

ACUBIZ EXPENSE
MANAGEMENT AN
**EASY-TO-USE EXPENSE
MANAGEMENT SOLUTION**

Stay focused on your core competences!

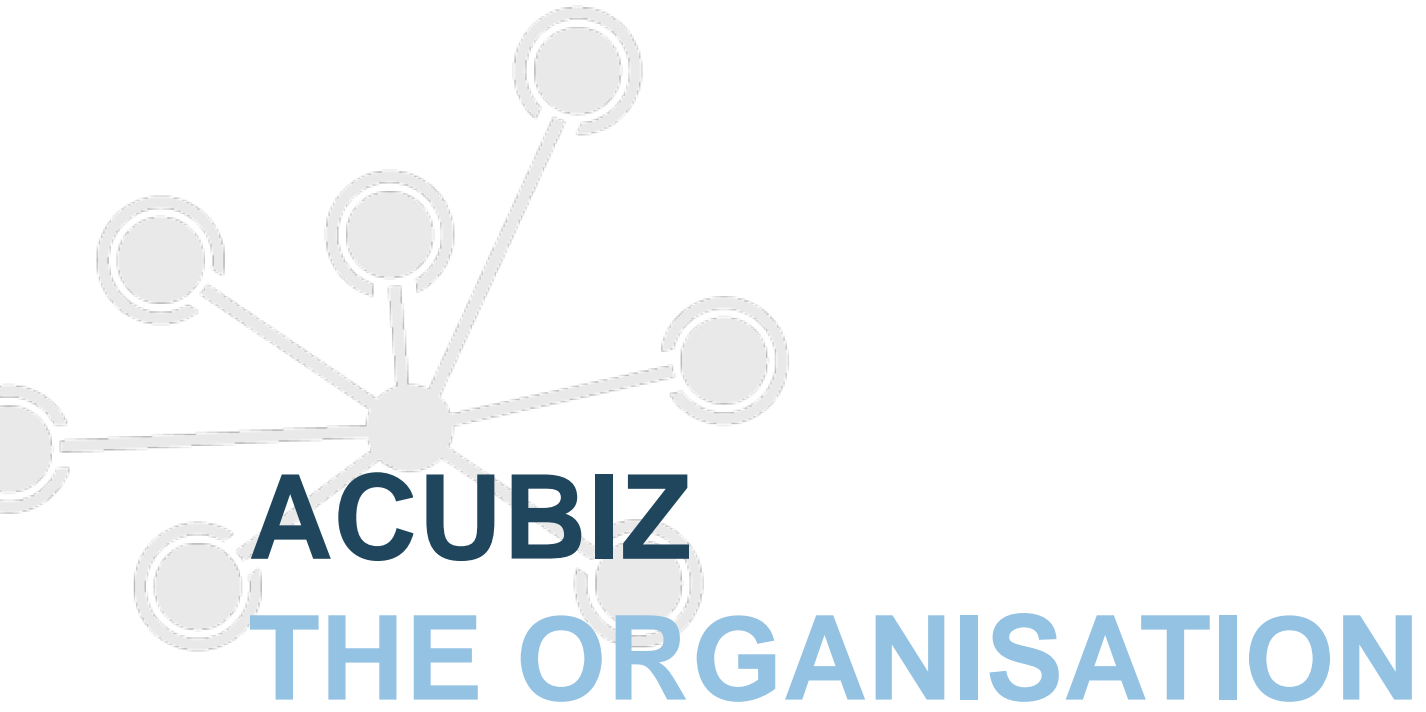
RELEASE PRESENTATION

ACUBIZ EMS R6.7

Lars de Nully, CEO

Monday 30 October 2017 // Søhuset Konferencenter / Hørsholm / Denmark

Tuesday 31 October 2017 // Skanderborg Park / Skanderborg / Denmark



// Organisation and growth

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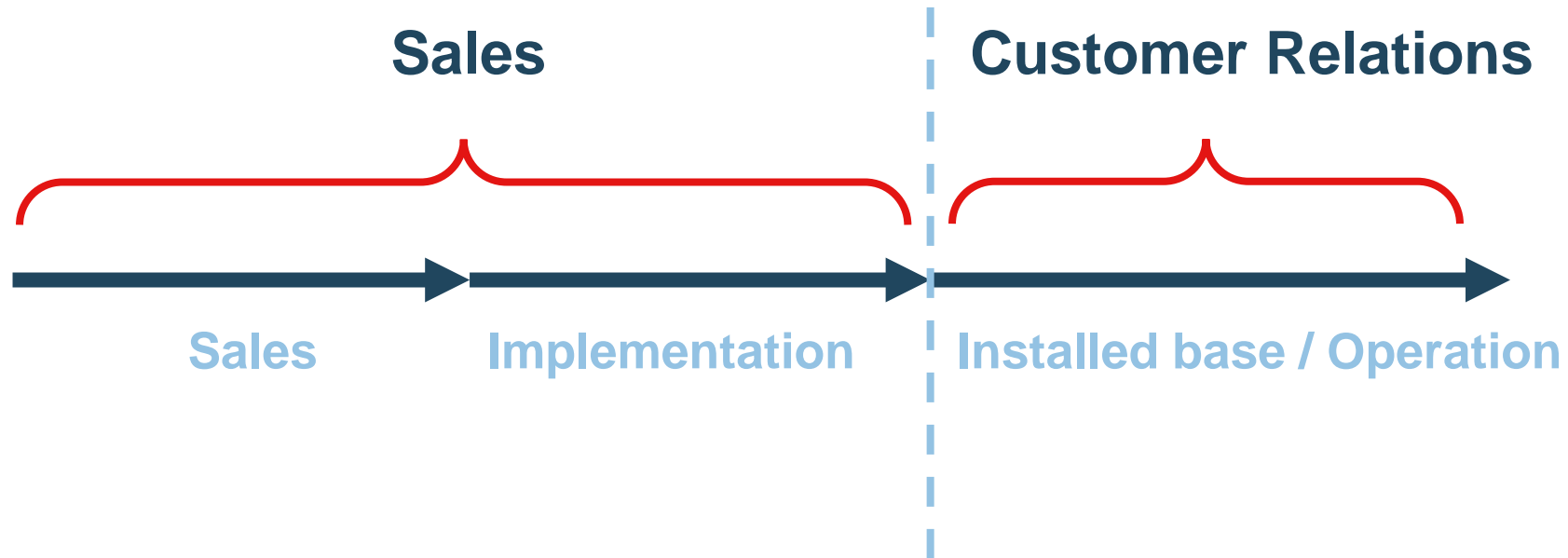
January 2015 // 14 employees



