



# Employee Expense Management with Microsoft Dynamics 365 Finance

Legacy paper and spreadsheet-based expense reporting processes are time consuming and prone to inaccurate entries and errors. The Microsoft Dynamics 365 Expense management is a fully integrated, paperless and cost-effective expense management platform that helps reduce manual inputs. Advanced expense approval workflows allow tracking of expense reports through submit/approve lifecycle. Workflow history tracks details which allows for transparency and is used for audit purposes. Expense business rules and policies provides an organization control over the expenses that could be incurred. An intuitive, consumer-friendly user experience enables your workforce to easily enter or upload expenses quickly and accurately, as well as submit or approve expense reports with minimal training.

#### Key benefits -



#### **Real time expensing**

Employees can capture receipts from the mobile device, enter an expense on the go. Apply the expense to an expense report and submit the expense report for approval using the Microsoft Dynamics 365 app.



#### **Encourages responsible spending**

Expense policies are applied seamlessly as employees file expenses to improve compliance where employees are notified and alerted when an expense doesn't fall within the organization expense rules.



#### Meaningful approvals

Avoid rubber-stamp approvals by giving approvers the context they need to quickly zero in on reports and lines with policy violations or expense lines and reports that may be too high.



#### Flexible and highly configurable

Expense management solution is highly configurable which allows greater flexibility for businesses to run and control their processes in an efficient manner.

$\mathbf{X} - \mathbf{I}$
•••

#### **Faster reimbursements**

Reimbursements for expense reports usually takes weeks on paper or with any offline procedure. By moving to expense management through web or mobile app, you not only streamline the process but speed it up significantly as well.





The solution provides core capabilities around -

**Flexible expense policies:** Define and setup expense policy for your organization that will help control and manage employee expenses effectively. Configure a single expense policy that can be applied to

-	Finar	Expense management > Setup	> P	licies > Expense report			USSI	Q	$\Box$	٢	۵.	? 🍕	
=	🗟 Savi	e Expense Options 🔎							*	٥	0 🍳	Ц	×
ଲ ☆	⊽ =	Expense : Expense Policy - 2020 Expense Policy - 2020											
٩		General										~	
		Policy organizations										~	
		Policy rules										^	
		Policy rule type:										- 1	
		Airline(1)	$\sim$	Filter by								- 1	
		Car rental(1)	Т	All $\checkmark$								- 1	
		Conference(0)		Policy rules								- 1	
		Entertainment(0)		+ Create policy rule 🔋 Retire	e policy rule 🛛 🖉 Change date 🛩							- 1	
		Gift certificates/Tangible gifts(0)		Effective 1	Expiration	Include parent rule						- 1	
		Header(1)		1/1/2020 12:00:00 AM	Never	^						- 1	
		Hotel(2)										- 1	
		Meals(1)										- 1	
		Mileage(0)										- 1	
		Miscellaneous(0)										- 1	
		Other(0)											
		Personal(0)											~

multiple legal entities or define separate expense policies for every company. Expense policy provide validation when an employee enters an expense which defines whether the expense is within the company defined limits or not. Expense policy can trigger validation

messages like Warning, Error and Justification required. The validation message that the employee receives can be configured when the policy is defined. Policies can be evaluated at the time employee saves the expense line record or when the expense report is submitted by an employee.

Define expense policy rule for various expense types with effective dates. The screenshot below defines how a policy is defined for Expense type – Meal where if the meal expense value per meal is more than USD 25.00 and if no receipts are attached, then employee will be notified of an error message stating – "Attach receipts for meal expenses exceeding \$25.00 per meal.

