

Compleat Employee Expenses

Overview

Compleat Employee Expenses browser software enables organisations to take a strategic approach to automating the employee expenses process, delivering significant productivity improvements, automation of corporate expenses policies and delivering more timely and accurate management information and cashflow reports.

Manual Employee Expenses Pain Points

All organisations recognise the tactical pain points of a manual employee expenses process:

- Slow and laborious process to complete the claim.
- The cost and time to submit to an approver.
- The approver's timely access to the expenses claim and the time required to approve.
- The cost and time for the approved claim to be passed to accounts.
- The time and cost of addressing corporate credit card claims and approval.
- The cost and time required to code up the expenses claim for posting to the ledgers.
- The cost and time required to audit the expense claim against valid receipts.

- The time and cost to ensure that both corporate and HMRC policies are being adhered to.
- The implications of late payment when the individual is using their personal credit for corporate expenditure.

The real cost of manually processing a single expense claim varies from £25 - £80 each, reflecting the painfully slow and tedious manual methodology – it is a boring job for everyone.

The automation of Employee Expenses is a major corporate win – win. The people that raise, approve and audit claims are always delighted and the company increases the corporate control over the expenditure, and saves time and money by doing so.

Employee Expenses Automation

Consider the impact on the productivity and efficiency of the entire organisation if the current laborious and paper intensive employee expenses spreadsheets process was replaced with Compleat Employee Expenses software.

Compleat Employee Expenses software automation delivers the following benefits:

Compleat Spend Control

- Purchasing Automation
- Employee Expenses
- Buyers Group

- Easy to Use
- Easy to Maintain
- Fast User Acceptance

- Productivity Gains
- Reduced Cost of Purchasing
- Improved Spend Control

- Affordable
- Rapid Deployment
- Low Cost of Ownership
- Fast Return on Investment

Compleat Technology

Client

- 100% browser-based
- Browser independent
- Windows Authentication / Single Sign-On

Server

- Windows Server 2003 / 2008 (Standard & Enterprise, 32 or 64 bit)
- .NET Framework v3.5
- IIS 6 and above with SMTP

Database

- Microsoft SQL Server 2005 and above

Virtualisation

- VMware
- Hyper-V
- Citrix XenServer
- Sun Virtualbox

- **Improve Productivity With a Paperless Process:**

A single, seamless paperless process, from the capture of expenditure items, through to the approval processes and final posting to the accounts. It also simplifies and automates employee expenses capture, approvals and posting to the ledgers, saving time for everyone involved.

- **Corporate Expense Policy Enforcement:**

Reduce costs through automatic policing of corporate expenses policies, including mileage rates, car multiple occupancy rates, hotel costs (etc) during expense claim creation.

- **Credit Card Download:**

Automate the capture and expense form creation for most corporate and personal credit cards through standard credit card download functionality.

- **Automation of General Ledger Coding:**

Automated G/L coding at point of entry through the use of common expense templates with relevant calculations saves time and provides the month end accrual for unapproved claims.

- **On-Line Access:**

Expenses capture, submission and approvals can be undertaken from any location with a local network or internet connection.

- **Scanned Receipts:**

The ability to scan and submit receipts with each claim.

- **Automated Accounts Update:**

Claims are automatically posted to ledgers on final approval.

- **Compleat Buyers Group:**

Lower costs by utilising better prices.

Compleat Employee Expenses automation reduces the month end burden on everyone involved in the process, saving time and money.

Compleat Employee Expense automation is unique because it captures both the claim information AND automatically generates the associated financial accounting information during the creation of the expense claim.

Automated "Dynamic" Workflows

Compleat is designed to automate even the most complex workflows and approval processes, removing the need for the user to take any action. The workflow is configured to consider the value of an expense claim, over budget or out of policy expenditure, the appropriate management approval and finance audit and approval processes.

As each user completes their task, Compleat reviews the transaction profile and automatically forwards the transaction to the next individual or group for action (or just approves it). There is also the option to generate an email notification that there is an action required.

The result is the automatic implementation of a formal employee expenses process where the desired corporate disciplines take place every time.

Compleat Editions

Scalable solutions to meet every budget. Evolve through the editions as your requirements grow.

