A real time Business Management tool

Lantech-Soft

ExTreM

EXPENSE AND TIME REPORTS MANAGEMENT

Contact   contact@lantech-soft.com
            http://www.lantech-soft.com

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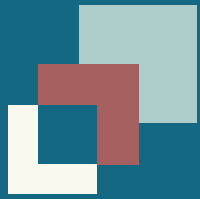
ExTreM is a software used to record expenses, travel organization and time spent by any employee.

Easy to implement (a few weeks) and friendly to use, the system is designed for multi-subsidiaries, multi-users, project and activity oriented; it is scalable from small companies to large international corporations whatever the currencies.

ExTreM improves productivity

It automates the whole process of travel and expense management:
- every step from travel request to travel authorization, tickets purchasing, hotel reservation, car rental, vendor invoice checking, travel analysis,
- everything from expense report entry on the traveler's computer to back-office processing, reimbursement and data analysis,

resulting in significant time and cost savings.

It automates the whole process of time recording.

Employees enter their own timesheets. Keying data is very friendly and simple. The system insures precise and accurate records of the information and approval through data validation at the entry level, saving a lot of time usually spent on timesheet verification.

Missing or uncompleted timesheets can be followed up by supervisors, as well as Management without delay, making sure all timesheets are entered and completed, approved and stored in a single database.

Paper timesheets are no longer required.

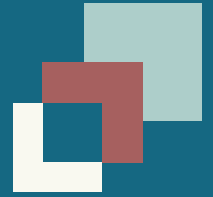### ExTreM increases reactivity and policy compliance

Real time analysis of expenses and time spent on the project allows management to detect anomalies as soon as they are reported (once a week or shorter) and do the necessary adjustments.

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Analysis and corrections can be done on line directly on the computer, by authorized person, to inform employee of non compliance or missing information.

ExTreM increases profitability

In addition to its business management capabilities, ExTreM is paid back within few months due to administrative time saved. Billing a client is easy and exhaustive because ExTreM tells you what expenses and time (including billing rates) are belonging to a project/client for a given period.

KEY FEATURES

- Automatic general ledger account distribution, easy to interface with your accounting system

- Automatic building of account numbers, as defined in your configuration

- Charges the expenses and hours to different accounts, departments, projects, activities, etc.

- Eliminates all manual data entry and re-keying associated with expense reports and time sheets in your accounting system

- Automatic reimbursement process, by electronic bank transfer.

- Automatic reconciliation of taken and reported advances, as well as employee notification (either printed or via email)

- Files all transactions (employee and company paid expenses, reimbursements, advances, cash movements, vendor bills)

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