

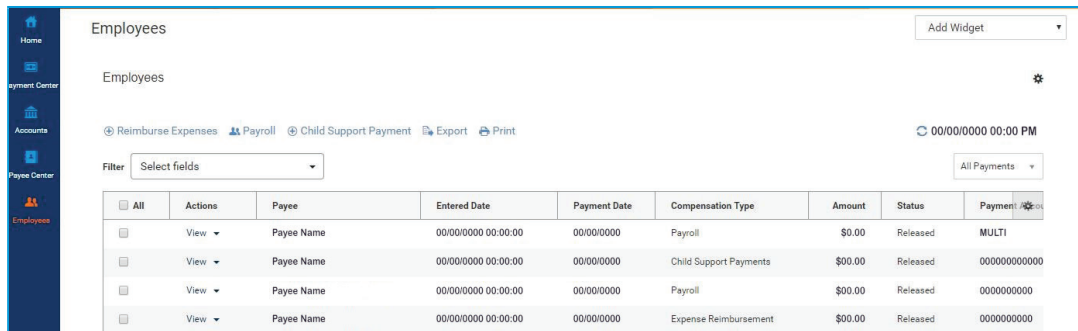
Small Business Reimburse Expenses Quick Reference Guide

REIMBURSE EXPENSES

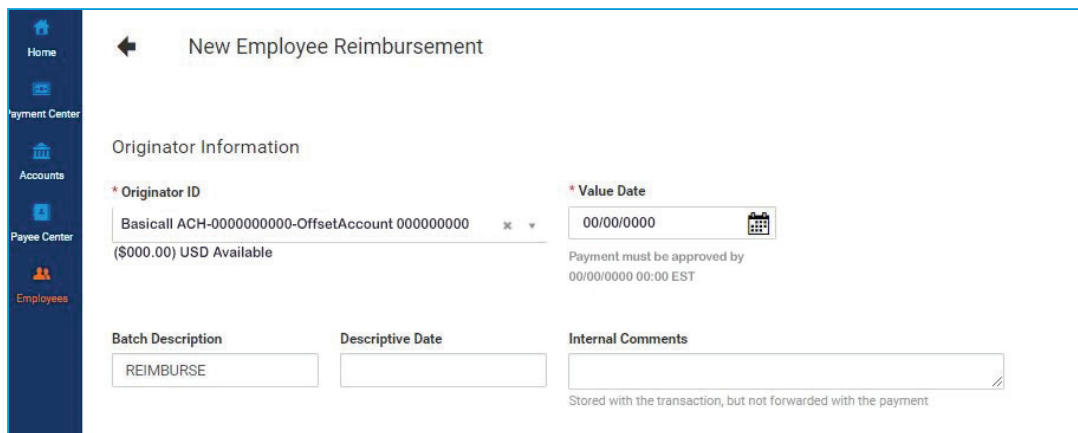
Small Business Expense Reimbursements can be made from a debit account to a payee account. Templates are not allowed in SMB.

TO CREATE AN EMPLOYEE EXPENSE REIMBURSEMENT:

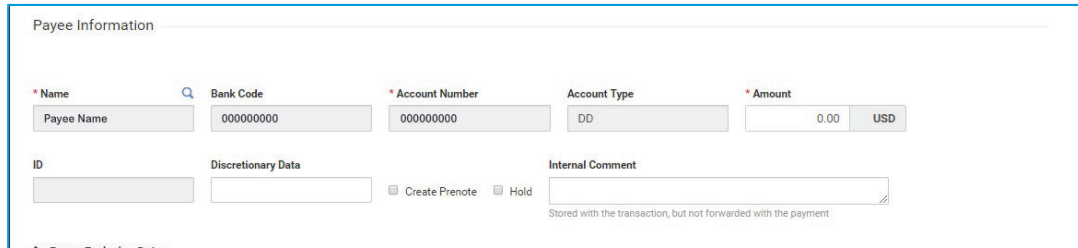
1. From the menu, select **Employees**. The Employees widget appears.
2. On the Employees widget, click **Reimburse Expenses**.



3. In the New Employee Reimbursement window, use the drop-down to select an originator ID, which corresponds to a payment or offset account. The **ACH Company, Company ID/Name, Offset Account Number**, and **Batch Description** fields will be automatically filled in.
4. The **Value Date** field will reflect the nearest available payment date. To change the date, use the **calendar icon** to select a new one.
5. *(optional)* Enter a descriptive date if different from the payment date.
6. *(optional)* Add any comments you want. The comments are internal; they will not appear on the payment to the employee.

