

## EXPENSES

# Make your expense report with your mobile!

Expenses is a feature in Acubiz One for digital handling and filling of receipts related to Expense Management. Acubiz One provides you with the possibility to instantly upload any paper receipt for expense reporting – and you can add more than one! Just take a photo, choose CASH or CARD and submit the receipt for upload to your Acubiz EMS solution. The incoming credit card transaction will automatically match your receipt.

If you wish some or all employees send attachments directly for approval (without the travel expense), you can use Acubiz One with Fast Track.

Read more at <http://www.acubiz.com/acubiz-one/expenses>

### BENEFITS TO THE EMPLOYEEE

- Time-saving and EASY – Always at hand
- Do your expenses anytime and anywhere
- Say goodbye to stacks off old receipts
- Automatic match with card transactions
- Handles both company cards and cash expenses

### BENEFITS TO FINANCE AND THE MANAGEMENT

- Receipts on time
- Quick, visual control
- Automatic match between credit card transactions and receipts
- Data entry can be reduced by 80%
- No error entry
- Always reliable data, great overview and transparency

