

# CAPITA

Integrated business solutions

## Integra Expenses Management

*Access, claim and approve expenses 'on the go'.*

With the Integra Expenses Management solution, users can access and claim expenses 'on the go' without the need for a lengthy and time-consuming 'month end expenses' activity. Mobile access to expenses is a great way to save everyone involved time and effort.



### A totally unified expenses solution

The Integra Expenses Management solution has been developed to meet the needs of modern, highly functioning organisations and an increasingly mobile work force. Today's highly connected employees don't want to spend time at 'month end' checking and filing their expenses. Instead, they need to be flexible and able to maximise productive working time.

### Expense claims and approval 'on the move'

Expenses are a way of life for most organisations. Staff need to travel, entertain, stay in hotels or pay for petrol on a daily or weekly basis. Claiming and authorising expenses is often an onerous and inefficient activity for staff. But with Integra Expenses Management, claims, authorisations and approvals can be done in real time, avoiding delays and ensuring staff won't be 'out of pocket'.

### Quick and paper free expense claims

The software is easy and intuitive to use. Receipts can be photographed on a mobile device, attached to an expenses claim and then instantly sent for authorisation and approval. This enables petrol payments, hotel bills or subsistence to be claimed instantly. There's also a faster way to manage mileage claims by simply entering the start and end post code and automatic mileage calculation running in the background.

### Supporting your organisation's way of working

Integra's Expenses Management solution can be customised to your organisation's way of working. For example, subsistence rates can be calculated automatically depending on times entered during a claim so that staff cannot over claim at any time. The system also allows for separate rates for different employee grades to be stored, so that all staff can be treated on an individual basis.

### Features

- Totally web enabled, empowering mobile working
- Photos of receipts can be attached to expense claim
- Post code calculation for mileage claims
- Configurable to your organisation's rules and limits
- Claim entry limit to avoid late claims
- HMRC compliant
- Fully interoperable with existing systems
- Supports the entire expenses claims and payment cycle

## Business benefits

- Instant access to all expense claims
- Clear insight into what is being spent and by whom
- Real time visibility, transparency of all expenses activity and cash flow
- Ensures compliance with company and HMRC guidelines at all times
- Secure audit trail for compliance
- Reduces manual work and paper storage
- Motivates employees because they are never 'out of pocket'

Setting up your organisation's own limits and rules restricts what items can be claimed for and allows the introduction of an expense cap or a claim time limit after which old claims are no longer accepted. This ensures that expenses 'rules' are followed at all times and any exceptions highlighted so they can be dealt with efficiently. The Integra system also enables foreign currency postings to be made and supports taxable and non-taxable expense claims. This way your expenses procedure is fully compliant with all HMRC guidelines.

## Who is spending what?

A highly comprehensive reporting engine has been built into the Integra Expenses Management solution. It empowers employers to track expense claims and to make detailed enquiries. Management teams on the other hand can monitor expenses according to individual departments or employees with quick and easy standard reports. In addition, the claim pre-approval functionality allows organisations to be in control of expenses before they incur.

## Fully integrated with existing systems

All expenses payments are fully posted to General Ledger codes and a full history of expenses stored for reporting/enquiry purposes ensuring that nothing is ever lost or forgotten. So all expenses activity is seamlessly integrated with the on-going running of the business. This ensures full and accurate weekly and monthly reports can be prepared whenever the business requires and an accurate picture of cash flow can be taken on a real time basis.

Integra's Expenses Management solution is fully interoperable with most existing Accounts Payable solutions and interfaces seamlessly with any software including Payroll, Car Hire, Hotel Bills and Credit Cards. Crucially, it flexes as your requirements grow or change so you are only ever using what you need.

## About Capita Integrated business solutions

Capita Integrated business solutions provides world-class financial management software, e-procurement and bespoke solutions to service centric organisations, helping them to realise strategic cost savings and modernisation objectives. Today over 400 clients use our innovative solutions to increase their operational performance.

Learn more at [www.capita-ibs.co.uk](http://www.capita-ibs.co.uk)

