

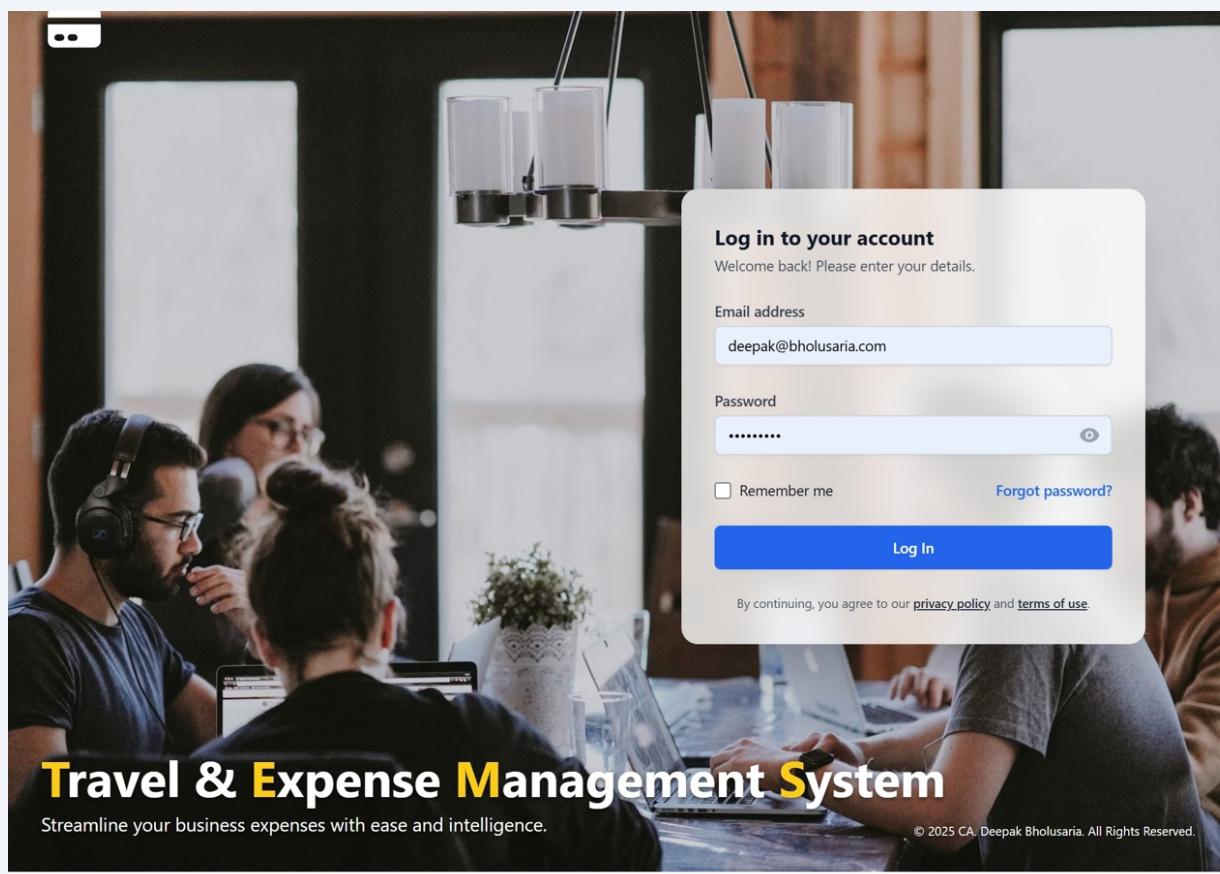
TEMS - Employee Dashboard



This guide provides a comprehensive overview of the TEMS Employee Dashboard, highlighting its user-friendly features for capturing travel expenses efficiently. With options to input expenses via natural language, upload receipts for automatic data extraction, or manually enter details, it streamlines the expense reporting process. Additionally, it offers real-time foreign exchange rates and detailed categorization for various expense types, making it an essential resource for employees seeking to simplify their expense management.

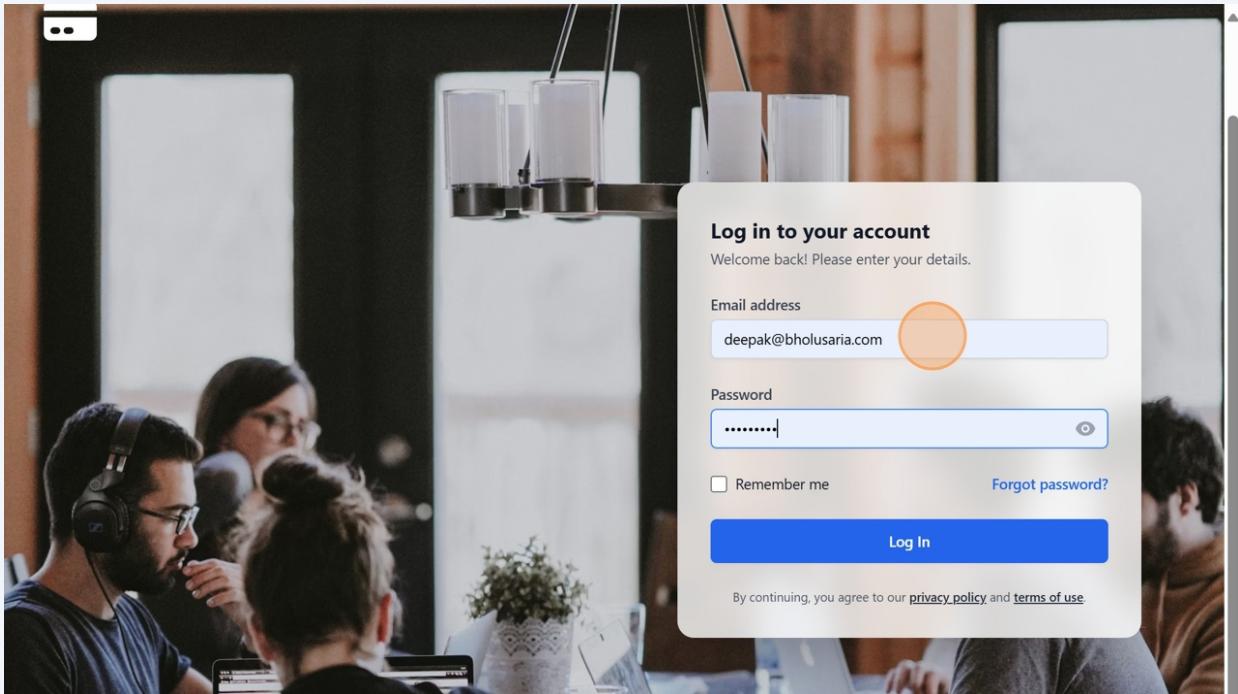
1

Navigate to [Travel & Expense Management System \(TEMS\)](#).



Login

- 2 Enter your user id and password and click on "Log In"



- 3 After login, you will see employee dashboard.
Click "+ Add New Expense" to capture new travel expense details.

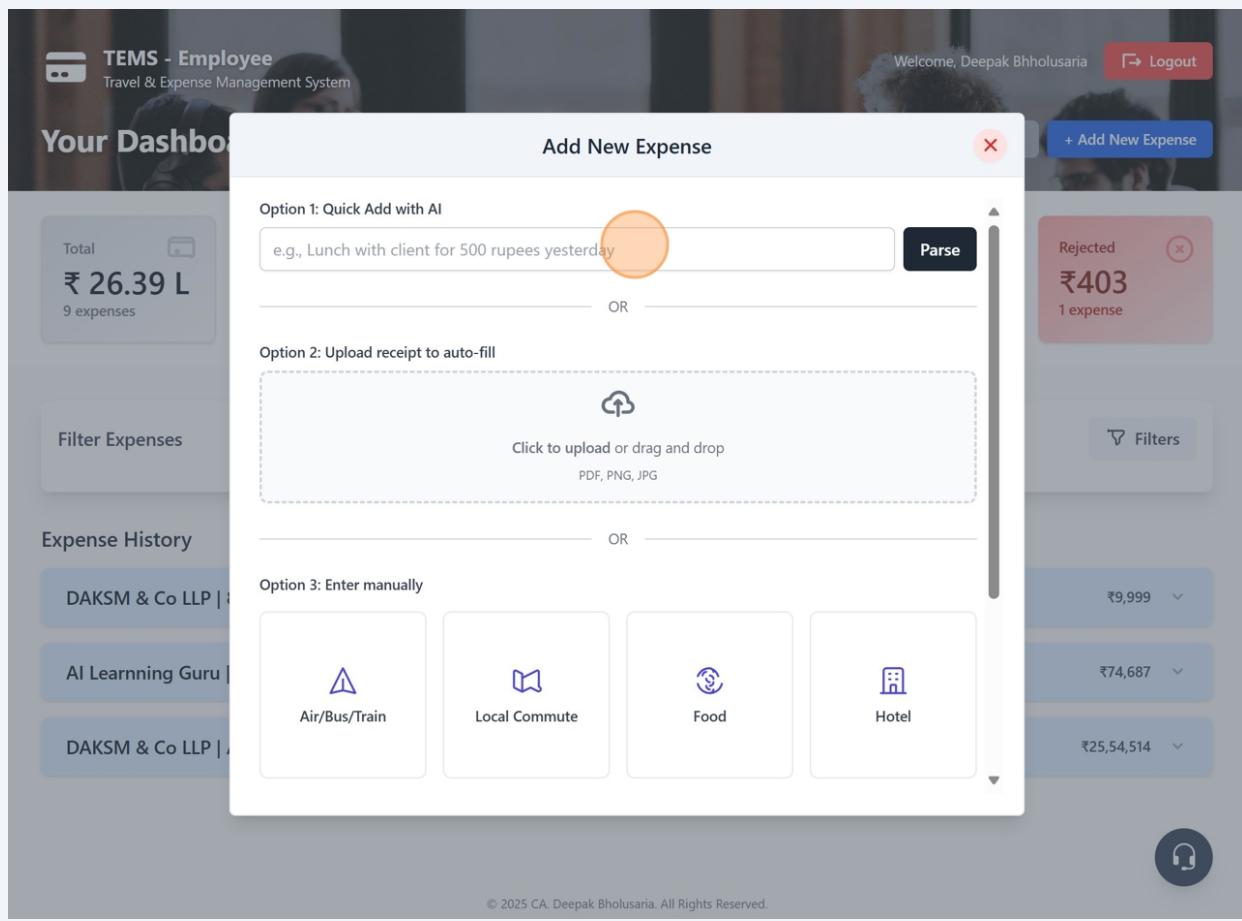
The screenshot shows the TEMS - Employee Travel & Expense Management System dashboard. At the top right, it says "Welcome, Deepak Bholusaria" and has "Logout" and "View Reports" buttons. Below that is a navigation bar with "Your Dashboard", "View Reports", "Export Report", "Email Report", and a button "Add New Expense" which is highlighted with a yellow circle. The main area has six cards: "Total ₹ 26.39 L" (9 expenses), "Draft ₹ 25.64 L" (2 expenses), "Pending ₹ 11,921" (2 expenses), "Approved ₹ 4,391" (1 expense), "Returned ₹ 58,375" (3 expenses), and "Rejected ₹ 403" (1 expense). Below these is a "Filter Expenses" section with a "Filters" button. Under "Expense History", there are three entries: "DAKSM & Co LLP | 80JJAA Certificate Related Travel (P003) (80JJA-DKSM-HYD)" (₹9,999), "AI Learning Guru | Consulting visit for Client ABC in Bangalore (CONS-BLR) (TC02-B)" (₹74,687), and "DAKSM & Co LLP | Audit visit for Client XYZ in Mumbai (AUD-MUMBAI) (TC01-A)" (₹25,54,514). At the bottom right is a user icon.

Capturing travel expense (3 options)

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"Add new expense" dialog box has **3 options** to capture expense.

1. Type in **natural language** and AI will take care of the rest.
2. **Upload pdf or scan** copy of the expense invoice/evidence/voucher and Gen AI would auto fill details from your invoice.
3. **Manually enter details**. Option to upload invoice is also available in this option.

