

TOP 5 FINANCE PROCESSES THAT ARE THE CULPRITS OF BUSY WORK

Automating
your workflow
to make your
work flow.

Imagine a finance department, free of inefficiencies.

Everyone wants to be successful at work, confident they're doing the best job possible. But busy-ness doesn't always equal effectiveness. More often than not, busy-ness isn't a reflection of the worker, it's a reflection of the process—or lack thereof.

Get familiar with the top five workflow processes within finance to ensure your busy-ness is what's best for the business.



**TRAVEL
REQUESTS**



**PURCHASE
REQUESTS**



**CONTRACT
MANAGEMENT**



**EXPENSE
REPORTS**



**INVOICE
PROCESSING**



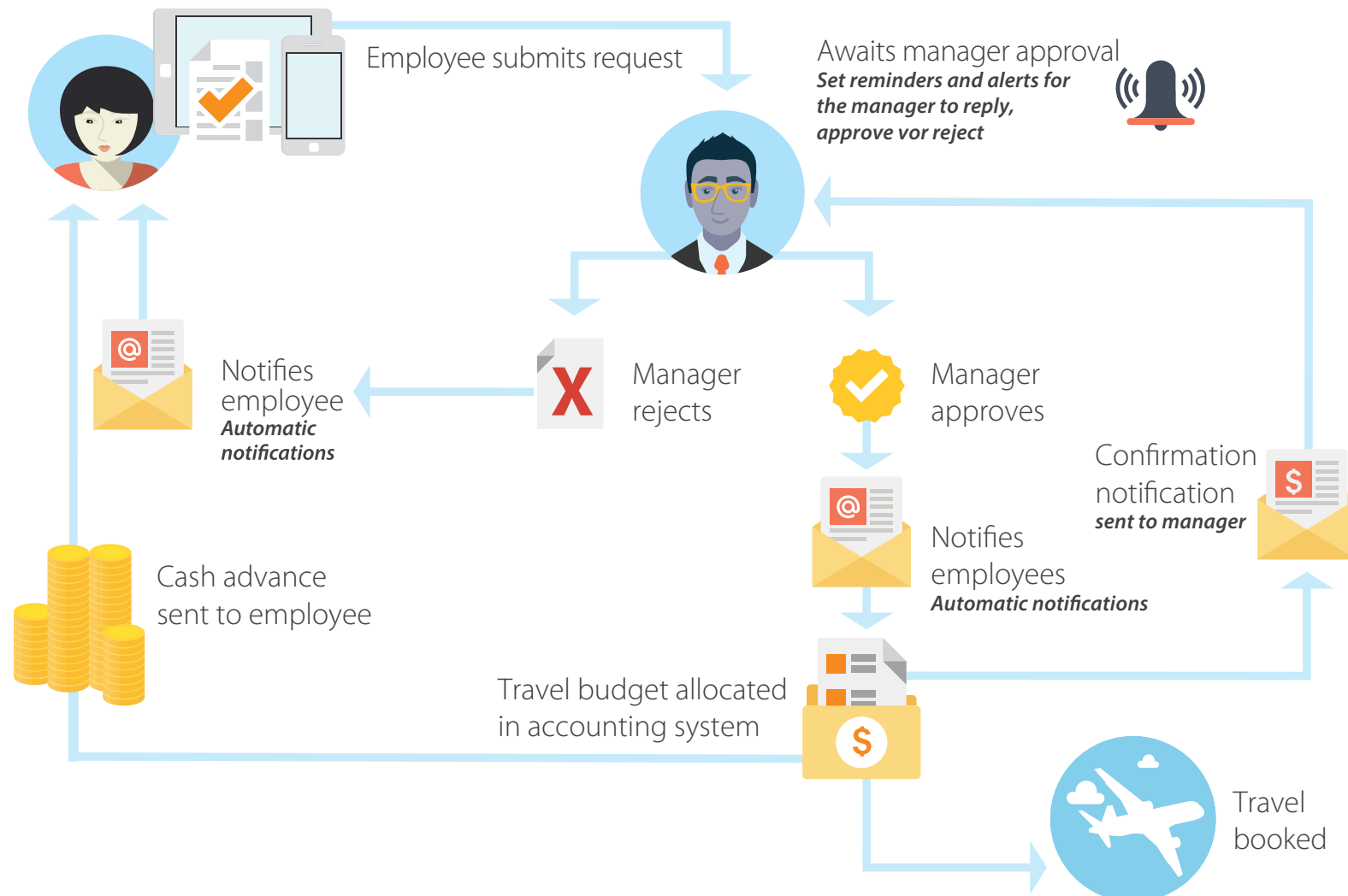
TRAVEL REQUESTS

Oh, the employee travel request process—the thing you’d rather hand off to another member of your team. Backlogged more than any other process, travel requests often slip through the cracks via email, get lost in piles of paper, or get entered incorrectly into spreadsheets—all of which can delay booking the actual trip, which costs your company money.

Regain control of your travel request workflow, because flights don’t wait for approvals.

SOLUTION:

A centralized travel request workflow capable of screening approvals, and automatically triggering expense approvals, all with a single click.



- Allow users to submit travel requests electronically
- Managers receive automated notifications to approve or reject travel requests
- Employees and admins receive real-time status updates, tracking travel requests throughout their lifecycles
- Integrate with existing financial and expense systems to automate reimbursements or to provide cash advances
- Ensure adherence to department guidelines
- Minimize late travel booking and personnel involvement



