

EXTREM

Expense and Travel Reports Management

Company	Paris Office
Employee	pala
Password	*****

 [Login](#) [Change Password](#)  [Logout](#)

PALARAN, BO

General Configuration

Travel and Expenses


Travel and Expenses Reports

Travel and Expenses Accounting

Version 5.0.0.10

End Program

About ...

 Mail not available

TRAVEL EXPENSE SYSTEM

User Manual

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1.1 Installation

Files on the installation CD:

- Setup.exe – installation file
- SetupExtrem.bat – command file for quiet installation
- Import Templates – directory containing templates for files to be imported into the database
- Extrem.doc – the user manual
- CreateExtremDatabase.sql – script to create the “Extrem” Database

Use the Setup programs to install EXTREM program and files in the directory you want (ex: C:\ExtremSoft\). After installation, this directory should contain the following files:

- **ExtremSoft.EXE** – main program
- **ExtremSoft.INI** - initialization file
- **ExpFiles** – subdirectory for Expense reports files, which contains:
 - **Expense.xls** - Excel form for the expense report.
 - **TravelRequest.xls** – Excel form for the travel request
 - **DueCompanyModel.rtf** - Word document used as a template for printing employee notifications (money due to company message)
 - **NonReportedAdvancesModel.rtf** - Word document used as a template for printing employee notifications (non reported advances message)
 - **ReimbursementModel.rtf** - Word document used as a template for printing employee notification (automatic reimbursements)
 - **RejectedExpenseReportModel.rtf** – Word document used as a template for printing / mailing employee notification for rejected expense reports.
 - **SignExpenseReportModel.rtf** – Word document used as a template for sending mail to approvers informing them that Expense Reports are waiting for their approval.
 - **SignTravelRequestModel.rtf** - Word document used as a template for sending mail to approvers informing them that Travel Requests are waiting for their approval.
 - **Invmodel.xls** - invoice file model. This is just the model of the Excel file containing vendor invoices which can be imported by EXTREM (see ‘Vendors invoices’ for more information).
- **TranslateFiles** – subdirectory for translation files, which contains:
 - **language.txt**
 - **translat.txt**

Install the SQLServer database:

- install SQLServer software on a Windows 2000 server (let’s say it’s IP address is 150.125.60.214)
- create a user “adminextrem” with a password “extrempassw”
- create a catalog for your database (ex: EXTREM)
- add the user “adminextrem” as this database owner
- modify the initialization file (EXTREM.ini) to reflect this configuration:

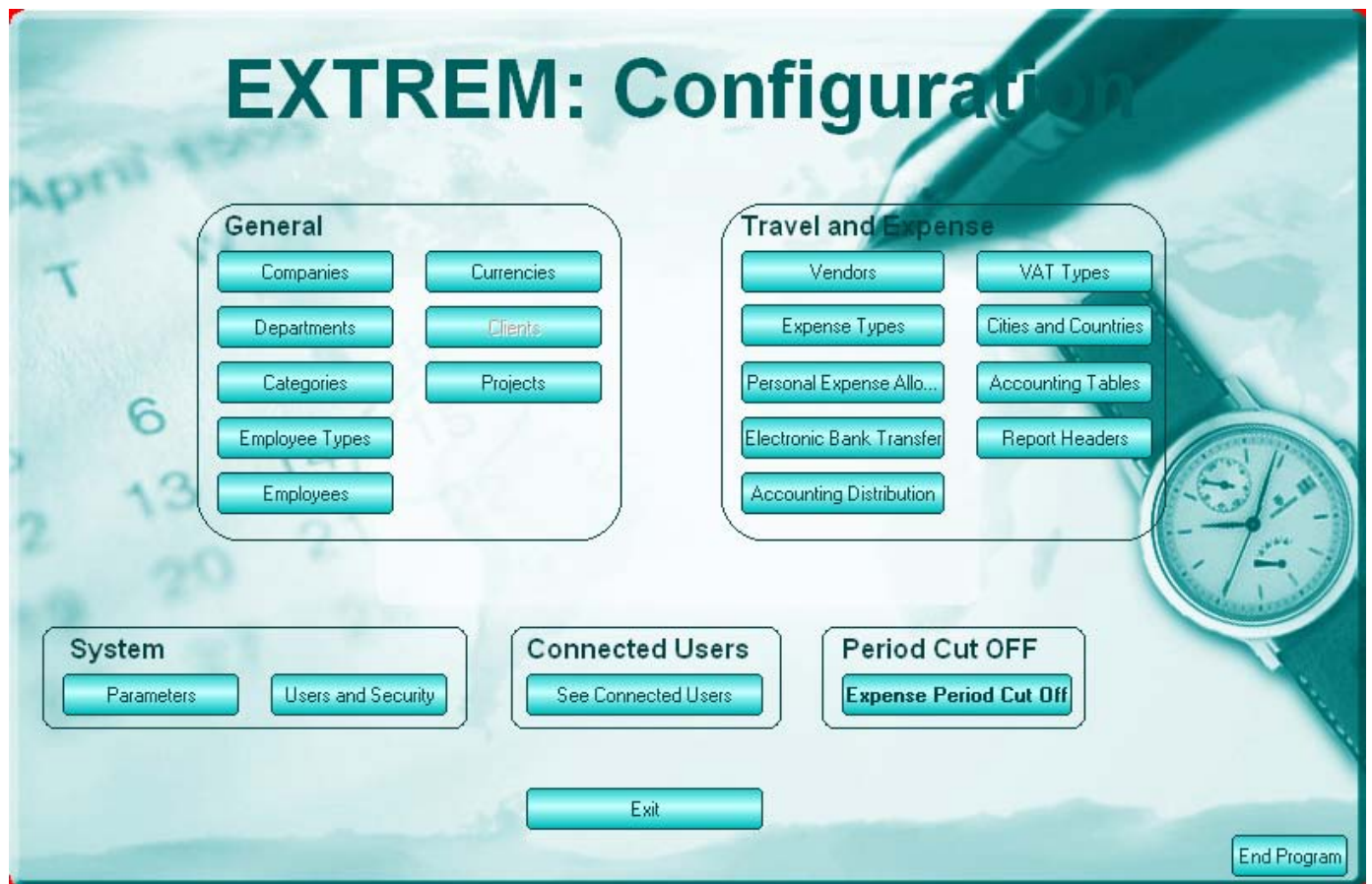
[Database]

```
DataBaseType=SQLServer
DataBaseName=EXTREM
NetWorkLibrary=dbmssocn
Server=150.125.60.214
QueryTimeOut=300
```

- Create the tables and views on SQLServer, using the database creation script (CreateEXTREMDatabase.SQL).

1.2 Configure the companies

After the program installation, the first time you run ExtremSoft, you'll see the following screen:



Click on the 'Companies' button. You'll get the following screen:

Companies				
Company number	Company Name	Mother Company	Language	
1	EXTREM SOFTWARE USA		English	1 - Extrem Software Usa
2	EXTREM ROMANIA		English	2 - Extrem Romania
3	EXTREM FRANCE		English	3 - Extrem France
4	EXTREM BELGIUM		English	360 - Extrem Marseille
5	EXTREM NORTH EUROPE		English	350 - Extrem Informatique
100	EXTREM NEW YORK	1	English	330 - Grenoble Office
101	EXTREM ENGINEERING BOS	1	English	320 - Lille Office
102	EXTREM DEVELOPMENT HO	1	English	310 - Lyon Commercial Office
105	TECHNICAL SUPPORT DALL	1	English	300 - Paris Office
110	EXTREM ENGINEERING BOS	1	English	4 - Extrem Belgium
				5 - Extrem North Europe

Enter here the information for the company:

Company Number – a number that identifies the company

Company Name – the name of the company

Mother company – the company that owns this company

Language – default language for employees in this company

You need to create at least one company to be able to use the program.

Departments - Show departments

Print - Prints the company list

→Excel - Export to Excel

Import - Imports company list from excel file

1.3 Configure the employees and users

Next thing to do is to configure one or more employees in the 'Employee List'.

Click on the 'Employees' option and the program will display the screen for employees configuration.

This screen will be explained in detail in the chapter "Configuration - Employees". For the time being, all you have to do is to enter your employee number and employee name. The system will fill in some of the other columns with default data.

You can add one or more employees at this moment, as you wish.

Display Columns: General Information Expense Reports Information							
96258 VANDENE, PHILIPPE							
Emp. Number	Employee Name	Automatic Reimbursement	Bank Name	Bank Number (1)	Bank Number (2)	Bank Number (3)	
1133	ALBIN, ILHAM	Oui	BNP	12345	selsf	serrr	
2084	ANDRIES, ALAIN	Oui	BNP PARISBAS	1234	45454545	1234567890	
11588	ADSSO, MARIELLE	Oui	CA MARSEILLE LE	44	4567	1234567890	
11577	ARBAGIC, BATIR	Oui	CE ILE DE FRANCE	44	4567	1234567890	
11527	AMAR, RACHID	Oui	SG SOGEFRPP	44	4567	1234567890	
11085	Assa, Seed	Oui	CL PUTEAUX LA	44	4567	1234567890	
11512	Zuet, Francois	Oui	SG PARIS PONT NEUF	44	4567	1234567890	
11318	Zanzibar, Geta	Oui	C. E RHONE ALPES	44	4567	1234567890	
11314	Willy, Grand	Oui	BNP NANTERRE	44	4567	1234567890	

Click 'Exit' when you finished, you will return to the previous screen.

The next thing to do is to configure one or more users in the 'Users List'.

For this, click on the **Users and Security** button and the screen for the user's configuration will be displayed.

This screen will be explained in detail in the chapter 'Configuration - Users and Security'. For the time being, the minimum to do is to configure one user, among the employees already entered in the 'Employee List'.

Enter the company and employee number, validate by hitting 'RETURN' or by changing the column, and type 'Y' (Yes) in the column 'Is Admin' (Is administrator). This will give this person access to all the program options. You don't need to type the employee name, the program will do it for you.

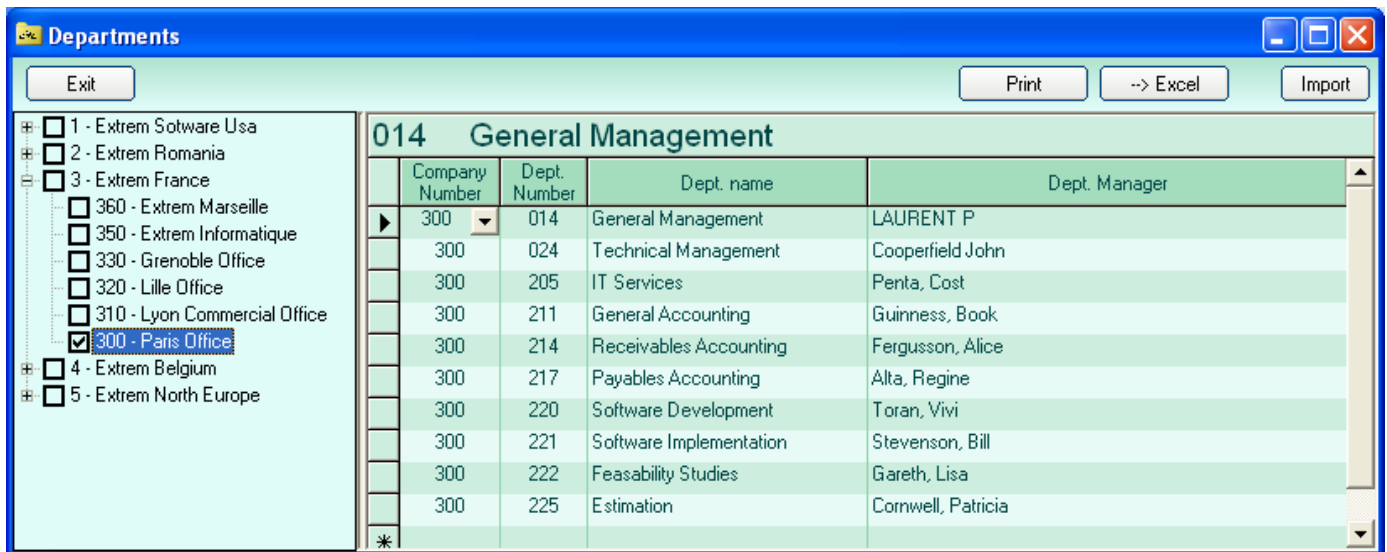
Display: General Rights Expense Rights													
11246 Baveur, Michel													
Company Number	User Number	User Name	Is Expense Admin.	Can Approve Expense Report	Can Do Reimb.	Can Access Trips	Can Access Advances	Can Access POs	Can Access Invoices	Can Do Expense Period Closure	Can Do Accounting Distribution	Can Access Cash	
300	1133	ALBIN, ILHAM	Oui	Non	Non	Oui	Non	Non	Non	Non	Non	Non	
300	4095	AUBRY, VALERIE	Oui	Non	Oui	Non	Oui	Oui	Oui	Oui	Oui	Oui	
▶ 300	11246	Baveur, Michel	Non	Non	Non	Non	Non	Non	Non	Non	Non	Non	
300	10982	Beier, Philippe	Non	Non	Non	Non	Non	Non	Non	Non	Non	Non	
300	11661	BLAUNAY, OLIE	Non	Non	Non	Non	Non	Non	Non	Non	Non	Non	

Be sure to have at least one administrator in this list (IsExpenseAdmin=Yes).

Passwords: At the beginning, you can log-in without a password. Please change it immediately after the first log-in by using the 'Change Password' menu.

2.1 Configuration - Departments

The following screen is used for Departments configuration:



Check one or more companies in the company list on the left of the screen to display people belonging to these companies.

Click on the right button to hide/display the company list.

Enter here the information for the department:

- *Company number*
- *Department number – code of the department*
- *Department name – department description*
- *Department Manager – name of the department manager*

2.2 Configuration - Employees

The following screen is used for employee configuration:

96258 VANDENE, PHILIPPE							
Emp. Number	Employee Name	Automatic Reimbursement	Bank Name	Bank Number (1)	Bank Number (2)	Bank Number (3)	
1133	ALBIN, ILHAM	Oui	BNP	12345	sfsf	serr	
2084	ANDRIES, ALAIN	Oui	BNP PARISBAS	1234	45454545	1234567890	
11588	AOSSO, MARIELLE	Oui	CA MARSEILLE LE	44	4567	1234567890	
11577	ARBAGIC, BATIR	Oui	CE ILE DE FRANCE	44	4567	1234567890	
11527	AMAR, RACHID	Oui	SG SOGEFRPP	44	4567	1234567890	
11085	Assa, Seed	Oui	CL PUTEAUX LA	44	4567	1234567890	
11512	Zuet, François	Oui	SG PARIS PONT NEUF	44	4567	1234567890	
11318	Zanzibar, Geta	Oui	C. E RHONE ALPES	44	4567	1234567890	
11314	Willy, Grand	Oui	BNP NANTERRE	44	4567	1234567890	

Display options:

- All employees** - displays all people, present or not
- Present employees** - displays only present people
- With cards** - displays only people who have company cards (column HasCard=Yes)

Check one or more companies in the company list on the left of the screen to display people belonging to these companies.

Click on the right button to hide/display the company list.

The employee information has been split in four major groups, described below:

General information

- *Company number*
- *Employee number*
- *Employee name*
- *Present* - if the employee is present or not
- *Date In* - the hire date
- *Date Out* - the date when he left
- *Make Expense Report* – this employee makes expense reports
- *Department Number* – employee department number
- *Productive* – (Yes or No) – Productive or Unproductive
- *Employee type* – one of the employee type that you have defined (see Employee types”)
- *Approver Company, Number, Name* – person who will sign the expense reports and travel requests
- *Part Time(Yes / No)* – for HR only
- *Male / Female (M or F)* – for HR only
- *Classification, Function* – for HR only
- *Email Address* - employee email address, as configured in your Email system. Ask your Email administrator.
- *Language* – language for this employee

Expense Reports information

- *Automatic reimbursements* - if the employee can be reimbursed by electronic bank transfer, enter Yes, otherwise enter No
- *Cash balance* - displays the amount that represents the employee balance (due to employee or to company). This information is calculated by the system.
- *Employee Account* - if you need a separate account number for each employee in your accounting system, enter it here, if not, leave it blank. See the chapter 'Configuration - Account distribution' for more information
- *Bank name* - the name of the employee bank
- *Bank number* (1),(2),(3),(4),(5)- several numbers representing the employee bank account number - needed for electronic bank transfer configuration (see 'Configuration - Electronic bank transfer' for more information)
- *Has card* - if the employee has a company card or not (Yes or No)
- *Card Number* – number of the card
- *Card Bank Name* - name of the bank that keeps the card account
- *Car Type* – type of the car for this employee
- *Car Description* – description of the car

How to use this screen:

- New employees - Use the last (empty) line to enter new employees - be sure the employee number is not already in the list (display ALL PEOPLE) and check using the filter option
- Delete - select the entire line by clicking in the leftmost column, then press the 'DELETE' key
- Update data - type directly the new information
- Save modifications - click on a different row in the grid or click the **Save** button
- Cancel modifications - press 'ESCAPE' to cancel modifications for the current cell. Press 'CTRL Z' or press the **CANCEL** button to cancel the whole row.
- Sort ascending - click on a column header
- Press F11 to go to the beginning of the list
- Press F12 to go to the end of the list

If you click on the small button in the “employee name” cell, a menu will roll down, as shown below:

300	11238	Bares, Bernard	Oui	11/06/2003	Oui	Oui	214
300	11571	Baudocq	Oui	06/11/2002	Oui	Oui	205
300	10868	Baut, Leo	Oui		Oui	Oui	217
300	11246	Baveur, M	Oui		Oui	Oui	014
300	11523	Bean, Jea	Oui	24/04/2002	Oui	Oui	222
300	10982	Beier, Phi	Oui		Oui	Oui	024
300	11242	Bella, Pierr	Oui		Oui	Oui	222

Passports – see chapter “Configuration – Passports and Other Documents”

Medical File – see chapter “Configuration – Medical File”

Emp. Profile – displays the employee profile, as shown below:

Employee Profile

Employee Number: 300-11238 **Name:** Bares, Bernard

Company: 300-Paris Office **Emp. type:** Permanent **Birth Date:**
Department: 214 Receivables Accounting **Function:**
Contract Type: **Date In:** 11/06/2003 **Date Out:**
Email Address: bogdan.palada@wanadoo.fr **Nationality:**

Approver: 300-1000 Harant, Patrick

Home Address:

Phones

Cell Phones

Faxes

Documents**Visas**

Doc. Number	Description	Validity	Country	Visa Type	From Date	To Date	Place
456	My pass	10/07/2010	Belgique	WORK	01/04/2003	01/07/2003	Bruxelles
			Belgique	TOURIST	01/05/2003	01/08/2003	Liège
789	Second pass		United Kingdom	WORK	01/04/2001	01/07/2001	London
			Romania	WORK	01/07/2001	01/10/2001	Bucarest

Medical File

Country	Checkup Name	CheckUp Date	Validity	Comment
France	Visite Médicale annuelle	05/04/2003	05/04/2004	Chaque année, médecin du travail
Malaysia	Visite médicale Malaisie	01/10/2003	01/10/2004	Malaisie
Malaysia	Vaccin Fièvre jaune	01/04/2002	10/05/2003	Yellow fever

Last Trips

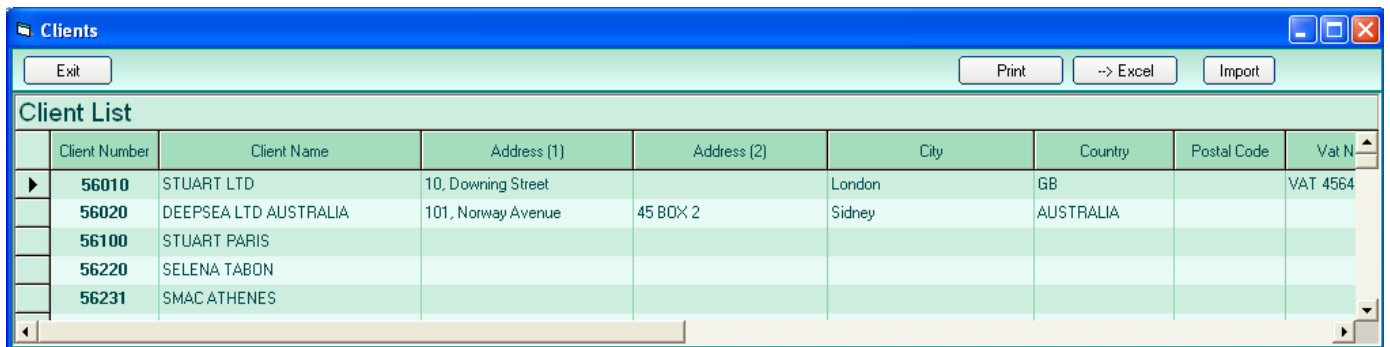
City	Country	From Date	To Date	Trip Number	Place
T Marseille	France	10/07/2004	15/07/2004	1963	
T Lyon	France	01/07/2004	05/07/2004	1960	
T London	United Kingdom	01/06/2004	10/06/2004	1951	

Importing Employees

- importing from an excel file:
 Prepare an Excel file using the supplied template
 EmployeeList.xls
 Click on the **Import** button.
- importing from an external source
 Click on the **External Source** button, and then double-click on the employee you want to import

2.3 Configuration - Clients

The following screen is used for client configuration:



	Client Number	Client Name	Address (1)	Address (2)	City	Country	Postal Code	Vat N
▶	56010	STUART LTD	10, Downing Street		London	GB		VAT 4564
	56020	DEEPSEA LTD AUSTRALIA	101, Norway Avenue	45 BOX 2	Sidney	AUSTRALIA		
	56100	STUART PARIS						
	56220	SELENA TABON						
	56231	SMAC ATHENES						

The information to be entered is:

Client Number - client code
 Client Name - client name
 Address (1) - address (first part)
 Address (2) - address (second part)
 City - city
 Country - country
 Postal Code - postal code
 VAT Number - VAT number

Buttons on this screen:

Print - Print the client list
>>Export - Export client list to Excel
Import - Import client list from Excel table

2.4 Configuration - Projects

The following screen is used for project configuration:

Company	Job Number	Job Description	Job Type	Is Open	Date In	Date Out	Specific Employee List	Billable	Client Number	Client Name	Client Job Number
300	00001	Site Development	Contract	Oui	25/06/1998		Non	Non	ATOGP	ATOMIC INTEGRATED	ATOGP-0000
300	5253	Feasibility study ET PRO	Proposal	Oui	01/04/2001		Non	Non	AXE	ACSA	AXE-5253
300	MM001	EXTREM Business	GENERAL	Oui	01/07/1998		Non	Non			
300	MM002	Business development	GENERAL	Oui	01/07/1998		Non	Oui			
300	MM003	Technical Documentation	Contract	Oui	01/07/1998		Oui	Oui			

The information to be entered here is:

Company Number – the company to which the project belongs

Job Number – your job number

Job Description – the job description

Job Type – 3 possibilities:

- Contract – job is a contract
- Proposal – job is a proposal
- General – overhead

Is Open – if job is open, people can charge expenses on it

Date In – date when the job was first open

Date Out – date when the job was closed

Specific Employee List – if yes, you can define a list of people authorized to charge on this job

Billable – job is billable (future use)

Client Number - code of the client

Client Name – name of the client (automatic, no need to enter it)

Client Job Number – client reference for this job

Buttons on this screen:

Print - Print the client list

--> Excel - Export to Excel

Import - imports projects from an Excel table

2.41 List of Authorized people

This form will allow to define a list of employees who are authorized to charge on a specific project:

300-T0803 FRAIS DEPLACEMENTS VOITURES							
Employees		11527 AMAR, RACHID					
	Comp. Number	Emp. Number	Employee Name	Job Company	Job Number	Job Description	Enabled
<input checked="" type="checkbox"/>	300	11527	AMAR, RACHID	300	T0803	FRAIS DEPLACEMENTS	Yes
<input checked="" type="checkbox"/>	300	11238	Bares, Bernard	300	T0803	FRAIS DEPLACEMENTS	Yes
<input checked="" type="checkbox"/>	300	71244	PALARAN, BO	300	T0803	FRAIS DEPLACEMENTS	Yes

First, choose the job for which you want to define authorizations. You can do that either by calling this window from the project list, or by selecting a job with the See Jobs button, or by typing the job number in the text box near this button.

Then, you can begin adding employees to this list.

Several ways to do this:

- 1 - Type the employee number in the corresponding column, and then hit TAB or click on another column or row. If the number is correct, the program will fill the rest of the columns.
- 2 - Type the first letters of the name in the corresponding columns, and then hit TAB or click in another columns or row. The program will look for the corresponding employee and, if found, will fill the rest of the columns.
- 3 - Press the Select Employees button, and then choose an employee in the displayed list.

Choose Employees							
Em 1133 ALBIN, ILHAM							
	Comp. Number	Emp. Number	Employee Name	Employee Type	Productive	Present	
<input checked="" type="checkbox"/>	300	1133	ALBIN, ILHAM	Permanent	Oui	Oui	01
<input checked="" type="checkbox"/>	300	11527	AMAR, RACHID	Permanent	Oui	Oui	06
<input checked="" type="checkbox"/>	300	2084	ANDRIES, ALAIN	Permanent	Oui	Oui	04
<input checked="" type="checkbox"/>	300	11588	ADSSO, MARIELLE	Permanent	Oui	Oui	30
<input checked="" type="checkbox"/>	300	11577	ARBAGIC, BATIR	Permanent	Oui	Oui	04
<input checked="" type="checkbox"/>	300	11085	Assa, Seed	Permanent	Oui	Oui	
<input checked="" type="checkbox"/>	300	11003	Asyme, Malain	Permanent	Oui	Oui	
<input checked="" type="checkbox"/>	300	11315	Attira, Minar	Permanent	Oui	Oui	
<input checked="" type="checkbox"/>	300	11569	Ay, Ahmed	Permanent	Oui	Oui	18
<input checked="" type="checkbox"/>	300	11239	Barbe, Bleu	Permanent	Oui	Oui	24
<input checked="" type="checkbox"/>	300	11238	Bares, Bernard	Permanent	Oui	Oui	
<input checked="" type="checkbox"/>	300	11571	Baudocque, Alain	Permanent	Oui	Oui	06

2.5 Configuration - Users and Security

The following screen is used to enter users and access rights:

Display:													
General Rights													
Expense Rights													
11246 Baveur, Michel													
Company Number	User Number	User Name	Is Expense Admin.	Can Approve Expense Report	Can Do Reimb.	Can Access Trips	Can Access Advances	Can Access POs	Can Access Invoices	Can Do Expense Period Closure	Can Do Accounting Distribution	Can Access Cash	
300	1133	ALBIN, ILHAM	Oui	Non	Non	Oui	Non	Non	Non	Non	Non	Non	
300	4095	AUBRY, VALERIE	Oui	Non	Oui	Non	Oui	Oui	Oui	Oui	Oui	Oui	
300	11246	Baveur, Michel	Non	Non	Non	Non	Non	Non	Non	Non	Non	Non	
300	10982	Beier, Philippe	Non	Non	Non	Non	Non	Non	Non	Non	Non	Non	
300	11661	BLAUNAY, OLIE	Non	Non	Non	Non	Non	Non	Non	Non	Non	Non	

The data to be entered is:

- *Company Number*-the company number
- *User Number*-the employee number
- *User Name* – automatically entered by the program, when validating the employee number

Expense Rights

- *Is Expense Admin* - this user is an administrator for the expense reports system, which means that he has all the rights - If 'Yes', this information supersedes all the others
- *Can Approve Expense reports* - user has the right to approve expense reports
- *Can Do Reimbursements* - user has the right to do reimbursements
- *Can Access Trips* - user has the right to enter trips
- *Can Access Advances* - user has the right to enter advances
- *Can Access POs* - user has the right to enter purchase orders (company paid expenses)
- *Can Access Invoices* - user has the right to enter vendor invoices
- *Can Do Expense Period Closing* - user has the right to do closures
- *Can Do Accounting Distribution* - user has the right to access accounting distribution (see chapter 'Miscellaneous - Accounting distribution')
- *Can Access Cash* - user has the right to access cash position/ History/ transactions (see chapter 'Miscellaneous - Cash position / History')
- *Can Access Employees* - user has the right to do employees configuration (see chapter 'Configuration - Employees')
- *Can Access Vendors* - user has the right to do vendors configuration (see chapter 'Configuration - Vendors')
- *Can Access Expense Categories* - user has access to the expense categories configuration (see chapter 'Configuration - Expense categories')
- *Can Access EBT Configuration* - user has access to the Electronic Bank Transfer Configuration (see chapter 'Configuration Electronic Bank Transfer')
- *Can Access Accounting Distribution Conf.* - user has access to the Accounting Distribution Configuration (see chapter 'Configuration Accounting Distribution')
- *Can Access Accounting Tables Conf.* - user has access to the Accounting Tables Configuration (see chapter 'Configuration Accounting Tables')
- *Can VAT Types* - user has access to the VAT types Configuration (see chapter 'Configuration VAT Types')
- *Can Access Report Headers Conf* - user has access to the Report Headers Configuration (see chapter 'Configuration - Report headers')
- *Can Access Mobile PC Conf.* - user has access to Mobile PC Configuration - see chapter 'Configuration - Create / Update database for Mobiles')

- *Can Access Expense Reports* - user has access to expense reports
- *Expense Reports List* – list of reports that can be accessed by this user.



General Rights

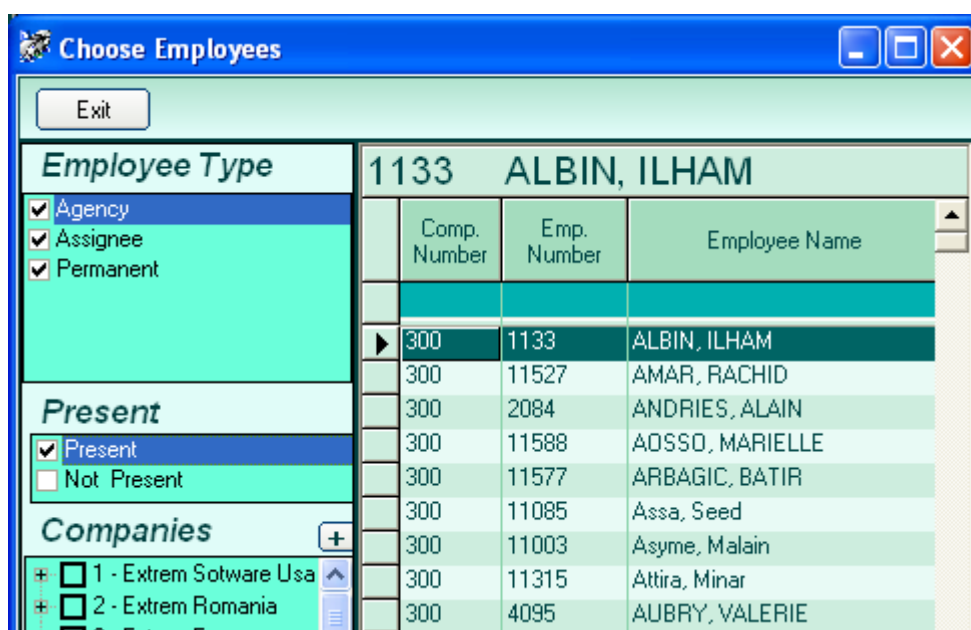
- *Can Shut Down System* - user can stop all EXTREM programs
- *Is Approver* - user is an approver, which give him the right to sing expense reports and travel requests
- *Can Do Configuration* – has access to the configuration screen
- *Company access (NO, RO, WR)* – access to company list (NO access, Read Only, Write)
- *Department access (NO, RO, WR)* – access to department list (NO access, Read Only, Write)
- *Employee access (NO, RO, WR)* – access to employee list (NO access, Read Only, Write)
- *Client access (NO, RO, WR)* – access to client list (NO access, Read Only, Write)
- *User access (NO, RO, WR)* – access to user list (NO access, Read Only, Write)
- *Parameter access (NO, RO, WR)* – access to parameters (NO access, Read Only, Write)
- *Currency access (NO, RO, WR)* – access to currency list (NO access, Read Only, Write)
- *Company list* – list of the companies accessible to this user (comma separated, * for all).

Click on one or more companies in the company list on the left of the screen to display people belonging to these companies.

Click on the right button to hide/display the company list.

How to use this screen:

- New users - Use the last (empty) line to enter new users - be sure the employee number is not already in the list
- Delete - select the entire line by clicking in the leftmost column, then press the 'DELETE' key
- Update data - type directly the new information
- Save modifications - click on a different row in the grid
- Cancel modifications - press 'ESCAPE' to cancel modifications for the current cell. Press 'CTRL Z' to cancel the whole row.
- Sort ascending - click on a column header
- Press F11 to go to the beginning of the list
- Press F12 to go to the end of the list
- Export to Excel - click the  button - (Excel has to be installed on the computer in order for this to work)
- Click on the  button to display the employee list:



Double click on the desired employee to add him / her to the user list.

2.6 Configuration - Currencies

The following screen is used for currency configuration:

	Currency	Country	Base Currency ? (Yes/No)	Description	Exchange Rate to Base Currency	Last Updated	Cash Current Balance	Cash Initial Balance	Petty Cash Account	Cash Log Account
▶	AED	EM. ARABES UNIS	Non	DIRHAM	0.259646	16/12/2003	600.00	0.00	EmployeeCompany & ".105	EmployeeCompany & ".107
	AOA	ANGOLA	Non	KWANZA	0.016362	16/12/2003			EmployeeCompany & ".105	EmployeeCompany & ".107
	AZM	AZERBAIDJAN	Non	MANAT D'AZARBA	0.000197	16/12/2003	0.00	0.00	EmployeeCompany & ".105	EmployeeCompany & ".107
	CHF	SUISSE	Non	FRANC SUISSE	0.60423	16/12/2003	253.75	558.95	EmployeeCompany & ".105	EmployeeCompany & ".107
	CNY	CHINE	Non	CHINE YUAN	0.115206	03/02/2003	620.50	185.50	EmployeeCompany & ".105	EmployeeCompany & ".107
	CZK	TTCHEQUE (Rép.)	Non	COURONNE TCHE	0.031669	03/02/2003	2 120.00	670.00	EmployeeCompany & ".105	EmployeeCompany & ".107
	DKK	DANEMARK	Non	COURONNE DANC	0.134611	03/02/2003			EmployeeCompany & ".105	EmployeeCompany & ".107
	DZD	ALGERIE	Non	DINAR ALGERIEN	0.011981	03/02/2003	0.00	0.00	EmployeeCompany & ".105	EmployeeCompany & ".107
	EGP	EGYPTE	Non	LIVRE EGYPTIENN	0.211434	03/02/2003	0.00	0.00	EmployeeCompany & ".105	EmployeeCompany & ".107
	EUR	Europe	Oui	EURO	1	16/01/2004	- 243 546.00	6 139.65	EmployeeCompany & ".105	EmployeeCompany & ".107
	GBP	ROYAUME JUNIS	Non	LIVRE STERLING	1.537279	03/02/2003	- 200.00	6.00	EmployeeCompany & ".105	EmployeeCompany & ".107
	IRR	IRAN	Non	DINAR IRANIEN	0.00012	03/02/2003		1 000 000.00	EmployeeCompany & ".105	EmployeeCompany & ".107
	KZT	KAZAKHSTAN	Non	Tengue	0.006174	03/02/2003	4 000.00	0.00	EmployeeCompany & ".105	EmployeeCompany & ".107
	LYD	LYBIE	Non	DINAR LYBIEN	0.781067	03/02/2003	144.00	144.00	EmployeeCompany & ".105	EmployeeCompany & ".107
	MAD	MAROC	Non	DIRHAM MAROCAI	0.093985	03/02/2003			EmployeeCompany & ".105	EmployeeCompany & ".107
	NOK	NORVEGE	Non	COURONNE NORV	0.137446	03/02/2003			EmployeeCompany & ".105	EmployeeCompany & ".107
	PLN	POLOGNE	Non	POLAND ZLOTY	0.248694	03/02/2003	494.70	204.70	EmployeeCompany & ".105	EmployeeCompany & ".107


The **GREEN** row represents your 'Base Currency'.

The information needed is:

- *Currency Code* - international currency code (three characters)
- *Country* – the currency country
- *Base Currency (Yes/No)* - 'Yes' if it is your own currency, 'No' if not. Only one currency can be the base currency at a certain moment
- *Exchange Rate to your Currency* -
- *Cash Current Balance* - actual cash balance for this currency - how much cash do you have in this currency (read only, calculated by the system)
- *Bank Current balance* - actual bank balance for this currency - how much do you have in your bank account in this currency (read only, calculated by the system)
- *Cash Initial Balance* - initial balance in cash for this currency
- *Bank Initial Balance* - initial balance in your bank account for this currency
- *Bank Account Number* - account number used in your accounting system for this currency
- *Petty Cash Account Number* - account number used in your accounting system for cash for this currency
- *Cash Log account* – account to log the cash transactions
- *Last Updated* - date when the last update was done

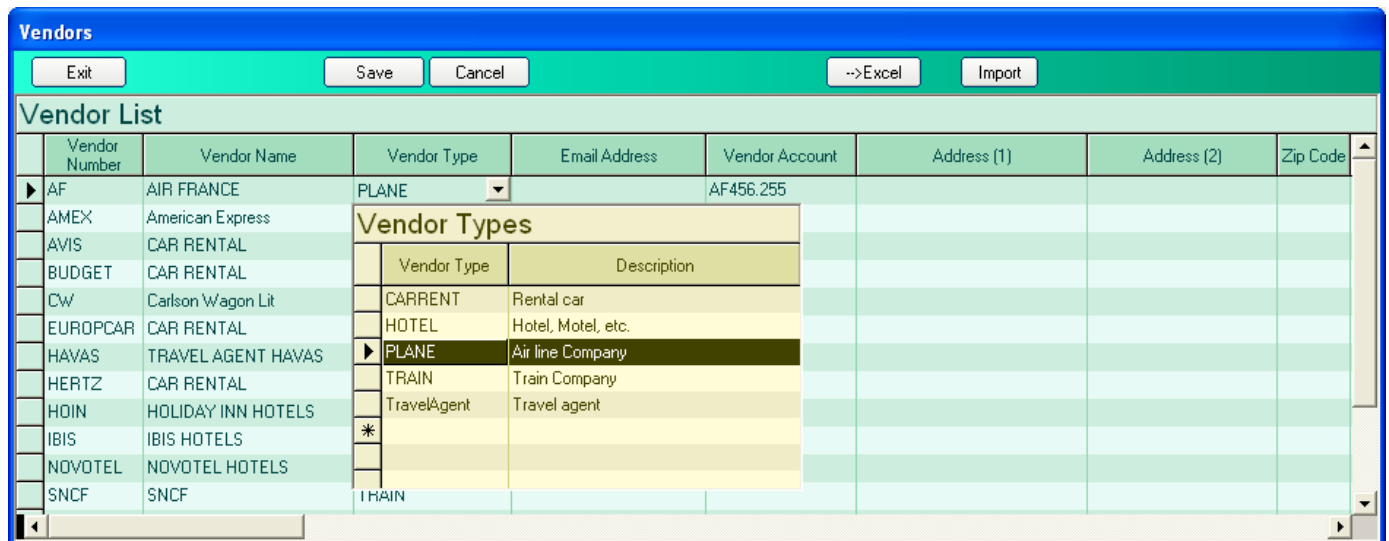
How to use this screen:

- New currencies - Use the last (empty) line to enter new currencies - be sure the currency code is not already in the list. **Press the Post Currencies button after adding a new line.**
- Delete - select the entire line by clicking in the leftmost column, then press the 'DELETE' key
- Update data - type directly the new information
- Save modifications - click on a different row in the grid
- Cancel modifications - press 'ESCAPE' to cancel modifications for the current cell. Press 'CTRL Z' to cancel the whole row.
- Sort ascending - click on a column header
- Press F11 to go to the beginning of the list
- Press F12 to go to the end of the list

- Export to Excel - click the  button - (Excel has to be installed on the computer in order for this to work)

2.7 Configuration - Vendors

The following screen is used for vendors' configuration:



The information needed is:

- *Vendor Number* - Vendor Id
- *Vendor name* – name of the vendor
- *Vendor type* – information saying what it sells (user defined)
- *Email Address* - vendor email address
- *Vendor Account* - if you use a specific account number for each vendor in your accounting system (see 'Configuration - Account distribution')
- *Address (1), (2)* - Vendor address - 2 parts
- *Zip Code* – postal code
- *City* – vendor's city
- *Country* – vendor's country
- *Contact* - the name of your contact
- *Phone* – vendor's phone

How to use this screen:

- New vendors - Use the last (empty) line to enter new vendors - be sure the vendor code is not already in the list
- Delete - select the entire line by clicking in the leftmost column, then press the 'DELETE' key
- Update data - type directly the new information
- Save modifications - click on a different row in the grid
- Cancel modifications - press 'ESCAPE' to cancel modifications for the current cell. Press 'CTRL Z' to cancel the whole row.
- Sort ascending - click on a column header
- Press F11 to go to the beginning of the list
- Press F12 to go to the end of the list
- Export to Excel - click the **EXCEL** button - (Excel has to be installed on the computer in order for this to work)

2.8 Configuration - Expense Categories

The following screen is used for Expense Categories Configuration:

Expense types								
Expense Types								
Code	Description	Category	Amount Limit	Limit Per Unit (Yes/ No)	Justif. Needed	Justif. Over	Comment	
BAC	Bank Account Commission	OTHER		Non	Oui	0		
BREAKFAST	Breakfast	OTHER	10	Non	Oui	10	Allowance 10, Justification over 10	
DHL	DHL	OTHER		Non	Oui	0		
DINNER	Dinner	OTHER		Non	Oui	25	Justification over 25	
EXCHANGE	Exchange rate	OTHER		Non	Oui	0		
GIFT	Small gift	OTHER		Non	Oui	0		
GM	Group Meals	OTHER	50	Oui	Oui	0	Allwance 50 per person	
GP	Gas / Petrol	OTHER		Non	Oui	0		
HOTEL	Hotel	HOTEL	40	Oui	Oui	20	Limit=40 by night, justification over 20	
INTERVIEW	Interview	OTHER		Non	Oui	0		
LAUNDRY	Laundry	OTHER		Non	Oui	0		
LUNCH	Lunch	OTHER		Non	Oui	25		
MISC	Miscellaneous	OTHER		Non	Oui	0		
MOVING	Moving	OTHER		Non	Oui	0		
OT	Other Transportation	TRANSPORT		Non	Oui	0		
PARKING	Parking	OTHER		Non	Oui	0		
PERSCAR	Personal Car	OTHER		Non	Oui	0		
PLANE	Plane fare	TRANSPORT		Non	Oui	0		
RECEPTION	Customer / Supplier Receptio	OTHER		Non	Oui	0		
RENTCAR	Rental car	CARRENTAL		Oui	Oui	0		
SEMINARS	Seminars	OTHER		Non	Oui	0		

The information needed is:

- *Code* - expense category code
- *Description* - expense type description
- *Category* - expense category, that can take the values:
 - Transport – all transportation: plane, train, bus, ets
 - CarRental – car rental
 - HOTEL – hotel, motel
 - OTHER – all others

All these categories are used by the program and MUST be configured in the database.


