

"100% Policy Compliance"

Dream or Reality in T&E?

Give your Finance Team the Best Reward there ever is

Did you know?

1 Non-Policy Compliant event can reduce your
Finance Team Productivity by

3x times

It goes without saying,
Policy Compliance is important...

But

**Is 100% Policy Compliance
even possible?**



You see,

Today's Employee
CANNOT BE FORCED

The only solution is
AUTOMATION



We need to automate the
**4 pillars of expense
management to go
from.....**



Data Capture

Processes

Approvals

Expense Auditing

Part 1: **Automating Data Capture** to go from.....



Data Capture

Processes

Approvals

Expense Auditing

20 years back: 90% bills were hand written



Today: 90% bills are recorded "somewhere" digitally

Emails

Travel Apps

Bills

SMS

Credit Card
Statements

WhatsApp

There's an **unprecedented opportunity**
to automate data capture

1. Automate invoice capturing from **EMAILS**

3. Expense line-item auto-created in expense tool

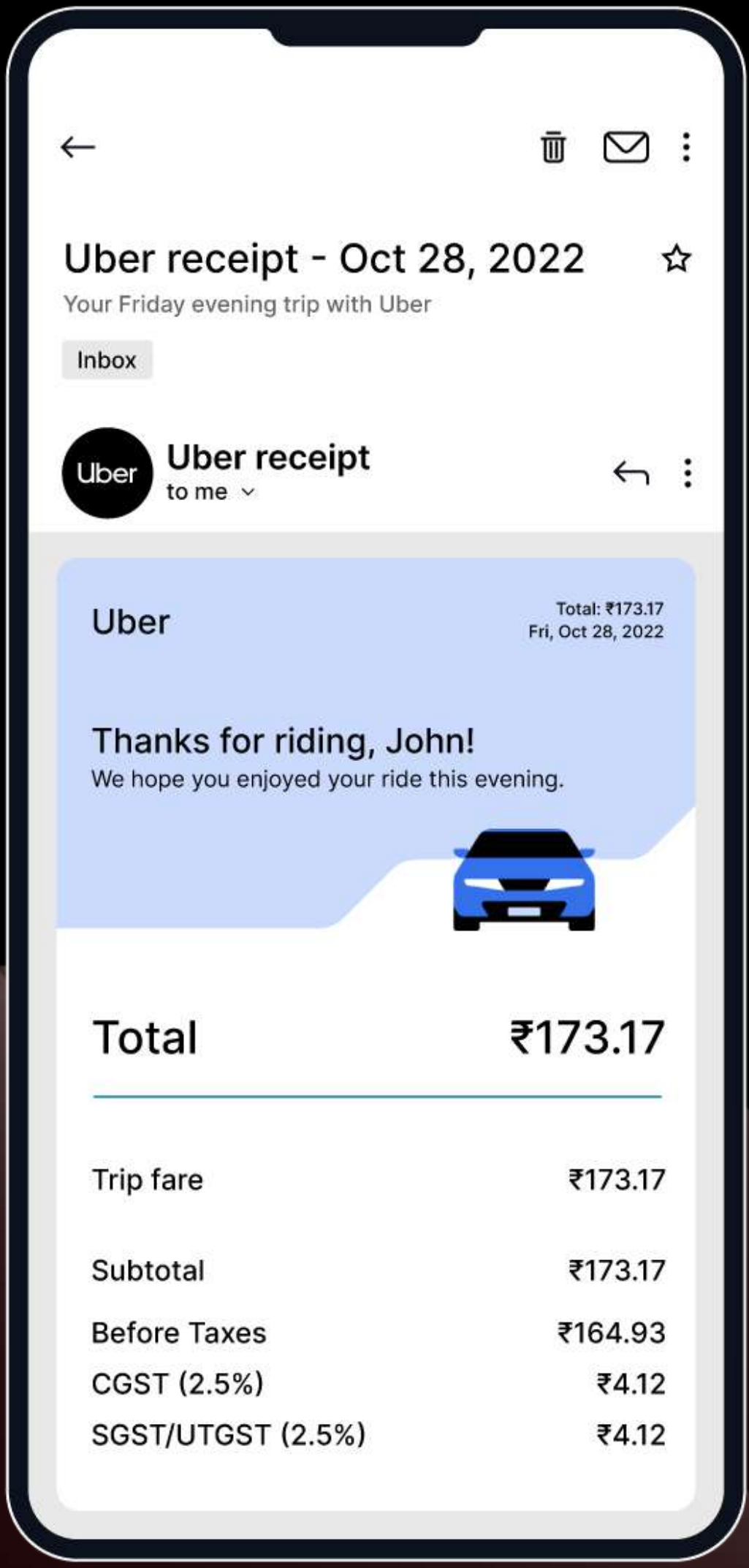
The screenshot displays the Happay web application interface. On the left, a sidebar shows a list of emails. One email, titled 'Ola Receipts' and dated 'Aug 4, 2017, 12:19 AM', is selected. An arrow points from the text '1. Employee gets email' to this email. The main content area shows the details of the selected email, which is an Ola receipt. An arrow points from the text '2. Plugin reads details' to the receipt details. The receipt details include the total amount of ₹773, the ride details (CHANDRAPPA N, Share - Grey Etos), and the bill details (Base Fare ₹718.32, Total Fare ₹718.32, Taxes ₹54.58, Total Bill ₹773). On the right, the 'Create expense' form is visible, with fields for Expense Type (Cash), Amount (773), Currency (INR-Indian rupee), Wallet (Imprest), and Spent at (Ola Cabs). An arrow points from the text '3. Expense line-item auto-created in expense tool' to the 'Create expense' form.

The screenshot shows the Happay mobile application interface. At the top, there is a 'FILTER' button. Below it, the 'Expenses' section is displayed, with tabs for 'PENDING' and 'SUBMITTED'. An 'Export' button is also visible. The list of expenses includes:

- Uber Receipt**: Merchant: UBER, Date: 28/10/2022 20:24:21, Wallet: Imprest. Status: Unreported.
- Starbucks Receipt**: Merchant: STARBUCKS, Date: 28/10/2022 20:24:21, Wallet: Food. Status: Unreported.
- Oyo Rooms**: Merchant: OYO, Date: 28/10/2022 20:24:21, Wallet: Imprest. Status: Unreported.

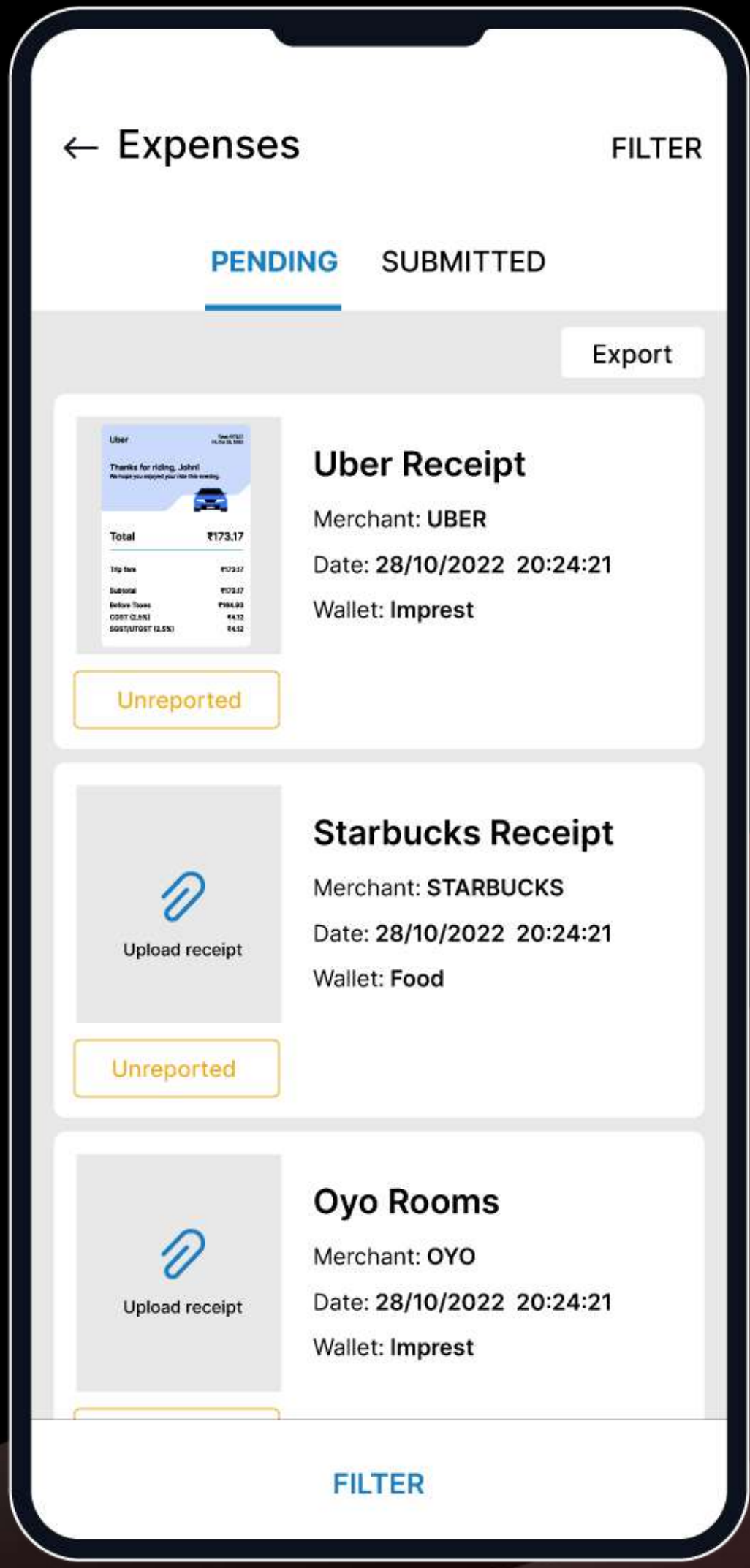
At the bottom, there is a 'FILTER' button.

