

DATABASICS Expense

Easy for All Employees
"Yes!" to Your Requirements

Integrated with Accounting, Cards & Travel



DATABASICS Expense is a complete employee expense reporting solution. It's easy-to-use, saves staff time, and reduces company travel spend. With DATABASICS Expense, you can automate your policies, your workflow, and the reporting & application integration you need. It's that simple.

Fast & Easy for the End User

- ➔ Mobile Apps & Web Access
- ➔ Mobile Receipt Capture
- ➔ Simple & Fast Transaction Entry
- ➔ Integration to Ease User Burden

Process Controls & Automation

- ➔ Automated Approval Workflows & Hierarchy
- ➔ Employee & Approver Email Notifications
- ➔ Business Policy Enforcement & Audits

Accounting, Cards & Travel Integration

- ➔ Automated GL / AP Mapping
- ➔ Support for Project Billing & Cost Accounting
- ➔ Seamless Card Feeds from All Major Banks
- ➔ Open Travel Integration to Online Booking Tools & Travel Agencies

Global Functionality

- ➔ Multiple Languages
- ➔ Currency Conversion
- ➔ Country-specific Taxes & Per Diems

The Next Level in Automation

- ➔ Self-service Administration
- ➔ Full Integration with DATABASICS Time Reporting & Invoice Management



We have been using DATABASICS Expense Reporting since 2008. We chose DATABASICS over Concur as DATABASICS Expense Reporting was the only product that could accommodate our complex accounting distribution needs. The integration between DATABASICS Expense, our accounting system, and our employee credit card program, has really streamlined our expense reporting process. DATABASICS Expense Reporting is easy-to-use, and the workflows and email alerts allow our employees to track the status of their reports at all stages of the approval process. Last, but not least, we cannot say enough about the wonderful customer service we have received from DATABASICS, from implementation up until today."

**—PROJECT MANAGER, INFORMATION TECHNOLOGIES
AMERICAN CHEMISTRY COUNCIL**

- ➔ Built-in Audit Utility
- ➔ Federal & Alternate Per Diem Schedules
- ➔ Map-Quest based Mileage Calculation with Commuting Deductions

Real-Time Visibility & Process Improvements

- ➔ Built-in Canned Reports & Report Writer
- ➔ Vendor & Travel Reporting with Charts/Graphs

How it Works

- ➔ Private Cloud Delivery
- ➔ Works on All Browsers
- ➔ Mobile Access: Smart Phones and Tablets

- ➔ Single Sign-on with SAML
- ➔ Automated Accounting Integration
- ➔ Role-based Security & Data Encryption
- ➔ Sarbanes-Oxley Compliance
- ➔ Certifications: SAS-70, SSAE 16 (Financial Reporting), PCI (Credit Card), EU Safe Harbor (Privacy)

Robust Controls & Comprehensive Features

- ➔ Modifiable Application "Behavior" based on Your Requirements with Customizable On-screen Help
- ➔ Automatic Calculation of Per Diems, Currency Conversions, and VAT
- ➔ Customizable Email Alerts to Remind Both Approvers and Employees to Perform Actions based on Criteria
- ➔ Credit Card & Cash Advance Auto-population into Expense Reports, Including Level 3 Data
- ➔ Project Integration with Code Mapping & Allocations
- ➔ Flexible Policy Engine with Project-related & Expense Type Business Rules
- ➔ Travel Booking Integration for Pre-population
- ➔ Invoice Management System to Allow for Vendor Repayment
- ➔ Comprehensive Audit Utility to Allow for Approvers to be Able to Filter Against Customizable Criteria
- ➔ Ability for Users to Designate Their Own Proxies to Eliminate Extra Work for Administrators
- ➔ Out-of-office Approval Routing to Allow Approvers to Designate Others to Approve on Their Behalf
- ➔ Receipts Tracking & Scanning (including ability to email receipts, fax, or attach directly to report)
- ➔ Cash Advances & Prepaid Charge Tracking
- ➔ Sunshine Act Compliance

Reporting

Detailed Analytics with Canned & Ad-hoc Reports:

- ➔ Credit Card Reconciliation Report
- ➔ Employee Spend Report
- ➔ Booked vs. Actual Travel

- ➔ Project & Department Spend Report
- ➔ Approval Structure Report by Employee
- ➔ Expense Validation Warnings Report
- ➔ Audit Report (showing deleted items as well as any other changes made to the report)
- ➔ Vendor Spend Analysis
- ➔ Report Scheduling Tool with Email Broadcasting
- ➔ Multiple Report Formats: PDF, XLS, TXT, XML, etc.
- ➔ Detailed Flow of Approval for Employees

Workflow

- ➔ Email Notifications of Processing Status
- ➔ Approval Routing by Project, Organizational Unit (Department, Company, etc.), and Spending Limits
- ➔ Multiple Authorization Levels for Approvers
- ➔ Random or Predefined Audits based on Organization's Desired Criteria
- ➔ Fully Configurable Validation Workflow
- ➔ Optional Proxy Assignment to Submit on Behalf of Users (in addition to users having the ability to assign their own proxies)
- ➔ Ability to Track All User Charges
- ➔ Ability to Limit & Create Policy Approval based on Employee, Expense Type, etc..

Project/Accounting Support

- ➔ Support for Distribution of Expense Charges Across Multiple Projects within a Single Report
- ➔ Ability to Maintain Multiple Report Types
- ➔ Organizational Assignment for Projects, Reports, and Expense Types (based on employee, department, company, location, etc.)
- ➔ Unrestricted Workflow Levels
- ➔ Distribution of Expense Charges by Percent, Hours, or Actual Amount on an Report
- ➔ Reporting of Attendees and the Amount Each Attendee Spent for Business Meals
- ➔ Auto-calculation of Allowable & Unallowable Amounts Over Per Diem or WBS Charges
- ➔ Multi-currency Support



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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