

Efficiency. Visibility. Control.



# Expenses

Product Description



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Welcome to Expenses, the most comprehensive expenses management solution in the world. Created over 10 years ago to address a real business process problem, Expenses is now used by claimants from around the world to recover their expenses.

Expenses offers a simple, yet comprehensive solution for any organisation that needs to improve the process of recording and paying expenses to its claimants, whilst ensuring compliance against policy. The solution is configured to automatically calculate the Tax and VAT rules, and 'flags' are used throughout the system to alert authorisers and administrators of potential non-compliance.

#### Core System

- Expenses
- Base Information
- User Management
- Tailoring
- Policy Information
- Import Exports
- Audit Log

#### Additional Resources

- Quick Start Guide
- Service Desk
- Professional Services
- Customer Experience Management

#### Additional Modules

- Account/Payroll Interface Report
- Advances
- Bi-directional ESR Interface
- Branding
- Corporate Card
- Duty of Care
- Enhanced Reporting with Scheduler
- GreenLight
- Real-time Mileage Validation
- Self Registration
- Training Video
- 3rd Party Interface



### Key Features Summary

#### User friendly, web-based access

Users can access the system directly through a web browser (no client software is required); with no software to install, no upgrades to manage and no back-ups to maintain, you are ensured of rapid deployment and prompt returns on your investments. Over 10 years of implementation and development experience combined with direction from our customers means that with the intuitive screens and simple click and select entry methods, Expenses is easy to use.

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### Flexible approval and authorisation process

The expenses claiming process is customised to the needs of your organisation and can be as simple or sophisticated as required. Additional levels of authorisation can be included for circumstances such as claims exceeding a monetary value or the inclusion of specific expense items, for example training or mileage. Automatic, tailorable email notifications are sent throughout the submission and approval process, and customisable declarations can also be set to appear upon submission and approval of a claim.

### Role based provisioning or control

Role based access only permits staff to enter claims for items they are entitled to claim for; including policy exception warnings and the prevention of claims being submitted outside policy. Employees will only see expenses items and the respective limits for their role, from your organisation's travel and expenses policy. Example 1 - an office based employee may see a limited amount of expenses items, as opposed to an employee travelling regularly on company business who will see a more comprehensive list of items. Example 2 - a nurse working for the NHS based on the Agenda for Change will see different items to a dental hygienist on Medical Dental Policy. The system also provides controls to limit the access to specific, restricted areas depending on the types of tasks the user has to perform such as approving expenses, data reporting, and system customisation.

### Statutory reporting

Expenses meets the statutory reporting needs of organisations with employees in countries around the world. Expenses collects the information required for the accurate treatment of VAT; for both local and foreign VAT obligations. Forming a comprehensive service Expenses enables organisations to record and report on expense items accurately for the treatment of employee benefits, per diem rates and international aspects of taxation, whilst providing additional assurance for the compliance of local statutory reporting requirements without impacting on employee performance.

### Real-time mileage validation

When claiming mileage, employees can enter multiple places visited throughout the course of their duties taken each day, with the option to specify the number of passengers on a precise leg of the journey. By simply entering a journey start and finish postcode or a previously entered address name, the system will instantly calculate the correct mileage. Home to Location mileage functionality

Expenses can allow claimants to enter all their journeys, whether they have departed from home or returned back home whilst, automatically performing the required deductions to the total mileage calculation which include:

- Reimburse the lesser of Home to Location & Base to Location
- Deduct Home to Base distance for every journey total or every time Home is visited
- Deduct first and/or last Home to Base if claimed in a journey
- Deduct Home to Base distance only if the journey starts and/or finishes with Home
- Flag as an exception if Home to Location is greater than Base to Location

### Enhanced mileage logic

The enhanced mileage functionality automates complicated rules regarding:

### Self registration service

New employees, non-staff, and contractors can use the system to make their claims by self-registering themselves onto this system. This is backed by a full security and authorisation process so that only valid claimants are permitted to make a claim.

### Account/Payroll interface report

All expenses information with the required coding and calculations and payment details is prepared in a flat file, CSV or Excel spreadsheet ready to be imported into the general ledger and/or payroll systems.

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### Bi-directional ESR interface (Healthcare Only)

The only unique ESR (Electronic Staff Record) bi-directional interface to an expenses system. The inbound interface sends payment information automatically into ESR, and the outbound interface updates Expenses synchronising staff details with ESR, ensuring all required personnel details are up to date creating new records for new starters and archiving leavers without the need for administration.

### Extensive scheduled reporting

The advanced reporting facilities of the system allow you to easily analyse and drill down to view accurate and valuable information required to see where money is being spent. The reporting module offers graphical management reporting, and both standard and ad-hoc reporting capabilities through a reports creation wizard. Reports may be scheduled to run on a regular basis to automatically email the necessary information to key departments and individuals.

### Broadcast message service

The broadcast message service keeps claimants up-to-date with policy changes, expense limit updates or even deadlines to submit claims. These messages will be displayed to the claimants when they logon. Multiple messages can be set, and each message can be set to appear once, or within a given time frame.

### Attach documents and receipts

Against each line item of the expense claim, electronic images of receipts can be attached for visual reconciliation by the claimant, approver and finance team. Other electronic documents such as invoices can also be attached to the claim.

### Holiday, vacation and periods of absence routing and delegate entry

The holiday and vacation feature will redirect any claims that are submitted to the approver onto the person nominated on the system. The delegates feature allows a person to add/modify/delete/submit on a selected employee's behalf. A claimant can set who they wish to delegate to (such as PA or colleague).

### Duty of care management

The duty of care module means that your organisation can manage the recording and verification of employee vehicle and license details. This will ensure that you are making all reasonable endeavours practicable for your employees to be safe on the road. Mileage claims can also be stopped until the employee has produced the required documentation, ensuring a timely response to keeping their details and documentation up to date.

### Claim and system auditing

Each expense claim contains a complete history of any actions occurring against that claim. This includes the date and a time stamp of each submission and approval step, any amendments made to an expense item with a reason for amendment, and the return of any expense item and the resulting action from the claimant, which might be to dispute, edit or delete. There is also a separate Audit Log feature available which lists the date and time of every update applied to the system and by whom.

### GreenLight

An add-on to Expenses, GreenLight provides a work flow solution that transforms any paper-based form process and automates it through an online system. Examples include change of details, change of bank details, change of employment, termination of employment or car parking permit requests.

- Lease car mileage
- Excess mileage
- Overtime, emergency callout & training mileage
- Relocation mileage
- Mileage threshold reduction

**For more information on expenses please contact us on:**

**t: +44 (0) 1582 714 810**

**e: [marketing@advancedcomputersoftware.com](mailto:marketing@advancedcomputersoftware.com)**

**[www.advancedcomputersoftware.com/abs](http://www.advancedcomputersoftware.com/abs)**