



THE 2016 BEST BUSINESS APPS GUIDE





INTRODUCTION

Digital applications are transforming the way we do business. Indeed, delivering against aggressive deadlines and meeting customer needs on highly collaborative, agile teams is the new normal. By using apps to organize our workdays, communicate with colleagues, and perform better on the go, the 21st Century office is now accessible anywhere, and the 21st Century workforce is innovating faster than ever.

With this proliferation of business applications, however, comes the burden of choice. Comparing features and user experiences for all of the available apps on the market can be a job in and of itself.

That's where The 2016 Best Business Apps Guide comes in. Here, we'll provide you with the top business apps across categories, along with the information you need to choose the right ones for your workflow.



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ORGANIZATION





THE BEST CALENDAR APPS FOR BUSY SCHEDULES

CALENDAR APPS

For any business professional, the ability to accurately and efficiently manage one's calendar is mission-critical. From adding and modifying meetings, to knowing where one's going next, to setting reminders for weekly events, today's workforce has specific calendar needs that, fortunately, are met by some great calendar apps.

1. WAVE

WAVE WAVE is a calendar app with broad functionality. There are a wide variety of view modes, including list views and daily, weekly, and monthly modes. The app can sync with your Google, Facebook, Outlook, and Exchange calendars, and you can add tags and attachments to different events.

One of WAVE's best features is its clean user interface, which makes the app very easy to use. A search function helps you find calendar events quickly, and color-coding allows for better visual organization. You can also integrate local weather forecasts and travel time into your schedule planning, with everything controlled through a drag-and-drop interface.

If you're super busy, WAVE is also working on a personal assistant feature that lets you find a real person to help you get everything you need done. WAVE is available free (without any ads to ruin the experience) on Android and iOS devices. If you use wearables like Apple Watch or Android Wear, you're in luck. WAVE is also available on those devices.

2. SUNRISE



Sunrise is a free calendar app that's made for Exchange and Google calendar. It's known for its simplicity and ease of use, especially with adding and editing calendar events. For Google calendar users, events sync immediately.

Sunrise allows you to view multiple calendars in the same view, and set up is quick and easy. It works on iOS and the web. Some of Sunrise's other awesome features include:

- There's timezone support, where Sunrise will automatically adjust your appointment to the correct time.
- Sunrise also integrates with apps like TripIt, so you can easily maintain (and not duplicate) all your travel info in one central place.
- You can share calendar details with your contacts over email or text with one simple tap.
- Anytime you have a meeting with someone with a Google profile image, their photo will show up in your main calendar view. It's a great visual refresher of who you'll be meeting with.
- Visual icons associated with event types are automatically generated based on keywords in your event title. For example, there are icons that represent Lunch, Coffee, and Happy Hour meetings. It's a nice touch.

CALENDAR APPS

3. SALES NAVIGATOR



Sales Navigator is more than a calendar app, but we thought it deserved a mention. Made

particularly for those in sales, it integrates your iOS device's contacts, locations, and calendar, allowing individual reps and enterprise sales forces to better plan, manage and close more deals.

The beauty of this app is the convenience of pulling your existing calendar and contacts into one central place. Sales Navigator has a great route mapping function that allows you to see your appointments laid out across Google maps, and in the iPad view, you can utilize the horizontal screen real estate to view a list of your calendar appointments alongside the visual map of your appointments for the day. You can also easily create meetings to add to your calendar directly from the Contact view. Sales Navigator also integrates to Salesforce, in case that's your thing.



CALENDAR APPS

4. FANTASTICAL 2

Fantastical 2 is a great option for iOS users who want to manage a



hectic schedule while also managing their tasks. The app can pull information already being synced to your iOS Calendar and Reminders apps, as well as Google Calendar, consolidating everything in one place.

The app makes adding events and reminders simple. If, for instance, you enter the location of an event, Fantastical 2 will also add a map of that location, with the ability to launch Apple Maps or Google Maps to begin navigating to that location. In the desktop version of the app, you can access the “Mini Window,” which summarizes your events and reminders and allows you to view, create, and edit them easily.

5. WEEK CAL

Week Cal is a Mac/iOS app that supports 25 languages and provides a clear and detailed overview of your events on daily, weekly, monthly, and yearly levels. In addition to offering multiple views for your events and tasks, it also allows you to see all the information you need from almost any view. You can move events around simply by dragging them, and subscribe to other public “events” like national holidays and sporting events.



Week Cal is great for scheduling meetings with colleagues and others. You just create a meeting, which then automatically sends an email to everyone invited. They can then respond to the invite, and you’ll receive an email notification of their status when they respond. Week Cal is also highly customizable, allowing you to organize and annotate your calendar however you like.



THE BEST TO-DO LIST APPS FOR TRACKING YOUR TASKS

TO-DO LIST APPS

Chaos can get the best of all of us, and it can be difficult to keep tasks organized. It's time to get smarter about how you manage your time. Digital to-do list apps can do just that by helping you put some structure and organization to your daily priorities.

1. WUNDERLIST

Wunderlist is a cleanly designed to-do list app that's available on most devices, including iPhone, iPad,



Android, Windows Phone, Windows 7-8, Mac, Chromebook, Kindle Fire, and the web. It also has the additional benefit of being completely free across all of these devices, with reportedly awesome customer support.

Wunderlist is considered by many to be one of the most intuitive to-do list apps on the market. It's a feature-rich tool that allows you to share your lists with co-workers, friends, and/or family. Those shared on each list can then comment on tasks, sparking conversations and collaborations.

The app also allows for real-time sync, recurring tasks, notes, reminders, notifications, and due dates. In addition, you can browse Wunderlist Public Lists, which can be shared and browsed among your entire network. You can post things like your favorite tv shows to watch this season or the list of restaurants you'd like to go to in your area. Likewise, you can interact with public lists posted by others. The downside? Some report that Wunderlist's recurring task function isn't always reliable.

2. TODOIST

Todoist is another popular cross-platform to-do list app. It offers many of the same features as Wunderlist, like real-time syncing across devices, due dates, reminders, notifications, and notes. You can create subtasks as well as projects and subprojects in order to break up large tasks into smaller, achievable chunks. You can also use color coding to prioritize tasks.



The app also has location tracking, so it can remind you of tasks when you're in the right place to accomplish them. Say for instance that you're a sales rep, and it's on your to-do list to remind a retail buyer about your latest product promotions. The app can actually send you a notification when you arrive at their store.

Another interesting feature is Todoist "Karma," which provides graphical representations of your productivity. The more productive you are, the more "karma points" you earn. For those who like data and number-crunching, this feature can be a powerful motivator.

Todoist runs on both iOS and Android. They also have free add-ons for Google Chrome and Firefox, so you can add tasks right from your web browser. The downside: you have to buy the premium version of the app (\$29/year) to access many of its core functions, including email/mobile notifications, search, and adding tasks via email.

