Automated expense management: simple as that!

Our solution: Easy Expense

DIRECT CONTROL OVER YOUR EXPENSES

Much like any organisation, you're occasionally faced with expenses declared by your employees. Maintaining, checking and processing this information consumes time and energy, and is largely done manually. This can cost unnecessary time, money and resources. This way of working also offers little insight into the process as a whole, which can lead to unnecessary errors.

EASY DIGITAL REPORTING

Managing your expense reporting in an automated expense management system is an effective strategy. Easy Systems provides a solution for digital reporting, in the form of Easy Expense, which automates the expense reporting process, which saves you time, effort, and reduces costs in this process by up to 50%!

Easy Expense is a web-based application that allows you to process, add, and check your staff expense reports. Quick and easy processing, that gives your employees insight into the status of their declared expenses.

ADVANTAGES

- ✔ User-friendly expense reporting;
- ✔ Increased employee satisfaction through swift payment;
- ✔ Increased efficiency through shorter turnaround;
- ✔ Insight and overview;
- ✔ Easy retracing of expenses via archive function;
- ✔ Expense is processed as invoice in your workflow application;
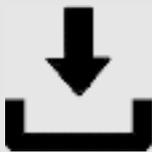
Our solution in 5 steps

STEP 1: ENTER

Easy Expense allows employees to report the expenses they are authorised to declare. This includes, for example: travel expenses, kilometre allowance, food and/or accommodation expenses. Employees can select the applicable categories, relevant to their account.

Employees can enter declarations based on admin rights.

STEP 2: SUBMIT RECEIPTS

Receipts can be linked in various ways to the submitted expense declaration. The application allows employees to enter one receipt per field.

Receipts can be added and submitted, automatically and via various methods.

STEP 3: DECLARE

The declaration is forwarded to the budget holder via the same workflow Easy Systems used to automatically process invoices. Here, the declaration is made visible, as well as the submitted receipts.

Declaration is submitted and forwarded accordingly.

STEP 4: APPROVE

The declaration is provided to the budget holder. The budget holder can then approve, reject or park the declaration. Employees can track the status of their expenses in Easy Expense.

The authorised budget holder(s) assesses the declaration and determines whether or not the expense is payable.

STEP 5: PAY OUT/ARCHIVE

Following approval, the declaration is made payable in the financial system, or salary application, your organisation uses. All submitted declarations are digitally archived and retrievable for authorised employees at any time.

Approved invoices are transferred to the relevant payment software/system.