You can add new categories using the following window:

Expense categories						
Exit			-->Excel			
Expense Types						
	Code	Description	Category	Amount Limit	Limit Per Unit (Yes/ No)	Comment
▶	BAC	Bank Account Commission	OTHER		Non	
	BREAKFAST	Breakfast				
	DHL	DHL				
	DINNER	Dinner				
	EXCHANGE	Exchange rate				
	FC	Forf. Compl.				
	FD	Forf. Dinner				
	FH	Forf. Hotel				
	FL	Forf. Lunch				
	GIFT	Small gift				
			*			

Expense Categories	
Expense Category	Description
▶ CARRENTAL	Rent a car
HOTEL	Hotel, Motel, Other accomodation
NEW	new Category
OTHER	All other expense types
TRANSPORT	Plane, Train, Bus, Other transportation

- *Amount limit* – all expenses exceeding this amount will generate a warning when saving/ approving an expense report
- *Limit Per Unit* – if the limit is for one unit (one person, or one day or one night) (ex: for group meals it's the limit for one person, for hotel the limit for one night, for car rental the limit for one day for one day, etc.)
- *Justification needed(Yes / No)* – receipt / invoice.... has to be joined to the expense report
- *Justification over* – justification (if needed) must be joined if expense exceeds this amount
- *Comment* - Comment

How to use this screen:

- New expense types - Use the last (empty) line to enter new category - be sure the expense code is not already in the list
- Delete - select the entire line by clicking in the leftmost column, then press the 'DELETE' key
- Update data - type directly the new information
- Save modifications - click on a different row in the grid
- Cancel modifications - press 'ESCAPE' to cancel modifications for the current cell. Press 'CTRL Z' to cancel the whole row.
- Sort ascending - click on a column header
- Press F11 to go to the beginning of the list
- Press F12 to go to the end of the list
- Export to Excel - click the  button - (Excel has to be installed on the computer in order for this to work)

2.9 Configuration – Personal Expense Allowances

The following screen is used for Personal Expense Allowances:



Personal Allowances											
Employee Company	Employee Number	Employee Name	Expense Code	Expense Description	Category	Amount Limit	Limit Per Unit (Yes/ No)	Justif. Needed	Justif. Over	Comment	
300	71244	PALARAN, BO	BREAKFAST	Breakfast	OTHER	0	Non	Oui	25		
300	71244	PALARAN, BO	DINNER	Dinner	OTHER	0	Non	Oui	25		
300	71244	PALARAN, BO	LUNCH	Lunch	OTHER	100	Non	Oui	150		
Expense Types											
Expense Code	Expense Description	Category	Amount Limit	Limit Per Unit (Yes/ No)	Justif. Needed	Justif. Over	Comment				
BANK	Bank Account Commission	OTHER		Non	Oui	0					
BREAKFAST	Breakfast	OTHER	10	Non	Oui	10	Allowance 10, Justification over 10				
DHL	DHL	OTHER		Non	Oui	0					
DINNER	Dinner	OTHER		Non	Oui	25	Justification over 25				
EXCHANGE	Exchange rate	OTHER		Non	Oui	0					
GIFT	Small gift	OTHER		Non	Oui	0					
GM	Group Meals	OTHER	50	Oui	Oui	0	Allowance 50 per person				
GP	Gas / Petrol	OTHER		Non	Oui	0					
HOTEL	Hotel	HOTEL	40	Oui	Oui	20	Limit=40 by night, justification over 20				
INTERVIEW	Interview	OTHER		Non	Oui	0					
LAUNDRY	Laundry	OTHER		Non	Oui	0					

- 1 – First choose an employee for whom to define personal limits
- 2 – Add expense type to his list by double-clicking in the expense types table
- 3 – Configure the amount limits and justifications for this person

The information needed is:

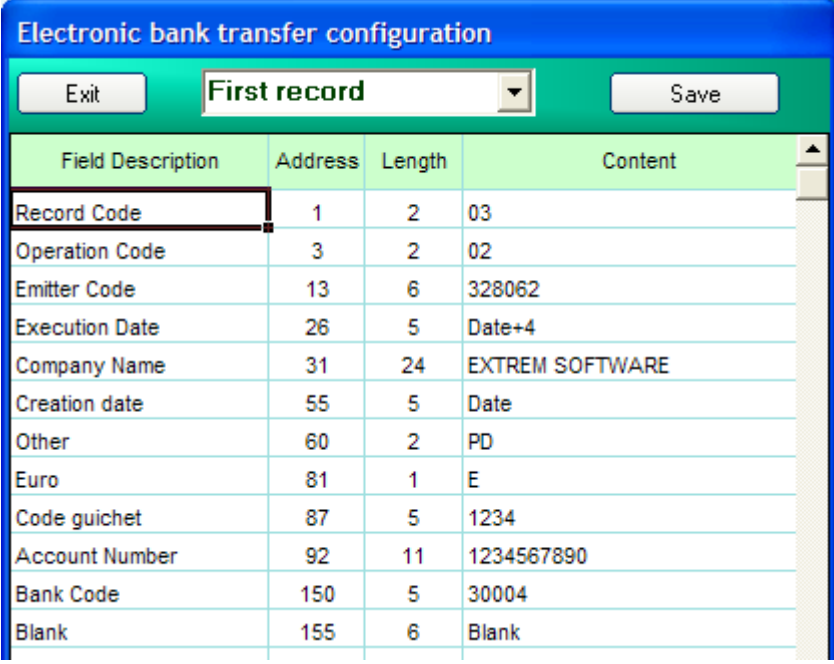
- *Code* - expense category code
- *Description* - expense type description
- *Category* - expense category, that can take the values:
 - Transport – all transportation: plane, train, bus, ets
 - CarRental – car rental
 - HOTEL – hotel, motel
 - OTHER – all others
- *Amount limit* – all expenses exceeding this amount will generate a warning when saving/ approving an expense report
- *Limit Per Unit* – if the limit is for one unit (one person, or one day or one night) (ex: for group meals it's the limit for one person, for hotel the limit for one night, for car rental the limit for one day for one day, etc.)
- *Justification needed(Yes / No)* – receipt / invoice.... has to be joined to the expense report
- *Justification over* – justification (if needed) must be joined if expense exceeds this amount
- *Comment* - Comment

How to use this screen:

- New expense types - Use the last (empty) line to enter new category - be sure the expense code is not already in the list
- Delete - select the entire line by clicking in the leftmost column, then press the 'DELETE' key
- Update data - type directly the new information
- Save modifications - click on a different row in the grid
- Cancel modifications - press 'ESCAPE' to cancel modifications for the current cell. Press 'CTRL Z' to cancel the whole row.
- Sort ascending - click on a column header
- Press F11 to go to the beginning of the list
- Press F12 to go to the end of the list
- Export to Excel - click the  button - (Excel has to be installed on the computer in order for this to work)
- Update information - click the  button - (this will update the personal list with all the changes of the expense types list)

2.10 Configuration - Electronic bank transfer

The following screen is used to configure the electronic bank transfer:



Field Description	Address	Length	Content
Record Code	1	2	03
Operation Code	3	2	02
Emitter Code	13	6	328062
Execution Date	26	5	Date+4
Company Name	31	24	EXTREM SOFTWARE
Creation date	55	5	Date
Other	60	2	PD
Euro	81	1	E
Code guichet	87	5	1234
Account Number	92	11	1234567890
Bank Code	150	5	30004
Blank	155	6	Blank

This configuration consists in the description of the Electronic Bank Transfer file.

What you need to configure is:

- *Field description* – brief description of the field
- *Address* - the position of the first character of this field
- *Length* - field length
- *Content* - content of the field -

Special Key Words for the field content:

- **DATE** - will be replaced with the date when the file was generated - you can use also simple formulas (ex: DATE+3 represents three days after the file was generated)
- **BLANK** - field is filled with blanks
- **EmployeeName** - field will contain the employee name
- **BankName** - field will contain employee bank name
- **Bank1, Bank2, Bank3, Bank4, Bank5** - field will contain the respective numbers configured in the employee configuration (Bank Number (1), (2),(3),(4),(5))
- **Amount** - field will contain the amount to be paid to the employee, multiplied by 100, without decimals
- **TotalAmount** - field will contain the sum of all the amounts

Three types of records have to be configured:

First record - usually contains information about the company and the company bank

Middle records - usually contains information about the employee and the amount to be paid to the employee

Last record - usually contains the total amount to be paid

Don't forget to click the **Save** button after modifying one of the records.

Check with your bank for the exact format of the file.

2.11 Configuration - Accounting Distribution

Account Distribution Configuration												
Exit		CashExpense		Save		Cancel		-->Excel				
Accounting Distribution												
	Employee Company	PaidBy	Job Comp	Job Number	Job Type	Acc2 Code	Acc2 Type	Acc3 Code	Acc3 Type	Expense Category	Account Debit (formula)	
▶	*	Employee	*	*	General	*	*	*	*	PLANE	EmployeeCompany & Acc2Code & ".9900.7310"	EmployeeCc
	*	Employee	*	*	General	*	*	*	*	TRAIN	EmployeeCompany & Acc2Code & ".9900.7310"	EmployeeCc
	*	Employee	*	*	General	*	*	*	*	PERSCAR	EmployeeCompany & Acc2Code & ".9900.7311"	EmployeeCc
	*	Employee	*	*	General	*	*	*	*	RENTCAR	EmployeeCompany & Acc2Code & ".9900.3620"	EmployeeCc
	*	Employee	*	*	General	*	*	*	*	GP	EmployeeCompany & Acc2Code & ".9900.3630"	EmployeeCc
	*	Employee	*	*	General	*	*	*	*	PARKING	EmployeeCompany & Acc2Code & ".9900.7311"	EmployeeCc
	*	Employee	*	*	General	*	*	*	*	TAXI	EmployeeCompany & Acc2Code & ".9900.7311"	EmployeeCc
	*	Employee	*	*	General	*	*	*	*	OT	EmployeeCompany & Acc2Code & ".9900.7311"	EmployeeCc
	*	Employee	*	*	General	*	*	*	*	HOTEL	EmployeeCompany & Acc2Code & ".9900.7312"	EmployeeCc
	*	Employee	*	*	General	*	*	*	*	LAUNDRY	EmployeeCompany & Acc2Code & ".9900.7312"	EmployeeCc
	*	Employee	*	*	General	*	*	*	*	BREAKFAST	EmployeeCompany & Acc2Code & ".9900.7313"	EmployeeCc
	*	Employee	*	*	General	*	*	*	*	LUNCH	EmployeeCompany & Acc2Code & ".9900.7313"	EmployeeCc

This configuration tells the program what accounting distribution to generate for each transaction type. The transaction types are:

- ◆ **CashExpense** - any expense
- ◆ **PurchaseOrder** - a company paid purchase (plane or train ticket, hotel, taxi, etc.)
- ◆ **Invoice** - invoices received from the vendors
- ◆ **TakenAdvance** - advance taken by an employee
- ◆ **ReportedAdvance** - advance reported on an expense report
- ◆ **CashIn, CashOut** - cash transactions (in / out) (see chapter 'Miscellaneous - Cash position/ History/ Transactions')
- ◆ **ReimbToEmployee** - reimbursement paid to employee
- ◆ **ReimbToCompany** - reimbursement paid by employee to company

The accounting distribution configuration for each of these categories, is explained below:

- ◆ **CashExpense**
 - ⇒ **PaidBy** - Either 'Company' or 'Employee'
 - ⇒ **Job Company, Job Number, Job Type** – job information
 - ⇒ **Acc2Code, Acc3Code** - accounting codes 2, 3 - this data appears on the expense reports in the three columns before the last one (see image below)

Posted 01/07/2000 EXPENSE REPORT: 11-10054-01070

Employee: 11-10054 Name: Alby, Cay

Trip #: 10054 Trip date: 01/07/2000 Alby, Cay Scope: Test report

	Date	Paid by	Expense detail	Currency	Km	Price / Km	Amount (VAT Incl.)	VAT %	Vat Amount	Exch. rate to FRF	Amount FRF	Paid with	Number	Vendor	ACC1 Code Job No.	ACC2 Code Dept. Number	ACC3 Code Project Cost
1	01/07/2000	Employee	Advance	FRF			500.00	5.00	25.00	1.000000	-500.00						
2	01/07/2000	Employee	Advance	FRF			1000.00	5.00	50.00	1.000000	-1000.00						
3	01/07/2000	Employee	HOTEL	FRF			1500.00	5.00	75.00	1.000000	1500.00		5	AMEX	920000	102	UL802
4	01/07/2000	Employee	RENTCAR	FRF			2000.00	5.00	100.00	1.000000	2000.00		4	AMEX	930000	103	UL803
5	01/07/2000	Company	PARKING	FRF			2500.00	5.00	125.00	1.000000	2500.00			AMEX	940000	104	UL804
6	01/07/2000	Company	PERSCAR	FRF			3000.00	5.00	150.00	1.000000	3000.00			AMEX	950000	105	UL805

- ⇒ **Acc2Type, Acc3Type** - accounting type 2, 3 - type of the accounting information, as defined in the accounting tables (see 'Configuration - Accounting Tables')
- ⇒ **Expense type** - the expense type, as written on the expense report (Hotel, Plane, Dinner, etc.)(see also 'Configuration - Expense Types')
- ⇒ **Account Debit, Account Credit** - the account numbers debit and credit - here you can use Excel like formulas with some *key words* that are explained below:
 - *EmployeeAccount* - the employee account number, as defined in the employee configuration (see 'Configuration - Employees')
 - *VatAccount* - account number for VAT, as defined in the currency configuration (see chapter 'Configuration - Currencies')
 - *Acc1Code, Acc2Code, Acc3Code* - accounting codes 1, 2, 3 - these data appear on the expense reports in the three columns before the last one
- ⇒ **Amount** - the amount to be used - you can use the following *key words*:
 - *VatOnly* - the VAT amount
 - *VATExcluded* - the amount without VAT
 - *VATIncluded* - the amount including VAT
- ⇒ **Currency** - the currency to be used - you can use the following *key words*:
 - *Currency* - use the currency of the transaction
 - *DefaultCurrency* - use your base currency
- ⇒ **Subledger** - the subledger number - you can type a number, like "456.XXX.789", or you can type an Excel like formula using the following *key words*:
 - *EmployeeAccount* - the employee account number, as defined in the employee configuration (see 'Configuration - Employees')
 - *VatAccount* - account number for VAT, as defined in the currency configuration (see chapter 'Configuration - Currencies')
 - *EmployeeNumber* - the employee number, as defined in the employee configuration (see 'Configuration - Employees')
- ⇒ **Subledger Type** - the subledger type - a number enclosed into "", like "789.LMK.45678"
- ⇒ **Ledger Type** - the ledger type - a number enclosed into "", like "789.LMK.45678"
- ⇒ **Other information** - 2 columns - a number enclosed into "", like "789.LMK.45678"

Examples: Assume that the employee number 12345, having an employee account of 'EMP.12345', made an expense report as follows:

Paid by	Expense detail	Currency	Amount	Vat%	Vat Amount	Paid With	Acc1 Code	Acc2 Code	Acc3 Code
Employee	Hotel	USD	550	10	50		112233	8888	9999

Assume also that the VAT account for the USD currency is 'VAT.USD', your base currency is 'FRF' and the exchange rate from USD to FRF is 6 (500 USD=3000 FRF)

If the accounting distribution configuration is the following:

Paid By	Acc1 Code	Acc1 Type	Acc2 Code	Acc2 Type	Acc3 Code	Acc3 Type	Expense category	Account debit	Account Credit	Amount	Currency
Employee	*	*	*	*	*	*	*	"454577"	"292929"	VatExcluded	Currency

EXTREM will generate the following distribution

Account debit	Account credit	Amount
454577	292929	500 (USD)

If the accounting distribution configuration is the following:

Paid By	Acc1 Code	Acc1 Type	Acc2 Code	Acc2 Type	Acc3 Code	Acc3 Type	Expense category	Account debit	Account Credit	Amount	Currency
Employee	*	*	*	*	*	*	*	VATAccount	EmployeeAccount	VatOnly	Currency
Employee	*	*	*	*	*	*	*	"454577"	EmployeeAccount	VatExcluded	Currency
Employee	*	*	*	*	*	*	*	"292929"	"454577"	VatExcluded	DefaultCurrency

EXTREM will generate the following distribution

Account debit	Account credit	Amount
VAT.USD	EMP.12345.	50 (USD)
454577	EMP.12345.	500 (USD)
292929	454577	3000 (FRF)

If the accounting distribution configuration is the following:

Paid By	Acc1 Code	Acc1 Type	Acc2 Code	Acc2 Type	Acc3 Code	Acc3 Type	Expense category	Account debit	Account Credit	Amount	Currency
Employee	*	*	*	*	*	*	*	VATAccount	EmployeeAccount	VatOnly	Currency
Employee	*	*	*	*	*	*	*	"454577"	EmployeeAccount	VatExcluded	Currency
Employee	*	*	*	*	*	*	*	LEFT(Acc1Code,4) & ".XXX" & Acc2Code	"454577"	VatExcluded	DefaultCurrency

EXTREM will generate the following distribution

Account debit	Account credit	Amount
VAT.USD	EMP.12345.	50 (USD)
454577	EMP.12345.	500 (USD)
1122.XXX.888	454577	3000 (FRF)

◆ PurchaseOrder

The configuration is similar to that for **CashExpense** - If nothing is configured here, EXTREM will use the same configuration as for **CashExpense**

◆ Invoice

⇒ **Account Debit, Account Credit** - the account numbers debit and credit - here you can use Excel like formulas with some *key words* that are explained below:

- *VendorAccount* - the vendor account number, as defined in the vendor configuration (see 'Configuration - Vendors')

- ⇒ **Amount** - the amount of the invoice - here you can use Excel like formulas with some **key words** that are explained below:
 - *Amount* - the amount of the invoice
- ⇒ **Currency** - the currency to be used - you can use the following **key words**:
 - *Currency* - use the currency of the transaction
 - *DefaultCurrency* - use your base currency
- ⇒ **Subledger** - the subledger number - you can type a number, like “456.XXX.789”, or you can type an Excel like formula using the following **key words**:
 - *EmployeeAccount* - the employee account number, as defined in the employee configuration (see ‘Configuration - Employees’)
 - *VendorAccount* - the vendor account number, as defined in the vendor configuration (see ‘Configuration - Vendors’)
 - *EmployeeNumber* - the employee number, as defined in the employee configuration (see ‘Configuration - Employees’)
- ⇒ **Subledger Type** - the subledger type - a number enclosed into “”, like “789.LMK.45678”
- ⇒ **Ledger Type** - the ledger type - a number enclosed into “”, like “789.LMK.45678”
- ⇒ **Other information** - 2 columns - a number enclosed into “”, like “789.LMK.45678”

◆ **TakenAdvance**

- ⇒ **Account Debit, Account Credit** - the account numbers debit and credit - here you can use Excel like formulas with some **key words** that are explained below:
 - *EmployeeAccount* - the employee account number, as defined in the employee configuration (see ‘Configuration - Employees’)
 - *CashOrBankAccount* - the cash or bank account, as defined in the currency configuration - **Cash account will be used for advances paid in cash, bank account will be used for advances paid by check, bank transfer, etc. (other than cash)**
- ⇒ **Amount** - the advance amount - here you can use Excel like formulas with some **key words** that are explained below:
 - *Amount* - the advance amount
- ⇒ **Currency** - the currency to be used - you can use the following **key words**:
 - *Currency* - use the currency of the transaction
 - *DefaultCurrency* - use your base currency
- ⇒ **Subledger** - the subledger number - you can type a number, like “456.XXX.789”, or you can type an Excel like formula using the following **key words**:
 - *EmployeeAccount* - the employee account number, as defined in the employee configuration (see ‘Configuration - Employees’)
 - *CashOrBankAccount* - the cash or bank account, as defined in the currency configuration - **Cash account will be used for advances paid in cash, bank account will be used for advances paid by check, bank transfer, etc. (other than cash)**
 - *EmployeeNumber* - the employee number, as defined in the employee configuration (see ‘Configuration - Employees’)
- ⇒ **Subledger Type** - the subledger type - a number enclosed into “”, like “789.LMK.45678”
- ⇒ **Ledger Type** - the ledger type - a number enclosed into “”, like “789.LMK.45678”
- ⇒ **Other information** - 2 columns - a number enclosed into “”, like “789.LMK.45678”

◆ **ReportedAdvance**

- ⇒ **Account Debit, Account Credit** - the account numbers debit and credit - here you can use Excel like formulas with some **key words** that are explained below:

- *EmployeeAccount* - the employee account number, as defined in the employee configuration (see 'Configuration - Employees')
- ⇒ **Amount** - the advance amount - here you can use Excel like formulas with some **key words** that are explained below:
 - *Amount* - the advance amount
- ⇒ **Currency** - the currency to be used - you can use the following **key words**:
 - *Currency* - use the currency of the transaction
 - *DefaultCurrency* - use your base currency
- ⇒ **Subledger** - the subledger number - you can type a number, like "456.XXX.789", or you can type an Excel like formula using the following **key words**:
 - *EmployeeAccount* - the employee account number, as defined in the employee configuration (see 'Configuration - Employees')
 - *EmployeeNumber* - the employee number, as defined in the employee configuration (see 'Configuration - Employees')
- ⇒ **Subledger Type** - the subledger type - a number enclosed into "", like "789.LMK.45678"
- ⇒ **Ledger Type** - the ledger type - a number enclosed into "", like "789.LMK.45678"
- ⇒ **Other information** - 2 columns - a number enclosed into "", like "789.LMK.45678"

◆ **CashIn, CashOut**



- ⇒ **Account Debit, Account Credit** - the account numbers debit and credit - here you can use Excel like formulas with some **key words** that are explained below:
 - *CashOrBankAccount* - the cash or bank account, as defined in the currency configuration - **Cash account will be used for advances paid in cash, bank account will be used for advances paid by check, bank transfer, etc. (other than cash)**
- ⇒ **Amount** - the transaction amount - here you can use Excel like formulas with some **key words** that are explained below:
 - *Amount* - the transaction amount
- ⇒ **Currency** - the currency to be used - you can use the following **key words**:
 - *Currency* - use the currency of the transaction
 - *DefaultCurrency* - use your base currency
- ⇒ **Subledger** - the subledger number - you can type a number, like "456.XXX.789", or you can type an Excel like formula using the following **key words**:
 - *CashOrBankAccount* - the cash or bank account, as defined in the currency configuration - **Cash account will be used for advances paid in cash, bank account will be used for advances paid by check, bank transfer, etc. (other than cash)**
- ⇒ **Subledger Type** - the subledger type - a number enclosed into "", like "789.LMK.45678"
- ⇒ **Ledger Type** - the ledger type - a number enclosed into "", like "789.LMK.45678"
- ⇒ **Other information** - 2 columns - a number enclosed into "", like "789.LMK.45678"

◆ **ReimbToEmployee, ReimbToCompany**

- ⇒ **Account Debit, Account Credit** - the account numbers debit and credit - here you can use Excel like formulas with some **key words** that are explained below:
 - *EmployeeAccount* - the employee account number, as defined in the employee configuration (see 'Configuration - Employees')
 - *CashOrBankAccount* - the cash or bank account, as defined in the currency configuration - **Cash account will be used for advances paid in cash, bank account will be used for advances paid by check, bank transfer, etc. (other than cash)**
- ⇒ **Amount** - the transaction amount - here you can use Excel like formulas with some **key words** that are explained below:
 - *Amount* - the transaction amount
- ⇒ **Currency** - the currency to be used - you can use the following **key words**:

- *Currency* - use the currency of the transaction
- *DefaultCurrency* - use your base currency
- ⇒ **Subledger** - the subledger number - you can type a number, like “456.XXX.789”, or you can type an Excel like formula using the following *key words*:
 - *EmployeeAccount* - the employee account number, as defined in the employee configuration (see ‘Configuration - Employees’)
 - *CashOrBankAccount* - the cash or bank account, as defined in the currency configuration - **Cash account will be used for advances paid in cash, bank account will be used for advances paid by check, bank transfer, etc. (other than cash)**
 - *EmployeeNumber* - the employee number, as defined in the employee configuration (see ‘Configuration - Employees’)
- ⇒ **Subledger Type** - the subledger type - a number enclosed into “”, like “789.LMK.45678”
- ⇒ **Ledger Type** - the ledger type - a number enclosed into “”, like “789.LMK.45678”
- ⇒ **Other information** - 2 columns - a number enclosed into “”, like “789.LMK.45678”

How to use this screen:

- New lines - Use the last (empty) line to enter new configuration
- Delete - select the entire line by clicking in the leftmost column, then press the ‘DELETE’ key
- Update data - type directly the new information
- Save modifications - click on a different row in the grid or click on the ‘Save’ button
- Cancel modifications - press ‘ESCAPE’ to cancel modifications for the current cell. Press ‘CTRL Z’ or click on the  button to cancel the whole row.
- Sort ascending - click on a column header
- Press F11 to go to the beginning of the list
- Press F12 to go to the end of the list
- Export to Excel - click the  button - (Excel has to be installed on the computer in order for this to work)

2.12 Configuration - Accounting tables

The accounting tables are look-up tables used to check the accounting codes written on the expense reports. There are two accounting tables, named Account2 and Account3.

For example, if the expense report is:

Posted 01/07/2000 EXPENSE REPORT: 11-10054-01070

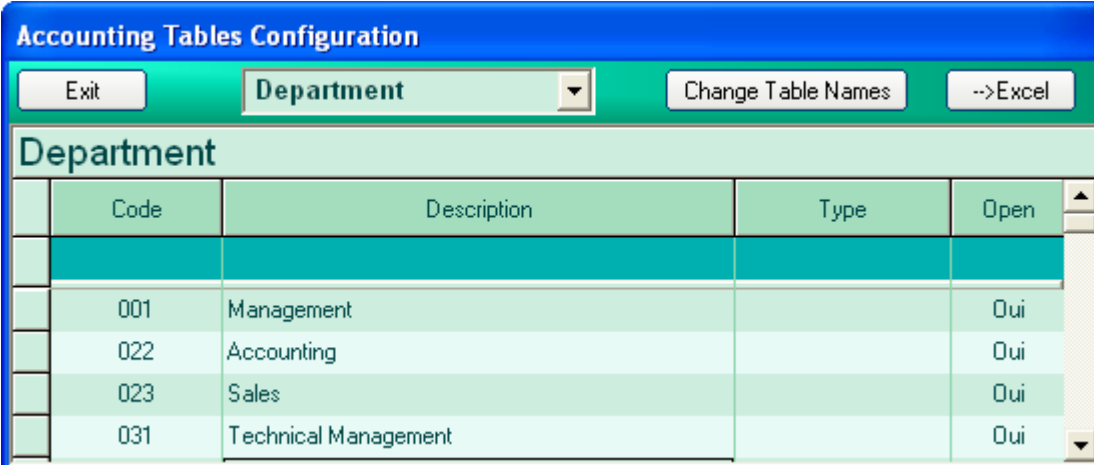
Employee: 11-10054 Name : Alby, Cay

Trip #: 10054 Trip date: 01/07/2000 Alby, Cay Scope: Test report

	Date	Paid by	Expense detail	Currency	Km	Price /Km	Amount (VAT Incl.)	VAT %	Vat Amount	Exch. rate to FRF	Amount FRF	Paid with	Number	Vendor	ACC1 Code Job No.	ACC2 Code Dept. Number	ACC3 Code Project Cost
1	01/07/2000	Employee	Advance	FRF			500.00	5.00	25.00	1.000000	-500.00						
2	01/07/2000	Employee	Advance	FRF			1000.00	5.00	50.00	1.000000	-1000.00						
3	01/07/2000	Employee	HOTEL	FRF			1500.00	5.00	75.00	1.000000	1500.00		5	AMEX	920000	102	UL802
4	01/07/2000	Employee	RENTCAR	FRF			2000.00	5.00	100.00	1.000000	2000.00		4	AMEX	930000	103	UL803
5	01/07/2000	Company	PARKING	FRF			2500.00	5.00	125.00	1.000000	2500.00			AMEX	940000	104	UL804
6	01/07/2000	Company	PERSCAR	FRF			3000.00	5.00	150.00	1.000000	3000.00			AMEX	950000	105	UL805

The system will look up the codes 102, 103, 104, 105 in table 'Account2' and the codes UL802, UL803, UL804, UL805 in table 'Account3'.

The screen used for this configuration is the following:



Code	Description	Type	Open
001	Management		Oui
022	Accounting		Oui
023	Sales		Oui
031	Technical Management		Oui

The information to be configured is:

- *Code* - the accounting category code
- *Description* - the accounting category description
- *Type* - the accounting category type
- *Open* - if it is still valid or not (type Y for 'Yes' and N for 'No')

How to use this screen:

- New lines - Use the last (empty) line to enter new configuration
- Delete - select the entire line by clicking in the leftmost column, then press the 'DELETE' key
- Update data - type directly the new information
- Save modifications - click on a different row in the grid or click on the 'Save' button
- Cancel modifications - press 'ESCAPE' to cancel modifications for the current cell. Press 'CTRL Z' or click on the **Cancel** button to cancel the whole row.
- Sort ascending - click on a column header
- Press F11 to go to the beginning of the list
- Press F12 to go to the end of the list
- Export to Excel - click the **EXCEL** button - (Excel has to be installed on the computer in order for this to work)
- Change table - select the desired table in the combo box above.
- Change table names - click on the 'Change table names' button; the next window will be displayed:

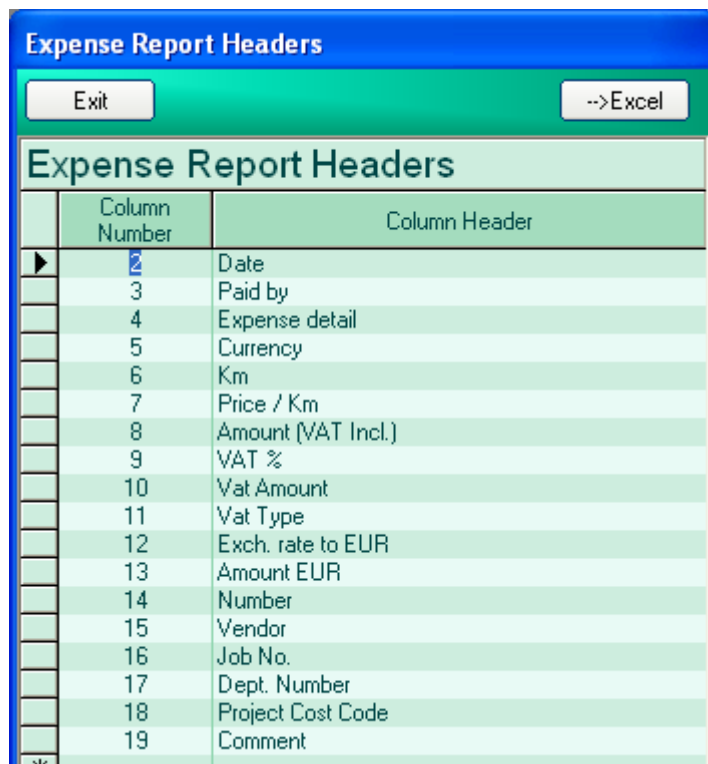
Accounting Tables Configuration				
Exit		Department	Change Table Names	-->Excel
Department				
Code	Description	Type	Open	
001	Management		Yes	
003	Technical management		Yes	
100			Yes	
121			Yes	
130			Yes	
150			Yes	
210			Yes	
255			Yes	
444			Yes	
555			Yes	
*				

Accounting Names		
Number	Name	Table
2	Department	Account2
3	Activity Code	Account3

You can change the names of these accounting tables. The system will automatically change the names in the combo box above the grid and *the corresponding columns caption in the 'Purchase Order' screen, the travel request screen and the Expense report.*

2.13 Configuration - Report headers

You can change the text displayed in the expense report headers, by using the following screen:



The information to enter is:


- *Column number* - the number of the column in the expense report
- *Column header* - the text you wish to be displayed

According to this configuration, the expense report header will be as shown below:

	Date	Paid by	Expense detail	Currency	Km	Price / Km	Amount (VAT Incl.)	VAT %	Vat Amount	Exch. rate to FRF	Amount FRF	Paid with	Number	Vendor	Job No.	Dept. Number	Project Cost Code	Comm	
1																			
2																			
3																			

Attention: You can only change the columns caption, but not the columns meaning.

How to use this screen:

- New lines - Use the last (empty) line to enter new company
- Delete - select the entire line by clicking in the leftmost column, then press the 'DELETE' key
- Update data - type directly the new information
- Save modifications - click on a different row in the grid
- Cancel modifications - press 'ESCAPE' to cancel modifications for the current cell. Press 'CTRL Z' to cancel the whole row.
- Export to Excel - click the  button - (Excel has to be installed on the computer in order for this to work)

2.14 Configuration - Parameters

Before you start doing expense reports, you need to configure some parameters. The following screen will show you what:

System Parameters

Date Format:

Default Language:

● Expense Input Permitted

● Accounting Permitted

● Check Job Number (Accounting 1)

● Check Accounting 2

● Check Accounting 3

● Track Cash Position

● Track Bank Position

● Use Vendor Invoicing

● Use Expense Report Signature

● Send Mail for Expense Report Signature

● Use Travel Request Signature

● Send Mail for Travel Request Signature

● Stop General

● Stop Local

DATABASE

Accounting users:

Expense Input permitted: should be always green. Input is blocked at the beginning of some sensitive operations (ex: closures) and released when finished. If, for any reason, Input remains blocked, use this screen to unblock it.

Accounting permitted: should be always green. Accounting input is blocked at the beginning of some sensitive operations (ex: automatic reimbursements) and released when finished. If, for any reason, Accounting input remains blocked, use this screen to unblock it.

Check Job Number, Accounting2, Accounting3 – specify here which of the three accounting information, if any, you want to use. (See: Configuration: Accounting tables for more information about this).

Track Cash Position, Track Bank Positions: If green, the program will keep track of all transactions affecting the cash/Bank accounts in different currencies. See ‘Cash positions/history’ for more details.

The following transactions affect CASH position for the respective currencies:

- advances paid in CASH
- manual reimbursements paid in CASH

The following transactions affect BANK position for the respective currencies:

- advances paid by check or bank transfer
- manual reimbursements paid by check or bank transfer
- automatic reimbursements

Use Vendor Invoicing: If yes, the program allows users to input invoices for each purchase order (See ‘Vendor Invoicing’ for more information)

Use Expense Report Signature: If yes, electronic signature will be required before the expense report is submitted to accounting department for approval.

Send Mail For Expense Report Signature: If yes, a mail will be sent to the employee’s approver each time an Expense Report is POSTED (submitted by an employee for approval).

Use Travel Request Signature: If yes, electronic signature will be required for each travel request.

Send Mail For Travel Request Signature: If yes, a mail will be sent to the employee's approver each time a Travel Request is POSTED (submitted by an employee for approval).

Accounting users: the number of the accounting module users. If more than one, the program implements a protection mechanism to prevent them from doing duplicate operations, such as reimbursements.

Date Format: either European format dd/MM/yyyy, or American format MM/dd/yyyy

Default language: type the default language (ex: French or English) then press the Change button.

Stop General: stops the whole system, all locations.

Stop local: stops the system for the current location.

Data Description				
	Table Name	Field Name	Short Description	Long Description
▶	Employees	Other1	Parents:	Nom des Parents
	Employees	Other10		
	Employees	Other2	Tailles:	Tailles Bottes et Combinaison
	Employees	Other3	Aéroport:	Aéroport proche domicile
	Employees	Other4		

This window allows to configure additional fields (at your disposal) in the employee table. There are 10 fields (Other1, Other2, ... Other10) that you can use as you wish.

Fill the "Short Description" and the "Long Description" fields to make them appear in the "Employee List".

2.15 Configuration – VAT Types

The following screen will allow the configuration of the VAT Types:

Vat Type	Description	Vat Account
CA	Canadian VAT	300.456789.TV
GE	German VAT	300.666222.TV
US	USA VAT	300.123456.TV
FR	French VAT	300.456789.TV
*		

The information to enter is:

- *Vat Type* – the code you want to give to this VAT type
- *Description* – description of the VAT Type
- *Vat Account* – account number for this Vat type

You can enter the *Vat Type* in the expense report, before or after approval, in the correspondent column and then press the **Save VAT Type** button.

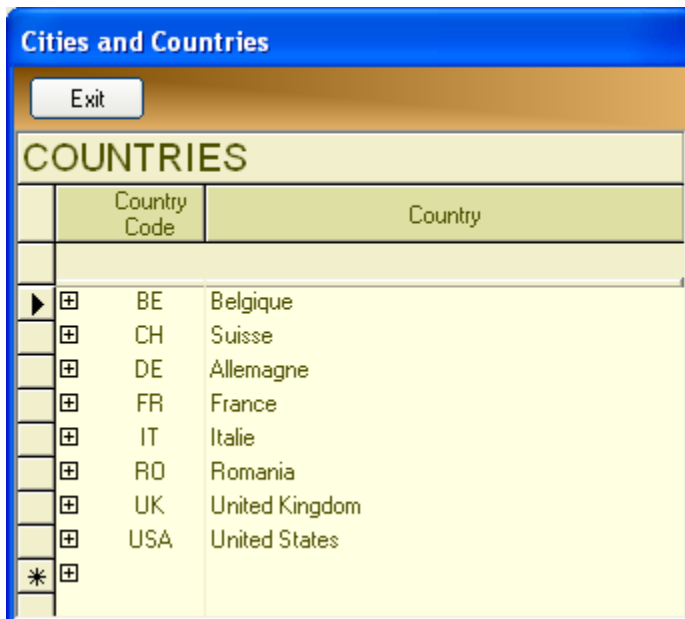
	Date	Paid by	Expense detail	Currency	Km	Price / Km	Amount (VAT Incl.)	VAT %	Vat Amount	Vat Type	Exch. rate to EUR	Amount EUR	Number	Vendor
1	20/01/2003	Employee	Advance	USD			500.00				0.976563	- 488.28		
2	20/01/2003	Employee	MISC	EUR			5.00	10.00	0.48	FR	0.976563	4.88		
3	22/01/2003	Employee	MISC	EUR			4.00	10.00	0.38	FR	0.976563	3.91		
4	20/01/2003	Employee	MISC	EUR			5.29	10.00	0.50	FR	1.000000	5.29		
5	20/01/2003	Employee	MISC	EUR			7.52	10.00	0.70	FR	0.976563	7.34		
6	20/01/2003	Employee	GM	EUR			35.46	10.00	2.62	FR	0.976563	34.63	2	
7	21/01/2003	Employee	MISC	USD			6.00				0.976563	5.86		
8	22/01/2003	Employee	MISC	EUR			7.75				1.000000	7.75		

How to use this screen:

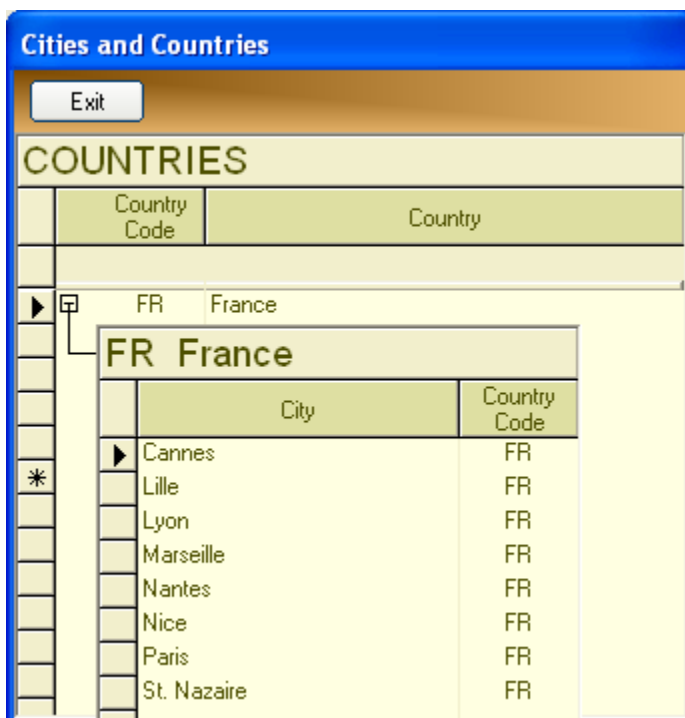
- New lines - Use the last (empty) line to enter new vat types
- Delete - select the entire line by clicking in the leftmost column, then press the 'DELETE' key
- Update data - type directly the new information
- Save modifications - click on a different row in the grid
- Cancel modifications - press 'ESCAPE' to cancel modifications for the current cell. Press 'CTRL Z' to cancel the whole row.
- Export to Excel - click the **→EXCEL** button - (Excel has to be installed on the computer in order for this to work)

2.16 Configuration – Cities and Countries

The following screen allows configuring cities and countries, useful for the Travel Module.



First enter the countries, then click on the + sign and enter the cities in the new window:



How to use this screen:

- New lines - Use the last (empty) line to enter new countries or cities
- Delete - select the entire line by clicking in the leftmost column (the gray one), then press the 'DELETE' key
- Update data - type directly the new information
- Save modifications - click on a different row in the grid
- Cancel modifications - press 'ESCAPE' to cancel modifications for the current cell. Press 'CTRL Z' to cancel the whole row.
- Sort ascending - click on a column header

2.17 Configuration – Medical File

The following screen allows you to enter the medical information for each employee, such as: vaccines, medical check-ups, etc.

