



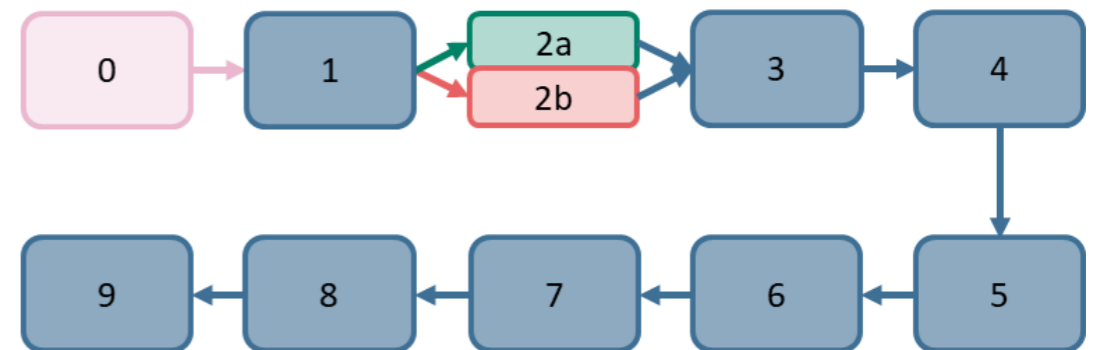
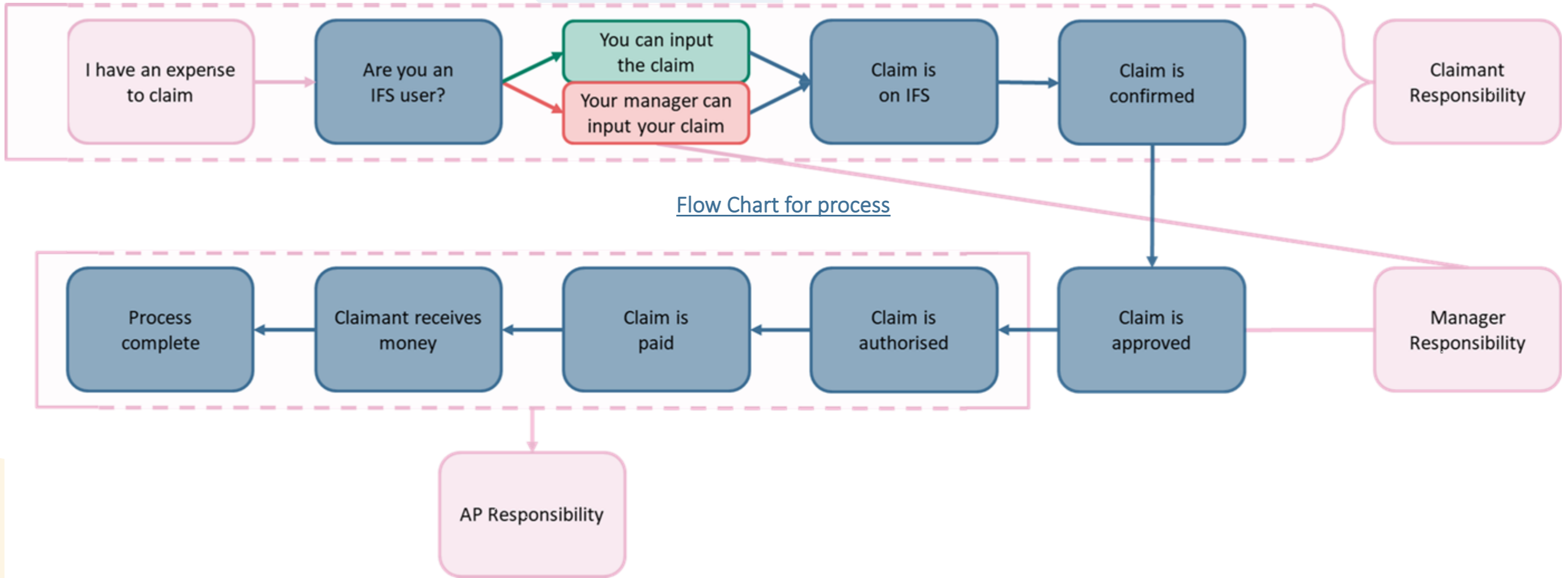
Doing good together

# Staff Expense Process

Colleague guide

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1

If you are a user of IFS, you should have the correct 'permissions' to submit an expense. Only if you do not have a log in can your manager input on your behalf

2a

Please see "Expense Input"

2b

Please see note, at step 3 where colleague name is shown, use the dropdown to change it to the appropriate colleague.

3

At this stage please check ([Checking Claim](#)) claim for typos, [Value](#), [Receipts](#), [Input](#)

4

Once the checks from step 3 have been complete, please see [Confirming](#)

5

Once confirmed, the expense will show in the manager's queue for approval. Managers see '[Manager Review and Approval \(For Managers Only\)](#)'.

6

Once approved by manager AP will review the expenses. Any over £200 go through additional checks, once these are complete, the expense will become Authorised. Please note that these checks may involve input from you/ your manager and need to be resolved before 12:00 on the Friday to make the payment run.

7

Each Friday all authorised expenses are paid by BACS.

8

BACS payments should reach your account within 2-3 working days. As the expense run is made every Friday, money should reach your account Tuesday, or Wednesday (in the case of bank holiday for example).

9

This completes the process of making and receiving an expense claim.

## Employee Responsibilities

### How do I submit an expense claim?

If you have access to IFS you can process your own expenses. If you are not an IFS user, your manager can process them on your behalf. See below link

<https://uks-appifs-02.midcounties.coop:48080/main/ifsapplications/web>

1 - IFS

### Is there a deadline for submitting an expense?

Expense claims must be made within 30 days of the incurring the expense. For any exceptional circumstances where this is not possible, written approval for any extension will be required from the colleague's line manager. This should be submitted as an attachment with the expense claim.

### Claims exceeding £200

Claims of over £200 – AP complete additional checks on expenses of this value or over **before** paying the expense. This involves, viewing the claim and checking all receipts have been attached and are relevant. If any part of the claim is not evidenced or is incorrect, the AP team will email to ask you or your manager to provide copies of these receipts or amend expense as appropriate.

To ensure your expense is included in the payment run, these actions should be completed, and the AP team made aware before 12:00pm. Any claims not resolved by this time will be postponed until the payment run of the next week.

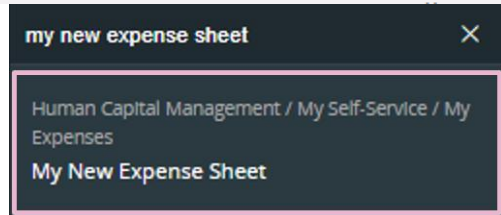
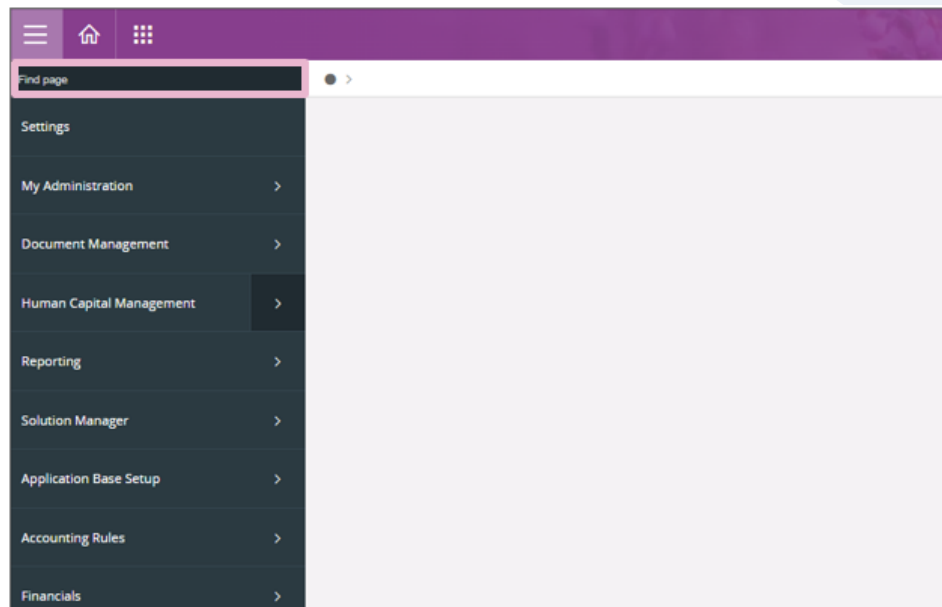
## Manager Responsibilities

Managers must check the expense aligns to the society's expense policy and that all claims are genuine and evidenced. If managers require support or assistance, they should contact the relevant team for example, the HR Advice line or the Society Tax Team.

