ExpenseSmart *is a true web based workflow solution which covers company-wide expenses (like field-force, Travel, Medical, entertainment and other reimbursements).Authorized users can submit, approve, reject, and process employee claims. Provision to upload Credit cards historical data from excel. Customized integration with business applications like SAP is also available.*
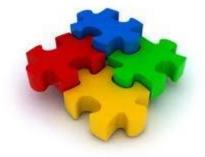
1   Introduction

Travel , Field-force , Medical and entertainmnet expenses are some of the major expenses within an organization which invloves hundreds of employees who incur expenses on daily basis. These enterprise wide expenses are governed by complex business policies and invloves variuos approvals at different levels based on reporting relationships. To keep track of each expense in diffrerent departments is not easy to manage manually. Therefore every well-managed organization needs to have a fully automated, paperless, software solution to control and manage these entrprise wide expenses.

We have develped a web based software solution to keep track and manage company-wide expenses in a seemless and dynamic environment.

Some key benefits of having an **Expense**Smart in an organization include but are not limited to:-

❖   Improve the productivity of business processes & personnel

❖   No need to rely on personnel memory for expenses control

❖   Prevent delay in expense approval cycle

❖   Prevent loss of expense documents with on-line data storage

❖   Enhance concurrent use of expense documents

❖   Enhancing effectiveness of backup and restore to mitigate loss in the event of a disaster such as fire, earthquake etc.

And many more!

2   Our Solution

We are pleased to present our clients, our strategic product "ExpenseSmart", an enterprise Travel & Field-force Expense Management System, built after years of research and experience with the very best of Industry standards and best practices.

The experience of having worked on enterprise expense management portfolio of products, helped us come out with our own custom built solution based on Microsoft Technologies including

❖   Microsoft SQL Server 2008 R2 and above

❖   Microsoft ASP .Net (IIS)

❖   Microsoft Windows Server Platform

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Features Summary

Some significant features of our system are as per below:

❖ A web based solution which makes it a user friendly solution.

❖ A comprehensive access control mechanism to prevent unauthorized access and properly manage workflows (on-line approvals at each level)

❖ A complete solution covers each phase such as: planning, requisitioning, recording, departmental approval, invoicing, payment and posting to core business application like SAP.

❖ Sending messages to people involved at each level for their actions and approvals.

❖ On-line workflow (keeping each and every expense record set in a user work basket). Authorized user(s) can take actions like approve, reject, send back and ask for comments.

❖ Provision to attach all related expense evidence as scanned image with facility to view and approve at each stage.

❖ Allows entering travel expenses in multiple currencies based on date of expense in any currency and converting each day expense in local currency (CAD) based on exchange rate on date of actual expense.

❖ Provision for uploading Credit Card electronic record provided from supplier.

❖ Provision to invite quotations from multiple vendors for travel quotes and with selection and approval on-line.

In short a true **paperless** solution.

Benefits

The benefits that will be realized by your organization as a result of this solution are multi fold and are not limited to:

- Transformation to a standards based solution
- Centralization of information on a single platform
- Strong local presence of our company and vast experience with MNCs leading to best in class support and maintenance

Case Study – Bayer (Pakistan)

2.1 Problem

Bayer (Pakistan) was facing difficulties in managing business process used to approve and track corporate Travel and other expenses of its employees across Pakistan and around the world. Furthermore the expenses incurred by the employees were being submitted and approved through a manual process. Also there was no system to manage and approve General/Entertainment expenses of head-office or Field-force employees.

Requirements/Issues:

1. Lack of a system to manage corporate Travel plans of employees

2. Lack of a system to manage Travel expenses.

3. Unavailability of a system to track and manage General Expenses of Office employees.

4. Unavailability of a system to track and manage expenses of on-field employees.

2.2 Solution

We have provided an Enterprise Expense Management System to Bayer Pakistan.

The solution provides a single platform for Bayer employees to create their International and Domestic Travel plans and submit them to their managers for approvals.

The solution also provides a Travel Agent module to be hosted online where Travel agents can submit quotations against Travel requests of Bayer employees.

The solution covers all Travel and General Expense management facilities ranging from expense submission to intermediate approvals to final approval by finance and finally posting to MAPICS or SAP.

The solution also provides Travel allowance expense management features for Field Force staff.

The system is based on Microsoft Dot Net technologies including ASP .Net and MS SQL Server 2008.