

# Expense Reports Approvals

## Description

The Expense Reports Approvals module allows you to quickly and accurately manage employee expense reports while utilizing on-demand, paperless payments to employees directly from NetSuite.

## Features

- ▲ Ability to import expenses from a CSV upload or manually.
- ▲ Paperless Supervisor Approval Workflow process.
- ▲ Paperless rejection reasoning communication, remediation and resubmission workflow.
- ▲ Expense report status dashboard for managers.
- ▲ Workflow options for supervisor approval, designated accounting approval, or two-step combination approvals.
- ▲ Automatic approval reminders and expense report submission notifications for designated approvers.
- ▲ On-demand, paperless payments to employees (electronic payments module required).
- ▲ Production of NACHA file for bank upload

## Benefits

### Transparency

Get better insight into employee spending, while employees gain visibility into expense approval statuses.

### Streamlined

Employees get reimbursed faster, independent of the payroll cycle, via direct electronic payments from NetSuite.

### Improved Control

You'll experience a stronger control environment, while enjoying audit tracking for submissions and approvals.

### Easy to Maintain

Integrated expense reporting directly within NetSuite, with no integration complexity or maintenance necessary.