



Straatos BPM Platform

Expense claims app

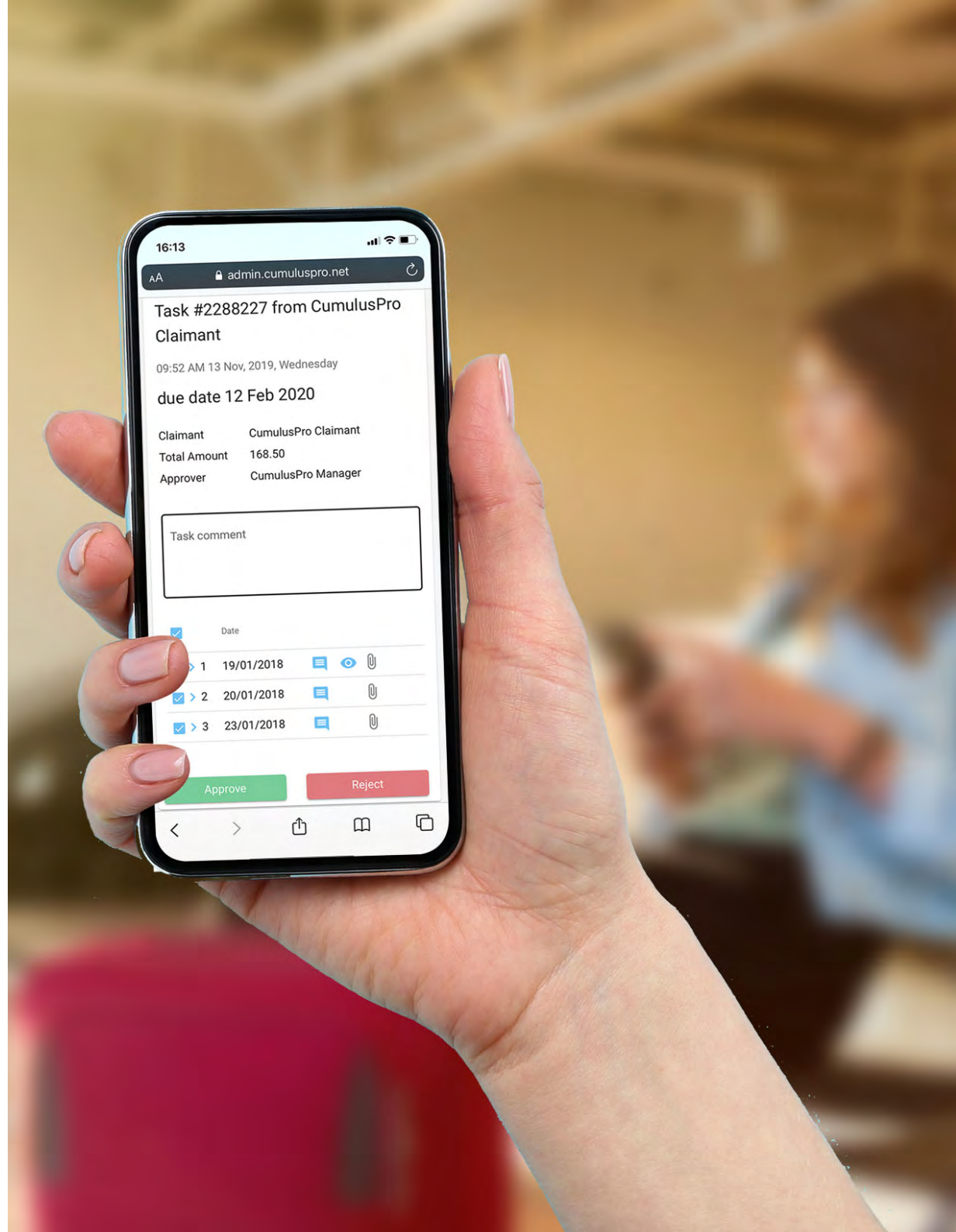
The expense claims app is a cloud-based expense management solution on Straatos BPM Platform that streamlines the complete expense claims process for the modern organisation. The mobile and web solution allows employees to create and submit accurate, in-policy expense reports to their managers for review and approval.

Reducing the need for paper handling from the start, the expense claims app allows finance teams and managers to instantly review or approve claims when the receipts are submitted digitally, whilst still adhering to strict company and HR policies.

Built for the cloud

Hosted and built natively on Microsoft Azure, Straatos BPM Platform builds business apps that are optimised for the cloud making it accessible from any location with an internet connection.

Straatos leverages the scalability of the Azure cloud infrastructure and can support any number of accounts and concurrent business processes.

