professional advantage

Expenses

Web-based expenses delivering immediate productivity.

Remove paper-based processes

Manual paper-based claim processes are inefficient, time consuming to maintain and approval can be inconsistently controlled. Excel spreadsheets require the rekeying of data. Automating the processing of employee expenses and facilitating online approval processes will save your organisation time and money.

Expenses is a web-based expense management solution that delivers immediate payback in terms of time and cost of processing. It delivers certainty and control in an area that frequently leaks time and effort and is often riddled by inaccuracy and error prone manual activities. Expenses removes the overhead of time and cost of a manual claim.

Expenses gives better expense visibility through the data capture of all types of employee expenditure. Employees capture their expenditure details and upload their receipts in a simple, easy to use user interface. The automation of the expenses process is processed in a timely and accurate manner.

Expenses can be implemented either with iPOS eProcurement for Infor SunSystems, or as a standalone expense solution.

Data entry screen

Simple to use

Currency conversion

Simply select the currency and enter in the currency rate. Enter the foreign currency amount and Expenses will do the rest.

Policy enforcement

Upon submitting the expense claim the system automatically routes the claim to the relevant approvers for each item, ensuring that the approval process complies with your organisations approval requirements and is applied consistently.

All entries have a full audit trail, so any audit of your organisations expenditure has a complete and accurate record of every step of the expenses reimbursement process.

Integration

Expenses integrates with Infor SunSystems, which eliminates the need for duplicated accounting data. Expense claim postings to SunSystems ledgers are performed in real time, ensuring prompt reimbursement of all approved employee expenses resulting in greater employee satisfaction

Reporting

Analyse your expense data across all employees, review by expense type, project or department. Postings are flexible, define as much or as little information as your feel necessary to be posted to the SunSystems ledgers.

Improved visibility over spend allows your organisation to improve adherence to your organisations policies, as well as assist in identifying potential cost saving areas. Employees can search for previously lodged claims as well as current claims in the easy to use search screens to see the progress of the claim at any stage or review previous entries.

Summary

Expenses has all the flexibility and control necessary to rapidly extend or plug gaps between any of your existing systems and to automate manual processes.

Benefits

Costs saved
Improvement in accuracy and speed of data entry delivers cost savings to the procurement cycle. Familiarity and ease of use improves compliance and prevents workarounds.
- Eliminates paper based activities
- Drives down cost per transaction
- Removes the administration overhead and frees up time for business focus

Compliance with purchasing policy
- Ensures compliance and standards

Ease of Use
- Self service web based solution
- Easily understood and adopted by users including approvers and administration
- Integration to Infor SunSystems for posting and payment processes
- Can accommodate validation rules from Infor SunSystems, eliminating coding and calculation errors
- Compliant with all supported versions of Infor SunSystems

United Kingdom
Email: info_uk@professionaladvantage.co.uk
Web: www.professionaladvantage.co.uk

Australia
Email: enquiries@pa.com.au
Web: www.pa.com.au