

Managing Expenses



This guide provides instructions on how to navigate the Expense Management dashboard within the Thread HCM portal. Learn how to review, approve, deny, and track the status of your employee transactions efficiently.

1

Navigate to <https://connect.threadhcm.com/default.aspx>

The screenshot shows the Thread HCM portal dashboard for user Ryan Cynkar. The interface includes a left-hand navigation menu with options like Customer Service, Employee Admin Tools, Employee Management, Client Management, Executive Dashboard, ACA Executive Dashboard, Client Landing Page, HR Support Center 2, Client Summary, Org Chart, Client Maintenance, Expense Management, Client Utilities, Payroll, Billing, Taxes, Reports, Production Utilities, Security, Conversion Management, System Management, and Employee Self-Service. The main content area displays a welcome message, a profile card for Ryan Cynkar (HCM Solutions Trainer), a calendar for September 2026, and a table for the next scheduled payroll.

Client: CYN22 - CynTech **Legal:** Cynkar Technologies **Status:** Active **Client Search:** Q Client Search

Welcome Ryan **Isolved University**

MY PROFILE
Ryan Cynkar
HCM Solutions Trainer
rcynkar@threadhcm.com

MY REMINDERS

MY ACCOUNT REPS

QUICK LINKS
NEW! Isolved Release Notes 12.16 - 9/11/2026
As part of our agreement with our bank we are required to remind our clients of their responsibilities regarding electronic funds transfers on an annual basis. The following attachment is a summary of the most common NACHA "Rules"
LIR Penetration

CALENDAR
SEPTEMBER 2026
Su Mo Tu We Th Fr Sa
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30
Legend: Payroll Due (Blue), Pay Date (Red), Run Date - Off Cycle Run (Black)

ANNOUNCEMENTS

NEXT SCHEDULED PAYROLL

Pay Group	Frequency	Due In Date	Check Date	Period Begin	Period End	Period	Run Type	Processing Schedule
Bi-Weekly	Bi-Weekly	09/09/2026	09/11/2026	08/23/2026	09/05/2026	04	Regular Payroll	View
Semi-Monthly	Semi-Monthly	08/27/2026	09/01/2026	08/11/2026	08/25/2026	01	Regular Payroll	View

2 Click "Expense Management"

The screenshot shows the HCM Solutions Trainer dashboard for Ryan Cynkar. The left sidebar contains a search bar and a list of menu items. The 'Expense Management' item is highlighted with a red circle. The main content area displays a welcome message, a profile card, and various dashboard widgets including reminders, account reps, quick links, a calendar, and a table of next scheduled payroll.

Client Management

- Executive Dashboard
- ACA Executive Dashboard
- Client Landing Page
- HR Support Center 2
- Client Summary
- Org Chart
- Client Maintenance >
- Expense Management >**
- Client Utilities
- Payroll
- Billing >
- Taxes >

MY PROFILE

Ryan Cynkar
HCM Solutions Trainer
rcynkar@threadhcm.com

ZayZoon

Your employees have access to on-demand pay via our partner ZayZoon. This service is free to employers.

[Learn more](#)
[View my dashboard](#)

MY REMINDERS

MY ACCOUNT REPS

QUICK LINKS

NEW! Isolved Release Notes 12.16 - 9/11/2026

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[HR Consulting](#)

CALENDAR

SEPTEMBER 2026

Legend: Payroll Due (blue), Pay Date (red), Run Date - Off Cycle Run (black)

ANNOUNCEMENTS

NEXT SCHEDULED PAYROLL

Pay Group	Frequency	Due In Date	Check Date	Period Begin	Period End	Period	Run Type	Processing Schedule
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3 Click "Expense Dashboard"

The screenshot shows the HCM Solutions Trainer dashboard for Ryan Cynkar. The left sidebar contains a search bar and a list of menu items. The 'Expense Dashboard' item is highlighted with a red circle. The main content area displays a welcome message, a profile card, and various dashboard widgets including reminders, account reps, quick links, a calendar, and a table of next scheduled payroll.

Client Management

- Executive Dashboard
- ACA Executive Dashboard
- Client Landing Page
- HR Support Center 2
- Client Summary
- Org Chart
- Client Maintenance >
- Expense Management >
- Expense Dashboard**
- Expense Entry
- Import Expense Transactions
- Expense Setup >

MY PROFILE

Ryan Cynkar
HCM Solutions Trainer
rcynkar@threadhcm.com

ZayZoon

Your employees have access to on-demand pay via our partner ZayZoon. This service is free to employers.

