

Expense & Reimbursement Module

Corporate Expense Management Simplified



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Challenges

Key Challenges Faced by Enterprises when it comes to Expense Management

➤ Keeping Track of Advance Paid

➤ Maintaining Ad-hoc Expenses & Bills

➤ Managing Multi Currency Payments

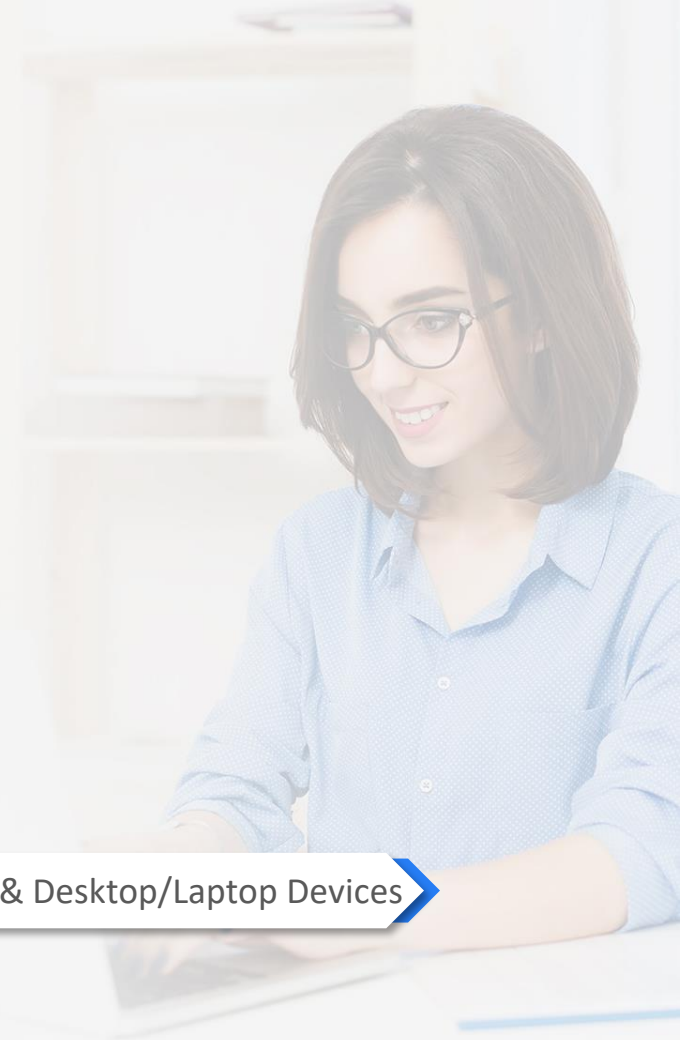
➤ Managing Reimbursement Limits

➤ Defined & Transparent Approval Workflow

➤ Cost-Centre wise Expense Tracking

How Expense & Reimbursement Platform Helps

- Automated Expense & Advance Management Platform
- Effective Monitoring of Expense Requests
- Quick Listing & Sorting Views of Existing Requests
- Provision to Choose Multiple Currencies & Upload Bills
- Configurable Reimbursement Limits & Approval Workflows
- Approvals Through Login As Well As Email Notifications
- Modify Approved Amount and Approve/Reject Partial Request
- Highly Secure, OnCloud and Available Anytime Anywhere on Mobile & Desktop/Laptop Devices
- Transparent Tracking of Requests & Analytical Reports



Expense & Reimbursement Suite



Expense &
Reimbursements

+



My Details

+



Employee
Management &
Pre-Onboarding

+



Reports &
Analytics

+



Admin
Configuration

Get the Flexibility to Choose More Modules & Build your Customized Platform for every HR function.