#	Fina	nce and	Expense meal											?
= a ★ © E	Sav	Exp: Ex; Gei Pol Pol Ain	Expense mean Effective date 1/1/2020 Expiration date Never Is inherited? No IF THE FOLLOWING Test Get values from the f USSI II Clear	IS TRUE:										
		Ca Cc En Git	EITHER Where And	Transaction amount Receipts attached	~	greater than equal to	~	value	25 No	~	USD	V B		
		Hc Hc Mt	DO THE FOLLOWING	+										
		Mi	Do not allow user	rs to submit or approve	and	display error messa	ige							$\sim$
		Mi	Text											- 1
		Ot Pe Pri Re	Attach receipts fo	or meal expenses excee	ding !	i25.00 per meal.							OK G	

Expense policies setup – Expense management in Microsoft Dynamics 365 ERP Software

Page | 2 https://unifydots.com



Gold Microsoft Partner

**Control behavior of expense report data fields:** Expense management in Microsoft Dynamics 365 for Finance and Operations provides the ability to control which data fields should be displayed or not displayed on the expense report header and lines. Setup data fields to be:

•	Finance and Operations	Expense management / Setup	> General > Expense fields visibility	
	Save Options 🔎			
2				
7	Expense fields visibi	lity		
	Expense report	P Filter	Disable all Apply to other lega	entities
3		✓ Area ↑	Expense field name	Visibility
	Expense	Tax	State/province	Recommended
		Tax	Tax included	Recommended
	Hotel category	Tax	Actual sales tax amount	Recommended
		Tax	Net transaction amount	Recommended
	Car rental category	Tax	City	Recommended
		Tax	ZIP/postal code	Recommended
	Airline category	Tax	Tax-related fields	Recommended
		Per diem	Breakfast	Do not display
		Ver diem	Lunch	Do not display
		Per diem	Dinner	Optional
		Per diem	Meal reduction	Required
		Project	Project ID	Recommended
		Project	Reimbursement amount	Do not display
		Project	Invoice amount	Do not display
		Receipt	Receipt required	Do not display
		Receint	Receipt number	Do not display

• **Optional**: These fields will show up when you go to the Optional fields page on your report

• **Recommended**: These fields will show up under the Details area of the expense report line

• **Required**: These fields will be set as mandatory fields and must be filled in before submitting the reports.

• **Do not display**: These fields will not show up on the expense report lines

**Per diem:** Setup applicable per diems by location by distributing amounts for Hotel, Meals and Incidental expenses. Per diem rates can be based on the time of year, the travel location, or both. Create a per diem rule and specify that a percentage of the per diem rate will be withheld if a worker receives complimentary meals or services, if applicable. Set a minimum and maximum number of hours that the per diem rate can apply to a worker's travel. Per diems get calculated automatically when the employee enters start date and end date.

	Finance and Operations Expense management	nt > Setup > Calculations and codes > Per diems			USSI	Q	$\Box$	٢	۲	?	P
=	Save + New Delete Options P						*	٥	9	U u	з х
@ ☆ ©	♀ Filter New York	Per diem amounts Location Currency New York V USD V									2
<b>F</b>	USD	General								<u>^</u>	
E	Chicago	Date from Hotel 1/1/2020 Date to Meals	220.00	30.00							I
	USD	12/31/2020	50.00 LOG	CATION							
	London			intry/region name te/Province name							L
	GBP		318	e/Province name							
	Copenhagen	Per diem rate tiers + New I Delete									
	<b>Antwerp</b> EUR	V Minimum hours Maximum hours Hotel per	Cent Meal percent Other percent	Apply to							
	Frankfurt		We didn't find anything	to show here.							1

Per diem setup – Expense management in Microsoft Dynamics 365 ERP Software



Microsoft

Partner

Microsoft

Gold

**Expense management workspace:** Expense management workspace provides efficiency and one view to employee where they can view all their expense reports, receipts and expenses created through mobile app or from web application. Employees are able to create and submit a new report, manage existing reports (copy, delete, edit, update, recall or resubmit), enter expenses on behalf of others. Powerful and insightful PowerBI analytics provide expense reporting to an employee.

Finance and Ope	Expense management				USSI	¢ ⊂ ©	\$ ?
Expe	nse management			Open reports	Receipts	Open expenses	Approvals
	Dhanesha V			2	1	7	0
Reports Receipts	Expenses Admin analytics Personal analytics	cs					
+ New expense rep	ort 🗊 Delete 😔 Submit 🄊 Recall Resubmit 🗈	Сору				Links	
<ul> <li>Expense report no</li> </ul>	umber ↓ Purpose	Amount Receipts attached	Approval status			Cash advances	
000139	Sales performance meeting	114.65 Yes	In review			<ul> <li>Travel requisitions</li> </ul>	
000138	Sales performance meeting	128.30 Yes	Approved				
000112	Microsoft Customer Summit - 2019-2020	1,265.75 Yes	Draft				
000067	Marketing conference-2020	379.00 No	In review				
000066	Conference - 2019-2020	1,789.50 Yes	Draft				
000065	Dynamics 365 Training	2,205.48 No	Approved				
		880.15 No	Approved				
000063	Sales meeting	0015 100	Approved				