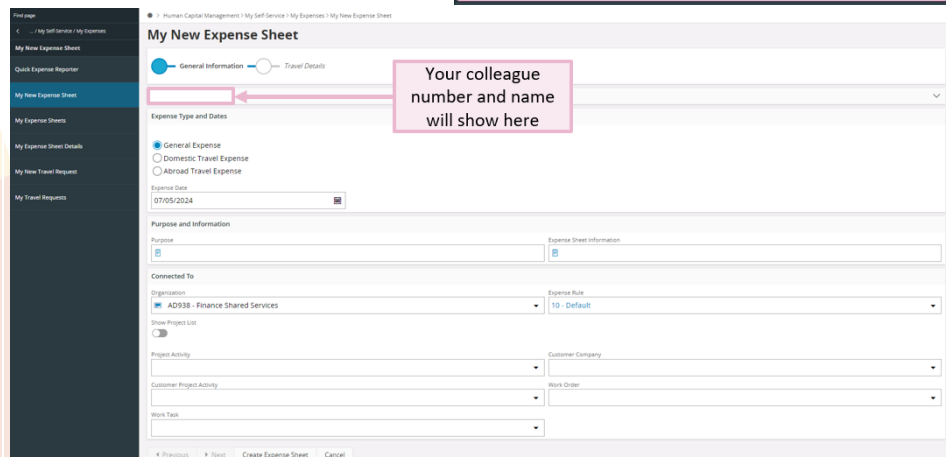
## Expense Input

- 0 To demonstrate the process, an example expense has been created. This expense includes; going to a shop for unexpected nursery shortages (twice), mileage relating to a site visit and a car parking ticket.
- 1 Ensure you keep all related receipts. These should be virtually submitted with the expense in IFS, for example you could take a picture, scan the receipts or screenshot the receipt (if digital). You must make sure the price, date and items claiming are legible.

- 2 From IFS click on this box and type 'My New Expense Sheet'



- 3 This page will now open



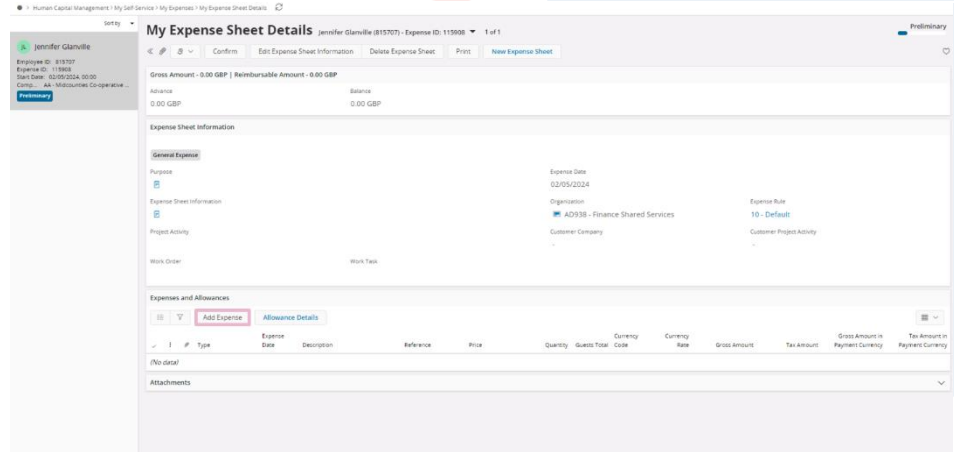
4 Complete as below

- a 'General Expense' should be ticked as default, but in every case, this should be the option selected
- b Select the date of the expense, it will autofill with the day you are submitting it on, but this should be the date of the 1<sup>st</sup> expense (chronologically) that you are including in this claim. You can type this in or select the dropdown calendar icon. Please note that AP cannot pay any expense in advance of the occurrence. E.g. cannot pay for mileage before the journey has taken place.

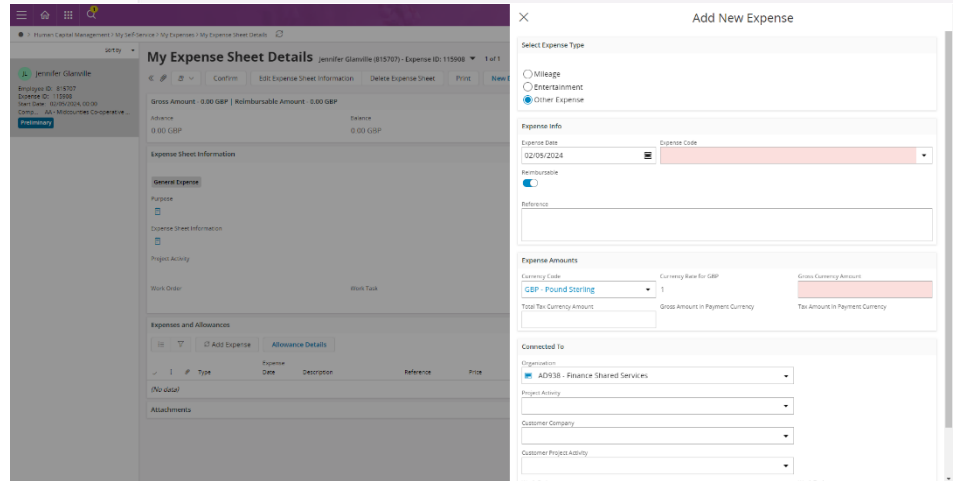
5 Now click 'Create Expense Sheet'



6 This page should now be open, click 'Add Expense'.



7 This should open this screen



'Mileage' Claim

8 First, we are going to input the mileage portion of the example expense. Select 'Mileage' in expense type.

Select Expense Type

Mileage

Entertainment

Other Expense

On 03/05/2024 drove 24 miles return for site visit  
From Warwick Head office (CV34 6DA) to Blythe Valley Food (B90 8DJ)

9 Complete each box as below.

The screenshot shows the 'Add New Expense' form. Labels a-e point to the following fields:

- a: Mileage Date (03/05/2024)
- b: Mileage Code (dropdown menu)
- c: Mileage toggle switch (checked)
- d: Mileage Description (text input)
- e: Mileage Amounts table

Quantity	Price	Gross Amount in Pay Curr.	Total Tax Amount in Pay Curr.
24			

- a This is the date of the journey; it can be input using a similar process to 4 b
- b Select the mileage code most appropriate. Please note that any additional passengers will need to be put in on a different line.
- c Make sure this is toggled to the right and is blue.
- d Input the journey information, include the start, end point and reason e.g 'From Warwick Head office (CV34 6DA) to Blythe Valley Food (B90 8DJ) for site visit'
- e This should be the input as the total for the return journey. If it is a decimal, round up.

Once each box is completed, press 'enter' and this line should show like this.

The screenshot shows the 'My Expense Sheet Details' page. The 'Expenses and Allowances' table now contains one entry:

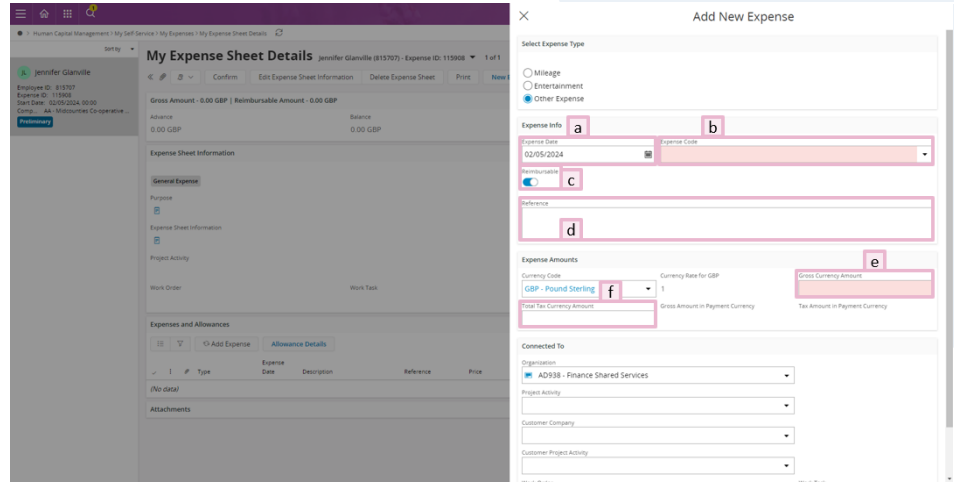
IT	Type	Expense Date	Description	Reference	Price	Quantity	Guest Total	Currency Code	Expiry Date	Gross Amount	Tax Amount	Net Amount of Payment Currency	Tax Amount in Payment Currency
	Mileage	03/05/2024	Own Vehicle	From Warwick Head	45 GBP	24				10.80 GBP		0.00 GBP	

A green checkmark notification at the bottom right says 'Mileage expense edited'.

