

# expense@work

## The complete expense management solution

Automated expense management whatever your industry or accounting system.

### Using expense@work you can

complete expense and credit card transactions online, automate the approval routing and ensure the transactions are transferred directly into your financial system without any further data entry.

Most organisations have hundreds or thousands of personal expenses to process every month, via credit cards, petty cash or expense returns.

The cost of completing, authorising, reconciling, re-checking and re-keying the data into the financial system is both tedious and inefficient.

### expense@work Helps Your Business

- Easy expense entry accessible by staff anywhere/anytime via browser
- Enforces corporate guidelines and expense policies
- Maintains mileage records and calculates appropriate rates and allowances
- Imports credit card statements
- Intelligent authorisation routing using e-mail and workflow
- Extensive reporting and expenditure analysis
- Calculate all taxes including FBT
- Calculate employee carbon footprint impacts

expense accommodates multi currency, credit cards, advances, lump sum accruals, receipts, cash advance request and explanations for any entries likely to cause issue.

Using workflow rules, expenses are quickly routed to managers for authorisation and the system applies many 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 may 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 may be posted to the company's ledger without any re-keying, recoding or manual intervention.



### Why Are Expense Claims 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 cost centre analysis

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