Category	Requirement	Description	Current Handling in CR	MVP Critical?	Gap or Enhancement ?	Workstream	Suggested Implementation Notes	Dependencies / Systems	Useful Links/ Docs
	•	·	Exists- Google	,	No Gan			Internal Auth	
	Login/Logout	Secure login/logout for all users. Different access levels (User, HOD, Finance, GM,	login	Y	No Gap	Both	Should support mobile and desktop	Internal Auth	
Authentication User	Role-based Access	etc.)	Exists	Υ	No Gap	Backend	Role-based menus/views	Internal	
Management	User Onboarding/Offboarding	Central user access management.	Exists	Υ	No Gap	Frontend	Managed by Finance only	Internal	
	New Request Form Creation	Allow users to create expense requests.	Exists	Υ	No Gap	Both	UI improvements needed	Internal	
2. Request	Attachment Uploads (Multi-format)	Accept receipts in PDF, Word, images.	Limited (images, Excel)	Y	Gap	Both	Expand to PDFs, multi-file upload	File Handling	
Management	Approval Workflow Config	Configurable steps by department/value.	Exists	Υ	Enhancement	В	Add department-level rules	Admin Panel	
	One-Active-Advance Enforcement	Block new advance until old is cleared.	Exists (rigid)	Υ	Enhancement		Allow exceptions with notes/escalation	Policy Engine	
3. Advance	Accountability Submission	Upload receipts after spend.	Exists	Υ	No Gap		Improve UX and field validation	Internal	
Handling	Auto-Deduction from Budget	Deductions processed at Finance stage.	Exists	Υ	No Gap		Add budget warning at submission	Budget System	
	Upload Budgets (Monthly)	Finance uploads monthly department budgets.	Exists	Υ	No Gap		Add audit log of uploads	Internal	
	Live Budget Tracking	Track usage in real-time by department.	Exists	Y	Enhancement		Dashboard and alerts for HODs	NetSuite	
T. Duuget	Budget Increase Escalation Auto-Reject Over Budget	Over-budget requests route to C-suite. Block request that exceeds budget.	Exists Exists	Y	No Gap No Gap		Should be automated	Approval Engine Policy Rules	
Management	Multi-Layer Approval Rules	Approvals vary by Org structure (KE, UG), role and amount Global	Exists	, ,	No Gap		Configurable per dept. Add support for GM-only categories Flexibility of workflows along the varying structures	Internal	
	Delegation Flows	Allow HODs to delegate during absence.	Missing	Y	Gap		Add delegation logic per role	HR System	
5. Approval Workflows	Escalation Paths	Automatic escalation if no action.	Partial	Y	Enhancement		Add SLA timers + alerts	Workflow Engine	
	Receipt Scanning + OCR	Extract data from receipt images.	Missing	N	Gap		OCR-based validation & ledger mapping	OCR Tool	https://blog.roboflow.com/best-ocr-models-text-recognition/
	QR Code Verification	Validate receipts via tax QR codes.	Missing	N	Gap		Integrate with iTax API	iTax	
6. Expense	Attachment Type Check	Reject wrong file types (e.g., selfies).	Missing	Υ	Gap		MIME-type validation	File System	
Validation	Auto-Reject Invalid Submissions	Flag missing or low-quality receipts.	Missing	Υ	Gap		Al/logic-based rules	Validation Engine	
	AMT for Refunds	Refunds pushed to/from AMT.	Partial (80%)	Υ	Enhancement		Complete 2-way sync	AMT	
	NetSuite for Payments	Payment instructions auto-pushed.	Exists	Υ	No Gap		Validate mapping accuracy	NetSuite	
	Slack for Notifications Email Services	Alerts to approvers, Finance.	Exists Exists	Y	Enhancement No Gan		Improve formatting; add reminders	Slack Email System	
7. Integration	Scale (Procurement)	Reminders, activation, rejection notices. Budget check before PO approval.	Partial (80%)	Y V	Enhancement		Customize templates per role Complete PO→CR→NetSuite flow	Scale	
HOOKS	Bulk Request Processing	Finance can process/download batches.	Exists	v	No Gap		Allow search/filter options	Finance UI	
8. Finance Tools	Ledger Allocation Validation	Finance maps expenses to ledger codes.	Exists	Y	Enhancement		Add auto-suggestions	NetSuite	
	Personal Statements	Full view of personal expense history.	Missing	Υ	Gap		Add self-serve dashboard	User UI	
	HOD/GM Dashboards	Track team/department budgets.	Exists	Υ	Enhancement		Improve visualizations	BI Tool	
10. Reporting &	Budget Alerts	Notify HODs on thresholds.	Missing	Υ	Gap		Alert tiers (80%, 90%, 100%)	Internal Rules	
Visibility	Export Tools	Export data for reconciliation.	Exists	Υ	No Gap		Add pre-built export formats	Internal	
	Configurable Policies	Per-department rules and toggles.	Exists	Υ	Enhancement		Create admin panel for rule setup	Admin UI	
	Feature Flags Per Unit	Enable/disable features per business unit.	Partial	Υ	Enhancement		Add flags to toggle modules	System Config	
11. System Admin	Secure Access Hierarchy	No self-approval, controlled onboarding.	Exists	Y	No Gap		Add audit history	Internal Audit Engine	
& Controls	Audit Logs	Track all system actions.	Missing	Y N	Gap Enhancement		Create event log trail Dynamic tooltips by field		
	Tooltip Hints Prefilled Fields	Field-level help for users. Auto-populate phone/email/name.	Missing	V	Gap		Pull from HRIS	UI Layer HR System	
40 11111111	Error Messaging	Show clear reasons & fix guidance.	Missing	Y	Gap		Add actionable rejection feedback	Validation Engine	
12. UI/UX Features	Mobile Responsiveness	Full mobile support.	Poor	Y	Gap		Rebuild with responsive design	UI Layer	
	Hosting Stability	Ensure uptime, reduce weekend downtimes.	Unstable	Υ	Gap		Host on reliable cloud infra	IT/Ops	
40.0	Uptime SLAs	Track and guarantee uptime.	Missing	Υ	Gap		Add monitoring tools	IT/Ops	
13. System Performance &	Support Continuity	Remove single-developer dependency.	Missing	Υ	Gap		Document system fully	Dev Team	
Reliability	Documentation	Include user + tech documentation.	Missing	Υ	Gap		Create SOPs + API docs	All Teams	
Enterprise S	Soalo Enhancemento (S	Suggestions for Scalability)							
	Requirement	Suggestions for Scalability) Why It Matters						 	
Category	Requirement	Why it Matters Required for internal audits and external					Should be exportable by Finance/Admin	 	
	Audit Trail Search & Export	compliance (e.g., donors, regulators).	Missing		Gap		with filters.		
