XPNS
By **Zaggle**®

India's first do-it-yourself

SaaS-based quick-start expense automation platform for early, growth-stage businesses

India's first do-it-yourself, SaaS-based quick-start expense automation platform for early, growth-stage businesses

Contents
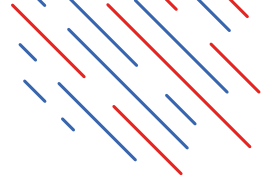
India's first do-it-yourself, SaaS-based quick-start expense automation platform for early, growth-stage businesses

Uncovering hidden costs of managing expenses

Employee reimbursements are a routine aspect of any functioning business. For early-stage and young businesses, current manual processes deployed to manage these expenses are time-consuming and expensive.

Employees spend productive time manually entering expense details in excel sheets and submitting expense receipts; approvers need to map expenses to policy and accounting teams work through the verification and reconciliation process. Any query related to the claim introduces further delays. On average, the complete expense cycle takes two weeks and costs upward of US$5. And in the current era of digital engagement, the process does little to bolster employee productivity and satisfaction.

Beyond measurable costs, manual processes have additional overheads that are generally invisible. This includes out-of-policy expenses, erroneous, inflated, or falsified claims and poor visibility into expenses due to fragmented data.
As a result, businesses may struggle to identify areas where spending is too high, and miss out on potential savings in the future. When total costs are factored, there is a strong incentive to adopt an optimised, efficient expense process that becomes essential for growing businesses.
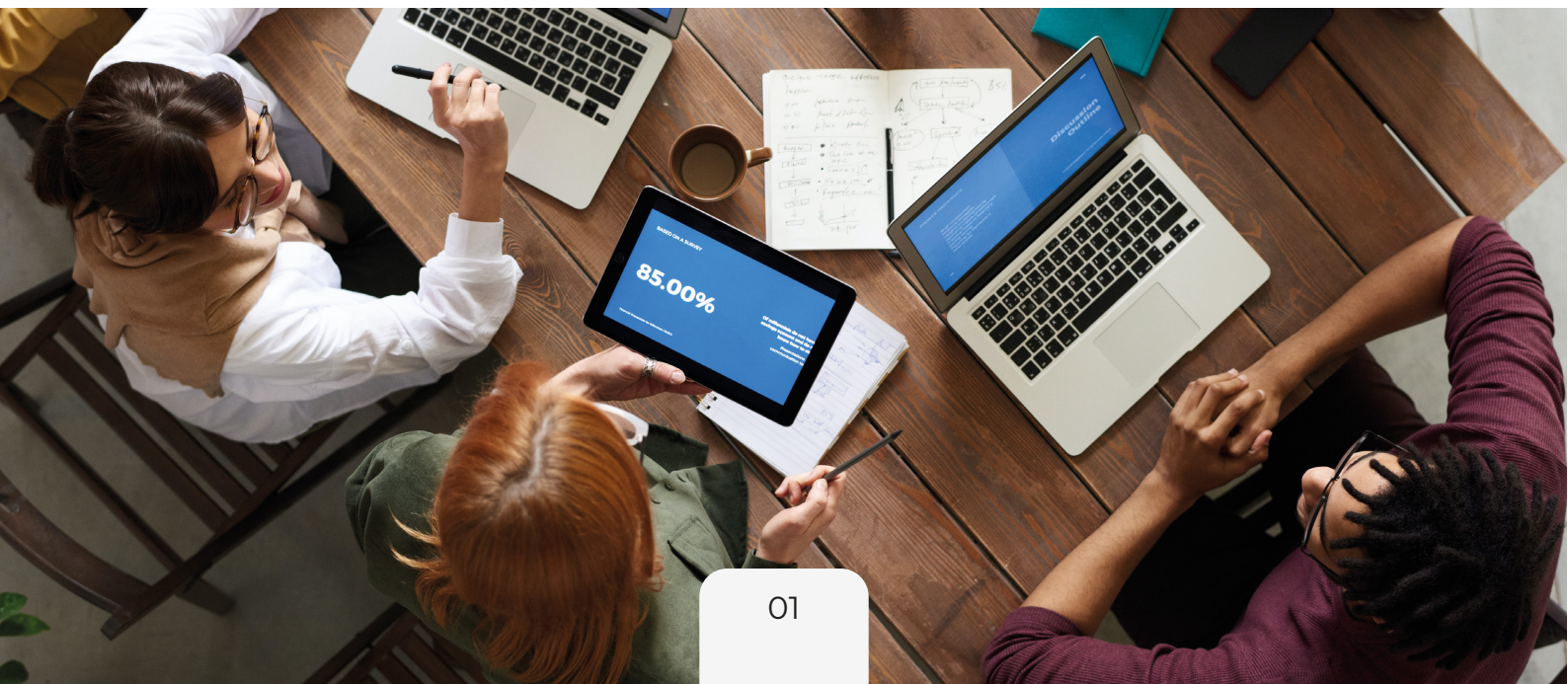
Quickstart expense automation

