



Expense

www.TrackerSuite.com/Expense



Automation Centre

www.Acentre.com

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Expense Tracker

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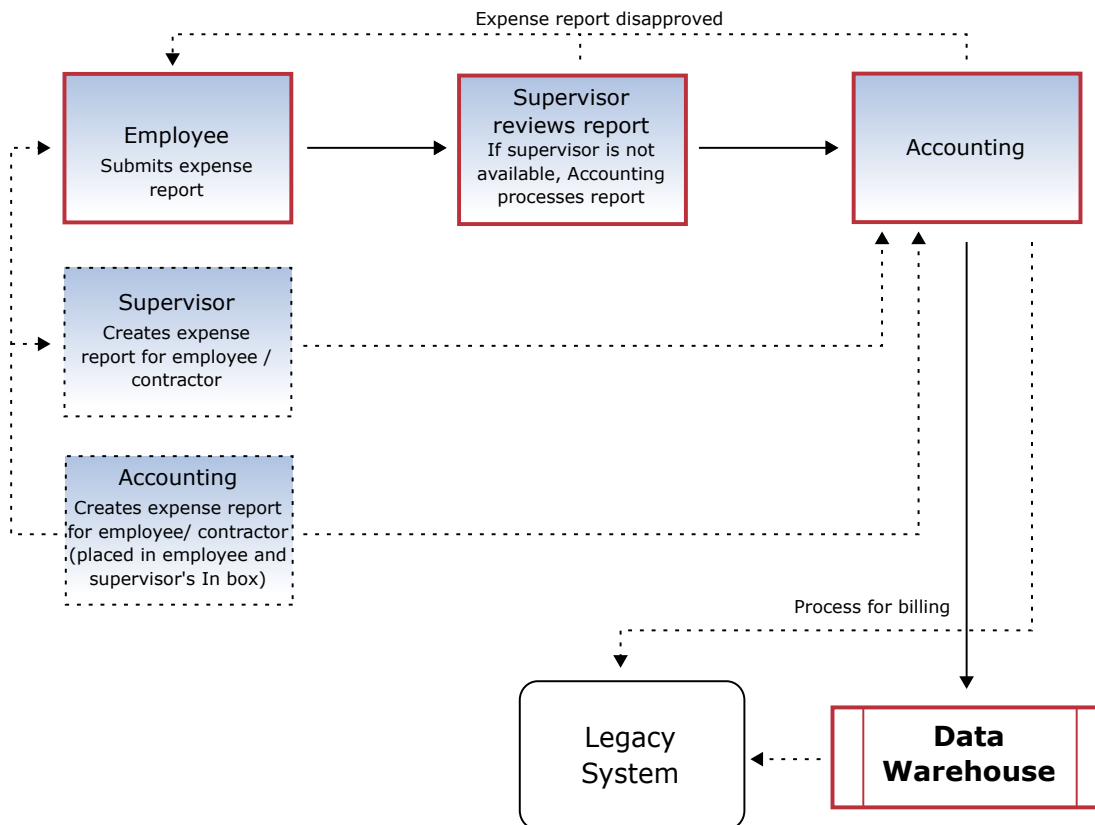