[Learn more](#)
[View my dashboard](#)

MY REMINDERS

MY ACCOUNT REPS

QUICK LINKS

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[HR Consulting](#)

CALENDAR

SEPTEMBER 2026

Legend: Payroll Due (blue), Pay Date (red), Run Date - Off Cycle Run (black)

ANNOUNCEMENTS

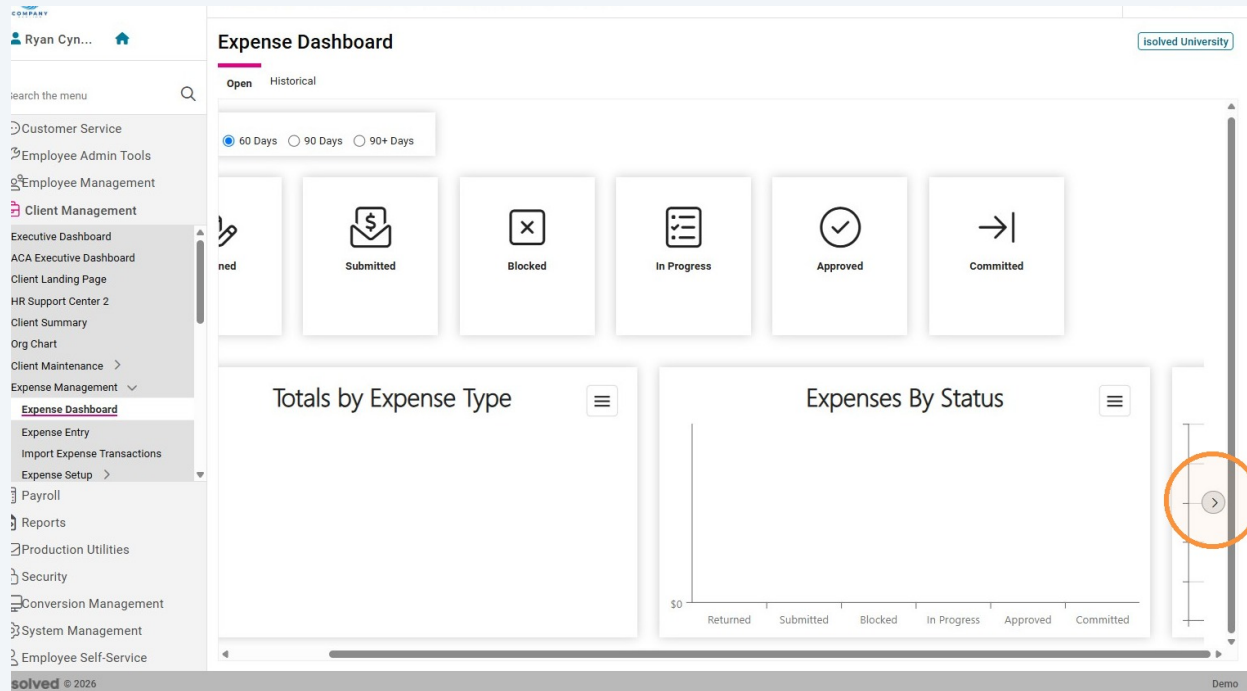
NEXT SCHEDULED PAYROLL

Pay Group	Frequency	Due In Date	Check Date	Period Begin	Period End	Period	Run Type	Processing Schedule
Bi-Weekly	Bi-Weekly	09/09/2026	09/11/2026	08/23/2026	09/05/2026	04	Regular Payroll	View
Semi-Monthly	Semi-Monthly	08/27/2026	09/01/2026	08/11/2026	08/25/2026	01	Regular Payroll	View