10 To add another line of expense, click 'Add Expense', like in step 6.

‘Other Expense’ Claim

11 This time I will be putting in example shopping visit. I’m inputting the example receipt on the left.



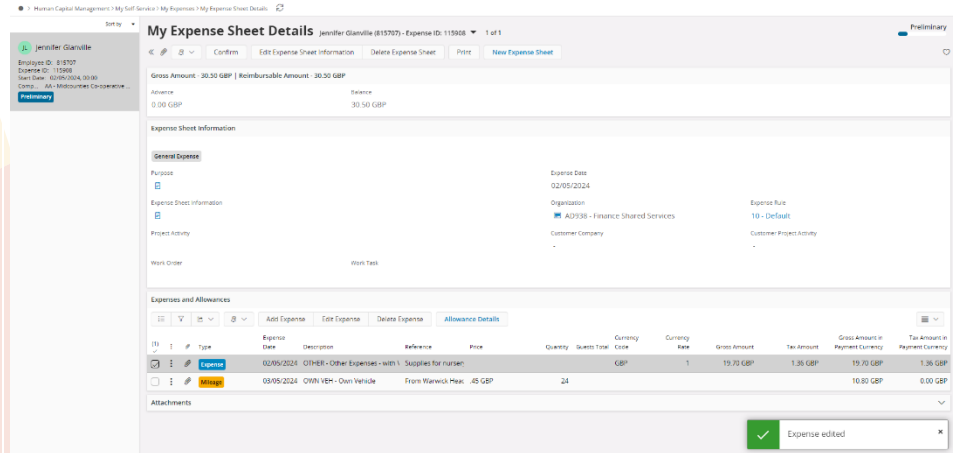
- a This is the date the expense occurred. (02/05/2024 in this case.)
- b This receipt includes food and supplies, so the category is ‘Other with VAT’. Please choose the category most appropriate for your claim.
- c Ensure this is toggled to the right and is blue.
- d This should detail the nature of the claim, (in this case, Supplies for nursery)
- e Input gross input, if claiming only parts of the receipt, please calculate a total.
- f This will prefill with 20% VAT, but if this is different (for example if some items have VAT and others don’t, this should show on the receipt. This may also need to be calculated by summing the VAT being claimed if, there are more items on the receipt than being claimed for.

Company Name		
Date		02/05/2024
Milk	VAT@£0.15	£ 0.90
Nappies		£ 8.00
Formula		£ 10.00
Wet wipes		£ 0.70
VAT		£0.15
<b>Total</b>		<b>£19.70</b>

Company Name		
Date		07/05/2024
Milk	VAT@£0.15	£ 0.90
Nappies		£ 8.00
Formula		£ 10.00
Gum	VAT@£0.10	£ 0.60
VAT		£0.25
<b>Total</b>		<b>£19.60</b>
<b>Claiming £19.00</b>		

Once each box is completed, press ‘enter’, and this line should show like this.



12 If 'enter', doesn't work, click 'Save'. You could also click 'Save and Add Another' instead of step 6, if you have another claim.

13 Repeat for any additional claims. For a mileage claim repeat steps 6-9. For any other type of claim repeat steps 10-12.

14 Once all claims have been entered your screen should look like this.

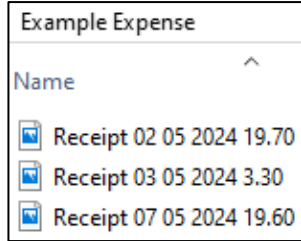
Expense Date	Description	Reference	Price	Quantity	Unit	Gross Amount	Tax Amount	Gross Amount in GBP
02/05/2024	OTHER - Other Expenses - with VAT Receipt	Supplies for nursery			GBP	19.70	0.15	19.85
03/05/2024	PARK - Parking Fees - with VAT Receipt	Parking for site visit to Blythe Valley Food (B90-8D)			GBP	3.30	0.55	3.85
07/05/2024	OTHER - Other Expenses - with VAT Receipt	Supplies for nursery			GBP	19.60	0.25	19.85
03/05/2024	OWN VEH - Own Vehicle	From Warwick Head office (CV34 6DA) to Blythe Valley Food (B90-8D) for site visit	45	24	GBP			10.00

15 To attach receipts, see next section.

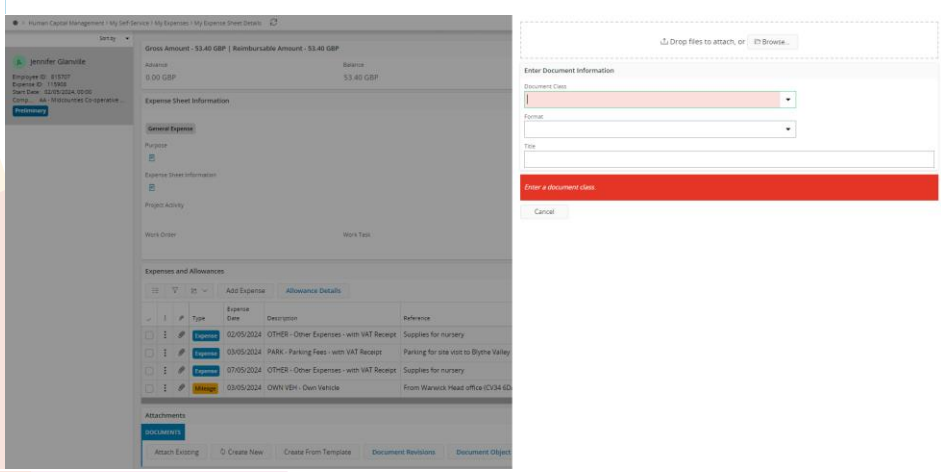
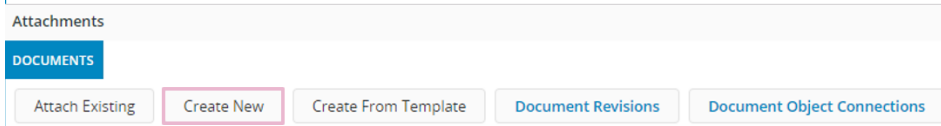
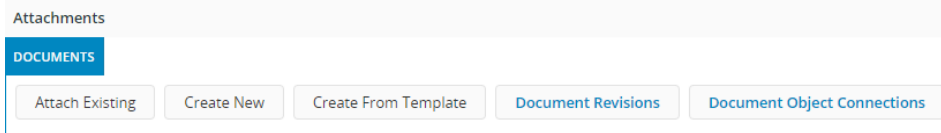
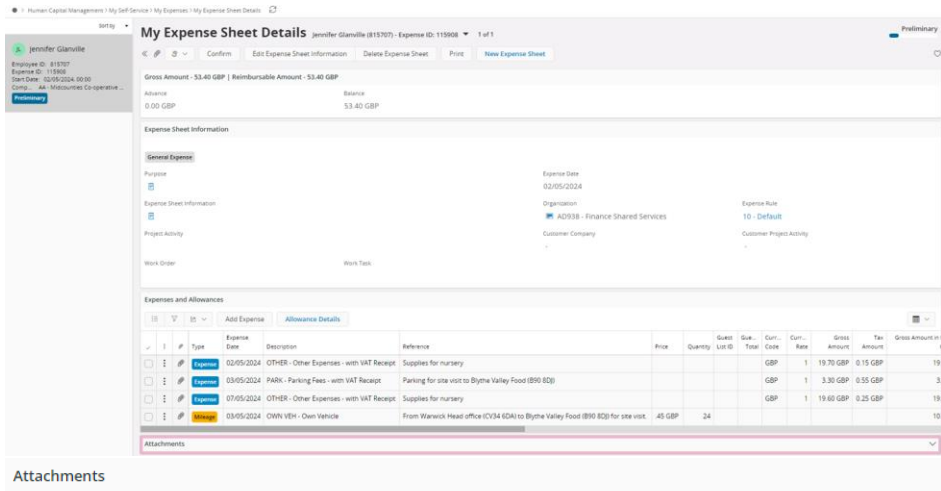
## Adding Attachments