2. Automate invoice capturing from **TRAVEL APPS**



1.Employee books Cab via Uber Business Account

2. Expense automatically created on the expense tool



3. Automate invoice capturing from **Physical Bills**

Hotel Nalaas
Hyderabad
GST: 36ERRRE2345D1Z2

Bill: 0982 12/08/2022

Meeting room rent	1200.00
Chicken Biryani	270.00
Alcohol	2100.00
Laundry	900.00
Total	4470.00

Barcode

Hotel Nalaas
Hyderabad
GST: 36ERRRE2345D1Z2

Bill: 0982 12/08/2022

Meeting room rent	1200.00
Chicken Biryani	270.00
Alcohol	2100.00
Laundry	900.00
Total	4470.00

Barcode

Hotel Nalaas
Hyderabad
GST: 36ERRRE2345D1Z2

Bill: 0982 12/08/2022

Meeting room rent	1200.00
Chicken Biryani	270.00
Alcohol	2100.00
Laundry	900.00
Total	4470.00

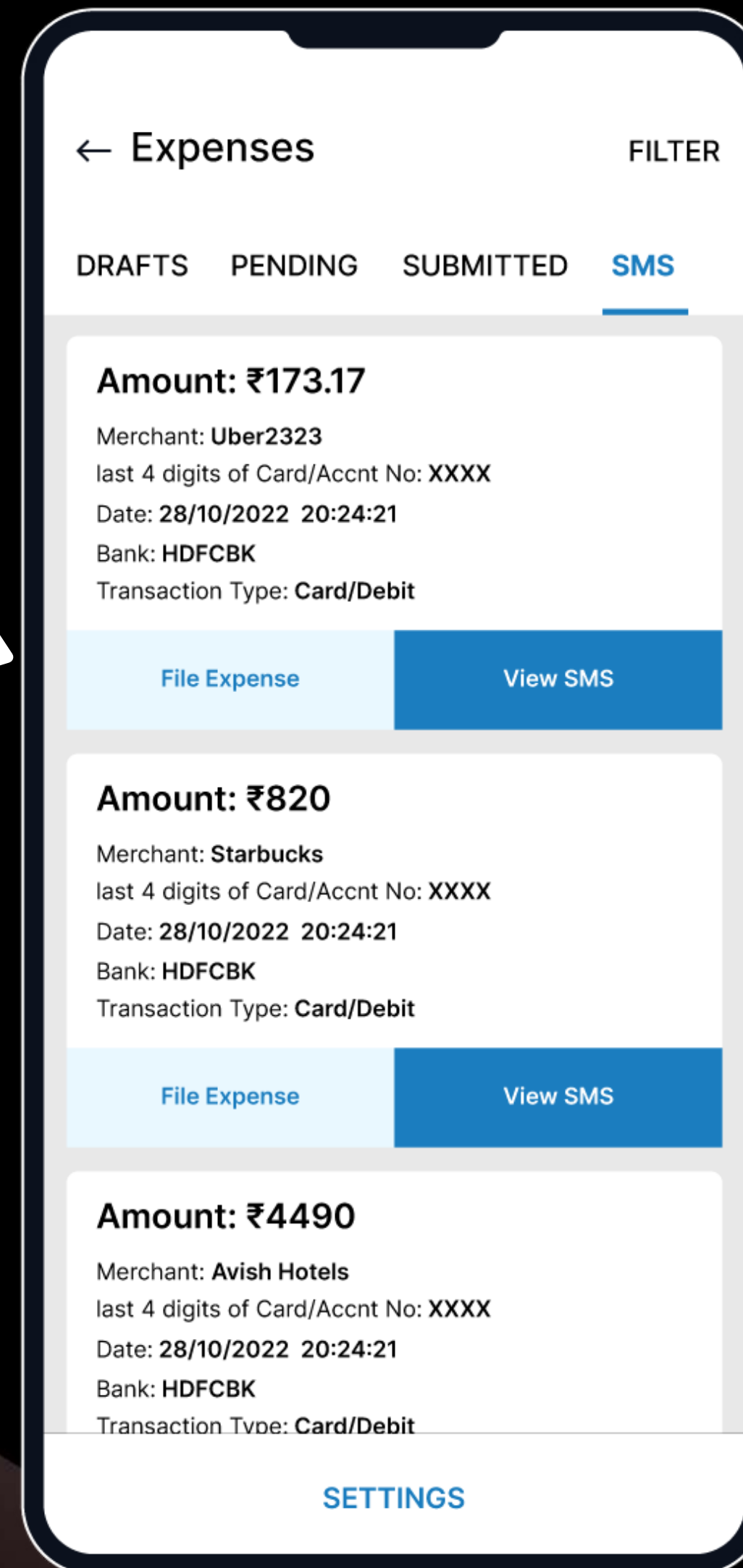
Barcode

All the bill details are auto-captured

Scan the hard copy of your bill here

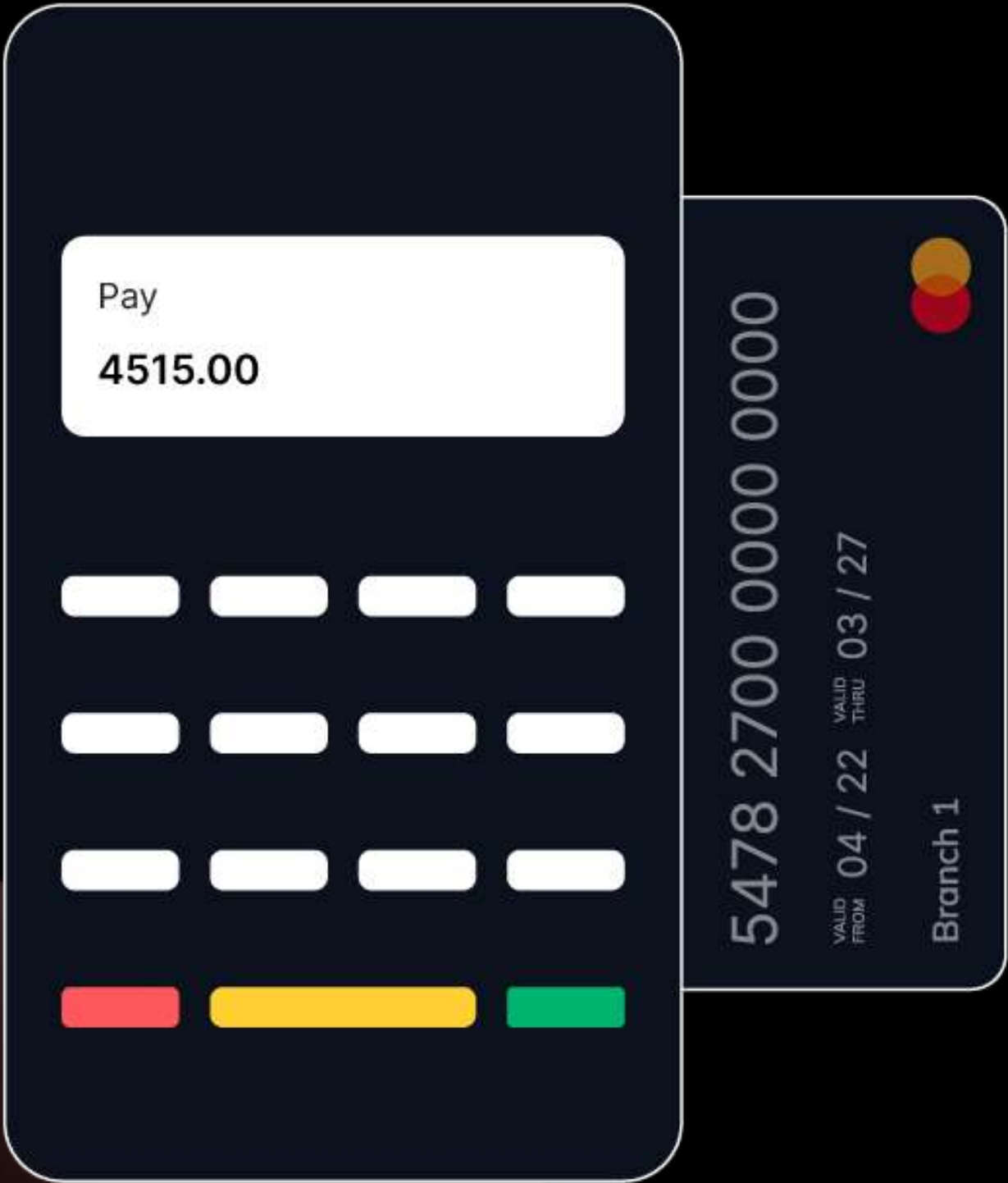
4. Automate invoice capturing from **SMS**

