



## Expense Controller

An add-on application integrated with Residential Management software, Expense Controller provides on-site staff with a simple, time-saving solution for creating purchase orders and transmitting vendor invoices to the home office for payment.

Linked to your General Ledger data, the software presents users with budget comparisons on the screen. Your on-site managers are thereby able to track budgeted amounts as purchase orders and invoices are created.

Centralized data links original work orders, purchase orders, and invoices to assure accuracy and allow an efficient approval process. As needed, invoices may be submitted directly for payment without requiring a PO. Hard-copy invoices can be bar-coded with unique information that can subsequently be scanned to automate the approval process.

### Features and efficiencies

- Track approved, closed, all, and pending POs.
- Link work order information to appear on the PO screen.
- Access work order while creating POs.
- Automatically assign unique number POs and invoices.
- Compare on-screen purchase order amounts against GL budget.
- Assure accuracy through direct access GL account list.
- Simplify approval of POs with bar code scanning capability.
- Compare entered invoice amounts against GL budget on the screen.
- Distribute an invoice amount to multiple GL accounts.
- View current invoices by vendor.
- Transmit invoices to AP software for payment selection.
- Apply security access and feature privileges by individual user.
- Set permission for who has approving authority of POs and invoices.

**Expense Controller** is a part of Sage Timberline Office, fully integrated software created to streamline work and connect the people you depend on to build your business.

Residential Management - IDYSYS TERRACE

File Reports Setup Help

**Expense Entry - IDYSYS TERRACE**

Save/Print Save Print Change Vendor Cancel Delete Template Allocation Close

**Invoice Header:**

Vendor ID: 0003 Name: A1 Effective Exterminating

Invoice: 4585   Resident Chargeback

Description: EXTERMINATED ANTS IN KITCHEN

Invoice Date: 1/9/2003 Received: 1/9/2003 Payment: 1/24/2003

**Vendor Address:**

3075 SW Lucerne Street  
Pt St Lucie

**Invoice Detail & Allocation**

PO	Account	Account Description	Amount	Description
3	5232	General	\$159.00	EXTERMINATE ANTS
* PO	Description	Amount		
3	ANTS IN KITCHEN	\$159.00		
<b>Total:</b>			<b>\$0.00</b>	

**Account Budget Information:**

Account Title	MTD Spent	YTD Spent	Annual Budget	Rolling Budget	Remaining Budget
General Maintenance-Exterminating	\$0.00	\$1,785.00	\$0.00	\$0.00	-\$1,785.00

Create invoices for transmission to Accounts Payable and keep tabs on budgets as you go.



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