

## Data Sheet

# Expense Invoice Solutions

A controlled approach to manage expense invoices



## Solution overview

**Expense invoices by definition are harder to manage and keep control of and are more open to possible abuse given the goods or services have already been consumed without a requisition or purchase order.**

B2BE's Expense Invoice solution means all expense invoices need to be approved, and approved based on defined business rules, hierarchy, spend limits and functional approval approaches. Invoices can be GL coded within the solution's workflow, automatically or manually, before the invoices are presented for payment. Keep control, understand where an expense invoice is in the approval process at any time and ensure you only pay what you should be paying.

## Key Features

### Approve every expense invoice

While expense invoices still remain prolific for many purchases in an organisation each invoice should be approved, queried or rejected if incorrect as part of their journey. B2BE's cloud based expense invoice solution is an easy means by which all expense invoices can be moved around an organisation for approval with full control and visibility.



### **GL codify invoices easily and correctly**

GL coding is equally important in an expense invoice's journey. Some of your supplier operate within a very narrow GL range whereas others may operate across many GL groups. The invoices are easily managed to be GL coded by the right function and at the right level. Or GL coding can be configured to automatically code invoices if easier to do so or in less complex scenarios.

### **Manage complex approval requirements**

In an organisation some goods or services may need cross functional approvals, such as IT spend. A business unit may wear the cost but IT needs to approve the spend. B2BE's expense invoice solution can be configured for complex approval needs so invoices are approved by the right people or groups.

### **Auto assigning for based on value**

To help with the approval process expense invoices can be auto assigned to users or groups for approval and GL coding based on defined configurations and interpretation of data. This means invoices can start in the right place to help reduce the burden of moving the invoice around the organisation.

### **Query management**

As with all B2BE accounts payable solutions matching or approving an invoice may need interaction from others within the organisation or indeed the supplier. The query workflow allows you to do this and keeps track of all the conversations and outcomes for future reference all in a single interface.

### **e-Invoice document management**

Automating all your supplier's expense invoices, regardless how they send them, means a single stream into your expense invoice solution so the same rules and processes apply and your teams don't need to do different things based on how you received the invoice removing time and effort in the early steps.

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#### **About B2BE**

B2BE delivers electronic supply chain solutions globally, helping organisations to better manage their supply chain processes, providing greater levels of visibility, auditability and control. We're driven by a passion for what we do, inspired by innovation, and underpinned by a wealth of knowledge. With over 20+ years of experience, the B2BE teams operate worldwide.

For more information, visit [www.b2be.com](http://www.b2be.com)