

## Horizon Expenses


Horizon is a Software as a Service Professional Services Automation application. It is a web based application requiring no software to be downloaded to your PC. Expenses can be entered from wherever you can access a browser. All expense lines are validated against projects and tasks that have been entered into Project Management. You can define your own rules to control who can enter what expenses against which projects. Horizon Expenses supports multiple currencies, expense items and tax codes; all configurable by you.

Every expense line can be reported on the moment it has been entered. You can decide whether to enter expense claims by week or month, along with comments, by person. After entry, expense claims may be submitted for approval and the approver is notified by email. The submitter is also notified of expense claim approval or rejection. Expense administrators may be defined by Business Unit to provide finance and payables support and correction for approved claims.

A suite of reports is available in addition to interactive reports. The data from all reports can be downloaded to Excel direct from the screen. Horizon Expenses is integrated the billing module\* to generate expense invoices based on approved expense claims.

### EXPENSE CLAIMS

- Multi-currency
- Pop-up calendars for dates
- All LOV fields validated
- Integrated with Project Management
- Receipt Upload
- Email Notifications and Approvals
- Multiple Approval paths
- Auditing available



The screenshot displays the 'Expense Claim' form in the Horizon Expenses application. The interface includes a navigation menu at the top with options like Home, Projects, Clients, Resources, Issues, Expenses, Reporting, Timesheets, and Administration. The main form area contains several sections:

- Expense Claim Summary:** Includes buttons for '< Back', 'Save Claim Changes', and 'Submit for Approval'. Fields for Resource (Ami Smith), Start Date (01-Sep-2008), End Date (30-Sep-2008), Claim Name (Sept NZD), Description (September's Expenses NZD), Receipts Supplied (No), Default Location (Auckland), Claim Status (Draft), Approver, Date Approved, Payment Date, Expenses Admin (Ami Smith), Amt to Reimburse (318), and Disbursement Currency (NZD).
- Quick Expenses:** Includes buttons for 'Delete Expense Line', 'Save Expense Line Changes', and 'Create Expense Line'. Fields for Client and Project.
- Table:** A table with columns: Edit, Expense Item, Client, Project, Account, Description, Expense Date, Qty/Amt, Tax Code, Currency, Converted Amount, and Billable. One row is visible: Domestic Flight NZD, ABC Limited, Network Upgrade, 6-1120 Travel, AKL <- WGN Return, 15-SEP-2008, 198.00, NZGST, NZD, 198.00, Yes.

## ARCHITECTURE

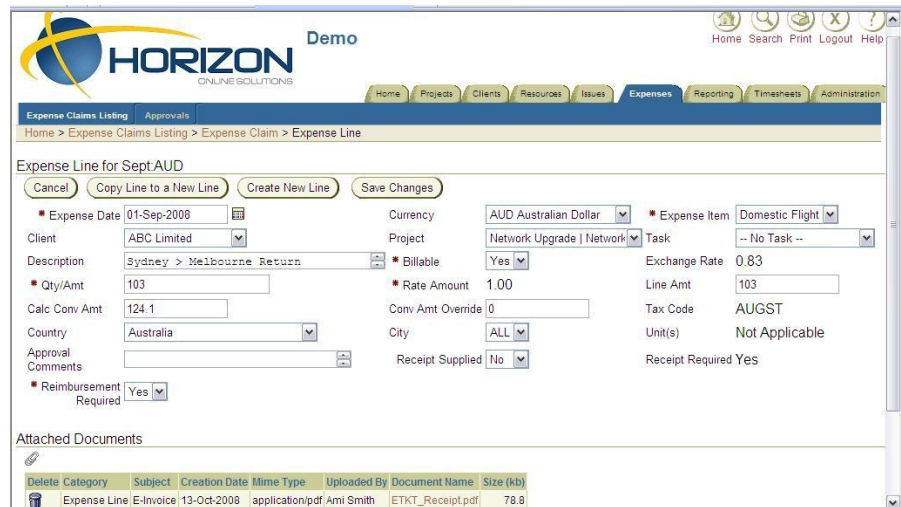
- Compatible with any Internet Browser
- Provides customer view in addition to internal view
- No client install

## OTHER FEATURES

- All expense claim history retained
- Suite of standard reports available, with drill down, plus interactive reports to allow you to decide what you would like to see
- No batch posting or overnight routines required
- Enter expenses from anywhere, at anytime with an Internet Browser
- All Administration tasks are available via the same Internet Browser
- Expense Claims may be copied from prior periods to ease data entry

## DETAILED EXPENSES

- Multi-currency
- Pop-up calendars for dates
- All LOV fields validated
- Default of exchange rate
- Override to allow for exchange rate commissions
- Receipt Upload
- Tax Codes
- Multiple Approval paths
- Auditing available



The screenshot shows the 'Expense Line for SeptAUD' form in the Horizon system. The form includes fields for Expense Date (01-Sep-2008), Client (ABC Limited), Description (Sydney > Melbourne Return), Country (Australia), and various financial fields like Rate Amount (1.00), Line Amt (103), and Exchange Rate (0.83). It also features a 'Reimbursement Required' checkbox and an 'Attached Documents' table at the bottom.

Delete	Category	Subject	Creation Date	Mime Type	Uploaded By	Document Name	Size (kb)
	Expense Line	E-Invoice	13-Oct-2008	application/pdf	Ami Smith	ETKT_Receipt.pdf	78.8

Visit us at <http://horizon.more4apps.com/mkt> to try the product on-line.

Write to us at <mailto:horizon@more4apps.com> for a free user-id and more information.