

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.

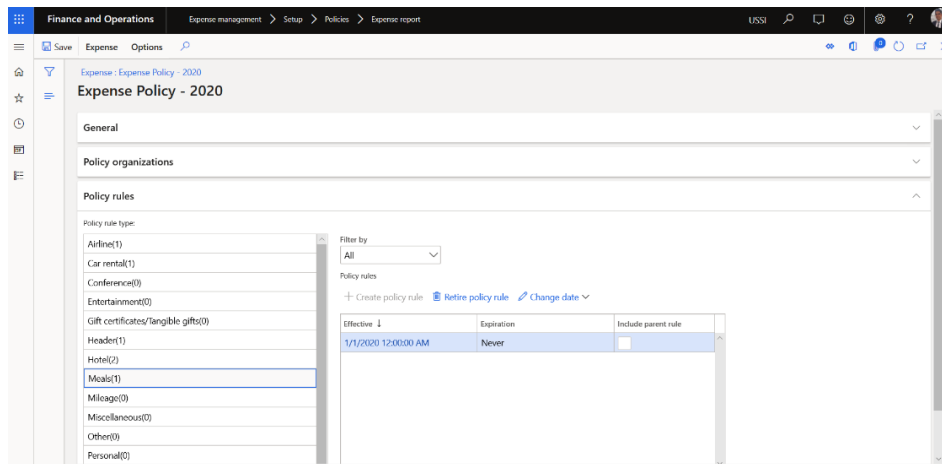


Faster reimbursements

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

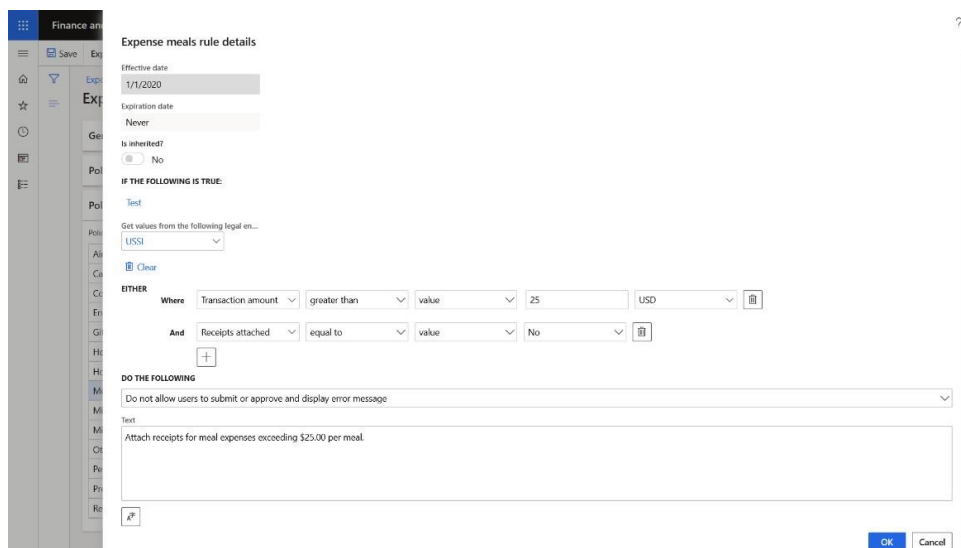


The screenshot shows the 'Expense Policy - 2020' configuration page. On the left, a list of policy rule types includes Airline(1), Car rental(1), Conferences(0), Entertainment(0), Gift certificates/tangible gifts(0), Header(1), Hotel(2), Meals(1), Mileage(0), Miscellaneous(0), Other(0), and Personal(0). The 'Meals(1)' rule is selected. The main area shows the 'Policy rules' table with columns for Effective date, Expiration, and Include parent rule. A single rule is listed with an effective date of 1/1/2020 12:00:00 AM and an expiration of Never.

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.

