

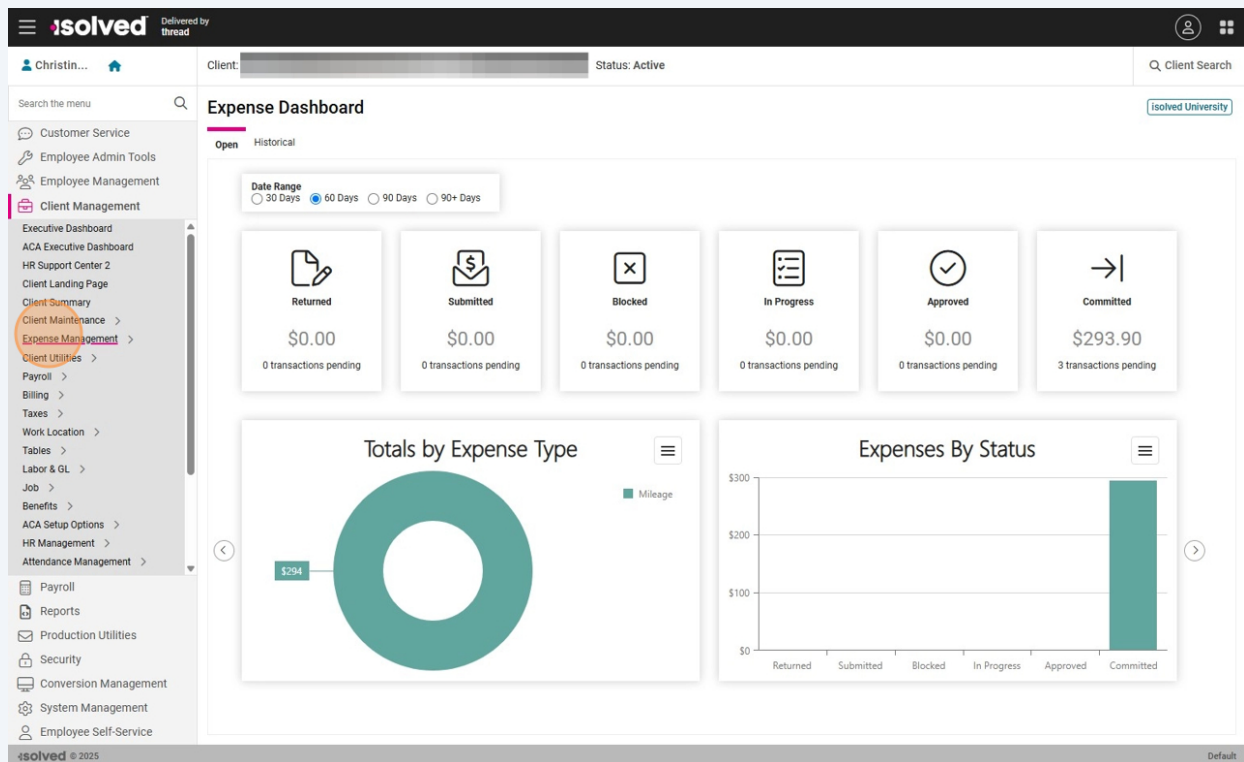
# Expense Management - Admin



This guide walks through managing expense transactions, enabling users to efficiently navigate the Expense Management system. It outlines steps for viewing and processing various transaction statuses, including pending, approved, and voided transactions.