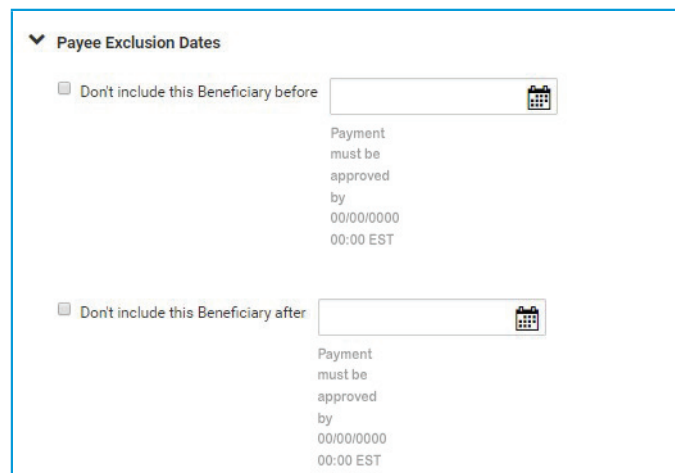


7. In the **Payee Information** section, choose the Employee Name from previously setup Payees by clicking the **magnifier**.
8. The Bank Code, Account Number and Account Type will populate.
9. Enter the transaction amount.



The screenshot shows the 'Payee Information' form. It includes fields for Name (with a magnifier icon), Bank Code, Account Number, Account Type, and Amount (with a currency selector set to USD). Below these are fields for ID, Discretionary Data, and Internal Comment. There are also checkboxes for 'Create Prenote' and 'Hold'. A note at the bottom states: 'Stored with the transaction, but not forwarded with the payment.'

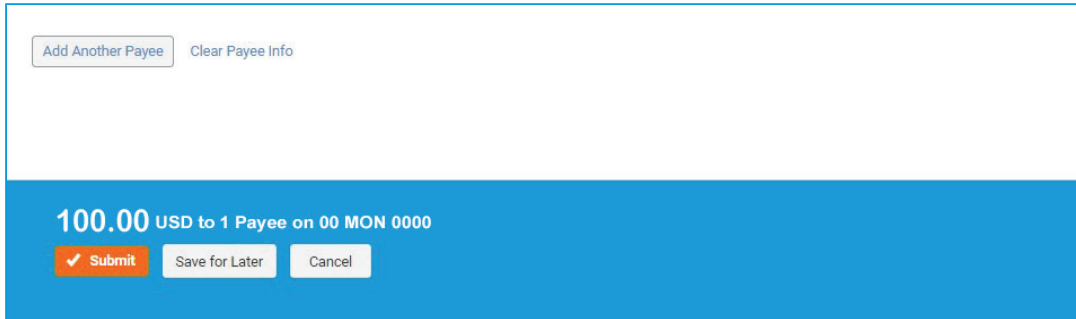
10. *(optional)* Enter an **ID** and/or **Discretionary Data**
11. *(optional)* Check the **Create Prenote** box if you want to create and send a prenote.
12. *(optional)* Check the **Hold** box if you want to place a hold on the transaction.
13. *(optional)* In the **Internal Comment** field, enter an internal comment that you want to store with the transaction. Comments entered here are not stored with the transaction.
14. To exclude this payee from the batch before or after certain dates, see *Excluding a Payee from a Batch*.



The screenshot shows the 'Payee Exclusion Dates' section. It has two checkboxes: 'Don't include this Beneficiary before' and 'Don't include this Beneficiary after'. Each checkbox is followed by a date picker icon and a text area containing the text: 'Payment must be approved by 00/00/0000 00:00 EST'.

15. To add another beneficiary to the batch, click **Add Another Payee**.

16. Click **Save for Later** to save the payment before submitting it or click **Submit**.



A payment will remain in Entered status in the [Small Business Employees list](#) until it is approved; it will need to be approved before it can be sent to the bank for processing.

The screenshot shows a web application interface for "Employees". On the left is a navigation sidebar with icons for Home, Payment Center, Accounts, Payee Center, and Employees. The main content area is titled "Employees" and includes a filter dropdown set to "Select fields". Below the filter is a table with the following data:

All	Actions	Payee	Entered Date	Payment Date	Compensation Type	Amount	Status	Payment ID
<input type="checkbox"/>	View	Payee Name	00/00/0000 00:00:00	00/00/0000	Expense Reimbursement	\$000.00	Approved	00000000
<input type="checkbox"/>	View	Payee Name	00/00/0000 00:00:00	00/00/0000	Child Support Payments	\$000.00	Released	000000000000
<input type="checkbox"/>	View	Payee Name	00/00/0000 00:00:00	00/00/0000	Payroll	\$0.00	Released	MULTI
<input type="checkbox"/>	View	Payee Name	00/00/0000 00:00:00	00/00/0000	Child Support Payments	\$00.00	Released	000000000000