**Reimburse**

## AI-Enabled Expense Management Solution for Enterprises​

Reimburse is an AI enabled software built on SAP Cloud Platform for SAP SuccessFactors customers to streamline end to end expense and travel process and eliminate duplicate and non-compliant expense approvals. Reimburse is built on SAP Cloud Platform and is embedded in SAP SuccessFactors Employee Central Module for a smooth user experience.

## **About Reimburse:**

#### **What?** Reimburse is an AI-enabled and SAP-certified one-stop solution for expense, travel, and benefits management.

#### **Why?** Simplifies the increasingly complex process of reimbursing expenses and benefits in real-time. Reimburse’ AI-enabled expense approval feature for Managers helps your organization eliminate duplicate and non-compliant expenses.

#### **Who?** If you are or going to be a SAP SuccessFactors Employee Central user, Reimburse is a must have addon to streamline your reimbursement process. Reimburse is built on SAP Cloud Platform and is embedded in SAP SuccessFactors Employee Central Module for a smooth user experience.

## **Solutions**

At The Core Transforming The Corporate Reimbursements

#### **Expense Management**

Reimburse is an agile, highly configurable platform enabling expertly documented, tracked, and managed corporate expenses. Manage expense-specific categories like general, mileage, entertainment, per diem, petty cash, company policies, rules, workflows and reports.

#### **Travel Management**

For enterprises, business travel is crucial to expand operations. Travel managers can use Reimburse to streamline travel booking requests. Keep track of incoming or approved requests in one place.

#### **Benefits Management**

Be it wellness benefits or gift cards or giving credits as freebies – ease the arrangement, decision, and management of giveaways and similar employee benefits.

#### **Receipts Management**

With our OCR technology, it eliminates the efforts of doing paperwork and automates all the processes of receipt capturing, converging, and management within a central repository and with a few clicks.

## **Reimburse Is For All:**

#### **Simplified For Employees -** Reimburse reduces last-minute billing and manual receipts hassles. Employees can Add expenses, scan receipts on the spot with OCR, request for travel booking or advance, track benefits, and check approved claims all from the dedicated Reimburse Mobile App.

#### **Simplified For Managers -** For enterprises, business travel is crucial to expand operations. Travel managers can use Reimburse to streamline travel booking requests. Keep track of incoming or approved requests in one place.

#### **Simplified For Finance Team -** Finance teams can generate real-time action-oriented reports to track spending patterns and ensure compliance with built-in audit trails that flag claims violating set policies. In simple words, Reimburse simplifies the process of reimbursement for Finance Teams.

## **How Reimburse works:**

**Step 1:**

* Employee raises a request for travel, learning etc.
* Employee upload receipt through Reimburse mobile app (OCR-integrated)

**Step 2:**

* Manager reviews and accepts/rejects the request
* Reimburse supports the decision with:
  + ML based auto-verification
  + Risk rating

**Step 3:**

* Finance Team does the final approval
* Reimburse helps the team with-
  + Auto-verification
  + Advanced analytics
  + Risk rating
  + Payment file generation for downstream processing