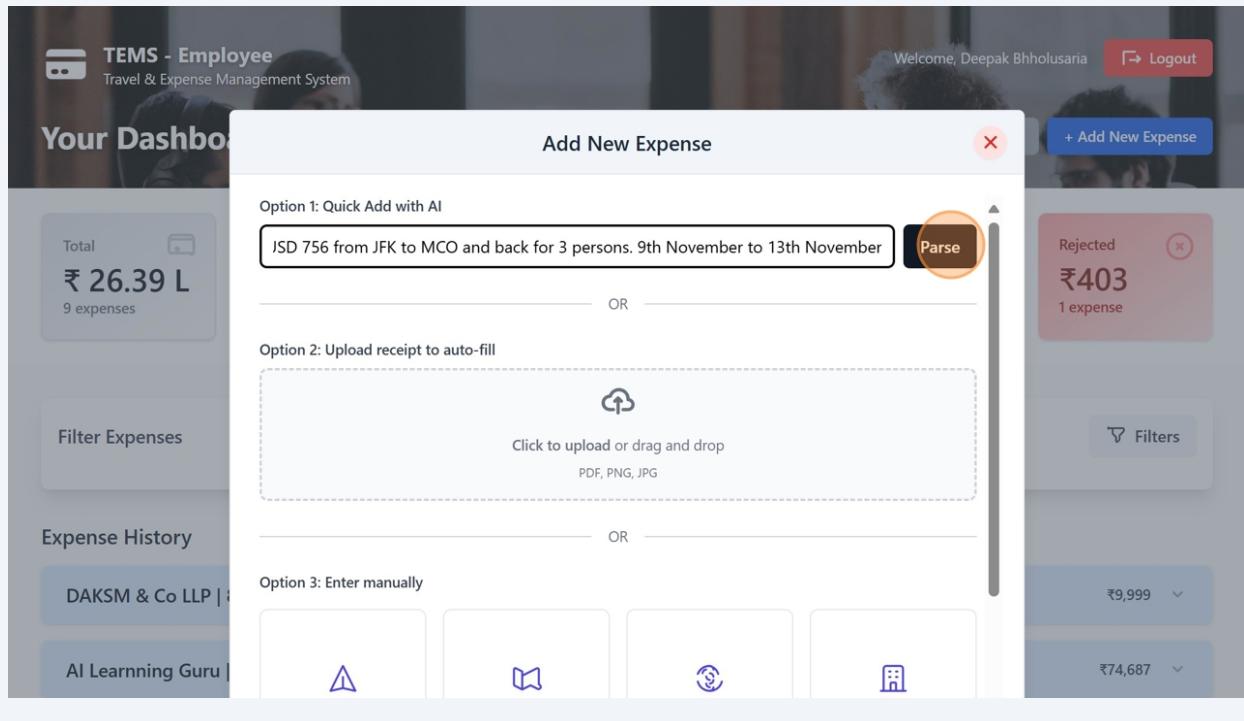


Option 1: NLP

Using Google Gemini API (@google/genai). It parses conversational text queries (e.g., "Lunch with client for 500 rupees yesterday") and converts them into structured expense data, significantly speeding up manual entry.

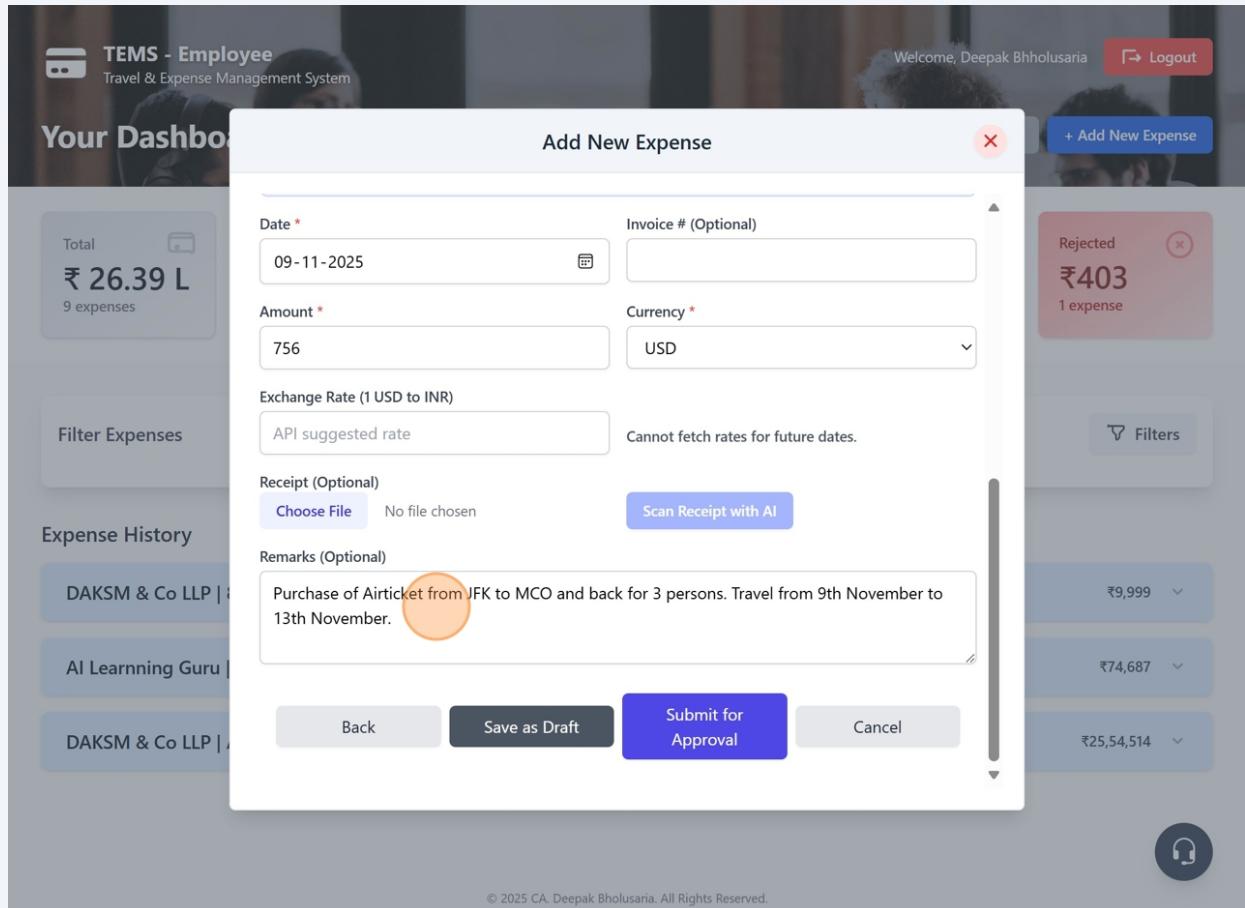
5

Option 1: Type your expenses details in natural language and click on "Parse" button



6

Option 1: As soon as parsing is complete, user will see "Add New Expense" dialog box. User may edit any details related to the expense. Once done, may save as "draft" or "submit for approval".



Option 2: Upload and autofill using receipt analysis (OCR)

Uses Google Gemini API (@google/genai). It analyses uploaded receipt images or PDFs to automatically extract key information like the vendor, date, amount, currency, and invoice number. It also identifies category-specific details (e.g., hotel check-in/out dates, flight details).

7

Option 2: Click on "Click to Upload" button and select your pdf/image file.

e.g., Lunch with client for 500 rupees yesterday

OR

Option 2: Upload receipt to auto-fill



Click to upload or drag and drop

PDF, PNG, JPG

OR

Option 3: Enter manually

8

Option 2: Moment file is uploaded, system would show "*Analyzing your receipt...*". In the background receipt is being analysed using GenAI.

OR

Option 2: Upload receipt to auto-fill



Analyzing your receipt...

OR

Option 3: Enter manually

9

Option 2: Once analysis of receipt is complete, user will see "Add New Expense" dialog box (similar to what we saw in option 1). User may edit any details related to the expense. Once done, may save as "draft" or "submit for approval".

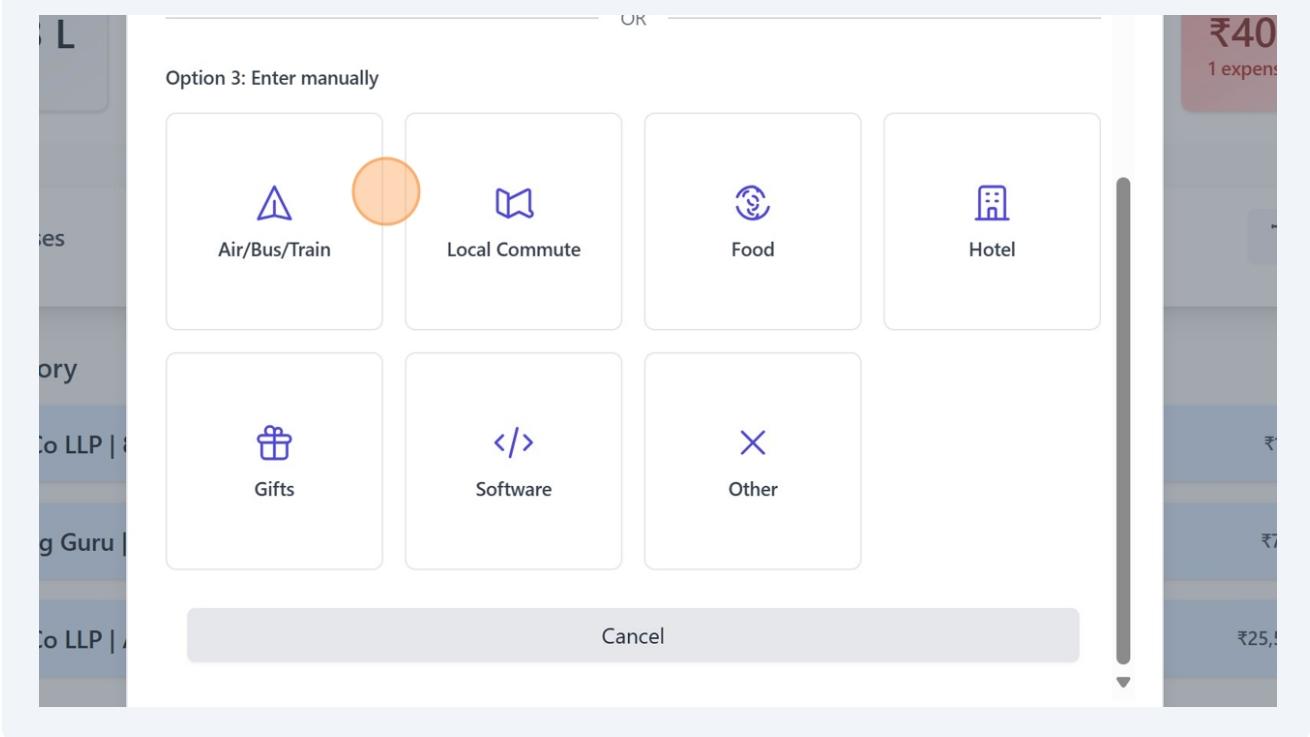
You may notice that the category of expenses is auto selected by the system based on nature of expense.



Option 3: Manual upload.

