

JD EDWARDS WORLD EXPENSE MANAGEMENT

KEY BENEFITS

- Integrates Travel & Expense and Purchase Card Management systems
- Control which employees are issued cards
- Monitor, and track cardholder's purchase card transactions
- Receive, process, and post transactions to the general ledger
- Track purchasing trends
- Reconcile transactions to monthly statements
- 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

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

Oracle's JD Edwards World Expense Management integrates the Purchase Card Management and Travel and Expense systems allowing you to effectively manage transactions and the unique approval requirements from each system. With Oracle's JD Edwards World 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 an approvals 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. With JD Edwards World Expense Management and Approvals Management applications employees and managers can manage their reports in a more timely fashion reducing the time to reimbursement even more. 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.

SOLUTION INTEGRATION

- JD Edwards World Financial Management
- JD Edwards World Asset Management
- JD Edwards World Purchase Card Management
- JD Edwards World Purchase Order Management
- JD Edwards World Inventory Management
- JD Edwards World Approvals Management

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 mileage, airline ticket amount, and meals. 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. With the ability to split expense charges to multiple business units or projects 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

- Download credit card transaction details as often as business dictates.
- Processing of business travel 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
- 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 World products across your operations using common tools and a Pure Internet Architecture:

- JD Edwards World Financial Management:
 - General Accounting
 - Accounts Payable
 - Asset Management
 - Purchase Card Management
- JD Edwards World Purchase Order Management
- JD Edwards World Inventory Management
- JD Edwards World Approvals Management

Contact Us

For more information about JD Edwards World, visit oracle.com or call +1.800.ORACLE1 to speak to an Oracle representative.



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Hardware and Software, Engineered to Work Together