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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.

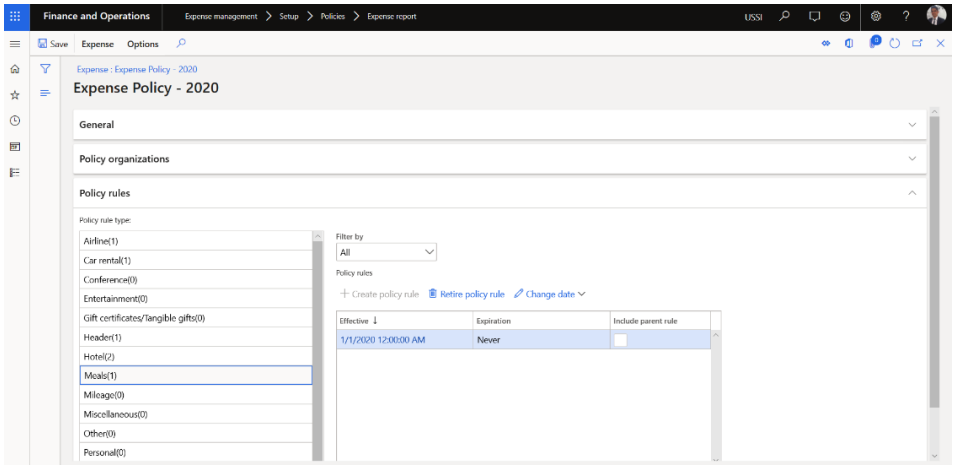
Meaningful approvals
Avoid rubber-stamp approvals by giving approvers the context they need to quickly zero in on reports and lines with policy violations or expense lines and reports that may be too high.

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.

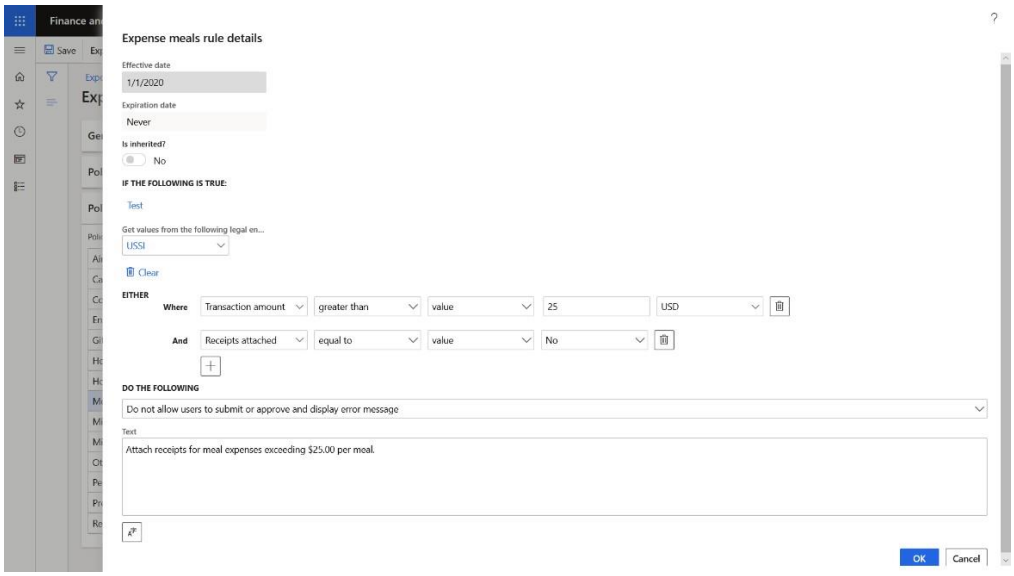
Faster reimbursements
Reimbursements for expense reports usually takes weeks on paper or with any offline procedure. By moving to expense management through web or mobile app, you not only streamline the process but speed it up significantly as well.

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 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.

