Expense Claim Submission User Guide

MySparkrock & Dynamics 365

Program Foundations & Finance

February 16, 2022

simcoe
muskoka
DISTRICT HEALTH UNIT

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Administration

Logging into the system

Please use Microsoft Edge as your browser when completing activities in mySparkrock. Microsoft Edge imports your username and password information when logging in.

To log into mySparkrock, complete the following steps:

1. Choose one of the following three options to open the mySparkrock webpage:

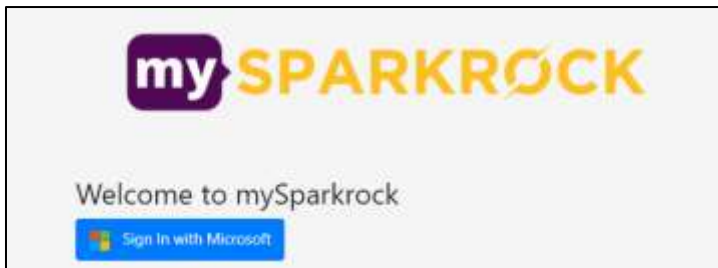   a. Select the website from the website drop-down list on the SMDHU intranet site, or
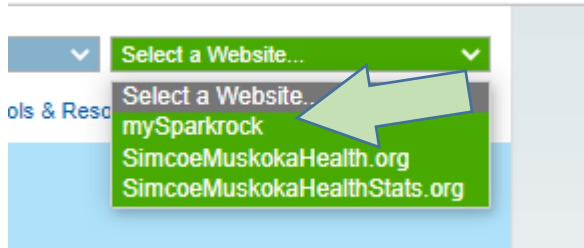
    b. Double click on the mySparkrock icon on your desktop**,** or

    Open Microsoft Edge and enter the following site: **https://smdhu.mysparkrock.com**

2. Select the **Sign In with Microsoft** icon.

3. In most cases, you will be directed to the mySparkrock main screen. If you are prompted for your password, enter your standard password used to login to your computer.

Changing Passwords

Unlike the Employee Centre, mySparkrock uses the same password that staff use to sign into their

computers. For a general password reset, please contact IT via the HelpDesk.

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Setting Delegates

MySparkrock is only used to submit expense claims in Dynamics 365. Staff who complete approval functions can refer to the 365 User Guide Approval Guide for instructions on assigning delegates.

icon of the record you wish to remove.

Adjusting Notifications

The MySparkrock app sends email notifications when an expense claim is sent. If you do not wish to receive these emails, please complete the following steps:

1. Left Click on **Administration** in mySparkrock menu bar.
2. Select **Notifications** from the drop down list.
3. Select **Finance / Block Approval Notifications** .

FUNCTIONAL AREA	BLOCK APPROVAL NOTIFICATIONS
Finance	☐

Expense Types

The first field you will be asked to populate when adding expense details to a claim is the expense type. This is an important field because mySparkrock performs the following actions after selecting an expense type:

- Automatically populates key fields (e.g. the Agency's Mileage Rate)
- Determines which fields are mandatory (e.g. Receipts)
- Assigns an account code
- Provides the user with short cuts to Agency Policy

MySparkrock will suggest Expense Types as you add text to the field. Alternatively, you can select the magnifying glass icon to the right of the field to search the entire list.

EXPENSE DETAIL

Type*	mi 🔍
	Mileage - Inter-Office
	Mileage General

After selecting the magnifying glass icon, you can limit the rows of Expense Types by selecting one of three categories: Travel, Program Supplies, or Human Resources Benefits.

Travel

This category is used for reimbursement of expenses related to travel, including monthly mileage claims. Expense types in this category include:

1. **Mileage – Inter-Office** – Select this expense type to request reimbursement for mileage associated with personal vehicle use between two Agency locations.
2. **Mileage - General** – Select this expense type to request reimbursement for mileage associated with personal vehicle use **except for** use between two Agency locations.
3. **Parking Expenses**– Select this expense type to request reimbursement for eligible parking expenses. Please note a receipt should be attached whenever possible and is required for claims greater than $5.
4. **Road Tolls/407**– Select this expense type to request reimbursement for road tolls associated with agency approved travel.
5. **Public Transportation**– Select this expense type to request reimbursement for transportation costs associated with any mode of public transit such as bus, train, or subway.
6. **Meals**– Select this expense type to request reimbursement for meals. Receipts are required and please refer to agency policy for more details.
7. **Hotels**– Select this expense type to request reimbursement for accommodations while travelling on behalf of the agency.
8. **Incidentals**– Select this expense type to request reimbursement for travel-related incidentals as specified in agency policy.
9. **Airfare**– Select this expense type to request reimbursement for mileage associated with personal vehicle use except for use between two Agency locations.

