

How do I create an employee as vendor for expense reimbursement? (1)



1. Create the employee as a Vendor by following the steps outlined in How do I create a Vendor
2. Open the Employee Card: **Menu > Set-up > Set-up > Employees**
3. Click **Index > New Employee Information** or **Ctrl+N** to create a new employee
4. In the **Company** island, enter the **Company No.** Select the **Country** in the **Country** field
5. In the **Employee Information** island, enter the **Employee No** and **Name** of the employee
6. In the **Phone** field, enter the employee's phone number (if applicable)

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How do I create an employee as vendor for expense reimbursement? (2)



7. In the **Date Employed**, enter the employee's date of hire (if applicable)
8. In the **Employee Type** popup field, select the employee type (if applicable)
9. In the **Job Cost** island, enter the employee's hourly Cost, Intercompany Price, and Billing price (if applicable)
10. In the **Derived Dimensions** island, fill in the dimension fields (if applicable)
11. In the **Supervisor** island, enter the **Employee No.** of the new employee's supervisor (if applicable)

How do I create an employee as vendor for expense reimbursement? (3)



12. In the **Secretary island**, enter the **Employee No.** of the new employee's assistant, (if applicable). (Steps 11 and 12 give access to these employees to complete the new employee's time sheet in his/her absence)

13. In the **Outlay Settlement** island, enter the **Vendor number** for the Employee. Vendor number must be set up prior to Creating a New Employee.

14. Press Enter to save all entered fields. NOTE: In order for an employee to use Maconomy, the employee must also be created as a User: **Menu > Set-up > Access Control > Users** and assigned to the user Group(s) for appropriate system access