

## Straightforward<sup>™</sup> Expenses for SharePoint – Datasheet

Managing employee expense can be a challenge, with inefficient paper or email and Excel based processes. Also, can you answer questions such as

- How much do we spend on travel?
- What is our average overnight hotel cost?
- Who claims the most expenses?
- How are our expenses varying over time?

If you want to reduce your organisation's monthly expense bill, you need this kind of information to know where to start.

Straightforward Expenses for SharePoint provides an easy to use, powerful employee expenses solution that is fully and seamlessly integrated with the familiar SharePoint user interface. Powerful reporting capability allows you to run predefined reports, or to prepare your own with minimal effort.

### How it Works

Managers or administrators set up cost centres and expense types. Staff optionally scan their receipts, with multiple receipts per page permitted.

Staff enter details of their expense claims for the month, and optionally identify which expenses are rebillable, to customers or projects for example.

Staff optionally print a formatted cover sheet to which they can attach receipts.

Managers review and approve or reject the expense claims.

Managers or administrators view reports showing details of the claim by cost centre, employee, expense type, time etc. Reports include graphs as well as tables, and can be exported to Excel, PDF and a variety of other formats.

Administrators mark expense claims as processed.

### Technical Information

Straightforward Expenses for SharePoint requires SharePoint Foundation 2010 or SharePoint Server 2010. A SharePoint 2007 version is available requiring Windows SharePoint Services v3 or Microsoft Office SharePoint Server 2007. Database requirements are Microsoft SQL Server 2005 or 2008.

Straightforward Expenses for SharePoint uses Microsoft SQL Server for data storage. The database is open and accessible, so customers can query, import, and export data as they wish, making integration with third party systems easy.

Reports are delivered using SQL Server Reporting Services, a free add-on to SQL Server. SQL Server Reporting Services can be used in standalone or SharePoint integrated mode.

#### At a glance:

Easy to use, powerful employee expenses solution that is fully and seamlessly integrated with Microsoft SharePoint

#### System requirements:

- SharePoint Foundation 2010 or SharePoint Server 2010 or Windows SharePoint Services v3.0 or Microsoft Office SharePoint Server 2007.
- Microsoft SQL Server 2005 or 2008.

#### Useful for:

Anyone wishing to manage employee expenses and reduce their organisation's expenses bill

#### Benefits:

- Track and manage expenses
- Control claims and costs
- Speed up claims processing
- Reduce administration costs
- Improve billing accuracy
- Find out what to target for cost saving measures
- Consistent, easy to use SharePoint interface

#### Other PointBeyond products:

Straightforward Timesheets for SharePoint

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