In this option you may manually capture details of expenses based on category of expense. Option to Upload and autofill using receipt analysis (OCR) is also available in this option

10 Option 3: Select category of your expense first.



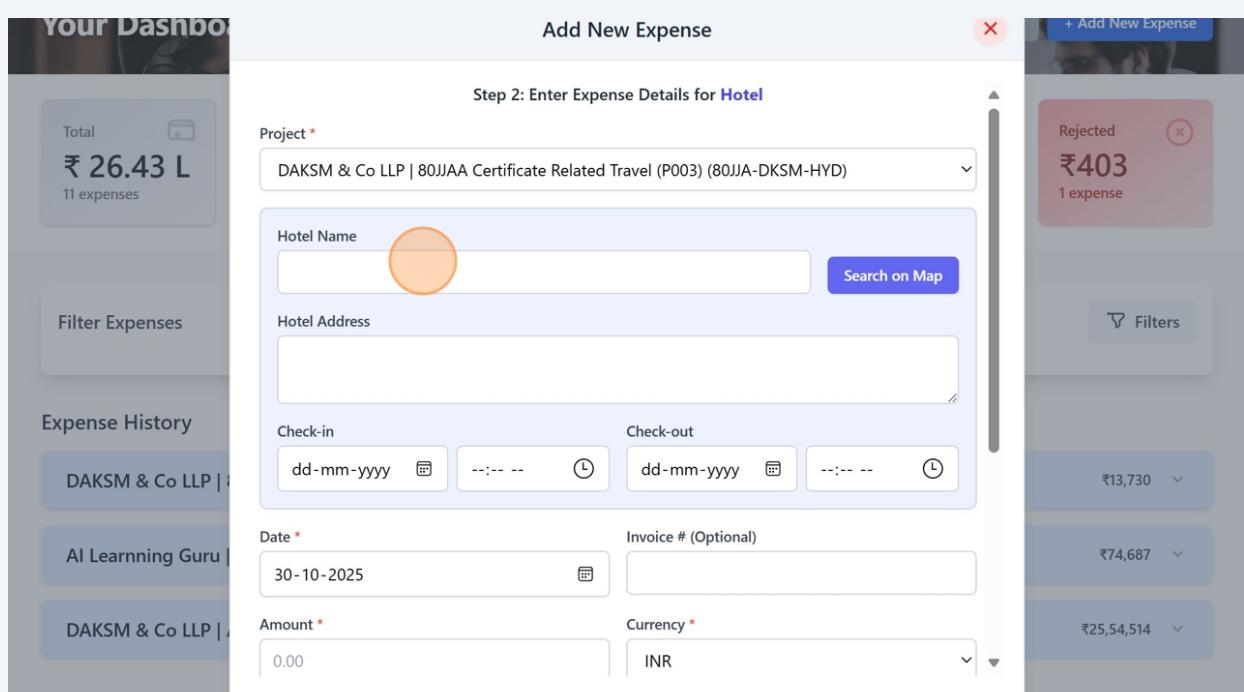
Category wise capture

11

Option 3: Hotel

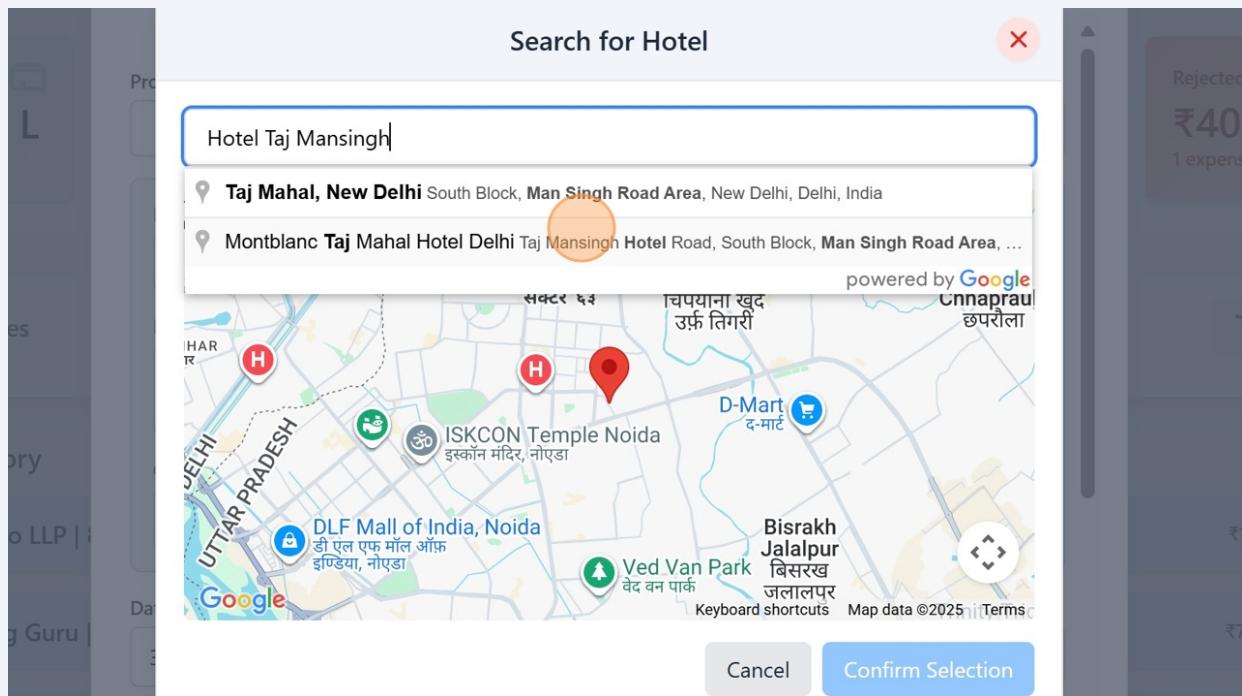
For "**Hotel**", you can capture-

1. Hotel Name and its address
2. Check-in and check-out details
3. Invoice number and date
4. Amount and type of currency (INR, USD, EUR & GBP)
5. Remarks
6. Upload receipt.



You may capture Hotel Name and Address using "Search on Map" functionality.
This feature uses following **Google Maps Platform APIs**:

1. **Places API:** Powers the hotel search functionality. It provides an autocomplete feature, allowing users to easily find and select hotels by name or address.
2. **Maps JavaScript API:** Displays an interactive map where users can pinpoint a location.
3. **Geocoding API:** Used for reverse geocoding, which converts coordinates from a dropped pin on the map into a structured address. This is particularly useful for accurately capturing hotel addresses.



Another functionality is to **provides real-time and historical foreign exchange (FOREX) rates** using API from <http://CurrencyAPI.com>.

When an employee enters an expense in a foreign currency (e.g., USD, EUR), this API is called to fetch the accurate exchange rate for the specific date of the transaction. This ensures precise conversion to the base currency (INR) for accurate accounting and reimbursement.

13 Enter requisite value of amount (in USD, EUR or GBP)

The screenshot shows a mobile application interface for expense tracking. On the left, there is a vertical sidebar with tabs for 'Expenses', 'History', and 'M & Co LLP |'. The main area contains several input fields:

- Date: dd-mm-yyyy (with a calendar icon) and --:-- -- (with a clock icon).
- Invoice #: (Optional) [Empty text field]
- Amount *: 30-10-2025 [Text field with a calendar icon] and 0.00 [Text field with a dropdown arrow]. The '0.00' field is highlighted with an orange circle.
- Currency *: INR [Text field with a dropdown arrow].
- Receipt (Optional): Choose File [Button], No file chosen [Text], Scan Receipt with [Button].
- Remarks (Optional): [Text area]

14 Select currency other than "INR" from the dropdown menu

The screenshot shows a dropdown menu for selecting a currency. The menu is triggered from a 'Currency *' field, which currently displays 'INR'. The dropdown list contains four options:

- INR [Selected]
- USD
- EUR
- GBP

15

As soon as currency is selected, API is fired and based on date of invoice exchange rate would be captured. Any change in date of invoice, change in currency (eg., USD to EUR) will trigger API to update exchange rate. Of course, user can change forex rates manually too!

Date * 30-10-2025

Amount * 500

Currency * USD

Exchange Rate (1 USD to INR)
88.3459135162 ≈ ₹44,172.96

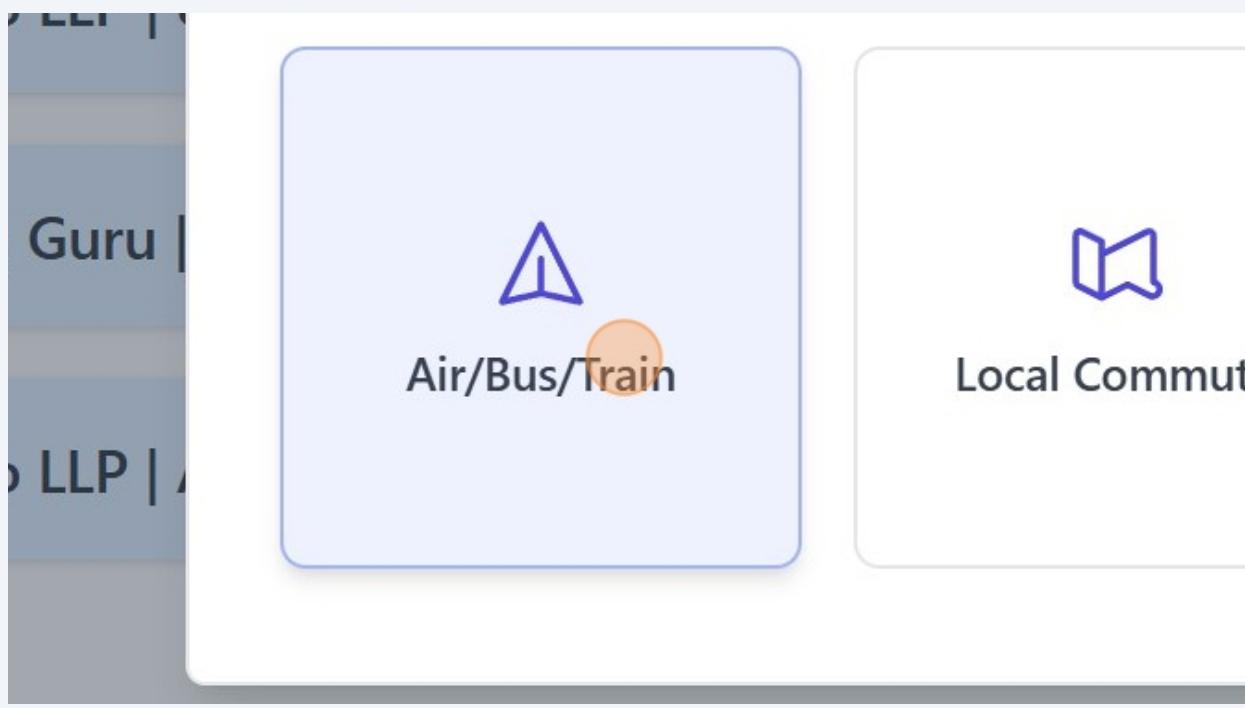
Receipt (Optional)

Choose File No file chosen Scan Receipt with AI

Remarks (Optional)

16

Option 3: Air/Bus/Train



17

For "Air/Bus/Train" you can capture-

1. Traveller name
2. Mode of Travel: Flight, Train, Bus & Cab
3. Ticket/PNR number
4. Class of travel
5. Departure and arrival details
6. KMS
7. Date and invoice number
8. Amount details
9. Remarks

The screenshot shows the TEMS - Employee Travel & Expense Management System interface. The main dashboard on the left displays a total amount of ₹ 26.87 L and 12 expenses. A central modal window titled "Add New Expense" is open, specifically for "Step 2: Enter Expense Details for Air/Bus/Train". The "Project" dropdown is set to "DAKSM & Co LLP | 80JJAA Certificate Related Travel (P003) (80JJAA-DKSM-HYD)". The "Traveler Name" field contains "Deepak Bholusaria". The "Mode of Travel" dropdown is set to "Flight". The "Ticket / PNR Number" field is empty. The "Class of Travel" field has "e.g., Economy" placeholder text. The "Departure" section includes fields for "Station / Airport" and date/times "dd-mm-yyyy" and "--:-- --". The "Arrival" section includes fields for "Station / Airport" and date/times "dd-mm-yyyy" and "--:-- --". The "KMs" field is empty. On the right side of the screen, there are cards for rejected expenses: one for ₹ 403 and another for ₹ 57,903.

18 Option 3: Local Commute

OR

Option 3: Enter manually



Air/Bus/Train



Local Commute



Food



</>

X

19 For "Local Commute" you can capture-

1. Start and end location
2. Mode of commute: Cab, Auto, Metro, Bus & Personal vehicle
3. Vendor name
4. Purpose of travel
5. Date and invoice number
6. Amount details
7. Remarks

The screenshot shows the TEMS - Employee Travel & Expense Management System interface. At the top, there's a header with the system name, a welcome message for 'Deepak Bholusaria', and a 'Logout' button. Below the header is a dashboard summary: 'Total ₹ 26.87 L' for 12 expenses, a 'Rejected ₹ 403' for 1 expense, and filters for 'Filters'. The main focus is the 'Add New Expense' modal window titled 'Step 2: Enter Expense Details for Local Commute'. The modal contains fields for 'Project *' (selected: DAKSM & Co LLP | 80JJA Certificate Related Travel (P003) (80JJA-DKSM-HYD)), 'From Location' (highlighted with an orange circle), 'To Location', 'Mode of Commute' (selected: Cab), 'Distance (KMs)', 'Vendor Name' (placeholder: e.g., Uber, Ola), 'Purpose of Travel', 'Date *' (date input field), and 'Invoice # (Optional)'.

