

**Web-Based
Employee Expense
Entry**

Secure log-in using
asp.net website

Simple data entry, Easy
to Use

Doesn't require Project
Accounting

GL integration standard,
Optional AP and Project
Accounting integration

Full intercompany
capabilities

Multiple allocations for
expense lines

Does not require a Sage
MAS500 user

Easy installation and
setup, Seamless upgrade

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Rapid-IT Expense Manager simplifies your expense entry and approval process into Sage MAS500. Users access Rapid-IT Expense Manager via a secure asp.net website. The solution allows for expense entry, approval and posting. Sage MAS500 Project Accounting module is not required. Provides for seamless upgrades.

- Rapid-IT Expense Manager provides simplified data entry
- Rapid-IT Expense Manager allows users to define unlimited expense groups and types
- Approval levels limit expenses being entered directly to Sage MAS500
- Roles based entry and approval
- Employees can enter expense reports directly or an Executive Assistant can enter multiple reports for a group of employees
- Multiple Executive Assistants can be assigned to employees
- Users with "Posting" role can review expense entries, accept or reject
- Rejected entries can be sent back to the employee for review and re-submittal
- Accepted transactions flow into Sage MAS500 GL creating an unposted GL journal entry for accounting staff to review
- Expenses can be posted to intercompany General Ledger and Reference Codes
- Optional add-in for Accounts Payable and Project Accounting
- Rapid-IT Expense Manager provides full detail expense tracking history and reporting
- Users can print an expense report or export in pdf

For more information contact sales@waterviewit.com