

Get Started Guide – Online Reporting

Including Expense Management, Expense Reimbursement and Expense Reporting

ePayroll's online reporting capabilities allow you to manage your Expense Management, Expense Reimbursement and Expense Reporting online with ease.

ePayroll's online Expense Management tool gives your employees the ability to perform expense claims online by completing the simple request form shown below, and have their requests quickly reviewed, approved and reimbursed through the payroll cycle. Not only does this make life easier for your employees, it simplifies the preparation of your payroll data, decreases errors and significantly reduces expense claim processing time.

Expense Application (Apply)						Status
Employee	Expense Type	Amount	Date Applied	Approver	Status	
Edit Billy JEAN	Expense Reimbursement	\$20.00 (Include GST)	15/02/2011	Janette Francis	Processing	
Edit Janette Francis	Expense Reimbursement	\$50.00 (Include GST)	10/02/2011	Princess JASMINE	Processing	
Edit Billy JEAN	Expense Reimbursement	\$500.00 (Include GST)	08/02/2011	Janette Francis	Processing	

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Request Home
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Leave Payment
Expense Payment
Projected Leave

Expense Form Request

Employee Name Jayden Smith

Position Director

Type of Expense Expense Reimbursement

Amount Include GST

Comments

Reporting To Janette Francis (Managers)

Created On 16/02/2011

Status New

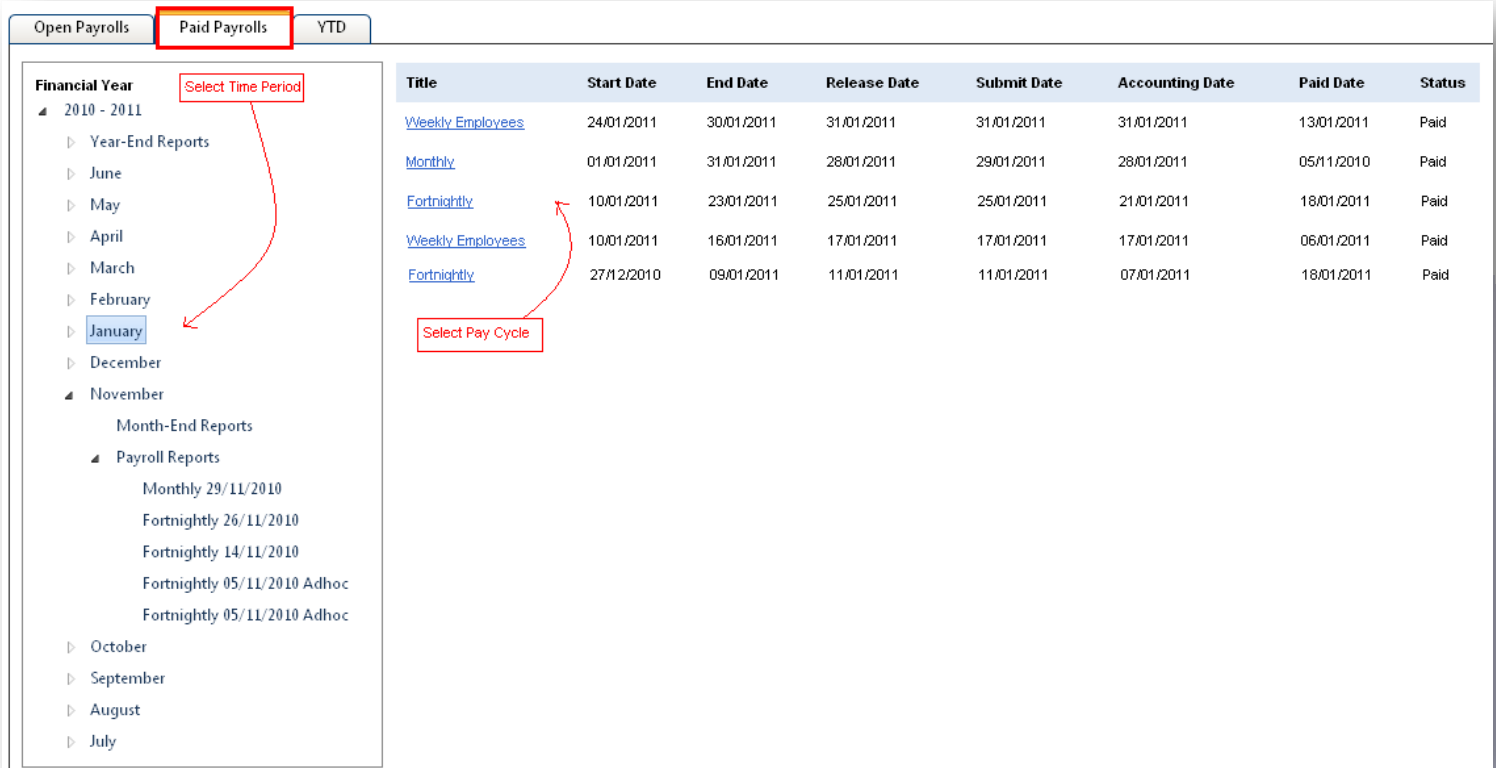


Contact Us:

