editions. Express, for businesses with less than 20 employees filing an expense report, ...

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# ExpensAble

well suited for small to mid-sized businesses. ExpensAble is currently offered in two editions: Express, for businesses with less than 20 employees filing an expense report, and Corporate which is for larger businesses that have more than 20 employees typically filing an expense report.

ExpensAble is an online application, with easy access from desktop, laptop, and mobile devices like smart phones and tablets. ExpensAble offers good receipt management capability, with users able to snap a photo from their mobile device and easily upload it to the application. All receipts are stored in the application for easy access once an expense report is prepared. Users can also upload receipts via email if desired.

ExpensAble contains two user roles; submitters and approvers, though the roles can overlap at times. During the setup process, approvers can be set up for automatic submission of expense reports, and multiple approvers can be utilized if necessary. For those that are solely submitters, they will only have access to the necessary features they need in order to create, process, and submit their expense reports.

ExpensAble supports multiple currencies, with users able to determine their default currency during the setup process. Currencies that will not be used can also be removed from the application if desired. ExpensAble integrates with Google Maps to track mileage, and the product also includes an odometer feature that allows users to enter beginning and ending odometer reading to track mileage totals.

ExpensAble also integrates with a variety of online travel booking applications, allowing users to easily make travel arrangements such as booking a hotel room or rental car, or even purchase an airline ticket. Users can connect ExpensAble directly to the travel app, ensuring that any travel related expenses can be easily managed as well. The product includes a Lodging Assistant that can scan and split line items on hotel bills to the appropriate expense category. Online travel booking tools also help

enforce company travel policies and can also convert funds into the correct local

approved. ExpensAble also handles employee reimbursements efficiently, with employees having the option to be reimbursed via payroll or ACH.

ExpensAble allows managers and administrators to set business rules which can include spending limits and the use of preferred vendors. ExpensAble also offers a prepaid MasterCard option, which can be preloaded with a set amount of funds, ensuring the spending limits will be adhered to.

Users can easily create expense reports in ExpensAble, using smart lists that can quickly populate report fields. Users can also import selected items that have been previously uploaded such as receipt images and credit card expenses. Users are able to review the completed expense report prior to submitting to the authorized approvers. Once the report has been approved, any reimbursement due to employees can be processed immediately via ACH directly into the employee's bank account, or sent to payroll to be paid with the next paycheck.

ExpensAble offers solid reporting capability, with a variety of management and spending reports available. The reports offer in-depth analysis of spending using a variety of criteria including employee, department, and location. All ExpensAble reports offers drill-down capability. Integration options are good in the product as well, offering integration with numerous third-party applications including QuickBooks, Lawson, Sage, and Microsoft Dynamics, along with SAP, Oracle, Epicor, Adagio, and many others.

The ExpensAble website offers users a good selection of help and support options, including an FAQ section, user guides for both editions of the product as well as a mobile app guide. User support is available during regular business hours, with email support offered as well, with a 12-hour response time guaranteed.

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