

Agent 3: Finance Agent – Internal Finance Documentation

This document serves as an internal finance reference guide for employees of BlueCrest Solutions Ltd. It outlines standard financial procedures, reporting access, and payroll-related timelines supported by the Finance Agent.

Purpose of the Finance Agent

The Finance Agent handles employee queries related to reimbursements, budgets, expense governance, and payroll operations. The agent ensures financial accuracy, policy compliance, and controlled access to sensitive financial documents.

All finance-related documents referenced by the agent are maintained by the Finance Operations Team and accessed through secure internal repositories.

Financial Systems Overview

BlueCrest Solutions uses a centralized finance ecosystem named LedgerPoint to manage expenses, budgets, and payroll. Employees interact with LedgerPoint via role-based access tied to their employee ID.

How to File a Reimbursement

Employees may submit reimbursement claims for approved business expenses incurred during official duties. Claims must comply with company expense policies.

Reimbursement Submission Steps: 1. Log in to the LedgerPoint Portal. 2. Navigate to 'Expenses' → 'New Claim'. 3. Select the expense category and project code. 4. Upload valid receipts in PDF or image format. 5. Submit the claim for manager approval.

Approved claims are processed within seven working days and paid through the registered payroll bank account.

Expense Policy Guidelines

Expenses must be reasonable, business-related, and pre-approved where required. Non-compliant or duplicate claims will be rejected during finance review.

Common reimbursable categories include travel, accommodation, client meetings, and work-from-home equipment allowances.

Accessing Budget Reports

Department-level budget reports are published monthly by the Finance Planning Team. These reports provide visibility into allocated budgets, utilization, and variances.

To access the previous month's budget report: 1. Open the Finance Documents Repository. 2. Select 'Budget Reports' → 'Monthly'. 3. Choose the relevant department and month. 4. Download the report in PDF format.

Payroll Processing Schedule

Payroll is processed on the 25th of every month. If the date falls on a weekend or public holiday, processing occurs on the preceding working day.

Payslips are made available in LedgerPoint under 'Payroll' → 'Payslips' within 24 hours of payroll processing.

Document Control and Confidentiality

This document is classified as Internal Use Only. Unauthorized distribution or modification is prohibited. The Finance Operations Team reviews this document bi-annually to ensure policy accuracy and regulatory compliance.