

Centtrip Guide

# Real-Time Reporting and Control



Centtrip

# 9 control and reporting features for an effective expenses process

*You have people on the road all over the world, but how do you keep track of what's going on?*

**How do you ensure that they are properly supported to be as effective as possible, without exposing the organisation to risk or post-trip surprises?**

In an agile and dynamic world, people travel to connect – with audiences and experiences, markets and opportunities. Because nothing truly connects like eye-to-eye contact.

That won't change, but new approaches can make it easier to empower internationally mobile teams, while having greater visibility and control over costs.

A combination of prepaid, multi-currency cards and real-time reporting means you can always see what's being spent, wherever your people are.

In this Centtrip Guide to Real-time Reporting and Control, we look at nine features to consider if you're looking to upgrade your approach to international expenses.





## 1. Organisation-defined hierarchy

Every organisation is different. You don't want to compromise established structures by bending to a generic, out-of-the-box system, so look for a solution that lets you define reporting and authorisation hierarchies that suit your needs.

For example, a music management company might support six different touring bands, each one a separate legal entity. Within each touring party there may be different reporting lines; tour managers controlling their on-location personnel. Yacht captains will want to cascade charter budgets down through their crew, while head office sees where clients' money is being allocated and spent.

Look for a solution that can handle your unique complexity, allowing you to see and manage separate entities or cost centres from a single interface.

*"It's fantastic to be able to buy and manage multiple currencies from one account. We use Centtrip for all our international payments and touring expenses management, saving us significant time and money. And with direct access to live markets we are no longer subjected to any hidden fees."*  
Ian McAndrew, Wildlife Entertainment (Arctic Monkeys)

## 2. User-defined, real-time reporting

Film crews in three locations, scouts in two others. Or maybe you have a product launch road-show running in the US, Europe and Asia. Tailored, user-defined reporting lets you decide what's important for any project. Who needs to see what, in what format? Default currencies; soft or hard copies; in-app, on screen or imported? Getting the format correct at the outset saves everyone time throughout a project.

Also, look for real-time reporting. If a client wants to settle their account now, you don't want charges appearing on a card statement or expense claim two weeks later.

*"The Centtrip app is ideal because it's really user-friendly and gives captains real-time reporting of transactions, 24/7 from anywhere in the world."*  
Farid El Khazzar, Charter Accountant, Edmiston

## 3. Real-time alerts

Stay in control with real-time transaction and balance alerts. Ideally, you should be able to set alert levels on a per-card basis, so that you know as soon as the director's card needs topping up, or whenever the intern's spent more than they should.

If you work with multiple currencies, look for the option to set up exchange rate alerts, too. These can help you take advantage of favourable movements to switch your balances at the best possible moment.

*"If there's an issue, I can top up an individual card, or make a payment, from my mobile phone. That makes me more responsive and it's also less intrusive on, say, a Sunday morning. Things happen incredibly quickly during the filming period and having the fluidity that Centtrip enables is incredibly beneficial. Using Centtrip has been a revelation."*  
Gareth Jones, Independent Financial Controller and Production Accountant, Sky Atlantic's Little Birds and other TV & film productions

## 4. Receipt scanning and tagging

Everyone has a mobile phone, so receipt scanning and tagging from a mobile app makes it simple for cardholders to record their transactions. It's a two-second function that can save hours in expense reporting.

Scanned receipts can also improve your levels of reclaimable tax and improve regulatory compliance. No more scraps of paper, lost receipts or expenditure disputes. And, you lower the risk of staff being out of pocket because they've lost proof of a big purchase.

## 5. A powerful, user-friendly, mobile app

A full-function mobile app means you can respond to issues or opportunities as they arise, anywhere in the world. Look for an app that gives you more than reporting. Can you top up a card, make a payment or reconcile your records wherever you are?

For example, Centtrip's award-winning app is recognised for its innovative design and excellent user experience. It gives you the full functionality of our online platform, letting you manage your teams and transactions, wherever you (or they) are in the world.

*"At the end of the night, after a gig, sitting on the tour bus, the tour manager can go onto the app and see what was spent that day: 'Oh yes, I'd forgotten about that, here's the receipt for this, there's the receipt for that.' Then, they can send it all across to us and it's done and dusted."*  
Lloyd Quilty, Director of the Music, Media and Entertainment practice, SRLV

## 6. Card safe mode...

Because accidents happen. Cards get lost or stolen ... and then get found again. With crew on the road, half a world away and moving all the time, you sometimes want the option to give a card a time-out.

