# BusinessPlus Expense and Payment

BusinessPlus Expense and Payment provides a web-based platform for companies to streamline expense-related reimbursement processes from online expense request to supervisor approval on expense claim to financial analysis. General expense, T&E expense and ad-hoc Payment Request are well categorized to facilitate employee processing while administrator can gain control over major employee-initiated spending. Apart from integration with G/L (and A/P), it features mappng those expenses to project code and cost centre respectively. Built-in business analytics also provide intuitive reporting tool to analyze expenditure patterns for costing saving.
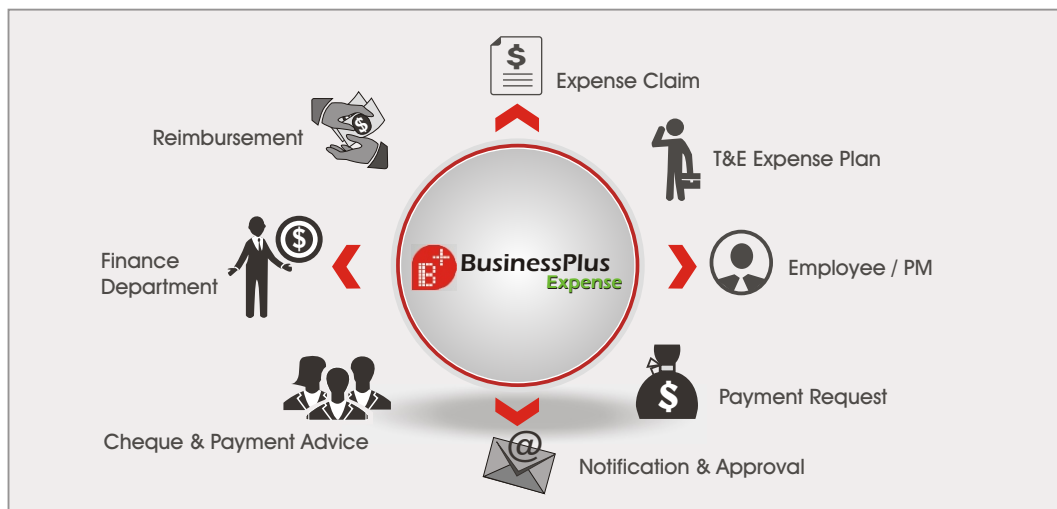
Key Benefits

- Facilitate requesters and approvers to conduct employee expense claim anytime anywhere

- Make request submission and approval process fast and easy with sufficient and enough reference

- Cater for typical expense report and payment request even with exception handling for staff off-duty

- Easy for employees to fill in relevant information while maintaining data integrity

- Increased visibility through real-time reporting so as to find opportunities for cost savings

- Help organization to enforce policy compliance and ensure accurate & timely reports

- Quickly gain an accurate expense details from requester, approval and finance dept. comments history

- Provide useful statistical reference so that the management can spot out tendency that are worthy of investigation

- Help managers make better approval decisions and enhance future budget planning accountability

- Generic payment request form for non-finance users while integrated with A/P and G/L for project costing

- Ensure compliance on payment authorization while maintaining good supplier relationship management

- Sophisticated ranking, time sequential, exception, ratio, trend and grouping analysis can be done instantly with no need for technical expertise

Key Features

- Web-based expense-related processes by native HTML5 web client on desktop and mobile

- Link digital document attachment (e.g. receipt) for future retrieval for expense report per line item

- User-defined approval level for different expense and payment nature with role delegation if necessary

- Predefined entry templates with categorized tabpages for T&E expenses with currency translation

- Support expense cost allocation to different cost centres that seamlessly mapped to G/L accounts

- Provide complete approval status log with strict user authentication for record level tracking

- Comprehensive online employee expense inquiry and reports and allow drill down to related requests

- Multidimensional statistical analysis on department and/or employee spending on varied expense nature across the periods

- Include T&E expense estimation for business trip in order to compare planned and actual expenses

- Payment request for urgent purchase of goods and services without proper procurement process control

- Support computer cheque and electronic payment advice to suppliers for payment automation

- Powerful "pivot table" report designer with popular computation functions such as Sort Value, Date Field, Condition Field, Ratio, Variation & Summary, etc.