Syssero® Solution Packet

Google Maps Distance Calculation for Expenses
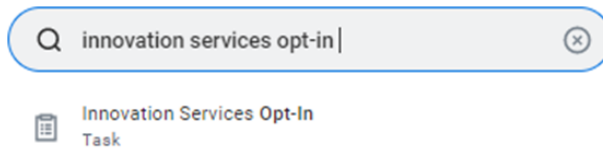
Solution Overview

Incorporating the Google Maps Distance Calculation feature streamlines and enhances the accuracy of mileage tracking for business travel expenses. This tool is helpful for ensuring precise reimbursement calculations, offering a reliable and efficient solution for managing travel-related costs.

Impacted Functional Areas

- **Expenses**

Step 1: Enable the feature

Start by enabling this feature by accessing the 'Innovation Services Opt-In' task

On the Available Services tab, under 'Financials', select 'Distance Calculation for Expenses'

Step 2: Create and Configure Expense Rate Table

Go to 'Create Expense Rate Table', choose 'Amount' or 'Graduated Amount' as the table type, and set an effective date. Name it (e.g., 'Google Mileage Rate Table'), choose 'Default Currency', and for 'Attribute to Evaluate', select Trip Distance. Enter your company's mileage rate per mile and click 'OK'.

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Under Amount, enter your company's current reimbursable mileage rate per mile (please note this is where you will update the mileage rate if/when it changes).

Step 3: Create Expense Items

First, use the 'Create Expense Item' task to make a new item. It's important to give the item an easily identifiable name. Select the spend category the expense should hit.

Under the 'Processing' section, select 'Fixed Amount', 'Use Expense Rate Table', and check the box 'Quantity and Per Unit Amount Not Enterable'.

Then, Select the rate table you created on the 'Rate Tables' tab.

On the 'Distance Calculation' tab, check the boxes for 'Require Distance Calculation Attributes on Expense Reports' and ' Require Distance Calculation Attributes on Spend Authorizations. Select the correct 'Unit of Measure for Distance.'

In the 'Distance Calculation Attributes' table, check both boxes for 'Trip Distance', then click 'Ok'.

And that's it! You are now good to use the expense items. When they are selected on the expense report, it will prompt users to enter the addresses to and from and will automatically calculate the distance and the reimbursable amount. If you need To edit a mileage rate, go to the task 'Edit Expense Rate Table,' find your Expense Rate Table and select the effective date. Then just update your amount and click 'OK'. For help or more info, reach out to info@syssero.com