A function like Centtrip's Safe Mode on the app lets you instantly lock or unlock individual cards using the app, reducing risk while maintaining flexibility.

*"[Using Centtrip cards] went really, really well. [Our tour manager] had eight spare cards so that, if somebody lost a card, she could instantly lock the lost card, issue a replacement and transfer the balance to the new card within seconds. If anyone forgot their PIN, she could reissue it. She had everything under control."*  
Graham Watson, Head of Financial Accounts, Royal Opera House

## 7. ...and excellent customer service

If a card gets stolen, if you have a last-minute change in crew, or if you simply require help, you'll need the support of a customer service team that really understands their business and yours.

Sometimes, rich online functionality and intelligent apps are not quite enough, so be sure there's a human who can help, if required.

*"Centtrip's understanding of the need to go above and beyond has been key. The Centtrip team understands how such situations come about and therefore they're more responsive to them than a card provider that's more used to just general business expenses."*  
Gareth Jones, Independent Financial Controller and Production Accountant, Sky Atlantic's Little Birds and other TV & film productions





## 8. Accounts system integration and transaction import

Making life on the road easier is one thing, but what about the finance team? Scanned and tagged receipts and user-defined reporting can save significant amounts of time, but also look for other functions.

Does the card and payment solution integrate with your finance system?  
Can you save time and reduce manual errors by importing transactions?

Also, look for a solution that supports batch transactions for when it comes to loading cards (or making other bulk payments).

*"Centtrip helps a lot when we need to make batch payments. Instead of entering every single crew-member value as a separate, international transaction, we create a single batch payment. That saves us a lot of time and money."*

*Farid ElKhazzar, Charter Accountant, Edmiston*

## 9. High transaction and balance limits

Having control often means giving individual's the freedom they need to do their jobs. Dealing with problems or responding to opportunities on the road requires fast decisions, often without time to check with head office.

To make your people as productive as possible, ensure your card solution provides transaction and balance limits that are high enough for your needs.

For example, the Centtrip multi-currency Mastercard has the highest balance and transaction limits on the market, allowing you to:

- Hold up to 15 currencies, up to €350,000\*, on a single card
- Spend up to €150,000 in a single point-of-sale or online transaction
- Withdraw up to €4,000 daily from 2.1 million ATMs worldwide\*
- Instantly transfer up to €200,000 per day to one or multiple cards\*

\* Higher cash withdrawal levels, card balances and transfer limits are available upon request subject to status.



# Reporting, control and empowerment

*Reporting, control and empowerment often go hand in hand, supporting your organisation towards greater agility and efficiency.*

With effective, real-time reporting structures, alerts and visibility, you have better control, but you also have both opportunity and confidence to empower field staff to a greater degree.

That means faster, more effective decision-making on the road, more problems solved and more opportunities seized.

Organisations don't change expense management and payment processes very often, so when you do, it pays to choose a solution that will actively improve how your organisation runs.

*"Speed and flexibility is everything in this business... Having failsafe financial security, knowing you can provision for every eventuality, and having a financial partner that understands your world really gives you peace of mind. Centtrip's made the financial side of yacht management a pleasure."*

Rob Dolling,  
Director of Sales & Purchase, Management and New Construction, Verpeka Dolling

# Centtrip, Always on the money.

*Centtrip is an award-winning provider of multi-currency expense management and payment solutions for an increasingly borderless age.*



**We make life simpler, safer and more rewarding for organisations that manage multiple, internationally-mobile teams.**

Whether you're a music act, road crew, ships' crew, film crew, consulting, legal or audit teams, our award-winning solution gives you real-time, anytime visibility and control over multi-currency deposits, international payments, foreign exchange and multi-currency cards. We help you streamline payments, reduce currency and cash-carrying risk, and optimise international income flows.

With Centtrip, you can deposit and manage 15 different currencies, in unlimited value, in a single account. You can manage foreign exchange in 140 currencies at live-market rates and you can make international payments across the banking network using SWIFT, SEPA, Faster Payments

and other local networks. Centtrip customers can also make instant, fee-free, money transfers, 24/7/365, in 15 currencies using CenttripNow.

