



Accounting On-Line

Employee Expenses

KEY FEATURES

CAPABILITIES

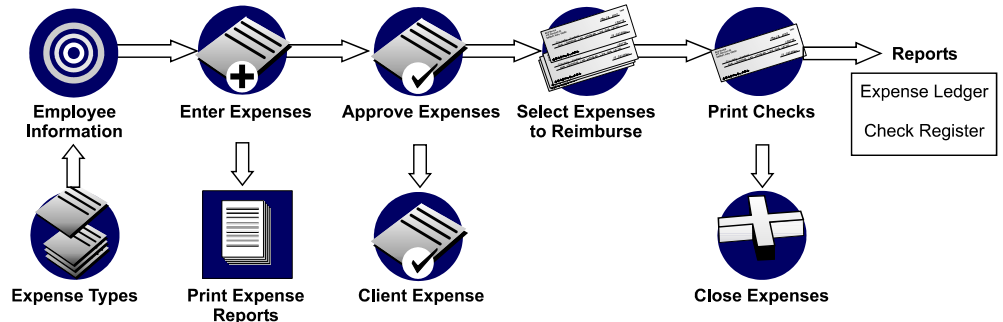
- Offers an unlimited number of expense categories
- Custom workflow and approval process can be established for each employee or employee group
- Expenses can be assigned to customers and automatically billed back

OPERATION

- Employees can quickly and easily enter expense reports from any Internet-connected computer
- Expense reports are automatically routed to supervisors and accounting for approval
- Supervisors can approve expense reports on-line and automatically convert them into bills for Accounts Payable
- Unapproved expense report register provides quick access to all open expense reports

ENHANCEMENTS

- The Supporting Documents feature allows the uploading and attaching of documents (like receipts or invoices) to individual expense items
- An optional Client Expense Reporting Module is also available



An integrated part of the leading on-line professional accounting suite, securely accessible at anytime, day or night—from any Internet-connected computer

The Employee Expenses application greatly streamlines the expense reporting and approval process for small and midsize enterprises.

Employees may securely enter and review expense reports from any Internet-connected computer, and they can check on the status of their expense reimbursements by logging on to a secure on-line account at any time. Once filed, expense reports are automatically routed to supervisors, via email

notification, and to the accounting department for approval. Approved expense reports are then converted into “bills,” with payments made by printing a check or by using on-line bill payment.

For professional services companies with more sophisticated expense reporting needs, including expense bill-back, project expense tracking, and PDA support, an optional, more sophisticated Client Expense Reporting Module is available.

Wood, Johnson, Heath, P.C.

Call: 512-343-8075

Web: www.wjh-cpa.com

Email: info@wjh-cpa.com



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