

# EXPENSE REPORT APPROVALS



Expense Reports on Receipt Bank make the employee reimbursement process effortless. Staff can easily collate their personal payments into reports and publish them to an Integrated Accounting Software.

However, without an approval process, unconfirmed expenses can be charged to the business and illegitimately paid to employees.

Receipt Bank's Expense Approval Process gives you complete control over employee expenses. It prevents accidental wrongful reimbursement by giving certain staff members the authority to approve and edit others' reports.

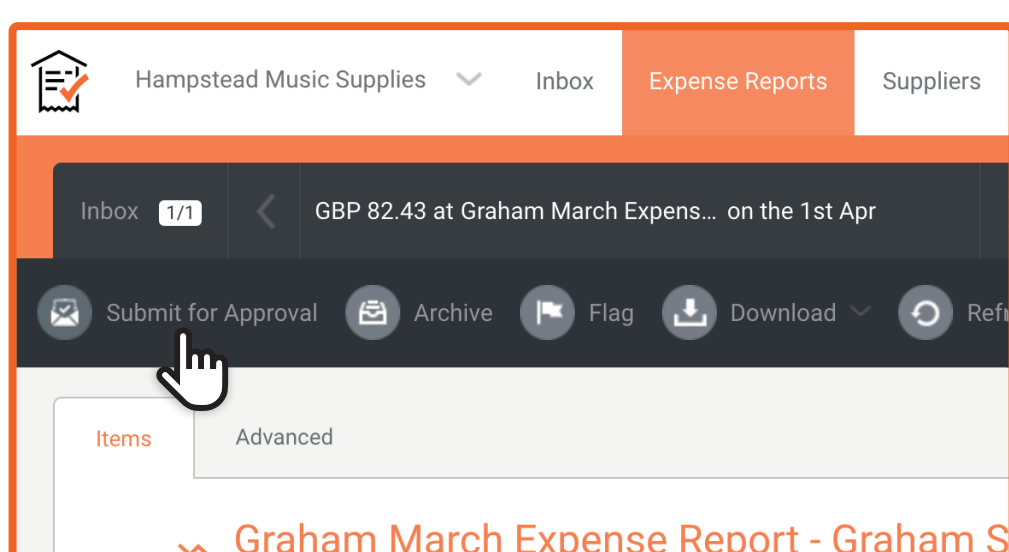
## HOW TO USE EXPENSE REPORT APPROVALS

Before you start, make sure that your users are configured correctly.

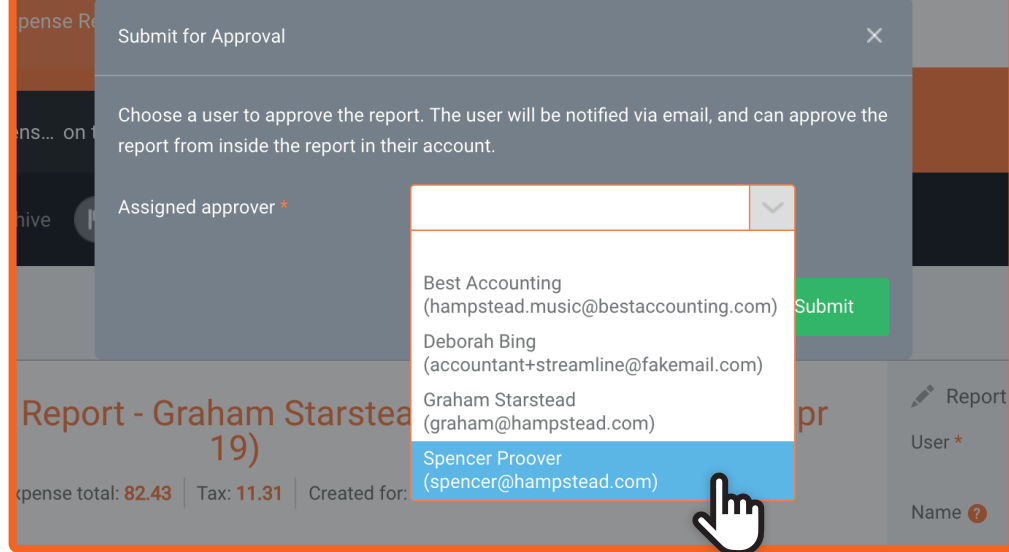
[Click here to see how to do so](#)