Please refer to the policy linked to most expense types for a complete description of eligibility requirements.

Program Supplies

This category is used for reimbursement of program supply expenses purchased by the staff member on behalf of the agency. Please refer to the Purchasing policy for complete details on the purchasing process. Expense types in this category include:

1. **Meeting Supplies** – Select this expense type to request reimbursement for costs associated with conducting meetings, such as refreshments.
2. **Memberships/Dues** – Select this expense type to request reimbursement for costs associated with eligble costs associated with membership in external organizations.
3. **Program Supplies** – Select this expense type to request reimbursement for costs associated with supplies required to conduct your program. (e.g. smoking cessation products) NB: most items should be purchased directly by the agency.
4. **Professional Development**– Select this expense type to request reimbursement for costs associated with registration fees for conferences or our seminars.
5. **Education Reimbursement** – Select this expense type to request reimbursement for costs associated with the Education Reimbursement program. Please note that this item is routed to your program manager for review and approval rather than Human Resources.

Human Resources Benefits

This category is used for reimbursement of expenses related to employment benefits. Expense types in this category include:

1. **Vision Claims – Eye Exams** – Select this expense type to request reimbursement for costs associated with eye exams.
2. **Vision Claims – Vision Wear** – Select this expense type to request reimbursement for costs associated with vision wear, such as glasses or contact lenses.
3. **Tobacco Cessation Claims** – Select this expense type to request reimbursement for costs associated with tobacco cessation, such as NRT.
4. **Medical Forms (Functional Abilities Forms) Claims** – Select this expense type to request reimbursement for costs associated with requested medical exams.
5. **Staff Gift Claims** – Select this expense type to request reimbursement for costs associated with years of service awards, retirement, or resignation of staff

6. **CRC/VSC Claims** – Select this expense type to request reimbursement for costs associated with criminal record checks or vulnerable sector checks.

Many expense types include a link to the agency's detailed policy regarding staff eligibility for claims. Please refer to this policy for a complete description of requirements.

All Human Resources Benefits claims must be assigned to the Claimed Benefits department/Account Set. See the Human Resources Benefits Claims section of this user guide for more detail.

Preparing & Submitting a New Expense Claim

General Claims – Excluding Monthly Mileage (See Page 11)

To prepare a general expense claim, complete the following steps:

1. Left Click on **My Self Service** in mySparkrock menu bar.

2. Select **Expenses & Claims** from the drop down list.
3. Select the **New** icon on the right side of the screen.

4. A new claim opens and Microsoft Dynamics NAV assigns an Expense Number to the claim. The claim includes three sections: Details (General), Expenses, and Approvers. Each section is described in detail below.
5. **Details (General)** – This section contains a few fields with general information about the claim. The claimant must add a summary description of the claim in the **Description**

field. (specific details of the claim are itemized in the next section) This section also includes the expense claim date, defaulted to the date the record is created. Other fields are automatically populated, including the total claim amount which is a summary each line in the next section.

6. **Expenses (Expense Detail)** – This section includes the specific details related to the claim. The claimant is prompted for required fields based on the **Expense Type**:

    a. Select New Expense.

    b. Select the Expense Type by entering the name in the Type Field or selecting the Magnifying Glass icon to the right of the field and selecting the type from the pop-up menu. For further information on Expense Types, please refer to the **Expense** Types section.

    c. Enter the date the expense was incurred in the Expense Detail **Date** Field.

    d. Enter the amount being claimed in the **Cost** field.

    e. Enter the Department you are charging the expense to by selecting the Magnifying Glass Icon to the right of the **Account Set** field.

    f. A pop-up menu will open with a list of departments available to you for charging and approval. Select the appropriate department by clicking on 'Select'.

g. If a receipt is required or if you wish to include an attachment to your claim, left click on the right side of the Expense Detail table and select the appropriate file from Windows Explorer.

h. Select **Save** at the bottom right corner of the Expense Detail table.

i. Repeat Steps a. through h. if you have additional Expense Types to claim.

7. **Approvers** – **unlike the Employee Centre, mySparkrock automatically assigns an approver based on the selected Account Set. The expense claimant does not specify an approver.**

8. Review your claim for accuracy and select the **Submit** icon at the top of the screen. An email is automatically sent to the Approver and the claims moves to the next step in the process.