Survey



Self Service



Asset Mapping



Training



Timeport



Policy



Violations &
Occurrence



Recruitment



Performance
Assessment



Resource
Allocation



Separation



Travel



Conference
Room Booking



Leave &
Attendance



Task
Management



Confirmation
Assessment



Advances



User Manual



Mobile App



Payroll

Key Features

Configurable Expense Limits & Eligibility Based on Employee Grade



Configurable Approval Process for Advance & Expense Reimbursement



Cost-Centre wise Expense Tracking & Reports



Multi Currency Advance & Reimbursement Process



Provision to Upload Expense Bills & Invoices



Manager can Modify Amount while Approving



Transparency in Tracking & Monitoring of Expense Requests



Available Anywhere Anytime on Mobile (Android & iOS) or Desktop & Laptop Devices



Partial Approval or Rejection of Expenses



Highly Configurable, Dynamic Workflows & Role-Based Access



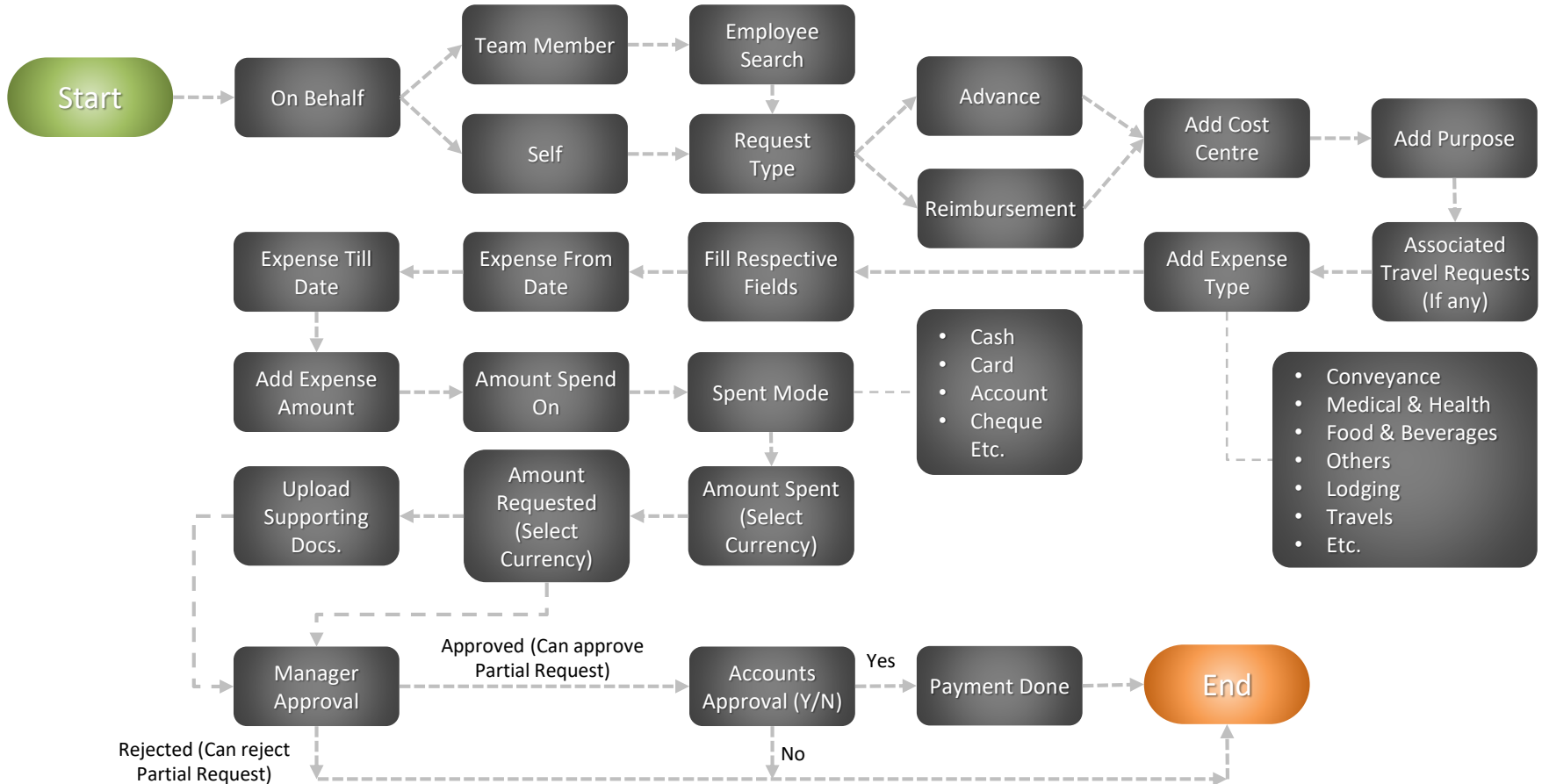
Data Encryption using 256-bit SSL Encryption