| Basic                                      | Expense Approver  | Administrator                                |
|--|---|--|
| Can see and edit their own Expense Reports | Can see all users' Expense Reports                                  | Can see all users' Expense Reports           |
| Can see and edit their own Expense Reports | Can submit all Expense Reports for approval                         | Can submit all Expense Reports for approval  |
|  | Can be sent Expense Reports to approve                              | Can be sent Expense Reports to approve       |
|  | Can only approve Expense Reports that are sent to them for approval | Can approve any Expense Report at any time   |
|  | Can be given permission to approve and publish Expense Reports      | Can approve and publish anything at any time |

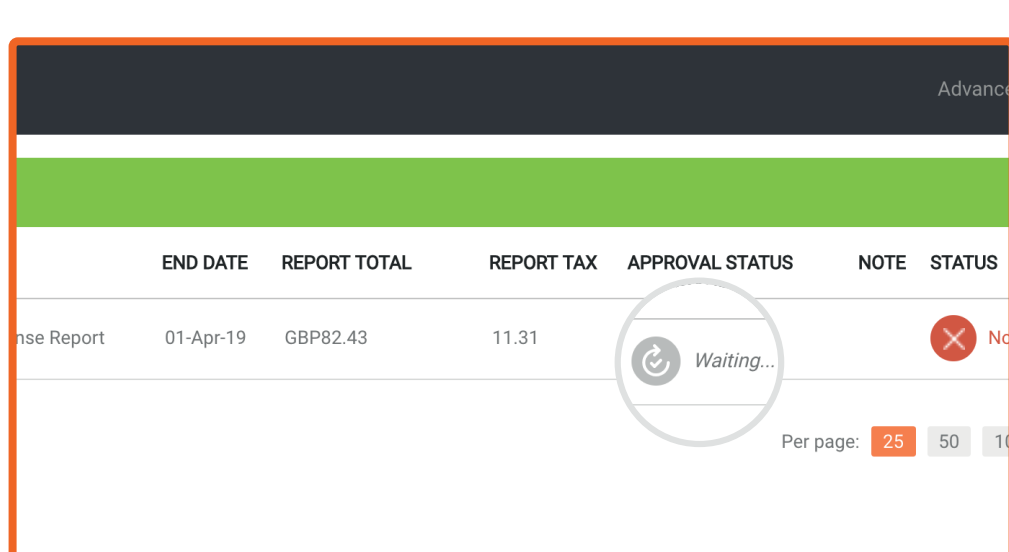
1. Create an expense report as [usual](#)
2. After completing the Expense Report, click the **Submit for Approval** button.