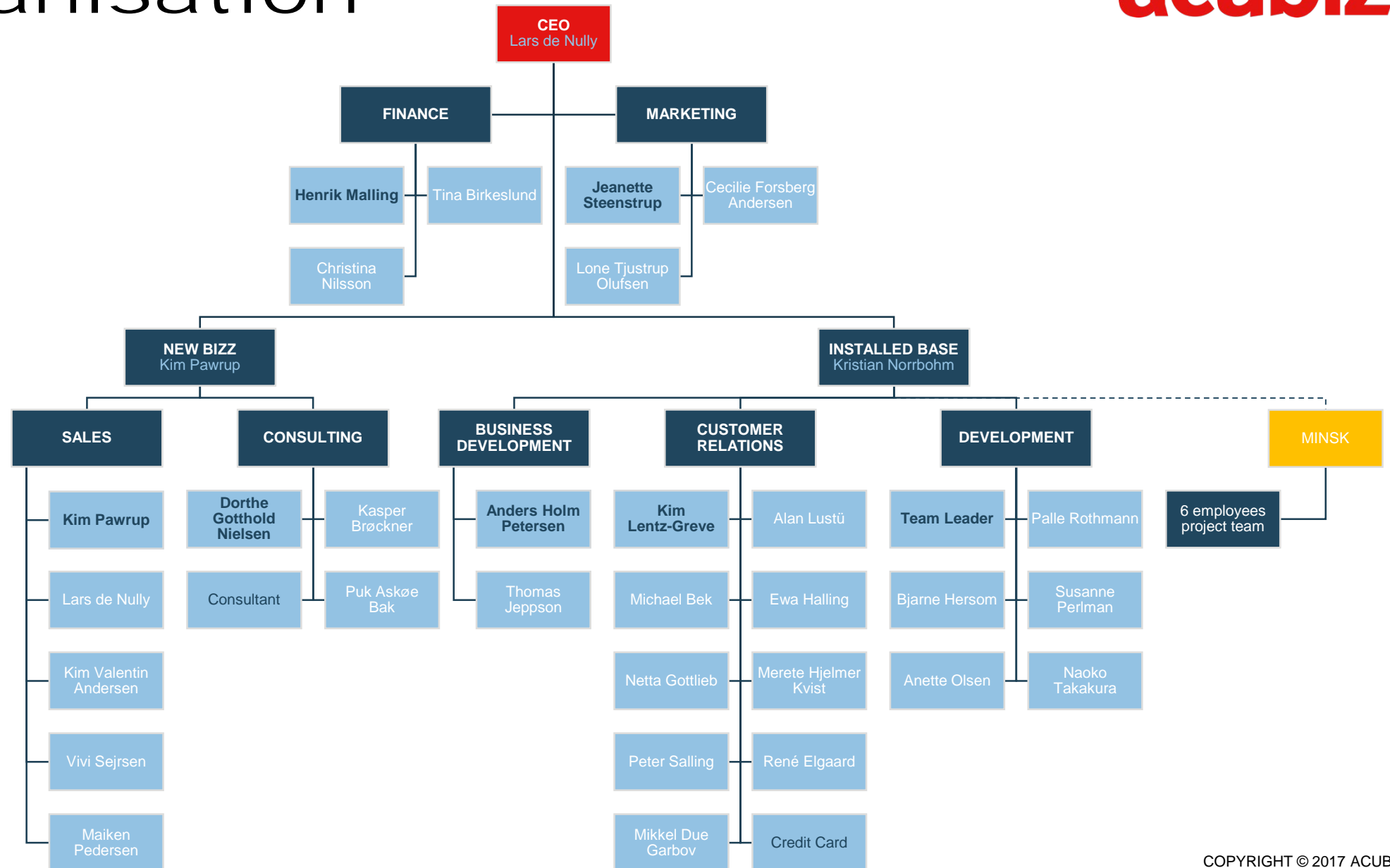
December 2017 // 34 employees



// Organisational structure



// Organisation





GENERAL DATA PROTECTION REGULATION AND ISAE3402

// Genel Data Protection Regulation and ISAE 3402

// ISAE3402

Acubiz processes and procedures

ISAE 3402 type I and 3402 type II are an international auditing and assurance standard, which includes an extended control set in Acubiz. ISAE3402 covers most of Acubiz' IT procedures and controls, which have a direct influence on the financial reporting including development, production, contingency plans, assets and documentation.

// Genel Data Protection Regulation

Contractual relations and areas between customer and Acubiz



// Genel Data Protection Regulation

- The legislation applies from **25 May 2018**
- **An obligation to conform to and document compliance** with the Genel Data Protection Regulation
- As data responsible in correlation with employees, vendors and customers
- As **Data Processor** in correlation with our customers (ISAE3402, contracts and Data Processing Agreement)

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// General Data Protection Regulation What's in it for Acubiz and Acubiz' customers

- Customer data protection / security
- Operation protection / security
- Securing the change management procedure
- Transparency of Acubiz procedure
- Legal collaboration
(Acubiz Data Processing Agreement)

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// Data Processing Agreement for signature

Before the end of November 2017 all Acubiz customers will receive an **Acubiz Data Processing Agreement** for signature.

NB! Please return signed contract
no later than **31 December 2017**

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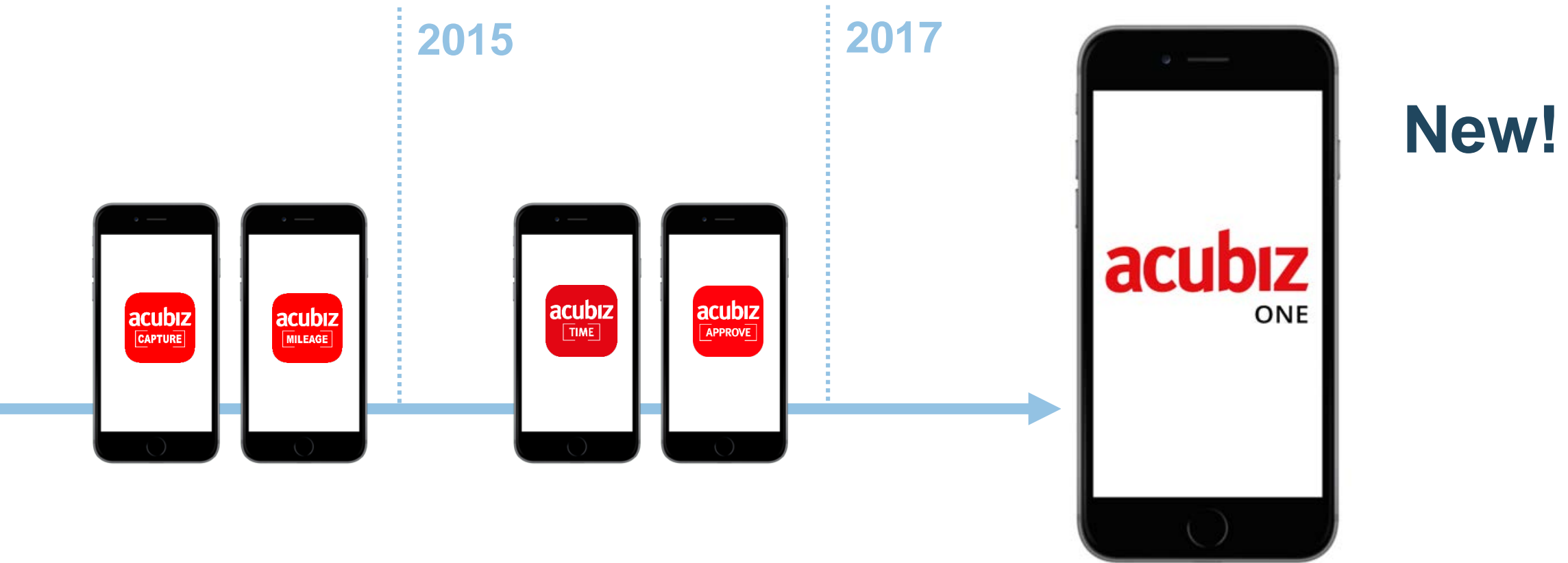


A person is shown from the chest down, wearing a light-colored button-down shirt. They are sitting at a desk and holding a smartphone with both hands, looking at the screen. The background is a bright, out-of-focus office environment. The overall image has a soft, high-key aesthetic.

