

# eXtended Business Application (eXBA)

Product Data Sheet



## eXBA: adding Value to your ERP



### eXBA Suite

- Travel Requisition Processing
- Employee Expense Reimbursement
- Vendor Payment
- Timesheet Processing
- Project Billing – T&M/Fixed Fee/Recoverable Expenses

### Key Features

- Intuitive User Interface
- Fully browser based
- Configurable approval workflow
- Unlimited attachments
- Interface with Sunsystems ledger accounting module.

Astral's eXBA application suite is aimed at extending your investment in ERP by giving you independent & integrated functional modules that complement your ERP. The eXBA application suite can add value to your organization by automating day-to-day functioning; which increases organizational efficiency, facilitates paper-less functioning, improves employee productivity and helps to control costs. The easy and intuitive user interface of the application will ensure an effective implementation of the application across all levels of the organization.

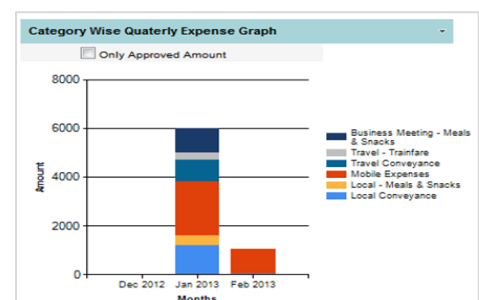
## Employee Portal

The Employee Portal will be the first line of access to the eXBA application suite. It can be customized as per your preferences; at the same time, it would provide corporate information as required. It will simplify access to corporate information, personal data, transactions and services. It empowers employees with self-service enabling them to control their work and personal tasks.

All your employees can access the eXBA application suite via portal and can view up-to-date corporate information. The portal provides eXBA dashboard/ KPIs to give an overview of relevant set of information.

The application can be deployed on-premises or on-cloud as required by your organization. It can be implemented using single sign-on using ADS or natively. Its master data management module is core to eXBA suite; controlling all aspects of eXBA master administration like Users, Expenses, Tasks, Client/Projects etc.

The applications security settings determine which data can one see on each dashboard. For example, a manager can only view expenses for his subordinates/ cost centers he is responsible for. The Portal will display information such as his/ her status of expenses claims or expenses pending for approval etc.





## Travel Expense Management

### Highlights

- Travel request domestic/international
- User-Approver workflow to suit organizational needs.
- Travel Desk to facilitate the traveler's booking request.
- Allowing employees to make amendments to any existing travel plans based on business requirements.
- Employee can claim the reimbursements through Employee Reimbursement (ER) module.
- Employee can track his/her past travels with its status.

## Travel Requisition (TR)

Travel Requisitioning (TR) module can eliminate the need of an existing paper-based process in the organization. It can enable the organization to enforce prior hierarchy-wise approval of all travel requests. It will allow the organization to enforce its travel policy to ensure that only authorized persons travel on company expenses. It will provide detailed information on who travelled when & where and on whose approval. Rules can be set up which will ensure that employees do not overspend on travel; as they would be monitored if their travel budget is exceeded. Users are presented with variety of options such as Air/ Rail/ Car/ Hotel bookings and the preferred

mode of travel and vendor from the preferred list can be selected. The configurable user-approver workflow will appropriately route the Travel Request for approval and subsequently allow the Travel Desk to process the travel booking.

The TR module is integrated with the Expense Reimbursement module, which can give alerts to the employees to fill up the travel reimbursement claims.

## Key features

**Single Interface:** User will be able to request for all his travel requirements including travel advance from one screen. The user can even book travel for his/ her co-passengers/ colleagues.

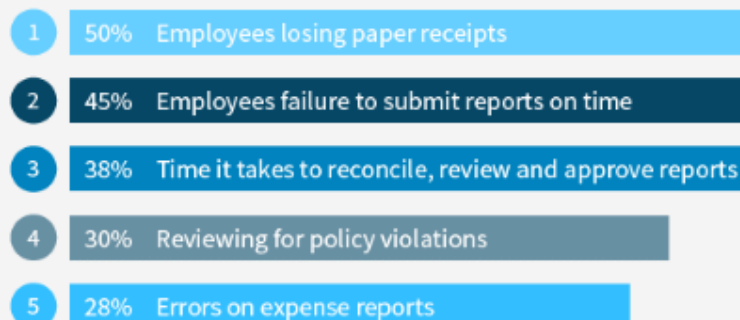
**Travel Preferences:** User can specify his travel preferences; Air/Rail bookings/ Hotel bookings or Car pick-up/ drop arrangements; within the given travel policy guidelines that can be set up in the application.

**Approver workflow:** Each travel request would be approved by the respective approver as configured in the module. The approver will receive email notification for any pending travel requests.

**Travel Desk:** The Travel Desk/ Administrator can provide final travel itinerary to the requestor via the application itself.