The next step is adding all the documents onto IFS

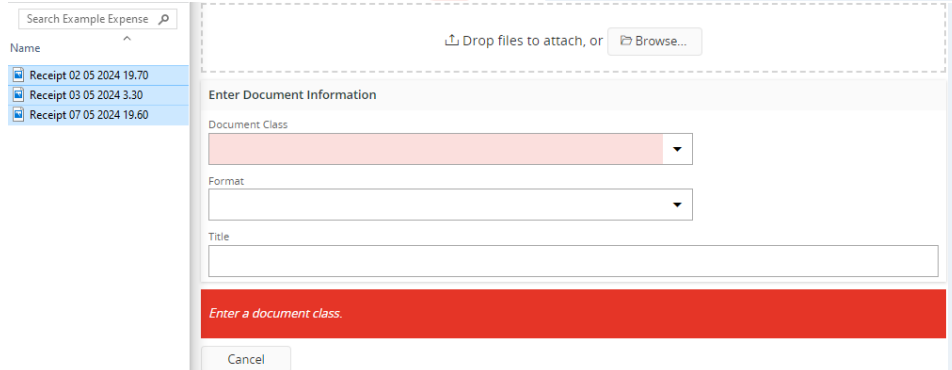
- 1 Have file explorer open with the documents you want to attach visible as shown.
- 2 Click on 'Attachments'



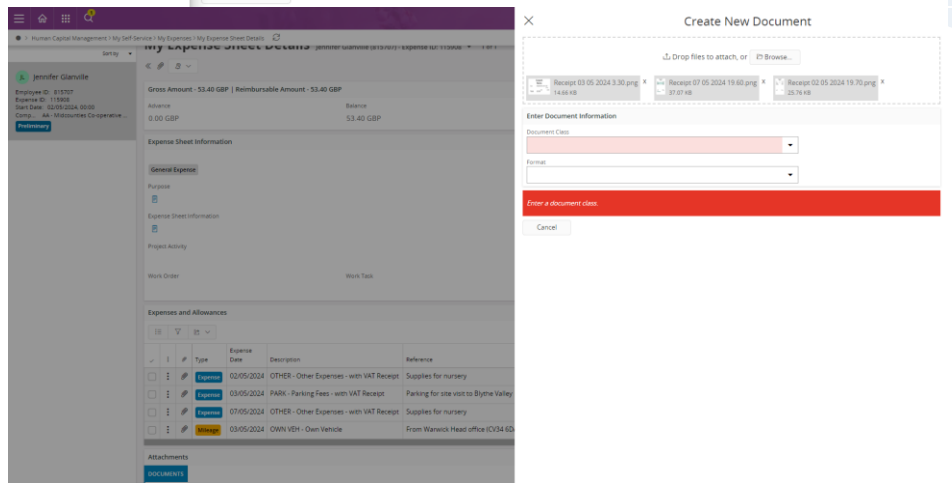
- 3 The below should appear
- 4 Now click on 'Create New'
- 5 This tab will now appear



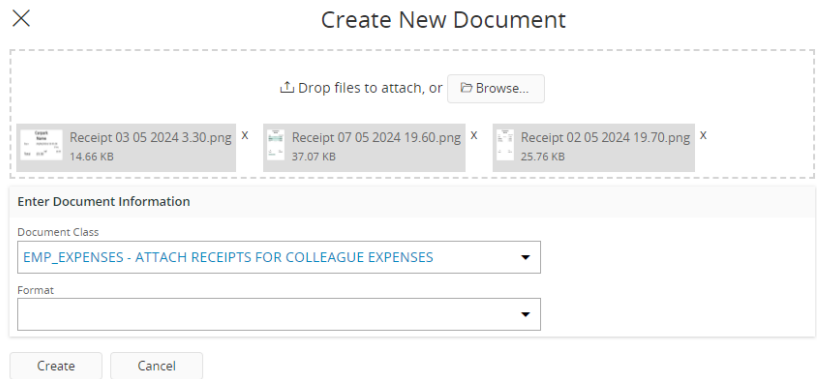
6 Select all files and 'drag' into the box



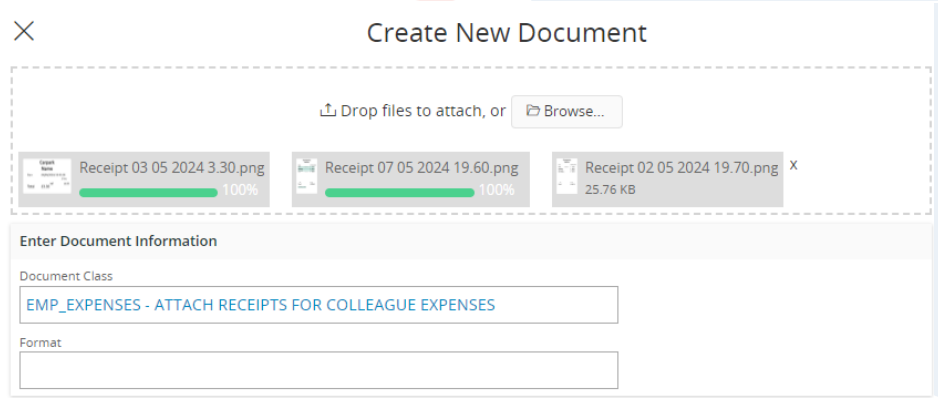
7 They will appear in the box.



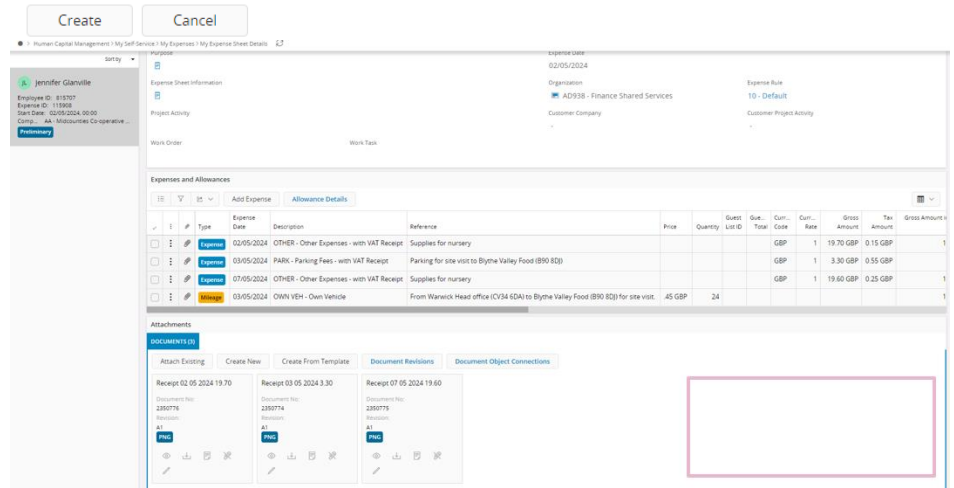
8 Select 'Document Class' from dropdown. In this case it will be 'EMP\_EXPENSES'. **Any other document class will cause an error which could delay the payment of your expense.**



