DATABASICS Requirements Questions:

**Company Name:**

**Location:**

**Industry:**

**Number of Employees / Users:**

**What Accounting System:**

**What HR/Payroll System:**

**What Bank / Card (if Expense):**

**Main Contacts:**

 Name:

 Title:

Phone #:

 Email:

**Expense Specific Questions:**

**Current Process?**

**Issues with Current Process?**

**What are you looking to Improve?**

**What are the impacts of the problems?**

**What are Top 3-5 Items looking for in New Solution?**

**1.**

**2.**

**3.**

**4.**

**5.**

**Do you have a corporate card?**

**How does their approval process work?**

**What sort of reports/data are they looking for out of the system?**

**Any industry specific requirements? (GSA per diems, DCAA compliance, etc.?)**

**Are they interested in an End-to-End Solution (Travel Booking)?**

**Who, if anyone, do they currently use for booking?**

**Who is their TMC?**

**Timesheet Specific Questions:**

**What are you using timesheet for? Billing, Payroll, etc.?**

**What is the frequency of timesheets? Weekly, bi-weekly, semi-monthly, etc.**

**Do you have any users that clock in/out? Are you tracking to the minute?**

**Do you need to Geo-fence?**

**Any state specific rules (CA meal break tracking, etc.)?**

**Any industry specific rules (DCAA compliance, etc.)?**

**What are the approval workflows?**

**Do you or do you want to do leave management in this solution?**

**What type of time policies do want the system to enforce?**

**Do you capture any notes on the timesheet?**