**Integration with ER module:** Integrated with Expense Reimbursement (ER) module to facilitate the expense claims processing for the travels made by the employee.

## Top T&E pain points



Source: <https://www.certify.com/2015-12-10-2016-Expense-Management-Trends--Annual-TE-Outlook-and-Benchmarks>

# Employee Expense Reimbursement (ER)

EXBA' s Employee Reimbursement (ER) module is a web-based self-service solution for an organization to process its employee's reimbursements/ claims like travel, food, mobile, etc.; which can help to control costs, increase employee productivity and improve business performance.

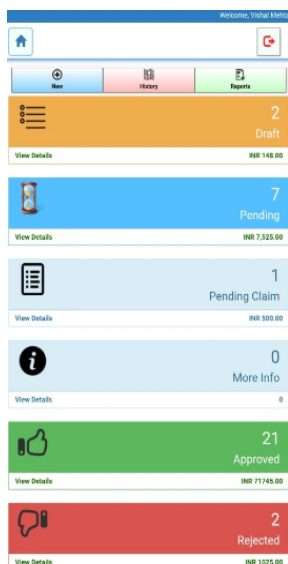
It is a powerful and comprehensive employee expense claims processing system including, configurable user interfaces, hierarchy for approvals, expense tracking, MIS reporting, uploading of supporting / attachments and allowing organizations to easily adapt to meet their expense policies and rules. The ER can be configured to book expenses under specific heads like a project/ a business vertical and subsequently using the Project Billing module the expenses can be accounted accordingly. ER focuses on automating the entire process of Expense reporting i.e. from Expense

Voucher creation with hierarchy approval to the reimbursement to the employee via organizations existing financial accounting system. It has an intuitive user interface for ease-of-use which also provides real-time visibility into the status of an expense report. The approval workflow can be configured to suit any organizational approval needs. It also facilitates the implementation of the organizational expense policy and rules. ER's mobile interface provides the flexibility to access the application anywhere using any smartphone device and allowing user to create, submit and approve expenses through icon driven menus and screens.



**Expense Management**

## Highlights of the ER application



**Policy enforcement:** Your Company's spend limits such as per diem rates can be loaded into ER. For example, Rs. 500 per day for entertainment,

**Fraud Detection:** Prior to approval of expense, approver can view any possible duplicate expenses by searching for similar expenses.

**Finance Rejection:** Subsequent to the approval of the expense voucher, it allows the finance user to reject an expense voucher and send back to the submitter. The submitter can make required/ limited changes to the expense voucher and re-submit for approval. All parties in the approval flow are notified with email notifications.

**Configurable Expense Types:** The expense types are fully configurable and unlimited. Each Expense type can be mapped to

Expense GL Code as required by your Financial Accounting System.

**Recoverable Expenses:** Application can be configured to assign expenses to a Project/ Business vertical and the same can be subsequently can be accounted for accordingly using the Project Billing Module.

**Accounting Integration:** It can seamlessly integrate with any accounting system allowing Finance Users to export details of expense voucher into compatible file formats. It has built-in integration with **Infor Financial Management**.

**Mobile interface:** It can provide the flexibility to access the application anywhere using any smartphone device and allowing user to create, submit and approve expenses through icon driven menus and screens.

# Vendor Payment (VP)

EXBA' s Vendor Payment (VP) module is a web-based self-service solution for an organization to process payment to Vendor such towards Utility Bills, Xerox bills, Courier charges, local vendors etc. which does not require an exhaustive Procurement processes.

VP focuses on automating the entire process of bill booking to its payment. It is a powerful and simple to use bill booking system for organizations having branch networks in multiple cities. Simply book Vendor bills in the system, based on preconfigured setup, bills will be sent to respective approval and subsequently process by finance for payment. It can be configured for multiple levels of approvals, attachments of Vendor bills and payment tracking.

With set of master data available, VP will calculate and

default the GST and TDS liability on the bill for finance. System has built-in integration with Infor Sunsystems. It means, the necessary accounting entries are generated by the system and made available in the Sunsystems.

It has an intuitive user interface for ease-of-use by non-accountants and provides real-time visibility into the status of vendor payment. You can attach Vendor Bills, delivery receipts or any other document requiring processing the vendor payment. The approval workflow can be configured to suit any organizational approval needs.

## Highlights of the VP application

### KEY FEATURES

- identify duplicate invoices
- email for High priority payment approval
- Custom workflows and approval processes.
- Additional information for each expense types
- mapping of expense types to GL account
- Interface with financial accounting
- Can be deployed on Intranet as well as Internet.

**Simple to use:** The User Interface has been designed so that a non-accountant can book vendor bills.

**Priority Payments:** A provision has been made to indicate that the payment needs to be process on priority. Hence system send immediate email to its approver for the approval of the said bill.

**Multi-level Approvals:** System can be configured to have multiple levels of approval e.g. Approval by Branch Manager and Regional Manager and Head Office.