1

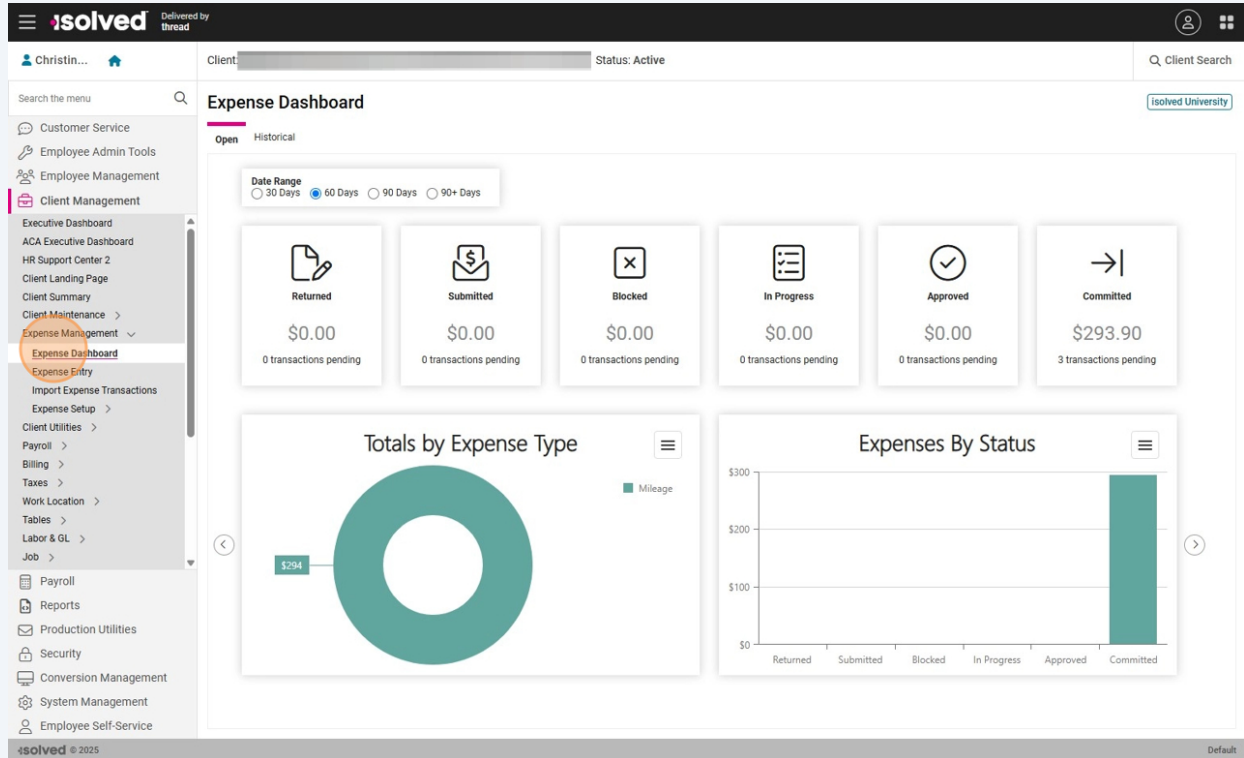
Once you are logged into isolved, Navigate to "Expense Management" on the leftside menu. Client Management > Expense Management



2

Select "Expense Dashboard" to view transactions

The Expense Dashboard is where you will be able to see current and historical expenses within your organization. On the Current tab you will see Returned, Submitted, Blocked, In Progress, Approved and Committed options.



### 3 To view "Returned transactions pending" Click here

The screenshot displays the iSolved Expense Dashboard for Client 3657. The interface includes a sidebar with navigation options such as Customer Service, Employee Admin Tools, Employee Management, and Client Management. The main dashboard area features a 'Date Range' filter set to '60 Days' and a row of six expense status cards: Returned, Submitted, Blocked, In Progress, Approved, and Committed. The 'Returned' card shows \$0.00 with 0 transactions pending. The 'Committed' card shows \$293.90 with 3 transactions pending. Below these cards are two charts: 'Totals by Expense Type' (a donut chart showing \$294 for Mileage) and 'Expenses By Status' (a bar chart showing the total for each status). The footer indicates the iSolved logo and copyright year 2025.

**Expense Dashboard**

Open Historical

Date Range: 30 Days 60 Days 90 Days 90+ Days

Status	Amount	Transactions Pending
Returned	\$0.00	0
Submitted	\$0.00	0
Blocked	\$0.00	0
In Progress	\$0.00	0
Approved	\$0.00	0
Committed	\$293.90	3

**Totals by Expense Type**

Expense Type	Amount
Mileage	\$294

**Expenses By Status**

Status	Amount
Returned	\$0.00
Submitted	\$0.00
Blocked	\$0.00
In Progress	\$0.00
Approved	\$0.00
Committed	\$293.90