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NEW! ACUBIZ ONE

// Acubiz apps in transformation **acubiz**

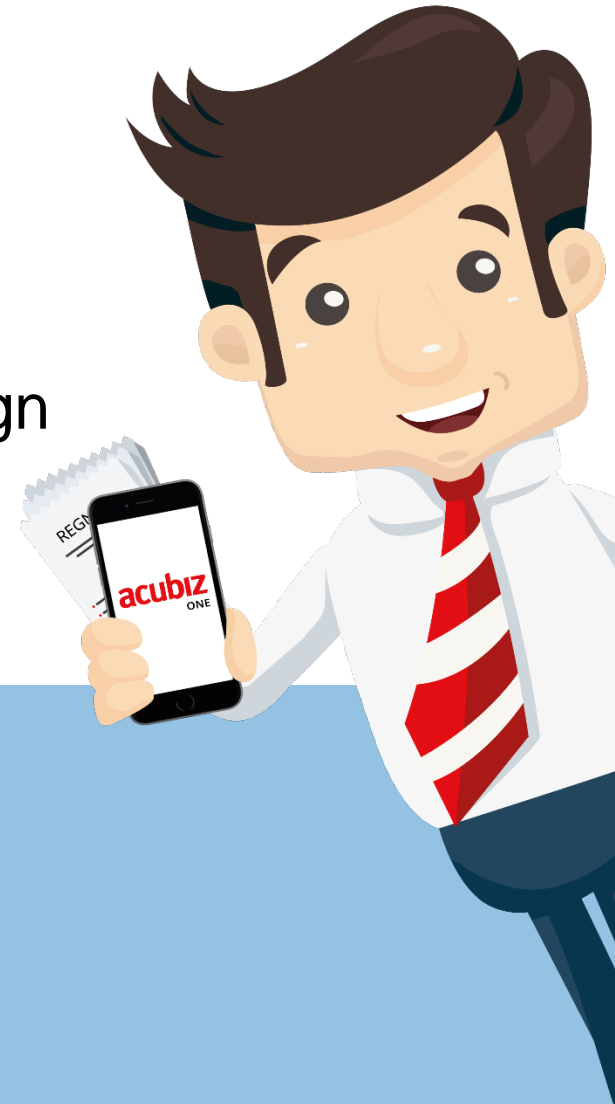


// Acubiz One **NEW!**

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Focus on

- Making the **process easier to all users**
- A user-friendly interface and a streamlined design
- To unify all **features in one app**



// Acubiz One



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Expenses

Cash and credit card

Mileage

Automatically or manually

Time registration

Hours and absence

Allowance

Travelling allowance

Approval

Single transactions and expense reports

What's in it for you?

- A list with unprocessed transactions
- User-friendly dashboard with graphic overview showing unsettled and details for expenses, mileage and time registration
- Option for individual settings according to needs and preferences
 - eg shortcuts

What's in it for you? Continued...

- Overview ('All history') showing all transactions including process icons (approved or awaiting approval)
- Filtration of transaction type
- Access to all features via the top menu

// Acubiz One

acubiz



// Acubiz One

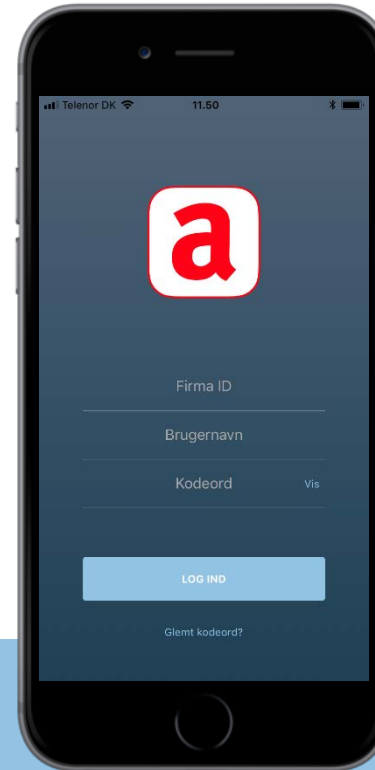
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**Login to the new
Acubiz One app by using:**

Company ID

Username

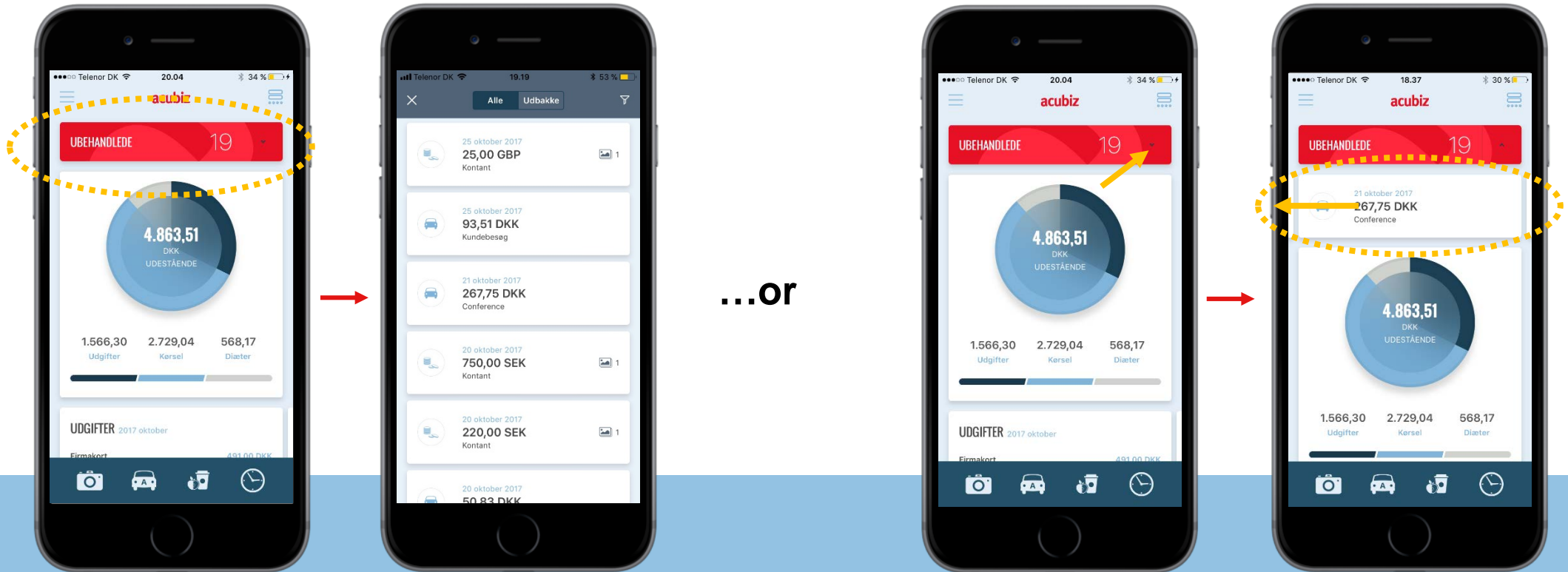
Password



// Acubiz One - unprocessed

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Unprocessed transactions (as you know them from the EMS web back-end)



The number of unprocessed is displayed – choose 'My actions'...

...and see a list with all your unprocessed transactions

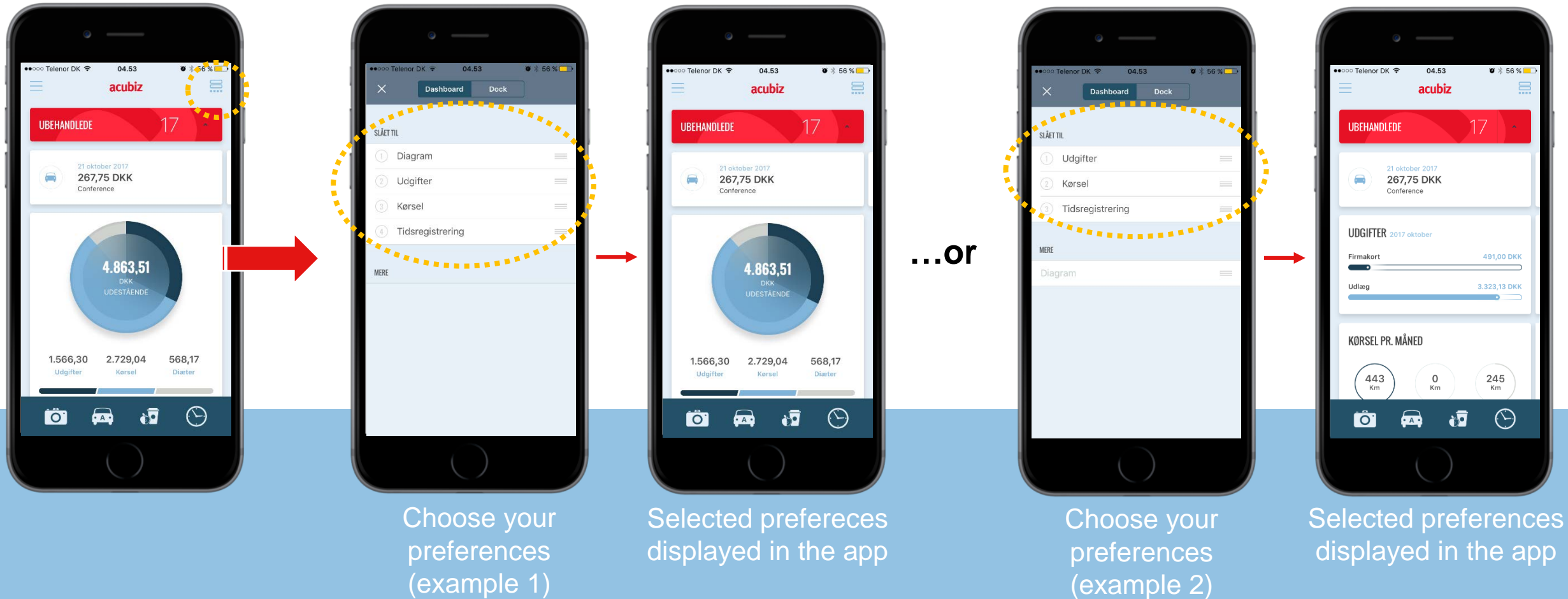
Choose the arrow to see...

