

The background features a dark gradient with several colorful sticky notes (green, purple, blue, yellow, red) pinned to it. Each note has a white line-art icon: a house, a person, a car, and a person with a backpack. The text 'expense @ work' is centered in white, with the '@' symbol inside a red circle.

expense @ work

Features Summary 2017



“expense@work is a highly functional, secure, integrated and easy to use Expense Management System deployed by organisations throughout the world”

Introduction

Our clients range from small 10 user start-up's to international conglomerates with thousands of employees.

expense@work is designed to operate in both small local offices and in a distributed Multi-Location environment.

Its strong Multi-Currency and Multi-Company credentials provide a truly international solution which can scale and evolve with the changing needs of your business.

Organisations deploying expense@work ensure internal and regulatory Expense Management Compliance, Exceptional Financial Control and Powerful Expenses Reporting.

expense@work is renowned for its ease of use and is implemented in organisations throughout the UK, Ireland, Europe, Asia and The United States.

“Organisations that automate their expense claim process reduce out of policy expenses by 40% and reduce reimbursement cycle times by two thirds”

- The Aberdeen Group

expense@work exports data to all the leading Finance Systems including:





expense@work Users

expense@work is used by many of the world's leading organisations across a wide variety of industries, services and the public sector. A small selection of our many clients include:



You can learn more about our Clients and see Case Studies by visiting:
<http://www.systemsatwork.co.uk/casestudies/>

Our Team



At systems@work, we recognise that the most important aspect of any solution is the team of Consultants tasked with managing the implementation and the after sales support available once the project is completed.

At the heart of our offering is a group of experienced and highly skilled application specialists, systems architects and support staff who are responsible for delivering all aspects of our Professional Services.



Key Features of expense@work

Easy Expense Claim Entry

expense@work

000001 Stephen Hughes

000001 (Stephen Hughes) Reference Number 30 Expense Form

Export Only Template

Summary Description
Sept 2016 Expenses

Trans. Date	Expense Type	Client	Receipt	From	To	Notes	Journey	Claim	Total	Vat	Net	Attach	Drill
21/10/2016	Hotel	Oil Reserves Ltd	Non VAT Receipt			Hotel In London		240.00	GBP	240.00	240.00		
25/10/2016	Mileage	JPD Ltd		NW6 1LL	WC2 4DE	Office To City	5.01			2.25	2.25		
								5.01		242.25	242.25		

Submission Notes:

Response:

expense@work enables employees to enter expense data quickly and effortlessly. Employees can select expense items without needing to understand or know any account code information.

Client	Receipt	From	To	Notes
Oil Reserves Ltd	Non VAT Receipt			Hotel In London
JPD Ltd		NW6 1LL	WC2 4DE	Office To City
Oil Reserves Ltd	Non VAT Receipt			Hotel In London
JPD Ltd		NW6 1LL	WC2 4DE	Office To City
Oil Reserves Ltd	Non VAT Receipt			Parking
Oil Reserves Ltd	Non VAT Receipt			Taxi

Forms can be designed with drop down fields to speed entry and eliminate errors. VAT and foreign exchange can be calculated automatically.



Mobile App Support

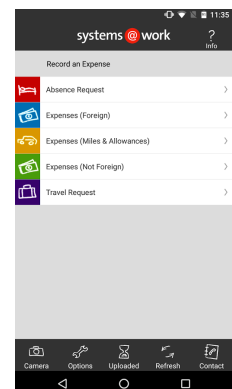
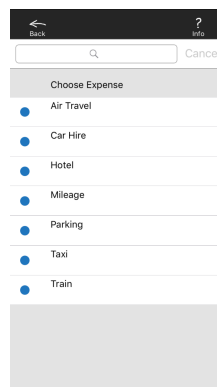
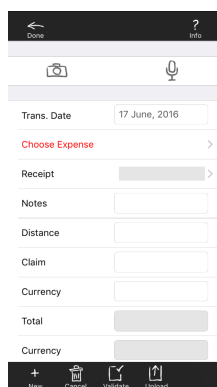
Our expense@work iPhone & Android Apps allows to upload expense claims and other forms based data from their mobile device.



Images and audio can be captured by the employee on the move and managers can also authorise forms from the app.

