ExpensAble

Insperity

businesses with more than 20 employees filing expense reports.

ExpensAble is an online application, with users able to manage expenses using a desktop or workstation computer. A mobile app is also available for both iOS and Android devices, with the mobile app offering the same functionality found in the web application.

Using the mobile app, users can snap a photo from their mobile device, which can then be uploaded to the application. All uploaded receipts are then stored in ExpensAble until an expense report is created when they can be attached to the appropriate report. In addition, users can opt to upload receipts to ExpensAble via email if desired.

ExpensAble offers two user roles: submitters and approvers, with the two roles frequently overlapping at times. Businesses can choose to use a single approver, or multiple approvers, with completed reports forwarded to the appropriate approver upon submission.

Users can access the Expense Report Summary dashboard to view the status of any expense report, with a running total of outstanding expenses displayed in the top right corner of the dashboard. Users can also view a summary total of expense reports that are being reviewed, pending, drafted, and rejected, with a link providing access to each report. Users can also create a new expense report directly from the Expense Report Summary dashboard.

ExpensAble offers multi-currency capability, with users able to choose their default currency option during the setup process. Integration with Google Maps allows users to easily track mileage using a mobile device, and the application also includes an odometer feature which allows users to calculate miles by entering beginning and ending odometer totals.

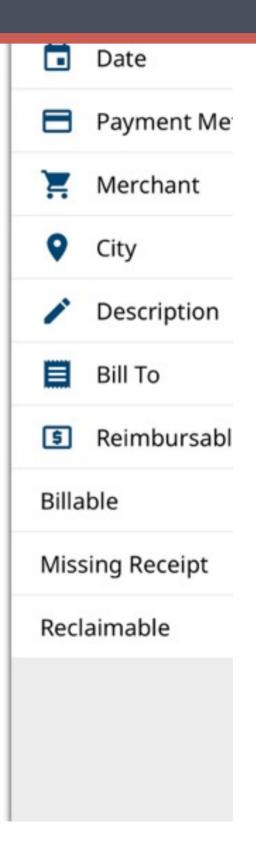ExpensAble does not include travel expense management, but the application can

Both business rules and approver workflow are created during the product setup process. All assigned approvers will receive an automatic email letting them know that an expense report is ready for approval. Approvers have the option to approve all items, and can return specific policy violations back to the original submitter for editing. All approved employee reimbursements are handled easily in ExpensAble, with employees able to be reimbursed via a regular payroll check or ACH transfer directly into their bank account.

ExpensAble allows managers and administrators to set a variety of business rules, which can include specific spending limits, reimbursement limits, and the exclusive use of specific vendors. A prepaid MasterCard option is also available in ExpensAble, where managers can preload the card with funds so that spending rules are adhered to.

New Receipt

Expense Reports

Approval

Expense Card

Request Funds

Unsent

Sent

Settings

Date

Payment Me

Merchant

City

Description

Bill To

Reimbursabl

Billable

Missing Receipt

Reclaimable

ExpensAble does not automatically create an expense report, but does simplify the

ExpensAble integrates with third-party applications such as QuickBooks, Sage products, Lawson, and Microsoft Dynamics NAV.

ExpensAble support is limited to email support, with a different contact email used for each plan, with support typically responding within 12 hours of the support request. Each support page also offers a good selection of FAQs, as well as access to various business-related guides on the Insperity website.

ExpensAble offers good expense management capability for small to mid-sized businesses. ExpensAble currently offers two plans: ExpensAble Express, which is designed for small businesses with fewer than 20 employees, and ExpensAble Corporate, for businesses with more than 20 employees. Pricing is available for both plans directly from Insperity.

2020 Rating – 4.5

Strengths:

- Offers two plans

- Good reporting options

- Automated credit card feed

Potential Limitations:

- Does not create expense reports automatically

- No telephone support available

- Does not include travel expense management

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