

FINANCIAL MANAGEMENT

EMPLOYEE EXPENSE REIMBURSEMENT

Employee expense reporting is often a significant source of time and paper waste for local government and school offices. With MUNIS® Employee Expense Reimbursement, expense report filing has never been easier. Gone are the days of filling out a paper expense report and attaching receipts with a paper clip—with our electronic expense report filing system, the entire process is easily completed through the MUNIS software system.

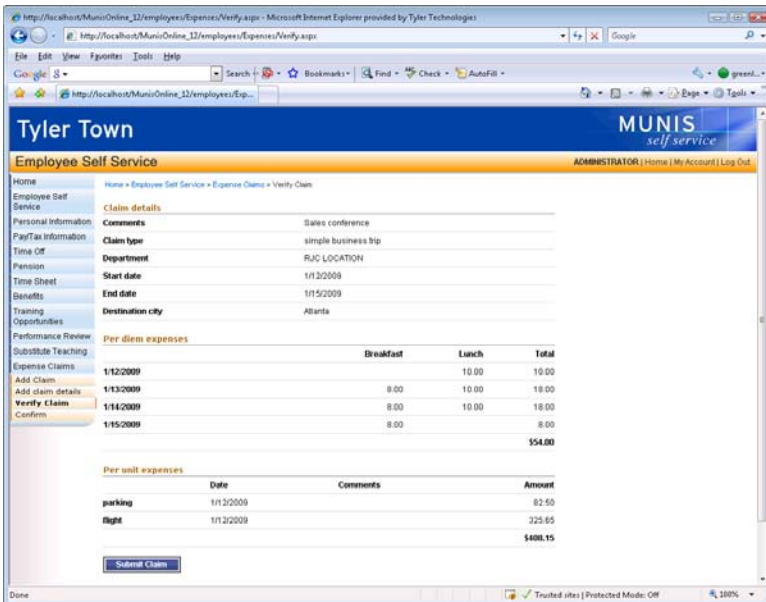
Easy Expense Reporting

MUNIS Employee Expense Reimbursement is an easy-to-use application that integrates fully with MUNIS General Ledger, Payroll, and Accounts Payable for complete electronic expense report filing—increasing office efficiency, saving employees' time, and reducing overwhelming paper trails.

Administrators can create an unlimited number of employee expense claim form templates, each customizable for a specific claim type such as professional conferences or work-related college courses. When an employee logs into the application—anytime and anywhere over the Internet—he simply has to fill out the required fields set by the administrator—such as departure date

and time, expense amount, and reason for expense report—submit, and the claim is entered into the workflow process.

With this advanced application, sites now have the option of allowing employees to submit expense reports before an expense is ever incurred—greatly reducing the amount of time between out-of-pocket costs and reimbursement. Simply input estimated expenses into the Expense Report and upon return, input actual trip expenses—the application automatically calculates any cost differences. Or simply have employees submit an expense report after the conclusion of the trip.



Employee Expense Reimbursement

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EMPLOYEE EXPENSE REIMBURSEMENT

Easy Expense Reporting (cont.)

Each site also has a choice in the reimbursement process—through an accounts payable check or MUNIS payroll processing. To reimburse through payroll, an advanced batch processing program identifies all approved, unpaid claims in the system, and creates employee pay records for each. Pay records are then processed in the next pay cycle and added to each employee's pay check. If a site chooses accounts payable reimbursement, an AP check is created for each approved, unpaid claim.

It's clear that local government and school offices now have an efficient system for generating, approving, and reconciling all employee expenses—all within one advanced application.

Powerful Features

MUNIS Employee Expense Reimbursement features make the expense report process easy and efficient for both employees and administrators. Dynamic and highly customizable, the application is designed for quick expense report creation, with system-generated travel request and invoice reimbursement numbers, and general ledger account codes that default in once expense types are listed. Administrators can create and tailor expense codes to meet their needs, add instructions to a claim form when a specific expense type is used, and determine which optional fields are shown or hidden, required or not required, on a claim. Workflow rules can also be set up to direct expense reports to different approvers based on user-defined account codes, amount, and department codes.

What's more, when each employee enters his or her required employee number into

the field, the system automatically pulls all necessary data from the payroll application—ensuring expense report, employee record, and check accuracy. Expense reporting has never been easier.

Additional features include:

- Business rules/workflow for approval processes
- Automatically-calculated mileage rates
- Standard attachment feature for electronic receipt submission
- Approver ability to modify/edit expense reports prior to approval
- Self service access via the Internet where employees can submit expense reports and view the status of all pending or past requests

Advanced Security

Role-based security features allow sites to define multiple roles, each with a different level of permissions. For example, the administrator may be able to update and maintain expense codes, claim templates, employees, and claims, while the payroll clerk has the power to view, file, or delete claims; allocate and release claims; and convert claims to accounts payable or payroll. Plus, each employee is only able to enter and view his or her own expense reports—so private information stays private.

Comprehensive Reporting

Comprehensive reporting functionality is standard in all MUNIS applications—and MUNIS Employee Expense Reimbursement is no exception. Users can generate both detailed and summary expense reports by expense type, category, employee, department, pending approval, and more, all with a few mouse clicks.

