

## expense@work – It's your money, take care of it

### Would you like to save time and money

by automating the management of your organisation's expense claims and credit card statements? expense@work enables you to complete expense and credit card transactions online, automate approval routing and ensure that transactions are transferred directly into your financial system without further data entry.

Most organisations process hundreds or thousands of employee expenses each month, including petty cash claims, out of pocket expenses and credit card receipts.

The cost of completing, authorising, reconciling, re-checking, adjusting VAT and re-keying this data into a Financial System is high.

### What can expense@work do?

- Enables entry of expense claims anytime, anywhere, without software installation, via a browser
- Enforces corporate guidelines and expense policies
- Maintains mileage records and calculates appropriate rates and allowances
- Integrates seamlessly with your Finance System
- Integrates seamlessly with your credit card provider
- Full multi-currency and multi-language capabilities
- Intelligent authorisation routing, using e-mail and workflow
- Ensures compliance with statutory requirements
- Extensive reporting and expenditure analysis

### Who can benefit from expense@work?

Ease of access, however remote, makes expense@work the ideal solution for companies employing large numbers of staff who frequently travel, use company credit cards or company cars.

Automating this whole process enables your staff to focus on more productive work instead of on time-consuming, administrative tasks.

expense@work also suits those organisations with predefined internal processes for the control of expenses and reimbursement.

### How does expense@work work?

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

Management can look at expenses by individual, department, project, client, or any other level of analysis. Reports can show year-to-date and monthly comparisons, with multiple levels of analysis.

Employees are notified by email about the progress of their claim, so they are always aware when payment can be expected.

Once approved, expense claims are posted directly into your Financial System

Do you manage your expense forms effectively?  yes  no

Do you want to stop spending time to re-enter data?  yes  no

Can you identify anomalous expenses?  yes  no

Do you really know who is spending your money?  yes  no

Are you receiving accurate information about project allocated expenses and costs centres?  yes  no

*If more than two of your answers are no, you should contact us. We're happy to show you how effective expense@work can be.*

without any re-keying, recording or manual intervention.

expense@work provides multi-company features, allowing even the largest organisations to benefit from just one central system for all subsidiaries.

### About LLP Prague

LLP Group provides consulting and software services to local and international companies in western, central and eastern Europe, and beyond. LLP's approach combines consulting and project management skills with international software products and development, to deliver affordable and realistic solutions.

The group focuses on the operational, financial, analytical, customer relationship, and reporting needs of local, regional and global organizations.

LLP is a reseller of Infor FMS SunSystems, Infor EAM, Microsoft Dynamics AX, Microsoft Dynamics NAV, Pivotal CRM, expense@work and time@work, with consulting and development teams based in the Czech Republic, Slovakia, Croatia, Hungary, Romania, Russia, Bulgaria, Belgium and Luxembourg.

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