TO-DO LIST APPS

3. ANY.DO

Feature-wise, Any.do can keep up with the competition. All of the basic features that the above two applications have are present here. With a very clean design, the app is relatively easy to use on iOS and Android.



Any.do can also handle location-based and time-based reminders, which can help remind you of tasks or goals for meetings. It also features recurring tasks, task sharing, and delegation. There are also action shortcuts available, with which you can place a call, send a text, or send an email without leaving the app.

One of Any.Do's biggest differentiators--you can decide if this is a good thing or bad--is the Any.do "moment," which is a push notification you get every morning with a summary of your tasks for the day. If you're looking for integration with a calendar function, Any.do also provides that with its integrated Cal app.

The downside: Any.do isn't compatible with as many devices as the other two apps on this list. Also, there is no web app. If you want to manage your lists from your computer, you have to use their Google Chrome extension.



TO-DO LIST APPS

4. CARROT

CARROT is a unique to do list app that gamifies your task management, making it perfect for procrastinators. Also known as “the to-do list with a personality,” CARROT acts as your task manager and rewards you with “gifts” when you finish tasks. As you progress through the app, you make it past certain levels, earning the ability to rearrange tasks by dragging them or the ability to edit and delete tasks. Essentially, you have to earn features in this app.



If tasks aren't completed, however, points are lost, and CARROT will remind you of how unproductive you've been—with gusto. So for those who need a bit of a push to get their tasks done, CARROT may just be the right choice.

5. EVERYDAY

Everyday is a minimalist to-do list app that allows you to organize your to-do lists how you might do so with a simple pad and paper. You can organize tasks into simple lists with sub-tasks, reminders, and due dates, and move tasks from one list to another.



That's about as complex as Everyday gets. People who want to stay focused on their tasks, with a very clean way of visualizing them, will appreciate this app.



THE BEST RECEIPT TRACKING APPS FOR DIGITIZING PAPER RECEIPTS

RECEIPT TRACKING APPS

If you're on a mission to break up with paper, receipts are high on the enemy list. They're little, they're pesky. They crowd your wallet, and you tend to lose them. Chances are, though, that your business expense tracking involves the maintenance and submission of these little sheets of doom. There will be a time in the near future where receipts cease to exist, but in the meantime, we have some interim app solutions to help you get through the transition.

The options we've listed below allow you to scan your receipts using your smartphone camera, organize and categorize your expenses, and keep digital copies in a virtual filing cabinet for your expense reports and personal records. Most importantly, it means you can throw those bad boys in the trash with the peace of mind that you will be fully reimbursed by your accounting department by following their submission guidelines. Here are the best of the best receipt tracking apps.

1. EXPENSIFY

Available for iOS and Android, Expen-  **Expensify** takes the manual labor out of filling out expense reports. Using your smartphone camera, you can take a picture of your receipt and Expensify automatically identifies and pulls out the charges that you can then associate with a specific expense report. The app also tracks your mileage and time spent traveling in case you need to add this data to your expense reports as well.

The best part: if you happen to lose a receipt (and you know you will), Expensify has an option that allows you to input charges directly from your credit cards for all goods and services less than \$75. This will save you time tracking down and manually recording your spending history. Depending on your company's expense reimbursement policy, this feature could give you the chance to bypass dealing with paper receipts all together.

The only downside is that Expensify's receipt scanning feature is not quite perfect at reading receipts, so be sure to check the data to make sure that it's reporting your transactions accurately.

2. RECEIPTMATE

Receiptmate brings receipt scanning to a whole new level. Instead of just storing pictures or PDFs of your receipts, Receiptmate saves your receipts with Evernote. With the wave of a finger (literally – you wave your finger over the total price of an item), your spending amount is saved in an Evernote document that you can access anytime from your Evernote account.



RECEIPT TRACKING APPS

Receiptmate also lets you view your transactions as a PDF or an Excel document, and you can customize the specific information that's tracked from each receipt. The downside? While Receiptmate is a fantastic organizational tool, we've heard their support team is a bit slow to respond. It is also only available on iOS, so it's not a choice for Android users.

3. RECEIPTS BY WAVE

This one is for the Android users out there. Receipts by Wave is a receipt management tool that merges all spending paths of your life. Using the Receipts by Wave software and app, you can integrate receipts from online orders, email confirmations, and physical paper copies into one organizational tool.



Users must confirm purchase details in the app before anything is tracked, which ensures that the software is accurately reading the receipt. Additionally, Receipts by Wave is an organizational tool. You're asked to categorize each receipt, so you can quickly separate different business expenses. You can even manage your personal spending through the tool as well.

This app doesn't work offline, so it's important to be connected to the internet to upload any document. This might mean saving your receipts for a few hours until you have time to input them all.

4. SMART RECEIPTS

Smart Receipts is another great app for keeping receipts organized. This app for Android or iOS, free with ads and \$2.99 without, allows you to take pictures of receipts, save them as PDFs, and aggregate the content into professional weekly reports. Smart Receipts uses your activity to help track your spending and manage your budgets, predicting categories of spending based on the time of day.



Additionally, if you travel overseas, the Smart Receipts software is able to report on most global currencies.

One unique feature Smart Receipts is that it lets users input custom fields and export their receipts in a CSV format to easily submit for reimbursement.

The one downside is that there's no cloud backup to store receipt information, so you have to rely heavily on the app and the reports that you email to yourself. This is apparently a feature that the team is actively working on.

RECEIPT TRACKING APPS

5. SHOEBOXED

Shoebboxed is a receipt tracking app that allows you to digitize and archive receipts in one location. With optical character recognition and scanning features, you can search the receipts that you scan into the system simply by typing in a vendor name or date.



In addition to receipts, users can also store business cards and other documents in the app. Shoebboxed also features a mileage tracker, which makes it especially useful for professionals who are on the road. Existing integrations with QuickBooks, Xero, Wave Accounting, Evernote, and other tools can help expand the app's functionality as well.

6. FORECEIPT

Forecept is an app that allows users to manage receipts on Google drive via their mobile devices. Much like the other apps on this list, receipts can be entered by simply taking photos of them. The receipts are then stored on Google Drive, making them easy to access any time.



For users on the go who may not have a reliable Internet connection, the app works offline, syncing receipts to Google Drive when an internet connection becomes available. Additional features include budget categorization, which allows you to track where you're spending your money, as well as reminders for repeat payments. For international travelers, expenses can be entered in any currency.



THE BEST NOTE-TAKING APPS FOR JOTTING DOWN IDEAS

NOTE-TAKING APPS

When juggling multiple priorities, whether it's information for work or reminders about what to pick up at the grocery store, it can be difficult to keep everything straight. One of the best ways to keep everything organized, of course, is to write things down.

