


ExpenseVisor *Expense Management Automation Control*


FAST **EFFECTIVE** **AFFORDABLE**


- Did you know that employee expense spending is the number two controllable corporate expense regardless of industry?
- Did you know that 45% of all businesses experience fraud? ExpenseVisor provides the management process you want to help you limit your risk and control spending.
- Do you need to get a handle on Regulatory Compliance? Both Sarbanes-Oxley and regulations issued by the IRS require corporate executives to implement accounting procedures that are reliable, effective and have proper audit trails. ExpenseVisor will help you meet these requirements.
- Want to leverage your spending with suppliers? How much do you spend on airline tickets or lodging? Are these vendors giving you a fair price? ExpenseVisor can arm you with the data necessary to negotiate discounts and rebates with preferred vendors.
- Do you want to initiate Business Rules and/or Spending Limits so that your employees will comply with your Corporate Expense Policy? ExpenseVisor has the tools to bring visibility and enforcement of your policy to employees and managers.
- Do you need to reduce the workload and enhance productivity for both expense filers and expense processors? The ExpenseVisor business solution will streamline and expedite expense reporting.

 We host the ExpenseVisor Expense Management Automation system in a secure, Class A Environment monitored 24 hours a day. We value your privacy and security!




Why ExpenseVisor?

 **We Understand**
PayService.Com, Inc understands that enterprises want to get the most out of their IT investments. That is why we developed a highly flexible, affordable solution that can overcome your most unique and complex T&E challenges using these three key objectives:

 **Enhance Productivity**
Save time, money and resources while gaining greater control of your T&E expense reporting.

 **Limit Risk**
Eliminate maverick spending, enhance policy enforcement, and simplify the Auditing process required by the IRS and Sarbanes-Oxley.

 **Maximize ROI**
Minimal upfront costs and monthly fees combined with rapid deployment, increased efficiency and expense controls = significant impact on your bottom line.

I am interested in Expense Management Automation. But how long will it take to implement and how much will it cost?

- ExpenseVisor can be implemented quickly. Most clients are “up and running” in 10 days or less! Implementation schedules may vary based on your exact needs, but we will assure you a smooth and effective implementation.
- Your fees will be among the lowest in the industry. We want you as a long-term business partner – and partners treat each other fairly. Fees will vary by account size and activity, but you will be surprised at the affordability of ExpenseVisor. We know your ROI is important! Contact us today for complete details.

Are Support and Upgrades included in my fees?

- Absolutely! We are continually enhancing ExpenseVisor to bring you the best in affordable Corporate Expense Management Automation.
- And let our clients tell you about our support. We respond in 4 business hours or less!

What type of companies and industries use ExpenseVisor?

- We provide Expense Management Automation to national retailers, medical facility contractors, food processors, pharmaceutical firms, national employment specialists, investment bankers - just to name a few. We will gladly give you specific references, as you require.
- ExpenseVisor has the capabilities to meet just about every requirement you may have for complete spending control and enhanced processing productivity.

What features are available with ExpenseVisor?

- ExpenseVisor is developed to embrace the needs of different clients. The following is a short list of ExpenseVisor’s dominant features. For a complete list, please contact us.
 - ▣ Simplified and intuitive user interface.
 - ▣ Customized and unlimited accounts, projects, vendors, etc.
 - ▣ Credit card pre-population, if desired.
 - ▣ Currency conversion.
 - ▣ Built-in management reports and graphs.
 - ▣ Business rules for policy enforcement.
 - ▣ Tools for automatic reminders of submissions and approvals.
 - ▣ Executive Assistant feature for secure 2nd party preparation.
 - ▣ Automatic notifications via external emails.
 - ▣ Built-in audit trails.
 - ▣ Seamless integration into standard accounting packages.
 - ▣ And much more!

What our clients are saying about ExpenseVisor

"ExpenseVisor is a flexible, easily deployed, highly intuitive solution that has reduced our costs, increased our efficiency and provided rapid ROI," said John Peterson, Controller for GBH Communications. "Our employees have been quick to embrace ExpenseVisor and the significant improvements it has created in our T&E expense reporting process. In addition to ExpenseVisor's excellent feature functionality, the most impressive aspect of our relationship with PayService.Com has been their overall customer service and their ability to meet and exceed our needs, as our company has evolved."