Transaction SMS can be filed
as Expense automatically

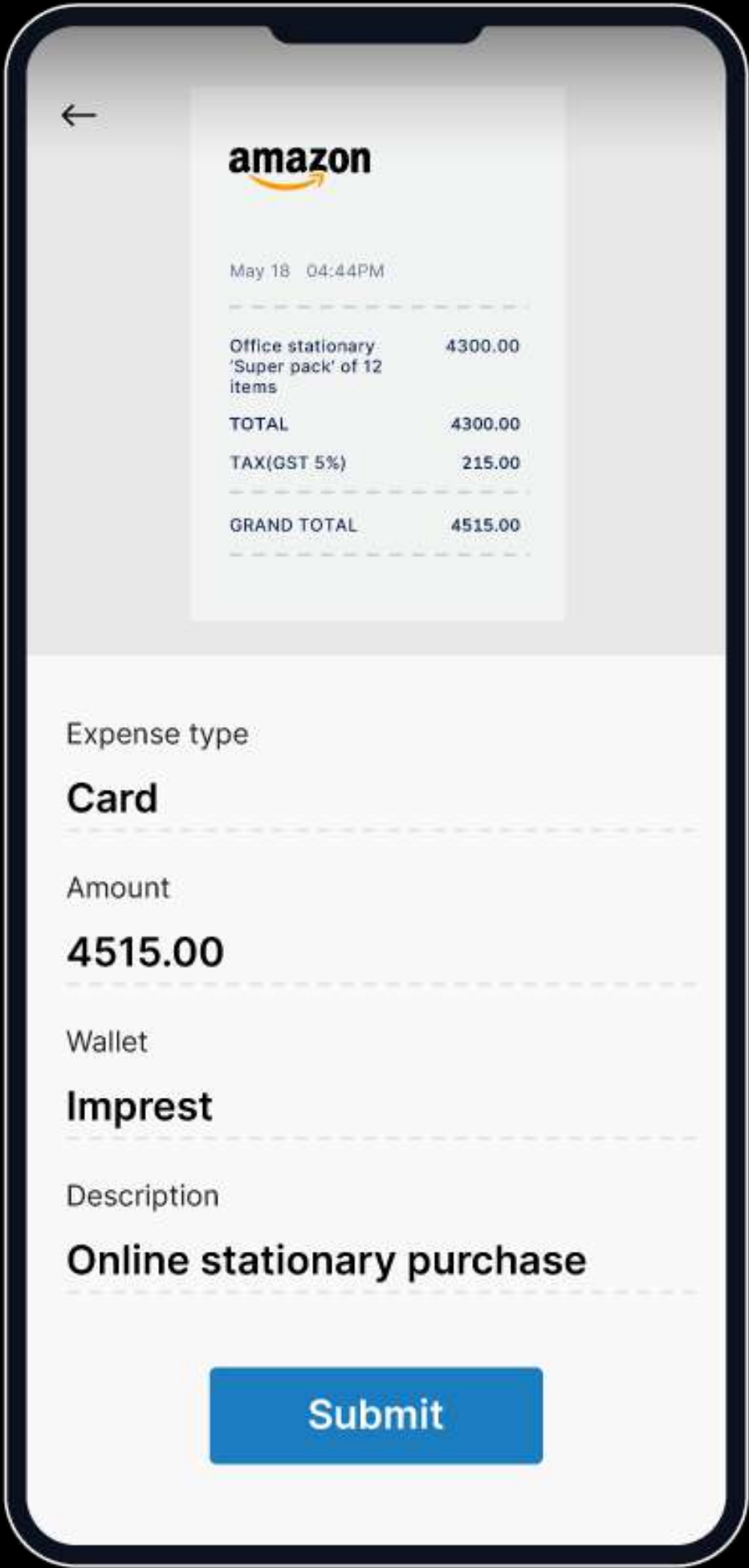


5. Automate invoice capturing from **Credit Card**

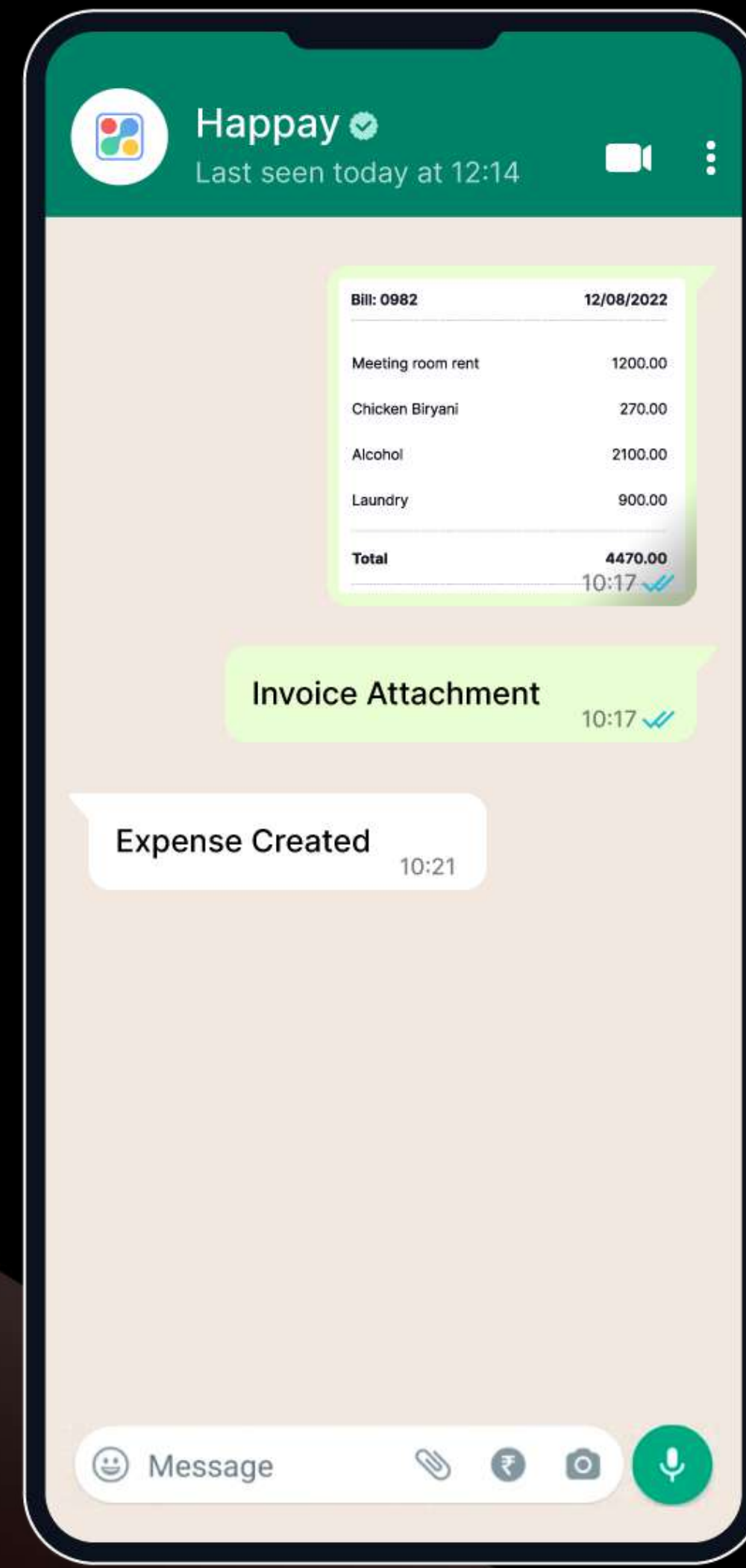
Employee swipes credit card



Expense gets automatically created on the tool



6. Automate invoice capturing from **WhatsApp**



Employee attaches invoices

Expense is automatically created on the tool

Part 2: **Automating Processes** to go from...