Streamlined, secure expense reporting through Lotus Notes or the Web

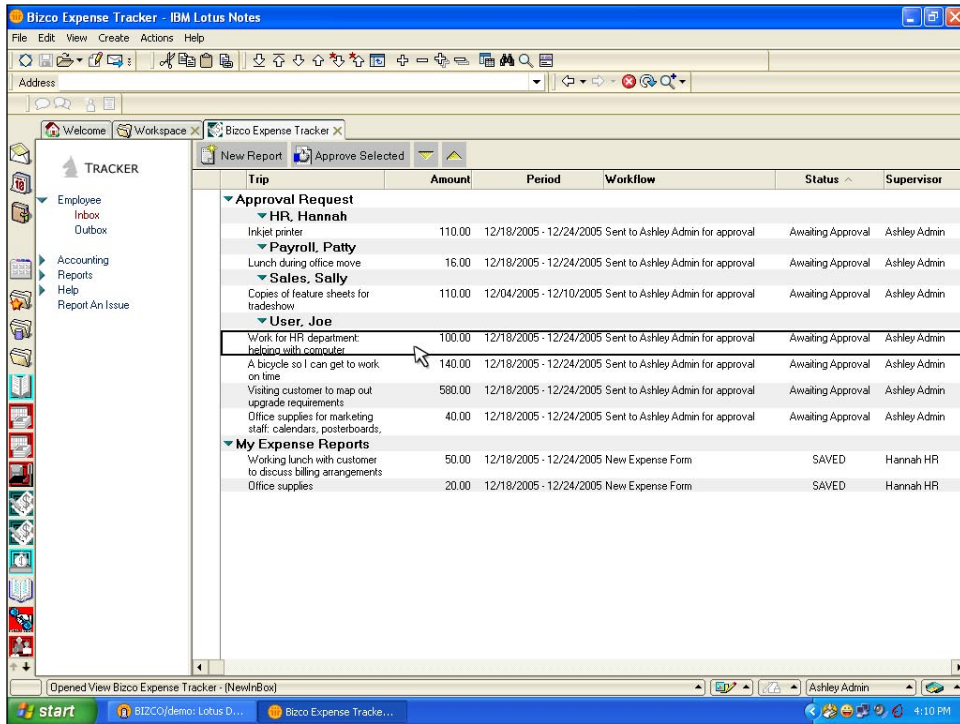
Expense Tracker streamlines and secures the expense and billing process. Users can submit project and travel expense reports from any location through Notes or the Web, with support for foreign currencies. Expense Tracker also supports the billing of expenses back to customers or internal cost centers.

The integration of Expense Tracker with **Personnel Tracker** ensures secure automatic routing based on predetermined roles, approval cycles, and spending limits. In addition, Expense Tracker records all editing of reports, from creation to final processing, with electronic signatures. Billing information is tied to the expense report through every step of its processing. If the expense is to be charged against a customer, Expense Tracker can import the current billing information from **Customer Tracker**.

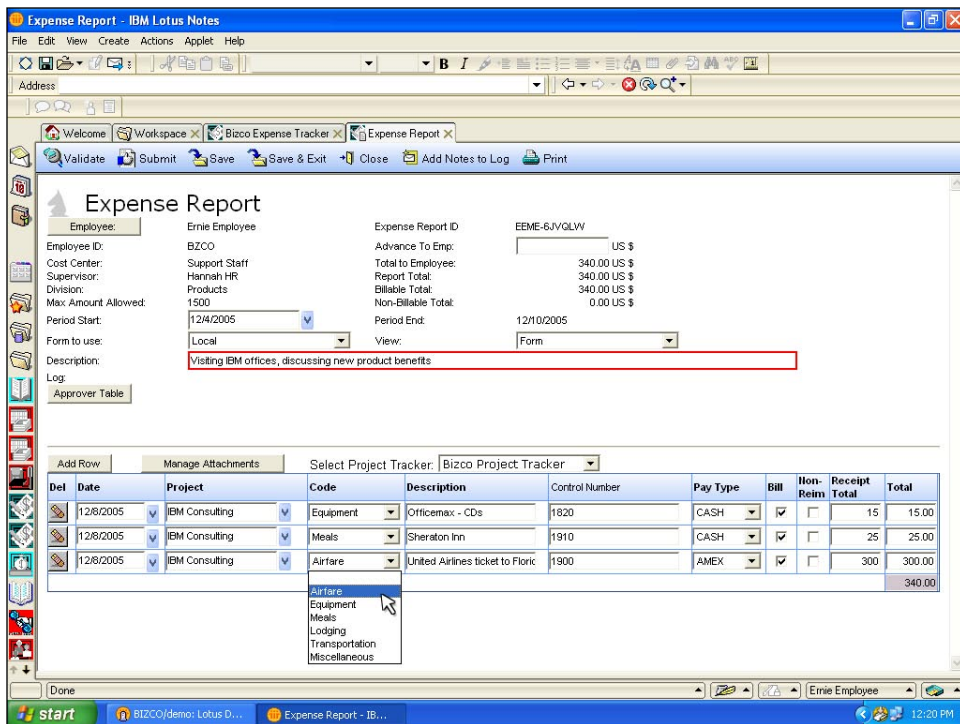
Expense Tracker also integrates with the **Tracker Data Warehouse**, a Web based reporting engine, to help generate reports such as Activity Ledgers.