**Configurable Items Types:** The item types are fully configurable and unlimited. Each item can be mapped to HSN and Expense GL Code as required by your Financial Accounting System.

**Analysis fields:** As required by the organization, multiple additional fields can

be created for the purpose of analysis and the information can be captured at the time of bill booking.

**Accounting Integration:** It can seamlessly integrate with any accounting system allowing Finance Users to export details of booking voucher into compatible file formats. It has built-in integration with **Infor Financial Management**.

# Timesheet Processing (TM)

Managing employee time more effectively is the need for today's professional organizations. Simply tracking hours is no longer an effective way of managing employee time. Organizations need to know how effectively time is spent by the employees.

Our Timesheet application allows employees to record time against client/ project/ tasks with simple & easy-to-use user interface. A completely configurable application to allow employees to record the time spend by them against specific client/ project/ tasks and also add detail notes for the work done to each tasks.

Configurable analysis codes to further analyze the time spend by the employees like Sub-Tasks.

TM is integrated with our Billing module which will allow you to account for the time spend by staff on a specific project.

A fully web based application allows employees to access the application over internet (as per organization's security policy).



## Project Timesheet Management

*By lowering costs and increasing revenue, timesheet system can improve the health of companies.*

## Key features of the TM

**Simple to Use:** Considering that users are at different levels and locations, the user interface has been made simple to use. Just select "Project & Tasks" and enter time and detail notes (if required). It's that simple; rest of the information for reporting is pre-configured.

**Approval Workflow:** Configurable approval workflow to allow the Project Manager/ BU / Departmental Head to approve the timesheet.

**Access Control:** A fully configurable setup to define which employee can have access to which projects and Tasks.

**Additional Analysis:** Each Task can be further analyzed by capturing additional

information. e.g. Training Task can be configured to further analyze by Induction Training or Product Training etc.

**Reminder/Alerts:** It can be configured to set reminder and alerts for entering time or missing time.

**Timelines:** Frequently used timelines for projects and tasks are automatically defaulted whenever user logs in into the application.

**Integrated Invoicing:** TM is integrated with billing module; to facilitate the time based billing. Staff Cost and Charge rates can be configured and profitability can be ascertained via MIS reporting.



*"It's true, that sometimes  
you need an expert to  
point out the obvious  
mistakes."*



## Project Billing

## Project Billing (PB)

Project billing module is fully integrated with Timesheet (TM) and Expense Reimbursement (ER) module. Recoverable time and expenses can be invoiced to the customer using the PB module. The PB also facilitates Milestone based billing wherein you may raise an invoice to the customer based on completion of certain milestones. The PB module would cover following types of Billing:

- Fixed Fee/ Milestone based
- Time or T&M Base
- Recoverable Expense

The flexible configuration allows you to

configure billing rates for each project separately. The built-in workflow allows Project Manager to initiate the Billing Memo; at the same time, remind Project manager for the up-coming milestones due for billing. The Project billing can be setup to automatically generate the necessary accounting entries to facilitate the integration with the Accounting software.

## Key features of PB module

**Project Information:** Enter project billing related information in one screen without navigating to multiple screens.

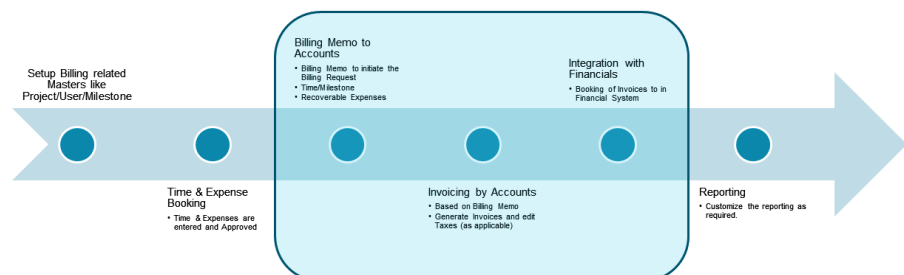
**Single Invoice:** It allows you to generate single invoice for multiple projects of the same customer.

**Project Repository:** Project Master allows you to store and view all information related to project like Billing rates, Resources, Milestones, attachments etc. at one place.

**Adhoc Expenses:** It allows you to add indirect expenses in the billing which was entered outside eXBA application.

**Invoice Attachments:** It allows Project Manager/ Finance to add attachments to the Invoice which are required by customer.

**Accounting Integration:** It seamlessly integrates with any Accounting System allowing Finance Users to Export details of Invoices into compatible file formats. It has built-in integration with **Infor Financial Management**





## About Astral

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- Managed by experienced professionals
- Engaged in the business of providing Technology & Consulting services to customers
- Backed by an experienced resource pool

Astral will strive to be different by –

- Providing cost effective services to customers
- Under committing & Over delivering to customers



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To be the **Consultant** of choice for our customers

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