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## 4

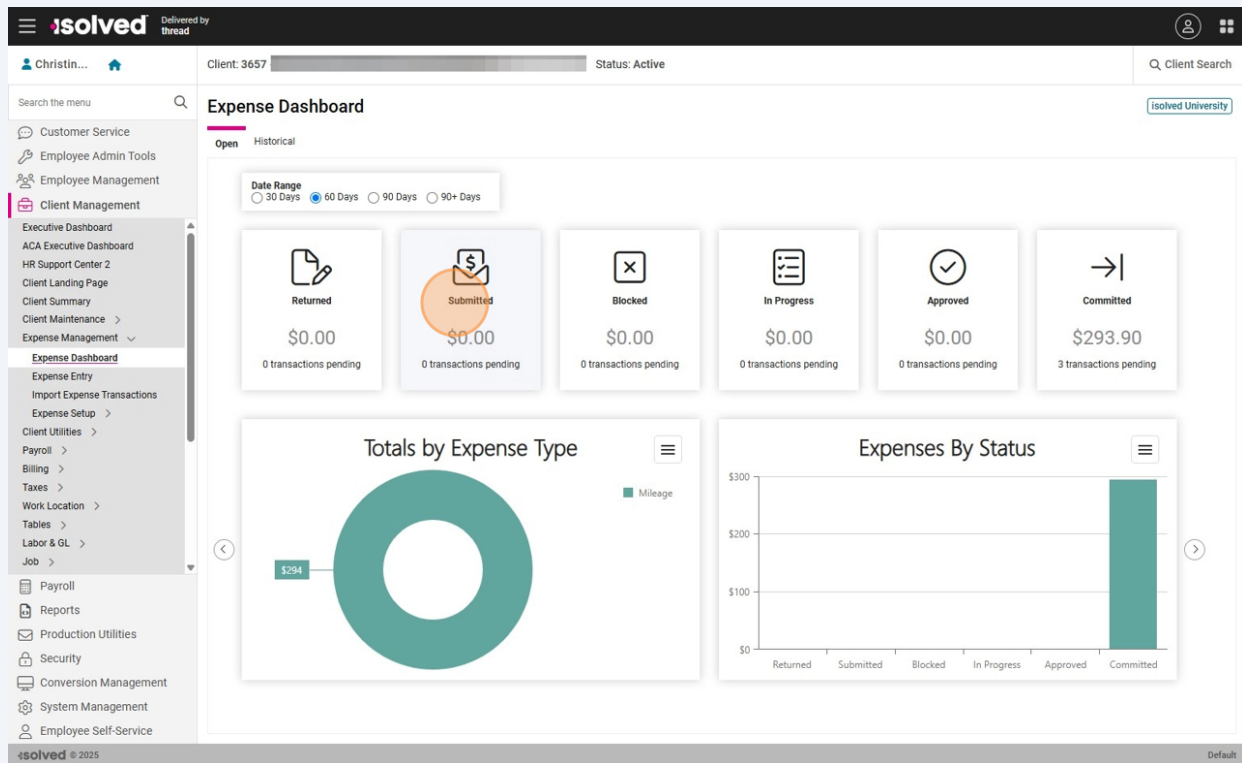
## Pending Returns Screen

This menu displays expenses returned to the employees for additional details or documentation along with a Return Reason column that will display notes related to the returned expenses

The screenshot shows the 'Expense Dashboard' interface. The left sidebar contains a menu with the following items: Customer Service, Employee Admin Tools, Employee Management, Client Management, Executive Dashboard, ACA Executive Dashboard, HR Support Center 2, Client Landing Page, Client Summary, Client Maintenance, Expense Management, Expense Dashboard (highlighted), Expense Entry, Import Expense Transactions, Expense Setup, Client Utilities, Payroll, Billing, Taxes, Work Location, Tables, Labor & GL, Job, Payroll, Reports, Production Utilities, Security, Conversion Management, System Management, and Employee Self-Service. The main content area is titled 'Expense Dashboard' and features a table with the following columns: Actions, Date, Employee Name, Status Description, Expense Type, Category, Amount, and Return Reason. The table is currently empty, displaying the message 'There are no records to display.' The top header includes the 'isolved' logo, client information (Client: 3657, Status: Active), and a search bar. The bottom footer shows 'isolved © 2025' and 'Default'.

