



Appstore apps for savings and productivity

Best practices

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Agenda

Definitions

Standard Apps

Premium Apps

Definitions

Base Models

Our initial rules for general compliance. 19 rules that cover your general policy (receipt verification, out-of-policy unauthorized expenses, duplicates, etc.)

Standard AppStore Apps

Free to everyone. 17 rules that cover more nuanced pieces of your policy like monitoring employees or finding specific keywords

Premium AppStore Apps

5 low-cost rules for advanced policy regulation. (auto-rejections, catching not-so-compliant employees, etc.)

Custom Apps

Fully customized Apps that have been created from scratch or change the way a pre-made model acts


Standard Apps

Free to everyone

Conflicting Expenses Check

Standard Apps

- Conflicting expenses which should never be on the same day
- Claim a daily per diem OR itemize and claim an individual meal
- Claim mileage OR expense gasoline
- Never both! These examples above are double-dipping

 High-risk

Conflicting expenses - Policy does not allow both meals and per diem

June Expense Report #2554

DATE	DESCRIPTION	AMOUNT
06/19/21	Per Diem	\$200.00
06/19/21	Lunch	\$40.00
06/19/21	Dinner	\$80.00

Expense Type(s)*

Fuel ×

Conflicting Expense Type(s)*

Mileage ×

Threshold Amount

Threshold Currency

×

✓

Risk Score*

High

×

✓

Blocklisted Merchant Detection

Standard Apps

- Restrict employee spending by blocklisting certain vendors and merchants
- Competitors, software you will never or no longer support, digital wallets

Expense Type(s)*

Office Equipment ×

Supplies ×

Merchant(s)*

Apple ×

Threshold Amount

Threshold Currency

Risk Score*

High



Apple Chestnut Street
2125 Chestnut Street
San Francisco, CA 94123



Merchant is not allowed.

August 03, 2022 02:41 PM

Magic Trackpad - Black Multi-Touch Surface

\$ 149.00

Part Number: MMMP3AM/A

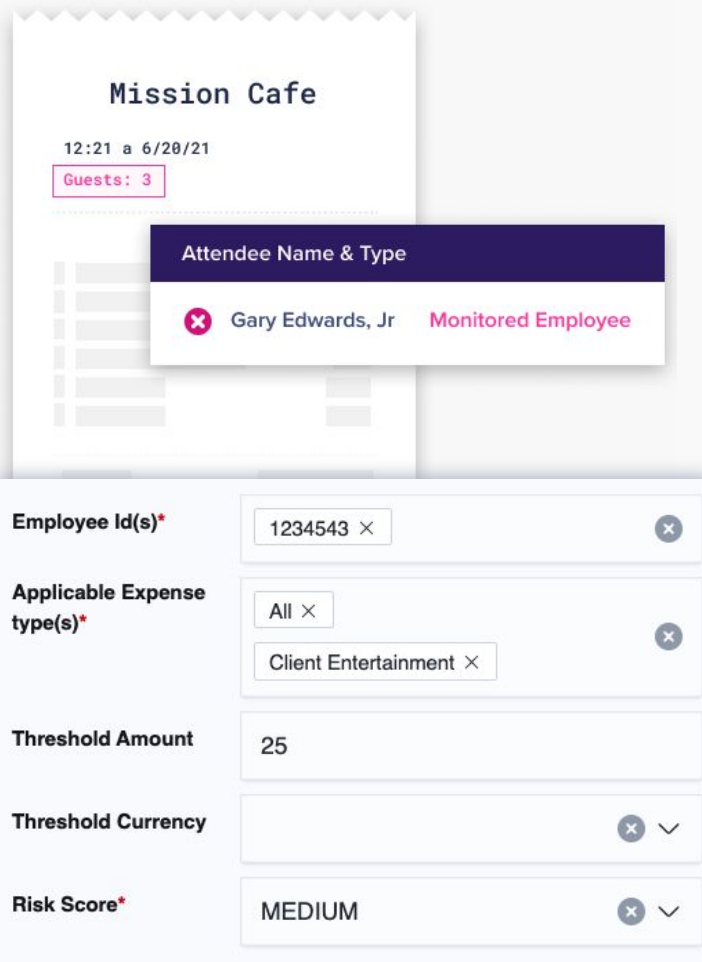
Return Date: Aug. 17, 2022

For Support, Visit: www.apple.com/support

Monitored Employee Audit

Standard Apps

- Certain employees may need to be monitored due to their history of expense violations, risky or fraudulent business behavior, or sensitive roles
- This model allows you to monitor their spend activity proactively