20 Option 3: Food



Food



ute



He

21 Option 3: Gifts



Gifts



P | 8



Sa

22 Option 3: Software



>
Ot

23 Option 3: Other



24

"Food, Gifts, Software and others" all have similar screen to capture details like this -

Step 2: Enter Expense Details for **Food**

Project *

DAKSM & Co LLP | 80JJAA Certificate Related Travel (P003) (80JJ-A-DKSM-HYD)

Vendor Name

Date *

30-10-2025

Invoice # (Optional)

Amount *

0.00

Currency *

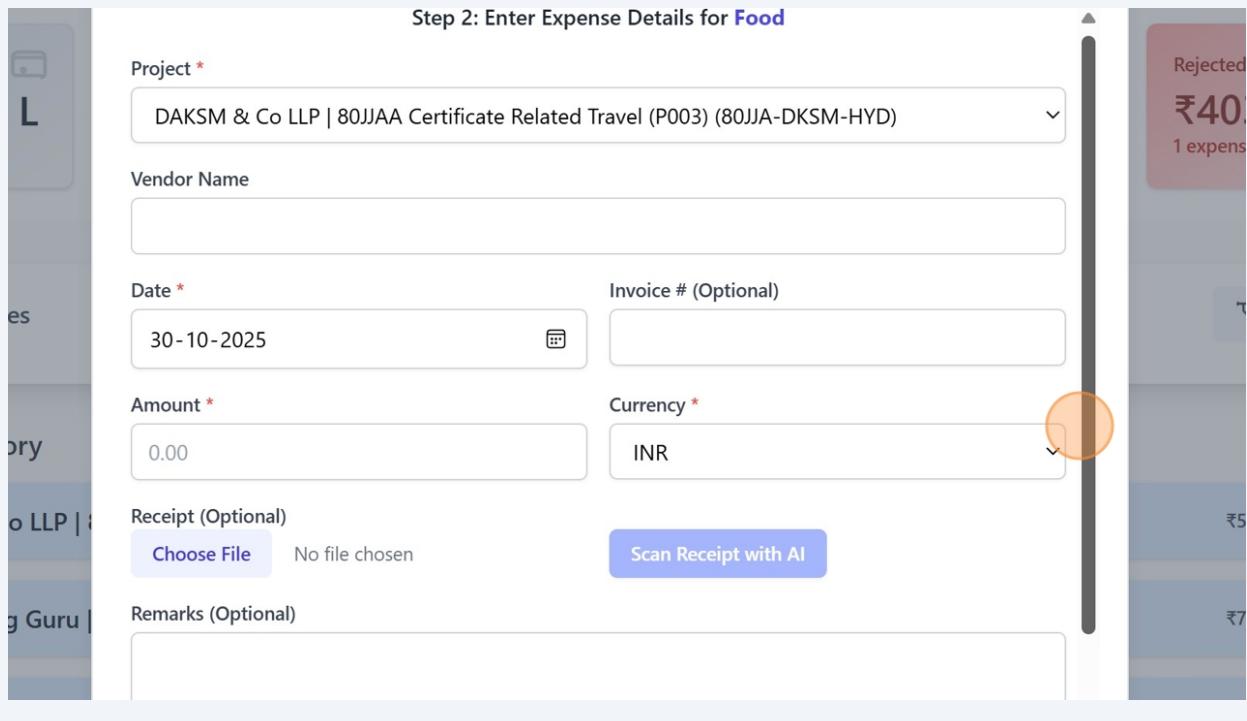
INR

Receipt (Optional)

Choose File No file chosen

Scan Receipt with AI

Remarks (Optional)

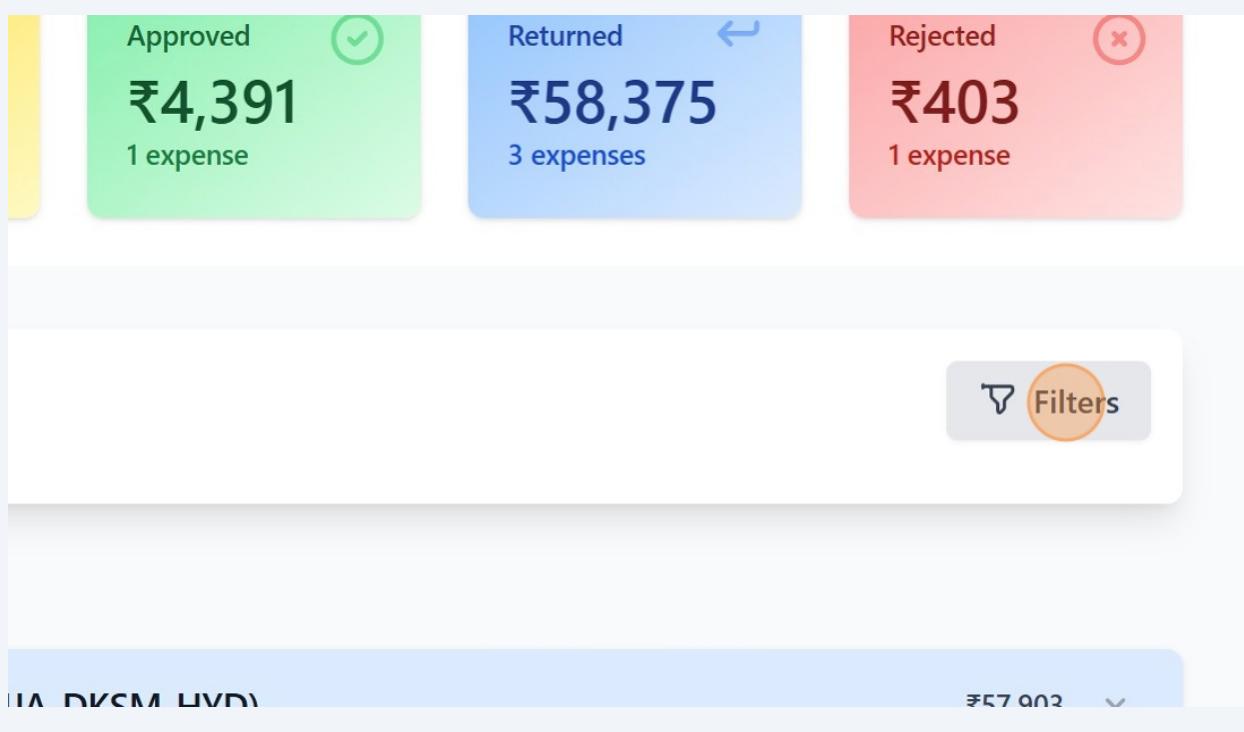


Filters



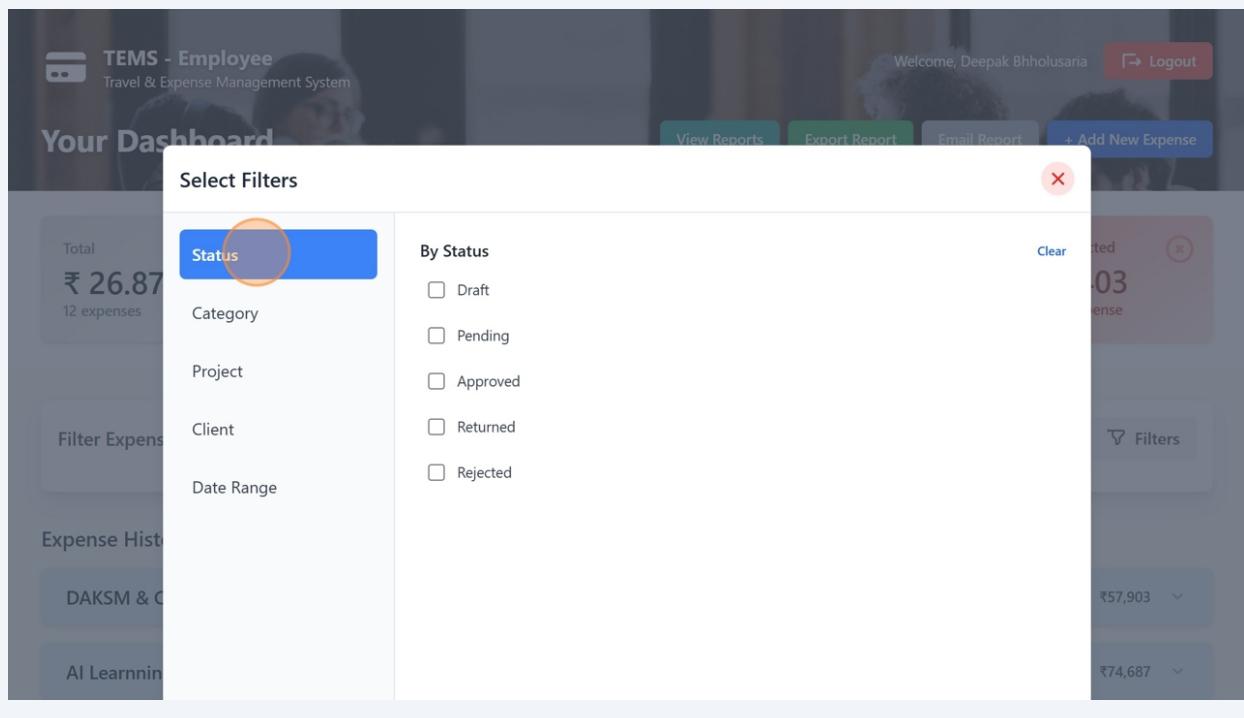
Filter Bar: A dedicated section that displays active filters as dismissible "pills".

