



Capture

Capture reimbursable expenses or corporate card expenses via web-browser or mobile phone and photographs of receipts.



Validate

Automatically validate expenses against your company expense policies and rates.



Process

Automatically route expense and credit card details for authorization to the correct approver.



Integrate

Post as AP invoice or journal to your ERP, finance system or payroll for payment.

Expense Automation

Web and mobile management of business expenses and corporate credit cards.

iDocuments Expenses is an easy to use web-based and mobile expense management solution that enables expense claims to be created, submitted, stored, reviewed, approved and audited online; saving time, reducing administration costs and improving productivity.

CAPTURE

An easy to use and intuitive web-browser based interface allows users to enter their expenses, photograph receipts and validate company credit card transactions.

Alternatively, users are able to use iPhone or Android phone apps to capture expenses and photograph receipts whilst on the move.

VALIDATE

Expenses are automatically checked against company policies and limits: subsistence rules are applied, tax rates can be defaulted according to the type expense, mileage payments and rates are taken from company policy and receipts are captured with tax expenses.

PROCESS

Import company credit card transactions reconcile against receipts and route for approval together with cash expenses.

INTEGRATE

One of the major strengths of iDocuments is its integration with your existing ERP or finance system to ensure standard, consistent and accurate data right across your business.

**Mobile app receipt capture**

Photograph your receipt to automatically generate an expense claim.

**Auto-calculate mileage**

Integrated map facility to calculate and verify business mileage.

IDOCUMENTS APPLICATION FRAMEWORK

iDocuments incorporates a standard framework and set of tools that are designed to simplify day to day business activities, reduce manual and repetitive tasks and improve control and visibility.

Web browser-based user interface

A state-of-the-art web browser-based user interface makes the system easy to learn and simple to use so your team can focus on running the business.

Mobile apps

iPhone and Android phone apps allow budget holders, cost centre managers and other approvers to review and approve documents whilst on the move as well as enter expenses, timesheets and time-off requests.

Seamless finance system integration

One of iDocuments major strengths is its integration with your existing ERP or finance system which ensures consistent and accurate information and financial management reporting across your entire business.

Dashboard

iDocuments incorporate a flexible dashboard facility which can be personalised for each user. The dashboard provides users with details of tasks requiring their action and operational managers with a rich, accurate and timely view of their area of the business.

Archive and retrieve documents using *Smart Search*

iDocuments incorporates an integrated digital document archive with an intelligent Smart Search facility enabling authorised users to quickly locate documents and associated information.

IDOCUMENTS APPLICATION FRAMEWORK - continued**Powerful workflow engine**

The iDocuments workflow engine allows you to define rules for automatic routing of documents for review and authorisation by the correct budget holder or cost centre manager. Out of budget requests can be automatically directed to another approval path.

Automatic out of office workflow routing

Approvals are automatically re-directed when authorisers are out of office on holiday or on other absence.

Flexible business rules and application configuration

iDocuments business rules and configuration allow you map the system to your specific business needs, requirements, policies and information sources.

International reach

iDocuments is a multi-company, multi-language and multi-currency solution.

Automated alerts and notifications

Automatic alerts and notifications such as overdue approval reminders cut-out bottlenecks.

Audit trail and history

A full audit trail and history of all document transactions is maintained to provide comprehensive visibility and transparency.

Business ready KPI and analysis reports

The system is delivered with a comprehensive range of business ready reports to provide you with real-time information to help you manage your business and help you make better and more informed decisions.