EXPENSE TRACKING

OBJECTIVE
Simplify and expedite expense reporting for employees.

OVERVIEW
Track and approve contract and employee personnel expenses easily with DELMIARWORKS’s Expense Tracking module. Employees can access the module from anywhere inside or outside the company through the DELMIARWORKS 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 DELMIARWORKS accounting modules allows for invoices to be automatically created. Find expense reporting to be a breeze with the Expense Tracking module from DELMIARWORKS.

KEY 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 export status, including submitted, pending, rejected and approved. Click on a report to view all the report details in one screen.

As of January 2019, IQMS is becoming DELMIARWORKS, joining the global manufacturing powerhouse Dassault Systèmes and its portfolio of innovative brands.
EXPENSE TRACKING:  
KEY FEATURES

Detailed Asset Profiles  
Provides a complete profile of each of your assets, including linking of documents (pictures, spreadsheets, etc.), maintenance history and accumulated depreciation history, along with itemized depreciation expense charges and retirement management.

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 DELMIWORKS 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.

LEARN MORE

To learn more about Expense Tracking or if you would like more information on the products and services from DELMIWORKS (formerly IQMS), please visit www.iqms.com.