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Express edition, for smaller organizations looking for simple expense reporting and filing ...

Mary Girsch-Bock • Jun. 19, 2017



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filing with single route accounting approval, and Corporate edition, for larger organizations looking for more flexibility and control.

ExpensAble is an online application and can be accessed from desktop and laptop computers, as well as mobile devices. The ExpensAble mobile app, available for both iOS and Android devices, allows users to easily submit receipts by simply taking a photo, with no additional detail needed. Once users take a photo and hit Send, the receipt image is automatically uploaded, where users can later attach it to an expense report. Users can also choose to submit email receipts by simply forwarding the email. The receipt will then be stored in E-Bin for future access. The mobile app also allows a Submitter to create and submit an expense report and track the expense report through approval and reimbursement.

ExpensAble is role based and offers different levels of product access. With the Corporate edition the following roles are available: Administrators, Approvers, Accounting Review, Expense Card, Analysis and Submitters. With the Express edition, Administrator, Accounting Review and Submitter roles are available. Administrators assign system approvers as well. Approvers have access to approve expenses, as well as, submit expenses, Submitters only have access to the features and functionality they need to submit their expenses.

When entering expenses, users can choose the appropriate currency from a list of real-time currencies and exchange rates. Users can remove any currencies that will not be used.

Users have various options when looking to track mileage. The product integrates with Google Maps, which can be used to track actual mileage expenses. Users can also simply enter a mileage total, or utilize the Odometer function, which allows users to enter beginning and ending odometer readings, with the total miles calculated.

ExpensAble integrates with numerous online travel booking applications including

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has a corporate card, our implementation personnel will work with the customer's administrator to set up this file feed – the Submitter does not do this. In addition, personal card transactions can only be uploaded if the administrator has enabled this functionality. If the personal card upload is enabled, a Submitter can import transactions that include the transaction date, posted date, amount, merchant and description for personal cards. For corporate cards, the feed will include with amount, date, payment method and merchant. Once transactions are included in a Submitter's Card Transaction List, and a new expense report created, users can easily import the card transactions to the expense report.

All users in a Submitter role are assigned an approver or approvers, with the expense report automatically forwarded to the correct individual, ensuring the workflow remains smooth. Submitters receive an email once an expense report has been approved. Any reimbursements due employees can be processed quickly, with reimbursements processed through payroll, AP check or ACH direct deposit.

When setting up ExpensAble, administrators can easily create policies such as spending limits and preferred vendors. The ExpensAble Plus Prepaid Mastercard, which works in conjunction with the expense management product can be preloaded with authorized expenses, such as daily per diems, and spending limits, ensuring that company policy remains intact.

Users click on the Create New Expense Report in order to begin processing the report. The use of smart lists speeds data entry considerably. At this point, users can begin to import information already uploaded to ExpensAble, including receipt images and card transactions. All expenses can be easily edited at this point, and users can also enter any additional expenses prior to submitting the report for approval.

ExpensAble offers good reporting capability, with a good selection of management and spending reports available that provide managers with good insight on travel

and related expenses. Reports are summarized, with users able to drill down for

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ExpensAble, from Insperity offers two versions of their product. The Express Edition is for smaller organizations with single line accounting approval, and users can try it out for free. Once the trial is over, users that purchase the product are billed at \$5.00 per user per month. The Corporate edition offers additional features, with pricing available upon request.

2017 Rating – 4.75

Accounting

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