PEMS Enhancement Summary

Over the past 12 months, we have delivered a range of enhancements focused on improving your experience using PEMS. These changes are based on feedback from Parliamentarians and MoPS Act Staff, and are designed to make everyday tasks quicker, clearer and easier to complete.

Efficiency and Time Savings

Intuitive Work Expense Selection

Select the office 'Work Expense' and the 'Expense Category' and 'Expense Type' fields **fill in automatically**, reducing effort and guesswork.

Expanded Copying

Copy office claims **in any status** to save time and reduce the likelihood of returns.

Intelligent Search

Search and filter fields match **anywhere in the text.**

Easier Filtering

Certain office filters now use checkboxes to **easily select** from the predefined values.

Debt Integration

Prompts on new travel claims allow you to quickly **choose a repayment method** on any outstanding debts.

Flexibility and Control

Enhanced Attachments

Claim attachments now accept:

- Larger **attachment sizes**.
- Additional **file types**.
- New Feature: **Attach emails directly** to your claim.
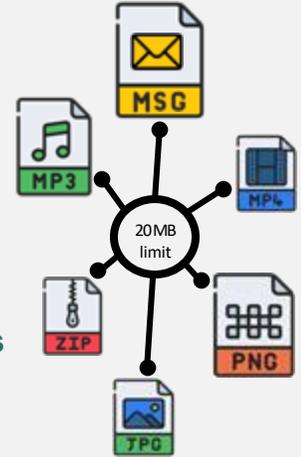
Managing Outstanding Claims

Authorised staff can **recall**, **edit** and **delete** Draft or Returned claims created by another staff member in their office.

Increased Responsiveness

System Performance

Behind-the-scenes improvements have increased **system performance** and **stability**.

Immediate Debt Dashboard Display

Debt records **display automatically** without needing to click 'Go'.

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Clear, Streamlined Workflows

Centralised Travel Certification

The **'Approve Expense Claims'** tile shows all travel claims requiring a parliamentarian's certification.

Group Certification

Parliamentarians can now use the '**Office Group Certification**' function to certify up to 10 office claims at once.

Claims 'Under Adjustment'

New office status provides **clear visibility** of office claims being adjusted by Administrators.
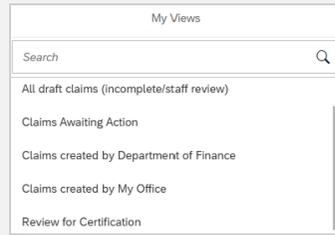
Simplifying Your Travel Claims

The **'Assign' button has been removed** when submitting your own travel claims.

Visibility and Transparency

Task-Focused Dashboards

- **Clearer columns** for Office, Travel and Debt dashboards, tailored to your daily needs.
- Travel '**Dashboard Information**' section outlines how data displays.
- New **dashboard views** help you perform key office and travel tasks.

Prominent Return Reasons

The Return Reason is now **clearly displayed** in a banner on returned claims, and in the email notification to help you quickly understand what needs attention.

Increased Accuracy and Reduced Errors

Proactive Warnings

Refined **Duplicate Invoice Warnings** now identify potential duplicate claims earlier.
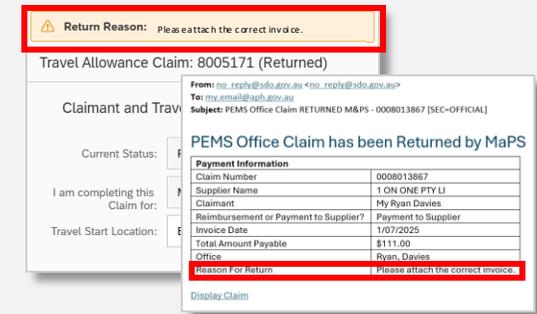
Real-Time Debt Aging

The '**Age of Debt** (days)' field resets to 0 (zero) days once the repayment has been processed.

Clearer Debt Invoices

Debt Invoices have been updated for accuracy and readability.

Reporting Tile Updates

- Export limit increased to **500+ lines by default.**
- Date formats in exports are now recognised by Excel as **dates that can be sorted and filtered**.
- A link to more **information about travel budgets** is available in the 'Reporting - Office Information' tile.