

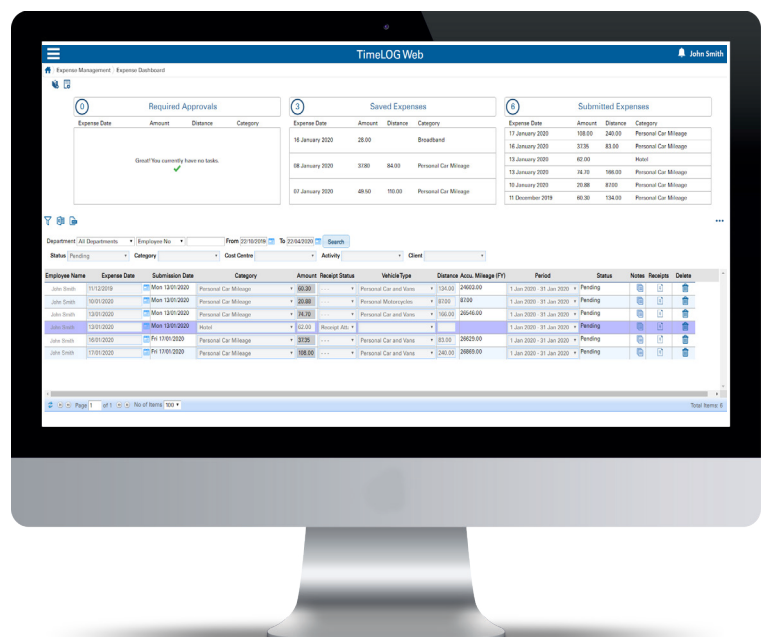
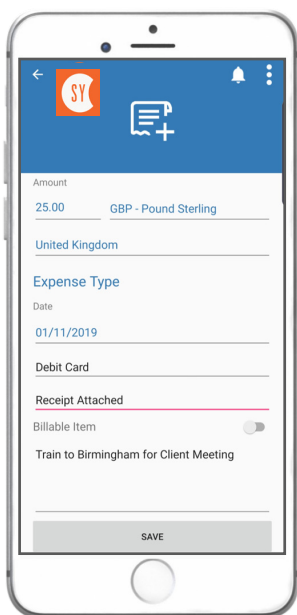


Expenses Management

Eliminate paperwork and time-consuming procedures with Synel's Expense Management solution.

The Expenses Management solution from Synel allows you to automate your expenses management process, whilst eliminating common errors and reducing paperwork and procedural steps. This saves both time and money through introducing efficiency and reducing the administration resource required to process expenses, as well as employee time to submit them.

With the ability to add expenses to the system either via a PC or a mobile device, employees can easily take photographs of their receipts in real time to submit or store them on the app to consolidate submission at a later date. To do this employees simply have fill out some basic details on their expense and upload a photograph, which can be taken via their mobile devices in-built camera. This makes it effortless for your employees whilst keeping in check with your businesses policy.



With the ability to add expenses to the system either via a PC or a mobile device, employees can easily take photographs of their receipts in real time to submit or store them on the app to consolidate submission at a later date. To do this employees simply have fill out some basic details on their expense and upload a photograph, which can be taken via their mobile devices in-built camera. This makes it effortless for your employees whilst keeping in check with your businesses policy. This is because Synel's Expenses Management solution can be tailored to suit your business – whether you have set categories such as parking, mileage, subsistence and stationary or nominal codes specific to your business.

Administrators can set expense policies that are pushed to employees, greatly reducing the opportunity for mistakes or invalid claims to be made. At any time, a full overview of expenses incurred can be seen centrally and managers can approve or reject expenses via the system, with full visibility of uploaded receipts.

To make the process even easier, a full suite of reports is included for effective expenses policy management in your organisation.

Expenses Dashboard

With the Expense Dashboard in Synel's Expenses Management Solution, employees can easily see their saved expenses and submitted expenses with a clear and concise breakdown. The saved expenses section shows all expenses that have been stored on the system for bulk review and submission near to the end of their organisations deadline or they can see their submitted expenses, which can be submitted in real-time, as and when the expense has occurred.

Expenses Categories

Whether your business uses specific expenses categories or accounting specific nominal codes, Synel's expenses solution can be tailored to suit your accounting process so that expenses are submitted according to your businesses predefined categories – minimising admin work by eliminating adjustments and reallocations, thus saving time and improving efficiency.

Expenses Reports

The Expenses Management solution from Synel can produce various different types of reports to allow your business to monitor anything from spend patterns to missing VAT details on receipts and duplicate submissions. The Expenses Management solution from Synel really turns your expenses policy into a simplified process, minimising room for errors without becoming a laborious and time consuming process.

It is so easy...

- 1. Start a Claim** - Allows a manager or employee to start a claim.
- 2. Upload receipts** - Allows the manager or employee to easily upload receipts on the go and then later link to the claim.
- 3. Required Approvals** - Synel's Expenses Management solution will instantly send a notification to the relevant manager for approval.
- 4. Saved Expenses** - Claims that is yet needed to be submitted.
- 5. Expenses Approved** - When approved by manager.

Why choose Synel?

Synel UK is a pioneer in innovative workforce management solutions for over 25 years and is a total solution provider that can be specifically tailored to your workforce and industry needs. Synel offers a full range of state-of-the-art biometric data capture and access control devices and a powerful workforce management suite that excels in many solutions, including: Time & Attendance, Advanced Scheduling, Expenses Management, Electronic Documents Storage, Job Costing, Field Management, Visitor Management and Access Control.

Empower your workforce and say hello to streamlined management with Synel.