25

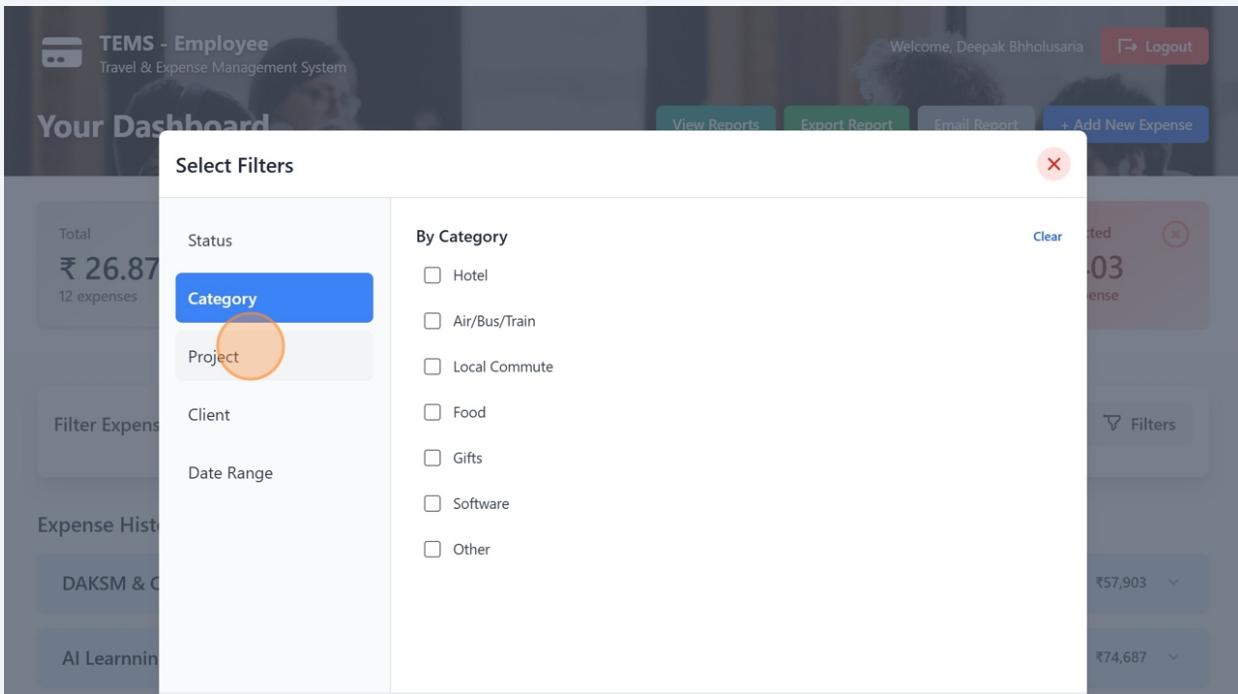


26

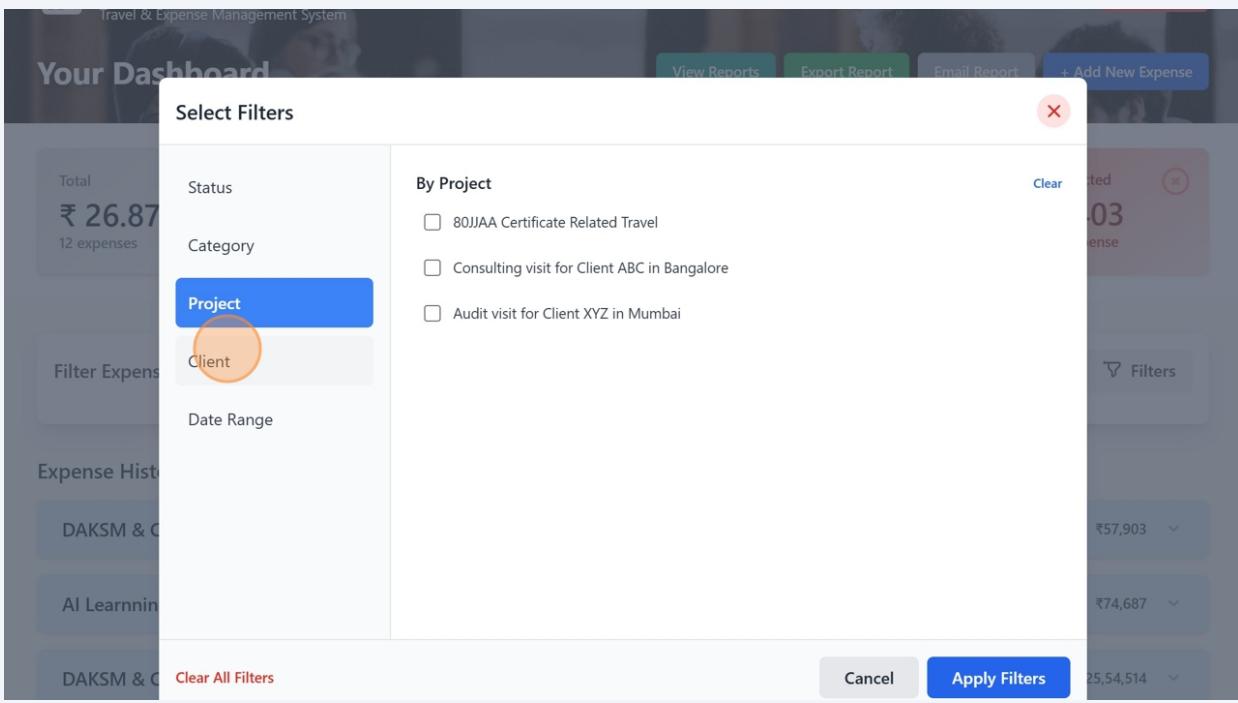
Filter by "Status"



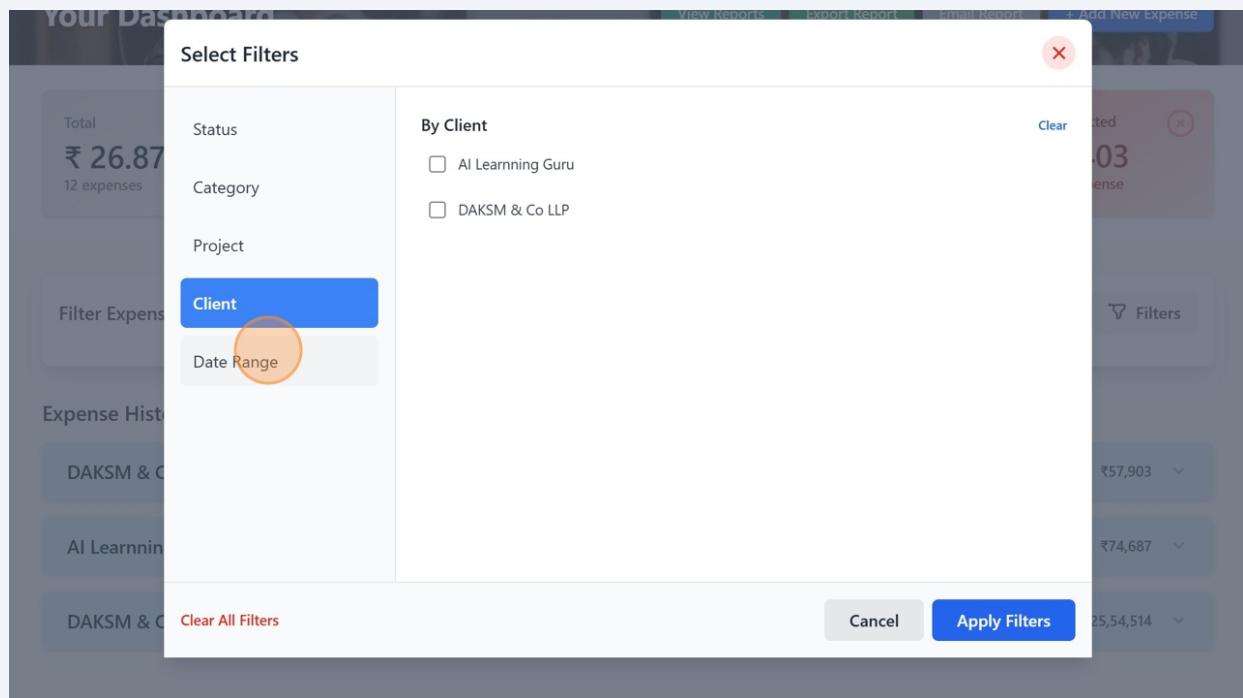
27 Filter by "Category"



28 Filter by "Project"

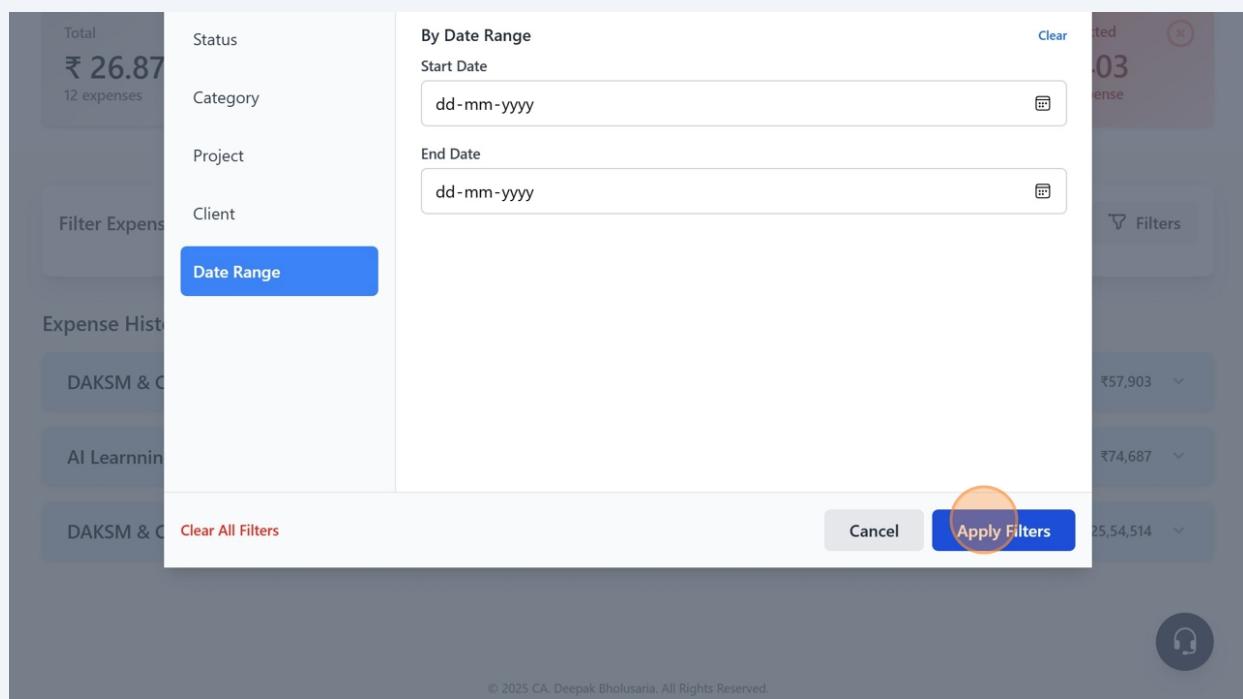


29 Filter by Client Name



Filters

30 or Filter by Date Range



- 31 Filters selected appear as "pills" on filter bar

Filter Expenses

Active: draft × pending ×



Expense History

- 32 Expenses history is presented by "Project" grouping

DAKSM & Co LLP 80JJAA Certificate Related Travel (P003) (80JJ-A-DKSM-HYD)							₹57,903		
DATE	CATEGORY	AMOUNT (ORIGINAL)	AMOUNT (INR)	STATUS	NOTES	ACTIONS			
30/10/2025	Hotel	\$500.00	₹44,172.96	pending					
22/01/2025	Air/Bus/Train	₹2,975.40	₹2,975.40	draft					
09/11/2025	Air/Bus/Train	\$756.00	₹756.00	draft					
28/10/2025	Air/Bus/Train	₹9,999.00	₹9,999.00	draft					

DAKSM & Co LLP Audit visit for Client XYZ in Mumbai (AUD-MUMBAI) (TC01-A)	₹25,54,112
AI Learning Guru Consulting visit for Client ABC in Bangalore (CONS-BLR) (TC02-B)	₹11,921

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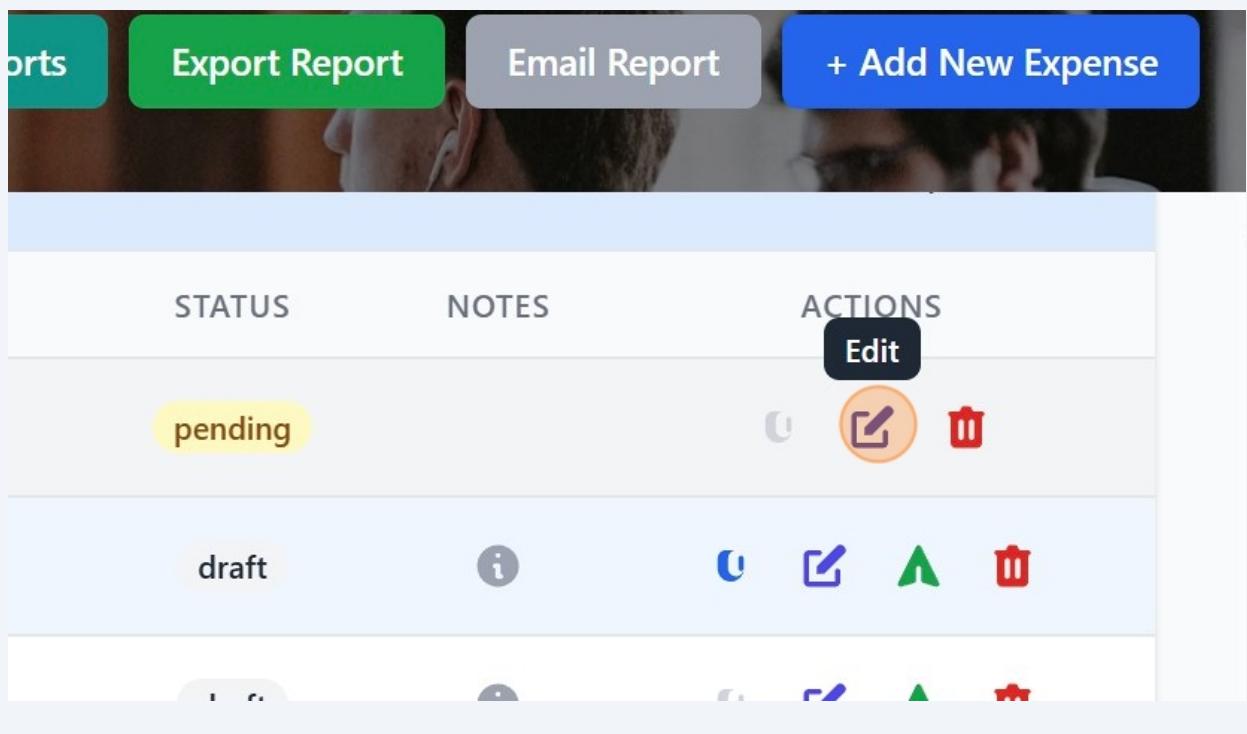
33 Clicking on any line item will open a detailed preview screen...

