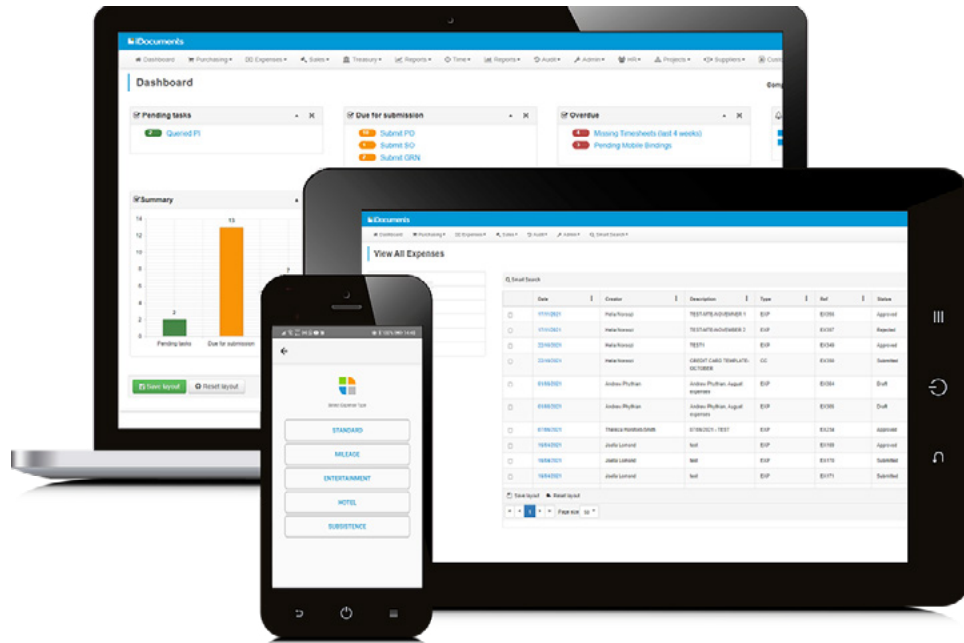


# iDocuments Expense Management



## Regain control of business expenses.

Before factoring in operating costs like managing paper receipts, data entry, and policy compliance, companies can spend upwards of 10% of their company budget on employee and travel expenses.

iDocuments Expense Management is a powerful SaaS application that automates the expense process from end to end. Using a mobile app, users can capture an expense as soon as it's incurred. Users can also submit, save, review, and approve expense claims and reconcile company credit card transactions via the app or browser interface.

### With iDocuments Expense Management, you'll:

#### Regain control of expenses

Give finance users end-to-end visibility of expense claims before they're submitted, enabling accurate month-end accruals.

#### Drive policy compliance

Regain control of and ensure compliance with expense policies. Configure the system to identify non-compliant expense entries, per diems, and fraudulent claims.

#### Reduce administration time

Accelerate expense claim processing with online claim submission, receipt capture, and workflow-driven approvals with exception handling.

#### Say goodbye to paper

Capture expense receipts electronically by using a mobile phone camera to photograph receipts and invoices.

#### Synchronize data across systems

Automatically code and post expenses to other systems, including ERP, finance, or payroll, to ensure accurate reporting.

#### Get instant insights

Track and analyze business expenses and spot trends with out-of-the-box and custom-built reports and personalized dashboards.



## Automate the employee expense claim process from start to finish

- Capture** Capture expenses when they're incurred.
- Submit** Submit expenses into user-defined workflows for management approval.
- Validate** Validate compliance with company expense policies, mileage rates, rules, and subsistence allowances.  
Accurately code expense claims by limiting GL codes to groups or individual users.
- Approve** Manage exceptions and route expenses and travel requisitions for approval in accordance with business rules.
- Post** Automatically create and post transactions to your ERP system to facilitate employee reimbursement.



## Manage company credit card expenditures

- Import** Import company credit card statements.
- Capture** Capture and upload receipts from your mobile device.
- Match** Match receipts to credit card statements.
- Analyze** Code credit card transactions to GL codes and dimensions.
- Submit** Submit expense claims via the mobile app for approval and posting to the ERP system.

“ Goodbye, spreadsheets, paper receipts, and data entry. Hello, efficiency, compliance, and cost savings.”

## Key Functionality

iDocuments Expense Management is powered by The Saltbox Platform, delivering robust functionality and agility.

- ✓ **Intuitive web interface and mobile app** Submit and approve expenses on the go.
- ✓ **Google Maps integration** Validate mileage, simplify calculations, and prevent fraudulent expense claims.
- ✓ **Powerful, configurable workflow engine** Apply your own business rules and logic to workflows to ensure compliance, control costs, and streamline approval cycles.
- ✓ **Capture expense receipts electronically** Upload pictures of receipts to the mobile app.
- ✓ **Integrate with any ERP, accounting, or financial management software** Ensure consistent and accurate data and financial reports.
- ✓ **Flexible configuration** Configure the solution that best supports your policies, processes, and systems.
- ✓ **Personalized dashboards and out-of-the-box analysis reports** Analyze business performance with 24/7 access to your personalized dashboard and reports.
- ✓ **Support for multiple entities, languages, and currencies** Conduct business globally.



## A Trusted Partner

Vision33 solves customer business challenges through the promise of technology and the value it delivers. We partner with organizations in the public and private sectors to understand their vision and help them attain it with the right blend of strategy, consulting, and technology. Vision33 is consistently recognized by the industry for its notable growth and dedication to helping customers achieve success.

**United States**  
7545 Irvine Center Drive,  
Irvine Business Center, Suite #200  
Irvine, CA 92618  
Tel: +1 949 420 3300  
contact@vision33.com  
[www.vision33.com](http://www.vision33.com)

**Canada**  
210 Water Street,  
Suite #400  
St. John's, NL A1C 1A9  
Tel: +1 709 722 7213  
contact@vision33.com  
[www.vision33.ca](http://www.vision33.ca)

**Europe**  
1 Heathgate Place,  
Agincourt Road  
London, UK NW3 2NU  
Tel: +44 (0) 20 7284 8400  
info@vision33.co.uk  
[www.vision33.co.uk](http://www.vision33.co.uk)