

Expense Management Solutions for NAV and AX

Miracle work with both Concur and MyExpensesOnline to provide an Expense Management Solution which will seamlessly integrate with an existing or new Miracle solution. This will help an organisation to gain greater control over expense spending and cash flow whilst saving time and money.



Eliminate the need for complicated spreadsheets and piles of receipts - gain visibility on your spend and go paperless



The expense process is simplified, paperwork is reduced and processing costs are lowered. The systems have built-in validation to ensure all claims are accurate and reported in-line with the latest HMRC legislative requirements. Fraudulent claims can be more easily detected, making it harder for duplicate claims to be made and over-inflated data to be submitted.

MyExpensesOnline

Introduction

MyExpensesOnline is a popular web-based expense management system designed to streamline the expense process whilst reducing costs. With MyExpensesOnline, employees can process their expenses quickly and efficiently anywhere in the world, through a smart phone, laptop or PC with only an internet connection needed. Receipts are stored electronically and employees can simply scan or take a photo of their receipts and upload it from their mobile device, PC or laptop. The integration with Miracle is simple and easy to use; import files are accepted into the system and the payroll is automatically updated.

MyExpensesOnline is a cloud based solution and therefore no extra hardware costs are involved. The software is regularly updated and free upgrades are available to keep your organisation up to date with the latest technology and legislation. Any changes in VAT will be updated in the software to ensure correct VAT calculations.

Functionality

MyExpensesOnline has additional modules that you can purchase to form a comprehensive expense management package including:

- Accounts - Expenses can be claimed in a number of different accounts such as a standard expense account, cash advance, petty cash or credit card.
- Expenses can also be claimed in multiple currencies
- Cash Advances - Requests can be sent through for authorisation, once they are approved the amount will show in the Cash Advance account
- Petty Cash - Enables organisations to accurately monitor transactions and electronically attach receipts as well as controlling spending and identifying any inconsistencies

- Credit card integration - Integrates with all major credit and debit card providers to ensure the easy import of statements for reconciliation
- Documents & messages - Allows the publishing of documents such as expense policies with the option to remind and receive confirmation that it has been read
- Route Calculation and mileage allowance payments - Ensures mileage entries are correct by using accurate postcode information
- CarbonCalc - Provides an instant report on the carbon emissions produced by an individual, department or organisation as a whole
- Receipt validation service - MyExpensesOnline provide a service where pre-printed envelopes are issued and sent to their validation team who will scan and attach receipts into the system
- Standard reporting and views - Reports can be easily created to summarise data and can be filtered through a number of areas such as date, claimant, authoriser, cost centre etc.
- Report Manager - An advanced reporting tool that works with Excel
- Duty of Care - Helps to meet an organisations Duty of Care requirements by making it easy to store, verify and automate the renewal of important employee documents including basic employee details, driving licence, MOT certificate, valid tax certificate, vehicle insurance, roadside recovery membership, passports, visa and identity card
- Self Registration - A unique self-registration feature that allows staff to login and create a basic profile

Concur

Introduction

Concur are a leading provider of integrated travel and expense management solutions. Our partnership with Concur allows us to provide an adaptable cloud-based and mobile solution to help companies and their employees control costs and save time.

Concur's system adapts to individual employee preferences and scale to meet the needs of companies from small to large. The system will be fully integrated into our Payroll and HR solutions, helping to reduce costs, improve compliance and provide visibility into your employee spend. Concur is a cloud-based service that updates and upgrades automatically. On the web, on a smartphone or tablet, the solution will provide you with a complete suite of tools for you and your employees. Creating expense reports will become a simpler, paperless process that can be done on-the-go from anywhere, perfect for your busy employees.

Functionality

- Expense policy compliance management
- Multi-country and language support
- Multi-currency
- Managed tax rates for best practice
- Multiple workflows
- Cash advance/allowances
- Attendee tracking
- Mobile approval and submission capability
- Credit card integration
- Automated payments
- Multi-level approvals
- Mileage calculation
- Over 70+ standard reports
- Dashboards and scheduled reports
- Seamless integration to Concur travel and invoice solutions

In addition to the Expense Management solution, Concur also provide Expensit, an add-on feature which instantly turns receipt images into expense lines from your mobile. There are also travel options available which can be used to book travel for your employees including duty of care, compliancy, card integration, approval & request handling, GDS content, mobile functionality, reporting and the ability to capture data from flights, hotels and ground transportation.

Summary

Expense Management solutions will improve productivity, compliance and control over business expenses, allowing you to easily track, analyse and report on spending.

Benefits include:

- A claimant can view the entire process to see where their claim is at any given time, reducing the time spent updating the claimant
- Frequent journeys can be saved speeding up the process for the claimant
- Reduction in paperwork therefore reducing your carbon footprint
- Ability to recognise areas where costs can be cut by identifying spending trends and abnormal expenses
- Company policies are supported, reducing the time spent on checking data
- Abnormal spending patterns can be identified to help discover fraudulent claims
- Returns are more accurate with the collection of VAT and P11D information
- Get real time insight
- Make smarter decisions to control costs
- Improve compliance to corporate Travel and Expense policies
- Reduce processing times and costs
- Eliminate errors
- Pay your employees faster
- Provide increased flexibility on how expenses are submitted and approved