

# EXPENSE STATEMENT

**#HireToRetire  
Software**

ASL Consulting, a division of ASL Enterprises Inc. (ASL), is a leading provider of Human Capital Management Systems Software and Professional Services. Since 1989, ASL has provided software and professional services to private, public and not-for-profit organizations globally supporting multiple languages, currencies and country regulations. Today, our software is used in over 49 countries. For more information visit our website at [www.aslconsulting.com](http://www.aslconsulting.com)

# Expense Statement



## Online Expense Statement

ASL's Online Expense Statement application allows organizations to automate and streamline the submission, approval and accounting of business travel expenses and reduce costs by over 80%. Traditionally, companies have used spreadsheet-based and inhouse-developed expense tracking systems. These systems have been inefficient and lacked sophisticated workflow, policy control and integration with existing HR, Payroll and Project Management Systems. The solution includes a standard set of workflow features and functions that is available immediately to help both employees and managers collaborate with accounting improving the accuracy and efficiency of expense reporting processes. The Online Expense Statement easily integrates into existing Intranets, Extranets or HR Portals like ASL's HR VP™.

### Expense Submissions

Using only a browser, employees can enter, manage and submit expense statements on demand from anywhere at anytime. Users can specify the type of expense, allocation based on the company's GL, the project and task on which the expense was incurred, the expense's currency, notes and much more. By using standard business rules, only allowable expenses may be submitted to further control costs. When complete, expense statements may be submitted online to a supervisor or manager for approval. Sophisticated workflow technology routes the expense statement through as many levels of approval as required to fit the organization's business processes and rules.



### Expense Approvals and Accounting

Supervisors and managers automatically receive notification of pending expense approvals either via email or private announcement. By clicking and following the embedded link in the email or private announcement, the supervisor is redirected to the submitted expense statement. If the expense statement is approved then the employee is automatically notified of its approval. However, if the supervisor rejects the submission then the employee is notified electronically in order to correct and resubmit their expenses. In this way, you can eliminate the paper shuffle and streamline not only approvals but also the time taken for reimbursement.



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# Expense Statement

The screenshot displays the ASL HRMS interface for an employee named Brenda Bellwoods. The interface includes a navigation menu on the left with categories like Company Profile, Compensation and Benefits, Employee Administration, Health and Safety, Job Evaluation, Learning and Development, Position Administration, System Security, Time Entry, and Utilities. The main content area shows the employee's profile with a photo, name, and title (President & CEO). Key information includes Hire Date (3/6/2012), Time in Position (8 Years 10 Months), and Status (Permanent, Full-Time). Below this, there are tabs for Expense Statement, Time Sheet, and Summary. The Expense Statement section shows a Payroll Period of Jan 2018 and a Total for Payroll Period of 0.00 hours. A 'Work Sheet Summary' button is visible. A table below the summary shows the following data:

Project	Task	Job	Rate Type	Mon, Jan 1	Tue, Jan 2	Wed, Jan 3	Thu, Jan 4	Fri, Jan 5	Sat, Jan 6	Sun, Jan 7	Total
Total				6.00	0.00	0.00	0.00	6.00	6.00	6.00	0.00

There is also a 'Comments' section at the bottom of the page.

Accounting departments can easily review supervisor approved statements for final audit and payment via the system. Using the system's online tracking, accounting personnel can ensure that all receipts, invoices and other charge statements have been received for submitted expense statements. Approved statements may be printed or output in various formats such as Microsoft Excel or text files. In this way, approved expenses may be automatically sent to your company's financial system thereby eliminating manual rekeying of information. Because the system is fully integrated, reimbursements are automatically sent to payroll for payment.

## Guaranteed Service and Support

Since 1989 our proven track-record for providing powerful HR software and support means you will benefit from our expertise in Information Technology, regulatory compliance, documentation, training and technical support. Personalized assistance is available directly from our highly skilled customer support specialists or by self-service via the Worldwide Web. By using the Worldwide Web users are no longer limited to defined support hours but can download files, receive communication and support themselves in a self-paced format at anytime from anywhere.



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## Online Submissions

Allow completion and submission of expenses by employees on-demand

## Online Approvals

Supervisors can review and approve all submitted statements online without any paper shuffle

## Online Accounting

Accounting personnel can review and audit all approved statements for payment and reimbursement

## Integrated System

Approved expenses are automatically posted to the company's financial system and sent to payroll for reimbursement

## Reduce Administration

Automation reduces the cost of processing an expense statement by more than 80%

## Standardized Expense Statements

Expense statements look and feel the same for all submitters and approvers with company-specific rules

## Project Allocation

Allocate expenses directly to projects and tasks to support direct costing

## GL Allocation

No more guessing about which account to allocate expenses to because of integration with the company's financial system

## Split-charge Allocation

Support for allocating portions of expenses to various tasks and projects

## Management Reports

Standard financial, distribution and other expense reports are included along with a report writer

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