

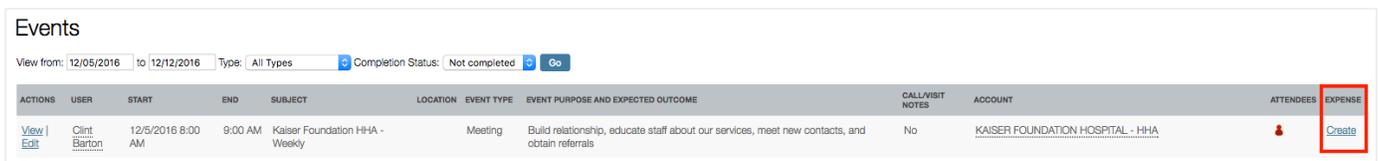
Creating An Expense

Expenses can be entered into PlayMaker CRM to track expenses by user and account. Additionally, Stark II compliance is built in to PlayMaker's expense module. This article describes how to create an expense, broken into four steps.

Note: For accurate Stark II Compliance tracking, contacts must have a *Contact Type* selected in their contact details. To learn more about creating contacts, click [here](#). For more information about contacts and how to associate them with accounts and events, click [here](#).

Three Ways to Create Expenses

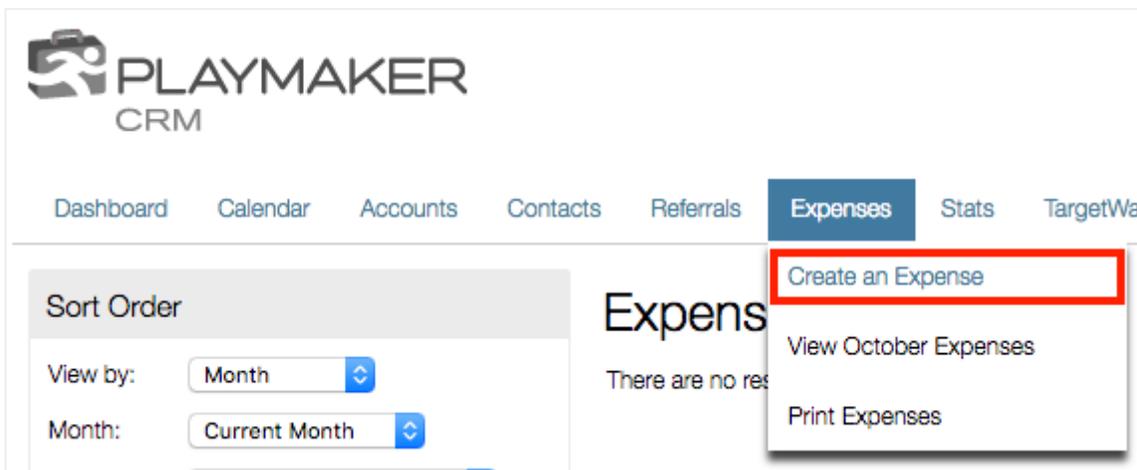
The fastest way to create an expense is to create one on the *Dashboard* from the event that the expense should be associated to. When on the *Dashboard*, scroll down to the *Events* section. The last column on the table of events provides a link to create an expense from that event.



ACTIONS	USER	START	END	SUBJECT	LOCATION	EVENT TYPE	EVENT PURPOSE AND EXPECTED OUTCOME	CALL/VISIT NOTES	ACCOUNT	ATTENDEES	EXPENSE
View Edit	Clint Barton	12/5/2016 8:00 AM	9:00 AM	Kaiser Foundation HHA - Weekly		Meeting	Build relationship, educate staff about our services, meet new contacts, and obtain referrals	No	KAISER FOUNDATION HOSPITAL - HHA		Create

Tip: This method is the suggested method for creating expenses as it completes a lot of the information input that required for an expense, such as account, business purpose, and contacts.

There are two other ways to create a new expense in the PlayMaker CRM web environment:



PLAYMAKER CRM

Dashboard Calendar Accounts Contacts Referrals **Expenses** Stats TargetWa

Sort Order

View by:

Month:

Expenses

There are no res

- Create an Expense
- View October Expenses
- Print Expenses

- Mouse-over the *Expense* link, and click on the *Create an Expense* option (above).

Sort Order

Expenses

New Expense

- Click the *Expense* link, then click the *New Expense* button.

Following any of the above steps will open the *Expense View* screen.

Step 1 - Expense Details



The screenshot shows the 'Expense View' form with the following fields and values:

Step 1 Expense Details		Step 2 Attach Receipt		Step 3 Attach Contacts	
Do you have a receipt to upload? Yes No					
Date of Expense	11/29/2016	Method	Credit		
Expense Amount	\$ 30.00	Reimbursed	No		
Category	Breakfast In-service	Original Receipt	Yes		
Business Purpose	Cal Pac Med Ctr - Rehab In-Service		Account	CALIFORNIA PACIFIC MI	
Approved	N/A				

The first step in creating an expense is to provide the details of the expense. In the first step, the following information should be added:

- Date of Expense
- Expense Amount
- Category (drop-down menu selection)
- Business Purpose
- Method (drop-down menu selection)
- Reimbursed (Yes or No drop-down menu)
- Original Receipt (Yes or No drop-down menu)
- Account (pop-up search window, allowing the user to select the appropriate account)

Once information has been added, click on the *Yes* or *No* link in the blue bar, indicating whether or not a receipt needs to be uploaded. Clicking *Yes* will progress to *Step 2*, while clicking *No* will progress to *Step 3*.