Zaggle XPNS is a comprehensive solution for small and medium businesses that brings mobility, automation, and intelligence to expense management.
A do-it-yourself,   expense management and prepaid cards platform.
Zaggle XPNS automates the entire expense process from payments and receipt capture to expense submission, accelerating processing efficiency and optimising costs.

Rather than employees using their own funds for company purchases, the embedded card capability allows businesses to pre-fund spending while maintaining complete oversight on outgoings to better manage cash flow.
Businesses also benefit from a detailed view of expenses in real-time for improved operational and strategic decision-making
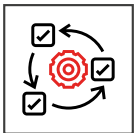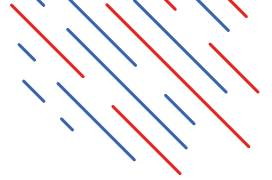
Streamline employee expenses in real-time

XPNS cards for tightened controls over spend

Expenditure analysis for strategic decision-making

XPNS + SaaS +

India's first do-it-yourself, SaaS-based quick-start expense automation platform for early, growth-stage businesses

3-step process to accelerate transformation

XPNS extends a consumer-grade experience to enable businesses effortlessly automate and manage employee expenses from a centralised platform. An intuitive, easy-to-use interface allows businesses to self-register, and seamlessly onboard employees, define expense policies and manage and assign cards to employees from the platform. When employees initiate a transaction using XPNS cards, the transaction data is automatically fed into the system and employees are prompted to capture and upload expense receipts.

Expenses are automatically matched with the transaction data, enabling easy expense filing.

Three steps to smarter expense management

1

Sign up & load funds

Verify your credentials and transfer funds to the XPNS corporate account from your existing bank account.

2

Set your spending rules

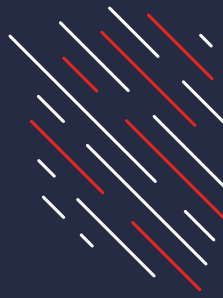Define approval workflows, spending policies, and card limits that work for you.

3

Invite your team

Employees can request funds, pay securely, scan and submit receipts.