...all unprocessed transactions by swiping to the left

// Acubiz One - dashboard

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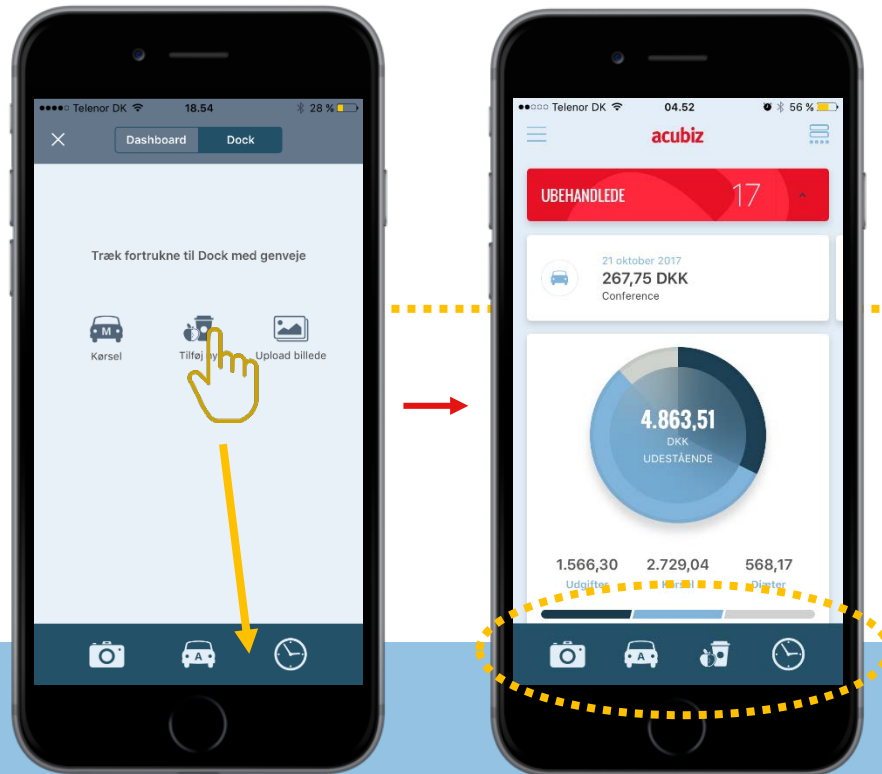
User-friendly dashboard - choose **features** according to individual needs and preferences



// Acubiz One - dock

acubiz

Customise the dock to your **preferred shortcuts**



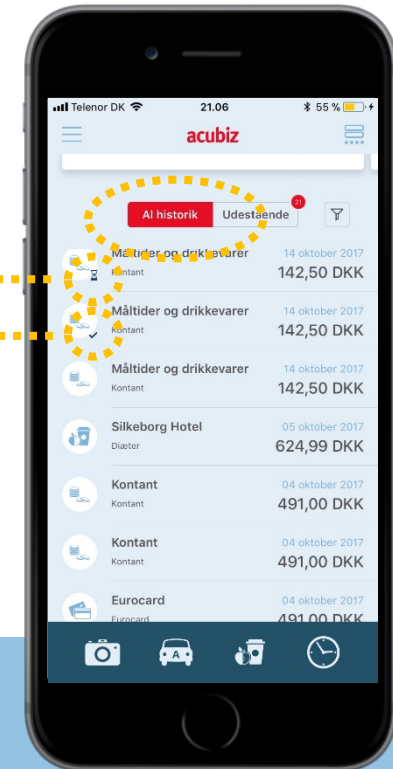
// Acubiz One - history

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‘All history’ shows all your transactions

Icons indicate the status:

- ‘Waiting for approval’ (hourglass)
- ‘Approved’ (check mark)

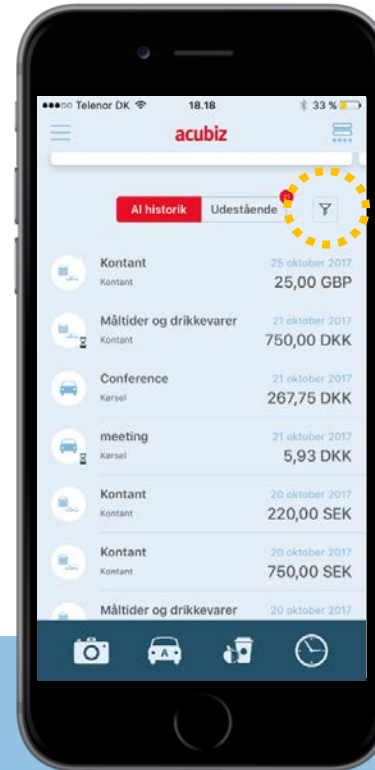


All historik

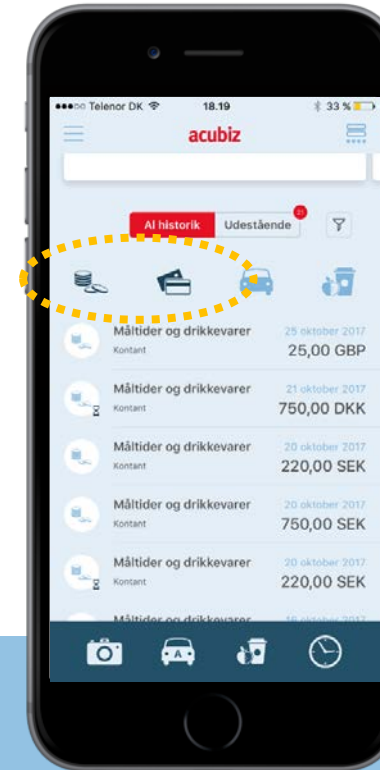
// Acubiz One - filtration

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**Filtration of transaction type
in 'All history'**



Choose funnel



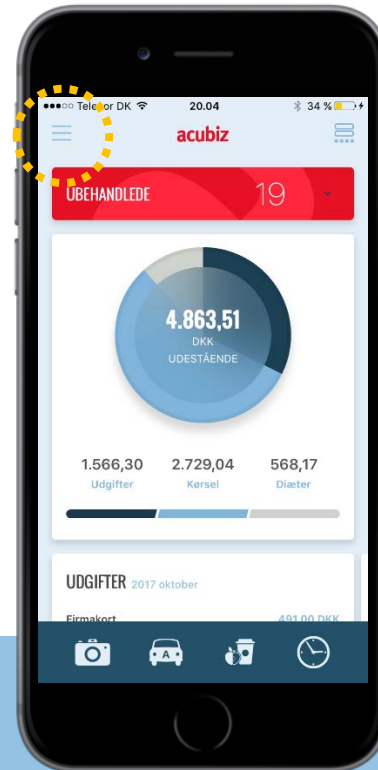
Choose transaction
type(s) to show
selected on the list