Employees										
Delete Refresh List Import Print										
Harant, Patrick										
Employee Company	Employee Number	Employee Name	Country Code	Country	Check Id.	CheckUp Name	CheckUp Date	Validity Date	Comment	
300	1000	Harant, Patrick	FR	France	1	Visite médicale	01/01/2002	01/01/2003	A refaire	
300	1000	Harant, Patrick	IN	India	2	Vaccin Fièvre jaune	01/01/2001	01/01/2002	Yellow fever	
300	1000	Harant, Patrick	IN	India	3	Vaccin Rage	01/01/2001	01/01/2002	Rage	
300	1000	Harant, Patrick	IN	India	4	Visite médicale	01/01/2001	01/01/2002	Avant de partir	
300	11238	Bares, Bernard	FR	France	1	Visite Médicale annuelle	05/04/2003	05/04/2004	Chaque année, médecin	
300	11238	Bares, Bernard	MY	Malaysia	2	Visite médicale Malaisie	01/10/2003	01/10/2004	Malaisie	
300	11238	Bares, Bernard	MY	Malaysia	3	Vaccin Fièvre jaune	01/04/2002	10/05/2003	Yellow fever	
*										

The information to enter is:

- *Employee company, number and name* – you can enter only the beginning of the name, and the system will look for it in the database
- *Country code, country* – country for this medical line
- *Check UP Name* – Vaccines, medical checkup, etc.
- *Checkup date, Validity Date* – date when the checkup was done and its validity
- *Comment* – your comment for this line

Importing data from an EXCEL file:

Prepare an excel file with the following format:

Medical Files

Employee Company	Employee Number	Employee Name	Country Code	Country	CheckUp Id	CheckUp Name	CheckUp Date	Validity Date	Comment
300	1000	Harant, Patrick	FR	France	1	Visite médicale	01/01/2002	01/01/2003	A refaire vite
			IN	India	2	Vaccin Fièvre jaune	01/01/2001	01/01/2002	Yellow fever
			IN	India	3	Vaccin Rage	01/01/2001	01/01/2002	Rage
			IN	India	4	Visite médicale	01/01/2001	01/01/2002	Avant de partir
300	11238	Bares, Bernard	FR	France	1	Visite Médicale annuelle	05/04/2003	05/04/2004	Chaque année, médecin du travail
			MY	Malaysia	2	Visite médicale Malaisie	01/10/2003	01/10/2004	Malaisie
			MY	Malaysia	3	Vaccin Fièvre jaune	01/04/2002	10/05/2003	Yellow fever

A model of this file is supplied on the installation disk, directory ...\\ImportFiles\\MedicalFiles.xls.

2.18 Configuration – Passports and other Documents

This screen allows you to enter the documents (passports and visas, licenses, etc.) for each employee.

Jackson, Five									
	Employee Company	Employee Number	Employee Name	Doc. Id	Document Name	Document Number	Delivery Date	Validity Date	Delivered By
	300	10124	Jackson, Five	1	My pass	456	01/05/2003	10/07/2010	Police
▶	300	10124	Jackson, Five	2	Second pass	789	30/12/1899	30/12/1899	Police
*									

Visas for : Jackson, Five Passport: (2) 789								
	Passport Id	Country Code	Country	Visa Type	From Date	To Date	Place	Comment
▶	2	UK	United Kingdom	WORK	01/04/2001	01/07/2001	London	No Comment
	2	RO	Romania	WORK	01/07/2001	01/10/2001	Bucarest	Romania

The information to enter is:

- *Employee company, number and name* – you can enter only the beginning of the name, and the system will look for it in the database
- *Document Id* – automatic number
- *Document Name, Document Number* – passport or other document and its number
- *Delivery Date, Validity Date, Delivered by*

If the document is a passport, in the second table you can enter the visas for this passport:

- *Country code, Country* – for what country was the visa
- *Visa type* – what kind of visa
- *From date, To date* – visa validity
- *Place* – city, site that was visited
- *Comment* – your comment

Importing data from an EXCEL file:

Prepare an excel file with the following format:

Documents (Passports and Visas, Other ...)

Documents									Visas						
Employee Company	Employee Number	Employee Name	Doc. Id	Document Number	Document Name	Delivery Date	Expiry Date	Delivered By	Country Code	Country	Visa Type	From Date	To Date	Place (Chantier)	Comment
300	10153	Carrie, Malcolm	1	456	My pass	01/05/2003	10/07/2010	lkjklj	BE	Belgique	WORK	01/04/2003	01/07/2003	Bruxelles	Work Bruxelles
				2	789	Second pass			BE	Belgique	TOURIST	01/05/2003	01/08/2003	Liège	Work Liège
									UK	United Kingdom	WORK	01/04/2001	01/07/2001	London	No Comment
									RO	Romania	WORK	01/07/2001	01/10/2001	Bucarest	Romania

A model of this file is supplied on the installation disk, directory ... \ImportFiles \PassportsandVisas.xls.

2.19 Configuration – Check List Template

This screen will allow defining a template for your trip check lists. You can use it as a model to define a check list for every trip.

Check List Template					Categories	
Check Category	Order	What To Check	Add To Each Trip	Comment	Category Number	Check Category
MEDICAL	10	Visite Medicale	<input checked="" type="checkbox"/>		10	MEDICAL
MEDICAL	11	Ordonnance	<input type="checkbox"/>		20	EXPATRIATION
MEDICAL	20	BCG	<input type="checkbox"/>		30	PAPIER CHANTIER
MEDICAL	30	Vaccins	<input type="checkbox"/>		40	NANTERRE
MEDICAL	40	Certificat Novégian	<input type="checkbox"/>		50	A DONNER
MEDICAL	50	Carte SOS	<input checked="" type="checkbox"/>	Obligatoire pour chaque voyage	*	
EXPATRIATION	10	Nationalité	<input type="checkbox"/>			
EXPATRIATION	20	Validité Passeport	<input type="checkbox"/>			
EXPATRIATION	30	Livret Technicien	<input type="checkbox"/>			

On the right side of the screen, you have the check list categories, which you can define, as needed by your company.

On the left side, you define your check list, line by line.

The information to enter is:

- *Check Category* – enter here the category, as defined in the table on the right
- *Order* – order number within the category
- *What To Check* – description
- *Add To Each Trip* – check this case if you want this line to be included in the Check List for every trip, when the Trip is created.
- *Comment* – your comment

3.1 The Expense Report

Here you'll find how to make an Expense Report.

Expense reports for 300-11238 Bares, Bernard

Exit New Open Save Post Delete Clear Check Errors Justif. Advances Trips Print, Mail... Fix Header Add Pages Work For + -

A1

Company Name

EXPENSE REPORT:

Employee: _____ Name: _____ Rep. Desc. _____

Trip #: _____ Trip Scope: _____

Date	Paid by	Expense detail	Currency	Qty / Nb.	Price / Unit	Amount (VAT Incl.)	VAT %	Vat Amount	Vat Type	Exch. rate to EUR	Amount EUR	Vendor	Job Comp.	Job Number	Dept. Number	Activity Code	Comment
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
11																	
12																	
13																	
14																	
15																	
16																	
17																	
18																	
19																	
20																	
21																	
22																	
23																	
24																	
25																	
Total:																	
Total paid by company:											Due To Employee						

Ready

The data in the expense report is:

Employee - the employee company and number (ex: 300-71244: company=300, employee number=71244)

Name – employee name

Rep. Desc – expense report description

Trip nb. – trip number

Trip dates – trip departure and return date

Trip Scope – scope of the trip

Date – expense or advance date. Use the format: 'dd/MM/yyyy'.

For the first line of expense, it is mandatory to enter a date.

For the next lines of expenses:

- *If the 'Date' cell is empty, the program will put the same date as the previous expense.*
- *If the 'Date' cell contains "+" (or "--"), the program will put the date of the previous expense plus 1 day (or minus 1 day)*
- *If the 'Date' cell contains "++" (or "--"), the program will put the date of the previous expense plus 2 days (or minus 2 days)*
- *If the 'Date' cell contains "1" or "2" or "3"..., the program will put the date of the previous expense plus 1 day, or 2 days, or 3 days, etc.*

The 'Date' cell will be filled when you press the "Check Errors" or "Save" button.

Paid By – “Employee” or “Company”

Expense detail – expense type, as defined in the database. Type one or more letters of the desired expense type; the system will look it in the database and select the first corresponding code (for **Advances**, type ‘**Advance**’ or simply ‘**A**’ (uppercase or lowercase does not matter).

You can also display the list of the expense types, by clicking on the small button in this cell or right-clicking in the cell; the select the desired expense type by double-clicking on it.

The authorized expense limits and justifications are those defined for the person making the expense report, if there are for this person; if not, they are the general limits defined for the company.

EXPENSE CATEGORIES						
Expense Type	Expense Description	Expense Category	Amount Limit	Limit Per Unit	Justif. Needed	Justif. Over
BAC	Bank Account Commission	OTHER		Non	Oui	0
BREAKFAST	Breakfast	MEALS		Non	Oui	0
DHL	DHL	OTHER		Non	Oui	0
DINNER	Dinner	MEALS		Non	Oui	15
EXCHANGE	Exchange rate	OTHER		Non	Oui	0
FR	Forfait repas	MEALS	25	Oui	Non	0
GIFT	Small gift	OTHER		Non	Oui	0
GM	Group Meals	MEALS	20	Oui	Oui	0
GP	Gas / Petrol	OTHER		Non	Oui	0
HOTEL	Hotel	HOTEL	50	Oui	Oui	0
LAUNDRY	Laundry	OTHER		Non	Oui	0
LUNCH	Lunch	MEALS	50	Non	Oui	0
MISC	Miscellaneous	OTHER		Non	Oui	0
OT	Other Transportation	TRANSPORT		Non	Oui	0
PARKING	Parking	OTHER		Non	Oui	0

Currency – currency for the expense / advance. Type the first letters, the system will find it in the database and fill in the rest and the corresponding exchange rate.

You can display a list of currencies by clicking on the small button in this cell or right-clicking in the cell; the select the desired currency by double-clicking on it.

CURRENCIES		
Currency	Country	Exchange Rate
AED	EM. ARABES UNIS	0.259646
AOA	ANGOLA	0.016362
AZM	AZERBAIDJAN	0.000197
CHF	SUISSE	0.60423
CNY	CHINE	0.115206
CZK	TCHIQUE (Rép.)	0.031669
DKK	DANEMARK	0.134611
DZD	ALGERIE	0.011981
EGP	EGYPTE	0.211434
EUR	Europe	1
GBP	ROYAUME-UNIS	1.537279
IRR	IRAN	0.00012
KZT	KAZAKHSTAN	0.006174

Qty. /Nb, Price / Unit – enter the Quantity and Unit Price, when necessary.

For personal car expenses: number of Km (miles) and the reimbursement unit price.

For Hotels: Number of nights and price per night

For car rentals: Number of days and price per day

For group meals: Number of persons and price / person

.....

If you don't know the unit price, enter the total amount in the 'Amount' column, and the quantity / number in the 'Qty.' column, the system will calculate the unit price.

If you click on the small button in the 'Price / Unit' column, the program will display the list of the car types and the associated reimbursement.

Qty. / Nb	Price / Unit	Amount (VAT Incl.)	VAT %	Vat Amount	Vat Type	Exch. rate to EUR	Amount
	0.315 +					1.000000	
Types de voitures							
	Type voiture	Description			Prix per Km (Mile)		
	5CV	5 Chevaux			0.256		
	6CV	6 Chevaux			0.315		
	7CV	7 Chevaux			0.451		
	8CV	8 Chevaux			0.543		
	9Cv	9 Chevaux fiscaux			0.782		

To get the price / km (mile) for YOUR personal car, just press F11 on the corresponding line in the expense report..

Amount (VAT Incl.) – The expense / advance amount, (**VAT included for expenses**) in the selected currency. The program will automatically calculate the amount in your base currency.

VAT%, VAT Amount – VAT Percentage and VAT amount. If you enter the percentage, the program will calculate the VAT Amount; if you enter the VAT amount, the program will calculate the percentage.

VAT Type – Reserved for accounting, don't enter anything here, unless told otherwise by your accounting department.

Exchange rate – exchange rate for the selected currency. This rate is given by the system, but you can change it, if needed.

For Advances, this rate must be the same as the rate at the moment you took the advance; if not, your expense report will not be approved.

Amount (base currency) – amount in the base currency, calculated by the program.

Vendor – enter the vendor code here, or right-click in the cell and the select it in the displayed list.

VENDORS		
Vendor Number	Vendor Type	Vendor Name
HOIN	Hotel	HOLIDAY INN HOTELS
IBIS	Hotel	IBIS HOTELS
MAR	Hotel	Mariott Hotels
NOVOTEL	Hotel	NOVOTEL HOTELS
SOFITEL	Hotel	SOFITEL HOTELS
AF	Plane	AIR FRANCE
BA	Plane	British AirWays
CO	Plane	CONTINENTAL
DELTA	Plane	DELTA AIRLINES
SOUTHEAST	Plane	SOUTHEASH AIRLINE
UNITED	Plane	UNITED AIRLINES
AVIS	RENTCAR	CAR RENTAL
HERTZ	RENTCAR	CAR RENTAL

Job Company, Job Number – company and job number. Right-click in the column will display a list of jobs, where you can select.

The 2 following columns represent accounting codes, defined by your company. They will be different from one company to another. Check with your accounting department for a list of these codes.

In this example, we took the ‘Department Number’ and the ‘Activity Code’.

Department Number – department number. Right-click in the column will display a list of departments, where you can select.

Activity Code – activity code. Right-click in the column will display a list of activities, where you can select.

Comment – comment or complement of information.

To make an expense report, take the following steps:

Click on the “New” button to begin a new expense report.

If there are trips for you, the system will display the list of your trips.

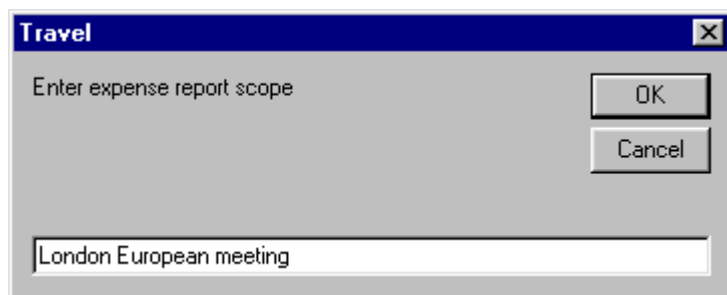
Trips for 300-11238 Bares, Bernard										
Exit		Go Back		Months		-->Excel				
TRIPS										
Trip Number	Date	Description	Trip is Open	Destination	Dep. Date	Return Date	Job Comp.	Job Number	Department	Activity Code
1963	29/06/2004	Voyage d'affaires à Marseille	Oui	Marseille	10/07/2004	15/07/2004		MT212	444	XX100
1960	01/07/2004	Meeting in Lyon	Non	Lyon	01/07/2004	05/07/2004		MT219	444	XX100
1951	30/05/2004	Trip To London	Non	London	01/06/2004	10/06/2004		MT219		
1945	15/04/2004	Voyage à Lille	Oui	Lille	15/04/2004	18/04/2004				
1944	01/05/2004	Réunion à Marseille	Non	Marseille	01/05/2004	05/05/2004		MT219	444	XX100
1933	07/04/2004	Visite bureau Le Havre	Oui	Le Havre	10/04/2004	15/04/2004				

If the expense report is for a trip, then select it in the list, by double-clicking on it.

If the desired trip is not in the list, there can be two reasons:

- 1 – The trip was ‘CLOSED’. Display older trips by clicking on the “Go Back” button.
- 2 – The trip was not configured in the database. Click on “Exit” and continue your expense report without a trip number.

If your expense report is not for a trip, just click on the “Exit” button. The system will then ask for a scope for this expense report.



Be careful: The TRIP NUMBER is very important if you took ADVANCES for this trip. If this is the case, the trip number and the corresponding advances must be entered in the database before you can make your expense report. If you took no advances, you can make your expense report without a trip number. You can always add it later, but before the expense report approval.

To change the trip number, right-click on the corresponding case or click on the “Trip” button, the trip list will be displayed again.

The expense report is given a number based on the employee number and the current date and time. This number is guaranteed to be unique, since the same employee cannot do several expense reports at the same moment.

Now you can begin entering your expenses or your advances. The order is not important.

To enter advances, click on the ‘Advances’ button, the system will display your taken advances for this trip, and you will be able to select the ones you want to put on this report:

Date	Trip Number	Currency	Amount	Exchange Rate	Report Number
29/06/2004	1963	EUR	250	1.000000	
29/06/2004	1963	EUR	125	1.000000	

Several display options are available:

- *All advances* – display all advances, reported or not
 - *Non reported advances* – display only non reported advances (this is the default option)
 - *All trips* – if selected, display advances for all trips, if not, only the trip selected for the expense report
- Anyway, whatever option is selected, you can only choose non-reported advances for this trip to be keyed in your expense report

Double-click on the advance line; the program will automatically enter the corresponding line on the expense report, as follows:

Expense reports for 300-11238 Bares, Bernard

Exit New Open Save Post Delete Clear Check Errors Justif. Advances Trips Print, Mail... Fix Header Add Pages Work For

A1

Company Name 12/07/2004

Work *EXPENSE REPORT: 300-11238-120704!121830*

Employee: 300-11238 Name: Bares, Bernard Rep. Desc.

Trip #: 1963 10/07/2004 - 15/07/2004 Marseille FR Trip Scope: Voyage d'affaires à Marseille

Date	Paid by	Expense detail	Currency	Qty / Nb.	Price / Unit	Amount (VAT Incl.)	VAT %	Vat Amount	Vat Type	Exch. rate to EUR	Amount EUR	Vendor	Job Comp.	Job Number	Dept. Number	Activity Code	Comment
29/08/2004	Employee	Advance	EUR			250.00				1.000000	- 250.00						
29/08/2004	Employee	Advance	EUR			125.00				1.000000	- 125.00						

These reported advances will be checked against the taken advances during the approval process, and if any of this data is different (taken \neq reported), the report will be rejected, so don't modify any of it.

You can report fewer advances than taken on an expense report, EXTREM will suppose that the remaining ones will be reported on a different report (an warning will be issued).

To enter an expense, fill in the columns "Date, expense details..." etc.

Don't forget the Job Number, and the other two accounting columns. If this columns are left empty, the program will look for them in the database, in the Trips list for the corresponding trip and in the Travel Requests list; If found, the columns will be filled in with the corresponding data. If the Job Number,... are different from those defined for the trip, enter here the real ones.

Saving the expense report

You can save your expense report anytime you want by clicking on the 'Save' button. You can open it later and continue entering your data, if it is not yet finished.

When you click on the 'SAVE' button the system will also perform a check for errors, and, if any, will display an error list. The same list will be displayed if you press the "Check Errors" button.

Errors			
Row	Col	Col header	Error Message
1	13	Expense detail	Limite dépassée! Limite= 50
1	17	Job Number	Not authorized to charge on this JOB: 300-MT212
2	17	Job Number	Not authorized to charge on this JOB: 300-MT212
3	17	Job Number	Not authorized to charge on this JOB: 300-MT212
4	17	Job Number	Not authorized to charge on this JOB: 300-MT212
5	17	Job Number	Not authorized to charge on this JOB: 300-MT212
6	13	Expense detail	Limite dépassée! Limite= 250
6	17	Job Number	Not authorized to charge on this JOB: 300-MT212

You can click on 'Check Errors' anytime during the keying of your report to see if everything is OK.

If you click on an error in this list the system will show you where it comes from in the expense report.

Posting the report

When the expense report is finished and all the errors are cleared, you have to **POST** the report.

POSTING means that the report is finished, and it is submitted for signature and approval. Click on the **'POST'** button to do this operation. When a report is posted, it is still possible to modify it, before it was **'Signed'** by the manager or **'Approved'** by accounting.

The status of an expense report is displayed in red in the report header. It can take one of the values:

- **Work** – the report is not yet finished.
- **Posted** – the report is finished, submitted for approval
- **Signed** – the report is signed by the manager (the approver)
- **Approved** – the report was approved
- **Rejected** – the report was rejected (not approved). When the status is 'Rejected', you can display the reject reason by right clicking on the status case.

Deleting the report

Click on the 'Delete' button if you want to completely delete this expense report from the database.

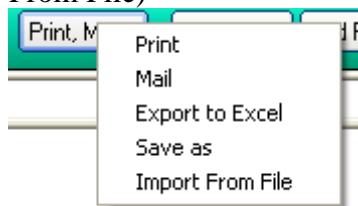
Signed, Posted or Approved reports cannot be deleted.

Clearing the report

Click on the 'Clear' button if you want to display a new empty form for an expense report. This action will immediately discard all changes to the displayed report, unload the current report and display an empty form.

Printing the report

Click on the 'Print' button'. Several options are displayed: (Print, Mail, Export to Excel, save as, Import From File)



Import the expense report from file

This menu allows importing an expense report, made off-line on an Excel form. See the chapter "Importing an expense report" in this manual.

Displaying more lines

By default, the expense report displays a first page having 25 lines. If you need more, click on the 'Add Lines' button. The maximum is four pages, 100 lines.

Fixing the report header

Click on the 'Fix header' to fix the header when scrolling. If not fixed, the header will scroll with the report.

Sending the report by email

If the mail system is available, you can send the report for approval via email, by clicking on the 'Mail report' button. This action will send the report to a special user, whose email address is **'Travel, Expense'**, who has to be configured in your email public address list.

Work For

This button will display a list of people that you can work for.

Who I Can Replace

Exit Select MySelf

I Can Replace

	Employee Company	Employee Number	Employee Name	From Date	To Date
▶	300	1000	Harant, Patrick		
	300	1133	ALBIN, ILHAM		
	300	71244	PALARAN, BO		

Select here the one you want to work for; you can then do an expense report for him / her.

3.2 Expense reports signature (manager approval)

If you have selected the "Use Expense Report Signature" option in the "Parameters" screen, your expense report needs to be "signed" by your manager before going to accounting for final approval.

Your manager will "sign" your expense report by opening the following screen:

Expense Report

Exit Reports to sign Print, Mail...

Company Name

EXPENSE REPORT:

Employee: _____ Name: _____ Rep. Desc. _____

Trip #: _____ Trip Scope: _____

Date	Paid by	Expense detail	Currency	Qty / Nb.	Price / Unit	Amount (VAT Incl.)	VAT %	Vat Amount	Vat Type	Exch. rate to EUR	Amount EUR	Vendor	Job Comp.	Job Number	Dept. Number	Activity Code	Com
1																	

Click on the "Reports to Sign" button to open the list of expense reports waiting for your signature, and then select the one you want to sign, by double-clicking on it.

Expense Reports To Be Signed

Exit Display: Not signed reports Approved reports Signed reports Sign For... Select

Expense Reports to be Signed

Employee Name	Report Number	Status	Status Date	Description	Signed By	Ap
Harant, Patrick	300-1000-200304110709	Posted	30/05/2004	Une note de frais		
Harant, Patrick	300-1000-2203041142740	Posted	24/06/2004	This is an expense report		
Harant, Patrick	300-1000-2506041135847	Posted	29/06/2004	This is an expense report		
Harant, Patrick	300-1000-2506041171612	Posted	29/06/2004	This is an expense report		

The program will open the selected expense report:

Expense Report

Exit Reports to sign Check errors Sign Reject Print, Mail...

Company Name 22/03/2004

Posted 24/06/2004 **EXPENSE REPORT: 300-1000-220304!142740**

Employee: 300-1000 Name: Harant, Patrick Rep. Desc. This is an expense report

Trip #: 1924 01/04/2004 - 05/04/2004 Lille FR Trip Scope: Réunion a Lille

Date	Paid by	Expense detail	Currency	Qty / Nb.	Price / Unit	Amount (VAT Incl.)	VAT %	Vat Amount	Vat Type	Exch. rate to EUR	Amount EUR	Vendor	Job Comp.	Job Number	Dept. Number	Activity Code	Com
1	01/04/2004	Employee DINNER	EUR		0.534	5.34				1.000000	5.34		300	MT219	100	XX100	
2	01/04/2004	Employee HOTEL	EUR	2		50.00				1.000000	50.00		300	MT219	100	XX100	
3	01/04/2004	Employee DINNER	USD			50.00				0.953562	47.68		300	MT219	100	XX100	
4	01/04/2004	Employee GM	GBP	5		100.00				1.537279	153.73		300	MT219	100	XX100	5 people
5	02/04/2004	Employee LUNCH	EUR			25.00				1.000000	25.00		300	MT219	100	XX100	
6	02/04/2004	Employee PERSCAR	EUR		0.543	108.60				1.000000	108.60		300	MT219	100	XX100	

Press the "Check Errors" button to verify the expense report.

Press the "SIGN" button to sign the expense report, or the "REJECT" if you don't agree. You'll have to enter a reject reason in this case.

3.3 Travel Request

Before traveling, each employee is requested to do a **Travel Request**, in which he requests advances, transportation tickets, hotel reservation, car rental...

This request has to be approved by the employee's manager, and then it arrives to the company Travel Office for processing.

The following screen allows inputting a Travel Request into the system:

Travel Request													
Exit	New Request	Post Request	Approve Re...	Unlock Req...	Delete Requ...	Print Request	Edit Request	<input checked="" type="checkbox"/> Work	<input checked="" type="checkbox"/> Posted	<input checked="" type="checkbox"/> Approved	Save	Cancel	Work For
Travel Requests for 71244 Palaran, Bo													
Travel Request Number	Travel Request Date	Status	Trip Number	Departure Date	Return Date	Trip Scope	Destination	Country	Job Company	Job Number	Department	Activity Code	Employee Comment
122	18/12/2004	Approved	1970	01/01/2005	05/01/2005	Voyage à Nice	Nice	FR	300	MT219	444		
123	23/12/2004	Approved	1971	01/01/2005	15/01/2005	Voyage à Lyon	Lyon	FR	300	MT219	444	XX100	Départ en train, retour en a
▶ 124	05/01/2005	WORK		10/01/2005	15/01/2005	Inspection chantier Marseilles	Marseille	FR	300	MT219	444	XX100	Train Jusqu'à Lyon, ensuit
*													
Travel Request : 124 Tickets --> Plane / Train / Other Transportation													
Expense Type	Expense Description	City From	Country From	City TO	Country TO	Departure Date	Departure Approx. Time	Ticket Type	Return Date	Return Approx. Time	Employee Comment	Cost	
TRAIN	Train Fare	Paris	FR	Marseille	FR	10/01/2005	08:00	OW			Train jusqu'à Lyon		
PLANE	Plane fare	Lyon	FR	Marseille	FR	11/01/2005	08:00	OW			Avion le lendemain de Lyon à Marseille		
PLANE	Plane fare	Marseille	FR	Paris	FR	15/01/2005	18:00	OW			Avion au retour, Marseille Paris		
*													
Travel Request : 124 Hotel Reservation / Car Rental											Travel Request : 124		
Expense Type	Expense Description	City	Country	From Date	To Date	Employee Comment	Cost	Currency	Amount	Pay Mode	Employee Comment		
HOTEL	Hotel	Lyon	FR	10/01/2005	11/01/2005	Lyon, centre		▶ EUR	500	Cash			
HOTEL	Hotel	Marseille	FR	11/01/2005	15/01/2005	IBIS, gare		*					
▶ RENTCAR	Rental car	Marseille	FR	11/01/2005	15/01/2005	Avis gare, retour aéroport, voiture classe C							
*													

This screen has four sections:

1. Travel Requests list for the connected employee
2. Requests for tickets (plane, train, other) for each Travel Request
3. Requests for hotel reservation or car rental for each Travel Request
4. Requests for advances for each Travel Request

Each section is described here below:

1. Travel Requests list for the connected employee

Press the **New Request** button to make a Travel Request. A new line is added to the list, as shown below:

Travel Request																
Exit		New Request		Post Request		Approve Re...		Cancel Req...		Delete Requ...		Print Request		<input checked="" type="checkbox"/> Work <input checked="" type="checkbox"/> Posted <input type="checkbox"/> Approved <input type="checkbox"/> Canceled	Save	Cancel
Travel Requests for 11130 Palada, Bogdan Nicolae																
Travel Request Number	Travel Request Date	Status	Trip Number	Departure Date	Return Date	Trip Scope	Destination	Country	Job Number	Department	Project Cost Code	Employee Comment	Travel Offi Comment			
48	27/08/2003	Posted		10/09/2003	15/09/2003	Meeting in Nice	Nice	FR	990000	141	UG100	Urgent				
▶ 50	05/09/2003	WORK														
*																

The data to be entered is:

- Travel Request Number – automatically given by the system, cannot be changed
- Travel request Date – automatically given by the system – you can change it
- Status – status of the travel request; it can be one of the following:
 - WORK** – the employee is working on the travel request; it's not ready yet.
 - POSTED** – the employee finished working on the travel request; it is now submitted for Approval
 - APPROVED** – the travel request was approved by the employee's manager.
- Trip Number – automatically given by the system, when the Travel Request is APPROVED.
- Departure Date, Return Date – departure and return date
- Trip Scope – scope of the trip
- Destination (City and Country) – destination. Type it directly in the cell or click on the cell button and choose it from the window that appears:

Exit		Select	
CITIES		City	Country
Bruxelles	BE		
Limoges	BE		
Berlin	DE		
Bonn	DE		
Cannes	FR		
Lille	FR		
Lyon	FR		
Marseille	FR		

- Job Company, Job Number – job information
- Acc2, Acc3 – accounting information, if used by your company
- Employee comment – filled in by the employee, if needed
- Travel Office comment – filled in by the Travel Office, if needed.

When all the requests are entered, the employee submits the Travel request for Approval, by POSTING it (click on the **Post Request button).**

When a Travel Request was POSTED, it cannot be modified any more. Approvers have the right to UNLOCK or DELETE it.

2. Requests for tickets (plane, train, other) for each Travel Request

When you select a Travel Request in the Travel Requests List, the program will update the other sections (tickets, reservations, advances) with the corresponding data.

The “Request for tickets” section will be as follows:

Travel Request : 50 Tickets --> Plane / Train / Other Transportation												
	Expense Type	Expense Description	City From	Country From	City TO	Country TO	Departure Date	Departure Approx. Time	Return Date	Return Approx. Time	Employee Comment	Travel Office Comm
▶	PLANE	Plane fare	Paris	FR	Marseille	FR	12/09/2003	08:00	18/09/2003	18:00	Return Ticket	
*												

The data to be entered is:

- Expense type – plane, train and other transportation tickets; you can select from the list, as shown below:

Travel Request : 50 Tickets --> Plane / Train / Other Transportation																						
	Expense Type	Expense Description	City From	Country From	City TO	Country TO	Departure Date	Departure Approx. Time	Return Date	Return Approx. Time	Employee Comment	Travel Office Comm										
▶	PLANE	Plane fare	Paris	FR	Marseille	FR	12/09/2003	08:00	18/09/2003	18:00	Return Ticket											
*	<table border="1"> <thead> <tr> <th>Expense Type</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>OT</td> <td>Other Transportation</td> </tr> <tr> <td>PLANE</td> <td>Plane fare</td> </tr> <tr> <td>TRAIN</td> <td>Train Fare</td> </tr> <tr> <td>TRANSP</td> <td>Other transportation</td> </tr> </tbody> </table>		Expense Type	Description	OT	Other Transportation	PLANE	Plane fare	TRAIN	Train Fare	TRANSP	Other transportation										
Expense Type	Description																					
OT	Other Transportation																					
PLANE	Plane fare																					
TRAIN	Train Fare																					
TRANSP	Other transportation																					

- Expense Description – automatically filled in by the program
- City From, Country From, City To, Country To – automatically taken by the program from the “Travel Request List”; you can change them if needed
- Departure Date – automatically filled in by the program with data taken from the “Travel Request List”
- Departure approx. Time – departure approximate time
- Return Date – fill in this information **only if you want a RETURN TICKET (ex: plane to go, plane to come back)**. Type F5 to take the Return Date from the “Travel Request List”

If, for example, you travel by plane to Marseille, then by train to Nice, then back to Paris by plane, your requests should be as shown below:

Travel Request : 50 Tickets --> Plane / Train / Other Transportation												
	Expense Type	Expense Description	City From	Country From	City TO	Country TO	Departure Date	Departure Approx. Time	Return Date	Return Approx. Time	Employee Comment	Travel Office Comm
	PLANE	Plane fare	Paris	FR	Marseille	FR	12/09/2003	08:00			One way ticket	
	TRAIN	Train Fare	Marseille	FR	Nice	FR	12/09/2003	11:00			Train to Nice	
▶	PLANE	Plane fare	Nice	FR	Paris	FR	18/09/2003	18:00			Return to Paris	
*												

- Return Time – return approximate time.
- Employee comment – type here your comment, if you have one

3. Requests for hotel reservation or car rental for each Travel Request

When you select a Travel Request in the Travel Requests List, the program will update the other sections (tickets, reservations, advances) with the corresponding data.

The “Request for reservation” section will be as follows:

Travel Request : 50 Hotel Reservation / Car Rental								
	Expense Type	Expense Description	City	Country	From Date	To Date	Employee Comment	Travel Office Comment
	HOTEL	Hotel	Nice	FR	12/09/2003	18/09/2003	RADISON Hotel, near the beach	
▶	RENTCAR	Rental car	Marseille	FR	12/09/2003	18/09/2003	HERTZ, at Marseille airport, return at Nice airport	
*								

The data to be entered is:

- Expense type – Hotel, Car Rental, other reservation
- Expense Description – automatically filled in by the program
- City, Country – city and country where the reservation is to be done
- From Date, To Date – begin and end reservation dates
- Employee comment – type here your comment, if needed

4. Requests for advances for each Travel Request

When you select a Travel Request in the Travel Requests List, the program will update the other sections (tickets, reservations, advances) with the corresponding data.

The “Request for advances” section will be as follows:

Travel Request : 50 Requested Advances					
	Currency	Amount	Pay Mode	Employee Comment	Travel Office Comment
▶	EUR	500	Cash		
	USD	200	Cash		
*					

The data to be entered is:

- Currency – the advance currency
- Amount – the amount you want
- Pay mode – Cash, Check, Bank transfer
- Employee comment – type here your comment, if needed

5. Print the Travel Request

If you press the “Print” button, the following screen will be displayed:

Company Name								
TRIP AUTHORIZATION / AUTORISATION DE VOYAGE								
NAME: 300-71244 PALARAN, BO				WORK				
Trip Number	Request Number	Request date	Destination	Departure Date	Return Date			
	116	14/07/2004	London UK	15/07/2004	18/07/2004			
Trip Scope			Job Number	Department	Activity Code			
Réunion Londres			300-MT212	444	XX100			
Requested Plane and train tickets, hotel reservation, car rental								
Expense description	City From	City TO	Departure Date	Time	Hotel, Car rental		Comment	
					From Date	To Date		
1 Plane fare	PARIS	London	15/07/2004	08:00			By plane from Paris to London	
2 Train Fare	PARIS	London	18/07/2004				Return by EUROSTAR	
3 Hotel		London			15/07/2004	18/07/2004	Picadilly Circue	
4 Rental car		London			15/07/2004	18/07/2004	Hertz, airport, return to the central stat	
5								
6								
7								
8								
9								
10								
11								
12								
Paris to London by plane, return by train								
Delivered Plane and train tickets, hotel reservation, car rental								
Expense description	Flight / Res. Number	City From	City TO	Departure Date	Time	Hotel, Car rental		Comment
						From Date	To Date	
1								

The first part of this form contains the requested tickets and reservations, and the second one the delivered ones.

6. Edit the Travel Request

If you press the **Edit Request** button, you open an Excel form, where you can key more easily your travel request:

Key Travel Request																							
Exit					New Requ...		Open ...		Check Re...		Save		Post		Delete		Cancel		Zoom + -		Print, Mail...		
Company Name											TRIP AUTHORIZATION / AUTORISATION DE VOYAGE											WORK	
NAME: 300-71244 Palaran, Bo																							
Trip Number	Request Number	Request Date	Destination (City)	Country	Departure Date	Return Date	Job Company	Job Number	Department	Activity Code													
	124	05/01/2005	Marseille	FR	10/01/2005	15/01/2005	300	MT219	444	XX100													
Trip Scope					Travel Description																		
Inspection chantier Marseilles					Train Jusqu'à Lyon, ensuite avion																		
Plane and train tickets, other transportation																							
Expense description	City From	Country From	City To	Country To	Ticket Type	Departure Date	Departure Time	Return Date	Return Time	Comment	Cost												
1 TRAIN	Train Fare	Paris	FR	Marseille	FR	OW	10/01/2005	08:00			Train jusqu'à Lyon												
2 PLANE	Plane fare	Lyon	FR	Marseille	FR	OW	11/01/2005	08:00			Avion le lendemain de Lyon à Marseille												
3 PLANE	Plane fare	Marseille	FR	Paris	FR	OW	15/01/2005	18:00			Avion au retour, Marseille Paris												
4																							
5																							
6																							
7																							
8																							
9																							
10																							
											Total Transport											0.00	
Hotel Reservation, Car Rental											Requested Advances												
Expense description	City	Country	From Date	To Date	Comment	Cost	Currency	Amount	Pay Mode														
1 HOTEL	Hotel	Lyon	FR	10/01/2005	11/01/2005	Lyon, centre		EUR	500	Cash													
2 HOTEL	Hotel	Marseille	FR	11/01/2005	15/01/2005	IBIS, gare																	
3 RENTCAR	Rental car	Marseille	FR	11/01/2005	15/01/2005	Avis gare, retour aéroport, voiture classe C																	
4																							
5																							
6																							
7																							
8																							
9																							
10																							
							Total Hotel, Car Rental ...				0.00												
											Signature												

New Request – click here to begin a new Travel Request

Open Request – opens an existing Travel Request

Check Request – performs a verification of the Travel Request – dates, expense types, currencies, etc.

Save Request – saves the Travel Request

Post Request – submits the travel request for approval

Delete Request – deletes the displayed Travel Request

Cancel – cancel changes on the displayed Travel Request

Approve – approves the Travel Request

3.4 Travel Request approval

A travel request has to be approved by the employee's manager or by a person in the travel office who has the necessary rights.

The approval screen is the following:

Travel Request Number	Travel Request Date	Status	Company Number	Employee Number	Employee Name	Trip Number	Departure Date	Return Date	Destination City	Destination Country
117	12/07/2004	Posted	300	11238	Bares, Bernard		15/07/2004	18/07/2004	Marseille	FR

Processed (Yes / No)	Expense Type	Expense Description	City From	Country From	City To	Country To	Departure Date	Departure Time	Return Date	Return Time
<input type="checkbox"/>	TRAIN	Train Fare	PARIS	FR	Marseille	FR	15/07/2004	07:00	18/07/2004	18:00
<input type="checkbox"/>	HOTEL	Hotel			Marseille	FR				

Processed (Yes / No)	Currency	Amount	Pay Mode	Employee Co
<input type="checkbox"/>	EUR	500	Cash	

This screen displays a list of all Travel Requests that have to be approved by this manager. For each Travel Request it shows the details (plane and train tickets, hotel reservation, advances...)

Click on the **Approve Request** button to approve the displayed Travel Request.

Click on the **Unlock Request** button to unlock the Travel request.

After approval, the Travel Request becomes available to the Travel Office for processing.

Clicking on the **Approve For...** button make it possible to approve for another person, provided he / she gave you the right to do so.

3.5 Expense reports accounting approval

When choosing 'Expense reports - Approve', the program will display the following screen:

Click on the **Reports to approve** button to display a list of all the reports in the database waiting for approval.

Click on the right button to hide/display the company list.

Click on one or more companies to display only people belonging to the selected companies.

You can display approved or not approved reports, by choosing the appropriate option. You can find an employee by typing part of his name in the Filter line.

To choose an expense report, double-click on its line, or click once on its line, then hit 'Return'. The report will be then displayed in the previous window, as follows:

Expense reports for 300-11238 Bares, Bernard

Quitter Nouv. Ouvrir Enreg. Post Suppr. Annul. Vérifie erreurs Justif. Avances Voyages Imprime... Bloque en... Ajout pages

A1

Company Name 18/04/2004

Posted 19/04/2004 **EXPENSE REPORT: 300-11238-180404!181353**

Employee: 300-11238 Name: Bares, Bernard Rep. Desc. Diverses dépenses pour mon voyage

Trip #: 1933 Trip date: 07/04/2004 Le Havre FR Trip Scope: Visite bureau Le Havre

	Date	Paid by	Expense detail	Currency	Km	Price / Km	Amount (VAT Incl.)	VAT %	Vat Amount	Vat Type	Exch. rate to EUR	Amount EUR	Number	Vendor	Job Comp.	Job Number	Dept. Number	Activity Code	Comment
1	07/04/2004	Employee	Advance	EUR			500.00				1.000000	- 500.00							
2	18/04/2004	Employee	Advance	GBP			150.00				1.537279	- 230.59							
3	10/04/2004	Employee	BREAKFAST	EUR			10.00				1.000000	10.00			300	T0845	003	XX100	
4	10/04/2004	Employee	LUNCH	EUR			15.00				1.000000	15.00			300	T0845	003	XX100	
5	10/04/2004	Employee	DINNER	EUR			25.00				1.000000	25.00			300	T0845	003	XX100	
6	11/04/2004	Employee	BREAKFAST	EUR			12.50				1.000000	12.50			300	T0845	003	XX100	
7	11/04/2004	Employee	LUNCH	EUR			18.25				1.000000	18.25			300	T0845	003	XX100	
8	11/04/2004	Employee	DINNER	EUR			30.00				1.000000	30.00			300	T0845	003	XX100	
9																			
10																			
11																			
12																			
13																			
14																			
15																			
16																			
17																			
18																			
19																			
20																			
21																			
22																			
23																			
24																			
25																			
Total:												- 619.84	Due To Company						
Total paid by company:																			

Ready

In **RED** is displayed the status of the expense report, which can be:

- Posted** - the expense report is posted, it is waiting now for approval
- Signed** - the expense report has been signed
- Approved** - the expense report has been approved by accounting
- Rejected** - the expense report has been rejected
- Work** - the employee works on the expense report, but he hasn't finished it yet .

