

Improve the bottom line by eliminating paper, reducing G&A expenses and increasing productivity

Automate and Streamline Expense Processing

Apptricity Expense Management provides comprehensive tracking and reporting for all types of business expenses, including travel and entertainment (T&E), cash advances, and materials and repair operations (MRO), 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

Apptricity Expense Management 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
- Leverage Advanced Integration and Support

Go Mobile With SMART Expense

Now employees and managers have a mobile advantage with SMART 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 SMART Expense an intuitive choice for mobile expense reporting.

Apptricity Expense Management provides the flexibility and convenience you need to streamline and simplify expense processing:

- Integration with all enterprise resource planning (ERP) and accounts payable (AP) applications, including the SAP®, Oracle®, PeopleSoft®, Lawson®, Epicor®, Great Plains®, Quickbooks®, MAPICS® and Microsoft Dynamics® solutions as well as legacy systems
- Support for Visa®, MasterCard®, and the American Express® card in addition to Quicken® 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
- Choose from over 160 currencies with constantly updated exchange rates
- Ability to select from popular corporate travel management companies like Travelocity® 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. Apptricity Expense Management 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. Apptricity Expense Management 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.

About Apptricity

Apptricity Corporation provides mission-critical supply chain management and integrated finance solutions to Fortune 500 companies, small and midsize enterprises and government organizations across the globe. 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. Jetstream, our revolutionary platform, enhances legacy enterprise applications and extends the value of information technology investments. Apptricity Jetstream, Apptricity Smartfleet and Apptricity's other applications address the universal objectives of business, government and the military with accelerated business processes and command visibility. For more information, visit www.apptricity.com.



Speed Processing in Six Simple Steps

Apptricity Expense Management 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 company defined 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.