3. Confirm the Expense Approver, Admin User or Accountant/Bookkeeper who should approve the Expense Report.

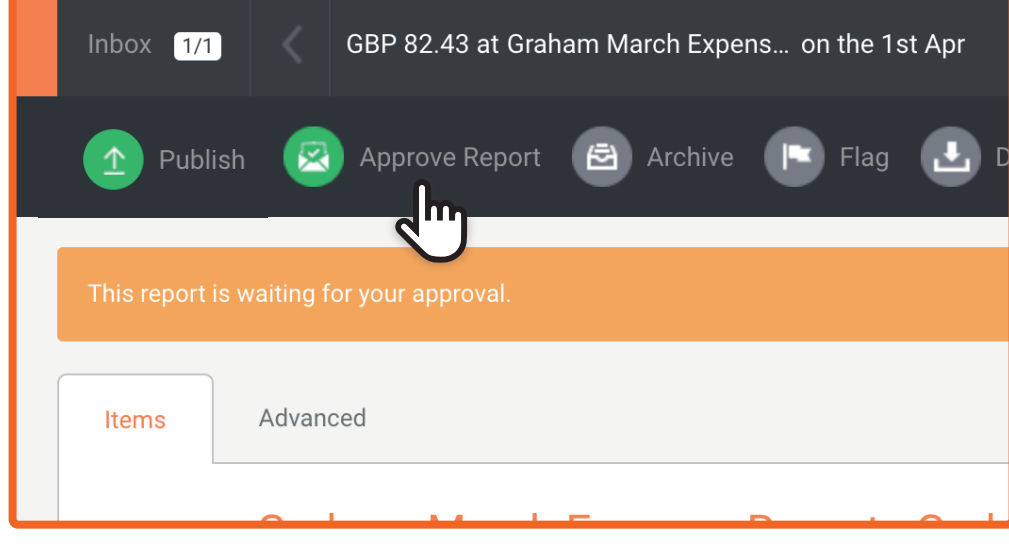


4. Click **Submit**
5. The Expense Report will still be visible in the Expense Reports tab, but will have the Approval Status **Waiting**:



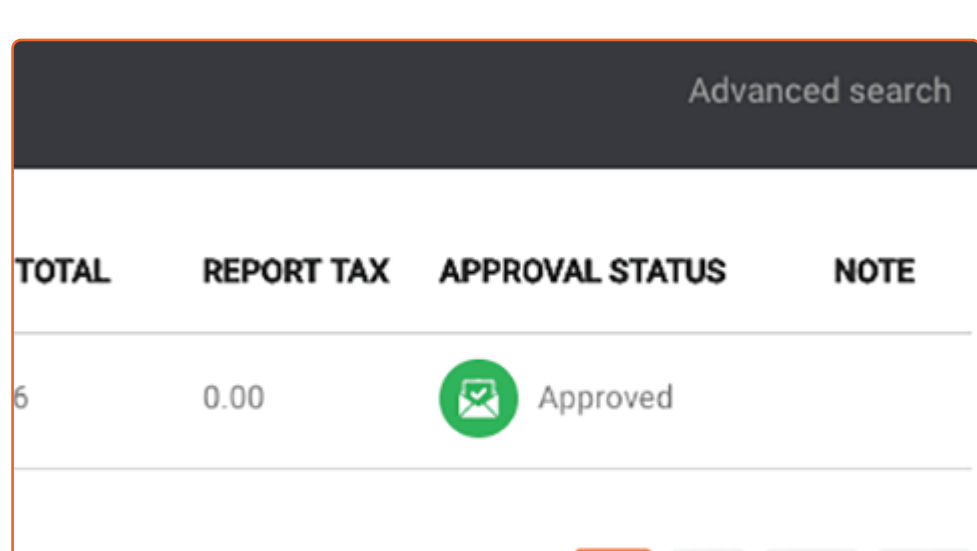
7. The Expense Approver will receive an email notification with a link to the report

8. The Expense report will be marked waiting for their approval:



9. The Approver is able to edit the report as normal (including removing items)
10. When happy with the Expense Report, click **Approve Report**

11. The Expense Report will now be marked as **Approved** and can be published by any user with the appropriate rights.



### FAQs:

- » **Can a report be sent for approval by more than one person?**
  - An Expense Report can only be approved by a single, specified person with the appropriate User Privilege.
- » **Can you publish a report before it's been approved?**
  - If the user has publishing rights then they can publish the report before it's approved. We recommend that users who require reimbursement do not have publishing rights.
- » **Can you set restrictions on who can submit the report for approval?**
  - A report can be offered for approval by whoever has access to it. Basic users can only access their own reports, but Expense Approvers and Administrators can access those of any user.
- » **Can you reject a report?**
  - A report can only be approved. If there are any questionable items then these can be flagged or removed from the report, and a comment can be left against the report or the item in 'Notes'.
- » **What happens if the approver is away/on holiday?**
  - This is no problem. If an assigned approver is not able to approve, then any user that has an Administrator privilege in the account can approve it on their behalf. This will be shown in the history logs.

If you have any other questions about using Effortless Expense Reports, please get in touch at [support@receipt-bank.com](mailto:support@receipt-bank.com).