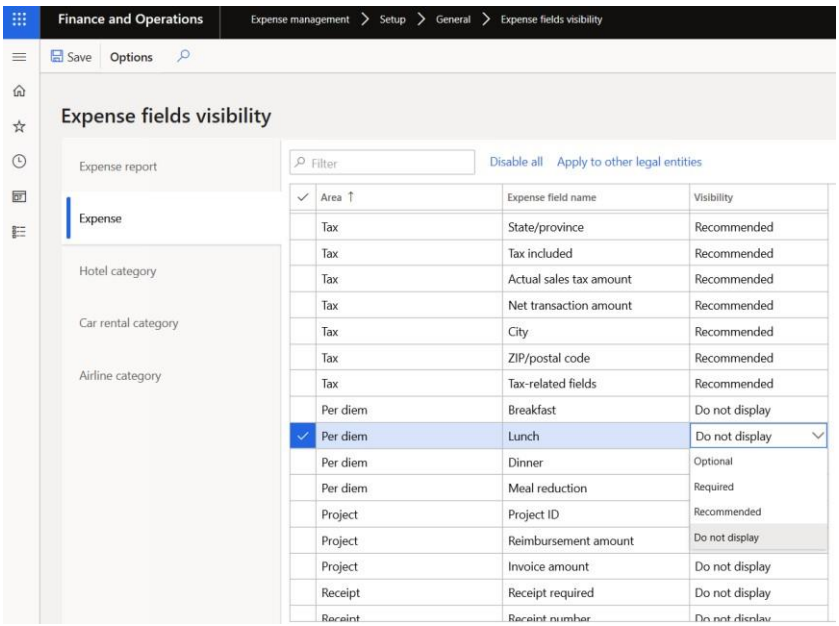


Define expense policy rule for various expense types with effective dates. The screenshot below defines how a policy is defined for Expense type – Meal where if the meal expense value per meal is more than USD 25.00 and if no receipts are attached, then employee will be notified of an error message stating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



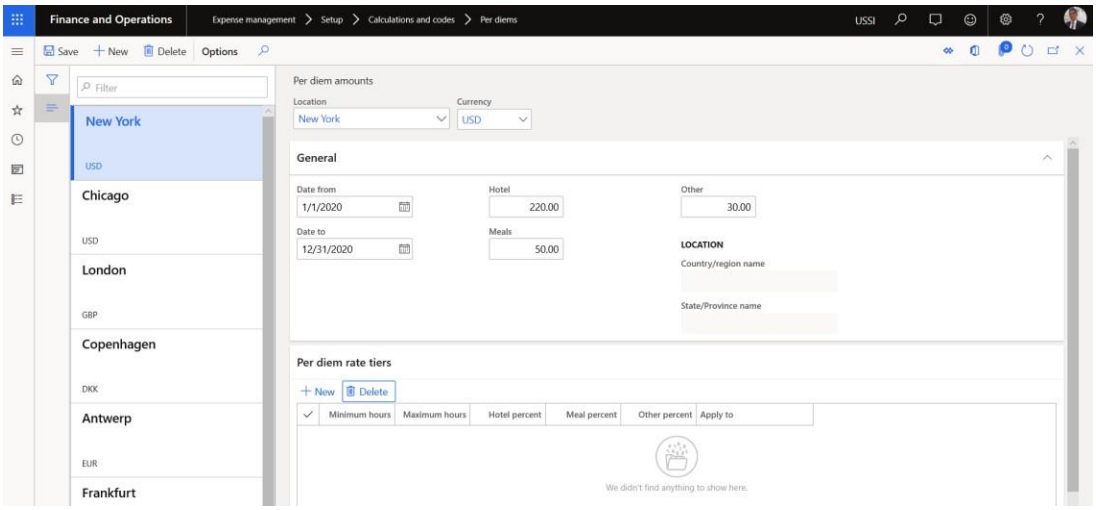
Expense policies setup – Expense management in Microsoft Dynamics 365 ERP Software

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:



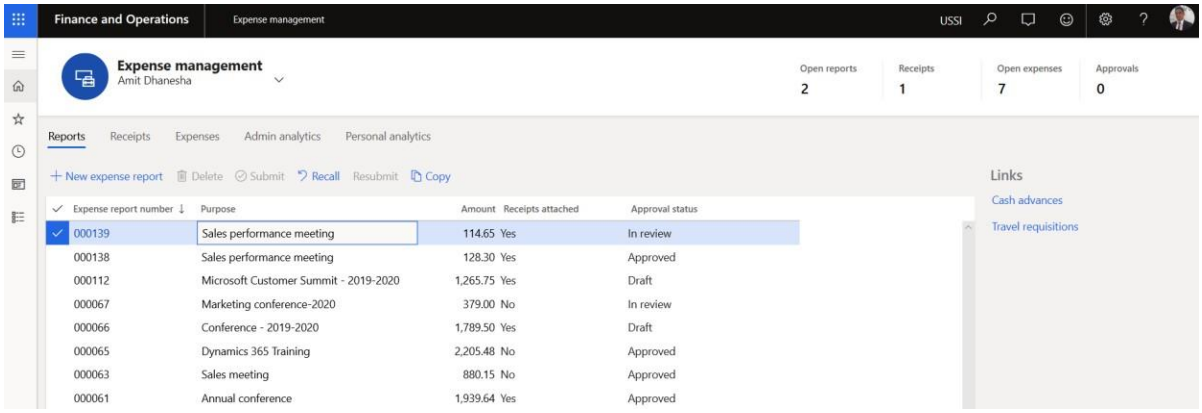
- **Optional**: These fields will show up when you go to the Optional fields page on your report
- **Recommended**: These fields will show up under the Details area of the expense report line
- **Required**: These fields will be set as mandatory fields and must be filled in before submitting the reports.
- **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.



