

Electronic **expense filing, mileage** and **subsistence.**



Expense Management

Softworks Expense Management Application is a powerful tool that eliminates the laborious and costly task of manually collecting and processing paper expenses. An advanced system, the Expense Management Application allows organisations to track, audit and report on expenses claimed by employees, departments or projects.

At a Glance, The Benefits:

Saves Time

When time is money, eliminating "non-value-added" tasks can improve your bottom line. The Expense Management Application reduces the time spent in submitting expense sheets and speeds up the reimbursement and approval process. Processing time is dramatically reduced as the Expense Management Application allows staff to enter their own expense details. It also includes workflow functionality to enable management to approve or reject submitted requests via the same system.

Reduces Errors

Automation of traditional paper based expense recording reduces manual errors, increases accuracy and improves efficiency and productivity.

Delivers Considerable Savings

As companies are forced to keep tighter control of budgets, it becomes increasingly important to monitor and reduce expenditure. The Expense Management Application automates expense claim processes, cuts out time-consuming paperwork and reduces processing costs. Improved accuracy in data collection, reduction in time to complete tasks and a faster turnaround deliver considerable company savings.

Gives You Control Over Company Expenditure

Travel and entertainment expenses are one of the largest expense categories for businesses today. The Expense Management Application also provides you with the software to monitor and control these and all other categories.

Reports

The Expense Management reporting tool allows management to generate reports quickly and easily. Not only useful for management information, they can also be beneficial for tax/audit purposes. Generation of key reports allows management to plan and allow for future expense requirements based on previous trends. Use the Expense Management Application to generate the following reports by individual, department or by multi employee:

- **Billable Expenses Report** – Use this report to view the number of billable expenses generated by your employees to ensure all expenses have been billed back to customers.
- **Non-billable Expenses** – This report is useful when analysing the number of non-billable expenses raised by your employees.
- **Units Report** – Generate a report that allows you to see the most common types of expenses raised by employees.
- **Expense Amount Report** – Keep track of expenditure by running regular cost analysis reports.
- **Anomaly Report** – Highlight any irregularities in expense claims to reduce the number of data entry errors and ensure information is consistently captured.
- **Authorisation Report** – Maintain control of your expenditure by running reports to track expenses claimed but not yet approved. It is also possible to run reports highlighting rejected expenses.

Features:

Capturing your best practices for expense control, Softworks Expense Management Application can track and monitor expenses by individual, group, department or project as well as expense type. The system allows you control and standardise various expenses including:

- *Unlimited 'on-line' data storage* - Lets management access and use previous records to project and plan for the future and spot previous trends.
- *Hierarchical work-flow authorisation* - Allows supervisors to edit, authorise and analyse employee hours worked all on one screen.
- *Automatic email notification* - Prompts users and supervisors to complete and/or approve employee expenses on time.

Date	Expense	Amount	VAT Rate	Units	Comments	Receipt	Emp	Sup	Pay
Mon 13 Jul	Accommodation	600.00		(Sterling)					
Tue 14 Jul	Lunch / Dinner Client	60.00		(Sterling)					
Wed 15 Jul	Parking	6.00		(Euro)					
Thu 16 Jul	Petrol / Diesel	600.00		Mileage					
Fri 17 Jul	Lunch / Dinner Staff	40		(Euro)					
Sat 18 Jul	<None>	0.00							
Sun 19 Jul	<None>	0.00							

Travel Expenses:

- *Predefined multi-currencies* - For the business traveller, predefined multi-currencies ensure there is no loss in exchange rates.
- *Defined limits* - Ensure staff do not exceed set limits for specific expenses by establishing and defining limits or allowances.

Milage Expenses:

- *Captures mileage bands* - Our Expense Management Application captures various mileage bands and rates and calculates the expense accordingly. Limits can be entered for particular employees and reports generated to highlight any exceptions to mileage limitations.

Meal Expenses:

- *Automatic data capture* - Reduce processing time by applying fixed expenses e.g. for employees who receive a daily fixed meal-allowance/subsistence.

Project Expenses:

- *Tracks billable expenses* - Ensure projects do not exceed budget by using Softworks Expense Management application to keep track of billable expenses on a per project basis. Expenses can be easily viewed, approved, and amended.

