

T&E SOFT RECOMMENDATION REPORT



:SHORT-LIST

Short-list was chosen by the client.

:PURPOSE AND LIMITATIONS

Travel & Expense shortlisted software was reviewed to recommend the preferred solution for further implementation. Conclusion was derived from public information from software internet sites as well as other publicly available sources. In-depth software testing including testing of mobile apps was out of the scope. Selection criteria were set by the client as shown below; weighing was attached to each of criteria based on reviewer professional judgement and to get to the software overall ranking.

:RESULTS

You can see software ranking results below and detailed commentaries to the ranking in the addendum.

Selection criteria & weighing	Expensify https://www.expensify.com/	Nexonia http://www.nexonia.com/	Concur https://www.concur.com/
(1) Automation of expense report preparation, approval & payment – 30%	5	3	3
(2) Integration with Intacct Cloud Accounting Software – 30%	5	5	5
(3) Existing user reviews – 30%	5	5	5
(4) Other important considerations – 10%	4	2	3
Overall ranking	4.9	4.1	4.2

Sources: Software sites; Apple app store; Google play store; User sketchy testing of Expensify and Concur mobile apps (Nexonia mobile app was not available without contacting software provider and requesting demo version).

Marking: each (sub)-criteria was assessed from 0 to 5, where 0 – functionality (feature) is not available; 5 – max functionality compared to other shortlisted options.

:RECOMMENDATIONS

The evident leader from the shortlisted options was **Expensify** which gets **overall ranking 4.9 out of 5**. Expensify meets in full the first three selection criteria (having the most capable expense reports automation features compared to other considered solutions and the only software having automatic report reimbursement if employee account open in one of 14 predefined American banks). In addition, Expensify offers some unique features like automatic approval of small claims; special auditor access to the data; providing savings incentives and rewards to employees; time can be recorded (billed / reimbursed) as per company need; transparent pricing plans for standard functionality which make it the distinctive solution from the shortlisted competitors.



T&E SOFT RECOMMENDATION REPORT ADDENDUM

:REVIEW DETAILED COMMENTARIES

Selection criteria & weighing	Expensify		Nexonia		Concur	
	Mark	Comments	Mark	Comments	Mark	Comments
Automation of expense report preparation, approval & payment – 30%	5		3		3	
Automation of report preparation	5	Receipts can be scanned or received electronically from certain vendors Currency / date / amount of receipt is prepopulated to the report Expense category can be linked to the merchant	3	Receipts can be scanned or received electronically from certain vendors	3	Receipts can be scanned or received electronically from certain vendors
Approval flow in line with corporate policy	5	Flexible approval flow is supported*	5	Flexible approval flow is supported*	5	Flexible approval flow is supported*
Auto reimbursement	5	Reimbursement process can be automated if employee account open in one of 14 banks	0	Feature is not supported	0	Feature is not supported
Integration with Intacct Cloud Accounting Software – 30%	5	Full scale integration with ERP*	5	Full scale integration with ERP*	5	Full scale integration with ERP*
Existing user reviews – 30%	5		5		5	
Other important considerations – 10%	4		2		3	
Pricing plans	5	Clear and transparent pricing plans which fit to the business of any size	n/a	Pricing is only by request	n/a	Pricing is only by request
User support	4	email and chat / videos & user tutorials	5	email / phone / web meetings / customer trainings at no additional costs	4	email / phone / web meetings / customer trainings at extra costs
Mobile app	3	iOS / Android are supported App ratings: app store – 4.0; play store – 4.1	5	iOS / Android / Windows phone / Blackberry are supported App ratings: app store – 4.7; play store – 4.2	4	iOS / Android / Windows phone / Blackberry (limited functionality) are supported App ratings: app store – 4.3; play store – 4.4
Corporate cards feeds	5	20 banks are supported	5		5	
Multi-currency support	5		5		5	
Tax compliance	5		5		5	
E-receipts	5		5		5	
Keeping itinerary details / trip real-time notifications	5	Always updated itinerary	0	No functionality	5	Always updated itinerary via network app (Triplt)
Searching for duplicate items	5		5		5	
Searching for other anomalies in reports	5	There is algorithm to identify anomalies and strange items*	0	No functionality	5	FCPA and similar compliance checks can be performed via network app
Other features	5	Auditor special access Employees rewards for savings achieved Advanced mileage feature using GPS Time can be recorded / billed appropriately	2	Mileage can be recorded (but no GPS tracking)	3	Advanced mileage feature using GPS (via network app) Time can be recorded / billed (using network app)

* - as stated on the software internet sites; no further testing was done.

:IMPORTANT NOTES FOR FURTHER DECISION-MAKING / IMPLEMENTATION:

Adoptability of Expensify approval flow to the corporate policy needs to be tested additionally. Custom business (approval) logic will require special pricing for the software.

User support especially during launch may require negotiation with the supplier and considered carefully as user trainings are not included into standard price

Only iOS and Android mobile apps are supported at the moment

Corporate cards of 20 American banks can be uploaded at the moment

Number of analytical dimensions used by the Expensify and synced with Intacct needs to be reviewed additionally.

Reviewer: Volodymyr Mazur
email: vladimirmazur@yandex.ua
phone: +380-98-561-1010