There are different ways to do it. You could make sure to carry a notebook and pen with you at all times or scribble something quick down on a napkin. Or you could take notes using a tool that most of us already carry wherever we go—your mobile device.

There's a wide variety of note-taking apps available on the market today. From apps that can store images, spreadsheets, and other files, to other apps that allow you to use handwriting or audio recordings, there's an app that will help you keep track of your thoughts and ideas in the way that works best for you.

1. EVERNOTE/PENULTIMATE

Evernote is justifiably one of the most well-known note-taking apps available today. Not only can you type notes, you can also add images, audio, and other files. You can organize your notes into separate notebooks, and even scan any handwritten notes, documents, receipts, or other materials simply by taking a picture with your phone.



All of your content is searchable, including the scans (Evernote has an optical character recognition feature). A helpful browser extension also lets you add web content to your notebooks with the click of a button.

If you'd rather have the experience of writing your notes as you would with pen and paper, Penultimate is a companion handwriting app that you can use alongside the powerful sync and search features offered by Evernote.

2. APPLE NOTES

Apple Notes is great if you're using Apple Devices and want an app to quickly take notes on your iPhone or iPad. Since iOS 9, Notes has added a series of features that make the Notes experience more comparable to apps like Evernote. You can now adjust font size and finally use bullet points and number formatting.



You also have the ability to turn any list into a to-do-list, complete with checkboxes. You can add images, draw in the app, and embed URLs and maps. To make sure that your notes are always available to you, you can sync your notes across all devices using iCloud. For iOS users, Notes is a great no-fuss option.

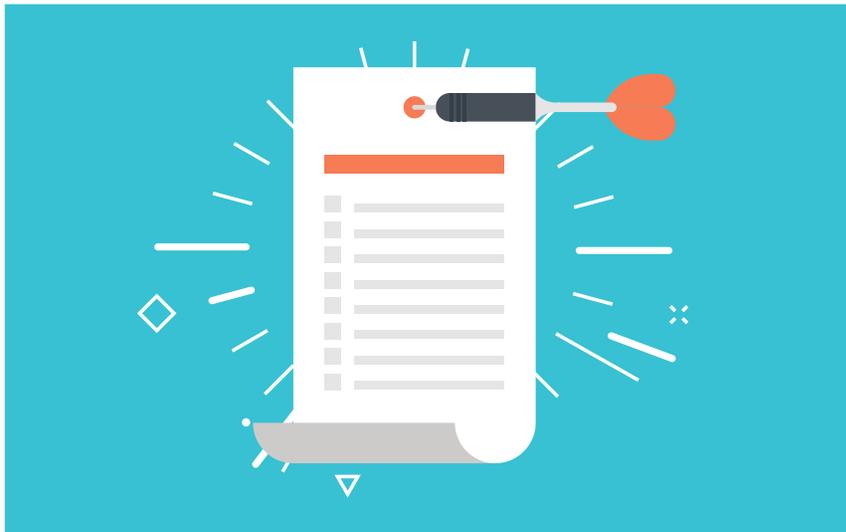
NOTE-TAKING APPS

3. DRAGON DICTATION

Dragon Dictation is a great option for people on the go who'd rather take notes using speech rather than tapping and typing. The app features accurate voice transcription and the ability to share messages via email and social media, as well as paste the resulting text into any application.



In this way, Dragon Dictation is more than a note-taking app. It allows you to dictate any Facebook status update, tweet, or email. But it's a great way to take notes if you're short on time.



4. QUIP

Quip isn't just another note-taking app. While you can definitely create and keep track of your notes, you can also add documents and spreadsheets that are easily searchable, as well as save notes as PDF files or publish them to the web.



While we have a whole other list of business messaging apps, Quip also has team communication functionality. You can message other team members and add them to certain documents or notes, collaborate, and track changes.

NOTE-TAKING APPS

5. NOTE TAKER HD

Note Taker HD was designed specifically for the iPad, so it's a great option if you want to do some heavy note-taking on that particular advice. It's a feature-rich application that allows you to import and annotate PDF files. You can enter notes with your finger or a stylus, and the app can shrink your writing so you can write comfortably while also fitting more text on a page.



The app also provides options for formatting your handwriting, from the thickness of the “pen” strokes to the color of the text. Documents are easily searchable by tags, date modified, and favorites. Overall, Note Taker HD is a flexible, powerful note taking app for iPad that allows for a lot of flexibility and customization.

6. HANDSHAKE

Handshake isn't really a note-taking app—it's a mobile order writing solution that allows sales reps to showcase products, access customer information, and place orders directly from their mobile device. But for sales reps who need to take notes on their interactions with customers, Handshake is a great option.



Handshake allows salespeople to leave notes on customer profiles to log meetings and track the details of their conversations with customers. While some manufacturers and distributors are investing in costly CRM systems for just this purpose, Handshake offers an easier way to build a historical record of customer interactions right alongside a mobile order writing interface.



COMMUNICATION



THE BEST BUSINESS MESSAGING APPS FOR CONNECTING FASTER THAN EMAIL

BUSINESS MESSAGING APPS

As people constantly connected to our smartphones, most of us have adopted texting as our preferred method of quick communication in our personal and professional lives. Accordingly, intuitive, powerful team communication apps, or business messaging apps, have become indispensable to companies small and large.

These instant messaging applications provide a compelling alternative to email—an easy, efficient way for colleagues to chat and stay connected, share files, and work across multiple devices—without having to dig through inboxes, deal with extended email exchanges to have a simple conversation, or get distracted by SPAM and junk mail.

Here’s a list of our five favorite team communication apps to help you decide which system might be best for your company.

1. HIPCHAT

One of the most popular business messaging systems, this fast and secure messaging service is available for Mac, Windows, Linux, iOS, and Android devices, and as a web application. HipChat Basic accounts are free, while HipChat Plus accounts are priced at \$2/user/month.



Pros

- Drag and drop file-sharing makes sharing screenshots, presentations, documents, etc. incredibly simple.
- Unlimited chat rooms.
- Customizable alerts. You can select in-app notifications, email, SMS and mobile push notifications.
- Hipchat syncs across multiple devices, so you can pick up a conversation on the go. All messages are archived and searchable.
- Conversations are safely encrypted with the same protocol online banks use.
- 60+ integrations available.
- Unlimited file storage for HipChat Plus users.
- Voice and video conferencing and screen sharing.
- Simple user interface.
- Cheap plans, simple pricing.

Cons

- Doesn't allow independent notification settings for each chat.
- Can't support multiple groups under one account.
- Search functionality could be better.
- Relatively few app updates.

