



Online Expense Statement

ASL's Online Expense Statement application allows organizations to automate and streamline the submission, approval and accounting of business travel expenses and reduce costs by over 80%. Traditionally, companies have used spreadsheet-based and inhouse-developed expense tracking systems. These systems have been inefficient and lacked sophisticated workflow, policy control and integration with existing HR, Payroll and Project Management Systems. The solution includes a standard set of workflow features and functions that is available immediately to help both employees and managers collaborate with accounting improving the accuracy and efficiency of expense reporting processes. The Online Expense Statement easily integrates into existing Intranets, Extranets or HR Portals like ASL's HR VP™.

Expense Submissions

Using only a browser, employees can enter, manage and submit expense statements on demand from anywhere at anytime. Users can specify the type of expense, allocation based on the company's GL, the project and task on which the expense was incurred, the expense's currency, notes and much more. By using standard business rules, only allowable expenses may be submitted to further control costs. When complete, expense statements may be submitted online to a supervisor or manager for approval. Sophisticated workflow technology routes the expense statement through as many levels of approval as required to fit the organization's business processes and rules.

Expense Approvals and Accounting

Supervisors and managers automatically receive notification of pending expense approvals either via email or private announcement. By clicking and following the embedded link in the email or private announcement, the supervisor is redirected to the submitted expense statement. If the expense statement is approved then the employee is automatically notified of its approval. However, if the supervisor rejects the submission then the employee is notified electronically in order to correct and resubmit their expenses. In this way, you can eliminate the paper shuffle and streamline not only approvals but also the time taken for reimbursement.

The screenshot shows the ASL Employee Self Service Portal. The user is logged in as Administrator on Friday, September 19, 2014. The page displays the 'Earnings And Deductions' section for Lorraine Ahearn. Key details include: Name: Lorraine Ahearn, ID: 000000071, Location: Toronto HQ, Position: (SALES 2 A) Sales Representative (APR 2 A) Accounts Payable/Receptionist (CLK 6 A) Clerk, Hire Date: 7/1/2011, Status: Full time, Division: Eastern Division, Department: Marketing, Supervisor: Alison Blackman, and Supervising Position: (MGRHR 1 A) Manager of Human Resources. There are navigation buttons for 'Add', 'Search', and 'Return', and a pagination indicator showing '6 of 80'. Below this, there are dropdown menus for 'Display records where Earning Detail is' and 'AND Earning Status is'. At the bottom, a table lists earning details:

Earning Detail	Earning Status	Amount	Start Date	End Date
Automobile and motor vehicle allowances	Annual	0.00 CAD		
Meals - Subsidized	Monthly	0.00 CAD	9/1/2014	12/31/2014

Accounting departments can easily review supervisor-approved statements for final audit and payment via the system. Using the system's online tracking, accounting personnel can ensure that all receipts, invoices and other charge statements have been received for submitted expense statements. Approved statements may be printed or output in various formats such as Microsoft Excel or text files. In this way, approved expenses may be automatically sent to your company's financial system thereby eliminating manual rekeying of information. Because the system is fully integrated, reimbursements are automatically sent to payroll for payment.

Guaranteed Service and Support

Since 1989 our proven track-record for providing powerful HR software and support means you will benefit from our expertise in Information Technology, regulatory compliance, documentation, training and technical support. Personalized assistance is available directly from our highly skilled customer support specialists or by self-service via the Worldwide Web. By using the Worldwide Web users are no longer limited to defined support hours but can download files, receive communication and support themselves in a self-paced format at anytime from anywhere.

Online Submissions	Allow completion and submission of expenses by employees on-demand
Online Approvals	Supervisors can review and approve all submitted statements online without any paper shuffle
Online Accounting	Accounting personnel can review and audit all approved statements for payment and reimbursement
Integrated System	Approved expenses are automatically posted to the company's financial system and sent to payroll for reimbursement
Reduce Administration	Automation reduces the cost of processing an expense statement by more than 80%
Standardized Expense Statements	Expense statements look and feel the same for all submitters and approvers with company-specific rules
Project Allocation	Allocate expenses directly to projects and tasks to support direct costing
GL Allocation	No more guessing about which account to allocate expenses to because of integration with the company's financial system
Split-charge Allocation	Support for allocating portions of expenses to various tasks and projects
Management Reports	Standard financial, distribution and other expense reports are included along with a report writer

RECOMMENDED SYSTEM REQUIREMENTS

SOFTWARE	Client Windows XP/Vista/7.0/8.0/8.1 with IE 8.0 or later
HARDWARE	Client PC with CPU Pentium or better with 512Mb RAM; 500Mb+of available disk space

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