

## Spend Management System™

SignUp4's Spend Management System™ provides the tools to implement an enterprise Strategic Meetings Management solution.

We help you get an accurate view of where you are, where you have been, and where you are going. By tightly integrating with other SignUp4 products, you can see trends and put the processes into place to take advantage of your data.

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# Spend Management System™

The SignUp4 Spend Management System™ allows your enterprise to efficiently manage all aspects of your meetings, events, and conferences. With meeting request management, budgeting, vendor contract management, and workflow, SignUp4's Spend Management System™ gives you all the tools necessary to:

- Track every meeting throughout your meeting life cycle
- Make sure your procedures and notifications are in place every step of the way
- Easily analyze your meetings individually, across business units, or at the enterprise level
- Implement and manage an effective Strategic Meetings Management program for your entire organization

Meetings and events compromise a large part of a company's travel department, almost 50% on average. However, if you ask these companies for details on how that money is spent, many times they do not know. The reality is, most of the detailed costs associated with a corporation's total meeting spend are simply not tracked. Using these tools, you can answer your budget questions and provide structure for your department to succeed.

## SignUp4's Spend Management System™ provides:

### Budgeting

The Spend Management System allows users to track anticipated and actual costs for every aspect of your event. The solution illustrates the savings versus wholesale rates to demonstrate the success of your negotiations. All budget categories and items are fully customizable to meet your accounting requirements and can be exported for further analysis or importing into your GL package.

### Negotiation

By aggregating the budgeting data across all of your events, our Spend Management System becomes a powerful negotiation tool.

### Workflow

SignUp4's Spend Management System™ defines the stages of the meeting lifecycle in your organization. Using this customizable categorization and tracking tool, meetings take center stage, versus getting lost in the shuffle.

### Communication & Management

SignUp4's Spend Management System™ provides a dashboard to view all current meetings, their status, and an ability to quickly drill down into needed detailed information by meeting. Numerous email alerts can be created using the Rules and Workflow components to notify the appropriate personnel of event progress or the need for an approval.

### Analytics and Business Intelligence

Using the information from the budgeting tool- combined with attendee data from SignUp4's Event Management System™ and Travel Management System™, the SignUp4's Spend Management System™ business intelligence tools give you invaluable information to make the best decisions for your organization.

## FEATURES

- Business Intelligence Tools
- Workflow Based on Your Business Rules
- Fully Customizable Budgeting Utility
- Ability to Track Approvals and History
- Opportunity to Create Your Own Life Cycle Stages
- Integrated Meeting Request Form
- Dashboard of All Meetings
- ROI Reporting
- Vendor and Contract Management
- Manage Unlimited Meetings and Events
- Track Meeting Spend