BUSINESS MESSAGING APPS

2. SLACK

Slack is another incredibly popular messaging service, used by the likes of BuzzFeed, eBay, and NBC Universal. The main difference between Slack and HipChat is the interface. Slack shines with a visual, user-friendly interface, and their signature Slackbot is there to help new users get acquainted with the service. Slack is available for Mac, iOS, Android, and as a web app.



There are a few different versions of Slack with varying prices, features, and available integrations. Slack Basic is free, the Standard plan comes to \$6.67 per user/month, and the Plus plan is \$12.50 per user/month (billed annually).

Pros:

- Sleek, aesthetically appealing chat interface.
- Excellent search functionality.
- Drag and drop file sharing from your desktop, Dropbox, iCloud, etc.
- Public, private, group and one-on-one chats are securely stored.
- Slack only pushes notifications when you are away from your device.
- Slackbot offers tips and tricks for better communication, while also serving as a personal notepad.
- 70+ integrations and the option to customize your own.
- Individual room notifications available.

Cons:

- Video chat and screen sharing functions are in the works, but not yet available.
- No Windows or Linux clients available.
- No self-hosted version available.



BUSINESS MESSAGING APPS

3. AVAAMO

Avaamo is a business messaging application built specifically for teams on mobile, making this a great option for mobile sales teams. Notably, Avaamo can also be used for secure, two-way messaging with people outside of the company, like vendors, partners, and/or customers.



Avaamo's basic accounts are free. Avaamo Premium includes increased customer support, data compliance, as well other helpful features. Potential users must contact Avaamo for pricing for premium accounts. Avaamo is available for iOS and Android.

Pros

- Avaamo allows you to not only chat with co-workers, but also customers, partners, and vendors outside the company.
- All messages are secure and searchable.
- File and screen sharing.
- Send and receive voice memos.
- Read receipts allow you to see who's read your message.
- "Off the record mode" keeps the system from saving your chat thread. You can also apply a "self destruct" timer to any conversation.
- Dozens of integrations including navigation services that allow you to send directions directly in the app—especially helpful for teams on the go!
- Deep link any document to your message from Dropbox, Google Drive, iCloud, email, etc.

- In areas with poor data coverage, Avaamo's auto-send feature waits to detect a stronger signal and then automatically sends the message.

Cons

- Mobile only, not as useful for in-office use.

4. ADIUM

If you are a Mac OS X team looking for a simple messaging service that's completely free to use, Adium is a good fit.



Pros

- User-friendly interface.
- Supports use with Gtalk, AIM, Yahoo and many other integrations.
- You can have chat threads from multiple messaging services in one interface.
- Complete address book/email contacts integration.
- Secure and searchable messages.
- File sharing.
- Connect with other Adium users or nonusers.
- Free for all users.

Cons

- Adium is a Mac OS X messaging service and is not supported by PC.
- Not available on mobile.

BUSINESS MESSAGING APPS

5. SKYPE FOR BUSINESS

If your team already uses Microsoft Office Outlook and you are looking to integrate an instant messaging feature to your existing Outlook account, Skype for Business, (formerly known as Lync) will do just that. Plans range from \$2-\$5.50 per user/month.



Pros

- Syncs with Microsoft Office Outlook (also allows communication with outside users).
- Video chat or send and receive video/voice messages—great for holding virtual meetings.
- Screen and file sharing.
- Cloud services available.
- Integrates with Microsoft Office Outlook calendars.

Cons

- Tedious search feature.
- Limited integrations.



BUSINESS MESSAGING APPS

6. VOXER

If you're a fan of voice messaging, then Voxer is the right team communication app for you.

Plans range from free (for group chatting of up to 15 people) to \$3.99 per user/month. With a premium plan, you can broadcast group messages to up to 500 contacts.



Pros:

- Variety of messaging capabilities, including the ability to send live or recorded voice messages, as well as text messages and images.
- Choice between listening “live” while someone is speaking” and responding immediately or replying later.
- Military-grade security and encryption.
- Syncs across all devices, including iOS, Android, Windows Phone 8, and your desktop computer.
- “Walkie Talkie” mode allows you to pick a chat and respond to live voice without being in the app.
- Ability to talk internationally, across wireless carriers and data networks for free.
- Can record messages offline that will send once reconnected to the Internet.

Cons:

- Can't share video.
- Occasional app crashes reported.
- Default location sharing.

7. OFFICECHAT

Office chat is a basic messaging application designed primarily for businesses. Basic plans are free, while Premium and Enterprise plans range from \$3-\$5/user/month. Slightly cheaper yearly plans are available as well.



Pros:

- Rich text messaging that allows you to share images, audio, and video.
- Ability to view images and play videos directly within messages.
- Unlimited chat history for Premium users.
- Message delivery confirmations and push notifications when messages are received.
- Email integrations allow messages in Office Chat to be replied to in any email client.
- Available across all platforms, including Windows, iOS, and Android.
- Part of the MangoApps suite of team collaboration tools.

Cons:

- Not as many features as some of the other apps on this list.
- Some reviewers have reported that the app can cause faster-than-average battery drain.



THE BEST COLLABORATION APPS FOR REMOTE TEAMWORK

COLLABORATION APPS

One of the biggest operational challenges many companies face is coordination across employees in different locations. Whether it's based on preference or necessity, today's businesses are operating in a national and global context that requires certain tools and strategies for effective collaboration.

The good news is, we live in a time when long-distance communication is more accessible than ever. With little more than an Internet connection, you can conduct conference calls, share files, and collaborate on new projects with ease. Here, we list some of the best remote working tools and technologies available to help you work smarter.

PROJECT MANAGEMENT

1. Asana

Asana is a project management app that allows your entire team (wherever they may be) to track and complete tasks and projects. Rather than sending emails back and forth among team members to update each other on your tasks, Asana allows you to set deadlines, send each other messages or updates about individual tasks or projects, and collaborate more effectively.



Asana is available on iOS, Android, and as a web app. It can also be integrated with many other applications, like Dropbox and Google Drive (two other tools that made this list). Bonus: when you check off a task as

'finished,' a unicorn will fly across your screen to mark the achievement. Totally optional, of course, but a surprisingly effective motivator.

2. Trello

Trello is another project management and collaboration application that's a bit more visual (and playful) than Asana. Projects and checklists are organized into "cards" that can be moved and manipulated via a drag and drop interface. Like Asana, you can add deadlines, upload files, and post comments.



The best thing about Trello is probably how user-friendly it is—your team will get the hang of it in no time. Trello is available on the web and on iOS, Android, Windows 8, and Kindle Fire.

3. Hackpad

Hackpad is a collaboration tool that allows teams to share thoughts in real time or asynchronously. Users can take collaborative notes, share files, break projects into subtasks, assign tasks to different team members, and create project milestones.