Administrators can limit the forms and data that is available on the phone and allow employees to partially complete and upload receipts and data which can then be completed at the desktop or laptop.

Alternatively forms can be immediately submitted for approval when uploaded from the mobile device.





Standard or Customised Expense Forms

Multiple forms can be setup and configured in expense@work depending on data capture requirements.

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Export Only Template

Summary Description
Sept 2016 Expenses

Trans. Date	Expense Type	Client	Receipt	From	To	Notes	Journey	Claim	Total	Vat	Net	Attach	Drill	
21/10/2016	Hotel	Oil Reserves Ltd	Non VAT Receipt			Hotel In London		240.00	GBP	240.00	240.00			
25/10/2016	Mileage	JPD Ltd		NW6 1LL	WC2 4DE	Office To City	5.01			2.25	2.25			
21/10/2016	Hotel	Oil Reserves Ltd	Non VAT Receipt			Hotel In London		240.00	GBP					
25/10/2016	Mileage	JPD Ltd		NW6 1LL	WC2 4DE	Office To City								
25/10/2016	Parking	Oil Reserves Ltd	Non VAT Receipt			Parking		12.00	GBP					
25/10/2016	Taxi	Oil Reserves Ltd	Non VAT Receipt			Taxi		14.00	GBP					
									5.01		242.25	242.25		

Submission Notes:

Response:

Different form types can be made available to groups of employees (so for example US based employees see a different form than UK employees) and all or some employees can have multiple form types available on their home screen.

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000001 Stephen Hughes

000001 (Stephen Hughes) Reference Number 33 Hospitality & Corporate Gifts

Export Only Template

Summary Description
Gift Given To John Smith Of ACME

Trans. Date	Expense Type	Client	Gift Type	Gift Reason	Gift Recipient	Notes	Gift Value	Gift Total	Attach
25/10/2016	Corporate Gifts	ACME Holdings	Sporting Event	Referral Thank You	John Smith	A thank you	120.00	120.00	
								120.00	

Submission Notes:

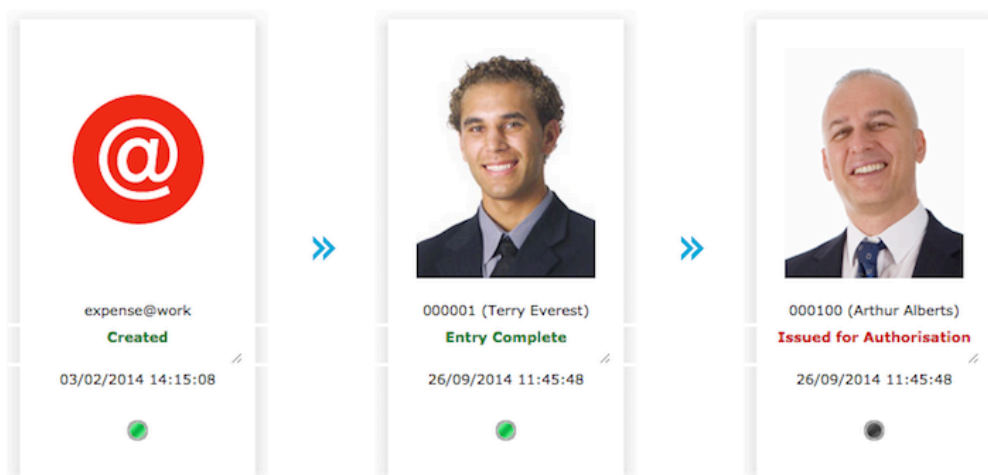
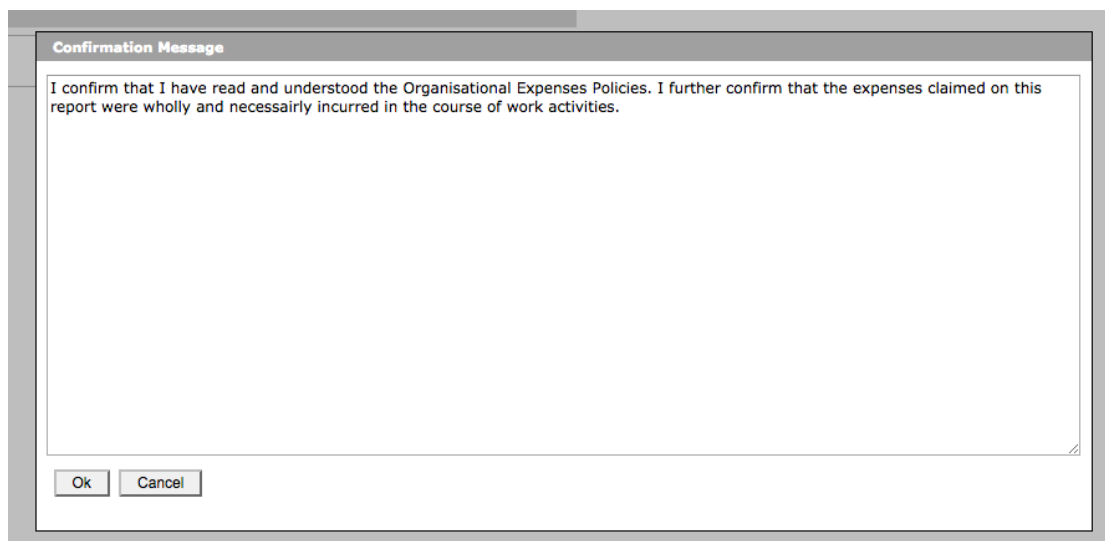
Response:



Advanced Workflow

The expense@work routing rules and workflow engine enables forms to be routed to multiple approvers throughout the organisation based on a combination of definable factors:

- Forms can be routed based on reporting lines.
- Forms can be routed based on spending limits.
- Forms can be routed based on project selection or other customisable rules.

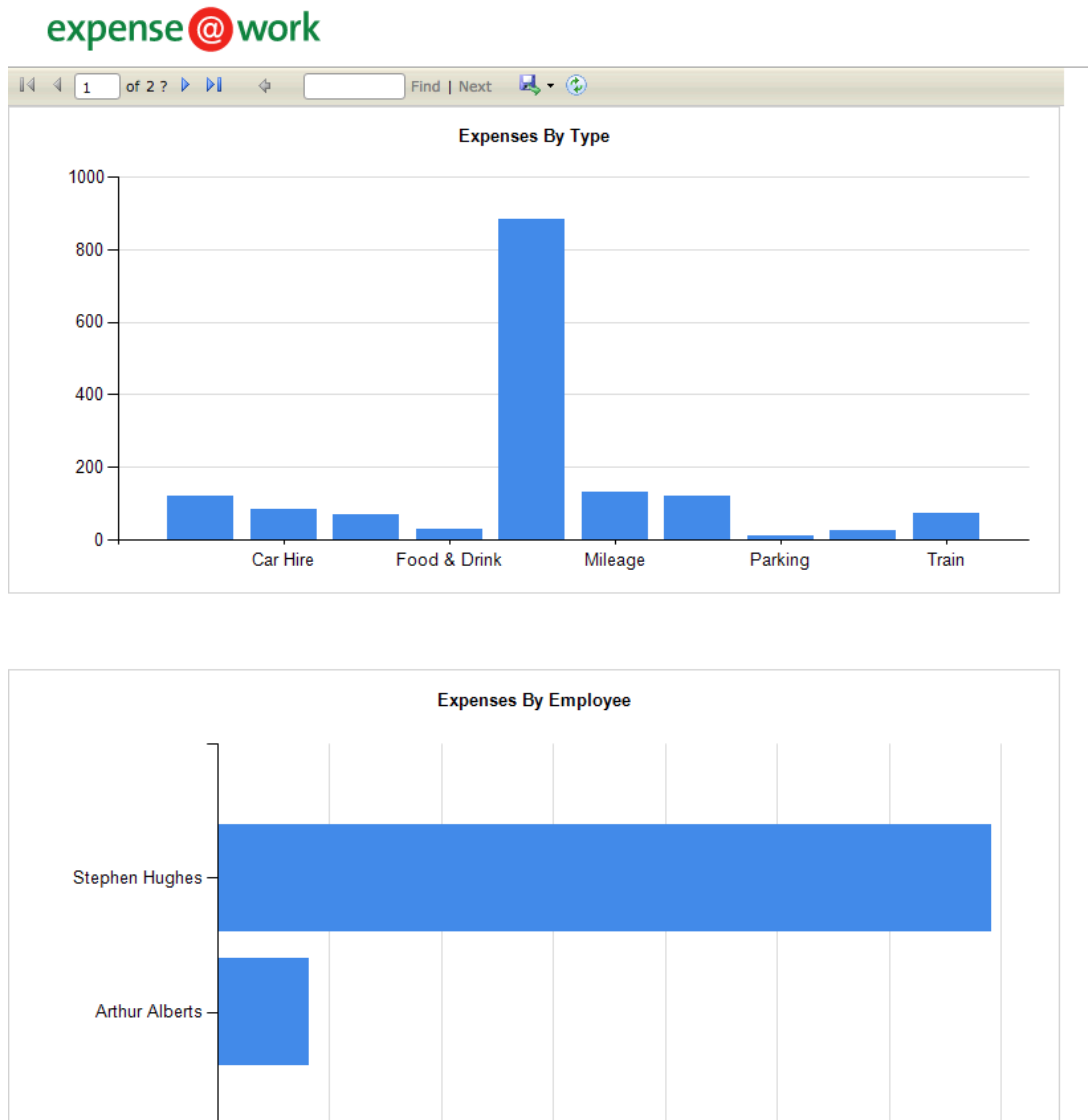


When employees submit their expenses they are given a clear visual representation of where the expense claim is being routed for authorisation.



Extensive Reporting

expense@work includes an extensive range of reporting options to ensure that employees, management and finance have full visibility over expenses expenditure.



Reports can be configured as required and made available to some or all individuals based on role or other criteria.



Corporate & HMRC Policy Enforcement

One of the most important functions available in expense@work is the ability to enforce corporate expenses policy. Rules can be configured in expense@work to ensure that employees enter all required information and the system can then validate the expense claim at the point of entry and advise the employee if there are any problems with the claim.

expense@work

000001 Stephen Hughes

000001 (Stephen Hughes) Reference Number 30 Expense Form

Show: [List Icon] [Table Icon]

Export Only Template

Summary Description

October 2016 Expenses

Trans. Date	Expense Type	Client	Receipt	From	To	Notes	Journey	Claim	Total	Vat	Net	Attach	Drill