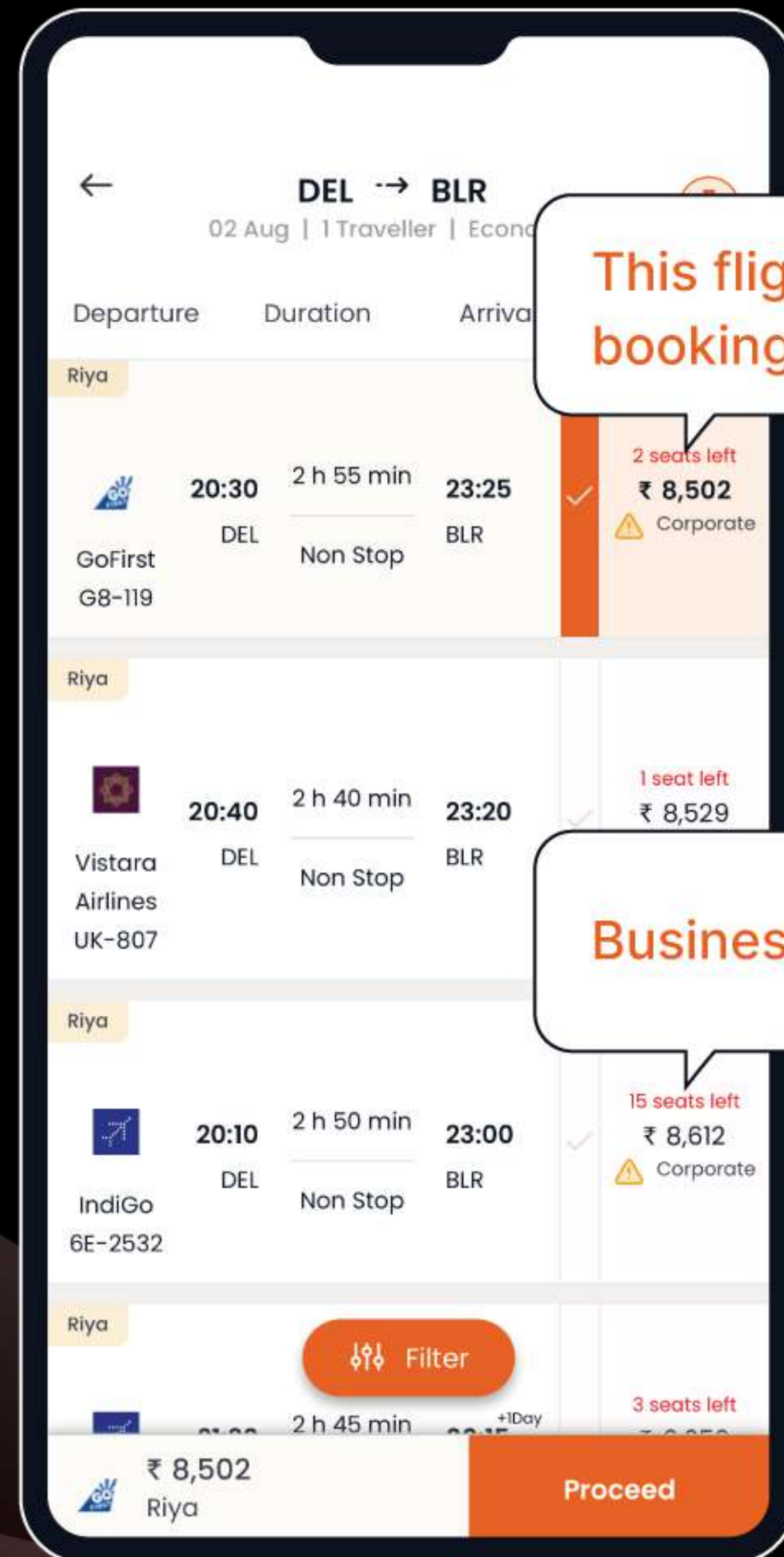
Data Capture

Processes

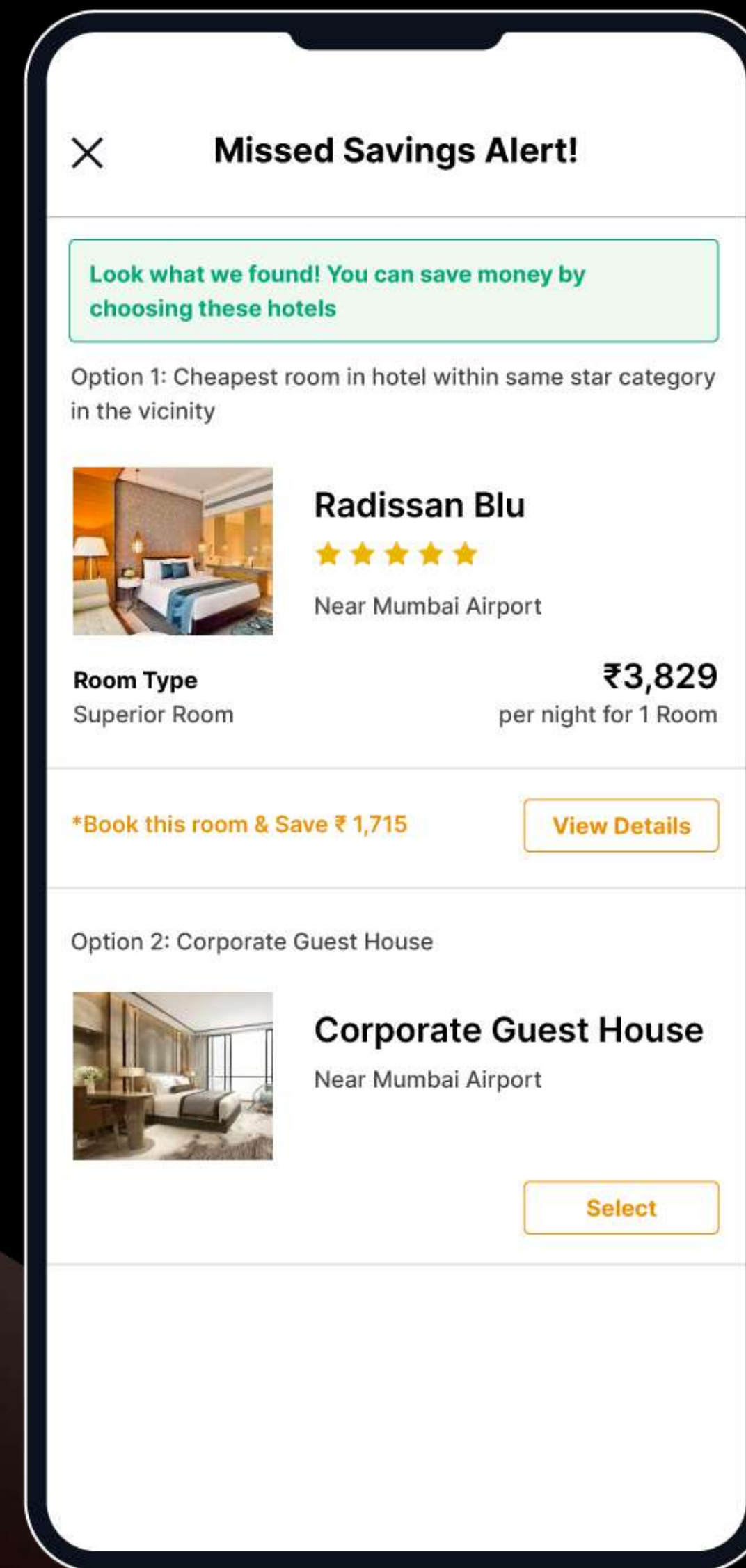
Approvals

Expense Auditing

1. Automatically restrict policy violations during **Flight booking**



2. Automatically restrict policy violations during **Hotel booking**



Automatically send alerts to choose cheapest hotels

Automated alerts to choose company guest house


3. Automatically restrict policy violations during Expense Filing

The screenshot displays the HappyPay web application interface for expense filing. The top navigation bar includes links for HOME, EXPENSES, REPORTS, TRAVEL REQUESTS, LOAD REQUESTS, and FINANCES. A user profile icon labeled 'Employee J' is in the top right. The main content area shows a table of expense transactions with columns for Status, Policy, Transaction Id, Date(IST), Trip Id, TRF Id, Creation Date(IST), Merge Status, and Merchant. Two callout boxes highlight specific violations:

- 1. Hard blocks for strong violations like "Missing Invoice"**: This box points to a transaction with status 'Unreported' and a red warning icon. The callout text reads: 'Hardblock: 1 Violation on Expense' and 'Invoice not attached'.
- 2. Soft block for simpler violations like "Expense limit exceeded"**: This box points to a transaction with status 'Unreported' and a yellow warning icon. The callout text reads: 'Softblock: 1 Violation on Expense' and 'Daily Limit for ₹1000 exceeded'.