Call: (02) 8844 0777
Helpdesk: 1800 372 976 – option 1

Email: training@epayroll.com.au
Website: www.epayroll.com.au

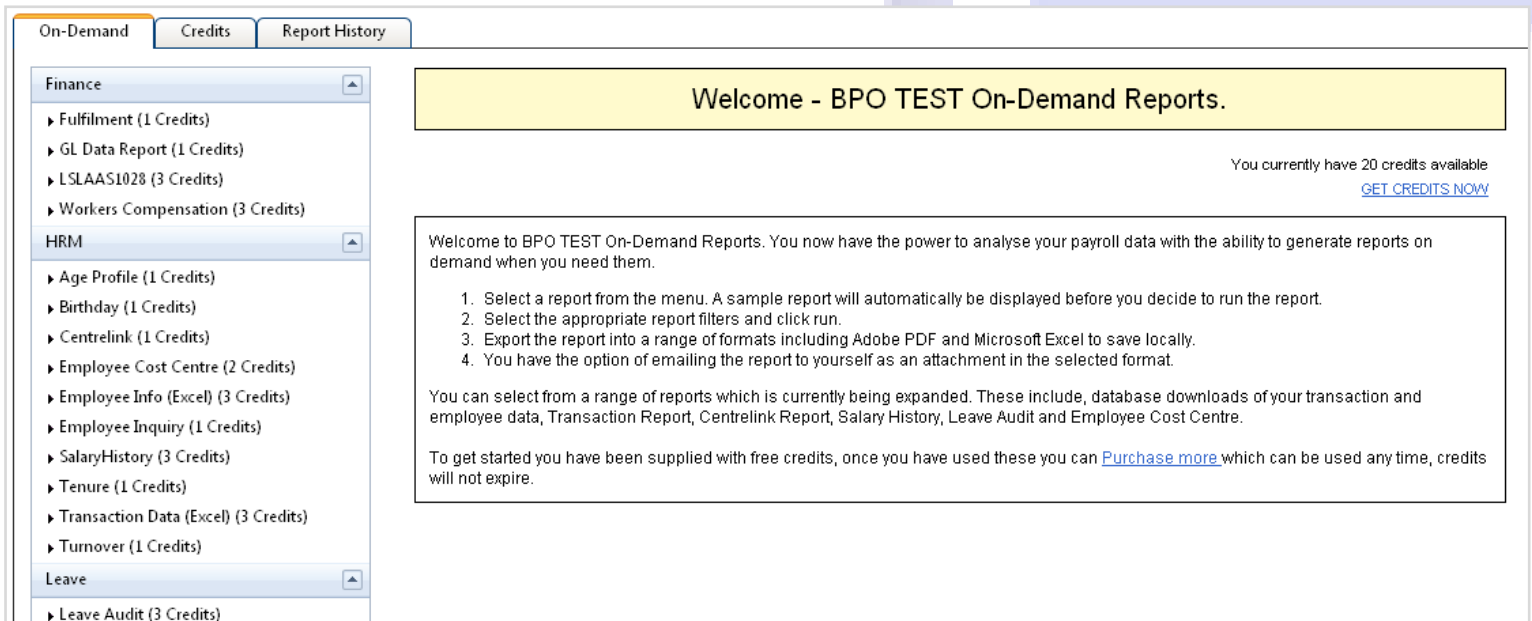
ePayroll's Manager Self Service allows you to access all current and previous payroll reports, as demonstrated below.



The screenshot shows the 'Paid Payrolls' tab selected. On the left, a tree view shows the 'Financial Year' 2010 - 2011, with 'January' selected. A red box labeled 'Select Time Period' points to the year selection. The main table lists payroll reports with columns: Title, Start Date, End Date, Release Date, Submit Date, Accounting Date, Paid Date, and Status. A red box labeled 'Select Pay Cycle' points to the 'Fortnightly' entry for the period 10/01/2011 to 23/01/2011.

Title	Start Date	End Date	Release Date	Submit Date	Accounting Date	Paid Date	Status
Weekly Employees	24/01/2011	30/01/2011	31/01/2011	31/01/2011	31/01/2011	13/01/2011	Paid
Monthly	01/01/2011	31/01/2011	28/01/2011	29/01/2011	28/01/2011	05/11/2010	Paid
Fortnightly	10/01/2011	23/01/2011	25/01/2011	25/01/2011	21/01/2011	18/01/2011	Paid
Weekly Employees	10/01/2011	16/01/2011	17/01/2011	17/01/2011	17/01/2011	06/01/2011	Paid
Fortnightly	27/12/2010	09/01/2011	11/01/2011	11/01/2011	07/01/2011	18/01/2011	Paid

ePayroll's Online Reporting Module allows you to access a variety of reports on demand such as those below. All you need to do is purchase credits that do not expire and you can access any reports you require online anytime, anywhere.



The screenshot shows the 'On-Demand' tab selected. On the left, a list of reports is shown under categories: Finance, HRM, and Leave. The main content area displays a welcome message: 'Welcome - BPO TEST On-Demand Reports.' Below this, it states 'You currently have 20 credits available' with a link 'GET CREDITS NOW'. A detailed welcome message follows, explaining the reporting capabilities and providing a 4-step guide: 1. Select a report from the menu. 2. Select the appropriate report filters and click run. 3. Export the report into a range of formats including Adobe PDF and Microsoft Excel to save locally. 4. You have the option of emailing the report to yourself as an attachment in the selected format. It also mentions that reports include database downloads of transaction and employee data, and that users are provided with free credits.



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