

ENTERPRISE ERP

Employee Expense Reimbursement



FEATURES

Electronic expense reporting through Enterprise ERP.



BENEFITS

Increase efficiency, save employees' time, reduce overwhelming paper trails



TYLER INTEGRATIONS

Accounts Payable, General Ledger, Payroll

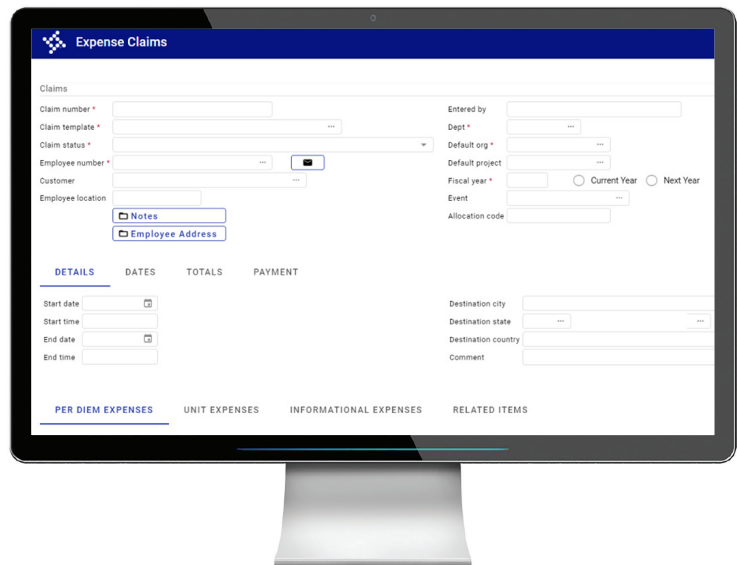
Gone are the days of filling out a paper expense report and attaching receipts with a paper clip. With Employee Expense Reimbursement for Enterprise ERP, powered by Munis®, the entire process can be easily completed online.

GENERATE, RECONCILE, AND APPROVE EMPLOYEE EXPENSES

Employee Expense Reimbursement is an easy-to-use application that increases office efficiency, saves employees' time, and reduces overwhelming paper trails.

It enables administrators to:

- Create an unlimited number of templates for different types of employee expense claims (e.g., professional conferences or work-related college courses)—each with required fields set by the administrator.
- Set amount-based limits by expense type and enforce annual spending limits.
- Reduce the amount of time between employees' out-of-pocket costs and reimbursement by facilitating a cash advance before an expense is actually incurred, calculating any cost differences after actual expenses are submitted.
- Reimburse employees in the next pay cycle with either a check from accounts payable or through payroll.



Employee Expense Reimbursement

Local government and school offices now have an efficient system for generating, approving, and reconciling all employee expenses in one advanced application.

DYNAMIC AND HIGHLY CUSTOMIZABLE

Employee Expense Reimbursement is designed for quick expense report creation, with system-generated travel request and invoice reimbursement numbers, as well as general ledger account codes that default in once expense types are listed.

...continued on back

For more information visit tylertech.com

© 2022 Tyler Technologies, Inc. All rights reserved.

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.

A real-time integration with the United States General Services Administration (GSA), means that Employee Expense Reimbursement is able to apply current *per diem* allowances for lodging, meal, and incidental costs for employees on official government travel.

What's more, employee numbers are directly integrated into the system as a default, reducing the need to manually enter known data and ensuring expense report, employee record, and check accuracy.

