

Expense Management Software

Hourglass IT's Expense Management Software is designed to streamline the tracking, approval, and reporting of employee expenses, ensuring efficiency, auditability and accurate reimbursement of employee expenses across your organization.





Expense Submission

- Employees can easily log expenses by capturing and uploading receipts digitally through their mobile or web application.
- Receipts are attached, and expenses are categorized appropriately.



Managerial Review and Audit

- Managers receive notifications of submitted expenses.
- Managers review details, ensuring compliance with company policies.
- Expenses are approved or rejected with comments for clarification.
- Expenses are audited and processed for reimbursement.



Accounting and Payment

- Approved expenses are interfaced to the Accounts Payable application for further processing.
- Data is synchronized with accounting systems for accounting and record-keeping.
- Employees receive timely reimbursements of expenses via the Payments processing in the Accounts Payable module.
- Status updates are provided throughout the process.





Reporting and Analysis

- Generates detailed reports by category, employee, or department, enabling administrators to monitor spending trends.
- Data is analyzed to ensure budget adherence and identify areas for improvement.



By implementing **Hourglass IT's Expense Management Software**, your organization can achieve greater control over expenses, reduce processing time, and enhance overall financial management.





Contact Us

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**Say goodbye to manual expense hassles with
Hourglass IT's smart solution.**

The **Employee Expense Management Software** is a part of our ERP suite of applications, seamlessly integrating with other business modules for enhanced operational efficiency.