Several options are available before approval:

Check Errors - the program will check the errors and warnings, which can be:

- Missing or wrong date
- Expense category - wrong value, not in lookup table
- Expense limits exceeded (warning)
- Currency - wrong value, not in currency table
- Accounting information 2, 3 - wrong value, not in lookup table
- Job Number – wrong value or employee not authorized to charge on this job

Check Advances - EXTREM will compare the taken advances with the advances reported on this expense report and will display the next screen:

TAKEN ADVANCES						REPORTED ADVANCES					
<input type="radio"/> All advances <input checked="" type="radio"/> Non reported advances <input type="checkbox"/> All Trips <input type="button" value="Refresh"/>						<input checked="" type="radio"/> On this report <input type="radio"/> On not approved reports <input type="radio"/> On approved reports					
Date	Trip N°	Currency	Amount	Exchange Rate	Expense Report Number	Date	Trip N°	Currency	Amount	Exchange Rate	Expense Report Number
30/07/2003	890	USD	450.00	0.953562		20/01/2003	890	USD	500.00	0.976563	53-11425-2401031141339

On the left are displayed the taken advances. By default, the program displays taken and not yet reported advances for the same trip as the expense report. Other options are:

- All advances - displays all taken advances (reported or not)
- All trips - displays taken advances for all trips

On the right are displayed the reported advances. By default, the program displays the advances reported on this expense report. Other options are:

- On not approved reports - displays advances reported on other reports (posted, but not yet approved)
- On approved reports - displays advances reported on already approved reports

You have to compare the Trip Number, Currency, Amount and Exchange Rates. All this information has to be identical (taken = reported). If anyone of this data is different, the report cannot be approved.

Approve report - click here if you want to approve the report. The system will perform the following:

- **Check errors** - see above. If an error is found, the approval process is stopped.
- **Check advances** - compares taken and reported advances for this trip. If any of the reported advances doesn't match one the taken advances for the same trip, an error message is generated, and the approval process is stopped.

If you have taken several advances and only some of them are reported on this expense report, a warning is generated, and the user will be asked to continue or not the approval. If the expense report is approved, its status will change from 'Posted' to 'Approved'.

If any errors are found on the expense report, or for any other reason you cannot approve the expense report, then you have to **reject** it. The report status will then change from **'Posted'** to **'Rejected'** and the employee will be able to correct the errors and submit it again.

To **reject** an expense report, click on the **"Reject"** button. You will have to type a reject reason, in the following window, so that the employee will know why the report was not approved.

Reject Reason

Type here the REJECT reason

You reported a hotel expense of 1500 FRF, but the attached invoice is only for 1200 FRF. Please make the necessary corrections and submit it again!

Show trips - displays the trips list

Print, Mail ... - prints the report, or mails it to someone, or exports it to Excel

3.6 Employee balances / Reimbursements

The following screen is used to display employee balances and to do automatic and manual reimbursements (company to employees or employees to company).

Automatic Reimbursement? (Yes / No)	Company Number	Employee Number	Employee Name	Balance (EUR)	Due To
	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	

Click on the right button to hide/display the company list.

Click on one or more companies to display only people belonging to the selected companies.

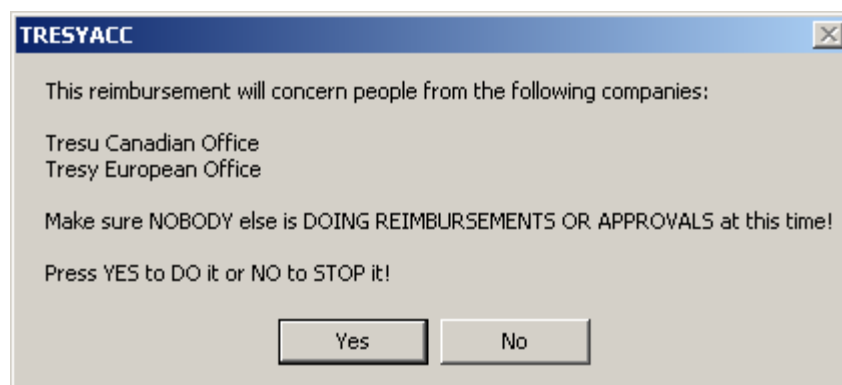
Several display options are available:

- **Due company** - displays employees that owe money to company
- **Due employee** - displays employees to whom the company owes money
- **All employees** - displays all employees

Automatic reimbursements are reimbursements paid by the company to **all employees** (except those marked with an 'N' in the column 'Automatic reimbursement? (Yes / No)').

When the list is displayed, the program automatically marks with an 'N' those employees configured with 'Automatic reimbursements =No' (see Configuration - Employees). After that, you can manually modify this option by deleting the 'N' for an employee to enable reimbursement for him or typing an 'N' for other employees to disable reimbursement for them.

The process of automatic reimbursement is started when clicking on the **Automatic reimbursement** button. The following message will be displayed:



If you click 'Yes', the system will send a message to all accounting users of EXTREM, and will block their program during the automatic reimbursement. The user will get the next message:

Now sending message to all other users! This will take about 20 seconds...

The other users will also receive a message telling them that a reimbursement is in progress and their program will be blocked for the duration of this reimbursement.

The automatic reimbursement process ends with the creation of the electronic file that is to be transmitted to your bank to do the payments.

*Bank transfer file was successfully created:
C:\TEMP\TOBANK.DAT*

The actual transmission of this file to the bank is not in the scope of this program. See with your bank what software and hardware you need in order to electronically send this file.

As the payments are done by bank transfer between your bank and the employees banks, these transactions will affect your bank accounts (see - Miscellaneous - Cash Position / History, Configuration - Currencies and the image below)

Cash History

Currency	Cash	Operation date	Amount	Paid By	Balance	Op. Type	Operation Number	Employee Number	Employee Name	Comment
EUR	Cash	04/04/2004	40.00	Employee	19 199.00	Reimbursement	REIMB-040404\120201	300-2084	ANDRIES, ALAIN	
EUR	Cash	07/04/2004	- 500.00	Company	18 699.00	Advance	2000	300-1000	Bares, Bernard	
EUR	Cash	07/04/2004	- 500.00	Company	18 199.00	Advance	2001	300-11238	Bares, Bernard	
EUR	Cash	19/04/2004	-2 540.36	Company	15 658.64	Reimbursement	REIMB-190404\141210	300-1000	Bares, Bernard	
GBP	Cash	07/04/2004	- 250.00	Company	- 750.00	Advance	2002	300-1000	Abby, Cay	
GBP	Cash	18/04/2004	- 150.00	Company	- 900.00	Advance	2003	300-11238	Bares, Bernard	

Manual reimbursements are reimbursements done for **one employee** at a time (either paid by the company or by the employee).

Click on the employee line to choose the employee and then click on the **Manual reimbursement** button to start the process.

Reimbursement

Employee Reimbursement

11-10054 Alby, Cay

Amount To Transfer

7 500.00

Due Employee

Currency	Amount	Exchange rate	Amount Base Currency	Payment Mode	Check Number	Paid by
USD	1 000.00	7.000000	7 000.00	Cash		Company
FRF	500.00	1.000000	500.00			Company
Total	7 500.00		7 500.00		Difference:	0.00

Post Reimbursement

Exit

Several lines are available to describe the whole transaction. You can use any currency (click on the currency column with the right button of the mouse to display the list of all currencies). The program will display the exchange rate, which you can modify manually. The last column is filled automatically by the program.

Click on the **Post Reimbursement** button to execute this transaction. The program will first ask for confirmation and then execute the reimbursement.

Attention to the Payment Mode - If the payment mode is 'Cash', your cash account for this currency will be affected. Any other payment modes (Check, Bank transfer...) will affect the bank account (see Miscellaneous - Cash Position / History)

More complex transactions can be done, as shown in the example below:

Reimbursement

Employee Reimbursement

31201 Basham, Helen

Balance
-2 500.00
Due Company

Currency	Amount	Exchange rate	Amount Base Currency	Payment Mode	Check Number	Paid by
USD	400.00	6.000000	2 400.00	Cash		Employee
GBP	100.00	10.000000	1 000.00	Cash		Employee
FRF	- 900.00	1.000000	- 900.00	Cash		Company
Total			2 500.00			

Post Reimbursement
Exit

In this example, the employee paid 400 USD and 100 GBP, and the company paid him back 900 FRF, making a total transaction of 2500 FRF (Base currency), that is the amount the employee owed to the company.

The reimbursement will still work, even if the total amount doesn't match the employee balance. The program will generate a warning and will simply calculate the new balance.

Notify employees - another option on this screen is employee notification (the **Notify** button). This will send a message to all employees owing money to the company.

The notification content is taken from the file “ReimbursementModel.rtf”, where the keywords will be replaced by real values:

Ref: Expense Reimbursement: #ReimbNumber# / #ReimbDate+4#

Dear #EmployeeName#,

We inform you that we’ve transferred the amount of

#Money# #Currency#

to your bank account :

#Bank1# #Bank2# #Bank3# #Bank4# à la banque #BankName#,

on the #ReimbDate+4#.

This amount represents the reimbursements for your expense reports.

Regards!

The Expense Reports Department!

The key words are:

#ReimbNumber# - Reimbursement number

#EmployeeName# - Employee Name

#Money# - Amount

#Currency# - Currency

#Bank1# #Bank2# #Bank3# #Bank4# - Employee bank account

#BankName#, - Employee bank name

#ReimbDate# - Reimbursement Date

Other options on this screen are:

Print - prints the list that is displayed

Mail - mails the list that is displayed

Export to Excel - exports the list to Excel (Excel has to be installed on the computer in order for this to work)

Right Click on an employee line in the list - displays a menu where you can select manual reimbursement for the employee or to see employee history (see chapter - Employee history - Cash transactions)

Company private

Employee Balance

Automatic Reimbursement? (Yes / No)	Company Number	Employee Number	Employee Name	Balance (FRF)	Due
	11	10054	Alby, Cay	-2 000.00	Employee
	11	10042	Alford, John	-2 000.00	Employee
				-2 000.00	Employee
				-2 000.00	Employee
				-2 000.00	Employee
N	11	10057	Alter, Dale	-4 000.00	Employee
	11	10071	Ancic, Ivica	-2 000.00	Employee
	11	10064	Anderson, John	-2 000.00	Employee
	11	10075	Apice, Brenda	-2 000.00	Employee
	11	10072	Arauzo, Arlene	-2 000.00	Employee

Manual reimbursement
See Details for Allcroft, Marilyn

Find an employee in the list - type the employee number or part of his name in the 'Find' box, then click on the button next to it.

3.7 Employee history

If you need to consult all cash transactions for an employee or for all employees, the next screen will show you that:

Employee history

Exit Employees Show Report Go Back 2 Months Print, Mail...

Company Private

Employee History

Company Number	Employee Number	Employee Name	Operation date	Operation Number	Operation Type	Amount (EUR)	Paid By	Balance (EUR)	Due To	Check Number
300	1133	ALBIN, ILHAM	01/02/2004	300-1133-010204163133	ExpenseReport	-2 000.00		-2 000.00	Employee	
300	1133	ALBIN, ILHAM	01/02/2004	300-1133-010204163500	ExpenseReport	-2 000.00		-4 000.00	Employee	
300	1133	ALBIN, ILHAM	01/02/2004	300-1133-010204163948	ExpenseReport	10.00		-3 990.00	Employee	
300	1133	ALBIN, ILHAM	01/02/2004	300-1133-010204164201	ExpenseReport	10.00		-3 980.00	Employee	
300	1133	ALBIN, ILHAM	17/02/2004	REIMB-170204165552	Reimbursement	3 980.00	Company	0.00		Bank transfer
300	1133	ALBIN, ILHAM	01/02/2004	300-1133-010204164508	ExpenseReport	10.00		10.00	Company	
300	1133	ALBIN, ILHAM	01/02/2004	300-1133-010204112225	ExpenseReport	10.00		20.00	Company	
300	1133	ALBIN, ILHAM	01/02/2004	300-1133-010204112502	ExpenseReport	10.00		30.00	Company	
300	1133	ALBIN, ILHAM	01/02/2004	300-1133-010204120232	ExpenseReport	10.00		40.00	Company	
300	2084	ANDRIES, ALAIN	03/02/2004	300-2084-030204163134	ExpenseReport	-2 000.00		-2 000.00	Employee	
300	2084	ANDRIES, ALAIN	03/02/2004	300-2084-030204163500	ExpenseReport	-2 000.00		-4 000.00	Employee	
300	2084	ANDRIES, ALAIN	03/02/2004	300-2084-030204163948	ExpenseReport	10.00		-3 990.00	Employee	
300	2084	ANDRIES, ALAIN	03/02/2004	300-2084-030204164202	ExpenseReport	10.00		-3 980.00	Employee	
300	2084	ANDRIES, ALAIN	17/02/2004	REIMB-170204165552	Reimbursement	3 980.00	Company	0.00		Bank transfer
300	2084	ANDRIES, ALAIN	03/02/2004	300-2084-030204112225	ExpenseReport	10.00		10.00	Company	
300	2084	ANDRIES, ALAIN	03/02/2004	300-2084-030204164509	ExpenseReport	10.00		20.00	Company	
300	2084	ANDRIES, ALAIN	03/02/2004	300-2084-030204112502	ExpenseReport	10.00		30.00	Company	
300	2084	ANDRIES, ALAIN	03/02/2004	300-2084-030204120232	ExpenseReport	10.00		40.00	Company	
300	2084	ANDRIES, ALAIN	04/04/2004	REIMB-040404120201	Reimbursement	- 40.00	Employee	0.00		
300	10153	Carrie, Malcolm	18/02/2004	300-10153-180204163136	ExpenseReport	-2 000.00		-2 000.00	Employee	

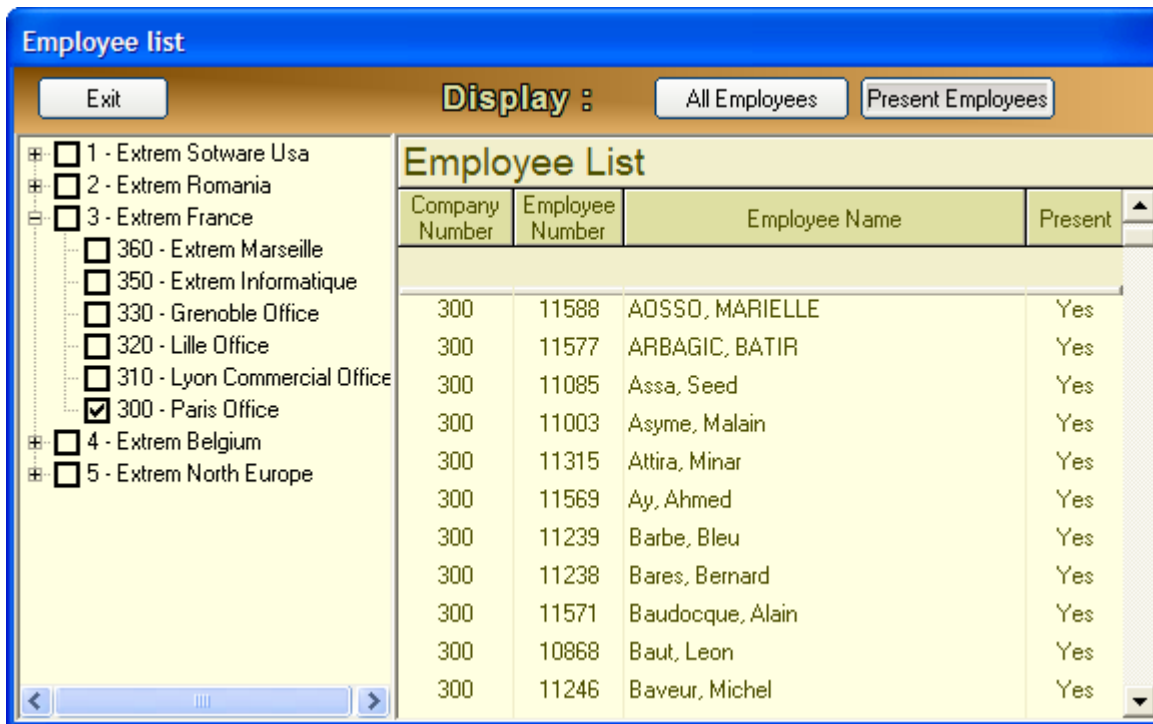
Click on the right button to hide/display the company list.

Click on one or more companies to display only people belonging to the selected companies.

By default, the program displays history for the current month, for all employees.

You can display older transactions by clicking on the **Go Back** button. You can enter the number of months to go back in the 'Months' box, then click on the **Show Report** button.

You can display history for only one employee by typing his employee number or name in the employee case, then pushing **Show Report** or hitting 'Return'. Clicking on the **Employees** button will display the employee list, where you can select the desired employee.



Other options on this screen are:

Print - prints the displayed sheet

Mail - mails the displayed sheet

Export to Excel - exports the displayed sheet to Excel (Excel has to be installed on the computer in order for this to work)

Right click on an employee line in the employee history table. A menu will be shown where you can select one of the options:

- See expense report ... - will display the corresponding expense report
- See reimbursement ... - will display the corresponding reimbursement
- Manual reimbursement - will do a manual reimbursement for this employee, if the employee balance is not zero (see chapter 'Employee balances - Reimbursements')

Company Number	Employee Number	Employee Name	Operation date	Operation Number	Operation Type	Amount (EUR)	Paid By	Balance (EUR)	Due To	Check Number
300	1133	ALBIN, ILHAM	01/02/2004	300-1133-010204\163133	ExpenseReport	-2 000.00		-2 000.00	Employee	
300	1133	ALBIN, ILHAM	01/02/2004	300-1133-010204\163500	ExpenseReport	-2 000.00		-4 000.00	Employee	
300	1133	ALBIN, ILHAM	01/02/2004	300-1133-010204\163948	ExpenseReport	10.00		-3 990.00	Employee	
300	1133	ALBIN, ILHAM	01/02/2004	300-1133-010204\164201	ExpenseReport	10.00		-3 980.00	Employee	
300	1133	ALBIN, ILHAM	17/02/2004	REIMB-170	See Expense Report 300-1133-010204\164201		any	0.00		Bank transfer
300	1133	ALBIN, ILHAM	01/02/2004	300-1133-010204\112225	Manual reimbursement			10.00	Company	
300	1133	ALBIN, ILHAM	01/02/2004	300-1133-010204\112225	ExpenseReport	10.00		20.00	Company	

3.8 Reimbursements history

If you need to consult the reimbursement history, the next screen will show you that:

Reimbursement details

Exit Show Reimb. New Reimb. Bank Transfer File Find >>> Notify Select All Print, Mail...

Company private

Reimbursement N° REIMB-170204!165552

Date 17/02/2004

Company Number	Employee Number	Employee Name	Currency	Amount	Exchange rate	Amount (EUR)	Paid By	Check Number	Notify (Yes / No)
300	1133	ALBIN, ILHAM	EUR	3 980.00	1.000000	3 980.00	Company	Bank Transfer	Y
300	11527	AMAR, RACHID	EUR	3 980.00	1.000000	3 980.00	Company	Bank Transfer	Y
300	2084	ANDRIES, ALAIN	EUR	3 980.00	1.000000	3 980.00	Company	Bank Transfer	Y
300	11588	AOSSO, MARIELLE	EUR	3 980.00	1.000000	3 980.00	Company	Bank Transfer	Y
300	11577	ARBAGIC, BATIR	EUR	3 980.00	1.000000	3 980.00	Company	Bank Transfer	Y
300	11085	Assa, Seed	EUR	3 980.00	1.000000	3 980.00	Company	Bank Transfer	Y
300	11003	Asyme, Malain	EUR	3 980.00	1.000000	3 980.00	Company	Bank Transfer	Y
300	11315	Attira, Minar	EUR	3 980.00	1.000000	3 980.00	Company	Bank Transfer	Y
300	11569	Ay, Ahmed	EUR	3 980.00	1.000000	3 980.00	Company	Bank Transfer	Y
300	11239	Barbe, Bleu	EUR	3 980.00	1.000000	3 980.00	Company	Bank Transfer	Y
300	11238	Bares, Bernard	EUR	4 000.00	1.000000	4 000.00	Company	Bank Transfer	Y
300	11571	Baudocque, Alain	EUR	4 000.00	1.000000	4 000.00	Company	Bank Transfer	Y
300	10868	Baut, Leon	EUR	4 000.00	1.000000	4 000.00	Company	Bank Transfer	Y
300	11246	Baveur, Michel	EUR	4 000.00	1.000000	4 000.00	Company	Bank Transfer	Y
300	11523	Bean, Jean-Marie	EUR	4 000.00	1.000000	4 000.00	Company	Bank Transfer	Y
300	10082	Reier, Philina	EUR	4 000.00	1.000000	4 000.00	Company	Bank Transfer	Y

Display a reimbursement

To display a reimbursement, you need first to select one. For this, click on the 'Show Reimb' button, it will display you a list of reimbursements, as shown below:

Reimbursements

Exit All Manual Automatic Go Back 4 Periods

Reimbursement LIST

Reimbursement Number	Date	Type	Company Number	Employee Number	Employee Name
REIMB-180204!122932	18/02/2004	Manual	300	32273	DUR, JACQUES-OLIVIER
REIMB-180204!122908	18/02/2004	Manual	300	31802	Dubois, Aude
REIMB-170204!165749	17/02/2004	Manual	300	20239	CHICHA, ALI
REIMB-170204!165552	17/02/2004	Automatic			

By default, this list shows all the reimbursement for the current month (after the last closure). To display older reimbursements, click on the **Go back** button. You can also enter the desired number of months in the month box and then click the **Go back** button.

The display options are:

- **All** – displays all reimbursements
- **Manual** – displays only manual reimbursements
- **Automatic** – displays only automatic reimbursements

To select one reimbursement, double-click on its line in the list, or click once and hit 'Return'.

To sort the grid ascending, following one column, click on the column header.

New reimbursement

Click on the **New Reimb.** button if you want to do a new reimbursement. The program will display the 'Employee balances - Reimbursements' screen (see chapter with the same name).

Bank transfer file

EXTREM will generate an electronic bank transfer file corresponding to the displayed reimbursement. This file is normally generated when the reimbursement is done (see 'Employee balances - Reimbursements'), but you can generate it here if you need it again for any reason.

Notify (only for automatic reimbursements)

Notifies employees concerned by this reimbursement that the money was transferred to their bank accounts.

The notification content is taken from the file "ReimbursementModel.rtf", where the keywords will be replaced by real values:

Ref: Expense Reimbursement: #ReimbNumber# / #ReimbDate+4#

Dear #EmployeeName#,

We inform you that we've transferred the amount of

#Money# #Currency#

to your bank account :

#Bank1# #Bank2# #Bank3# #Bank4# à la banque #BankName#,

on the #ReimbDate+4#.

This amount represents the reimbursements for your expense reports.

Regards!

The Expense Reports Department!

The key words are:

#ReimbNumber# - Reimbursement number

#EmployeeName# - Employee Name

#Money# - Amount

#Currency# - Currency

#Bank1# #Bank2# #Bank3# #Bank4# - Employee bank account

#BankName#, - Employee bank name

#ReimbDate# - Reimbursement Date

Other options on this screen are:

Print - prints the displayed sheet

Mail - mails the displayed sheet

Export to Excel - exports the displayed sheet to Excel (Excel has to be installed on the computer in order for this to work)

Find - type the employee number or part of his name in the 'Find' box, then click on the arrow.

3.9 Import expense reports

You can import expense reports from an EXCEL file.

The file to be imported must have the same format as the expense report. The data entered in this Excel files can be simplified, as shown in the image below:

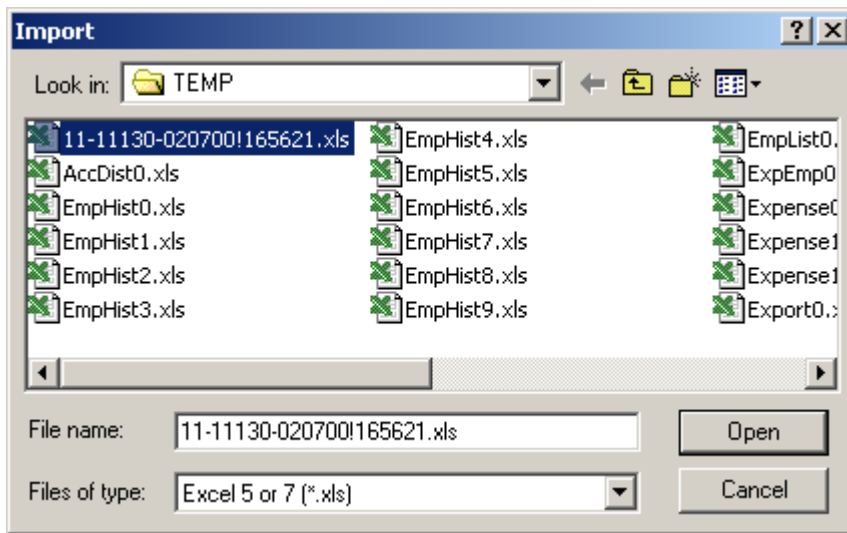
Date	Paid by	Expense detail	Currency	Qty / Nb.	Price / Unit	Amount (VAT Incl.)	VAT %	Vat Amount	Vat Type	Exch. rate to EUR	Amount EUR	Vendor	Job Comp.	Job Number	Dept. Number	Activity Code	Cc
01/04/2004		di		10	0.534	5.34											
01/04/2004		ho				50.00											
01/04/2004		di	USD			50.00											
		GM	GBP			100.00											
*		lu				25.00											
		per		200	0.543	108.60											
		ad				500.00											

The employee number in the appropriate cell is mandatory, as shown above.

The expense types can be simplified, only the first letters are needed, the rest will be completed when you import the file.

The trip number can be missing; you can add it after importing.

Click on the 'Import from file' button to import an EXCEL file containing an expense report. Select the file to be imported in the displayed window:



The import procedure will give a Number to this expense report, if needed, and will complete the missing information: exchange rates, expense types, dates, etc. The imported Expense Report will be as shown below:

Expense reports for 300-71244 PALARAN, BO

Exit New Open Save Post Delete Clear Check Errors Justif. Advances Trips Print, Mail... Fix Header Add Pages Work For

M111 0

Company Name

EXPENSE REPORT: 300-71244-110704!180121

Employee: 300-71244 Name: PALARAN, BO Rep. Desc. _____

Trip #: _____ Trip Scope: _____

Date	Paid by	Expense detail	Currency	Qty / Nb.	Price / Unit	Amount (VAT Incl.)	VAT %	Vat Amount	Vat Type	Exch. rate to EUR	Amount EUR	Vendor	Job Comp.	Job Number	Dept. Number	Activity Code	Comment
01/04/2004	Employee	DINNER	EUR	10	0.534	5.34				1.000000	5.34						
01/04/2004	Employee	HOTEL	EUR			50.00				1.000000	50.00						
01/04/2004	Employee	DINNER	USD			50.00				0.953562	47.68						
01/04/2004	Employee	GM	GBP			100.00				1.537279	153.73						
02/04/2004	Employee	LUNCH	EUR			25.00				1.000000	25.00						
02/04/2004	Employee	PERSCAR	EUR	200	0.543	108.60				1.000000	108.60						
	Employee	Advance	EUR			500.00				1.000000	-500.00						

If this report concerns a specific trip, enter the trip number in the appropriate cell or right-click in the 'Trip Number' cell and then choose the desired trip in the displayed list.

Trips for 300-71244 PALARAN, BO

Exit Go Back Months -->Excel

TRIPS

Trip Number	Date	Description	Trip is Open	Destination	Dep. Date	Return Date	Job Comp.	Job Number	Department	Activity Code
1955	26/06/2004	Visite Marseille la raffinerie	No	Marseille	02/07/2004	05/07/2004				
1953	21/06/2004	Inspection	No	Lyon	01/07/2004	10/07/2004		MT212	555	XX200
1952	21/06/2004	No scope	No	MARSEILLE	10/06/2004	15/06/2004		MT219	444	XX100

Check the report for errors by clicking on the **Check Errors** button.

Expense reports for 300-71244 PALARAN, BO

Exit New Open Save Post Delete Clear Check Errors Justif. Advances Trips Print, Mail... Fix Header Add Pages Work For

C7 1953

Company Name

EXPENSE REPORT: 300-71244-110704!180121

Employee: 300-71244 Name: PALARAN, BO Rep. Desc.

Trip #: 1953 01/07/2004 - 10/07/2004 Lyon FR Trip Scope: Inspection

	Date	Paid by	Expense detail	Currency	Qty / Nb.	Price / Unit	Amount (VAT Incl.)	VAT %	Vat Amount	Vat Type	Exch. rate to EUR	Amount EUR	Vendor	Job Comp.	Job Number	Dept. Number	Activity Code	Comment
1	01/04/2004	Employee	DINNER	EUR	10	0.534	5.34				1.000000	5.34		300	MT212	555	XX200	
2	01/04/2004	Employee	HOTEL	EUR			50.00				1.000000	50.00		300	MT212	555	XX200	
3	01/04/2004	Employee	DINNER	USD			50.00				0.953562	47.68		300	MT212	555	XX200	
4	01/04/2004	Employee	GM	GBP			100.00				1.537279	153.73		300	MT212	555	XX200	
5	02/04/2004	Employee	LUNCH	EUR			25.00				1.000000	25.00		300	MT212	555	XX200	
6	02/04/2004	Employee	PERSCAR	EUR	200	0.543	108.60				1.000000	108.60		300	MT212	555	XX200	
7		Employee	Advance	EUR			500.00				1.000000	- 500.00						

The missing information, such as the advance date, job number and accounting codes will be completed at this moment, if possible (if defined for the TRIP); if not, you have to enter them manually.

Save the report into the database by pressing the **Save** button.

An error message will be generated if the expense report already exists in the database. It cannot be imported twice.

4.1 Travel - Trips

The first thing to do when an employee travels is to configure a trip in the system. For this, use the following screen:

Trip Number (auto)	Open	Travel Request Number	Company Number	Employee Number	Employee Name	Trip Date	Trip Description	City To	Country TO	Trip Begin Date	Trip End Date	Job Comp
1963	Yes	121	300	11238	Bares, Bernard	10/07/2004	Voyage d'affaires à Marseille	Marseille	FR	10/07/2004	15/07/2004	30
1964	Yes	116	300	71244	PALARAN, BO	10/09/2004	Réunion Londres	London	UK	15/07/2004	18/07/2004	30
1968	Yes	117	300	71244	Palaran, Bogdan	20/03/2005	Réunion de projet	Bombay	INDE	20/03/2005	20/03/2005	30
1969	Yes	118	300	71244	Palaran, Bogdan	20/03/2005	jkhkjh	Marseille	FR	20/03/2005	20/03/2005	30
1970	Yes	132	300	1000	Harant, Patrick	10/05/2005	kjkhkjkh			10/05/2005	15/05/2005	30

Click on the right button to hide/display the company list.

Click on one or more companies to display only people belonging to the selected companies.

The information in this table is:

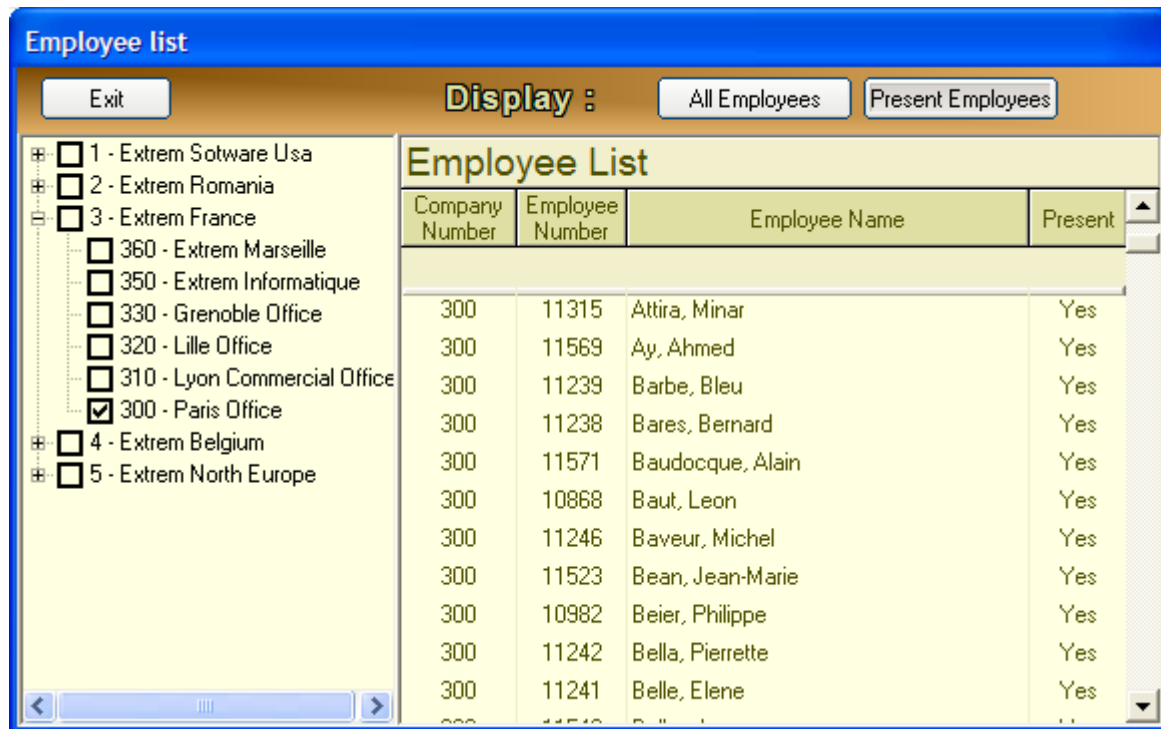
- *Trip Number* - unique trip number, given by the system.
- *Open* (Yes/No) - the trip is open or not - closed trips will be moved from this list to a history table when the next closure will take place.
- *Trip Date* - date of the trip (two formats are accepted: 'dd/MM/yyyy' or 'MM/dd/yyyy' depending on the 'DateFormat' option defined in your INI file)
- *Travel Request Number* – the travel request number (see Travel Requests chapter). If you add a trip directly in this list, without having a Travel Request, the system will automatically generate a Travel Request.
- *Company number* - the company number
- *Employee number* - the employee number
- *Employee name* - the employee name, filled by the system, after the employee number has been validated
- *Trip description* - brief description of the trip
- *City To, Country To* – destination, city and country, to be chosen from the list, as shown in the picture below:



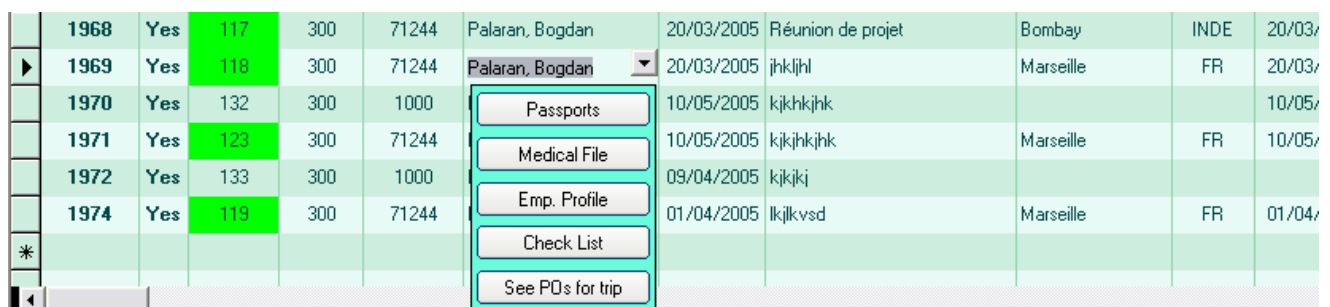
- *Trip begin Date, Trip End Date – first day and last day of the trip*
- *Trip End Date*
- *Job Company, Job Number – job company and number for this trip*
- *Acc2, Acc3 – accounting data, if used*
- *Local Place, Local Address, Local Phones, Local Cell Phones, Local Fax – more information about the destination (optional)*

How to use this screen:

- New trips - Use the last (empty) line to enter new trips
- Delete - select the entire line by clicking in the leftmost column, then press the 'DELETE' key
- Update data - type directly the new information
- Save modifications - click on a different row in the grid or click the **Save** button
- Cancel modifications - press 'ESCAPE' to cancel modifications for the current cell. Press 'CTRL Z' or press the **Cancel** button to cancel the whole row.
- Sort ascending - click on a column header
- Press F11 to go to the beginning of the list
- Press F12 to go to the end of the list
- Export to Excel - click on the **→Excel** button (Excel has to be installed on the computer for this to work)
- Display trips by employee - type the employee number or name in the employee box the hit 'Return' or click on the **Refresh** button
- Select from employees list - click on the **Employees** button, the system will show the employee list, where you can select by double-clicking on the employee line.



If you click on the small button in the “employee name” cell, a menu will roll down, as shown below:



Passports – see chapter “Configuration – Passports and Other Documents”

Medical File – see chapter “Configuration – Medical File”

Emp. Profile – displays the employee profile, as shown below:

Employee Profile

Employee Number: 300-11238 **Name:** Bares, Bernard

Company: 300-Paris Office **Emp. type:** Permanent **Birth Date:**
Department: 214 Receivables Accounting **Function:**
Contract Type: **Date In:** 11/06/2003 **Date Out:**
Email Address: bogdan.palada@wanadoo.fr **Nationality:**

Approver: 300-1000 Harant, Patrick

Home Address:
Phones
Cell Phones
Faxes

Documents**Visas**

Doc. Number	Description	Validity	Country	Visa Type	From Date	To Date	Place
456	My pass	10/07/2010	Belgique	WORK	01/04/2003	01/07/2003	Bruxelles
			Belgique	TOURIST	01/05/2003	01/08/2003	Liège
789	Second pass		United Kingdom	WORK	01/04/2001	01/07/2001	London
			Romania	WORK	01/07/2001	01/10/2001	Bucarest

Medical File

Country	Checkup Name	CheckUp Date	Validity	Comment
France	Visite Médicale annuelle	05/04/2003	05/04/2004	Chaque année, médecin du travail
Malaysia	Visite médicale Malaisie	01/10/2003	01/10/2004	Malaisie
Malaysia	Vaccin Fièvre jaune	01/04/2002	10/05/2003	Yellow fever

Last Trips

City	Country	From Date	To Date	Trip Number	Place
T Marseille	France	10/07/2004	15/07/2004	1963	
T Lyon	France	01/07/2004	05/07/2004	1960	
T London	United Kingdom	01/06/2004	10/06/2004	1951	

Check List – displays a screen for defining a list of items to verify for this trip. The following screen will be displayed:

Check List for Trips

Exit Trip Number **1933** **Bares, Bernard** From template Refresh Print

Trip Number: 1933 Visite bureau Le Havre
City: Le Havre FR Trip Dates: 10/04/2004 -- 15/04/2004

Documents

	Trip Number	Check Category	Order	What To Check	Check Before	Checked	Checked Date	Checked By	Comment
▶	1933	MEDICAL	20	BCG	09/04/2004	<input checked="" type="checkbox"/>	07/04/2004	Palaran, Bo	
	1933	MEDICAL	30	Vaccins	09/04/2004	<input checked="" type="checkbox"/>	07/04/2004	Palaran, Bo	
	1933	EXPATRIATION	10	Nationalité	09/04/2004	<input checked="" type="checkbox"/>	07/04/2004	Palaran, Bo	
	1933	EXPATRIATION	20	Validité Passeport	09/04/2004	<input checked="" type="checkbox"/>	07/04/2004	Palaran, Bo	
*						<input type="checkbox"/>			

You can add your own lines, or you can take them from template, by pressing “**From Template**” button.

Check List for Trips

Exit Trip Number **1933** **Bares, Berna** Exit Add To Trip Check List Print

Trip Number: 1933
City: Le Havre FR

Documents

Trip Number	Check Category	Order	What To Check
▶ 1933	MEDICAL	20	BCG
1933	MEDICAL	30	Vaccins
1933	EXPATRIATION	10	Nationalité
1933	EXPATRIATION	20	Validité Passeport
*			

Check List Template

-->	Category	Order	To Check	Comment
<input type="checkbox"/>	MEDICAL	10	Visite Medicale	
<input type="checkbox"/>	MEDICAL	11	Ordonnance	
<input type="checkbox"/>	MEDICAL	20	BCG	
<input type="checkbox"/>	MEDICAL	30	Vaccins	
<input type="checkbox"/>	MEDICAL	40	Certificat Novégian	
<input type="checkbox"/>	EXPATRIATION	10	Nationalité	
<input checked="" type="checkbox"/>	EXPATRIATION	20	Validité Passeport	
<input checked="" type="checkbox"/>	EXPATRIATION	30	Livret Technicien	
<input type="checkbox"/>	EXPATRIATION	40	Visa	
<input checked="" type="checkbox"/>	EXPATRIATION	50	Carte SOS Rapatriement	
▶ <input checked="" type="checkbox"/>	PAPIER CHANTIER	10	PRF Personnel Register Form	
<input type="checkbox"/>	PAPIER CHANTIER	20	Safety	
<input type="checkbox"/>	PAPIER CHANTIER	30	Fax HOTEL	

Check the items you want to add to your list, and then click on “Add to Trip Check List” button.

See Pos for trip – displays a list of purchase orders for this trip, as shown below:

Purchase Orders For Trip 1969

Exit

Purchase Orders For Trip 1969

	Company Number	Employee Number	Employee Name	Trip Number	Auto PO Number	Your PO reference	PO Date	Posted	Oper. Type	Expense category	Expense description	Currency	Amount	City From	Country From
▶	300	71244	Palaran, Bogdan	1969	1595	1595	19/03/2005	Yes	PO	PLANE	Plane fare	EUR	200.00	PARIS	FR
	300	71244	Palaran, Bogdan	1969	1601	1601	03/04/2005	No	PO	PLANE	Plane fare	EUR	205.72	Paris Charles De Gaulle	France
	300	71244	Palaran, Bogdan	1969	1602	1602	03/04/2005	No	PO	TRSC	On Line Transactio	EUR	32.00		
	300	71244	Palaran, Bogdan	1969	1603	1603	03/04/2005	No	PO	PLANE	Plane fare	EUR	162.95	Porto	ORTUGA
	300	71244	Palaran, Bogdan	1969	1604	1604	03/04/2005	No	PO	TRSC	On Line Transactio	EUR	32.00		

4.2 Travel - Advances

If an employee takes advances for a trip, you have to enter these advances in the following table:

Advance Number	Company Number	Employee Number	Employee Name	Trip N°	Type	Advance Date	Currency	Amount	Exchange rate	Amount Base Currency	Payment Mode
2003	300	11238	Bares, Bernard	1933	T	18/04/2004	GBP	150.00	1.537279	230.59	Cash
2004	300	11239	Barbe, Bleu	1935	T	19/04/2004	USD	100.00	0.953562	95.36	Cash
2009	300	11239	Barbe, Bleu	1935	T	19/04/2004	EUR	2.00	1.000000	2.00	Cash
2010	300	11304	Bert, Patrick	1936	T	19/04/2004	GBP	150.00	1.537279	230.59	Cash
2011	300	11304	Bert, Patrick	1936	T	19/04/2004	EUR	200.00	1.000000	200.00	Cash
2016	300	11026	Couazin, Eric	1937	T	19/04/2004	USD	100.00	0.953562	95.36	Cash
2017	300	11026	Couazin, Eric	1937	T	19/04/2004	EUR	150.00	1.000000	150.00	Cash

Click on the right button to hide/display the company list.