“After an extensive review of T&E expense management solutions, we selected PayService.Com because they provided the greatest value for our investment and could meet our unique needs where other companies could not,” said Kathie Marteinson, IT project manager for Canaccord Capital Corporation. **“With PayService.Com’s personalized, exceptionally responsive customer service, we rapidly deployed ExpenseVisor, and with its intuitive and deep feature functionality, we have experienced immediate ROI and a positive impact on our bottom line.”**

"The implementation of ExpenseVisor was one of the most gratifying deployments I have experienced," said Bill Heinz, Jr., Chief Financial Officer for H&H Systems and Design, Inc. "PayService.Com's highly-customizable and easily-integrated solution has removed inefficiencies from our expense reporting process, allowing employees to spend more time on value-added activities. ExpenseVisor has enabled us to use our time more wisely, while paying for itself quickly and having a long-term impact on our bottom line."

Please contact us for an ExpenseVisor demo


PayService
the expense report company

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ExpenseVisor Feature Addendum

Whether you want improved compliance with Sarbanes-Oxley, or are searching for best-in-class tools to manage your T&E expense process, ExpenseVisor provides the features and functionality to take control. Please contact us for a complete list.

	ExpenseVisor Benefit	Control	Process
1.	Accounting allocations based on defaults or are user selectable as option.	* Ensures expense item is charged to the correct G/L and business unit.	Report entry
2.	Expense types and associated G/L charge selected from a pre-defined drop list.	* Restricts users from selecting incorrect or inactive expense types.	Report entry
3.	Optional projects/clients/jobs selected from a pre-defined drop list.	* Restricts users from selecting incorrect or inactive projects/clients/jobs.	Report entry
4.	Expense items can be controlled by pre-set spend limits and rules.	* Restricts users from over-spending and will flag/prevent spend violations.	Report entry
5.	Automatically prompts and requires expense detail.	* Reduces duplicated or mis-allocated expense.	Report entry
6.	Optional pre-population of corporate credit card expenses.	* Ensures expense transactions are correctly captured. * Simplifies entry for users.	Report entry
7.	Requires/allows comments to be attached for each expense item if further clarification or documentation is desired.	* Allows for exceptions to corporate spend policy and management approval on a case-by-case basis.	Report entry
8.	Automatically checks for duplicated expense transactions.	* Prevents reimbursement for duplicated expenses.	Report entry
9.	Receipt rules can be set per expense type.	* Requires users to certify and include receipts and optionally will flag spend violations.	Report entry
10.	Allows for optional authorized proxy submitters and approvers.	* Audit trail records all proxy transactions.	Report entry
11.	All corporate guidelines, rules and policies are accessible and highlighted at entry.	* Ensures users are aware of potential policy violations.	Report entry
12.	Automated email notifications to approvers and originators.	* Reduces processing time. * Insures accurate communications between originators and approvers. * Reduces workflow.	Authorization

13.	Automated aging parameters alert approvers and administrators to process approvals in a timely manner.	* Eliminates slow approvals. * Reduces process time.	Authorization
14.	Optional pre-authorized trip or expense approval.	* Assures expenses are pre-approved before they occur.	Authorization
15.	Expense reports are flagged if rules violations are present.	* Allow approvers to easily recognize rules violations and take appropriate action.	Authorization
16.	Flexible approval path allows for correct approval routing.	* Approval paths meet your corporate criteria.	Authorization
17.	Expense policies are configurable and easily customized.	* System customizes to your current and future spend policies.	Administration
18.	Seamless integration into 3rd party CRM and accounting software.	* Eliminates duplicated work. * Reduces error. * Vastly improved workflow.	Administration
19.	Automated assignment of unique id number to each new expense report.	* Allows for automated tracking of expenses at every process stage. * Reduces possibility of duplicated expenses	System
20.	Automated audit trail of every expense report.	* Provides management and auditors with a step-by-step history of each expense.	System

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