



Redesign your Employee Expense Management: 10 Tips

Expenses. Minus the Headache.

**Look inside to learn more on
how tech helps your work better...**



Capture Expenses at source



Automated reconciliations



Detailed expense audit trails



File Faster & Reimburse early



AI-driven fraud detection

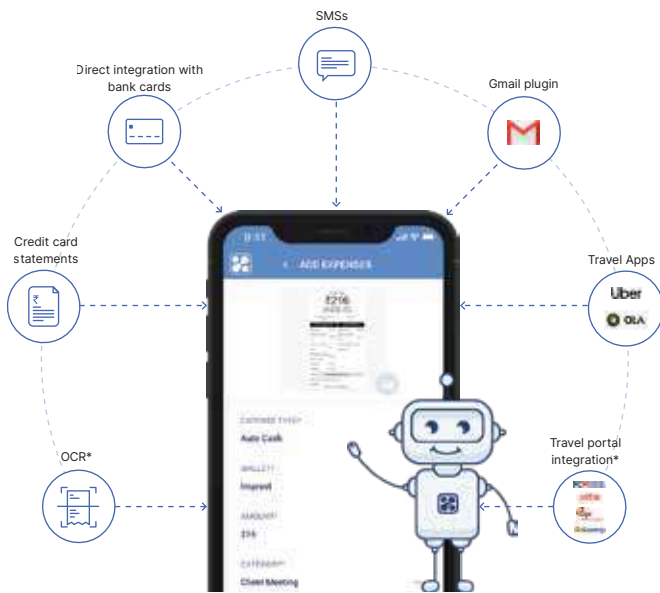


Real-time spend analytics



Condition based workflows

Auto-capture expense details from multiple sources

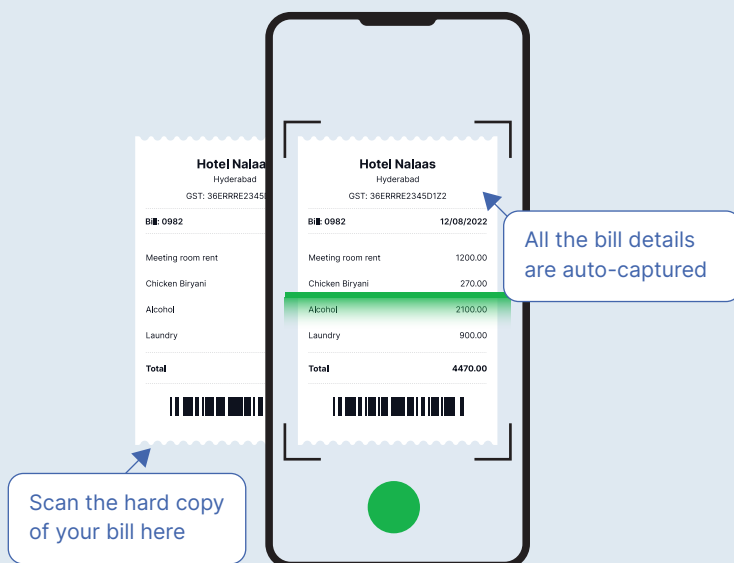


- ✓ Eliminate manual capture of expense data from different places
- ✓ Ensure data authenticity by capturing expense details at the point of incurring expenses

★ How Happay Helps

Happay's AI Engine XPENDITE connects to various expense sources & auto-captures the information you need with full accuracy.

Enable employees to automatically capture spends from physical receipts using OCR

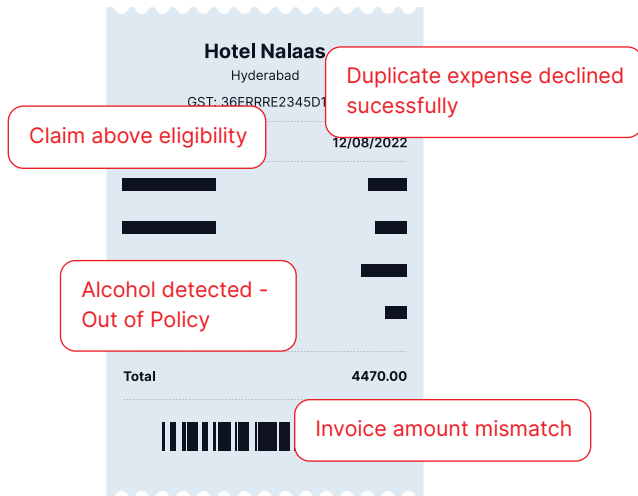


- ✓ Auto Scan your bills with OCR technology. No more receipts clutter.
- ✓ Takes 1/10th the time required to manually enter expenses.
- ✓ Keep the copy and import what you need

★ How Happay Helps

Happay's 'SMART SCAN' helps employees to click pictures of bills on-the-go using mobile-app. The system automatically 'reads' data (invoice no, vendor details, items. amount, date, GSTIN etc.) from the bills and creates an expense

Ensure all Expenses are checked against policy rules and violations are flagged using Intelligent Smart Audit



Check invoices to ensure compliance

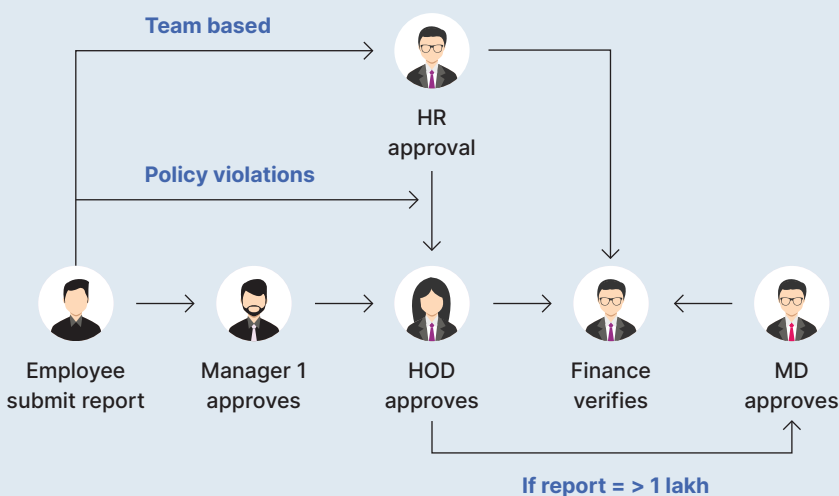
- ✓ Inflated claims
- ✓ Duplicate receipts
- ✓ Policy Checks
- ✓ Falsified claims
- ✓ Restricted items

★ How Happay Helps

SMART AUDIT, flags all violations, potential frauds & manual errors. This helps the Finance Team spend less time scrutinising stacks of reports.

Quick approvals with Workflow automation & real-time status updates

Deviation Workflow



Types of Deviation Workflows

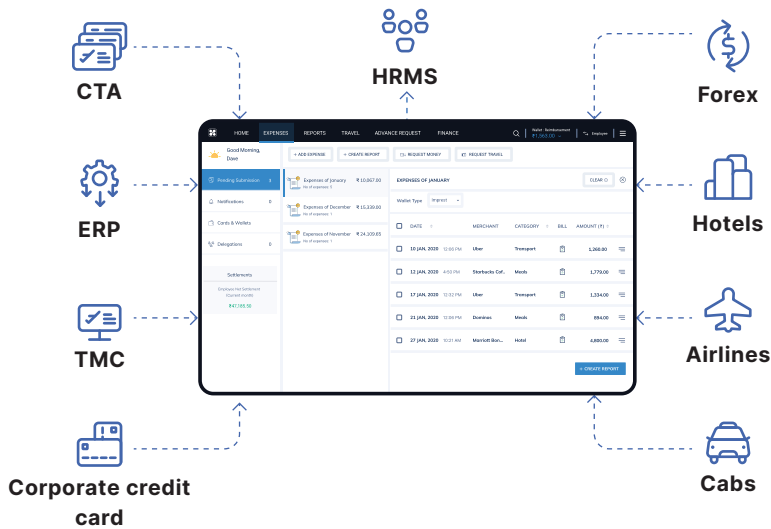
- 1 For employees based on their Grade
- 2 For specific team
- 3 For specific event/trip
- 4 For specific amount
- 5 For specific project or Cost Center

