Expense management

Companies often struggle with manual expense reimbursement processes that are time-consuming, error-prone, and lack transparency. There is no simple way to:

* Define approval flows based on thresholds.
* Manage multi-level approvals
* Support flexible approval rules

Core Features

Authentication & User Management

* On first login/sign up:

A new Company (in the environment selected country’s currency should get set) and Admin User are auto-created

* Admin can:

Create Employees & Managers.

○ Assign and change roles → Employee, Manager.

○ Define manager relationships for employees.

Expense Submission (Employee Role)

* Employee can:

○ Submit expense claims (Amount [can be different from company’s currency], Category, Description, Date) etc

○ View their expense history (Approved, Rejected).

Approval Workflow (Manager/Admin Role)

NOTE: The expense is first approved by his manager, if the IS MANAGER APPROVER field is checked.

* When multiple approvers are assigned, Admin can define their sequence.

○ Example: Step 1 → Manager

○ Step 2 → Finance

○ Step 3 → Director

* Expense moves to the next approver (approval request generated in next approver’s account) only after the current one approves or rejects
* Managers can:

○ View expenses waiting for approval.

○ Approve/Reject with comments.

Conditional Approval Flow

* Approval Rule supports:

○ Percentage rule: e.g., If 60% of approvers approve → Expense approved.

○ Specific approver rule: e.g., If CFO approves → Expense auto-approved.

○ Hybrid rule: Combine both (e.g., 60% OR CFO approves).

**There can be a combination of both flows(Multiple approvers + Conditional) together as well**.

Roles and Permissions

|  |  |
| --- | --- |
| **Role** | **Permission** |
| **Admin** | Create company (auto on signup), manage users, set roles, configure approval rules, view all expenses, override approvals |
| **Manager** | Approve/reject expenses (amount visible in company’s default currency), view team expenses, escalate as per rules |
| **Employee** | Submit expenses, view their own expenses, check approval status |

**Additional features:**

* **OCR for receipts(**auto read**)**

**○ Employees can just scan a receipt and using OCR algorithm the expense gets autogenerated with all necessary fields like amount, date, description, expense lines, expense type, name of restaurant(for e.g) where this expense was done.**

**API: For country and their currency -> https://restcountries.com/v3.1/all?fields=name,currencies**

**For currency conversions:**

**https://api.exchangerate-api.com/v4/latest/{BASE\_CURRENCY}**