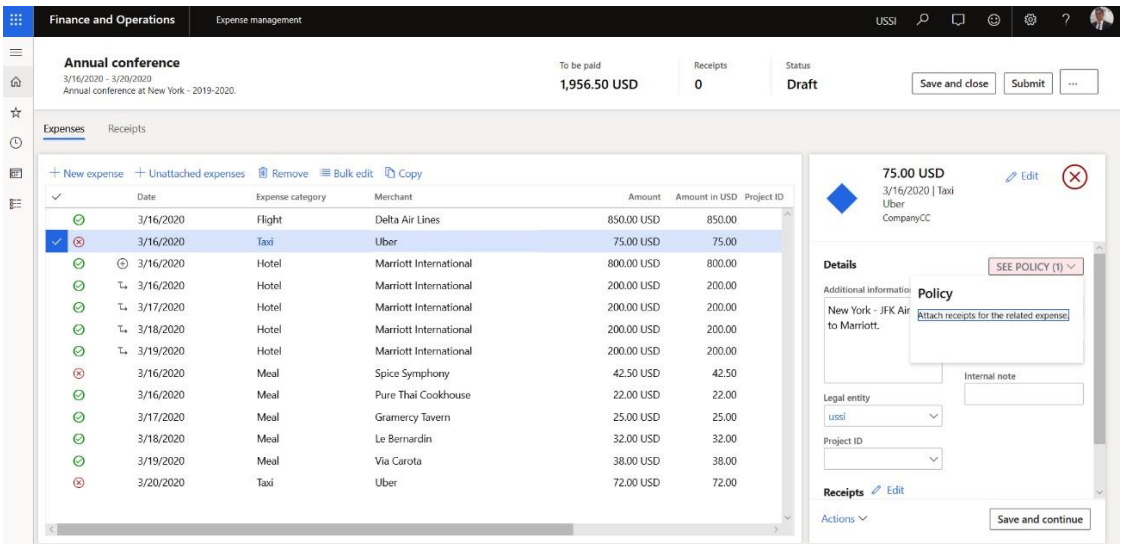
Per diem setup – Expense management in Microsoft Dynamics 365 ERP Software

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.



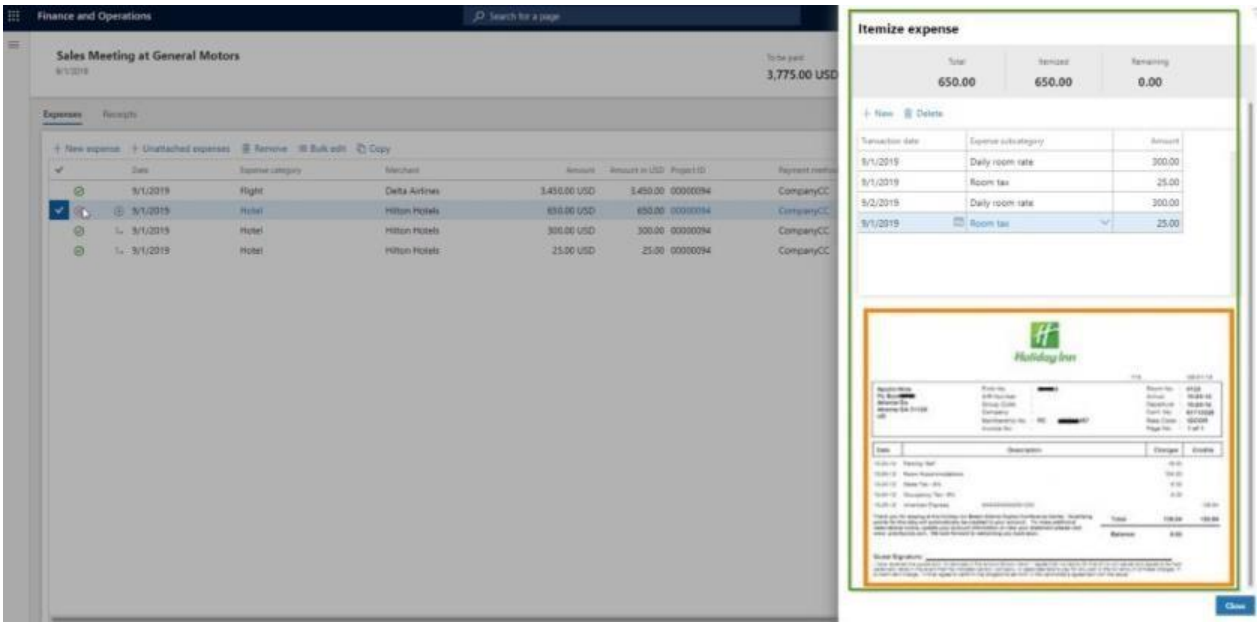
Expense management workspace in Microsoft Dynamics 365 ERP Software

