

Inline Expense Reports

Streamline Your Expense Reporting

When it comes to expense reimbursement, everyone wants to get paid quickly. Omega's Inline Expense Reports streamlines the expense reporting process, making timely reimbursement possible and minimizing the frequency of errors.

Is your firm spending too much time managing expense reporting?

Are your attorneys constantly calling the Accounting department to see if their expenses have been approved?

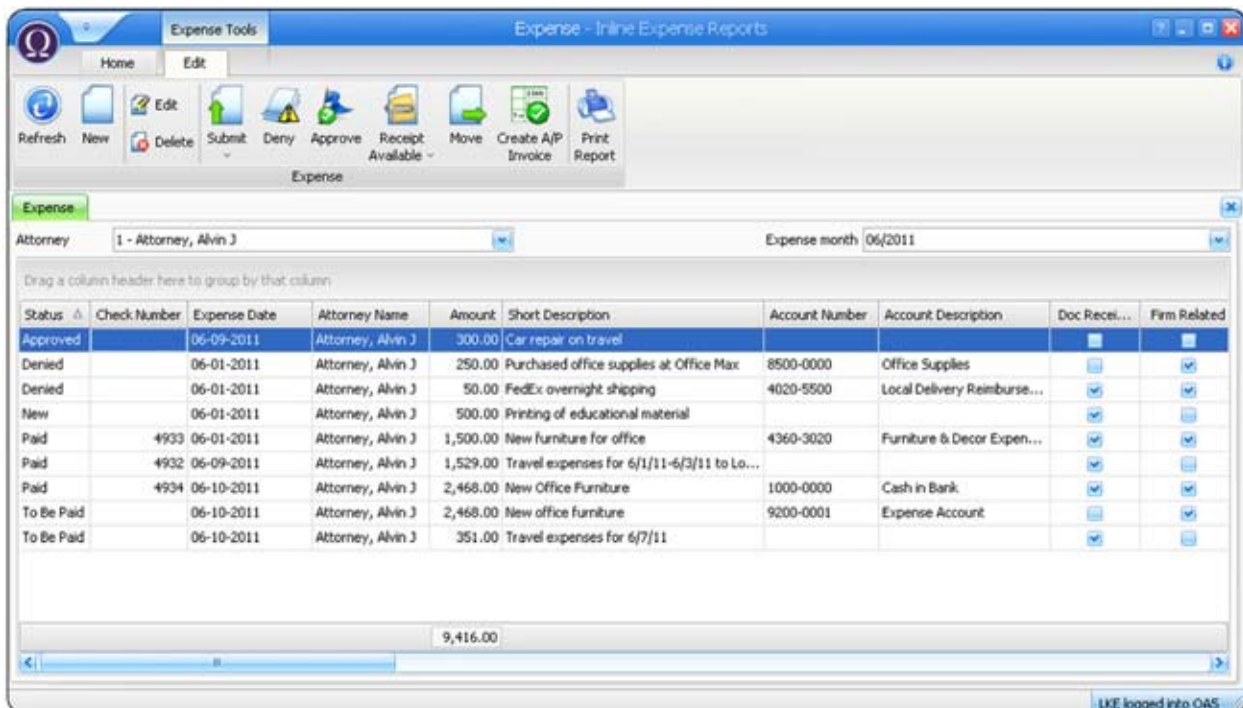
Inline Expense Reports' streamlined expense reporting process helps your firm improve the workflow between departments, shortening the time between submittal and when checks are cut.

With Omega's Inline Expense Reports, users enter expense reports directly into the application and can quickly access expense information.

Keep Your Staff Informed

Anytime firm employees are curious about the status of their expense reports, they can easily check without contacting the accounting staff. New, submitted, approved, and paid expense reports can all be viewed from a single page within Inline Expense Reports.

Email alerts keep users apprised of their expense report's status, from the initial submittal to the distribution of reimbursement checks. Approvers



The screenshot shows the 'Expense - Inline Expense Reports' application window. It features a toolbar with icons for Refresh, New, Delete, Submit, Deny, Approve, Receipt Available, Move, Create A/P Invoice, and Print Report. Below the toolbar, there are filters for 'Attorney' (set to '1 - Attorney, Alvin J') and 'Expense month' (set to '06/2011'). A table displays a list of expense reports with columns for Status, Check Number, Expense Date, Attorney Name, Amount, Short Description, Account Number, Account Description, Doc Recel..., and Firm Related. The total amount for the month is shown as 9,416.00. The status bar at the bottom right indicates 'LNE logged into QAS'.