// Acubiz One - menu

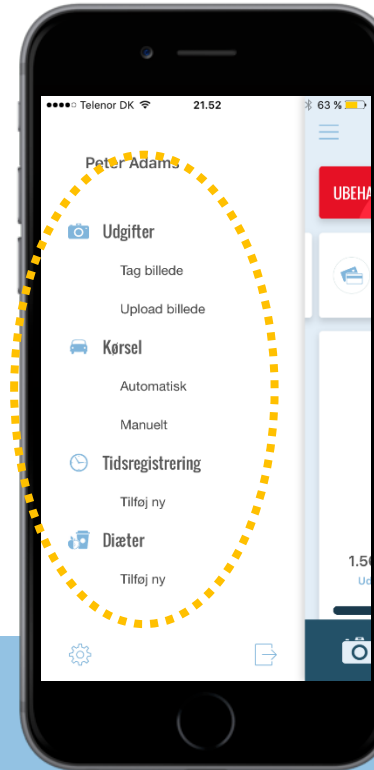
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In the **menu** you can choose features to which you have access (eg expenses, mileage and allowance)

Or **use shortcuts** in the dock to access your features

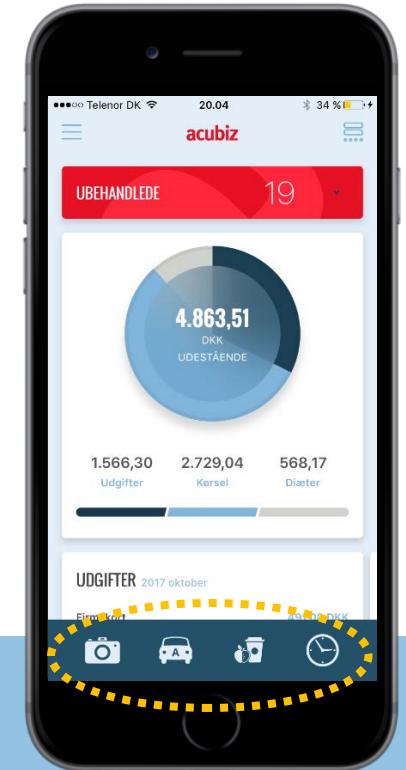


Find menu in the top left



Choose preferred feature to register expenses, mileage, hours and allowance

...or

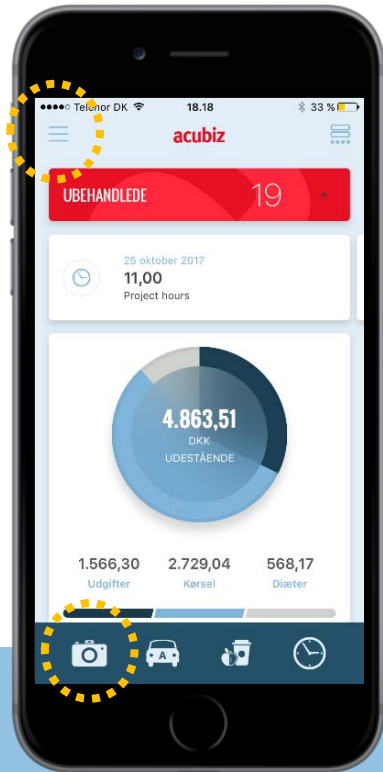


Or use your shortcuts

// Acubiz One - Expenses

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Send the receipt (cash expense or credit card) for approval



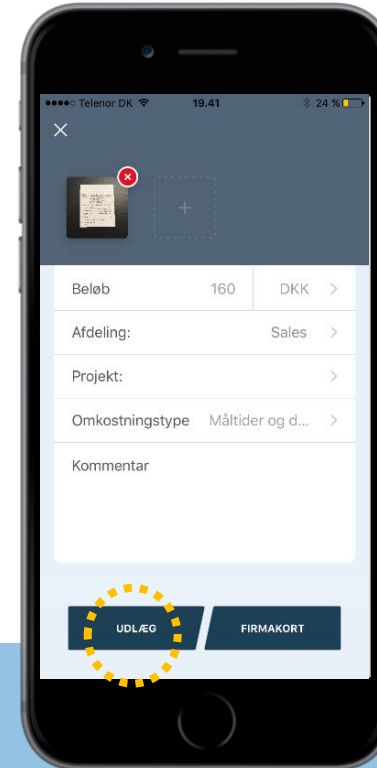
Choose the camera to snap a picture of your receipt (or use 'Take photo' in the menu)



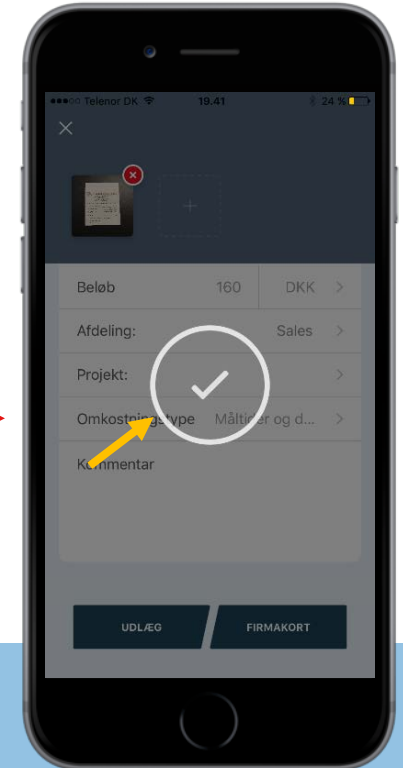
Snap a picture of your receipt



Save the picture, presuppose it meets demands within documentation



Choose 'Cash' (or 'Card') to send for approval

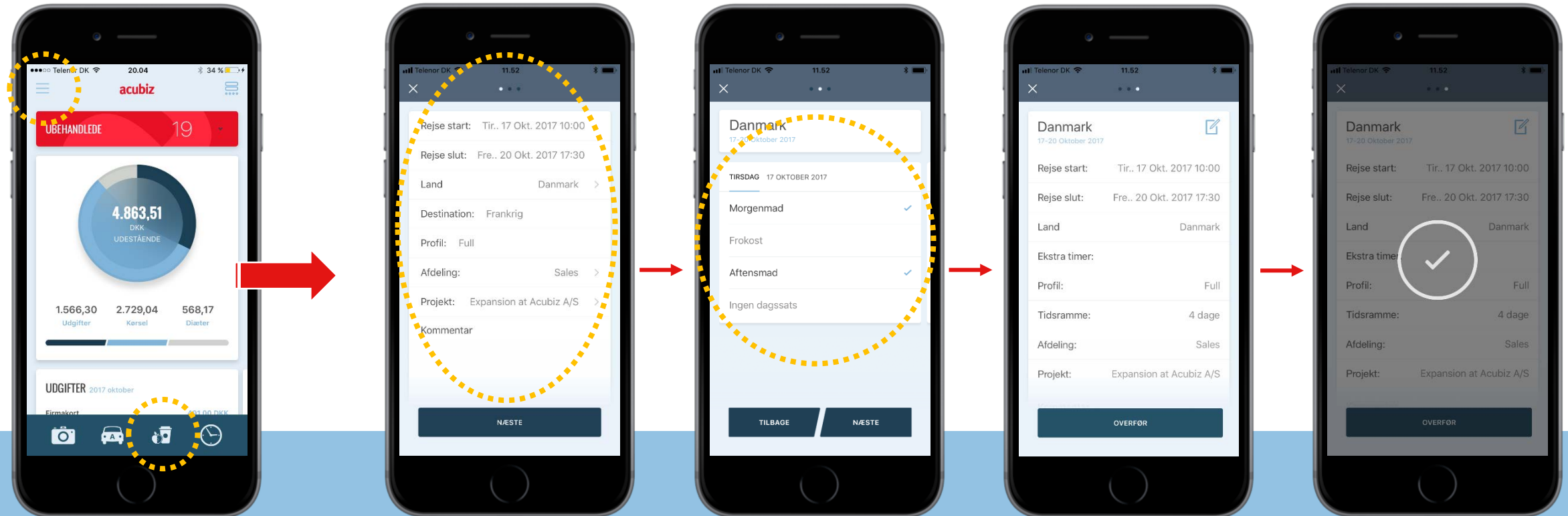


Check mark confirms, that your expense has been send for approval

// Acubiz One - allowance



Register allowance by using the shortcut – or use the menu and add new under ‘Allowance’



