

### Sabre

**"Our relationship with Apptricity gives our customers another integrated option for travel expense management."**

— Yannis Karmis, Vice President of Corporate Solutions for Sabre



## Improve the Bottom Line by Eliminating Paper, Reducing Expense Processing Costs and Increasing Productivity

### Automate and Streamline Expense Processing

**Apptricity** Expense provides comprehensive tracking and reporting for all types of business expenses, including travel and entertainment (T&E) expenses and cash advances, as well as recurring expenses such as monthly parking. Whether an expense was paid by an employee for reimbursement or placed on a corporate purchasing card (P-Card) or credit card, we provide the ideal set of capabilities to streamline expense processing.

Providing both mobile and Web-based support, our solution gives you a granular view of expense activities while supplying powerful wizards and user-friendly screens employees can use for fast entry. We provide critical capabilities that drive user adoption higher, improve compliance with corporate spending policies and reduce the operational costs associated with processing expense reports.

### Increase Efficiencies and Improve Visibility

*Expense* delivers true business value without the complexity often found in today's enterprise software. Cost and efficiency improvements enable you to save money, streamline processes and more:

- Reduce the cost of expense report processing
- Reduce general and administrative (G&A) expenses
- Eliminate double billing
- Improve internal and external rules compliance
- Increase visibility with real-time access to data

The easy-to-use interface provides configurable menu structures, page designs and field labels. At-a-glance charts highlight expenses by category, status and age. Graphical workflow display enables you to track reports easily and use drag-and-drop to quickly assign expense items to reports. The solution automatically attaches electronic, mobile, scanned and fax-to-image receipts to digital transactions.

Adjustable approval and audit workflows automate what are traditionally labor-intensive processes:

- Electronic routing for approvals and a permanent audit trail of transaction history
- Automatic escalation based on company-defined thresholds
- Pre-payment and post-payment audit capabilities
- Verification through automatic rules compliance and duplicate detection



National Travel leveraged **Apptricity** Expense to enhance the company's travel management solution for a large-scale U.S. government project.

**"The synchronicity between both solutions will help the government and commercial markets improve the overall function of expense management."**

— Ted Lawson, President and CEO of National Travel

## Leverage Advanced Integration and Support

*Expense* provides the flexibility and convenience you need to streamline and simplify expense processing by providing direct data feeds for automation:

- Integration with all enterprise resource planning (ERP) and accounts payable (AP) applications, including the SAP<sup>®</sup>, Oracle<sup>®</sup>, PeopleSoft, Lawson<sup>®</sup>, Epicor<sup>®</sup>, Great Plains<sup>®</sup>, Quickbooks<sup>®</sup>, MAPICS and Microsoft Dynamics<sup>®</sup> solutions as well as legacy systems
- Support for major global credit cards, bank cards and T&E cards, as well as Quicken<sup>®</sup> Interchange Format (QIF)
- Automatic credit card transaction downloads with auto-population of fields for drastically reduced manual data entry and increased accuracy
- Mileage wizard tied to map services applications for quick, accurate calculations
- Built-in support for over 160 currencies with continuously updated exchange rates
- Ability to select from popular corporate travel management companies like Travelocity<sup>®</sup> and GetThere or integrate your own corporate travel agency

## Verify and Analyze Spending Choices

Allowing employees to make business expenditures is powerful, but it can also present an area of vulnerability for any organization. Excessive spending quickly shrinks profit margins, and inappropriate expenditures can lead to ethical, regulatory and legal issues. *Expense* provides visibility so you can check and analyze spending choices. A built-in reporting system displays various views of spending trends and helps identify potential budgetary issues. Auditing capabilities automatically find suspect expenses as well as random samples for review.

Eliminating maverick spending, duplicate expenses and out-of-compliance transactions helps all employees contribute to the bottom line through awareness and personal oversight. *Expense* allows you to post expense policies within the application to remind employees of approved vendors, spending limits and receipt requirements. Real-time checks are performed as expenses are entered to warn employees of non-compliant charges. Extensive reporting capabilities also make our solution an invaluable tool for maintaining compliance with regulations such as the Sarbanes-Oxley Act and the Physician Payment Sunshine Act.

# Apptricity Expense

## Overview

### Go Mobile for Expense Reporting

Now employees and managers have a mobile advantage with *Expense*. Employees can add, edit and submit expense reports, managers can approve them, and everyone can view pending reimbursements — all from their smartphone or tablet. Employees can even snap a photo of their receipts and attach it to an expense report. The system also enables managers to add and assign expense items to an expense report, approve, forward, reassign and/or deny reports, and check reimbursement status on pending reports. A friendly interface and easy navigation make *Expense* an intuitive choice for mobile expense reporting.



### Speed Processing in Six Simple Steps

*Expense* breaks the process into six simple and straightforward steps:

**Create a report:** You can scan, upload or manually enter expenses through a secure website that is unique to your organization. The solution supports multiple forms of data entry, including submissions from mobile devices and smartphones.

**Submit a report:** Upon report submission, the system applies predefined business rules, helping enforce compliance with corporate policies. Expenses are matched against other reports to prevent duplicates.

**Approve a report:** Configurable, built-in workflow routes expenses to managers for approval and re-routes denials. Escalation is triggered according to your pre-set timelines.

**Audit reports:** Exception and rule-based audits can be performed before or after processing, providing real-time visibility and a permanent audit trail.

**Pay expenses:** Approved expense reports are automatically forwarded to your accounts payable system. Email and dashboard action items ensure that submitters, approvers and auditors are informed of required actions and status changes throughout every step of the workflow.

**Analyze spending:** Dashboards and reports allow managers and executives to monitor T&E spend for their organizations.

**SAVE**

**\$19.78**

per expense report  
with full automation\*

**SAVE**

**\$9.32**

per expense report  
with some automation\*

Most companies have  
an expense budget of less than

**\$100,000.00**\*

**\*PayStream Advisors**

2015 Travel and Expense Management Report

### About Apptricity

Apptricity Corporation provides mission-critical supply chain management and spend management solutions to small, midsize and global enterprises and government organizations worldwide. Apptricity software and solutions mobilize any enterprise with unprecedented levels of real-time information and business intelligence so management has visibility into every action and transaction within the enterprise and among its partners, customers and suppliers. Powered by Apptricity JetStream platform, our solutions enhance legacy enterprise applications and extend the value of information technology investments. Our platform enables us to address the universal objectives of business, government and the military with accelerated business processes and command visibility.

For more information, visit  
<http://www.apptricity.com>.

### Purchasing Card Option for Apptricity Expense

For added value, we offer optional purchasing card (P-Card) management capabilities to complement the *Expense* solution.

#### Consolidate and Control P-Card Activities

Now you can consolidate all P-Card activities within a cost-effective, comprehensive solution that drives efficiencies and helps maximize the value of your corporate P-Card program. Our P-Card option automates processing and eliminates tedious manual tasks that consume valuable accounting resources so you can optimize your human capital.

#### Reduce Costs and Save Time by Automating

The system provides electronic workflow approval routing with a review of purchases by department, division or cost center. Your enterprise benefits from value-added capabilities like these:

- Support for a variety of credit card formats with automatic transaction downloads
- Integration with a wide range of third-party applications
- Mileage wizard that is tied to map services for quick, accurate calculations
- Support for over 160 currencies with continuously updated exchange rates
- Extensive reporting and auditing capabilities for maintaining regulatory compliance

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