What does your public sector organisation need from an expense system?
Five things to check before you buy

For public sector organisations, a reputation for sound judgement is important. Signs of carelessness will undermine your work and reflect poorly on government as a whole.

Therefore, your organisation needs to take steps to ensure its IT providers are trustworthy. Especially in cases where employee data is involved, such as employee expense management.

To help you verify expense management software is secure and reliable, we've created a list of five things to look out for:

- **Recognised accreditations –** There are two important certifications to know about: G-Cloud approval and ISO compliance. G-Cloud certified suppliers have met government guidelines around the secure storage and transfer of data online. Meanwhile, ISO certification shows a supplier adheres to strict information security standards.

- **UK data centres –** You will want your sensitive information stored in the UK rather than offshore. Overseas data centres won't always be subject to the same security requirements as here in the UK.

- **VAT tracking –** Does the software automatically calculate the VAT paid on each expense? If not, you'll struggle to complete an accurate VAT return.

- **End-to-end processes –** A good expense management tool will integrate with your accounting system. The result: a complete workflow that eliminates data re-entry, removes human error and makes reimbursing employees easy.

- **Multi-stage approvals –** Routing expenses to a second approver adds another layer of security to your expense process. After line managers have verified an expense, direct it to your finance team for final approval.

Access Expense has all these certifications and features, plus much more. The software is designed with compliance and ease of use in mind, securely automating your entire expense process.