Status	Check Number	Expense Date	Attorney Name	Amount	Short Description	Account Number	Account Description	Doc Recel...	Firm Related
Approved		06-09-2011	Attorney, Alvin J	300.00	Car repair on travel			<input type="checkbox"/>	<input type="checkbox"/>
Denied		06-01-2011	Attorney, Alvin J	250.00	Purchased office supplies at Office Max	8500-0000	Office Supplies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Denied		06-01-2011	Attorney, Alvin J	50.00	FedEx overnight shipping	4020-5500	Local Delivery Reimburse...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
New		06-01-2011	Attorney, Alvin J	500.00	Printing of educational material			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Paid	4933	06-01-2011	Attorney, Alvin J	1,500.00	New furniture for office	4360-3020	Furniture & Decor Expen...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Paid	4932	06-09-2011	Attorney, Alvin J	1,529.00	Travel expenses for 6/1/11-6/3/11 to Lo...			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Paid	4934	06-10-2011	Attorney, Alvin J	2,468.00	New Office Furniture	1000-0000	Cash in Bank	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
To Be Paid		06-10-2011	Attorney, Alvin J	2,468.00	New office furniture	9200-0001	Expense Account	<input type="checkbox"/>	<input checked="" type="checkbox"/>
To Be Paid		06-10-2011	Attorney, Alvin J	351.00	Travel expenses for 6/7/11			<input checked="" type="checkbox"/>	<input type="checkbox"/>

get an email alert when expense reports are submitted; submitters get an email alert when their reimbursement check is issued.

Reduce Burden on Accounting Staff

Inline Expense Reports helps you organize and automate expense report processing, freeing up your accounting staff for more critical business needs. If your current system is paper-based, it can be time-consuming and prone to errors. Manual processing tasks are reduced because you submit, approve and pay expense reports in Omega Legal^{VX}.

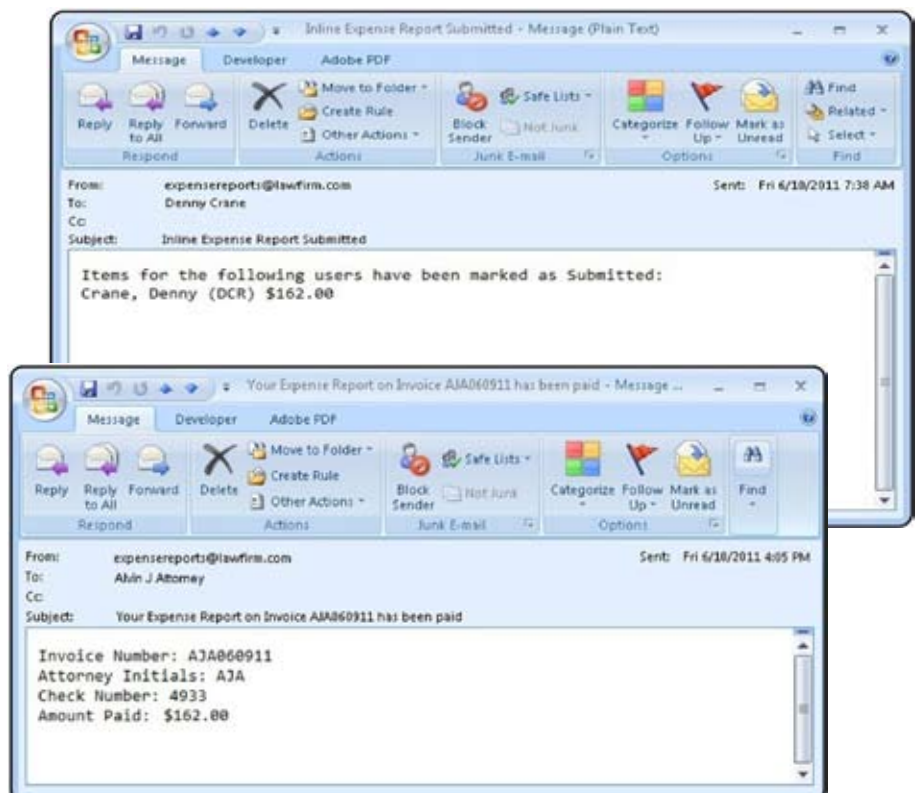
User Security options give administrators the ability to control which functions users can perform. Administrators can also define the Cost Codes and G/L accounts available for use by firm employees. Input is faster and more accurate when users can select from a short list of codes and accounts.

After approval of an expense report, an A/P invoice is created for the expense report. Accounting personnel then access the invoices through Omega Legal^{VX} and cut reimbursement checks to the attorney during the normal A/P process, saving your staff time.

Gain More Control of Your Expenses

Because Inline Expense Reports lets you analyze overall expense spending at either the attorney or firm level, your firm can gain better control on expenses.

An Expense Journal provides the ability to quickly find any expense report in the system, eliminating the need to search through inboxes and file cabinets.



Omega

Omega is a privately held Scottsdale-based company that provides mid-to-large size law firms an integrated financial and practice management software suite that sets the standard for return on investment, system performance and service. Since 1975, Omega has been solving critical business issues for law firms, improving their profitability, productivity and efficiency.