★ How Happay Helps

Configure all business rules/expense policies and trigger the right deviation workflow for approvals. Notify approvers of expense reports in seconds through their web dashboard or the mobile app. Get status updates on where the request is currently pending or awaiting to be actioned.

Import right data at the right time from different systems for accurate & faster reconciliations

Get 40+ data points from 8+ different sources auto-reconciled in one place



- ✓ Payment data
- ✓ Booking data
- ✓ Employee data
- ✓ ERP data
- ✓ Project data
- ✓ Vendor data
- ✓ Forex data

How Happay Helps

Happay's ReconX easily integrates with all systems for seamless exchange of data and zero duplication of efforts. Import the required data and saves hundreds of man hours spent on otherwise reconciling it manually.

Claim 100% ITC and become GST compliant

Auto-capture vendor GST and breakup from invoice

Consolidated GST report, auto-generated to verify with GSTR 2A

Tax Invoice 120021022 Inbox

Clinton <clinton@company.com>
to me

Hi Sanjay,

Please find attached tax invoice for your bookings on...

GST fields from Invoices

Invoice Tax	CGST	SGST	IGST
2945.00	0.00	0.00	147.00

GST SCRAPER

CREATE EXPENSE

Select expense type
☒ Cash ☐ Mileage

Select the state in which the expense was made

Enter Vendor GSTIN
 Interstate/Intrastate

CGST _____
 SGST _____
 IGST _____

Pre-tax amount Total amount - GST amount

Total amount Total amount including GST amount

- ✓ Auto-calculate GST value, Tax codes, Maintenance of GSTIN masters etc.
- ✓ Checks on GSTIN validity from Govt portal
- ✓ Preconfigured GST report for Airlines & Hotels
- ✓ Capture GST only against claimable categories.

How Happay Helps

Happay's GST module helps save hours of manual effort during month ends by automating GST in your T&E. With consolidated GST report, start to claim ITC for every expense made.

Forex advance & settlements

In-built controls to ensure auto-compliance with all RBI mandates for international travel

Expense Type*
International Travel Expense

Bill Number*
012230120

Amount*
012230120

Currency*
USD - United states doll..

Conversion rate: ₹ 78.56

Spent at*
Starbucks

City name*
Sunnyvale(CA), United States of America

Category*
Food & Laundry

Date of Expense*
12/08/2022

Time of Expense*
09:39 AM

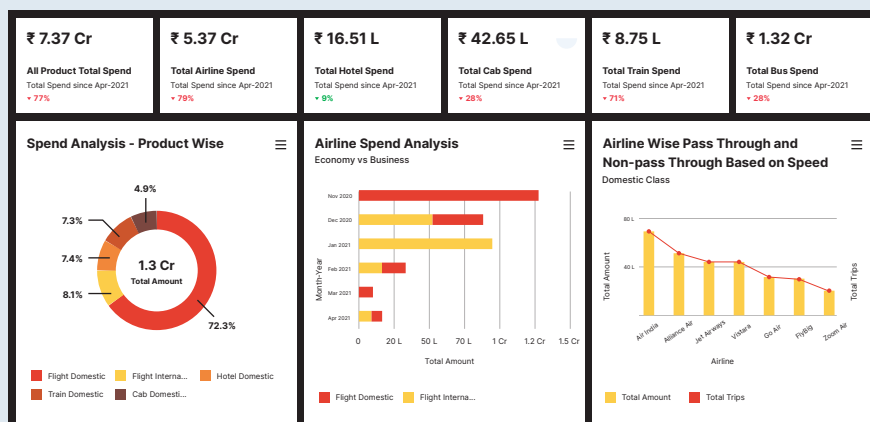
- Multiple Foreign Currency Support
- Automatic gain-loss calculations directly in your ERP
- Logins for forex vendors
- Generate Liberalised Exchange Rate Management System (LERMS) letter automatically
- Easy currency procurement
- Conversion rates & exchange by your finance department (pre-trip) as well as by your employees (on-trip)