One of the great things about Hackpad is that content is accessible via mobile, desktop, and tablet, even when offline. The app also includes privacy permissions and historical revision tracking.

COLLABORATION APPS

FILE SHARING

1. Dropbox

Pretty much the default file sharing platform for both business and personal use, Dropbox allows you to share files and sync them across any device. You can save files to your Dropbox folder on your computer and then access them later from your phone or tablet.



For remote collaboration, it's awesome. If multiple teammates are accessing a shared file in the Dropbox folder, all the changes are synced in real time. It's also a great way to share large files with people who don't necessarily use Dropbox. All you need to do is send a download link. Dropbox is available for Windows, Mac, Linux, iOS, Android, Blackberry, and Kindle Fire.

2. Box

Box's user interface is a bit more complicated than Dropbox, but if data security is your biggest concern, then it's the better choice. More often used by larger companies, Box allows you to set permissions for access, editing, downloading, and sharing.



Like Dropbox, you can share content with download links, but you also have the option to password protect those links. You can also track

when and how often certain files have been opened. Box is available for Mac, Windows, Android, iOS, Windows Phone, and Blackberry.

MISCELLANEOUS

1. 1Password

If you and your colleagues are having trouble remembering passwords for shared accounts, or you've simplified your passwords to the point of uselessness, then 1Password might just be the most important tool on this list. 1Password securely stores your passwords and allows you to log into websites without having to remember anything (or call your colleagues 3000 miles away for a reminder).



1Password is available for Mac, Windows, iOS, and Android. The price varies based on the number of users and which device(s) you plan to use, but the good news is, there's a "Help Me Choose" page on their website that lets you know which plan is best for you.

2. Every Time Zone

Every Time Zone isn't an app, but we thought we'd mention it because it's a lifesaver for teams working across multiple time zones. If you're tired of having to mentally calculate when to set up a meeting or conference call, this website makes it easy to There's no denying the fact that social media is perhaps one of the



COLLABORATION APPS

quickly compare multiple time zones. You can use their sliding line marker to see how your local time compares to everyone else's. The site is completely free to use.

3. Google Apps for Work

This one seems kind of obvious, but we had to put it in here because if you haven't considered it, Google Apps for Work (including Gmail) is a great all-around platform to communicate and collaborate on. It encompasses most of the categories we've covered here, including file sharing and communication.



You can set up professional email, manage calendars, store, share and collaborate on documents in real time, and hold video conferences with Google Hangouts. In short, you can keep all of your business communication and documents in the cloud, 4. Go to Meeting

4. Go to Meeting

Go to Meeting is a video conferencing and collaboration application that allows businesses to hold virtual meetings, including screen-sharing and toll-free conferencing. This is a great option if you have colleagues in various geographic locations. If, for example, you need to hold regular check-in meetings with your field sales team, Go to Meeting can allow everyone to communicate online. It can also be used to provide remote presentations and demos to clients and customers.



Users can share up to six HD video feeds per session, and anyone can take over keyboard and mouse control for a more collaborative experience. Meetings can even be recorded and shared with people who couldn't make the session. Custom URLs are created to get into meetings, which can then be accessed from a Mac, PC, Chromebook or mobile device and access it anywhere.



THE BEST SOCIAL MEDIA MANAGEMENT APPS FOR CONNECTING WITH THE PUBLIC

SOCIAL MEDIA MANAGEMENT APPS

easiest ways to reach and connect with almost any target audience nowadays. But let's face it, we're all busy, and we don't necessarily spend tons of time on Facebook, Twitter, and Instagram. Luckily, there are various social media management apps out there that will help make sure you can keep your social media presence up, while also ensuring your time is spent wisely.

These apps allow you to schedule your social posts in advance, mine trending topics in your industry, and follow your customers and potential customers on their platforms of choice. While you can certainly accomplish some of these things using the standard interface provided by each social network, it's hardly the most efficient way to get things done.

On that note, here are some of the social media management apps that we recommend to help make your work-related social media presence more effective:

1. HOOTSUITE

Hootsuite is perhaps the most popular social media management application for businesses of all kinds, and for good reason. You can connect your Facebook, Twitter, LinkedIn, and over 30 other social accounts easily on one platform, schedule updates, and monitor conversations from one centralized location. It's available as a free basic application, or a paid account that can run you \$9.99 to \$69.00 per month (there's also enterprise pricing for larger organizations).



In addition, you can check out what your audience is up to and see their Tweets, Facebook posts, Instagram pictures, and other social media activity in your streams, which are simple to set up. You can also set up streams for individual hashtags—ideal for trade shows and other events related to your industry. Staying on top of these interactions is key to knowing what people are saying about your brand.

If you have heavy social media traffic and multiple people on your team managing several accounts, Hootsuite's "team member" features also allow you to delegate social media responses to different people or collaborate within the app by sending private messages.

SOCIAL MEDIA MANAGEMENT APPS

2. TWEETDECK

TweetDeck is a great option for heavy Twitter users. While Hootsuite allows you to monitor an extremely wide range of social networks in one place, TweetDeck focuses on offering a really in-depth Twitter management interface.



While you can connect several Twitter accounts, you can't manage Facebook, LinkedIn, or Google+ accounts from this interface. On the positive side...unlike Hootsuite, TweetDeck is free to use. If your brand really focuses on Twitter engagement as its primary social strategy, it's not a bad choice.

With TweetDeck's relatively clean user interface, you can keep track of several topics and accounts at once, filtering interactions by content type (link, video, image, etc.), user, or engagement level. You can also schedule tweets, set up alerts, and organize the people you follow into groups or lists. TweetDeck also allows you to delegate access to others without sharing the account password.

3. SPROUT SOCIAL

The great thing about Sprout Social is that it's really optimized for businesses. **sproutsocial**

The interface is extremely easy to navigate, allowing you to draft, schedule, and post to Twitter, Facebook, LinkedIn, and Google+, create a record of social interactions for your customers, and assign tasks to various members of your team. Each team member's account is associated with specific publishing and reporting permissions, so all of your accounts stay as secure as possible.

Like Hootsuite, you can see all of your social media activity in one centralized interface. Sprout Social sends all of your social messages and alerts to one stream that can be filtered by channel, time frame, or message type. Similar to setting a Google Alert, you can also set up custom alerts for certain keywords related to your brand, and be notified whenever someone mentions those keywords. All of your social media activity can eventually be condensed into useful reports.

Another really awesome feature is Sprout Social's "ViralPost" tool, which analyzes your audience "to determine the optimal times to deliver content based on usage & engagement patterns, content velocity and other factors." If it's always been a challenge for you or your social media team to know when to post content on social media for maximum effect, this could be a game changer.