Value as a Service

4x

4x faster end-of-month closing

60%

reduction in cost of processing expense claims

100%

audit compliant. Alleviates compliance overheads
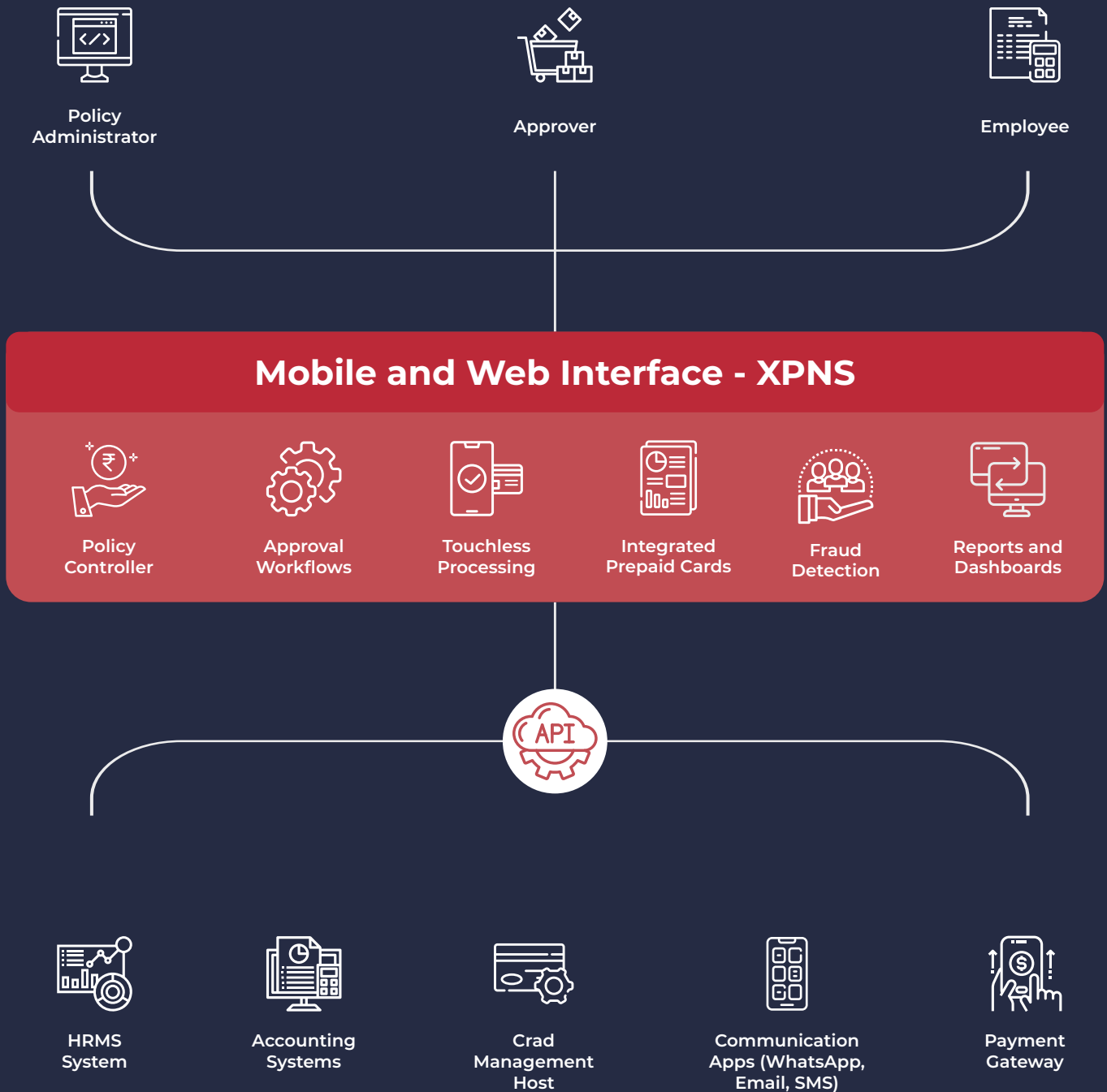
90%

improvement in expense policy compliance

100%

visibility into employee expense

XPNS at a glance

Policy Administrator

Approver

Employee

Mobile and Web Interface - XPNS

Policy Controller

Approval Workflows

Touchless Processing

Integrated Prepaid Cards

Fraud Detection

Reports and Dashboards

API

HRMS System

Accounting Systems

Crad Management Host

Communication Apps (WhatsApp, Email, SMS)

Payment Gateway

The transformative power of XPNS

Cards to manage every expense and gain real-time control

Employees are expected to exercise good judgement and spend the company's money as carefully and judiciously as they would their own.

XPNS cards shift the burden of work-related purchases from employees and bring greater peace of mind to the businesses by minimising the potential for wasteful, out-of-policy or fraudulent spending.

