



Expense Reimbursement Portal for Microsoft Dynamics™ NAV

BENEFITS

- **Reduced Administration Costs**

Expenses are entered by employees, and are uploaded directly into Dynamics NAV. Administration staff can easily and quickly post the expenses and make electronic payments. The time taken to compile, approve and account for expenses is vastly reduced.

- **Minimal Training for Employees**

Employees enter expenses in a very user-friendly interface that requires minimal training. This provides employees with a clear facility to review and submit their expenses, as well as providing a complete record of their submitted expenses.

- **Accurate and Compliant Accounting Records**

Different types of expense claims require different sets of mandatory information for compliant GST, FBT and accounting record keeping. The employees' expense entry interface dynamically displays the relevant mandatory fields for each expense type ensuring complete and accurate information is captured. For example, car expenses require vehicle registration details and odometer readings; entertainment expenses require headcount for staff and clients. All expense types require comments and all expense types require GST to be marked as inclusive or exclusive.

- **Increased Cash Flow**

Expenses can be easily recharged to clients. When an employee or administration staff member marks an expense as rechargeable, an invoice can automatically be created to the selected client. This improves cash flow by speeding up the client recharge process.

- **Flexible Design**

The Expense Reimbursement Portal uses the Microsoft technology platform including Dynamics NAV, SharePoint, Word and Excel. This means that specific business rules can be quickly incorporated to align with your corporate policies and procedures.

Expense Reimbursement Portal for Dynamics NAV

The Expense Reimbursement Portal with Dynamics NAV makes the expense reimbursement process quick and easy for employees, approving managers and administration staff. The process is seamless from the point expenses are entered to the time the expenses are processed and paid. Expense information is only entered once and compliance records are kept at every stage.

The screenshot shows the 'Expenses' form in Dynamics NAV. The 'Expense' dropdown is set to 'Motor Vehicle Petrol and Oil'. The 'Date' is set to '16' in a calendar view for 'October 2008'. The 'Claim Amount' is '45.99'. There are checkboxes for 'GST Free', 'Enter 1 if this is not a company car.', and 'Enter NA if this is not a company car.'. The 'Car Odometer Reading' is '25559' and 'Car Registration' is 'ABC123'. The 'Notes' field contains 'Regular petrol refill'. Below the form is a table of submitted expenses:

	Expense	Amount	Date	Notes	
Select	Delete	Meal, alcohol and entertainment	\$16.25	16/10/2008	Lunch with client XYZ less alcohol (Entertainment: 2 HOS Staff / 1 Client Staff)
Total		\$16.25			

*Indicates GST Free

Submit & Print Expenses

Employees enter their own expenses in a familiar, easy to use, web browser interface and can see their expense details before submission in order to make any changes. Details of expense types are easily selected via a drop down box.

Employers are provided with a simple and clearly formatted print out onto which they can attach the hard copy expense invoices. Submitted expenses are emailed to all employees.

Administration staff are clearly provided with all relevant expense reimbursement information within Dynamics NAV. They can approve expenses, pay employees and even recharge expenses to clients at the press of a button. Expense journals are created automatically to the correct general ledger accounts based upon the information provided for each expense.

FEATURES

General

- Expense Reimbursement Portal is available via the SharePoint intranet or any appropriate Web Part enabled Intranet site.
- Only specified general ledger accounts in Dynamics NAV are accessible to employees to claim expenses against.
- Expense types post to general ledger accounts with appropriate descriptions.
- Expense Reimbursement Portal uses Windows Authentication to recognise employees – no separate login required.

Employee Processing

- Fields in the Expense Reimbursement Portal dynamically change depending on expense type chosen to allow simple entry of mandatory information.
- Employee and client participants can be recorded against defined expense items; e.g. entertainment expenses.
- Vehicle registration details and odometer readings can be recorded against defined expense types; e.g. petrol expenses.
- Expenses can be entered with comments.
- Employees can clearly see all expenses entered before submission and they can update any of these expenses before submission.
- When expenses are submitted, employees are sent a copy of expense claim by email.
- Employees are provided clear documentation with which to submit hard-copy expense invoices.
- Employees can view all their past expense claims within the Expense Reimbursement Portal.

Administration Processing

- All expenses submitted by employees appear in an Expense Worksheet form within Dynamics NAV.
- All expense claims can be edited before processing.
- All expenses claims can be denied.
- Purchase invoices to employees are created at the click of a button to facilitate payment to employees.
- Purchase invoices to employees can be paid using Dynamics NAV cheque creation or EFT file creation functions.
- Sales invoices to clients are created at the click of a button to facilitate the recharge to clients.
- General ledger journals for expenses are automatically posted to the correct accounts based upon the information provided for specific expense, including the splitting of expenses over multiple accounts.
- Detailed expense reporting.
- Exports to Word and Excel.