4

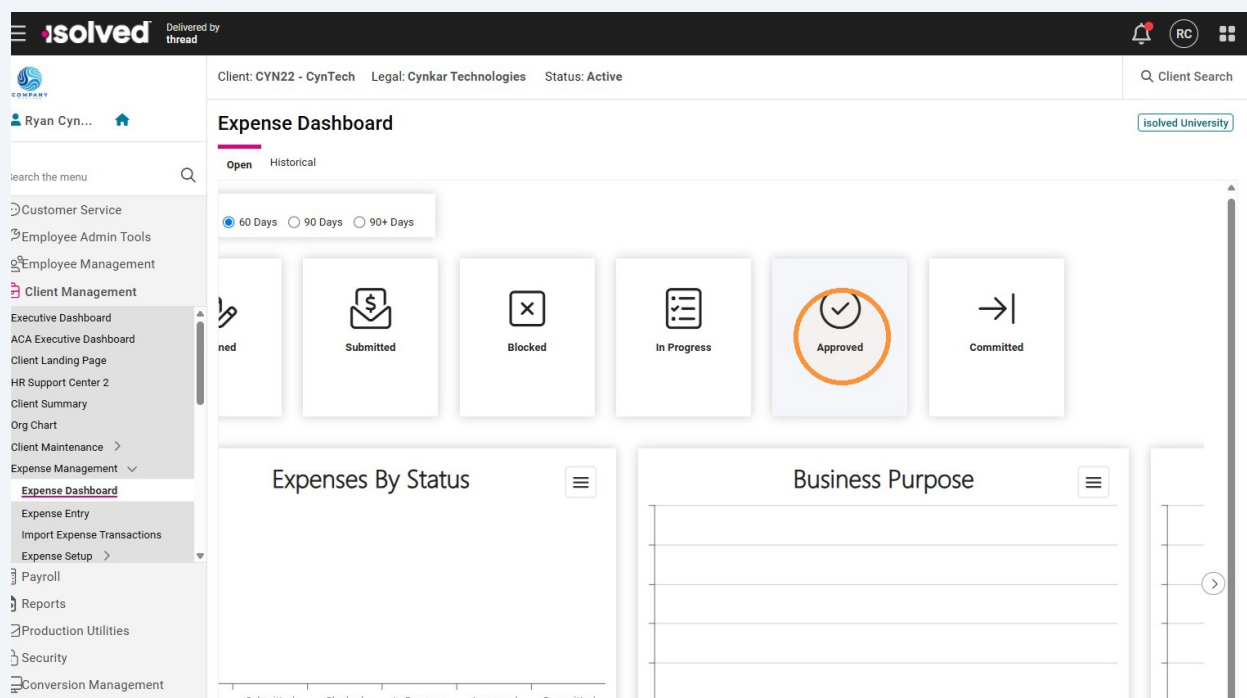
The Expense Dashboard is where you will be able to see current and historical expenses within your organization.

On the Current tab you will see Returned, Submitted, Blocked, In Progress, Approved, and Committed options. There are arrow buttons to the left and right of the charts allowing you to see different breakdowns by expense type, expense status, business purpose, as well as requests pending approval.



5

Select Approved



6

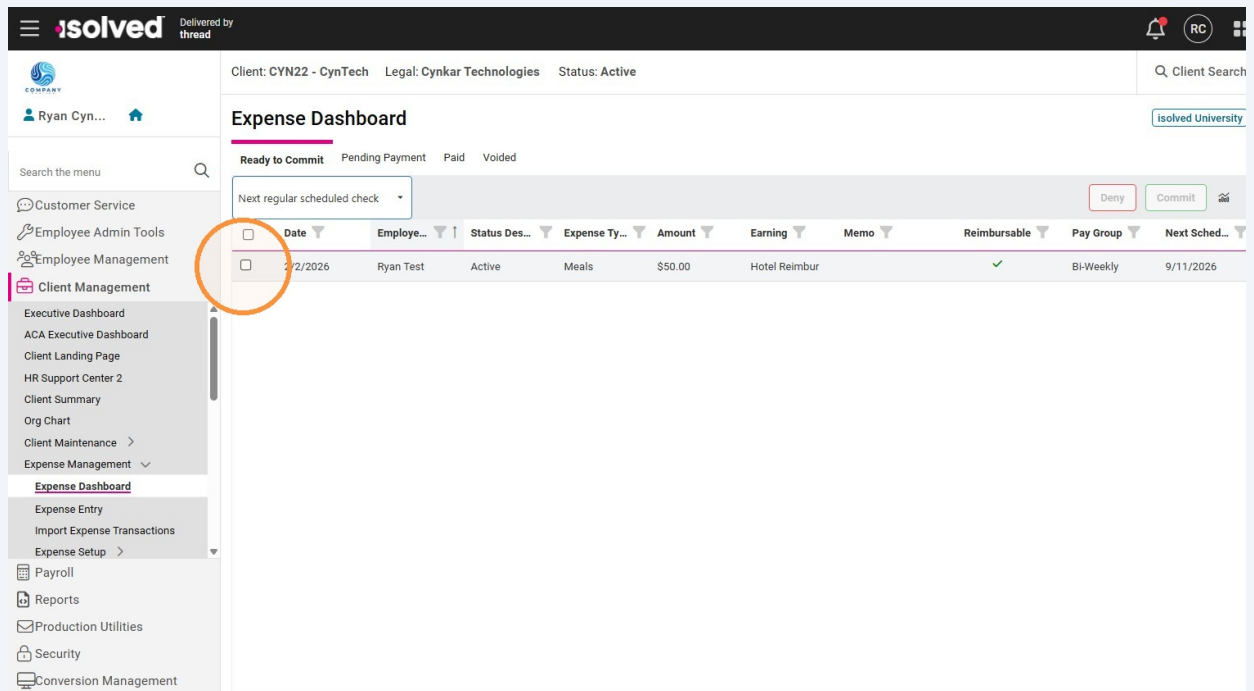
Approved Transactions displays all approved transactions. There are four tabs associated with this screen that give control and visibility to the payout of the reimbursements.

