CPA
Practice **Advisor**

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ExpensAble – Insperity

888-409-7440

computers as well as mobile devices such as smart phones and tablets. The product offers easy receipt management, with users able to snap a photo of a receipt and upload it by pressing the Send option. All receipts are stored for easy access once an expense report is completed. Users can also opt to send receipts via email as needed, with the receipt stored until needed.

ExpensAble offers two levels of roles, submitters and approvers, with some users owning both roles. During setup, approvers are set up for automatic submission of expense reports, with the system supporting multiple approvers if necessary. Submitters will only have access to features needed in order to process and submit their expenses.

ExpensAble support multiple currencies, with users able to choose the currency they wish to use while entering expenses, with the ability to remove any currencies that will not be used. There are a variety of options available for tracking mileage, with ExpensAble able to integrate with Google Maps. There is also an odometer feature that allows users to simply enter the beginning and ending odometer readers to quickly track mileage expense.

For those that wish to manage travel, ExpensAble offers integration with a variety of online travel booking applications, allowing users to easily utilize the travel app for bookings, while integrating any travel related expenses directly into the product. ExpensAble also includes the Lodging Assistant, which will automatically scan and split line item hotel expenses into the appropriate categories when necessary.

ExpensAble offers an automated credit card feed, with users able to attach a specific card or cards to their profile during the setup process. Both business and personal credit cards can be attached, with users able to then easily import all related expense detail such as date, amount, and merchant automatically, then later importing that same data into the newly created expense report.

specified amount of funds designed to cover employee per diems and spending limits.

ExpensAble creates expense reports easily, using smart lists to quickly populate fields. Users can also import previously uploaded items such as receipt images and credit card expenses directly to the expense report. Users can easily review the completed expense report prior to submitting it to the list of approvers. The product supports multiple approvers, with the workflow process created during product setup in order to route the completed expense report to the correct approvers. Once approved, reimbursement can be made via an ACH deposit directly into the employee's bank account.

ExpensAble includes good reporting capability, offering a variety of management and spending reports that provide in-depth analysis based on a variety of criteria including employee, department and location. Reports offer drill-down capability, providing detail on all expenses incurred. ExpensAble offers excellent integration capability with a variety of third-party applications including QuickBooks, Lawson, Sage, and Microsoft Dynamics, along with SAP, Oracle, Epicor, Adagio, and many others.

ExpensAble offers users a good selection of help and support resources on their website including FAQ's, user guides for both product editions, and a mobile app user guide. ExpensAble users can also contact product support during regular business hours, with email support available as well, with support guaranteeing a response within 12 hours.

ExpensAble, from Insperity offers two versions of their product; The Express Edition, which users can try out for 45 days prior to purchasing. If purchased, the product will run $5.00 per user, per month. For those that need more features and functionality, the Corporate Edition is available, with users able to request pricing directly from the vendor.

2018 Rating – 4.75

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