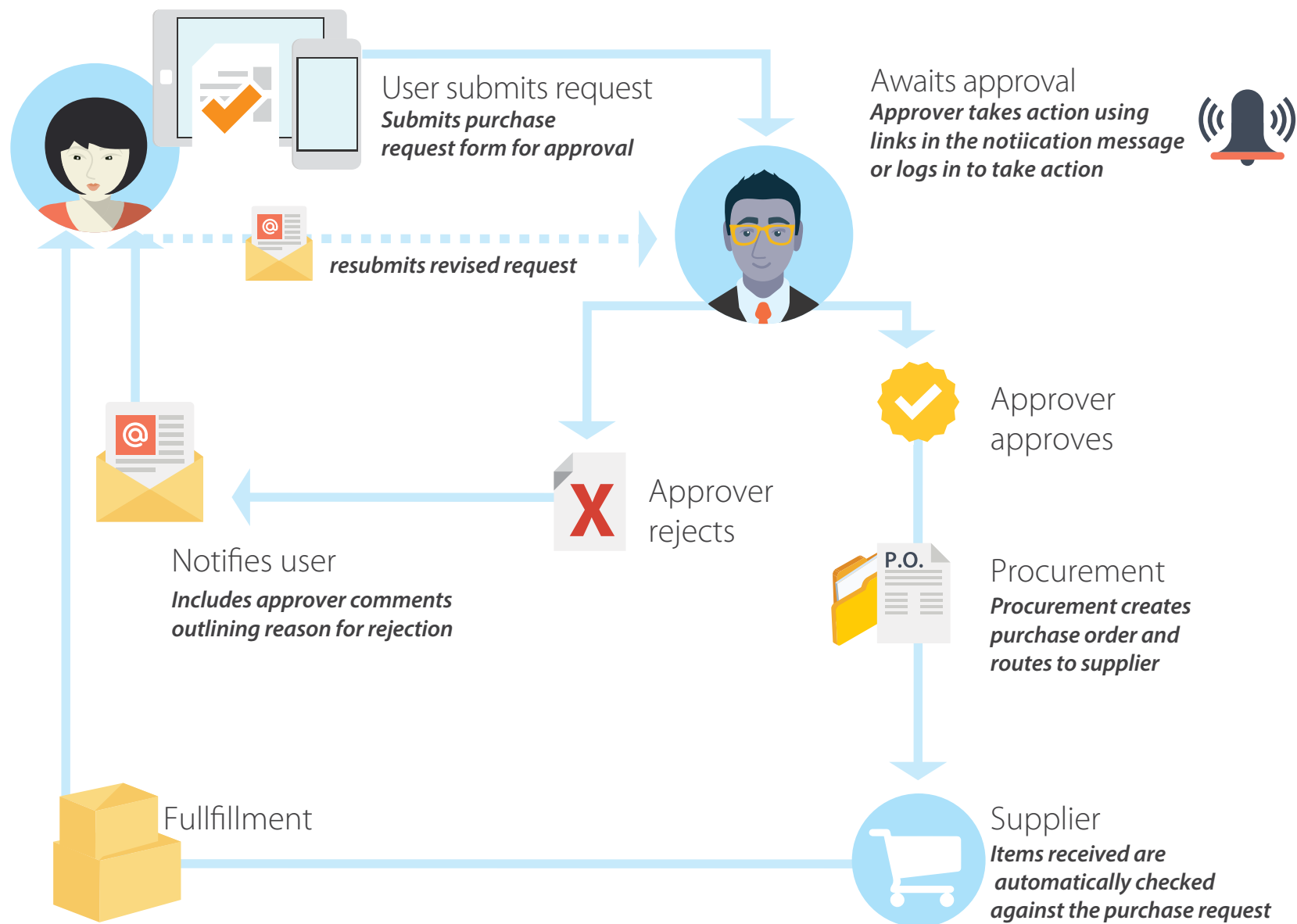
PURCHASE REQUESTS

Your employees need to place and track orders for supplies: everything from stationery, to equipment, to anything else that keeps them from being successful. Beyond having a process to efficiently track these requests, you want to make sure you're getting the best price from vendors or suppliers.

Sorting and sifting through spreadsheets or piles of paper isn't an option.

SOLUTION:

A digitally-based workflow that automatically generates request forms, triggers multi-level approvals, and ensures compliance from inception to audit.



- Capture purchase requests on standardized forms
- Create multi-level approvals based on budget authorization
- Ensure the right people are authorizing each purchase request
- Ensure governance, reduce errors, and capture an audit trail of all purchase orders resulting from purchase requests
- Reduce the risk of internal fraud
- Integrate with existing ERP systems to streamline inventory management
- See your current and incoming stock at a glance
- Discover bottlenecks in your purchase request process with workflow analytics and know where your cash is flowing