Status	Policy	Transaction Id	Date(IST)	Trip Id	TRF Id	Creation Date(IST)	Merge Status	Merchant
Unreported		HPCTU022323	28 Oct 2022 2:45pm	-	-	28 Oct 2022 2:45pm		Starbucks
Unreported		HPCTU022323	28 Oct 2022 2:15pm	-	-	24 Oct 2022 2:15pm		Uber
Submitted		HPCTU0245635	21 Oct 2022 1:15pm	-	-	21 Oct 2022 1:15pm		Indian oil
Unreported		HPCTU0275675	17 Oct 2022 12:45pm	-	-	17 Oct 2022 12:45pm		Subway

4. Automatically restrict policy violations in **per day allowance**



Travel

Food

Hotel


Fuel

Per day allowance for daily travel expenses

Employee Grade ▼

Grade	Amount allowed per day
Grade 1 Managers, Finance & Sales exe...	<div><div></div><div>1,000</div><div>8,500</div><div>10,000</div></div>
Grade 2 IT Executives, HR, Legal execut...	<div><div></div><div>1,000</div><div>4,500</div><div>10,000</div></div>


Setup Per Day Allowance amount to restrict over spending



✓ Amount credited

Your travel allowance of ₹ 4,199 for the trip Bangalore to Delhi on 21 Aug 2022 has been reimbursed.

5. Automatically restrict policy violations in **per trip allowance**




Travel Food Hotel Fuel


Per trip allowance for daily travel expenses

Employee Grade ▼

Grade	Amount allowed per trip
Grade 1 Managers, Finance & Sales exe...	<div><div></div><div>1,000</div><div>5,000</div><div>10,000</div></div>
Grade 2 IT Executives, HR, Legal execut...	<div><div></div><div>1,000</div><div>4,000</div><div>10,000</div></div>

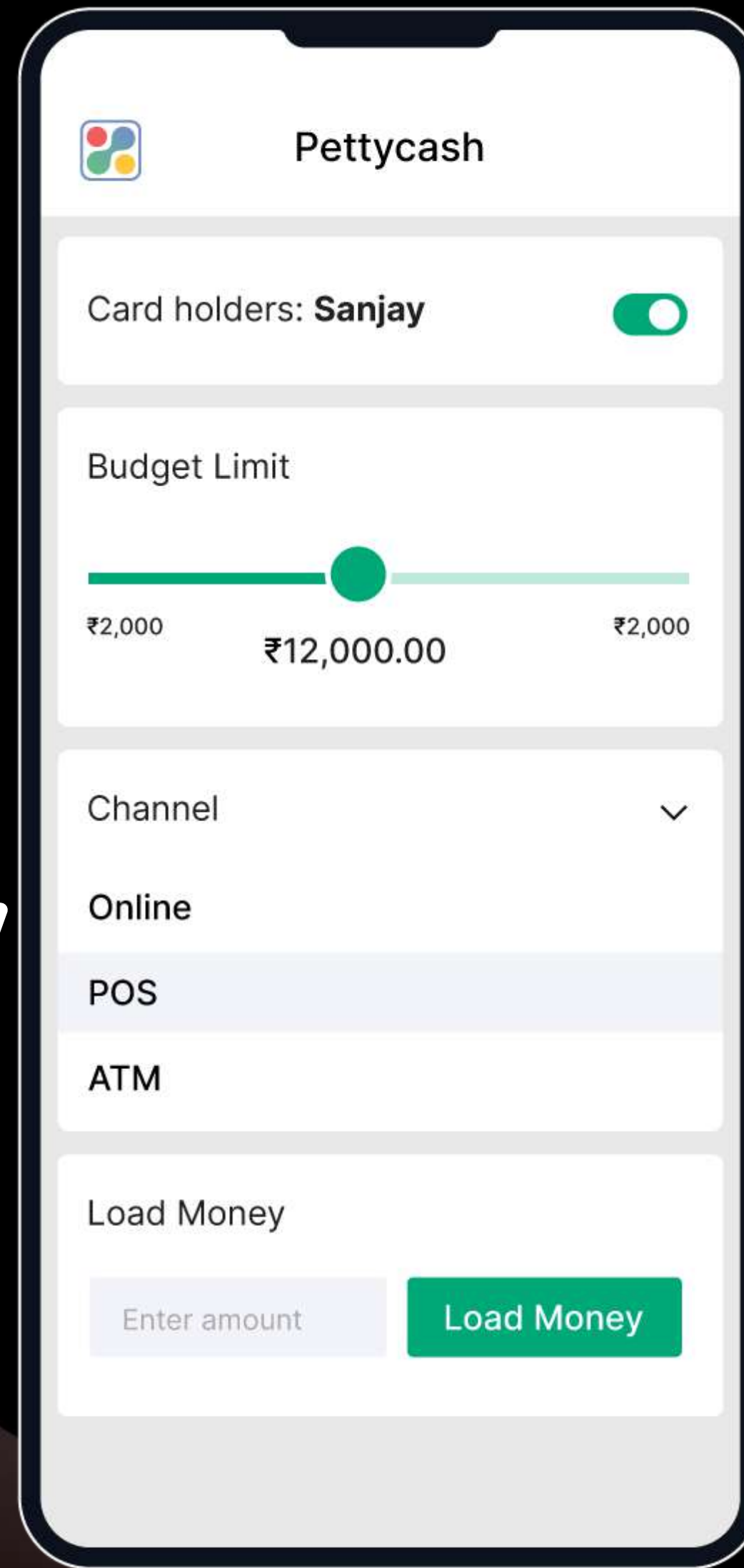
Setup Per Trip Allowance amount to restrict over spending and prevent violations



**Amount credited**

Your travel allowance of ₹ 4,199 for the trip Bangalore to Delhi on 21 Aug 2022 has been reimbursed.

6. Automatically restrict policy violations in **each office/branch**



The screenshot displays the 'Pettycash' app interface. At the top, there's a header with a logo and the title 'Pettycash'. Below this, a section for 'Card holders: Sanjay' has a green toggle switch. The 'Budget Limit' section features a slider set to ₹12,000.00, with endpoints at ₹2,000 and ₹2,000. The 'Channel' section is a dropdown menu with options: Online, POS (highlighted), and ATM. The 'Load Money' section includes an input field labeled 'Enter amount' and a green 'Load Money' button.

Allocate specific amount for Petty Cash Expenses for each branch

Setup channels through which it can be used, and other restrictions

Part 3: **Automating Approvals** to move from...