Monthly Mileage Claims

To prepare a mileage claim, complete the following steps:

1. Left Click on **My Self Service** in mySparkrock menu bar.

2. Select **Expenses & Claims** from the drop down list.

3. Select the **New** icon on the right side of the screen.

4. A new claim opens and Microsoft Dynamics NAV assigns an Expense Number to the claim. For mileage claims, this record will stay open for the entire month. As with other claims, it includes three sections: Details (General), Expenses, and Approvers. Each section is described in detail below.

5. **Details (General)** – This section contains general information about the claim. For mileage claims, add the month of the mileage claim in the **Description** field. (e.g. **January 2020 Mileage**) The date field should be set to the first of the month. Specific travel dates are set in the next section. Claim amounts are automatically calculated by adding the values of each row in the next section.

6. **Expenses (Expense Detail)** – On a daily basis, the claimant enters a new row for each daily mileage amount. To do so complete the following steps:

   a. Select New Expense.

   b. Select the Expense Type by entering **Mileage – General** or **Mileage – Inter-Office** in the field. You can refer to the mileage policy by left clicking on More Information immediately below the Expense Type field.

   c. Populate the Details field with the travel date[1] and specific trip details normally included per your department's procedures. This would include at a minimum

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[1] Although adding the travel date to the details appears redundant, this field is included in the summary for approvers and supports the review process.

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specific beginning and ending location information and number of trips at a minimum. For example: **"Jan 6 – Travel to 347 Yonge Street"**.

    d.   Select the **Date** in the date field.

    e.   Enter the number of kilometers travelled in the **Quantity** field.

    f.   Enter the Department you are charging the expense to by selecting the Magnifying Glass Icon to the right of the **Account Set** field.
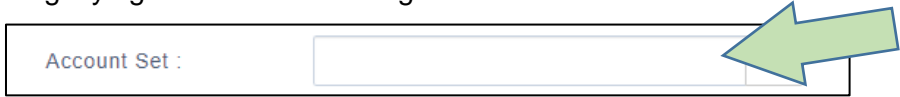
    g.   A pop-up menu will open with a list of departments available to you for charging and approval. Select the appropriate department by clicking on 'Select'.
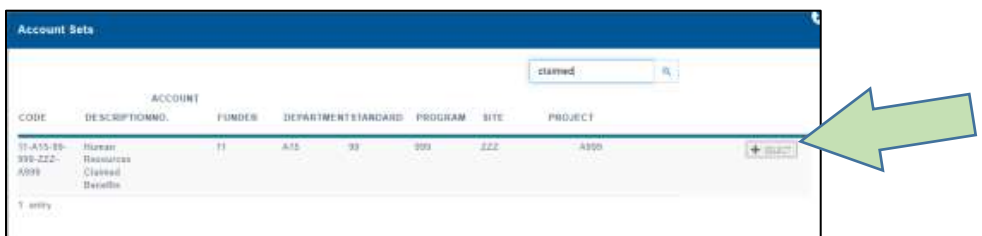
    h.   Select **Save**

    i.   Repeat steps a. through h. for the remainder of the month

7. **Approvers** – **unlike the Employee Centre, mySparkrock automatically assigns an approver based on the selected Account Set. The expense claimant does not specify an approver.**

8. Review your claim for accuracy and select the **Submit** icon at the top of the screen. An email is automatically sent to the Approver and the claims moves to the next step in the process.

Monthly Mileage Parking Claims

1. Open your existing current month **Monthly Mileage** claim by left clicking on it.

2. Select **New Expense**.

3. Enter **Parking Expense** in the Expense Type Field.

4. Populate the details field as described in Step 5 of the **Monthly Mileage Claim** process.

5. Modify the **Date** field.

6. Select the Account Set (Department) from the drop down list. Additional details can be found in the prior section.

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7. Parking receipts should be included whenever possible. The system requires a receipt for parking expenses in excess of $5. To add an image of your receipt, left click on the right side of the Expense Detail table and select the appropriate file from Windows Explorer.

8. Select **Save**.
9. Repeat this process throughout the month as parking expenses are incurred.

Human Resources Benefits Claims

To prepare a Human Resources Benefits expense claim, complete the following steps:

1. Left Click on **My Self Service** in mySparkrock menu bar.

2. Select **Expenses & Claims** from the drop down list.
3. Select the **New** icon on the right side of the screen.

4. A new claim opens and Microsoft Dynamics NAV assigns an Expense Number to the claim. The claim includes three sections: Details (General), Expenses, and Approvers. Each section is described in detail below.

5. **Details (General)** – This section contains a few fields with general information about the claim. The claimant must add a summary description of the claim in the **Description** field. (specific details of the claim are itemized in the next section) This section also includes the date the expense claim was prepared, defaulted to the date the record is created. Other fields are automatically populated, including the claim amounts which is the total of each line in the next section.

