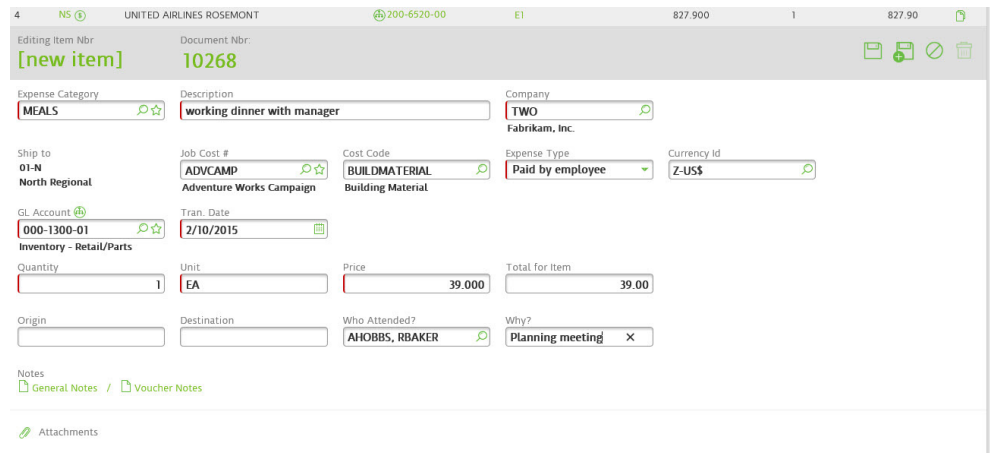


EXPENSE
MANAGEMENT
MODULE



ReQlogic Expense Management

ReQlogic's Expense Management module enables employees to enter expense reports using a browser interface. ReQlogic's advanced workflow engine ensures expenses are approved by the appropriate people before generating a payables transaction ready for reimbursement in Microsoft Dynamics®. This module is designed specifically for Microsoft Dynamics with real-time integration.



The screenshot shows a web browser interface for entering an expense report. The form includes fields for Expense Category (MEALS), Description (working dinner with manager), Company (TWO Fabrikam, Inc.), Job Cost # (ADVCAMP), Cost Code (BUILDMATERIAL), Expense Type (Paid by employee), Currency Id (Z-US\$), GL Account (000-1300-01), Tran. Date (2/10/2015), Quantity (1), Unit (EA), Price (39.000), and Total for Item (39.00). There are also fields for Origin, Destination, Who Attended? (AHOBBS, RBAKER), and Why? (Planning meeting).

Figure 1. Selecting the expense category

Expense reimbursements can be paid directly to employees or to company accounts. When the ReQlogic Invoice Module is present company accounts can be configured to be automatically processed through the Invoice Module for vendor payment.

"I haven't run into another software program yet that is as easy to use as ReQlogic. It is fast, easy, intuitive and user friendly, oh and by the way it is also a time saver – and I love it!"

Kim Keller,
Client Care Manager
The TM Group, Inc.



“We love ReQlogic for its great integration with Dynamics GP. It gives us a great level of comfort when it comes to data accuracy. We also like its light footprint and deployment over Intranet and Extranet, which is a good match for new technologies like Dynamics GP Web client. Users get access to functionality wherever they are!”

**Shaun Kong Ting,
Technical Application
Consultant, J.P. Marshall
Associates Co. Ltd.**

Benefits

- Enable employees to enter expense reports and monitor their status
- Import expense transactions from a bank or credit card account
- Avoid duplication of data entry in the AP module
- Automate the approval of the various expense types
- Impose expense policy rules (e.g. cannot exceed amounts by expense category)
- Process both reimbursable and non-reimbursable transactions
- Attach copies of receipts to accelerate approval and payment
- Track project data
- Optional deployment on Microsoft SharePoint

Additional features

- Default the GL account based on a number of criteria.
- Create controls and awareness of over-budget spending using budget controls.
- Process transactions in different currencies on the same expense report.
- Limit the expense categories and/or GL accounts visible to each end user.
- In conjunction with ReQlogic Mobile, users with smart phones can review status while out of the office. Reviewers can approve/reject and enter comments through their mobile devices.

Import Expenses

File Type: OFX/QFX File

User ID: RBAKER Rex Baker (Requester)

Expense Type: Paid by employee

Description: Attendance at Customer event

File Location: Choose File Amex Download...rch 2016.qfx

Multi-User File

Append to an Existing Document

Accept duplicate file name

Import

[Sample Excel File](#)

Figure 2. Importing expenses from a credit card download

For more information, please contact:



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