



PF Expense Management

One workflow. One platform. No more expense chaos.

Extend your existing AP automation with a modern expense module that simplifies employee submissions, speeds approvals, and gives Finance full visibility – without adding another disconnected system.

The Hidden Gap In Your AP Automation

You've automated invoices, but employee expenses are still handled through emails, spreadsheets, and ad-hoc tools. The result is slow approvals, delayed reimbursements, and limited visibility into how money is really being spent.

Common pain points we hear from Finance and AP teams:

- Employees emailing spreadsheets and attachments that are easy to lose
- Policy enforcement happening after the fact instead of at submission
- Separate reporting for AP and expenses, making it hard to see total spend
- Manual GL coding and re-keying of data into your ERP
- Weak audit trails and difficulty answering "who approved what, and when?"

AP is automated. Expenses aren't. That gap is where PF Expense comes in.

PF Expense Management – built to work with AP, not around it

PF Expense is an integrated module that connects directly into your Process Fusion AP automation. It gives you one consistent way to manage invoices and employee spend across the same platform.

Key capabilities

Simple employee experience

Employees capture and submit expenses digitally with receipts attached – no spreadsheets, no inbox chasing.

Policy-aware from day one

Built-in rules and validations help catch exceptions at submission, before they ever reach Finance.

Streamlined approvals

Role-based approvals mirror your existing AP workflows, so managers and approvers don't need to learn a new process.

Direct integration with AP & Finance

Approved expenses flow seamlessly into AP and downstream systems for posting, payment, and reporting.

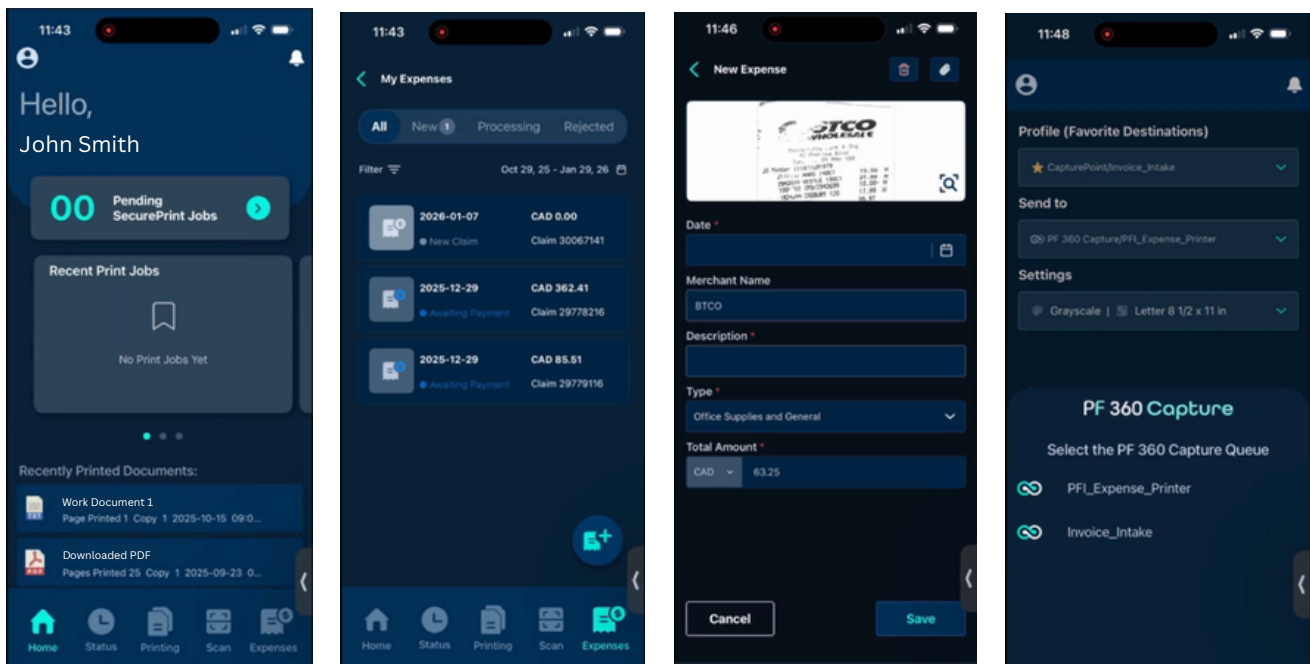
Audit-ready visibility

Centralized tracking and full history for every claim gives you clean documentation for audits and compliance.

How It Works – From Receipt To Reimbursement

1. **Capture** – Employees use PF's digital channels to submit expenses with receipt images and basic details
2. **Extract** – The same data extraction engine used for AP reads key details (date, merchant, amount, category) automatically
3. **Approve** – Policy checks run in the background, and the expense routes to the right approver using familiar AP-style workflows
4. **Post & pay** – Once approved, expenses are exported to your ERP with pre-defined GL codes and tax breakdowns for fast posting and reimbursement

The result: less manual work for AP and Finance, faster employee reimbursements, and a complete picture of your spend.



Why This Matters If You're Already Using Process Fusion For AP

You invested in AP automation to eliminate manual invoice processing. PF Expense completes that journey by bringing employee expenses into the same controlled, visible workflow.

With PF Expense, you can:

- Extend the value of your existing AP investment without adding another standalone system
- Give Finance one source of truth for invoices and employee spend
- Improve compliance and audit readiness across all types of payables

Next Step

See how Expense fits into your current AP workflow.

Book a 20-minute walkthrough with your Process Fusion team or contact your partner representative to get started.

Process Fusion

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