AMOUNT (INR)	STATUS	NOTES	ACTIONS
₹44,172.96	pending		
₹2,975.40	draft		
₹756.00	draft		

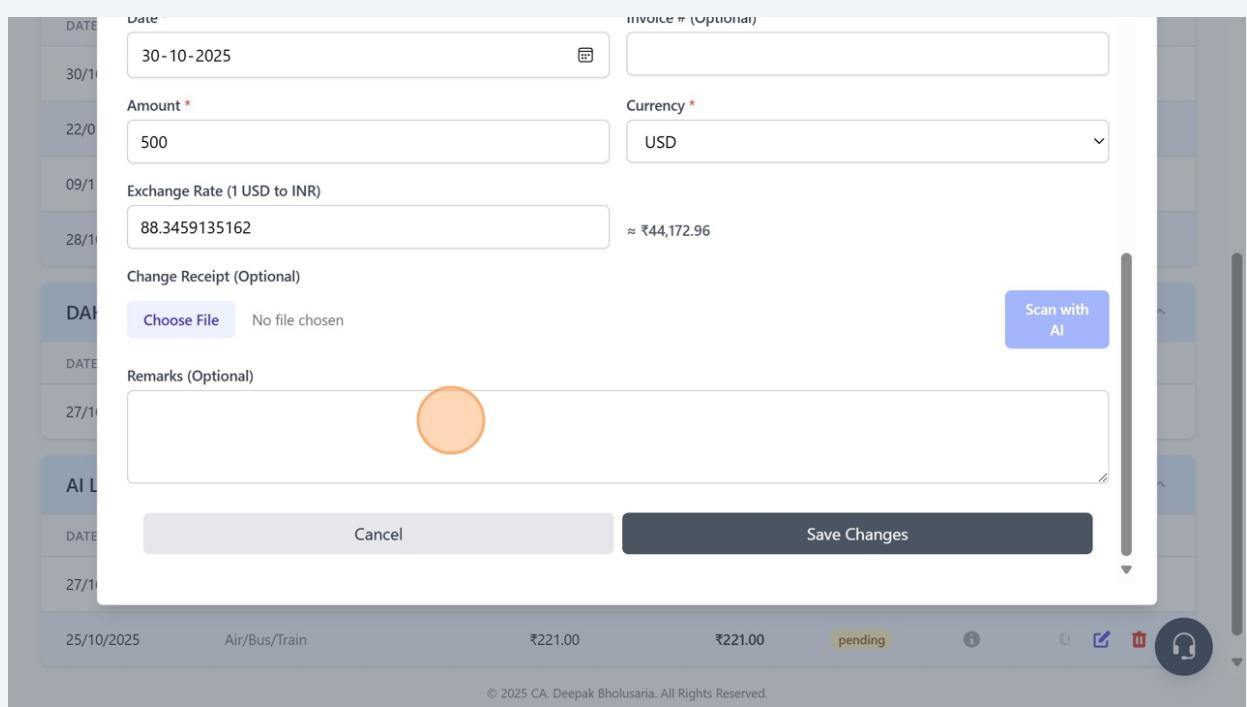
34 Clicking on any line item will open a detailed preview screen...

Dashboard		View Expense Details		
025	Hotel	Project	DAKSM & Co LLP 80JJAA Certificate Related Travel (P003)	
025	Air/Bus/Taxi	Date	30/10/2025	
025	Air/Bus/Taxi	Category	Hotel	
025	Air/Bus/Taxi	Amount	₹44,172.96 (\$500.00 @ 88.3459135162)	
025	Air/Bus/Taxi	Status	pending	
M & Co LLP Audit		Hotel Name	Montblanc Taj Mahal Hotel Delhi	
		Hotel Address	Taj Mahal Hotel, 1, Taj Mansingh Hotel Rd, South Block, Man Singh Road Area, New Delhi, Delhi 110011, India	
		Your Remarks	N/A	
025	Hotel	Approver's Comment	N/A	

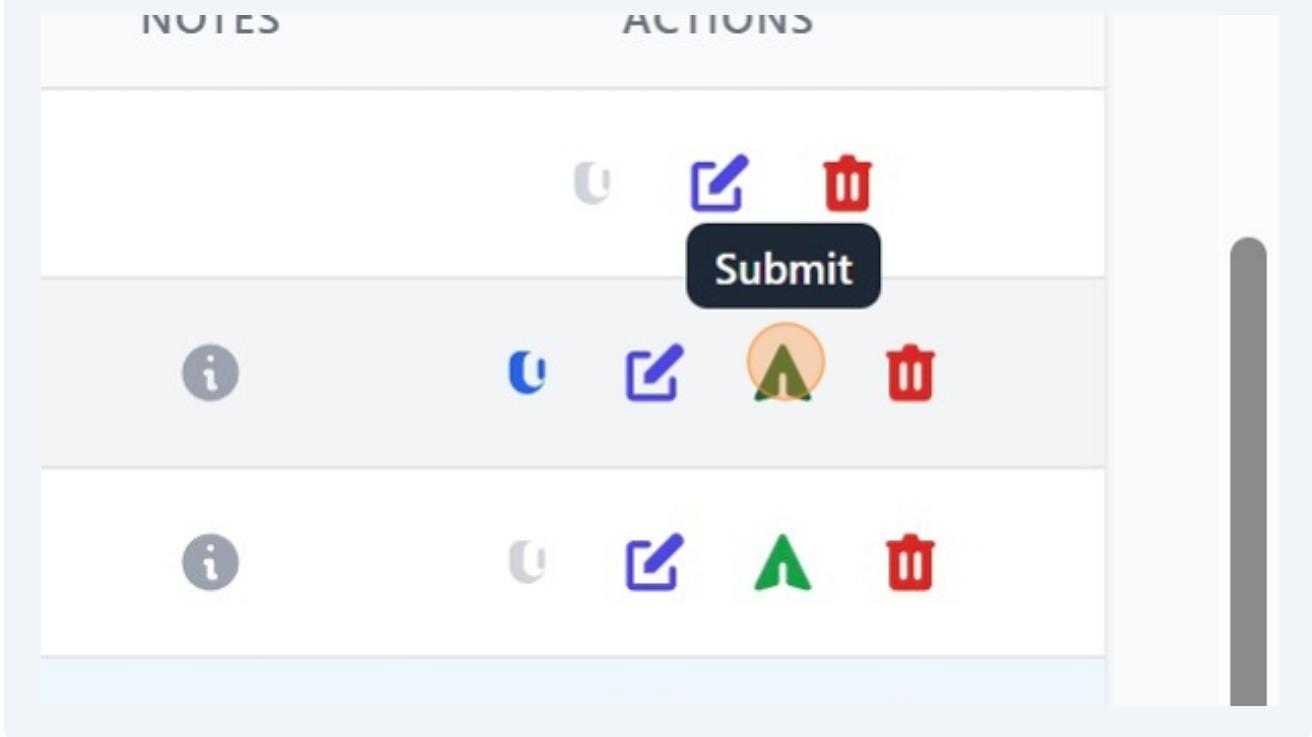
- 35 Click on edit icon will open "edit" expense screen



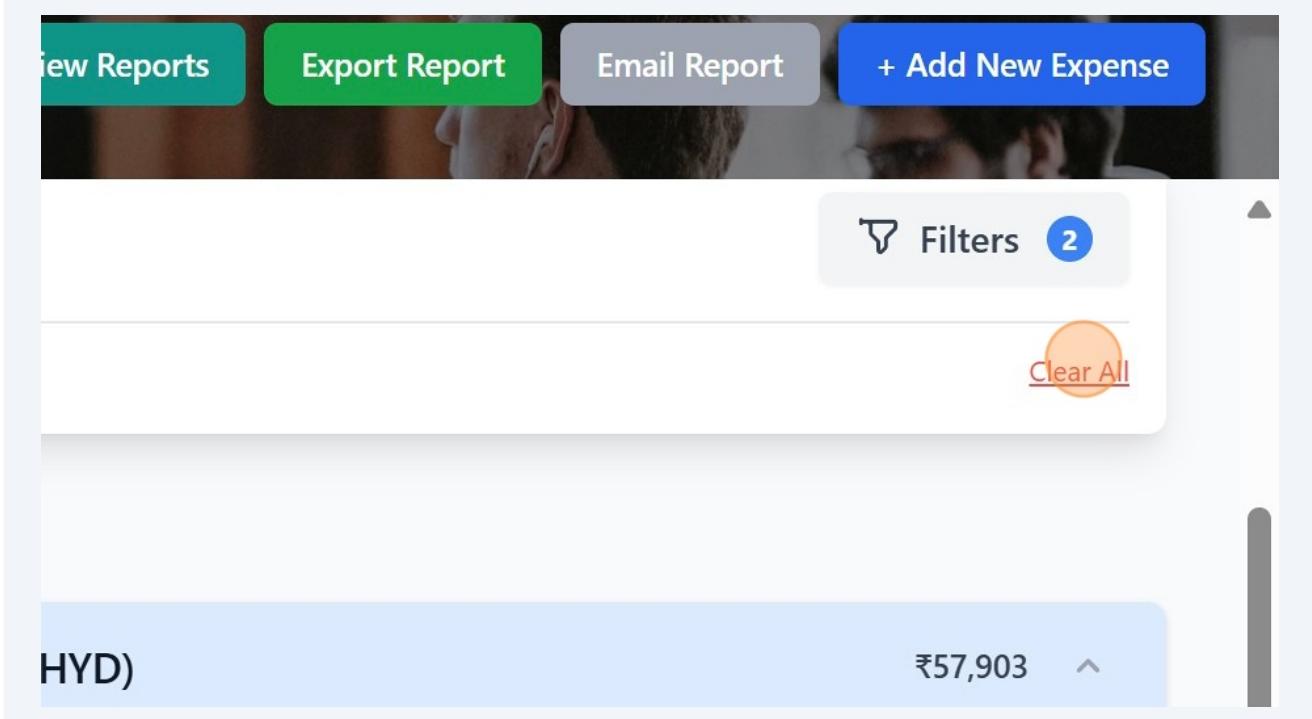
- 36 Make edit and save changes.



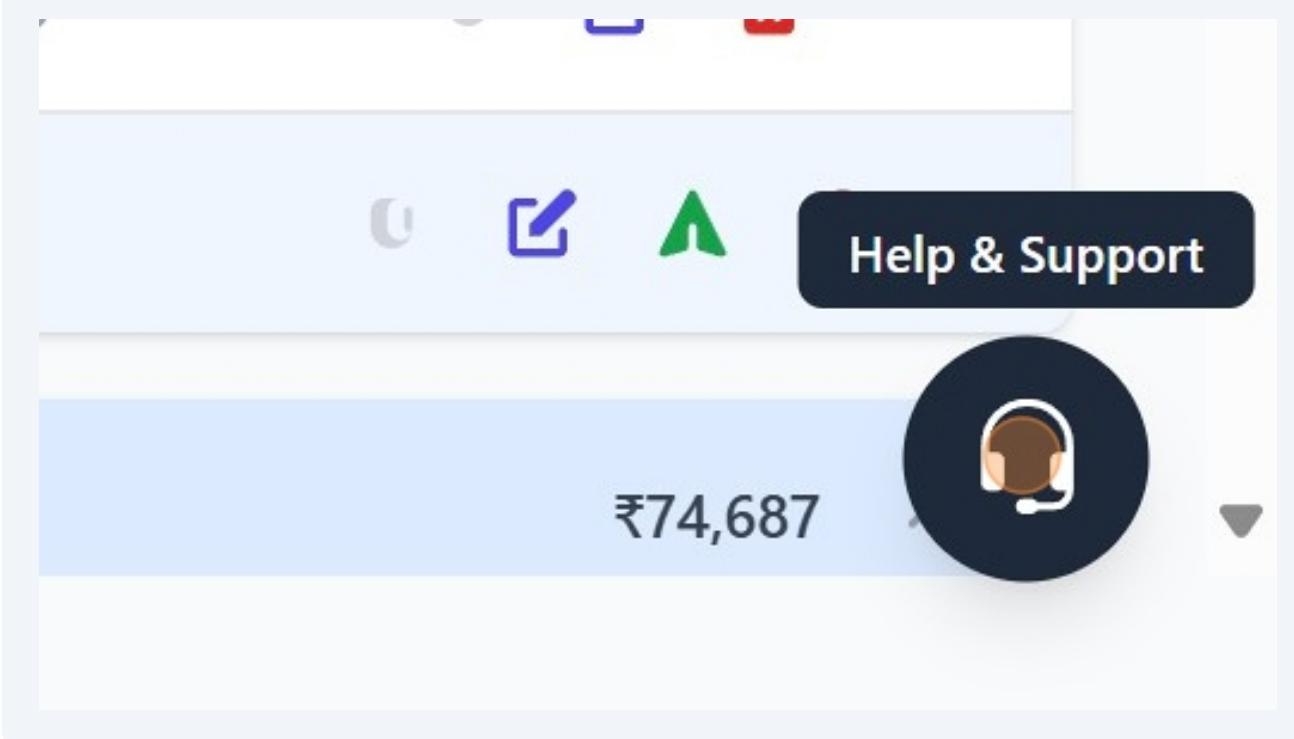
- 37** Any expense item saved as "draft" can be submitted directly from dashboard by clicking "submit" button.