21/10/2016	Hotel	Oil Reserves Ltd	Non VAT Receipt			Hotel In London		340.00	GBP	340.00	340.00		
25/10/2016	Mileage	JPD Ltd		NW6 1LL	WC2 4DE	Office To City	5.01			2.25	2.25		
21/10/2016	Hotel	Oil Reserves Ltd	Non VAT Receipt			Hotel In London		240.00	GBP	240.00	240.00		
25/10/2016	Mileage	JPD Ltd		NW6 1LL	WC2 4DE	Office To City	5.01			2.25	2.25		
25/10/2016	Parking	Oil Reserves Ltd	Non VAT Receipt			Parking		12.00	GBP	12.00	12.00		
25/10/2016	Taxi	Oil Reserves Ltd	Non VAT Receipt			Taxi		14.00	GBP	14.00	14.00		
									10.01	610.50	610.50		

Warning 1 A limit of 300 GBP applies to hotels for all UK Employees

Policies can be set at a global, country, departmental or individual level and configured to be either advisory warnings or rejections.

Export Only Template

Summary Description

October 2016 Expenses

Trans. Date	Expense Type	Client	Receipt	From	To	Notes	Journey	Claim	Total	Vat	Net	Attach	Drill
21/10/2016	Hotel	Oil Reserves Ltd	Non VAT Receipt			Hotel In London		240.00	GBP	240.00	240.00		
25/10/2016	Mileage	JPD Ltd		NW6 1LL	WC2 4DE	Office To City	5.01			2.25	2.25		
21/10/2016	Hotel	Oil Reserves Ltd	Non VAT Receipt			Hotel In London		240.00	GBP	240.00	240.00		
25/10/2016	Mileage	JPD Ltd		NW6 1LL	WC2 4DE	Office To City	5.01			2.25	2.25		
25/10/2016	Parking	Oil Reserves Ltd	Non VAT Receipt			Parking		12.00	GBP	12.00	12.00		
25/10/2016	Taxi	Oil Reserves Ltd	Non VAT Receipt			Taxi		14.00	GBP	14.00	14.00		
26/10/2016	Parking	Oil Reserves Ltd	Non VAT Receipt			Parking		12.00	GBP	12.00	12.00		
26/10/2016	Taxi	Oil Reserves Ltd	Non VAT Receipt			Taxi		14.00	GBP	14.00	14.00		
									10.01	536.50	536.50		

