

Online Expenses Management

Reduce the cost of processing employee expenses claims by taking it online

Dataline's Online Expenses solution is an easy-to-use service that enables organisations of any size to take their paper based expenses process online and save valuable time and money.

Customers ranging from SMEs to multinational organisations, can reap the benefits of having a web-based solution that can be accessed 24/7 from any location. The ability to access all expense information in one secure location increases visibility and control, and enables more efficient reimbursement.

Key to the success of our software is flexibility, as almost all of your specific requirements can be addressed through a standard configuration. The cost savings for customers are considerable, both in the form of reduced staff costs and lower travel and entertainment spending, for example.

Credit card interfaces, offline, and SMS versions deliver further efficiencies, and because our solutions are web based your configuration can be completed without the need to install software. Integrating Online Expenses into your accounting or ERP is also straightforward and the solution can be implemented quickly at an affordable price.

Submit Claims in Multiple Formats

- **Online:** Create and submit claims over the internet using any browser.
- **Offline:** On the road, on a train or a plane? The offline version lets you create and submit claims on your laptop when you're not connected to the internet.
- **Corporate Card:** Populate your employees' claims with expense items incurred on corporate credit cards, whether you have hundreds of card holders or only a few.
- **SMS:** Input out-of-pocket expense items quickly and easily by sending an SMS text message, as and when they are incurred.

FEATURES AND BENEFITS

Multi-entity Configurations

Multi-entity configuration ability allows for easy accommodation of complex corporate structures. Custom reporting is available and multiple approval hierarchies are supported.

Petty Cash Management

Web-based petty cash management solutions help improve financial control.

Populate Directly From Statements

Allows expenses to be populated directly from credit card statements.

Save time and money through the process of data capture, expense approval and accounts processing.

Easy-to-use and Flexible

Online Expenses is quick to implement, requires little training to use and can be tailored to suit your exact requirements.

Cost Saving Benefits

Process Cost Savings

By capturing data at source, Online Expenses significantly reduces the time taken to compile, submit, approve and account for expenses. There are significant cost savings at each step of the process; for employees in compiling and sending, line managers in approving and accounts staff in processing expenses.

Reduced Travel and Entertainment Costs

Rules and point-of-entry policy reminders can be set to reflect company policy and flag or prevent policy breaches. Moreover, because Online Expenses provides transparency over the expenses process, employees are encouraged to police their own expenses claims.

Studies have shown that travel and entertainment spending typically falls by between 5% and 15% following the introduction of a software-based expenses management solution.

Improved Tax Compliance and Client Recharging

Online Expenses complies with in country tax requirements with regard to data capture scope, independent authorisation and audit ability. The reports functionality allows management to produce tax related reports by country. All the expense items associated with a client, project and/or for a specified time period can be easily reported on and exported to Excel or exported directly into an accounts system, allowing for easy recharging of expenses.

The Key Deliverables can be summarised as follows:

- Improved efficiencies for Users, Accounts, Management and Auditors.
- Tighter adherence to expense policy by having comprehensive rules and claim item policy reminders.
- Cut costs by minimising the time spent on managing and processing expenses, reducing input errors and T&E claims.
- Better reporting, which in turn can lead to cost savings and more accurate recharging of costs to clients.
- Increased staff satisfaction as expenses are approved, processed and paid more quickly.
- Automatic debtor control functions.
- Full audit trail archive with document history.
- Receive electronic payments and set-up direct debit schemes.
- Multilingual and multi-currency.

"It's a fantastic product. Data input is very easy and it's much faster than using Excel. My manager approves expense reports within hours, no matter where he is."

Johann Mittermayr, the Sales Manager for Europe at Woolmark

Online Expenses CASE STUDY

Woolmark Europe

Introduction

Woolmark was founded in Australia in 1937, and has since grown to become a truly global organisation. Woolmark is the world's leading wool textile marketing organisation and operates across 65 countries delivering high quality services, consultancy and other specialist wool industry support.

Expenses Solution - Overview

Woolmark Europe rolled out the Online Expenses service to its pan-European sales team distributed across Europe, from Ireland to Turkey, with expense items incurred in local currency and converted to Euro as the reporting currency. The finance team is based in the UK and previously rekeyed paper claim forms into Excel spreadsheets before entry into SAP financials.

Summary

Jonathan McKay, Woolmark's Financial Controller for Europe, would have no hesitation in recommending Online Expenses:

"It's easy to administer, very reliable and we've had no problems rolling it out. We started in Germany and then rolled it out to Switzerland and Holland. We then added our teams in France, Portugal, Italy and Spain. Our people also travel to Eastern Europe and it also works well for them over there. "With staff based in so many countries, reporting to managers based in different countries who also travel extensively, and with all of the administration done centrally in the UK, we needed a system that was simple, robust and reliable. And that's exactly what Online Expenses has delivered."