

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.

Expenses - Claims - Maintenance - Help - Current Business Unit : A - A database

Expense Items Search Search records within the grid below

New Save Cancel Delete Refresh

General Cost Allocation Expense Analysis

Code: MEALS Purch Account: 35500 Status: Open
 Description: Meals and Staff Amenities Expiry Date: 23/01/2016 Posting Rule:
 Policy URL: Enter Policy URL Tax Code: H Attachment Required
 Help Text: Enter Help Text Currency Code: GBP

Drag a column header and drop it here to group by that column

Code	Description	Currency Code	Purchase Account	Status	Tax Code	Expiry Date	Posting Rule
MEALS	Meals and Staff Amenities	GBP	35500	Open	H	23/01/2016	
MILEAGE	Mileage - Local Travel		37400	Open		23/01/2016	

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Data entry screen

Expenses - Claims - Maintenance - Help - Current Business Unit : A - A database

Search Claims Search Search records within the grid below

Search Print

General Cost Allocation Expense Analysis

Claim No.: Claim No. Expense Item: Client Account: Created Deleted
 Claims Since: Currency Code: Header Amount: Submitted
 Description: Purchase Account: Tax Code: Approved
 Comments: Amount: Base Amount: Rejected Reimbursable
 Tax: Tax Amount: Base Tax: Base Tax Amount: Returned Overseas

Drag a column header and drop it here to group by that column

Claim No	Line No	Raised By	Expense Date	Description	Comments	Purchase Account	Client Account	Currency Code	Tax Amount	Amount	Status	Approvers
1	1	System Administrator	23/01/2015	Dinner - worked late at client site		35500 - GENERAL CONSUMABLES		GBP - POUNDS STERLING	0.00	35.25	Created	6 Approver
1	2	System Administrator	23/01/2015	Travel - Work to client		37400 - TRAVEL		GBP - POUNDS STERLING	3.36	37.00	Created	6 Approver

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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.



Checked	Raised By	Claim No	Line No	Expense Date	Description	Comments	Purchase Account	Client Account	Currency Code	Tax Amount	Amount
<input checked="" type="checkbox"/>	System Administrator	1	1	23/01/2015	Dinner - worked late at client site		35500 - GENERAL CONSUMABLES		GEP - POUNDS STERLING	0.00	35.25
<input type="checkbox"/>	System Administrator	1	2	23/01/2015	Travel - Work to client		37400 - TRAVEL		GEP - POUNDS STERLING	3.36	37.00

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



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