Approvals & Rejections through Smart Links in Email



Process Outline

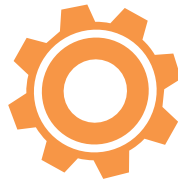


Role Based Access

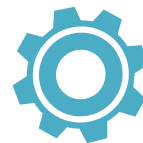
HR / Admin
Login



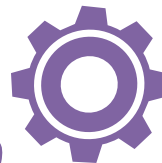
Accounts
Department Login



Reporting / Functional
Manager Login



Employee
Login



Role Based Access

Manager



- Create/Edit/Cancel Self/Team Request
- View Self Request
- Manage Team Request
- Check Supporting Bills
- Modify Approved Amount
- Approve/Reject Expense Request
- Generate Reports

Accounts Department



- Create/Edit/Cancel Request
- Manage Self & All Request
- Check Supporting Bills
- Modify Approved Amount
- Approve/Reject Expense Request
- Process Payments
- Generate Reports

Employee



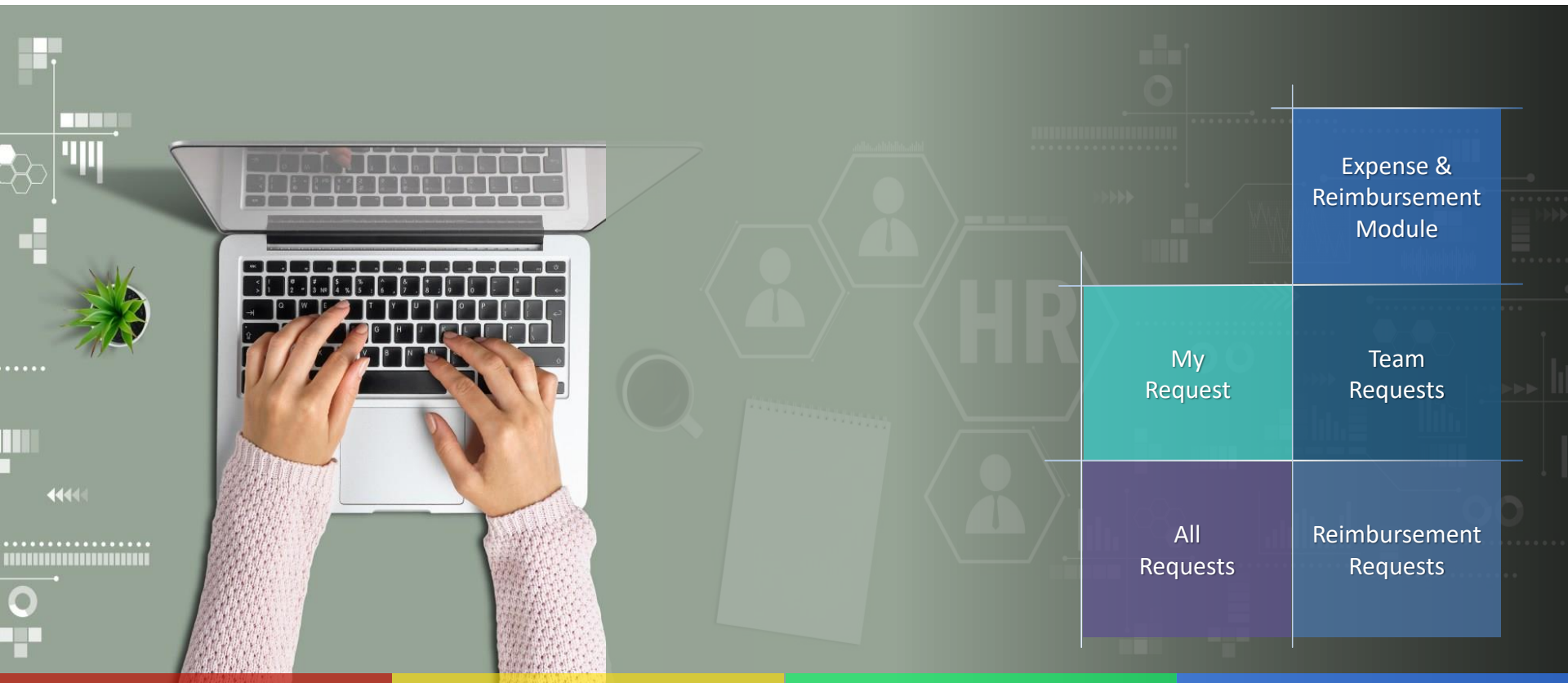
- Create New Request
- Edit / Cancel Request
- Upload Bills
- View Self Requests
- Generate Reports