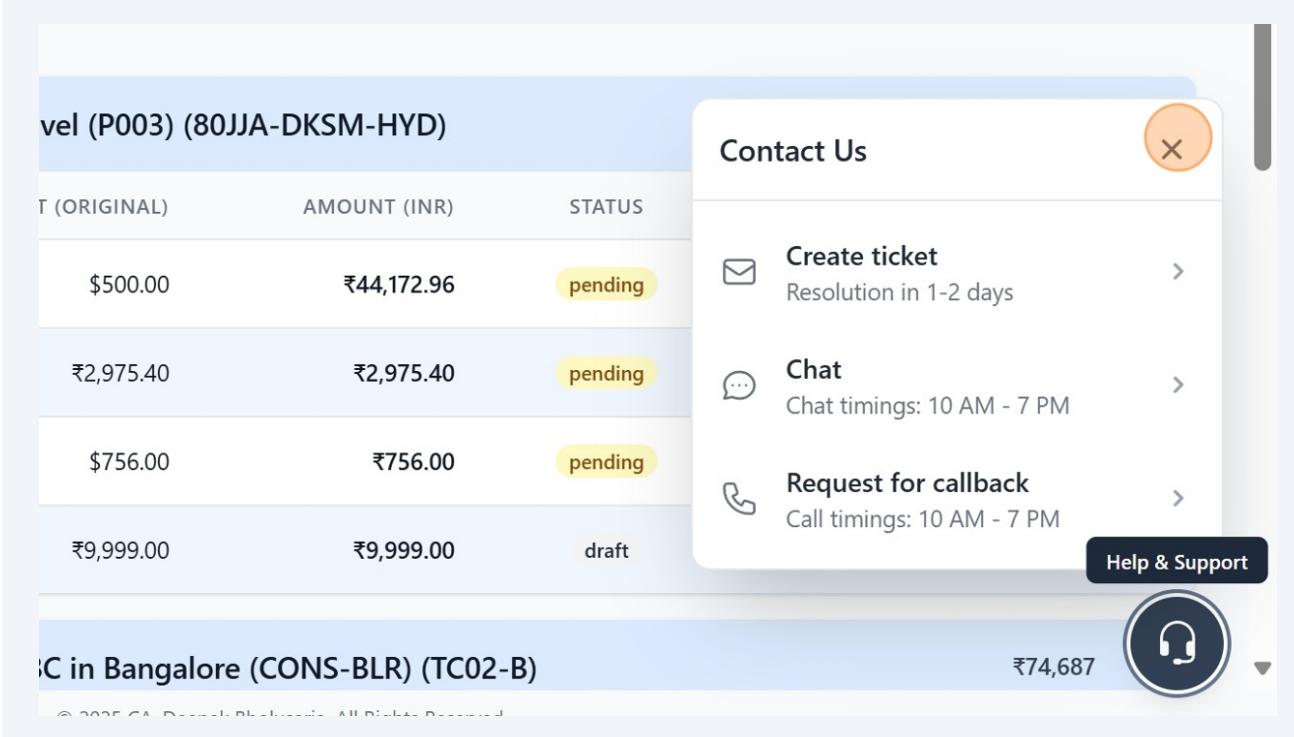
- 38** Clicking "Clear All" link on "Filter" bar will clear all filters



- 39 User may click on floating "Help & Support" button in the bottom left screen

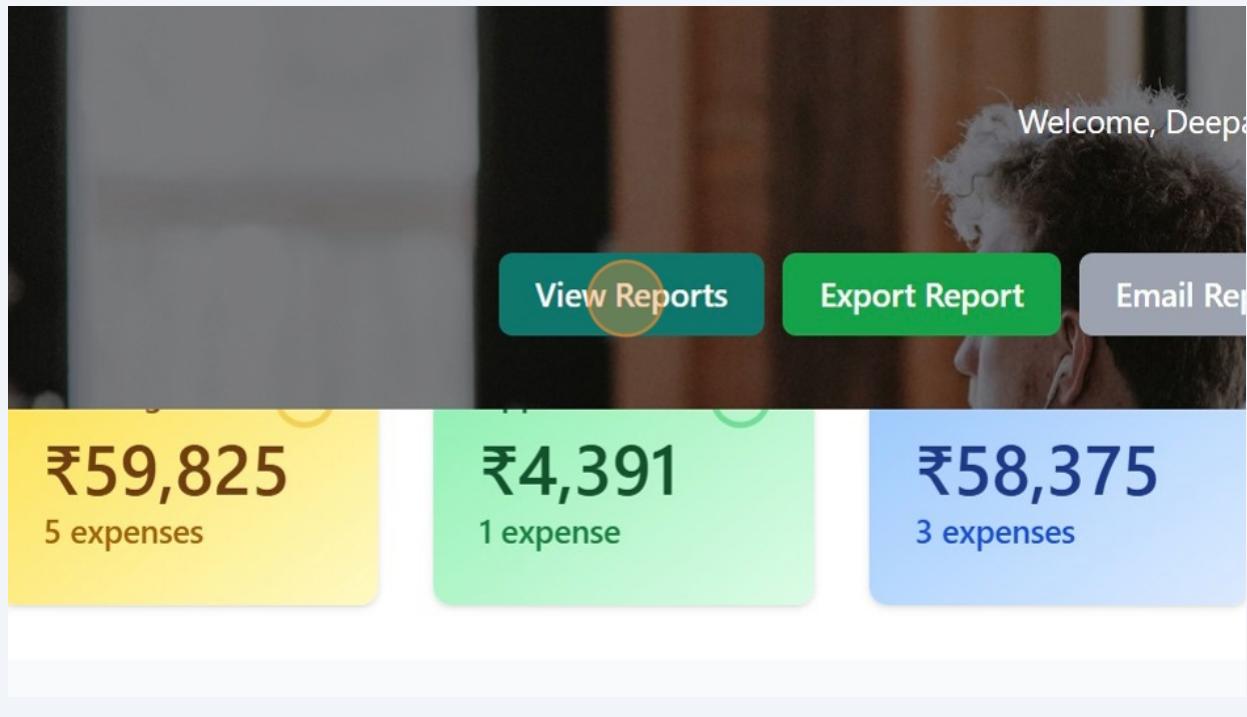


- 40 Which will pop-up a 3 item menu

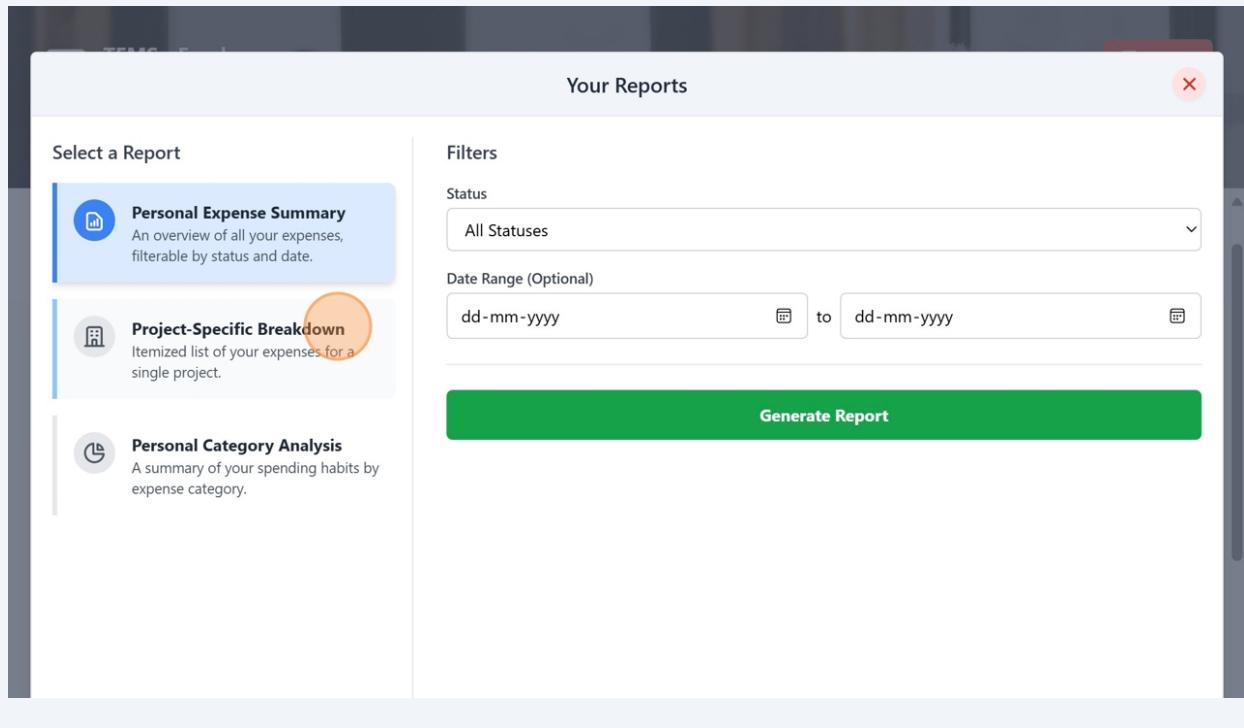


View Reports

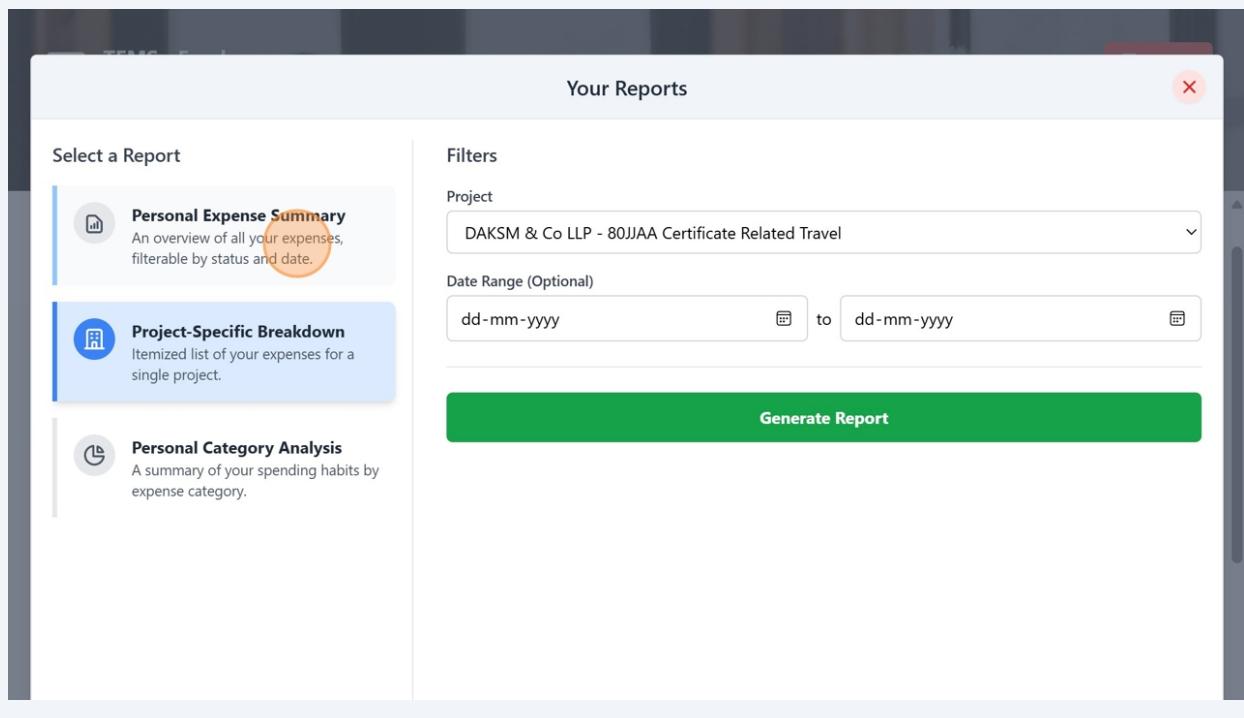
- 41 Reports can be viewed clicking on this button



