

Learn How Employees Use Tallie Expense Report Software

Tallie is online expense report software for businesses. Tallie improves the productivity of your entire team by automating the complete expense report process. This section walks you through the employee, approver and accounting experience.

Capture expenses anywhere



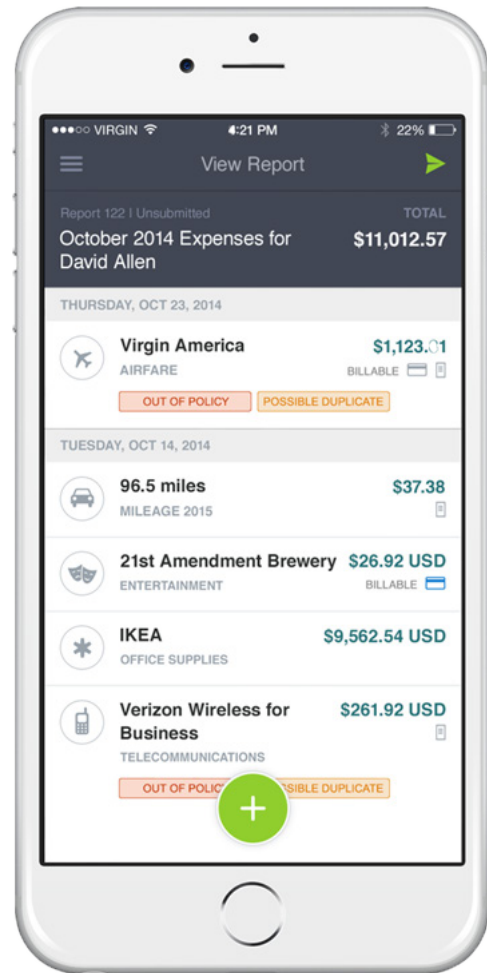
Snap a Photo or Email a Receipt

Tallie reads it for merchant, date and amount info 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.



The quickest path from receipt to balance sheet
tallie.com | +1.800.592.5144



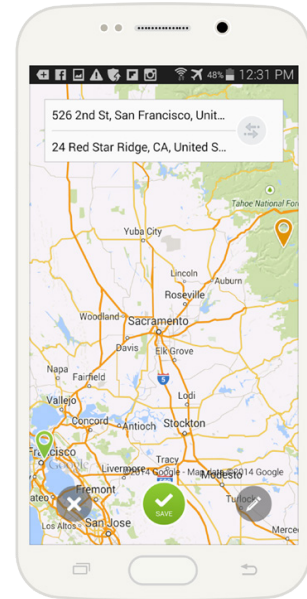
Mileage Tracking

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



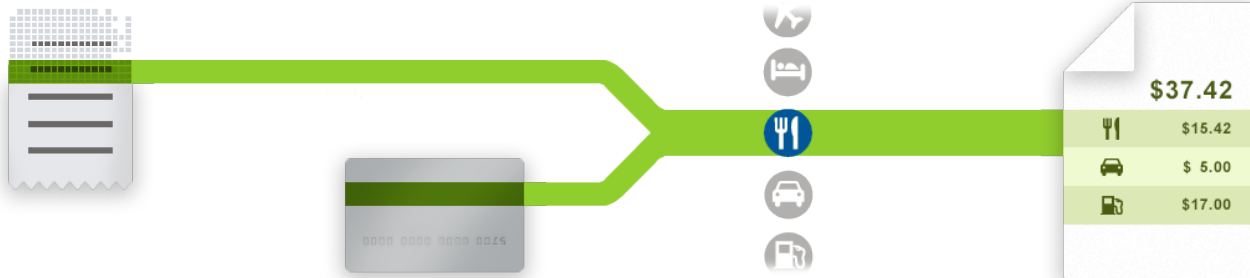
Forward Receipts to Tallie

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.

UNSUBMITTED REPORT 91

Arizona Trip

DATE RANGE: 7/17/2014 - 7/4/2015
REASONS: Expenses incurred while visiting clients in Arizona

5 EXPENSES **Submit to My Approver**     **Submit Report**

Date	Type	Merchant	Amount
JUL 3 2015	 Amazon	MISCELLANEOUS ADD REASON	 \$11.00 
MAY 3 2015	 Hyatt Hotels	TRAVEL ADD REASON	\$402.54 
MAY 3 2015	 UNITED	TELECOM ADD REASON	\$8.99 

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 for quick resolution.