SOCIAL MEDIA MANAGEMENT APPS

4. BUFFER

Buffer is another great contender in the social media management horserace. This  application allows you increase your social presence with relatively little effort, at least in regard to organizing your followers and automating your posts. You can stagger multiple social media posts and schedule them for the future, but you don't actually have to manually set a date and time. They're pre-set and ready to go, though the timing can be modified if need be.

If you're reading a relevant article or want to share a press mention about your brand, you can simply add a social share to your "queue" from that webpage, without having to sign into any social media accounts. An analytics tab will allow you to see how many comments, likes, etc. your posts have gotten, and you can use Buffer to reply in the app.

5. IFTTT

IFTTT (which stands for "if this then that") is not  actually a social media management application, but it's a tool that can really help you manage your social media accounts like a pro and create a dynamic social presence.

What IFTTT allows you to do is make "recipes" connecting different platforms, including your social media accounts, video/photo sharing sites, file sharing platforms, blogging platforms, etc. For instance, if you use WordPress to host your brand's blog, you can create a recipe to automatically share every new blog post on Facebook. In another example, you can add a photo to your brand's Instagram feed and automatically have those images shared in your Twitter feed.

IFTTT is a really simple, yet powerful tool that lets you connect your social media platforms, and makes sure you're reaching your customers and end consumers on all the platforms they prefer. It's also a great app for productivity, automating many of the processes you may already be doing manually.



SOCIAL MEDIA MANAGEMENT APPS

6. TWEETPI

Tweetpi is another app that's great for heavy Twitter users. It is a Twitter management tool that can provide greater insight into who you're following and who's following you. Essentially, the app allows you see who's following you back, who isn't, and how active users are on Twitter.



There are different ways to sort, filter, and search for other users. For instance, you can search for users who might be interested in your brand or business by seeing a certain user's followers, searching Twitter lists, or by a user-bio search.

You can also easily follow back anyone that follows you and unfollow users who are no longer active on Twitter. Tweepi allows you to manage all of this and more from a single dashboard, making the business of building a large Twitter following much easier.

7. SUMALL

SumAll is a great tool if you're looking to understand more about your social media audience. The app draws data from different sources to create meaningful reports. In this way, SumAll can help you understand more about not only your social media activity, but also how that activity is connected to eCommerce, advertising, email marketing, and site traffic.



Some of SumAll's features include: daily email digests with metrics from all of your social profiles, autotweets, and unlimited data. By pulling in information from your social media profiles as well as other platforms like Google Analytics, Paypal, or Mailchimp, SumAll can help you view your data "big picture," spot meaningful patterns, and make more strategic decisions.



THE BEST PRESENTATION APPS FOR MAKING A FIRST IMPRESSION

PRESENTATION APPS

1. CANVA

Canva is a free iPad app that allows users to create modern, polished layouts with a simple interface and no design skill required. While it allows you to design a variety of assets, like posters, book covers, and photo collages, you can use the app to create really great presentations as well.



The app provides a library of templates and stock images that can allow you to create highly visual (as opposed to text-based) slides. A suite of basic photo editing tools can help you adjust the images that are available. With the drag-and-drop interface, it's easy to customize each template to your liking. In general, Canva is a really great option if design and aesthetics are a priority for your presentations.

2. SLIDE POCKET

Slide Pocket is a free, basic presentation app available on the iPad that allows you to quickly create slide decks with existing, editable templates. You can add text and images, including your own images or available stock images.

The SlidePocket logo features the word "SlidePocket" in a blue, sans-serif font, with "Slide" and "Pocket" on separate lines, set against a black rectangular background.

When it comes time to present your slides, you can conduct the presentation directly from your iPad, or export the deck to a PDF format. It's a pretty no-frills app, but if you want to create basic presentations on the go, Slide Pocket is a good option.

3. FLOWVELLA

FlowVella allows users to create and showcase presentations both offline or online, as well as share presentations using a simple custom URL. You can even access analytics, to see how many people looked at your presentation and which parts of the presentation had the most engagement.



FlowVella offers over two dozen templates, undo/redo tools, and the ability to embed videos and PDFs. For users who want to create a “kiosk” experience, where users can interact with the presentation on an iPad directly (like at trade shows, museums, galleries, or other exhibitions), FlowVella is probably your best option.

PRESENTATION APPS

4. SHOWPAD

Showpad is a content management app specifically designed for sales presentations. The app gives users the ability to keep presentation materials organized and easily accessible from a tablet, smartphone, or web browser, while syncing content from cloud storage platforms like Google Drive, Dropbox, and Box.



Presentations can then be delivered to prospects after the presentation is over via a branded microsite. This allows reps to track how their customers are engaging with presentations and other content pieces.

5. PREZI

You may have already heard of Prezi, which offers a highly visual, non-linear presentation experience that stands in stark contrast with more traditional applications like PowerPoint or Keynote. Prezi uses animation to great effect, creating dynamic, engaging presentations.



Prezi is now available for iPad and iPhone, but presentations can only be viewed on mobile devices. To actually make changes to your presentation,

you'll have to use Prezi's desktop application or online editor. The latest versions of your presentation will sync with your mobile devices so you can practice, present, and share your most up-to-date deck on the go.

6. SLIDEIDEA

Slideidea is an iPad app that allows you to create slides with predesigned widgets and templates. The interesting thing about



Slideidea is the ability for the presenter to engage a wider audience. Presenters can share presentations with a custom URL, and audiences can follow along with the presentation, ask questions, or participate in polls.

Another great feature is the ability to record presentations and then publish and share the resulting video. This creates a more interactive presentation experience for users looking to give presentations remotely.

PRESENTATION APPS

7. HAIKU DECK

Haiku Deck is a very simple, user-friendly application that makes it easier to create and edit presentations on a mobile device. There's a relatively limited selection of slide themes and tools, but if you're looking to create very simple, impactful, clean presentations, Haiku deck helps you do just that.

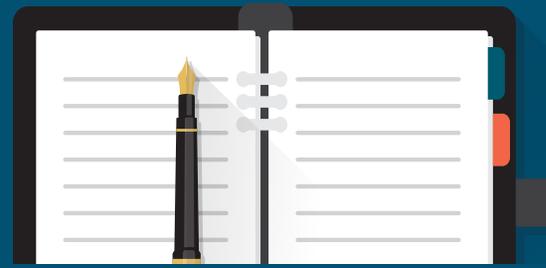
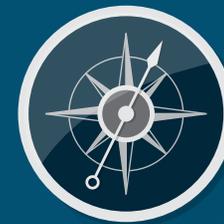


The app also stands out in terms of its mobile experience. You can create new presentations or continue working on an existing one from the mobile app, with an intuitive user experience similar to what you'd get on the web.





