

MOBILE EXPENSE CLAIMS PROCESSING

YOUR EASY WAY TO MANAGE
EXPENSES ON THE GO



Managing employee expenses

With the YourDMS Expense solution & mobile app, use your phone to capture receipts instantly, wherever you are.

Challenges for employees

- Time consuming - sorting and submitting receipts can take up to 8 hours per month
- Retaining every receipt - lost or damaged receipts could mean you won't be paid
- Submitting receipts on time - claims that are submitted late or contain errors could lead to a delay in being paid
- Complying with company policies - what expenses can you claim for? How much can you claim for mileage?

Challenges for finance teams

- Manual processes - rekeying receipts and using manual spreadsheets are slow and prone to error
- Checking, checking and more checking - are amounts correct? Are there any errors? Do they comply with company policy? Do they comply with HMRC regulations?
- Chasing approval from managers - is approval delayed if they are out of office? Do managers know what claims comply with company policy?
- Record keeping - are you audit ready with an accurate, up-to-date paper trail?
- Detecting duplicate and fraudulent claims

The average business takes nearly 2 weeks to process an employee expense claim.

Without the right processes in place, finance teams can become overwhelmed, and struggle to reimburse employees quickly.

Using paper based processes also makes it difficult to gain an accurate picture of exactly what is being spent and where.

There is an easier way...

**With the YourDMS Expense solution, the process is as simple as
Submit. Approve. Pay.**



The YourDMS Expense solution automates and streamlines the complete process allowing employees to build and submit claims quickly and easily, on-the-go. On a train, at the airport, in a restaurant or hotel - anywhere.

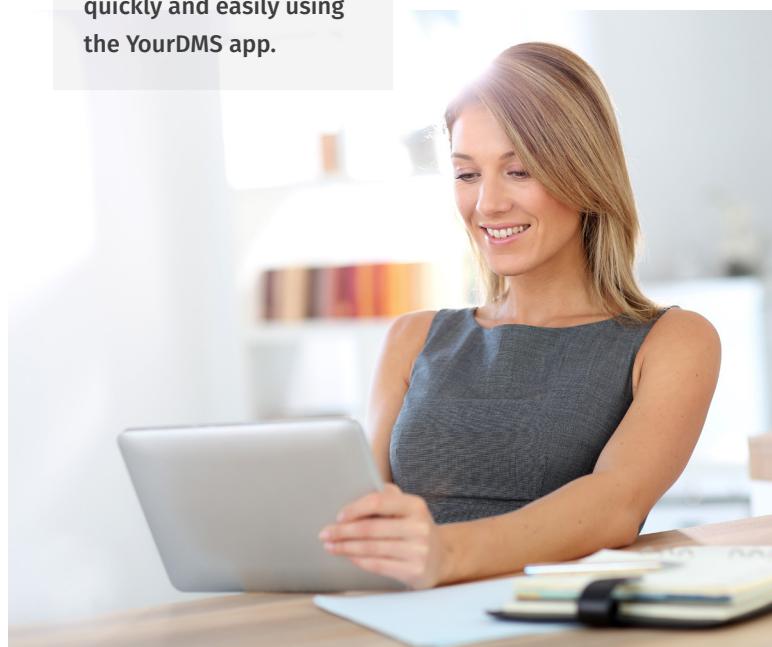
Removing paper and manual data entry allows finance teams and managers to review, approve and pay claims online, in as little as 30 minutes, all while adhering to strict company policies and HMRC regulations.

How does it work?

The YourDMS Expense App can be downloaded from Google Play or the App Store on to any Android, iPhone or Tablet device.

- 1 Using the app, employees simply take a photo of their receipts. The smart image settings within the app will ensure that they capture the best possible image of their receipt.
- Employees can then add additional information such as the date, amount, currency and expense type.
- 2 Employees log into their account to review their claims and submit them for approval and payment.
- 3 The finance team review each claim. With no manual data entry required, this is a quick process. Expense claims are sent as a link to the relevant manager for approval. Managers can approve online, wherever they are, reducing delays.
- 4 Once approved, employees are reimbursed correctly and promptly.

Expense claims can be captured and submitted quickly and easily using the YourDMS app.



The benefits

There are lots of ways that the YourDMS Expense solution can benefit your employees, your finance team, and your business.

- **Simple. Convenient. Fast.**

Employees no longer spend hours dealing with paperwork - they can submit claims quickly and easily, on-the-go. No more lost or damaged receipts. Claims are submitted on time and employees are reimbursed quickly.

- **Stress free for finance teams**

Finance teams no longer spend hours manually inputting data and chasing managers for approval, freeing up their time to focus on core tasks.

- **Automated processes**

It's easy to see the status of a claim with email notifications at each stage of the process. It's easy for managers to log in and approve claims - even when they are out of the office.

- **Cost Effective**

Removing manual processes saves up to 3/4 of current expense claim costs, on average.

- **Integration**

Data is seamlessly integrated into your internal systems, such as an Accounting or Document Management system.

- **Improved visibility**

Use your data to make better business decisions, monitor trends in business spending trends, control costs and see where savings can be made.

- **Fraud prevention**

The solution automatically checks for duplicate expense claims.

- **Audit**

An audit trail is created for every expense claim ensuring your business remains compliant with current HMRC legislation.

- **Compliance with company policies**

The app makes it really easy for employees to comply with company policies for the submission of expense claims.

- **Secure**

Microsoft Azure cloud platform offers a high-level of security, supported by world-class secure data centres and networks. The app allows the secure, encrypted transfer of data from the user's phone to your designated business system.



Streamline your expense management, reduce workloads, speed up reimbursement and gain control over cash flow.



Working with YourDMS

At YourDMS we want to understand you, your businesses, your department – in fact, the more we know about you the better. We adopt a partnership approach that combines our technical knowledge and expertise with your knowledge of your business.

We use over 20 years of experience to help you balance the needs of your business now, with those in the future.

We consistently deliver high-quality solutions in simple jargon-free terms. We understand not only how the product works, but how it should work for your business.

Our dedicated support team serves hundreds of companies in the UK and Europe. We work with a range of software solutions to fully support businesses to remove their administrative headaches and deliver business efficiencies.

Our business ethics are clear – we only provide solutions that save time, money and improvement with a level of service you may not have experienced before.

Understanding your needs

We only provide solutions that are right for your business.

Saving your business time

Streamlining your processes and tasks allowing employee time to be spent where needed.

Making sure you save money

Providing solutions to enable you to re-invest and grow your business.

Jargon free

Simple, clear, transparent – you know exactly what to expect.

Supporting your business

Outstanding customer support packages that help you every step of the way.

Let's talk...

If you would like to find out more about how the YourDMS Expense solution can improve expense management in your business, please contact us on 01285 810606 or email info@yourdms.net.

Let's talk...

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