Administrators can define granular spending controls based on a broad range of parameters including amount, time, date, and merchant category code. This ensures compliance with spend policy at the point of purchase, which makes it far easier to control rogue purchases before they are expensed. And by tying cards to merchant categories or even specific recurring expenses, it's far easier to track spending in real time and make the best use of precious dollars.
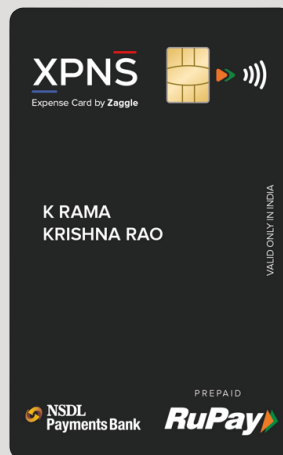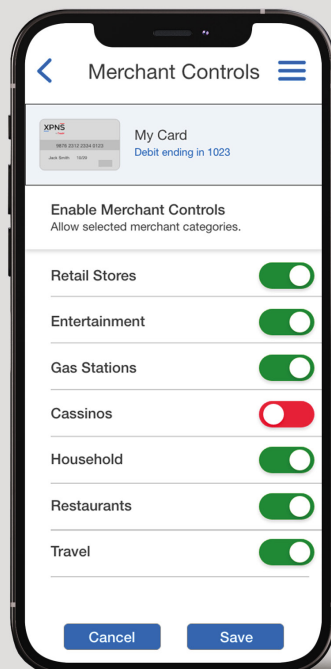
India's first do-it-yourself, SaaS-based quick-start expense automation platform for early, growth-stage businesses

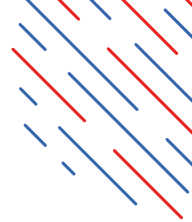# Strengthen compliance and minimise fraud with policy workflows

XPNS helps businesses to standardise expense rules and build a framework that increases transparency and accountability around reimbursements, promoting a healthier spending culture.

Businesses can also configure policies for advance requests raised by employees by specifying frequency, volume and amount based on expense type and employee role.

As the company grows and expands, businesses can accordingly adjust the expense policy framework.

The policy control framework keeps expenses in check by dynamically flagging exceptions - expenses that violate company guidelines - enabling approvers to take corrective action to minimise overspend.
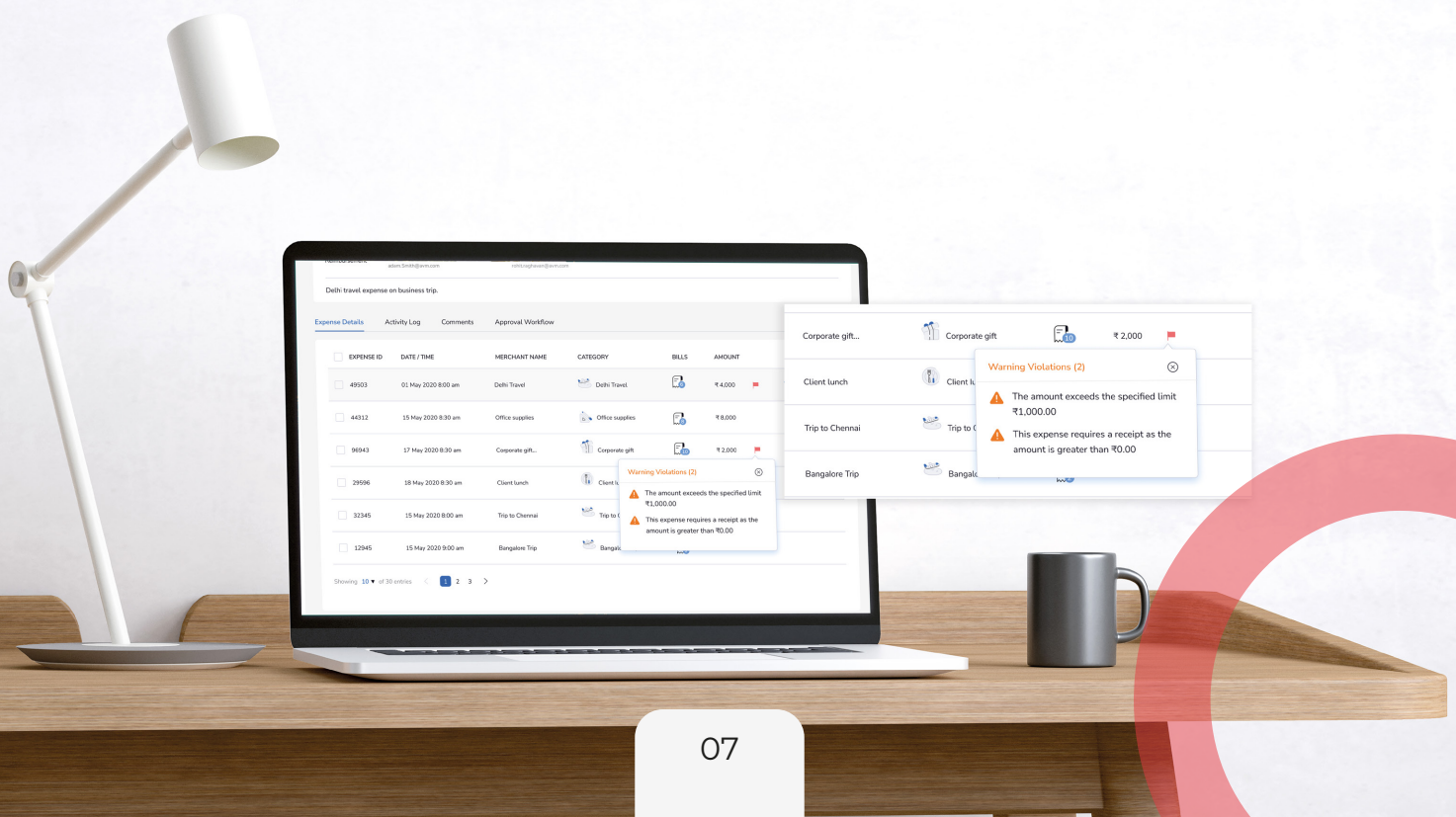
Speed settlement with advanced approval workflows