**Step 4:**

* Employee is reimbursed

## **Features:**

| **Functional Area** | **Feature Name** | **Detail Description** |
| --- | --- | --- |
| **Benefit Type** | Benefit expense based on company policy and entitlements | Benefit Types supports following features:  1. Amount Entitlement, Minimum and Maximum Amount Policy Configuration and Claim Period  2. Receipt and Supporting Document  3. Cost Center & Third Party Vendor Charging  4. Foreign Currency Conversion Support  5. Automatic Tax Computation  6. Backdated Validations  7. GL Account/ Wage Type Matching  8. Custom Fields Support |
| **General Expense** | Ability to Create Expense Types based on company policy from configurable validation rules | General Expense Types supports following features:  1. Minimum and Maximum Amount Policy Configuration  2. Receipt and Supporting Document  3. Cost Center & Third Party Vendor Charging  4. Foreign Currency Conversion Support  5. Automatic Tax Computation  6. Backdated Validations  7. GL Account/ Wage Type Matching  8. Custom Fields Support |
| **Entertainment Expense** | Entertainment Expense support out of the box | Entertainment Expense Types supports following features:  1. Minimum and Maximum Amount Policy Configuration  2. Receipt and Supporting Document  3. Cost Center & Third Party Vendor Charging  4. Foreign Currency Conversion Support  5. Automatic Tax Computation  6. Backdated Validations  7. GL Account/ Wage Type Matching  8. Custom Fields Support  9. Support for Staff Attendee Table  10. Support for Guest Attendee Table  11. Support for automatic calculation of per head rates based on number of attendees |
| **Mileage Expense** | Mileage Expense support out of the box | Mileage Expense Types supports following features:  1. Minimum and Maximum Amount Policy Configuration  2. Receipt and Supporting Document  3. Cost Center & Third Party Vendor Charging  4. Foreign Currency Conversion Support  5. Automatic Tax Computation  6. Backdated Validations  7. GL Account/ Wage Type Matching  8. Custom Fields Support  9. Trip Capture  10. Automatic Distance Calculation  11. Support to capture Parking, Toll, and Other charges with auto calculation |
| **Travel Request** | Ability to Create Travel Requests Types based on company policy from configurable validation rules | Travel Requests supports following features:  1. Supporting Documents  2. Backdated Validation  3. Tagging with specific expense types  4. Cash Advance Support  5. Bulk or Itemized Estimation Support  6. Charging to Cost Center  7. Custom Fields Support  8. Travel Itinerary Capture |
| **General Request** | Ability to Create General Requests Types based on company policy from configurable validation rules | General Requests supports following features:  1. Supporting Documents  2. Backdated Validation  3. Tagging with specific expense types  4. Staff Attendee Table  5. Guest Attendee Table  6. Bulk or Itemized Estimation Support  7. Charging to Cost Center  8. Custom Fields Support |
| **Approval Routing** | Ability to Configure Complex Workflows for Approval Routing based on Company policies for Expenses and Requests | 1. Support to configure Auto Approval  2. Support to configure multi step approval flow for each request/ expense type  3. Support to configure approval workflow based on Receipt Amount/ Cost Center  4. Support to manage rerouting of the cases where a step is stalled due to missing step owner |
| **Cash Advance Management** | Cash Advance Intelligent Management for Travel and General Requests | 1. Cash Advance Disbursement Management  2. Automatic Settlement of expenses from the Disbursed Cash Advance  3. Integrated Email Notification on Cash Advance Request Creation and Approval/ Rejection |
| **Reports Portal** | Reports with dynamic selection of filters | 1. Self service reporting module  2. Filters available are following:  - Receipt Date Range, Expense Category (General/ Entertainment/ Mileage/ Petty Cash), Expense Types, Company/ Division/ Department, Amount, Expense Number, Settlement Date, Approval Pending At, Employee, Expense Status  3. Excel Export |
| **Admin Portal** | Aggregate Admin Page with abilities to edit/ update expenses/ Travel Requests | 1. All Expense listing groupped by Employee  2. 2. Filters available are following:  - Receipt Date Range, Expense Category (General/ Entertainment/ Mileage/ Petty Cash), Expense Types, Company/ Division/ Department, Amount, Expense Number, Settlement Date, Approval Pending At, Employee, Expense Status  3. Ability to Edit the Expenses/ Requests  4. Ability to Change the Approval Workflow associated with the Claim/ Request |
