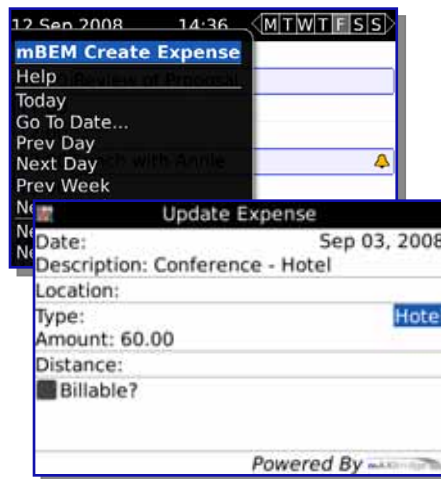


Mobile Business Expenses Management

For BlackBerry® Handhelds

Extend the calendar to manage expenses.

Mobile Business Expense Manager (**mBEM**) is a BlackBerry® application for business professionals who regularly submit company expenses.



Completing expense forms is a necessary but time consuming and arduous task facing all business professionals. Keeping track of expenses usually means sitting down for hours to reconcile all the receipts in your wallet with the events in your business calendar or trying to remember what meetings or clients the expenses are related to.

With mBEM, you can enter and manage business expenses on your BlackBerry as they occur, or you can work from the calendar to save time relating receipts to appointments, generating expense items from the appointments quickly and easily. mBEM can be configured to match the expense types of any company spreadsheet. Once the items are recorded mBEM simply creates an E-mail attachment which can be downloaded to your PC via MS Outlook®. The attachment entries can be pasted into your company spreadsheet or can be used with mAXBridge templates that include calculations like petrol costs for distance recorded.

mBEM improves expense management by ensuring that expenses are recorded, quickly, accurately and presented in a familiar spreadsheet format.

Highlights:

mBEM offers an efficient way to manage business expenses, allowing users to;

- Select an appointment and create expenses for it.
- Accurately track expenses as they occur.
- Assign billable meetings from their BlackBerry® Calendar.
- Automatically create a spreadsheet file with all billable expenses.
- Download printable expense spreadsheets for submission.

Working with your calendar

- Start mBEM and leave it running in the background.
- To create an expense item, select an item in the calendar and choose the new "mBEM Create Expense" menu option.
- The calendar item's description and location details are transferred into mBEM so you can simply set the "Type" and the "Amount" and save the entry.

Submitting Expenses

- Create a filter to set the period you want to do the expenses for and email unsent expenses or all expenses.
- mBEM creates a date ordered list of expenses and attaches them to an Email which is sent to your specified Email address.

Benefits

- Saves time – reduces expenses expense recording effort from hours to minutes
- Increases productivity – employees can do real work, rather than completing expenses
- Manages expenses easily – Calendar appointments can be used to provide details for the expenses
- Improves accuracy – capture expenses as they occur
- No training - intuitive use allows users begin using it right away
- Good ROI – time saved using mBEM can recoup costs in the first month's use

Features

- Intuitive use – feels familiar to regular BlackBerry® users
- Extends the calendar – details in calendar appointments are transferred into the Expenses screens
- Easy to use – logical screen navigation
- Supports other currencies, business charge cards and expenses charged to clients
- Status displayed – colour coding and icons highlight uncompleted and unspent expenses
- Filters – all recorded expenses can be filtered by date, checked and then submitted as a spreadsheet file attached to an Email
- Flexible Expense types - can be tailored to match specific company expense types
- Easily add extra or remove input Fields – as required to match the company's expense form
- Native features – utilizes BlackBerry® auto-text for fast completion
- Out-of-the-box solution – ready to deploy
- Fast screen responses – developed specially for BlackBerry®
- Works standalone - no interruptions when in poor GPRS reception areas
- Operates on all the latest BlackBerry® Wireless Handheld models with O/S 4.0 and above.

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