

Expense Management

Your Second Largest Expense is Our Number One Priority

SumTotal Expense Management is the industry's premier expense management solution and a preferred choice of companies for automating employee business expense processing and management.

SumTotal Expense Management gives you the power to attack the high cost of expense processing at its source: the employee's "point of spend." SumTotal solutions allow you to automate the entire expense reporting cycle from report creation, charge card pre-population, policy evaluation, workflow routing and manager approval through to audit, reimbursement, receipts management, general ledger posting post-payment reporting and analysis and travel booking comparison. SumTotal Expense Management handles every aspect of employee business expense processing and easily integrates with all business systems related to expense reporting for increased efficiencies.

- **Efficient management and increased control improves your bottom line:** SumTotal Expense Management will help your organization improve compliance, enforce expense policies and procedures and increase visibility into spending through data capture and reporting.
- **Going beyond traditional T&E:** The solution takes you beyond the traditional boundaries of travel and entertainment (T&E) expenses to manage the entire range of employee expenses and related processes, including travel booking analysis, receipts management, feeds from all major charge card providers, including hotel folio data, value-added tax (VAT) recovery and more.
- **The Most Complete & Configurable Expense Management Solution Available:** Provides a highly intuitive and easy to use solution giving you the ability to fully support your organization's growth and scalability along with global requirements including multiple currencies, languages, complicated taxation requirements and localized policies.

SumTotal Expense Management: Going Beyond Traditional Expense Management

SumTotal Expense Management integrates and simplifies the expense management process. Solution capabilities include:

- **Simplify Travel Booking Integration:** SumTotal Expense Management integrates with your travel management company and booking solutions to

"Rising costs from a range of sources, including increasing business travel, fraud, and poor spend visibility and control, on top of the need for greater system integrity and accurate reporting to meet the requirements of Sarbanes-Oxley legislation have led many organizations to seek automated solutions."

Senior Research Analyst
PayStream Advisors

FLEXIBLE

The screenshot displays the SumTotal Expense Management interface. At the top, it shows the user is logged in as 'Walter Langley'. Below this, there are tabs for 'Approve Documents', 'Quick Approval', 'Auto Approval', and 'Approval History'. The main area shows a table of 'Approved Documents' with columns for Date, Document Name, Amount, Currency, and Status. Below this, there is a section for 'Included Expenses' with a table showing details for a specific expense report, including Date, Amount, Currency, and Status.

Provide approvers with a flexible, drill-down summary view of all expense reports that are awaiting their review and approval.

give you access to analyze meaningful and actionable data that compares booking with actual spend for better assessment and control.

- **Receipts Digital Filing (RDF):** SumTotal Expense Management gives you the ability to manage receipts and eliminate the paper chase. We provide the most convenient and easy-to-use and comprehensive RDF solution.
- **Value Added Tax (VAT) Recovery Services:** SumTotal Expense Management identifies relevant VAT recoverable receipts during expense report creation allowing you to recover as much as 25% of international business expense spends.
- **Outsourced Services:** SumTotal has partnered with an industry leading services vendors to provide your organization with options for outsourcing time intensive process related to expense reporting including audit, payment services, end user support and system administration.
- **Meeting the Needs of Your Mobile & Non-traditional Workforce:** SumTotal Expense Management offers anytime, anywhere access for your road warriors and other employees that spend a significant amount of their time outside of a formal office.

SumTotal provides an end-to-end, complete strategic Human Capital Management solution integrating workforce management, talent management, learning management, HR management and payroll and benefits management.

- **Workforce Management:** Integrated across the SumTotal strategic HCM solution SumTotal Workforce Management provides powerful tools to effectively manage labor rules, ensure compliance, and control labor costs and expenses
- **Talent Management:** Integrated within the SumTotal's strategic HCM solution, Talent Management provides a single view of your organizations a unified view of your organizations talent processes across all parts of strategic HCM
- **Learning Management:** Integrated into the learning management solution, SumTotal can provide visibility into skills, certifications, and learning activities across talent and workforce management, as well as other parts of the strategic HCM process
- **HR Management (HRMS):** Integrated within the SumTotal's strategic HCM solution, SumTotal's HR Management solution provides a single source of truth for all HCM processes
- **Payroll & Benefits:** As an integrated service into the SumTotal's strategic HCM solution, Payroll and Benefits Management provide efficient, flexible and easy-to-use service at the foundation of your HCM solution

POWERFUL

Date	Expense Type	Amount	Payment	Region	Account	Status
Mar 3, 2012	Travel Personal Vehicle	11.38	USD	US	US - United States	Approved
Mar 3, 2012	Travel	20.00	USD	US	US - United States	Approved
Mar 3, 2012	Travel	100.00	USD	US	US - United States	Approved
Mar 3, 2012	Travel	89.98	USD	US	US - United States	Approved
Mar 3, 2012	Travel	100.00	USD	US	US - United States	Approved

Submitters have a powerful summary to view the details of their expense reports, add new expenses, upload expenses and get access to other useful tools.

About SumTotal // SumTotal Systems, Inc. is the global leader of strategic Human Capital Management (HCM) solutions that provide organizations with a new level of visibility to help make more informed business decisions and accelerate growth. Recognized by industry analysts as the most complete solution, SumTotal provides full employee lifecycle management, including a core system of record, from a single provider for improved business intelligence. The company offers customers of all sizes and industries the most flexibility and choice with multiple purchase, configuration, and deployment options. We have increased the performance of the world's largest organizations including Sony Electronics (NYSE: SNE), AstraZeneca (NYSE: AZN [ADR]; London: AZN), Amway (KUL:AMWAY), Seagate (NYSE: STX), Dell (NASDAQ:DELL), and Google (NASDAQ:GOOG).

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