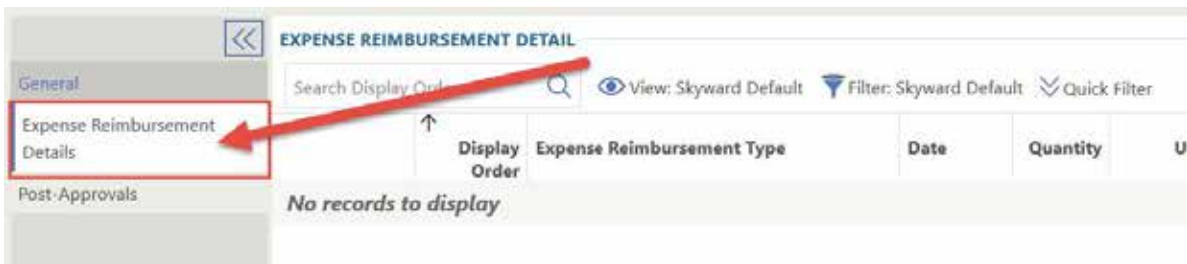
Display Order	Expense Reimbursement Type	Date	Quantity	Unit Cost	Amount	Description	Reimburse
1	ML 2019 - MILEAGE - Effective 01/01/2018	07/09/2019	15	0.58000	8.70	Communication Meeting Sanctuary	<input checked="" type="checkbox"/>
2	ML 2019 - MILEAGE - Effective 01/01/2018	07/12/2019	25	0.58000	14.50	Home Visit	<input checked="" type="checkbox"/>
3	ML 2019 - MILEAGE - Effective 01/01/2018	07/22/2019	12	0.58000	6.96	Site Visit	<input checked="" type="checkbox"/>



- Once you have entered every item for the month, click the icon and click **Submit** to your supervisor for review and approval.



- If you are not quite ready to submit for the month and need to add more expense details to your reimbursement. Use the open arrow icon and select the “Expense Reimbursement Details” tab.



- Select the “Add Expense Reimbursement Detail” button at the top left of the screen and repeat the steps to complete the expense reimbursement details.