| **Login** | SAML based Single Sign On | 1. Single Sign On support for SF IDP  2. Single Sign On support for ADFS  3. Out of box Reimburse Authentication |
| **Search** | Intelligent Search based on Expense #, Expense Type, Request #, Request Type, Employee IDs | 1. Search across all the items |
| **Fraud Detection** | Duplicate detection configurations based on Receipt #/ Receipt # + Date, etc. | 1. Ability to configure the system to automatically detect duplicate expenses based on any one of the following configurations:  - Receipt Number  - Receipt Number + Date  - Receipt Number + Date + Amount  - Receipt Number + Date + Amount + Currency |
| **Receipt Management** | Intelligent Receipt Management | 1. Receipt Upload Support  2. Receipt Meta data capture with Receipt Number, Amount and Receipt Date |
| **Approval Inbox** | Approval Inbox | 1. Aggregate and Drill Down view for All the Approval Items  2. Ability to execute bulk approval  3. Ability to make comment mandatory for rejection  4. Quick Filters |
| **Email and Reminders** | Configurable Email Notifications and Automatic Reminders | 1. Reminder emails (Expense Approval Pending, Request Approval Pending)  2. Reminder emails (Stalled Expenses)  3. Event Based emails (Expense, Request Rejection)  4. System Emails (SF Data Process completion, Payment Posting, Exchange Rate Load) |
| **Access and Role Based Permissions** | Role based Access Control | 1. Target population control  2. Large sets of permission combinations to manage access control as per organization policies |
| **Delegation** | Delegation Management | 1. Self Service Delegation Portal and Delegation Management  2. Delegation for Expense/ Request Creation  3. Delegation for Approvals  4. Admin Ability to configure system wide delegations  5. Support for Automatic Delegation to Supervisor from Direct Reports  6. Reminder emails for Pending Delegation Requests |
| **Integration** | Integration with Finance System for Payments | 1. File based integration |
| **Integration** | Integration with Finance System for Currency Exchange Rates | 1. File based integration |
| **Integration** | Integration with HRIS system to automatically sync Employee Data | 1. File based integration for the following files:  > Employee Personal Information  > Employee Job Information  > Employee Bank Information  > Job Relationship (CPI)  > Company/ Division/ Department/ Other units  > Cost Center |
| **System** | Expense Type Dynamic Entitlement | 1. Ability to assign specific expense type to a specific target audience ex. Department heads, specific paygrades |
| **Search** | Action oriented search | 1. Action based search (Create Expense, Create Request, Approval, Pending) |
| **Receipt Management** | Automatic Receipt Recognition | 1. Automatic recognition of the following details from receipt  > Receipt Number  > Receipt Date  > Receipt Currency Code  > Receipt Amount |
| **Daily Allowance** | Daily Allowance Support | 1. Per Diem/ Daily Allowance Support  2. Destination Country based rates configuration  3. Automatic calculation for multi country trip based on travel itinerary |
| **Mobile App** | Android and iOS App |  |

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## **Choose Reimburse for a reason:**

**Integrates easily** - Easy to integrate with existing HR and finance systems for seamless operations.

**Top-notch security -** Data encryption and antivirus programs, besides Vulnerability Assessments and Penetration Testing (VAPT) by certified partners.

**Cost-effective solution -** Pay-per-user cost model, with the freedom to get tailored expense reports and optimize costs.

**100% Digital -** Manage expenses in real-time on the web or mobile.

**Highly configurable & scalable -** Configure as per regional currencies, languages, and requirements.

**Auto Detection -** Inbuilt policy inspector detects frauds, duplicate receipts, and other compliance violations.

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## **A product by** [**Rolling Arrays**](https://rollingarrays.com/sapsuccessfactors-addons/reimburse/)**:**

Rolling Arrays has been driving SAP SuccessFactors-led HR Transformation since 2009. The company specialises in SF consulting, implementation, and support and also builds applications to enhance the utility of the SuccessFactors platform. It is committed to designing systems that help its customers to attract, develop and retain talented individuals. In 2021, Rolling Arrays was recognized as one of the top 75 fastest-growing companies in Singapore by The Straits Times & Statista.