

*The Employee Expenses Management System (EME) is one of the comprehensive range of modules making up the entire suite of the Integra Financial Management system. It provides a total facility for the management and control of expenses, both as a module in its own right or in combination with the Purchase Ledger and General Ledger modules from the Integra suite.*

### Integrated Business Solutions

As with all modules of Integra, the Expenses Management module is available to users on either a web-based or client server platform.

A highly parameterised module, the Integra Employee Expenses Management System can be configured to suit the requirements of any style of organisation.

Easy, speedy and error-free data entry is the key benefit of the Employee Expense Management System (EME).

High-level parameter settings allow you to configure the module to your particular needs, ensuring that day-to-day activities can be carried out with a minimum of effort.

The module offers the following key features as standard:

- Multiple subsistence and mileage rates;
- Mileage bands based on engine size and miles travelled – system accumulates miles travelled for the year to date, and automatically calculates correct mileage rates;
- Subsistence rates may be calculated automatically depending on times entered on the claims;

- Separate rates for different employee grades may be stored;
- Arrears calculation feature enables easy processing of backdated calculations, for when rates change retrospectively;
- Foreign subsistence and mileage rates held, in local currency, if required;
- Extensive notepad/memo facility for each expense claim;
- Foreign currency, taxable and non-taxable expense claims;
- Posting of expenses to multiple General Ledger codes;
- Full history of claims stored for efficient enquiry/ reporting;
- Full control through authorisation of expense claims at summary or detail level;
- Ability to record advances/ imprests and to allocate expenses against them; and
- Ability to interface with third party systems, such as Payroll, Car Hire, Hotel Bills and Credit Cards.

### Integration with other Integra Applications

Although EME can operate independently the full benefits will be realised through seamless integration with other key packages:

The General Ledger allows postings generated by EME System to be integrated into the General Ledger, offering excellent expense analysis by location/ cost centre/ project etc.

The Purchase Ledger provides for the production of cheques/EFT to pay employee claims not catered for by the payroll system.

The module comes complete with a comprehensive range of utilities, allowing you to extend and customise the system to your own needs.

### Security

As with all the Integra suite, access to the EME module is via Menus. Access to menus, menu items or even specific employees is easily configured, at user or group level, using the Security Utility.

### Workflow

Throughout the Integra system, user-definable workflows can be set up to automate internal business processes.

#### Features

- Easy to use
- Fully integrated
- P11D production (UK)
- Web-based

#### Business Benefits

- Auditing and tracking capabilities for regulatory compliance
- Enforced compliance with corporate spend policies
- Streamlined administrative tasks and reduced risk for error, improving employee productivity

## Professional Services

Capita IB Solutions has an excellent track record of delivering expert support and consulting to Public, Private and Not for Profit Organisations. Ranging from top-down business analysis and enterprise modelling to database design, application implementation and tuning, a comprehensive package of methodologies, support, training and consultancy services has been developed to ensure the success of all projects within a defined framework of quality, cost and time.

Business Strategy	Technical Support	Healthchecks	Implementation & Design
Our consultants can work with you to ensure your business strategy is supported by coherent and business-aligned systems.	We offer a full range of technical consultancy and support services to ensure the effective delivery of your Integra solution.	Our regular healthchecks review the solution architecture and recommend changes or enhancements.	We assist clients during all phases of the development life cycle, with teams encouraged to acquire the knowledge to maintain and support the systems.

“An employee expense management process can deliver considerable benefits in process time and cost, policy compliance and cash management.”

For example, within the Expenses module an email notification can be sent to request authorisation of a submitted claim.

The utilisation of workflows automates work processes within an organisation, enabling users to exploit the full potential of the Integra system.

### Enquiries and Reports

EME allows you to make detailed enquiries against individual claims and provides the facility to track expense claims, advances and recoveries.

You can track expense types by employee in order to monitor specific costs, such as relocation costs. Enquiry selection criteria can be specified, allowing you to retrieve the required details quickly.

### Standard Reports

- A number of reports are provided as standard by the system:
- P11D Report
- National Insurance Annual report
- Monthly/Annual Advance reports
- Monthly/Annual Expense report by employee
- BACS remittances
- Cheques and Remittances

The Reports Manager Utility allows you to print or view any of these reports.

Reports can be viewed on screen, analysed for specific references, directed to a variety of printers for single or multiple copies and retained or deleted once printed - all at your discretion.

The Crystal Report writer enables reports to be written exactly to the user's requirements. These reports may be exported to Excel for further analysis.

### Expenses Authorisation

This is an optional facility that ensures expenses must be authorised by a manager before being passed for payment.

A hierarchical structure is available, whereby responsibility for a claim may be passed upwards through a chain of authority.

Each level in the chain can have an authorisation level, ensuring that only a manager with sufficient authorisation level may approve a claim.

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