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.

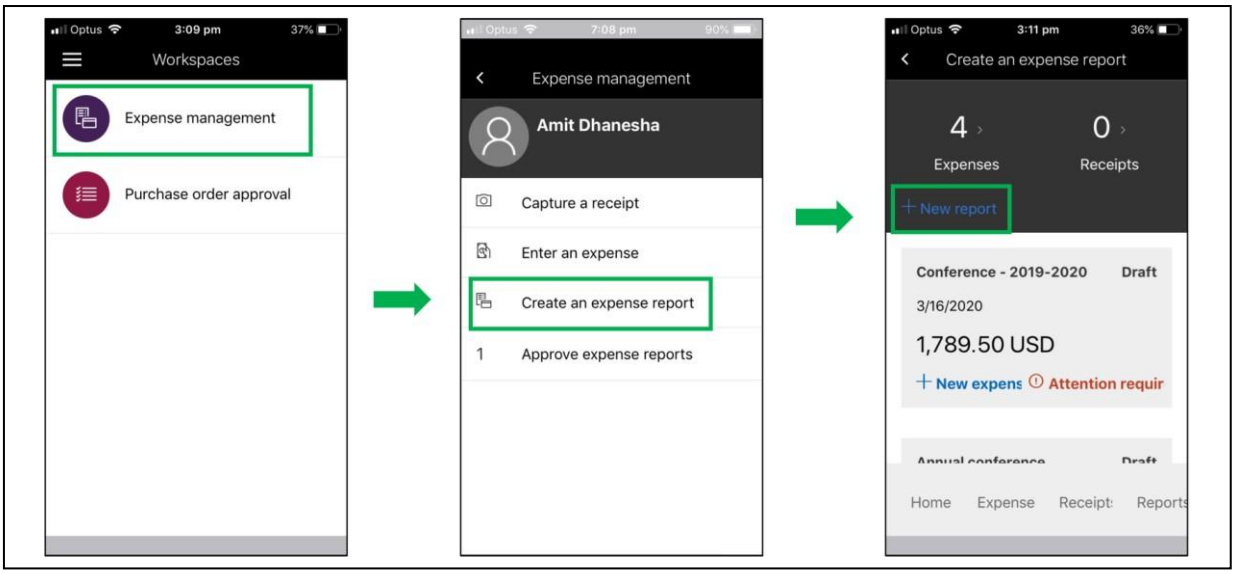


Employee Expense report details in Microsoft Dynamics 365 ERP Software

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.



