

BILL for LT Finance Admin



Please Note

For LT 2024, we are experimenting with using [BILL](#) instead of Event Advances/Cash Journal. Please bear with us during this process as we learn and use this new, exciting platform!

In BILL, the finance admin is responsible for overseeing the purchases for Leadership Training and ensuring they are completed with a receipt in a timely manner.

As we are experimenting with BILL for LT, you should read through [Allowed Event Expenses](#) so you understand what purchases are allowed for the LT Program.

The following articles from BILL will assist you as you learn this new platform.

- [Sending Funds](#)
- [Splitting Transactions](#)
 - The LT Finance Admin is responsible for splitting transactions that cover multiple accounting codes. For example, if a purchase at a grocery store is for snacks and plates, the transaction will need to be split into two - one for the snacks (Meals and Hospitality) and one for the plates (Supplies).

Approving a Transaction

1. Inside BILL, navigate to the Transactions tab.
2. Select the transaction you wish to approve.
3. Review all the details (vendor, amount, allocated expense, notes, and most importantly, the receipt).
4. If everything looks good, select Approve.
 - a. If something doesn't appear correct, you may want to deny the transaction (see below).
5. After your approval, the transaction will also need approval by the Reliant LT Admin before it's cleared.

Denying a Transaction

What does the Denied status mean?

We see two use cases for denying a transaction:

1. First, a transaction is coded incorrectly or has the wrong receipt attached. You can deny it, and it will kick back to the spender, allowing them to re-submit. Leave a comment to tell them why it was denied.
2. Second, some transactions fall outside of policy. If a spender makes a transaction for themselves with a BILL card or spends funds on an unapproved item(s), they will need to reimburse the LT fund themselves (which may also incur an admin fee and/or credit card fee).

if a transaction is denied, how will my spender know?

When a transaction is denied, BILL will send an email notification to the spender letting them know their transaction was denied and include the comment you left on the transaction. The email will look like this: