

Accounts Payable Automation

MetaViewer's add-on solutions help you cut costs and create efficiencies in Accounts Payable.

Add-on: Expense Reports



An expense report tracks expenses by employees for items such as mileage, gas, lodging, meals, etc. Users typically fill out an expense report and submit it for reimbursement.

With the MetaViewer Expense Reports solution, users can fill out and submit expense reports electronically through a web browser. The user needs nothing more than a browser and a MetaViewer username.

Expense reports are created using a web application in a browser, then processed in MetaViewer as non-PO invoices and exported to the ERP.

The expense report will have itemized details about each expense. Once the expense report is created, it is then submitted to an approver where it is reviewed and approved for reimbursement.

After an expense report is submitted and approved it is routed to AP for Final Review just like conventional non-PO invoices.

Final review is completed through MetaViewer.

Is it time to automate
your processes?

Talk with an expert today.

Contact us

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1

Expense reports are created by the user who incurred the expense or by another individual who submits the expense report on their behalf. The user specifies basic information about the expense report, attaches their receipts, and selects an approver.

2

When an expense report is assigned for approval, the approver receives an email notifying them that the expense report is ready for approval. Using a web browser, the approver approves or rejects the expense report.

3

After approval is complete, the expense report is sent to AP for final review where default GL accounts are verified and/or additional GL accounts are applied. After review and GL coding, the expense report is exported to the ERP as a non- PO invoice.

4

Upon completion, the expense report is stored in the MetaViewer archive for future retrieval.