



EXTREM

EXPENSE AND TIME REPORTS MANAGEMENT

A REAL TIME BUSINESS MANAGEMENT TOOL

ExTreM Presentation

Main Features



Designed for multi company organizations
Automates the whole process of travel
and expenses management

- ❑ Provides the tools to manage and control all the functions associated with travel and expenses
- ❑ Automates every step from travel request to travel authorization, tickets purchasing, hotel
- ❑ Reservation, car rental, invoice checking, travel analysis
- ❑ Automates every step from expense report entry to back-office processing and reimbursement
- ❑ Resulting in significant time and cost savings

Main Features

Automatic reconciliation between company paid expenses and vendor invoices

Automatic reconciliation between taken and reported advances

Automatic reimbursement process – electronic payment by bank transfer

Automatic employee notification – for reimbursements, not reported advances...



Main Features



Keeps track of all cash and bank positions
Keeps track of all transactions : expenses, advances, reimbursements, cash movements, vendor invoices

Real time checking of expense reports and guided entry increase data accuracy

Summary and detailed reports with filtering options for viewing and analyzing data

Main Features

Handles company paid and employee paid expenses

Handles multiple currencies – expenses, advances, invoices

Easy to use, easy to understand, easily adopted by users

Integration with the company financial systems

Scalable: same product can be used for small companies as well as very large companies

Open architecture: Client Server on Local Area Network / WEB/ secure VPN / Citrix / RDS / Cloud

Connection over the Internet

Very short implementation cycle



Program Characteristics

Unique DataBase shared by multiple users (with access control), multi-sites

Automates all tasks, no re-keying of data is needed

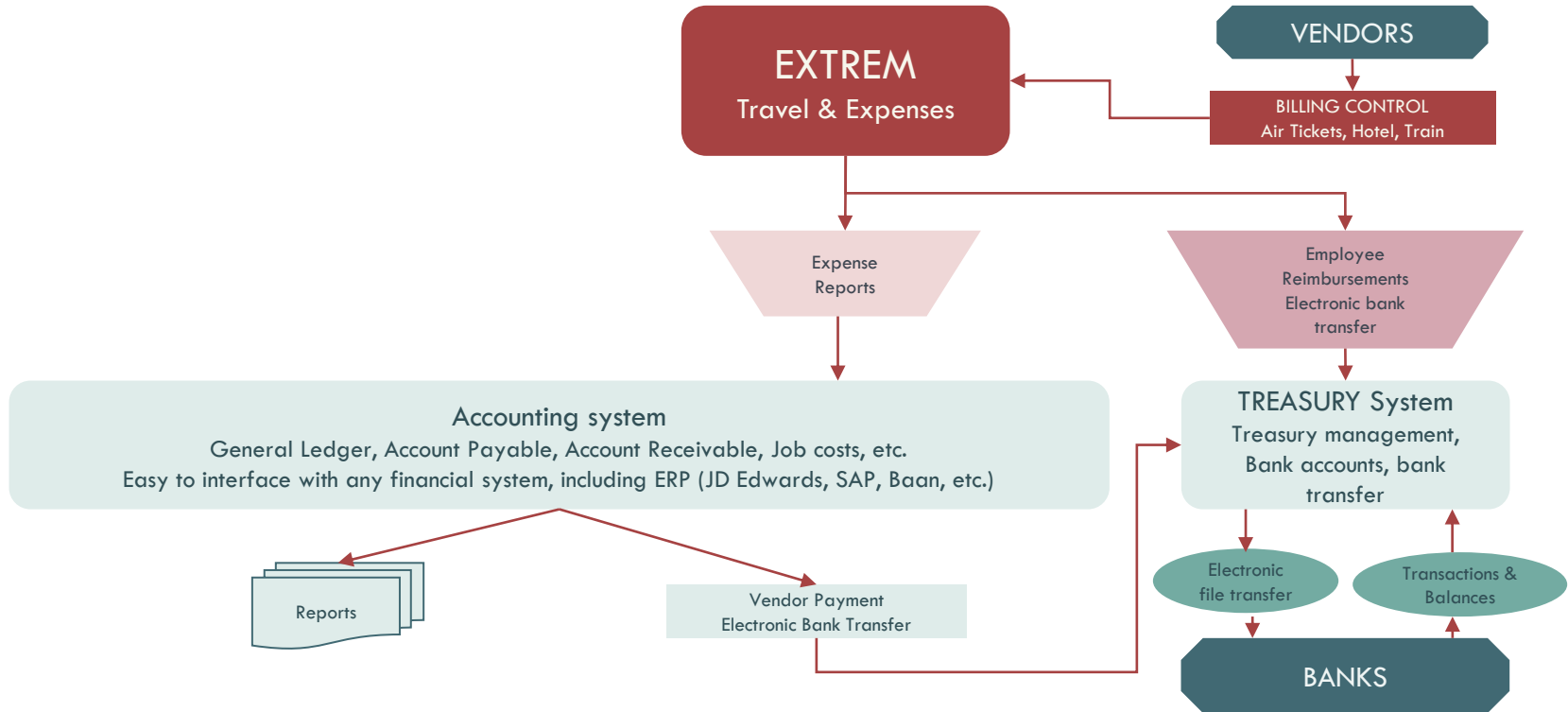
Flexibility – integrates each company specifics (structure, projects, clients, travel policy)