Step 2 - Upload Receipt

Expense View

Save Cancel

Step 1 Expense Details Step 2 Attach Receipt Step 3 Attach Contacts i-COMPLI

Does this expense need to be allocated to contacts? [Yes](#) [No](#)

DESCRIPTION	ACTIONS
Food for breakfast	Choose File FullSizeRender 2.jpg

Attach File

The second step allows the user to upload a file as a receipt, as well as provide a description of what was purchased. Clicking *Choose File* will open a window, allowing the user to navigate to and select the appropriate file. Once a receipt has been selected, use the *Yes* or *No* links in the blue bar to attach contacts to the expense in *Step 3*. If *No* is selected, the user will be moved to the i-COMPLI validation (*Step 4*), where the expense can then be saved.

Note: Clicking the *Attach File* button will allow the user to add an additional receipt. If there is only one receipt for the expense, clicking this button is not necessary.

Step 3 - Add Contacts

Expense View

Save Cancel

Step 1 Expense Details Step 2 Attach Receipt Step 3 Attach Contacts i-COMPLI

CONTACT	CONTACT TYPE	ACCOUNT
LEI CHOI <input type="text"/> <input type="button" value="Q"/> <input type="button" value="X"/>	Physician [change]	CALIFORNIA PACIFIC MEDICAL CENTER
EDGAR ROTHENBERG <input type="text"/> <input type="button" value="Q"/> <input type="button" value="X"/>	Physician [change]	CALIFORNIA PACIFIC MEDICAL CENTER
SARA SWENSON <input type="text"/> <input type="button" value="Q"/> <input type="button" value="X"/>	Physician [change]	CALIFORNIA PACIFIC MEDICAL CENTER

+ Add Contact

In the third step, users can associate contacts for the expense. Click the *+ Add Contact* button, and a search window will pop up, allowing the user to add any contact to the expense. However, since the expense should be associated with contacts on the same account as the expense, searching for the account and selecting the appropriate contacts is the suggested method of adding contacts.

Step 4 - i-COMPLI

Expense View

Save Cancel

Step 1 Expense Details Step 2 Attach Receipt Step 3 Attach Contacts **i-COMPLI**

Stark II/Anti-Kickback Compliance Allocation

Only the following contacts from [Step 3] are affected by Stark II/Anti-Kickback regulations:

CONTACT	CONTACT TYPE	UNIT	AMOUNT
LEI CHOI	Physician	Dollars	10 \$10.00
EDGAR ROTHENBERG	Physician	Dollars	10 \$10.00
SARA SWENSON	Physician	Dollars	10 \$10.00
Total:			\$30.00

i-Compli is designed to track Stark II/Anti-Kickback expenses. Our purpose for developing this software is to provide home care agencies with a means to track non-monetary compensation expenses that could invoke a Stark II/Anti-Kickback violation. This tool is not intended, nor should it be used, as a substitute for specific legal advice.

COMPLIANCE CALCULATOR

RESET

The last step allows users to appropriately distribute the amount of the expense amongst the associated contacts. This step is usually done automatically, and uses the *Contact Type* to determine which contacts should have their amounts tracked. If the *Contact Type* field is blank, or is not eligible for compliance tracking, the contact will not be listed in *Step 4*.

Once all of the information for the expense has been properly captured, the record can be saved by clicking the *Save* button above or below the data entry area of the *Expense View*. The expense will then show a summary, and a confirmation that the record has been saved.

Expense View

Edit Back to List

✓ Expense saved.

Date of Expense	11/29/2016	Method	Credit
Expense Amount	\$30.00	Reimbursed	No
Category	Breakfast In-service	Original Receipt	Yes
Expense Owner	Clint Barton	File Attachments	Food for breakfast
Business Purpose	Cal Pac Med Ctr - Rehab In-Service	Account	CALIFORNIA PACIFIC MEDICAL CENTER
Contacts	EDGAR ROTHENBERG Physician LEI CHOI Physician SARA SWENSON Physician	Approved	N/A

Clicking the *Back to List* button above the expense will take the user back to their complete list of expenses.

This view is what displays when a user initially clicks on the *Expense* navigation link.

Expenses

[New Expense](#)

[Export](#) | [Print](#)

ACTIONS	APPROVED	RECEIPT	DATE OF EXPENSE	ACCOUNT	ASSOCIATED CONTACTS	STARK II ALLOCATION	AMOUNT	CATEGORY	BUSINESS PURPOSE
<input type="checkbox"/> View Edit	<input checked="" type="checkbox"/>		11/29/2016	CALIFORNIA PACIFIC MEDICAL CENTER	EDGAR ROTHENBERG LEI CHOI SARA SWENSON	\$10.00 \$10.00 \$10.00	\$30.00	Breakfast In-service	Cal Pac Med Ctr - Rehab In-Service
<input type="checkbox"/> View Edit			11/29/2016	UNIVERSITY OF CALIFORNIA SAN FRANCISCO MEDICAL CENTER			\$15.00	Travel	Parking for UCSFMC In-Service

Display 1-2 of 2

[Previous](#) [Next](#)

Page of 1 [Go](#)

Bulk Actions: [Select Action](#)

It should be noted that the *Approved* column (shown above) will be updated when an administrator or manager approves expenses. The *Receipt* column will indicate if a receipt has been attached to the expense. If any changes to the expenses need to be made (such as uploading a receipt), users can click the *Edit* link in the *Actions* column to make changes to any of the above steps.

Note: By default, most users will not be able to delete expenses and will need to partner with their manager or administrator for assistance.