YourDMS

EXPENSE MANAGEMENT

YOUR EASY WAY TO MANAGE EXPENSES ON THE GO

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

Watch the video and see how quick it is...

No-one likes spending time filling out expense forms and sorting receipts at the end of the month. Making sure claims are submitted on time and comply with company policies is a real headache for employees. Lost or damaged receipts could make it difficult for the accounts team to reimburse them.

For businesses, it is equally problematic, with hours wasted on data entry, dealing with paperwork, checking for errors, chasing approvals, and ensuring they are audit ready with accurate audit trails. Without the right processes in place, finance teams can become overwhelmed, and struggle to gain control over cash flow, detect duplicate or fraudulent claims and reimburse employees quickly.

But, 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 submit claims quickly and easily, on-the-go. On a train, at the airport, in a restaurant, cafe 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.

The benefits

- Simple. Convenient. Fast.
- Stress-free for finance teams
- Cost-effective
- Improved visibility
- Fraud prevention
- Audit trail
- Improve compliance with company policies
- Secure
- Integrates with in-house systems

How does it work?

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

1 Using the app is simple. Employees take a photo of their receipts, and the smart image settings within the app will ensure that they capture the best possible image.

   Next, they add additional information, such as the date, amount, and expense type.

2 Employees log in to 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.

≫ 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.**

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