

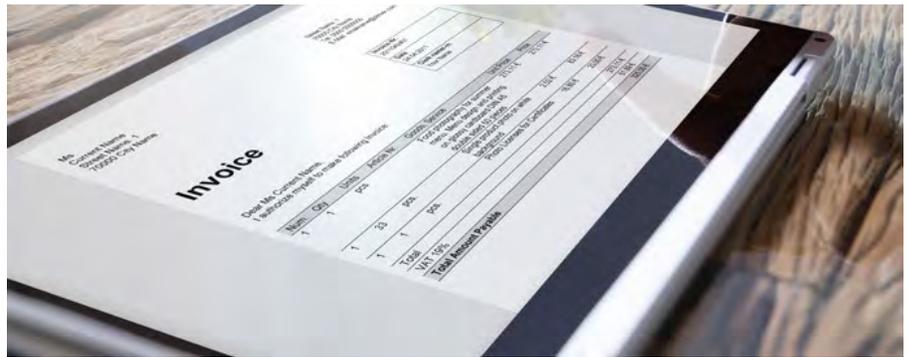
Real-time integrated expense management

Expense management in ReQlogic

Improve the timeliness and accuracy of your employee expense management process

Benefits

- Timely entry of expense reports through browser or mobile device
- Accuracy importing expense transactions from a bank or credit card account
- Real-time integration with Microsoft Dynamics to avoid duplication of data entry in the AP module
- Processing time savings through automated approval of various expense types
- Standardization of expenses by imposing expense policy rules (e.g., cannot exceed amounts by expense category)
- Accuracy in processing with both reimbursable and nonreimbursable transactions
- Accelerated approval and payment with the ability to attach copies of receipts, saving time and eliminating lost receipts
- Ability to apply expenses against projects to improve accuracy of project costs and invoicing
- Ability to check on the status of a report anytime



The expense management feature within ReQlogic enables employees to enter expense reports using a browser interface in the office or on a mobile device. The advanced workflow engine ensures expenses are approved by the appropriate people before generating a payables transaction ready for reimbursement in Microsoft Dynamics.

Expense reimbursements can be paid directly to employees or to

company accounts. When ReQlogic AP automation is implemented, company accounts can be configured to be automatically processed for vendor payment.

Today's busy schedules demand employees take advantage of time both in and away from the office. ReQlogic allows users to enter an expense report, take a picture of a receipt and file the expense from their mobile devices.

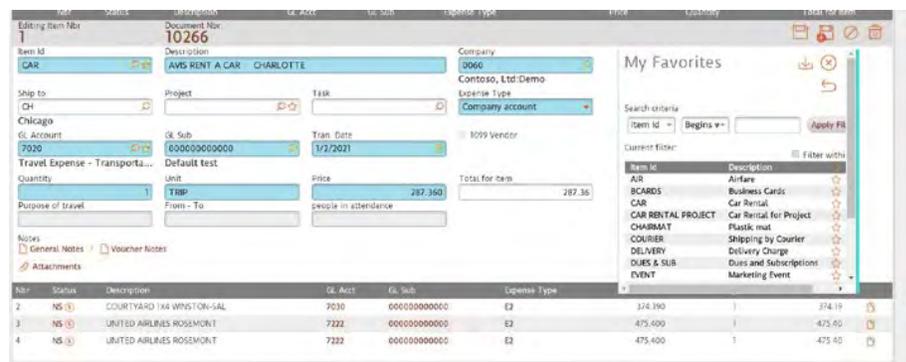


Figure 1. Selecting the expense category

Additional features

The expense management feature also:

- Defaults the GL account based on certain criteria
- Creates controls and awareness of over-budget spending using budget controls
- Processes transactions in different currencies on the same expense report
- Limits the expense categories and/or GL accounts visible to each user
- Allows users with smartphones to review status while out of the office
- Allows reviewers to approve or reject and enter comments through their mobile devices
- Provides 24 user-defined fields to customize entry screens and store data pertinent to business requirements

Figure 2. Importing expenses from a credit card download

The screenshot shows a web-based form titled "Import Expenses". The form is organized into several sections:

- File Type:** A dropdown menu set to "OFX/QFX File".
- User Id:** A text field containing "RBAKER" with a small icon to its right.
- Expense Type:** A dropdown menu set to "Company account".
- Description:** A text field containing "march expenses - Florida trip".
- Item Id:** An empty text field with a small icon to its right.
- File Location:** A button labeled "Choose File" followed by the text "No file chosen".
- Options:** Three checkboxes on the right side: "Multi-User File", "Append to an existing document", and "Accept duplicate file name".
- Import Button:** A button labeled "Import" at the bottom center.

Next steps

Find out more about ReQlogic's robust all-inclusive feature set and flexible deployment options for your specific business environment.

Why ReQlogic?

ReQlogic delivers a highly configurable solution for requisitions, AP automation, time and expense. ReQlogic adapts to your business, delivering powerful workflow automation and enhanced visibility — anytime,

anywhere. With over 60,000 users worldwide, ReQlogic has the functionality, in-market experience and support services you need to add value to your Microsoft Dynamics environment.