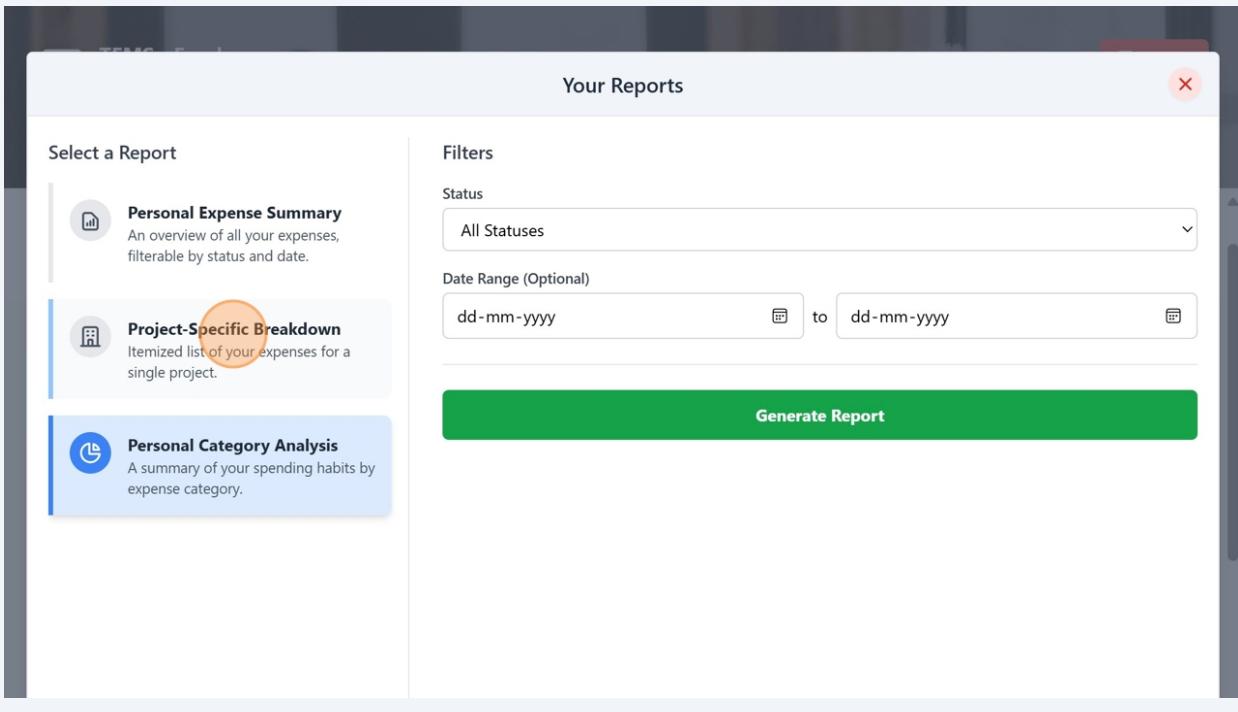
42 Different options for report



43 Different options for report



44 Different options for report



Export reports

45 Click "Export Report"

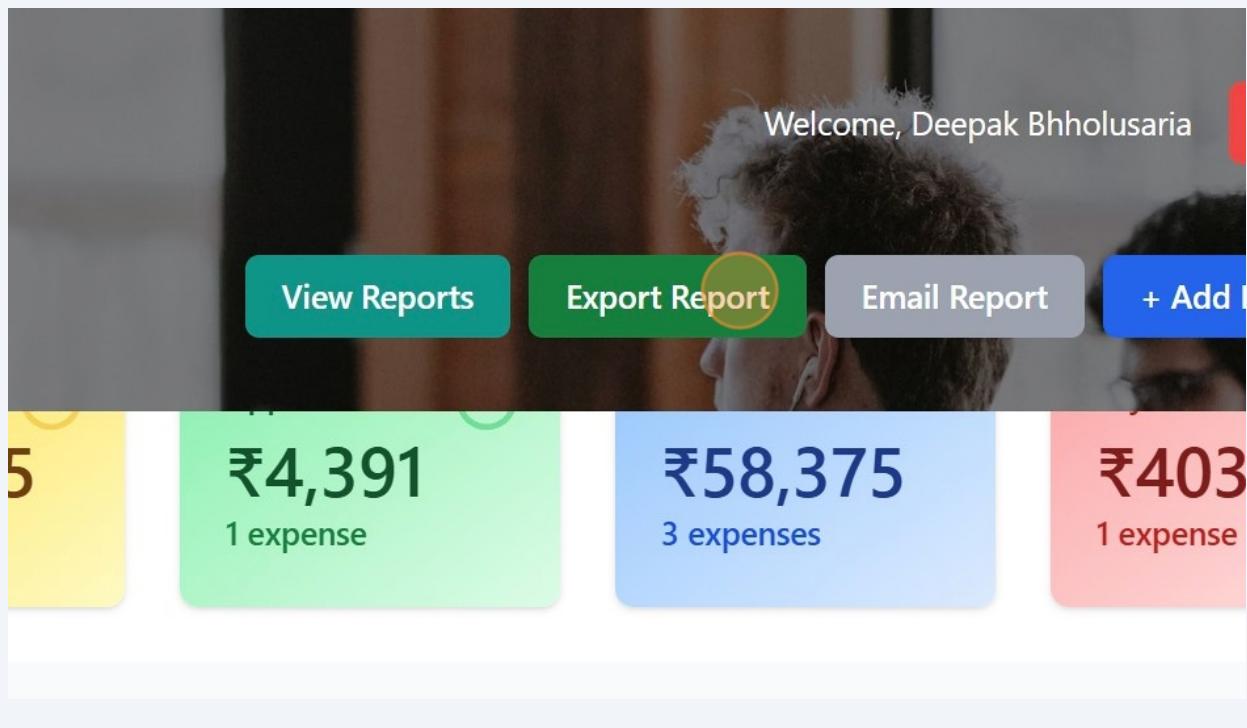
The screenshot shows the TEMS - Employee Travel & Expense Management System dashboard. At the top, there's a navigation bar with 'Welcome, Deepak Bholusaria' and a 'Logout' button. Below it is a section titled 'Your Dashboard' with several summary cards:

- ₹ 26.87 L (12 expenses)
- ₹ 25.64 L (2 expenses)
- ₹59,825 (5 expenses)
- ₹4,391 (1 expense)
- ₹58,375 (3 expenses)
- ₹403 (1 expense)

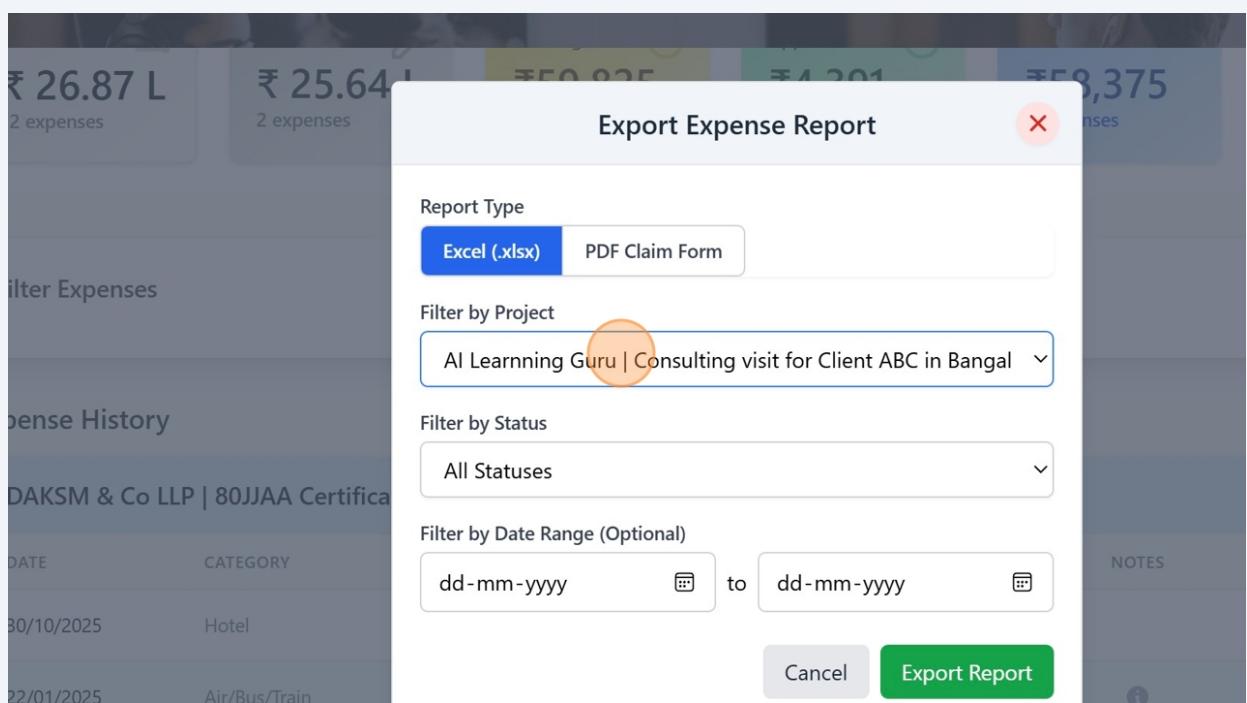
Below the dashboard, there's a 'Filter Expenses' input field and a 'Filters' button. The main area is titled 'Expense History' and displays a table for 'DAKSM & Co LLP | 80JJAA Certificate Related Travel (P003) (80JJAA-DKSM-HYD)'. The table has columns: DATE, CATEGORY, AMOUNT (ORIGINAL), AMOUNT (INR), STATUS, NOTES, and ACTIONS.

DATE	CATEGORY	AMOUNT (ORIGINAL)	AMOUNT (INR)	STATUS	NOTES	ACTIONS	
30/10/2025	Hotel	\$500.00	₹44,172.96	pending			
22/01/2025	Air/Bus/Train	₹2,975.40	₹2,975.40	pending			

46 Data can be exported



47 In the form of excel file



48 Or project specific claim form in pdf.

The screenshot shows a user interface for generating a PDF Claim Form. At the top, there is a section titled "Report Type" with two options: "Excel (.xlsx)" and "PDF Claim Form". The "PDF Claim Form" button is highlighted with a blue background and white text. Below this, a note states: "Note: PDF Claim Forms can only be generated for a single project at a time." Underneath, there is a "Filter by Project" dropdown menu containing the text "AI Learnning Guru | Consulting visit for Client ABC in Bangal". Below that is a "Filter by Status" dropdown menu set to "All Statuses". Further down is a "Filter by Date Range (Optional)" section with two date input fields, each with a calendar icon, separated by the word "to". To the right of these fields are two buttons: "Cancel" and a green "Export Report" button, which is also highlighted with a yellow circle. On the left side of the interface, there are vertical panels labeled "JAA Certifica", "SORY", and "is/Train". On the right side, there are vertical panels labeled "NOTES" and an information icon.