To pay out an expense choose the pay out option from the drop down. \

- Next Regular Schedule Check will put it on the next check.\
- Additional Check will create a new check for the employee\
- Manual Check will show in payroll but means you're paying it out with a written/printed check or other method outside of payroll.

The screenshot displays the 'Expense Dashboard' interface. At the top, there are tabs for 'Ready to Commit', 'Pending Payment', 'Paid', and 'Voided'. The 'Ready to Commit' tab is selected. Below the tabs, there is a 'Payout Option' dropdown menu. The dropdown menu is open, showing three options: 'Next regular schedule check', 'Additional check', and 'Manual check'. The 'Manual check' option is highlighted with an orange circle. Below the dropdown menu, there is a table of expenses. The table has the following columns: Employee, Status, Description, Expense Ty..., Amount, Earning, Memo, Reimbursable, Pay Group, and Next Sched... The table contains one row of data for an employee named 'Cynkar Technologies' with a status of 'Active', an expense type of 'Meals', an amount of '\$50.00', and a memo of 'Hotel Reimbur'. The 'Reimbursable' column has a green checkmark, and the 'Pay Group' column has the value 'Bi-Weekly'. The 'Next Sched...' column has the date '9/11/2026'.

7 Choose the expenses you want to Commit



Client: CYN22 - CynTech Legal: Cynkar Technologies Status: Active

Expense Dashboard

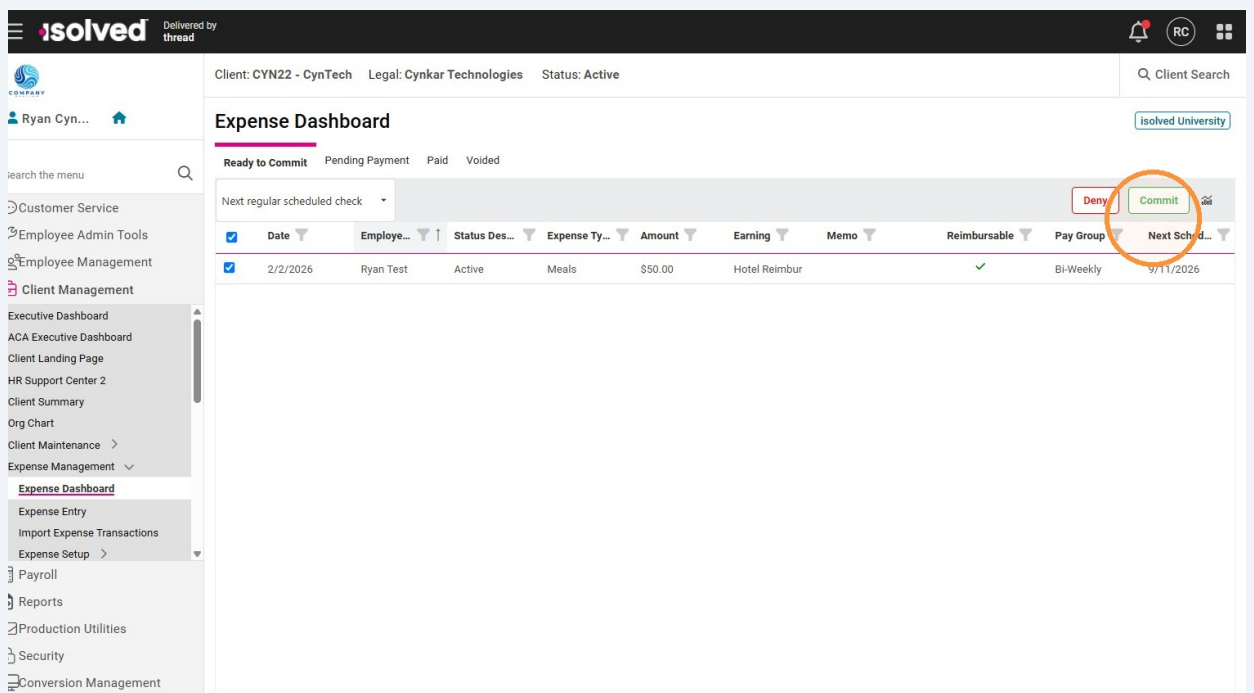
Ready to Commit Pending Payment Paid Voided

Next regular scheduled check: 2/2/2026

	Date	Employee	Status	Expense Ty	Amount	Earning	Memo	Reimbursable	Pay Group	Next Sched
☐	2/2/2026	Ryan Test	Active	Meals	\$50.00	Hotel Reimbur		✓	Bi-Weekly	9/11/2026