Click on one or more companies to display only people belonging to the selected companies.

Not-posted Not-reported advances are displayed in **RED**.

Reported advances are displayed using a light green back color and a black fore color. Reported advances will appear in this list until the next closure. They will then be transferred into a historical table.

The information in this table is:

- *Advance Number* - the advance number - an unique number for the advance, automatically given by the program
- *Company number* - the company number - automatically filled by the system when you validate the trip number
- *Employee number* - the employee number - automatically filled by the system when you validate the trip number
- *Employee name* - the employee name - automatically filled by the system when you validate the employee number or the trip number
- *Trip number* - the trip number, as configured in the 'Trips' window (see chapter 'Trips'). You can either type the trip number or select it in the trip list, as shown below:

Trip Number	Employee Name	Date	Description	Oper
1935	Barbe, Bleu	19/04/2004	Réunion	Yes
1936	Bert, Patrick	19/04/2004	Visite offices	Yes
1937	Couazin, Eric	19/04/2004	Chantier	Yes
1938	Dinvale, Mimi	19/04/2004	Raffinerie	Yes

- *Advance type* - the advance type – this is '**P**' for **permanent advances** or '**T**' for **trip advances** (trip advances have to be reported on the expense report for the trip, while permanent advances are automatically included in the employee ledger and don't have to be reported on any expense report.)

- *Advance date* - the advance date. If left blank, the program will fill the current date.
- *Currency* - the currency code, as defined in the currencies list (see 'Configuration - 'Currencies'). You can either type it or select it in the corresponding list. You can type only part of the currency code, the program will look it up in the table, and will propose the first matching value. Once you validated the currency, the program will automatically fill the exchange rate to your base currency.
- *Amount* - the advance amount, in the chosen currency
- *Exchange rate* - the exchange rate to your base currency. This data is automatically filled in by the system when you validate the currency, but you can manually modify it.
- *Amount Base currency* - advance amount, calculated in your base currency. This information is calculated by the system, depending on the selected currency, the advance amount and the exchange rate.
- *Payment mode* - the default is 'Cash'
Attention to the Payment Mode - If the payment mode is 'Cash', your cash account for this currency will be affected. Any other payment modes (Check, Bank transfer...) will affect the bank account (see Miscellaneous - Cash Position / History and the image below)

Cash History

Exit Currency Refresh Show Details Show Balances Only Go back Months Money In / Out Pr

Cash History

Currency	Cash	Operation date	Amount	Paid By	Balance	Op. Type	Operation Number	Employee Number
FRF	Cash				1040 452.20			
FRF	Bank				48 000.00			
ATS	Cash				0.00			
ATS	Bank				0.00			

- *Check number* - the check number, if the advance was paid by check.
- *Reported (Yes/ No)* - advance was reported on an expense report or not - read only, automatically filled by the system
- *Reported on expense report* - the number of the expense report on which the advance was reported - read only, automatically filled by the system.

How to use this screen:

- New advances - Use the last (empty) line to enter new advances
- **POST** advances - when you finished entering an advance line, you have to post it. It means that the advance will be frozen, and you cannot modify it any more. You can post advances one by one (post current advance) or you can enter several advances and post them all (post all advances).
- **SHOW Requests**: displays a window with the requested advances, as shown below

AdvanceRequests

Exit Show All Show Not Processed Employees Trip Add To Advances See Travel Requests

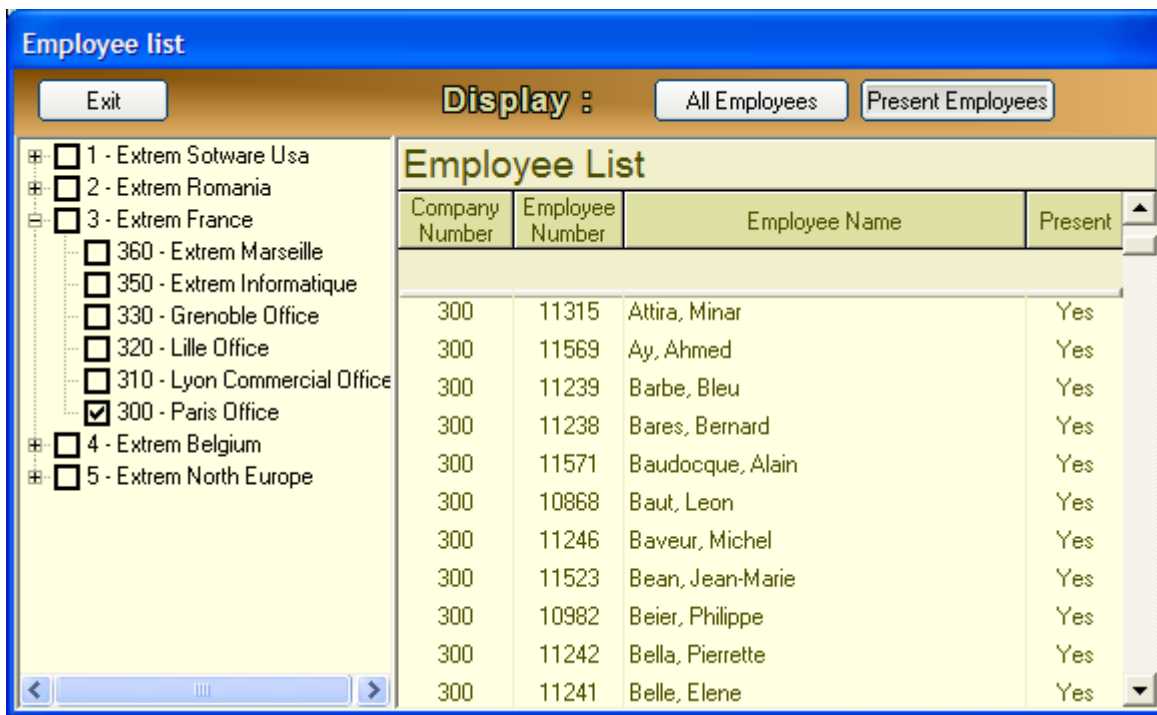
Requested Advances

Processed (Yes / No)	Travel Request Number	Trip Number	Trip Date	Company Number	Employee Number	Employee Name	Currency	Amount	Pay Mode	Employee Comment	Travel Office Comment
<input type="checkbox"/>	94	1939	15/04/2004	300	31802	Dubois, Aude	EUR	550	Cash	Pour hotel,	
<input type="checkbox"/>	95	1940	10/04/2004	300	1133	ALBIN, ILHAM	EUR	500	Check		

Double-click on the requested advance or press the **Add To Advances** button to add it on the advance list. Once it is added to the list, the first cell on the line will be checked, showing that this request was processed (see picture below).

The screenshot shows two windows from the EXTREM software. The top window, titled 'Advances', has a menu bar with 'Exit', 'Employees', 'Show', 'POST', 'Delete', 'Print', 'Save', 'Cancel', 'Show Trips', 'Show Requests', and '-->Excel'. Below the menu is a tree view on the left with checkboxes for various office locations. The main area is titled 'All Employees' and contains a table with the following columns: Advance Number, Company Number, Employee Number, Employee Name, Trip N°, Type, Advance Date, Currency, Amount, Exchange rate, Amount Base Currency, and Payment Mode. The 'Advance Number' column is highlighted in red, showing values from 2004 to 2018. The bottom window, titled 'AdvanceRequests', has a menu bar with 'Exit', 'Show All', 'Show Not Processed', 'Employees', 'Trip', 'Add To Advances', and 'See Travel Requests'. Below the menu is a table titled 'Requested Advances' with columns: Processed (Yes/No), Travel Request Number, Trip Number, Trip Date, Company Number, Employee Number, Employee Name, Currency, Amount, Pay Mode, Employee Comment, and Travel Office Comment. The first row of this table is checked.

- **Delete** - select the line by clicking on it, then click on the **Delete** button.
*You cannot delete a REPORTED advance.
Only NOT REPORTED advances (posted or not) can be deleted. When deleting a POSTED advance, a new transaction is generated with the same amount as the deleted advance, but with a different sign.*
- Update data - type directly the new information - reported and posted advances cannot be modified any more
- Save modifications - click on a different row in the grid or click the **Save** button
- Cancel modifications - press 'ESCAPE' to cancel modifications for the current cell. Press 'CTRL Z' or press the **Cancel** button to cancel the whole row.
- Sort ascending - click on a column header
- Press F11 to go to the beginning of the list
- Press F12 to go to the end of the list
- Export to Excel - click on the **→Excel** button (Excel has to be installed on the computer for this to work)
- Display advances by employee - type the employee number or name in the employee box the hit 'Return' or click on the **Show** button
- Select from employees list - click on the **Employees** button, the system will show the employee list, where you can select one by double-clicking on the desired line.



- **Show advances** - click on the **Show** button to refresh the advance list. The possible options are:
 - Show all advances - displays all advances
 - Show not reported advances - displays only not reported advances
 - Show reported advances - displays only reported advances
- **Trips** - click on the **Trips** button to display the trip list. This can be useful if you want to enter an advance for a trip that has not been already configured.

4.3 Travel - Purchase orders

Company paid expenses (plane or train tickets, hotels, etc.) are entered using the next screen:

Comp any Numb	Employee Number	Employee Name	Trip Number	Auto PO Number	Your PO reference	PO Date	Oper. Type	Expense type	Expense description	Currency	Amount	Exchange Rate	Amount EUR	Job Company
300	11238	Bares, Bernard	1933	1250	1250	07/04/2004	PO	TRAIN	Train Fare	EUR	500.00	1.000000	500.00	300
300	11238	Bares, Bernard	1933	1262	1262	17/04/2004	PO	PLANE	Plane fare	EUR	14.00	1.000000	14.00	300
300	11238	Bares, Bernard	1933	1268	1268	18/04/2004	PO	PLANE	Plane fare	EUR	150.00	1.000000	150.00	300

The **RED** color means the purchase order is not yet posted.

Click on the right button to hide/display the company list.

Click on one or more companies to display only people belonging to the selected companies.

Invoiced purchase orders are displayed using a **light green back** color and a black fore color. Invoiced purchase orders will appear in this list until the next closure. They will then be transferred into a historical table.

Not-posted purchase orders are displayed with a **RED** back color in the PO Number cell.

The information needed in this table is:

- *Auto PO Number* - purchase order number, automatically given by the system
- *Your PO reference* - your PO number. If left blank, the program will assign the same number as the Auto Po Number
- *PO date* - the date of the purchase. If left blank, the program will assign the current date
- *Operation type* - type of the operation. The default is PO, as purchase order, but it can also be BA (balance). For example, if you made a purchase order of \$120 and you are invoiced for only 100, you will probably need a balance operation of \$-20. The program automatically generates these transactions when posting an invoice. ***If the invoiced amount doesn't match the purchase amount, EXTREM will generate a balance transaction for the difference.***
- *Trip number* - the trip number, as configured in the 'Trips' window (see chapter 4.1 Trips'). You can either type the trip number or select it in the trip list.
- *Company number* – the company number.
- *Employee number* – the employee number.
- *Employee name* - automatically filled in by the program, when validating the employee number.
- *Job Company, Job Number* – the job to charge the expense on.
- *Acc2, Acc3* - accounting codes 2, 3 - these codes will be used to build the account numbers when generating the accounting distribution (see 'Configuration - Accounting tables' and 'Configuration - Accounting distribution' for more information). You can either type them or select them in the corresponding list. You can type only part of the code; the program will look it up in the table, and will propose the first matching value.
- *Vendor Number* - the vendor number, as defined in the vendors list (see 'Configuration -vendors'). You can either type it or select it in the corresponding list. You can type only part of the code; the program will look for the whole code in the vendors table, and will propose the first matching value.
- *Vendor name* - read only, automatically filled in by the program when validating the vendor number
- *Expense category* - the expense category code, as defined in the expense categories table (see 'Configuration - Expense Categories'). You can either type it or select it in the expense categories list.

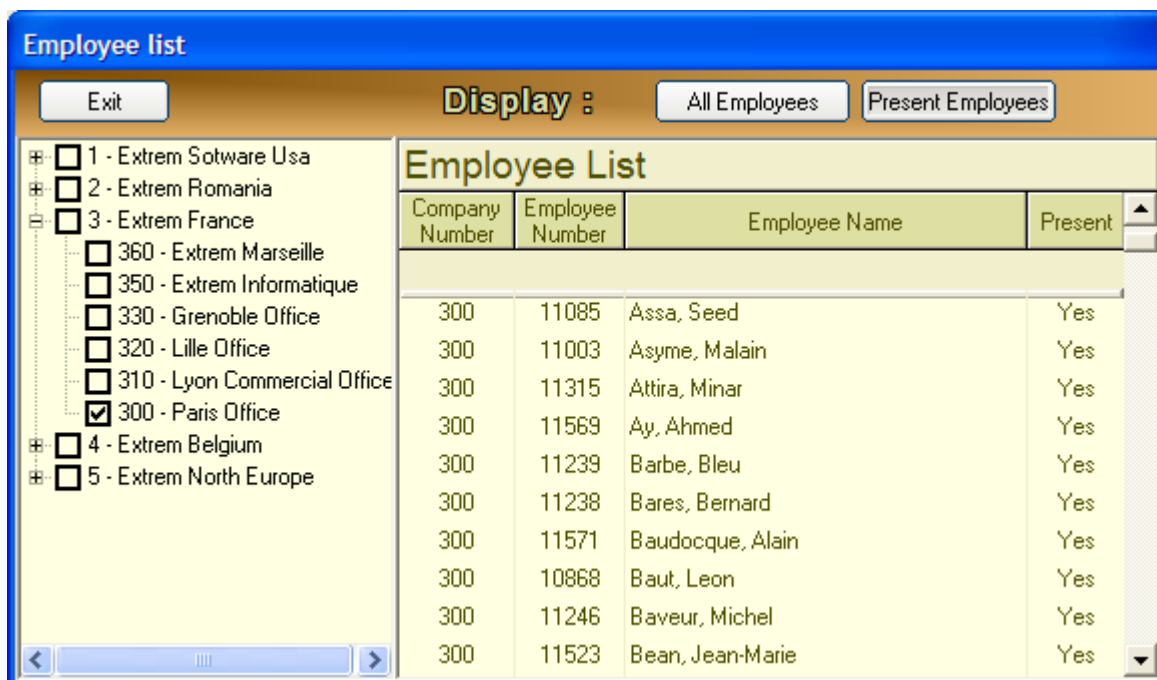
You can type only part of the code, the program will look it up in the table, and will propose the first matching value.

- *Expense description* - read only, automatically filled in by the program when validating the expense category code
- *Currency* - the currency code, as defined in the currencies list (see 'Configuration - 'Currencies'). You can either type it or select it in the corresponding list. You can type only part of the currency code; the program will look it up in the table, and will propose the first matching value. Once you validated the currency, the program will automatically fill in the exchange rate to your base currency.
- *Amount* - the purchase amount, in the chosen currency (VAT included)
- *VAT %* - percentage of VAT
- *VAT amount* - if you entered a VAT%, this amount is calculated by the system, otherwise you can type it manually
- *Vat Type* – Vat type, according to the VAT table
- *Exchange rate* - the exchange rate to your base currency. This data is automatically filled in by the system when you validate the currency, but you can manually modify it.
- *Amount Base currency* - advance amount, calculated in your base currency. This information is calculated by the system, depending on the selected currency, the advance amount and the exchange rate.
- *City From, Country From, City To, Country To* – this is important information for travel analysis purposes.
- *Departure date, Departure Time* – departure date and time
- *Return Date, Return Time* - return date and time
- *From Date, To date* – for Hotel reservation and Car Rental
- *Ticket Number* – plane or train ticket number
- *Ticket type*
 - RT – round trip ticket
 - OW – one way
 - Other – other type
- *Flight Number* – flight number or reservation reference
- *Return flight number* – return flight number
- *City To, Country To* – for hotel reservation and car rental, this is the city where the reservation is made.
- *From date, To date* – for hotel reservation and car rental, beginning and end date.
- *Number of nights, days...* - number of hotel nights, or number of days for car rental, etc., depending on the expense type
- *Travel Agent Number, Travel Agent name* – code and name of the travel agent who took care of the reservations.
- *Vendor Number, Vendor name* – vendor code and name. You can either type it or select it in the corresponding list. You can type only part of the code; the program will look it up in the table, and will propose the first matching value.
- *Invoiced (Yes/No)* - if the purchased has been invoiced or not - read only, filled in by the system after posting an invoice.
- *Invoice number* - the invoice number, if invoiced - read only, filled in by the system after posting an invoice.
- *Comment* - user comment

How to use this screen:

- New purchase orders - Use the last (empty) line to enter new purchase orders
- Delete - Click on the **Delete** button. You cannot delete an invoiced purchase order.
- Update data - type directly the new information – invoiced or posted purchase orders cannot be modified any more
- Save modifications - click on a different row in the grid or click the **Save** button

- Cancel modifications - press 'ESCAPE' to cancel modifications for the current cell. Press 'CTRL Z' or press the **Cancel** button to cancel the whole row.
- Sort ascending - click on a column header
- Press F11 to go to the beginning of the list
- Press F12 to go to the end of the list
- Export to Excel - click on the **Excel** button (Excel has to be installed on the computer for this to work)
- Display purchase orders by employee - type the employee number in the employee box the hit 'Return' or click on the 'Show' button
- Select from employees list - click on the **Employees** button, the system will show the employee list, where you can select one by double-clicking on it.



- **POST** purchase orders - when you finish entering a purchase line, you have to post it. It means that the purchase will be frozen, and you cannot modify it any more. You can post purchase orders one by one (post current purchase order) or you can enter several purchase orders and post them all (post all purchase orders).
- **DELETE PO** - deletes the current PO - invoiced Pos cannot be deleted.
- **Show purchase orders** - click on the **Show** button to refresh the PO list. The possible options are:
 - Show all POs - displays all purchase orders
 - Show unposted POs - displays only unposted POs
 - Show posted POs - displays only posted Pos
 - Show invoiced - displays invoiced Pos
 - Show not invoiced - displays not invoiced Pos
- Show Requests - Displays the travel requests

PO Requests														
Exit		Show All		Show Not Processed		Employees		Trip		Add To POs		See Travel Requests		
Plane, Train, Other Transportation Tickets, Hotel, Car Rental														
Processed (Yes / No)	Travel Request Number	Trip Number	Trip Date	Company Number	Employee Number	Employee Name	Expense Type	Expense Description	City From	Country From	City To	Country To	Departure Date	Departure Time
<input type="checkbox"/>	93	1933	10/04/2004	300	11238	Bares, Bernard	RENTCAF	Rental car			Le Havre	FR		
<input checked="" type="checkbox"/>	94	1939	15/04/2004	300	31802	Dubois, Aude	PLANE	Plane fare	PARIS	FR	Marseille	FR	5/04/200	08:00
<input type="checkbox"/>	94	1939	15/04/2004	300	31802	Dubois, Aude	HOTEL	Hotel			Marseille	FR		
<input type="checkbox"/>	94	1939	15/04/2004	300	31802	Dubois, Aude	RENTCAF	Rental car			Marseille	FR		
<input type="checkbox"/>	95	1940	10/04/2004	300	1133	ALBIN, ILHAM	TRAIN	Train Fare	PARIS	FR	Lyon	FR	0/04/200	08:00
<input type="checkbox"/>	95	1940	10/04/2004	300	1133	ALBIN, ILHAM	HOTEL	Hotel			Lyon	FR		
<input type="checkbox"/>	95	1940	10/04/2004	300	1133	ALBIN, ILHAM	RENTCAF	Rental car			Lyon	FR		

Double-click on a request (plane ticket, hotel, etc.), or press the **Add to POs** button to add it automatically to the PO list.

Once it is added to the list, the "Processed (yes/No)" cell will be automatically checked, showing that this request was processed.

- GO TO: **Invoices** – displays the Invoices window (see Vendor Invoices)
- GO TO: **Travel Requests** – displays the travel request list, with all details.
- GO TO: **Trips** - click on the 'Show Trips' button to display the trip list. This can be useful if you want to enter a purchase order for a trip that has not been already configured.
- GO TO: **PO list** - displays a list of all purchase orders
- GO TO: **PO History** - displays a report showing all transactions related to the selected Pos, as follows:

PO History							
Exit		Show POs: 924		Refresh		Go back 1 Months Print, Mail, ...	
Company private							
<u>PO History</u>							
Purchase order #: 924							
Vendor Number	Vendor Name	Operation date	Amount (EUR)	PO Balance (EUR)	Op. Type	Operation Number	Refers to PO Number
AF	Air France	15/07/2003	500.00	500.00	PO	924 (924)	
AF	Air France	29/08/2003	- 500.00	0.00	Invoice	774 (774)	924 (924)

The options in this report are:

- Select a purchase order - displays PO list, where you can select a purchase order, or type its number in the corresponding box, then hit 'Return' or click on the 'Refresh' button
 - Go back n months - type the desired number of months in the corresponding box, then click on the 'Go back' button to display older transactions for the same PO
 - Print - prints the report
 - Mail - mails the report
 - Export to Excel - exports the report to Excel
- GO TO: **Vendor List** – displays a list of vendors
 - GO TO: **Vendor History** - displays a report showing all transactions related to the selected vendor, as follows:

Vendor history

Exit Vendors **AF** Show Report Go Back **1** Periods Print, Mail...

Company private

Vendor History

AF Air France

Vendor Number	Vendor Name	Amount (EUR)	Vendor Balance (EUR)	Due	Operation date	Op. Type	Operation Number	Refers to PO Number
AF	Air France	- 0.21	48.68	Vendor	12/07/2003	Invoice	748 (748)	854 (854)
AF	Air France	0.00	48.68	Vendor	12/07/2003	PO	869 (869)	
AF	Air France	9.30	57.98	Vendor	12/07/2003	PO	894 (894)	
AF	Air France	22.00	79.98	Vendor	12/07/2003	PO	899 (899)	
AF	Air France	- 22.00	57.98	Vendor	14/07/2003	Invoice	752 (752)	899 (899)
AF	Air France	0.00	57.98	Vendor	14/07/2003	Invoice	755 (755)	869 (869)
AF	Air France	- 9.30	48.68	Vendor	14/07/2003	Invoice	754 (754)	894 (894)
AF	Air France	- 47.68	1.00	Vendor	14/07/2003	Invoice	756 (756)	846 (846)
AF	Air France	- 1.00	0.00		14/07/2003	Invoice	757 (757)	845 (845)
AF	Air France	23.47	23.47	Vendor	14/07/2003	PO	906 (906)	
AF	Air France	- 23.47	0.00		14/07/2003	Invoice	758 (758)	906 (906)
AF	Air France	800.00	800.00	Vendor	15/07/2003	PO	907 (907)	
AF	Air France	- 800.00	0.00		15/07/2003	POCanceled	907 (907)	
AF	Air France	500.00	500.00	Vendor	15/07/2003	PO	915 (915)	

Ready

The options in this report are:

- Select a vendor - Click on the **Vendors** button to display the vendor list where you can select a vendor, or type hit number in the corresponding box, then hit 'Return' or click on the **Show report** button
- **Go back** n months - type the desired number of month in the corresponding box, then click on the **Go back** button to display older transactions for the same vendor.
- Print - prints the report
- Mail - mails the report
- Export to Excel - exports the report to Excel (Excel has to be installed on the computer for this to work)

Edit PO – displays an Excel form that you can use to easily key your purchase order

Key Purchase Order

Exit

New PO

Open PO

Check PO

New PO for same trip

Print, Mail...

Purchase Order Details

Company private

PO Number	1383	PO Date:	17/12/2004	Your PO Reference:	1383
Company :	300	Paris Office			
Employee :	71244	Palaran, Bo			
Trip Number:	1968	10/01/2005 - 15/01/2005	SSS		

Expense information

Expense Type **PLAIE**
 Expense Description **Plane fare**
 Expense Category **TRANSPORT**
 Currency **EUR**
 Amount **700**
 Exchange Rate **1**
 Amount Base Currency **700**
 Amount Checked **Yes**

Ticket information

City From **Paris**
 Country From **FR**
 City To **Milan**
 Country To **PO**
 Departure Date **10/01/2005**
 Departure Time
 Return Date
 Return Time

VAT

VAT %
 VAT Amount
 VAT Type
 VAT Amount Base Currency

Ticket

Ticket Type **OW**
 Flight Number **AF555**
 Ticket Number **TT**
 Return Flight Number
 Return Ticket Number

Vendors

Travel Agent Number **HAVAS**
 Travel Agent Name **TRAVEL AGENT HAVAS**
 Vendor Number **AF**
 Vendor Name **AIR FRANCE**

Charge expense on

Job Company **300**
 Job Number **00001**
 Job Type **Contract**
 Department **001**
 Department type
 Activity Code **XX100**
 Activity Code type **Home**

Invoice information

Invoice Number:
Comment
 Comment

4.4 Travel – Transmittals (Orders) to Travel Agents

To send an order to the travel agent, proceed as follows:

In the “Purchase Orders” screen, select one or several lines (purchase orders) of the same trip, or maximum 2 different trips, then press the ”Trans. To Travel Agent Button”.

Company Number	Employee Number	Employee Name	Trip Number	Auto PO Number	Your PO reference	PO Date	Oper. Type	Expense type	Expense description	Currency	Amount	Exchange Rate	Amount EUR
300	11238	Bares, Bernard	1963	1347	1347	14/07/2004	PO	PLANE	Plane fare	EUR	450.00	1.000000	450
300	11238	Bares, Bernard	1963	1348	1348	14/07/2004	PO	TRAIN	Train Fare	EUR	150.00	1.000000	150
300	11238	Bares, Bernard	1963	1349	1349	14/07/2004	PO	PLANE	Plane fare	EUR	400.00	1.000000	400
300	11238	Bares, Bernard	1963	1350	1350	14/07/2004	PO	HOTEL	Hotel	EUR	0.00	1.000000	0
300	11238	Bares, Bernard	1963	1351	1351	14/07/2004	PO	RENTCAR	Rental car	EUR	0.00	1.000000	0

This action will prepare a ‘Transmittal’ (a purchase order for the trip or for max 2 trips), with the following screen:

Transmittal Number	Travel Agent Number	Travel Agent Name	Trans. Status	Trans. Status Date	By	Sent (Yes / No)	Sent Date	Sent By	Trip Number
137	AMEX	American Express	POSTED	29/06/2004	PALARAN, BO	<input checked="" type="checkbox"/>	29/06/2004	PALARAN, BO	1963
138	HAVAS	TRAVEL AGENT HAVAS	POSTED	29/06/2004	PALARAN, BO	<input checked="" type="checkbox"/>	29/06/2004	PALARAN, BO	1961
140	HAVAS	TRAVEL AGENT HAVAS	WORK	11/07/2004	PALARAN, BO	<input type="checkbox"/>			1919
141	HAVAS	TRAVEL AGENT HAVAS	WORK	14/07/2004	PALARAN, BO	<input type="checkbox"/>			1963

Company Number	Employee Number	Employee Name	Trip Number	Auto PO Number	Your PO reference	PO Date	Expense Type	Expense description	Currency	Amount	Exchange Rate	Amount EUR
300	11238	Bares, Bernard	1963	1347	1347	14/07/2004	PLANE	Plane fare	EUR	450.00	1.000000	450.00
300	11238	Bares, Bernard	1963	1348	1348	14/07/2004	TRAIN	Train Fare	EUR	150.00	1.000000	150.00
300	11238	Bares, Bernard	1963	1349	1349	14/07/2004	PLANE	Plane fare	EUR	400.00	1.000000	400.00
300	11238	Bares, Bernard	1963	1350	1350	14/07/2004	HOTEL	Hotel	EUR	0.00	1.000000	0.00
300	11238	Bares, Bernard	1963	1351	1351	14/07/2004	RENTCA	Rental car	EUR	0.00	1.000000	0.00

The first table displays the list of all transmittals to travel agents and the second one the list of items to be ordered for the selected transmittal. You can ADD or REMOVE lines (Purchase orders) to this list, using the buttons “Add Pos” and Remove Pos”.

The system keeps in memory the Travel Agent where you sent your previous order (transmittal), and will suggest the same for the new transmittal. You can change it at any moment, before POSTING the

transmittal, by typing his code in the “Travel Agent Number” column, or clicking the small button in this column, then selecting it in the displayed list.

140	AMEX	American Express	WORK	11/07/2004	PALARAN, BO	<input type="checkbox"/>			1919	
141	Vendor Number	Vendor Type	Vendor Name	PALARAN, BO	<input checked="" type="checkbox"/>	14/07/2004	PALARAN, BO	1963	Voya	
*	AMEX	TravelAgent	American Express		<input type="checkbox"/>					
	CW	TravelAgent	Carlson Wagon Lit							
	HAVAS	TravelAgent	TRAVEL AGENT HAVAS							

When you first create a transmittal, it has the status “WORK”. When you have finished it, you must “POST” it before sending it to the travel agent.

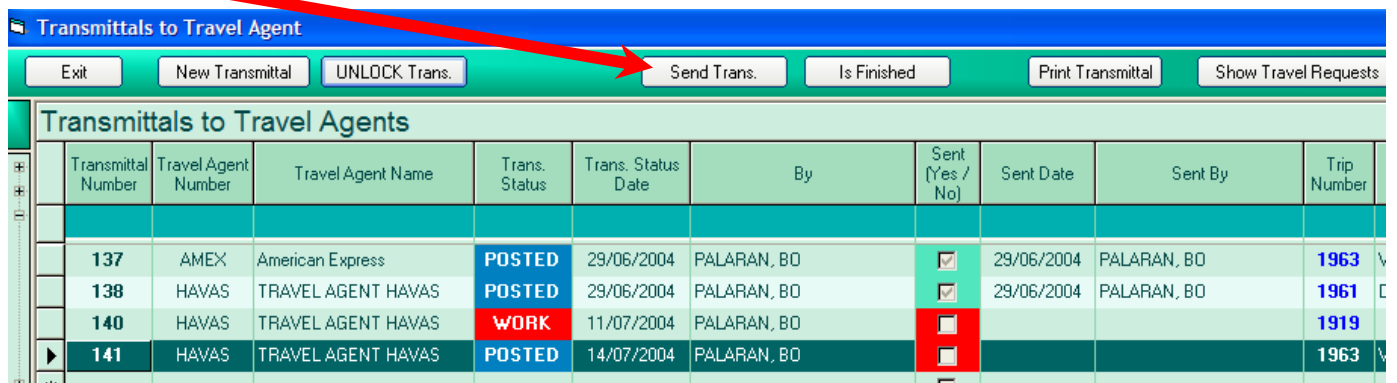
Transmittals to Travel Agent										
<input type="button" value="Exit"/> <input type="button" value="New Transmittal"/> <input type="button" value="UNLOCK Trans."/> <input type="button" value="Send Trans."/> <input type="button" value="Is Finished"/> <input type="button" value="Print Transmittal"/> <input type="button" value="Show Travel Requests"/>										
Transmittals to Travel Agents										
Transmittal Number	Travel Agent Number	Travel Agent Name	Trans. Status	Trans. Status Date	By	Sent (Yes / No)	Sent Date	Sent By	Trip Number	
137	AMEX	American Express	POSTED	29/06/2004	PALARAN, BO	<input checked="" type="checkbox"/>	29/06/2004	PALARAN, BO	1963	V
138	HAVAS	TRAVEL AGENT HAVAS	POSTED	29/06/2004	PALARAN, BO	<input checked="" type="checkbox"/>	29/06/2004	PALARAN, BO	1961	D
140	HAVAS	TRAVEL AGENT HAVAS	WORK	11/07/2004	PALARAN, BO	<input type="checkbox"/>			1919	
141	HAVAS	TRAVEL AGENT HAVAS	POSTED	14/07/2004	PALARAN, BO	<input type="checkbox"/>			1963	V

A POSTED transmittal can be UNLOCKED for further modifications before sending it to the travel agent. You can print the Transmittal at any moment, by pressing the “Print” button. The following form will be displayed:

Transmittal to travel agent												
<input type="button" value="Exit"/> <input type="button" value="Print, Mail Export"/> <input type="button" value="Zoom +"/> <input type="button" value="Zoom -"/>												
Company Name												
PURCHASE ORDER: 16456										Date: 14/07/2004		
To: TRAVEL AGENT HAVAS												
Emp. Number	Employee Name	Trip Number	Trip Description									
11 238	Bares, Bernard	1 963	Voyage d'affaires à Marseille									
Line Ref.	Expense Description	Ticket Type	Price	City From	City To	Departure Date	Depart. Time	Return Date	Return Time	Hotel, Car Rental		Employee
1	1 347 PLANE:Plane fare	OW	450.00	Paris FR	Marseille FR	10/07/2004	08:00					
2	1 348 TRAIN:Train Fare	OW	150.00	Marseille FR	Nice FR	10/07/2004						
3	1 349 PLANE:Plane fare	OW	400.00	Nice FR	Paris FR	15/07/2004	18:00					
4	1 350 HOTEL:Hotel				Nice FR					10/07/2004	15/07/2004	IBIS, centre Nice
5	1 351 RENTCAR:Rental car				Nice FR					10/07/2004	15/07/2004	Hertz, gare, retour aé
6												
7												
8												

This is your order (transmittal) to the travel agent. You can send it by email, or print it and fax it, depending on the way you use to work with your travel agent.

Once you have sent it to the travel agent, you must declare it as “SENT” into the database. So press the “SEND” button in the transmittal screen, see picture below:



The screenshot shows a software interface titled "Transmittals to Travel Agent". At the top, there is a toolbar with several buttons: "Exit", "New Transmittal", "UNLOCK Trans.", "Send Trans.", "Is Finished", "Print Transmittal", and "Show Travel Requests". A red arrow points from the text above to the "Send Trans." button. Below the toolbar is a table with the following columns: Transmittal Number, Travel Agent Number, Travel Agent Name, Trans. Status, Trans. Status Date, By, Sent (Yes / No), Sent Date, Sent By, and Trip Number. The table contains four rows of data.

Transmittal Number	Travel Agent Number	Travel Agent Name	Trans. Status	Trans. Status Date	By	Sent (Yes / No)	Sent Date	Sent By	Trip Number
137	AMEX	American Express	POSTED	29/06/2004	PALARAN, BO	<input checked="" type="checkbox"/>	29/06/2004	PALARAN, BO	1963
138	HAVAS	TRAVEL AGENT HAVAS	POSTED	29/06/2004	PALARAN, BO	<input checked="" type="checkbox"/>	29/06/2004	PALARAN, BO	1961
140	HAVAS	TRAVEL AGENT HAVAS	WORK	11/07/2004	PALARAN, BO	<input type="checkbox"/>			1919
141	HAVAS	TRAVEL AGENT HAVAS	POSTED	14/07/2004	PALARAN, BO	<input type="checkbox"/>			1963

This action will freeze the transmittal. It cannot be modified or deleted after that. When all the lines of the transmittals are POSTED and their amounts are CHECKED, the transmittal is automatically considered FINISHED, and will be sent into HISTORY at the next period closure.

4.5 Travel - Vendor invoices

Use the following screen to enter or import vendor invoices.

Invoice Auto Number	User Invoice reference	Invoice Date	PO Number	User PO Reference	Vendor Number	Vendor Name	Currency	Amount	Exchange Rate	Amount Base Currency	Company Number	Em Ni
771	771	26/08/2003	922	922	AF	Air France	EUR	500.00	1.000000	500.00	51	1
772	772	26/08/2003	923	923	NOVOTEL	Hotel Novotel	EUR	0.00	1.000000	0.00	51	1
773	773	26/08/2003	918	918	AF	Air France	EUR	500.00	1.000000	500.00	51	1

The **RED** color means the invoice is not yet POSTED.

Click on the right button to hide/display the company list.

Click on one or more companies to display only people belonging to the selected companies.

The information in this table is:

- *Invoice auto number* - the invoice number, automatically given by the system
- *User invoice reference* - user number for this invoice. If left blank, the system will fill in the auto number.
- *Invoice date* - if left blank, the system will put the current date
- *Po number* - the number of the corresponding purchase order. Click on the button displayed in this cell, the PO list will be displayed and you can choose the PO.

Company Number	Employee Number	Employee Name	Trip Number	Auto PD Number	Your PD reference	PD Date	Oper. Type	Expense category	Expense description	Currency	Amount
300	11238	Bares, Bernard	1933	1250	1250	07/04/2004	PD	TRAIN	Train fare	EUR	500.00
300	11238	Bares, Bernard	1933	1262	1262	17/04/2004	PD	PLANE	Plane fare	EUR	14.00
300	11238	Bares, Bernard	1933	1268	1268	18/04/2004	PD	PLANE	Plane fare	EUR	150.00

- *User PO reference* - user PO number, filled automatically by the program when you select the PO, you can change it manually afterwards
- *Vendor number* - vendor number, filled automatically by the program when you select the PO, you can change it manually afterwards
- *Vendor name* - vendor name, filled automatically by the program when you select the PO or the vendor number
- *Currency* - the invoice currency, filled automatically by the program when you select the PO, you can change it manually afterwards (it must be the same as the PO currency)
- *Amount* - the invoice amount, filled automatically by the program when you select the PO, you can change it manually afterwards
- *Exchange Rate* - exchange rate to your default currency, filled automatically by the program when you select the PO, you can change it manually afterwards.
- *Amount base currency* - the invoice amount, in your base currency; it is automatically calculated by the system and recalculated each time you change the currency, or the amount or the exchange rate
- *Company number* – the company number.
- *Employee number* – the employee number.

- *Employee name* - automatically filled in by the program, when validating the employee number.
- *Comment* - the user comment, if any

How to use this screen:

- New invoices - Use the last (empty) line to enter new invoices. The first thing to do is to select a corresponding purchase order in the PO column; after that, the system will fill in most of the necessary data
- **POST** invoices - when you finished entering an invoice, you have to post it. It means that the invoice will be frozen, and you cannot modify it any more. You can post invoices one by one (post current invoice) or you can enter several invoices and post them all (post all invoices).
- **Delete** - Click on the **Delete** button. The options are:
 - Delete current invoice - deletes the selected invoice
 - Delete all unposted invoices - deletes all invoices that haven't been posted yet

Be sure nobody else is deleting invoices at the same moment on another computer.
- Update data - type directly the new information - posted invoices cannot be modified any more
- **Save** modifications - click on a different row in the grid or click the **Save** button
- **Cancel** modifications - press 'ESCAPE' to cancel modifications for the current cell. Press 'CTRL Z' or press the **Cancel** button to cancel the whole row.
- Sort ascending - click on a column header
- Press F11 to go to the beginning of the list
- Press F12 to go to the end of the list
- Export to Excel - click on the **→Excel** button (Excel has to be installed on the computer for this to work)
- **Refresh** list - queries the database and refreshes the content of the table, taking into consideration changes made by other users on the network.
- **Import** invoices - if the vendor sends you a file containing the invoices, EXTREM can import it. Two file formats are supported:
 - An Excel file format, see the file InvModel.XLS, containing the model.
 - An American Express text file.

Click on the 'Import invoices' button, you will get the following screen:

Match Invoices														
Exit		Read Invoice File			Transfer into DB			<input type="checkbox"/> Use agreement number		Propose Matches		Print, Mail, ...		
Matched Invoices							Unmatched Invoices							
Agree (Yes/ No)	Purchase orders			Invoices			Differ	Unmatched Invoices						
	Po Number	User PO Reference	Amount	Invoice Number	Agreeme nt Number	Amount		Matching Po Number	Invoice Number	Agreement Number	Amount	Trip Number	Employee Number	Employee Name

Click on the **Read Invoice File** to import the file. Two options are available there, **Read from Excel File** or **Read From text file**, so choose the appropriate one and the import will begin. EXTREM tries to match the invoices to the purchase orders, using the following criteria:

- The agreement number - if the option 'Use agreement number' is selected, EXTREM will consider a match when the PO number of the purchase order is identical to the agreement number (or 'Customer Reference') of the invoice, even though other data, like the employee number, the trip number and the amount don't match.
- If the 'Use agreement number' is not selected, EXTREM will consider a match when the trip number, employee number and amount from the purchase order and invoice are identical. A partial match is

considered when only the employee number and the amount match (not the trip number), in which case EXTREM will mark “??” in the first column to say it is not a complete match.

After the file had been read, the left table contains the matched invoices and the table on the right side the unmatched ones.

You can then click on the ‘Propose matches’ button and EXTREM will propose possible matches by automatically filling the ‘Matched PO Number’ in the first column of the right table. A match is proposed between purchase orders and invoices when the employee number matches and the amount differs by less than 10%.

Anyway, you can manually type the ‘Matched PO Number’ in the first column of the right table.

If you don’t agree with one of the matches proposed by EXTREM in the left table, type an ‘N’ in the first column, this line will not be transferred into the database.

When you finished the matching, click on the **Transfer to database** button and all the matched invoices will be transferred.

Other options on this screen are:

- **Print** - prints the two tables
- **Mail** - sends the two tables via email
- **Export to Excel** - exports the two tables to Excel (Excel has to be installed on the computer for this to work)

4.6 Travel – Travel Requests Processing

Each employee is required to do a Travel Request before making a trip.

The Travel Request will then be approved by his manager, and after that it arrives to your company Travel Office for processing.

Not approved Travel requests still arrive to the Travel Office, and they can be approved here, by someone having the necessary rights.