9 Click 'Create', each document will load with a green bar and tab will close.

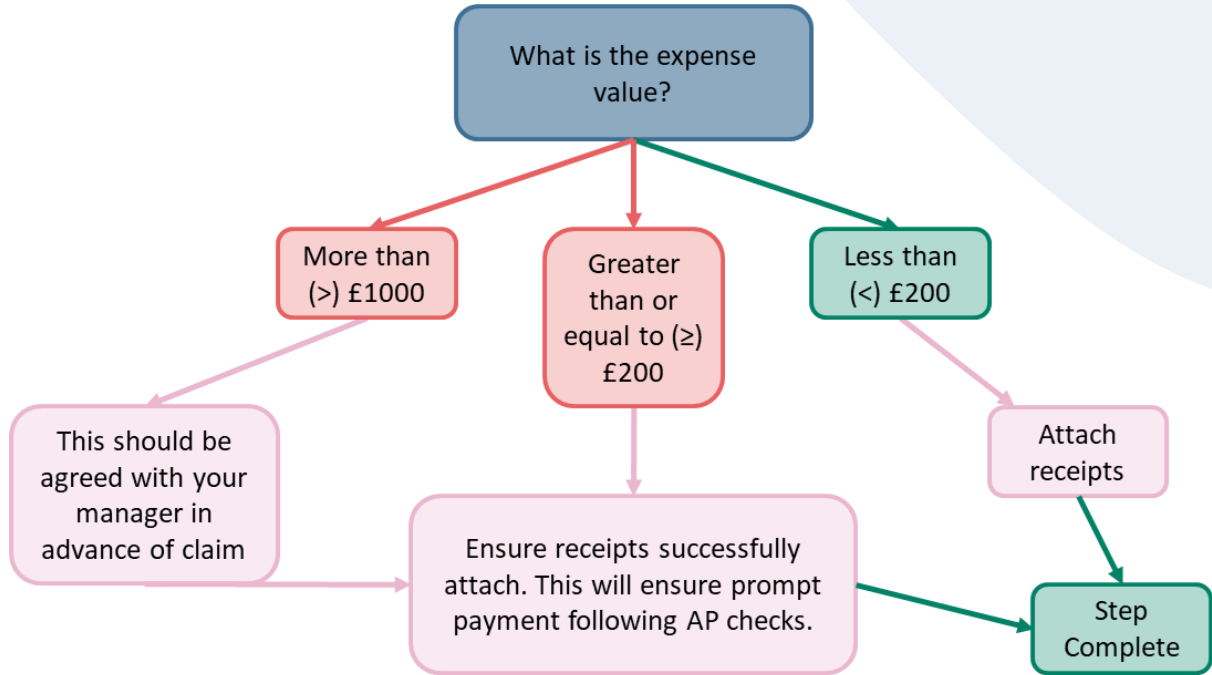


10 A notification should let you know that they are attached, and they should show here.



## Checking Claim

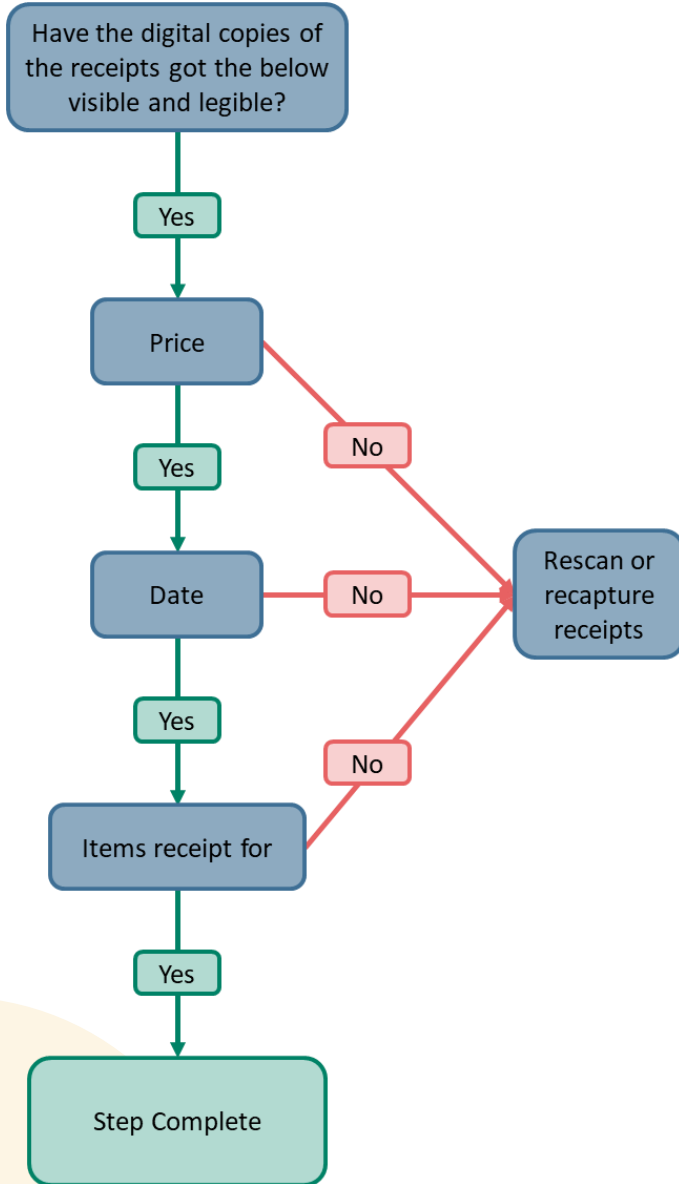
### Value



1 - Flow chart for value related checks

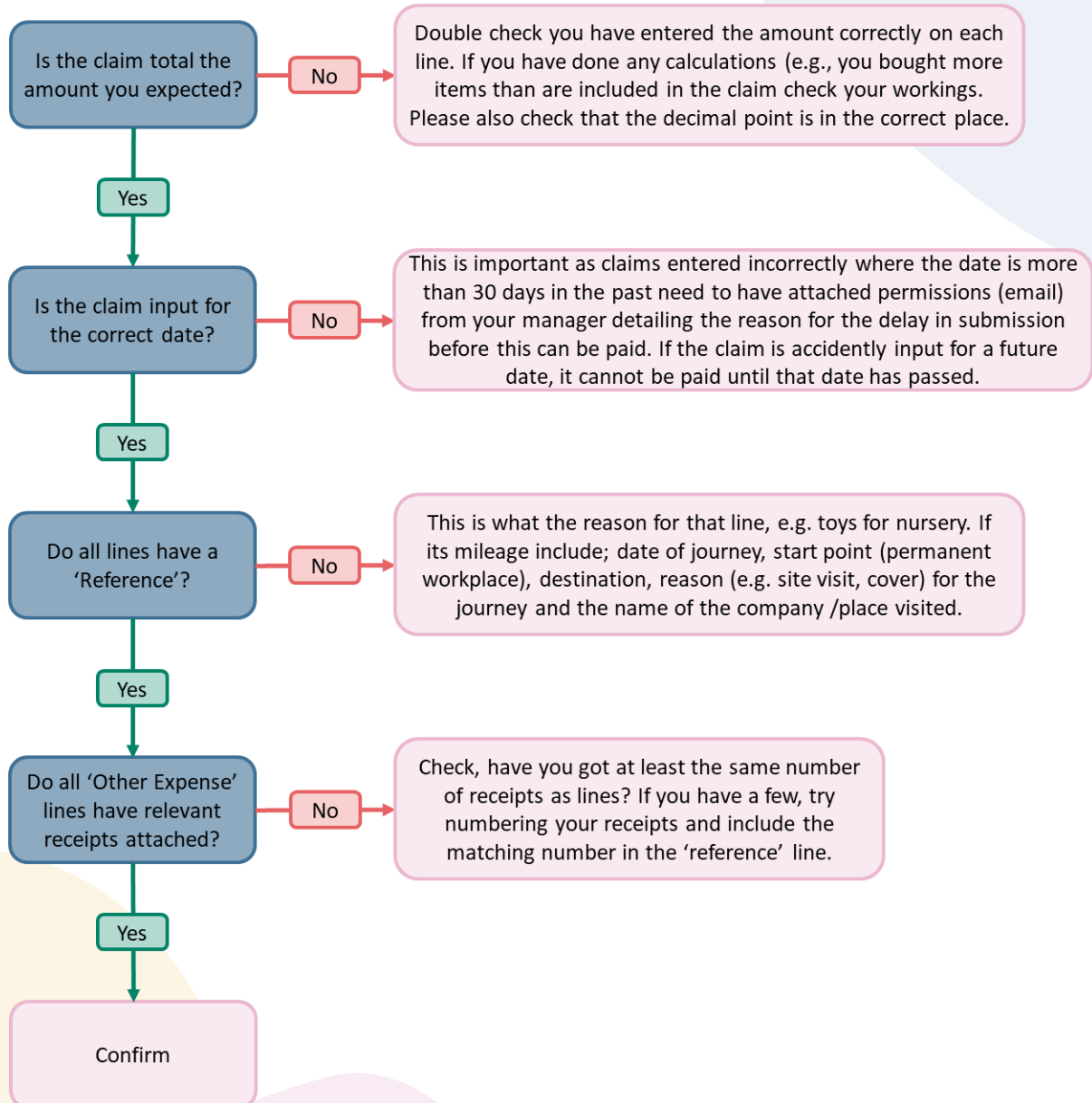


Receipts



2 - Flow chart for receipt related checks

Input



3 - Flow chart for input related checks

Following successful completion of the above 3 checks, ([Value](#), [Receipts](#), [Input](#)), proceed to the next step.