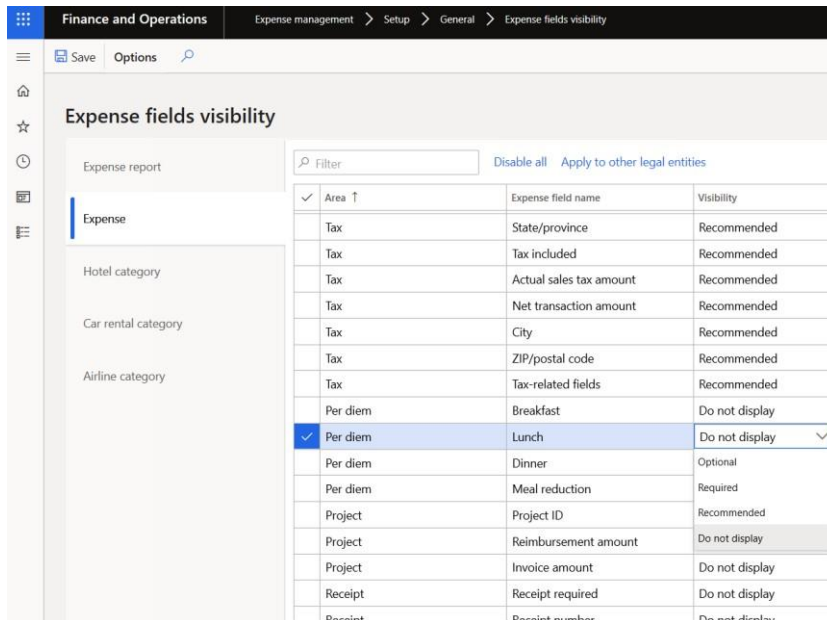
Define expense policy rule for various expense types with effective dates. The screenshot below defines how a policy is defined for Expense type – Meal where if the meal expense value per meal is more than USD 25.00 and if no receipts are attached, then employee will be notified of an error message stating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



The screenshot shows the 'Expense meals rule details' configuration page. It includes fields for Effective date (1/1/2020) and Expiration date (Never). The 'Is inherited?' checkbox is unchecked. Under 'IF THE FOLLOWING IS TRUE:', there is a 'Test' section with a dropdown for 'Get values from the following legal en...' set to 'US\$'. The 'Clear' button is visible. The 'DO THE FOLLOWING' section contains a dropdown for 'Do not allow users to submit or approve and display error message' and a text area with the message 'Attach receipts for meal expenses exceeding \$25.00 per meal.' The 'OK' and 'Cancel' buttons are at the bottom right.

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

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:



Area	Expense field name	Visibility
Tax	State/province	Recommended
Tax	Tax included	Recommended
Tax	Actual sales tax amount	Recommended
Tax	Net transaction amount	Recommended
Tax	City	Recommended
Tax	ZIP/postal code	Recommended
Tax	Tax-related fields	Recommended
Per diem	Breakfast	Do not display
Per 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
Receipt	Receipt number	Do not display

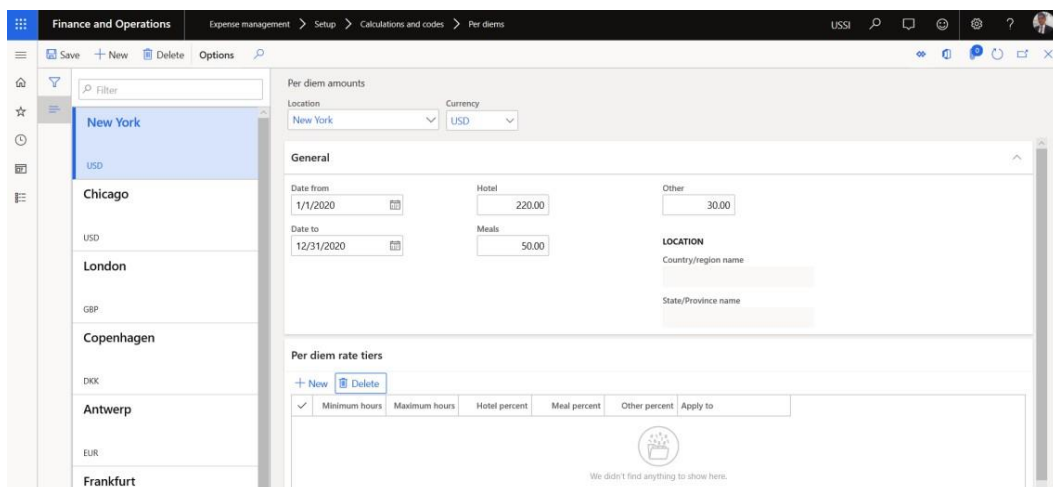
• **Optional:** These fields will show up when you go to the Optional fields page on your report

• **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.



