expense@work

Expense Management Solution

Do you want to automate the completion of expenses and credit card charges for your employees? Using expense@work you can complete expense and credit card transactions online, automate the approval routing and ensure the transactions are transferred directly into your Finance System without any further data entry.

Introduction

Most organisations process hundreds or thousands of employee expenses every month including petty cash claims, out of pocket expenses and credit card receipts.

The cost of completing, authorising, reconciling, re-checking, adjusting VAT and re-keying this data into a Finance System is both tedious and inefficient.

We have calculated that the time and cost of a single expense claim with fifteen entries is over £150.

Expense Claims Are Expensive

- Expense claims are manually handled several times by the employee, manager, and accounts team.
- The communication of queries, rejections and payment is time consuming.
- The entry and reconciliation of credit card statements with expense claims is inefficient, error prone and leads to delays.
- Most claims have incorrect or incomplete VAT calculations, and cost centre analysis.

expense@work Can Help

- Easy expense entry.
- Accessible anywhere/anytime via a browser.
- Enforces corporate guidelines and expense policies.
- Maintains mileage records and calculates appropriate rates and allowances.
- Seamless integration with your Finance System.
- Seamless integration with your Credit Card Provider.
- Full multi-currency and multi-language capabilities.
- Intelligent authorisation routing using e-mail and workflow.
- Ensures compliance with Inland Revenue legislation.
- Extensive reporting and expenditure analysis.

Using workflow rules, expenses are quickly routed to managers for authorisation and the system applies numerous checks and guides to eliminate errors at entry.

'Recent legislative changes necessitate the adoption of robust expense management solutions as the cornerstone of good corporate governance'

Employees are emailed with the progress of their claim so they always know when payment is expected.

Management can look at expenses by person, department, project, client or any other level of analysis. Reports can show year to date and month comparisons with multiple levels of analysis.

Once approved, expense claims are posted directly into your Finance System without any re-keying, recoding or manual intervention.