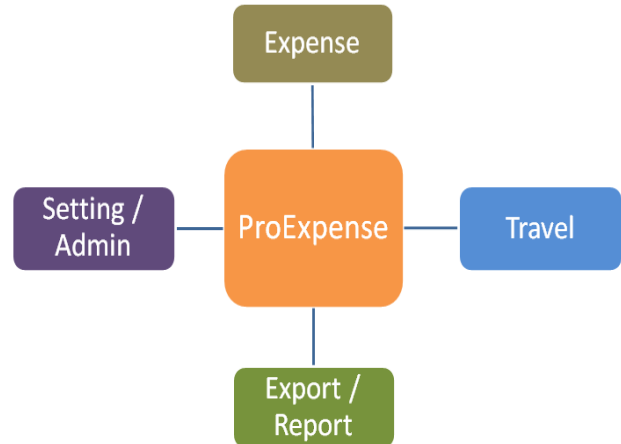


ProExpense

ProExpense is web based travel and expense management system for a company where each employee will be able to submit their expenses and travel requests in real time. It captures the expense as it happens for full visibility. Multi-role based approval routing workflow, voucher attachments, reporting and dashboard, mobile responsive and many other features.

Provides increased transparency, accuracy and reliability for all expense related information.

*ProExpense has been developed by **Technology and Business Solutions Ltd (TBS)** in collaboration with relevant industry specialist and practitioners*



Features and Functionalities

Dashboards	Dashboard by User type
Mobile Responsive	Laptop, Desktop, Mobile and Tab enabled
Manage Expense	Submit expenses by employee
Attachments	Upload invoice and receipts for both expenses and travel requests
Approval Workflow	Approval workflow by Employee Line Manager, verified by Finance Employees & also expense types both are linked to cost center
Cost Center	Automatic employee code generated
Employee Code	Manage expense criteria by user expense types
Expense Criteria	User and Management Report
Reports	New Travel requests for Air, Bus & Train
Manage Travel	Web API, Download and Upload
Export Functionality	Employee monthly work can be uploaded for sales forces. This is another layer of verification. Employee able to submit their expenses as their monthly work schedule.
Work schedule (Optional)	

Modules & Features

Master Module / Configuration & Settings

- Manage users, roles and privileges, setup master data.
- Configure settings to your business needs
- Easily enforce and change spending policies

Expense

- Input expense data, travel, accommodation, events food etc.
- Automatically capture receipts and process reports
- See all of your expense data in one place

Travel Request

Reports and Dashboards

- Organize and plan company travel
- Multiple reports and dashboards

Modules & Features

Master Module / Configuration & Settings

- Employee Management
 - Line Manager
 - Job Grade
 - Cost Center
- General Ledger (GL)
- Expense Type
 - Main Expenses Type &
 - Sub Expense Type
 - Linked with General Ledger (GL)
 - Expense Type availability by Job Grade
 - Expense Type conditions & threshold managed by Job Grade
- Travel and Expense Rules & Policy
- Roles and Privileges
- Auditor / Finance Validation Team

Travel

- Travel Request by employee
- Travel Approval by Line Manager
- Travel Linking with Expense Report
- Dashboard
- Email & application notification

Benefits and Advantage

- Manage and centralize expense for all employees
- Real time expense visualization
- Increases transparency, accuracy and reliability
- Electronic processing minimizing paper and manual work

Expense

- Expense Report
 - Save As Draft
 - Exception message: will show as per expense rules
 - Attachment: Mandatory or optional as per expense rules
 - Recall Option: submitted and approved expense report.
- Quick Expense Report
 - Expense Claim as per work scheduled by Sales Force
- Expense Report Approval Flow
 - Line Manager approval and then Finance Approval
 - Both Line Manager and Finance Approver can do the followings
 - Print, email, expense report
 - Reviewer facility: View Only Dashboard
- Email & application notification

Reports

- Details report
- Process Report
- Header Report

- Faster processing and disbursement
- Management reporting for making decisions and policies
- Remote access
- Easily enforce and change spending policies

Technology and Platforms

SQL Server 2014 or higher, MySQL
.NET Framework, ASP.NET, MVC, Entity Framework

Technology and Business Solutions Ltd. (TBS) (www.tecbsl.com) is a consulting firm providing IT solutions to Donor Agencies, Government Agencies, NGO's and Multinational Corporations and Overseas clients since 2005. TBS is a member of BASIS and ISO 9001:2008 certified.

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