The screenshot displays the AppZen interface. At the top, a receipt for "Mission Cafe" is shown with the date and time "12:21 a 6/28/21" and a highlighted "Guests: 3" field. Below the receipt, a modal titled "Attendee Name & Type" is open, showing a red 'x' icon next to the name "Gary Edwards, Jr" and the label "Monitored Employee". At the bottom, a configuration modal is visible with the following fields:

Field	Value
Employee Id(s)*	1234543
Applicable Expense type(s)*	All, Client Entertainment
Threshold Amount	25
Threshold Currency	[Dropdown]
Risk Score*	MEDIUM

Keyword Audit

Standard Apps

- By far the most popular and useful, with endless use cases
- Customize keywords you would like AppZen to flag
- Custom model for free
- Great for catching new trends and very unique out-of-policy items

Configure and Enable

Organization

All Organizations

Policy

All Policies

Status

☒ Active

Save

Keyword(s)*

private healthcare ×
osteopath ×
amex late fees ×
chiropractor ×
tuition ×
covid ×

Expense Type(s)*

all ×

Expense Type Exception(s)

personal expense ×

Threshold Amount

Threshold Currency

× ▼

Risk Score*

High × ▼

Standard Applications

Free to everyone

Conflicting Expenses Check

Detect conflicting expenses on the same expense report

Blocklisted Merchant Check

Flag expense report lines with blocklisted merchants

Monitored Employees Audit

Proactively monitor named employees

Keyword Audit

By far the most popular, with the most use cases. Configure and monitor specific, expense-related keywords

Premium Apps

Fapiao Authenticity Check

Premium Apps

- Organizations with operations in China are required to submit fapiao with their business-related expenses
- China's fapiao invoice system is an essential component of China's tax law, and compliance for businesses and tax deduction
- Authenticate with Chinese Government Tax Bureau records

2102: 增值税专用发票 Fapiao Number No 01987 开票日期: 2020年07月21日

购买方: 名称: Client China Legal Entity Name 纳税人识别号: Tax Code 地址、电话: Client address, Telephone No. 开户行及账号: Bank Name, Bank Account

货物或应税劳务、服务名称: *住宿服务*住宿费-长住 Service Type (i.e. Rental, Education, etc.) 规格型号: 2103 单位: 月 数量: 0.278689 单价: 26301.886792 金额: 7887.42 税率: 6% Tax Rate 税额: 473.25 Tax Amount

合计 价税合计(大写) 捌仟叁佰陆拾陆圆陆角柒分 Total Rental (小写) 8360.67

销售方: 名称: Landlord Legal Entity 纳税人识别号: Landlord Tax Code 地址、电话: Landlord Add, Tel 开户行及账号: Landlord bank information

收款人: 复核: 开票人: 销售: 发票专用章

Suspicious Spend Detection

Premium Apps

- When employees consistently submit requests just below the required threshold, allowing them to escape compliance or receipt verification
- Detects and monitors employees who exhibit this type of suspicious spend behavior



High risk

Out-of-pocket expense lines are missing receipts and consistently just below the threshold amount.

June – Expense Report #2554

DATE	DESCR.	PAYMENT	AMOUNT	RECEIPT
06/08/22	Lunch	Cash	\$19.50	–
06/09/22	Lunch	Cash	\$19.98	–
06/19/22	Lunch	Cash	\$18.99	–