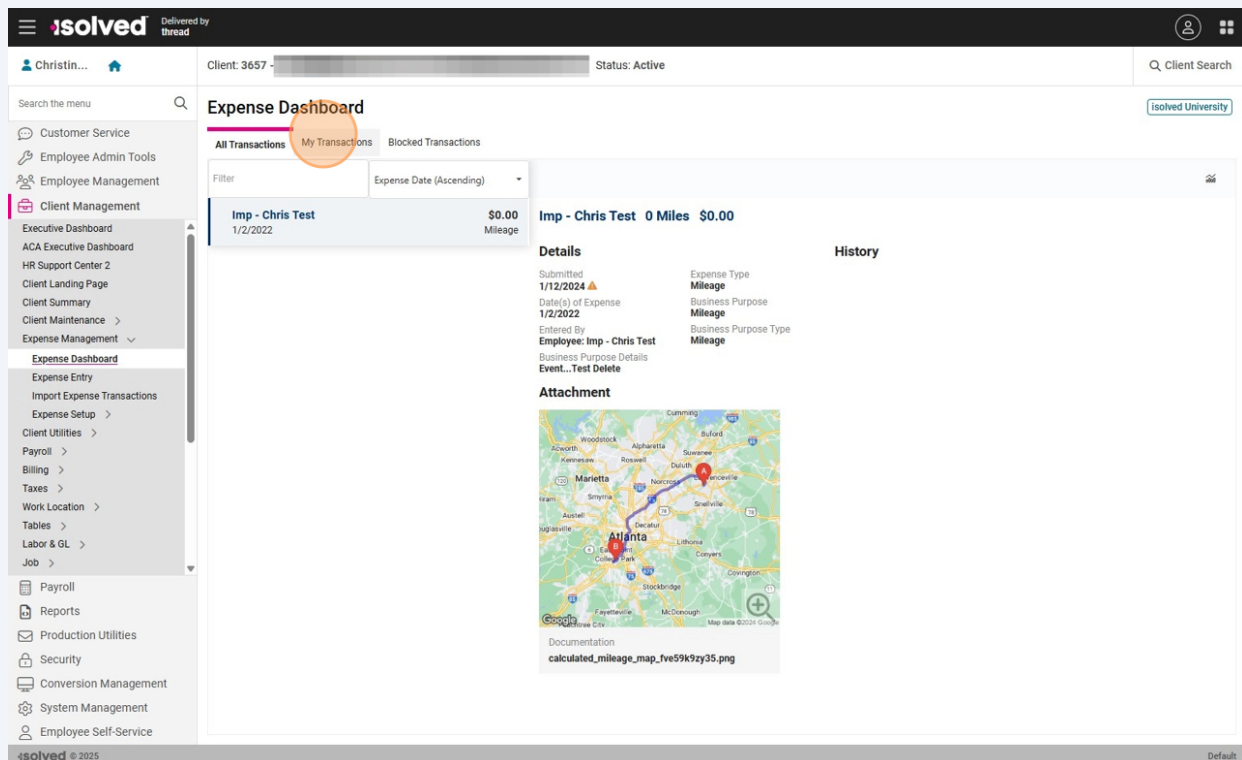
5

View "Submitted transactions pending" here  
This expenses submitted by employees that have not been reviewed yet



