

expense@work – Automating the Expense Management Process



KEY FEATURES:

Ease Of Use - no end user training.

Full multi-currency

Automated credit card integration

Automated workflow with backup and proxy functionality.

Automated email notifications.

Extensive reporting options.

Full tax and VAT compliance.

Seamless integration to your finance package.

Accessible anywhere/anytime via a browser.

Enforces corporate guidelines and expense policies.

Maintains mileage records and calculates appropriate rates and allowances.

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 a range of financial accounting systems - without any further data entry.

Many organisations have hundreds or perhaps even thousands of personal expenses to process every month, be it petty cash, expense returns or credit cards. The cost of completing, authorising, reconciling, re-checking, adjusting VAT and re-keying the data into your accounting 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 tiresome and awkward.
- Most claims have incorrect or incomplete VAT calculations, and cost centre analysis.

eXpense@work Helps Your Business

- Accessible anywhere/anytime via a browser.
- Maintains mileage records and calculates appropriate rates and allowances.
- Seamless integration with a range of finance systems
- Credit card statement importing.
- 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.

eXpense@work is easy to use and accommodates multi currency, credit cards, advances, lump sum accruals, receipts and explanations for any entries likely to cause issue.

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

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 then are posted directly into your finance system without any re-keying, recoding or manual intervention required.

For more information on eXpense@work or any of our other solutions and services, please contact our Product Advisory Team on 020 7648 2000 or email us at info@sapphiresystems.co.uk.

Need More Information?

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