

Expenses Management Software Solution



The challenge

UK commerce and industry spends £2.2 billion a year on employee expenses, nearly a quarter of this is processing costs. [A £500 million spend on processing expenses.](#)

Companies using a paper-based system pay up to £40 to process each claim, even if the claim is for just a few pounds.

For many companies a 5% saving in operating costs would put more on their bottom line than a 25% increase in business. By focusing on your variable expenses, expense management automation (EMA) helps you to make these savings simply and effectively with minimal effort and investment.

The Solution

Effectively control and manage staff expenses

The most experienced web-based expenses claim system on the market, Expenses is currently used by over 80 organisations and is processing expenses to more than 160,000 employees. The system is designed in accordance with legislative compliance whilst also managing local terms and conditions through a straightforward means for staff claiming travel and subsistence expenses online.

Expense management automation (EMA) highlights areas where simple improvements can be made:

Expenses pro-actively manages your claims, enabling you to identify areas in which expenditure can be reduced e.g. mileage, accommodation, meals etc.

Expenses maximises the amount of VAT that can be reclaimed. Users do not need to have an in-depth knowledge of complicated VAT legislation and VAT recovery can be improved with minimal effort.

Expenses reduces processing costs. The time an employee takes to understand what they can claim and fill in their form is massively reduced meaning that employees have more time to concentrate on their full job remit.

Drive down processing costs and resources

UK commerce and industry spends a lot of time fighting the complex, time-consuming and costly burden of employee expenses. Inevitably it is part of the cost of doing business, but is your business managing these expenses as effectively as possible?

By realising the need for more effective management, EMA will be a major factor in helping you meet your aims and effectively introducing an employee expenses saving of 15% or more.

By being able to understand data, your organisation will succeed in identifying the need to introduce new and effective policies for cost reduction and optimisation.

EMA gives you a simple and effective management tool, which will work with you to gain control of all your employee expenses and make maximum savings.

As organisations continue to drive forward projects to increase efficiency in back office processes and set high targets for annual savings, automation should be a prominent factor in any organisation's overall financial strategy.

“We wanted to achieve better control and reduce our expenses spend. We needed a product with extensive features that was easy to use.”

ERIKS Industrial Services Limited

The Benefits

Improved claim accuracy and policy control

Since implementing Expenses, Basildon and Thurrock University Hospitals NHS Foundation Trust have found that claims have been more accurate and timely and there are no errors in interpretation or input. Their employees can clearly see what they can claim for and what their limits are and the approvers have visible prompts for items that exceed limits or appear to be duplicates.

The internal controls within Expenses enforce policy compliance and provide transparency of claims to staff members approving each claim. Through the use of a unique mileage address look-up feature, mileage is accurately calculated and enforces adherence to policy rules. Furthermore, home to office mileage deductions are automatically calculated when needed.

Standardising claim reimbursement, policy enforcement and expense claim validation organisations will realise a prompt reduction in expenditure.

Reduced processing times

Expenses takes away as much of the manual form processing as possible. Intuitively auto-filling claimant's payroll and vehicle details, visibility of policy limits and automatic mileage reimbursement calculations simplifies the completion of claims. Payroll and expenses departments can be assured that columns are totalled correctly and expense items and mileage rates are allocated against the correct nominal code. Payment details are automatically produced

to populate the financial system for reimbursement, removing the burden of manually inputting the information.

One organisation has reduced the final inputting time from 2 staff taking 2 weeks down to 1 member of staff taking 30 minutes.

Seamless financial system integration

Expenses is proven with an interface to the leading accounting systems. The interface sends payment details automatically into the receiving system. Looking at timesavings alone - around 80% of the overall cost to your organisation is processing costs - this provides a compelling return on investment for EMA.

Duty of care management

With the Corporate Manslaughter and Corporate Homicide Act 2007 in force many companies are becoming increasingly aware that duty of care is an area that requires attention. If duty of care is not properly monitored this exposes significant financial risk both to the organisation and additionally to the individuals responsible in not managing duty of care obligations.

Through Expenses, organisations can effectively record and upload documentation essential to employees driving whilst on company business, perform and monitor checks on vehicles used for business purposes; and highlight when excessive mileage is driven in a day by a single driver.

"We introduced the duty of care feature to check the vehicle details for all employees driving their own cars on company business and

found a third of them did not have sufficient insurance cover." Brian Woodhouse, Accountant, North West Business Link.

Turning your data into business intelligence

Seamlessly integrated, Expenses reporting allows organisations to report on employee expenses information quickly and simply providing a powerful analytics tool. Organisations can select from a suite of management reports or produce custom reports providing a heightened level of visibility and transparency of an organisation's overall spend and claiming habits; allowing organisations to analyse and drill down into individual areas of spend, enabling more informed decision making for cost reduction opportunities and policy change.

Expenses facilitates the analysis of spend providing real evidence to make changes to expenses policy which will bring continuous savings to the organisation.

For example, if an organisation has multiple sites they are able to analyse the cost of employees travelling between sites. A cost effective alternative could be a regular shuttle bus, which may not only save money, but could also relieve parking congestion and reduce CO2 emissions.

Taking full control

Expenses is a fully flexible, user friendly, web based system designed to give you greater control over your employee expenses and provide genuine cost reductions.

About Software Europe

Software Europe is a leading supplier of web-based employee expenses management solutions. Since 1989 Software Europe has been delivering exceptional products and high quality service that strive to streamline business processes and reduce corporate spend.

Software Europe's Expenses is designed to transform how organisations deliver expenses reimbursement to its employees. We know that every organisation is different and have developed a configurable solution to fit in with the unique way each organisation operates.

“The people at Software Europe are professional, helpful and friendly; they have provided us with immense support through the implementation of Expenses for each of our clients and have continued this effectual support for these clients as they use the system.”

Ed Hafeji, Finance Systems Manager, East Lancashire Financial Services

Working in partnership



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