Expense Policy Check

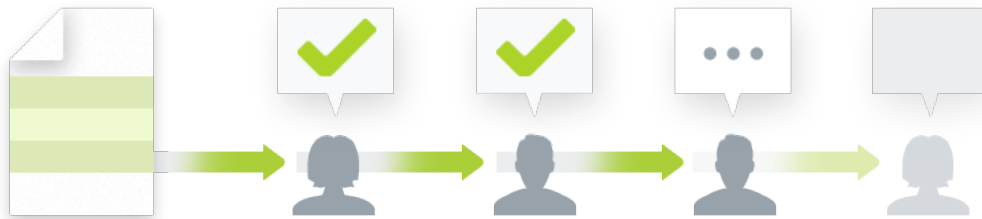
Set your policies and Tallie will flag the exceptions. For clarity, each exception includes a description of the policy, configured as strict requirements or warnings.

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



Submission Reminders

At the end of each month, Tallie notifies employees of unsubmitted expenses.

Approval Alerts

Tallie notifies the employee once their expense report is approved.

Approver Notifications

Tallie notifies approvers when reports are submitted and reminds employees of outstanding reports.

Status Tagging

Employees can easily track the status their reports and remind approvers at the touch of a button.

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.

Tallie SIGN IN

Hi Hunter Stephens,
Please review the following expense report(s) submitted to New Hunter:

REPORT ID#25 REPORT TOTAL
Trip to Arizona by Hunter Stephens **\$86.45 USD**

REASONS *Expenses incurred while visiting clients in Arizona*

5 Expenses

5/15/2015	THE LINE GROUP INC. xxx-xxx6810 IL MEALS <i>Meal costs for sales pitch.</i>	\$29.40 USD <small>BILLABLE</small>
3/25/2015	Parkmobile's TRAVEL <i>Parking expenses incurred while visiting clients in Arizona.</i>	\$20.00 USD
3/17/2015	Apple Inc MISCELLANEOUS <i>Replacement computer cable.</i>	\$3.99 USD
12/22/2013	Habit Burger MEALS <i>Arizona Trip meal.</i>	\$24.21 USD <small>BILLABLE</small>
12/7/2013	Staples Direct OFFICE (SUPPLIES) <i>Pen and notepad for Client Visit in Arizona.</i>	\$8.85 USD

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.



Direct Data Sync with Your ERP

Tallie connects to QuickBooks Desktop, QuickBooks Online, Intacct, Xero and/or Bill.com accounts, importing the information you need for a quick setup and easy ongoing maintenance.



Streamline the User Experience

Tallie allows you to tailor what each person and/or team sees, speeding the time to enter data and reducing the number of misclassifications.



Custom Expense Categories for your General Ledger

Create the expense categories you need and map them to your accounts for accurate tracking.



Multi-Layered Flexible Approval Chains

Tallie supports multi-level approval chains. Add manager and project approvers and/or spend thresholds for each.



Corporate Expense Policy Rules Engine

Use Tallie's policy engine to enforce corporate spend guidelines. Tallie allows you to create rules by expense category and/or by spend limit.

Award-winning integrations

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.



Leverage Tallie for corporate credit card management

Streamline and simplify your credit card accounting process with Tallie.

The screenshot displays the Tallie web application interface. At the top, there is a navigation bar with the Tallie logo and menu items: Purchases, Expense Reports, Credit Cards, Approval, Analytics, and Export. The user's name, Hunter Stephens, and company name, Williams Co., are shown in the top right corner. Below the navigation bar, the main dashboard shows '177 New Expenses' and a 'TOTAL AMOUNT' of '\$139,807.61 USD'. There is an 'Add:' section with icons for adding new expenses and a 'Start Report' button. The main content area features three expense cards. The first card is for 'Marsh's Sunfresh ...' with a date of '10/10/2014', a receipt image, and a billable amount of '\$2.78 USD'. The second card is for 'Corner Store' with a date of '10/10/2014', a receipt image, and a billable amount of '\$100.00 USD'. The third card is for 'Steak-N-Shake#02...' with a date of '9/25/2014', a receipt image, and a billable amount of '\$10.98 USD'. Each card includes details such as 'MEALS', 'EVENTS', 'CLASS', and 'ATTENDEES'. There are also 'UNSUBMITTED' and 'DELETE' buttons for each card.

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.

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.

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.

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.

One-on-One Implementations

A Tallie Product Expert will help configure your account unique to the needs of your business and configure your ERP sync. Pricing starts at \$300.

All-Inclusive User Training

Tallie offers weekly and bi-weekly end user, approver and administrator training webinars to all customers and free trial account holders.

Upgrade to the Key Program

Customers and accounting partners can benefit from additional strategic services and dedicated support by signing up for the Tallie Key Program.

Request a Demo

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

A one-on-one product demo is your opportunity to determine whether Tallie is the right expense report management tool for your company.

sales@tallie.com

800.592.5144

