

# EXPENSE REPORTING & PROCESSING



FUJITSU GLOVIA



## Streamline the Process

Does your Expense reporting system consist of Excel Spreadsheets and manual approvals? Is there a risk of miskeyed data into your AP system? Is there a risk that postings are incorrect?

There is a significant amount of work in re-entering the data, plus the additional risk of human error creating incorrect amounts or incorrect postings.

## Glovia Expense Management

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We developed a module that integrates Expense Handling to GLOVIA G2 Accounts Payable.

This new module streamlines the whole process of:

- Expense entry
- Approval and payments

Resulting in:

- Reduced time and errors
- Faster, more accurate reimbursements

## Control

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With Glovia's Expense Reporting & Processing, expense codes are created that include the description of the expense, the account and posting information and an expected value threshold for each expense. When a user claims an amount that exceeds the threshold, they are forced to enter notes and that amount is shown in red for easy identification in the approval process.

Expense users are easily identified with their cost center and it is the combination of user cost center, for example, 'Sales West', and the Expense Code, for example, 'Car Rental', that determines the posting account. Expense users also have their normal approver defined and can opt-in or opt-out of email notifications. In addition, each user can see the exact status of all their expense reports in a workbench. With our solution, users are provided with views of new, pending, approved, accepted and paid reports, with filters available to quickly narrow down results from a search. From here users can archive fully paid reports, submit completed reports for approval and create new reports. During report creation users can add supporting documents that have been scanned or create a "paper" expense report if needed. Additional features of the Expense Reporting & Processing application include detailed and summary views of the expense report and the ability to add notes to expenses or to the entire report.

