

# Epicor Time and Expense Management Mobile

## Product

- ▶ Epicor® ERP

## Benefits

- ▶ Real-time reporting of time and expenses
- ▶ Eliminate manual entries and reduce inaccurate data reporting
- ▶ Increase transparency and business process adherence

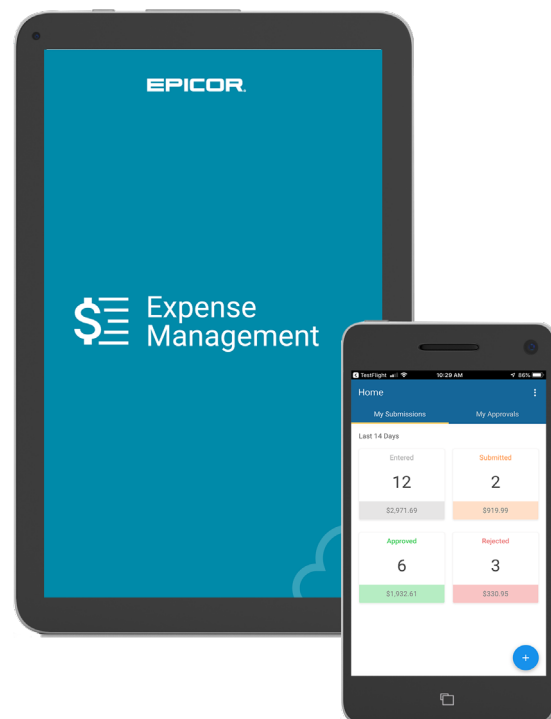
## Reporting, Tracking, and Approval on the Go

Time and money are two key aspects that impact your business profitability. You need to ensure you make proper payments to your employees or subcontractors and accurate billing to your customers. Manual time and expense reporting processes can be time consuming and often result in inaccurate data.

With Epicor Time and Expense Management Mobile Applications, you get full control and visibility to make better decisions. Sync back the data in real time to Epicor ERP, as Mobile Time and Expense apps are an extension of your ERP system. Data flows seamlessly between the different modules like Financials, Project Management, and MES into the mobile applications. They also don't need a separate license, as they are accessed through the Time and Expense Management module licenses.

## Leverage the Flexibility of Epicor ERP

The built-in dynamic dimensions functionality in the General Ledger Chart of Accounts setup links all approved and posted time and expense transactions to codes such as projects, cost centers, sales territories, salespersons, customers, product lines, and more.



*Streamline your time and expense reporting processes to increase productivity, reduce manual entries, and save on administrative costs.*

# Epicor Mobile Time and Expense Management

Epicor ERP can be configured to fit your business and provide granular data on time and expense transactions to deliver more accurate and powerful Business Intelligence reports.

Epicor Time and Expense applications are available for both iOS and Android devices. Simply download them from your app store, and with minimal setup, you will be up and running in no time.

## Features

Provide your project managers and their teams, sales personnel, field service technicians, and frequent travelers with modern and intuitive applications to enter, track, and approve time and expenses anytime from their mobile device.

## Mobile Time Management

### Easily create timesheets

Create and link direct or indirect timesheets against service jobs, projects, maintenance jobs, or general activities. Report time on a daily or weekly basis and save time using quick codes for repetitive entries.

### Streamline submission and approval processes

Requesters can view all the timesheet reports that have been submitted in a single view and approve or reject multiple timesheet reports at the same time. Also, filters can be applied to see reports for a specified time period.

Managers can also use this single view to act on one or more items within each timesheet report. All users get in-app notifications to easily track changes and updates.

## Mobile Expense Management

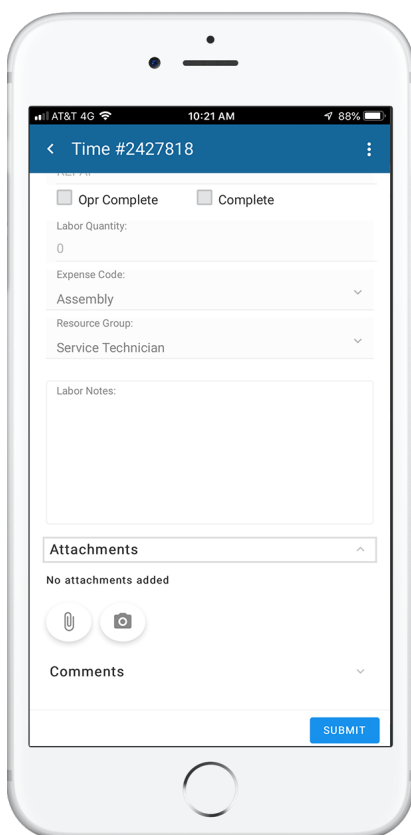
### Easily create expense reports

Reporting your expenses has never been easier. Build general reports or link the report to a project and WBS. Enter and review all expenses in a list or summary view before submitting them. Save time copying existing reports and using quick codes defined on Epicor ERP to quickly access recurring expense registration.