## Sending for review

### Confirming

Once you have completed input, added attachments, and have checked for any typos. Please click 'Confirm' and send an email to your manager letting them know that the expense is ready for their review.

Human Capital Management > My Self-Service > My Expenses > My Expense Sheet Details

**My Expense Sheet Details** Jennifer Glanville (815707) - Expense ID: 115908 1 of 1

Gross Amount - 53.40 GBP | Reimbursable Amount - 53.40 GBP

Advance 0.00 GBP Balance 53.40 GBP

**Expense Sheet Information**

**General Expense**

Purpose: [Icon] Expense Date: 02/05/2024

Expense Sheet Information: [Icon] Organization: AD938 - Finance Shared Services Expense Rule: 10 - Default

Project Activity: [Icon] Customer Company: [Icon] Customer Project Activity: [Icon]

Work Order: [Icon] Work Task: [Icon]

**Expenses and Allowances**

Type	Expense Date	Description	Reference	Price	Quantity	Guest List ID	Guest Total	Curr. Code	Curr. Rate	Gross Amount	Tax Amount	Gross Amount
Expense	02/05/2024	OTHER - Other Expenses - with VAT Receipt	Supplies for nursery					GBP	1	19.70 GBP	0.15 GBP	1
Expense	03/05/2024	PARK - Parking Fees - with VAT Receipt	Parking for site visit to Blythe Valley Food (B90 8D)					GBP	1	3.30 GBP	0.55 GBP	1
Expense	07/05/2024	OTHER - Other Expenses - with VAT Receipt	Supplies for nursery					GBP	1	19.60 GBP	0.25 GBP	1
Mileage	03/05/2024	OWN VEH - Own Vehicle	From Warwick Head office (CV34 6DA) to Blythe Valley Food (B90 8D) for site visit.	.45 GBP	24							1

**Attachments**

Confirmed

Remove Confirmation Edit Expense Sheet Information Delete Expense Sheet Print New Expense Sheet

Gross Amount - 53.40 GBP | Reimbursable Amount - 53.40 GBP

Advance 0.00 GBP Balance 53.40 GBP

**Expense Sheet Information**

**General Expense**

Purpose: [Icon] Expense Date: 02/05/2024

Expense Sheet Information: [Icon] Organization: AD938 - Finance Shared Services Expense Rule: 10 - Default

Project Activity: [Icon] Customer Company: [Icon] Customer Project Activity: [Icon]

Work Order: [Icon] Work Task: [Icon]

**Expenses and Allowances**

Type	Expense Date	Description	Reference	Price	Quantity	Guest List ID	Guest Total	Curr. Code	Curr. Rate	Gross Amount	Tax Amount	Gross Amount
Expense	02/05/2024	OTHER - Other Expenses - with VAT Receipt	Supplies for nursery					GBP	1	19.70 GBP	0.15 GBP	1
Expense	03/05/2024	PARK - Parking Fees - with VAT Receipt	Parking for site visit to Blythe Valley Food (B90 8D)					GBP	1	3.30 GBP	0.55 GBP	1
Expense	07/05/2024	OTHER - Other Expenses - with VAT Receipt	Supplies for nursery					GBP	1	19.60 GBP	0.25 GBP	1
Mileage	03/05/2024	OWN VEH - Own Vehicle	From Warwick Head office (CV34 6DA) to Blythe Valley Food (B90 8D) for site visit.	.45 GBP	24							1

**Attachments**

Expense sheet confirmed

The status will change here

A notification will show here

#### 4 - Confirmation screen preview

This is because they will not get any notification that the expense has been put onto IFS, it will only be visible from their home screen in IFS.

## Manager Review and Approval (For Managers Only)

### Opening Expense

- 1 Go to your IFS home screen, [1 - IFS](#).
- 2 Click on 'Direct Report Expenses' as shown

The screenshot shows the IFS Business Manager interface. The top navigation bar indicates the user is in 'My Administration > Lobby Overview > Business Manager'. The main dashboard is titled 'Business Manager' and includes several widgets:

- Manager Links:** My Colleagues, Colleague Info Change, Colleague Employ Change, Extend Employment, Terminate Employment, Further Overview, Delegate Invoices, Delegate Expenses, Expenses to Manage, Submit Expenses, Order Reports.
- My Co-op:** IFS Self Service, Kronos, iLearn, Colleagues Connect, IFS Business Managers.
- MY EMPLOYEES:** A table with columns: No., Employee, Branch, Job Title.
- ClickLearn:** Manager Training.
- Upcoming Leavers:** A table with columns: Emp No, Employee Name, Employment End Date.
- Direct Report Expenses:** A widget showing '0 To Approve'.
- INVOICES TO AUTHORIZE:** A widget showing '0'.
- Personal Information Change Requests:** A widget showing '0'.
- EMPLOYMENTS TO EXPIRE:** A widget showing '0 within 30 days'.

Below the dashboard, the 'Expense Sheet Details' for Jennifer Glanville (Expense ID: 115908) is shown. The summary indicates a Gross Amount of 53.40 GBP and a Reimbursable Amount of 53.40 GBP. The 'Expense Sheet Information' section includes details such as Purpose, Expense Date (02/05/2024), Organization (AD938 - Finance Shared Services), and Expense Rule (10 - Default). The 'Expenses and Allowances' table lists the following items:

✓	:	Type	Expense Date	Description	Reference	Currency Code	Currency Rate	Gross Amount	Tax Amount	Gross Amount in Payment Currency
<input type="checkbox"/>	:	Expense	02/05/2024	OTHER - Other Expenses - with VAT Receipt	Supplies for nurses	GBP	1	19.70 GBP	0.15 GBP	19.70 GBP
<input type="checkbox"/>	:	Expense	03/05/2024	PARK - Parking Fees - with VAT Receipt	Parking for site visit	GBP	1	3.30 GBP	0.55 GBP	3.30 GBP
<input type="checkbox"/>	:	Expense	07/05/2024	OTHER - Other Expenses - with VAT Receipt	Supplies for nurses	GBP	1	19.60 GBP	0.25 GBP	19.60 GBP
<input type="checkbox"/>	:	Message	03/05/2024	OWN VEH - Own Vehicle	From Warwick Heak					10.80 GBP