Buttons: Deny, Commit

8 Click Commit



Client: CYN22 - CynTech Legal: Cynkar Technologies Status: Active

Expense Dashboard

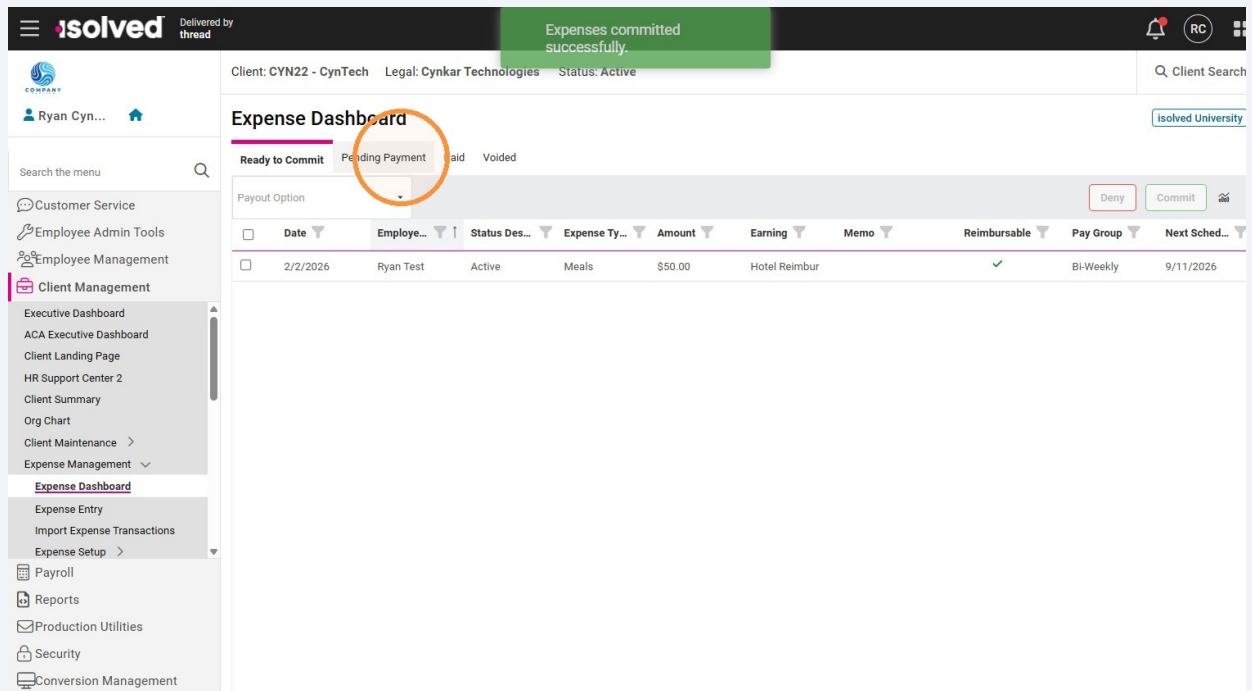
Ready to Commit Pending Payment Paid Voided

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	Date	Employee	Status	Expense Ty	Amount	Earning	Memo	Reimbursable	Pay Group	Next Sched
☒	2/2/2026	Ryan Test	Active	Meals	\$50.00	Hotel Reimbur		✓	Bi-Weekly	9/11/2026

