



Do you still ask your employee to an expense sheet, and then have an administrative staff to enter it into your system? Instead, they could enter it in a simple web browser and attached the related tickets. Approval and EFT payment easily end the process.

Spend less time is spent in managing employee expenses and keep them happy by paying them quicker.

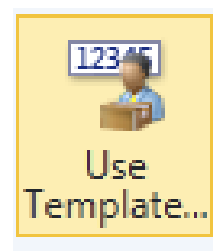
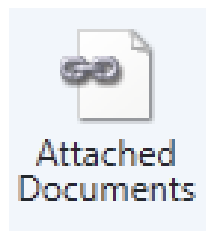
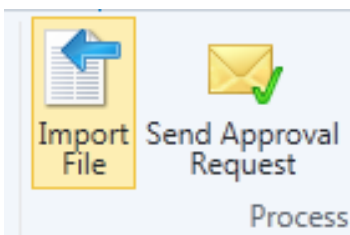
# Microsoft Dynamics NAV

## *Employee Expenses for Microsoft Dynamics NAV*

Call 03 95025577 or visit [www.matchbs.com](http://www.matchbs.com) for a free demonstration

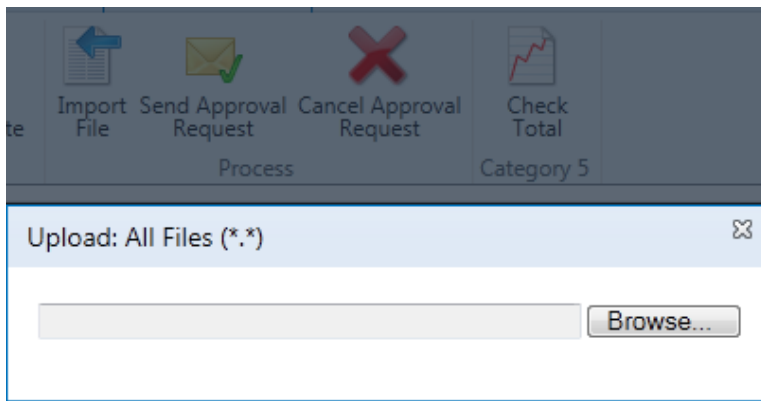


Expense Code	Description	Date	GST Prod. Posting Group	Quantity	Unit of Measure Code	Direct Unit Cost Incl. GST	Amount Including GST	GST Amount
FUEL	Fuel		GSTFREE	1	PCS	40.00	40.00	0.00
<input checked="" type="checkbox"/>	TRAVEL	Travel	GSTFREE	185	KM	0.23	42.55	0.00
INTERNET	Phone		GSTFREE	1	PCS	50.00	50.00	0.00
PHONE	Phone		GSTFREE	1	PCS	25.00	25.00	0.00





## Integrated and easy to use



### Expenses Code List

Type to filter (F3)  Code

Sorting: Code

Code	Description	Unit Of Me...	Unit Cost
FUEL	Fuel	PCS	0.00
INTERNET	Phone	PCS	50.00
PARKING	Travel	PCS	0.00
PHONE	Phone	PCS	25.00
TRAVEL	Travel	KM	0.85

### Record Link List

Sorting: Link ID

URL1	Created
c:\temp\expenses\c66002a.txt	24/12/2012 3:18:3...
c:\temp\expenses\t409.txt	24/12/2012 3:18:4...

### Posted Employee Expenses List

Sorting: No.

No.	Employee No	Empl... Name	Docume... Date	From Date	To Date	Amount	Amount Including GST	
108052	MICHELLE ...	Michel...	31/01/2014	18/01/2014	22/01/2014	545.45	600.00	Yes
108053	MICHELLE ...	Michel...	31/01/2014	1/01/2014	28/02/2014	90.91	100.00	Yes
108054	MICHELLE ...	Michel...	31/01/2014	17/01/2014	22/01/2014	118.90	118.90	No
108055	MICHELLE ...	Michel...	31/01/2014	14/03/2014	17/03/2014	52.00	52.00	No

## Reduce paper and administrative cost, streamline your employee expenses

#### ◆ SELF SERVING EMPLOYEE PORTAL

Employees enter directly their expenses in an intuitive and easy to use interface. They have access to their previous expenses to check if they have been approved and paid.

#### ◆ WEB INTERFACE.

Anywhere, anytime. Employees enter their expenses by using either the client of their choice: Role Tailored Client or web browser.

#### ◆ TEMPLATE AND PRELOADED RATES

Templates can be used at the start to make the process even faster. This can be specific for an employee or generic across the company.

#### ◆ APPROVALS

Expenses can be approved before they are posted and paid.

#### ◆ SECURITY

Your employee expenses are confidential and can only be accessed by them or an administrator

#### ◆ ATTACHED DOCUMENTS

Scanned papers can be uploaded by employees and attached to the employee expenses