Expense management workspace in Microsoft Dynamics 365 ERP Software

**Expense report:** Expense report entry provides simplified user experience and decreases the time that is required to complete expense reports. If the expense lines have any policy violations, the indication for that is very clear and intuitive. Employees can see the policy error which tells them what exactly they need to do as per the company expense policies. For example, certain expenses require an employee to attach receipts or some expenses require employee to enter justification like Air travel – when the employee fly business class. These expense violation messages help employee act very early and provide complete information which in turn helps approval and reimbursement processes.

3/16/202 Annual co	0 - 3/20/ onferenc	e at New York - 2019-2020.			To be paid 1,956.50 USD	1 (1)(2)(2)(2)(2)(2)(2)(2)(2)(2)(2)(2)(2)(2)	Status Draft	Save and c	lose Submit
xpenses	Recei	pts							
+ New exp	pense	+ Unattached expenses	I Remove ≡ Bulk	edit 🗈 Copy				0 USD	2 Edit
~		Date	Expense category	Merchant	Amount	Amount in USD Project ID	3/16/ Uber	2020   Taxi	
Ø		3/16/2020	Flight	Delta Air Lines	850.00 USD	850.00	Comp		
× 🛞		3/16/2020	Taxi	Uber	75.00 USD	75.00			
0	$\oplus$	3/16/2020	Hotel	Marriott International	800.00 USD	800.00	Details		SEE POLICY (1) ~
Ø	T.	3/16/2020	Hotel	Marriott International	200.00 USD	200.00	Additional information	Policy	-
0	τ.,	3/17/2020	Hotel	Marriott International	200.00 USD	200.00	New York - JFK Ai		ts for the related expense.
Ø	T.	3/18/2020	Hotel	Marriott International	200.00 USD	200.00	to Marriott.	- macrineterp	a for the related expenses
$\odot$	τ.,	3/19/2020	Hotel	Marriott International	200.00 USD	200.00			
$\otimes$		3/16/2020	Meal	Spice Symphony	42.50 USD	42.50		Ir	nternal note
Ø		3/16/2020	Meal	Pure Thai Cookhouse	22.00 USD	22.00	Legal entity		
Ø		3/17/2020	Meal	Gramercy Tavern	25.00 USD	25.00	ussi	$\sim$	
$\odot$		3/18/2020	Meal	Le Bernardin	32.00 USD	32.00	Project ID		
$\odot$		3/19/2020	Meal	Via Carota	38.00 USD	38.00		$\sim$	
8		3/20/2020	Taxi	Uber	72.00 USD	72.00	Receipts 🖉 Edit		

Employee Expense report details in Microsoft Dynamics 365 ERP Software





**Itemizing expenses:** Visibility when itemizing expenses such as Hotel or Car Rental. Employees can see a preview of receipt and are able to enter itemizations very easily.

