



## 'Easier, accurate, simplified'

Harness the power of Cascade's Self-Service module, and take advantage of its ability to offer seamless and controlled communication between HR, Payroll and line managers and employees. Within this, Cascade also offers an integrated Expenses module.

Employee expenses and mileage claims are now even easier to process, saving time and simultaneously increasing efficiency within your organisation. With Cascade's Expenses module, all expense and mileage claims can be submitted online via Cascade. They are then paid either through Cascade Payroll, or by a separate BACS file.

## Key Benefits

- **Easily delivered**

Cascade Expenses is easy to roll out, as its simply an extension of Cascade Self-Service. This means there's no need for any IT involvement or any requirements to perform complex and resource-heavy roll out and implementations. Simply add the license, configure the system and roll it out through the Self-Service module.

- **Simple to use**

The Expenses module is delivered within an employee's record, so they can view and make claims via screens they are accustomed to for holiday requests, changes to personal details, and other screens they will visit regularly. Adding expense items couldn't be easier, the user must simply click to add a new expense, type in the details, and Cascade will automatically calculate the VAT and provide simple lists to select relevant options.

- **Benefits for all**

This module can also make the entry and submission of expense claims easier and less time-consuming. Less time is wasted on administration, allowing for more time to be devoted to performing work-related tasks. This is true also for system authorisers, who may also authorise claims through Self-Service. Ultimately the HR, Payroll and Finance teams also benefit, as Expenses can be processed either through the Cascade Payroll system, or via a BACS file for your own Payroll software as preferred.

- **Strategic**

The ability to report on Expenses data means that patterns can be easily identified, and action taken as required. Furthermore, by using Cascade's unique Query Builder function combined with Workflow, it is possible to set up dynamic groups that monitor key performance indicators (KPI's) and initiate workflows if the chosen KPI's are reached. For example, a process may begin via Workflow where an employee claims excessive amounts, alerting either managers or the Finance team. Another example may be that actions should be taken, in this case by Workflow, if any employee claims more than a given value.

- **Full reporting tools**

All the above and more can be reported upon and/or monitored by Workflow if required. It is possible to ease workload, free up time, remove errors, and monitor and act all via Cascade's simple to use yet powerful, and in some cases, automated, functionality. Cascade can alleviate as many of the pressures placed on HR and payroll as possible.

## What our clients say...

"[The Cascade Expenses module] saves us time in creating, processing and paying expenses claims, and gives us a far better audit trail for reviewing, supporting and analysing our employees' expense claims"



# Module Factsheet: Expenses

## Take a Closer Look...

### Self Service Entry

Cascade provides an expenses sheet that allows users to enter their expense and mileage claim from within their Self-Service Cascade account. This allows for a seamless and centralised process.




**Expense Items: (33057) Bridget Jones - July 2017**  
View the items that make up this claim. (Status: Created)

ID	Date	Code	Description	Receipt Missing	VAT Code	Amount	Ex VAT	VAT	VAT Rate
1	31/07/2017	ACCOMODATION	Hotel	No	20%	£85.00	£70.83	£14.17	20.00%
2	18/07/2017	ACCOMODATION	Hotel	No	20%	£105.00	£87.50	£17.50	20.00%
3	12/07/2017	TRAVEL	Train Ticket	No	0%	£120.00	£120.00	£0.00	0.00%
4	06/07/2017	TRAVEL	Train Ticket	No	0%	£64.20	£64.20	£0.00	0.00%
						<b>£374.20</b>	<b>£342.53</b>	<b>£31.67</b>	

### Payslips Integration

Users of Cascade Payroll can integrate expenses through to the payroll system. Expenses can then be processed, and may be displayed on an e-payslip within the HR or mobile applications.



**Payslip For Bridget Jones For Monthly Period 4, 2017/2018**

Employee ID	Employee	Employer	PAYE Reference	Pay Date	Tax Period
33057	Miss B Jones	Domino Electric	999/A178	28/07/2017	4

Payments	Value	Deductions	Value	Year to Date	Value
Mthly Salary	£1,941.67	Tax	£192.60	Gross Taxable	£7,686.68
Expenses	£374.20	Employee's NI	£153.80	Tax	£770.00
First Aid	£20.00	Cas Pens. E	£40.00	Employee's NI	£615.20
		CSA	£10.00	Employer's NI	£707.48
		CSA Admin	£1.00		
<b>Total</b>	<b>£2,335.87</b>	<b>Total</b>	<b>£397.40</b>		

Tax Code	Value	Other Payments	Value	
1150L		Employer's NI	£176.87	
NI Number	SW755701A	Cas Pens. %	£48.54	
NI Category	A			
HRRC Pay ID	73			
Department	Head Office :: HR			
			<b>Net Pay</b>	<b>£1,938.47</b>