Small businesses have simplified organizational structures. With XPNS businesses have the flexibility to rapidly configure workflows and streamline expense approvals in line with organizational structure and business needs.

Businesses can create custom rules and automatically route approvals to one or more approvers, depending on the spend threshold or the expense category. Approval workflows can also be set up to automatically authorise routine expenses, or those below a certain threshold, so long as the claim is in line with pre-established policy.

Businesses can also create contingency flows that automatically shift to next-in-line to keep the business moving when decision-makers are unavailable.

Managers receive automatic notifications on pending receipts over WhatsApp, Email and SMS and can review, approve, and reject expenses on the go for a rapid response.

Approvers can tag team members in comments to quickly receive clarifications and speed up the process.
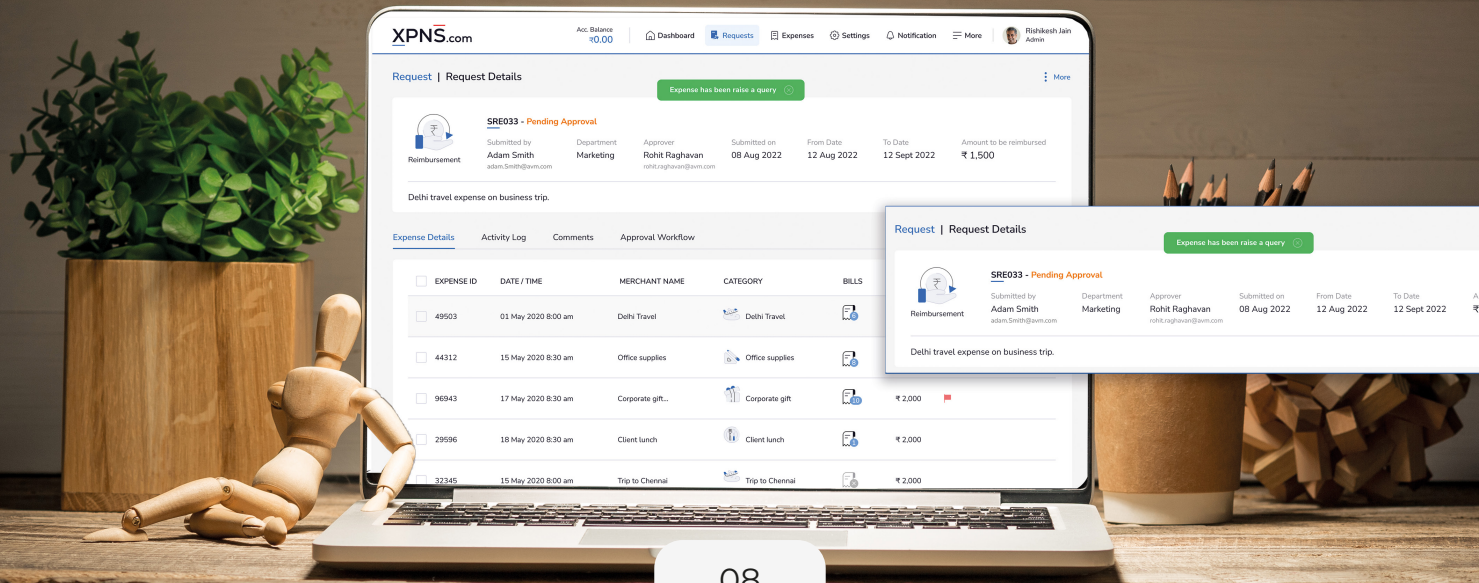
India's first do-it-yourself, SaaS-based quick-start expense automation platform for early, growth-stage businesses

