







## **Expense Tracker**

## www.TrackerSuite.com/Expense

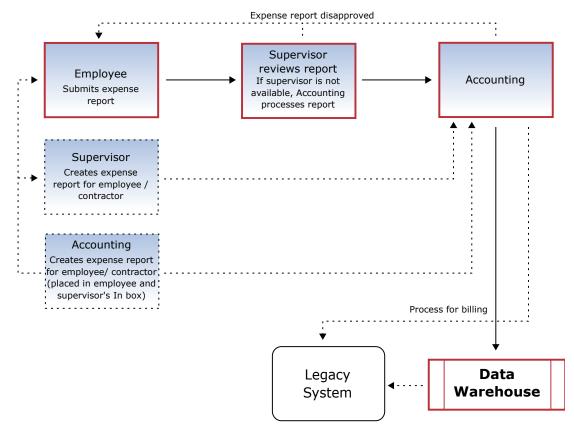


## Streamlined, secure expense reporting through Lotus Notes or the Web

**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.



www.TrackerSuite.com/Expense

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	upgrade requirements				2.11	
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**Expense report in Lotus Notes** 

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**Report expenses in foreign currencies** 

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Craig Brannick Instal	12/12/200	3002	Meals	Meals			8.00	US \$	1	8.00	Y	N	McDonalds - lunch
Craig Brannick Instal	12/12/200	5001	Transportation	r Transportatior			100.00	US \$	1	100.00	Y	N	Hertz Rent-A-Car, 3 days
Craig Brannick Instal	12/12/200	4001	Lodging	Lodging			300.00	US \$	1	300.00	Y	N	3 days at Sheraton El Conquistador
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Automatic routing of expense reports for approval

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Expense report activity logging

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Inbox	Visiting IBM offices, discussing new product benefits	340.00	12/04/2005 - 12/10/2005	DISAPPROVED	Disapproved by Hannah HR
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🖌 🕨 Help	out New router for NW office	210.00	10/04/2005 10/10/2005	APPROVED	Contra Anna Sina farana ani
Report An Issue	New router for NW office	210.00	12/04/2005 • 12/10/2005	APPHOVED	Sent to Accounting for processin
14 14	▼PROCESSED				
3	Computer, Carlos				
	User, Joe				
	Awaiting Approval				
	Employee, Ernie Dell Inspiron laptop	800.00	12/04/2005 - 12/10/2005	Awaiting Approval	Sent to Victor Vicepresident for a
	Dear inspiron dp.op	000.00	12/04/2000 12/10/2000	Analong Approva	Service view viewpiesiderik for d
Hepote     Hepote     Report An Issue	Posters for trade show	120.00	12/04/2005 - 12/10/2005	Awaiting Approval	Sent to Hannah HR for approval
	Sales, Sally				
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6	product upgrades				
12	Copies of feature sheets for tradeshow	110.00	12/04/2005 - 12/10/2005	Awaiting Approval	Sent to Ashley Admin for approva
ŝ	User, Joe				

Simplify accounts payable

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+ Customers		Administration Staff			6	107.5	0	
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F Personnel		□ Marketing Staff	□ 12/17/2005	Moses Marketer	- C. C. C.	2638.75	0	
+ Resource Management		Vacation	12/12/2005	Joe User	8	0	0	
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+ Other Reports			□ 12/16/2005	Joe User	8	0	0	
			⊞ 12/22/2005     ⊞ 12/23/2005	Joe User	8	0	0	
+ Trends F Setup						0	0	

Activity ledger reports in the Tracker Data Warehouse