



# Syssero<sup>®</sup> Solution Packet

Google Maps Distance Calculation for Expenses



# Solution Overview

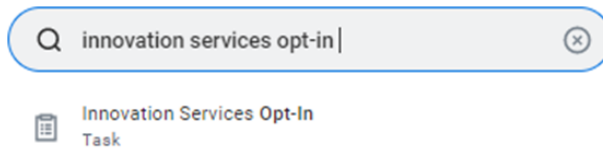
Incorporating the Google Maps Distance Calculation feature streamlines and enhances the accuracy of mileage tracking for business travel expenses. This tool is helpful for ensuring precise reimbursement calculations, offering a reliable and efficient solution for managing travel-related costs.

## 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'

**Innovation Services Opt-In**

When the Opt-In check boxes below are marked, data will be contributed from this tenant. Be aware these settings will carry to other tenants if you make a copy. For additional information, refer to the service description in the related action menu for a specific innovation service.

Available Services    Early Access Services

Service Descriptions for ALL Available Innovation Services

Viewing: [Grid Icon]

Select	Service	Summary	Additional Setup	Review Data Selection Task
<input checked="" type="checkbox"/>	Distance Calculation for Expenses	This service calculates an estimated driving route distance when expense payees enter origin and destination addresses on their expense reports and spend authorizations.		N/A
<input type="checkbox"/>	Financial Management Machine Learning GA Features	This service leverages an ensemble of machine learning techniques to build a rich, layered understanding of the financial structure of your business as it grows and changes over time and provides functionality to help improve your financial processes.		Yes



## 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'.

**Create Expense Rate Table**

To avoid duplication, consider adding the same base rate table to multiple expense items.

Expense Rate Table Type \*  Amount  Graduated Amount  Graduated Percent  Maximum

Effective Date \*

OK

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'.

**Create Expense Rate Table** 01/16/2023

Expense Rate Table

Expense Rate Table Name \* Google Mileage Rate Table

Expense Rate Table Type Amount

Default Currency \* X USD ...

Attribute to Evaluate X Trip Distance

Effective Date \* 01/16/2023

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).

Amounts 1 item

	Expense Rate Table Line	Evaluation Order	Condition Rule or Criteria	*Amount	Currency
				0.625	X USD ...



### 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.

**Create Expense Item**

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**Summary**

Expense Item (empty)

Item Name \*

Item Description

Search Keywords

Spend Category \*

Expense Policy Group

Expense Item Group

Unit of Measure

Default Tax Applicability

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

**Processing**

Expense Item Amount Type \*  Actual Amount  
 Maximum Line Amount  
 Maximum Daily Amount  
 Fixed Amount  
 Based on Allowance Plan

Expense Item Calculation \*  Use Expense Rate Table  
 Use Fixed/Max Expense Amount  
  
 None of the above

Currency (empty)

Enable Rate Tables for Spend Authorizations

Multiply Per Diem by Number of Days on Spend Authorization

Quantity and Per Unit Amount Not Enterable

Allow Overage

Memo Required

Instructional Text to Show



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

Related Worktags   **Rate Tables**   Hotel Itemization Mapping   Distance Calculation

To avoid duplication, consider adding the same base rate table to multiple expense items.

Expense Accumulator

Accumulator Start Date

Base Expense Rate Table \*

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.'

Related Worktags   Rate Tables   Hotel Itemization Mapping   **Distance Calculation**

You can define distance-based expense attributes only on expense items that use a rate table to calculate fixed amounts.

Require Distance Calculation Attributes on Expense Reports

Require Distance Calculation Attributes on Spend Authorizations

Unit of Measure for Distance \*

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

Distance Calculation Attributes	Enable for Expense Reports	Enable for Spend Authorizations
Origin Address	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Destination Address	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Estimated Distance of Driving Route	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Trip Distance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



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](mailto:info@syssero.com)