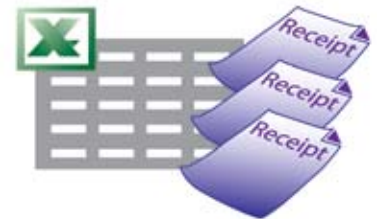


# Expenses Management Workflow

## Overview

Employee generated expenses are one of the largest areas of controllable spending second only to payroll. Yet many organisations spend unnecessary time on archaic paper-based processing. These processes drain front-line personnel and back-office resources.



## Key Issues

A top sales executive can spend more than half an hour per week filling out a reimbursement form, taping receipts to pieces of paper and sending the paper document, sometimes via priority overnight delivery service, to a manager and/or accounts payable for approval. If there are any problems with the report, this highly paid employee engages in multiple phone calls to resolve the problem and, on average, will still have to wait more than two weeks for reimbursement.

The paper-based process demands that:

- People be in the office to sign the expenses
- The employee drops off the hard copy expenses (or uses mail or overnight couriers)
- Their manager checks and signs the expenses
- The manager sends them to accounts

By the end of the process there are three copies of the expense claim and associated receipts, the employee copy, the accounts copy, and the archive copy.

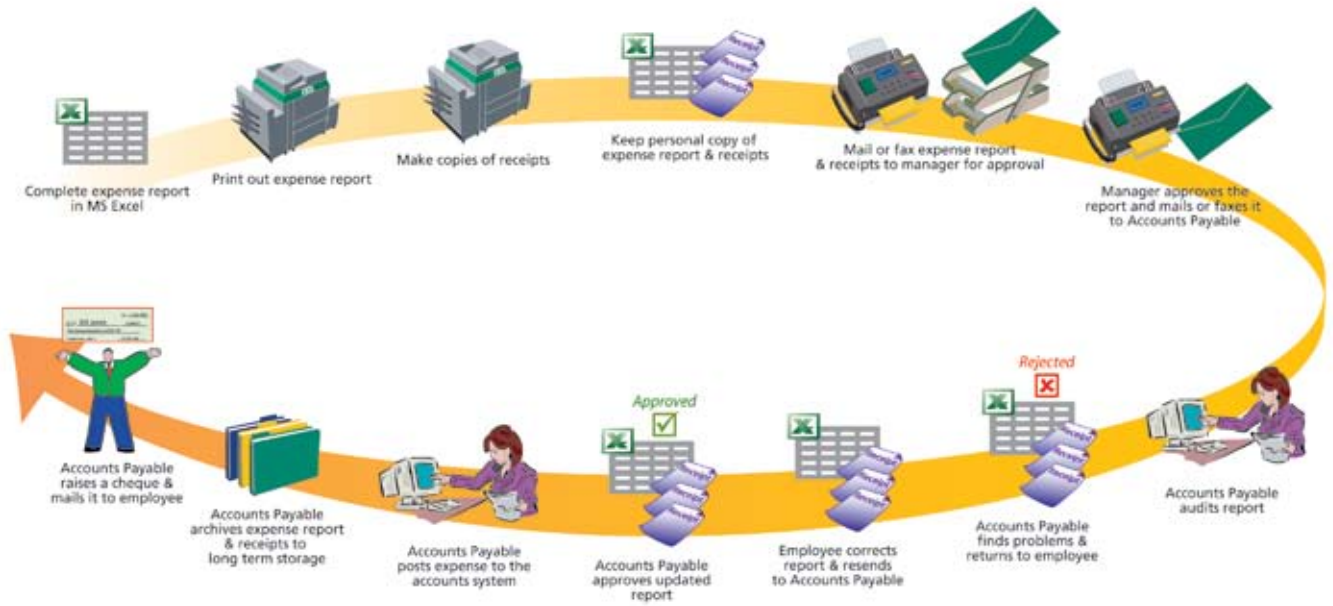


True automation involves information capture, approval workflows, and collaboration. Employees, supervisors, accounts payable, auditors, and senior management can generate, review, approve, process, and audit every expense report.

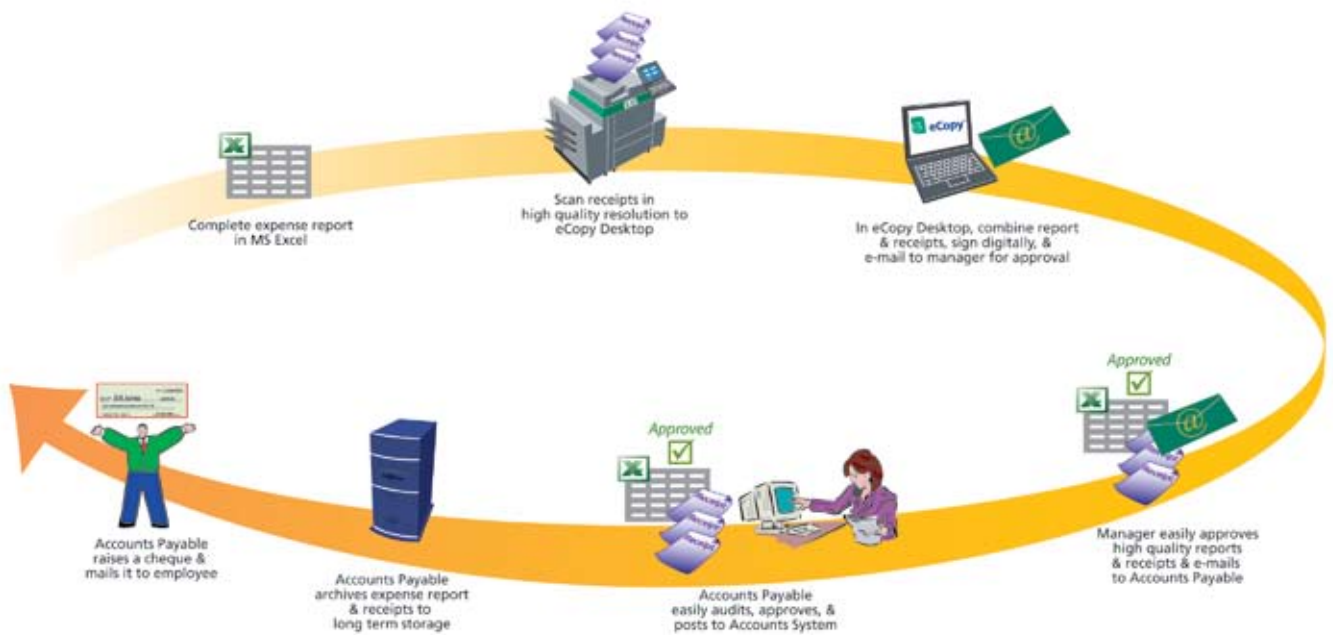
## How eCopy Can Benefit Your Expense Management Workflow

- Instantly access and approve any expense report at a moment's notice from anywhere
- Conduct audits remotely
- Speed up expense report processing and reimbursement
- Improve productivity
- Allow more time for expense analysis and policy compliance audits
- Reduce costs through process improvements
  - ~ Paper, storage, and employee time is saved as the workflow is now digital
  - ~ Expense claims are rarely lost
- Dramatically reduce mistakes
  - ~ Eliminate transposition errors, if the data is OCR'd from the spreadsheet
- Provide an audit trail to help meet regulatory and security policy requirements

## Workflow Before eCopy



## Workflow After eCopy



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