# Finance Processors

## Overview — Finance's Role

The finance team owns the second half of a claim's journey. This guide covers the three finance responsibilities. The settings that drive the whole module live in the **Administration** guide.

### Finance's three stages

1. **Finance Review** — validate the receipts and amounts, and assign the accounting (GL) codes.
2. **Finance Approval** — a senior approver gives the final sign-off, which posts the cost to the project.
3. **Processing Payment** — batch approved claims and export them for the data transfer to Dynamics 365 Business Central, report for ADP payroll run, then mark them Paid.

> **i Good to know:** Each finance stage is assigned to a fixed staff member in the settings (the **COG Staff** on the status), so claims always land with the right person automatically. Being that assigned person is enough to act — you don't also need the finance permissions. Finance roles (`finance-staff`, `finance-admin`) grant the same access more broadly.

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## Finance Review & Approval

At **Finance Review** you confirm the claim is correct and code it for the general ledger. Open the claim from your **Awaiting Approval** queue.

### Finance Details

At the top, set the two claim-wide fields:

- **Posting Date** — the date the cost posts to the ledger. It becomes the posting date on the project expenditure records and on the Dynamics export, so set it deliberately.

- **Reimbursement** — how this person is paid: **Payroll** (via ADP) or **Vendor**. For Vendor, search and select the company; leave the vendor empty to pay through the default **Accounts Payable** account.

> **ℹ Good to know:** Reimbursement is stored **on the person**, not the single claim — it's their default (from the Expense Users admin table). Changing it here updates that default.

# Coding each line

Every line item has a **Finance Review** panel. For each one:

- Set the **GLA** (general ledger account). COMS pre-fills a default from the expense type — change it if this particular purchase belongs elsewhere (i.e. prepaid).
- Set the **HST GLA** on any line that carries GST/HST.
- Adjust the **finance amounts** if they differ from the submitter's. They start pre-filled with the submitter's figures (in CAD), so you *adjust* rather than retype. Sub Total + GST/HST must equal the Total.
- Add an optional **reviewer note**, then click **Save** on the line.

Finance Review — Finance Details plus a per-line coding panel for every item.

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## Before you can approve

The **Approve** button stays disabled until all of the following are true — the panel spells out whatever is still missing:

1. The **Posting Date** is set.
2. The person has a **Reimbursement** method.
3. **Every** line has a **GLA**.
4. Every line that has GST/HST also has an **HST GLA**.

> **ℹ Good to know:** Finance works entirely in **Canadian dollars**. You don't re-enter exchange rates — for a foreign-currency receipt the CAD conversion the submitter's rate produced is what you review and adjust; the original amount and rate are shown for reference only.

> **Pro Tip:** Download a **finance PDF** of the claim from the actions menu. Unlike the standard claimant PDF it's landscape and adds the posting date, pay period, payroll-linked flag, the GL codes, and both the submitter and finance-adjusted amounts side by side.

## Finance Approval

The **Finance Approval** stage uses the same screen, viewed by a senior approver who checks the finance-validated figures and approves. This is the final sign-off, and it does two things at once:

- **Posts the cost to the project** — one expenditure record per line item (using the finance sub-total, the GLA, the work package, and the posting date).
- **Moves the claim to Processing Payment** and emails the submitter that it's on its way to payroll.

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# Processing Payment

The **Payment Processing** page (**Expenses → Payment Processing**) is where finance-approved claims can be batched for data transfer to Dynamics 365 Business Central, export reports for payroll, vendor (BrainHunter), and mark the claims as Paid.

The Payment Processing page — filter, select, export and complete.

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## Finding claims

Only claims whose status is [flagged for the payment queue] appear here — in practice, those in **Processing Payment** and **Paid**. Use the **Filters** panel to narrow by title, date, **Processing From/To**, **Paid From/To**, status, or reimbursement method. Handy toggleable columns:

- **Processing Date** / **Paid Date** — when the claim entered processing and when it was marked paid.
- **Sent for Payroll** and **Ready for Payment** — shown while a claim is in Processing Payment.
- **Reimbursement** — Payroll or Vendor.

## Exporting

Tick the claims you want, then use **Export Selected**:

The Export Selected menu.

*The Export Selected menu.*

| Export | What it gives you |
| --- | --- |
| **Export Summary** | A spreadsheet with one row per claim (code, submitter, status, reimbursement, total…). |
| **Export Details** | A spreadsheet with one row per line item, including currency, exchange rate, work package, and both submitter and finance amounts. |
| **Export Finance PDFs** | A zip containing the finance PDF for each selected claim. |
| **Dynamics Export** | The **GL / payroll import file** — the batch formatted for Dynamics (a header row per claim plus a GL line per amount). |

> ⚠ **Heads up:** A **Dynamics Export** will refuse to run if a claim isn't ready, and it tells you exactly why — e.g. no posting date, the submitter has no reimbursement method, no BMS / employee number, no ADP number (for Payroll), the vendor has no vendor code (for Vendor), or a line is missing its GLA. Fix these before exporting.

# Completing processing

When a batch has been paid, select those claims and click **Complete Processing**. In the dialog:

1. **Target Status** — a Completed-kind status (**Paid**).
2. **Entry Date** — the date they were paid; it defaults to today and becomes the claim's **Paid Date**.
3. **Note** — optional.

The Complete Processing dialog — target status, entry date and note.

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- Every selected claim must currently be in **Processing Payment**.
- Completing sets the paid date, flags Payroll claims as sent to payroll, and emails the submitter (and the finance approver who signed off) that it's done.

> **i Good to know:** Claims that are already **Paid** can't be selected again — the button is disabled if any selected row is already paid, so deselect those before completing a batch.

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