- 3 This screen should open

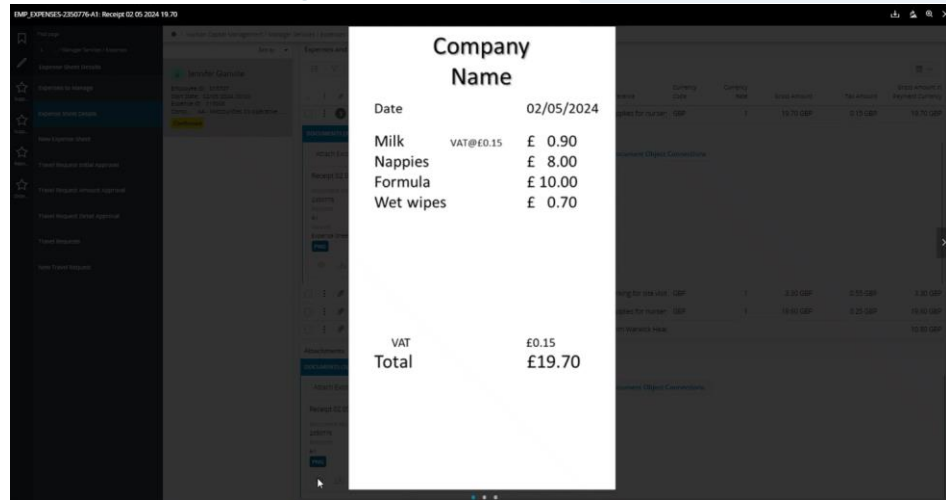
Checking the claim

4 Follow the steps outlined in [‘Checking the claim’](#).

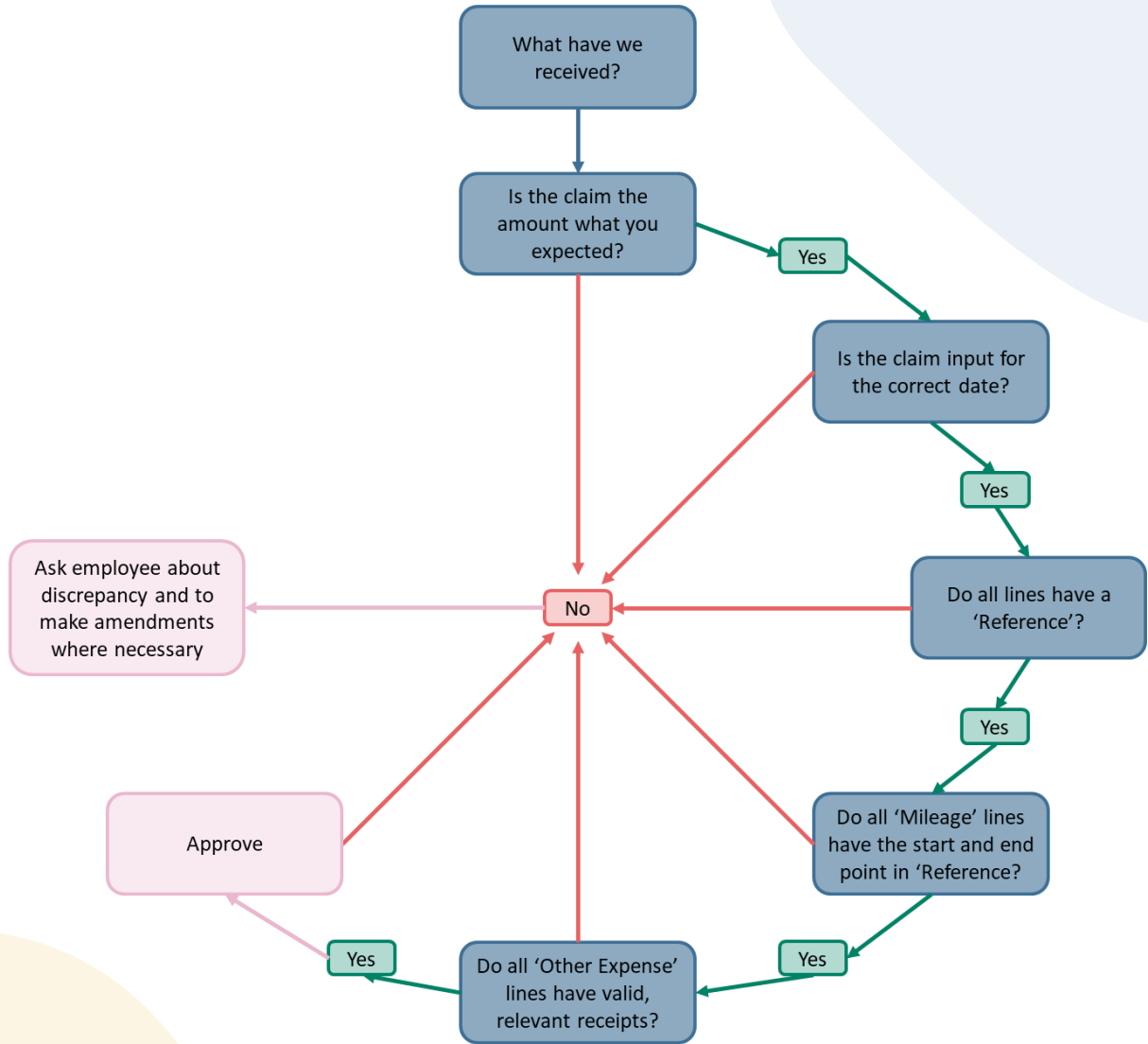
5 To view attachments, follow steps 2-3 of [‘Adding Attachments’](#) and click on the 'view'



which will look like this or 'download'



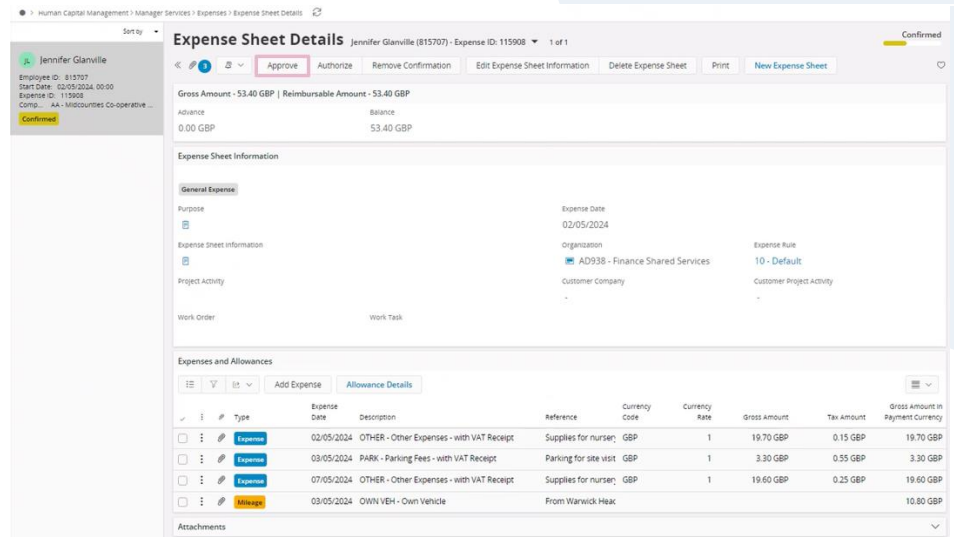
First check the input for any typos, then check for the following things:



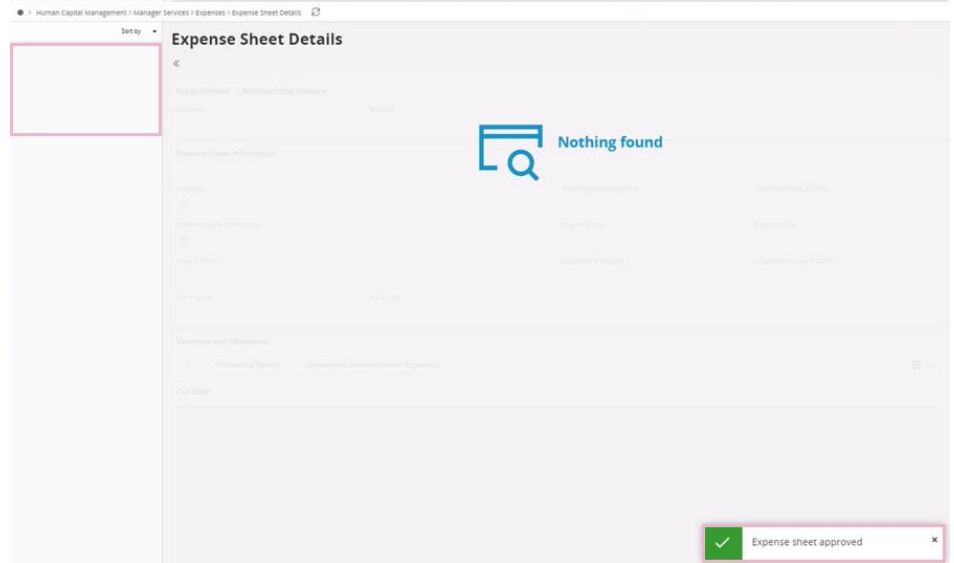
5 - Flow chart for manager checks

Approving Claim

6 Once you have confirmed everything, click 'Approve'



7 Once approved, the expense will disappear from your queue and a notification will show here



## IFS Navigation Support

### Navigating Screen

The screenshot shows the 'Expense Sheet Details' page for Jennifer Glanville. It includes a summary of the expense sheet, general information, and a table of expenses. Callouts provide the following information:

- These are the listed expense claims.** (Points to the expense table)
- If there are more than 25** (Points to the 'Show more' link at the bottom of the table)
- This shows where the expense amount is coded to, please double check this if the employee has recently changed role or may work across multiple cost centres.** (Points to the 'Organization' field: AD938 - Finance Shared Services)
- Here you can change between different views. They are as below.** (Points to the view selection menu)
- Select 'Show More' or export to excel.** (Points to the 'Show more' link)
- List View** (Points to the 'List View' option in the menu)
- Table View** (Points to the 'Table View' option in the menu)
- Card View** (Points to the 'Card View' option in the menu)

Type	Expense Date	Description	Reference	Currency Code	Currency Rate	Gross Amount	Tax Amount	Gross Amount in Payment Currency
Expense	02/05/2024	OTHER - Other Expenses - with VAT Receipt	Supplies for nurse;	GBP	1	19.70 GBP	0.15 GBP	19.70 GBP
Expense	03/05/2024	PARK - Parking Fees - with VAT Receipt	Parking for site visit	GBP	1	3.30 GBP	0.55 GBP	3.30 GBP
Expense	07/05/2024	OTHER - Other Expenses - with VAT Receipt	Supplies for nurse;	GBP	1	19.60 GBP	0.25 GBP	19.60 GBP
Mileage	03/05/2024	OWN VEH - Own Vehicle	From Warwick Head					10.80 GBP

