EnterpriseIQ Expense Tracking

A Reporting and Tracking System for Employees

Simplify and Expedite Expense Reporting

Track and approve contract and employee personnel expenses easily with EnterpriseIQ's Expense Tracking module. Employees can access the module from anywhere inside or outside the company through the EnterpriseIQ launcher bar, Smart Page, WebDirect or the Employee Portal.

Define your common expense types for ease of use, quick entry, continuity of reporting and correct GL account assignment. Employees have the flexibility to either manually enter their reports or import credit card and other statements. For added functionality, employees can attach internal or external documents to the report and use the scanning document feature to attach applicable receipts.
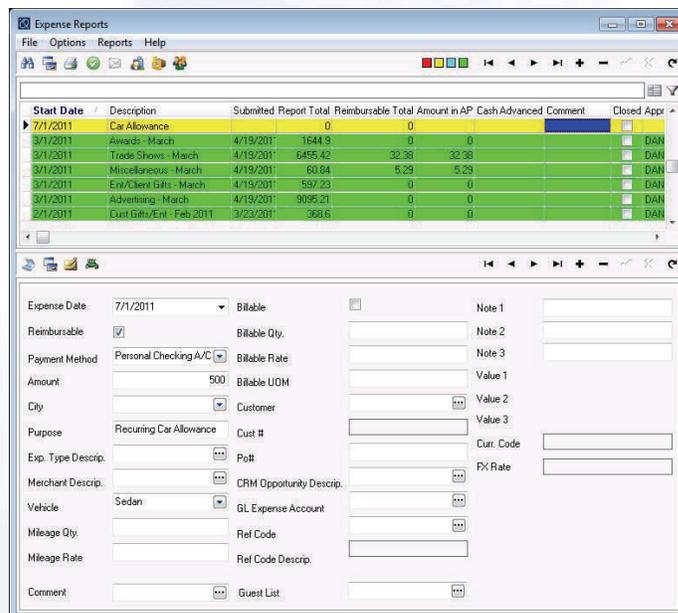
Once submitted, track the status of your reports with color coding, allowing for quick identification of where expense reports are in the approval process. Additionally, approvers can automatically receive an email when an expense report has been submitted, thus eliminating potential communication delays.

Once approved, a direct link with the EnterpriseIQ accounting modules allows for invoices to be automatically created. Find expense reporting to be a breeze with the Expense Tracking module from IQMS.

BENEFITS
- Increase communication with document control and note fields
- Guarantee employee privacy with expense report security
- Track specific expenses by linking to a CRM opportunity or client
- Easily identify where the report is in the approval process
- Create report control with user defined expense types
- Eliminate redundant data entry and errors with a link to the AP module

Enhance tracking visibility with color coding that show the report status, including submitted, pending, rejected and approved. Click on a report to view all the report details in one screen.

EnterpriseIQ Expense Tracking

Key Features

Approval Tracking - Color-coding allows for quick identification of where expense reports are in the approval process, including submitted, pending, rejected and approved. Additionally, approvers can automatically receive an email when an expense report has been submitted.

Report from Anywhere - Enter and track expense reports from anywhere inside or outside the company through the EnterpriseIQ launcher bar, Smart Page, WebDirect or the Employee Portal.

User-Defined Expense Types - Create ease of use and quick entry by defining commonly used expense types. Assign GL accounts for accurate recording and maintain continuity for reporting by eliminating free entry.

Document Tracking - Link internal or external documents to the expense report and use the scanning document feature to capture receipts associated with an expense.

CRM Link - Associate expenses to a specific client in CRM or to a CRM opportunity to track how much you are spending on sales, marketing and other projects.

Pay Through AP Module - Once approved, expense reports are automatically routed to the AP module for invoice creation, resulting in no redundant data entry and no errors.

Report Flexibility - Employees can enter their own expense reports or have a designator enter them instead. Reports can be manually entered by the employee or imported from various sources.

At initial set-up, define employees, designators and approvers for everyone who will be submitting an expense report

Expense Report Users

File   Help
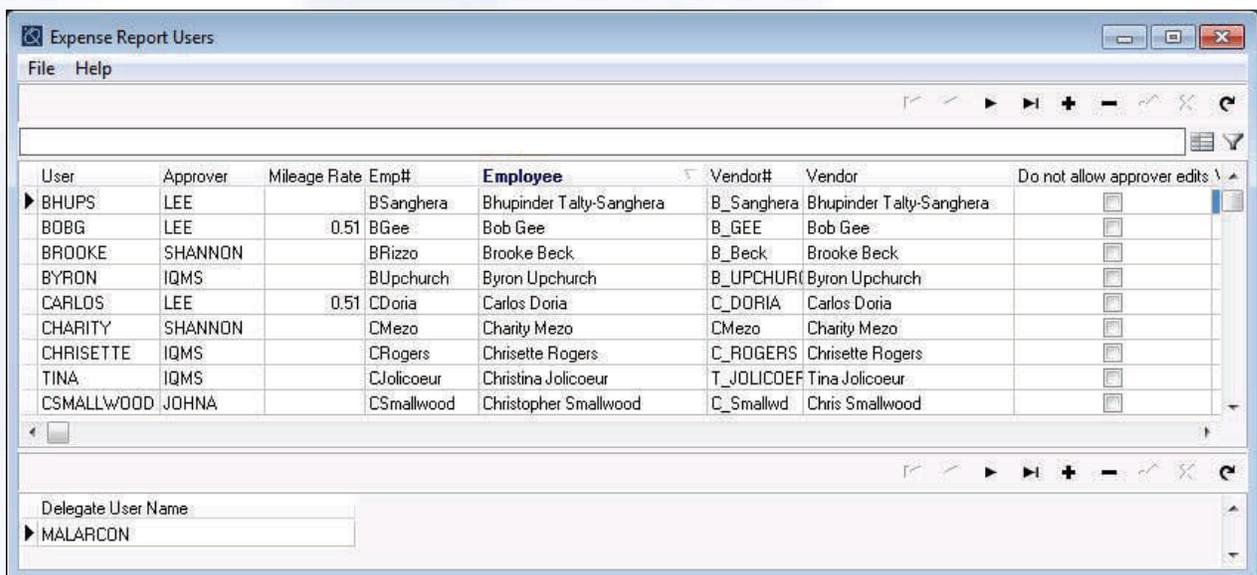
User	Approver	Mileage Rate	Emp#	Employee	Vendor#	Vendor	Do not allow approver edits
BHUPS	LEE		BSanghera	Bhupinder Talty-Sanghera	B_Sanghera	Bhupinder Talty-Sanghera	☐
BOBG	LEE	0.51	BGee	Bob Gee	B_GEE	Bob Gee	☐
BROOKE	SHANNON		BRizzo	Brooke Beck	B_Beck	Brooke Beck	☐
BYRON	IQMS		BUpchurch	Byron Upchurch	B_UPCHUR(	Byron Upchurch	☐
CARLOS	LEE	0.51	CDoria	Carlos Doria	C_DORIA	Carlos Doria	☐
CHARITY	SHANNON		CMezo	Charity Mezo	CMezo	Charity Mezo	☐
CHRISETTE	IQMS		CRogers	Chrisette Rogers	C_ROGERS	Chrisette Rogers	☐
TINA	IQMS		CJolicoeur	Christina Jolicoeur	T_JOLICOEF	Tina Jolicoeur	☐
CSMALLWOOD	JOHNA		CSmallwood	Christopher Smallwood	C_Smallwd	Chris Smallwood	☐

Delegate User Name
MALARCON