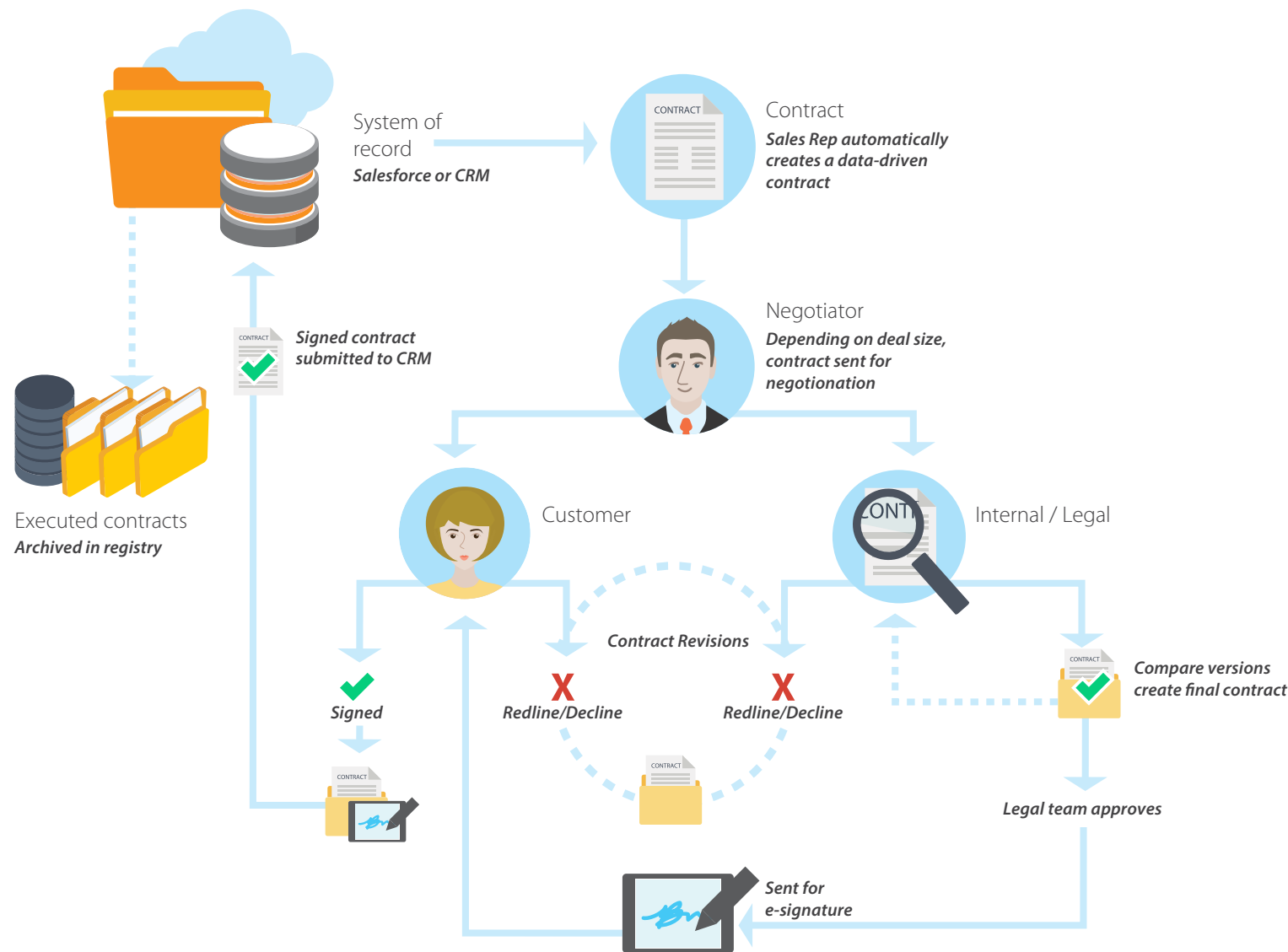
CONTRACT MANAGEMENT

Contract management could be one of the most important jobs in the world of finance. It's also the most stressful. When so much is on the line, improper processes can lead to poor policy compliance, inaccurate information, and delayed sales cycles. It doesn't—and shouldn't—be so difficult.

The average revenue loss due to poor contract lifecycle management is 9.2%*.

SOLUTION:

A workflow capable of triggering notifications at milestone moments, issuance of standardized contract documents, all with e-signature integration.



- Auto-generate contracts in Word, PDF or Excel file formats resulting in less typing, less paper and fewer errors
- Route sales contract to appropriate stakeholders for review
- Shrink turnaround time and clear up bottlenecks
- Create secure access to contracts and ensure you're always in compliance
- Access/publish documents to and from line-of-business applications
- Execute contracts through popular digital signature providers, integrated directly into your workflow and get sign-off even when the signer is out of the office