Travel Request Number	Travel Request Date	Status	Trip Number	Attached	Attached By	Company Number	Employee Number	Employee Name	Departure Date	Return Date	Destination City	Destination Country	Is Processed	
99	20/04/2004	Approved	1946	<input type="checkbox"/>		300	1133	ALBIN, ILHAM	01/05/2004	03/05/2004	Berlin	DE	<input type="checkbox"/>	Aller en avi
111	20/06/2004	Approved	1954	<input type="checkbox"/>		300	1133	ALBIN, ILHAM	01/07/2004	10/07/2004	MARSEILLE	FR	<input type="checkbox"/>	Aller retour

Request Number : 99 - Transportation, Hotel, Car Rental											Request Number : 99 - Advances					
Processed (Yes / No)	Expense Type	Expense Description	City From	Country From	City To	Country To	Departure Date	Departure Time	Return Date	Ret. Time	Processed (Yes / No)	Currency	Amount	Pay Mode	Employee Comment	Trav
<input checked="" type="checkbox"/>	PLANE	Plane fare	PARIS	FR	Berlin	DE	01/05/2004	08:00			<input type="checkbox"/>	EUR	400	Cash		
<input checked="" type="checkbox"/>	TRAIN	Train Fare	Berlin	DE	PARIS	FR	03/05/2004			18:00						
<input checked="" type="checkbox"/>	HOTEL	Hotel			Berlin	DE										

Approve Request

If you have the necessary rights, you can approve a 'Posted' Travel Request by pressing this button. When a travel Request is approved, a Trip Number is automatically generated by the program, and a Trip line is inserted in the trip table.

Unlock Request

Unlocks a POSTED Travel Request, so it can be modified and submitted again. Only an approver or a system administrator has the right to Unlock a travel request.

Close Request

After a Travel Request was processed, you can close it. Closed Travel Requests will be transferred to a historical table when the 'Periodic Closure' procedure will be executed.

Travel Requests are automatically closed when the corresponding Trip is closed.

Process Advances

If you press this button, the program will display a window allowing to process the advances, that is to add the requested advances to the Given Advances List. Typically, you do that when you actually give the advances to the person who requested them, either by cash, check, bank transfer....

Trans. To travel Agent

Pressing this button will do a lot of work for you:

- it prepares the purchase order lines corresponding to this travel request (see Purchase Orders for more information)
- it prepares the 'Transmittal to Travel Agent', that is the global Purchase Order to be sent to the travel agent (see Transmittal To Travel Agents for more information)

Advances

Exit Employees Show POST Delete Print Save Cancel Show Trips Show Requests -->Excel

All Employees

Year	Company Number	Employee Number	Employee Name	Trip N°	Type	Advance Date	Currency	Amount	Exchange rate	Amount Base Currency	Payment Mode
2003	300	11238	Bares, Bernard	1933	T	18/04/2004	GBP	150.00	1.537279	230.59	Cash
2004	300	11239	Barbe, Bleu	1935	T	19/04/2004	USD	100.00	0.953562	95.36	Cash
2009	300	11239	Barbe, Bleu	1935	T	19/04/2004	EUR	2.00	1.000000	2.00	Cash
2010	300	11304	Bert, Patrick	1936	T	19/04/2004	GBP	150.00	1.537279	230.59	Cash
2011	300	11304	Bert, Patrick	1936	T	19/04/2004	EUR	200.00	1.000000	200.00	Cash
2016	300	11026	Couazin, Eric	1937	T	19/04/2004	USD	100.00	0.953562	95.36	Cash
2017	300	11026	Couazin, Eric	1937	T	19/04/2004	EUR	150.00	1.000000	150.00	Cash
2018	300	31802	Dubois, Aude	1939	T	19/04/2004	EUR	550.00	1.000000	550.00	Cash

AdvanceRequests

Exit Show All Show Not Processed Employees Trip Add To Advances See Travel Requests

Requested Advances

Processed (Yes / No)	Travel Request Number	Trip Number	Trip Date	Company Number	Employee Number	Employee Name	Currency	Amount	Pay Mode	Employee Comment	Travel Office Comment
<input type="checkbox"/>	95	1940	10/04/2004	300	1133	ALBIN, ILHAM	EUR	500	Check		

Double-click on the requested advance or press the “Add To Advances” button to add it on the advance list. Once it is added to the list, the first cell on the line will be checked, showing that this request was processed.

Process POs

If you press this button, the program will display a window allowing to process the purchase orders, that is to add the requested items to the Purchase Orders List. Typically, you do that when you actually pass the orders to your travel agent, or you do yourself the hotel reservation, car rental or buy plane or train tickets, etc.

Purchase Orders

Exit Employees 300-31802 Show POST PO Show Travel Requests Print Trip authorization -->Excel

Companies Display: Expenses Trip inf. Ticket inf. Hotel, Car ... Vendors VAT Save Changes Cancel Changes Delete PO

300-31802 Dubois, Aude

Company Number	Employee Number	Employee Name	Trip Number	Auto PO Number	Your PO reference	PO Date	Oper. Type	Expense type	Expense description	Currency	Amount	Exchange Rate
300	31802	Dubois, Aude	1939	1271	1271	19/04/2004	PO	TRAIN	Train Fare	EUR		1.000000
300	31802	Dubois, Aude	1939	1272	1272	19/04/2004	PO	PLANE	Plane fare	EUR		1.000000

PO Requests

Exit Show All Show Not Processed Employees Trip 1939 Add To POs See Travel Requests

Plane, Train, Other Transportation Tickets, Hotel, Car Rental

Processed (Yes / No)	Travel Request Number	Trip Number	Trip Date	Company Number	Employee Number	Employee Name	Expense Type	Expense Description	City From	Country From	City To	Country To	Departure Date	Departure Time	Ret
<input checked="" type="checkbox"/>	94	1939	15/04/2004	300	31802	Dubois, Aude	HOTEL	Hotel			Marseille	FR			
<input type="checkbox"/>	94	1939	15/04/2004	300	31802	Dubois, Aude	RENTCAF	Rental car			Marseille	FR			

Double-click on a request (plane ticket, hotel, etc.), or press the “Add To POs” button to add it automatically to the PO list. Once it is added to the list, the “Processed (yes/No)” cell will be automatically checked, showing that this request was processed (see picture below).

PO Requests

Exit Show All Show Not Processed Employees Trip 1939 Add To POs See Travel Requests

Plane, Train, Other Transportation Tickets, Hotel, Car Rental

	Processed (Yes / No)	Travel Request Number	Trip Number	Trip Date	Company Number	Employee Number	Employee Name	Expense Type	Expense Description	City From	Country From	City To	Country To	Departure Date	Departure Time	Ret
	<input checked="" type="checkbox"/>	94	1939	15/04/2004	300	31802	Dubois, Aude	HOTEL	Hotel			Marseille	FR			
	<input type="checkbox"/>	94	1939	15/04/2004	300	31802	Dubois, Aude	RENTCAF	Rental car			Marseille	FR			

After processing Advances or Purchase Orders, when you return to the Travel Requests screen, click on the **Refresh View** button to reflect the last changes.

The 'Attached' column shows if someone is working on a Travel Requests (either processing Advances or POs). A Travel Request is automatically attached when you press the **Process Advances** or **Process POs** button. A column at the right of the table displays who actually attached the travel requests. When all requests (plane tickets, hotel, advances, etc.) have been processed, the Travel Request is automatically marked as 'Processed', and cannot be modified any more.

*However, you can click again on the **Process Advances** or the **Process POs** button, press the **Show All** button and then manually declare one of the lines as 'Processed' or 'Not Processed' by clicking in the first cell of the line. The corresponding "Travel Request" will then be marked as 'Processed' or 'Not Processed' accordingly.*

Print Request

When you press this button, the following form will be displayed:

Company Name								
TRIP AUTHORIZATION / AUTORISATION DE VOYAGE								
NAME: 300-11238 Bares, Bernard				Approved				
Trip Number	Request Number	Request date	Destination	Departure Date	Return Date			
1933	93	04/04/2004	Le Havre FR	10/04/2004	15/04/2004			
Trip Scope			Job Number	Department	Activity Code			
Visite bureau Le Havre			300-T0845	003	XX100			
Requested								
Plane and train tickets, hotel reservation, car rental								
Expense description	City From	City TO	Departure Date	Time	Hotel, Car rental		Comment	
					From Date	To Date		
1 Train Fare	PARIS	Le Havre	10/04/2004	08:00			Train aller retour	
2 RETURN Train Fare	Le Havre	PARIS	15/04/2004	18:00				
3 Hotel		Le Havre			10/04/2004	15/04/2004	IBIS centre ville	
4 Rental car		Le Havre			10/04/2004	15/04/2004	Hertz, gare	
5								
6								
7								
8								
9								
10								
11								
12								
Pour 5 jours								
Delivered								
Plane and train tickets, hotel reservation, car rental								
Expense description	Flight / Res. Number	City From	City TO	Departure Date	Time	Hotel, Car rental		Comment
						From Date	To Date	
1 Plane fare		Bonn	Le Havre	10/04/2004				
2 RETURN Plane fare		Le Havre	Bonn	15/04/2004				
3 Plane fare		Paris	Le Havre	10/04/2004				
4 Train Fare		PARIS	Le Havre	10/04/2004	08:00			
5 RETURN Train Fare		Le Havre	PARIS	15/04/2004	18:00			

This form can be either printed or exported to Excel or mailed.

5.1 Miscellaneous - Periodic closures

Closures are necessary for two reasons:

- After a closure, data becomes available for your accounting system (see 'Accounting distribution')
- During the closure, part of the data from the current tables is transferred to historical tables

You can do any number of closures you want. Usually once a month, but you can do it weekly, or several times a month, or whatever you like. ***Do it more that once if you have very many expense reports / purchase orders per month.***

When you choose the option 'Miscellaneous - Period closure', the following screen will be displayed:

The left half of the screen shows the last closure year, month and number, and the right half the same for the new closure. Type the desired year and month, then click on **Validate**. The system will display the closure number for this month and year, and then you can do the closure by clicking on the **Execute Closure** button.

Attention: During the closure, EXTREM needs exclusive access to the database, so it will shut down the system by stopping all other users. A message will be sent to all users, telling that the system will be shut down, so they have to save their work and exit.

5.2 Miscellaneous - Accounting distribution

This feature is meant to display the accounting distribution for all the transactions. The accounting distribution will be generated according to the accounting configuration (see 'Configuration - Accounting distribution').

The following screen is used to display the accounting distribution:

The screenshot shows the 'Accounting Distribution' window. At the top, there is a header bar with 'Exit', 'Period' (7, 2003, 6), 'Current Period', 'Extract', 'Interface', and 'Print, Mail...'. Below the header, the title 'Accounting Distribution Details' is displayed. The main area contains a table with columns: Operation, Date, Operation Number, Line #, Employee Number, Employee Name, Expense Type, Paid By, Currency, Amount, VAT%, VAT Amount, VAT Excluded Amount, and Exchange Rate. The table is currently empty. At the bottom, there is a status bar with 'Ready'.

You can choose to display the transactions for a whole month or only for a specific closure. Click on the button to select a closure number:

The screenshot shows the 'Accounting Distribution' window with the 'Accounting Periods' dialog box open. The dialog box has columns: Acc. Year, Acc. Month, Closure Number, and Date. The data in the dialog box is as follows:

Acc. Year	Acc. Month	Closure Number	Date
2003	7	6	28/07/2003
2003	7	5	28/07/2003
2003	7	4	28/07/2003
2003	7	3	15/07/2003
2003	7	2	15/07/2003
2003	7	1	15/07/2003
2003	6	1	10/07/2003
2003	5	1	10/07/2003
2003	4	1	10/07/2003
2003	3	1	10/07/2003
2003	2	1	01/04/2003

The main window behind the dialog box shows the same table structure as in the previous screenshot, but it is partially obscured.

If you made several closures for a month and want to display the transactions for the whole month, type a '*' in the last text box.

Type 'C' in one of the boxes or press the button to choose the current period, that is, data that was input after the last closure.

Click on the button to choose the type of transactions you want to extract:

The screenshot shows the 'Extract' dialog box. It contains a list of transaction types with checkboxes:

- Taken Advances
- Reported Advances
- CASH Expenses
- CARD Expenses
- Purchase Orders
- Invoices
- Reimbursements
- Cash Movements

At the bottom, there are three buttons: 'OK', 'Cancel', and 'Select'.

Then click on the button to extract the data.

All the transactions will be displayed here, with plenty of details enabling you to do any analysis you need. Click on the button to generate the interface file to be uploaded into your accounting system. For

the moment, only a JD Edwards compatible interface is generated, other type will follow in the next versions.

You can generate your own interface file, according to your accounting system, by exporting this table to Excel and then writing a macro to create the needed file.

Other options on this screen are:

- **Print** - prints the displayed spreadsheet
- **Mail** - sends the displayed spreadsheet via email
- **Export to Excel** - exports the displayed spreadsheet to Excel (Excel has to be installed on the computer for this to work)

5.3 Miscellaneous – Cash position / History

The following screen will show the cash and bank positions for the different currencies you have, and also the history of the transactions for these currencies:

Cash History

Exit Currency Show Report Show Details Show Balances Only Go Back Periods Money In / Out Print, Mail...

Cash History Company private

Currency	Cash	Operation date	Amount	Paid By	Balance	Op. Type	Operation Number	Employee Number	Employee Name	Comment
EUR	Cash				7 684.53					
GBP	Cash				800.00					
IRR	Cash				0.00					
KZT	Cash				4 000.00					

Ready...

You can display only the balances by choosing the **Show balances only** option.

If the option “Track Bank Position” is activated, the program will also display the bank balances.

Select **Show details** to display the history of all the transactions.

Cash History

Exit Currency Show Report Show Details Show Balances Only Go Back 2 Periods Money In / Out Print, Mail...

Cash History Company private

Currency	Cash	Operation date	Amount	Paid By	Balance	Op. Type	Operation Number	Employee Number	Employee Name	Comment
EUR	Cash	17/02/2004	- 50.00	Company	-210 900.00	Advance	1659	300-11239	Barbe, Bleu	
EUR	Cash	17/02/2004	- 100.00	Company	-211 000.00	Advance	1660	300-11239	Barbe, Bleu	
EUR	Cash	17/02/2004	250 000.00		39 000.00	Manual	Man-170204\165435	300-71244	PALARAN, BO	
EUR	Cash	17/02/2004	2 500.00	Employee	41 500.00	Reimbursement	REIMB-170204\165749	300-20239	CHICHA, ALI	
EUR	Cash	18/02/2004	- 300.00	Company	41 200.00	Advance	1661	300-11238	Bares, Bernard	
EUR	Cash	18/02/2004	2 500.00	Employee	43 700.00	Reimbursement	REIMB-180204\122908	300-31802	Dubois, Aude	
EUR	Cash	18/02/2004	2 500.00	Employee	46 200.00	Reimbursement	REIMB-180204\122932	300-32273	DUR, JACQUES-OLMIER	
EUR	Cash	19/02/2004	- 50.00	Company	46 150.00	Advance	1663	300-1133	ALBIN, ILHAM	
EUR	Cash	19/02/2004	- 100.00	Company	46 050.00	Advance	1664	300-1133	ALBIN, ILHAM	
EUR	Cash	19/02/2004	- 50.00	Company	46 000.00	Advance	1665	300-11527	AMAR, RACHID	

You can select a single currency by typing its code in the currency box, then hitting ‘Return’ or pushing the **Show Report** button. You can also display a list of currencies by clicking on the **Currency** button and then select the desired one in that list:

Currencies		
Exit		Select
Currency LIST		
Currency	Country	Description
EUR	Europe	EURO
GBP	ROYAUME-UNIS	LIVRE STERLING
IRR	IRAN	DINAR IRANIEN
KZT	KAZAKHSTAN	Tengue
LYD	LYBIE	DINAR LYBIEN
MAD	MAROC	DIRHAM MAROCAIN
NOK	NORVEGE	COURONNE NORVEGIENNE
PLN	POLOGNE	POLAND ZLOTY
ROL	ROUMANIE	LEI ROUMAIN
RUB	RUSSIE	RUSSIAN ROUBLE
TRL	TURQUIE	TURKISH LIRA

To display older transactions, click on the 'Go Back' button, or type the desired number of months in the 'Months' case, then hit Return or press the **Show Report** button.

Right click on one of the report's lines. A menu will be displayed, enabling you to visualize the details of the transaction.

You can record here the input/output manual transactions for cash or bank accounts. For this, click the **Money in/out** button, you will get the following screen:

Cash History										
Exit		Currency	Show Report	Show Details	Show Balances Only	Go Back	2	Periods	Money In / Out	Print, Mail...
Cash History										
Currency	Cash	Operation date	Amount	Paid By	Balance					
EUR	Cash	17/02/2004	- 50.00	Company	-210 900.00	Advance				
EUR	Cash	17/02/2004	- 100.00	Company	-211 000.00	Advance				
EUR	Cash	17/02/2004	250 000.00		39 000.00	Manual				
EUR	Cash	17/02/2004	2 500.00	Employee	41 500.00	Reimbursement	REIMB-17/02/04/165749	300-20239	CHICHA, ALI	
EUR	Cash	18/02/2004	- 300.00	Company	41 200.00	Advance	1661	300-11238	Bares, Bernard	
EUR	Cash	18/02/2004	2 500.00	Employee	43 700.00	Reimbursement	REIMB-180204/122908	300-31802	Dubois, Aude	
EUR	Cash	18/02/2004	2 500.00	Employee	46 200.00	Reimbursement	REIMB-180204/122932	300-32273	DUR, JACQUES-OLIVIER	
EUR	Cash	19/02/2004	- 50.00	Company	46 150.00	Advance	1663	300-1133	ALBIN, ILHAM	
EUR	Cash	19/02/2004	- 100.00	Company	46 050.00	Advance	1664	300-1133	ALBIN, ILHAM	
EUR	Cash	19/02/2004	- 50.00	Company	46 000.00	Advance	1665	300-11527	AMAR, RACHID	

Choose the transaction type ('Cash' or 'Bank') in the first list, select the currency in the second, then type the amount in the corresponding case and click on the **Save** button. Type a positive amount when you make a deposit, a negative one when you withdraw money.

Other options on this screen are:

Print - prints the report that is displayed

Mail - mails the report that is displayed

Export to Excel - exports the list to Excel (Excel has to be installed on the computer in order for this to work)

6.1 Analysis tools - Employee balances

The following screen is used to display employee balances and to do automatic and manual reimbursements (company to employees or employees to company).

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

Click on the right button to hide/display the company list.

Click on one or more companies to display only people belonging to the selected companies.

Several display options are available:

- **Due company** - displays employees that owe money to company
- **Due employee** - displays employees to whom the company owes money
- **All** - displays all employees

Notify employees - (the **Notify** button). This will send a message to all employees owing money to the company.

The message is configured in the file 'DueCompanyModel.rtf'. It can contain any text you want, but be careful to include the following key words, which will be replaced with real values when you print or mail this message.

Paris, the #Date#

Subject: Amount due to the company

Dear Sir (Lady) **#EmployeeName#**,

We inform you that, following your expense reports, you owe :

#Money# #Currency# to the company!

Please be so kind to reimburse this amount as soon as possible!

Regards!

The Expense Reports Department

#Date# - the notification date

#EmployeeName# - employee name

#Money# - amount of money due to the company

#Currency# - currency

Print - prints the list that is displayed

Mail - mails the list that is displayed

Export to Excel - exports the list to Excel (Excel has to be installed on the computer in order for this to work)

Right Click on an employee line in the list - displays a menu where you can select manual reimbursement for the employee or to see employee history (see chapter - Employee history)

<u>Employee Balance</u>					
Automatic Reimbursement? (Yes / No)	Company Number	Employee Number	Employee Name	Balance (FRF)	Due
	11	10054	Alby, Cay	-2 000.00	Employee
	11	10042	Alford, John	-2 000.00	Employee
				-2 000.00	Employee
				-2 000.00	Employee
				-2 000.00	Employee
N	11	10057	Alter, Dale	-4 000.00	Employee
	11	10071	Ancic, Ivica	-2 000.00	Employee
	11	10064	Anderson, John	-2 000.00	Employee
	11	10075	Apice, Brenda	-2 000.00	Employee
	11	10072	Arauzo, Arlene	-2 000.00	Employee

Find an employee in the list - type the employee number or part of his name in the 'Find' box, then click on the little button next to it.

For a description of 'Automatic / Manual reimbursements' see chapter "Employee balances / Reimbursements".

6.2 Analysis tools - Employee history

This report displays the cash transaction history for a given period. It can show the history for all employees or just for one selected employee.

Employee history

Exit Employees Show Report Go Back 2 Months Print, Mail...

Company Private

Employee History

Company Number	Employee Number	Employee Name	Operation date	Operation Number	Operation Type	Amount (EUR)	Paid By	Balance (EUR)	Due To	Check Number
300	1133	ALBIN, ILHAM	01/02/2004	300-1133-010204163133	ExpenseReport	-2 000.00		-2 000.00	Employee	
300	1133	ALBIN, ILHAM	01/02/2004	300-1133-010204163500	ExpenseReport	-2 000.00		-4 000.00	Employee	
300	1133	ALBIN, ILHAM	01/02/2004	300-1133-010204163948	ExpenseReport	10.00		-3 990.00	Employee	
300	1133	ALBIN, ILHAM	01/02/2004	300-1133-010204164201	ExpenseReport	10.00		-3 980.00	Employee	
300	1133	ALBIN, ILHAM	17/02/2004	REIMB-170204165552	Reimbursement	3 980.00	Company	0.00		Bank transfer
300	1133	ALBIN, ILHAM	01/02/2004	300-1133-010204164508	ExpenseReport	10.00		10.00	Company	
300	1133	ALBIN, ILHAM	01/02/2004	300-1133-010204112225	ExpenseReport	10.00		20.00	Company	
300	1133	ALBIN, ILHAM	01/02/2004	300-1133-010204112502	ExpenseReport	10.00		30.00	Company	
300	1133	ALBIN, ILHAM	01/02/2004	300-1133-010204120232	ExpenseReport	10.00		40.00	Company	
300	2084	ANDRIES, ALAIN	03/02/2004	300-2084-030204163134	ExpenseReport	-2 000.00		-2 000.00	Employee	
300	2084	ANDRIES, ALAIN	03/02/2004	300-2084-030204163500	ExpenseReport	-2 000.00		-4 000.00	Employee	
300	2084	ANDRIES, ALAIN	03/02/2004	300-2084-030204163948	ExpenseReport	10.00		-3 990.00	Employee	
300	2084	ANDRIES, ALAIN	03/02/2004	300-2084-030204164202	ExpenseReport	10.00		-3 980.00	Employee	
300	2084	ANDRIES, ALAIN	17/02/2004	REIMB-170204165552	Reimbursement	3 980.00	Company	0.00		Bank transfer

Click on the right button to hide/display the company list.

Click on one or more companies to display only people belonging to the selected companies.

By default, the program displays history for the current period, for all employees.

You can see older transactions by clicking on the **Go Back** button. You can enter the number of months in the 'Months' box, then click on the **Go Back** button.

You can display history for only one employee by typing his employee number or name in the employee case, then hitting 'Return' or pressing the **Show Report** button. Clicking on the **Employees** button will show the employee list, where you can select the desired employee.

Employee list

Exit Display : All Employees Present Employees

Company Number	Employee Number	Employee Name	Present
300	11542	Bill, Clinton	Yes
300	11341	Billy, Crawford	Yes
300	11524	Blanche, Neige	Yes
300	11661	BLAU, OLIVe	Yes
300	11537	Bloc, Pierre	Yes
300	10958	Bobo, Maman	Yes
300	11252	BOIJ, SOPHIE	Yes
300	11046	Bosch, Siemens	Yes
300	12500	BODIAI, MUSTI	Yes

Other options on this screen are:

Print - prints the displayed sheet

Mail - mails the displayed sheet

Export to Excel - exports the displayed sheet to Excel (Excel has to be installed on the computer in order for this to work)

Right click on an employee line in the employee history table. A menu will be shown where you can select one of the options:

- See expense report ... - will display the corresponding expense report
- See reimbursement ... - will display the corresponding reimbursement
- Manual reimbursement - will do a manual reimbursement for this employee, if the employee balance is not zero (see chapter 'Employee balances - Reimbursements')

6.3 Analysis tools - Vendor history

This report displays all transactions related to the vendors, as follows:

Vendor Number	Vendor Name	Amount (EUR)	Vendor Balance (EUR)	Due	Operation date	Op. Type	Operation Number	Refers to PO Number
AF	Air France	- 0.21	48.68	Vendor	12/07/2003	Invoice	748 (748)	854 (854)
AF	Air France	0.00	48.68	Vendor	12/07/2003	PO	869 (869)	
AF	Air France	9.30	57.98	Vendor	12/07/2003	PO	894 (894)	
AF	Air France	22.00	79.98	Vendor	12/07/2003	PO	899 (899)	
AF	Air France	- 22.00	57.98	Vendor	14/07/2003	Invoice	752 (752)	899 (899)
AF	Air France	0.00	57.98	Vendor	14/07/2003	Invoice	755 (755)	869 (869)
AF	Air France	- 9.30	48.68	Vendor	14/07/2003	Invoice	754 (754)	894 (894)
AF	Air France	- 47.68	1.00	Vendor	14/07/2003	Invoice	756 (756)	846 (846)
AF	Air France	- 1.00	0.00		14/07/2003	Invoice	757 (757)	845 (845)
AF	Air France	23.47	23.47	Vendor	14/07/2003	PO	906 (906)	
AF	Air France	- 23.47	0.00		14/07/2003	Invoice	758 (758)	906 (906)

The options in this report are:

Select a vendor - Click on the **Vendors** button to display the vendor list where you can select a vendor, or type hit number in the corresponding box, then hit 'Return' or click on the **Show history** button

The vendor list is:

Vendor Number	Vendor Name
AF	Air France
AMEX	American Express
AVIS	Location Voitures
BUDGET	Location Voitures
CW	Carlson Wagon Lit
EUROPCAF	Location Voitures
HAVAS	Agence de voyage Havas
HERTZ	Location Voitures
IBIS	Hotel IBIS
NOVOTEL	Hotel Novotel
SOFITEL	Hotel Sofitel

Double click on the vendor's line to select a vendor, or click once then press the **Select** button.

Go back n periods - type the desired number of month in the corresponding box, then click on the 'Go back' button to display older transactions for the same vendor.

Print - prints the report

Mail - mails the report

Export to Excel - exports the report to Excel

Right Click on a report line displays a menu 'Show purchase order' or 'Show invoice' and if you click on it the detail of the order / invoice will be displayed

6.4 Analysis tools - Non reported advances

This report shows the advances older than ... days, taken by employees and not yet reported on an expense report.

Not reported advances

Company Private

Company Number	Employee Number	Employee Name	Advance date	Currency	Amount	Trip Number	Days old	Notify (Yes / No)
300	11238	Bares, Bernard	17/02/2004	EUR	500.00	1604	62	Y
300	11238	Bares, Bernard	07/04/2004	EUR	500.00	1933	12	Y
300	11238	Bares, Bernard	18/04/2004	GBP	150.00	1933	1	Y
300	11527	AMAR, RACHID	19/02/2004	EUR	150.00	1818	60	Y
300	11527	AMAR, RACHID	19/02/2004	USD	100.00	1818	60	Y
300	31107	DURENE, ALAIN	19/02/2004	USD	250.00	1912	60	Y
300	31107	DURENE, ALAIN	19/02/2004	GBP	100.00	1912	60	Y

Click on the right button to hide/display the company list.

Click on one or more companies to display only people belonging to the selected companies.

Type the desired number of days in the corresponding box.

You can select one employee by typing his employee number in the employee case, then hitting 'Return'. Clicking on the 'Employees' button will display the employee list, where you can choose the desired employee.

Employee list

Display : All Employees Present Employees

Company Number	Employee Number	Employee Name	Present
300	11542	Bill, Clinton	Yes
300	11341	Billy, Crawford	Yes
300	11524	Blanche, Neige	Yes
300	11661	BLAU, OLIVE	Yes
300	11537	Bloc, Pierre	Yes
300	10958	Bobo, Maman	Yes
300	11252	BOIJ, SOPHIE	Yes
300	11046	Bosch, Siemens	Yes
300	11509	BOLAL, MUSTI	Yes

Notify - (the **Notify** button). This will send a message to all employees marked with a 'Y' in the 'Notify' column.

If you don't want to send the message to one or more employees, delete the 'Y' or type an 'N' in the 'Notify' column.

The message can be sent by email or it can be printed.

The message content is defined in the file "NonReportedAdvances.rtf". It can contain any text you want, but be careful to include the following key words, which will be replaced with real values when you print or mail this message.

Paris, the #Date#**Subject: Not reported Advances**

Dear Sir (Lady) #EmployeeName#,

We inform you that you have taken the following Advances for your different trips :

Date	Trip Number	Adv. Number	Amount	Currency
#AdvDate1#	#TripNumber1#	#AdvNumber1#	#AdvAmount1#	#AdvCurr1#
#AdvDate2#	#TripNumber2#	#AdvNumber2#	#AdvAmount2#	#AdvCurr2#
#AdvDate3#	#TripNumber3#	#AdvNumber3#	#AdvAmount3#	#AdvCurr3#
#AdvDate4#	#TripNumber4#	#AdvNumber4#	#AdvAmount4#	#AdvCurr4#
#AdvDate5#	#TripNumber5#	#AdvNumber5#	#AdvAmount5#	#AdvCurr5#
#AdvDate6#	#TripNumber6#	#AdvNumber6#	#AdvAmount6#	#AdvCurr6#
#AdvDate7#	#TripNumber7#	#AdvNumber7#	#AdvAmount7#	#AdvCurr7#
#AdvDate8#	#TripNumber8#	#AdvNumber8#	#AdvAmount8#	#AdvCurr8#
#AdvDate9#	#TripNumber9#	#AdvNumber9#	#AdvAmount9#	#AdvCurr9#
#AdvDate10#	#TripNumber10#	#AdvNumber10#	#AdvAmount10#	#AdvCurr10#
#AdvDate11#	#TripNumber11#	#AdvNumber11#	#AdvAmount11#	#AdvCurr11#
#AdvDate12#	#TripNumber12#	#AdvNumber12#	#AdvAmount12#	#AdvCurr12#
#AdvDate13#	#TripNumber13#	#AdvNumber13#	#AdvAmount13#	#AdvCurr13#
#AdvDate14#	#TripNumber14#	#AdvNumber14#	#AdvAmount14#	#AdvCurr14#
#AdvDate15#	#TripNumber15#	#AdvNumber15#	#AdvAmount15#	#AdvCurr15#
#AdvDate16#	#TripNumber16#	#AdvNumber16#	#AdvAmount16#	#AdvCurr16#
#AdvDate17#	#TripNumber17#	#AdvNumber17#	#AdvAmount17#	#AdvCurr17#
#AdvDate18#	#TripNumber18#	#AdvNumber18#	#AdvAmount18#	#AdvCurr18#
#AdvDate19#	#TripNumber19#	#AdvNumber19#	#AdvAmount19#	#AdvCurr19#
#AdvDate20#	#TripNumber20#	#AdvNumber20#	#AdvAmount20#	#AdvCurr20#

As of today, these Advances have not been reported on any of your expense reports.
Please be so kind to do so as soon as possible.

Regards!

The Expense Reports Department!

- #Date# - notification date
- #EmployeeName# - employee name
- #AdvDate1# - advance date for the first advance
- #TripNumber1# - trip number for the first advance
- #AdvNumber1# - advance number for the first advance
- #AdvAmount1# - advance amount for the first advance
- #AdvCurrency1# - advance currency for the first advance

Same thing for the following lines, second advance, third and so on; up to 20.

Other options on this screen are:

Print - prints the displayed sheet

Mail - mails the displayed sheet

Export to Excel - exports the displayed sheet to Excel (Excel has to be installed on the computer in order for this to work)

6.5 Analysis tools - Taken advances

This report displays all the taken advances during a given period of time.

*Click on the right button to hide/display the company list.
Click on one or more companies to display only people belonging to the selected companies.*

Deleted advances are displayed in RED.

Accounting Period

Advance Date

You can choose the period either by ‘Accounting Month, Year and Closure number’ or by ‘Advance Date’, by clicking on the corresponding button

If you chose the first option, you can select the desired period by typing the Month, Year and Closure (from / to) in the corresponding boxes. Click on the arrows (<<<< or >>>>) to go backward or forward. Click on the <>> button to display a list of all the closures, like shown below:

Double-Click on the corresponding line to select it. The corresponding Month, Year and Closure Number will be displayed in the white boxes above.

Click on the **Show report** button to display the report.

*The report includes only advances taken in the selected period. If you want to include advances taken after the last closure, type a ‘C’ in one of the boxes and press the **Show Report** button.
The window will display like below:*

Taken advances
 Exit Employees Accounting Period From Month Year Clos.# To Month Year Clos.# Show Report Print, Mail...
 Trip Number Advance Date <<< <> >>> <<< <> >>>

Taken advances
 Accounting Month: From: 2.2004-6 To: 4.2004-1

Comp. Number	Employee Number	Employee Name	Advance Number	Advance date	Currency	Amount	Exchange Rate	Amount Base Currency	Trip Number	Report Number	Acc. Month	Acc. Year	Comment
300	11527	AMAR, RACHID	1986	19/02/2004	USD	100.00	0.953562	95.36	1818		2	2004	
300	11527	AMAR, RACHID	1985	19/02/2004	EUR	150.00	1.000000	150.00	1818		2	2004	
300	31107	DURENE, ALAIN	1984	19/02/2004	GBP	100.00	1.537279	153.73	1912		2	2004	
300	31107	DURENE, ALAIN	1983	19/02/2004	USD	250.00	0.953562	238.39	1912		2	2004	
300	11278	ELY, Marie	1982	16/02/2004	EUR	100.00	1.000000	100.00	11278	300-11278-160204#1202	2	2004	
300	11278	ELY, Marie	1981	16/02/2004	EUR	50.00	1.000000	50.00	11278	300-11278-160204#1202	2	2004	

If you select the desired period by **Advance Date**, the screen will be as shown below:

Taken advances
 Exit Employees Accounting Period From To Show Report Print, Mail...
 Trip Number Advance Date 20/03/2004 19/04/2004

Taken advances
 Accounting Month: From: 2.2004-6 To: 4.2004-1

Comp. Number	Employee Number	Employee Name	Advance Number	Advance date	Currency	Amount	Exchange Rate	Amount Base Currency	Trip Number	Report Number	Acc. Month	Acc. Year	Comment
300	11527	AMAR, RACHID	1986	19/02/2004	USD	100.00	0.953562	95.36	1818		2	2004	
300	11527	AMAR, RACHID	1985	19/02/2004	EUR	150.00	1.000000	150.00	1818		2	2004	
300	31107	DURENE, ALAIN	1984	19/02/2004	GBP	100.00	1.537279	153.73	1912		2	2004	
300	31107	DURENE, ALAIN	1983	19/02/2004	USD	250.00	0.953562	238.39	1912		2	2004	
300	11278	ELY, Marie	1982	16/02/2004	EUR	100.00	1.000000	100.00	11278	300-11278-160204#1202	2	2004	
300	11278	ELY, Marie	1981	16/02/2004	EUR	50.00	1.000000	50.00	11278	300-11278-160204#1202	2	2004	

Select the From / To date by typing them in the corresponding boxes. Clicking on the down arrow of the date boxes will display a calendar where you can select the desired date.

< janvier 2003 >

lun.	mar.	mer.	jeu.	ven.	sam.	dim.
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Today: 28/08/2003

You can select one employee by typing his employee number or name in the employee case, then hitting 'Return'. Clicking on the **Employees** button will display the employee list, where you can choose the desired employee.



You can also display advances for a specific trip. Type the Trip Number in the corresponding box, then hit Return or press the **Show Report** button.

If you press the **Trip Number** button, a list of all trips will be displayed, where you can choose the trip number, as shown below.



Other options on this screen are:

Print - prints the displayed sheet

Mail - mails the displayed sheet

Export to Excel - exports the displayed sheet to Excel (Excel has to be installed on the computer in order for this to work)

6.6 Analysis tools - Year to date expenses by category

This report displays the total amount spent from the beginning of the year by expense category and by month.

Year to date expenses

Exit Employees Year: 2003 Show Report Print, Mail...

Company Private

Year to date expenses by category : 2003

Companies: (53 , 51) Currency - EUR

Description	January	February	March	April	May	June	July	August	September	October	November	December	Total
Breakfast	136.94												136.94
Forf. Dinner	247.35												247.35
Personal Car	4 351.09												4 351.09
Forf. Dinner	14.55												14.55
Forf. Lunch	14.55												14.55
Miscellaneous	25.20												25.20
Personal Car	187.59												187.59
Bank Account Commission													
Hotel			48.89				70.00						118.89
Plane fare		768.64											768.64
Miscellaneous		32.00											32.00
Plane fare	27 642.75	16 571.88	1 250.00				176.77						45 641.39
Rental car	721.25	100.00					1.00						822.25
Train Fare	319.50	865.20	520.00										1 704.70
Hotel													
Plane fare							2 050.00						2 050.00
Rental car													

Click on the right button to hide/display the company list.

Click on one or more companies to display only people belonging to the selected companies.

Type the desired year in the corresponding text box and hit 'Return' or click on the 'Show Report' button.

You can select one employee by typing his employee number in the employee case, then hitting 'Return'.

Clicking on the 'Employees' button will display the employee list, where you can choose the desired employee.

Employee list

Exit Display : All Employees Present Employees

Employee List			
Company Number	Employee Number	Employee Name	Present
300	11523	Bean, Jean-Marie	Yes
300	10982	Beier, Philippe	Yes
300	11242	Bella, Pierrette	Yes
300	11241	Belle, Elene	Yes
300	11548	Beller, Anna	Yes
300	11326	Berjo, Joseph	Yes
300	11304	Bert, Patrick	Yes
300	11215	Beteri, Silvia	Yes

To select an employee, double-click on his line in the list.

Other options on this screen are:

Print - prints the displayed sheet

Mail - mails the displayed sheet

Export to Excel - exports the displayed sheet to Excel (Excel has to be installed on the computer in order for this to work)

6.7 Analysis tools - Taxes

This report shows the amount of VAT paid for different expenses, by VAT type and corresponding currency.

Taxes

Exit Options Currency VAT Type Show Expense Report list Print, Mail...

Company private

Taxes

Accounting Month: From: 2.2004-2 To: 4.2004-1

Expense category	Description	Currency	VAT %	VAT Amount	Vat Type	Date	Accounting Month	Accounting Year	Company Number	Employee Number	Employee Name	Trip Number
HOTEL	Hotel	EUR	5.00	75.00		01/02/2004	2	2004	300	1133	ALBIN, ILHAM	1133
HOTEL	Hotel	EUR	5.00	3.00		01/02/2004	2	2004	300	1133	ALBIN, ILHAM	1133
HOTEL	Hotel	EUR	5.00	3.00		01/02/2004	2	2004	300	1133	ALBIN, ILHAM	1133
HOTEL	Hotel	EUR	5.00	75.00		02/02/2004	2	2004	300	11527	AMAR, RACHID	11527
HOTEL	Hotel	EUR	5.00	3.00		02/02/2004	2	2004	300	11527	AMAR, RACHID	11527
HOTEL	Hotel	EUR	5.00	3.00		02/02/2004	2	2004	300	11527	AMAR, RACHID	11527
HOTEL	Hotel	EUR	5.00	75.00		03/02/2004	2	2004	300	2084	ANDRIES, ALAIN	2084
HOTEL	Hotel	EUR	5.00	3.00		03/02/2004	2	2004	300	2084	ANDRIES, ALAIN	2084
HOTEL	Hotel	EUR	5.00	3.00		03/02/2004	2	2004	300	2084	ANDRIES, ALAIN	2084
HOTEL	Hotel	EUR	5.00	75.00		04/02/2004	2	2004	300	11588	AOSSO, MARIELLE	11588
HOTEL	Hotel	EUR	5.00	3.00		04/02/2004	2	2004	300	11588	AOSSO, MARIELLE	11588
HOTEL	Hotel	EUR	5.00	3.00		04/02/2004	2	2004	300	11588	AOSSO, MARIELLE	11588
HOTEL	Hotel	EUR	5.00	75.00		05/02/2004	2	2004	300	11577	ARBAGIC, BATIR	11577
HOTEL	Hotel	EUR	5.00	3.00		05/02/2004	2	2004	300	11577	ARBAGIC, BATIR	11577
HOTEL	Hotel	EUR	5.00	3.00		05/02/2004	2	2004	300	11577	ARBAGIC, BATIR	11577
HOTEL	Hotel	EUR	5.00	75.00		06/02/2004	2	2004	300	11085	Assa, Seed	11085
HOTEL	Hotel	EUR	5.00	3.00		06/02/2004	2	2004	300	11085	Assa, Seed	11085
HOTEL	Hotel	EUR	5.00	3.00		06/02/2004	2	2004	300	11085	Assa, Seed	11085
HOTEL	Hotel	EUR	5.00	75.00		18/02/2004	2	2004	300	11241	Belle, Elene	11241

Tools

Accounting Period Expense Date

From To

Month Year Clos.# Month Year Clos.#

2 2004 2 4 2004 1

Accounting information

Job Number

Department :

Activity Code :

3 - Extrem France

360 - Extrem Marseille

350 - Extrem Informatique

330 - Grenoble Office

320 - Lille Office

310 - Lyon Commercial Of

300 - Paris Office

4 - Extrem Belnium

Expense categories

CARRENTAL Rent a car

HOTEL Hotel, Motel, Other accomodation

MEALS All meals

OTHER All other expense types

TRANSPORT Plane, Train, Bus, Other transp

Employees

Show Report Hide

Ready

You can choose the period either by 'Accounting Month, Year and Closure number' or by 'Expense date', by clicking on the appropriate button, in the "Tools" window.

