AUDIT ANALYTICS SOFTWARE FOR TRAVEL AND ENTERTAINMENT EXPENSE: T&E GUARDIAN

Travel and Entertainment expense Card programs (T&E) are one of the largest areas of spend for most organizations. Utilizing expense systems is only half the solution. Travel and expense reports need to be audited to verify that proper policy is enforced and approvals are not rubber stamped.

T&E Guardian tests for proper class of ticket, car rental and provider of service. Flagging blacklisted vendors, flights not flown, and improper purchases. With detail level data T&E Guardian will verify that tickets were properly purchased in advance, expenses coincide with travel dates and locations, and expenses do not include personal or spousal expenses.

Complete Transparency of Card Transactions
CFG combines and relates data from all sources of the T&E process from card transactions to T&E reporting systems. Spend analytics, audit results and supporting data is delivered to the user in reports and on dashboards with drill down capabilities to supporting data.

Continuous Monitoring of Expense Activity
CFG runs daily reports that give companies spend data and audit results days after a purchase occurs.

The Total Audit
CFG audits 100% of expense activity including detail level data. CFG even conducts random audits with a guarantee that every cardholder is selected at least twice a year to ensure that employees know the program is being reviewed.

From Identification to Resolution
CFG's defined workflow and automated follow up ensures that all audit findings are resolved. Each stage of the audit process is tracked in the CFG Workflow, documenting a complete audit trail; from email correspondence to attached documents.

Training and Education
CFG's continuous monitoring and root cause analysis pinpoints areas for employee training and new policy development. The real-time analysis identifies issues immediately, so process modifications can be made to limit exposure.

We would welcome the opportunity to further discuss our services with you. Please feel free to contact us at 443.378.5808 or info@cashflowguardian.com. For further information, you may visit our web site at www.cashflowguardian.com

RISKS ASSESSED

Paying Vendors by check and T&E Card
Lack of internal controls
Managing 1000s of employees with payment authority
Ability to Enforce T&E Card policies and Procedures
Control program expansion

KEY BENEFITS

Program transparency
Reduce Waste & Fraud
Increase use of preferred Vendors
Increase Card Rebates
Consolidate multiple programs for audit
Consistently apply audit rules to 100% of data
Improve Controls
Improve Decision Making

FEATURES

Defined Workflow
Automated auditing
Action/task reminders
Continuous Monitoring
Dashboard/Scorecard
Dynamic Reporting
Software-as-a-Service