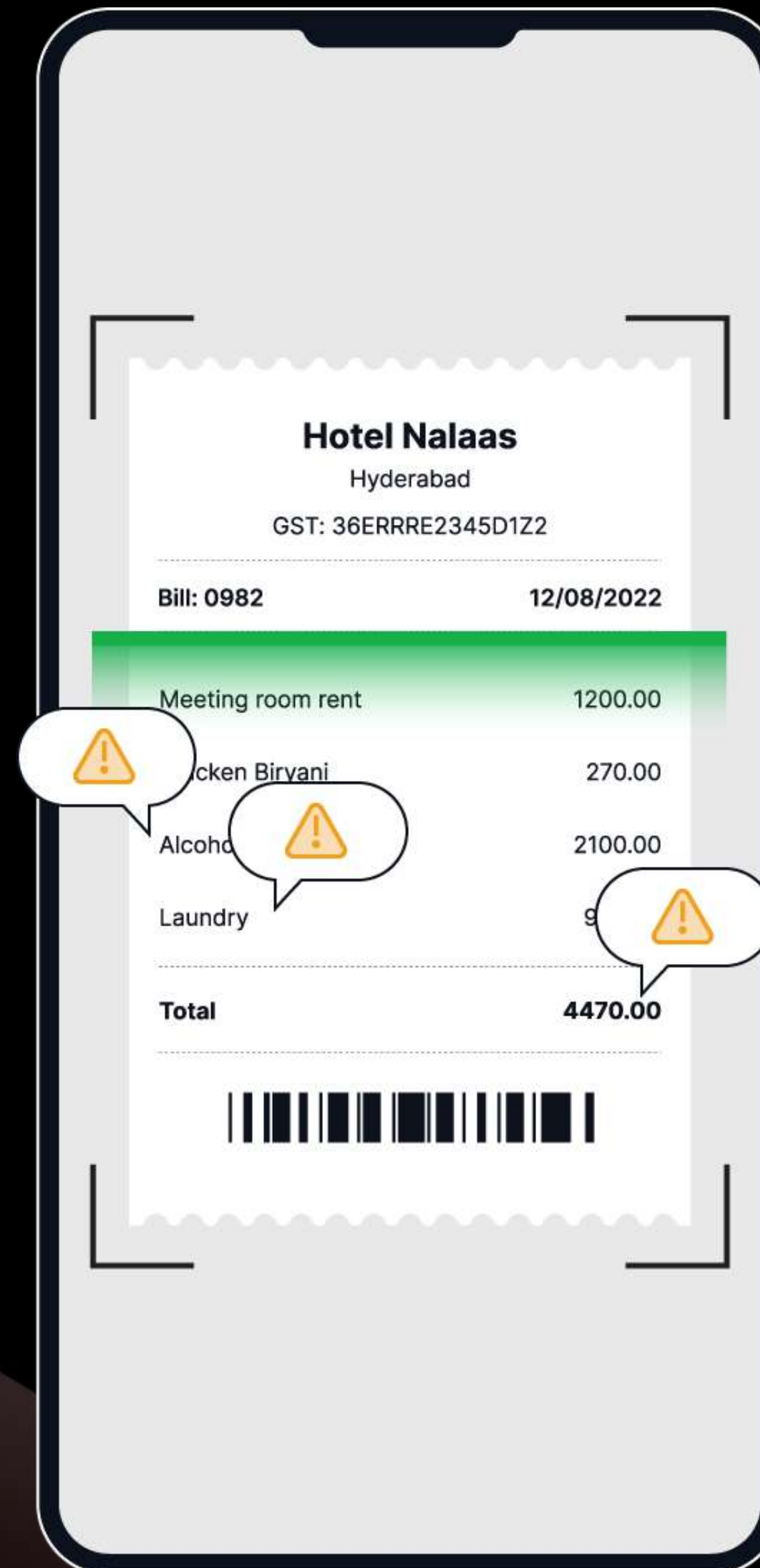
Data Capture

Processes

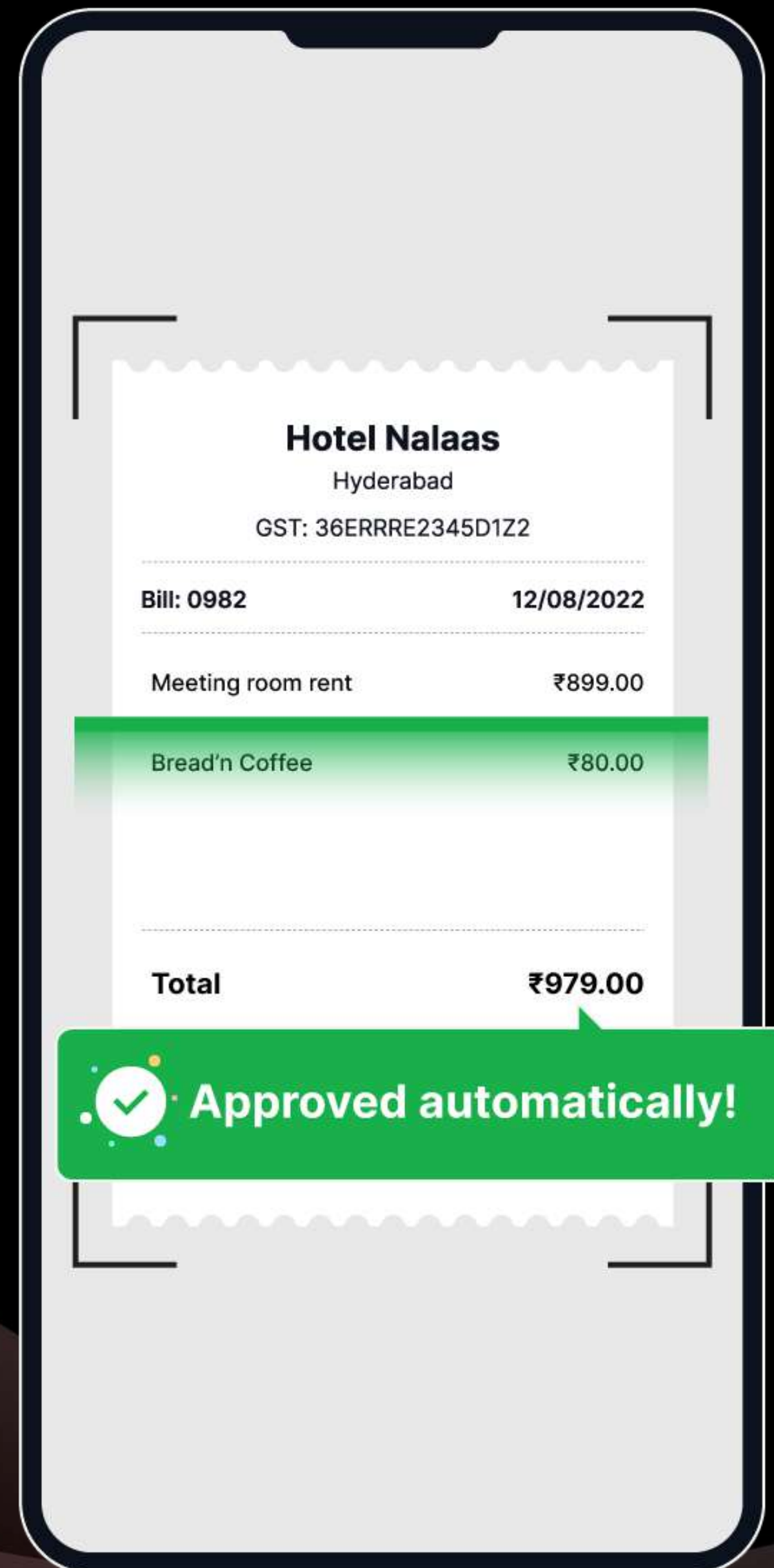
Approvals

Expense Auditing

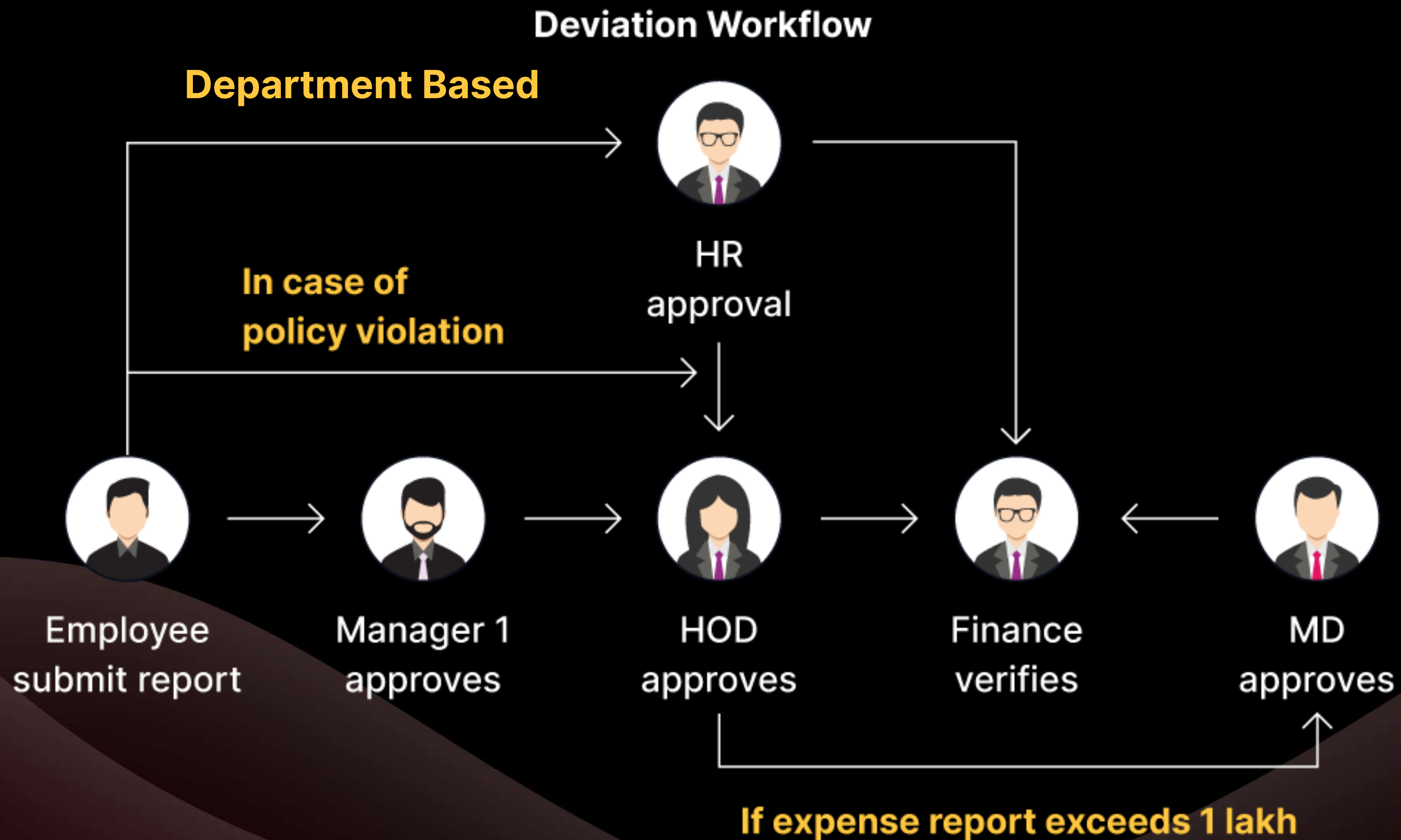
1. Automatically flag policy violations during **Approvals**



