



# Gain control of "after-the-event" purchase claims

Employee Expenses



proactis



## **'Tame' expenses – and complete the picture of corporate spend**

With Proactis Expenses you can ensure compliance with organisational guidelines while at the same time making it as easy as possible for employees throughout the organisation to reclaim their personal funds; a solution that replaces paper forms with electronic documents and workflow to streamline the process and provide full visibility of the claim process.

# We understand your challenges

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- ④ Reimbursement/reclaim may take place without appropriate authorisation.
- ④ Purchases from unauthorised sources are facilitated.
- ④ Costs are often attributed to the wrong accounts or departments.
- ④ There is no opportunity for spend analysis or visibility of purchasing trends.
- ④ Employees often become frustrated with the process, or with delays in settlement.

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**Some expense claims were trivial and took up valuable time. Others seemed excessive, but they were signed off anyway. Now everything is fast, visible and compliant.”**

Finance Director

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# We have the solution

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Proactis Expenses empowers employees to submit claims accurately and with ease. This in turn enhances the management experience by minimising the authorisation process and by offering instant access to overview reports.

It provides the employee with visibility of the claim throughout the process and provides the organisation with a fuller analysis of administrative spend.

# What you can do

**Help people  
instinctively do  
the right thing**

## Expense claims

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Proactis empowers employees to submit claims electronically and accurately with ease. This saves hours of laborious paperwork for everyone - and transforms the authorisation process into an uncomplicated point-and-click operation.

## **Replace paper processes with a fully electronic system**

### **Expenses processing**

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Every employee can file claims online via a web browser or mobile app. Proactis Expenses is ultra-flexible too, handling multiple claims at any time and applying automatic receipt numbers to make every claim easy to track. Required and automated account coding helps minimise fraud while ensuring proper cost allocation and supporting analysis.

## **Fast authorisation engine keeps everything moving**

### **Authorisation engine**

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One-click authorisation lets managers forward each claim for payment – or return it to the claimant with any comments. The solution is flexible and the finer details are up to you. You can change rules and authorisation methods easily. Proactis provides visibility, transparency and a full audit trail – plus emails to prompt actions and to provide status updates.

## **Reporting and integration ensure you get the full picture**

### **Management reporting and integration**

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With Proactis, employee expenses are no longer a grey area. Instant management reports give you a clear analysis of spend by employee, department and expense type. The solution can integrate easily with your existing financial and payroll software, saving hours for your administrators.

# With Proactis Expenses you can achieve:

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## Hard savings

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- ④ Reduced cost of expenses processing.
- ④ Improved policy compliance and reduced employee expense fraud.

## Strategic benefits

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- ④ Faster approvals mean quicker reimbursements and a happier workforce.
- ④ Track reimbursements, analyse VAT and audit expenses.
- ④ Better data for spend analysis.



If you want to become a **faster, leaner, smarter** organisation, then contact Eclipse today.

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