And, because we're designed for the needs of international business, you can control multiple, separate cost centres from a single, multi-platform interface – desktop or mobile – wherever you are.

We give you real-time reporting, reconciliation, insight and analytics, along with responsive, 24/7 support from experts who understand your world.

Our cutting-edge technology, premier financial services and dedication to customer experience have made us industry leaders in the marine and music sectors, which has paved the way for success in other areas, including aviation, film, sports, and media.

**With Centtrip, you're always on the money.**



# Reporting and control that enhances your business

Reporting, control, compliance and audit shouldn't be a drag on your business. In today's agile, dynamic world, you need processes that empower your staff, saving time and making them as effective as possible, wherever they are.

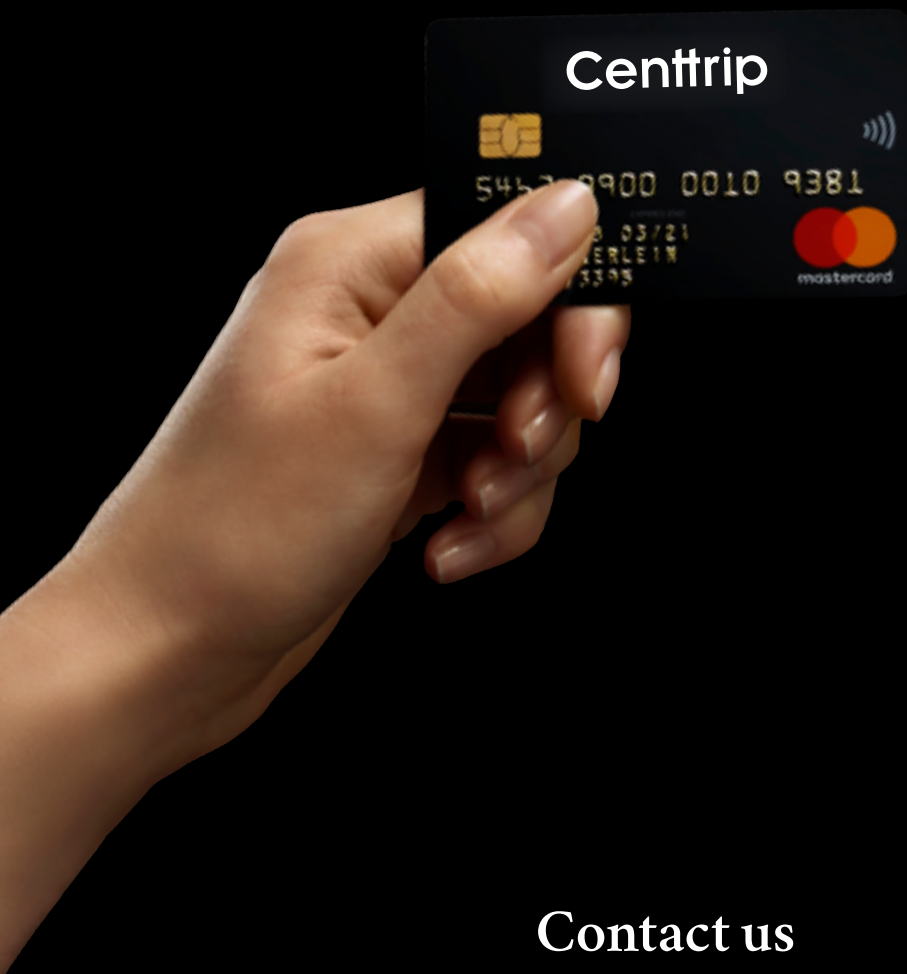
In this guide, we've identified nine reporting and control features to look for in any expense payment and management solution. These will improve your internal control processes, of course, but they will also improve internal efficiencies and empower your field staff, so they can be as effective as possible on the road.

Centtrip supports organisations with internationally mobile teams. We specialise in multi-currency management solutions for this increasingly borderless and dynamic age. Choosing the right partner can save time and money in operations and bring efficiencies to your business.

Contact us today to explore how Centtrip can support you and your business.







## Contact us

Get in touch today to find out how Centtrip  
can support you and your business.

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