HR / Admin



- Configure Meta Data
- Configure Workflow
- Create/Edit/Cancel Request
- Manage Self/Team/All Request
- Check Supporting Bills
- Manage Reimbursement Requests
- Generate Reports

Building Blocks



Expense &
Reimbursement
Module

My
Request

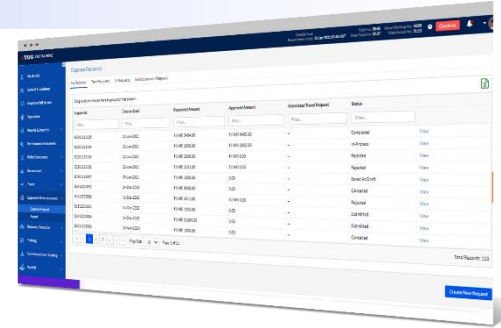
Team
Requests

All
Requests

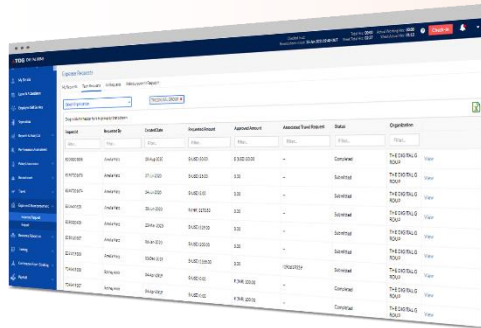
Reimbursement
Requests

My Request

- Employee can create an Advance or Reimbursement Request
- Employee can select multiple type of expenses e.g. Travel, Medical, Food Etc.
- Employee can choose Currency for advance or reimbursement
- Uploading of supporting bills & documents
- View your limits & Adjust your expense Request
- Check Notes & progress updates of your request



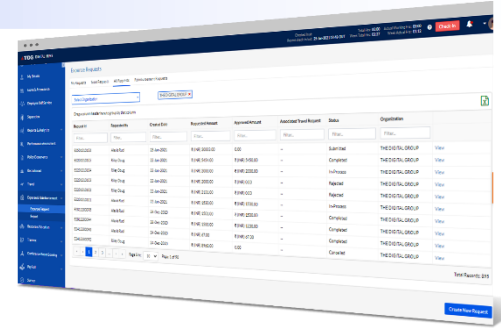
Team Requests



- Manager can create a request on behalf of his team
- Manager will be able to check all requests raised by his team members
- Manager can see expense request with attached bills & docs and can approve/reject
- Manager can partially approve or reject the request
- Manager can view limits and can edit the approved amount accordingly

All Requests

- Admin will be able to check all expense reimbursement & Advance request in Organization
- Admin can check status of request and approve or reject on behalf of Managers
- Admin can view limits and can edit the approved amount accordingly
- Can create all request report in Excel

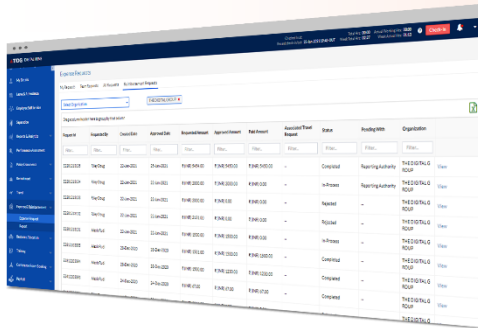


This screenshot shows the 'Expense Request' table in the system. The table lists various requests with columns for Request ID, Requester, Date, Amount, Status, and Organization. The status column shows 'Approved' and 'Rejected'.