Error 7 Trans. Date You have entered a future date
 Error 8 Trans. Date You have entered a future date

Additionally, submission messages can be created which require employees to acknowledge their understanding of company policy. These messages can be configured on a per form basis so that employees in different jurisdictions or with different roles see messages that are tailored to them.



Mileage Calculations

expense@work forms can be configured to automatically calculate reimbursable mileage amounts based on HMRC or taxation authority guidelines.

Alternatively, mileage calculations can be based on company policy and can vary depending on vehicle type, vehicle ownership and other factors such as employee role or location.

expense@work can also calculate distances between postcodes and other specific addresses.

Trans. Date	Expense Type	Client	Receipt	From	To	Notes	Journey	Claim	Total	Vat	Net	Attach	Drill
21/10/2016	Hotel	Oil Reserves Ltd	Non VAT Receipt			Hotel In London		240.00	GBP	240.00	240.00
25/10/2016	Mileage	JPD Ltd		NW6 1LL	WC2 4DE	Office To City	5.01		2.25		2.25
									242.25		242.25		
									5.01				

expense@work tracks employee mileage and automatically changes the reimbursement rates based on company or taxation rules.



My Mileage

Reference	Date	Expense Type	Notes	Miles	Total	Curr
+ ▾	+ ▾	+ ▾	+ ▾	+ ▾	+ ▾	+ ▾
000000004	17/10/2016	Mileage	Nth London To Watford	16.45	7.4	GBP
000000006	05/02/2016	Mileage	Nth London To Watford	16.45	7.4	GBP
000000016	17/03/2016	Mileage	Office to Client	4.09	1.84	GBP
000000024	19/10/2016	Mileage	Office to meeting	4.06	1.83	GBP
000000026	21/10/2016	Mileage	London to Watford	16.45	7.4	GBP
000000027	06/09/2016	Mileage	London To Oxford RTN	100	45	GBP
000000027	28/09/2016	Mileage	London to Cambridge	95	42.75	GBP
000000028	21/10/2016	Mileage	London to Watford	16.66	7.5	GBP
000000028	21/10/2016	Mileage	Watford to City	21.3	9.59	GBP
				290.46	130.71	GBP

Finance, managers or employees can view reports at any time showing miles and mileage claimed by employees.



Travel Requests & Cash Advances

expense@work enables organisations to manage all aspects of employee expenses and travel.

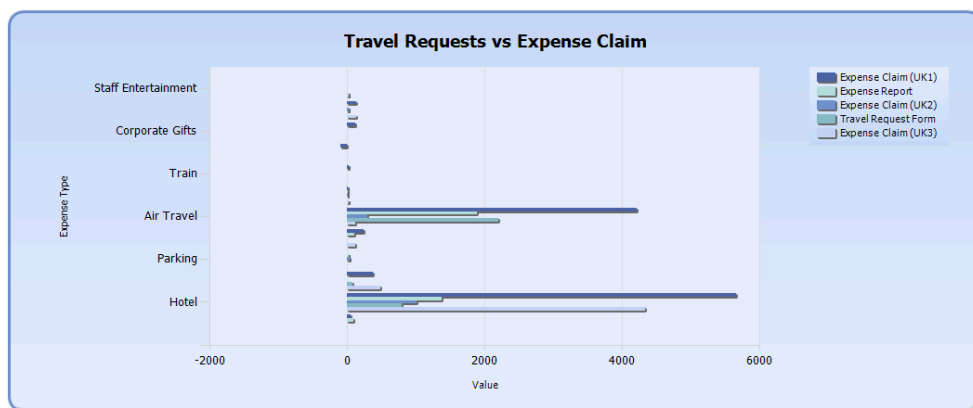
Summary Description	Location	Duration	Trip Number
Flight to LA	Los Angeles	01 - 05 Hrs	