### List View

Expenses and Allowances

Type	Expense Date	Description	Reference	Currency Code	Currency Rate	Gross Amount	Tax Amount	Gross Amount in Payment Currency
Expense	02/05/2024	OTHER - Other Expenses - with VAT Receipt	Supplies for nurse;	GBP	1	19.70 GBP	0.15 GBP	19.70 GBP
Expense	03/05/2024	PARK - Parking Fees - with VAT Receipt	Parking for site visit	GBP	1	3.30 GBP	0.55 GBP	3.30 GBP
Expense	07/05/2024	OTHER - Other Expenses - with VAT Receipt	Supplies for nurse;	GBP	1	19.60 GBP	0.25 GBP	19.60 GBP
Mileage	03/05/2024	OWN VEH - Own Vehicle	From Warwick Head					10.80 GBP

### Table View

Expenses and Allowances

Type	Expense Date	Description	Reference	Price	Quantity	Curr... Code	Curr... Rate	Am
Expense	02/05/2024	OTHER - Other Expenses - with VAT Receipt	Supplies for nursery			GBP	1	19.70
Expense	03/05/2024	PARK - Parking Fees - with VAT Receipt	Parking for site visit to Blythe Valley Food (B90 8DJ)			GBP	1	3.30
Expense	07/05/2024	OTHER - Other Expenses - with VAT Receipt	Supplies for nursery			GBP	1	19.60
Mileage	03/05/2024	OWN VEH - Own Vehicle	From Warwick Head office (CV34 6DA) to Blythe Valley Food (B90 8DJ) for site visit.	.45 GBP	24			

The main difference between these views is that in table view you can 'scroll' across to see more information and adjust the column width.



### Card View

Expenses and Allowances

**Other Expenses - with VAT Receipt** 19.70 GBP

Expense

Supplies for nursery

Date: 02/05/2024

Description: OTHER - Other Expenses - with VAT Receipt

Amounts in Expense

Gross: 19.70 GBP

Tax: 0.15 GBP

**Parking Fees - with VAT Receipt** 3.30 GBP

Expense

Parking for site visit to Blythe Valley Food (B90 8...

Date: 03/05/2024

Description: PARK - Parking Fees - with VAT Receipt

Amounts in Expense

Gross: 3.30 GBP

Tax: 0.55 GBP

**Other Expenses - with VAT Receipt** 19.60 GBP

Expense

Supplies for nursery

Date: 07/05/2024

Description: OTHER - Other Expenses - with VAT Receipt

Amounts in Expense

Gross: 19.60 GBP

Tax: 0.25 GBP

**Own Vehicle** 10.80

Mileage

From Warwick Head office (CV34 6DA) to Blythe ...

Date: 03/05/2024

Description: OWN VEH - Own Vehicle

Amounts in GBP

Gross: 10.80 GBP

Tax: 0.00 GBP

Quantity: 24 Price: 0.45 GBP

### How to change column width

Expenses and Allowances

To expand the columns if for example not all information is visible

Type	Expense Date	Description	Reference	Price	Quantity	Curr... Code	Curr... Rate	An
Expense	02/05/2024	OTHER - Other Expenses - with VAT Receipt	Supplies for nursery			GBP	1	19.70
Expense	03/05/2024	PARK - Parking Fees - with VAT Receipt	Parking for site visit to Blythe Valley Food (B90 8DJ)			GBP	1	3.30
Expense	07/05/2024	OTHER - Other Expenses - with VAT Receipt	Supplies for nursery			GBP	1	19.60
Mileage	03/05/2024	OWN VEH - Own Vehicle	From Warwick Head office (CV34 6DA) to Blythe Valley Food (B90 8DJ) for site visit.	.45 GBP	24			

Set to 'Table View'

Hover over the divide between the columns and drag to desired width

Gross Amount in Payment Currency	Reference	Price
19.70 GBP	Supplies for nursery	
3.30 GBP	Parking for site visit to Blythe Valley Food (B...	
19.60 GBP	Supplies for nursery	
10.80 GBP	From Warwick Head office (CV34 6DA) to Bly...	.45 GBP

## FAQs

### Employees

#### I have submitted an expense, when will I get the money?

Once your manager approves your expense, it will be picked up on the next available staff expense payment run. We usually make these payment runs every Friday by BACS. This means that the funds should be in your account after 2 working days. This will usually be a Tuesday but there are some exceptions, for example bank holidays.

#### I think I should have received the money by now, who can I follow up with?

If by the Wednesday of the week that you were expecting the claim to be paid, the money is not in your account. Send an email to your manager and ask if they approved it. Please note that if they approved it on a Friday, it will not make the payment run of that week and will now be on the run of the following Friday. If they approved, it (in time) please email [AP.Enquiries@midcounties.coop](mailto:AP.Enquiries@midcounties.coop) asking for a status update on your expense. AP will need the expense ID and gross amount of the claim.

#### My manager is currently out of the business (on annual leave or sickness), how can I get my expense paid?

For most cases, their manager should be able to confirm the validity of the claim and could 'approve' it on their behalf via email to AP. AP will need the expense ID and gross amount of the claim and it is your responsibility to show that manager the contents of the expense as they **will not** be able to see it in IFS.

#### My manager cannot see my expense in their queue, what should I do?

The most common reason this occurs is when you are new to a role. (New to the society or moved into a new role). HR are responsible for correctly assigning you your manager and cost centre. Please raise a service now using the below link. If the expense needs paying in the meantime, please see previous question.

<https://colleaguesconnect.midcounties.coop/quick-links/service-now/>

*2 - Service Now*

#### I do not have IFS access; how do I raise an expense?

Your line manager should be able to submit on your behalf, see step 2b on [Flow Chart for process](#).

#### Do I get a notification when my expense is paid?

No, if you have not received your expense and you think you should have by now, please see ['I think I should have received the money by now, who can I follow up with?'](#)

## Managers

### How do I find my employee's expense in IFS?

If you go to your home screen on IFS, any open expense claims in your queue will show here.

● > My Administration > Lobby Overview > Business Manager

### Business Manager

Page Parameters ▾

<b>Manager Links</b> My Colleagues Colleague Info Change Colleague Employ Change Extend Employment Terminate Employment <hr/> Further Overview Delegate Invoices Delegate Expenses Expenses to Manage Submit Expenses Order Reports	<b>My Co-op</b> IFS Self Service Kronos iLearn Colleagues Connect IFS Business Managers	<b>MY EMPLOYEES</b> <table border="1"> <thead> <tr> <th>No.</th> <th>Employee</th> <th>Branch</th> <th>Job Title</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>		No.	Employee	Branch	Job Title												
No.	Employee	Branch	Job Title																
<b>ClickLearn</b> Manager Training	<b>Upcoming Leavers</b> <table border="1"> <thead> <tr> <th>Emp No</th> <th>Employee Name</th> <th>Employment End Date</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>			Emp No	Employee Name	Employment End Date													
Emp No	Employee Name	Employment End Date																	
<b>Direct Report Expenses</b>  <div style="font-size: 2em; font-weight: bold;">0</div> To Approve	<b>INVOICES TO AUTHORIZE</b>  <div style="font-size: 2em; font-weight: bold;">0</div>	<b>Personal Information Change Requests</b>  <div style="font-size: 2em; font-weight: bold;">0</div>	<b>EMPLOYMENTS TO EXPIRE</b>  <div style="font-size: 2em; font-weight: bold;">0</div> within 30 days																

### Do I get a notification when my employee submits an expense?

No, as part of the process your employee should send an email or message to you once the claim has been submitted.

### I cannot see my employee's expense in my queue, what do I do?

Check with the employee to ensure they have correctly followed the above process, if they have and it's still not showing, please raise a service now ticket.

### My Employee is not an IFS user, how can they claim their expense?

Please see step '2b' on [Flow Chart for process.](#)

## Glossary

AP – Accounts Payable team, who can be contacted by email at [Ap.Enquiries@midcounties.coop](mailto:Ap.Enquiries@midcounties.coop)

## Tables

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<https://colleaguesconnect.midcounties.coop/quick-links/service-now/>

<https://uks-appifs-02.midcounties.coop:48080/main/ifsapplications/web>