Request ID	Requester	Date	Amount	Status	Organization
10000001	Admin	2024-01-01	\$100.00	Approved	THE DENTAL GROUP
10000002	Admin	2024-01-01	\$100.00	Approved	THE DENTAL GROUP
10000003	Admin	2024-01-01	\$100.00	Approved	THE DENTAL GROUP
10000004	Admin	2024-01-01	\$100.00	Approved	THE DENTAL GROUP
10000005	Admin	2024-01-01	\$100.00	Approved	THE DENTAL GROUP
10000006	Admin	2024-01-01	\$100.00	Approved	THE DENTAL GROUP
10000007	Admin	2024-01-01	\$100.00	Approved	THE DENTAL GROUP
10000008	Admin	2024-01-01	\$100.00	Approved	THE DENTAL GROUP
10000009	Admin	2024-01-01	\$100.00	Approved	THE DENTAL GROUP
10000010	Admin	2024-01-01	\$100.00	Approved	THE DENTAL GROUP

Reimbursement Request

- Admin, Manager & Accounts can check who all have raised request for Reimbursement against expenses made
- Can approve or reject advance request or can edit amount as well



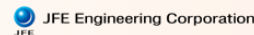
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10000006	Admin	2024-01-01	\$100.00	Approved	THE DENTAL GROUP
10000007	Admin	2024-01-01	\$100.00	Approved	THE DENTAL GROUP
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Our Select Clientele



Our Select Clientele



Multiple Industries. One Solution.



Health Care



IT / ITES



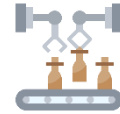
Automobile



Education



Real Estate



Manufacturing



Recruitment
Agency



Consultancy
Firm



Media &
Publishing



Facility
Management



Dealers &
Distributors



Banking & Financial
Services



Hospitality



Utilities

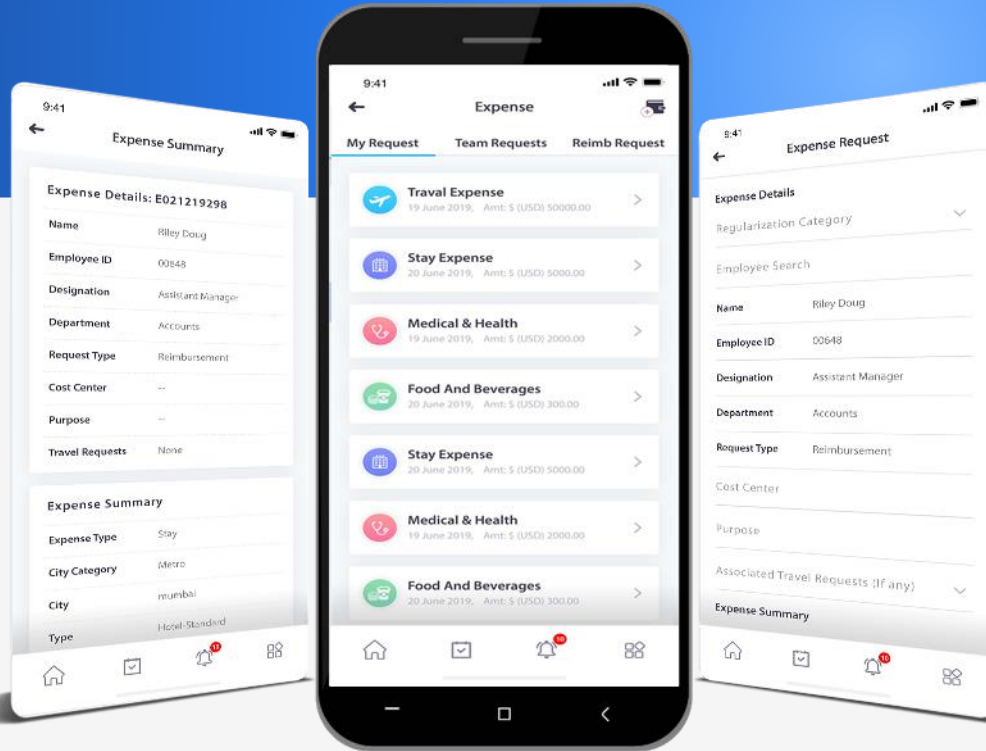


Pharma

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Discover Digital HRMS App
on Google Play & App Store
with advanced features for mobile users.



Geo Fencing



Fingerprint Signature



Chat Bot



Timesheet Recorder



Voice Command



Face Recognition



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Management System



Information Technology
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