Business Central Expense Project

Our Business Central (BC) Expense Project helped with timely reimbursement to employees.

Microsoft Dynamics 365
Business Central

Bringing Transparency to the user.

A shift was made to pay employees bi-weekly instead of semi-monthly through the Accounts Payable team. This was to correct issues within Payroll expense process which caused line entry and common errors such as wrong currency, incorrect dates and more. This also enabled the use of weekly expense reimbursement.

Approach

Data clean up
Had to ensure all data was accurate and properly labeled for the data mapping on the backend. To include UKG Employee ID numbers, Rydoo ID numbers and relevant bank information based upon employees preferred bank account.

Testing
Company ID, GL Accounts, Posting Groups and custom code built specifically for bank information were tested in a Sandbox environment prior to go live.
Established permission set groups for all employees.

Audits
Identified year old pending data in the systems that needed to be cleared.
Established process for approvers (Adding, removing, multi-approver functionality) and for terminated employees to include cutoff times.

Automation Build
Upload employee information to BC and automated data exchange between all relevant systems and parties. Then created Custom Tables for import of current data to BC to ensure it was the system of truth.
Tested automation thoroughly with different scenarios guaranteeing accuracy for go live.

Post Go Live Practices
Processes shared to prevent overpaid, incorrect pay, recollect pay.
Educated approvers on Approver policy, what is expected of them.

Results

4x — More Frequent reimbursement
Semi-monthly to weekly

6 — Hours saved on expenses.

100% — Compliant and even more secure than before.

57K — Savings identified through licenses and correct resource management.

Conclusions

Successfully launched the BC expense process, ensuring all users are properly identified in BC, and eligible to be processed for weekly reimbursements no matter the type of employee from our agencies to corporate.

Other wins include:
Ensured direct API integration to help with automation between the systems UKG-BC.
Expense Reimbursement policy updated to reflect the new process and procedures.