	Data Encryption at Rest & In Transit	Protects sensitive financial and personal data.	Missing		Gap		Use industry-standard protocols like AES- 256 and TLS.		
	GDPR/POPIA/Data Retention Policies	Required if operating in Europe or countries with privacy laws.	Missing		Gap		Support deletion on request, retention policies.		
Security & Compliance	Access Logging & Anomaly Detection	Tracks suspicious logins or unusual access patterns.	Missing		Gap		Add user/IP-based alerts.		
Соприатов	Auto-Matching to Card Transactions	For corporate card spend — speeds up reconciliation.	Missing		Gap		Optional module; matches receipt to card data.		
	ML-Based Fraud Detection	Flags patterns like duplicate receipts, unusual timing, repeated vendors.	Missing		Gap		Can use anomaly detection algorithms.		
	Smart Receipt Categorization	Auto-assign categories based on text/OCR.	Missing		Gap		Simplifies Finance review.		
Automation & Intelligence	Auto-Reimbursement Workflow	Automates approved reimbursements to payroll/bank.	Missing		Gap		Trigger payout after Finance lock.		
	Offline Submission Mode	Especially useful for field teams in rural areas.	Missing		Gap		Data syncs when connection is restored.		
Mobile & Offline	Mobile App (Native or PWA)	Improves user adoption and usability on the go.	Missing		Gap		Should support receipt scan, status check.		
Support	Camera-to-OCR Scan	Auto-scans receipt for date, amount, vendor.	Missing		Gap		Reduces manual entry errors.		
	Dynamic Currency Policy Rules	E.g., local per diems vary by region/currency.	Missing		Gap		Tie to exchange rates + policy matrix.		
Country/F	Local Tax Treatment	Track VAT vs non-VAT expenses, tax recovery.	Missing		Gap		Useful for financial reporting, especially in Kenya/Uganda.		
Country/Region- Specific Features	Language Localization	If expanding across Francophone or Arabic- speaking Africa.	Missing		Gap		Multilingual UI support.		

					Gap or				
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	Approver Load Balancing	If one HOD has too many pending approvals, reassign or alert.	Missing		Gap		Adds resilience during periods of high volume.		
	Conditional Logic in Forms	E.g., "If category is Transport, show vehicle type"	Missing		Gap		Reduces cognitive load on users.		
	Approval Reminders (SLA Timers)	Time-based nudges to prevent bottlenecks.	Missing		Gap		Tie to escalation flow if unresponsive.		
Workflow Optimization	Auto-Close Dormant Requests	Requests idle for too long can be auto-closed or flagged.	Missing		Gap		Prevents request bloat.		
	Spend Trend Analysis	Helps HODs see patterns by vendor, team, month.	Missing		Gap		Useful for cost-cutting, supplier negotiation.		
	Predictive Budget Overrun Alerts	Warns if projected spend > budget.	Missing		Gap		Uses past trend + current requests.		
Analytics & Intelligence	Top Spenders & Frequent Vendor Dashboards	Helps Finance detect spending anomalies.	Missing		Gap		Optional for GM view.		
	Open API for Integrations	Allow easy linkage with HR, ERP, Procurement, etc.	Missing		Gap		Future-proofs the system.		
	CSV/XML Import/Export Templates	Helps integrate legacy data or bulk load.	Missing		Gap		Optional for data migration, audits.		
Interoperability & APIs	Webhooks for Status Change Events	Useful for triggering Slack alerts, dashboards, etc.	Missing		Gap		E.g., on approval, rejection, payout.		
		Auto-calculates distance-based reimbursements using GPS or Google Maps API.							
	Delegated Proxy Submission:	Allow PAs/Admins to submit on behalf of execs.							
	Al Assistant Chatbot:	"How do I clear an advance?", "Where is my refund?"—self-serve bot.							
	Custom SLA Dashboards for Ops:	Track performance of each department against turnaround goals.							
		Auto-calculate allowed daily allowances by region/staff grade.							
	Country Rules Engine:	Adjust workflows, limits, or required documents by country.							