



SutiExpense™

SutiExpense is a “Book to Pay” solution designed to let you easily create, submit, and manage your expenses. It speeds up approvals, eliminates errors, and enables the proper allocation, analysis, and management of every expense.

With SutiExpense, it's easy to automate the expense reimbursement process. The web or enterprise based application allows employees to generate and submit reports from anytime, or anywhere. With the addition of integrated travel booking information, users are able to leverage existing data to generate their expense reports. All corporate policies, per diem rates can be defined and enforced, substantially reducing your company's exposure to mistakes or fraud. Data can easily be exported to various financial systems reducing the need for manual entry. With its new look and feel, SutiExpense provides an easier and enjoyable approach to creating and managing expenses.

Features include:

- ✓ Pre-Trip Authorization process
- ✓ Pre-Trip Request to Expense conversion process
- ✓ Integrated Booking data to create expenses
- ✓ Define expense limits by role and region/city
- ✓ Define Alternate Approvers, Delegate Users
- ✓ Define Tax Options for Employees
- ✓ Enforce Project / Client codes
- ✓ Enforce Approval Limits on approvers
- ✓ Enforce receipt restrictions and receipt amount restriction
- ✓ Define preferred travel, financial, and payroll systems
- ✓ Enforce Tax Options
- ✓ Define Expense Types to be used
- ✓ Mobile Access
- ✓ Show out of policy violations prior to submission
- ✓ Maintain hierarchies and approval flows
- ✓ Integrated Corporate Card data
- ✓ Multiple receipt generations options
- ✓ View uploaded receipts
- ✓ Attach receipts to each expense
- ✓ Use existing or define own creditcard format
- ✓ Import personal creditcard details
- ✓ Approve / forward / reject Expenses
- ✓ View rejected reasons
- ✓ Track Expense counters
- ✓ View navigation memory
- ✓ View User activity
- ✓ Integration/Exports to various financial systems
- ✓ Fraud Detection technology
- ✓ Biometric option for approvals and login
- ✓ General and field level customizations
- ✓ Flexible reporting options
- ✓ Business Intelligence Reports
- ✓ Quick setup and deployment



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