BUSINESS TRAVEL





THE BEST TRAVEL APPS FOR COMPANY BUSINESS TRIPS

TRAVEL APPS

While traveling is second nature to many, the details that go into travel coordination and logistics can be overwhelming and tedious. However, there are some great apps that make planning and scheduling business travel more efficient and fun.

These apps help you do things like book travel, organize your itineraries, secure rental cars, and be well-prepared for the inevitable hiccups that will arise while you're away. For travel apps to be useful, they should include features like:

- **Transportation Booking:** Whether renting cars or booking or modifying a flight, travel apps should simplify the booking process.
- **Scheduling:** You're likely managing multiple appointments a day, so it's critical that your travel app pulls in your calendar so you can view and modify appointments.

Great travel apps also often include these nice-to-haves:

- Weather updates
- Parking recommendations
- Expense tracking
- Traffic updates
- Team communication capabilities

With that in mind, here are some must-try travel apps to keep you on track when you're on the road.

1. TRIPIT

Triplt, the all-in-one travel organizer, aggregates all of your travel information into one easy-to-use interface. Available both online and offline, Triplt has a simple system: you forward them your travel email confirmations, and they display them back to you as an itinerary in the app.



Triplt has a free and Pro (paid) version, as well as the newly launched Triplt for Teams for travel coordination amongst multiple employees.

Pros: Triplt wants to make the process of traveling as organized as possible. In order to do this, its top features include: an aggregated travel schedule, weather updates, confirmation numbers for all legs of a trip, and itinerary sharing with others. The app is available on iOS, Android, and Blackberry.

Cons: Although the free version is great for getting organized, a lot of the best features of Triplt come at a cost (\$49/year). Triplt's Pro version includes flight status and gate notifications, rescheduling functionality, and trip recommendations. Triplt for Teams builds on top of the Pro features and includes an Admin dashboard that gives visibility across your teams' travel schedules. Also, Triplt might not be as useful to you if you only travel by car.

TRAVEL APPS

2. TRIPCASE

TripCase is an iOS and Android app that keeps you on top of your travel schedule. The app takes information from your travel confirmation emails (flight confirmations, car rental confirmations, etc.) and provides you with an overview of your trip, with flight times, hotel addresses, car rental reservation numbers, and other relevant details.



Pros: One of the best things about TripCase is the fact that you can simply send your travel confirmations to trips@tripcase.com, and the service will pull out all the relevant information for you—there’s no extra work needed on your end. TripCase is also free to use (with ads, though they’re not all that obtrusive).

Cons: One downside to TripCase, however, is that its mapping features aren’t always bug-free. If you’re in need of driving or walking directions, stick to Google Maps.

3. SILVERCAR

Silvercar for iOS and Android simplifies what most business travelers consider an annoying part of travel: car rental. Their tagline is “Car rental that doesn’t suck.”



For \$89/day on weekdays and \$59/day on weekends, Silvercar lets you reserve an Audi A4 that is delivered to you via valet when you arrive in an airport. You use the app to unlock the car, and then when you return the car, there’s no waiting to be checked in. The in-car technology checks in and records fuel usage.

Pros: Silvercar lets you check in and out without having to wait in line. You pick your own car, and everything is the same regardless of location, so you’re comfortable with your ride and can depend on a consistent experience. And let’s face it, an A4 is sexier than your average car rental options.

Cons: Silvercar is only available in 6 cities (Austin, Dallas, Phoenix, Miami, San Francisco, and Los Angeles), but will be expanding soon. It’s also obviously a pretty narrowly focused app—one type of car, one service.

TRAVEL APPS

4. HIPMUNK

Hipmunk is a flight and hotel booking app for iOS and Android that strives to reduce aggravation associated with travel planning. In order to make things easier on the traveler, the app lets users sort by “agony” level, which categorizes ease of use, including, for flights, things like the length of the trip and the number of stops.



Adding a little flair to a travel experience, Hipmunk also features a “heat map,” highlighting spots close to restaurants, shopping, and other fun activities.

Pros: Hipmunk’s user interface is really dynamic. They aggregate information from many different travel sources, making sure they give you all the best deals. The user then sees different charts based on their preferences, outlining the best options for their travel needs and taking into account what travelers are looking for with their “agony” and “ecstasy” ratings.

Cons: Hipmunk does not let you sort based on adjacent airports or flexible travel times. Adding this feature would minimize spending and travel times while maximizing the benefits of the app’s features.



TRAVEL APPS

5. KAYAK

Cited as the #1 Mobile Travel App, Kayak allows users to find and book flights, hotels, cars, and other travel packages.



Key features include the ability to create price alerts and filters (like number of layovers, departure/arrival times, airlines, etc.), as well as the ability to compare Kayak results with other travel sites like Orbitz, Cheapoair, and Airfare.com.

If you're looking for an app to book business travel without having to check a lot of different sites for information, Kayak is a great app to use.

6. FLIGHTVIEW

FlightView is great for really busy business travelers who are on planes often and want to keep tabs on the status of their flights in real time. FlightView keeps all of your flights aggregated in one place, and sends push notifications with status alerts, so that you can keep track of delays, cancellations, and gate assignments with ease.



You can import flight information into FlightView simply by forwarding the confirmation email containing your itinerary. All of the information will be maintained in the app, so you can check flight confirmation numbers, car rental information, and other details.



THE BEST ROUTE PLANNING APPS FOR ROAD WARRIORS

ROUTE PLANNING APPS

The keys to being a successful road warrior lie in the ability to maximize your miles. For field sales reps spending much of their time on the road visiting retailers, for instance, travel efficiency can have a huge impact on sales performance.

While we've already featured travel apps, route planning tools in particular are a great way to save time, see more customers in a day, and make more sales. Here are a few route planning apps designed specifically for sales reps that can help you better run your territory.

1. PORTATOUR

Portatour allows sales reps to plan out their routes up to 28 days in advance, as well as change them in real time if there are cancellations or urgent appointments to add to the schedule. It's a great option for field sales reps from any size business, as it has flexible import options that allow you to either manually upload your customer information or connect with your ERP or CRM.



The app has the ability to optimize for several factors, like minimizing driving distance while maximizing the number of store visits you can make. Other features include the ability to rank appointments by priority level, see driving time and distance for each day, and set reminders. It can also account for your favorite hotels, recurring appointments, and regular days off.

Portatour supports regions including North America, Europe, Australia, and South Africa. The application is available for iOS, Android, Blackberry, and Windows Phone on mobile, as well as Windows, Mac, and Linux. It also has an offline mode, where you can still see your current route, appointments, and customer details.

2. BADGER MAPS

Badger Maps allows users to instantly visualize customer locations and routes on a map, and plans out your schedule accordingly. As with Portatour, you can react to last-minute schedule changes and shorten your driving time by optimizing your route.



