



CENTRIX SOLUTIONS, INC.

CentrixEMS™

On-line Expense Management System

For many companies, the process of submitting, approving, and reimbursing employee expenses is handled using paper forms, spreadsheets, and manual data entry. These processes are inefficient and do not provide important control, tracking, and reporting capabilities. CentrixEMS™ provides automation of expense processing, cost savings, and the management controls necessary in today's business climate.

If your company uses paper forms or spreadsheets for expenses, CentrixEMS™ makes business sense!

CentrixEMS™ manages expense forms from submission to approval to payment. Employees use the intuitive browser-based user interface to enter and approve expenses for both reimbursable expenses and corporate credit card activity, while the accounting function is simplified via integration with the accounts payable system. The management controls and workflow automation of CentrixEMS™ will provide immediate benefits in the form of reduced processing costs, organizational efficiency, accuracy, and enhanced corporate oversight of expense activity.

Employee acceptance is virtually guaranteed as reimbursable expenses are processed faster because expense forms will no longer sit for days waiting to be approved or processed. Remote or traveling employees can conveniently access the system via the internet and each employee can view their expense history on-line, including items pending payment and past expenses that were previously paid.

CentrixEMS™ Features & Benefits

- On-line expense submission eliminates paper expense forms or spreadsheets
- User defined data fields enable customization for your organization
- Expenses can be allocated amongst multiple departments
- Employees can view their expense history
- Remote or traveling employees can access via the internet
- Approval workflow expedites expense processing
 - On-line approval / denial
 - Automated email notifies managers that an expense form requires their approval
 - Flexible approval reassignment when the original approver is absent
- Managers can easily monitor expense activity posted against department budgets
- Import credit card billing file to eliminate manual entry of corporate credit card activity
- Interface with the accounts payable system to eliminate cumbersome, error-prone data input
- In-house or Outsourced: Install on a server within your company or buy it as a service

Continued



**For more information call (402) 488-3990 or visit our web site at
www.centrixsolutions.com**



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Expense Summary

Expenses To Approve -Hide

Expense ID	Requestor	Expense Type	Date Requested	Status	Amount
79	George Washington	Expense Reimbursement	4/26/2007		\$179.23
80	Jeff Anderson	Credit Card	4/26/2007		\$1,122.74

My Current Expenses -Hide

Date Requested	Expense Type	Amount
4/24/2007	Credit Card	\$620.00

My Submitted Expenses - Hide

Date Requested	Expense Type	Status	Amount	View	Reprint Expense
4/6/2007	Expense Reimbursement		\$204.65	View	Reprint Expense
4/9/2007	Expense Reimbursement		\$380.83	View	Reprint Expense

Past 30|60|90 Days

My Expense History +Show

Legend - Hide

- The expense has been approved
- The approval is in review
- The expense has been denied

EXPENSE SUMMARY

- **Expenses to Approve:** Only shows for managers
- **My Current Expenses:** Any expense form the employee has entered but not yet submitted
- **My Submitted Expenses:** Any expense form submitted but not processed by accounting
- **Expense History:** All expense forms for the past 90 days

ADD EXPENSE ITEMS

- Employee's enter expenses and submit for approval
- User-defined fields enable the system to be customized for your company
- Click "Next" to submit manager approval and print a voucher to include with receipts

Add Expense Reimbursement Item

Expense Description: Date of Expense: Select Date

Client Portfolio Number:

Persons Attending:

Item Type: Item Category: Amount: Total:

Expense Amt: GL Account: Number: 12344

Food: Department: +Allocate Number: 3 Percent:

Marketing: Add

User-defined fields help track expense information specific to your company

Expense Approval

Brad Johnson Financial Technology Conference Expense Reimbursement

Description	G/L Account	Department	Mileage	Amount	
Lunch	Food(12344)	Information Systems(4)	0	9.56	Detail
Lunch	Food(12344)	Information Systems(4)	0	17.25	Detail
Hotel	Lodging(12347)	Information Systems(4)	0	563.25	Detail
Dinner with XYZ Company	Food(12344)	Information Systems(4)	0	126.98	
Airfare	Travel(12345)	Information Systems(4)	0	295.14	
Total Amount:				\$1,122.74	

* Indicates credit item

Notes:

Approve

Deny

EXPENSE APPROVAL

- Supervisors receive an email when they have an expense form to approve
- Expenses pending approval are immediately displayed when a supervisor accesses the system
- Notes can be entered and the expense can be approved or denied