Choose the shortcut for allowance (or choose 'Ad new' in the menu)

Enter details about your trip

Choose relevant meal(s)

Then, choose 'Transfer' to send for approval

The check mark confirms, that your registration is send for approval

// Acubiz One

- allowance and countries

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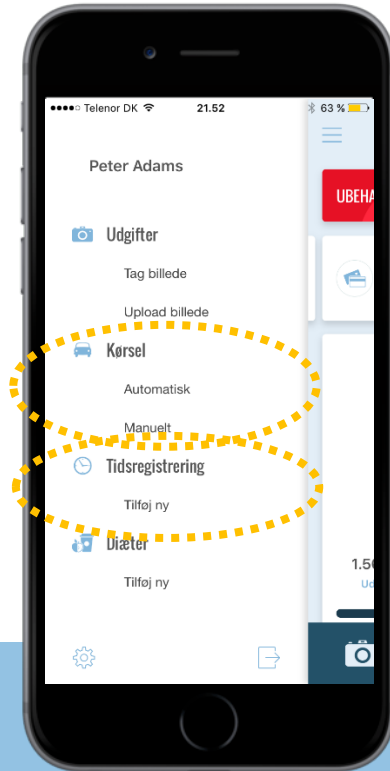
Acubiz One supports allowance regulations in:

- Denmark
- Sweden
- Norway
- Finland
- Germany



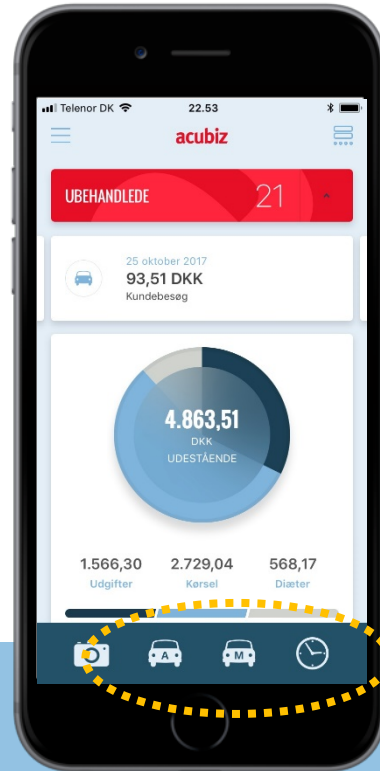
// Acubiz One - mileage + hours

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Choose the menu to register mileage (automatically and manually) or hours and absence

...or



Or use the shortcuts

Registration of

- mileage (automatically or manually)
- hours (hours or absence)



// Acubiz One - unsettled



Unsettled transactions are shown
in **graphics** and below in
'Unsettled', where **filtration of
transaction types** is possible

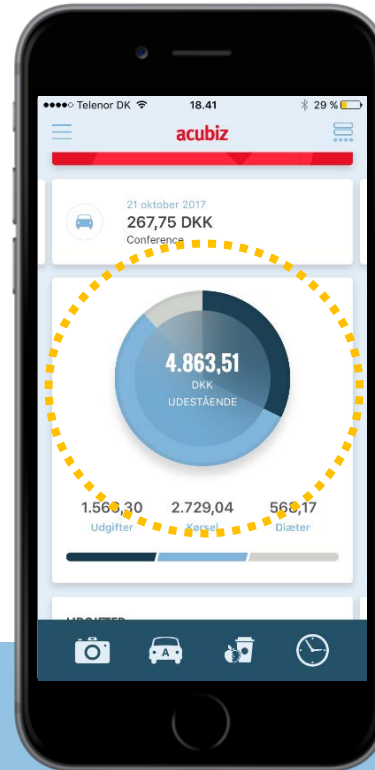
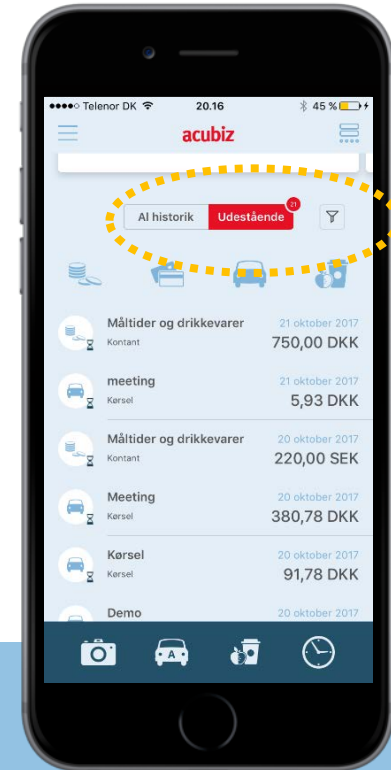


Diagram and
graphics showing
unsettled
transactions



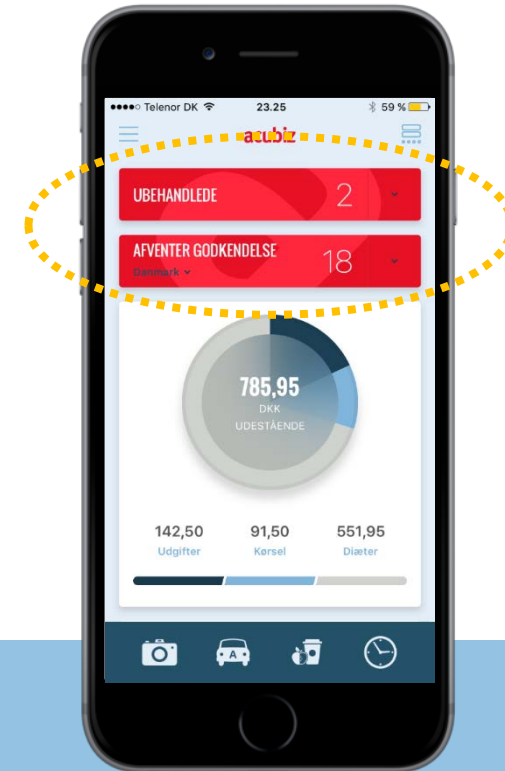
Unsettled transactions
shown in a list, where
filtration of transaction
types is possible

// Acubiz One - Approver

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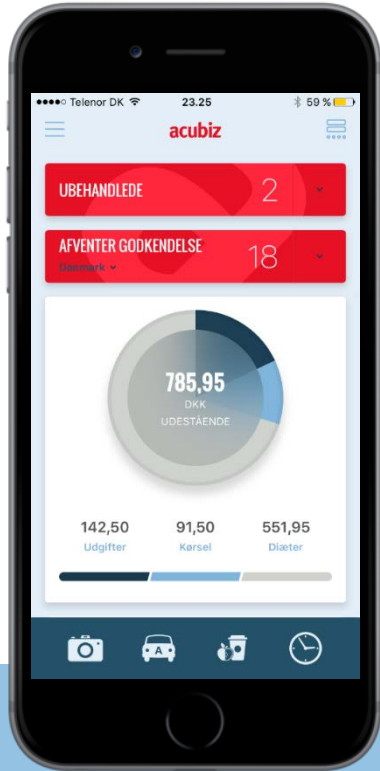
Approve single transactions as expenses, allowance, mileage and expense reports in Acubiz One.

