

CONTINUOUS CONTROLS MONITORING Travel & Expense Insight

Approva reduces ongoing administration costs of travel and expense (T&E) management by continuously monitoring T&E for adherence to corporate policies.

THE BUSINESS CHALLENGE

Travel related expenditures are the second largest discretionary expense in most organizations. Rising travel costs, combined with a challenging business environment have made T&E reduction a priority for many organizations. In addition, a lack of visibility across all T&E spend can lead to audit exposure, fraud and overpayments due to use of non preferred vendors. However, monitoring T&E processes for compliance with internal policies and external regulations can be costly and difficult due to the volume of transactions. This leads many companies to tolerate an unnecessary level of waste and fraud.

SOLUTION OVERVIEW

Continuously Monitor All T&E Transactions

Eliminate spot checking by quickly deploying best practice controls that analyze 100% of transactions for exceptions to corporate policies and business rules.

Gain Visibility Into T&E Processes

View all T&E data in one place so you can identify trends, behavior habits, opportunities for vendor discounts and repeated T&E policy exceptions.

Resolve Exceptions

Ensure exceptions are escalated, resolved and documented for audit purposes.

Automate Reconciliation

Avoid time consuming manual reconciliation by automatically reconciling all T&E transactions and split purchases into multiple GL accounts for proper cost allocation when desired. Exceptions are routed to the appropriate personnel for remediation and approval.

SOLUTION BENEFITS

• Enforce Corporate Travel Policies

100% of T&E transactions are tested and analyzed for exceptions to internal policies and external regulations.

• Eliminate Fraud & Waste

Sophisticated n-way matching and correlation detects employee attempts to manipulate the travel system for personal gain and identifies waste such as duplicate payments and late fees.

• Reduce Use of Non-Preferred Vendors

Use of non-preferred vendors is costly and reduces discounts obtained from preferred vendors.

• Reduced Monitoring Costs

Automated monitoring eliminates costly and time consuming manual efforts while expanding and audits 100% of travel & expense submissions.

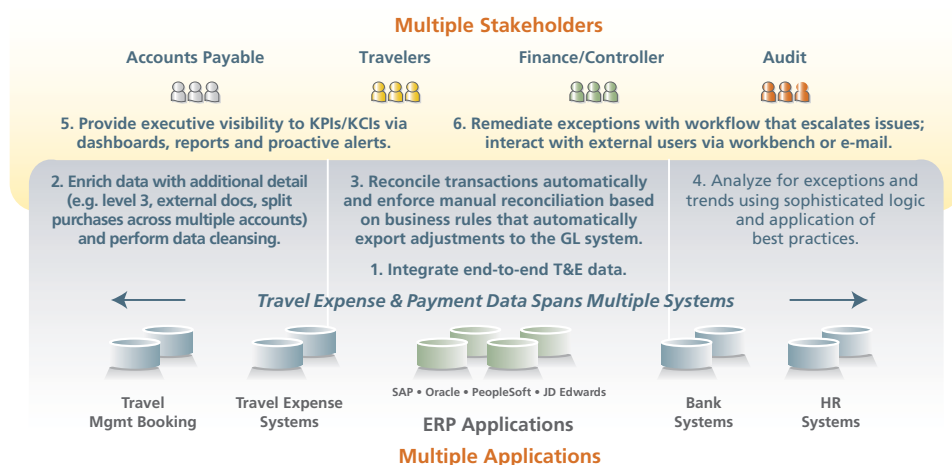
• Vendor Consolidation

Comprehensive spend analysis identifies opportunities to consolidate vendors and negotiate higher discounts.

• T&E Provider Neutrality

Increase your leverage over T&E service providers by retaining flexibility to seamlessly switch providers for improved service and incentives with minimal impact.

APPROVA TRAVEL SOLUTION



With Approva you can automate T&E monitoring by integrating disparate data, identifying exceptions and ensuring each issue is resolved.

Approva provides 360 degree visibility into your travel related expenditures by consolidating all of the relevant information into one place and identifying exceptions to corporate policies.

APPROVA'S APPROACH

Approva consolidates all T&E data and enriches it with related information. Continuous monitoring and analysis ensures expenses are valid and automatically identifies exceptions to internal policies and external regulations that result in fraud, waste or compliance risk. Automated reconciliation and workflow capabilities simplify exception management and ensure issue are addressed in a timely and appropriate manner.

T&E PROCESS ASSESSMENT

Our hosted assessment provides the opportunity to evaluate your T&E process with Approva's T&E solution. The assessment requires minimal customer resources and utilizes production data directly from your environment to highlight tangible benefits that you can realize with Approva.

SAMPLE LIST OF APPLICATIONS/CARDS

T&E Systems

- Concur
- Databasics
- Gelco
- Necho

Travel Management

- American Express
- Carlson Wagonlit
- Expedia

ERP, HR, G/L, Procurement

- AMS/CGI
- JD Edwards
- Lawson
- Microsoft Dynamics
- Oracle
- PeopleSoft
- SAP
- SSA
- SunGard

Card Issuers

- American Express
- Bank of America
- Citi
- HSBC
- JP Morgan Chase
- PNC
- SunTrust
- Wells Fargo/Wachovia
- USBank

SAMPLE T&E RISKS ADDRESSED

- Duplicate Payments
- Unusual Spending Trends
- Non-Preferred Vendor Use
- Blocked Merchant Category Codes
- Delayed Expense Submissions
- Duplicate Travel Cards
- Transaction Validity
- Expense Limit Exceeded
- Expenses by Unauthorized Employees
- P-Card/Travel Card Combination

SAMPLE T&E ANALYTICS APPROVA PROVIDES

- Top 5 Unrealized Savings Categories
- Top T&E Spenders by Month/Category/Vendor, etc.
- MCC Spend Comparisons by Billing Period
- Audited Transaction History by Employee
- Activity by MCC, Contract, Department, etc.
- Violation Trends by Month
- Total Invoice Spend by Vendor/Category
- Sales and Use Tax Overview
- Rebate Performance Tracking

PRODUCT CAPABILITIES

- **Consolidated View of T&E Data:** Gathers and correlates data from all sources including expense management systems, travel planning systems, bank transactions, HR and the general ledger. This data can be enriched to add valuable information, such as level II, III details or external documents such as scanned travel receipts.
- **Sophisticated Analytics:** A best practice library of business rules searches for anomalies using algorithms, patterns and trending to provide a 360 degree view of your T&E process.
- **Dashboards & Reporting:** Our executive dashboards provide high level KPIs/KCIs and alerts of noncompliant exceptions while a comprehensive report library offers additional insight via summary and detail views into T&E spend.
- **Workflow & Escalation:** Workflow automates resolution of exceptions by routing and escalating issues for follow-up to ensure timely resolution and streamline T&E audits.
- **Automated Reconciliation:** Automatically reconciles transactions while still allowing for manual reconciliation based on business rules. Adjustments can directly integrate with the general ledger to close the loop on the remediation process.
- **Software-as-a-Service:** Accelerate deployment with software-as-a-service deployment approach that requires little to no support from internal IT staff and quick deployment.

Approva is the leading provider of continuous controls monitoring software and is the industry standard for the Big 4 audit and advisory firms. Approva prevents fraud and reduces waste by automating and improving the way finance, IT, audit and general managers identify and manage risk throughout their business.

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