Tracks and records all transactions: expenses, reimbursements, cash movements, etc.

Easy Interface with the company ERP system

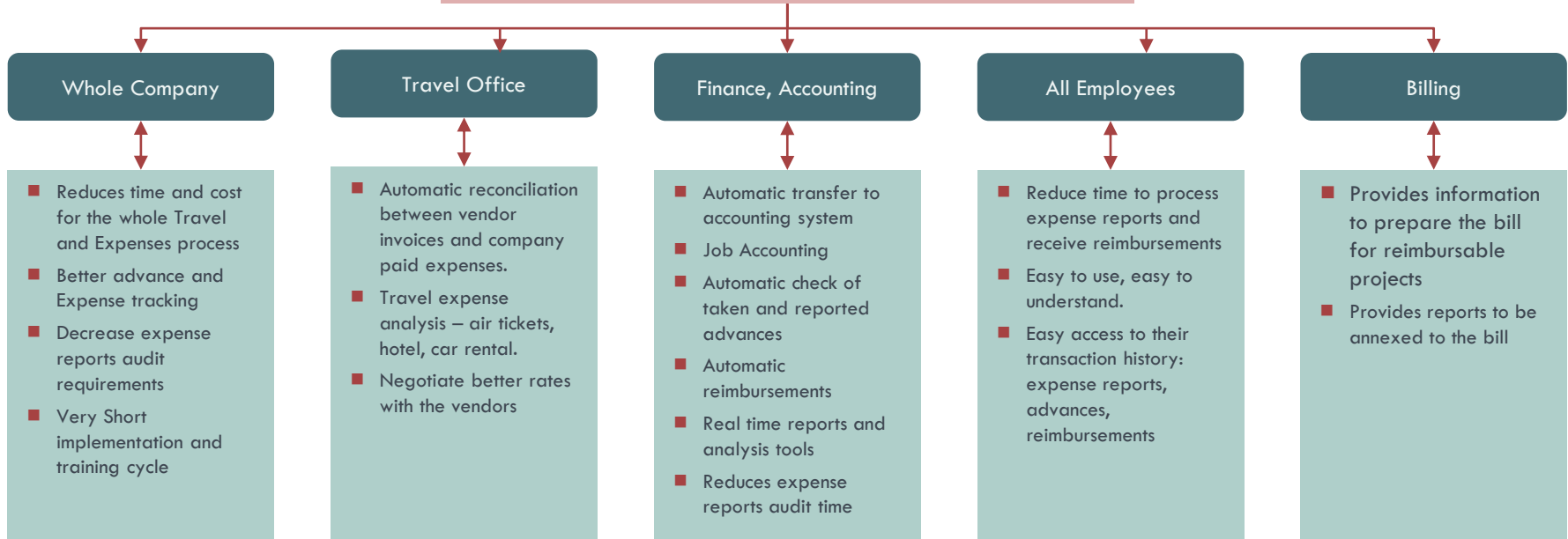


Integration into the company's information system



Travel and Expenses - Benefits

ExTreM Travel and Expenses



Key Benefits

Savings:

- ❑ Reduces by half the cost of processing travel and expense
- ❑ Eliminates multiple data keying
- ❑ Increases productivity and reactivity

Simplification :

- ❑ Automates the whole process of travel and expense management
- ❑ Reduces input errors at data keying
- ❑ Increases the speed of expense reports processing
- ❑ Facilitates the audits