Per diem amounts

Location: New York, Currency: USD

General

Date from: 1/1/2020, Date to: 12/31/2020

Hotel: 220.00, Meals: 50.00, Other: 30.00

LOCATION

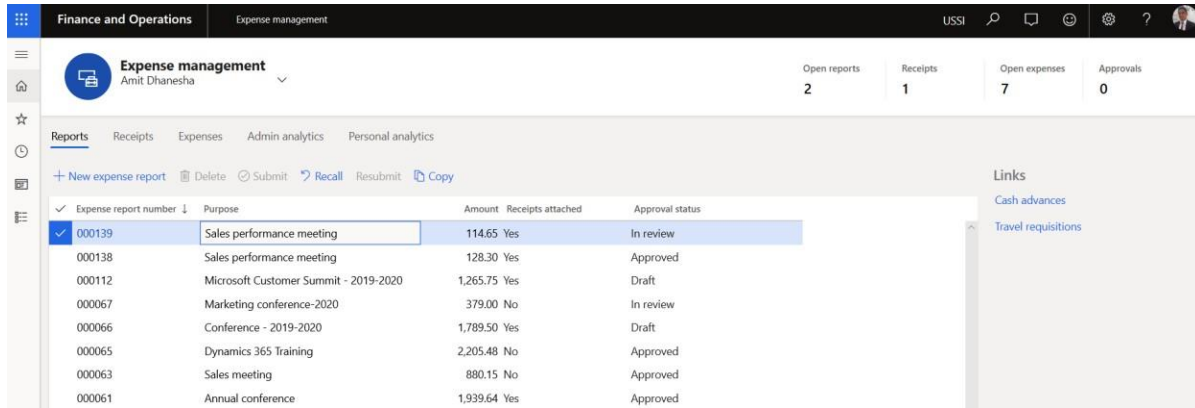
Country/region name: , State/Province name:

Per diem rate tiers

Minimum hours	Maximum hours	Hotel percent	Meal percent	Other percent	Apply to
✓					

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

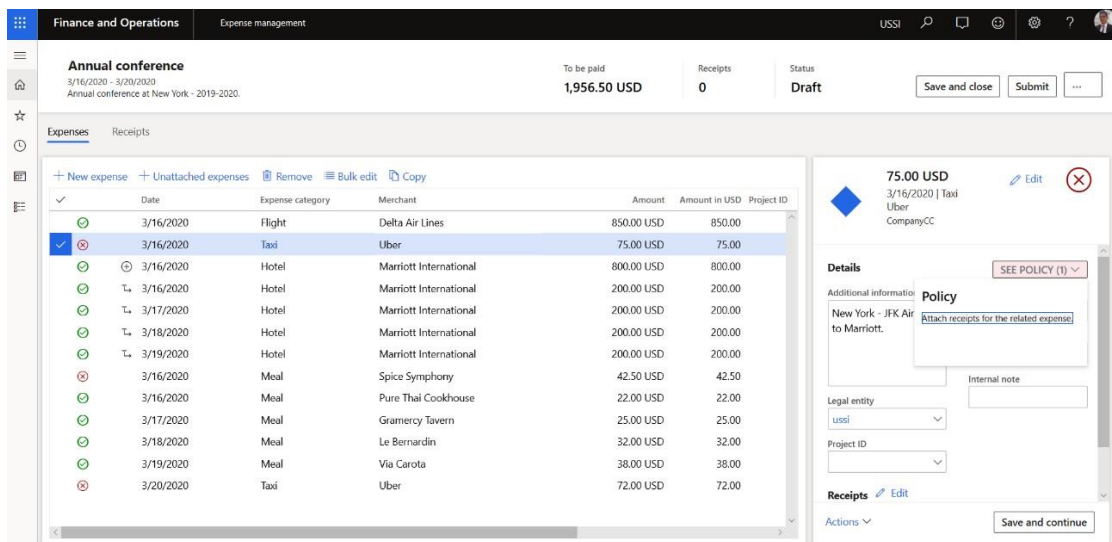
Expense management workspace: Expense management workspace provides efficiency and one view to employee where they can view all their expense reports, receipts and expenses created through mobile app or from web application. Employees are able to create and submit a new report, manage existing reports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