Capture and submit expense receipts in seconds

XPNS mobile app allows employees to submit expense reports on the go, anytime anywhere. OCR-based smart scan capabilities allow employees to automatically populate expense reports with relevant data by simply taking a photo of the receipt. This creates a seamless expensing experience for employees, reduces tedious data entry and ensures timely and accurate expense filling which accelerates turnaround time.

XPNS accurately captures the amount, Goods Service Tax Number, vendor name, date, city and invoice number from the invoices. The digital copies of the receipts can then be simply included with every expense, resulting in quicker approvals and employees getting reimbursed faster.

Employees can annotate transactions and take a photo of their receipts so they can be stored online. These expense reports can then be accessed and reviewed by managers at their convenience later.
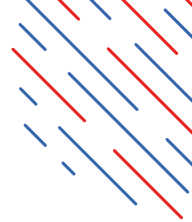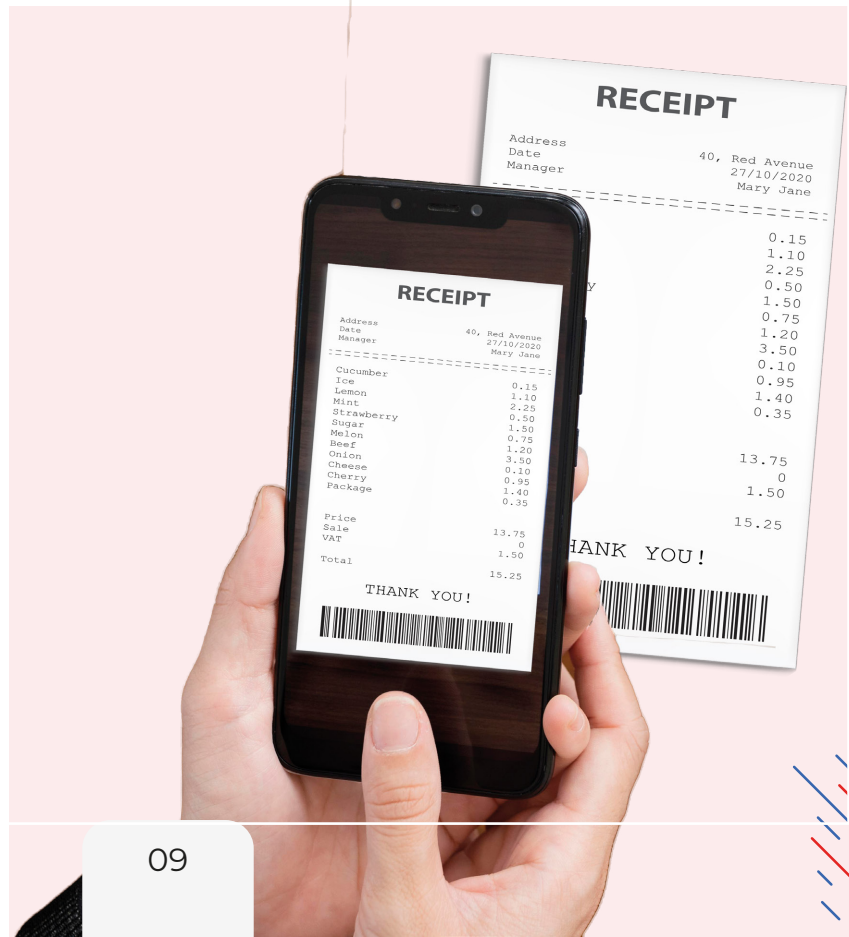
Eliminates manual data entry