How Happay Helps

Happay's Forex Module helps in easier currency procurement. Track everything from booking to day-to-day expenses. Submit a payment receipt and get expense approvals while still travelling.

Smart analytics & On-demand expense reports

Gain insights into spending trends & identify T&E saving opportunities



Different types of Reports

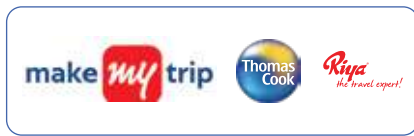
- Total transactions trend
- Top 10 Category-wise expenses
- Policy Compliance reports
- Approval cycle/Report ageing
- Top spenders
- Top violators
- and more...

How Happay Helps

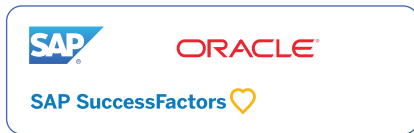
Happay's Smart Analytics connects to all the details of your travel & expense. Detailed reports to analyse spend, Policy violations, Compliance adherence and efficiency details.

Integrate with your ERP, HRMS & Accounting Tool and automate data transfer

Preferred TMCs



HRMS/Payroll Software



Corporate Card Payments



SSO



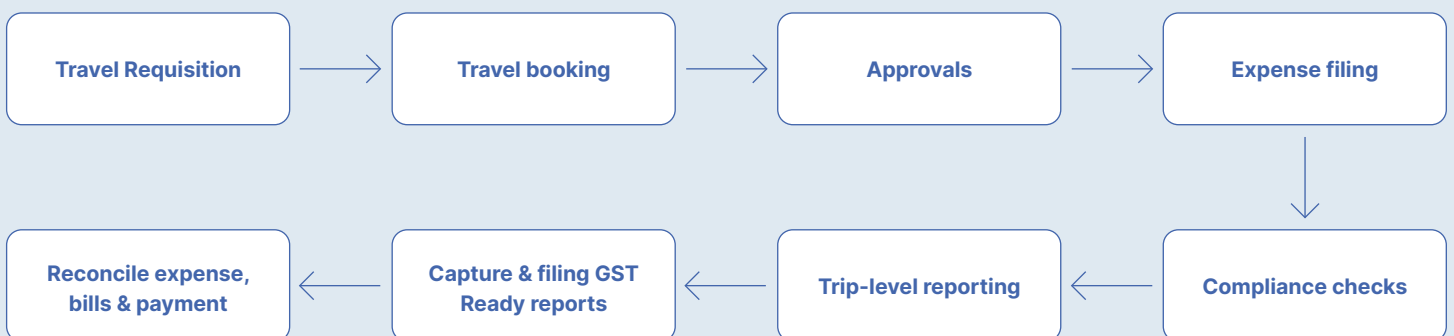
ERP



★ How Happay Helps

Easily connect your expense reporting system to other applications in your organisation to balance your books and make informed decisions

Complete view of travel, expense & payments.