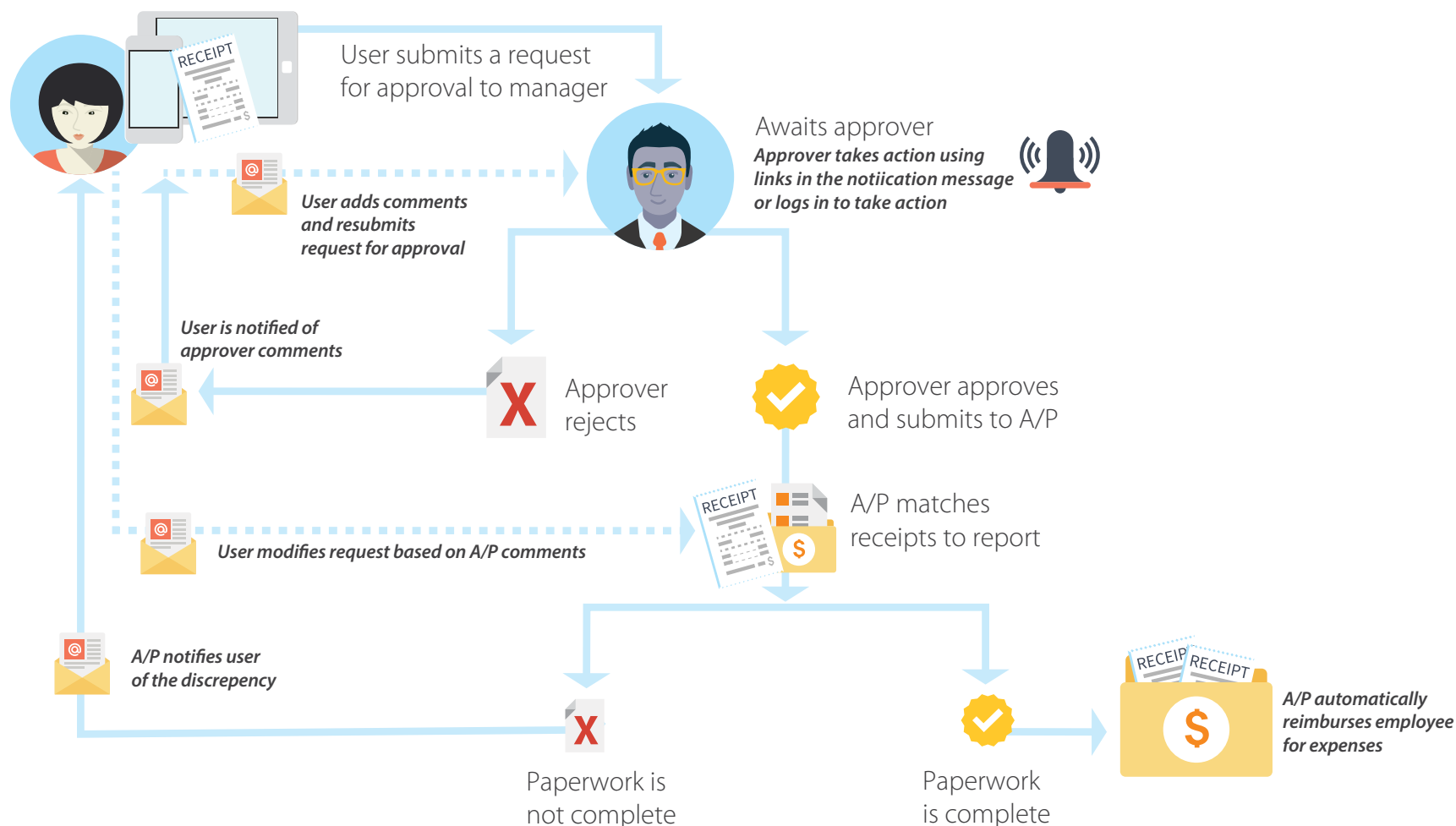
EXPENSE REPORTS

They come across your desk daily and they're most likely giving you heartburn. At best, non-standard expense requests are messy. At worst, requests are impossible to track, full of errors, and result in countless unauthorized payments—nobody wants to be the bearer of that kind of news.

A whopping 15% of all business fraud is found in expense reports.

SOLUTION:

A workflow that automatically generates digital forms, sets alerts for approvals and notifications, triggers reimbursements, and tracks processes for optimization.



- Create easy-to-read digital expense report forms with pre-populated reference data to eliminate errors
- Define and set alerts that prompt employees for action to turn in reports on time
- Get faster approvals, prompting faster reimbursement
- Approve expenses quickly and easily from any device
- Discover bottlenecks in your expense management process with workflow analytics



