



V1 Expenses Management

V1 EXPENSES MANAGEMENT STREAMLINE EXPENSE CLAIM PROCESSING

V1 Expenses Management (V1EM) is a web-based employee expenses solution designed to improve efficiency, save time and cut costs. With over 25 years of integration experience, V1 can integrate with your existing payroll, purchase ledger and billing systems.

Quick and easy expense submission

V1 EM uses intelligent pop ups for items such as mileage, entertainment or subsistence claims. When created, the system will automatically calculate the amounts to be reimbursed, whilst storing key auditable information. Making it easy for the user to submit and the finance team to approve.

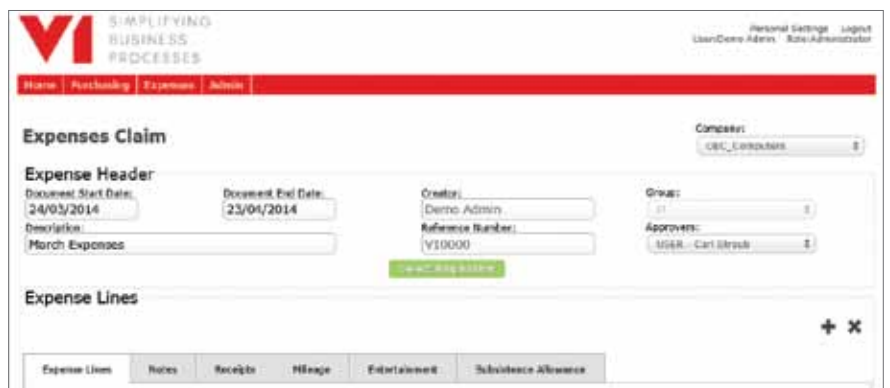
Easily manage fuel and credit cards

Credit & Fuel Cards can present a huge hidden cost which can be made more visible and transparent using the optional V1 Expenses Card Manager.

You can easily import card transaction information and allocate those transactions to the individual card holders. The information is presented to the card holders as detailed expense lines showing each transaction and the associated cost. The costs can then follow a pre-defined approval process before transaction back to the card provider is generated.



Expenses Homepage, ability to load receipts, enter a claim, upload credit card statements or view historical expense claims and statuses.



Cash expense claim form.

Fast approvals online or on mobile

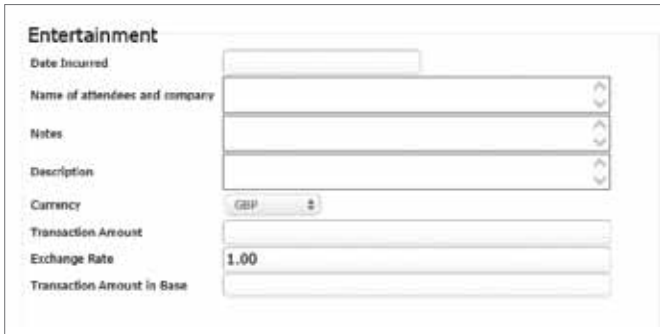
Intelligent approval workflow means that each expense claim is routed to the correct budget holder or authoriser for approval, with email alerts built in.

Reporting for budget holders

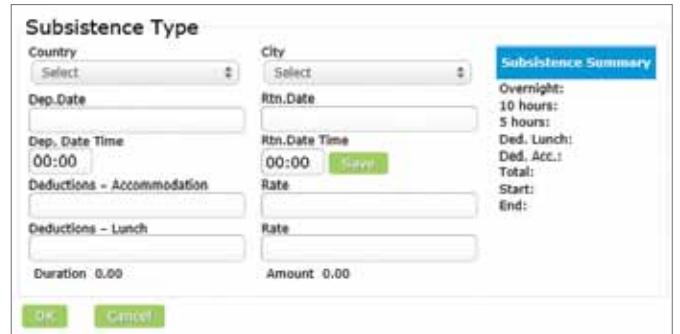
V1 EM also produces audit reports, ensuring compliance, and provides valuable real time web-based business intelligence, to help organisations to minimise its overall spend.

No re-keying of data

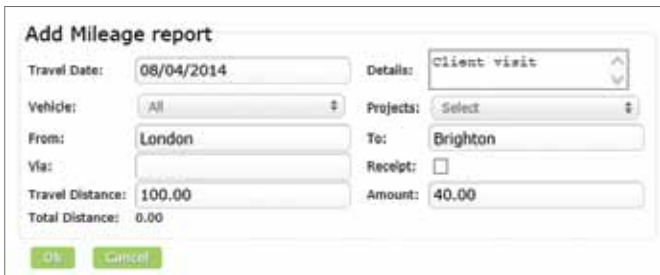
V1 EM can stand alone or can integrate, via an optional data connector, with your existing back-office finance system, meaning no re-keying of data.



Cash expense claim form.



Built in pop ups include Subsistence (per diem) calculations.



Built in pop ups include Mileage capture linked to engine size and mileage total YTD.



Mileage calculator.

V1 Expenses Management gives you the following:

- ▶ Option to host on premise or in the Cloud
- ▶ 100% web browser interface
- ▶ Upload receipts to expenses
- ▶ Mileage pop up with interactive map
- ▶ Entertainment pop up for audit purposes
- ▶ Calculation of subsistence allowances
- ▶ Built in expense policies for limits on expense types
- ▶ Ability to code transactions to your nominal and analysis codes
- ▶ Credit and Fuel Card management tool
- ▶ Microsoft Outlook integration for alerts and approvals
- ▶ Workflow approval per department based upon named or role based approvers
- ▶ Managers can view and approve expenses online or via iPhone.
- ▶ Built in reports for budget holders and administrators
- ▶ Microsoft Excel integration for report exports
- ▶ Optional data connector to configure data transactions into your finance system



Get in touch about how V1 can benefit your business:

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