Trans. Date	Expense Type	Expense Dept	Client	Carrier	Class	Notes	Claim	Rate	Trip Cost	Attach	
03/09/2014	Air Travel	Sales	Everest Tours	Airline - BA	02 - Business	Flight confirmed with agent	3 000.00	GBP	1.0000	3 000.00 GBP	
11/09/2014	Air Travel	Sales	Everest Tours	Airline - Virgin	03 - First	Flight confirmed with agent	5 000.00	GBP	1.0000	5 000.00 GBP	
									8 000.00	GBP	

Submission Notes:

I am going to two conferences in September, (in NYC and Los Angeles)

Employees can request permission to travel in advance of incurring any expenses and forms can be routed to the Line Manager for approval and then (optionally) on to the Travel Department who can make the travel arrangements if required. Employees can be required to enter either general information relating to their travel or alternatively very specific details about the flight and hotel arrangements they are planning.



Reference	Form Type	Month	Date	Expense Type	Employee	Department	Expense Dept	Client	Notes	Distance	Original	Curr	Total	Curr	
000000094	Travel Request Form	05May12	10/05/2012	Air Travel	Terry Everest	Sales	Finance	Everest Tours	Meeting with Client	0	200	GBP	200	GBP	
000000094	Travel Request Form	05May12	10/05/2012	Hotel	Terry Everest	Sales	Finance	Everest Tours	Meeting with Client	0	200	EUR	160.64	GBP	
000000094	Travel Request Form	05May12	10/05/2012	Car Hire	Terry Everest	Sales	Finance	Everest Tours	Meeting with Client	0	100	EUR	80.32	GBP	
000000097	Travel Request Form	05May12	02/05/2012	Air Travel	Terry Everest	Sales	Finance	ACME Holdings	Flight to Vegas for Conference	0	2 000	GBP	2 000	GBP	
000000097	Travel Request Form	05May12	02/05/2012	Hotel	Terry Everest	Sales	Finance	ACME Holdings	Hotel In Vegas for Conference	0	1 000	USD	632.6	GBP	
											0			3 073.56	GBP

Full visibility of Travel Authorisations requested and approved is also available in expense@work.



Credit Card Import

expense@work has been integrated with all the major Credit Card Providers and Financial Institutions.



Credit Card transactions can be imported into expense@work and will automatically be assigned to the appropriate employee who can then review the statement and add any additional information required (such as justification notes or client details).

Finance System Integration

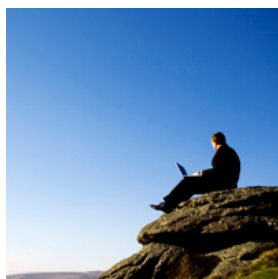
One of the primary benefits of implementing an automated expenses management system is the elimination of time consuming and error prone transaction rekeying.

expense@work is unrivalled in its integration credentials and will export transactions in the appropriate format for all major financial accounting systems.



expense@work also interfaces to other business applications such as Payroll, HR and bespoke Practice Management solutions.

Accessible From Anywhere



Because expense@work is browser based it can be deployed within your organisation but still be available to employees in any location.

expense@work supports HTTPS and also VPN based setup and there is a dedicated app for iPhone and Android.

Summary

expense@work is a highly functional and robust Expense Management Solution and can be deployed in your organisation for as little as £5 per user per month.

Organisations deploying expense@work ensure internal and regulatory Expense Management Compliance, Exceptional Financial Control and Powerful Expenses Reporting.

Proven Pedigree

expense@work has been implemented in organisations throughout the UK, Europe, Asia and North America. Over the past decade expense@work has established itself as the leading mid-market expense management solution.

Exceptional Reporting

One of expense@work's core strengths is the power and flexibility of its Analysis & Reporting engine. The integrated browser based reporting combined with the power and flexibility of the reporting toolset will provide extensive reporting functionality.

Improved Business Process

expense@work will eliminate the data duplication, manual intervention and time lags inherent in manual based systems.

Quick & Easy For End Users

expense@work enables employees to enter expense data quickly and effortlessly using forms that are so easy to use that no end user training is normally required.