Increases compliance

Speeds reimbursement cycles

Smarter data-backed decisions with improved visibility

Businesses have real-time line of sight into employee expenses. Rich dashboards, customisable along a range of dimensions, enable decision-makers to distil information on expense trends for identifying saving opportunities, improving spend allocations and for fine-tuning operations.

Expense Insights

Aggregate view of expense trends by category, employee and payment type

- Team/employee average and overall spend
- Expenses in certain categories growing faster than others
- Distribution of expenses across categories
- Proportion of expenses in line or at variance with policy guidelines
- Number of advance requests from employees
- Ratio of Card and non-card spend
- Card load and transactional trends

Fraud Insights

Spot patterns and anomalies within expense data sets to proactively prevent spend leakages

- Out-of-policy expense
- Incorrectly characterised and unapproved expense
- Multiple bills from the same merchant location and number
- Flag expenses that exceed the average transaction volume
- Track expenses during the weekend or holidays
- Double billing expenses and reimbursements
- Reimbursements for cancelled or refunded expenses

Operational Insights

Evaluate operational performance by comparing KPIs to objectives and improve process efficiency

- Average amount of time an expense takes to move between stages
- Percentage of claims reimbursed on time
- Number of claims that remain unpaid
- Number of employees who delay filling claims

India's first do-it-yourself, SaaS-based quick-start expense automation platform for early, growth-stage businesses

Minimise the incidence of fraudulent claims

Businesses can leverage a broad range of controls to identify and combat expense fraud, and wasteful spending. XPNS monitors duplicate expenses submitted by multiple employees, such as a group lunch which is paid for by one participant but claimed for by multiple people. Moreover, the platform can detect unusual mileage claims, excessive spending, and suspicious or misclassified purchases as well as automatically provide extensive expense audit trail.

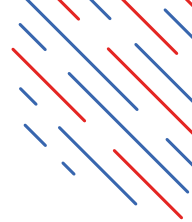**Mischaracterised Expenses**

Overstated Expenses

Fictitious Expenses

Multipule Reimbursements

Making a difference

Traditional Expense Management		With XPNS
Time-consuming process for employees and managers		A few hours of focused attention a month
Employees pay out of pocket and wait a longer period to receive reimbursements.		Physical and virtual cards to prefund employee spend
Limited set of controls to prevent wasteful, avoidable spend		Expensive set of controls, Card limits, out of policy spend alerts, detailed expense reports
Limited visibility into expenses impact cash flow planning		Actionable insights for better cash flow planning and improved policy decisioning
Delays around receipt submission and poor compliance with expense policy		Spend ownership that promotes a healthy, positive spending culture

XPNS

By **Zaggle**®

About Zaggle

Zaggle is B2B2C SaaS Fintech company digitising spends to drive growth and unlock value through automated workflows

The Zaggle Advantage

Trusted by leading corporates to automate end-to-end spend processes

contactus@xpns.com