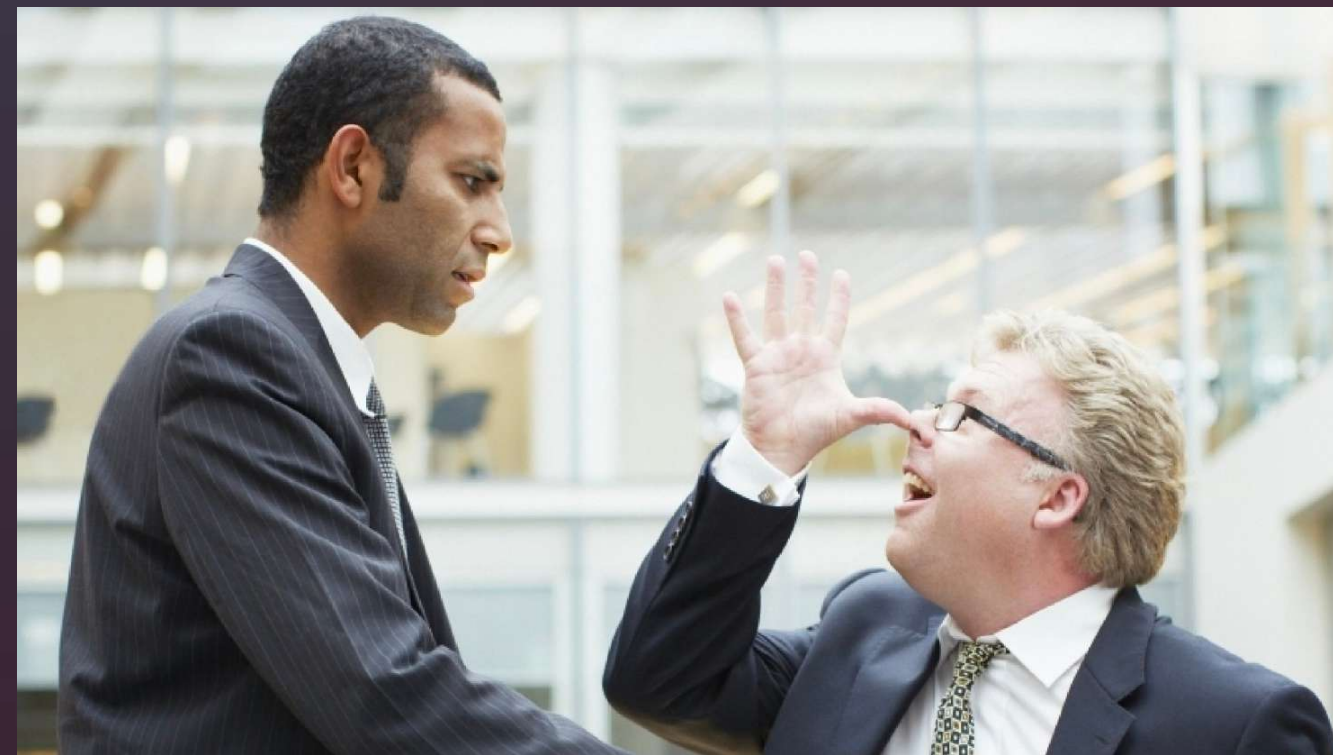
2. Automatically approve expenses with **No policy violations**



3. Automatically deviate approval flow with **Deviation Workflows**



Part 4: **Automating Expense Auditing** to move from....