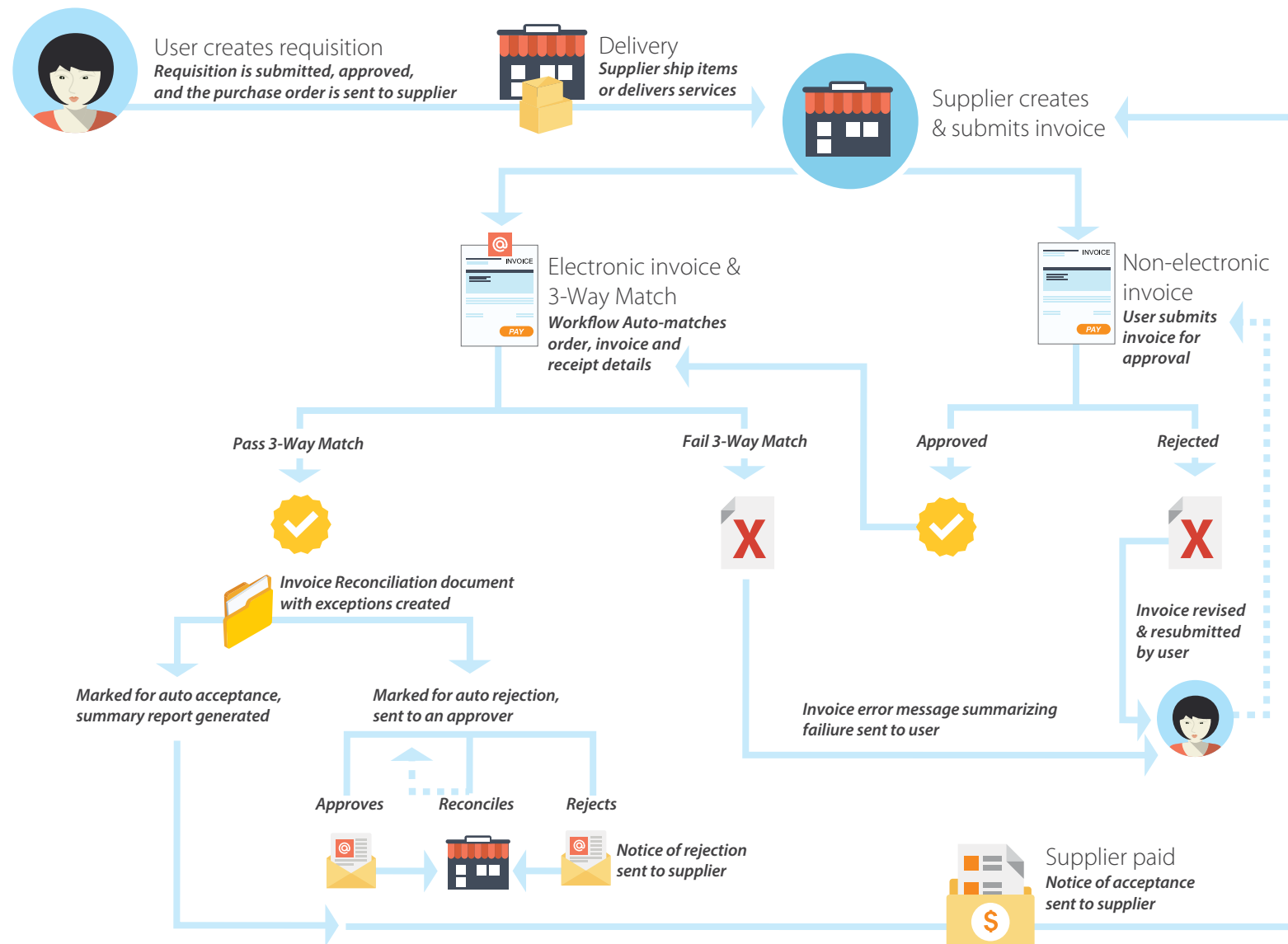
INVOICE PROCESSING

Everyone wants to get paid on time. But manually processing invoices can slow everything down, create cash flow issues, and create friction between you and the Accounts Payable department. It also leads to conflicts between you and your invaluable vendors—relationships you can't afford to tarnish.

Reduce invoice processing
from days to hours.

SOLUTION:

An automated Invoicing workflow, that connects with existing systems, routes forms, validates information, and triggers notifications, all with a single click.



- Connect existing ERP systems via digital workflows to ensure the data is accurately reflected in the accounting system
- Route requests to the right budget manager or escalate overdue invoices, automatically
- Create powerful forms that capture and validate all required data
- Keep a full audit trail of all invoices