If you have the role as Approver, your dashboard will look like this:

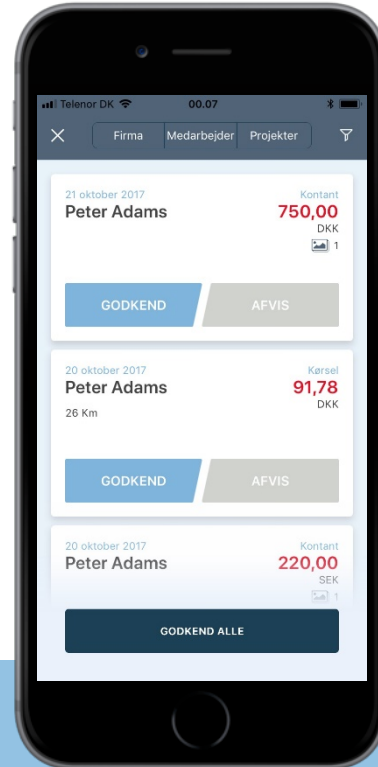


// Acubiz One - Approver

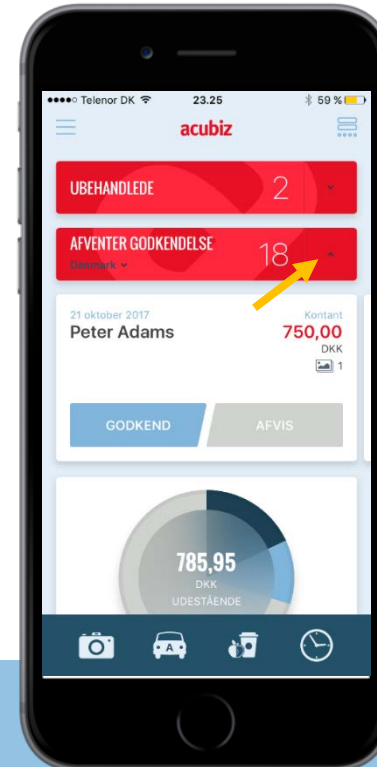
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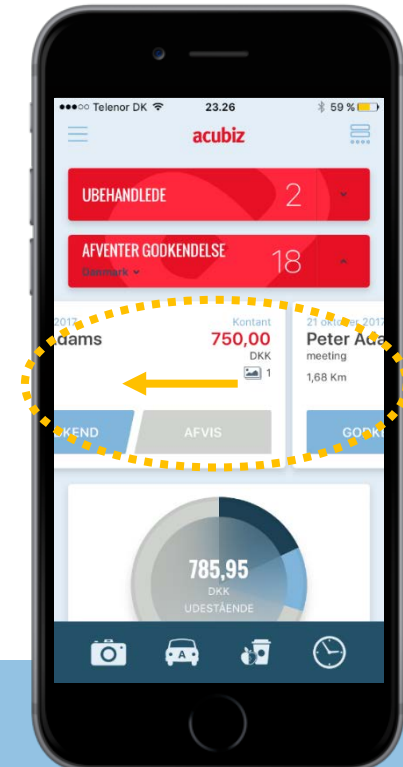
Choose 'Waiting for approval' to see the transactions you have send for approval



List showing transactions for approval. 'Approve' (or 'Decline') one by one or all transactions at the same time



Choose the arrow and approve (or decline) transactions one by one



Swipe to the left to approve or decline transactions

// Acubiz One - Help Center

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Read more about Acubiz One
on **Acubiz Online Help Center**



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online help center

Søg

ACUBIZ HELP CENTER

Acubiz One

Hjælp til login?

Acubiz Apps

EMS - Medarbejder/godkender

EMS - Administration

EMS - Finans

Generelt

Teknisk information

Fremhævede artikler

- Logge ind i AcubizEMS
- Logge ind i AcubizEMS (Single Sign On)
- Hvis du har glemt dit kodeord
- Logge ind i Acubiz Approve
- Log ind i Acubiz Apps
- Sådan finder du FirmaID / CompanyID
- Acubiz EMS overblik over webinterface
- Nyt i version R6.60

// Acubiz One and Fast Track



**Fast Track simplifies
the process** for the users!

Transactions are send **directly for
approval** with Acubiz One

NEWS! ACUBIZ EMS R6.7

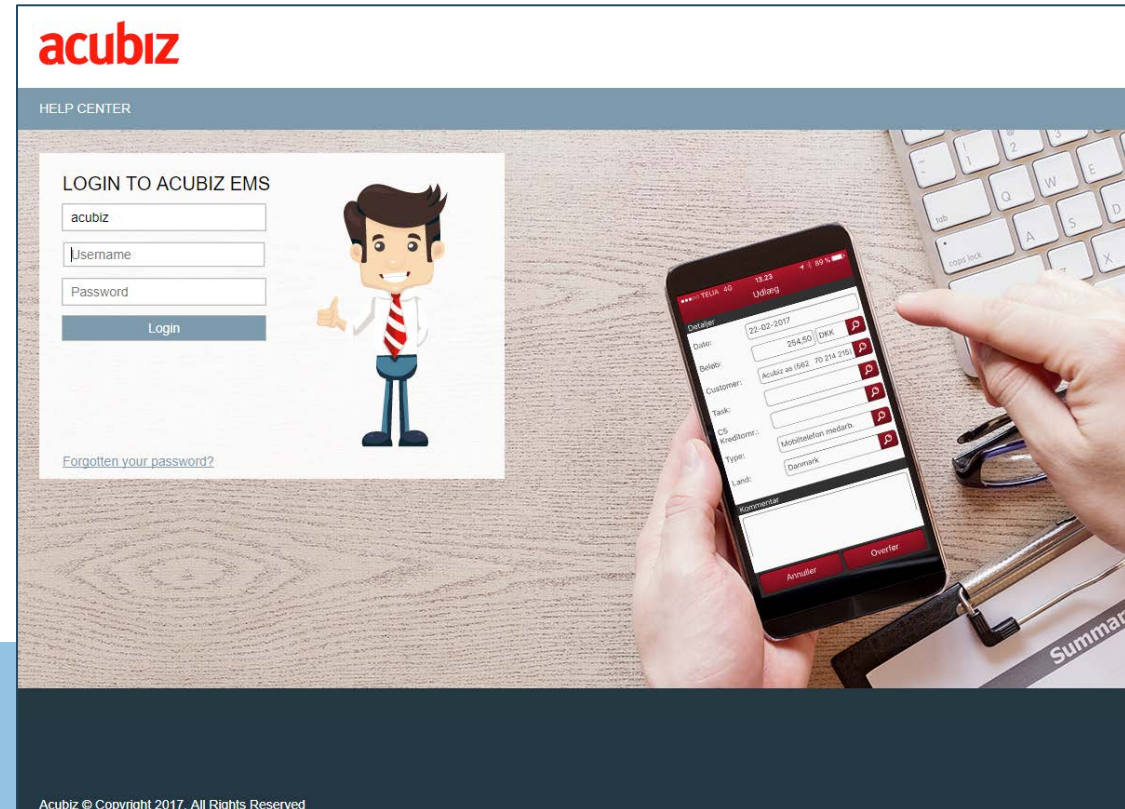
- **Changing the password manually**
The administrator may manually change the password for the user (individually) by request from the user.
- **Optimising the status mail**
Choose if the status mail should inform about unused receipts.