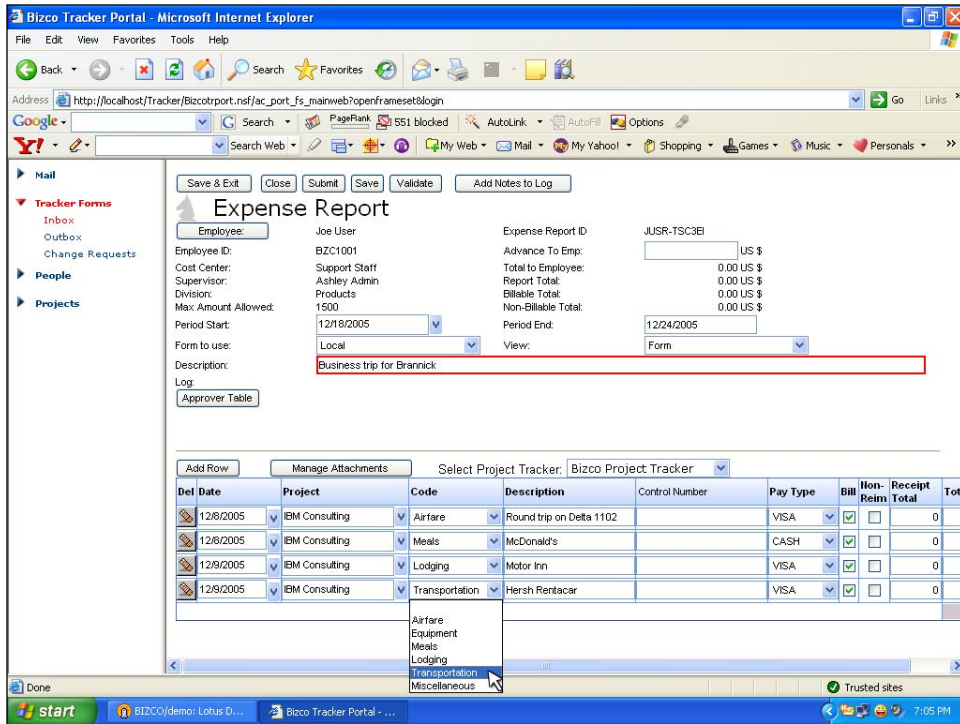
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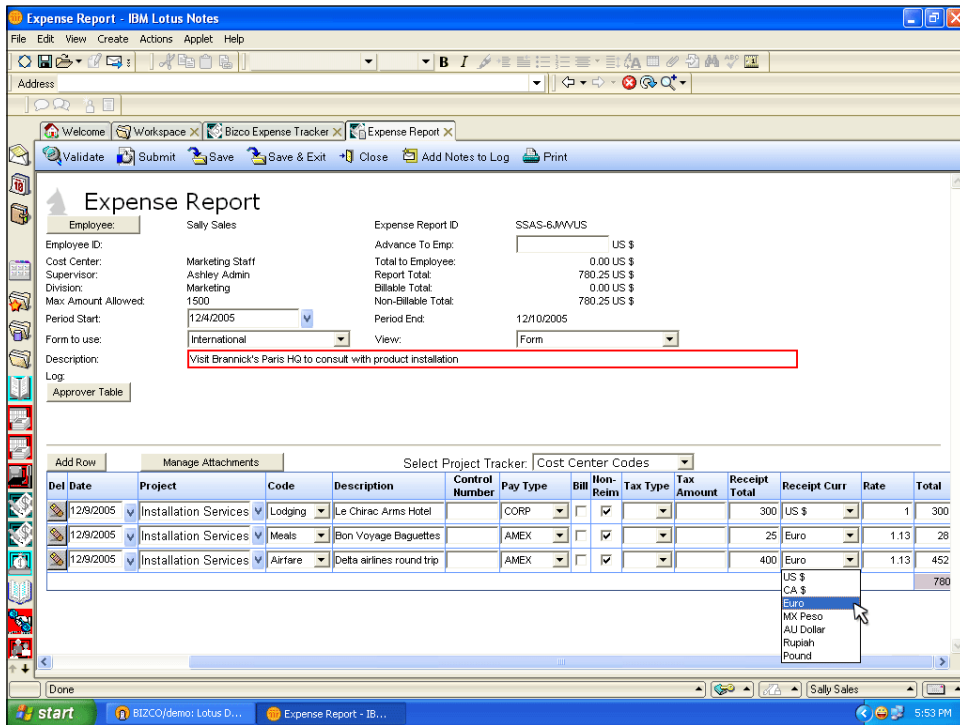
“In/ Out Box” interface simplifies management