If you chose the first option, you can select the desired period by typing the Month, Year and Closure (from / to) in the corresponding boxes. Click on the arrows (<<< or >>>) to go backward or forward. Click on the <> button to display a list of all the closures, like shown below:

Tools

Accounting Period Expense Date

From **To**

Month Year Clos.# Month Year Clos.#

2 2002 1 7 2003 6

Accounting Periods

Acc. Month	Acc. Year	Closure Number	Date
7	2002	1	29/07/2002
6	2002	1	27/06/2002
5	2002	2	30/05/2002
5	2002	1	17/05/2002
4	2002	1	29/04/2002
3	2002	1	29/03/2002
2	2002	2	01/03/2002
2	2002	1	19/02/2002

Accounting information

Job Number :

Department :

Project Cost Code :

Expense categories

RENTAL Rent a car

HOTEL Hotel, Motel, Other accomodation

OTHER All other expense types

TRANSPORT Plane, Train, Bus, Other tran:

Show Report Hide

Double-Click on the corresponding line to select it. The corresponding Month, Year and Closure Number will be displayed in the white boxes above.

Select one or more companies to display only people belonging to these companies.

Select one or more expense categories in the expense categories list.

Click on the **Employees** button to select an employee. The program will display only expenses for this employee.

Employee list

Exit Display : All Employees Present Employees

1 - Extrem Software Usa

2 - Extrem Romania

3 - Extrem France

360 - Extrem Marseille

350 - Extrem Informatique

330 - Grenoble Office

320 - Lille Office

310 - Lyon Commercial Office

300 - Paris Office

4 - Extrem Belgium

5 - Extrem North Europe

Employee List

Company Number	Employee Number	Employee Name	Present
300	11523	Bean, Jean-Marie	Yes
300	10982	Beier, Philippe	Yes
300	11242	Bella, Pierrette	Yes
300	11241	Belle, Elene	Yes
300	11548	Beller, Anna	Yes
300	11326	Berjo, Joseph	Yes
300	11304	Bert, Patrick	Yes
300	11215	Bazeri, Silvia	Yes

Click on the **Show report** button to display the report.

If you select the desired period by **Expense date**, the screen will be as shown below:

Tools

Accounting Period Expense Date

From **To**

29/07/2003 28/08/2003

Accounting information

Job Number :

Department :

Project Cost Code :

Tresy International EUROPE

Tresy International USA

Expense categories

- + CARRENTAL Rent a car
- + HOTEL Hotel, Motel, Other accomodation
- + OTHER All other expense types
- + TRANSPORT Plane, Train, Bus, Other tran:

Employees

Show Report Hide

Select the From / To date by typing them in the corresponding boxes. Clicking on the down arrow of the date boxes will display a calendar where you can select the desired date:

juillet 2003

lun	mar	mer	jeu	ven	sam	dim
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Today: 28/08/2003

You can select a currency to be displayed by typing its code in the corresponding box and hit 'Return' or click on the **Show Report** button. Clicking on the **Currency** button you will display a currency list, where you can select one, as shown below:

Currencies

Exit Select

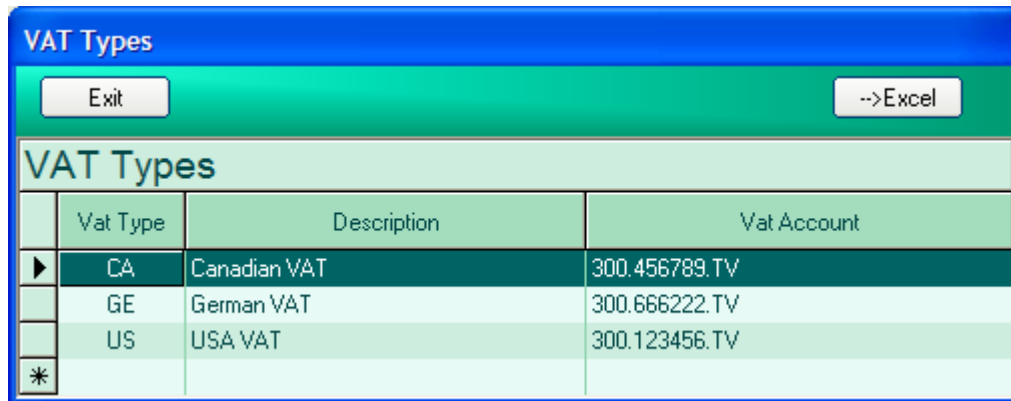
Currency LIST

Currency	Country	Description
AED	EM. ARABES UN	DIRHAM
ADA	ANGOLA	KWANZA
AZM	AZERBAIDJAN	MANAT D'AZARBAIDJAN
CHF	SUISSE	FRANC SUISSE
CNY	CHINE	CHINE YUAN
CZK	TCHIQUE (Rép.)	COURONNE TCHEQ
DKK	DANEMARK	COURONNE DANOISE
DZD	ALGERIE	DINAR ALGERIEN
EGP	EGYPTE	LIVRE EGYPTIENNE
EUR	Europe	EURO
GBP	ROYAUME-UNIS	LIVRE STERLING

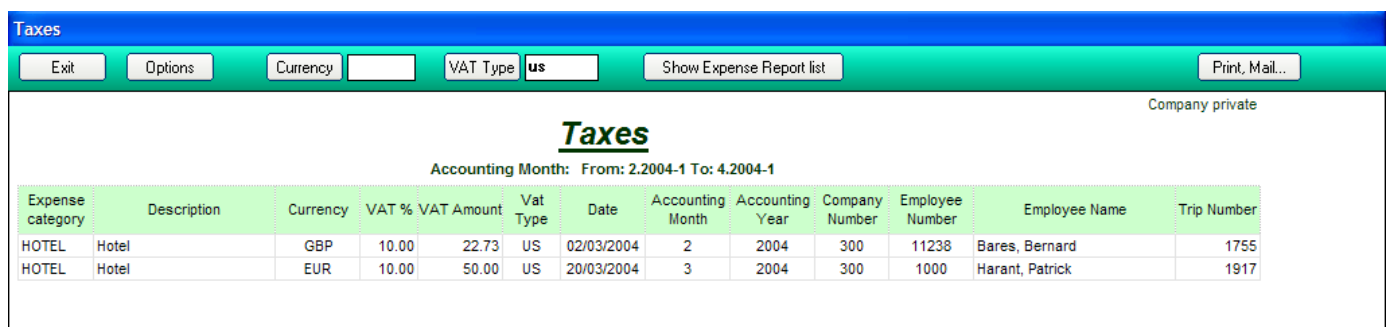
Double-click on the currency line or click once then press the **Select** button to select it.

Options button – displays / hides the “Tools” window

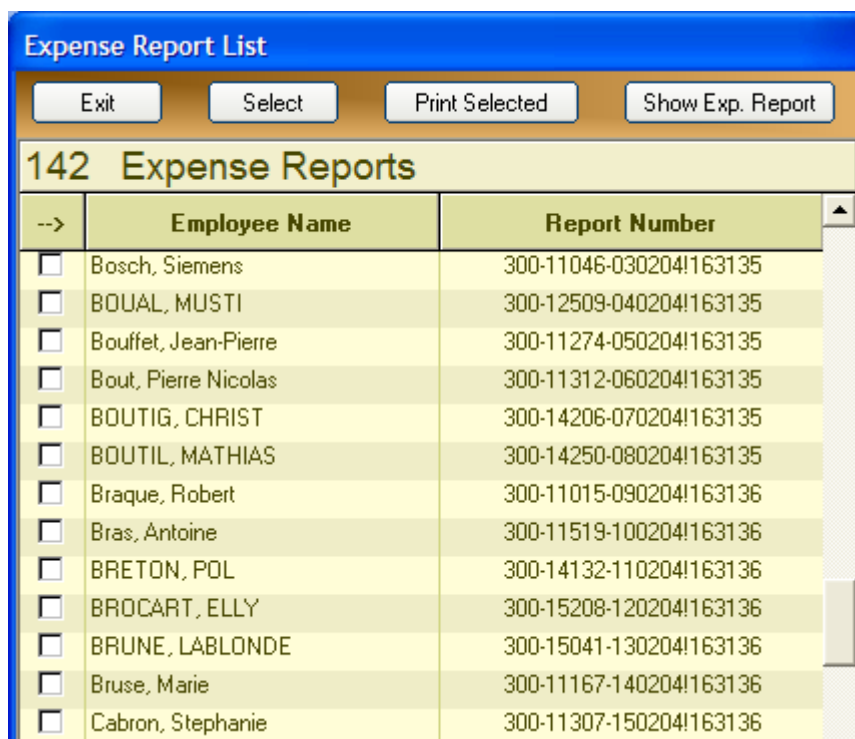
VAT type button – displays a list of VAT types, where you can select one.



You can type the VAT type directly in the corresponding text box and then hit Return to display only this type of VAT.



Show Expense Report List – shows a list of all Expense Reports concerned by the last displayed report.



Double-Click on one line or press the **Show Exp. Report** button to display the corresponding expense report.

Select one or more expense reports by checking the first cell on the corresponding line. Select / Deselect all by pressing the **Select** button. Once you selected one or several lines, you can print the corresponding expense reports by pressing the **Print Selected** button.

Other options on the main screen are:

Print - prints the displayed sheet

Mail - mails the displayed sheet

Export to Excel - exports the displayed sheet to Excel (Excel has to be installed on the computer in order for this to work)

6.8 Analysis tools - Expenses by accounting category

This report shows the expenses by accounting category. The accounting categories are described in detail in 'Configuration - Accounting categories' and 'Configuration - Accounting distribution'.

This report gives you the information needed to bill your customers.

Expenses by accounting categories

Exit Options Show Expense Report list Print, Mail...

Expenses by accounting category
Accounting Month. From: 4.2004-1 To: 4.2004-1

Job Number	Department	Activity Code	Date	Expense Type	Expense Description	Currency	Amount	Amount (EUR)	Acc. Month	Acc. Year	Company Number	Employee Number	
300-MT212	444	XX100	10/02/2004	GM	Group Meals	GBP	150.00	230.59	4	2004	300	1000	Har
300-MT212	444	XX100	10/02/2004	LUNCH	Lunch	GBP	25.00	38.43	4	2004	300	1000	Har
300-MT212	444	XX100	15/02/2004	HOTEL	Hotel	GBP	250.00	384.32	4	2004	300	1000	Har
300-MT212	444	XX100	10/02/2004	PERSCAR	Personal Car	EUR	81.45	81.45	4	2004	300	1000	Har
300-MT212	444	XX100	16/02/2004	PERSCAR	Personal Car	EUR	81.45	81.45	4	2004	300	1000	Har
300-MT212	444	XX100	16/02/2004	PERSCAR	Personal Car	EUR	135.75	135.75	4	2004	300	1000	Har
300-MT212	444	XX100	20/02/2004	HOTEL	Hotel	USD	250.00	238.39	4	2004	300	1000	Har
300-MT212	444	XX100	21/02/2004	GM	Group Meals	USD	150.00	143.03	4	2004	300	1000	Har

You can choose the period either by 'Accounting Month, Year and Closure number' or by 'Expense date', by clicking on the appropriate button, in the "Tools" window.

If you chose the first option, you can select the desired period by typing the Month, Year and Closure (from / to) in the corresponding boxes. Click on the arrows (<<< or >>>) to go backward or forward. Click on the <> button to display a list of all the closures, like shown below:

Tools

Accounting Period Expense Date

From To

Month Year Clos.# Month Year Clos.#

2 2002 1 7 2003 6

Accounting Periods

Acc. Month	Acc. Year	Closure Number	Date
7	2002	1	29/07/2002
6	2002	1	27/06/2002
5	2002	2	30/05/2002
5	2002	1	17/05/2002
4	2002	1	29/04/2002
3	2002	1	29/03/2002
2	2002	2	01/03/2002
2	2002	1	19/02/2002

Accounting information

Job Number :

Department :

Project Cost Code :

Expense categories

ARRENTAL Rent a car

HOTEL Hotel, Motel, Other accomodation

OTHER All other expense types

TRANSPORT Plane, Train, Bus, Other tran:

Show Report Hide

Double-Click on the corresponding line to select it. The corresponding Month, Year and Closure Number will be displayed in the white boxes above.

Select one or more companies to display only people belonging to these companies.

Select one or more expense categories in the expense categories list.

Click on the **Employees** button to select an employee. The program will display only expenses for this employee.

Employee list

Exit **Display :** All Employees Present Employees

Employee List			
Company Number	Employee Number	Employee Name	Present
300	11523	Bean, Jean-Marie	Yes
300	10982	Beier, Philippe	Yes
300	11242	Bella, Pierrette	Yes
300	11241	Belle, Elene	Yes
300	11548	Beller, Anna	Yes
300	11326	Berjo, Joseph	Yes
300	11304	Bert, Patrick	Yes
300	11215	Bezzi, Silvia	Yes

Navigation: < [] >

Click on the **Show report** button to display the report.

If you select the desired period by **Expense date**, the screen will be as shown below:

Tools

Accounting Period Expense Date

From **To**

29/07/2003 28/08/2003

Accounting information

Job Number :

Department :

Project Cost Code :

Tresy International EUROPE

Tresy International USA

Expense categories

- CARRENTAL** Rent a car
- HOTEL** Hotel, Motel, Other accomodation
- OTHER** All other expense types
- TRANSPORT** Plane, Train, Bus, Other tran:

Employees

Show Report Hide

Select the From / To date by typing them in the corresponding boxes. Clicking on the down arrow of the date boxes will display a calendar where you can select the desired date:

Calendar for **juillet 2003**

lun.	mar.	mer.	jeu.	ven.	sam.	dim.
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Today: 28/08/2003

If you want to display only certain Expense Categories, check the corresponding boxes then press the **Show Report** button, as shown below:

Tools									
Accounting Period			Expense Date			Accounting information			
From			To			Job Number :			
Month	Year	Clos.#	Month	Year	Clos.#	Department :			
11	2002	2	7	2003	6	Project Cost Code :			
<<<	<>	>>>	<<<	<>	>>>				
<input type="checkbox"/> Tresy International EUROPE <input type="checkbox"/> Tresy International USA			<input type="checkbox"/> Expense categories <input type="checkbox"/> <input checked="" type="checkbox"/> CARRENTAL Rent a car <input type="checkbox"/> <input type="checkbox"/> HOTEL Hotel, Motel, Other accomodation FH Forf. Hotel HOTEL Hotel <input type="checkbox"/> <input checked="" type="checkbox"/> OTHER All other expense types <input type="checkbox"/> <input type="checkbox"/> TRANSPORT Plane, Train, Bus, Other tran:						
Employees			Show Report			Hide			

If you want to select certain accounting codes (in this example: Job Number / Department Number / Project Cost Code), type the desired code in the corresponding box, then press **Show Report**, as shown below:

Tools									
Accounting Period			Expense Date			Accounting information			
From			To			Job Number :	221400		
Month	Year	Clos.#	Month	Year	Clos.#	Department :			
6	2002	1	7	2003	6	Project Cost Code :			
<<<	<>	>>>	<<<	<>	>>>				
<input type="checkbox"/> Tresy International EUROPE <input type="checkbox"/> Tresy International USA			<input type="checkbox"/> Expense categories <input type="checkbox"/> <input checked="" type="checkbox"/> CARRENTAL Rent a car <input type="checkbox"/> <input type="checkbox"/> HOTEL Hotel, Motel, Other accomodation FH Forf. Hotel HOTEL Hotel <input type="checkbox"/> <input checked="" type="checkbox"/> OTHER All other expense types <input type="checkbox"/> <input type="checkbox"/> TRANSPORT Plane, Train, Bus, Other tran:						
Employees			Show Report			Hide			

You can use wildcards (*) for your selection, example:

Typing '2*' in the Job Number textbox will display all expenses for all Job Numbers beginning with 2.
 Typing '61*' in the Job Number textbox will display all expenses for all Job Numbers beginning with 61.

- Options** button – displays / hides the “Tools” window
- Show Expense Report List** – shows a list of all Expense Reports concerned by the last displayed report.

-->	Employee Name	Report Number
<input type="checkbox"/>	Bosch, Siemens	300-11046-030204 163135
<input type="checkbox"/>	BOUAL, MUSTI	300-12509-040204 163135
<input type="checkbox"/>	Bouffet, Jean-Pierre	300-11274-050204 163135
<input type="checkbox"/>	Bout, Pierre Nicolas	300-11312-060204 163135
<input type="checkbox"/>	BOUTIG, CHRIST	300-14206-070204 163135
<input type="checkbox"/>	BOUTIL, MATHIAS	300-14250-080204 163135
<input type="checkbox"/>	Braque, Robert	300-11015-090204 163136
<input type="checkbox"/>	Bras, Antoine	300-11519-100204 163136
<input type="checkbox"/>	BRETON, POL	300-14132-110204 163136
<input type="checkbox"/>	BROCCART, ELLY	300-15208-120204 163136
<input type="checkbox"/>	BRUNE, LABLONDE	300-15041-130204 163136
<input type="checkbox"/>	Bruse, Marie	300-11167-140204 163136
<input type="checkbox"/>	Cabron, Stephanie	300-11307-150204 163136

Double-Click on one line or press the **Show Exp. Report** button to display the corresponding expense report.

Select one or more expense reports by checking the first cell on the corresponding line. Select / Deselect all by pressing the **Select** button. Once you selected one or several lines, you can print the corresponding expense reports by pressing the **Print Selected** button.

Other options on the main screen are:

Print - prints the displayed sheet

Mail - mails the displayed sheet

Export to Excel - exports the displayed sheet to Excel (Excel has to be installed on the computer in order for this to work)

Right click on a report line - if it is an expense reported on an expense report, a menu will appear to display the corresponding expense report

6.9 Analysis tools - Expenses by employee

This report shows the expenses grouped by employees.

Expenses by employee

Exit Options Show Details Show Totals Show Expense Report list Print, Mail...

Company private

Expenses by employee
Accounting Period: From: 2.2004.4 To: 4.2004.1

Comp Nb.	Employee Number	Employee Name	Date	Expense Type	Expense Description	Currency	Amount	Amount (EUR)	Acc. Month	Acc. Year	Trip Nb.	Job Number	Department	Activity Code	Operation Number
300	1133	ALBIN, ILHAM	01/02/2004	PERSCAR	Personal car	EUR	120.00	120.00	2	2004	1133	100-00941	150	XX150	300-1133-010204:11
300	1133	ALBIN, ILHAM	01/02/2004	HOTEL	Hotel	EUR	60.00	60.00	2	2004	1133	100-00200	100	XX120	300-1133-010204:12
300	1133	ALBIN, ILHAM	01/02/2004	RENTCAR	Car Rental	EUR	80.00	80.00	2	2004	1133	100-00500	121	XX130	300-1133-010204:12
300	1133	ALBIN, ILHAM	01/02/2004	PARKING	Parking	EUR	100.00	100.00	2	2004	1133	100-00700	130	XX140	300-1133-010204:12
300	1133	ALBIN, ILHAM	01/02/2004	PERSCAR	Personal car	EUR	120.00	120.00	2	2004	1133	100-00941	150	XX150	300-1133-010204:12
300	1133	ALBIN, ILHAM	01/02/2004	HOTEL	Hotel	EUR	60.00	60.00	2	2004	1133	100-00200	100	XX120	300-1133-010204:11
300	1133	ALBIN, ILHAM	01/02/2004	RENTCAR	Car Rental	EUR	80.00	80.00	2	2004	1133	100-00500	121	XX130	300-1133-010204:11
300	1133	ALBIN, ILHAM	01/02/2004	PARKING	Parking	EUR	100.00	100.00	2	2004	1133	100-00700	130	XX140	300-1133-010204:11
300	1133	ALBIN, ILHAM	01/02/2004	PERSCAR	Personal car	EUR	120.00	120.00	2	2004	1133	100-00941	150	XX150	300-1133-010204:11
Total 300-1133								1 440.00							

You can choose the period either by 'Accounting Month, Year and Closure number' or by 'Expense date', by clicking on the appropriate button, in the "Tools" window.

If you chose the first option, you can select the desired period by typing the Month, Year and Closure (from / to) in the corresponding boxes. Click on the arrows (<<< or >>>) to go backward or forward. Click on the <> button to display a list of all the closures, like shown below:

Tools

Accounting Period Expense Date

From To

Month Year Clos.# Month Year Clos.#

2 2002 1 7 2003 6

Accounting information

Job Number :

Department :

Project Cost Code :

Accounting Periods

Acc. Month	Acc. Year	Closure Number	Date
7	2002	1	29/07/2002
6	2002	1	27/06/2002
5	2002	2	30/05/2002
5	2002	1	17/05/2002
4	2002	1	29/04/2002
3	2002	1	29/03/2002
2	2002	2	01/03/2002
2	2002	1	19/02/2002

Expense categories

RENTAL Rent a car

HOTEL Hotel, Motel, Other accomodation

OTHER All other expense types

TRANSPORT Plane, Train, Bus, Other tran:

Show Report Hide

Double-Click on the corresponding line to select it. The corresponding Month, Year and Closure Number will be displayed in the white boxes above.

Select one or more companies to display only people belonging to these companies.

Select one or more expense categories in the expense categories list.

Click on the **Employees** button to select an employee. The program will display only expenses for this employee.

Employee list

Exit **Display :** All Employees Present Employees

1 - Extrem Software Usa
 2 - Extrem Romania
 3 - Extrem France
 360 - Extrem Marseille
 350 - Extrem Informatique
 330 - Grenoble Office
 320 - Lille Office
 310 - Lyon Commercial Office
 300 - Paris Office
 4 - Extrem Belgium
 5 - Extrem North Europe

Employee List

Company Number	Employee Number	Employee Name	Present
300	11523	Bean, Jean-Marie	Yes
300	10982	Beier, Philippe	Yes
300	11242	Bella, Pierrette	Yes
300	11241	Belle, Elene	Yes
300	11548	Beller, Anna	Yes
300	11326	Berjo, Joseph	Yes
300	11304	Bert, Patrick	Yes
300	11215	Bezzi, Silvia	Yes

Click on the **Show report** button to display the report.

If you select the desired period by **Expense date**, the screen will be as shown below:

Tools

Accounting Period Expense Date

From **To**

29/07/2003 28/08/2003

Accounting information

Job Number :

Department :

Project Cost Code :

Tresy International EUROPE
 Tresy International USA

Expense categories
 CARRENTAL Rent a car
 HOTEL Hotel, Motel, Other accomodation
 OTHER All other expense types
 TRANSPORT Plane, Train, Bus, Other tran:

Employees

Show Report Hide

Select the From / To date by typing them in the corresponding boxes. Clicking on the down arrow of the date boxes will display a calendar where you can select the desired date:

juillet 2003

lun.	mar.	mer.	jeu.	ven.	sam.	dim.
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Today: 28/08/2003

If you want to display only certain Expense Categories, check the corresponding boxes then press the **Show Report** button, as shown below:

Tools									
Accounting Period			Expense Date			Accounting information			
From			To			Job Number :			
Month	Year	Clos.#	Month	Year	Clos.#	Department :			
11	2002	2	7	2003	6	Project Cost Code :			
<<<	<>	>>>	<<<	<>	>>>				
<input type="checkbox"/> Tresy International EUROPE <input type="checkbox"/> Tresy International USA			<input type="checkbox"/> Expense categories <input type="checkbox"/> <input checked="" type="checkbox"/> CARRENTAL Rent a car <input type="checkbox"/> <input type="checkbox"/> HOTEL Hotel, Motel, Other accomodation FH Forf. Hotel HOTEL Hotel <input type="checkbox"/> <input checked="" type="checkbox"/> OTHER All other expense types <input type="checkbox"/> <input type="checkbox"/> TRANSPORT Plane, Train, Bus, Other tran:						
Employees						Show Report		Hide	

If you want to select certain accounting codes (in this example: Job Number / Department Number / Project Cost Code), type the desired code in the corresponding box, then press **Show Report**, as shown below:

Tools									
Accounting Period			Expense Date			Accounting information			
From			To			Job Number :	221400		
Month	Year	Clos.#	Month	Year	Clos.#	Department :			
6	2002	1	7	2003	6	Project Cost Code :			
<<<	<>	>>>	<<<	<>	>>>				
<input type="checkbox"/> Tresy International EUROPE <input type="checkbox"/> Tresy International USA			<input type="checkbox"/> Expense categories <input type="checkbox"/> <input checked="" type="checkbox"/> CARRENTAL Rent a car <input type="checkbox"/> <input type="checkbox"/> HOTEL Hotel, Motel, Other accomodation FH Forf. Hotel HOTEL Hotel <input type="checkbox"/> <input checked="" type="checkbox"/> OTHER All other expense types <input type="checkbox"/> <input type="checkbox"/> TRANSPORT Plane, Train, Bus, Other tran:						
Employees						Show Report		Hide	

You can use wildcards (*) for your selection, example:

Typing '2*' in the Job Number textbox will display all expenses for all Job Numbers beginning with 2.
Typing '61*' in the Job Number textbox will display all expenses for all Job Numbers beginning with 61.

Options button – displays / hides the “Tools” window

Show Expense Report List – shows a list of all Expense Reports concerned by the last displayed report.

-->	Employee Name	Report Number
<input type="checkbox"/>	Bosch, Siemens	300-11046-030204!163135
<input type="checkbox"/>	BOUAL, MUSTI	300-12509-040204!163135
<input type="checkbox"/>	Bouffet, Jean-Pierre	300-11274-050204!163135
<input type="checkbox"/>	Bout, Pierre Nicolas	300-11312-060204!163135
<input type="checkbox"/>	BOUTIG, CHRIST	300-14206-070204!163135
<input type="checkbox"/>	BOUTIL, MATHIAS	300-14250-080204!163135
<input type="checkbox"/>	Braque, Robert	300-11015-090204!163136
<input type="checkbox"/>	Bras, Antoine	300-11519-100204!163136
<input type="checkbox"/>	BRETON, POL	300-14132-110204!163136
<input type="checkbox"/>	BROCART, ELLY	300-15208-120204!163136
<input type="checkbox"/>	BRUNE, LABLONDE	300-15041-130204!163136
<input type="checkbox"/>	Bruse, Marie	300-11167-140204!163136
<input type="checkbox"/>	Cabron, Stephanie	300-11307-150204!163136

Double-Click on one line or press the **Show Exp. Report** button to display the corresponding expense report.

Select one or more expense reports by checking the first cell on the corresponding line. Select / Deselect all by pressing the **Select** button. Once you selected one or several lines, you can print the corresponding expense reports by pressing the **Print Selected** button.

Other options on the main screen are:

Show details - shows all expenses for each employee

Show totals - shows only totals by employee

Print - prints the displayed sheet

Mail - mails the displayed sheet

Export to Excel - exports the displayed sheet to Excel (Excel has to be installed on the computer in order for this to work)

Right click on a report line - if the line belongs to an expense report, a menu will appear to display the corresponding report.

6.10 Analysis tools - Expenses by trips

This report shows the expenses grouped by trips.

Expenses by trips

Exit Options Show Details Show Totals Show Expense Report list Print, Mail...

Company private

Expenses by trips
Accounting Month. From: 2.2004-3 To: 4.2004-1

Trip Number	Trip Description	Comp. Number	Employee Number	Employee Name	Date	Expense Type	Expense Description	Currency	Amount	Amount (EUR)	Acc. Month	Acc. Year	Operation Number
1755	Meeting in London	300	11238	Bares, Bernard	18/02/2004	PLANE	Plane fare	EUR	255.00	255.00	2	2004	1228
1755	Meeting in London	300	11238	Bares, Bernard	18/02/2004	TRAIN	Train Fare	EUR	400.00	400.00	2	2004	1229
1755	Meeting in London	300	11238	Bares, Bernard	18/02/2004	HOTEL	Hotel	EUR			2	2004	1230
1755	Meeting in London	300	11238	Bares, Bernard	18/02/2004	RENTCAR	Rental car	EUR	250.00	250.00	2	2004	1231
1755	Meeting in London	300	11238	Bares, Bernard	02/03/2004	DINNER	Dinner	GBP	50.00	76.86	2	2004	300-11238-18020
1755	Meeting in London	300	11238	Bares, Bernard	02/03/2004	HOTEL	Hotel	GBP	250.00	384.32	2	2004	300-11238-18020
1755	Meeting in London	300	11238	Bares, Bernard	02/03/2004	LUNCH	Lunch	GBP	50.00	76.86	2	2004	300-11238-18020
1755	Meeting in London	300	11238	Bares, Bernard	02/03/2004	TELEPHO	Telephone	GBP	20.00	30.75	2	2004	300-11238-18020
1755	Meeting in London	300	11238	Bares, Bernard	02/03/2004	TAXI	Taxi	EUR	150.00	150.00	2	2004	300-11238-18020
1755	Meeting in London	300	11238	Bares, Bernard	10/03/2004	DINNER	Dinner	USD	100.00	95.36	2	2004	300-11238-18020
1755	Meeting in London	300	11238	Bares, Bernard	10/03/2004	LUNCH	Lunch	EUR	25.00	25.00	2	2004	300-11238-18020
1755	Meeting in London	300	11238	Bares, Bernard	10/03/2004	HOTEL	Hotel	EUR	100.00	100.00	2	2004	300-11238-18020
1755	Meeting in London	300	11238	Bares, Bernard	10/03/2004	GM	Group Meals	EUR	60.00	60.00	2	2004	300-11238-18020
1755	Meeting in London	300	11238	Bares, Bernard	10/03/2004	DINNER	Dinner	EUR	100.00	100.00	2	2004	300-11238-18020
1755	Meeting in London	300	11238	Bares, Bernard	10/03/2004	LUNCH	Lunch	USD	25.00	23.84	2	2004	300-11238-18020
1755	Meeting in London	300	11238	Bares, Bernard	10/03/2004	HOTEL	Hotel	USD	150.00	143.03	2	2004	300-11238-18020
1755	Meeting in London	300	11238	Bares, Bernard	10/03/2004	HOTEL	Hotel	USD	100.00	95.36	2	2004	300-11238-18020
1755	Meeting in London	300	11238	Bares, Bernard	10/03/2004	DINNER	Dinner	EUR	25.00	25.00	2	2004	300-11238-18020
Total trip 1755										2 291.38			

You can choose the period either by 'Accounting Month, Year and Closure number' or by 'Expense date', by clicking on the appropriate button, in the "Tools" window.

If you chose the first option, you can select the desired period by typing the Month, Year and Closure (from / to) in the corresponding boxes. Click on the arrows (<<< or >>>) to go backward or forward. Click on the <> button to display a list of all the closures, like shown below:

Tools

Accounting Period Expense Date

From To

Month Year Clos.# Month Year Clos.#

2 2002 1 7 2003 6

Accounting Periods

Acc. Month	Acc. Year	Closure Number	Date
7	2002	1	29/07/2002
6	2002	1	27/06/2002
5	2002	2	30/05/2002
5	2002	1	17/05/2002
4	2002	1	29/04/2002
3	2002	1	29/03/2002
2	2002	2	01/03/2002
2	2002	1	19/02/2002

Accounting information

Job Number :

Department :

Project Cost Code :

Expense categories

RENTAL Rent a car

HOTEL Hotel, Motel, Other accomodation

OTHER All other expense types

TRANSPORT Plane, Train, Bus, Other tran:

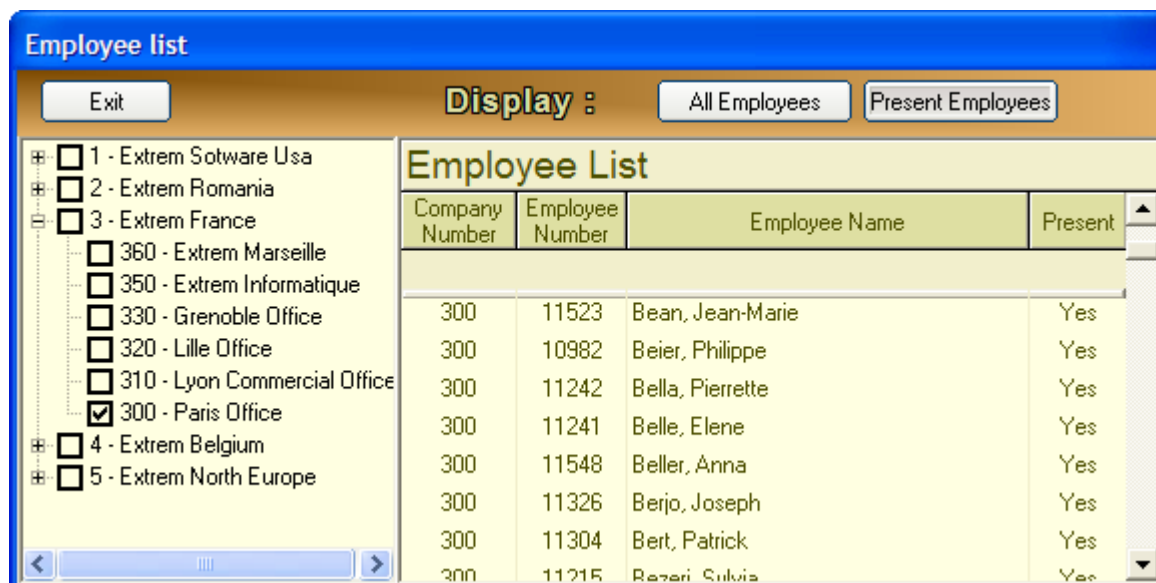
Show Report Hide

Double-Click on the corresponding line to select it. The corresponding Month, Year and Closure Number will be displayed in the white boxes above.

Select one or more companies to display only people belonging to these companies.

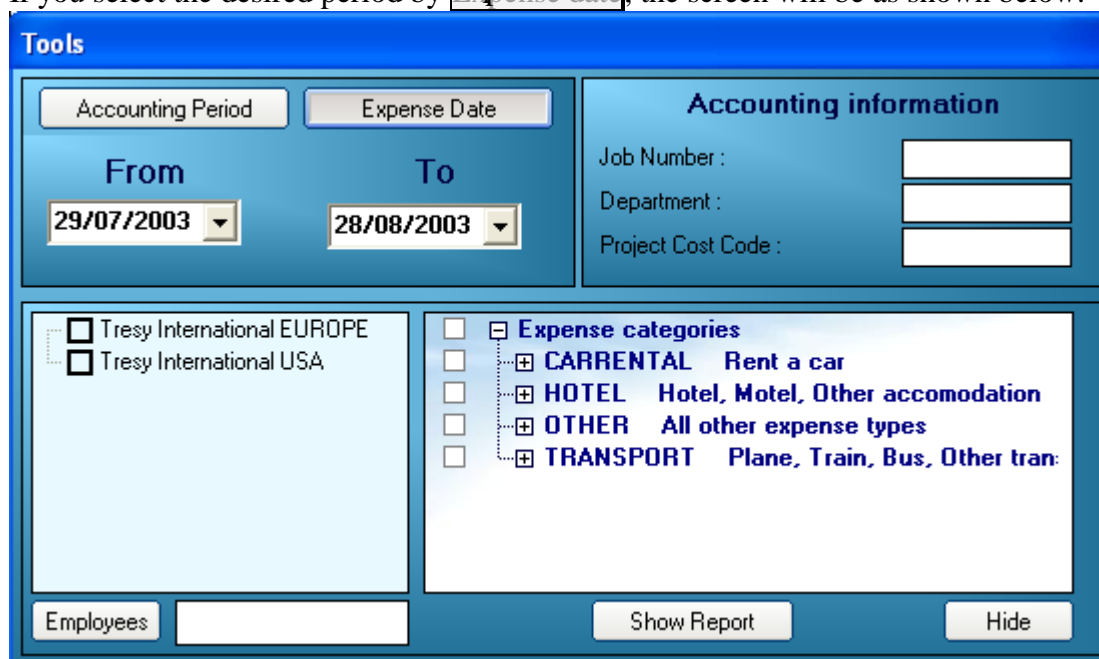
Select one or more expense categories in the expense categories list.

Click on the **Employees** button to select an employee. The program will display only expenses for this employee.



Click on the **Show report** button to display the report.

If you select the desired period by **Expense date**, the screen will be as shown below:



Select the From / To date by typing them in the corresponding boxes. Clicking on the down arrow of the date boxes will display a calendar where you can select the desired date:



If you want to display only certain Expense Categories, check the corresponding boxes then press the **Show Report** button, as shown below:

Tools

Accounting Period			Expense Date			Accounting information		
From			To			Job Number :		
Month	Year	Clos.#	Month	Year	Clos.#	Department :		
11	2002	2	7	2003	6	Project Cost Code :		
<<<	<>	>>>	<<<	<>	>>>			

<input type="checkbox"/> Tresy International EUROPE <input type="checkbox"/> Tresy International USA	<input type="checkbox"/> Expense categories <input type="checkbox"/> CARRENTAL Rent a car <input type="checkbox"/> HOTEL Hotel, Motel, Other accomodation FH Forf. Hotel <input checked="" type="checkbox"/> HOTEL Hotel <input type="checkbox"/> OTHER All other expense types <input type="checkbox"/> TRANSPORT Plane, Train, Bus, Other tran:
---	--

Employees:

If you want to select certain accounting codes (in this example: Job Number / Department Number / Project Cost Code), type the desired code in the corresponding box, then press **Show Report**, as shown below:

Tools

Accounting Period			Expense Date			Accounting information		
From			To			Job Number :	221400	
Month	Year	Clos.#	Month	Year	Clos.#	Department :		
6	2002	1	7	2003	6	Project Cost Code :		
<<<	<>	>>>	<<<	<>	>>>			

<input type="checkbox"/> Tresy International EUROPE <input type="checkbox"/> Tresy International USA	<input type="checkbox"/> Expense categories <input type="checkbox"/> CARRENTAL Rent a car <input type="checkbox"/> HOTEL Hotel, Motel, Other accomodation FH Forf. Hotel <input checked="" type="checkbox"/> HOTEL Hotel <input type="checkbox"/> OTHER All other expense types <input type="checkbox"/> TRANSPORT Plane, Train, Bus, Other tran:
---	--

Employees:

You can use wildcards (*) for your selection, example:

Tools

Accounting Period Expense Date

From **To**

Month Year Clos.# Month Year Clos.#

6 2002 1 7 2003 6

<<< <> >>> <<< <> >>>

Accounting information

Job Number : 2*

Department :

Project Cost Code :

Tresy International EUROPE

Tresy International USA

Expense categories

CARRENTAL Rent a car

HOTEL Hotel, Motel, Other accomodation

 FH Forf. Hotel

HOTEL Hotel

OTHER All other expense types

TRANSPORT Plane, Train, Bus, Other tran:

Employees

Show Report Hide

Typing '2*' in the Job Number textbox will display all expenses for all Job Numbers beginning with 2.
Typing '61*' in the Job Number textbox will display all expenses for all Job Numbers beginning with 61.

Options button – displays / hides the “Tools” window

Show Expense Report List – shows a list of all Expense Reports concerned by the last displayed report.

Expense Report List

Exit Select Print Selected Show Exp. Report

142 Expense Reports

-->	Employee Name	Report Number
<input type="checkbox"/>	Bosch, Siemens	300-11046-030204!163135
<input type="checkbox"/>	BOUAL, MUSTI	300-12509-040204!163135
<input type="checkbox"/>	Bouffet, Jean-Pierre	300-11274-050204!163135
<input type="checkbox"/>	Bout, Pierre Nicolas	300-11312-060204!163135
<input type="checkbox"/>	BOUTIG, CHRIST	300-14206-070204!163135
<input type="checkbox"/>	BOUTIL, MATHIAS	300-14250-080204!163135
<input type="checkbox"/>	Braque, Robert	300-11015-090204!163136
<input type="checkbox"/>	Bras, Antoine	300-11519-100204!163136
<input type="checkbox"/>	BRETON, POL	300-14132-110204!163136
<input type="checkbox"/>	BROCARD, ELLY	300-15208-120204!163136
<input type="checkbox"/>	BRUNE, LABLONDE	300-15041-130204!163136
<input type="checkbox"/>	Bruse, Marie	300-11167-140204!163136
<input type="checkbox"/>	Cabron, Stephanie	300-11307-150204!163136

Double-Click on one line or press the **Show Exp. Report** button to display the corresponding expense report.

Select one or more expense reports by checking the first cell on the corresponding line. Select / Deselect all by pressing the **Select** button. Once you selected one or several lines, you can print the corresponding expense reports by pressing the **Print Selected** button.

Other options on the main screen are:

Show details - shows all expenses for each employee

Show totals - shows only totals by employee

Print - prints the displayed sheet

Mail - mails the displayed sheet

Export to Excel - exports the displayed sheet to Excel (Excel has to be installed on the computer in order for this to work)

Right click on a report line - if the line belongs to an expense report, a menu will appear to display the corresponding report.

6.11 Analysis tools - Expenses by expense type

This report shows the expenses grouped by expense type.

Expenses by expense types														
Exit		Options		Show Details		Show Totals		Show Expense Report list		Print, Mail...				
<u>Expenses by expense type</u>														
<i>Accounting Month. From: 2.2004-3 To: 4.2004-1</i>														
Expense Type	Expense Description	Date	Currency	Amount	Amount (EUR)	Comp. Number	Employee Number	Employee Name	Trip Nb	Job Number	Department	Activity Code	Acc. Month	Acc. Year
PERSCAR	Personal car	02/02/2004	EUR	120.00	120.00	300	11265	Dorsedou, Gilles	11265	100-R2938	150	XX150	2	2004
PERSCAR	Personal car	01/02/2004	EUR	120.00	120.00	300	1133	ALBIN, ILHAM	1133	100-00941	150	XX150	2	2004
PERSCAR	Personal car	01/02/2004	EUR	120.00	120.00	300	1133	ALBIN, ILHAM	1133	100-00941	150	XX150	2	2004
PERSCAR	Personal car	01/02/2004	EUR	120.00	120.00	300	10958	Bobo, Maman	10958	100-A4501	121	XX180	2	2004
PERSCAR	Personal car	01/02/2004	EUR	120.00	120.00	300	11254	Cochon, Pierre	11254	100-R2759	003	XX201	2	2004
PERSCAR	Personal car	01/02/2004	EUR	120.00	120.00	300	11076	Dionis, Veroa	11076	100-R2932	555	YY100	2	2004
PERSCAR	Personal car	01/02/2004	EUR	120.00	120.00	300	1133	ALBIN, ILHAM	1133	100-00941	150	XX150	2	2004
PERSCAR	Personal car	01/02/2004	EUR	120.00	120.00	300	1133	ALBIN, ILHAM	1133	100-00941	150	XX150	2	2004
PERSCAR	Personal car	01/02/2004	EUR	120.00	120.00	300	10958	Bobo, Maman	10958	100-A4501	121	XX180	2	2004
Total PERSCAR					20 755.45									

You can choose the period either by 'Accounting Month, Year and Closure number' or by 'Expense date', by clicking on the appropriate button, in the "Tools" window.