	Operations		192	Search for a page			Itemize exper	nse		
Sales Me anotore	eeting at General Mo	tors				To be year 3,775.00 USD		Total 550.00	50.00	Ramaning 0.00
Experses	Recepto						+ New @ Delete			
+ New man	man + Unathached experi-	an E Renove III Bulk of	D Carr				Servative date	Experiment.	teategory	Arrest
-	241	Equitor Laterport	Mechani	Arrest	Report in USD Property)	Parrant rooms	8/1/2019	Daily roor	n rate:	900.00
0	9/1/2019	Right	Cetta Artirus	3,450,00 USD	1450.00 00000094	CoreaniCC	8/1/2019	Room tax		25.00
	(E \$/1/2015	Period	Hilton Potels	830.00 USD	155.05 00000044	ContractoryCC	8/2/2019	Daily roo	s tatic	300.00
0	1. 3/1/2015	notel	Hilton Plotels	300.00 USD	300.00 00000094	CompanyCC	\$/1/2019	III Room tax		25.00
0	1. 9/1/2019	Hotel	Hitton Hotels	25.00 USD	25.00 00000094	CompanyCC				
									Haliday Inn	
							Automatic School Bar Automatic Autom	Tota au Brancis Brancis Brancis Brancis		tra ustant si Rayan ka dala Rayan da dalam Rayan da da da da da da da Rayan da da Rayan da
							Pic Recording	Alf four String D Despersive Sectors		Rover No. 4408 Animal Balance Balance Rover No. 1999 Read (none 1992) Read (none 1992) Read (none 1992) Read (none 1992)
							The former for an entry to brigg off Term	Africa D Direct D Direct D Direct D		Reperties and a constrained for the second s
							The Based State Receipt the Script off	1		Amerika skil Amerika skil Najski u Najski u Najski u Tari Oranje
							The Base of Street Stre			Remote all ends to the second
							The Base of Street Stre		n o n. n. <b></b> n	Remote all ends to the second
							Participant         Participant           Base         Participant           Schlard         Partipant  <			Remote all ends to the second
							Participant         Participant           Base         Participant           Schlard         Partipant  <			Non-to- Non-to-

**Mobile App:** Expense management mobile workspace lets employees capture and upload receipts so that they can attach it to an expense report later, quickly create an expense entry by using an attached receipt, create and manage expense reports, submit and approve expense reports.

nell Optus 🗢 3:09 pm 37% ∎⊃. ঊ Workspaces	a I Optus ♀ 7:08 pm 90% ■ < Expense management	••II Optus 🗢 3:11 pm 36% ■ < Create an expense report
Expense management	Amit Dhanesha Capture a receipt	4 → 0 → Expenses Receipts
	Enter an expense     Create an expense report	Conference - 2019-2020 Draft 3/16/2020
	1 Approve expense reports	1,789.50 USD + New expens <sup>()</sup> Attention requir
		Home Expense Receipt: Reports

Mobile device app – Expense management in Microsoft Dynamics 365 ERP Software

**Managerial hierarchy approval workflow:** Position hierarchy is created automatically in Microsoft Dynamics 365 when employee position and reporting relationship is defined. Position hierarchy also







referred to as Managerial hierarchy (line manager) is selected when setting expense approval workflow when expenses are to be reviewed and approved by line manager. Other hierarchy can also be configured and attached to approval workflow as required. Define time limit to specify how much time the user/approver has to take action on, or respond to, documents that reach the approval step. If the user doesn't take action on the document in the allotted time, the document is overdue. A document that is overdue is escalated, based on the options selected under the **Escalation** area in workflow approval setup. In the below scenario, Amit Dhanesha reports to Manny Tanseco who reports to Sandeep Walia. If workflow is setup using Manager hierarchy function and if Amit submits the expense report for approval, there will be an approval action created for Manny Tanseco at the first level and if required for Sandeep Walia (based on escalation rules).

	Fina	Ince and Operations Organization and operations > Notice Henerity USS P	<b>D</b> (	3	© ?	6	
=	+ Cre	ante position v Copy position Peuition datails Options P	•	0 (	0	et i	×
	▼	Position hierarchy Memory anne Line P 2 four Search name V K K I D Corganization T Sandeep Walla Presiont T T Marry Tarsaco Sandeep Walla Presiont					<ul> <li>Related information</li> </ul>
		Safer Associats					

Managerial hierarchy in Microsoft Dynamics 365 ERP Software

Workflow	Copy	Toolbox Resic Settings & Condition					
Navigate Norkflow elements Steps Step	Subject:	approval Hirarchy based: starting from Workflow originator Expense report approval Plasae review and approve this expense report	Properties Manager a Assignment Subject	<ul> <li>March 1990 Construction of the second se</li></ul>	Properties	Expand All Collegie All	• >
	Basic Settings     Assignment     Acondition     Ecclation	Asign uses to this workflow element Asignment type Hearchy stetction Hearchy or Asign uses to this workflow element Persecty Workflow user Ventor None	Instructions:	Preser review and approve this expense report  Arsign users to this workflow element  /Assign users to this workflow element  /Assign ment type / Herarchy type // Care Sate condition // Care //	Subject	Hearkity basic: starting how Workflow originate:     Expension proof approxil      Massar neew and approximations has expense report      Assign users to this workflow element     Assign expension of the analysis of the starting options     Select the deadline for the assigned user(s) to complete this task:     Durk in:	

