DB DATABASICS

Getting Started
Reduce Costs | Improve Controls | Gain Visible Insight

Thank you for your interest in DATABASICS. To show you just how easy it is to get started, we've created this step-by-step guide that covers everything you'll need when you're ready to bring DATABASICS Expense, Time, or Invoice solutions on-board.

STEP 1 — Schedule Your Business Assessment

During a brief assessment, DATABASICS will:

- Understand & document your business needs
- Review related applications and technology integration opportunities
- Determine scope & business volume
- Provide references and access to product specific details
- Provide a Getting Started Proposal with pricing

- Determine system configuration and design documentation
- Implement solution configuration and integration with existing applications (Accounting, Payroll, HRIS, Travel, Card Programs, etc.)
- Conduct configuration testing and provide training & technical support
- Establish change management and on-going technical support

STEP 2 — Schedule Your Implementation

After a contract is in place, the next step is to schedule your DATABASICS kick-off meeting. A implementation schedule will be mutually determined, but should usually take between 4 and 8 weeks on average depending on the business requirements. During implementation, DATABASICS will:

- Conduct an on-site Business Analysis & Best Practices Review

STEP 3 — Start Improving Your Process

No matter which DATABASICS solution you choose: Expense, Time, Invoice, or End-to-End platform, once the system goes live, your company with get the immediate benefits of our easy-to-use, feature-rich, scalable technology. And DATABASICS will be with you every step of the way with a dedicated team to support you from implementation and beyond.

> " *During the 5 years we have been using DATABASICS, we implemented a new accounting system that changed our general ledger structure to one that was more complicated, yet DATABASICS configured the application logic to fit our needs. The Application Consultant along with the DATABASICS support and customer service staff assigned to our company worked with us throughout the process from start to finish. Early spring of 2010 we began using v5 which imports our GL and WBS extract file and offers ACH direct deposit reimbursement for expense reports. Our employees love the timely reimbursement the ACH processing offers.* "

— SR. FINANCE REPRESENTATIVE, L-3 COMMUNICATIONS CORPORATION

Pricing

DATABASICS offers a simple two-part pricing structure which includes access to features other providers would call "add-ons," such as: mobile access, a test and production environment, unlimited support calls, and various reporting tools. We charge a fee for our comprehensive implementation process designed to ensure our solutions meet your needs and support any unique business requirements.

Our goal is to get you successfully implemented at an affordable cost which starts at $5,000 for a Quick Start Implementation. Our transaction fee structure is volume-based, billed at a bulk rate to give you predictable billing options. Transaction costs vary by solution, so please contact us for specific pricing based on your anticipated business volume.

Support

DATABASICS doesn't offer different levels of support. There is no need to choose or guess how many hours of support you may or may not need. Instead, we give every customer all the highest-level of support. No matter how big or small your organization is, everyone gets a live representative to talk to with response times that lead the industry.

Security

At DATABASICS, we are continuously doing everything in our power to keep your data safe. Annually, we go through an SSAE16 audit and will make those results available to you as the customer.

Accounting Integration

Regardless of what accounting system your organization uses, we can integrate with it, ensuring our solutions work seamlessly to provide the capabilities you need. Below is a sample list of the major accounting systems we currently support:

Microsoft Dynamics   SAP   ORACLE   CERIDIAN

LAWSON   SUNGARD   PeopleSoft   ADP   PAYCHEX

Deltek   QAD   Ultimate SOFTWARE   Intacct

Travel & Expense Integration

If integrated travel and expense is what you need, we have you covered as well. Our solutions work seamlessly with online booking tools as well as travel agency data sources, ensuring that you capture the benefit of an integrated travel and expense system that is tailored to meet your unique business needs.

Go Mobile

Employee reporting should be hassle-free. Why limit your employees to work on expense reports and timesheets from a computer? With the DATABASICS Mobile App, submitting or approving reports is easy and convenient from any phone, tablet, and other mobile device!

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Get Started Today!

Call us at 703.436.8558 or visit **www.data-basics.com** to learn more.

Questions? Call us at 800.599.0434