

# JD EDWARDS ENTERPRISEONE EXPENSE MANAGEMENT

**ORACLE**

JD EDWARDS ENTERPRISEONE

## PRODUCT HIGHLIGHTS

- Streamline expense processing and control costs
- Strengthen negotiations with preferred travel suppliers
- Improve control over employee expenses
- Improve customer billing accuracy of employee related expenses

*Employee expenses often represent a major company expense. Besides the actual expenses for work-related traveling and purchasing, you need processes and procedures to facilitate expense approval, cost control, proper recording to your general ledger, and timely employee reimbursement. With JD Edwards EnterpriseOne Expense Management you can leverage an integrated financial system for accurate and timely payment of proper expenses while reducing your costs with better control.*

### **The Issue: Monitoring Employee Expenses**

Manual time and expense reporting can be inefficient and inconsistently controlled. As a result, it reduces employee productivity and can translate into unnecessary costs. An automated system for managing your employee expenses—supported by strong internal controls—can save you time and money.

### **The Solution: Streamline Expense Processing and Control Costs**

With Oracle's JD Edwards EnterpriseOne Expense Management, you can streamline and control the entire expense reporting process—including expense entry, reimbursement, approval, and audit—and ensure the timely and accurate reimbursement of employee expenses. The system captures complete and accurate data at every step and database-driven workflow eliminates misrouted or lost documents, giving you greater security, reliability, and document control. Employees and managers are notified by email of documents that require their attention.

Expense Management allows you to monitor and track spending with preferred suppliers and leverage this information to negotiate improved travel-related contracts and benefits for your employees. And, by using built-in control features, you can increase compliance with corporate expense policies and ensure the accurate reporting of employee expenditures.

### **Streamline Expense Processing**

Completing expense reports can be a time-consuming process that includes sorting and copying receipts, accurately transcribing detailed information to a report template, and waiting for management approval and auditing before employees are reimbursed. Because Expense Management automates the process of entering, approving, and auditing expense reports, your employees enjoy prompt and accurate payments. You also save time and further improve the accuracy of expense tracking by applying employee credit card transactions directly to expense reports. Full integration with core financial systems streamlines the expense

processing function, eliminates the cost and errors associated with duplicate entries, and provides faster cycle times for employee reimbursement, customer billing and credit card payment. The benefits of integration also translate into savings on implementation, maintenance, training, and administration costs.

### **Increase Bargaining Power with Preferred Travel Suppliers**

By establishing preferred suppliers for travel-related services, you can reduce costs and increase both the quality and quantity of services available when employees travel. But to ensure the most cost-effective relationships, you need visibility into those airlines, hotels, and car rental agencies that your employees use most.

With this information in hand, you can negotiate more advantageous discounts with suppliers and ensure that your employees receive the full benefits of the arrangement. With Expense Management, you can track spending by supplier and automatically document when an employee does not use a preferred supplier. Plus, you can use this information to improve supplier negotiations and provide better travel products and services for your employees at a lower cost—every time they travel.

### **Improve Accuracy and Control Over Employee Expenses**

Depending on your company's needs, your employees may have to comply with multiple expense reimbursement policies, each one outlining different rules on tracking, managing, and reporting expenses incurred while doing business. Expense Management allows you to set up multiple expense categories, define audit limits, and establish expense receipt requirements. Based on parameters that you establish, the system automatically configures expense reports to capture specific information by expense type, such as ticket number, airline, and ticket amount. You have the flexibility to define and implement employee or group profiles that specify the reimbursement method, per diem limit, currency, and management approval required for submitted expense reports. You can even establish unique per diem limits by city, country, or region. With the ability to split expense charges to multiple business units, projects, or work orders on a single expense line. Based on agreements you establish with your customers, accounting rules can be defined to distribute the allowable portions of each expense to a Billable account and the remainder to a non-billable account. The flexible configuration allows you to improve accuracy of customer billing of allowable expenses and gain visibility into project and business unit costs.

With Expense Management, you can establish customized payment processing and approval rules to ensure adherence to corporate reimbursement policies. If a policy limit is exceeded or if information is missing or inaccurate, you receive an immediate error notification so that you can proactively work with the employee to address the situation. Workflow distribution lists allow for hierarchical approval levels and support time and amount based escalations, multiple approvals per level and higher level overrides. Change management processes include workflows to facilitate organizational change and to keep expense report approvals flowing efficiently. By using built-in control mechanisms to automatically enforce policy

rules and limits, you gain control over all travel and entertainment-related spending.

By streamlining the expense reimbursement process, accurately tracking preferred supplier spending, automating the accounting distribution of billable vs. non-billable expense amounts, and enforcing travel policies, Expense Management improves control and creates substantial cost savings for your organization.

### Feature/Function Highlights

- Processing of business travel and relocation expenses
- Consistent user interface
- Simplified data entry for expense reporting
- Configurable reimbursement process steps
- User-defined per diem functionality
- Workflow approvals with configurable distribution lists
- Organizational change management workflow
- Automatic exception notification
- Auditing capabilities
- User-defined policy definitions
- Multiple employee authority
- Individual or group employee profiles
- Customized reimbursement policies
- Location-specific policies
- Multicurrency capabilities
- Ability to split charges to multiple business units
- VAT calculations
- Ability to import expenses from offline reports
- Direct employee reimbursement
- Direct credit card company reimbursement
- Billable expense amount capture and accounting

### Solution Integration

This module is designed to be integrated with these JD Edwards EnterpriseOne products and families across your operations using common tools and a Pure Internet Architecture:

- Financial Management
  - General Ledger
  - Accounts Payable

- Human Capital Management
  - Time and Labor
  - Payroll
- Project Management
  - Project Costing
  - Contract and Service Billing

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