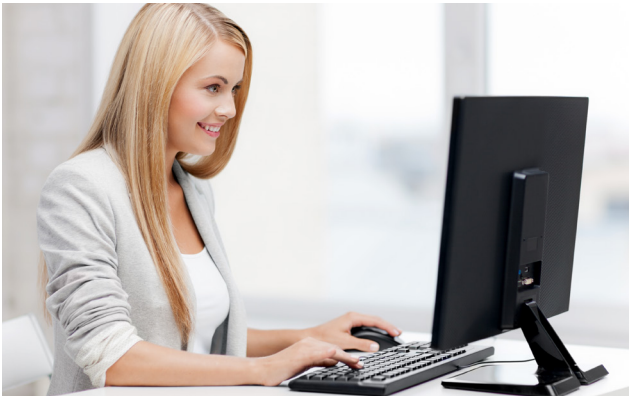


ExpenseWire® Product Features

Gain Visibility and Start Saving



ExpenseWire® is an easy-to-use, online expense-management solution that is fast to deploy and flexible to the specific needs of any organization. Because it is an on-demand solution, there is no costly software to install, and expenses can be managed from anywhere, at any time. It provides custom exports for accounting, CRM, ERP, payroll, and other HR systems – so you can automate expense processes and control spending directly.

Simplify Expense Reports

Save time submitting expense reports with a simple, yet comprehensive, process.

- Import expenses from business or personal credit cards, as well as financial institutions.
- Scan, upload, email, or fax receipts into the system.
- Launch the mobile interface to submit receipts.
- Build expense reports from travel itineraries.
- Convert foreign currency by transaction date.
- Split transactions into multiple expense types.
- Itemize and track attendees.
- Track customers and projects separately.
- Copy and paste transactions.
- Designate others to submit reports.
- Define custom-user fields.



Automate the expense
lifecycle and save.

Streamline Approval Cycles

Reduce paperwork and give managers online and mobile access to review and approve expenses in real time.

- Manage approval cycles online.
- Receive email notification of approval requests and updates on expense report status.
- Automate approval workflow.
- Approve multiple reports with one click.
- Approve with line-item exceptions.
- Assign substitute/vacation approvers.
- Support a multiple approver hierarchy.
- Support unlimited levels of organizational structure.
- Support batch and dynamic approvals.
- Route approvals to non-standard approvers.

ExpenseWire®

Automate Employee Reimbursement

Automate reimbursement for employees and save hours of data entry.

- Reimburse with direct deposit (ACH).
- Export files for ACH batch processing.
- Batch and pay expenses in one step.
- Auto-populate check numbers.
- Export files for check printing.
- Export to accounting and payroll solutions.
- Support Sarbanes-Oxley (SOX) standards.
- Use Web services via standard XML APIs.

Analyze Expense Spending

Gain visibility in spending to identify savings opportunities, cut costs, and negotiate discounts.

- Monitor company expenses.
- Identify spending trends.
- Pull comprehensive reports, tables, and graphs.
- Limit reports by customer, project, and user.
- Build reports by traveler, customer, or GL code.
- Set criteria, fields, and report format.
- Design and customize reports.
- Export as a CSV or XML file.

Ensure Policy Compliance

Establish and communicate clear policies for business travelers to help reduce excessive spending.

- Add, define, communicate, and enforce spending policy.
- Set expense spending limits (can define by expense type).
- Show out-of-policy items to submitters.
- Notify users about out-of-policy spending.
- Define rules by department or user.
- Draw attention to policy violations.
- Adjust rules to help reduce excessive spending.
- Help ensure compliance with legal regulations.

ExpenseWire[®]

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