eExpense Automated Expense Management

Microsoft®
Business
Solutions

Enhance employee productivity and reduce processing costs

with expense reporting capabilities that streamline expense management processes, eliminate paper receipts, and enable employees to create and submit reports any time, from any location.

B E N E F I T S

STREAMLINE EXPENSE MANAGEMENT PROCESSES by enabling employees to submit expense reports via the Web.

EMPOWER EMPLOYEES TO CREATE OFFLINE EXPENSE REPORTS and then upload reports the next time they go online.

ELIMINATE PAPER-BASED RECEIPTS with electronic receipt imaging.

Take the pain out of expense report submissions

Enable employees to submit expense reports quickly and easily, in a browser-based environment that consists of simple checklists and templates with pre-populated data.

Streamline expense management

Reduce the time and cost for processing expenses with automated, Web-based processes that help ensure accuracy, speed reimbursement, and eliminate the need for traditional spreadsheets.

Share information

Provide a centralized view of expense trends and data, empowering your company to negotiate with chosen vendors.

Integrate seamlessly

Integrate your expense data with Payables Management and General Ledger, or import data directly into other Microsoft® Business Solutions applications.

Shrink costs by eliminating paper receipts

With eExpense Receipt Imaging, employees can submit, review and audit expense receipts electronically, without the costs and complications of managing paper receipts.

Enhance productivity with eExpense Offline

Free employees who travel to focus on core business initiatives, rather than on administrative tasks, by enabling them to create reports offline and then submit them the next time they go online.

eExpense

Microsoft *Business* *Solutions*

Online Expense Reporting

- Enable employees to submit expense reports online, using simple checklists and templates.
- Pre-populate expense reports with existing employee information or incorporate charges from corporate credit cards.
- Automatically submit expenses against pre-configured or custom cost centers mapped to General Ledger accounts. Customized e-mail-based approval helps ensure a timely and accurate report the first time around.
- Capture out-of-pocket expenses instantly with Palm Operating System-based devices that integrate smoothly with eExpense.
- Use eExpense as a mini-intranet to share critical information in an environment which includes security enhancements, and provide budget managers with a central location to view expense data and analyze trends.
- Deploy over the Internet to minimize IT resources and utilize easy-to-use wizards to add new employees, import existing employee data files, and create powerful auditing rules.
- Control business process compliance with audit flags for manual entry of credit card items. Track expense report changes with a new audit trail report included in standard reports.
- Query data fields, including custom fields, with enhanced grouping for export to Accounts Payable/General Ledger. View, sort, and filter a wide range of best practices reports, or custom-configure your own reports.
- View and filter vendor statistics, including performing vendor reconciliation, to ensure proper vendor usage with employees.

eExpense Offline

- Enable complex itemization of expenses while offline, including automated pre-population and calculation of foreign exchange rates.
- Ensure efficient processing and timely reimbursement with seamless transfer of expense transactions to eExpense.

eExpense Receipt Imaging

- Submit, review, and store expense receipts electronically, making the expense submission and approval process fast and easy.
- Eliminate costs for managing and storing paper receipts, with no up front costs for imaging hardware and software.