ExTreM

Demonstration Travel Request & Associated Expense Report

This section presents more details on ExTreM

Travel and Expenses SYSTEM CAPABILITIES AND SETUP

Company LIST

	Company Number	Company Name	Mother Company
	51	EXTREM International USA	
	53	EXTREM International EUROPE	
	510	EXTREM France	51
▶	530	EXTREM Belgium	53
*			

Organization

Define the organizational structure of the company (corporate)

- companies
- employees with bank accounts

Define users and security information

Define

Vendors and Travel Agents

Expense types and expense restrictions

Currencies and exchange rates

Accounting information and Vat Types

Bank information for electronic payment orders

Employee List

	Company Number	Employee Number	Employee Name	Bank Name	B.
	51	10082	Hudson, Grant	Meryl Lynch	300
	51	10084	Kevin, Ling	CITY BANK	180
	51	10115	Long, Beach	CHEMICAL	180
	51	10119	Poitiers, Sidney	BARCLAYS	300
	51	10124	Jackson, Five	MERYL LYNCH	190
	51	10142	Parker, Cathy	ABN AMRO	300
	51	10153	Carrie, Malcolm	BARCLAYS	300
▶	51	10170	Strouts, Robert	CITY BANK	300
	51	10185	Russo, Jim	BARCLAYS	300

Expense Types

	Code	Description
	GP	Gas / Petrol
	HOTEL	Hotel
	INTERVIEW	Interview
	LAUNDRY	Laundry
	LUNCH	Lunch
	MISC	Miscellaneous
	MOVING	Moving
	OT	Other Transportation

Vendor List

	Vendor Number	Vendor Name
	AMEX	American Express
	AVIS	CAR RENTAL
	BUDGET	CAR RENTAL
	CW	Carlson Wagon Lit
	EUROPCAR	CAR RENTAL
	HAVAS	TRAVEL AGENT HAVAS
	HERTZ	CAR RENTAL
	IBIS	IBIS HOTELS
	NOVOTEL	NOVOTEL HOTELS
	SOFITEL	SOFITEL HOTELS

Reports / Data Analysis Tools

- Employee balances and unlimited transaction history for each employee
- Vendor balances and unlimited vendor transaction history
- Expenses by accounting category: client, job / used for billing
- Expenses by trip, by vendor, by employee, by type of expense...
- Reimbursement history with all details
- Cash positions and history of all cash movements
- Taken advances and not reported advances
- Tax calculation and history
- End of year reports – for the administration
- Travel Analysis – expenses by vendor, by travel agent, by destination, by type of expense – gives you the tools to negotiate better rates with your suppliers
- Automatic employee notifications, by mail or printed
 - when they receive reimbursements
 - when they owe money to the company
 - for not reported advances

Company private

Employee Balance

Automatic Reimbursement? (Yes / No)	Company Number	Employee Number	Employee Name	Balance (EUR)	Due
	300	20239	CHICHA, ALI	- 80.00	Employee
	300	31802	Dubois, Aude	- 80.00	Employee
	300	32273	DUR, JACQUES-OLIVIER	- 80.00	Employee
Total to reimburse				- 240.00	

Reports / Data Analysis Tools

- Easy to use, Excel style reports
- Reports can be displayed on screen, mailed, printed or exported to Excel for further analysis
- Unlimited, easy to use filtering options allow to extract data as needed
 - from date to date or by accounting periods
 - by company, department and employee
 - by client, job number and activity
 - by vendor or travel agent, destination, expense type
- Security: access to reports can be restricted by company and report number.
- E-Mail enabled