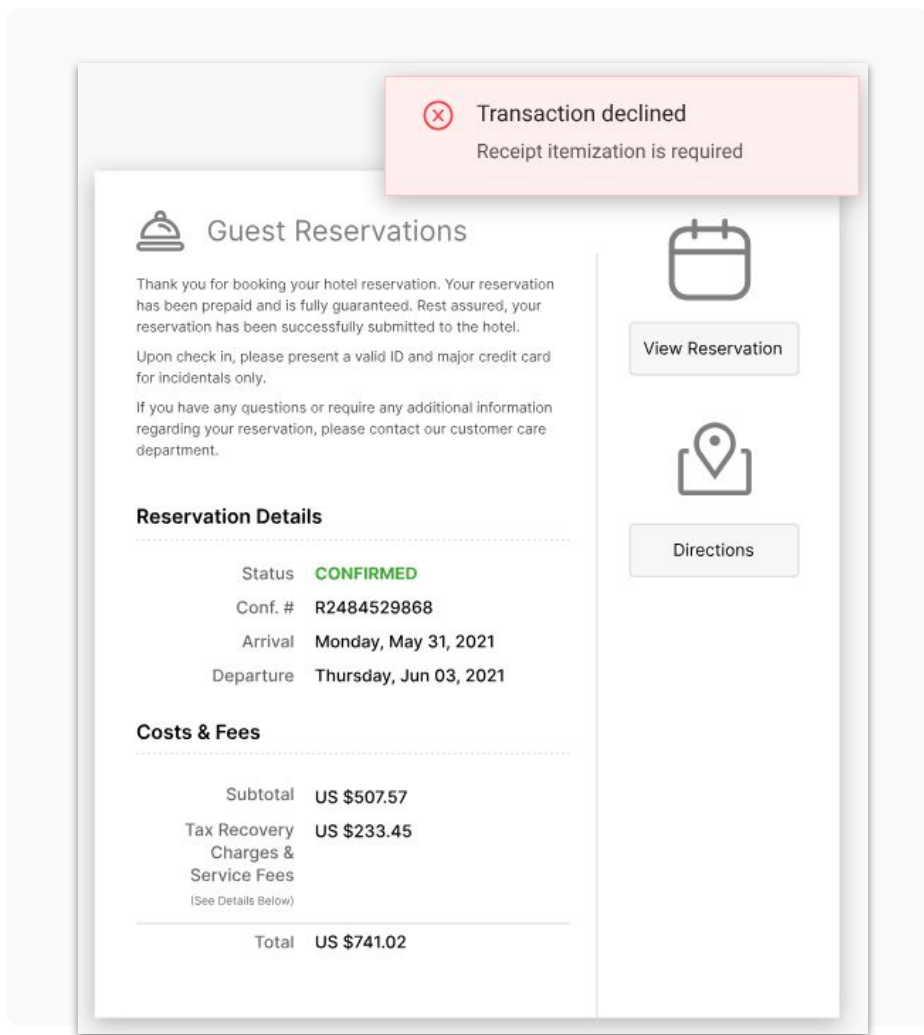
July – Expense Report #2783

DATE	DESCR.	PAYMENT	AMOUNT	RECEIPT
07/18/22	Lunch	Cash	\$19.00	–
07/26/22	Lunch	Cash	\$19.25	–
07/28/22	Lunch	Cash	\$19.77	–

Hotel Itemization Auto-reject

Premium Apps

- Auto-reject hotel expenses that do not include itemized receipts
- Works in conjunction with the Receipt Itemization Verification Check App
- Reduces manual effort by automatically rejecting an expense report when the App flags it due to it not including an itemized receipt



Advanced Spend Anomaly

Premium Apps

- Detect aggregate expenses that exceed thresholds within a set amount of time
- Monthly, quarterly, yearly, or lifetime
- The most asked-for compliance check

Time-based expenses check
Work-from-home policy amount is greater than annual threshold.

Unique Policy Name	Annual Threshold
Work From Home	\$250
Remote employee	\$300
HQ Ground Transportation	\$200

Jane Cooper Work From Home Monthly Totals			
MONTH	AMOUNT	ACCRUAL	THRESHOLD
January	\$150.00	\$150.00	● Processed
February	\$75.00	\$225.00	● Processed
March	\$50.00	\$275.00	● Exceeded

The screenshot illustrates a compliance check interface. A red alert box at the top right states 'Time-based expenses check' with a sub-message 'Work-from-home policy amount is greater than annual threshold.' Below this is a table of policy thresholds. The 'Work From Home' policy has an annual threshold of \$250. At the bottom, a table titled 'Jane Cooper | Work From Home Monthly Totals' shows the monthly accruals. The March row shows an accrual of \$275.00, which exceeds the \$250 threshold, indicated by a red dot and the word 'Exceeded'. Red lines connect the alert box to the threshold value in the table above and the 'Exceeded' status in the table below.

Premium Apps

Included in our bundles

Fapiao Authenticity Check

Verify whether receipts are registered with the Chinese Tax Bureau

Suspicious Spend Detection

Identify employees abusing policy by tracking their suspicious spend behavior

Hotel Itemization Auto-reject

Auto-reject hotel expenses that do not include itemized receipts

Advanced Spend Anomaly Detection

Detect aggregate expenses that exceed thresholds within a set amount of time

Thank you

Kevin North

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