Expense

Intuitive Web-based and Mobile Expense solution that is easy for employees, effective for management, and powerful for accounting!

Create, submit, approve to pay, report, and analyze expenses with full tracking and control during the entire expense life cycle. Designed for mid-size and enterprise organizations as a standalone solution, or as a seamless out-of-the-box, real-time integration with:

- Microsoft Dynamics GP, AX, NAV, SL
- Dynamics 365 Business Central
- Sage ERP 100, 300, 500, Intacct
- Blackbaud Financial Edge, Financial Edge NXT
- Acumatica, NetSuite

1. Mobile Entry & Approvals

Experience easy expense entry and approvals on the mobile app. Capture expense on or off-line with your phone or tablet's built-in camera in seconds.

- Currency options, robust auto fill, type to search
- Entry Assistant feature
- On-The-Go (OTG) web service synchronizes time entry & expenses
- Mobile entry, e-mail alerts, and approvals
- View, enter and approve transactions across multiple WorkPlace companies from a single interface

2. Advanced Optical Character Recognition (OCR)

Capture comprehensive receipt data accurately in real-time and ensure data security. Experience exceptional user experiences with robust OCR technology.

- 1st to market OCR with logo recognition
- Dynamic data transcription
- Mobile App includes Entry Assistant feature in addition to OCR

3. Advanced Expense Split

Split expense reports, even by line item, into multiple clients, projects, activities, budgets, groups, accounts, individuals, time periods, etc.

- Composite bills & composite expense capabilities
- Composite expenses are as easy as any expense transaction

4. Direct Connect Credit Card & Banking Integration

Create expense reports from credit card transactions automatically, accurately, anywhere, anytime, with confidence. Eliminate data entry and duplicates.

- Real-time integration with any bank that supports OFX (Open Financial Exchange)
- Out-of-the-box manual upload options
- Banking-specific custom import maps capabilities
- Auto credit card expense report by employee card assignments

5. In-line Receipt Attachment

Capture & view receipts directly on the screen with each expense item during entry & approval process. Eliminate mailing or losing receipts.

- Easy use, view, store attachment features

6. Real-Time Cash Advances & On-Account Balance

Experience real-time seamless cash advance & on-account balance adjustments on both the expense & ERP sides, until the entire amount is fully expensed.

- Full automation, visibility, efficiency
- Robust real-time integration with your balance sheet on the ERP side

7. Open Payment Capabilities – (Sunshine Act)

Comply with Open Payment Act reporting, allocating travel, meal, gifts, payments, etc. by NPI number.

- Expense entry splitting
- Robust NPI search by name, NPI#, other fields

8. Google Maps & Mileage Calculation Capabilities

Enforce mileage policy with accurate mileage driven with audits via our Google map integration.

- Automatic mileage calculations
- Up to 25 waypoint flexibility
- Standard commute deduction option
- Personal travel subtractions
- Detailed routes driven, even by line item

9. Dynamic Rule Engine & Approval Workflow

Implement any corporate spend policy & approval rule imaginable anytime during expense life cycle, even at creation!

- Dynamic rules engine
- Unlimited routing rules
- Unlimited expense entry rules
- Unlimited routing customized to roles and organization structure – based on approval criteria such as amount, department, budget, project, vendor
- Mobile & e-mail approvals
- Position-based approvals, a rapid deployment based on company structure & associated approval limits
- Approval of revisions to a transaction
- Optional auto skip to next (but not final) approver
- Acceptance of variances (price, quantity, expense allowance, travel request)
- Approval criteria can be at transaction (header) level, or expense line level

10. Powerful GL Distributions

Distribute expense, even by line item, into hundreds of GL accounts in seconds.

- Total control & flexibility reflected in the expense & ERP sides
- Distribution Groups for auto or manual GL distribution
- Want to distribute 50 line items into 500 GL accounts? You can!

11 Powerful Tax Engine

Assign tax schedule by line level, incorporate enterprise-wide tax amount visibility. Adjust recoverable taxes within the system in no time.

- Foreign recoverable taxes & tax guidelines capabilities
- Advanced tax capabilities

13 Intuitive Expense Type Engine

Capture detailed financial data with a simple list of Expense Types that can automatically be assigned to GL accounts. Gain control & efficiency through automation mapped to your business while providing superior user experience.

- Robust price, GL account and tax schedule defaults
- Fixed price & daily per diem amount enforcement capabilities
- Define attachment requirements based on type of expense
- Cost by country/region maintenance with effective dates options

15 Robust Questionnaire Capabilities

Enhance communications, streamline entry, and prompt users to provide key information for specific charges, as a requirement or an option.

- Configurable questionnaires, anytime, anywhere
- Unlimited number of questions
- Multiple data types to tailor responses to your business needs

17 Attendee Tracking

Allocate expenses at the line level by % or amount across one or more attendees. Simplify & enforce compliance for internal/external reporting requirements.

- Expense allocation by % or amount
- Identify by Name, Title, Company, etc.
- Add custom defined expense categories & products based on company-specific needs

19 Easy Credit Card Assignment

Update & maintain user's corporate card assignments for automated Credit Card integrations with convenient options.

- Credit Card Page with its own security option to allow view, maintain, and enter employee credit card assignments in a list view format
- Credit Card Import Map to utilize CSV template & import User ID, Credit Card Type, and Number assignments

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12 Travel Request & Pre-approval Features

Control cost before it's even incurred. Create expense reports from pre-approved travel requests. Enforce corporate policy as well as government regulations, effectively & efficiently.

- Easy to create travel requests
- Unlimited pre-approval & approval capabilities

14 Multi-Currency Options

Maintain correct reimbursement with full control of exchange gain/loss. Manage & update exchange rates manually or automatically from ERP or online service.

- Foreign & actual local currency options
- Currency rates by expense report, by line item
- Actual & system exchange rate comparison, calculation, reporting
- Automatic flag of variances exceeding approved threshold

16 Filter-Based Controls & Communications Rule Engine

Communicate effectively while enhancing controls by providing custom auto feedback messages to highlight certain conditions when saving, submitting, or approving expenses.

- Alert with custom warnings or error messages to highlight certain conditions for specific user, groups, etc.
- Powerful error rules to eliminate the ability to process expenses under specified conditions- sending a custom message to explain why an error occurred
- Option to require confirmation when submitting expense sheets
- Unlimited business model-specific filter-based rules. Validate a user, group, and role's transactions against specific defined conditions

18 Ad Hoc Approvals

Introduce additional approval requirements on the fly while maintaining policies & controls to original defined configuration, moving process forward.

- Ad Hoc Approval functionality for added flexibility
- Approvers can add additional approvals to existing workflows on the fly

20 Comprehensive Status Monitoring

Solves the common problem of delays encountered in paper-based, Excel, e-mail, and approval processes.

- Intuitive user dashboard shows employees their To-Do's at a glance
- Users & approvers view the status of a transaction in real-time
- Users & approvers receive e-mail alerts & reminders
- Alternate approvers can be assigned to avoid delays during absences
- Administrators can add custom reports & enable controlled access by user

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