



EXPENSE TRACKING TOOL

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Meade Willis' web-based Expense Tracking tool accommodates companies day to day expense needs and provides customizable reports as well as visibility, reducing data entry errors, reliance on spreadsheets and paper receipts.

Meade Willis' web-based Expense Tracking Tool was designed to help salespeople, business travelers and company employees track business expenses. The solution automates the process of creating, submitting and approving expense reports, and enables the management of multiple documents and archives from a single sign on.

Meade Willis' solution is capable of handling unique requests, connecting various departments and employees with different access levels, ensuring that configurable, secure, role-based displays will allow data access for authorized users only.

With XRP-Expense Tracking solution, users can securely access the software from any location or computer with internet access. The platform is extremely flexible and makes it possible to add extra features or changes to the program with minimal to no interruption to the document workflow.

KEY FEATURES

- > Manual update/edit of expenses
- > Audit capability and report generation
- > Petty cash functionality (with predefined expense amount)
- > Role based application & user management
- > Visibility of an Operations Log which tracks each operation within the system
- > Filterable Report Summary accessible on a history/tracking screen
- > Ability to limit, track and approve/block receipts or expense records
- > Manually Insert/Update/Delete expenses from the database
- > Generate defined reports
- > Filter the displayed data based on some predefined criteria