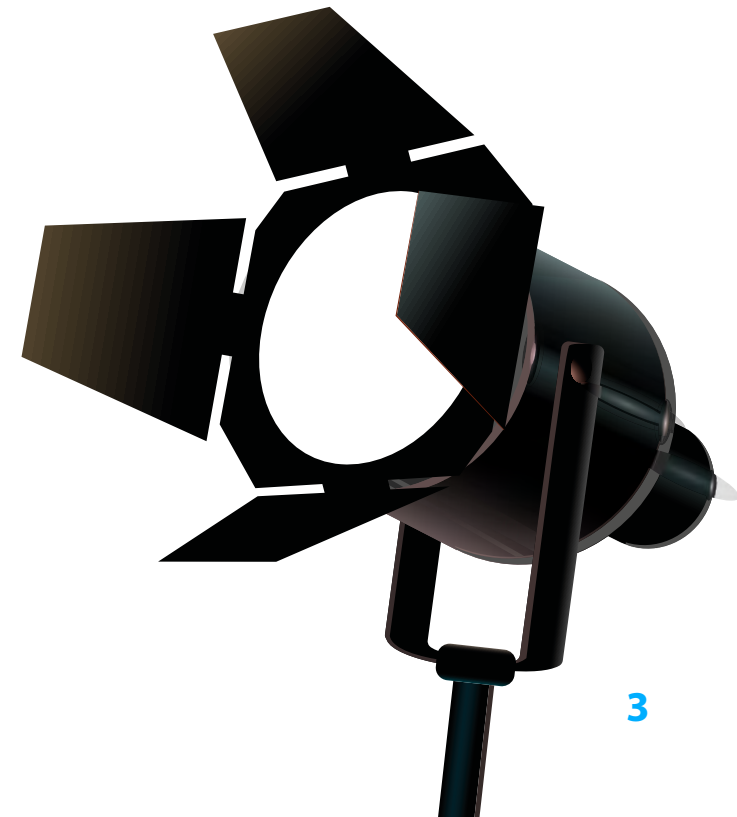


How it works

1. Download the CumulusPro Mobile Capture App (available on [Google Play](#) or the [App Store](#)).
2. With the Mobile Capture App, employees simply take a photo of their receipts with the in-app camera that comes with intelligent image processing. This ensures that the best possible image quality of the receipts are captured.
3. Employees then fill in information such as the date, amount, currency and expense type and submit them into expense claims workflow in Straatos BPM Platform.
4. The uploaded images and information will be consolidated in the expense claims app for review before submitting them in the monthly expense report.
5. With any standard internet browser, employees review each individual receipt, edit any information when necessary, and select the receipts that will be consolidated in the expense report for the month.
6. Based on the organisation's HR approval matrix, the expense claims process is configured to route each employee's expense report to their direct manager and/or directors based on the amount, claimant's department. In certain cases, claims can be automatically approved based on a pre-approved claim amount per expense report.
7. At each approval step, email notifications are sent to the managers for their immediate action.
8. With the web and mobile capabilities of the expense claims app, managers and/or the finance team review each claim submission (with absolutely no manual data entry required).

Key features

- Reimbursement made easy: Approve or decline expense line items or by the entire claim submission.
- All receipts accounted for: Employees submit digital images of receipts to their managers for validation and approval online. Receipts images and claims information are available for export to a content management system, Accounting system or ERP for archival.
- Multi-currency support: Supports multi-currency computation with configurable base currency. Automated daily or weekly exchange rate updates are available. (*Additional fees apply)
- Record expenses and submit on the go: Employees who frequently travel for work can submit their claims anytime, and from anywhere by using their smartphones, tablets and any internet-connected devices with standard browsers.
- Transactions inquiry: Employees can easily check the status of outstanding expense claims any time and from anywhere.
- Consistent policy control on expenditures: With claims limits configured as business rules, there is no more confusion about claimable expenses and spending limits.
- Duplicate expense item check: When an employee submits a duplicate expense item, it will be automatically detected by the app and flagged as a duplicate for the managers and finance personnel. This helps to save the managers and finance personnel time and effort on the tedious task of checking every line item.
- Audit ready: From submission to approval, user activity logs are maintained for each expense line item and the entire claim submission.



Benefits

Automatic compliance

Shift from reactive to proactive compliance management by embedding corporate policies into in-policy data checks and multi-level approval matrix. Complex corporate policies can be easily transformed into consistent business rules checks in the claims approval process by using the expense claims app.

Simple. Convenient. Effective.

Minimise time and effort spent by employees on expense claims submission with expense claims web and mobile app. They can capture the receipts on-the-go, and submit the consolidated expense report at the end of the month. No more lost or damaged receipts. Claims are submitted on time and employees are reimbursed quickly.

Email notifications

Managers are notified by email when their staff's claims need their approval, and it's easy for managers to log in and approve claims online.

Secure environment

Straatos cloud environment offers a high-level of security, supported by world-class secure data centres and networks. The app allows the secure, encrypted transfer of data from the user's phone to your designated business system from start till end.

Connect to any business application

Connect data across multiple systems with workflow and business logic or integrate with SOAP web services and REST APIs, such as an HR system, ERP, and Document Management System (DMS). Data lookup lists can be added when necessary as custom data at the web clients from ERP, HR, and any LOB applications with available APIs and webhooks.

When the expense claim has completed its approval process flow, the expense claims app delivers receipt images and expense claims data directly to content management system (e.g. Microsoft SharePoint), ERP and HR systems with available APIs and webhooks.

Improve consistency with zero error

Every employee's claim follows a consistent process as defined in the expense claims app on Straatos. This reduces the chances of human errors that can result in unforeseen costs. Employees will know exactly what documentation to submit when creating and submitting expense claims.

With business rules embedded in the digital expense claims process, approving managers have a firmer grasp on what expenses are compliant and which items are not. This makes the reviewing of employees claims less time consuming, and approvals are always consistent with corporate policies.

About Us

CumulusPro helps businesses rapidly transform into digital enterprises by connecting people, processes and applications. Our cloud-based Business Process Management Platform-Straatos is designed to revolutionise how organisations and public institutions digitally communicate and collaborate with their customers, citizens, and partners. Digital enterprises typically improve their customer experience, increase customer satisfaction, business efficiency and productivity while reducing cost and time to market.

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