6

View "My Transactions" here

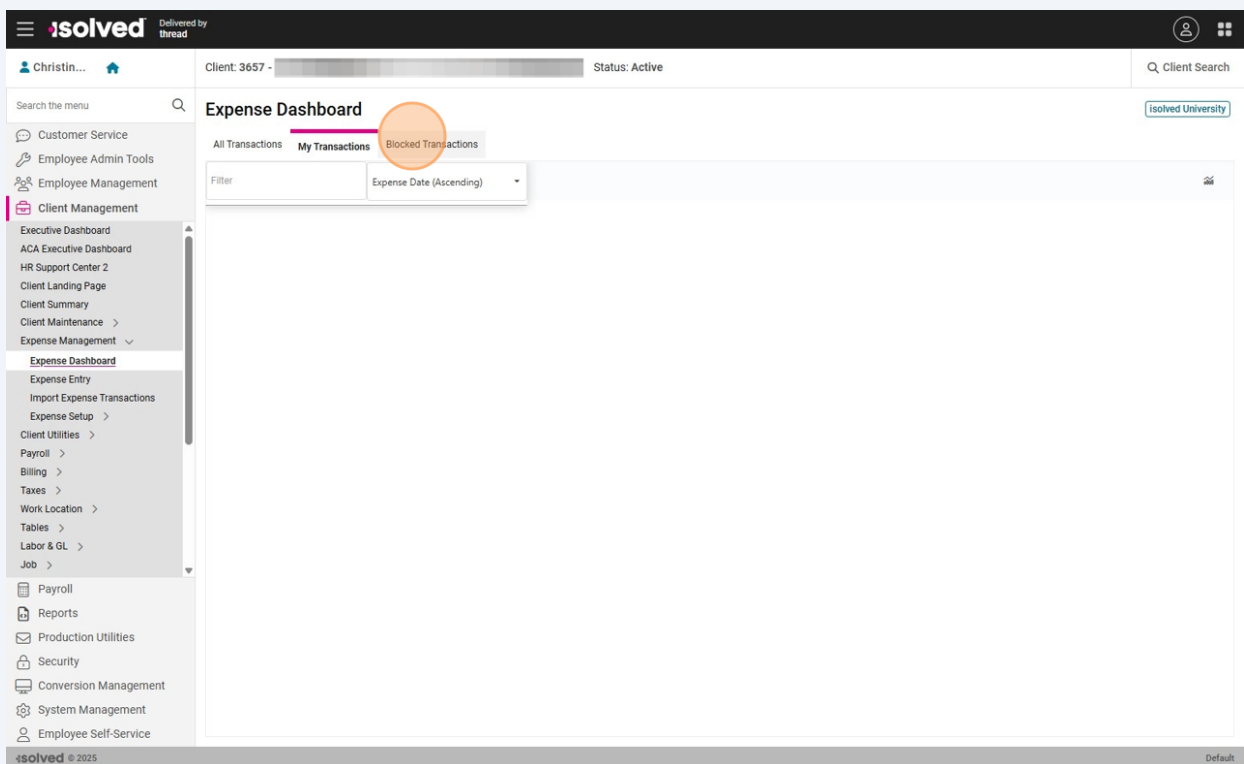


7

View "Blocked Transactions" here.

A transaction will be blocked if\

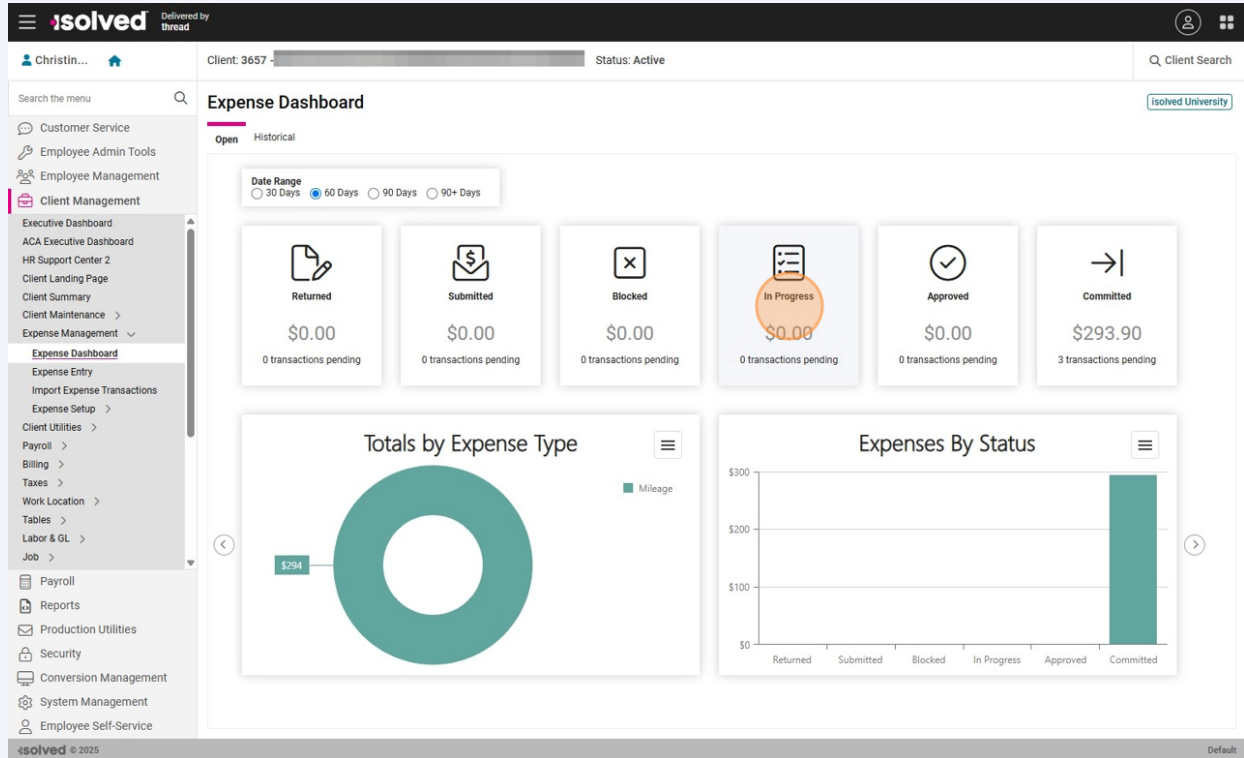
1. The only remaining user(s) in an approval step is/are termed as of yesterday's date or prior.\
2. The only remaining user(s) in an approval step is manager/supervisor (whether assigned or organization level) and the employee has no manager/supervisor assignments (whether assigned or organization level).\
3. The only remaining user(s) in an approval step is a deleted client user group or deleted service user group