Badger Maps also offers key features that Portatour doesn't, like live traffic updates from Google Maps that show up on your route map and allow you to avoid jams. Interestingly, Badger also helps you find new customers in your territory by looking up similar retail outlets in the area. In order to fully take advantage of Badger Maps' features, however, it's best to connect the app with a CRM, which your company may not be using.

Like Portatour, Badger Maps allows for manual customer import using an Excel or CSV file, as well as those CRM integrations we mentioned. ERP integrations however, are only available through their expensive "Enterprise Elite" plan. Another downside is the fact that there's no offline access. The app is available on the web, iOS and Android.

ROUTE PLANNING APPS

3. SALES NAVIGATOR

We've featured Sales Navigator already in our Calendar Apps list, but we're including it again here, because it's another great route mapping solution. Not only does it do much of what the previous two contenders do, i.e. optimizing your route by priority and minimum driving distance, it also integrates with your iOS, Outlook, or Google calendars to help you manage and sync appointments.



Those appointments can be viewed in a list form, or as a daily route. Like Badger Maps, Sales Navigator also allows you to discover new sales leads. Like Portatour, there's an offline access mode.

It doesn't, however, include real time traffic updates, and it's only currently available on iOS devices. Furthermore, key features like schedule optimization and distance/travel time views are only available on iPad and not iPhone. Therefore, we'd really only recommend this app for iPad users. If you're on any other device, choose from the other apps on this list.



ROUTE PLANNING APPS

4. ROAD WARRIOR ROUTE PLANNER

Road Warrior Route Planner was designed specifically for professionals who are on the road often to visit clients, customers, and prospects. From sales reps to couriers, real estate agents, and delivery drivers, Road Warrior Route Planner was designed to cope with busy schedules, client availability, and even real-time traffic.



The app allows you to plan routes with multiple destinations, navigate using whatever app you like to use (e.g. Google Maps, HERE Maps, WAZE), and adjust your route with an easy drag and drop interface. You can also create a round trip route if you'd like to get back to your hotel at the end of the day.

5. ROUTE4ME

Route4Me is an app used by nearly a million people worldwide. What's great about this app is that it can tell you the most efficient route available to you at any one time. You can just add whatever stops you'd like to make, and the app plans your route for you.



Like the Road Warrior Route Planner, Route4Me then sends your route out to Google Maps, Apple Maps, or another navigation app of choice. For managers and administrators, it's also possible to track the position of all drivers in the field. Downsides of the app include intermittent bugs, but the app has improved greatly over time.



THE BEST EXPENSE REPORT APPS FOR BUSINESS TRAVELERS

EXPENSE REPORT APPS

For most of us, submitting expense reports ranks fairly low on the list of life's favorite tasks. Inputting expenses manually and then printing and submitting the beast in its entirety to our finance department is a painful and antiquated process. Thankfully, there are some great expense report apps available. The criteria for making this list include:

Ease of use

When you're out on the road, making appointments and courting new business, the last thing you need to worry about is keeping track of your own expenses.

A way to input target or limit amounts

Your company may have set specific maximums that you're authorized to spend on food, lodging, entertainment, product samples, and so on. Furthermore, the IRS has certain limits for your out-of-pocket costs. You need a companion app to help keep you covered on all fronts.

Method of payment indicator

If you use your company credit card one night and pay out of pocket the next, you need to be able to see which one gets reimbursed.

Transparency

Before you offer that hot prospect a front-row seat for tonight's basketball game, you definitely want to be able to make a real-time check on what your working balances look like. On to the good stuff. Here are three great apps for expense reporting.

1. MILEAGE LOG+

Mileage Log+ is an expense reporting app specifically for people who have to be on the road to do their jobs. Whether you're a sales rep who has to drive from meeting to meeting, a field service technician who needs to get to a new job site every day, or you need to run a company errand, this app allows you to track your mileage for reimbursement, set up custom categories for certain trips, and sync the data with Dropbox, where you can then export the information as a PDF or CSV file.



Files can be shared with your home office directly from the app via email, and you can easily sort, filter, and search your trip history. The app was also designed with IRS compliance in mind, making reimbursement easier. If you make frequent trips to the same places, you can save those trips and enter them in with just a few taps the next time you go. The app is available on iOS for \$9.99.

EXPENSE REPORT APPS

2. CONCUR

Concur is a great expense report app for businesses of all sizes, including SMBs and large enterprises. The app is available for iOS and Android, and it's designed to make business travel easier.



You can use the native camera on your mobile device to take a photo of your receipt, and the app creates and categorizes the expense. If you're using a business credit card, the app will import any transactions on that card automatically for you to review later. The same goes for travel itineraries—if you book business travel from your smartphone or computer, the itinerary is captured in the app. Managers can then review the expenses and approve them.

Concur has customers from every corner of the globe, and they work with multiple currencies, automatically calculating exchange rates. Tax rates for different regions are also accounted for. Concur also integrates with Enterprise Resource Planning (ERP) systems, HR systems, and accounting systems, to allow for efficient tracking of budget and spending data.

3. EXPENSIFY FOR BUSINESS

This well-liked app for iPhone and Android turns up at the top of every list of professional expense account apps for business people. Why is it so popular? Expensify focuses on simplifying your life while offering a stunning list of functions. Available for both iPhone and Android, this app makes sure you know that human beings stand behind it. With numerous custom fields, Expensify offers smart categorization, global currency support and eReceipts for imported bank transactions.



To meet an employee's need for complying with company spending limits, Expensify offers the ability to set specific rules for each expense type. It even takes compliance further with digital signatures and a complete audit trail. Its enormous flexibility and user-friendly interface have made Expensify the expense-reporting choice of some notable customers including Mozilla, Mashable, Pinterest, and more.

Any one of these three great apps will add a touch of ease to your paper-work chores, and will tighten up your entire business travel experience, so that your mind is free to do what you do best.

EXPENSE REPORT APPS

4. XPENDITURE

Xpenditure is another expense report app that automates the expense management process. **xpenditure**

Xpenditure allows users to scan and digitize receipts using a mobile device, add notes, and manage time, mileage, and advances.

Using the data in the app, users can quickly generate expense reports for reimbursement, which can be exported as PDF or CSV files. Xpenditure also has an interesting credit card matching feature, which allows users to take a picture of their credit card statement, after which the app will match expenses with transactions.

For administrators, Xpenditure provides real-time expense overviews and accounting integrations with systems like Sage, QuickBooks, FreshBooks, or Xero. The app isn't perfect, however, as some users see room for user experience improvements.





ABOUT HANDSHAKE

Handshake provides the B2B Commerce platform for manufacturers and distributors that powers standout ordering experiences both in-person and online. Companies using Handshake transform their sales effectiveness and drive operational efficiency, delighting customers and growing lasting relationships.

Email: info@handshake.com

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