

Key Benefits

Automate Expense Reporting

- Employees enter and submit expenses via the web
- Collect electronic approvals from managers and clients
- Ensure accurate client billing and employee reimbursement
- Electronically organize and monitor expense reports

Improve Compliance

- Enforce expense policies using limit ranges per expense type
- Flag questionable items for closer review
- Analyze spending trends by employee, client, merchant, etc.

Improve Efficiency & Accuracy

- Capture multi-currency and exchange rate details
- Eliminate manually intensive management processes
- Clearly outline required receipts
- Analyze by merchant to ensure proper discounts are given

Streamline Existing Processes

- Customize expense types, payment methods, and more
- Configure application options and workflow settings
- Application, emails, and reports are branded with your logo
- Advanced role based security and security policy settings

Expense Reporting enables you to automate and enforce your expense report collection and approval process. Employees can enter and submit expense reports from anywhere. Billable and reimbursable status indicators ensure accurate client billing and employee reimbursement. Enforce expense policies and flag questionable items for closer review. Analyze spending trends by employee, client, department, merchant, and other criteria.

- **100% web based with nothing to install**
- **No contracts and cost effective monthly pricing**
- **Access from anywhere on the Internet**

Action	Date	Type	Amount	Merchant
Edit ...	10/5/2006	Airfare	879.52	United Airlines
Edit ...	10/5/2006	Rental Car	178.99	Hertz
Edit ...	10/6/2006	Meals - Breakfast	7.25	Starbucks
Edit ...	10/6/2006	Meals - Dinner	15.68	McDonalds
Edit ...	10/7/2006	Hotel - Room Cha	398.00	Marriot Courty.
Edit ...	10/7/2006	Hotel - Room Occ	8.65	Marriot Courty.
Edit ...	10/7/2006	Hotel - State Tax	22.85	Marriot Courty.

"Professional service and accounting firms of all sizes can easily adopt this product."

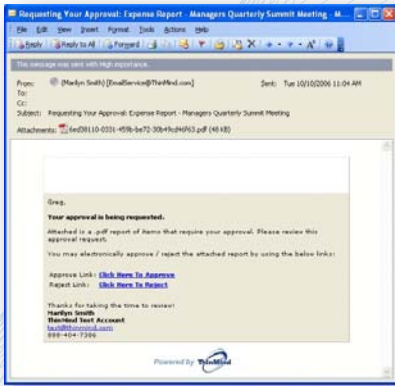
- The CPA Technology Advisor Magazine

Our service works with Firefox, Internet Explorer, Netscape, and Opera

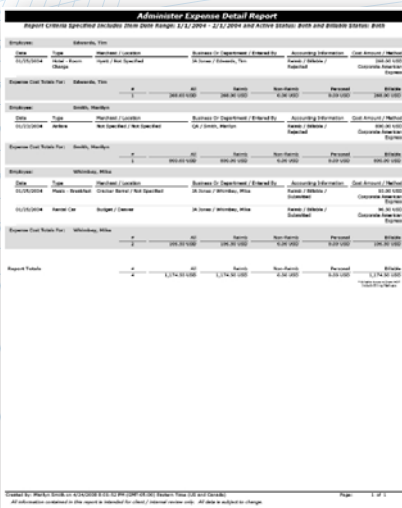




Intuitive administrative tools get you started more quickly



Electronic approvals are a snap via interactive emails



Powerful real time reports in PDF format

Expense Features

- Enter expense report for any date range or specific trip taken
- Enter cash advance received (if applicable)
- Tie expense items to clients/departments
- Tie expense items to projects (requires Project Management product)
- Tie expense items to issues (requires Issue Tracking product)
- Choose reimbursable, non-reimbursable, or personal expense types
- Indicate if expense item is billable
- Enter unlimited notes about expense items
- Enter specific exchange rates for individual expense items
- Submit expense report for electronic approval or print out report for signature
- View status of report at any time
- Receive email when expense reports are submitted for approval
- Enter comments when rejecting an expense report
- Notify employee via email when expense report is approved / rejected
- Notify HR/payroll via email when expense report is approved / rejected

Expense Reporting Features

- 100's of report variations can be created
- Specify criteria to control filtering and sorting of reports
- Choose grouping/totaling options
- Pick from detail or summary versions
- Accounting reports provided for easy billing, costing, and profitability analysis
- Control access to reports through security

Administration Features

- Export data (XML, comma delimited, and Microsoft Excel formats)
- Setup approval levels (management, project manager, HR/payroll, and/or client)
- Configure data lock out dates when approvals are not used
- Customize payment methods (defaults are provided)
- Customize / enter expense types (defaults are provided)
- Enter expense type limitations / rules for entry and approval
- Allow contractors, partners, or vendors to enter expenses

General System Features

- 100% web based, no software installation required
- Customize logos and colors to match your business
- Configure alerts and notifications
- Configure security policies (password length, password expiration, etc.)
- Create custom user roles and associated permissions
- Easily sort, search, and group in any list
- Consistent navigation throughout promotes ease of use
- Built-in Help (screen level help, searchable help system, and system user guide)
- Support for multiple currencies