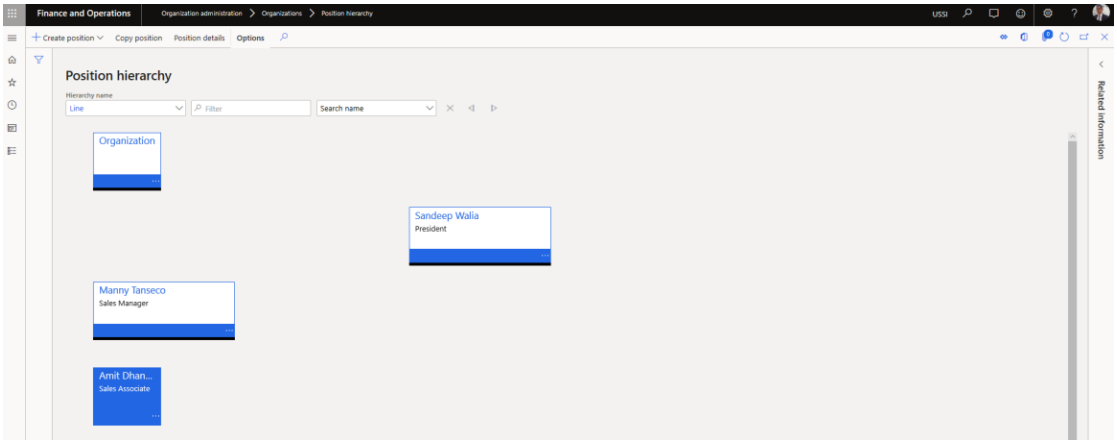
Mobile App: Expense management mobile workspace lets employees capture and upload receipts so that they can attach it to an expense report later, quickly create an expense entry by using an attached receipt, create and manage expense reports, submit and approve expense reports.



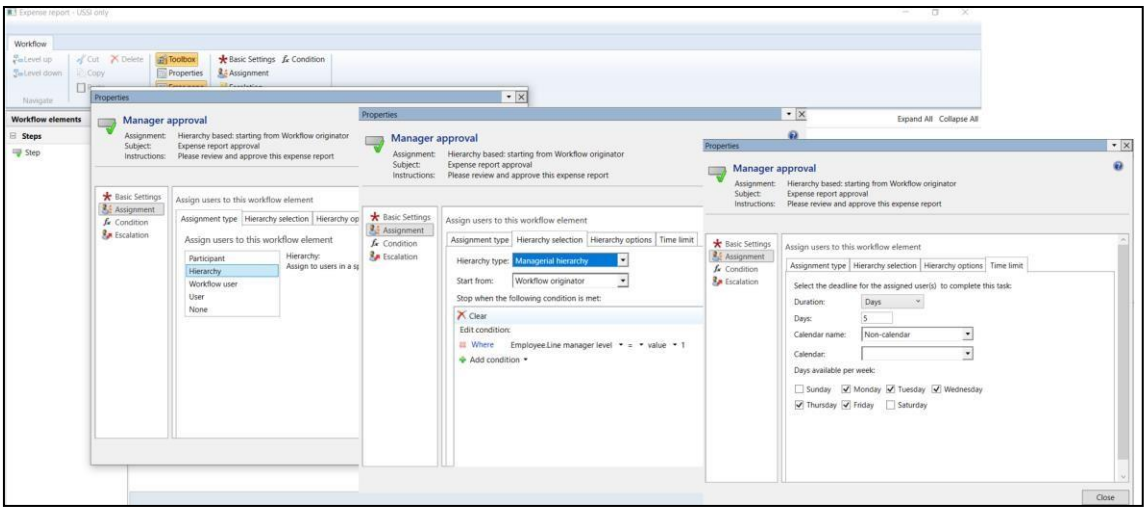
Mobile device app – Expense management in Microsoft Dynamics 365 ERP Software

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).

