

BENEFITS

Manage expenses more effectively

Quickly and accurately record, track and approve your employee's expenses with minimal effort via our user friendly web interface.

Save time and money

Easy system setup allows you to categorize expenses. Approved expense reports flow to Dynamics GP Accounts Payable, eliminating dual entry.

Easy Access

Employees can enter expense requests easily from anywhere via the web. Supervisors can approve expense reports for assigned employees.

Find the information you need

Access the data you need with an intuitive graphical user interface exactly like the standard Dynamics GP interface for system setup and easy to use web-interface.

Integrate powerfully

Empower your business by combining PSS Expense Report with other Microsoft Dynamics modules, ensuring accuracy while reducing redundant data entry.

Expense Reporter-GP

Expense Reporter simplifies the Expense Report entry and approval for your employees.

Logged in as User, John Q (USERJOHNQ) Entry Manager | Report Generator | Log Out

Employee ID: USERJOHNQ	Employee Name: User, John Q	Report Date: 12/14/2006	Current Time: 10:01:48 AM on 12/14/2006
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NEW ENTRY

Date From: Date To: Customer: Department:

Project: Task: Purpose: Expense Type:

Amount: Receipt? Yes No From Advance? Yes No Payment Type: Description:

Odometer: Begin Mileage: End Mileage:

Clear Fields Add Entry

ALL POSTED ENTRIES

DATES	CUSTOMER	DEPARTMENT	PROJECT	TASK	EXPENSE TYPE	PURPOSE	AMOUNT	FROM ADVANCE	ODOMETER	BEGINNING MILEAGE	ENDING MILEAGE	RECEIPT	PAYMENT TYPE	DESCRIPTION	
NO RECORDS TO SHOW															

Show All Entries Search Entries

Logged in as Supervisor, John Q (SUPERJOHNQ) Entry Manager | Report Generator | Approval Controls | Log Out

Start Date: End Date: Employee: Entry Status:

Search

EMPLOYEE ID	EMPLOYEE NAME	AMOUNT	MILEAGE	RELEASE REPORT
<input type="checkbox"/> ALTERJOHNQ	Alternate, John Q	\$1650.75	37	<input type="button" value="Release"/>
<input type="checkbox"/> USERJOHNQ	User, John Q	\$2595.5	72	<input type="button" value="Release"/>

DATES	CUSTOMER	DEPARTMENT	PROJECT	TASK	EXPENSE TYPE	PURPOSE	AMOUNT	FROM ADVANCE	ODOMETER	BEGINNING MILEAGE	ENDING MILEAGE	RECEIPT	PAYMENT TYPE	DESCRIPTION	ACTION
12/15/2006 12/16/2006	International Guide To Art F	This is Department 1	Accounting System		This is Default Expense Type 1	This is Purpose 1	1450.75	Yes	100500	56	78	No	Cash	None	Approve Reject
12/13/2006 12/14/2006	The Company My Father Built	This is Department 1	Accounting System		This is Expense Type 1	This is Purpose 1	200	Yes	10000	20	35	No	Cash	Not sure	Approve Reject
12/20/2006 12/22/2006	City Hall		Crystal Report Modification				500	No	0	0	0	No	Business Credit	Modifying reports to reflect data add-ons.	Approve Reject
12/15/2006 12/15/2006	City Hall		Computer Parts				895.5	No	16630	56	92	Yes	Business Credit	New main switch, NICs, cabling, & testing.	Approve Reject
12/12/2006 12/13/2006	City Hall		Payroll Allocation				1200	No	15120	22	58	Yes	Business Credit		Approve Reject

Submit Changes SELECT ALL

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BENEFITS

Flexible

You are able to track expenses at the levels you choose:

- Customer
- Project/Task
- Department

Employee Expense Entry

Employees can enter their expenses via web interface. They can easily enter and print Expenses, Mileage and Advance Requests.

Supervisor Controls

Supervisors can easily approve or make changes to employees expenses. Overview screen shows all expense reports waiting for approval.

Secure

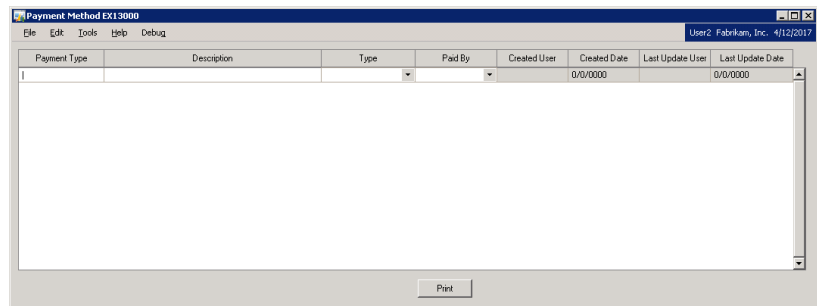
Employee access is password protected. Supervisors can only approve reports for employees that are assigned to them.

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Voice: (407) 523-7676 Fax: (407) 523-6366
Email: sales@progsys.net - www.progsys.net



Improve financial management for your business by tracking, analyzing and manipulating expense reports from within Dynamics GP and the Web.



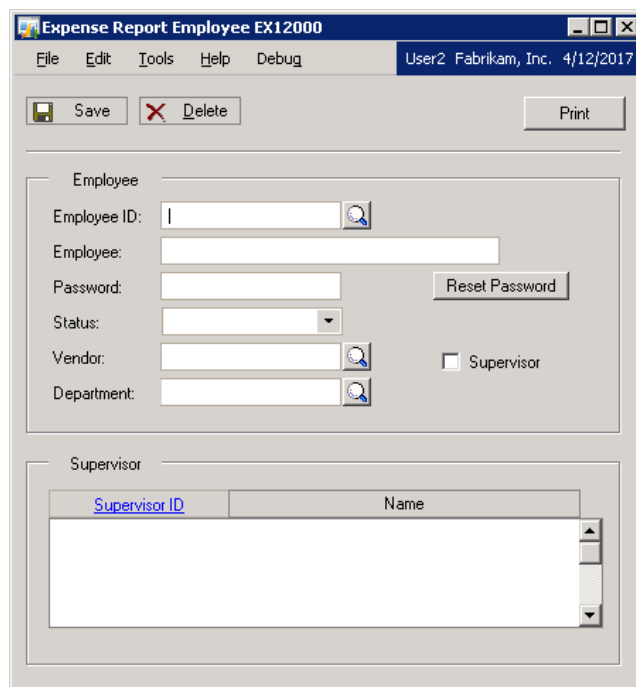
Payment Method EX13000

Payment Type	Description	Type	Paid By	Created User	Created Date	Last Update User	Last Update Date
1					0/0/0000		0/0/0000

Print

Easy Set up of Expense Types, Departments and more for flexible data entry.

Employee Control allows you to set up employees and outside contractors who can report expenses. Employees can be assigned to one or more supervisors for approval.



Expense Report Employee EX12000

File Edit Tools Help Debug User2 Fabrikam, Inc. 4/12/2017

Save Delete Print

Employee

Employee ID:

Employee:

Password: Reset Password

Status:

Vendor: Supervisor

Department:

Supervisor

Supervisor ID	Name