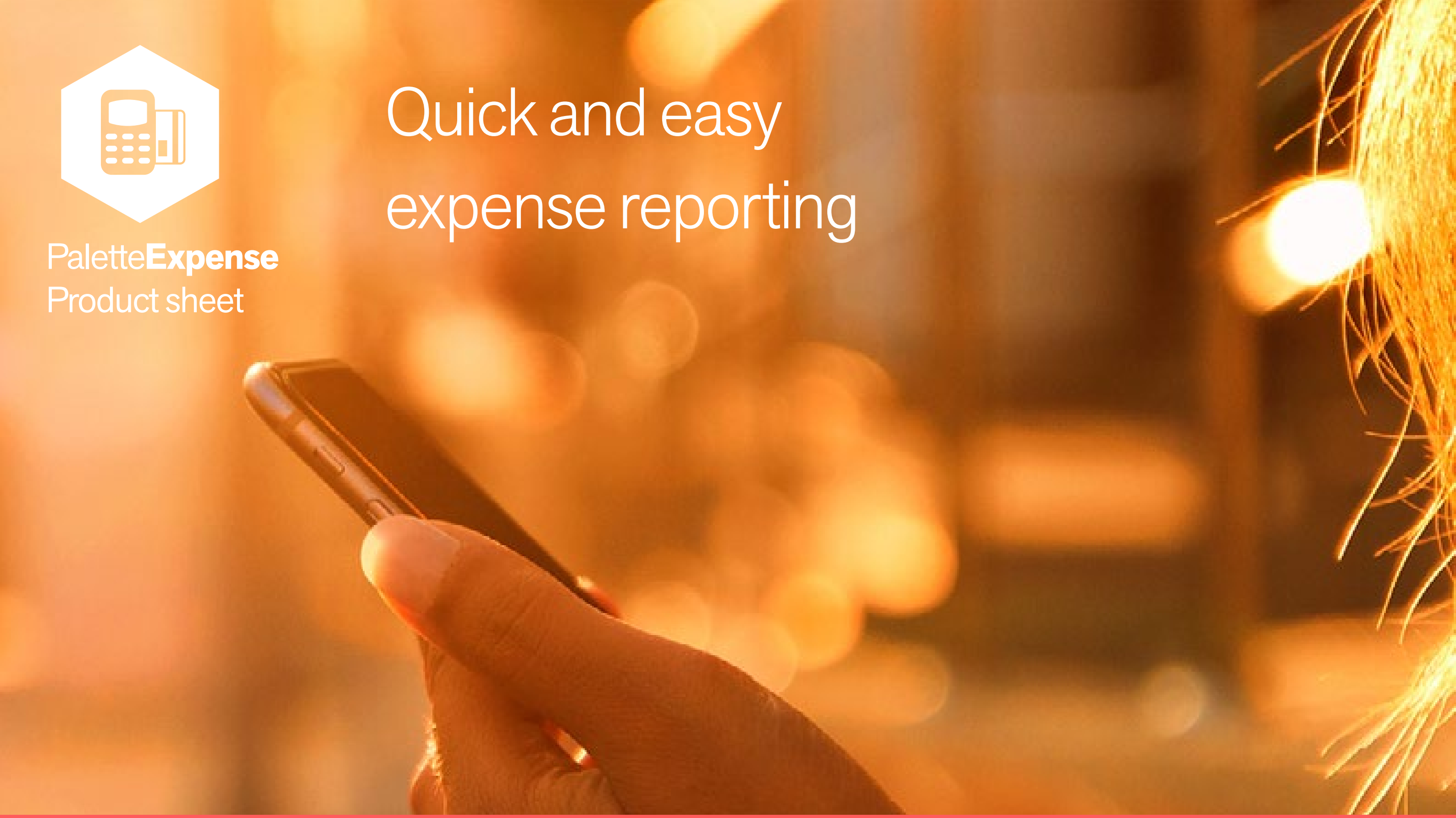
PaletteExpense
Product sheet

Quick and easy expense reporting



Key Features

- Saves time and money
- Quick and easy handling
- Automated reminders
- Predefined types of expenses
- Link credit card transactions
- Approval flows are automatically added based on role
- Simple reporting for employees as well as management

Is the handling of expense reporting complicated and time-consuming?
With a few simple steps using PaletteExpense, you can catalog your expenses and attach receipts as well as link any credit card transactions to your expense report. Built in requirements makes it possible to automate the process of account coding, authorization and payment.
Business rules and permissions determine to who and how expenses are to be paid.
When all expenses are handled in the same process, payments are made faster.

Expenses, roles and rules
A common problem in many companies is that different types of expense are needed for different types of employees, which makes handling difficult and time consuming.
PaletteExpense greatly simplifies the process - the system associates roles and permissions to predefined types of expenses. When registering their expenses, employees can only use the types of expense they are entitled to.

Different types of expenses often require different regulations and policies. These can be pre-configured so that users are directed to the appropriate information. For example, users can see information about the maximum amount for hotel and airline fees, etc. The GL account posting structure is automatically assigned when the expenses are recorded, as the types of expenses

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are linked to the correct accounts. If the business rules for the type of expense require a receipt or a description, the user will be required to populate these fields before the expense report can begin the approval process. For example, if the expense relates to a client lunch, you can specify who participated, and if the expense is for a taxi, information about where you were going and for what purpose could be required.

The workflows that are in PaletteInvoice can also be leveraged to use in PaletteExpense. The reminder messages based on the length of days that an expense report is with a role for approval apply to expense reports in the same way that reminders are sent for invoices waiting for approval.

Manage expense as soon as they occur
You can start accounting for expenses immediately regardless of where you are.
You simply take a picture of the receipt with your smartphone or tablet. The image is sent to PaletteExpense, where it is stored and available for building your expense report. Receipts can also be scanned and saved to a local file where they can be attached to an expense report. Import of credit card transactions can be done automatically, which greatly simplifies the process for the employee. Transactions from the credit card are brought in as lines on the expense report automatically and if desired, the employee can add more information.

The expense then goes on in the workflow for approval and can be transferred to the payment system.

Cash advances
There is also an option to handle advance payments in PaletteExpense, so that you can pre-pay costs for an anticipated expense. When an "advance" expense type is created, an email notification can be sent. The decision-maker can approve the charges immediately and the payment can be made in advance to the employee. Once the actual expense report has been created, it can be reconciled against previously paid advances.

Simplified handling of corporate credit card invoices
For corporate credit cards, the invoice or statement can be matched to the transactions that have been imported and submitted on employee's expense reports. If the charges are already reported and approved through PaletteExpense, the invoice from the credit card company will automatically be approved in PaletteInvoice.

Reporting tools
PaletteExpense includes a very versatile reporting tool. Users can create and save their own favorite report for reuse. This includes the ability to see when their expense reports have been paid. All reports support drill down to the detail level and with one click users can export the data to Excel.