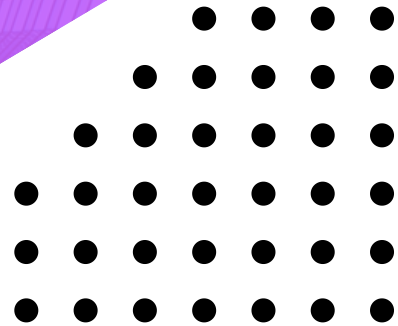
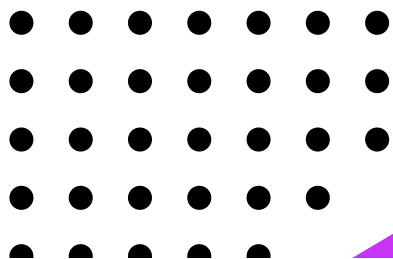




ENTERPRISE EXPENSE MANAGEMENT WITH EXPENSE TRACKER

Prepared By:
Team Orblogic



COMPANY

The client is a national full-service 3PL Logistics and managed labor provider specializing in Order Fulfillment, Acquiring, Grocery Selection, Put away, Reverse Logistics, Clerical job positions, Kitting Projects, and product slotting and processes efficiency analysis.

CHALLENGE

The client company used a spreadsheet-based method built in-house to fulfill their expense reporting requirements. There was a significant amount of paperwork, frantic employees following up on payment status, and an accounting team that manually recorded and uploaded all data into the accounting system. The company stored the expense receipts in the hard case storage boxes. Employees had to calculate the amount, fill the form with respective expense heads and even fill in the report number. The company needs to increase overhead for simpler expense tracking.

With employees around the globe, the finance department faced complications tracking employee expenses, processing employee reimbursements, and eliminating redundant work. They were spending too much time on it, which could have been better utilized for company growth.

SOLUTION

The company started to use Orblogic HRMatrix solution to address the company's concerns and issues regarding expense tracking with the Orblogic HRMatrix expense tracking module. This user-friendly module allows employees to easily store their expense receipts by scanning them. Multiple receipts can be uploaded under one expense entry, with the embedded capability in the module automatically filling in details such as payment amount, expenditure date, and expense category by scanning the receipt. This streamlined process reduces the time and effort needed to create and submit expense reports.

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Not only did Orblogic HRMatrix benefit the business teams, but it also helped the accounting team. All expense-related reports were available in one place, making it easy to filter invoices based on payment status and upload them to the accounting system via integration. This simplified process of recording and submitting company expenses saved employees valuable time, resulting in increased efficiency and productivity. The system stores data in redundant cloud-based storage, ensuring zero chance of data loss, and is digitally available anywhere in the world.

RESULTS WITH TANGIBLE OUTCOMES

The feature best used by the company was effortless receipt scanning which helped them scan and read not only printed but handwritten receipts with 99% accuracy. The employees use Android and iOS mobile apps to scan receipts and use web-based analytics tools to analyze expenses to make better decisions and company spending.

Handling expense and receipt verification in Orblogic HRMatrix expense tracking has resulted in an improved audit process, faster reimbursements, and seamless accounting of expenses, more than 70% of their traditional manual work. HRMatrix saves the company and employees considerable time with tangible and non-tangible outcomes.

CONCLUSION

“OrblogicHRMatrix expense tracking gives us real-time insight into what, where and each expense incurred. This makes our company better manage expense policy and enforce controls on company spend. The first impression lasts long, and employee retention is key to our company's growth. Employees are the core element in creating a company reputation.” said Finance Manager.

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Orblogic HRMatrix expense tracking provided an automatic submission to the reporting manager and regular status updates until reimbursement was completed through the mobile app. All expenses are handled electronically by the client company, including the company receipts, which are stored digitally now. Multifold improvements have been made in the efficiency of expense reporting and reimbursement since the company started using HRMatrix.

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