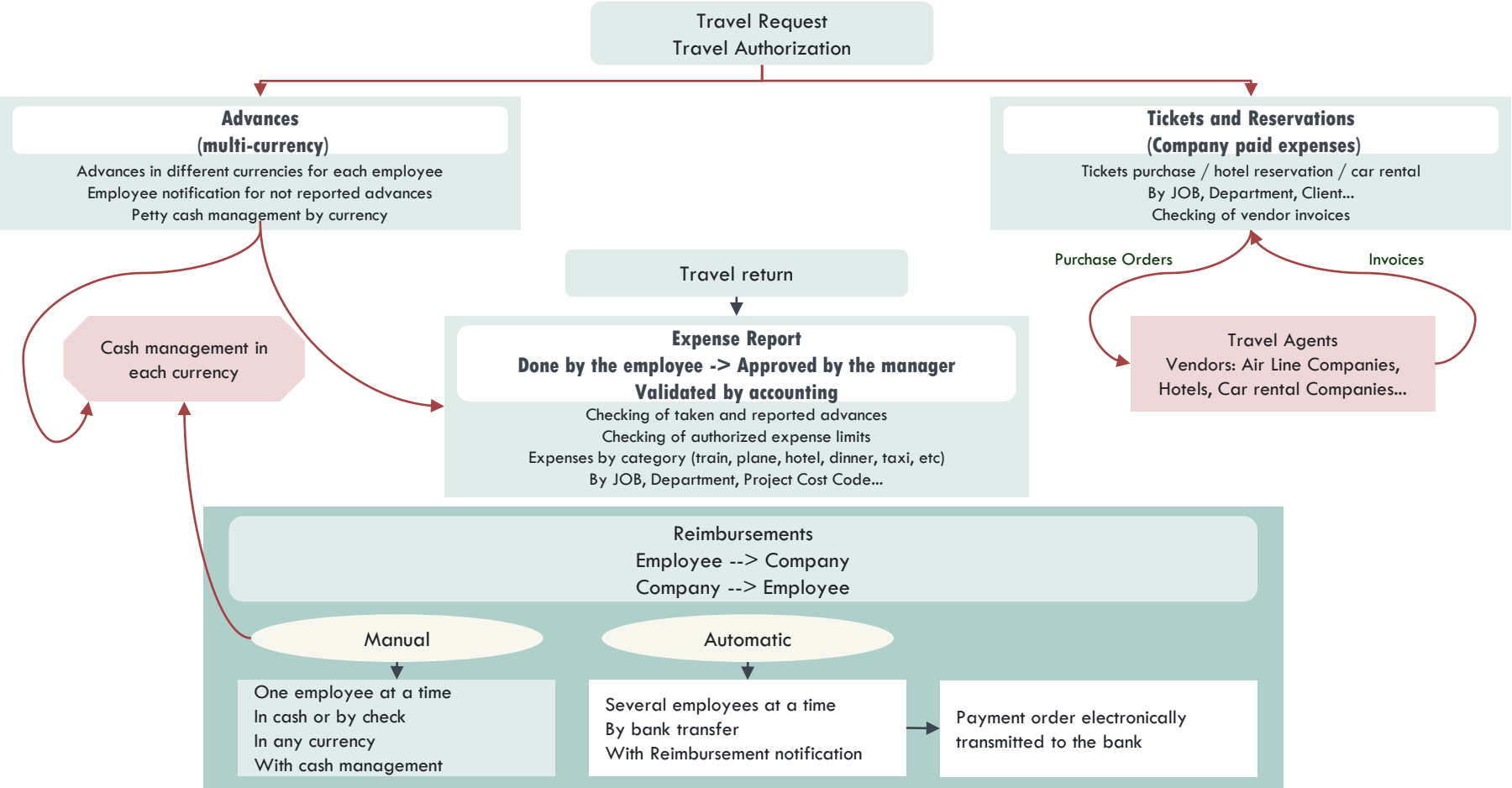
Expenses by accounting category
Accounting Month: From: 7.2003-1 To: 7.2003-4

Job Number	Department	Project Cost Code	Date	Expense Type	Expense Description	Currency	Amount	Amount (EUR)	Acc. Month
AX456	111	UD500	09/04/2003	HOTEL	Hotel	EUR	45.00	45.00	7
AX456	141	UG100	12/07/2003	PLANE	Plane fare	EGP	44.00	9.30	7
Total AX456								54.30	
JR5609	101	UC120	14/07/2003	PLANE	Plane fare	EGP	111.00	23.47	7
JR5609	141	UG100	09/04/2003	BAC	Bank Account Comm	EUR	10.00	10.00	7
Total JR5609								33.47	

Non reported advances

Company Number	Employee Number	Employee Name	Advance date	Currency	Amount	Trip Number	Days old
300	11238	Bares, Bernard	17/02/2004	EUR	500.00	1804	2
300	11527	AMAR, RACHID	19/02/2004	EUR	150.00	1818	0
300	11527	AMAR, RACHID	19/02/2004	USD	100.00	1818	0
300	31107	DURENE, ALAIN	19/02/2004	USD	250.00	1912	0
300	31107	DURENE, ALAIN	19/02/2004	GBP	100.00	1912	0

Travel and Expenses - Process Description



THANK YOU

WorkForce Schedule Presentation