

Proactis Expenses enables organisations to gain control of “after the event” purchase claims. Employees will embrace it as the easiest way to expedite a claim and will do so following policies and procedures laid down by their organisation.

Proactis provides employees with visibility of the claim throughout the process and ensures managers have full analysis of administrative spend.

It can be deployed alongside Proactis Purchase-to-Pay or as a standalone solution. The system also integrates easily with your existing software, such as payroll.

Eliminate Maverick Spend and Fraud

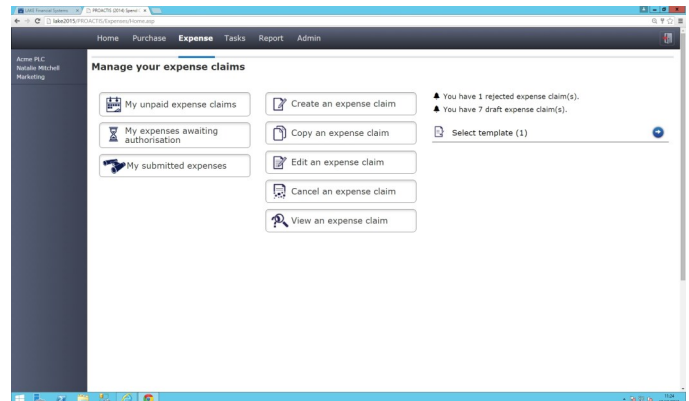
Employees at all levels of the organisation need to buy goods and services; sometimes outside of the normal purchasing process. Most commonly, travel and accommodation costs incurred on need to be reclaimed. However when the expense claim is informal, employees become frustrated with the process or with delays in settlement and no one really knows what is being bought over time.

Proactis Expenses supports employees as they reclaim expenditures. It ensures a recognised process is followed, with validation and appropriateness checks, and claims are paid in line with the corporate “rule book”. Proactis, therefore eliminates maverick spend and opportunity for fraud, and ensures employees have constant knowledge of their claim status.

Submit Claims Accurately and With Ease

Proactis is an intuitive web-based system that allows users to submit expense claims at anytime, anywhere. This includes “claim-as-you-spend” expense entry, allowing either multiple claims per accounting period, or cumulative claims, and the ability to track the progress of claims online.

The system has a simple, easy-to-learn user interface which reduces resistance to adoption and ensures



timely usage, while reducing training costs. Because most employees are familiar with the concept of filling in a paper document to reclaim their expenses, Proactis presents expense claims in the form of an on-screen paper form. This ensures claims can be submitted accurately and with ease.

Automation to Support the Claim Process

Proactis provides a high degree of automation to simplify the claim process, for example:

- Automatic tax calculations using site-specific rules to reduce the need to learn or remember tax rates
- Automatic allocation of receipt numbers to facilitate filing and retrieval of source documents
- Designated account codes to minimise the possibility of fraudulent claims
- Authorisation updates via email to ensure employees have constant knowledge of the status of claims
- Multiple currencies and exchange rates managed for accurate tracking and reimbursement

Employee Expenses



Streamline Expense Authorisation

Proactis supports the roles and activity necessary to approve employee expense reimbursements. This includes assigning expense permissions to individual users or groups of users (based on department, user group, or employee type), streamlining the authorisation process, and offering instant access to overview reports.

Proactis offers multi-level approval paths that include people at various levels within the organisation. Email alerts integrate purchasing tasks into daily activity for both requestors and approvers. In addition, authorisers benefit from simple, one-click authorisation to forward claims for either payment or return to claimant with comments.

With Proactis, approvers are able to review expense claims in a timely and effective manner. This includes

the ability to approve or reject expense claims one-by-one or en-masse. Full visibility and transparency retains control and ensures auditability while keeping everyone in the process informed.

Integration

Proactis offers comprehensive reporting into reimbursable and non-reimbursable expenses. Instant management reports are available giving clear analysis of spend by employee/department/expense.

In addition, Proactis Employee Expenses integrates easily with any existing Financial and Payroll software to reduce administrative overhead.

Key Features

Ease of Use

- Highly intuitive easy-to-use interface
- Configure expense types according to needs
- Report expenses quickly and easily
- Simplify the authorisation process
- Track details of expense types

Automation

- Define custom tax calculations
- Email reminders to approve, reject, or return
- Manage multiple currencies and exchange rates
- Allocation of receipt numbers for easy filing and retrieval
- Automatic email updates of claim status

Control

- High level of transparency and auditability
- Approval paths include various levels within the organisation
- Full visibility of all claims
- Streamlined employee expense claim process
- Instant spend analysis reports

Implementation

- Rapid deployment
- Rapid return on investment
- Leverage existing investment in SunSystems and payroll

Sourcing & Tenders

Proactis helps organisations to find, evaluate and engage suppliers of goods and services. Cost savings and best value are obtained by improving the effectiveness and transparency of the sourcing process, whilst reducing administrative time and effort.

Contract Management

Proactis helps organisations to increase both the proportions of spend under management and on-contract by supporting all the contract authoring, administration, and compliance needs of your business.

Catalogue Management

Proactis allows Purchasing professionals to simplify the management of catalogues and classify goods and services that their organisation purchases in a way that makes sense to the accessing organisation.

Purchase-to-Pay

Helps you manage the complete buying cycle from expression of need to approval of payment.

Simplifies purchasing while ensuring compliance with sourcing, authorisation, and financial controls.

Invoice Matching

Proactis streamlines the invoice matching and approval process to increase productivity and approval turnaround times.

Expenses

Proactis makes it as easy as possible for any employee to record and recover "out of pocket" expenses, while ensuring compliance with organisational guidelines.

LAKE Implementation

LAKE consultants' knowledge of SunSystems and long experience of its use is fundamental to the successful delivery of quality customer solutions.

LAKE Hosting

LAKE Hosting solutions help customers control costs and keep to budgets. They provide consistent monthly IT and software usage costs.

LAKE Support

At LAKE we take the quality and responsiveness of our service extremely seriously, as it provides critical insurance for our customers' implementations.