6. **Expenses (Expense Detail)** – This section includes the specific details related to the claim. The claimant is prompted for required fields based on the **Expense Type**:
    a. Select New Expense.

    b. Select the Expense Type by entering the name in the Type Field or selecting the Magnifying Glass icon to the right of the field. Select **Human Resources Benefits** from the category field to limit the list to human resources related claims.

    c. Enter the date the expense was incurred in the Expense Detail **Date** Field.
    d. Enter the amount being claimed in the **Cost** field. For certain expense types, a maximum claim amount has been set and you may receive a notice that the cost has been adjusted. For example, Eye Exams and Vision Wear have maximum claimable amounts. Create additional lines on your claim if you are submitted for family members or spouses.

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e. Select **Claimed Benefits** by selecting the Magnifying Glass Icon to the right of the **Account Set** field.

f. A pop-up menu will open with a list of departments available to you for charging and approval. Select **Claimed Benefits** by clicking on 'Select'.

g. Receipts are required for all human resources benefits claims. To attach one to your claim, left click on the right side of the Expense Detail table and select the appropriate file from Windows Explorer.

h. Please only include receipts documenting proof of payment on your expense claim. Personal information or detailed medical histories should not be included on your claim and should be submitted directly to Human Resources if requested.

i. Select **Save** at the bottom right corner of the Expense Detail table.

j. Repeat Steps a. through i. if you have additional Expense to claim.

7. **Approvers** – Claim Approvers are automatically populated based on the Account Set (**Department)** selected by the claimant.

a. Review the Approver assigned to your claim by scrolling to the **Approvers** section. It should refer to a Human Resources Generalist.

8. Review your claim for accuracy and select the **Submit** icon at the top of the screen. An email is automatically sent to Human Resources and the claims moves to the next step


in the process.

Reviewing Existing Claims

To existing expense claim, complete the following steps:

1. Left Click on **My Self Service** in mySparkrock menu bar.

2. Select **Expenses & Claims** from the drop down list.
3. MySparkrock will display a table of **open** claims. Left click on the claim you wish to review to see all claim details, including the current status. If you have more than one page of claims, select *Next* or *Previous* to move between pages.
   a. **Status** – you can view claims at difference points in the process by selecting the appropriate status from the drop down menu at the top of the expense claim table:
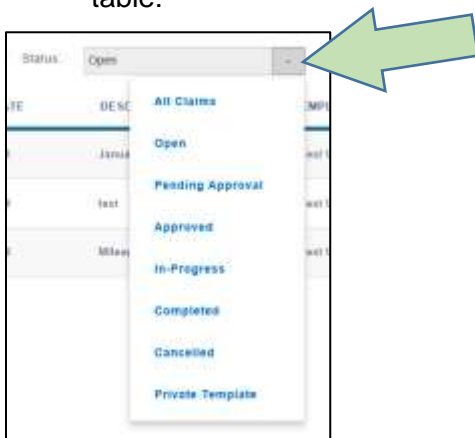
i. **All Claims** – returns all claims prepared by you regardless of status.

ii. **Open** – returns all claims started by you but not yet submitted for approval.

iii. **Pending Approval** – returns all claims started by you waiting for approval.

iv. **Approved** – returns all claims started by you that have been approved for payment.

v. **In-Progress** – returns all claims started by you that are being prepared for payment by Finance.

vi. **Completed** – returns all claims started by you that have been paid.

vii. **Cancelled** – returns all claims started by you that were cancelled.

Printing Claims

You can print a copy of your claim by opening an expense claim and selecting Print View in the top right corner of the screen.

A pop-up window will open with a claim summary excluding attachments (**Employee view**) or including them. (**Approver view**) Select the print icon at the bottom right corner of the pop-up window to proceed.

Changing Bank Information

1. Open the SMDHU Intranet website.
2. Select **Tools & Resources / Finance / Expenses-Mileage MySparkrock / Direct Deposit**
3. Select the **Direct Deposit Employee Expense/Mileage Form** link.

4. Complete & print the direct deposit form.
5. Attach an image of a void cheque or on-line account information page with banking information.
6. Email the form to a Finance Administrator or Deliver the envelope to the **Finance Office, 15 Sperling Drive, Barrie**
7. The Finance team will notify you when your updates are completed.

Reporting an Issue

Please send an email to **ap@smdhu.org** if you have any questions or issues and include Urgent in the subject line if the matter is time sensitive. The finance team will respond to all inquiries within 1 – 2 business days.