Buttons: Deny, Commit

9 Click "Pending Payment"



Client: CYN22 - CynTech Legal: Cynkar Technologies Status: Active

Expense Dashboard

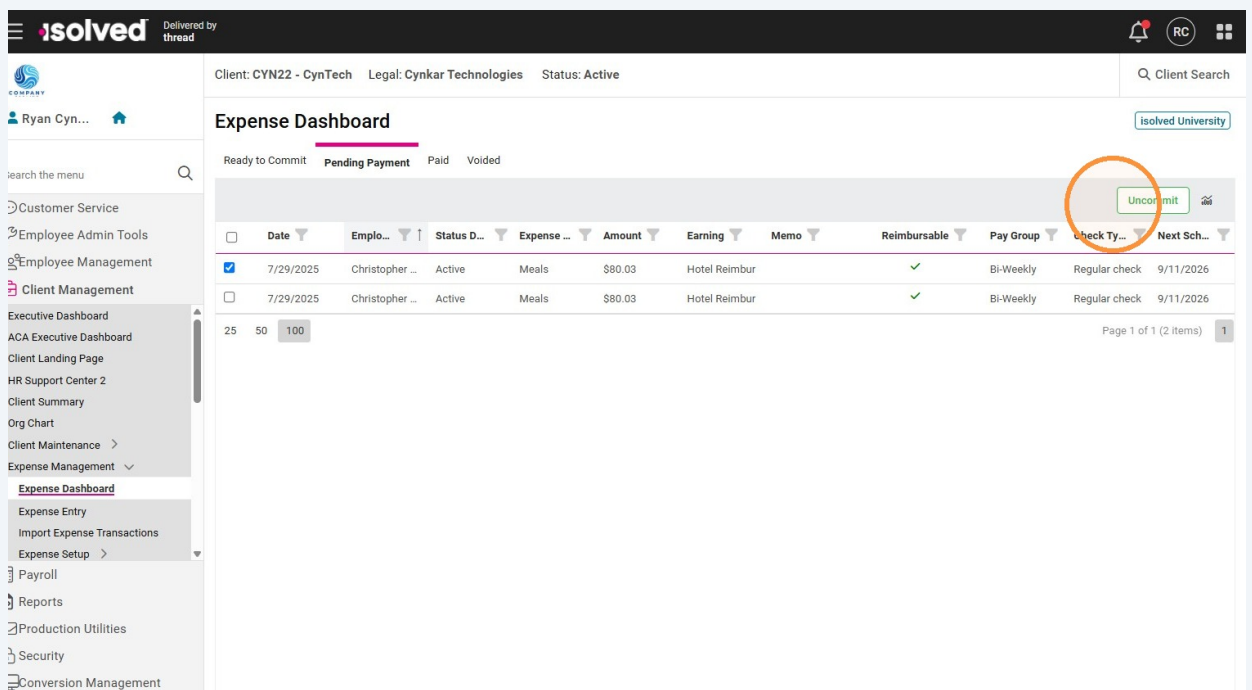
Ready to Commit **Pending Payment** Paid Voided

Payout Option Deny Commit

☐	Date	Employee	Status	Description	Expense Type	Amount	Earning	Memo	Reimbursable	Pay Group	Next Scheduled
☐	2/2/2026	Ryan Test	Active	Meals		\$50.00	Hotel Reimbur		✓	Bi-Weekly	9/11/2026

10

The **Pending Payment** tab shows any expenses that have been committed from the Ready to Commit tab but have not yet been paid. If you have committed an expense transaction in error or just need to remove it from the next scheduled payroll, select one or more of the expenses listed and then select the Uncommit button in the upper right corner of the screen. The button will be greyed out until you select at least one expense from the list.



Client: CYN22 - CynTech Legal: Cynkar Technologies Status: Active

Expense Dashboard

Ready to Commit **Pending Payment** Paid Voided

Uncommit

☐	Date	Employee	Status	Description	Expense Type	Amount	Earning	Memo	Reimbursable	Pay Group	Check Type	Next Scheduled
☒	7/29/2025	Christopher ...	Active	Meals		\$80.03	Hotel Reimbur		✓	Bi-Weekly	Regular check	9/11/2026
☒	7/29/2025	Christopher ...	Active	Meals		\$80.03	Hotel Reimbur		✓	Bi-Weekly	Regular check	9/11/2026

25 50 100 Page 1 of 1 (2 items) 1

11 Click Paid

Client: CYN22 - CynTech Legal: Cynkar Technologies Status: Active

Expense Dashboard

Ready to Commit Pending Payment **Paid** Voided

Uncommit

	Date	Emplo...	Status D...	Expense ...	Amount	Earning	Memo	Reimbursable	Pay Group	Check Ty...	Next Sch...
☒	7/29/2025	Christopher ...	Active	Meals	\$80.03	Hotel Reimbur		✓	Bi-Weekly	Regular check	9/11/2026
☐	7/29/2025	Christopher ...	Active	Meals	\$80.03	Hotel Reimbur		✓	Bi-Weekly	Regular check	9/11/2026

Page 1 of 1 (2 items)

12 This screen will allow you to enter a date range for reviewing expenses that have been paid to employees. Users can download receipts/attachments for expenses from both the "Paid" dashboard and the "Voided" dashboard for auditing purposes.

Client: CYN22 - CynTech Legal: Cynkar Technologies Status: Active

Expense Dashboard

Ready to Commit Pending Payment **Paid** Voided

From Date: 8/10/2026 To Date: 9/9/2026 **Filter**

Expand All Groups Collapse All Groups Clear Grouping/Filters

Drag a column header here to group by that column

Actions	Date	Employ...	Expense T...	Category	Amount	Earning	Memo	Reimbursable	Pay Date	Check/Vo...
There are no records to display.										

13

This screen will allow you to enter a date range for reviewing expenses that have been paid to employees. Users can download receipts/attachments for expenses from both the "Paid" dashboard and the "Voided" dashboard for auditing purposes.

