

Expensia

Expense Management Solution

Expensia is a leading web-based expense management software solution from Vorex that streamlines the entire process of employee business expenses; from submission to reimbursement.

Expensia allows you to more cost-effectively manage your company's travel and entertainment (T&E) spending, which is the second largest controllable expense after payroll. Using our fully automated solution, you will increase your profitability by enforcing corporate spending policies and significantly reducing administrative costs.



T&E expenses account for 7% of total operating costs, "representing a substantial commitment of corporate resources," according to American Express Global T&E expense Management Survey

Benefits

- **Control employee spending.** Enforce policy compliance for travel, lodging, entertainment and all other expenses.
- **Reduce rogue spending.** Eliminate unnecessary and unauthorized spending.
- **Cut costs.** Significantly reduce administrative costs, eliminate paper and printing expenses and reduce expense sheet processing costs by 71 percent.
- **Save money.** Track and analyze employee expenditures to identify alarming spending trends and opportunities to save.
- **Tax benefits.** Reduce taxes by tracking and deducting any tax-deductible expenses.
- **Prevent errors.** Prevent both unintentional expense report errors and outright fraud.
- **Negotiate lower prices.** Negotiate vendor savings by utilizing our vendor analysis tools.
- **Stay compliant.** Be prepared for internal or external audits on corporate expenditures, such as Sarbanes-Oxley.
- **Increase efficiency.** Reduce reimbursement cycle times by more than one third by accelerating approval processes via workflows and automatic notifications.
- **Ensure accuracy.** Increase the accuracy of expenses submitted and timing when billing your clients or reimbursing employees for expenses.

Features

Powerful and Flexible

- Spending limits can be set at all levels including job grade, location, client or project.
- Receipt images can be uploaded and associated with a specific expense sheet.
- Automatically flag, aggregate and report tax deductible expenses.
- Flag expenses that can be billed back to clients.
- Unlimited number of clients, service providers or vendors can be tracked.
- Unlimited number of internal or external projects.

Global Access with Complete Multi-currency Support

- Unlimited number of currencies and automatic rate conversion.
- View expenses in both local and your preferred default currency.
- Web-based system permits accessibility from anywhere in the world.

Comprehensive Status Monitoring

- Drill-down capabilities to view expense sheets populated by your direct reports.
- Extensive list of existing report templates, and the ability to customize your own.

Comprehensive Approval Control

- Fully customizable workflow for reviews and approvals.
- Automatic email notification to your internal or external email.
- Approvals can be made from your smart phone.

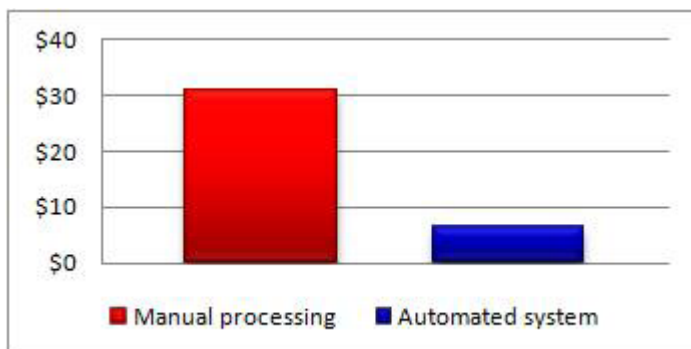
Customizable User Interface

- Configurable homepage with announcements, company headlines and events, and quick links.
- Customizable dashboard with quick links and Key Performance Indicators (KPIs).
- Co-branding with your corporate colors and logo.

ERP System Integration

- Financials and export capabilities into other applications.
- Completely integrated with Vorex time sheets (optional).

Average Cost of Automated Versus Manual Expense Sheet Processing



Reduce cost through automation and significant reduction of:

- Administrative processing time
- Human errors
- Paper faxing, printing and filing
- Pending approvals wait time
- Policy monitoring and enforcement
- Generating reports and analysis

Deployment options include:

- On-Premise. Traditional perpetual license installed at the customer site
- SaaS Hosted License. Traditional software licensing (but hosted by Vorex)
- SaaS Subscription. Customer subscription for on-demand usage

Technology

Vorex uses the most advanced and robust technologies available from trusted names in the technology industry.



Data Security

Safeguarding your critical information is our top priority. We spare no expense when it comes to your security, employing multiple layers of the most advanced Microsoft security technologies to protect your data. Moreover, our systems are protected at a highly secure data center staffed 24 hours a day.

Key Data Security Features

- Dedicated servers: your data is stored on heavily guarded servers monitored around the clock by specialists to ensure continuous availability.
- Data encryption: sensitive data is protected by AES technology—the same encryption used by the US government to protect classified information.
- Onboard Anti-virus software: the most current anti-virus software continuously protects your data.
- Physical security: access to the building hosting your servers is strict and requires advance notice and special credentials.
- No third party sharing: we never share information with third party vendors.

VOREX ■

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