8

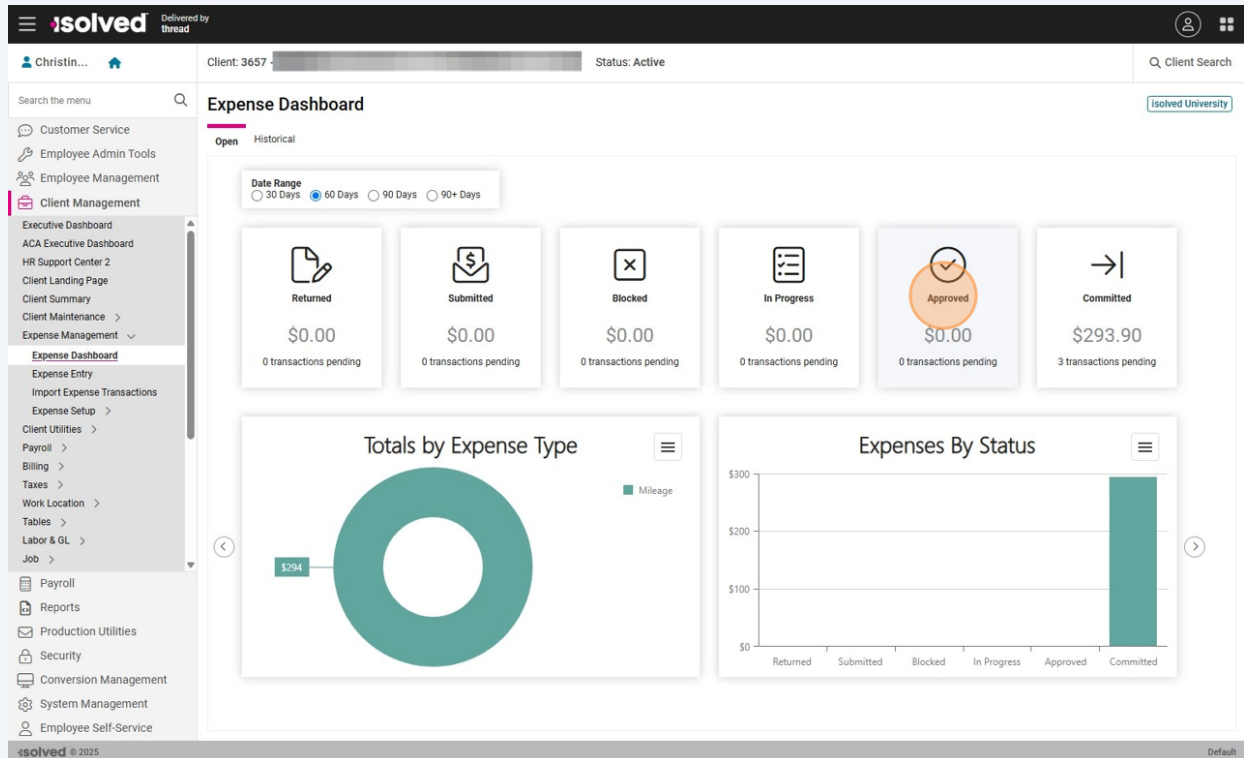
View "In Progress transactions pending" here.

This menu shows transactions that are in the review process, but do not have final approval. In Progress will also include items from the Submitted menu and allow the user to approve transactions if applicable.



## 9 View "Approved" transactions here

This menu displays all approved transactions. There are four tabs associated with this screen that give control and visibility to the payout of the reimbursement





## 10 Select dropdown to commit approved transactions to payroll

The screenshot shows the iSolved Expense Dashboard for Client 3657. The 'Ready to Commit' tab is selected. A red circle highlights the 'Payout Option' dropdown menu, which is currently set to 'Next regular scheduled check'. The 'Commit' button is visible in the top right corner. The dashboard shows no records to display.

Expense Dashboard

Ready to Commit | Pending Payment | Paid | Voided

Payout Option: Next regular scheduled check

Deny | Commit

There are no records to display.

Page 1 of 1 (0 items) 1

## 11 Choose the preferred check to commit

The screenshot shows the iSolved Expense Dashboard for Client 3657. The 'Ready to Commit' tab is selected. A red circle highlights the 'Payout Option' dropdown menu, which is currently set to 'Next regular scheduled check'. The 'Commit' button is visible in the top right corner. The dashboard shows no records to display.