Click this button in the far right to go back to the Dashboard

The screenshot displays the 'Expense Dashboard' within the 'Isolved' system. The top navigation bar includes the 'Isolved' logo and 'Delivered by thread'. The sidebar on the left lists various modules such as 'Customer Service', 'Employee Admin Tools', 'Employee Management', 'Client Management', 'Executive Dashboard', 'ACA Executive Dashboard', 'Client Landing Page', 'HR Support Center 2', 'Client Summary', 'Org Chart', 'Client Maintenance', 'Expense Management', 'Expense Dashboard', 'Expense Entry', 'Import Expense Transactions', 'Expense Setup', 'Payroll', 'Reports', 'Production Utilities', 'Security', and 'Conversion Management'. The main content area shows the 'Expense Dashboard' for 'Client: CYN22 - CynTech' with 'Legal: Cynkar Technologies' and 'Status: Active'. It features tabs for 'Ready to Commit', 'Pending Payment', 'Paid', and 'Voided'. Below these are date range filters: 'From Date: 8/10/2026' and 'To Date: 9/9/2026', with a 'Filter' button. A table with columns 'Actions', 'Date', 'Employee', 'Expense T...', 'Category', 'Amount', 'Earning', 'Memo', 'Reimbursable', 'Pay Date', and 'Check/Vo...' is present, but it is empty, displaying 'There are no records to display.' A red circle highlights a button in the top right corner of the table area, which is used to navigate back to the dashboard.

14 Select Submitted expenses

The screenshot shows the 'Expense Dashboard' interface. At the top, there's a header with the 'solved' logo and 'Delivered by thread'. Below the header, there's a sidebar with navigation options like 'Customer Service', 'Employee Admin Tools', 'Employee Management', 'Client Management', 'Executive Dashboard', 'ACA Executive Dashboard', 'Client Landing Page', 'HR Support Center 2', 'Client Summary', 'Org Chart', 'Client Maintenance', 'Expense Management', 'Expense Dashboard', 'Expense Entry', 'Import Expense Transactions', 'Expense Setup', 'Payroll', 'Reports', 'Production Utilities', 'Security', and 'Conversion Management'. The main content area displays the 'Expense Dashboard' with tabs for 'Open' and 'Historical'. Under the 'Open' tab, there are filters for '60 Days', '90 Days', and '90+ Days'. Below the filters are six cards representing different expense statuses: 'Submitted', 'Blocked', 'In Progress' (highlighted with an orange circle), 'Approved', and 'Committed'. At the bottom, there are two charts: 'Expenses By Status' and 'Business Purpose'.

15 Submitted

Displays expenses submitted by employees that have not been reviewed yet. Selected expenses will display details and any attached documentation. The selected expense will be highlighted in gray, and options to Return, Approve or Deny display in the upper right corner.

The screenshot shows the 'Expense Dashboard' with tabs for 'All Transactions', 'My Transactions', and 'Blocked Transactions'. The 'All Transactions' tab is selected. Below the tabs, there's a filter section with 'Filter' and 'Expense Date (Ascending)'. A list of transactions is displayed, with the first one highlighted in gray: Christopher Bailey, 9/9/2020, \$450.00, Flights. To the right of the list, the details of the selected transaction are shown. The details include the employee name 'Christopher Bailey', the amount '\$450.00', the expense type 'Flights', the date '8/20/2026', the date of expense '9/9/2020', the employee who entered it 'Christopher Bailey', the business purpose 'Conferences', and the business purpose type 'Miami Conference'. Below the details, there's an 'Attachment' section showing a receipt from 'Seaside Sushi House' with a list of items and their prices. The receipt also shows a subtotal of \$70.85 and a tax of \$5.31. On the right side of the details, there's a 'History' section showing the policy name 'Approval' and the assigned manager 'Ryan Reynolds'. Below the history, there's an 'Awaiting Action' section showing the assigned manager 'Ryan Reynolds' and the organization manager 'Ryan Reynolds'. At the bottom, there's an 'Initial Submission' section showing the employee 'rcynkar@threadcm.com'.

16

Click "My Transactions" to see any that you need to review

solved

Delivered by thread

COMPANY

Ryan Cyn...