Expense report in Lotus Notes



Expense report over the Web



Report expenses in foreign currencies

Expense Report - IBM Lotus Notes

File Edit View Create Actions Applet Help

Address

Welcome Workspace Ashley Admin - Inbox Expense Report

Approve Disapprove Close

Employee:	Joe User	Expense Report ID:	JUSR-6JZU4H
Cost Center:	Support Staff	Employee Currency:	US \$
Description:	Consulting on location for Brannick		
Period Start:	12/11/2005	Period End:	12/17/2005
Report Total:	663.00US \$	Billable Total:	663.00US \$
Total to Employee:	663.00US \$	Non-Billable Total:	0.00US \$
Advance to Employee:	US \$		
Log:	12/12/2005 3:19:18 PM : Expense Report submitted by : Joe User		

Project	Date	Acct Code	Category	Code	Control Number	Receipt Total	Receipt Curr	Exchange Rate	Total	Bill?	Hon-Reim?	Description
Craig Brannick Install	12/12/2005	6002	Misc.	Miscellaneous		30.00	US \$	1	30.00	Y	N	Golf-n-Stuff
Craig Brannick Install	12/12/2005	3002	Meals	Meals		25.00	US \$	1	25.00	Y	N	Bertolini's Italiano - Dinner
Craig Brannick Install	12/12/2005	3002	Meals	Meals		8.00	US \$	1	8.00	Y	N	McDonalds - lunch
Craig Brannick Install	12/12/2005	5001	Transportation	Transportation		100.00	US \$	1	100.00	Y	N	Hertz Rent-A-Car, 3 days
Craig Brannick Install	12/12/2005	4001	Lodging	Lodging		300.00	US \$	1	300.00	Y	N	3 days at Sheraton El Conquistador
Craig Brannick Install	12/12/2005	2001	Air	Airfare		200.00	US \$	1	200.00	Y	N	Round trip flight to Florida

Accounting Totals for: Joe User
Period: 12/11/2005 - 12/17/2005
Currency: US \$

Done Ashley Admin 3:25 PM

Automatic routing of expense reports for approval

Expense Report - IBM Lotus Notes

File Edit View Create Actions Applet Help

Address

Welcome Workspace Bizzo Expense Tracker Expense Report

Close Disapprove Process Print

Expense Report

Employee:	Joe User	Expense Report ID:	JUSR-6JZU4H
Cost Center:	Support Staff	Division:	Products
Description:	Consulting on location for Brannick		
Period Start:	12/11/2005	Period End:	12/17/2005
Report Total:	638.00 US \$	Billable Total:	638.00 US \$
Total to Employee:	638.00 US \$	Non-Billable Total:	0.00 US \$
View:	Print Preview	Advance To Emp:	US \$

Log:

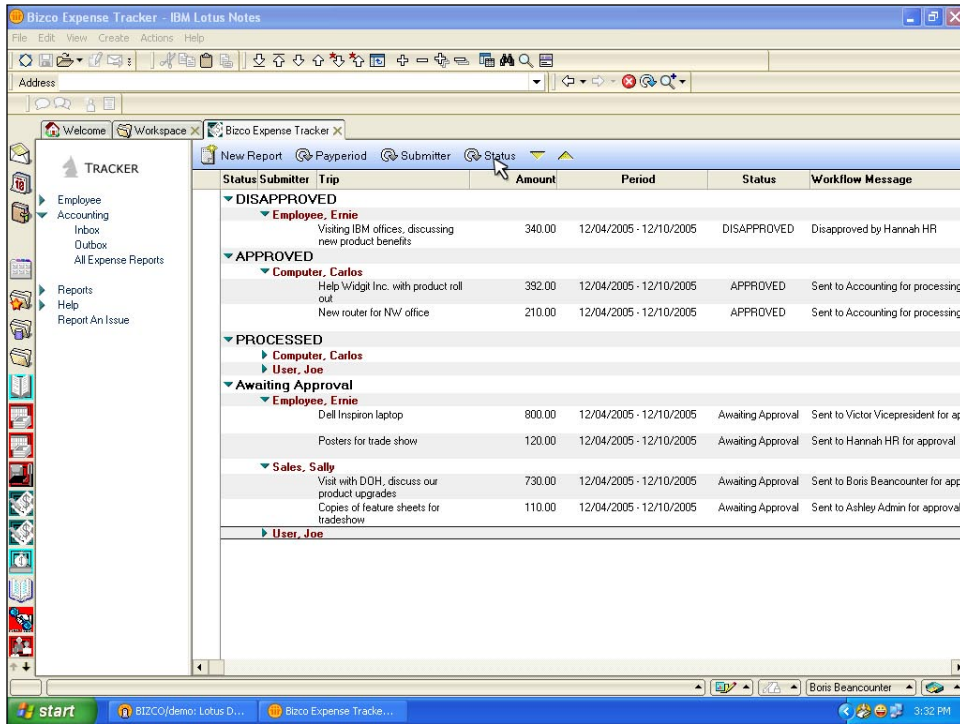
- 12/12/2005 3:19:18 PM : Expense Report submitted by : Joe User
- 12/12/2005 3:30:11 PM : Expense Report disapproved by : Ashley Admin, Reason : Joe, you can't charge more than \$15 for meals. Please correct this report
- 12/12/2005 3:33:22 PM : Expense Report submitted by : Joe User
- 12/12/2005 3:34:59 PM : Expense Report approved by Ashley Admin
- 12/12/2005 3:37:06 PM : Expense Report approved by Boris Beancounter