Standard

A richly functional and integrated purchasing, approvals and invoice entry solution, but without the controls for supplier lockdown and receipting. Can be operational within 2 weeks delivering ROI.

Professional

As per Standard, but includes the ability to restrict access by users to relevant suppliers, companies and departments. Enables full receipting of goods and services and Supplier Performance Management.

Enterprise

A complete purchase to pay procurement solution for the most demanding organisations.

Real time Integration

Current financial applications support include:

- Coda Dream (Version 3.2 & 3.3)
- Infor FMS SunSystems (Version 4 & 5)
- Microsoft Dynamics GP (Version 8+)
- SAP Business One
- Pegasus Opera II and 3
- Sage (Line 50 / 200 / 500 / 1000)
- PropMan (Property Management software)

Compleat can also provide integration to almost all financial software applications through batch updates methodology.

Compleat continues to add supported accounting software applications on a very regular basis.

Document Management

Compleat Employee Expenses is delivered with the ability to attach electronic documents in a very broad range of formats.

Compleat also supports tight integration to most leading document management software and can be configured to deliver a very high level of automation in the capture and attachment of documents.

Ease of Use and Productivity

Every organisation has a large proportion of their workforce that is involved in submitting and approving the finance processes.

The importance of ease of use is fundamental. In order for the organisation to get the best value, everyone involved in Employee Expenses will need to use it and that requires training. Then there are the joiners and leavers, so training is an on-going requirement.

First time users can be successfully trained on the day to day use of Compleat in as little as 30 minutes, as the consistency and ease of use of Compleat is comparable to many websites. And because Compleat Employee Expenses is a browser application, most staff find it extremely easy to use.

The productivity gain for each user is very significant and all will recognise how much easier, faster and more convenient Compleat is compared to the manual process.

The most common comment from users is "how on earth did we manage before". The answer is they spent much more time doing it.

Compleat Buyers Group (CBG)

Compleat Employee Expenses can benefit from the introduction of the Compleat Buyers Group.

CBG takes the process one significant step forward. CBG reduces the costs of what organisations already buy and then maximises those savings by making sure the staff always use the preferred suppliers at the preferential prices.

CBG suppliers include fuel cards, hotel groups and travel operators, reducing the cost on core employee expense activities.

Compleat also provide Compleat Purchase to Pay automation

About Compleat Software

Compleat Software is a UK organisation and was formed in 1999. In April 2008 the organisation secured investment through the Stockford Group and has been expanding rapidly to meet the growing demand for Purchase to Pay and Employee Expenses automation software from the small to medium sized business community.

The Compleat Buyers Group was launched in January 2011, enabling our clients to make significant savings on their purchasing simply by paying less on what they already buy. The leveraged purchasing power of the Compleat Buyers Group is delivering clients a compelling cash based ROI in as little as six months for a fully operational Compleat Spend Control solution.

Compleat Software sells through a rapidly growing number of leading UK accounting software resellers that provide local expertise, geographical coverage and vertical market specialisation.

Today, Compleat has over 4,500 users that collectively spend over £2 billion per annum using Compleat Purchase to Pay and Employee Expenses automation software.

Potential Return on Investment

The ROI calculations are simple and based on hard cash that never leaves your bank account and drops directly to the bottom line profit.

A small reduction in the cost of your discretionary spend achieved through the Compleat Buyers Group, combined with a reduction in maverick budget overspend will usually represent a hard cash ROI of under 6 months for most organisations.

The savings then continue far into the future, increasing profit and improving cashflow.

It's time to take control of corporate spending

Compleat is enabling organisations to take control of corporate spending.

- Improved productivity through purchasing and employee expenses automation
- Significant savings through the Buyers Group by paying less for what you already buy
- Delivering improved cashflow and profitability

Compleat is priced to be affordable, scalable and designed from the bottom up to increase productivity and efficiency throughout every organisation.

Take the first step and book a Short Form Review meeting

Call us, [email us](#) or [register online](#)

Gyrosoft Applied Solutions Ltd,
The Old Coach House, Grange Court,
Grange Road, Tongham,
Surrey GU10 1DW

Tel 0844 8500 550

Email all@gyrosoft.co.uk

www.gyrosoft.co.uk

www.compleatcontrol.com/gyrosoft



take compleat