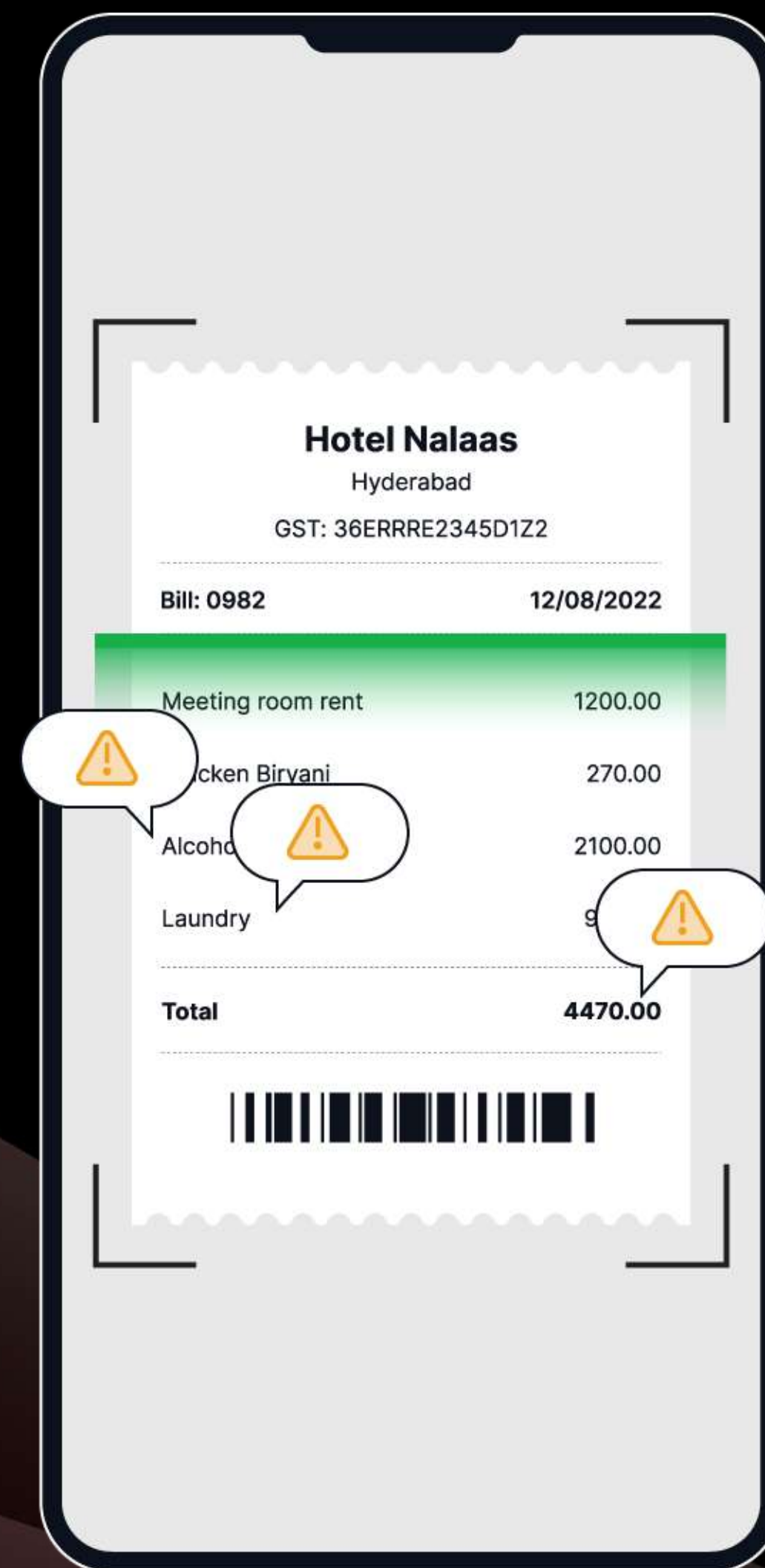
Data Capture

Processes

Approvals

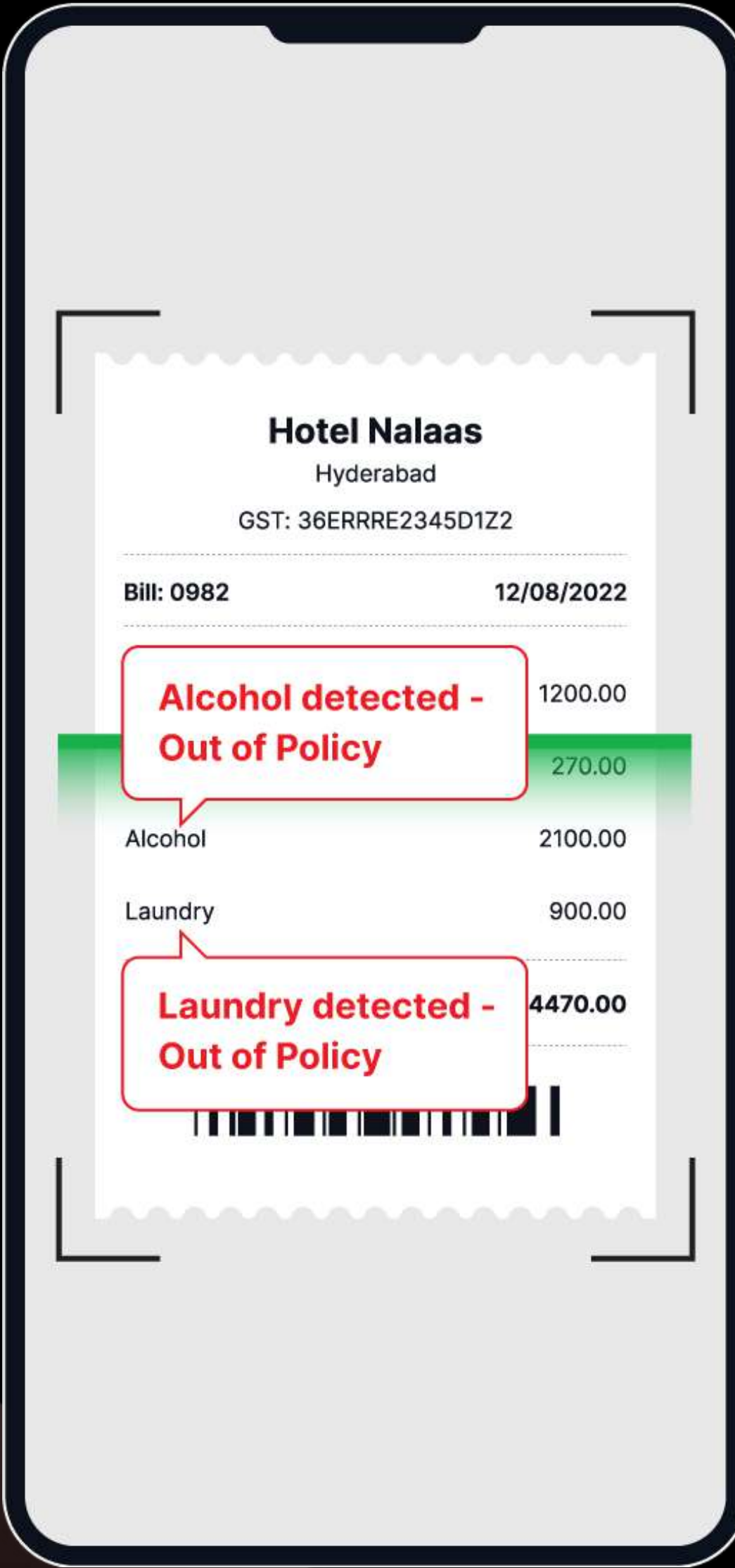
Expense Auditing

1. Automate Auditing to find **amount mismatches** and **claim eligibility violations**

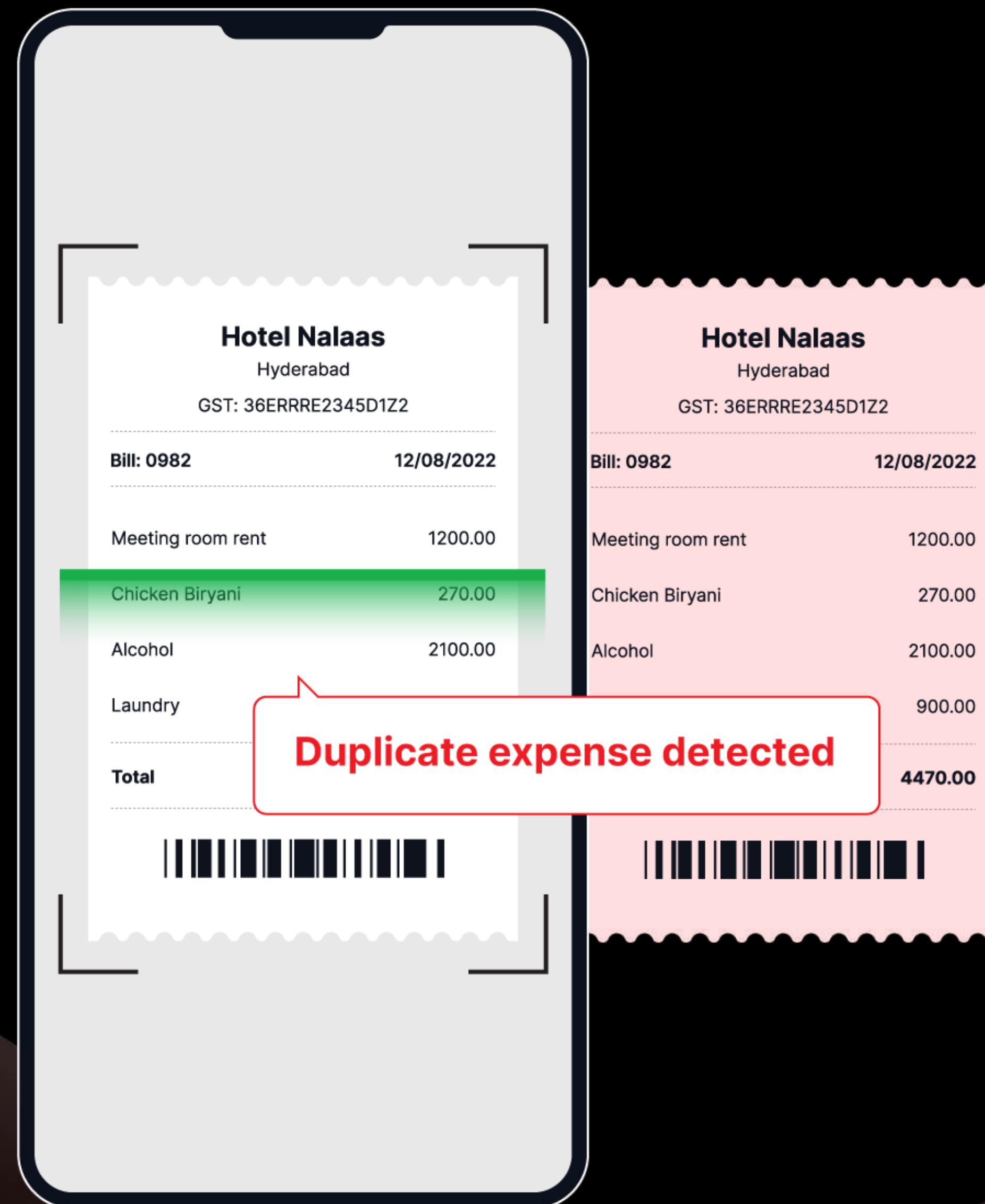


SmartAudit detects unique policy violations, fraud, and errors in one go.

2. Automate Auditing to find **Out-of-Policy Expenses**



3. Automate Auditing to find **Duplicate Expenses**



Move from....



Choose Happay
Choose Automation