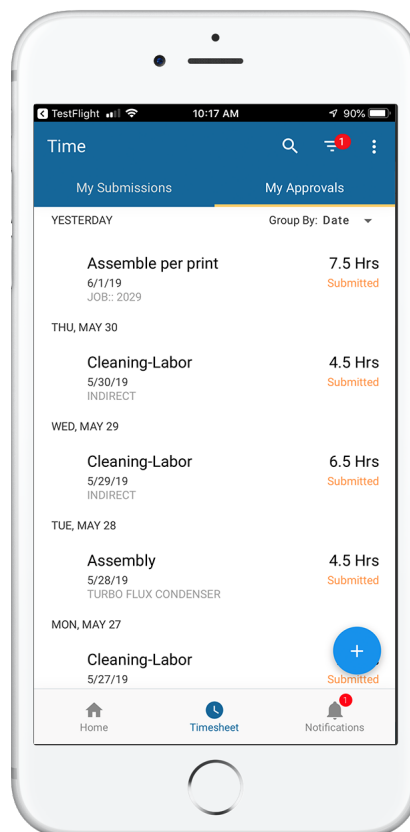
Use your device camera to take photos of receipts and attach them directly to the reports to go paperless. You can even flag an expense to determine the payment method.

### Fast Approval Process for Managers

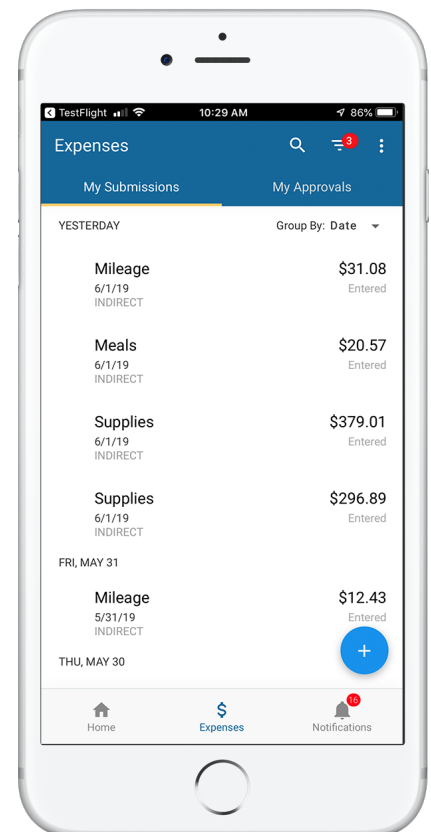
Approvers can view all the expense reports that have been submitted for their approval in a single view and act on one or more items.



*Go paperless by uploading photos and other attachments to the reports.*

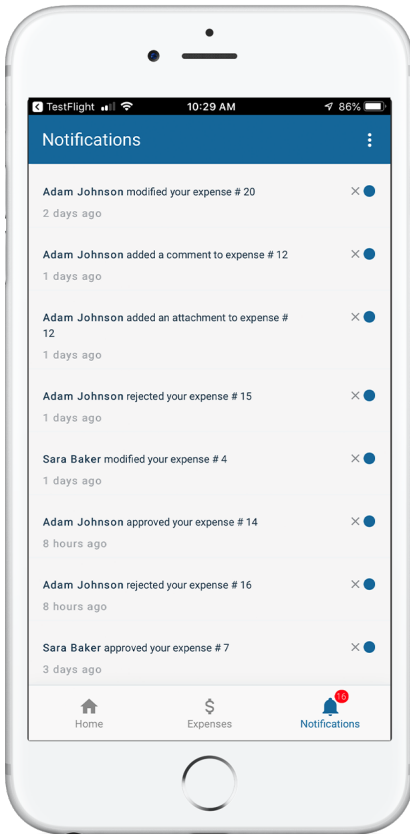


*Take control of your expenses on the go.*



*Approvers can see and act on all submitted reports.*

# Epicor Mobile Time and Expense Management



*Get in app notifications to easily track activity and updates.*

## Work offline

Create, view and edit expenses or time records when you're offline. These records are saved as drafts in the offline storage, and once your Internet connection is restored, the apps automatically synchronize and submit the changes to Epicor ERP.

## International support

Expense Management supports localization for number and currency format based on the user's location. It also handles multiple tax liabilities,

as you can select tax codes/types if applicable to your expense report. The Time and Expense Management applications are available in English, Spanish, French, Chinese (Traditional and Simplified), and Deutsch.

## System Requirements

The Epicor Time and Expense Management applications are compatible with Epicor ERP 10.2.400 and later.



Encompass Solutions is a business and software consulting firm that specializes in ERP systems, EDI, and Managed Services support for Manufacturers. Serving small and medium-sized businesses since 2001, Encompass has helped modernize operations and automate processes for hundreds of customers across the globe. Whether undertaking full-scale implementation, integration, and renovation of existing systems, Encompass provides a specialized approach to every client's needs. By identifying customer requirements and addressing them with the right solutions, we ensure our clients are equipped to match the pace of Industry.

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