

## Fact Sheet: Procurement One Employee Expenses Management



### ABOUT SAPPHIRE

Sapphire Systems plc is the number one partner for SAP Business One in EMEA, Global No.1 Infor FMS SunSystems Channel Partner and 2009 Partner of the Year for Professional Advantage. During the past 20 years, Sapphire has built a team of technical and services personnel who have led some 2,500 system implementations - from single-user systems to large, multi-national finance and ERP applications.

Sapphire has global rollout capabilities that are available across all continents and that are backed by a large team of software specialists. With consistent, double digit revenue growth over the last several years, Sapphire joined the ranks of the Deloitte Fast 500 EMEA Technology Providers in 2005 and were awarded the SAP Pinnacle award in 2009.

Headquartered in London with offices in Manchester, Edinburgh and the Isle of Man in the UK, as well as New York and Los Angeles – USA, the group today provides solutions, services and support to over 650 companies worldwide.

### Why automate employee expenses?

Most companies have hundreds or thousands of personal expense claims items submitted every month which need to be processed quickly and efficiently. This is tough when working with a labour intensive legacy paper-based system, especially when trying to police the corporate expenses policies at the same time.

Employee initiated expenses represent a significant percentage of an organisation's total spending. Research shows that travel and entertainment (T&E) expenses, the primary items submitted through the expense process, account for 5-20% of all indirect spending. On average, indirect expenditures represent 30-60% of expenses at companies, so employee initiated expenses represent a significant percentage of a company's total spending.

In a challenging economic environment, boardroom discussions will be focused on increasing net profitability and reducing bottom line expenses. With employee-initiated expenses being considered as the second most controllable expense after personnel and benefits, expense automation should be at the forefront of corporate expenditure control.

Many companies are struggling with the issue of how to allocate and reconcile company credit card or procurement card statements. Most companies still process large numbers of expense reports manually, a labour intensive process, whether this is paper based or spreadsheet based. The process is a considerable strain on company resources and can cost between £30 to £80 per expense claim.

Expenses automation systems can:

- Reduce the average time to enter expense claims.
- Reduce the cost to process (CTP) an expense claim.
- Reduce the time to settle an expense claim
- Reduce costs through automated policing of corporate expenses policies
- Increase accuracy in capturing "rechargeable" expenses
- *Improve employee satisfaction by enabling multiple expenses submissions per month*

### Intuitive Interface

Procurement One Expenses takes the frustration out of expense entry with, an easy-to-use, intuitive, web based environment that gets immediate buy-in from employees.

Procurement One Expense was one of the first expense automation systems to use graphical point-and-click expense entry. Users will be able to graphically view each expense item as this is added to their claim. Significant development effort was put into the design of the end-user environment, making this one of the easiest and cleanest systems available to-date.



Scalable solutions to meet every budget. Evolve through the editions as your requirements grow.

Each company's requirements are different, which is why our expense solution is highly customisable.

User screens will replicate your company's requirements and not someone else's! Built around our flagship e-procurement product, Procurement One Expenses offers your company the best-of-breed software experience, built on the latest internet technologies.

### **Maintain Expense Policies**

Maintaining control over your employee expense claims is critical to expenditure control. Procurement One Expenses gives you full control over the items that each employee can claim, keeping that centralised corporate control.

With each claim type, you can specify the maximum cost values, allocate the account codes and analysis categories, dictate if the user can adjust the cost, attach comments and give a graphical representation of the claim item. By giving each expense item on the system complete customisation, no longer will you see coding errors or claim items that cannot be processed as company expenditure.

Your employees will be unaware of current VAT rules and vehicle banding, which is why Procurement One handles these complex decisions, to allow the user to complete their claim with the least amount of time and effort.

### **Process Credit Card Transactions**

All financial institutions now give their customers the ability to download their bank statement as an electronic document. This downloadable statement can be imported directly in to an employee's expense claim, any non-business expenditure can be easily removed from the claim.

Many companies today, issue corporate credit cards to their employees, in particular senior management. The problem this creates is the ability to get the users to justify their expense against the corporate statement, which is why Procurement One supports global statement processing. Using the global import facility, the accounting department can import the company credit card statement into Procurement One.

Procurement One will automatically generate an expense claim for each employee on the statement. Each employee will receive an email asking them to complete the expense claim, which will already have the transactions created. This approach ensures the validity of all credit card expenditure and the correct financial analysis of the costs.

### **One-Click Approvals**

The approval features of Procurement One give employees and business managers a full audit history of each request they were involved in throughout the complete expense cycle. Approvers can easily track outstanding requests and review the other approver's comments and the approval route that the request has taken. Nominees are given access to approve or deny requests on your behalf, giving you the freedom to attend those important meetings knowing that your assistant can approve those critical requests that need immediate attention.

- Expenses Control
- Policy Checking
- Dynamic Approval
  
- Easy to Use
- Easy to Maintain
- High User Acceptance
  
- Productivity Gains
- Scalable
- Affordable
  
- Rapid Deployment
- Low Cost of Ownership
- Fast Return on Investment



Procurement One generates emails to communicate approval chain activity at each stage to the next approver and back to the claimant if required.

## Budget Control

With real-time budget control Procurement One makes sure each request is tagged with the latest budget, commitment, accrual and ledger information.

Enhanced budget checking is standard, even different security groups can have different budget checking methods. These include year-to-date, cumulative-year-to-date, financial-month, forecast-budgeting, project-budgeting.

Using the budget designer, groups of codes can be budget checked even down to the supplier code or department.

## Sophisticated Workflow Engine

You need to make sure the workflow engine can handle your current business process and have the flexibility to adapt to each scenario. Our workflow engine and the workflow designer work in real-time with the application and include approval groups and dynamic approval chains. Not only can you have different rules for each module, but for each operating company.

## Integrated Reporting

Procurement One comes with its own integrated reporting solutions, the standard reporter and the ad hoc reporter. The standard reporting tool gives you the power to design reports on your expenses data using the Crystal Reports Professional Designer software (sold separately).

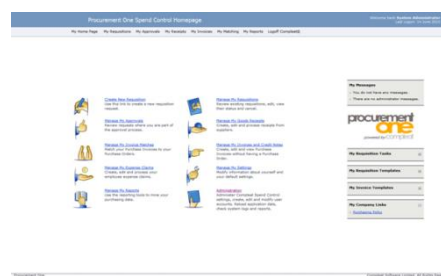
The ad-hoc reporter, allows you to quickly mine data, then have it presented in a Microsoft Excel format within the Procurement One web application, and export to Microsoft Excel outside the web environment.

## Real-time Financial Integration

Procurement One has real-time integration to SAP Business One and many other financial accounting software platforms.

All transaction data is fully validated before being processed by our integration gateway. Transactions are posted real-time to ensure that your budget figures and financial status are always accurate.

The integration system can be quickly configured through the standard web-based administration system.





#### Need More Information?

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## Web-based Administration

All aspects of the Procurement One configuration can be amended through the browser and the administration is separated into six distinct areas. This allows high level administrators to assign sub-administrators to the various aspects of the system. This role-based administration gives the ability to designate areas of the system where departments may already be collecting that type of data. An example being the personnel department, this department will be processing starters and leavers, therefore they could control the user access to the expense solution, keeping control of your personnel policies and guidelines.

## Summary

Procurement One Expenses Management software is surprisingly inexpensive and very fast to deploy. Why continue the monthly pain of manual expenses processing when you can take a simple step into the 21st century?

**For more information on Procurement One please call our Product Advisory Team on 020 7648 2000.**