Project	Date	Acct Code	Category	Code	Control Number	Receipt Total	Receipt Curr	Exchange Rate	Total	Bill?	Hon-Reim?	Description
Craig Brannick Install	12/12/2005	6002	Misc.	Miscellaneous		30.00	US \$	1	30.00	Y	N	Golf-n-Stuff
Craig Brannick Install	12/12/2005	3002	Meals	Meals		8.00	US \$	1	8.00	Y	N	McDonalds - lunch
Craig Brannick Install	12/12/2005	5001	Transportation	Transportation		100.00	US \$	1	100.00	Y	N	Hertz Rent-A-Car, 3 days
Craig Brannick Install	12/12/2005	4001	Lodging	Lodging		300.00	US \$	1	300.00	Y	N	3 days at Sheraton El Conquistador
Craig Brannick Install	12/12/2005	2001	Air	Airfare		200.00	US \$	1	200.00	Y	N	Round trip flight to Florida

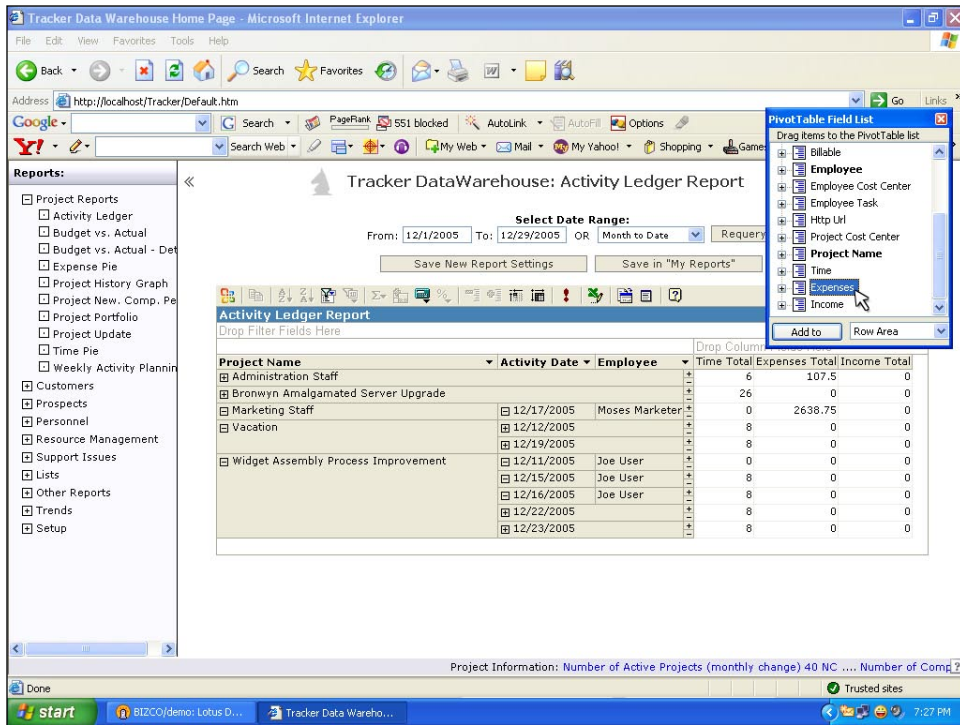
Accounting Totals for: Joe User

Done Boris Beancounter 3:37 PM

Expense report activity logging



Simplify accounts payable



Activity ledger reports in the Tracker Data Warehouse