## Learn how employees use Tallie expense report software.

Tallie online expense report software automates the expense report process at every step, for employees and approvers.







**Tallie For Android** 

### Capture expenses anywhere.



#### Snap a Photo or Email a Receipt

Tallie reads it for merchant, date and amount then creates an expense line item.



#### Direct Credit Card Transaction Import

Connect Tallie to your bank account for any credit card, including corporate credit cards. Choose to import groups of charges, or by transaction.



#### Mileage Tracking

Touch "Start" at the beginning of your trip. When you reach your destination, touch "Stop." Or enter departure and destination addresses after your trip and Tallie will calculate the mileage.



## Forward Receipts to Tallie

Tallie quickly and accurately reads email receipts. Simply forward receipts from merchants such as Amazon and Uber to Tallie. Tallie will recognize your email address and automatically generate the expense.



## Tallie does the data entry.

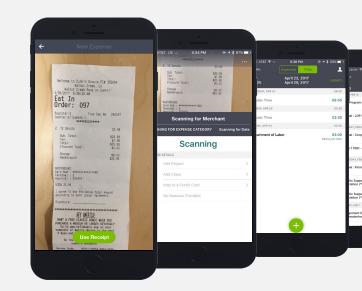
Tallie processes expenses to create and categorize all items on your expense report.

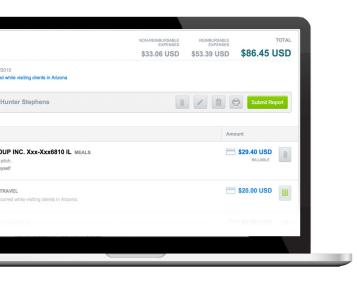
**Receipt Data Scan:** Tallie uses Optical Character Recognition (OCR) algorithms to identify key expense data for import in seconds.

Automated Credit Card Matching: Tallie's Duplicate Identification technology matches credit card transactions with receipts.

**Auto-Categorization:** Tallie learns how to code your transactions based on experience. This saves time and reduces errors.

**Expense Report Assignment:** Tallie bundles your expenses into reports. Drag and drop transactions between reports with a single click.





## Review and submit.

Tallie points out potential duplicate transactions and policy violations prior to expenses being submitted. This allows employees to make corrections quickly and reduces the number of rejected expense reports.

#### Mapping + Coding

Tallie tracks your expenses for strong project accounting. Customize your expense categories and up to five additional fields including Customer, Job, Class, Department, and Location.

#### **Duplicate Detection**

Tallie detects potential duplicates by comparing each receipt with all the expense items in your account.

#### Expense Policy Check

Set your policies and Tallie will flag the exceptions. For clarity, each exception includes a description of the policy, configured as strict requirements or warnings.

#### **Status Updates**

Tallie shows you where each expense report is in the approval process and sends an email confirmation once each report is approved.



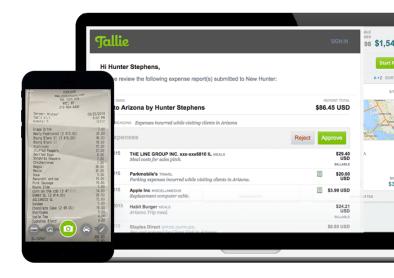
## **Clear, Consistent Communication**

Tallie keeps tabs of outstanding items and automatically reminds your team when it's their turn to act.



## Approve from anywhere.

Managers can view receipts and approve or reject expenses with a single touch.



#### Source Documentation

Your team can enter and view source documentation such as receipt images and mileage maps via browser or mobile.

#### Line Item Detail

All mapping + coding assigned on expense items can be viewed via email. This ensures a quick, complete review.

#### Comment or Correct

Accountants and administrators can edit and annotate reports prior to sending them to the accounting system.

#### Internal Controls

The same supporting documentation, expense policy warnings, and duplicate detection flags are presented to managers for efficient review.



## Configure Tallie for your business.

Whether you are operating a multi-location enterprise or a small family business, you can configure Tallie to your needs.



## Award-Winning Integration

Tallie builds and supports all of its award-winning accounting integrations, providing you with the confidence that every export will be smooth, accurate, and backed-up by experts.













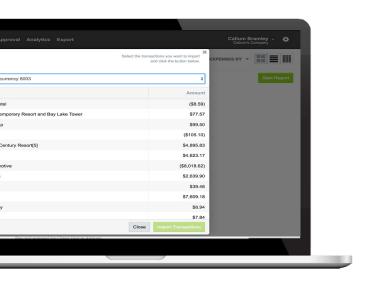
Intacct

QuickBooks Desktop

QuickBooks Online







## Leverage Tallie for corporate credit card management.

Streamline and simplify your credit card accounting process with Tallie.

#### Smart Transaction Coding

Tallie imports your credit card transactions and learns how to code them. Our machine learning algorithms become smarter the more transactions you import. Also, Tallie can automatically assign Departments, Classes, and Locations based on users and/or projects.

#### Assign Cards to Cardholders

Tallie will import corporate credit cards with multiple accounts. Administrators can then assign each card to the appropriate individual. This process allows administrators to control the process and streamlines the team's experience.

#### Group Reports by Statement

If you provide your billing cycle dates to Tallie, the system will group corporate credit card charges by statement. This eases the reconciliation process for the accounting department.

#### **Run Accrual Reports**

Tallie makes it easy to calculate your month-end expense accrual. Simply run the accrual report to see all of the expenses that have yet to be submitted and/or exported to your accounting system.

# Award-winning customer support options for all users.

Our Product Experts are available to all users via live chat, email or phone between the hours of 7am and 6pm Pacific Time, Monday through Friday. Reach us at support@tallie.com or +1 888.874.1118 x2.





## Request a demo

Ready to see what Tallie can do for your company? Schedule your personal Tallie product demo today.



or send an email to: sales@tallie.com

A one-on-one product demo is the best way to find out if Tallie expense report software is the right fit for your company.



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