



Headquarter:
F 3 Sector 3,
Noida
www.jktech.com/

Solution Overview

Expense Approval is a necessary part of any organization at any level, JKT developed "**Expense Approval App**" based on **Microsoft Office 365 latest features (SharePoint Online, PowerApps & Flow)**. It enables users to submit & track their expenses from anywhere, this app is available for both desktop and mobile devices. Approvals are based on organizational hierarchy; approvers can take actions in multiple ways.

Introduction

Microsoft PowerApps is a new enterprise service that empowers innovators everywhere to connect, create and share business apps with team members on any device in minutes. Organizations are using PowerApps with Flow to automate their manual process.

Expense Approval App is a good example of using SharePoint Online, PowerApps & Flow for enterprise applications. It's an intranet-based application for all expense's approval process. With the growing business needs we revamped the existing application with mobile and cloud ready platform.

Customer Pain Points Addressed

- Existing process was based on legacy system
- User can only submit request using company `s intranet or VPN
- Available for desktops only, mobile incompatible
- Doesn't support all modern browsers
- Approvals through mails only
- Needed graphical drill down reports for dashboard
- Multiple currencies were not supported for expenses

Differentiators

- Access from internet, no VPN required
- Compatible on any device or any platform (windows/android/iPhone)
- No installation required
- Supports all valid currencies
- No special training required, easy to operate for end users
- Integrated with Microsoft Office 365 (SharePoint, outlook, Power BI)
- Secure data access powered by Microsoft

Key Features

- Based on latest technologies
 - Solution is based on latest Microsoft technologies like SharePoint Online, PowerApps, Flow
- Automation at Its Best
 - Includes all required departments approvals
 - Dynamic approver selection based on organizational hierarchy
 - Follows organizational policies
- Mobile friendly
 - App is available for both desktop & mobile devices
 - User can submit expense approval request from anywhere
 - Approves can take actions on the go
- Request Tracking
 - User can track status of his request on the dashboard
 - User can also see approval hierarchy for his requests
 - Filter, Search, Sort records
- Audit
 - Finance team gets notifications of final approved expense approval request
 - They can view all expenses and mark them paid
 - Process finally completed when finance team mark all expensed and close the request
- FAQ
 - App has a FAQ section to help users with their general queries
- Reports
 - Expense approval App`s data is on SharePoint online; authorized users can pull monthly/weekly/daily reports out of it.
 - Power BI Reports are also added for quick graphical representation

Typical Questions

- Question:** Can user submit his expenses in any currency?
Answer: Yes, this application supports all available currencies in the world. Users can submit expenses in any currency, system will convert total amount into equivalent USD.
- Question:** Does user need to install this App before use?
Answer: "Expense approval App" is available on browser, so if you are using computer no need to install it. For mobile devices installation is required.
- Question:** Can an approver forward approval request to someone else?
Answer: Yes, if any approver thinks that request needs to approver by other person, he can reassign approval request to other one.
- Question:** How can user know about his request status?
Answer: User will get email notification on every approval step; he can also find request status on App`s dashboard

Pricing and Licensing Information

- No separate license required for this application if customer has Office 365 enterprise license
- Office 365 Enterprise licenses details - <https://www.microsoft.com/en-us/microsoft-365/business/compare-more-office-365-for-business-plans>

Additional Resources

- PowerApps Overview <https://powerapps.microsoft.com/en-us/>
- Flow Overview <https://flow.microsoft.com/en-us/>
- SharePoint Online Services Description <https://products.office.com/en-us/sharepoint/collaboration>

Solution Glimpse

The solution glimpse includes:

- Office 365 Integration:** A cloud icon representing the underlying Microsoft ecosystem.
- Mobile App:** A smartphone displaying the expense approval interface.
- SharePoint Interface:** A tablet displaying a list of expense requests with columns for ID, Status, and Approval Status.
- PowerApps:** A logo indicating the application's development platform.
- Approval Flow Diagram:** A vertical flow showing the roles: Initiator (top), First Level Manager (middle), and Second Level Manager (bottom).
- Power BI Dashboard:** A complex dashboard with:
 - A bar chart showing request counts by type.
 - A line chart showing dates from start to end.
 - A pie chart showing the approval status distribution.
 - A table with columns: ID, Status, Approval Status, Total Estimate.
 - A summary box showing **678 Total Requests**.