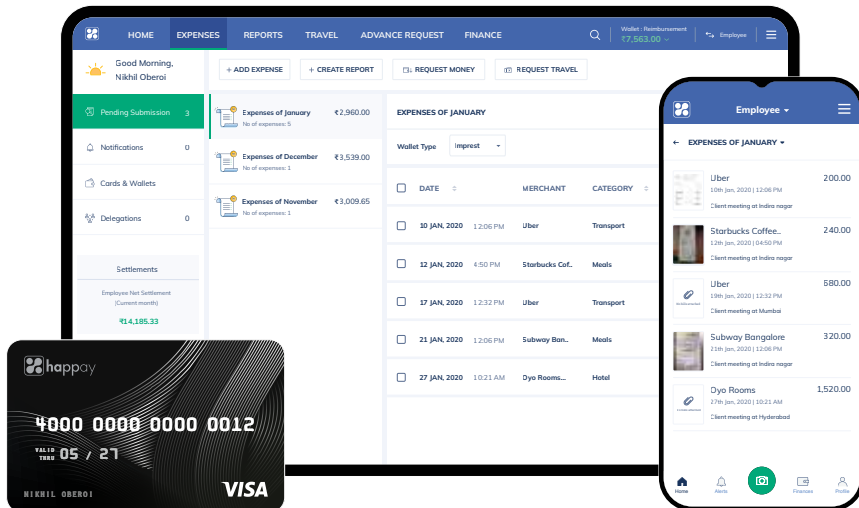
- ✓ Employees book tickets using Self book Tool (SBT)
- ✓ File expenses on the go for ticket bookings and other trip related expenses
- ✓ Have consolidated reports with all expenses mapped from the trip

★ How Happay Helps

Happay helps with seamless hotel& flight booking to easy payments. Approvals, payments, expenses incurred all details captured at one place, enabling faster reporting, reconciliation and reimbursement.

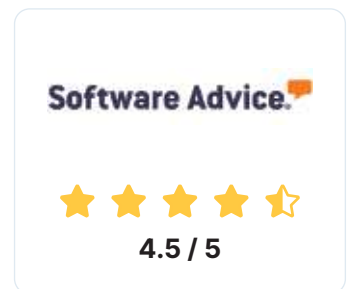
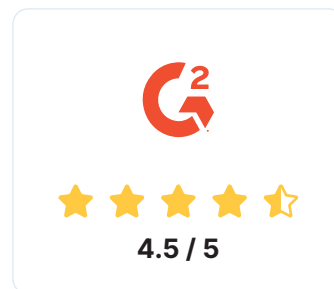
"Adopt a unified platform for Travel and Expense management"

100% T&E spend visibility with streamlined travel booking and expense filing for all your employees, finance managers, approvers, and the leadership.



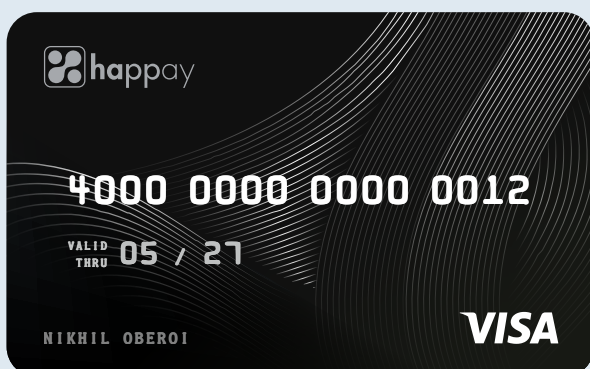
- ✓ 7X faster processing of expenses
- ✓ 100% spend visibility and control
- ✓ 96% reduction in paperwork
- ✓ 90% increase in employee productivity

✦ Mobile-first. Automated. Intelligent ✦



Corporate Cards

Assign, spend and track your expenses easily in real time



- ✓ The need for employees to rekey their expenses is eliminated and the accuracy of the captured data is improved.
- ✓ Add / withdraw funds, Block / Unblock cards in real time and restrict usage of the card to certain amount, geography, merchant channels or MCC codes.

Trusted Among Global Brands



6500+ Customers

40+ Industries

20+ Countries

\$3Bn+ Annual GTV

Certifications and Compliance



Happay is a platform to manage all kinds of corporate spends. Reimbursements, Petty Cash, Business Expenses, Payments, Cards, Travel and more.

Check us out
www.happay.com