Expense report number	Purpose	Amount	Receipts attached	Approval status
000139	Sales performance meeting	114.65	Yes	In review
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
000063	Sales meeting	880.15	No	Approved
000061	Annual conference	1,939.64	Yes	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.



Date	Expense category	Merchant	Amount	Amount in USD	Project ID
3/16/2020	Flight	Delta Air Lines	850.00 USD	850.00	
3/16/2020	Taxi	Uber	75.00 USD	75.00	
3/16/2020	Hotel	Marriott International	800.00 USD	800.00	
3/16/2020	Hotel	Marriott International	200.00 USD	200.00	
3/17/2020	Hotel	Marriott International	200.00 USD	200.00	
3/18/2020	Hotel	Marriott International	200.00 USD	200.00	
3/19/2020	Hotel	Marriott International	200.00 USD	200.00	
3/16/2020	Meal	Spice Symphony	42.50 USD	42.50	
3/16/2020	Meal	Pure Thai Cookhouse	22.00 USD	22.00	
3/17/2020	Meal	Gramercy Tavern	25.00 USD	25.00	
3/18/2020	Meal	Le Bernardin	32.00 USD	32.00	
3/19/2020	Meal	Via Carota	38.00 USD	38.00	
3/20/2020	Taxi	Uber	72.00 USD	72.00	

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.

The screenshot displays the 'Finance and Operations' interface. On the left, a table lists expenses for a 'Sales Meeting at General Motors' on 9/1/2019, totaling 3,775.00 USD. The table includes columns for Date, Expense category, Merchant, Amount, Amount in USD, Project ID, and Payment method. One expense is highlighted: a hotel stay at Hilton Hotels for 300.00 USD.

On the right, the 'Itemize expense' window shows a summary table with columns: Transaction date, Expense subcategory, and Amount. It lists items for 9/1/2019: Daily room rate (300.00), Room tax (25.00), and Daily room rate (300.00). Below this is a preview of a Hilton Hotels receipt, showing details like Room No., Rate, and Taxes.

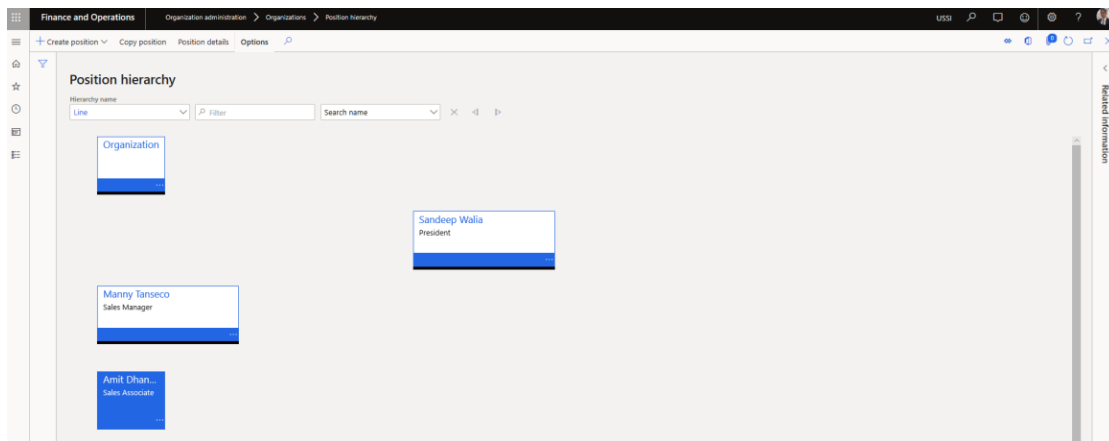
Mobile App: Expense management mobile workspace lets employees capture and upload receipts so that they can attach it to an expense report later, quickly create an expense entry by using an attached receipt, create and manage expense reports, submit and approve expense reports.