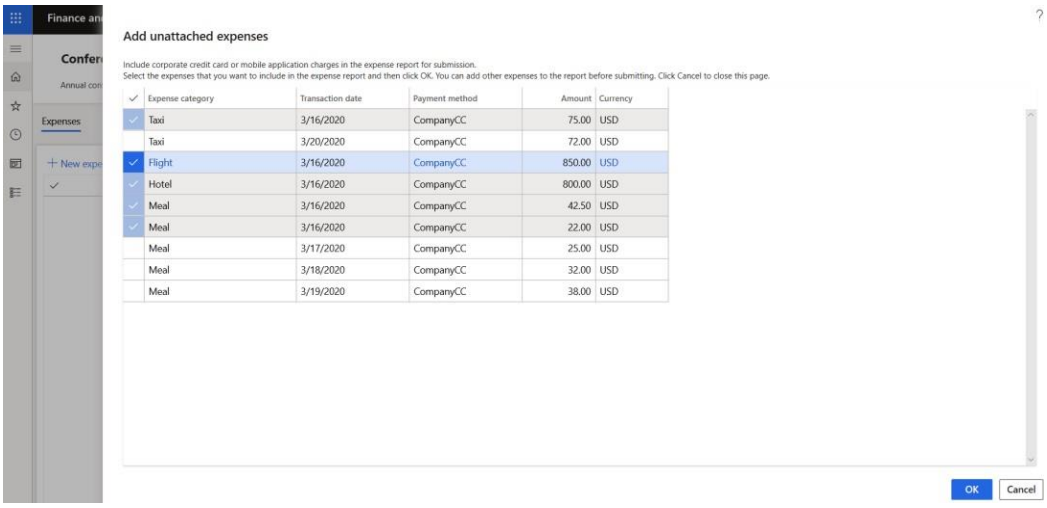


Managerial hierarchy in Microsoft Dynamics 365 ERP Software

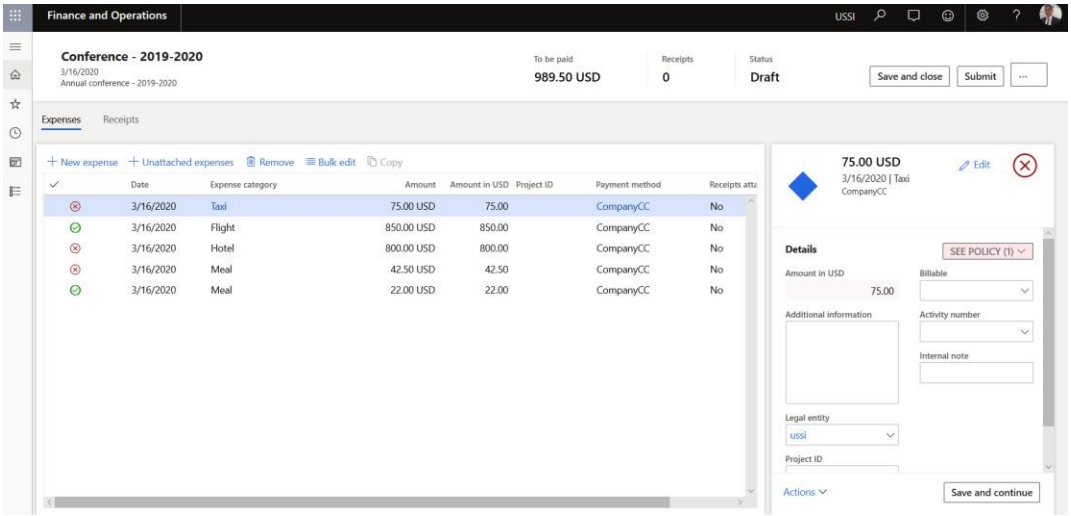


Expense report workflow setup with managerial hierarchy in Microsoft Dynamics 365 ERP Software

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 field



Credit card transactions imported in Microsoft Dynamics 365 ERP Software



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.

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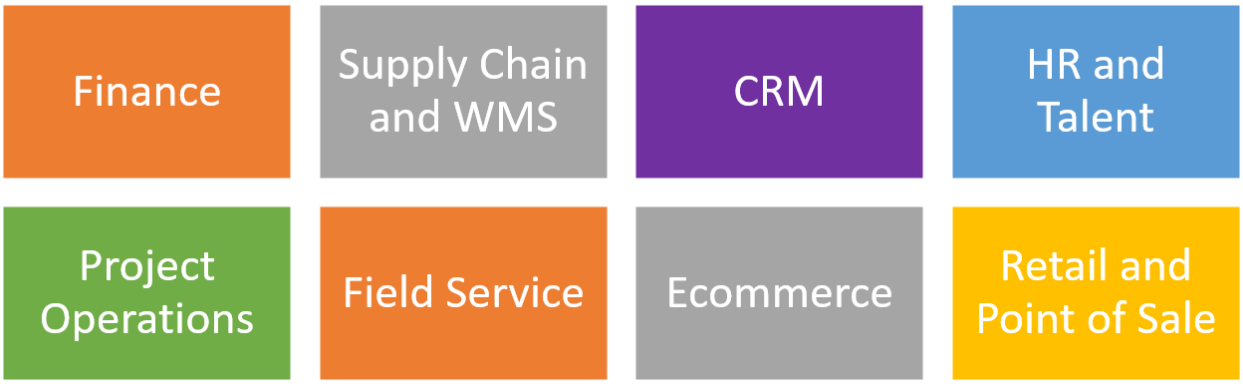
About Unify Dots

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 https://unifydots.com

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