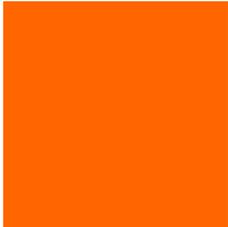


Product



Prologue™ Financials Employee Expense Manager

Enable Paperless Employee Expense Submission, Approval and Routing to Accounts Payable for Payment



Many financial institutions still tediously track paper expense reports and receipts using spreadsheets. Approvals are often delayed, and providing clear data for audits is haphazard at best. Automating expense reports streamlines the process, generates cost savings and efficiencies, and provides a full audit trail.

Relying on paper processes is quickly becoming a thing of the past, especially with the rise in remote employees. But managing employee expense reports is one process that continues to be paper-based for all but the largest financial institutions.

Many organizations are challenged with keeping track of paper employee expense reports and receipts, making sure approvals happen in a timely manner and maintaining the right information for auditors. Those time-consuming tasks become especially expensive when information is lost and must be researched.

Reduce Costs and Improve Efficiencies

The [average expense report costs about \\$58 to file and process](#), while correcting mistakes (found in about 19 percent of reports) costs another \$52, according to the Global Business Travel Association. Based on those estimates, the total cost of processing just 15 expense reports would be \$1,018.

For those with Prologue™ Financials Accounts Payable from Fiserv, the process is about to get much cleaner, clearer and less costly. Prologue Financials Employee Expense Manager is a web-based add-on module that integrates with Prologue Financials Accounts Payable. It enables paperless employee expense submission, approval and routing to accounts payable for payment – all while maintaining a full audit trail.

Expense reports can be conveniently submitted and approved from a mobile device or desktop. Alerts are sent to approvers when a new expense report is ready for approval, which speeds up the process.

How It Works

Employees submit expense reports with attached receipts for company credit card expenses and out-of-pocket expenses. Submitted expenses are routed through a web-based workflow for review and approval. Approvers approve expenses up to approval limits based on job titles.

The approval of an out-of-pocket expense generates an unposted accounts payable voucher, and an approved batch and reimbursement is processed as a vendor payment by an AP specialist. The approval of a company credit card expense generates the appropriate general ledger journal entries.



Fiserv is driving innovation in Payments, Processing Services, Risk & Compliance, Customer & Channel Management and Insights & Optimization. Our solutions help clients deliver financial services at the speed of life to enhance the way people live and work today. Visit fiserv.com to learn more.

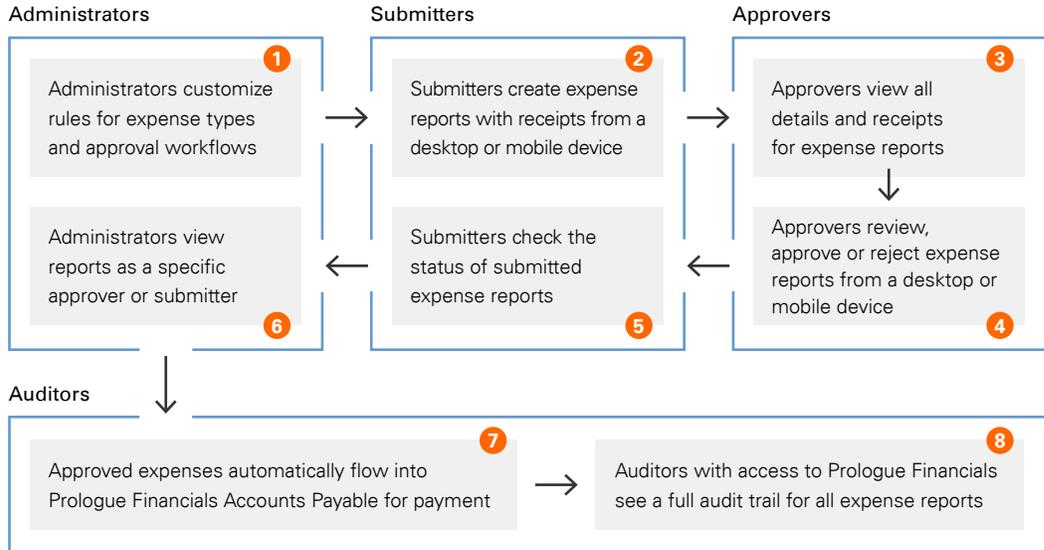
Integration Delivers ROI Gains

With Employee Expense Manager, your organization can gain further efficiencies, cost savings and a higher return on investment from Prologue Financials. If you are already using Prologue Financials Accounts Payable, it's easy to add Employee Expense Manager and begin realizing the benefits right away. Employee Expense Manager also integrates with Prologue™ Financials General Ledger.

Key Benefits

- Conveniently submit and approve expense reports on the go from a mobile device or desktop
- Customize rules for expense types and approval workflows to fit your business needs
- Meet compliance requirements with a full audit trail
- Reduce manual steps with automated workflows and alerts
- Save time and money by automating and streamlining employee expense processing
- Offer real-time status updates for employees on their expense reimbursements

Prologue Financials Employee Expense Manager Workflow



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