



Administration Training

Using **expenses** effectively can help maximise the control and compliance you have over your employee expenses.



We learnt a fair few tricks throughout the day,
and the hospitality was legendary!



10:00		Welcome and Coffee	
10:15	Administration: Policy Information		
	<ul style="list-style-type: none">▪ Company Policy▪ Broadcast Messages▪ Flags & Limits▪ FAQs <p>Overview of the expenses policy information making the system unique for your organisation.</p>		
	Administration: Policy Information Questions and changes to the system.		
11:00	Administration: Base Information		
	<ul style="list-style-type: none">▪ Cost Codes▪ Currencies▪ Countries▪ Locations▪ Expense Categories▪ Expense Items▪ Allowances▪ Reasons▪ Project Codes▪ Departments▪ P11D Categories▪ Pool Cars▪ Home to Base Rules <p>Overview of expenses base information governing the system.</p>		
11:30		Break	
11:45	Administration: Base Information Questions and changes to the system.		
12:15	Administration: User Management		
	<ul style="list-style-type: none">▪ Access Roles▪ Item Roles▪ Employees▪ Teams▪ Budget Holders▪ Signoff Groups		
	Administration: User Management Questions and changes to the system.		
13:15		Lunch	



14:15	<p>Administration: Tailoring</p> <ul style="list-style-type: none"> ▪ Print-out ▪ Default View ▪ Default Print View ▪ Colours ▪ Company Logo ▪ E-mail Messages ▪ Company Details ▪ General Options ▪ User Defined Fields ▪ New Expenses ▪ Filter Rules ▪ Tooltips <p>Overview of expenses tailoring making the system unique.</p>
	<p>Administration: Tailoring</p> <p>Questions and changes to the system.</p>
15:15	Break
15:30	<p>Administration: Additional Information</p> <ul style="list-style-type: none"> ▪ Password Options ▪ E-Mail Server ▪ Main Administrator ▪ Regional Settings ▪ Audit Log
	<p>Administration: Additional Information</p> <p>Questions and changes to the system.</p>
16:00	<p>Implementation Review</p> <ul style="list-style-type: none"> ▪ Review implementation changes made during the day ▪ Discuss any further requirements
16:30	<p>Any other business and close of training</p>

Cost

This course is available at a cost of £2180 +VAT per day for up to 6 attendees; this will cover the cost of lunch and training material.

(Training per person per day is £500 +VAT)

Location

The event is held at the excellent conference and training facilities at Software Europe's head office, Lincoln UK.

[Click here for directions](#)

One-to-One

Whilst our training aims to ensure that each attendee does receive the attention they need and get all they require out of the event; we will be happy to offer training on a one-to-one basis throughout the day.

One-to-one sessions can be requested in advance.

On-site Training

Please get in touch if you would like one of our in-house experts to come to your office to conduct a tailored training event for your Finance/Administration Team.

This will cost £2180 plus Software Europe expenses +VAT per day for up to 6 attendees; this covers the cost training material.

To book on-site training, please call 01522 881300.



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