**TECH MAVERICKS**

**EMPLOYEE EXPENSE MANAGEMENT SYSYTEM**

**HELP MANUAL**

Employee Expense Management system is a flexible, easily accessible web application for any company.

It reduces the effort of maintaining heavy records required for any company.

**EMPLOYEE:**

Whenever a new employee gets into a company he is provided with a username and password.

When, he gets access with his company account in the website using his username and password. He can view his profile using view profile option, update option his profile and he can also submit expense vouchers for his higher official for approval of his reimbursable expense.

Note: Employee can only send one voucher per month. In case if his limit is not fulfilled with one voucher, he has to wait till his submitted voucher accomplishes its process.

He can also track the status of his voucher and can also view the report in case if the voucher gets rejected by his higher officials.

**MANAGER:**

Manager when he logins into the company website he can view profile using View profile option in his desk, update his profile using Update profile option and checks whether there are any vouchers waiting for his approval.

Based on the details sent by employee he may approve or reject voucher. On rejection he has to send the reasons in the form of reports to the employee.

**ACCOUNTANT**

Accountant when he login with his company account he can also view using view profile, update his profile using update profile option and checks whether there are any vouchers sent by manager are waiting for his approval.

Accountant also checks the details send by the employee he may approve or reject voucher and marks the voucher as paid if approved. On rejection, he sends the reasons in the form of reports to the employee.

**ADMIN:**

Admin can add, delete and update employee.

When a new employee gets into the company admin is the person, who adds his details and allots him with employee id and password.

In case if there is any change in department of an employee or any changes in salary information admin have full authority to change salary details and department details of an employee.

Admin will also see the queries of the users1.

Admin have to restore the voucher table for every one month.

**FUTURE PLANS:**

In future, we can also extend the web application to a whole new point where we can implement the management system for more than one company using the same system with allotting admin for each company.

THANKYOU

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