Additional features include:

- Business rules/workflow for approval processes
- Standard attachment feature for electronic receipt submission
- Approver ability to modify/edit expense reports prior to approval
- Self-service access via the Internet; employees can submit expense reports and view the status of all pending or past requests
- Ability to associate purchase orders and invoices to expense claims to track associated expenses
- Time-saving ability to copy previous expense reports for recurring expenses

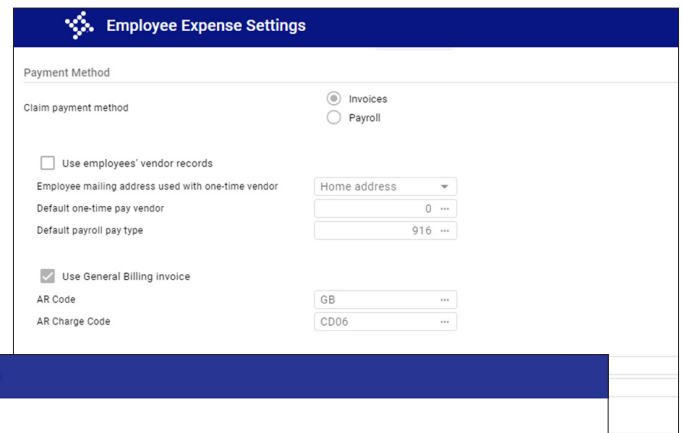
ADVANCED SECURITY

Role-based security features allow organizations to define multiple roles, each with a different level of permission. Administrators have access to add and maintain expense codes, claim templates, employees, and claims. Payroll clerks have access to view, file, and reject claims, as well as to allocate or convert claims for payment to the employee.

Plus, each employee is only able to enter and view their own expense reports—so private information stays private.

COMPREHENSIVE REPORTING

Comprehensive reporting functionality is standard in all Enterprise ERP applications—and 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.



Employee Expense Settings

Payment Method

Claim payment method: Invoices Payroll

Use employees' vendor records

Employee mailing address used with one-time vendor: Home address

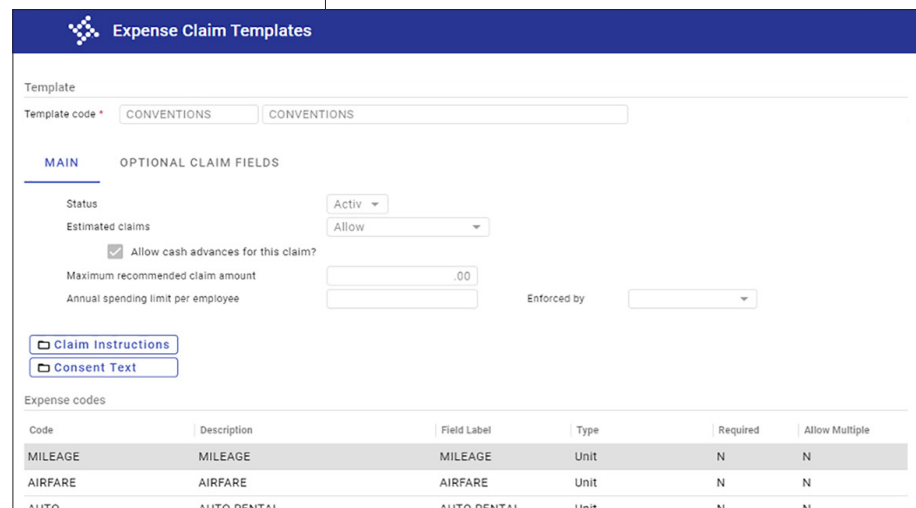
Default one-time pay vendor: 0

Default payroll pay type: 916

Use General Billing Invoice

AR Code: GB

AR Charge Code: CD06



Expense Claim Templates

Template

Template code: CONVENTIONS

MAIN | OPTIONAL CLAIM FIELDS

Status: Activ

Estimated claims: Allow

Allow cash advances for this claim?

Maximum recommended claim amount: .00

Annual spending limit per employee: Enforced by

[Claim Instructions](#)

[Consent Text](#)

Code	Description	Field Label	Type	Required	Allow Multiple
MILEAGE	MILEAGE	MILEAGE	Unit	N	N
AIRFARE	AIRFARE	AIRFARE	Unit	N	N
AUTO	AUTO RENTAL	AUTO RENTAL	Unit	N	N