Expense Dashboard

Ready to Commit | Pending Payment | Paid | Voided

Payout Option: Next regular scheduled check

Deny | Commit

There are no records to display.

Page 1 of 1 (0 items) 1

## 12 Here you can view Pending Payments

Christin...

Client: [REDACTED] Status: Active

Q Client Search

Search the menu

Customer Service

Employee Admin Tools

Employee Management

Client Management

Executive Dashboard

ACA Executive Dashboard

HR Support Center 2

Client Landing Page

Client Summary

Client Maintenance

Expense Management

Expense Dashboard

Expense Entry

Import Expense Transactions

Expense Setup

Client Utilities

Payroll

Billing

Taxes

Work Location

Tables

Labor & GL

Job

Payroll

Reports

Production Utilities

Security

Conversion Management

System Management

Employee Self-Service

Expense Dashboard

Ready to Commit Pending Payment Paid Voided

Uncommit

<input type="checkbox"/>	Date	Employee...	Status Desc...	Expense Type	Amount	Earning	Memo	Reimbursable	Pay Group	Check Type	Next Sched...
<input type="checkbox"/>	6/11/2025	Leah Zammit	Active	Mileage	\$237.51	Mileage		✓	Semi-Monthly	Regular check	6/20/2025
<input type="checkbox"/>	6/10/2025	Leah Zammit	Active	Mileage	\$34.57	Mileage		✓	Semi-Monthly	Regular check	6/20/2025
<input type="checkbox"/>	6/10/2025	Leah Zammit	Active	Mileage	\$21.82	Mileage		✓	Semi-Monthly	Regular check	6/20/2025

25 50 100

Page 1 of 1 (3 items) 1

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Default

### 13 Select the checkbox and click "commit" or "deny" in the top right corner

The screenshot shows the iSolved Expense Dashboard for a client named Leah Zammit. The 'Pending Payment' tab is selected. The table lists three transactions, all with a checkbox in the first column. A red circle highlights the checkbox in the first row. The 'Uncommit' button is visible in the top right corner of the table area.

	Date	Employee	Status Desc	Expense Type	Amount	Earning	Memo	Reimbursable	Pay Group	Check Type	Next Sched
<input checked="" type="checkbox"/>	6/11/2025	Leah Zammit	Active	Mileage	\$237.51	Mileage		✓	Semi-Monthly	Regular check	6/20/2025
<input checked="" type="checkbox"/>	6/10/2025	Leah Zammit	Active	Mileage	\$34.57	Mileage		✓	Semi-Monthly	Regular check	6/20/2025
<input checked="" type="checkbox"/>	6/10/2025	Leah Zammit	Active	Mileage	\$21.82	Mileage		✓	Semi-Monthly	Regular check	6/20/2025

### 14 View Paid Transactions here

The screenshot shows the iSolved Expense Dashboard for the same client, Leah Zammit. The 'Paid' tab is selected, and a red circle highlights the 'Paid' tab label. The table lists three transactions, all with an empty checkbox in the first column. The 'Uncommit' button is visible in the top right corner of the table area.

	Date	Employee	Status Desc	Expense Type	Amount	Earning	Memo	Reimbursable	Pay Group	Check Type	Next Sched
<input type="checkbox"/>	6/11/2025	Leah Zammit	Active	Mileage	\$237.51	Mileage		✓	Semi-Monthly	Regular check	6/20/2025
<input type="checkbox"/>	6/10/2025	Leah Zammit	Active	Mileage	\$34.57	Mileage		✓	Semi-Monthly	Regular check	6/20/2025
<input type="checkbox"/>	6/10/2025	Leah Zammit	Active	Mileage	\$21.82	Mileage		✓	Semi-Monthly	Regular check	6/20/2025

## 15 View Voiced transactions here

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Christin...
Client Search

Search the menu

Customer Service

Employee Admin Tools

Employee Management

Client Management

Executive Dashboard

ACA Executive Dashboard

HR Support Center 2

Client Landing Page

Client Summary

Client Maintenance

Expense Management

Expense Dashboard

Expense Entry

Import Expense Transactions

Expense Setup

Client Utilities

Payroll

Billing

Taxes

Work Location

Tables

Labor & GL

Job

Payroll

Reports

Production Utilities

Security

Conversion Management

System Management

Employee Self-Service

Client:

Status: Active

Expense Dashboard

Ready to Commit

Pending Payment

Paid

Voiced

From Date: 5/14/2025

To Date: 6/13/2025

Filter

Expand All Groups

Collapse All Groups

Clear Grouping/Filters

Drag a column header here to group by that column

Actions	Date	Employee ...	Expense Type	Category	Amount	Earning	Memo	Reimbursable	Pay Date	Check/Vouch...
	5/14/2025	Amanda G Dicke...	Mileage	Mileage	\$115.48	Mileage		✓	5/20/2025	V4769791
	5/9/2025	Amanda G Dicke...	Mileage	Mileage	\$10.76	Mileage		✓	5/20/2025	V4769791
	5/8/2025	Amanda G Dicke...	Mileage	Mileage	\$10.76	Mileage		✓	5/20/2025	V4769791
	5/7/2025	Amanda G Dicke...	Mileage	Mileage	\$101.56	Mileage		✓	5/20/2025	V4769791
	5/6/2025	Amanda G Dicke...	Mileage	Mileage	\$30.65	Mileage		✓	5/20/2025	V4769791
	5/29/2025	Leah Zammit	Mileage	Mileage	\$21.06	Mileage		✓	6/5/2025	V4799557
	5/29/2025	Leah Zammit	Mileage	Mileage	\$11.47	Mileage		✓	6/5/2025	V4799557
	5/22/2025	Leah Zammit	Mileage	Mileage	\$42.00	Mileage		✓	6/5/2025	V4799557
	5/20/2025	Leah Zammit	Mileage	Mileage	\$32.53	Mileage		✓	6/5/2025	V4799557
	5/15/2025	Leah Zammit	Mileage	Mileage	\$44.46	Mileage		✓	5/20/2025	V4769809
	5/13/2025	Leah Zammit	Mileage	Mileage	\$12.75	Mileage		✓	5/20/2025	V4769809
	5/8/2025	Leah Zammit	Mileage	Mileage	\$42.00	Mileage		✓	5/20/2025	V4769809

25 50 100

Page 1 of 1 (12 items)

Default

12

## 16 Click here to go back to the Expense Dashboard

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Client: [redacted] Status: Active

Search the menu

Expense Dashboard

Ready to Commit Pending Payment Paid **Voided**

From Date: 5/14/2025 To Date: 6/13/2025 Filter

Expand All Groups Collapse All Groups Clear Grouping/Filters

Drag a column header here to group by that column

Actions	Date	Employee	Expense Type	Category	Amount	Earning	Memo	Reimbursable	Pay Date	Check/Vouch...
There are no records to display.										

25 50 100

Page 1 of 1 (0 items) 1

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## 17 View "Committed transactions" here

isolved Delivered by thread

Client: [redacted] Status: Active

Search the menu

Expense Dashboard

Open Historical

Date Range: 30 Days 60 Days 90 Days 90+ Days

Returned

\$0.00

0 transactions pending

Submitted

\$0.00

0 transactions pending

Blocked

\$0.00

0 transactions pending

In Progress

\$0.00

0 transactions pending

Approved

\$0.00

0 transactions pending

Committed

\$293.90

3 transactions pending

Totals by Expense Type

\$294

Mileage

Expenses By Status

\$300

\$200

\$100

\$0

Returned Submitted Blocked In Progress Approved Committed

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## 18 To uncommit transactions select checkbox and click uncommit in top right corner

The screenshot displays the 'Expense Dashboard' interface. The left sidebar contains a navigation menu with options like 'Customer Service', 'Employee Admin Tools', 'Employee Management', and 'Client Management'. The main area shows a table of expense transactions. An orange circle highlights the checkbox in the first row of the table. In the top right corner of the dashboard, there is an 'Uncommit' button.

	Date	Employee	Status Desc	Expense Type	Amount	Earning	Memo	Reimbursable	Pay Group	Check Type	Next Sched
<input checked="" type="checkbox"/>	6/11/2025	Leah Zammit	Active	Mileage	\$237.51	Mileage		✓	Semi-Monthly	Regular check	6/20/2025
<input type="checkbox"/>	6/10/2025	Leah Zammit	Active	Mileage	\$34.57	Mileage		✓	Semi-Monthly	Regular check	6/20/2025
<input type="checkbox"/>	6/10/2025	Leah Zammit	Active	Mileage	\$21.82	Mileage		✓	Semi-Monthly	Regular check	6/20/2025

Page 1 of 1 (3 items)