Search the menu

Customer Service

Employee Admin Tools

Employee Management

Client Management

Executive Dashboard

ACA Executive Dashboard

Client Landing Page

HR Support Center 2

Client Summary

Org Chart

Client Maintenance

Expense Management

- Expense Dashboard
- Expense Entry
- Import Expense Transactions
- Expense Setup

Payroll

Reports

Production Utilities

Security

Conversion Management

Client: CYN22 - CynTechLegal: Cynkar TechnologiesStatus: Active

Q Client Search

Expense Dashboard

All TransactionsMy TransactionsBlocked Transactions

FilterExpense Date (Ascending)

Christopher Bailey\$450.00
9/9/2020Flights

Christopher Bailey\$255.00
7/29/2025Flights

Christopher Bailey\$255.00
12/29/2025 - 1/2/2026Flights

Christopher Bailey\$550.00
1/5/2026 - 1/9/2026Hotel

Christopher Bailey \$450.00

Details

Submitted8/20/2026Date(s) of Expense9/9/2020Entered ByEmployee: Christopher BaileyBusiness Purpose Detailstest

Expense TypeFlightsBusiness PurposeConferencesBusiness Purpose TypeMiami Conference

History

Policy Name: Approval

Awaiting ActionAssigned Manager - Ryan ReynoldsOrganization Manager - Ryan Reynolds

Attachment

Seaside Sushi House
1500 Main Ave
Long Beach, CA 90712
505-303-2993

09/09/2020 06:45 AM
TERMINAL 1

1 Rainbow Roll \$15.95
1 Spider Roll \$14.95
1 750ml Hakutsuru \$39.95
SUB TOTAL \$70.85

Initial Submission

Employee - rcynkar@threadhcm.com

17

In **Blocked** Expenses

An expense transaction will become blocked it:

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 or service user group.

You can Approve, Reject or Return it to the employee to resubmit.

isolved Delivered by thread

Client: CYN22 - CynTech Legal: Cynkar Technologies Status: Active

Client Search

isolved University

Expense Dashboard

All Transactions My Transactions **Blocked Transactions**

Filter Expense Date (Ascending) Select All

Transaction	Amount	Type
☒ Ryan Reynolds 7/29/2025	\$80.03	Flights
☐ Ryan Reynolds 1/5/2026	\$300.00	Flights
☐ Ryan Reynolds 1/5/2026 - 1/9/2026	\$255.00	Flights
☐ Ryan Reynolds 1/12/2026	\$69.53	Flights

Ryan Reynolds \$80.03

Details

Submitted: 8/20/2026
Date(s) of Expense: 7/29/2025
Entered By: Employee: Ryan Reynolds
Business Purpose Details: Travel Expenses

Expense Type: Flights
Business Purpose: Conferences
Business Purpose Type: Miami Conference

History

Policy Name: Approval

Blocked Expense
Assigned Manager - Not Assigned
Organization Manager - Not Assigned

8/20/2026 12:32:06 pm

Initial Submission
Employee - rcynkar@threadhcm.com

Attachment

EVERYDAY MARKET
July 29, 2025

Imported Olive Oil (1L)	\$12.99
Ceramic Mug (Portugal)	\$8.65
Steel Mixing Bowl (China)	\$14.75
Organic T-Shirt (Vietnam)	\$21.99
Bamboo Utensil Set	\$10.00
Local Honey (Canada)	6.00

18 If you click Historical

The screenshot shows the 'Expense Dashboard' with the 'Historical' tab selected. The left sidebar contains a menu with 'Client Management' highlighted. The main content area displays a 'Date Type' filter set to 'Date Range' with 'From Date' as 8/10/2026 and 'To Date' as 9/9/2026. Below this, there are radio buttons for 'MTD', 'QTD', and 'YTD'. The 'YTD' option is selected and circled in orange. The main area also shows a message: 'No data for selected time period'.

Expense Dashboard

Open Historical

Go to paid transactions.

Go to denied transactions.

Date Type

☒ Date Range

From Date: 8/10/2026

To Date: 9/9/2026

☐ MTD

☐ QTD

☒ YTD

No data for selected time period

19 Review the historical expense charts

The screenshot shows the 'Expense Dashboard' with the 'Historical' tab selected. The left sidebar contains a menu with 'Client Management' highlighted. The main content area displays two charts: 'Totals by Expense Type' and 'Business Purpose by Amount'. The 'Totals by Expense Type' chart is a donut chart showing three categories: Flights (\$990), Hotel (\$638), and Meals (\$160). The 'Business Purpose by Amount' chart is a bar chart showing three categories: Lodging (\$750), Meals (\$250), and Conference (\$100). The 'Meals' category in the 'Business Purpose by Amount' chart is circled in orange.

Expense Dashboard

Open Historical

Go to paid transactions.

Go to denied transactions.

Date Type

☐ Date Range

From Date: 8/10/2026

To Date: 9/9/2026

☐ MTD

☐ QTD

☒ YTD

Totals by Expense Type

Flights \$990

Hotel \$638

Meals \$160

Business Purpose by Amount

Lodging \$750

Meals \$250

Conference \$100