The sequence shows the mobile app workflow:

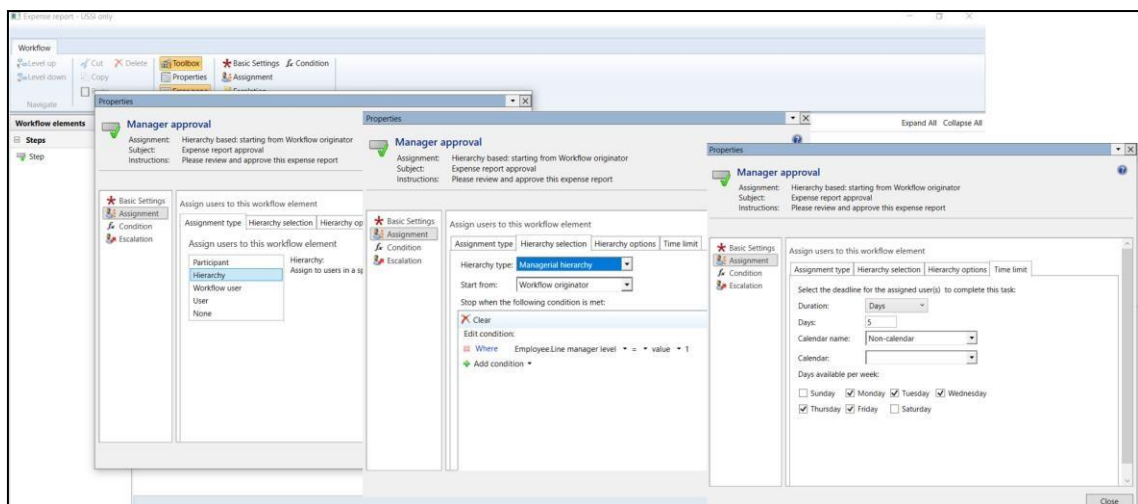
- Workspaces:** The user is in the 'Workspaces' screen, where 'Expense management' is highlighted with a green box.
- Expense management:** The user navigates to the 'Expense management' screen, which shows options like 'Capture a receipt', 'Enter an expense', 'Create an expense report' (highlighted with a green box), and 'Approve expense reports'.
- Create an expense report:** The user is in the 'Create an expense report' screen, which shows a summary of expenses (4) and receipts (0). A 'New report' button is highlighted with a green box. Below, a draft report for 'Conference - 2019-2020' dated 3/16/2020 is shown with a total of 1,789.50 USD.

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).



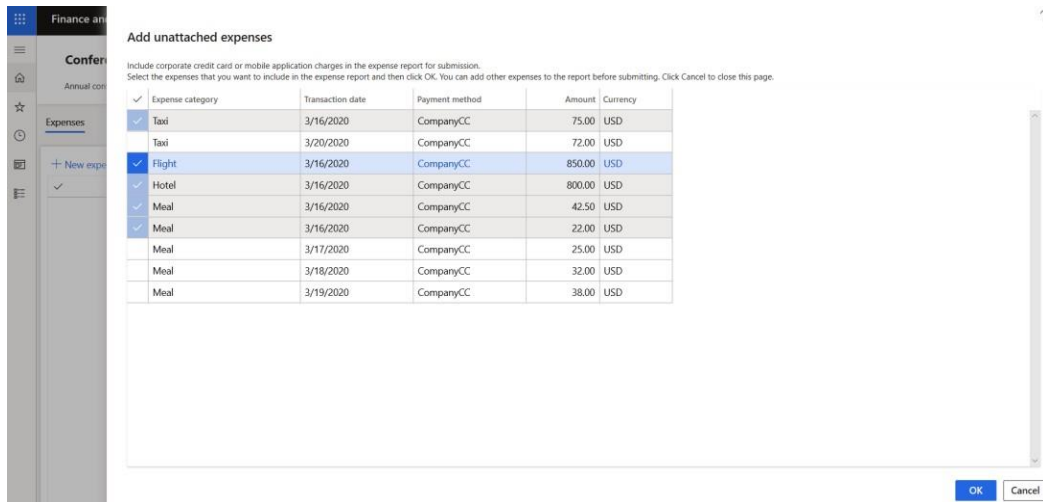
Managerial hierarchy in Microsoft Dynamics 365 ERP Software



