



PRODUCT GUIDE

PS Financials Expense Management Solution

What it does

The PSF Expense Management solution gives you the ability to reduce the administration cost of managing expense claims within your organisation. With real-time web access, automated scanning of large batch claims, credit card interface and email integration; the application provides business process efficiencies that deliver a rapid return on investment.

Corporate Card Loading/Payment Integration

Expense records can be automatically created from the data provided by corporate credit and purchase card providers. The expense records are collated and sent for approval and authorisation. Each expense submission goes through an automated check against company policy, reducing the time and cost spent on administration.

Web Portal

The PSF Expense myPortal web based solution provides employees, administrators and authorisers with a single tailored portal that allows users to enter, review and edit expense claims. myPortal gives employees an easy way to enter expenses, and managers a quick approval route, and in doing so, cuts the cost of processing expenses, avoids the re-keying of data, reduce errors and ensure that your organisations expenses policies are being followed.

Key Features:

- Expense entry, submission and approval
- Import corporate credit and purchase card transactions
- Business entertainment expense recording
- Calculation of subsistence allowances

Features and Benefits

Key Features:

- Business mileage rates and calculations
- Electronic management of receipts
- Web based entry and approval process with myPortal
- Automated spreadsheet scanning and processing with PSFExpenses@
- Full business process workflow modelling for multi-level approvals, delegation etc
- Business process visualisation
- Customer or project related expenses
- Multi-currency expenses
- Multi-level approvals automatically route claims to appropriate managers for authorisation
- Multi-company support
- Audit trail
- Automatic email alerts and notifications
- Vehicle information mileage, passenger and CO2 emission calculations
- Attachment of scanned or photographed receipts
- Import and export to Microsoft Excel
- Full set of management reports

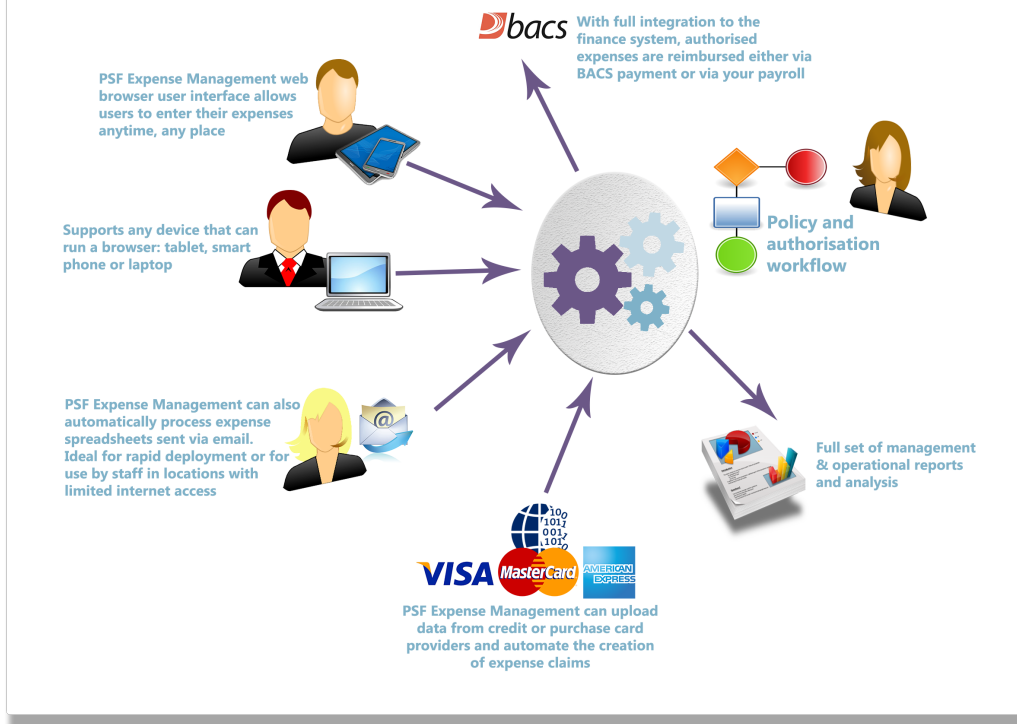
Enforce Company Expense Policies

Your policies on expenses are automatically applied by PSF Expense Management for items such as accommodation and travel. This includes mileage allowance rates, which reflect the companies' rules to make sure that employee claims are always within the allowable limits. Users can also add notes and detail to the claims, as well as specific items to assist the approval process.

PSFExpenses@ - Automated Scanning and Processing of Spreadsheets

Sometimes even a web based solution will not prove suitable for an organisation, for instance, when staff are travelling or at a customer site, or when they are working overseas in a location with limited internet access. The PSF Expense Management Solution provides a fast and efficient way of processing the expenses that your members of staff are already capturing. By simply emailing their expenses form to PSFexpenses@yourbusiness, the forms will automatically be scanned and processed into the system, checked against policies and sent for approval. Fast, reliable and efficient - the PSFExpenses@ option within PSF Expense Management allows you to rapidly deploy a solution that requires little in the way of business change for your employees but translates into huge benefits to your business.

PSF Expense Management



Business & Management Information

As well as a full set of expense and management reports, the PSF Expense Management Solution can also provide useful additional business information such as CO2 emission calculations, passenger rate calculations and expense by vehicle.

Business Process Workflow & Full Financial Integration

The PS Financials Workflow Engine is based on the Windows Workflow Foundation. The workflow engine allows your specific business processes to be modelled, making sure that the solution fits your business without compromise.

PSF Financials Workflow Features:

- Compatibility with Microsoft Office & Microsoft SharePoint
- Multiple levels of approval for an expense claim
- Approval delegation can be managed when an approver is absent
- Escalated when there is a delay in approval
- Email feedback, enables any user to provide feedback about the progress of a claim
- "If then else" scenarios can be implemented, for instance a claim coded to a project could have a different approval process to that of a non-project related claim
- Action logs for workflow can be utilised for auditing purposes
- The PSF Workflow Editor provides a graphical user interface that enables easy visualisation of the business process in the form of an interactive flow diagram



+44 1733 367 330

www.psf Financials.com