Expense report workflow setup with managerial hierarchy in Microsoft Dynamics 365 ERP Software



Microsoft

Partner

**Microsoft** 

Gold

**Credit card expenses:** Expense-related credit card transactions can be set up so that they are automatically imported on a recurring schedule. Alternatively, the transactions can be manually imported as they are required. The credit card transactions are imported through the Credit card transactions data entity. Once the transactions are imported, expense entries can be created from those imported transactions with details being populated automatically in related field

Annual con	~	Expense category	Transaction date	Payment method	Amount	rency	
kpenses	~	Taxi	3/16/2020	CompanyCC	75.00	D	
		Taxi	3/20/2020	CompanyCC	72.00	D	
+ New expe	~	Flight	3/16/2020	CompanyCC	850.00	D	
~	~	Hotel	3/16/2020	CompanyCC	800.00	D	
	~	Meal	3/16/2020	CompanyCC	42.50	D	
	~	Meal	3/16/2020	CompanyCC	22.00	D	
		Meal	3/17/2020	CompanyCC	25.00	D	
		Meal	3/18/2020	CompanyCC	32.00	D	
		Meal	3/19/2020	CompanyCC	38.00	D	

Credit card transactions imported in Microsoft Dynamics 365 ERP Software

	Conference - 2019-2020 3/16/200 Annual conference - 2019-2020					To be paid 989.50 USD	Receipts 0	ots Status Draft		Save and close Submit .		] [	
Ex	penses Rece	lipts											
	- New expense	+ Unattached	expenses	🖲 Remove 🛛 🗏 Bulk edi	t 🗈 Copy						75.00 USD	0 Edit	X
	1	Date	Expense	e category	Amount	Amount in USD	Project ID Payment met	hod Rec	eipts atta		3/16/2020   Taxi CompanyCC		0
	8	3/16/2020	Taxi		75.00 USD	75.00	CompanyO	C No	^				
	$\odot$	3/16/2020	Flight		850.00 USD	850.00	CompanyO	C No					
	$\otimes$	3/16/2020	Hotel		800.00 USD	800.00	CompanyO	C No		Details		SEE POLIC	r (1) ~
	$\otimes$	3/16/2020	Meal		42.50 USD	42.50	CompanyO	No		Amount in L	ISD	Billable	
	$\odot$	3/16/2020	Meal		22.00 USD	22.00	CompanyO	C No			75.00		~
										Additional in	nformation	Activity number	
													$\sim$
												Internal note	
										Legal entity			
										ussi	$\sim$		
										Project ID			

Expense entries created using credit card transactions in Microsoft Dynamics 365 ERP Software

**Good return on investment and get started in no time:** Expense management implementations just take few weeks to setup – no matter how big the company is. Customers have been able to deliver substantial bottom-line impact in just a few months. The software is fast to implement and easy for users to pick up with minimal to no training. Entire projects can go from contract to roll-out in as little as six weeks.





## About Unify Dots

Unify Dots helps you connect the Dots by providing solutions that enable digital transformation. Unify Dots specializes in ERP, CRM, Customer Engagement, Field Service, Project Operations, Human Resources, Talent Management, Ecommerce and Point of Sale solutions.



Unify Dots has local presence in Asia Pacific, Australia, New Zealand, Europe, North America and operate in a global scale with a local touch. Unify Dots is also committed to improving the world and has pledged donating at least 25% of its profit towards the case of helping educate children from low-income families in developing countries.

### Contact Unify Dots

Email us at **info@unifydots.com** to get more information on implementing Microsoft Dynamics 365 Finance or contact us by calling one of our office locations or visit us at <u>https://unifydots.com</u>

Australia: +61 2 4504-8307 Malaysia: +60 3 9212 6121 New Zealand: +64 9801-1069 Philippines: +63 2 8271 2458 Singapore: +65 3165-0911 United Kingdom: +44 20 3885 0765 United States of America: +1 206 452-7498