// Acubiz EMS - news



Acubiz EMS log-in page

- New common log-in page - streamlined design
- Roll-out on all Acubiz EMS solutions is completed



Search report

- Search options optimised in general
- More columns – up to 50 columns in search results
- Headlines in columns appear in the file with search results
- More options to choose preferred elements in a report



Country regulations now include:

- Estonia
- Letvia
- Lithuania
- Czech Republic

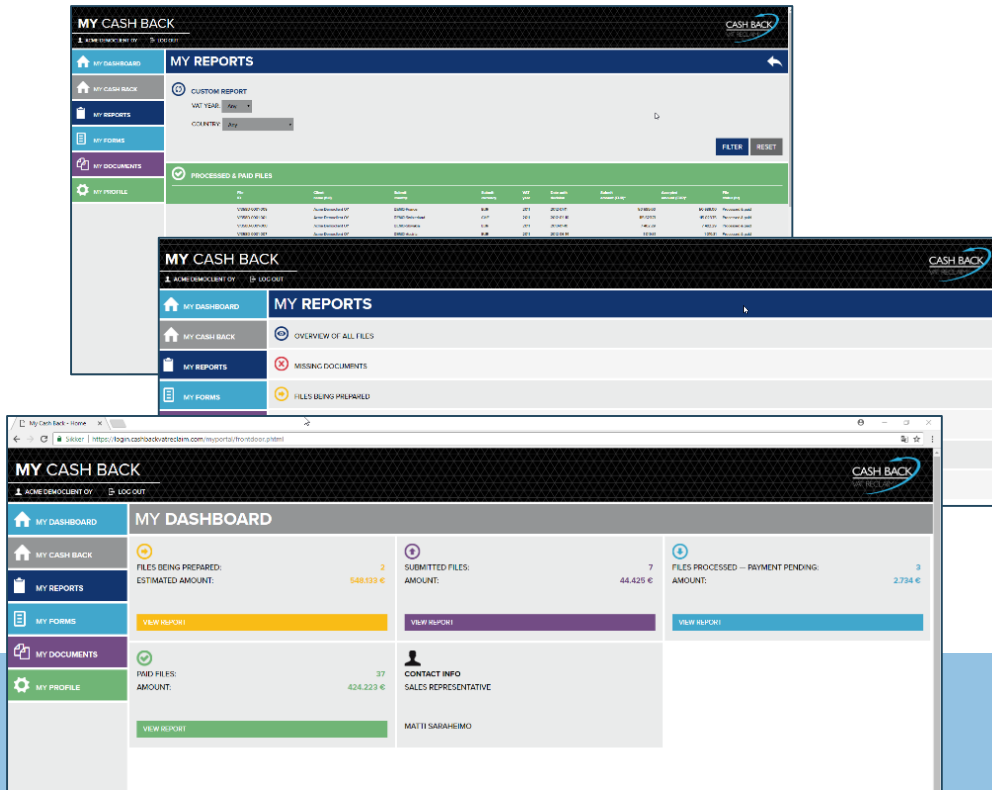


// Cash Back

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80 Acubiz EMS solutions
uses the Cash Back service

First upload 30 September 2017



// Acubiz Business Intelligence

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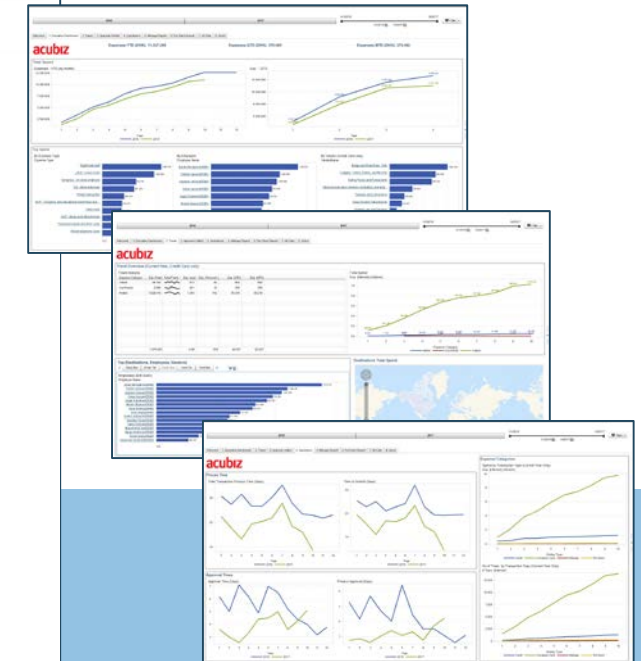
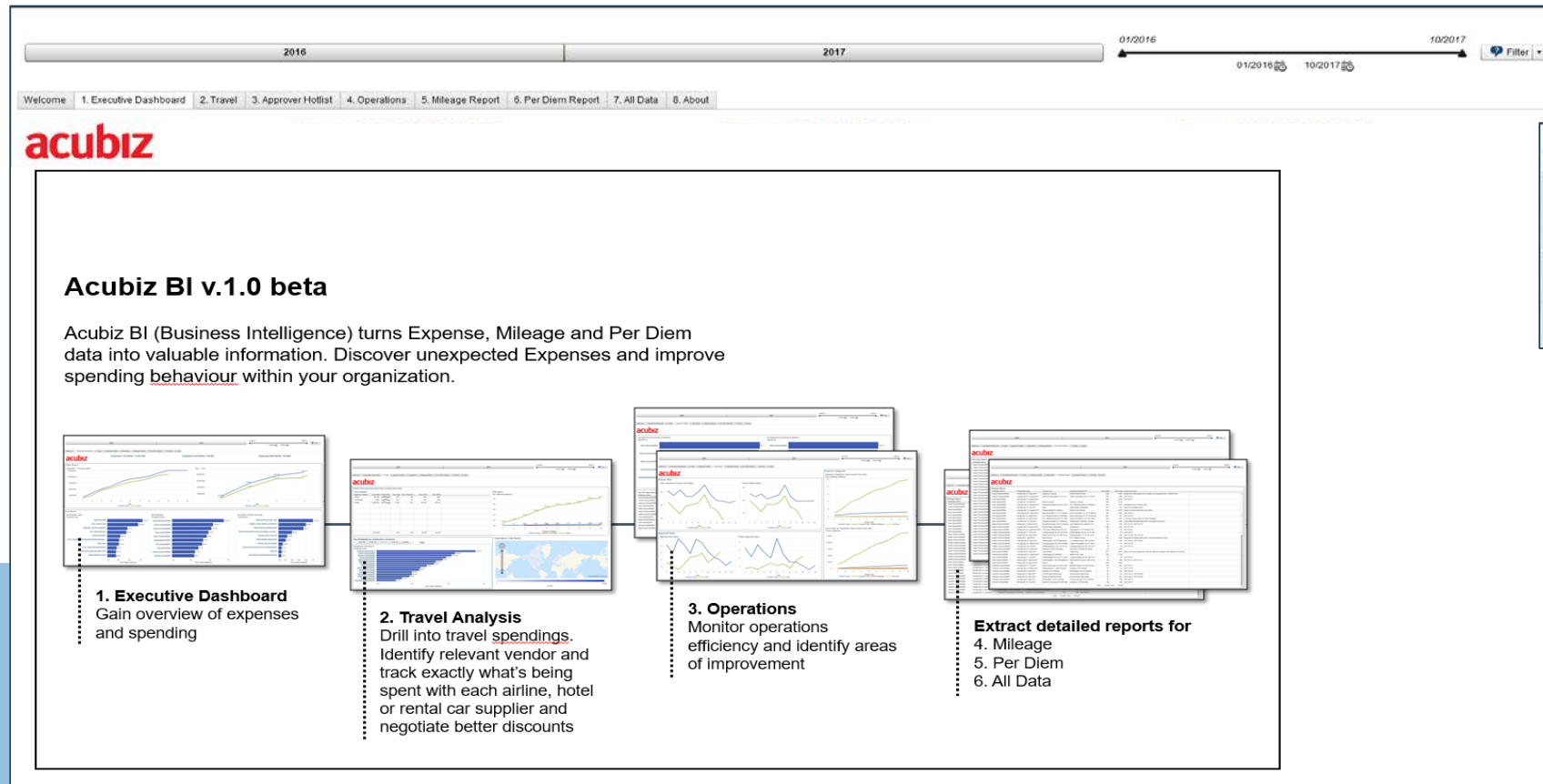


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BUSINESS
INTELLIGENCE

// Acubiz Business Intelligence

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Acubiz BI version 1 → launch 1 January 2018



acubiz
BUSINESS
INTELLIGENCE

// Upgrade and timing



Upgrade is planned to begin on 1 November 2017
– expected completion 31 December 2017.

Details about timing for upgrade will be send out
in pace with upgrade of the the individual customer

NB. The Acubiz One app is available concurrently
with your Acubiz solution has been upgraded

// Acubiz One - videos

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Updated videos

Acubiz.dk / Acubiz.com + YouTube + Acubiz Online Help Center

Available in week 44





Acubiz Expense Management