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

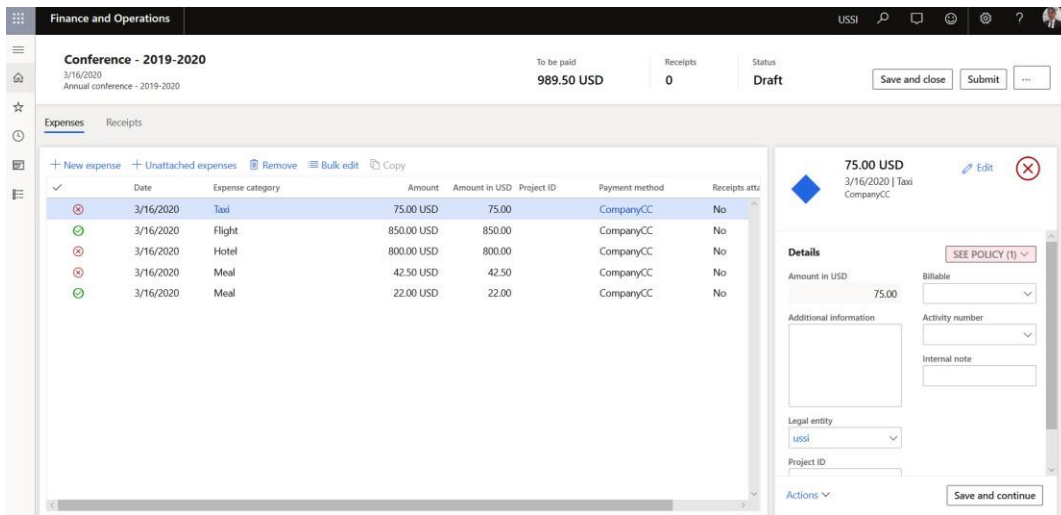
Credit card expenses: Expense-related credit card transactions can be set up so that they are

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 fields.



Expense category	Transaction date	Payment method	Amount	Currency
Taxi	3/16/2020	CompanyCC	75.00	USD
Taxi	3/20/2020	CompanyCC	72.00	USD
Flight	3/16/2020	CompanyCC	850.00	USD
Hotel	3/16/2020	CompanyCC	800.00	USD
Meal	3/16/2020	CompanyCC	42.50	USD
Meal	3/16/2020	CompanyCC	22.00	USD
Meal	3/17/2020	CompanyCC	25.00	USD
Meal	3/18/2020	CompanyCC	32.00	USD
Meal	3/19/2020	CompanyCC	38.00	USD

Credit card transactions imported in Microsoft Dynamics 365 ERP Software



Date	Expense category	Amount	Amount in USD	Project ID	Payment method	Receipts attached
3/16/2020	Taxi	75.00 USD	75.00		CompanyCC	No
3/16/2020	Flight	850.00 USD	850.00		CompanyCC	No
3/16/2020	Hotel	800.00 USD	800.00		CompanyCC	No
3/16/2020	Meal	42.50 USD	42.50		CompanyCC	No
3/16/2020	Meal	22.00 USD	22.00		CompanyCC	No

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.



Unifying the Dots in your Business



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Unify Dots operates in Asia Pacific, Australia, New Zealand, Europe, North America and across the globe 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 cause of helping educate children from low-income families in developing countries.

Contact Unify Dots

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