If you chose the first option, you can select the desired period by typing the Month, Year and Closure (from / to) in the corresponding boxes. Click on the arrows (<<< or >>>) to go backward or forward. Click on the <> button to display a list of all the closures, like shown below:

Tools														
Accounting Period				Expense Date				Accounting information						
From				To				Job Number :	<input type="text"/>					
Month	Year	Clos.#	Month	Year	Clos.#	Department :	<input type="text"/>							
2	2002	1	7	2003	6	Project Cost Code :	<input type="text"/>							
Accounting Periods														
Acc. Month	Acc. Year	Closure Number	Date											
7	2002	1	29/07/2002											
6	2002	1	27/06/2002											
5	2002	2	30/05/2002											
5	2002	1	17/05/2002											
4	2002	1	29/04/2002											
3	2002	1	29/03/2002											
2	2002	2	01/03/2002											
2	2002	1	19/02/2002											
Expense categories							RENTAL Rent a car							
							HOTEL Hotel, Motel, Other accomodation							
							OTHER All other expense types							
							TRANSPORT Plane, Train, Bus, Other tran:							
							Show Report							
							Hide							

Double-Click on the corresponding line to select it. The corresponding Month, Year and Closure Number will be displayed in the white boxes above.

Select one or more companies to display only people belonging to these companies.

Select one or more expense categories in the expense categories list.

Click on the **Employees** button to select an employee. The program will display only expenses for this employee.

Employee list

Exit **Display :** All Employees Present Employees

Employee List		Company Number	Employee Number	Employee Name	Present
<input type="checkbox"/>	1 - Extrem Software Usa				
<input type="checkbox"/>	2 - Extrem Romania				
<input type="checkbox"/>	3 - Extrem France				
<input type="checkbox"/>	360 - Extrem Marseille				
<input type="checkbox"/>	350 - Extrem Informatique				
<input type="checkbox"/>	330 - Grenoble Office				
<input type="checkbox"/>	320 - Lille Office				
<input type="checkbox"/>	310 - Lyon Commercial Office				
<input checked="" type="checkbox"/>	300 - Paris Office	300	11523	Bean, Jean-Marie	Yes
<input type="checkbox"/>	4 - Extrem Belgium	300	10982	Beier, Philippe	Yes
<input type="checkbox"/>	5 - Extrem North Europe	300	11242	Bella, Pierrette	Yes
		300	11241	Belle, Elene	Yes
		300	11548	Beller, Anna	Yes
		300	11326	Berjo, Joseph	Yes
		300	11304	Bert, Patrick	Yes
		300	11215	Bezeri, Silvia	Yes

Click on the **Show report** button to display the report.

If you select the desired period by **Expense date**, the screen will be as shown below:

Tools

Accounting Period Expense Date

From **To**

29/07/2003 28/08/2003

Accounting information

Job Number :

Department :

Project Cost Code :

Tresy International EUROPE

Tresy International USA

Expense categories

- CARRENTAL** Rent a car
- HOTEL** Hotel, Motel, Other accomodation
- OTHER** All other expense types
- TRANSPORT** Plane, Train, Bus, Other tran:

Employees

Show Report Hide

Select the From / To date by typing them in the corresponding boxes. Clicking on the down arrow of the date boxes will display a calendar where you can select the desired date:

juillet 2003						
lun.	mar.	mer.	jeu.	ven.	sam.	dim.
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Today: 28/08/2003

If you want to display only certain Expense Categories, check the corresponding boxes then press the **Show Report** button, as shown below:

Tools

Accounting Period			Expense Date		
From			To		
Month	Year	Clos.#	Month	Year	Clos.#
11	2002	2	7	2003	6
<<<	<>	>>>	<<<	<>	>>>

Accounting information

Job Number :

Department :

Project Cost Code :

Tresy International EUROPE
 Tresy International USA

Expense categories

- CARRENTAL Rent a car
- HOTEL Hotel, Motel, Other accomodation
 - FH Forf. Hotel
 - HOTEL Hotel
- OTHER All other expense types
- TRANSPORT Plane, Train, Bus, Other tran:

Employees

Show Report Hide

If you want to select certain accounting codes (in this example: Job Number / Department Number / Project Cost Code), type the desired code in the corresponding box, then press **Show Report**, as shown below:

Tools

Accounting Period			Expense Date		
From			To		
Month	Year	Clos.#	Month	Year	Clos.#
6	2002	1	7	2003	6
<<<	<>	>>>	<<<	<>	>>>

Accounting information

Job Number :

Department :

Project Cost Code :

Tresy International EUROPE
 Tresy International USA

Expense categories

- CARRENTAL Rent a car
- HOTEL Hotel, Motel, Other accomodation
 - FH Forf. Hotel
 - HOTEL Hotel
- OTHER All other expense types
- TRANSPORT Plane, Train, Bus, Other tran:

Employees

Show Report Hide

You can use wildcards (*) for your selection, example:

Typing '2*' in the Job Number textbox will display all expenses for all Job Numbers beginning with 2.
Typing '61*' in the Job Number textbox will display all expenses for all Job Numbers beginning with 61.

Options button – displays / hides the “Tools” window

Show Expense Report List – shows a list of all Expense Reports concerned by the last displayed report.

-->	Employee Name	Report Number
<input type="checkbox"/>	Bloc, Pierre	300-11537-280204 112227
<input type="checkbox"/>	Dinter, Michel	300-11257-270204 120235
<input type="checkbox"/>	BLAU, OLIVe	300-11661-270204 120233
<input type="checkbox"/>	Cler, Michel	300-11251-270204 120234
<input type="checkbox"/>	BLAU, OLIVe	300-11661-270204 112227
<input type="checkbox"/>	Devalho, Cici	300-11059-260204 120235
<input type="checkbox"/>	Blanche, Neige	300-11524-260204 120233
<input type="checkbox"/>	Claire, Regis	300-11342-260204 120234
<input type="checkbox"/>	Blanche, Neige	300-11524-260204 112227
<input type="checkbox"/>	Destray, Lubin	300-11533-250204 120235
<input type="checkbox"/>	Billy, Crawford	300-11341-250204 120233
<input type="checkbox"/>	CHOISY, MARC	300-20010-250204 120234

Double-Click on one line or press the **Show Exp. Report** button to display the corresponding expense report.

Select one or more expense reports by checking the first cell on the corresponding line. Select / Deselect all by pressing the **Select** button. Once you selected one or several lines, you can print the corresponding expense reports by pressing the **Print Selected** button.

Other options on this screen are:

Show details - shows all expenses for each employee

Show totals - shows only totals by employee

Print - prints the displayed sheet

Mail - mails the displayed sheet

Export to Excel - exports the displayed sheet to Excel (Excel has to be installed on the computer in order for this to work)

Right click on a report line - if the line belongs to an expense report, a menu will appear to display the corresponding report.

6.12 Analysis tools - Employee list

The following report displays a list of employees, selected according to certain criteria.

Company Number	Employee Number	Employee Name	Cash Balance	Employee Account	E-Mail Address	Present	Date in	Date Out
300	1133	ALBIN, ILHAM	40.00	1133.ACC	ILHAM.ALBIN@free.fr	Yes	01/10/2000	20/05/2003
300	11527	AMAR, RACHID	40.00	11527.ACC	RACHID.AMAR@free.fr	Yes	06/06/2002	
300	11588	AOSSO, MARIELLE	40.00	11588.ACC	MARIELLE.AOSSO@free.fr	Yes	30/01/2003	
300	11577	ARBAGIC, BATIR	40.00	11577.ACC	BATIR.ARBAGIC@free.fr	Yes	04/12/2002	
300	11085	Assa, Seed	40.00	11085.ACC	Seed.Assa@free.fr	Yes		
300	11003	Asyme, Malain	40.00	11003.ACC	Malain.Asyme@free.fr	Yes		
300	11315	Attira, Minar	40.00	11315.ACC	Minar.Attira@free.fr	Yes		
300	11569	Ay, Ahmed	40.00	11569.ACC	Ahmed.Ay@free.fr	Yes	18/11/2002	
300	11239	Barbe, Bleu	40.00	11239.ACC	Bleu.Barbe@free.fr	Yes	24/09/2002	
300	11238	Bares, Bernard	163.44	11238.ACC	Bernard.Bares@free.fr	Yes		
300	11571	Baudocque, Alain	20.00	11571.ACC	Alain.Baudocque@free.fr	Yes	06/11/2002	
300	10868	Baut, Leon	20.00	10868.ACC	Leon.Baut@free.fr	Yes		
300	11246	Baveur, Michel	20.00	11246.ACC	Michel.Baveur@free.fr	Yes		
300	11523	Beau, Jean-Marie	20.00	11523.ACC	Jean-Marie.Beau@free.fr	Yes	24/04/2002	

Click on the right button to hide/display the company list.

Click on one or more companies to display only people belonging to the selected companies.

Possible options are:

Display people:

- **All people** - displays all employees, present or not
- **Present People** - displays only present employees
- **With cards** - display only employees having a company card

Display data

- **General information** - displays employee general information (cash balance, email address, etc.)
- **Bank accounts** - displays employee bank accounts
- **Card information** - displays card information for employees with cards
- **Approvers** - displays the approvers for each employee

Other options on this screen are:

Print - prints the displayed sheet

Mail - mails the displayed sheet

Export to Excel - exports the displayed sheet to Excel (Excel has to be installed on the computer in order for this to work)

6.13 Analysis tools - Reimbursements

If you need to consult the reimbursement history, the next screen will show you that:

Reimbursements by employee

Exit Options Show Details Show Totals Include current reimbursements Print, Mail...

Company private

Reimbursements by employee

Accounting Month. From: 2.2004-2 To: 4.2004-1

Company Number	Employee Number	Employee Name	Date	Currency	Amount	Exchange rate	Amount (EUR)	Paid By	Check Number	Reimbursement Number	Acc. Month	Acc. Year
300	2084	ANDRIES, ALAIN	04/04/2004	EUR	40.00	1.000000	40.00	Employee	Cash	REIMB-040404120201		
300	2084	ANDRIES, ALAIN	17/02/2004	EUR	3 980.00	1.000000	3 980.00	Company	Bank Transfer	REIMB-170204165552	2	2004
Total 300-2084							3 940.00	Company				
300	11588	AOSSO, MARIELLE	17/02/2004	EUR	3 980.00	1.000000	3 980.00	Company	Bank Transfer	REIMB-170204165552	2	2004
300	11577	ARBAGIC, BATIR	17/02/2004	EUR	3 980.00	1.000000	3 980.00	Company	Bank Transfer	REIMB-170204165552	2	2004

You can choose the period either by 'Accounting Month, Year and Closure number' or by 'Expense date', by clicking on the appropriate button, in the "Tools" window.

If you chose the first option, you can select the desired period by typing the Month, Year and Closure (from / to) in the corresponding boxes. Click on the arrows (<<< or >>>) to go backward or forward. Click on the <> button to display a list of all the closures, like shown below:

Tools

Accounting Period Expense Date

From To

Month Year Clos.# Month Year Clos.#

2 2002 1 7 2003 6

Accounting Periods

Acc. Month	Acc. Year	Closure Number	Date
7	2002	1	29/07/2002
6	2002	1	27/06/2002
5	2002	2	30/05/2002
5	2002	1	17/05/2002
4	2002	1	29/04/2002
3	2002	1	29/03/2002
2	2002	2	01/03/2002
2	2002	1	19/02/2002

Accounting information

Job Number :

Department :

Project Cost Code :

Expense categories

RENTAL Rent a car

HOTEL Hotel, Motel, Other accomodation

OTHER All other expense types

TRANSPORT Plane, Train, Bus, Other tran:

Show Report Hide

Double-Click on the corresponding line to select it. The corresponding Month, Year and Closure Number will be displayed in the white boxes above.

Select one or more companies to display only people belonging to these companies.

Select one or more expense categories in the expense categories list.

Click on the **Employees** button to select an employee. The program will display only expenses for this employee.

Employee list

Exit **Display :** All Employees Present Employees

Employee List		Company Number	Employee Number	Employee Name	Present
<input type="checkbox"/>	1 - Extrem Software Usa				
<input type="checkbox"/>	2 - Extrem Romania				
<input type="checkbox"/>	3 - Extrem France				
<input type="checkbox"/>	360 - Extrem Marseille				
<input type="checkbox"/>	350 - Extrem Informatique				
<input type="checkbox"/>	330 - Grenoble Office				
<input type="checkbox"/>	320 - Lille Office				
<input type="checkbox"/>	310 - Lyon Commercial Office				
<input checked="" type="checkbox"/>	300 - Paris Office	300	11523	Bean, Jean-Marie	Yes
<input type="checkbox"/>	4 - Extrem Belgium	300	10982	Beier, Philippe	Yes
<input type="checkbox"/>	5 - Extrem North Europe	300	11242	Bella, Pierrette	Yes
		300	11241	Belle, Elene	Yes
		300	11548	Beller, Anna	Yes
		300	11326	Berjo, Joseph	Yes
		300	11304	Bert, Patrick	Yes
		300	11215	Bezeri, Silvia	Yes

Click on the **Show report** button to display the report.

If you select the desired period by **Expense date**, the screen will be as shown below:

Tools

Accounting Period Expense Date

From **To**

29/07/2003 28/08/2003

Accounting information

Job Number :

Department :

Project Cost Code :

Tresy International EUROPE

Tresy International USA

Expense categories

- CARRENTAL** Rent a car
- HOTEL** Hotel, Motel, Other accomodation
- OTHER** All other expense types
- TRANSPORT** Plane, Train, Bus, Other tran:

Employees

Show Report Hide

Select the From / To date by typing them in the corresponding boxes. Clicking on the down arrow of the date boxes will display a calendar where you can select the desired date:

juillet 2003						
lun.	mar.	mer.	jeu.	ven.	sam.	dim.
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Today: 28/08/2003

Options button – displays / hides the “Tools” window

The report includes only reimbursements done in the selected period. If you want to include reimbursements done after the last closure, select the 'Include current reimbursements' option, then click on the 'Show report' button.

Other options on this screen are:

Show details - shows all reimbursements for each employee

Show totals - shows only totals by employee

Print - prints the displayed sheet

Mail - mails the displayed sheet

Export to Excel - exports the displayed sheet to Excel (Excel has to be installed on the computer in order for this to work)

Right click on a report line - a menu will appear to display the corresponding reimbursement.

6.14 Analysis tools – Expenses by Vendor

This report shows the expenses grouped by vendor / travel agent.

By Vendor Report

Exit Options Vendors Show Details Show Totals Print, Mail...

Company private

Expenses by vendor

Accounting Month. From: 2.2004-4 To: 4.2004-1

300-11238 Bares, Bernard /

Vendor Name	Number (Days / Nights/...)	Amount (EUR)	Expense description	Company Number	Employee Number	Employee Name	Date	Report / PO Number	Operation Type
AMEX American Express	5	60.00	Hotel	300	11238	Bares, Bernard	11/02/2004	300-11238-110204!112227	ExpenseReport
AMEX American Express	4	80.00	Car Rental	300	11238	Bares, Bernard	11/02/2004	300-11238-110204!112227	ExpenseReport
AMEX American Express		100.00	Parking	300	11238	Bares, Bernard	11/02/2004	300-11238-110204!112227	ExpenseReport
AMEX American Express		120.00	Personal car	300	11238	Bares, Bernard	11/02/2004	300-11238-110204!112227	ExpenseReport
AMEX American Express	5	60.00	Hotel	300	11238	Bares, Bernard	11/02/2004	300-11238-110204!120232	ExpenseReport
AMEX American Express	4	80.00	Car Rental	300	11238	Bares, Bernard	11/02/2004	300-11238-110204!120232	ExpenseReport
AMEX American Express		100.00	Parking	300	11238	Bares, Bernard	11/02/2004	300-11238-110204!120232	ExpenseReport
AMEX American Express		120.00	Personal car	300	11238	Bares, Bernard	11/02/2004	300-11238-110204!120232	ExpenseReport
AMEX American Express	18	720.00							
IBIS	10	143.03	Hotel	300	11238	Bares, Bernard	18/02/2004	300-11238-180204!190213	ExpenseReport
IBIS	10	143.03							

You can choose the period either by ‘Accounting Month, Year and Closure number’ or by ‘Expense date’, by clicking on the appropriate button, in the “Tools” window.

If you chose the first option, you can select the desired period by typing the Month, Year and Closure (from / to) in the corresponding boxes. Click on the arrows (<<< or >>>) to go backward or forward. Click on the <> button to display a list of all the closures, like shown below:

Tools

Accounting Period Expense Date

From To

Month Year Clos.# Month Year Clos.#

2 2002 1 7 2003 6

Accounting Periods

Acc. Month	Acc. Year	Closure Number	Date
7	2002	1	29/07/2002
6	2002	1	27/06/2002
5	2002	2	30/05/2002
5	2002	1	17/05/2002
4	2002	1	29/04/2002
3	2002	1	29/03/2002
2	2002	2	01/03/2002
2	2002	1	19/02/2002

Accounting information

Job Number :

Department :

Project Cost Code :

Expense categories

ARRANTAL Rent a car

HOTEL Hotel, Motel, Other accomodation

OTHER All other expense types

TRANSPORT Plane, Train, Bus, Other tran:

Show Report Hide

Double-Click on the corresponding line to select it. The corresponding Month, Year and Closure Number will be displayed in the white boxes above.

Select one or more companies to display only people belonging to these companies.

Select one or more expense categories in the expense categories list.

Click on the **Employees** button to select an employee. The program will display only expenses for this employee.

Employee list

Exit **Display :** All Employees Present Employees

Employee List			
Company Number	Employee Number	Employee Name	Present
300	11523	Bean, Jean-Marie	Yes
300	10982	Beier, Philippe	Yes
300	11242	Bella, Pierrette	Yes
300	11241	Belle, Elene	Yes
300	11548	Beller, Anna	Yes
300	11326	Berjo, Joseph	Yes
300	11304	Bert, Patrick	Yes
300	11215	Bezzi, Silvia	Yes

Click on the **Show report** button to display the report.

If you select the desired period by **Expense date**, the screen will be as shown below:

Tools

Accounting Period Expense Date

From **To**

29/07/2003 28/08/2003

Accounting information

Job Number :

Department :

Project Cost Code :

Tresy International EUROPE

Tresy International USA

Expense categories

- CARRENTAL** Rent a car
- HOTEL** Hotel, Motel, Other accomodation
- OTHER** All other expense types
- TRANSPORT** Plane, Train, Bus, Other tran:

Employees

Show Report Hide

Select the From / To date by typing them in the corresponding boxes. Clicking on the down arrow of the date boxes will display a calendar where you can select the desired date:

juillet 2003						
lun.	mar.	mer.	jeu.	ven.	sam.	dim.
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Today: 28/08/2003

If you want to display only certain Expense Categories, check the corresponding boxes then press the **Show Report** button, as shown below:

Tools									
Accounting Period			Expense Date			Accounting information			
From			To			Job Number :			
Month	Year	Clos.#	Month	Year	Clos.#	Department :			
11	2002	2	7	2003	6	Project Cost Code :			
<<<	<>	>>>	<<<	<>	>>>				
<input type="checkbox"/> Tresy International EUROPE <input type="checkbox"/> Tresy International USA			<input type="checkbox"/> Expense categories <input type="checkbox"/> CARRENTAL Rent a car <input type="checkbox"/> HOTEL Hotel, Motel, Other accomodation FH Forf. Hotel <input checked="" type="checkbox"/> HOTEL Hotel <input type="checkbox"/> OTHER All other expense types <input type="checkbox"/> TRANSPORT Plane, Train, Bus, Other tran:						
Employees						Show Report	Hide		

If you want to select certain accounting codes (in this example: Job Number / Department Number / Project Cost Code), type the desired code in the corresponding box, then press **Show Report**, as shown below:

Tools									
Accounting Period			Expense Date			Accounting information			
From			To			Job Number :	221400		
Month	Year	Clos.#	Month	Year	Clos.#	Department :			
6	2002	1	7	2003	6	Project Cost Code :			
<<<	<>	>>>	<<<	<>	>>>				
<input type="checkbox"/> Tresy International EUROPE <input type="checkbox"/> Tresy International USA			<input type="checkbox"/> Expense categories <input type="checkbox"/> CARRENTAL Rent a car <input type="checkbox"/> HOTEL Hotel, Motel, Other accomodation FH Forf. Hotel <input checked="" type="checkbox"/> HOTEL Hotel <input type="checkbox"/> OTHER All other expense types <input type="checkbox"/> TRANSPORT Plane, Train, Bus, Other tran:						
Employees						Show Report	Hide		

You can use wildcards (*) for your selection, example:

Typing '2*' in the Job Number textbox will display all expenses for all Job Numbers beginning with 2.
 Typing '61*' in the Job Number textbox will display all expenses for all Job Numbers beginning with 61.
 Other options on this screen are:

Options - displays / hides the "Tools" window

Show details - shows all expenses for each employee

Show totals - shows only totals by employee

Print - prints the displayed sheet

Mail - mails the displayed sheet

Export to Excel - exports the displayed sheet to Excel (Excel has to be installed on the computer in order for this to work)

Right click on a report line - if the line belongs to an expense report, a menu will appear to display the corresponding report.

6.15 Analysis tools – Cash position / History

The following screen will show the cash and bank positions for the different currencies you have, and also the history of the transactions for these currencies:

The screenshot shows the 'Cash History' window with a toolbar containing buttons for 'Exit', 'Currency', 'Show Report', 'Show Details', 'Show Balances Only', 'Go Back', 'Periods', 'Money In / Out', and 'Print, Mail...'. The main area displays a table with the following data:

Currency	Cash	Operation date	Amount	Paid By	Balance	Op. Type	Operation Number	Employee Number	Employee Name	Comment
EUR	Cash				7 684.53					
GBP	Cash				800.00					
IRR	Cash				0.00					
KZT	Cash				4 000.00					

You can display only the balances by choosing the **Show balances only** option.

If the option “Track Bank Position” is activated, the program will also display the bank balances.

Select **Show details** to display the history of all the transactions.

The screenshot shows the 'Cash History' window with the 'Show Details' button selected. The main area displays a detailed table of transactions:

Currency	Cash	Operation date	Amount	Paid By	Balance	Op. Type	Operation Number	Employee Number	Employee Name	Comment
EUR	Cash	17/02/2004	- 50.00	Company	-210 750.00	Advance	1657	300-11569	Ay, Ahmed	
EUR	Cash	17/02/2004	- 100.00	Company	-210 850.00	Advance	1658	300-11569	Ay, Ahmed	
EUR	Cash	17/02/2004	- 50.00	Company	-210 900.00	Advance	1659	300-11239	Barbe, Bleu	
EUR	Cash	17/02/2004	- 100.00	Company	-211 000.00	Advance	1660	300-11239	Barbe, Bleu	
EUR	Cash	17/02/2004	250 000.00		39 000.00	Manual	Man-170204165435	300-71244	PALARAN, BO	
EUR	Cash	17/02/2004	2 500.00	Employee	41 500.00	Reimbursement	REIMB-170204165749	300-20239	CHICHA, ALI	
EUR	Cash	18/02/2004	- 300.00	Company	41 200.00	Advance	1661	300-11238	Bares, Bernard	
EUR	Cash	18/02/2004	2 500.00	Employee	43 700.00	Reimbursement	REIMB-180204122908	300-31802	Dubois, Aude	
EUR	Cash	18/02/2004	2 500.00	Employee	46 200.00	Reimbursement	REIMB-180204122932	300-32273	DUR, JACQUES-OLMIER	
EUR	Cash	19/02/2004	- 50.00	Company	46 150.00	Advance	1663	300-1133	ALBIN, ILHAM	
EUR	Cash	19/02/2004	- 100.00	Company	46 050.00	Advance	1664	300-1133	ALBIN, ILHAM	
EUR	Cash	19/02/2004	- 50.00	Company	46 000.00	Advance	1665	300-11527	AMAR, RACHID	
EUR	Cash	19/02/2004	- 100.00	Company	45 900.00	Advance	1666	300-11527	AMAR, RACHID	
EUR	Cash	19/02/2004	- 50.00	Company	45 850.00	Advance	1667	300-2084	ANDRIES, ALAIN	
EUR	Cash	19/02/2004	- 100.00	Company	45 750.00	Advance	1668	300-2084	ANDRIES, ALAIN	

You can select a single currency by typing its code in the currency box, then hitting ‘Return’ or pushing the **Show Report** button. You can also display a list of currencies by clicking on the **Currency** button and then select the desired one in that list:

Currencies		
Exit		Select
Currency LIST		
Currency	Country	Description
EUR	Europe	EURO
GBP	ROYAUME-UNIS	LIVRE STERLING
IRR	IRAN	DINAR IRANIEN
KZT	KAZAKHSTAN	Tengue
LYD	LYBIE	DINAR LYBIEN
MAD	MAROC	DIRHAM MAROCAIN
NOK	NORVEGE	COURONNE NORVEGIENNE
PLN	POLOGNE	POLAND ZLOTY
ROL	ROUMANIE	LEI ROUMAIN
RUB	RUSSIE	RUSSIAN ROUBLE
TRL	TURQUIE	TURKISH LIRA

To display older transactions, click on the 'Go Back' button, or type the desired number of months in the 'Months' case, then hit Return or press the **Show Report** button.

Right click on one of the report's lines. A menu will be displayed, enabling you to visualize the details of the transaction.

You can record here the input/output manual transactions for cash or bank accounts. For this, click the **Money in/out** button, you will get the following screen:

Cash History										
Exit		Currency	Show Report	Show Details	Show Balances Only	Go Back	2	Periods	Money In / Out	Print, Mail...
Company private										
Cash History										
Currency	Cash	Operation date	Amount	Paid By	Balance					
EUR	Cash	17/02/2004	- 50.00	Company	-210 750.00	Advance				
EUR	Cash	17/02/2004	- 100.00	Company	-210 850.00	Advance				
EUR	Cash	17/02/2004	- 50.00	Company	-210 900.00	Advance				
EUR	Cash	17/02/2004	- 100.00	Company	-211 000.00	Advance				
EUR	Cash	17/02/2004	250 000.00	Company	39 000.00	Manual	1660	300-11239	Barbe, BIEU	
EUR	Cash	17/02/2004	2 500.00	Employee	41 500.00	Reimbursement	REIMB-170204/165435	300-71244	PALARAN, BO	
EUR	Cash	18/02/2004	- 300.00	Company	41 200.00	Advance	1661	300-11238	Bares, Bernard	
EUR	Cash	18/02/2004	2 500.00	Employee	43 700.00	Reimbursement	REIMB-180204/122908	300-31802	Dubois, Aude	
EUR	Cash	18/02/2004	2 500.00	Employee	46 200.00	Reimbursement	REIMB-180204/122932	300-32273	DUR, JACQUES-OLMIER	
EUR	Cash	19/02/2004	- 50.00	Company	46 150.00	Advance	1663	300-11133	ALBIN, ILHAM	

Cash / Bank	Currency	Amount [+ / -]	Balance
Cash	EUR		15 658.64
Comment			
Close			

Choose the transaction type ('Cash' or 'Bank') in the first list, select the currency in the second, then type the amount in the corresponding case and click on the **Save** button. Type a positive amount when you make a deposit, a negative one when you withdraw money.

Other options on this screen are:

Print - prints the report that is displayed

Mail - mails the report that is displayed

Export to Excel - exports the list to Excel (Excel has to be installed on the computer in order for this to work)

6.16 Analysis tools – Travel Analysis

This report shows the expenses grouped by vendor / travel agent, filtered by different criteria such as the Expense category, City From, City To, Vendor or Travel Agent, etc.

Travel Analysis Report											
Accounting Month. From: 2.2004-5 To: 4.2004-1											
Vendor Name	Amount (EUR)	Expense description	City From	City To	Date	Ticket Type	Comp. Number	Employee Number	Employee Name	Report / PO Number	Work (Day Night)
CO CONTINENTAL	346.00	Plane fare	New York - USA	Houston - USA	19/02/2004	OW	300	32263	DURPONT, NATHALIE	1237	
CO CONTINENTAL	850.00	Plane fare	Houston - USA	Paris - FR	19/02/2004	OW	300	32263	DURPONT, NATHALIE	1238	
CO CONTINENTAL	1 196.00										
SNCF SNCF	250.00	Train Fare	PARIS - FR	Le Havre - FR	02/04/2004	RT	300	11541	Elazen, Mimi	1247	
SNCF SNCF	500.00	Train Fare	PARIS - FR	LONDON - UK	20/03/2004	RT	300	11536	Elert, Celine	1246	
SNCF SNCF	500.00	Train Fare	Paris - FR	Lyon - FR	12/03/2004	RT	300	11278	ELY, Marie	1243	
SNCF SNCF	500.00	Train Fare	Paris - FR	Lyon - FR	19/02/2004	OW	300	11278	ELY, Marie	1232	
SNCF SNCF	450.00	Train Fare	Lyon - FR	Paris - FR	19/02/2004	OW	300	11278	ELY, Marie	1233	
SNCF SNCF	2 200.00										

You can choose the period either by ‘Accounting Month, Year and Closure number’ or by ‘Expense date’, by clicking on the appropriate button, in the “Tools” window.

If you chose the first option, you can select the desired period by typing the Month, Year and Closure (from / to) in the corresponding boxes. Click on the arrows (<<< or >>>) to go backward or forward. Click on the <> button to display a list of all the closures, like shown below:

Double-Click on the corresponding line to select it. The corresponding Month, Year and Closure Number will be displayed in the white boxes above.

Select one or more companies to display only people belonging to these companies.

Select one or more expense categories in the expense categories list.

Click on the **Employees** button to select an employee. The program will display only expenses for this employee.

Employee list

Exit **Display :** All Employees Present Employees

Employee List			
Company Number	Employee Number	Employee Name	Present
300	11523	Bean, Jean-Marie	Yes
300	10982	Beier, Philippe	Yes
300	11242	Bella, Pierrette	Yes
300	11241	Belle, Elene	Yes
300	11548	Beller, Anna	Yes
300	11326	Berjo, Joseph	Yes
300	11304	Bert, Patrick	Yes
300	11215	Bezzi, Silvia	Yes

Click on the **Show report** button to display the report.

If you select the desired period by **Expense date**, the screen will be as shown below:

Tools

Accounting Period Expense Date

From **To**

29/07/2003 28/08/2003

Accounting information

Job Number :

Department :

Project Cost Code :

Tresy International EUROPE

Tresy International USA

Expense categories

- CARRENTAL** Rent a car
- HOTEL** Hotel, Motel, Other accomodation
- OTHER** All other expense types
- TRANSPORT** Plane, Train, Bus, Other tran:

Employees

Show Report Hide

Select the From / To date by typing them in the corresponding boxes. Clicking on the down arrow of the date boxes will display a calendar where you can select the desired date:

juillet 2003						
lun.	mar.	mer.	jeu.	ven.	sam.	dim.
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Today: 28/08/2003

If you want to display only certain Expense Categories, check the corresponding boxes then press the **Show Report** button, as shown below:

Tools

Accounting Period			Expense Date		
From			To		
Month	Year	Clos.#	Month	Year	Clos.#
11	2002	2	7	2003	6
<<<	<>	>>>	<<<	<>	>>>

Accounting information

Job Number :

Department :

Project Cost Code :

Tresy International EUROPE
 Tresy International USA

Expense categories

- CARRENTAL Rent a car
- HOTEL Hotel, Motel, Other accomodation
 - FH Forf. Hotel
 - HOTEL Hotel
- OTHER All other expense types
- TRANSPORT Plane, Train, Bus, Other tran:

Employees

Show Report Hide

If you want to select certain accounting codes (in this example: Job Number / Department Number / Project Cost Code), type the desired code in the corresponding box, then press **Show Report**, as shown below:

Tools

Accounting Period			Expense Date		
From			To		
Month	Year	Clos.#	Month	Year	Clos.#
6	2002	1	7	2003	6
<<<	<>	>>>	<<<	<>	>>>

Accounting information

Job Number :

Department :

Project Cost Code :

Tresy International EUROPE
 Tresy International USA

Expense categories

- CARRENTAL Rent a car
- HOTEL Hotel, Motel, Other accomodation
 - FH Forf. Hotel
 - HOTEL Hotel
- OTHER All other expense types
- TRANSPORT Plane, Train, Bus, Other tran:

Employees

Show Report Hide

You can use wildcards (*) for your selection, example:

Typing '2*' in the Job Number textbox will display all expenses for all Job Numbers beginning with 2.
 Typing '61*' in the Job Number textbox will display all expenses for all Job Numbers beginning with 61.

You can choose the City From / City To, by typing the city name in the corresponding textbox. Click on the **City From** or **City To** button to display a list of all cities where you can select the desired one.

City	Country
Cannes	FR
Lille	FR
Lyon	FR
Marseille	FR
Nantes	FR
Nice	FR
Paris	FR
St. Nazaire	FR
Milan	IT
Rome	IT
Arad	RO

Other options on this screen are:

- Options** - displays / hides the "Tools" window
- Show details** - shows all expenses for each employee
- Show totals** - shows only totals by employee

Print - prints the displayed sheet

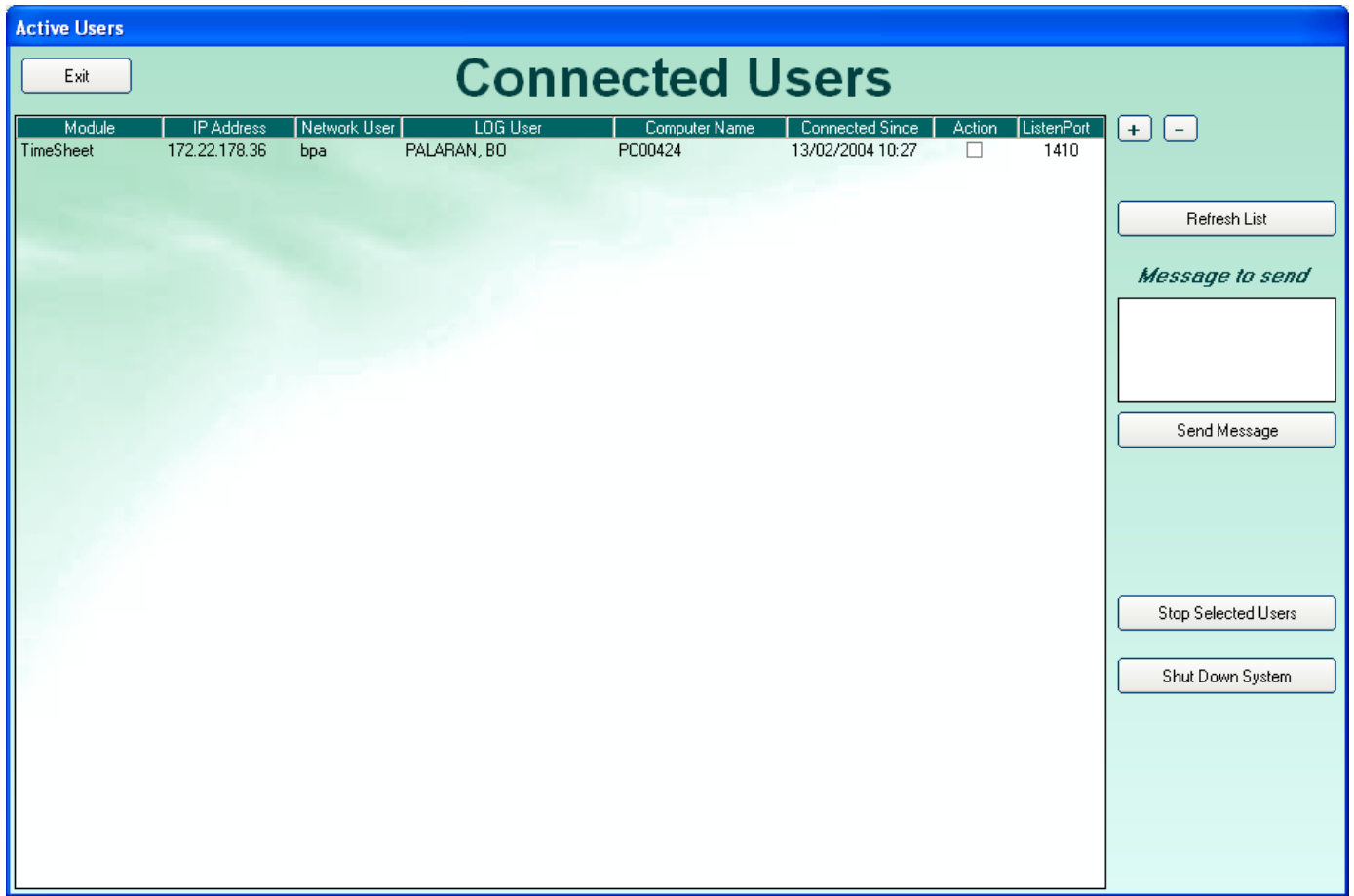
Mail - mails the displayed sheet

Export to Excel - exports the displayed sheet to Excel (Excel has to be installed on the computer in order for this to work)

7. Connected Users

This screen is only available for users who have administrator rights. It displays a list of the users connected to the system.

You can use it to send a message to one or more users, to stop one or more users, or to shut down the whole system.



To send a message, type the message text in the white rectangle, select the users you want the message to be sent to and then click on the **Send message** button.

Click on **Stop Selected Users** to stop the EXTREM module for the selected users. A warning message will be sent to them saying the program will be stopped and they have to save their work and exit.

After that, each time someone will try to use EXTREM, the following message will be displayed:

*System is shut down for maintenance !
Please try again later...*

Press a key to continue...

To restart the system, execute EXTREM from the Start menu, Run command, as shown below:

“C:\extremdirectory\extremsoft.exe” admin

Type the **admin** keyword at the end of the command line.

When the program starts, log in and got to Configuration/Parameters:

Configuration/Parameters window showing the following options:

- Stop General
- Stop Local
- Use Expense Report Signature
- Use Travel Request Signature
- Accounting users:

Click on the “Stop general Change” button and wait for the light to turn red.

Configuration/Parameters window showing the following options:

- Stop General
- Stop Local
- Use Vendor Invoicing
- Use Expense Report Signature
- Use Travel Request Signature
- Accounting users:

8. Initialization file (EXTREM.INI)

After the installation, the initialization file has the following configuration:

```
[GENERAL]
ProductCode=94864C-4B4F6081
ExportDirectory=C:\TEMP
TempDirectory=C:\Temp
TempFiles=C:\TEMP
BankFiles=C:\temp\BankFiles
StartMail=No
STOP=No

[Database]
DataBaseType=SQLServer
DataBaseName=EXTREM
NetWorkLibrary=dbmssocn
Server=150.60.200.001
QueryTimeOut=300

[Mail]
MailSystem=MAPI
;MailSystem=NotUsed
;MailSystem=SMTP
;SMTPServer=smtp.wanadoo.fr
;SMTPPort=25
;SMTPSender=Travel.expense@libertysurf.com
MailReportTo=Travel, Expense

[WinSocket]
ListenPort=1410

[EXPEDIA]
FirstLineExpediaFile=8
Air=BAVION
Rail=Train
Hotel=Hotel
```

The parameters in this file are:

GENERAL

- ⇒ **TempFiles, TempDirectory** – a place to store temporary files. You'll need to delete them manually from time to time.
- ⇒ **ExportDirectory** – a place to store temporary Excel files (exported from EXTREM). You'll need to delete them manually from time to time.
- ⇒ **BankFiles** – a place to store the electronic bank transfer files. Check with your bank communication program to use the same directory.
- ⇒ **StartMail** – if YES, the mail system will be available to EXTREM immediately after the program is started. If NO, you can start it manually the first time you need to use it.
- ⇒

DataBase

- ⇒ **DataBaseType** – only 'SQLServer'

- ⇒ **DatabaseName** – name of the catalog
- ⇒ **NetworkLibrary** – dbmssocn if connection to SQLServer via TCP/IP
- ⇒ **Server** – IP address or name of the SQLServer computer
- ⇒ **QueryTimeOut** – in seconds, how long to wait for a query to complete

Mail

- ⇒ **MailSystem** – the mail system you are using – possible values are :
 - NotUsed – if no mail available
 - SMTP – smtp mail
 - MAPI – for a MAPI compatible system
 - SMTPServer=smtp.wanadoo.fr - name of the SMTP server (or IP address)
 - SMTPPort=25
 - [SMTPSender=Travel.expense@libertysurf.com](mailto:Travel.expense@libertysurf.com) - when you send a message from EXTREM, this will be the default sender

WinSocket

- ⇒ **ListenPort** – Number of the IP listen port for the accounting module

EXPEDIA

- ⇒ **FirstLineExpediaFile** – Number of the first line in the Excel file sent by Expedia
- ⇒ **AIR = BAVION** – Correspondance between Expedia Codes and Extrem Codes
- ⇒ **Rail = Train** – Correspondance between Expedia Codes and Extrem Codes
- ⇒ **Hotel = Hotel** – Correspondance between Expedia Codes and Extrem Codes

9. Network directories and access rights

One network directory is concerned:

- **The directory where you install the programs** (ex: R:\ExtremSoft\)) - the network access rights for this directory are:

Normal users - read only access

Some Administrators – read / write access (only for people who have the right to Shut Down local system)

This directory has to contain the following files:

ExtremSoft.EXE – main program

ExtremSoft.INI - initialization file

ExpFiles – subdirectory for Expense reports files, which contains:

- **Expense.xls** - Excel form for the expense report.
- **KeyTravelRequest.xls** – Excel form for the travel request
- **DueCompanyModel.rtf** - Word document used as a template for printing employee notifications (money due to company message)
- **NonReportedAdvancesModel.rtf** - Word document used as a template for printing employee notifications (non reported advances message)
- **ReimbursementModel.rtf** - Word document used as a template for printing employee notification (automatic reimbursements)
- **RejectedExpenseReportModel.rtf** – Word document used as a template for printing / mailing employee notification for rejected expense reports.
- **SignExpenseReportModel.rtf** – Word document used as a template for sending mail to approvers informing them that Expense Reports are waiting for their approval.
- **SignTravelRequestModel.rtf** - Word document used as a template for sending mail to approvers informing them that Travel Requests are waiting for their approval.
- **Invmodel.xls** - invoice file model. This is just the model of the Excel file containing vendor invoices which can be imported by EXTREM (see ‘Vendors invoices’ for more information).

TranslateFiles – subdirectory for translation files, which contains:

- **language.txt**
- **translat.txt**