

Assure Expenses Expedite - Feature Overview

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Overview

Assure Expenses Expedite is the complete outsourced service designed to manage the whole employee expenses process for you; leaving you to do what you do best. Assure Expenses Expedite provides a superior service that complements RLDatix's online expenses management solution. This service allows you to outsource individual elements or all of your employee expenses processing to our dedicated team.

Assure Expenses Expedite removes the costly and manual processes your payroll and expenses departments are burdened with. Vital tasks are completed for you; from digital receipt attachment to policy validation and HMRC compliance, completed with a streamlined payment service to reimburse your employees. Expedite operators will also check if your VAT amount is correct (or even needed) and update your expense items for you.

Within Assure Expenses Expedite, the three main services available are:

- **Scan**
- **Validate**
- **Pay**

Scan



Utilising unique processing technology, our receipt handling service provides a seamless

experience. Claimants are guided through a straight-forward and manageable journey, receiving updates at every stage to notify them of their receipt status. Claimants simply input their expenses, pop the receipts in the post using your pre-paid envelopes and let us take care of the rest.

- **Faster approval of claims with receipt images**- The Scan service provides you with an efficient and low-cost method to outsource your expense receipts. From the moment that your staff submit a claim, our streamlined process will ensure that receipts are managed and tracked through to payment.
- **Pre-paid envelopes** - The claimant records their claim information within Assure Expenses, then posts the receipts in the provided envelopes to RLDatix's UK processing centre.
- **High-speed scanning and attaching** - Our automated process ensures that the receipts are scanned and digitally attached to the relevant claim, before being securely stored.
- **UK processing centre** - Secure UK based processing centre.
- **Audited processes** - The process is fully auditable, keeping management informed throughout.
- **Secure environment** - The scan process follows strict procedures, with highly trained staff within a secure environment.

Validate



VALIDATE

Reduced processing time
with accuracy

- ✔ Digitised and paper receipt audit compliance
- ✔ HMRC and receipt audit
- ✔ Unique policy flags and limits technology
- ✔ Audit experts
- ✔ Exception handling and reporting
- ✔ Maximise VAT reclaim

HOTEL INVOICE



Hotels Ltd
Hotel Manor
Example Street
City Postcode
UK

VAT Reg no: GB123 4567 89

BILL TO: Mr John Smith
ADDRESS: 123 Example Street, Lincoln
RESERVATION: 123456
INVOICE: 001234
ARRIVAL DATE: 25/05/16
DEPARTURE DATE: 26/05/16
ROOM INFO: 36 (Single)

DATE	DESCRIPTION	ITEM	VAT%	VAT	TOTAL
25/05/16	Room 36 (Single)	8	20.00%	E14.00	E84.00
26/05/16	Breakfast in restaurant	6	20.00%	E1.20	E7.20
TOTAL (incl. VAT):					E91.20

OTHER DETAILS

13 14 15 16

PAYMENT INFORMATION

Account Number #: xxxx1555
Name of Bank: World Bank

16 point check

- 1 Invoice Number
- 2 Invoice Total
- 3 Supplier Name & Address
- 4 Recipient Business Name
- 5 VAT Number
- 6 Amount Excl. VAT
- 7 VAT Amount
- 8 VAT Rate
- 9 Item is composite VAT rate
- 10 Amount Incl. VAT (Item Total)
- 11 Date
- 12 Type of supply
- 13 Receipt is an original
- 14 Receipt is a single receipt
- 15 Receipt is actually a receipt
- 16 Total (if UK non VAT receipt)

We want you to be assured that your organisation's expense claims are fully compliant. Enjoy the peace of mind that our audit experts have carried out our 16 point validation process. Not only do they check that the receipt is valid for reimbursement, our flags and limits technology ensures that your organisation's expenses policy is adhered to and that any discrepancies are quickly and efficiently dealt with. VAT can be awkward, but our Expedite operators can change or delete VAT amounts to make sure that your claim is fully compliant and correct. To learn more about compliance checks and which VAT items cannot be amended by the Expedite team, visit [Expedite - Expedite Validation Checks](#).

- **Digitised and paper receipt audit compliance** - A fully digitised and paper receipt audit trail is available.
- **HMRC and receipt audit** - A full HMRC audit trail is available.
- **Unique policy flags and limits technology** - Valid claims are processed, using our policy flags and limits technologies exceptions are handled, flagged, and reported on. These can be returned to the claimants for more information, and after clarification, the claim can be resubmitted.
- **Fully compliant VAT amounts** - Expedite operators will change VAT to the correct amount or turn it off if it isn't needed during the validation process. All changes made to your expenses will be noted in your Claim History and the Audit Log.
- **Audit experts** - Our team of trained audit experts oversee the process.
- **Exception handling and reporting** - Reports are fully configurable, allowing your management team to quickly gain a clear overview of your expenses – by department, by code, by individual and across any time-frame.
- **Full range of reports** - Audit and compliance, expense items spend, spend by department, costs codes, frequent over claimers, spend patterns... These are just a handful of the standard reports available with our online expenses software.

Pay



Speed and accuracy is key, and the whole process is uniquely engineered to ensure that claimants find it easier and quicker to get their money back. Multiple bank account options and credit card settlements make the Assure Expenses Expedite service one of the fastest and most convenient ways to reimburse claimants.

- **Electronic payments direct to claimant bank accounts**- The cleared funds can be transferred electronically direct to the claimant's account/credit card. (BACS/Overnight), as per your user agreement, and claimant's preference.
- **Multi-currency & multi-country**- This allows the funds to be transferred directly (one claim or multiple, in chosen currency, and any country) with no impact on your organisation's workload, and minimal inconvenience to your staff.
- **Multiple bank accounts** - This allows the funds to be transferred directly to one or multiple client accounts with no impact on your organisation's workload, and minimal inconvenience to your staff.
- **Credit card settlement** - Funds can be transferred directly to credit card accounts, and/or bank accounts with no impact on your organisation's workload, and minimal inconvenience to your staff.
- **Reporting** - Reports are fully configurable, allowing your management team to be fully aware of the situation.

Implementation

If you are interested in any of the services above, contact your RLDatix Account Manager.

Links

Feature	Article
Scan	Scan Envelope Management Expedite Example Receipt Types
Validate	Validation Results - Claimant Validation Results - Approvers Validation Results - Claimant (Assure Expenses Mobile) Validation Results - Approvers (Assure Expenses Mobile) Expedite Validation Checks Expedite VAT Validation Matrix
Pay	View Available Funds & Transactions
Other	General Options - Expedite
