

# Expenses Solution

Documation's Expenses Solution captures receipts and processes expense claims quickly and easily across departments, countries and continents in multiple languages and currencies.

Save time error checking and coding with our simple to use and powerful Expense Management solution, with integrated fraud checks and machine learning. A scalable solution, allowing transparency of spend further enhanced by our flexible invoicing options. As with all Documation's solutions, Expense Management is available as an on-premise or cloud solution.



Documation's Expense Management solution is built on our Enable platform and integrates seamlessly with 100's of finance systems for both posting and retrieval. Based on the workbench principles fine tuned in our established workflow solutions, receipts are captured, claim details are quickly completed with the aid of machine learning, QA checked and auto routed for approval before posting to the finance system. Claims and corresponding receipts are securely stored for easy retrieval and auditing.

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Paper receipts captured via mobile phones or tablets are automatically optimised. Digital receipts are quickly uploaded while paper receipts can also be captured with an MFD. All receipts are securely stored in a personal wallet ready to be associated with a claim during claim creation.



Credit Card statement data from your card provider is imported into the solution and routed to the cardholders in-tray for completion. The cardholder simply attaches the receipts and completes any further details needed to explain the expense before authorisation.



Claims can be created for one person on behalf of another and sent to the claimant for review. A summary document is created and displayed alongside the claim data in the workflow and is stored for future retrieval.



Browser based claim creation allows each claim to be completed quickly and easily with full view of each receipt image. While clever defaults, machine learning and strong validation help claimants complete their claims quickly and accurately.



Claims can be validated against your policies and if required routed for quality checking, based on Claimant, Policy validation or Expense Line type before being auto-routed for authorisation according to your delegated authority rules. After approval has been completed claims can even be routed for a final review if required, before being posted automatically to your finance system.



Cash advances can be recorded so that claimants can provide receipts and account for the expenditure of the advance. The same workflow options are available as for standard claims including authorisation, optional QA checking, and final reviews.

### Features & Benefits

- + Standard Expense Claims
- + Cash Advance management
- + Credit Card Statement processing
- + Mobile Receipt Capture
- + Approval & QA workflow
- + Mileage claims & tracking
- + Policy enforcement
- + Realtime posting & retrieval integration with 100's of Finance Systems
- + Multi currency & Multi company
- + Single Sign On with Office365
- + Flexible invoicing as a cloud based or on-premise solution
- + Full Visibility at every stage of the claim from creation to payment



**Who are we?** Documation is a certified ISO 27001 compliant, leading provider of finance process automation software, delivering services and solutions to businesses and organisations in the UK, Europe and around the World.

As a company we have nearly 30 years' experience of supplying solutions across markets and industries, offering a portfolio of solution templates for common business areas, from our Invoice Management Solution for Accounts payable to Purchasing, Remittance delivery and more.