**Visual Analysis Dashboard Insights**

**Dashboard 1: Employee Submission Time (Before vs After)**

**Objective:** Show how automation reduced employee expense submission time.

**Insights:**

* **Before:** Average submission time ranged between 60–80 minutes depending on department.
* **After:** Post-intervention, standardized to **10 minutes** across all departments.

**Business Impact:**

* Manual effort eliminated through **automated receipt scanning and form pre-filling** (as proposed in the TO-BE diagram).
* Reduced cognitive load → faster submissions → quicker reimbursement lifecycle kickoff.

**Visual:** A screenshot of a graph

AI-generated content may be incorrect.

**Dashboard 2: Manager Approval Time (Before vs After)**

**Objective:** Highlight time optimization in the manager review step.

**Insights:**

* **Before:** Average time ranged from **4.7 to 5.2 days** across departments.
* **After:** Simulated approval time is **2 days**, consistently across departments.

**Business Impact:**

* TO-BE process suggests: **Automated reminders and escalations** and **Dashboards for pending approvals**.
* Managers are nudged to act faster → approval cycle reduced → faster downstream steps
* Optimizing the approval workflow (e.g., automated reminders, streamlined steps) can **cut down manager delay by over 50%**, improving reimbursement cycle efficiency.

**Visual:**

**A screenshot of a graph

AI-generated content may be incorrect.**

**Dashboard 3: Accounting Review Duration (Before vs After)**

**Objective:** Show optimization in Accounting team’s review process after Manager approval.

**Insights:**

* **Before:** Avg. review time ~8 days across departments due to manual validations, no real-time visibility, and backlogs.
* **After:** Simulated to **2 days** by introducing:
  + System-driven **pre-validation** of claims (auto-checks before human review).
  + **Auto-flagging errors** based on business rules.
  + A centralized **dashboard** for Finance to track pending claims in real time.

**Business Impact:** Faster cycle time, reduced accounting workload, smoother audits, and better employee satisfaction.

**Visual:**

A screenshot of a graph

AI-generated content may be incorrect.

**Dashboard 4: Payroll Disbursement Duration (Before vs After)**

**Objective:** Highlight inefficiencies in payroll disbursement after accounting review, and how automation leads to faster reimbursements.

**Insights:**

* **Before:**
  + Across all departments, payroll disbursement took an **average of 12 days** after accounting review.
  + This delay was mainly due to **manual payment scheduling**, **batch processing**, and **lack of real-time triggers**.
* **After:**
  + Simulation shows disbursement can be completed in **2 days** per department.
  + Achieved via:
    - **Automated payment workflows** integrated with finance system
    - **Scheduled payout batches with pre-validation**
    - **Automated error-checking before disbursement**

**Visual:**

A screenshot of a graph

AI-generated content may be incorrect.

**Dashboard 5: End to End Reimbursement Cycle Duration (Before vs After)**

**Objective:** To show the total turnaround time for expense reimbursement — from receipt submission to final disbursement — and how it's improved with automation.

**Before (As-Is):**

* Average reimbursement cycle time was **24–25 days** across departments.
* Delays caused by:
  + Manual data entry and form filling.
  + Manager delays (up to 6 days).
  + Accounting and finance verification lag (up to 8 days).
  + Payroll disbursement wait (11–12 days).

**After (To-Be):**

* Optimized cycle time reduced to a **consistent 7 days** for all departments.
* Achieved through:
  + **Auto-filled expense forms (OCR)** – cuts employee effort.
  + **System notifications & reminders** – faster manager response.
  + **Pre-validation by system** – fewer errors for accounting.
  + **Faster payroll queueing** – triggers automated payout.

**Business Impact:**

* **72–75% reduction** in reimbursement time.
* Increased **employee satisfaction** and trust in HR processes.
* Enhanced **financial transparency** and cycle predictability.
* Fewer email follow-ups, escalations, and support tickets.

**Visual:** A screenshot of a graph

AI-generated content may be incorrect.